

Canolfan Adnoddau Ty Luke O'Connor
Luke O'Connor House Resource Centre
21 Llys Barter 21 Barter Court
Hightown Hightown
Wreccsam Wrexham
LL13 8QT LL13 8QT



T: 01978 291562 E: clerk@offa-cc.gov.uk W: www.offa-cc.gov.uk

MINUTES OF THE FULL COUNCIL HELD ON THURSDAY 29 JANUARY 2026

Present: Cllrs: Griffiths, Jenkins, A Jones, D Jones, Rogers, Vale, Wilkinson, G Wynn and P Wynn.

Absent: Cllrs: Orange, Ramm, Ranger and Williams

In attendance: Helen McCarthy Deputy Clerk and Lee Jakeman (Locum Support),

1. To receive and consider apologies for absence.

Apologies were received from Cllrs: Ranger and Williams.

2. Declarations of Members' interests.

Nil – take them as they arise on the agenda.

3. To note the Resignation of Councillors Barbara Lloyd and Lynda Subacchi.

Noted.

4. To approve and sign the minutes of the Full Council meeting on Monday 15th Dember 2025 and Thursday 18th December 2025.

RESOLVED. To approve, and authorise the Chairman to sign, the minutes of the Full Council meeting on Monday 15th Dember 2025 and Thursday 18th December 2025.

5. To note the minutes of the meetings held on:

- (a) Monday 15th December 2025 (Staffing)
- (b) Thursday 8th January 2026 (Planning)
- (c) Thursday 8th January 2026 (Staffing)

Noted

6. Public Session.

There being no members of the public present the meeting moved on to the next agenda item.

- 7. To consider and approve payments for December 2025 / January 2026 to the value of £50,475.37. To note payments for September, October, and November to the value of £53,285.08 (Reports attached).**

RESOLVED. To approve payments for December 2025 / January 2026 to the value of £50,475.37.

And

RESOLVED to Approve the payments for September, October, and November 2025 to the value of £53,285.08

The Chair advised that the Clerk had entered the Council into a contract (with Vaioni) that the Council had not previously been notified of and that some further understanding of the contract and payment of invoices would be required.

- 8. To discuss and note the Income and Expenditure Budget Monitoring for Q3 2025/26.**

Noted. Income and Expenditure Budget Monitoring for Q3 2025/26.

Members were appreciative of the clarity of the format of the report provided.

- 9. To note the Bank Reconciliations dated 31st December 2025 and the balances held:**

Barclays	£88,699.71
Santander	£60,551.61
Lloyds Current Account	£172,171.35
Lloyds Savings Account	<u>£74,876.75</u>
TOTAL	£396,299.42

(Clerk's Note: the reconciliation and supporting bank statements were witnessed by Cllrs P Wynn and C Griffiths)

Noted

- 10. To discuss and approve member bank account signatories for online banking facilities.**

RESOLVED to appoint Cllrs P Wynn, C Griffiths and S Vale to be signatories of the Community Council Bank and Savings Accounts.

- 11. To consider and approve the application for co-option for the Hermitage Ward Vacancy**

RESOLVED. To Co-Opt Mark Stephens to Offa Community Councillor, in the Hermitage Ward.

12. To note correspondence received from the Internal Auditor and Audit Wales during:

- a) May 2025 (circulated with the agenda) relating to the submission of our 2023/2024 accounts.
- b) August 2025 (circulated with the agenda) relating to the submission of our 2023/2024 accounts.
- c) December 2025(circulated with the agenda) relating to the submission and the non-submission of our 2024/2025 accounts

Noted. Members further noted that the internal audit documents had previously been provided to the Council at its meeting on 6th June 2024.

RESOLVED. That the Staffing Committee should review why the 23/24, and the 24/25 AGAR submissions and further correspondence from Audit Wales were not submitted and processed as required. Furthermore, why the Audit Wales correspondence regarding non-compliance had not been notified to the Council by the Clerk.

13. To note the following correspondence relating to the completion of the audit of our 2024/25 accounts and approve the necessary actions to be taken:

RESOLVED in respect of the 2024 /25 Accounts

- a) To note Annual Internal Auditors Report to Offa Community Council. A follow up report to be brought back to members
- b) To approve the governance statement as circulated
- c) Approve the publishing of electors' rights following consultation with Audit Wales with regards to setting the advertised dates.
- d) Approve bank reconciliation year-end 2024/25
- e) Note the explanation of significant variances.

14. To receive and approve the Offa Community Council Annual Reports for 2023/2024 and 2024/2025.

RESOLVED.

- a) To approve the Offa Community Council Annual Report 2023/2024

And

- b) To approve the Offa Community Council Annual Report 2024/2025

Members expressed thanks to the Deputy Clerk for the hard work in stepping up to produce and finalise both reports in recent weeks, as well as their disappointment with the lateness on this being actioned.

15. To agree and set the date of the next Full Council meeting and for the other committees, for the remainder of the current civic year.

RESOLVED. That for the remainder of the current civic year that:

- a) The Finance and Governance Committee meetings be cancelled and any business that would normally fall to that Committee be transacted at Full Council meetings.
- b) That Full Council meetings are to be held on the 2nd Thursday of each month.

Note: The dates of the meetings for the remainder of the year are now:

Thu 5 th Feb 26 -	Planning and Governance
Thu 12 th Feb 26 -	Full Council
Thu 5 th Mar 26 -	Planning and Governance
Thu 12 th Mar 26 -	Full Council
Thu 2 nd Apr 26 -	Planning and Governance
Thu 9 th Apr 26 -	Full Council

(Clerk's Note@ Staffing Committee- As required / to be announced)

16. Exclusion of the Press and Public.

RESOLVED. To propose that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 17 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

17. Members received a verbal update from the Chair of the Staffing Committee meeting following the meeting of 8th January 2026 and any relevant subsequent events.

The meeting concluded at 20:48 hrs.

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