

## **Current**

**5.3 All payments shall be made by cheque deposits but moving forward to receiving electronically.**

## **Proposed Update**

### **5.3 Banking and Payments**

**All payments shall be made by cheque, Faster Payment, BACS transfer, direct debit, standing order, or other approved electronic banking method. Monies due to the Council shall be received by cheque, cash, or electronic transfer into the Council's designated bank account.**

**The Council may also operate an approved business credit card for authorised expenditure, particularly for online purchases, provided that all transactions are supported by appropriate invoices or receipts and are reported to and approved in accordance with these Financial Regulations.**



## **Add-on Financial Policies and Procedures**

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# **Supplier Account Set Up and Change Procedures**

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## 1. Supplier Account Set Up

### 1.1 Supplier details

To open up a new supplier account the following information must be obtained –

- Full trading name
- Address, including postcode
- Telephone number
- E-mail address (for remittance advice notes to be sent to)

### 1.2 Supplier payment details

Ideally all supplier payments should be made by BACS rather than cheque.

Bank details required are -

- Name of account
- Bank address
- Sort code
- Account Number

All bank details must be received in writing by post on company headed paper signed by an appropriate person.

Once received, and before these details are used to make any payment, they must be verified by making a telephone call to the supplier. Do not use the telephone number sent with the bank details, if there is one, without checking it is genuine against an invoice, their website and/or the telephone directory. Always ask to check the details with the accounts department. They are to give you the details to verify to the letter. Never read back the details from the letter. Get the name of the person you speak to and record this information.

Further checks, such as personal ID, may be required depending on what is received.

If these verification checks cannot be made before payment is due then the supplier should be paid by cheque until verification is complete.

## **2. Changes to Supplier Details**

### **2.1 Changes to supplier details**

This procedure aims to minimise the potential for Mandate Fraud (see section 3).

If anyone contacts you by telephone, e-mail or letter to change any supplier details always telephone the accounts department back to confirm the change. Be wary if it is to change the telephone number and particularly cautious if it is to change bank details.

### **2.2 Changes to bank details**

Follow the same procedures as in section 1.2 by only accepting changes in writing and then verifying the changes by telephoning the accounts department of the supplier. Do not make any changes or payments into this new bank account until full verification has been made and these have been signed off by the Finance Manager.

### **2.3 Keep notes**

Make notes of all telephone conversations including names of who you have spoken to. Keep all of these notes together with the original letter/e-mail received giving details of the bank change for 7 years.

### **2.4 Supplier review**

A periodic review of suppliers should be undertaken to identify and remove any old/dormant accounts from list of payees on Internet Banking. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.

### 3. Mandate Fraud

#### 3.1 Mandate Fraud

(from <https://www.met.police.uk/advice/advice-and-information/fa/fraud/businessfraud/mandate-and-cheque-fraud/>)

Mandate Fraud is also known as Creditor Fraud, Payment Diversion Fraud and Supplier Account Takeover Fraud.

Changing bank accounts is an unusual occurrence and therefore any request to update records should be treated with suspicion. Changes should be authorised at a senior level.

This fraud involves the changing of account details for supplier or customer accounts in order to gain control of an account and benefit from unauthorised payments. This could include changing of bank details in a direct debit, manipulation of credit card activity, or changing of an employee's bank account details for their salary, particularly when a bonus is due.

Fraudsters rely on the Payee (Company) name not being checked by the Banks. In most cases, only the Sort Code and Account Number are checked by the receiving bank.

Additionally, company details, including signatures on published accounts, are copied from the internet.

All companies and organisations are urged to ensure that they have robust authorisation and monitoring procedures in place for the creation and changing of bank details and monitoring of payments.

This also applies when providing account details on order to set up new payments or amend them.

Requests may be received by phone, letter or email to update account details. These requests must be monitored, checked and authorised before changes are made.

### **3.2 Details of suppliers are obtained from :**

- Inside knowledge, including corrupt staff acting fraudulently.
- Publicly announced contracts.
- On-line transparency of contracts, particularly public sector contracts.
- Internet research about the targeted organisation, their activities and identifying key staff.
- Social Engineering to gain information from unsuspecting employees, this may include telephoning companies to gain information about their procedures.

### **3.3 The approach is made by :**

- Telephone: there may be some urgency or reason to get changes made in a hurry: this is an indication of a potential fraud.
- A written request (letter or fax): this may be on 'official' looking letterhead quoting publicly available information such as company registration and director details.
- An email request: using information and logo's that look legitimate and have a reply email address that is 'spoofed' to give the impression that it is legitimate.

### **3.4 In all cases**

All the information presented may be correct, including directors, key contract staff, and signatories, having been collated and checked against different sources. They may be routed directly or in such a way that they appear to be from another part of the organisation, even if apparently authorised by a senior manager, the request should be thoroughly checked.

### **3.5 Recommendations**

- All staff should be wary of providing sensitive company information, by phone or other means, especially contract and account information including references.
- Establish with suppliers, and internally, points of contact for handling and changing sensitive information that may benefit fraudsters.
- Call-back your supplier using records in your system (not on the letter) to check the veracity of the request.

- Get a confirmatory email from the expected corporate email address.
- Make a note of your enquiries; be willing to double check information.
- Other policies may need review – clear desk, information security, staff vetting, internal and external financial controls.
- Do not publish account details and signatories on yearly reports.

### **3.6 Further checks that may be considered**

- Enquiries to verify the new payee account details. With most types of bank transfer, only the Sort Code and Account number are verified, not the account holder's name.
- When contacting companies, do not automatically use the information provided on suspicious letters, faxes and email. Check this against contract documentation, payment records and other information. Contact the accounts department direct and not the name on the letter.
- Internet checks may highlight discrepancies and previous attempts. However, fraudsters may create incorrect records on the web, including business directory entries and web sites, in order to mislead.
- Check the details on any request for change – company numbers, VAT registration, contact details, web and email information.
- Companies House information should be treated with caution. It is only a register and there are significant problems with details being changed in order to divert goods and payments.
- If making contact by phone, do this via main switchboards. Telephone calls may be re-directed, email addresses and incoming phone numbers are easily changed to look like legitimate ones.



## Marchwiel Community Council

### Section 6 Biodiversity & Resilience of Ecosystems Duty Report

Reporting Period: 2023–2025

#### 1. Introduction and Council Context

Marchwiel Community Council consists of eleven councillors and employs a part-time Clerk. As a small community council, its statutory functions and available resources are limited. However, the Council recognises its duty under Section 6 of the Environment (Wales) Act 2016 to seek to maintain and enhance biodiversity and to promote the resilience of ecosystems, in so far as is consistent with the proper exercise of its functions.

The Council's activities relevant to biodiversity primarily relate to:

- Ownership and management of a Burial Ground
- Management of a Nature Reserve
- Maintenance and improvement of community green spaces within the village

This report outlines the actions taken by the Council between 1 January 2023 and 31 December 2025 to comply with the Section 6 duty.

#### 2. Actions Taken to Maintain and Enhance Biodiversity

##### 2.1 Burial Ground – Rare Fungi Protection

The Council manages a Burial Ground containing long-established grassland that has remained largely undisturbed for over a century. During the reporting period, the Council was made aware of the presence of a rare Pink Waxcap fungus, a species associated with unimproved grassland of high ecological value.

The site has been referenced in an Aberystwyth University research paper, confirming its biodiversity significance.

##### Action taken:

Introduction of a “No Mow October” regime to allow fungal fruiting bodies to emerge and be surveyed.

##### Outcome:

- Continued protection of a rare and ecologically important fungal habitat.
- Contribution to academic research and wider understanding of grassland fungi.

This report used ChatGPT free version to support the Locum Clerk/RFO

## **2.2 Nature Reserve – Wetland Habitats and Protected Species**

The Council manages a Nature Reserve comprising marsh wetlands, ponds, reeds and bulrushes. This mosaic of habitats supports a range of wildlife.

Notable species recorded include:

- Great Crested Newt, a European Protected Species
- Brimstone Butterfly, with several individuals observed. The larvae of this species feed on Alder Buckthorn, which is present within the Nature Reserve.

### Actions taken:

Ongoing protection of wetland and pond habitats

Retention of native vegetation essential to species lifecycles

Low-intervention management to maintain ecological integrity

### Outcome:

- Continued suitability of the Nature Reserve for protected and priority species.
- Contribution to ecosystem resilience at a local level.

## **2.3 Community Green Spaces and Pollinator Support**

### **Crocus Planting**

On green utility land within the village, the Council (with the valuable help of the whole school population) planted crocus bulbs to support early-season pollinators. This initiative was linked with a Rotary Club campaign to help eradicate polio, combining environmental and community objectives.

### Outcome:

- Increased early nectar sources for insects.
- Enhanced community visibility and engagement.

### **Welcome Garden Improvements**

At the Welcome Garden, the Council commenced a programme of improvements.

### Actions taken:

Clearance of scrub from previously unmanaged areas.

Planting of borders to improve biodiversity value and appearance.

### Outcome:

- Increased plant diversity.
- Improved habitat for insects and other wildlife.
- Enhanced amenity value for residents and visitors.

### **3. Outcomes and Benefits**

Through proportionate, evidence-led actions, the Council has:

- Protected rare and legally protected species.
- Maintained and enhanced high-value habitats.
- Adapted land management practices to support biodiversity.
- Improved local green spaces for both wildlife and the community.

These actions demonstrate the Council's commitment to meeting its Section 6 duty in a practical and effective manner.

### **4. Challenges**

The Council operates within constraints typical of a small community council, including:

- Limited staffing and financial resources
- Dependence on external ecological expertise

Despite these challenges, meaningful biodiversity outcomes have been achieved through targeted actions and partnerships.

### **5. Future Priorities (2026–2028)**

The Council intends to:

- Continue biodiversity-sensitive management of the Burial Ground
- Maintain and protect the Nature Reserve habitats
- Expand pollinator-friendly planting where opportunities arise
- Continue to consider biodiversity in all relevant decisions

### **6. Conclusion**

Marchwiell Community Council recognises that small-scale, well-targeted actions can deliver significant biodiversity benefits. The Council remains committed to fulfilling its responsibilities under Section 6 of the Environment (Wales) Act 2016 in a proportionate and transparent manner.



## Risk Management Register

### DOCUMENT INFORMATION

Issue Date:	February 2026
Effective From:	Immediately
Scope of Document:	A record of actions agreed to address or reduce identified risks to the Council
Objective:	To record mitigating actions to address or reduce all identified risks to the Council
Author:	Locum Clerk and Responsible Financial Officer – Shaun Jones
Authorised by:	Marchwiel Community Council
Date Adopted:	<b>25<sup>th</sup> February 2026</b>
Review date:	February 2027

Please note that in assessing risk, consideration should be given to the likelihood of the occurrence and the effect it would have.

Reviews of risks will be held a minimum of once yearly or whenever there is an envisaged change in responsibility.



## Risk Management Register

### 1 Objective at Risk: Control over funds

Item	Risk Identified	Rating	Responsibility	Action
Precept	Failure to calculate / submit precept request on time	Medium	Clerk	<ul style="list-style-type: none"> <li>- confirm submission dates with Pendle Borough Council</li> <li>- prepare draft budgets in sufficient time</li> <li>- prepare and submit precept request in sufficient time</li> </ul>
Precept	Inadequacy of precept	Medium	Members  Clerk	<ul style="list-style-type: none"> <li>- thorough calculation and breakdown of proposed precept</li> <li>- build a reserve of one year's precept amount to carry forward</li> <li>- quarterly review of budget to actual expenditure</li> <li>- build a reserve of funds to carry forward</li> </ul>
Election Costs	Inadequacy of projected election costs	Medium	Members  Clerk	<ul style="list-style-type: none"> <li>- standard election costs will normally be advised by Wrexham County Borough Council after elections for inclusion in the following year's precept.</li> <li>- Any additional costs e.g. for by-elections to be paid for from the contingency figures incorporated in the budget</li> </ul>
Records	Failure to maintain proper accounting records	Medium	Members    Clerk	<ul style="list-style-type: none"> <li>- recruit suitably competent / qualified Clerk</li> <li>- prepare comprehensive job description</li> <li>- quarterly review of accounts</li> <li>- review reports from internal and external auditors</li> <li>- enable training, ensure accounting software is adequate for needs etc</li> <li>- prepare and have approved accounting system</li> <li>- ensure records kept up to date monthly as a minimum</li> </ul>



## Risk Management Register

Income	Failure to account for income properly	Medium	Members  Clerk	<ul style="list-style-type: none"> <li>- receive and review reports of all income received</li> <li>- quarterly review of balance sheet</li> <li>- record income and share quarterly</li> <li>- bank income cash and cheques immediately (when appropriate)</li> </ul>
Expenditure	Failure to account for expenditure properly	Medium	Members  Clerk	<ul style="list-style-type: none"> <li>- review annual budget calculation</li> <li>- quarterly review of expenditure against budget</li> <li>- inspect and authorise invoices - to be available at council meetings</li> <li>- periodically review bank reconciliations</li> <li>- enter all invoice details into accounting system immediately</li> <li>- maintain adequate analysis of all payments made by category/cost centre</li> <li>- cross reference all payments to invoices</li> <li>- list all payments due at each meeting</li> </ul>
Donations and Financial Support	Insufficient audit trail of requests to the Council, and insufficient evidence of Council agreement to pay	Low	Clerk	<ul style="list-style-type: none"> <li>- retain letters/application forms from parties requesting grants e.g. initial request, thanks after the donation and receipts</li> <li>- request and retain completed Grant Application Form</li> <li>- minute Council agreement to all donations</li> <li>- payment to be authorised by the required signatories</li> </ul>
Overspend	Failure to stay within agreed budgets	Medium	Clerk  Members	<ul style="list-style-type: none"> <li>- maintain full records of all payments</li> <li>- produce quarterly variance analysis of payments against budget – advise members if liable to overspend.</li> <li>- periodically review variance analysis</li> </ul>
Reserves	Holding excessive or inadequate reserves	Medium	Members	<ul style="list-style-type: none"> <li>- calculate anticipated reserves position at the end of each financial year and review for adequacy / appropriateness</li> </ul>



## Risk Management Register

Annual Return	Failure to complete / submit Annual Return on time	Low	Clerk	<ul style="list-style-type: none"> <li>- check and diarise cut-off dates for submission of Annual Return to external auditors</li> <li>- ensure Council agrees to AGAR at May annual meeting</li> <li>- ensure that accounts are prepared in adequate time for submission</li> </ul>
Fraud	Fraud by Clerk	Medium	Members	<ul style="list-style-type: none"> <li>- recruit suitably qualified / competent Clerk, after checking references as appropriate</li> <li>- quarterly review accounts</li> <li>- monthly review bank reconciliations</li> <li>- receive and review reports by internal and external auditors</li> <li>- obtain adequate insurance cover i.e. Fidelity cover</li> </ul>
Fraud	Fraud by Members	Low	Clerk	<ul style="list-style-type: none"> <li>- restricted access to cheque books/online payments</li> <li>- review and reconcile bank statements on receipt</li> </ul>
Fraud	Supplier Fraud	High	Members Clerk	<ul style="list-style-type: none"> <li>- adopt a supplement to the Financial Regulations covering new procedures when adding new suppliers and bank account details for electronic transfers. In addition these also cover any updates e.g. change of bank details.</li> <li>- closely follow the stipulated procedures to avoid any erroneous updates.</li> </ul>
Value	Failure to achieve best value	Low	Members	<ul style="list-style-type: none"> <li>- produce a purchasing policy and / or review by Council</li> <li>- issue tenders of all major purchases</li> <li>- aim to obtain 3 quotes wherever feasible in line with the Council's Financial Regulations Policy (amended March 2025)</li> </ul>
VAT	Failure to account for and recover VAT	Low	Clerk	<ul style="list-style-type: none"> <li>- regularly review VAT status and VAT position</li> <li>- maintain separate records of all VAT paid</li> <li>- submit completed claim to HMRC annually</li> </ul>



## Risk Management Register

### 2 Objective at risk: Providing the local community with the opportunity to participate.

Item	Risk Identified	Rating	Responsibility	Action
Vacancies	Failure to attract sufficient candidates for member vacancies	Medium	Members  Clerk	<ul style="list-style-type: none"> <li>- actively publicise Council activities</li> <li>- seek candidates amongst friends and colleagues</li> <li>- publicise vacancies on notice boards, website and social media</li> <li>- publicise in local papers if response is poor</li> </ul>
Quorum	Failure to achieve quorum at meetings	Medium	Clerk	<ul style="list-style-type: none"> <li>- issue annual meeting calendar to all members</li> <li>- issue meeting agendas in accordance with regulations</li> <li>- maintain attendance register</li> <li>- contact members should any fail to attend meetings without apology</li> </ul>
Public Participation	Lack of public participation at meetings	High	Clerk	<ul style="list-style-type: none"> <li>- ensure notice of meetings are posted in notice boards, website and social media</li> <li>- include public participation on all agendas</li> <li>- ensure seating available at venue for public</li> <li>- ensure proceedings are audible e.g. use of microphone where appropriate</li> <li>- publish agendas and minutes on website</li> <li>- publish annual meeting calendar on website</li> </ul>
Public Consultation	Lack of public consultation by members	Medium	Members	<ul style="list-style-type: none"> <li>- maintain regular contact with local residents</li> <li>- publicise address and contact details</li> <li>- include contact details on website</li> </ul>



## Risk Management Register

Representation	Members acting alone outside meetings	Medium	Members	<ul style="list-style-type: none"> <li>- obtain and read 'Councillors Guide'</li> <li>- avoid making commitments on behalf of the council</li> <li>- attend relevant training courses</li> </ul>
Publicity	Bad publicity	High	Members	<ul style="list-style-type: none"> <li>- have all press releases reviewed by Chair and Clerk before release</li> <li>- if speak to the press outside meetings make it clear in which capacity you are speaking e.g. as a member of the public</li> </ul>
Allegations	Allegations of libel or slander	Medium	Members	<ul style="list-style-type: none"> <li>- have all press releases or newsletter articles reviewed by Chair and Clerk before release</li> <li>- obtain insurance against possible actions</li> </ul>
Non-activity	Council decisions not implemented	Low	Members	<ul style="list-style-type: none"> <li>- review minutes for confirmation of action</li> <li>- review Clerk's report for confirmation of action</li> <li>- review correspondence as necessary</li> </ul>
Document Control	Inadequate document control	Low	Clerk	<ul style="list-style-type: none"> <li>- obtain Chair's signature on approved minutes</li> <li>- retain signed minutes</li> <li>- maintain regular back-ups of all computer records</li> <li>- retain all records for required legal period</li> <li>- Chairperson issued with list of passwords to access the laptop, website, emails and password-controlled documents.</li> </ul>



## Risk Management Register

### 3 Objective at risk: Providing such services as the local community wishes.

Item	Risk Identified	Rating	Responsibility	Action
Consultation / Representation	Failure to correctly identify local needs or wishes	Medium	Members	<ul style="list-style-type: none"> <li>- maintain close contact with local residents</li> <li>- use meetings to obtain residents' feedback</li> <li>- use questionnaires, where appropriate, to identify local wishes</li> <li>- review local papers, especially correspondence sections</li> </ul>
Provision of ad-hoc events	Failure to identify all possible risks and to mitigate appropriately	High	Members	<ul style="list-style-type: none"> <li>- ensure a full risk assessment is carried out</li> <li>- ensure all required licenses are obtained</li> <li>- ensure all relevant guidance is followed</li> <li>- ensure all relevant regulations are followed</li> <li>- ensure the Council has financial and organisational control of events for which it is responsible and accountable</li> <li>- ensure contingency plans are in place e.g. for shortfall of any external funding</li> <li>- ensure the Council is appropriately resourced to provide the necessary controls and to perform the actions above.</li> </ul>



## Risk Management Register

### 4 Objective at risk: Compliance with laws and regulations.

Item	Risk Identified	Rating	Responsibility	Action
Conflict of Interest	Failure to recognise and address conflict of interest	Medium	Members  Clerk	<ul style="list-style-type: none"> <li>- review Code of Conduct (re-adopted April 2024)</li> <li>- complete, sign and maintain 'Declaration of Interests' form</li> <li>- if in doubt, seek advice</li> </ul> <ul style="list-style-type: none"> <li>- Add to Annual Meeting Agenda and ensure Councillors review their entries</li> </ul>
Legislation	Failure to comply with relevant legislation	High	Members  Clerk	<ul style="list-style-type: none"> <li>- periodically review all activities to ensure ongoing compliance</li> <li>- check legality of any decision when in doubt</li> </ul> <ul style="list-style-type: none"> <li>- maintain records of decisions taken and cross reference to relevant legislation</li> </ul>





## Risk Management Register

### 5 Objective at risk: Control over Assets including Fixed Assets.

Item	Risk Identified	Rating	Responsibility	Action
Asset Register	Failure to maintain Asset Register	Low	Clerk Members	- maintain and update Asset Register as Council owned Assets are obtained periodically review Asset Register
Burglary	Burglary to office	Medium	All	- ensure doors and windows are always locked when the property is not occupied - ensure adequate locks are fitted to office door and windows
Fire	Fire damage to office	Medium	Clerk	- ensure all office equipment is turned off when the office is not occupied - ensure a suitable fire extinguisher is available – if appropriate for building. - ensure “no smoking” regulations are met
Accident	Accidental damage to assets	Medium	Clerk	- ensure adequate insurance cover for contents and buildings.
Loss or Harm	Loss or harm to staff or to third parties	Medium	Clerk	- regular inspection of assets from health & safety viewpoint - ensure adequate insurance cover i.e. public liability
Paper Records of the Council	Loss by damage, destruction, or negligence in any form	Low	Clerk	- ensure all key documents are also held as computer documents - ensure all paper records are appropriately filed and organized - ensure that the origin of original documents / books / emails are known so they can be obtained again if necessary.
Computer Records of the Council	Loss by PC breakdown	Medium	Clerk	- ensure weekly backups are taken to external hard drive to be held off-site by the clerk - most, and all-important Community Council documents are held on OneDrive so that it is cloud based



## Risk Management Register

				<ul style="list-style-type: none"><li>- ensure Chairman has copies of all passwords required to access all accounts.</li><li>- Clerk has produced a 'Calendar of Jobs' in case he is unable to attend work at short notice.</li></ul>
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## Risk Management Register

### 6 Objective at Risk: Health and Safety / Security of Employee within Office Environment

Item	Risk Identified	Rating	Responsibility	Action
Health & Safety	Fire, gas explosion, electrical malfunction, trip hazard	Medium	Members	- to ensure that a fire extinguisher is available, if appropriate to ensure that the property owner undertake annual gas and electrical inspections take place and that appropriate certificates are obtained
Personal Security	Physical threat as a lone worker within the office premises	High	Members  All office users  Clerk	- to ensure that a form of security is purchased and maintained e.g. alarm button and cctv system  - to ensure that the personnel within the building are aware the Clerk is in the office. - to ensure that the external door is locked by the last person leaving the office.  - Clerk to install 'panic button' on mobile phone in case of emergency - To ensure there is a safe passage of exit if required in an emergency - Clerk to formally report all incidents [no matter how trivial] to councillors and other users.



## Risk Management Register

Wellbeing	To lessen any risk of a Councillor, or the clerk, becoming overwhelmed the work/work load.	Medium	All	<ul style="list-style-type: none"><li>- carry out annual appraisal for clerk</li><li>- regularly check on wellbeing of clerk</li><li>- seek out support, as and when needed</li><li>- Make it apparent that we are a team and therefore able to support each other where we can</li></ul>
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## **TRAINING PLAN FOR 2026-27**

*This training plan has been prepared in accordance with the requirements of Section 67 of the 2021 Local Government and Elections (Wales) Act 2021*

### **Introduction**

- This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Council Clerks.
- Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the Council to be supported by a well thought approach to its training and development needs.
- The commitment contained in this training plan will assist the Council to enhance its approach to the delivery of high-quality services to its community.
- The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

### **The Training Plan**

- One Voice Wales (OVW) provides a monthly training programme which the Clerk forwards via email to all Councillors. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s)
- The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify other training opportunities which will be considered carefully by the Council based on relevance and cost.
- Councils should ensure that Councillors and Staff have sufficient skills and understanding in all key areas. These include Induction for Councillors; the Code of Conduct for Members of Local Authorities in Wales; Financial Management and Governance for Councillors and the Society of Local Council Clerk (SLCC) Certificate in Local Council Administration (CiLCA) for the Clerk

Course	Required	Timescale
Code of Conduct	All Councillors/Clerk	Within 6 months of being elected
Understanding the Law	All Councillors	Within 6 months of being elected
Chairing Skills	All Chairs/Vice Chairs	Within 6 months of being elected
The Council Meeting	All Councillors/Clerk	Within 6 months of being elected
The Council	All Councillors/Clerk	Once in the Council Term
The Councillor	All Councillors/Clerk	Once in the Council Term
Effective Staff Management	Two Councillors	Within 6 months of being elected
The Council as an Employer	Two Councillors	Within 6 months of being elected
Introduction to Community Engagement	Two Councillors	Once in the Council Term
Community Engagement Part 2	Two Councillors	Once in the Council Term
Health & Safety	Two Councillors	Once in the Council Term
Creating a Community Plan	Two Councillors	Once in the Council Term
Information Management	Two Councillors/Clerk	Once in the Council Term
Equality & Diversity	Two Councillors	Once in the Council Term
Mediation & Conciliation	Two Councillors/Clerk	Once in the Council Term
Planning	Two Councillors	Once in the Council Term
Respect & Civility	All Councillors/Clerk	Once in the Council Term

Include below any specific comments about how training will be arranged or how other development needs will be addressed through other methods;

- Code of Conduct is to meet requirements of Council's Code of Conduct whereby each Councillor is to attend one training session on the Code of Conduct in each electoral term.
- A survey has been completed in respect of past and future training needs.
- The Clerk to attend SLCC branch meetings, SLCC conferences and SLCC/OVW Training (Wales) to ensure their knowledge remains up to date and as part of their Continuing Professional Development.
- The Clerk to complete the ILCA qualification.
- Cyber Security online courses to be arranged for all Councillors who wish to attend, and the Clerk.
- Where appropriate and more cost effective, group training to be organised on a face to face basis, rather than individual online training.

## Locum Clerk Report

- VAT Claim 2024/25 submitted Friday 13<sup>th</sup> February 2026 for £2,693.50 and monies received Wednesday 18<sup>th</sup> February 2026.
- Attended (via Zoom) One Voice Wales Wrexham & Flintshire Area Committee Meeting Wednesday 4<sup>th</sup> February 2026. Lyn Cadwallader, Chief Executive was the guest speaker. A special thanks from Lyn to those member councils that attended their AGM – Cllr Marriott represented MCC. In an effort to gain greater engagement by member councils in our area the next meeting is open to any council member rather than just the appointed rep. The next meeting is 21<sup>st</sup> April 2026 at Gwersyllt Resource Centre – 7pm. A great opportunity to hear what other councillors have to share. Detailed minutes have already been circulated.
- We have received the Democracy and Boundary Commission Cymru (DBCC)'s first Annual Remuneration Report for the next Financial Year 2026/26. Determination 6/2026: Payments to community and town council (CTC) members has noted uplift in Financial Loss compensation, this optional payment was not adopted by MCC in October 2024 – minute 78.24/25. SJ distributed the Member Allowances 2025/26 Personal & Bank Details form for each member to complete and return.
- One Voice Wales National Awards Ceremony 2026. Members informed this will take place 1<sup>st</sup> July 2026 at Builth Wells Showground. If you wish to showcase any services MCC provide for its community you are invited to make a nomination. There is a guide containing more information. Closing date 30<sup>th</sup> April 2026.
- Marchwiel Police Report January 2026 received. 2 crimes noted, one theft and one burglary.
- Renewal of Service Level Agreement 2026 – Inspection and Maintenance of the Station Rd Play Area and Skate Park. The annual cost has risen by £43.00 to £2,251.00 plus VAT. Request members to approve.
- Notice of COVID-19 Day of Reflection 8<sup>th</sup> March 2026 from One Voice Wales which is taking place across the whole of the UK. Suggestions given over how a Community Council might wish to mark this moment to pause, remember and acknowledge the impact on all communities. Members may direct if they wish to take up this opportunity to join.

## Correspondence

- Cllr Rathbone was contacted by a resident over some WCBC sub contracted works which have severely overrun and communications gone off-track, so much so the resident feels threatened. MR will report.
- A resident copied an email with an attached complaint to Wrexham County Borough Council. This relates to the Phase 2 Tree Planting behind Marcella Crescent.
- Cllr Cim Francis copied an email to Cllr John Pritchard – WCBC member regarding a street sign ripped out that needs to be re sited.
- WCBC Local Places for Nature officer emails to advise of the return of contractors to the Phase 2 improvements – this time to sow wetland grass seed.
- Wrexham MP – Andrew Ranger invites any resident to complete a Borough wide survey on the WCBC 10 year Cultural Strategy now being drafted. This email has been circulated to all members to forward to their contacts and SJ can post details on our Facebook page if thought appropriate.