

**CYFARFOD CYFFREDIN O CYNGOR CYMUNED HIGHER KINNERTON**  
**ORDINARY MEETING OF HIGHER KINNERTON COMMUNITY COUNCIL**

You are hereby summoned to attend a meeting of Higher Kinnerton Community Council to be held remotely on **Thursday 25<sup>th</sup> of June 2026** at 6:30pm. Meeting can be accessed on the following link <https://teams.microsoft.com/meet/38037713744537?p=bvWxDqsW6eE9WiXTh5>

*Dewi Jones*

Dewi Jones, Locum Clerk, Higher Kinnerton Community Council

| Agenda |  |
|--------|--|
| 1.     | <b><u>APOLOGIES FOR ABSENCE</u></b><br><br>To receive apologies as reported to the Clerk before the meeting.   |
| 2.     | <b><u>DECLARATION OF INTEREST</u></b><br><br>To receive any declarations of interest.  |
| 3.     | <b><u>CHAIRPERSON'S REPORT</u></b>   |
| 4.     | <b><u>PUBLIC PARTICIPATION</u></b><br><br>An opportunity for members of the public present to submit comments about any matter to be discussed at the meeting.   |
| 5.     | <b><u>CO-OPTION</u></b><br><br>To receive an update from the clerk and to fill the vacant seat through co-option.  |
| 6.     | <b><u>MINUTES</u></b><br><br>To agree the following minutes as a correct record<br><br>6.1 Full Council Extra Ordinary Meeting 12/05/26<br>6.2 Full Council Meeting 21/05/26<br>6.3 Full Council Extra Ordinary Meeting 04/06/26 |
| 7.     | <b><u>FINANCE</u></b><br><br>To approve the schedule of payments presented by the Clerk.   |
| 8.     | <b><u>BUDGET REVIEW AND BANK RECONCILIATION</u></b><br><br>To scrutinise and receive the budget report and bank reconciliation presented by the Clerk.   |
| 9.     | <b><u>INTERNAL AUDIT REPORT</u></b><br><br>To receive and respond to the internal audit report presented with this agenda.   |
| 10.    | <b><u>ANNUAL RETURN</u></b><br><br>To scrutinise and approve the accounting statement prepared by the Clerk (RFO) and to complete and approve the governance statements on the annual return.                                    |
| 11.    | <b><u>COUNCIL ANNUAL REPORT FOR 2025-26</u></b><br><br>To note and agree publication requirements  |

|     |  |
|-----|--|
| 12. | <p><b><u>COMMUNITY REPORTS</u></b></p> <p>To receive updates and agree any actions required.</p>   |
| 13. | <p><b><u>NEWSLETTER UPDATES</u></b></p> <p>To receive update and agree actions required.</p>   |
| 14. | <p><b><u>CLERK RECRUITMENT</u></b></p> <p>To receive an update from the Chair.</p>   |
| 15. | <p><b><u>IT ARRANGEMENTS</u></b></p> <p>To receive a written report from the Clerk,</p>  |
| 16. | <p><b><u>GRANT APPLICATIONS</u></b></p> <p>To consider the applications for financial support presented with the agenda.</p>   |
| 17. | <p><b><u>FUNDING FOR VILLAGE PLANTERS</u></b></p> <p>To consider a request for £37.50 to fund compost and bedding plants for the village planters (Councillor King)</p>  |
| 18. | <p><b><u>COMMUNITY LIBRARY</u></b></p> <p>to consider a request from a member of the public to remove the community library and chairs (Councillor Allport)</p>  |
| 19. | <p><b><u>PLANNING</u></b></p> <p>To review planning applications and decisions received since May meeting.</p> <p><b><u>FUL/000379/26</u></b><br/> <a href="https://planning.agileapplications.co.uk/flintshire/application-details/70777">https://planning.agileapplications.co.uk/flintshire/application-details/70777</a></p> <p><b><u>FUL/000444/26</u></b><br/> <a href="https://planning.agileapplications.co.uk/flintshire/application-details/70846">https://planning.agileapplications.co.uk/flintshire/application-details/70846</a></p> |
| 20. | <p><b><u>CORRESPONDENCE.</u></b></p> <p>To review the following correspondence.</p> <p>1. Flintshire County Council : Community Review, Final Recommendations Report.</p>  |
| 21. | <p><b><u>REPORTS FROM MEMBERS</u></b></p> <p>To receive report from members representing the Council on outside bodies and other items relevant to HKCC. For information only, no decisions to be made under this item.</p>  |
| 22. | <p><b><u>TO CONFIRM THE DATE OF THE NEXT MEETING</u></b></p>   |

## **Jane Liddle**

Over the years I have helped drive many projects, tackling issues head on as a resident and behind the scenes as an HKCC Councillor. This included setting up a village-wide volunteer support group during Covid when the Community Council shut down, restarting Kinnerton Baby and Toddler Group and leading on the Community Library project with the support of our Clerk. As a Councillor I will bring my commitment and energy to supporting residents and continuing to nurture the community spirit we enjoy in Higher Kinnerton. I will be a proactive contributor to meetings and community events and give my time and care to the role.

**HIGHER KINNERTON COMMUNITY COUNCIL MINUTES  
FROM THE COUNCIL MEETING HELD VIA REMOTE ATTENDANCE  
ON TUESDAY 12<sup>TH</sup> MAY, AT 6.30 PM.**

**Present:** Cllr. M. King, Cllr. P. Cottam, Cllr. J. Cooper, Cllr. F. Turrisi, Cllr. J. Swash, Liz Corner (Clerk).  
Dewi Jones (potential Locum Clerk)

**(1) APOLOGIES FOR ABSENCE / REASON GIVEN**

Apologies received from Cllr. Allport and Cllr. Nugent due to alternative commitments. **IT WAS RESOLVED** to approve the absence of Cllr. Allport and Cllr. Nugent. Members noted no apologies for absence had been received from Cllr. K. Armstrong-Braun.

**(2) DECLARATIONS OF INTEREST (to provide an opportunity for Members to declare any personal and/or prejudicial interests in any item on the agenda)**

None received.

**(3) APPOINTMENT OF TEMPORARY LOCUM CLERK TO HKCC (TO RECEIVE UPDATE AND AGREE ACTIONS REQUIRED)**

Members noted a total of 9 potential locum candidates had been scoured via Local Council Consultancy, OVW and Vivid Government Recruitment Agency with candidates having a range of levels of experience and varying hourly rates.

Cllr. King invited Dewi Jones to provide overview to members regarding his application for the position of Locum Clerk. Dewi Jones then left the meeting.

Members had received details of all potential locum clerks with the agenda papers and agreed Dewi Jones was the only candidate with significant experience within the Welsh Town and Community Council. Members discussed the 2026-2027 budget for staff costs. **IT WAS RESOLVED** to proceed with appointing Dewi Jones to the post of locum Clerk/RFO to Higher Kinnerton Community Council subject to commence employment with immediate effect upon finalisation of arrangements with Vivid Government Recruitment Agency.

**(4) RECRUITMENT AND APPOINTMENT OF PERMANENT CLERK TO HKCC (TO RECEIVE UPDATE AND AGREE ACTIONS REQUIRED)**

Members noted all preparations were in place to commence the recruitment process for a permanent Clerk and agreed to include an item on the agenda for the May annual meeting to agree which members would form the recruitment panel and proceed with the recruitment arrangements subject to approval by full Council.

**(5) TO REVIEW & APPROVE RENEWAL OF AND PAYMENT FOR THE COUNCIL'S INSURANCE POLICY FOR 2026-2027)**

Members noted that £850.00 had been included in 2026-2027 budget for insurance. **IT WAS RESOLVED** to approve the Council's Insurance policy for 2026-2027, to enter into the 3-year long term agreement and to proceed with payment in the sum of £818.03 for 2026-2027

**(6) NEWSLETTER PRODUCTION AND ADVERTISING (TO RECEIVE UPDATE AND TO DISCUSS PRODUCTION AND ADVERTISING ARRANGEMENTS AND AGREE ACTIONS REQUIRED)**

In relation to the newsletter advertisers, members noted issues with non-payment of advertising fees despite several reminders. In the absence of a permanent Clerk to assist with publication of the newsletter and attending to all invoicing arrangements, Members discussed options for publication of the newsletter. **IT WAS RESOLVED** to one final chaser letter to newsletter advertising debtors and include an item on the agenda for the May annual meeting to discuss and agree next steps regarding options for publication of the newsletter and recovery of unpaid newsletter advertising fees.

**(7) MAY 2026 ANNUAL MEETING – TO REVIEW AND AGREE REVISED DATE**

It was agreed to hold the meeting in the revised date of Thursday 21st May 2026

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 21<sup>st</sup> MAY  
2026 COMMENCING AT 6.30 P.M.**

Present: Cllrs. M. King (Chair), M. Allport, J Cooper, P Cottam, J. Swash, K Armstrong-Braun, F Turrisi  
Also Present: Dewi Jones (Clerk), Liz Corner (Advisor).

**1. ELECTION OF CHAIR**

**Resolved to elect Councillor J Swash as Chair (Unanimous)**

Councillor Swash chaired the meeting from this point.

**2. ELECTION OF VICE CHAIR**

**Resolved to elect Councillor P Cottam as Vice-Chair (Unanimous)**

**3. APOLOGIES FOR ABSENCE / REASON GIVEN**

None

**4. DECLARATIONS OF INTEREST**

Councillors received advice from the clerk that they did not need to declare an interest when voting on the schedule of payment as allowances were a statutory payment.

No interests declared.

**5. MINUTES**

**Resolved to accept the following minutes as a correct record.**

- **Full Council Meeting 17/03/26 (Unanimous with one abstention)**

It was noted that staffing pressures meant the minutes of the extra ordinary meeting held on 12th May had not been finalised, and would be available for approval at the June meeting.

**6. UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING**

- Flintshire County Council (FCC) have confirmed that no request was received for an election and thus Council can move to co-opt to the vacant seat.
- Documents for internal audit will be uploaded to the portal by 11th of June and it is expected that the result of audit will be available in time to complete the governance statement at the meeting on 25th of June.
- Subject to the above, dates for public inspection have been set for 20 working days from the 6th of July. Full Audit papers will be submitted to Archwilio Cymru on 7th August 2026.
- The embankment bench has been installed.

**7. MEMBER CODE OF CONDUCT**

**Resolved to adopt the code of conduct as presented with the agenda (Unanimous).**

**8. STANDING ORDERS**

**Resolved to adopt the standing orders as presented with the agenda (Unanimous).**

**9. FINANCIAL REGULATIONS**

**Resolved to adopt the financial regulations as presented with the agenda (Unanimous).**

**10. FINANCIAL RESERVES AND PROCUREMENT FRAUD PROCEDURE**

**Resolved to adopt the above as presented with the agenda (Unanimous).**

**11. CORRESPONDENCE**

None

**12. COUNCIL POLICIES**

With the following minor corrections, to be made by the clerk.

- Complaints Policy, Change year from 2025 to 2026
- Model Publication Scheme, Change contact email address to that of the new clerk.

**Resolved to adopt the policies as presented with the agenda (Unanimous).**

### **13. ACCOUNTS FOR PAYMENT**

**Resolved to receive the schedule of payments as presented with the agenda, and authorise payments as required (Unanimous).**

### **14. REPORTS IN RELATION TO**

#### **COMMUNITY**

Liz Corner had spoken with the Scouts and Dragon Sports to ensure both will be able to use the scout hut. Dragon sports will begin on 20th of July for 4 weeks. Councillor F Turrisi agreed to be an in-village contact for both as neither Liz nor Dewi lived in the village.

#### **COMMERCE / GOVERNANCE**

**Resolved to approve the accounts for 2025-26 as presented with the agenda (Unanimous).**

It was explained that staffing pressures had meant the budget report was not available to approve at this meeting. The expectation is that the 2026-27 accounts will be up to date and a budget report available at the June meeting.

For the same reason, the annual report is not ready for inspection / approval. The report will be placed before a future meeting of the Council.

**Resolved that Council will usually meet at 6.30pm on the second Thursday of every month, but that the June meeting will be held on 25/6/26 (Unanimous).**

**Resolved to move to fill by co-option the vacant seat on the Council. And for the clerk to make the necessary arrangements (Unanimous).**

**Resolved that a task and finish working group be established to recruit a new permanent clerk. Group to report to Full Council and appointment to be subject to Full Council approval. The group will comprise Councillors King, Turrisi, Swash and Cottam as well as Dewi Jones the Locum Clerk (Unanimous).**

#### **COMMUNICATION**

Councillors will bring a motion to an extra ordinary meeting of council in relation to newsletter production and advertising.

#### **PLANNING**

No application received.

### **15. CHARIMANS REPORT**

The new chairman thanked councillors for his election and looked forward to the year ahead.

### **16. REPORTS FROM MEMBERS**

Councillor Allport asked that members report to him any overflowing dog waste bins or problem areas for dog fouling so that he could ensure FCC respond to them.

Councillor Armstrong-Braun reported of an obstruction on bridleway 21 and that he was attempting to get the FCC rights of way officer to resolve the situation. Photos and location will be circulated to other councillors so that they are aware of the situation.

### **17. DATE OF NEXT MEETING**

25/6/26 at 6.30pm.

**HIGHER KINNERTON COMMUNITY COUNCIL MINUTES  
FROM THE COUNCIL EXTRAORDINARY MEETING HELD VIA REMOTE ATTENDANCE  
ON TUESDAY 4<sup>H</sup> JUNE, AT 6.30 PM.**

**Present:** Cllr. J. Swash, Cllr. M. King, Cllr. P. Cottam, Cllr. M. Allport, Cllr. F. Turrisi, Liz Corner (acting Clerk).

**(1) APOLOGIES FOR ABSENCE / REASON GIVEN**

Apologies received from Cllr. J. Cooper, and Cllr. Nugent due to alternative commitments. **IT WAS RESOLVED** to approve the absence of Cllr. Cooper. Members noted no apologies for absence had been received from Cllr. K. Armstrong-Braun or Cllr. C. Nugent.

**(2) DECLARATIONS OF INTEREST (to provide an opportunity for Members to declare any personal and/or prejudicial interests in any item on the agenda)**

None received.

**(3) TO CONDISER THE FOLLOWING.**

Council should continue a monthly 8-page newsletter with advertisers.

**IT WAS RESOLVED** to continue a monthly 8-page newsletter with advertisers.

Additionally, to change the invoicing arrangements for advertisers as per below:

- All advertisers will be invoiced annually, from the July newsletter, with subscription to be paid in advance to secure a spot in the newsletter for the next 12 months.  
**IT WAS RESOLVED** all advertisers would be invoiced by 8<sup>th</sup> June for monthly newsletter advertising from July 2026 to March 2027 with the advertising subscription to be paid by 15<sup>th</sup> June in advance to secure a spot in the newsletter for the next 9 months.
- Non-payers [by the deadline] will not have their advert included moving forwards.
- To set the deadline above.  
**IT WAS RESOLVED** that advertisers whose payment had not been received by 15<sup>th</sup> June would not have their advert included moving forwards.
- Increase to 16 advertisers if possible.  
**IT WAS RESOLVED** to increase to 16 advertisers where there was a sufficient number of advertisers or otherwise to retain and refresh the waiting list with details of prospective advertisers to be provided to the acting Clerk.
- Consider a small discount, e.g. 12 months for the price of 11 and that the 3-month period in which invoices have not been issued [April - June] would constitute free advertising as a gesture of goodwill  
**IT WAS RESOLVED** to offer 8 months for the price of 9 to all those advertisers sent invoices by 8<sup>th</sup> June for monthly newsletter advertising from July 2026 to March 2027 and that the 3-month period in which invoices have not been issued during April – June 2026 would constitute free advertising as a gesture of goodwill.  
It was **FURTHER RESOLVED** that from March 2027, newsletter advertising invoices would be raised for 12 months with payment being required in advance and that any new advertisers would be invoiced on a pro rata basis for the number of months due until the end of the financial year.

**It was agreed** the Chair would provide the email narrative newsletter to send to advertisers to confirm the arrangements and the acting Clerk would send the narrative to the newsletter advertisers with their respective invoices (to be raised by the acting Clerk).

## Receipts and Payments 2026-27 Correct to 14/06/2026

### Paid

| Payment Date | Name              | VAT Number | Particulars | Amount |
|--------------|-------------------|------------|-------------|--------|
| 11/06/2026   | Microsoft Limited | 724594615  |             | £4.85  |
| 11/06/2026   | Microsoft Limited | 724594615  |             | £19.42 |
| 11/06/2026   | Microsoft Ireland | 639237322  |             | £44.16 |
| 11/06/2026   | Microsoft Ireland | 639237322  |             | £55.20 |

### Requiring Council Permission to Pay

|  |                   |           |                      |         |
|--|-------------------|-----------|----------------------|---------|
|  | St John Ambulance | 826767391 | Village Day 2025     | £163.80 |
|  | Vivid Resourcing  | 182819383 | Locum Clerk Services | £517.50 |
|  | Vivid Resourcing  | 182819383 | Locum Clerk Services | £82.80  |
|  | Stablepoint       | 318403717 | Website Hosting      | £41.40  |
|  | HMRC              |           | PAYE to 5/7/26       | £724.20 |
|  | Employee Wages    |           |                      | £901.60 |
|  |                   |           |                      |         |
|  |                   |           |                      |         |

### Income

| Dyddiad / Date | Gan Bwy / From  | Swm / Sum (£)    |
|----------------|-----------------|------------------|
| 08/06/2026     | Newsletter S324 | £30.00           |
| 08/06/2026     | Newsletter S348 | £80.00           |
| 08/06/2026     | Newsletter S346 | £80.00           |
| 12/06/2026     | VAT 126 Reclaim | £1,835.97        |
| 12/06/2026     | Newsletter S351 | £80.00           |
|                | <b>Cyfanswm</b> | <b>£2,105.97</b> |

## Higher Kinnerton Community Council

Budget report from 1-Apr-2026 to 31-May-2026 (figures exclude VAT)

All reserves

### Payments

|   |                 | Period          |                 |
|---|-----------------|-----------------|-----------------|
|   | Budget          | Actual          | Variance        |
| <b>Other Payments</b>                       |                 |                 |                 |
| Miscellaneous Payments                      | 0.00            | 0.00            | 0.00            |
| <b>Total Other Payments</b>                 | <u>0.00</u>     | <u>0.00</u>     | <u>0.00</u>     |
| <b>Community Services/Maintenance</b>       |                 |                 |                 |
| Heritage Trail                              | 100.00          | 0.00            | 100.00          |
| Electricity Supply Christmas Lighting       | 100.00          | 0.00            | 100.00          |
| Outdoor Gym Maintenance                     | 140.00          | 0.00            | 140.00          |
| Christmas Lights Imps                       | 900.00          | 0.00            | 900.00          |
| Christmas Trees                             | 550.00          | 0.00            | 550.00          |
| Main Rd Recreation Area Rent                | 385.00          | 495.00          | -110.00         |
| Allotment Water Supply                      | 250.00          | 0.00            | 250.00          |
| Tree Surgery                                | 900.00          | 0.00            | 900.00          |
| Village Community Library                   | 100.00          | 0.00            | 100.00          |
| Main Road Recreation Area Maintenance       | 1,925.00        | 302.66          | 1,622.34        |
| Play Area Improvements/Maintenance          | 900.00          | 135.00          | 765.00          |
| Dog Fouling Clean Up                        | 250.00          | 0.00            | 250.00          |
| Village Improvements/Asset Maintenance      | 0.00            | 0.00            | 0.00            |
| Allotment Maintenance                       | 600.00          | 450.00          | 150.00          |
| Christmas Lighting Installation             | 1,000.00        | 0.00            | 1,000.00        |
| Volunteer Groups                            | 200.00          | 0.00            | 200.00          |
| Village Planting Scheme                     | 280.00          | 0.00            | 280.00          |
| Traffic Survey                              | 0.00            | 0.00            | 0.00            |
| <b>Total Community Services/Maintenance</b> | <u>8,580.00</u> | <u>1,382.66</u> | <u>7,197.34</u> |
| <b>Grants and Donations</b>                 |                 |                 |                 |
| Village Hall Grant                          | 2,000.00        | 0.00            | 2,000.00        |
| Church Grant                                | 2,000.00        | 0.00            | 2,000.00        |
| Scouts Grant                                | 1,450.00        | 0.00            | 1,450.00        |
| Other Grants and Donations (S137)           | 900.00          | 0.00            | 900.00          |
| <b>Total Grants and Donations</b>           | <u>6,350.00</u> | <u>0.00</u>     | <u>6,350.00</u> |
| <b>Communications</b>                       |                 |                 |                 |
| Newsletter Production                       | 2,550.00        | 373.44          | 2,176.56        |
| Event Promotion                             | 0.00            | 0.00            | 0.00            |
| <b>Total Communications</b>                 | <u>2,550.00</u> | <u>373.44</u>   | <u>2,176.56</u> |
| <b>Services and Subscriptions</b>           |                 |                 |                 |
| One Voice Wales                             | 355.00          | 339.00          | 16.00           |
| Society of Local Council Clerks             | 200.00          | 0.00            | 200.00          |
| Data Protection                             | 52.00           | 0.00            | 52.00           |
| Accounts Administration Services            | 125.00          | 8.50            | 116.50          |
| Payroll and Pensions Services               | 182.00          | 0.00            | 182.00          |
| Audit - external                            | 800.00          | 0.00            | 800.00          |

|   |                  |                 |                  |
|---|------------------|-----------------|------------------|
| Audit - internal                        | 350.00           | 0.00            | 350.00           |
| <b>Total Services and Subscriptions</b> | <b>2,064.00</b>  | <b>347.50</b>   | <b>1,716.50</b>  |
| <b>IT Costs</b>                         |                  |                 |                  |
| Web Hosting/Domain                      | 350.00           | 69.00           | 281.00           |
| Website Maintenance                     | 800.00           | 500.00          | 300.00           |
| IT Licenses                             | 1,150.00         | 313.05          | 836.95           |
| IT Equipment                            | 750.00           | 0.00            | 750.00           |
| <b>Total IT Costs</b>                   | <b>3,050.00</b>  | <b>882.05</b>   | <b>2,167.95</b>  |
| <b>Member Costs</b>                     |                  |                 |                  |
| Chairs Allowance                        | 150.00           | 0.00            | 150.00           |
| Election Costs                          | 0.00             | 0.00            | 0.00             |
| Member Payments                         | 1,872.00         | 0.00            | 1,872.00         |
| Chair Chain of Office                   | 75.00            | 0.00            | 75.00            |
| <b>Total Member Costs</b>               | <b>2,097.00</b>  | <b>0.00</b>     | <b>2,097.00</b>  |
| <b>Staff Costs</b>                      |                  |                 |                  |
| Clerks Salary                           | 16,510.00        | 1,446.24        | 15,063.76        |
| PAYE/N.I                                | 0.00             | 0.00            | 0.00             |
| Clerks Overtime                         | 0.00             | 0.00            | 0.00             |
| <b>Total Staff Costs</b>                | <b>16,510.00</b> | <b>1,446.24</b> | <b>15,063.76</b> |
| <b>Administration</b>                   |                  |                 |                  |
| Reference Books                         | 150.00           | 0.00            | 150.00           |
| Insurance                               | 850.00           | 818.03          | 31.97            |
| Consumables                             | 0.00             | 0.00            | 0.00             |
| Clerks Expenses                         | 300.00           | 0.00            | 300.00           |
| Training (Members and Clerk)            | 0.00             | 0.00            | 0.00             |
| <b>Total Administration</b>             | <b>1,300.00</b>  | <b>818.03</b>   | <b>481.97</b>    |
| <b>Village Events</b>                   |                  |                 |                  |
| Christmas Event                         | 550.00           | 0.00            | 550.00           |
| Village Competitions                    | 100.00           | 0.00            | 100.00           |
| Summer Sports Provision                 | 2,300.00         | 0.00            | 2,300.00         |
| Village Day                             | 0.00             | 0.00            | 0.00             |
| Community Evening                       | 250.00           | 0.00            | 250.00           |
| Best Kept Community Comp                | 200.00           | 0.00            | 200.00           |
| <b>Total Village Events</b>             | <b>3,400.00</b>  | <b>0.00</b>     | <b>3,400.00</b>  |
| <b>Total Payments</b>                   | <b>45,901.00</b> | <b>5,249.92</b> | <b>40,651.08</b> |

## Receipts

|  | Period                  |                         |                          |
|--|-------------------------|-------------------------|--------------------------|
|  | Budget                  | Actual                  | Variance                 |
| <b>Other Receipts</b>                      |                         |                         |                          |
| Miscellaneous Receipts                     | 0.00                    | 0.00                    | 0.00                     |
| Village Day Event Takings                  | 0.00                    | 0.00                    | 0.00                     |
| <b>Total Other Receipts</b>                | <u>0.00</u>             | <u>0.00</u>             | <u>0.00</u>              |
| <b>Precept</b>                             |                         |                         |                          |
| Precept Received                           | 36,611.00               | 12,203.67               | -24,407.33               |
| <b>Total Precept</b>                       | <u>36,611.00</u>        | <u>12,203.67</u>        | <u>-24,407.33</u>        |
| <b>Allotment Income</b>                    |                         |                         |                          |
| Allotment Rent                             | 225.00                  | 210.00                  | -15.00                   |
| <b>Total Allotment Income</b>              | <u>225.00</u>           | <u>210.00</u>           | <u>-15.00</u>            |
| <b>Newsletter Income</b>                   |                         |                         |                          |
| Newsletter Advertising                     | 1,680.00                | 80.00                   | -1,600.00                |
| <b>Total Newsletter Income</b>             | <u>1,680.00</u>         | <u>80.00</u>            | <u>-1,600.00</u>         |
| <b>Bank Account Interest</b>               |                         |                         |                          |
| Bank Account Interest                      | 120.00                  | 0.00                    | -120.00                  |
| <b>Total Bank Account Interest</b>         | <u>120.00</u>           | <u>0.00</u>             | <u>-120.00</u>           |
| <b>VAT</b>                                 |                         |                         |                          |
| VAT Refund                                 | 1,151.24                | 0.00                    | -1,151.24                |
| <b>Total VAT</b>                           | <u>1,151.24</u>         | <u>0.00</u>             | <u>-1,151.24</u>         |
| <b>Grants and Donations Received</b>       |                         |                         |                          |
| Donation Received                          | 0.00                    | 0.00                    | 0.00                     |
| Grant Received                             | 0.00                    | 0.00                    | 0.00                     |
| <b>Total Grants and Donations Received</b> | <u>0.00</u>             | <u>0.00</u>             | <u>0.00</u>              |
| <b>Total Receipts</b>                      | <u><u>39,787.24</u></u> | <u><u>12,493.67</u></u> | <u><u>-27,293.57</u></u> |



Higher Kinnerton Community Council

Bank account: Current Account (Community) Reconciliation as at: 31/05/2026

|  |                 |
|--|-----------------|
| <b>Balance per bank statement at 31/05/2026</b>  | 15386.80        |
| <b>TOTAL NET BANK BALANCES at 31/05/2026</b>   | <b>15386.80</b> |
| The total net balances reconcile to the Cash Book (receipts and payments) as follows       |                 |
| Opening balance at 01/04/2026  | 8325.10         |
| Total receipts   | 12493.67        |
| Total payments   | -5431.97        |
| Total transfers  | -               |
| <b>Closing balance per cash book as at 31/05/2026 (must equal net bank balances above)</b> | <b>15386.80</b> |



## Higher Kinnerton Community Council

Bank account: Business Instant Access Account Reconciliation as at: 31/05/2026

|  |                 |
|--|-----------------|
| <b>Balance per bank statement at 31/05/2026</b>  | 13188.61        |
| <b>TOTAL NET BANK BALANCES at 31/05/2026</b>   | <b>13188.61</b> |
| The total net balances reconcile to the Cash Book (receipts and payments) as follows       |                 |
| Opening balance at 01/04/2026  | 13177.23        |
| Total receipts   | 11.38           |
| Total payments   | -               |
| Total transfers  | -               |
| <b>Closing balance per cash book as at 31/05/2026 (must equal net bank balances above)</b> | <b>13188.61</b> |

# Annual Return for the Year Ended 31 March 2026

## Accounting statement 2025-26 for:

Name of body: **HIGHER KINNERTON COMMUNITY COUNCIL**

|  | Year ending       |                   | Notes and guidance   |
|--|-------------------|-------------------|--|
|  | 31 March 2025 (£) | 31 March 2026 (£) |  |
| <b>Statement of income and expenditure/receipts and payments</b> |                   |                   |  |
| 1. Balances brought forward                                      | 24,836            | 26,560            | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.  |
| 2. (+) Income from local taxation/levy                           | 36,293            | 36,584            | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.   |
| 3. (+) Total other receipts                                      | 3,983             | 3,798             | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.  |
| 4. (-) Staff costs   | 13,571            | 16,660            | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments                          | 0                 | 0                 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).   |
| 6. (-) Total other payments                                      | 24,981            | 28,779            | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward                                  | 26,560            | 21,503            | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).  |
| <b>Statement of balances</b>                                     |                   |                   |  |
| 8. (+) Debtors   | 0                 | 0                 | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.  |
| 9. (+) Total cash and investments                                | 26,560            | 21,503            | <b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.  |
| 10. (-) Creditors  | 0                 | 0                 | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.  |
| 11. (=) Balances carried forward                                 | 26,560            | 21,503            | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).  |
| 12. Total fixed assets and long-term assets                      | 51,177            | 53,121            | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.  |
| 13. Total borrowing  | 0                 | 0                 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).   |

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

|   | Agreed? |     | 'YES' means that the Council:   | Toolkit    |
|---|---------|-----|---|------------|
|   | Yes     | No* |   |            |
| 1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.  | Yes     |     | Has consulted with the community and focussed its activities to meet the community's needs  | A, C       |
| 2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.  | Yes     |     | Ensures that councillors understand and are equipped to deliver their roles and responsibilities.   | B          |
| 3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at <a href="https://higherkinnerton.org.uk">https://higherkinnerton.org.uk</a>  | Yes     |     | Is transparent about its activities and provides the public with all information required by law  | A, C, D, E |
| 4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.   | Yes     |     | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so   |            |
| 5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.   | Yes     |     | Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.   | B, E       |
| 6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>• Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts</li> <li>• Maintenance and security of accurate and up to date accounting and other financial records</li> <li>• Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul> | Yes     |     | Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation   | D          |
| 7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>• measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>• assessment and management of risks facing the Council</li> <li>• an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>       | Yes     |     | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | D, E       |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.   | Yes     |     | Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.   | D, E       |
| 9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.   | Yes     |     | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.  | E          |
| <b>10. General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021   |         | No  | Meets the eligibility criteria to exercise the general Power of Competence  | E          |

\* Please include an explanation for any 'No' answers

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

### The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

#### 1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector.

In 2025-26, the Council made payments totalling **£5596.42** under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

## Trust Funds

|   |     |    |                 |   |
|---|-----|----|-----------------|---|
| Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | Yes | No | N/A<br>✓<br>N/A | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
|---|-----|----|-----------------|---|

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

|  |   |
|--|---|
| <b>Certification by the RFO</b><br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: |
|  | <b>Minute ref:</b>  |
| <b>RFO signature:</b><br>   | <b>Chair signature:</b>   |
| <b>Name:</b> Dewi Wyn Jones  | <b>Name:</b> Josh Swash   |
| <b>Date:</b> 18/06/26  | <b>Date:</b> 25/06/26   |

\* Please include an explanation for any 'No' answers

## Annual internal audit report to:

Name of body: **HIGHER KINNERTON COMMUNITY COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

|   | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---------|-----|-----|---------------|--|
|   | Yes     | No* | N/A | Not covered** |  |
| 1. Appropriate books of account have been properly kept throughout the year.  |         |     |     |               |  |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.  |         |     |     |               |  |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.   |         |     |     |               |  |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. |         |     |     |               |  |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.   |         |     |     |               |  |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.   |         |     |     |               |  |
| 7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.                       |         |     |     |               |  |
| 8. Asset and investment registers were complete, accurate, and properly maintained.   |         |     |     |               |  |

\* Please include an explanation for any 'No' answers

|  | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--|---------|-----|-----|---------------|--|
|  | Yes     | No* | N/A | Not covered** |  |
| 9. Periodic and year-end bank account reconciliations were properly carried out.   |         |     |     |               |  |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. |         |     |     |               |  |
| 11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.  |         |     |     |               |  |

| For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed: |         |     |     |               |  |
|---|---------|-----|-----|---------------|--|
|   | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|   | Yes     | No* | N/A | Not covered** |  |
| 12.   |         |     |     |               |  |
| 13.   |         |     |     |               |  |
| 14.   |         |     |     |               |  |

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

|   |
|---|
| Name of person who carried out the internal audit:      |
| Signature of person who carried out the internal audit: |
| Date:   |

\* Please include an explanation for any 'No' answers



## **Cllr. Martin King – Chair of Higher Kinnerton Community Council for 2025-2026**

I am pleased to present the Annual Report of Higher Kinnerton Community Council (HKCC) for the year ending 31 March 2026 during which time I was Chair of HKCC.

HKCC is essentially a non-political Council comprising of nine Community Councillors who are named below with eight Councillors in 2024-25 being residents of Higher Kinnerton.

- Cllr. Martin King (elected as Chair at the annual meeting in May 2025)
- Cllr. Chris Upton (elected as Vice Chair at the annual meeting in May 2025)
- Cllr. Mike Allport
- Cllr. Carroll Nugent
- Cllr. Josh Swash
- Cllr. Joe Cooper
- Cllr. Fallon Turrisi
- Cllr. Peter Cottam
- Cllr. Klaus Armstrong-Braun

The Clerk to the Council and Responsible Finance Officer, Liz Corner, who had been in post since August 2009, resigned from the post with effect from 31<sup>st</sup> March 2026.

### **BUDGET AND FINANCIAL OVERVIEW**

The Council's only significant source of income is the precept. This is the amount that Flintshire County Council collects from Higher Kinnerton residents for HKCC as part of its Council Tax arrangements. The precept in 2025-26 was £36,584 which meant a charge of £40.95 for an average band D property. The precept is calculated in accordance with a detailed budget prepared by HKCC and the agreed budget is then reported to Flintshire County Council who arrange for the budget to be supported by the precept which residents contribute to via Council Tax payments.

In addition to the precept, other receipts included the allotment rental of £210.00 and newsletter advertising receipts of £1,070. Receipts from newsletter advertising partially offset the £2,390 total cost of producing the newsletter.

Expenditure excluding staff costs for the year totalled £ 45439.62. In terms of projects, the largest item of expense undertaken was the purchase and installation of the new village bench for the village at a net cost of £2794.00. Other significant items of expenditure included the village day event, the Christmas event, grants and donations to support village organizations and local community groups and the provision of the summer playscheme.

A full breakdown of income and expenditure is included in the Annual Accounts which are summarized within the Annual Return on HKCC's website.

## **RELATIONSHIP WITH FLINTSHIRE COUNTY COUNCIL AND COMMUNITY GROUPS AND SCHOOLS**

The Council works closely with the local Flintshire County Councillor, Mike Allport, who is also a member of HKCC. The Clerk and Councillors also have a positive working relationship with officers of Flintshire County Council, which has been fostered over many years and facilitates good working relations with many services.

HKCC has a close working relationship with the Village Hall Management Committee and with 1<sup>st</sup> Kinnerton Scouts and the groups provide mutual support to each other with collaborative work including organization of the Village Day, the Christmas Event and the summer playscheme.

The Council has close links with the local primary school with Cllr. Martin King and Cllr Mike Allport also being members of the school's governing body.

## **TRAINING PLAN**

Councillors attend training courses as appropriate and HKCC is a Member of One Voice Wales which facilitates most of the training needs for local Councils. HKCC's Training Plan was approved by the Community Council in November 2025 and published on HKCC's website.

## **ACCOUNTS & AUDIT**

Proper accounting practice for community councils is set out in legislation and the Governance and accountability for local councils in Wales – A Practitioners' Guide. The Practitioners' Guide requires that community councils prepare their accounts in the form of an Annual Return which comprises the annual accounting statements and the annual governance statement.

Each year the Council's accounts and internal controls are subject to a comprehensive internal audit by a qualified accountancy firm and are then further examined by Audit Wales as the external auditor for Town and Community Councils. The outcome of all audits, including previous year's audits, are published on HKCC's website.

At the time of writing this report, the report from the internal auditor for 2025-2026 is due to be received imminently and the full external audit for 2025-2026 by Audit Wales is pending.

For the year ending 2025, the internal auditor concluded that HKCC's system of internal controls were in place, were adequate for the purpose intended and were effective. The latest report and audit opinion of the external auditor for the year ending 2025 further confirmed the Annual Return had been prepared in accordance with proper practice, relevant legislation and regulatory requirements and is consistent with the Council's governance arrangements and the Council has proper arrangements in place to secure economy, efficiency, and effectiveness in its use of resources.

## **KEY OBJECTIVES FOR 2026-2027**

- To recruit a permanent Clerk and Responsible Financial Officer. At the time of publishing this report, the Community Council has appointed Dewi Jones as the Council's locum Clerk with support being provided by the previous Clerk.
- To strengthen and streamline the newsletter advertising arrangements.
- To facilitate the provision of a Dragon Sports summer camp for children in the village.
- To continue to support village organizations and local community groups via donations and grants, to work collaboratively with the Village Hall Committee to organize and host the village Christmas event and re-visit the hosting of the Community Evening to ensure it remains local and focused on those who contribute to our village.
- To continue to robustly scrutinize planning applications and to make comments where appropriate.
- To continue to promote activities to enhance and improve biodiversity within the community. Under Section 6 of the Environment (Wales) Act 2016, community & town councils have a duty to set out how they are maintaining and enhancing biodiversity.
- To continue to engage with FCC regarding Street Scene matters in especially challenging times with the Council and the Clerk have been spending increasing amounts of time liaising with residents and chasing FCC regarding Street Scene matters on behalf of residents and noting HKCC have no remit to undertake Street Scene works.

## **ACTIVITIES AND ACHIVEMENTS**

The Council organized and hosted the Village Day held on Saturday 9th August. With live musical entertainment, plenty of stalls and sideshows, all manner of activities for children of all ages, and the spectacle of the traditional races and tug of war there was plenty to entertain. It was wonderful to see so many smiles as villagers relaxed and chatted in the warm afternoon sunshine. The Council were especially thankful to 1<sup>st</sup> Kinnerton Scouts for hosting the barbecue and to all the local community groups who helped ensure the event was a success.

The Council facilitated the provision of the 2025 Dragon Sports summer camp by Aura Leisure, which was a great success with positive feedback and comments from parents. Detailed attendance and feedback reports had been prepared by Aura Leisure and duly reviewed by members at the October 2025 meeting.

Following support from residents, once the relevant permissions from FCC had been obtained, the Village Bench was delivered and is now placed on the corner of the Sandy Lane/Bennetts Lane for all to enjoy.

The Council arranged for publication of the monthly village newsletter throughout the year which is distributed via a network of volunteers whose contribution is invaluable. The newsletter provides an invaluable opportunity to share details about new projects and developments such as the Village Bench and village events and to share community news and updates along with other articles of interest.

The Council organized and hosted the annual Christmas event, with support from members of the Village Hall Committee, welcoming residents to enjoy an evening with mulled wine and mince pies and musical performances by Ysgol Derwen School Choir and Royal Buckley Town Band. The event was well attended and well received.

In support of HKCC's biodiversity initiatives and to enhance the village, the volunteer group kindly assisted with replenishing the flower planters around the village.

## **SUMMARY – by Cllr. Martin King – Chair of Higher Kinnerton Community Council 2025-26**

HKCC has focused on achieving what was possible during this past year. For a small sized council with a part-time Clerk, Higher Kinnerton Community Council achieves a great deal on behalf of its residents including publishing and arranging for distribution of a comprehensive monthly newsletter, organizing events such including Village Day, the Christmas event and the summer sports camp, facilitating several village enhancements including biodiversity enhancements and play area improvements, responding to a wide variety of residents' concerns and suggestions for improvement, managing the allotments and supporting a team of volunteers who provide an invaluable contribution to the village.

In recent years Community Councils have faced challenges in the form of an increasingly complex audit regime and County Councils cutting back on traditional services to local communities and changes to the role Community Councils are expected to perform all of which have potential budgetary implications. The above provides an overview of the Community Council's activities, achievements, and budgetary processes during 2025-2026.

In May 2026, whilst I stepped down as Chair to HKCC, the Chair of HKCC for 2026-27 is Cllr. Josh Swash, a long-serving and committed member of HKCC. I wish to thank HKCC members and especially the Clerk for their support and contributions to our village during my tenure as Chair.

Further information relating to the Community Council, including financial and governance information, can be found on the Higher Kinnerton Community Council website.

|                  |                 |
|------------------|-----------------|
| <b>Committee</b> | Full Council    |
| <b>Subject</b>   | IT Arrangements |
| <b>Date</b>      | 25/06/26        |
| <b>Author</b>    | Locum Clerk     |

The Council has four accounts with Microsoft, all billed monthly. The contact details are one or other of the two previous clerks. Two accounts are in Ian's name, and two in Liz's name. Councillor King has recently made the Locum Clerk a top-level admin to facilitate succession on appointment of a new clerk and to allow access to all billing information to prepare the schedule of payment.

The current billing arrangements mean 48 invoices annually to approve for payment and supply to audit which requires officer time and unnecessarily complicates the cashbook and schedule of payments. Annual invoicing would mean at most 4 invoices. Annual billing could lead to paying for a month or two of license that might currently be free when a council seat is empty, the possible cost is offset by the saving in officer time.

#### **Recommendation to Council**

**With support from Councillor King where required.**

- **To authorise the clerk, to change billing addresses on all accounts to his own.**
- **To delegate to the clerk the authority to change billing frequency and reduce the number of accounts if possible and if he considers it prudent to do so.**

## APPEALS – JUNE 2026

Section 137 of the Local Government Act 1972 enables Councils to incur expenditure for certain purposes, not otherwise authorised, which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred. The annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector. Section 137 monies cannot be spent on an individual because the statute states that S137 monies must benefit some or all residents.

The annual statutory limit for 2025/2026 is **£11.60**

The electorate for 2026/2027 is **1453**

The statutory annual expenditure limit for 2026/2027 is **£16,854.80**

|           | <b>APPLICANT/SUMMARY</b>   | <b>RESOLUTIONS OF THE COUNCIL</b> |
|-----------|--|-----------------------------------|
| <b>1*</b> | Higher Kinnerton Village Hall Committee – application for £2000 in accordance with HKCC’s 2026-2027 budget. Grant application form received. S133 and S137 Local Government Act 1972 applies |                                   |
| <b>2*</b> | All Saints Church – application for £2000 in accordance with HKCC’s 2026-2027 budget. Grant application form received. S137 Local Government Act 1972 applies                                |                                   |
| <b>3*</b> | 1 <sup>st</sup> Kinnerton Scouts Group – application for £1450 received in accordance with HKCC’s 2026-2027 budget. Grant application form received. S137 Local Government Act 1972 applies. |                                   |
| <b>4</b>  | Email and grant report from Nightingale House. S137 LGA 1972 applies.  |                                   |
| <b>5</b>  | Application for £250 received. S137 Local Government Act 1972 applies.   |                                   |

**\*DENOTES GRANTS INCLUDED AS INDIVIDUAL /BUDGET PRECEPT ITEMS.**

**FOR ALL OTHER PAYMENTS £900.00 INCLUDED IN BUDGET FOR 2026/2027**

## Higher Kinnerton Village Hall CIO

Clerk to HKCC

7 June 2026

### Grant Application for 2026

Dear Liz,

Please find attached a completed application form together with audited accounts from 1 April 2025 to 31 March 2026. You should have a copy of our Constitution which has not changed.

The VH Trustees would be grateful if HKCC would consider this application which is made each year to provide discounted charges to village residents and societies.

This year we intend to install motion sensor lighting in all four toilets which will reduce energy costs as it's not uncommon for hirers to forget to switch them off at the end of their session.

Yours sincerely

M. J. Collins (Secretary)



# HIGHER KINNERTON COMMUNITY COUNCIL GRANT SCHEME

## APPLICATION FORM

Voluntary, community or other "not for profit" organisations/groups are invited to apply for grant funding to support activities or initiatives which would benefit the community of Higher Kinnerton. Please note that this application will not be considered unless it is accompanied by the following:

- 1) a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed for all accounts held by the organisation.
- 2) A current version of the constitution including organisational aims and objectives

|    |   |   |
|----|---|---|
| 1. | Name of Organisation  | Higher Kinnerton Village Hall CIO   |
| 2. | Name and address of Contact Person  | Secretary<br>Michael John Collins<br>[REDACTED]<br>[REDACTED]   |
| 3. | Telephone Number of Contact   | [REDACTED]  |
| 4. | Email address for Contact   | [REDACTED]@gmail.com  |
| 5. | For what purpose or project is the grant requested and what will the grant funding achieve?                             | To aid continuance of the level of service enjoyed by Hall users especially those local who benefit from the Village discounted rate.<br>To install motion sensor lighting in all four toilets to save energy.<br>VH also provides a warm place with hot drinks in the event of power cuts, flooding etc. |
| 6. | Amount of grant requested?  | £ £2,000  |
| 7. | If the total cost of the project is more than the grant, how will the residue be financed?                              | We will cover the additional expenditure from our current reserve fund.   |
| 8. | Have you applied for grant for the same project to another organisation?<br><br>If so, which organisation and how much? | No  |
| 9. | Who will benefit from the project?  | The residents and societies of Higher Kinnerton   |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Michael John Collins

Date 7 June 26

## HIGHER KINNERTON COMMUNITY COUNCIL GRANT SCHEME

### APPLICATION FORM

Voluntary, community or other “not for profit” organisations/groups are invited to apply for grant funding to support activities or initiatives which would benefit the community of Higher Kinnerton. Please note that this application will not be considered unless it is accompanied by the following:

- 1) a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed for all accounts held by the organisation.
- 2) A current version of the constitution including organisational aims and objectives

|    |   |  |
|----|---|--|
| 1. | Name of Organisation  | All Saints Church H.K.   |
| 2. | Name and address of Contact Person  | Redacted   |
| 3. | Telephone Number of Contact   | Redacted   |
| 4. | Email address for Contact   | Redacted   |
| 5. | For what purpose or project is the grant requested and what will the grant funding achieve?                             | To pay for annual buildings insurance. For church maintenance needed to comply with our quinquennial inspection at the end of 2026. Porch roof redecoration. Main oak doors sanding and oiling. Some internal painting of vestry ceiling |
| 6. | Amount of grant requested?  | £2000  |
| 7. | If the total cost of the project is more than the grant, how will the residue be financed?                              | From church collections. Donations and fundraising   |
| 8. | Have you applied for grant for the same project to another organisation?<br><br>If so, which organisation and how much? | No   |
| 9. | Who will benefit from the project?  | The village of Higher Kinnerton and its residents.   |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed...Margaret Smith.....Date...8/6/26.....

## HIGHER KINNERTON COMMUNITY COUNCIL GRANT SCHEME

### APPLICATION FORM

Voluntary, community or other “not for profit” organisations/groups are invited to apply for grant funding to support activities or initiatives which would benefit the community of Higher Kinnerton. Please note that this application will not be considered unless it is accompanied by the following:

- 1) a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed for all accounts held by the organisation.
- 2) A current version of the constitution including organisational aims and objectives

|    |   |  |
|----|---|--|
| 1. | Name of Organisation  | 1 <sup>st</sup> Kinnerton Scout Group  |
| 2. | Name and address of Contact Person  | Redacted   |
| 3. | Telephone Number of Contact   | Redacted   |
| 4. | Email address for Contact   | Redacted   |
| 5. | For what purpose or project is the grant requested and what will the grant funding achieve?                             | The Scout Group is currently negotiating a new lease with FCC, and unlike previous lease negotiations, we now have to pay FCC's fees, in addition to our own legal costs with the Scout Association Trust Corporation, which holds the lease in trust for us. These fees currently total £1,150,00<br>The residual monies will go towards the replacement of worn camping equipment for the youngsters |
| 6. | Amount of grant requested?  | £1,450.00  |
| 7. | If the total cost of the project is more than the grant, how will the residue be financed?                              | From fundraising   |
| 8. | Have you applied for grant for the same project to another organisation?<br><br>If so, which organisation and how much? | No   |
| 9. | Who will benefit from the   | Scouts, Cubs and Beavers, both boys and girls  |

|  |          |   |
|--|----------|---|
|  | project? | from the village, and surrounding area, as well as Rainbows, Brownies and Guides, who also us the HQ for their meetings and storage. The building is central to the Group's existence, for fundraising, storage and is available for community use. |
|--|----------|---|

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed... *Lesley K. Holden* .....

Date...08/06/2026.....

## Nightingale House Hospice – Report on Grant

We are immensely grateful for the support that Higher Kinnerton Community Council have provided to Nightingale House Hospice in 2025 and over many years.

Every day, people come to us during some of the most challenging moments of their lives. They arrive with pain, uncertainty, fear, and questions about what the future holds. Here they find comfort, dignity, and compassionate care.

The rising cost of delivering specialist hospice care is becoming increasingly difficult to meet. However, we are determined that every person who comes to us continues to feel safe, supported and truly seen, whether that means easing pain, helping someone regain confidence, providing therapies that lift the spirit, or simply listening when they need someone to talk to.

In 2026, it will cost us £15,514 daily, £108,898 weekly, £471,890 monthly or £5,662,680 annually to continue to run our hospice - keeping our lights on, the water running, our hospice warm and our ambulance's wheels turning to ensure members of the communities we serve have the very best palliative care services, free of charge, during the times in their lives when they need our help the most.

With only 20% of our funding from statutory sources, we must raise the remaining approximately £4.6 million this year to continue this vital work.

Below are just a few of the things that your funding has enabled us to do or to continue to do over the last 12 months.







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### What's happening!

#### #1 - Self Referral at Nightingale House Hospice

Patients living with a life limiting or progressive condition, can self-refer directly to Nightingale House Hospice. There's no need to wait for a professional referral.

Our services are free of charge and include:

-  Wellbeing support
-  Physiotherapy and rehabilitation
-  Complementary therapies
-  Outpatient medical assessments
-  Help with symptom control
-  Compassionate end-of-life care

... and so much more



To self-refer, simply visit  [bit.ly/NHH-Self-Refer](https://bit.ly/NHH-Self-Refer)

Or for patients or family members preferring to speak to someone, our friendly Patient Flow Team is happy to help on 01978 316800 📞

One participant shared:

*"I am so glad I rang you; I felt desperate about my husband and your calming kind voice helped. Thank you, it is a wonderful support you offer."*

This kind of feedback highlights how our wonderful Patient Flow Team handle every referral with care and compassion, ensuring each person gets the right support, whether that's through our services or sensitive signposting elsewhere.

Because getting the right support should be as stress free as possible.

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## #2 - Phlebotomy service at Nightingale House Hospice

At Nightingale House Hospice, our phlebotomy service offers routine blood tests as part of patient care, without the rush or clinical feel of a busy hospital setting.



Our Wellbeing team are fully trained to take blood samples for patients who need them. All our nurses in Wellbeing, and some of our healthcare staff, can provide this service right here at the hospice.

Our experienced team will:

- 💙 Take the time to explain what is happening
- 💙 Help you feel at ease
- 💙 Ensure your results are shared with the right professionals

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## #3 - Symptom Management and Respite Care at Nightingale House Hospice

Our Inpatient Unit is a place of warmth, compassion and personalised care, where people are supported to live as well as possible, whether they are with us for symptom management, respite or end of life care.

What is symptom management?

Some people come to the hospice when symptoms such as pain, breathlessness, fatigue, anxiety or nausea become harder to manage at home. Our experienced doctors, nurses and wider multidisciplinary team work closely with each patient to provide tailored support to help improve comfort and quality of life.

What is respite care?



Respite stays offer people living with a life limiting illness the opportunity to rest, feel supported and regain strength, while giving family members and carers time to recharge, knowing their loved one is being cared for around the clock.

Every part of our care is designed to make life a little easier and fuller for patients and families alike.

To self-refer for any of our services. Simply visit [bit.ly/NHH-Self-Refer](https://bit.ly/NHH-Self-Refer)

Or for patients or family members preferring to speak to someone, our friendly Patient Flow Team is happy to help on 01978 316800 📞

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💬 **#4 - Stories of Impact - “Today, I think of Nightingale House as my safety net.”**

Meet **Angie**, who was referred to Nightingale House Hospice in 2021.



“When I first heard the word ‘hospice’, I was afraid.

Like so many people, I thought it was only a place you went at the very end of life. But when I was referred to Nightingale House in 2021, everything I thought I knew changed.

After my cancer diagnosis, I was living with severe back pain and could barely walk. I felt weak, anxious and unsure about what the future held. From the moment I arrived, I was met with kindness, patience and understanding.

With physiotherapy, gentle encouragement and expert support, I slowly began to regain my mobility.

As time went on, I began to access more of the hospice’s services - hydrotherapy, reflexology, art therapy and the Wellbeing Programme. What I found was more than physical care. I found a place where I could talk openly, where people truly understood what I was going through, and where I didn’t feel so alone.

Today, I think of Nightingale House as my safety net. It’s somewhere that supports you to live as well as you can, for as long as you can, staying independent, feeling supported, and knowing you’re not facing things on your own.

Because of the kindness and generosity of supporters like you, people like me can receive care that makes a real difference, now, and into the future.”

Angie’s journey is a powerful reminder of why our work matters.

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## HIGHER KINNERTON COMMUNITY COUNCIL GRANT SCHEME

### APPLICATION FORM

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- 1) a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed for all accounts held by the organisation.
- 2) A current version of the constitution including organisational aims and objectives

|    |   |  |
|----|---|--|
| 1. | Name of Organisation  | Kinnerton Baby and Toddler Group   |
| 2. | Name and address of Contact Person  | Redacted   |
| 3. | Telephone Number of Contact   | Redacted   |
| 4. | Email address for Contact   | <u>Redacted</u>  |
| 5. | For what purpose or project is the grant requested and what will the grant funding achieve?                             | <p>1. To provide financial support in running our sessions in light of increase costs in public liability insurance, membership of Early Years Wales, craft supplies and replacement equipment.</p> <p>2. To enable us to enhance our offer to babies and toddlers in our community by buying in sessions from specialist providers such as Sensory Play, Family Learning, Mindfulness, Movement and Music and Social Skills Development. We can only afford these sessions if we receive grant money. (*Cont below)</p> |
| 6. | Amount of grant requested?  | £250.00  |
| 7. | If the total cost of the project is more than the grant, how will the residue be financed?                              | We shall have to raise fees to parents/carers again or not replace worn equipment or provide creative crafts and activities.   |
| 8. | Have you applied for grant for the same project to another organisation?<br><br>If so, which organisation and how much? | No   |
| 9. | Who will benefit from the project?  | Parents, grandparents, carers and children from Kinnerton who attend Toddler Group.  |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed...Jane Liddle .....Date...8 June 2025

\* Additional information

We have been running the Baby and Toddler Group since September 2021. The sessions are co-ordinated by a group of eight amazing retired Kinnerton ladies, on a rota basis, who put a great deal of effort into delivering a nurturing, caring and fun event . We are registered with the Charity Commission and Early Years Wales. Each session is staffed by three of these volunteers who work on a rota basis and set up and take down the equipment, provide drinks and snacks and organise crafts and events.

For the first two years we received grants from Flintshire County Council as they were encouraging people to involve their children in the community following lockdown. Then one of our volunteers accessed the Shell Community Kindness grant scheme and secured funding in 2023 and 2024. These grants have enabled us to provide varied social and educational events and purchase equipment. Shell is no longer running this scheme and grant funding is hard to come by. We have increased our weekly fee by £1.

We think the crafts and events we provide are stimulating and enhance the experience for the children but we can only afford these if we receive grant money.



Activities



Song time