

**TOWN AND COMMUNITY COUNCIL  
FEEDBACK ON VISITS TO T&CCs**

<b>T &amp; CCs</b>	<b>Feedback</b>
Penyffordd	Some of the feedback was useful – no specific comments.
Gwernaffield, Pantymwyn and Mostyn	<p>Gareth's letters have been read out at Community Council meetings and have been well received by members, particularly acknowledging the voluntary contributions made by members. A suggestion of having name cards in front of each Councillor is currently being considered.</p> <p>I think we largely got good feedback on our Community Councils in Gwernaffield/Pantymwyn and Mostyn i.e. the Chair of Mostyn had attended a meeting and Mostyn were praised at its orderly meeting.</p> <p>The lay standards members were pleasant and observed both meetings in an unobtrusive way.</p>
Buckley TC	<p>The Council has made a number of cosmetic changes as a result of feedback received over the process. These include:-</p> <ol style="list-style-type: none"> <li>1. A schematic of the Members names and where they sit in the Chamber is supplied to the public at each meeting of the Council and its Committees.</li> <li>2. Prior to each Council and/or Committee Meeting a notice is posted on the access door to the Council Chamber.</li> <li>3. At the meeting noted above, it was resolved that from the 2020 Recess, the July meetings' minutes will be placed on the Council's website as draft.</li> </ol>
Northop Hall	<p>The Community Council found the process extremely useful and have adopted the proposal of clearly identifying the room used for Council meetings and ensuring individual Councillors are identified, using name plates and appropriate signage. We hope that this makes it easier for members of the public, attending the meeting, to locate the correct room for the meeting and also identify Councillors, thereby ensuring a sense of inclusivity. The Community Council aim to update their website on a regular basis, now that the new Clerk is in position, which again improves</p>

	<p>communication with the local residents and promotes inclusivity.</p> <p>A number of Councillors have also committed to attending the Code of Conduct training to be held on the 13th November, 2019.</p> <p>Finally, the Council would like to thank the Standards Committee for their regular feedback and updates.</p>
<p>Caerwys, Halkyn and Whitford</p>	<p>Whilst I won't be covering every point raised in the various feedback letters received, I wish to provide feedback as Clerk to Caerwys, Halkyn and Whitford Councils on the following:</p> <ol style="list-style-type: none"> <li>(1) The process worked really well, in particular, the Members of the Standards Committee telephoned prior to the meeting to inform of their attendance. I was then able to advise as to the venue and also to take along an extra copy of the agenda and minutes of the last meeting for them.</li> <li>(2) The visits by Members of the Standards Committee were appreciated by all the Councillors.</li> <li>(3) From a Clerk's point of view. The visits assisted Clerk's to ensure that when Councillors are reminded in relation to the Code of Conduct, there is a local committee 'watching over them'</li> <li>(4) Whilst the feedback sent to Town &amp; Community Councils was also appreciated by the Council Members, there is some difficulty in relation to placing the meeting room notice in an appropriate position - especially when the building is multi used and has two entrances. Fortunately, the general attendance at Council meetings is by local residents who are aware of the room used. When there are pre-booked visitors or I am advised of an attendance prior to the meeting, I do go to great lengths to advise of the meeting room area – just as I did with the visiting Members of the Standards Committee.</li> <li>(5) In relation to name plates. The Council do not have any storage places in the meeting rooms and to carry between 11 and 13 name plates would be difficult. However, not always, but on occasions, the Chair will ask each Councillor to state their name when there are visitors.</li> <li>(6) Declarations of Interest. I am pleased that this aspect was referred to in a number of feedback letters. Whilst every agenda has this item listed, quite often Clerks have to remind Councillors that they should consider if they have an interest!</li> <li>(7) Youth Councillors. Caerwys and Whitford Councils have during the last year advertised for Youth Councillors. Adverts were placed in the local community newspapers, notice boards,</li> </ol>

	<p>Facebook and by writing to every secondary school and colleges in the area. There were no applications received for each Council.</p> <p>(8) Items on Web Site. I quite often wish to view something on another Council's web site. There are many that are not up to date with even the basic information. Denbighshire over a year or so ago perused every Town &amp; Community web site and wrote to each Council individually thereafter – to advise of the missing information. I wonder if Flintshire could consider this. I feel that it is unfair that some Council's and in particular, the Clerk's complete a lot of work to keep their web sites up to date under the two Wales Acts and others don't.</p> <p>(9) The comment in relation to Clerk's replying to queries from the public and also Gareth's comment in relation to Council's sharing a Clerk. The majority of Clerk's work between six and twelve to fourteen hours a week. A Clerk working say eight hours may work these over a two day period, therefore there will be a delay in replying. In my case, as I am a Clerk to four Councils (three in Flintshire and one on Denbighshire) I am generally at my desk each day from 9.00am to 5.00pm (and after) and there is a saving in relation to the photocopier hire, various expenses, such as travelling and stationery (discount for bulk) and other yearly fees. Each of my Councils save between £500 and £600 a year. Gareth's comments are really valid.</p>
<p>Nannerch</p>	<p>In all I think Nannerch found it quite a useful, interesting and positive experience.</p> <p>Julia picked up on 3 things, similar issues to other Councils which we have rectified as follows</p> <ol style="list-style-type: none"> <li>1) Location. We now do have a sign to inform residents where we are. Normally the main door is locked and the smaller door, and the corridor beyond, is lit although we acknowledge when the sporadic yoga group is in the main hall, people may have been mistaken. Hopefully this has now been rectified.</li> <li>2) Declarations. In the meeting attended by Julia we had one resident who I'd spoken to previously in the day. She had been before and familiar with the Councillors in attendance. However Julia said that residents may not have understood which Councillors had interests to declare. Some months previously to our visit we had added 'Councillors declarations' to the agenda. We also had started to ask them to confirm any declarations on the attendance sheet (a result of the training we've put our clerk through) so that they can be flagged up to me, so would have hoped we had it covered. However since the feedback, I have discussed the declarations at this agenda item in much greater detail. I have reiterated any known</li> </ol>

declarations by Councillors to residents, explained to any residents why we ask for them and if they understand. I ask councillors to speak up about any additional declarations should they become apparent as we go through the agenda. In addition to this I ask residents during the welcome if are they aware of who we are and are there any individuals they don't know so that they can be introduced.

- 3) Julia had enquired about whether we can allow public to speak. You had confirmed to her that it is ok with the chairs permission (which I'd given her earlier in the afternoon) to discuss specific topics which concerned her. Should members of the public have asked me to speak on an agenda item beforehand we've carried on permitting this to maintain the friendly, warm, welcoming atmosphere. However at the start they are notified of the Councils rules and that they cannot vote.

I learnt a great deal about the procedures from attending the standards committee meetings and to learn from the errors other Councils had made. I've previously told you that the Mynydd Isa Community Centre where you have previously held a meeting was dark and locked with some Councillors having gone home before the door was sheepishly opened at 7:30. I was fortunate you were in the reception of Shire Hall for the next meeting on 7/01/2019 as had you not been I would not have been able to enter the building. As I said in Caerwys, please practice what you preach. Having found it such a useful experience, I would have attended more but the uncertainty on whether I would gain access or not to the building was off putting.

I was irritated at the report on Mold Town Council. They were reported as exemplary, and recommended that other Community Councils should attend their meeting to learn from them. Much of this was to do with the Victorian décor in a purpose built debating hall, set out accordingly, with the chair slightly higher which enabled him to command proceedings. I doubt the majority of Community Councils can afford purpose built debating rooms in order to reach this standard without significant (100%) funding from FCC. Community Councils do their best with the facilities that are to hand and I hope that this is appreciated by the Standards Committee.

Having discussed the process with Chairs from other Flintshire Community Councils, the majority of those I spoke to did not know that they could attend the standards committee meetings in order to hear/receive their individual feedback which I thought was a missed opportunity for them. In addition, I don't think there was any right of reply to explain some decisions made at meetings, later

Appendix 1

	<p>queried or commented on at standards committee, and perhaps in future a short feedback session with the inspecting officer would have been useful, even if just between them and the Chair/Clerk.</p> <p>To conclude, we thought it was a very useful experience, would welcome visits in the future and appreciate any individual feedback.</p>
Leeswood and Pontblyddyn	<p>The Leeswood and Pontblyddyn Community Council wish to express their gratitude at the regular updates you have sent in relation to the Standards Committee visits to Town and Community Councils. They acknowledge the observations that have been made and will take on board those relevant to this Council to ensure that the Council operates as expected.</p>
Queensferry	<p>The letters of findings and information have been very interesting and helpful.</p>
Shotton	<p>I would be grateful if you could advise Mr Owens of his advice on Councillors arriving after the item for declaration of interests, had been read. I agree it would be good practice for the Clerk or Chair to ask them whether they have any interest when they sign in and before any discussions on next agenda item.</p>