

September Bank Reconciliation				
Current Account				
Date	Amount	Payee	Description	In/Out
02/09/2024	50	Unity	Multipay Card set-up fee	Out
06/09/2024	180	Sam Corp	Fun Run Photography	Out
06/09/2024	63	One Voice Wales	Clr. Training	Out
06/09/2024	8004	Awen (The Met)	Summer Cinema	Out
16/09/2024	210	Andrew Sheehy (Greenfingers)	War Memorial	Out
16/09/2024	63	One Voice Wales	Clr. Training	Out
16/09/2024	95	Andrew Sheehy (Greenfingers)	War Memorial	Out
16/09/2024	96.40	Viking	Stationery	Out
16/09/2024	95	Andrew Sheehy (Greenfingers)	War Memorial	Out
19/09/2024	62.68	British Gas	Unit Electricity	Out
23/09/2024	17.47	Go Cardless	Printing/Photocopying	Out
24/09/2024	63	One Voice Wales	Clr. Training	Out
24/09/2024	660	Henlys Bus	Summer Cinema	Out
24/09/2024	1500	Aberbeeg Sewing Circle	Loneliness Grant	Out
24/09/2024	200	Abertillery Excelsior's	Cwmtillery Ward Grant	Out
30/09/2024	300	AADMS	Council Grant	Out
30/09/2024	1000	Abertillery Bluebirds	Council Grant	Out
30/09/2024	0.30	Unity	Cheque Fee	Out
30/09/2024	29.85	Unity	Service Charge	Out
	12689.70			
Reserve Account				
30/09/2024	568.35	ALCC	Interest Payment	In
CCLA				
03/09/2024	252.16	Income reinvestment		In
04/09/2024	14.02	Income reinvestment		In
	266.18			

Bank Reconciliation up to 30/09/2024 for Cashbook No 4 - Unity Trust Current

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/09/2024	CHARGES	50.00		50.00		R <input checked="" type="checkbox"/>	Unity Trust Bank
06/09/2024	BACS	180.00		180.00		R <input checked="" type="checkbox"/>	Sam Corp
06/09/2024	BACS	63.00		63.00		R <input checked="" type="checkbox"/>	One Voice Wales
06/09/2024	BACS	8,004.00		8,004.00		R <input checked="" type="checkbox"/>	Awen
16/09/2024	BACS	95.00		95.00		R <input checked="" type="checkbox"/>	Andrew Sheehy Green Fingers
16/09/2024	BACS	95.00		95.00		R <input checked="" type="checkbox"/>	Andrew Sheehy Green Fingers
16/09/2024	BACS	210.00		210.00		R <input checked="" type="checkbox"/>	Andrew Sheehy Green Fingers
16/09/2024	BACS	63.00		63.00		R <input checked="" type="checkbox"/>	One Voice Wales
16/09/2024	BACS	96.40		96.40		R <input checked="" type="checkbox"/>	Viking Payments
19/09/2024	DD	62.68		62.68		R <input checked="" type="checkbox"/>	British Gas
23/09/2024	DD	17.47		17.47		R <input checked="" type="checkbox"/>	AR Digital
24/09/2024	BACS	1,500.00		1,500.00		R <input checked="" type="checkbox"/>	Aberbeeg Sewing Circle
24/09/2024	BACS	63.00		63.00		R <input checked="" type="checkbox"/>	One Voice Wales
24/09/2024	BACS	200.00		200.00		R <input checked="" type="checkbox"/>	Abertillery Excelsiors
24/09/2024	BACS	660.00		660.00		R <input checked="" type="checkbox"/>	Henleys Bus Service
30/09/2024	BACS	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Abertillery Blue Birds
30/09/2024	BACS	300.00		300.00		R <input checked="" type="checkbox"/>	AADMS
30/09/2024	CHARGES	0.30		0.30		R <input checked="" type="checkbox"/>	Unity Trust Bank
30/09/2024	CHARGES	29.85		29.85		R <input checked="" type="checkbox"/>	Unity Trust Bank
		<u>12,689.70</u>	<u>0.00</u>				

Signatory 1:

Name Josh Rendiffe Signed [Signature] Date 14/10/24

Signatory 2:

Name N J. Simmons Signed [Signature] Date 24/10/24

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 4 - Unity Trust Current

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current	30/09/2024		29,714.89
			<u>29,714.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,714.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,714.89
		Balance per Cash Book is :-	29,714.89
		Difference is :-	0.00

Signatory 1:

Name Josh Rancliff Signed [Signature] Date 14/10/24

Signatory 2:

Name N. J. Simon Signed [Signature] Date 14/10/24

Bank Reconciliation up to 30/09/2024 for Cashbook No 5 - Unity Trust Reserve

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/09/2024			568.35	568.35		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>568.35</u>				

Signatory 1:

Name W. J. Simmons Signed WJS Date 14/10/24

Signatory 2:

Name JOSH Rowcliffe Signed JR Date 14/10/24

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 5 - Unity Trust Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Reserve Account	30/09/2024		40,568.35
			<u>40,568.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			40,568.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			40,568.35
		Balance per Cash Book is :-	40,568.35
		Difference is :-	0.00

Signatory 1:

Name N. J. Simmons Signed  Date 14/10/24

Signatory 2:

Name Josh Rawcliffe Signed  Date 14/10/24

Bank Reconciliation up to 09/10/2024 for Cashbook No 6 - CCLA

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/09/2024	SC4 Income		252.16	252.16		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2024	SC4 Income		14.02	14.02		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>266.18</u>				

Signatory 1:

Name Josh Rowcliffe Signed [Signature] Date 14/10/24

Signatory 2:

Name N. J. Simmons Signed [Signature] Date 14/10/24

Bank Reconciliation Statement as at 09/10/2024
for Cashbook 6 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	30/09/2024		101,937.29
			<u>101,937.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			101,937.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			101,937.29
		Balance per Cash Book is :-	101,937.29
		Difference is :-	0.00

Signatory 1:

Name N. J. Simmons Signed  Date 14/10/24

Signatory 2:

Name Joel Rowcliffe Signed  Date 14/10/24



Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of your group, organisation or project:

The Mitre Music Venue CIC Mitre Street Abertillery NP13 1AE

Contact name:

[Redacted]

Telephone number:

[Redacted]

Email:

[Redacted]

What are the aims of your project? A community pub providing a space for live music to celebrate local talent. Also providing a hub for arts, culture including Welsh. A space for community groups to flourish.

How does your project benefit the Abertillery and Llanhilleth area or its residents? Bringing back live music to the area. Allowing community groups to free warm space to meet. Tackling loneliness and isolation in a deprived area and developing volunteering opportunities.

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
	£ 3,749
	£ 1

	£
Sub Total	£ 3,749
(B) Costs requested from ALCC	Amount (inc. VAT)
	£
	£
Sub Total	£ 1000
C. Total project costs (A + B) TOTAL	£ 5,749

Is your organisation a: Charity/community group/sports club/company/not for profit business/other (explain and provide evidence)
Community Interest Company

Payee: *The Mitre Music Venue CIC*

Print Name: *THE MITRE MUSIC VENUE CIC*

Role in group:

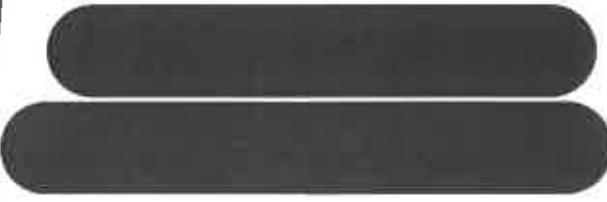
Signed: 

Date: *27/09/2024*

Please return this form with any relevant supporting documents (group constitution, financial statements, letters of support etc.) to clerk@abertilleryandllanhilleth-wcc.gov.uk or:

Town Clerk,
 Abertillery and Llanhilleth Community Council,
 Mitre Street,
 Abertillery,
 NP13 1AE

*The Mitre Music Venue CIC
 Lloyds Bank*





Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

Messy church, Christmas event
Ebenezer Baptist Church Abertillery NP23 1ED

Group Contact name: [REDACTED]

Role in the group: Church Treasurer + Families and events organiser

Telephone number: [REDACTED]

Email: [REDACTED]

What are the aims of your project? To provide a free activity for families to attend where they will be able to enjoy crafts, food, & Father Christmas and coming together as a community at a difficult time of year for some families.

How does your project benefit the Abertillery and Llanhilleth area or its residents? This event is open to residents of Abertillery & Llanhilleth area and has been providing this event to families every Christmas for the last 10 years.

Approx number of beneficiaries 100 approx

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Providing the room, heating,	£
Organising activities + father christmas	£
Cooking of food &	£
all cost being met by church. Sub Total	£
B. Costs requested from ALCC	Amount (inc. VAT)
Food & crafts	£ 150.00
Selection boxes gifts from father christmas	£ 100.00
Sub Total	£ 250.00
C. Total project costs (A + B) TOTAL	£ 250.00

Is the organisation a:

Charity/community group/sports club/company/not for profit business/other (explain and provide evidence)

Ebenezer Baptist Church is
a CIO Charity Number
1198943

Payee name:

Ebenezer Baptist Church CIO

Name of person making the application:

Print Name:

Joanne Beynon

Signed:



Date:

21/10/26

Please return this form with any relevant supporting documents (group constitution, financial statements, letters of support etc.) to: Town Clerk, Abertillery and Llanhilleth Community Council, Mitre Street, Abertillery, NP13 1AE or to clerk.alcc@gmail.com

Good Morning,

We hope you had a great weekend.

I wanted to share this fantastic opportunity that has arisen as I know you are strong supports of the Veteran Community with having signed the Armed Forces Covenant.

Please find below details regarding sponsoring the Forces Boxing Promotions event. The Forces Boxing Promotions event taking place at the Vale Sports Arena, Cardiff on the 5th April 2025. This event will see between 600 - 900 Military Veterans, Serving Personnel and Blue Light gather under one roof to watch the best of the best compete in the ultimate boxing challenge whilst supporting a fantastic charity!

The last show held on 7th September was a SELL OUT!! We raised over £11,000 for the Welsh Guards Charity!!

Please do ask away if you have any questions, it would be great to have you involved if the below package suits you and your team!

Please have a look and let us know your thoughts, if you wish we can always have a teams / zoom call if you have any questions.

Main Sponsor package has been taken but we do have 3 feature packages remaining.

Feature Sponsor

- Promoted via our Marketing partners through press releases and other PR activities
- Branded with prominence as a feature sponsor on all literature & website material
- Opportunity to include company literature in event pack hand-outs
- Prime exhibition space at awards ceremony
- Logo included on our sponsors board banner for all promo shots
- Welcome drinks on VIP Table for arrival
- 2 Complimentary VIP tickets
- Twitter and Facebook updates
- LinkedIn release of involvement

Feature Sponsorship Fee = £500

If you feel you and your organisation would wish to support our event then please do get in touch.

If you feel sponsoring the event isn't for you, please do share away for us. We are also looking for military personnel, Veterans and Blue Light workers to fight on the night so again, please do spread the word :)

If you have any questions or queries, please do ask away!!

Many thanks

Rhia Molino

The Forces Boxing Promotions

Abertillery And Llanhilleth Community Council Financial Regulations

Changes recommended by the Finance Committee are in red.
Other possible changes are highlighted yellow.

Contents

1. General.....	2
2. Risk management and internal control	2
3. Accounts and audit	3
4. Budget and precept	4
5. Procurement	5
6. Banking and payments.....	6
7. Electronic payments.....	7
8. Cheque payments	8
9. Payment cards.....	9
10. Petty Cash	9
11. Payment of salaries and allowances.....	9
12. Loans and investments	10
13. Income	10
14. Payments under contracts for building or other construction works	10
15. Stores and equipment.....	11
16. Assets, properties and estates.....	11
17. Insurance.....	11
18. Charities	12
19. Suspension and revision of Financial Regulations	12
Appendix 1 - Tender process	12

These Financial Regulations have been modified from the NALC 2024 Model Financial Regulations.

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. **The Clerk has been appointed as RFO and these regulations apply accordingly.** The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council/**relevant committee** shall:
 - determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of **£5,000 – any new line of spending over £5,000 must go back to council or the relevant committee;** and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk ~~{with the RFO}~~ shall prepare, for approval by **the council following recommendations from the Finance Committee**, a risk management policy covering all activities of the council.

This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

- 2.3. When considering any new activity, the Clerk ~~{with the RFO}~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;
 - identify the duties of officers dealing with transactions and
 - ensure division of responsibilities.
- 2.6. At least ~~once in each quarter month~~, and at each financial year end, ~~two members of the Finance Committee other than the Chair {or a cheque signatory}~~ shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The members shall sign and date the reconciliations ~~and the original bank statements {or similar document}~~ as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~and Finance Committee~~.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - day-to-day entries of all sums of money received and expended by the
 - council and the matters to which they relate;
 - a record of the assets and liabilities of the council;
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual ~~{Governance and Accountability}~~ Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual ~~{Governance and Accountability}~~ Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.**
- 3.7. The internal auditor shall be appointed **by the council** and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. Before setting a precept, the council must calculate its ~~council tax (England)/budget (Wales)~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~the council~~ the HR Committee at least annually in ~~October~~ November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. ~~or relevant committee.~~ ~~{The RFO will inform committees of any salary implications before they consider their draft their budgets.}~~
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year ~~{along with a forecast for the following {three financial years}}~~, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee ~~{if any}~~ shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and ~~{three-year}~~ forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and ~~{three-year}~~ forecast, the council shall determine its ~~council tax (England)/budget (Wales)~~ requirement ~~by setting a budget via the Council's budget process~~. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.
- 4.9. The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.

- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~for relevant committee~~ or RFO if required to cover essential spending.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For **all** contracts ~~estimated to exceed £60,000 including VAT,~~ the Clerk shall seek formal tenders from at least three suppliers ~~agreed by {the council}}~~ **OR by advertising** an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- ~~5.8. For contracts greater than £3,000 excluding VAT the Clerk {or RFO} shall seek at least 3 fixed price quotes;~~
- ~~5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk {or RFO} shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}~~
- 5.10. For smaller purchases (under £1,000), ~~{the clerk}~~ the officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~{or relevant committee}~~. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below ~~£500~~ £1,000 excluding VAT.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below **£2,000** excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under **£5,000** excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over **£5,000**;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{for a duly delegated committee acting within its Terms of Reference}~~ **except in an emergency.**
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~{£2,000}~~ **£1,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any **major new** project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order, **email** or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with **Unity Trust Bank and CCLA**. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. **These arrangements are to be reviewed annually by the finance committee and any recommendations to be forwarded to the council.** Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO ~~may~~ shall draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year).
- ~~6.7. {A copy of this schedule of regular payments shall be signed by {two members} on each and every occasion when payment is made— to reduce the risk of duplicate payments.}~~
- ~~6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £1,000 ~~{£500} excluding VAT~~, within an agreed budget.
 - ii. payments of up to £1,000 ~~{£2,000} excluding VAT~~ in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk ~~and RFO~~ certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - v. In the event that it is not possible to convene a meeting and legislation does not allow for virtual meetings, the Clerk will have delegated authority to make decisions on behalf of the council where such a decision cannot be reasonably deferred or must be made in order to comply with commercial or statutory deadlines. This will be carried out where possible in consultation with the Chair and Vice Chair. Any decision made under this delegation must be recorded in writing by the Clerk and reported at the next convened meeting of the council. The delegation authority ceases upon the first meeting of the council after the emergency delegation has been enacted.
- ~~6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.~~

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify **four** councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but~~. No signatory should be involved in approving any payment to themselves or any organisation they have an interest in unless payments cannot be made because there are not enough remaining signatories.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone. ~~not authorised in writing by the council or a duly delegated committee.~~

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to ~~two~~ all authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.~~
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting. ~~and appended to the minutes.~~
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions, printing costs and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the finance committee ~~the council~~ at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by three people – one officer and two of the authorised signatories ~~two of the Clerk and the RFO~~ ~~a member~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated. A note of compliance shall be signed off by the Clerk.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance ~~in accordance~~ with a resolution or delegated decision shall be signed by two ~~members authorised signatories~~ and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. ~~Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council (or committee) meeting. Any signatures obtained away from council meetings shall be reported to the council (or Finance Committee) at the next convenient meeting.~~

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk ~~and the RFO~~ and will also be restricted to a single transaction maximum value of ~~£500~~ £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- ~~9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk (and RFO) (specify other officers) and any balance shall be paid in full each month.~~
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances. ~~OR (except for expenses of up to £250 including VAT, incurred in accordance with council policy.)~~

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk ~~for RFO~~ (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. ~~OR (The RFO shall maintain a petty cash [float/imprest account] of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~
- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. ~~Payroll reports are received quarterly from the principal authority. The HR committee will review these reports quarterly and send a note to the finance committee confirming that they have been checked and will be reviewed by [the finance committee] to ensure that the correct payments have been made.~~
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software ~~software~~ and that any VAT Return required is submitted ~~form from~~ the software by the due date.. ~~OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~
- 13.7. Where ~~significant~~ sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

- 16.5 Any write off of any asset shall in the first instance be confirmed by the RFO and then reviewed and agreed by the finance committee before removal from the asset register. The write off will be listed in the minutes of that committee meeting.**

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

19.4 Only a meeting of the council can permanently amend the Financial Regulations, this authority cannot be delegated to a committee or officers.

Appendix 1 - Tender process

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders
4. shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
5. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
6. Any invitation to tender issued under this regulation shall be subject to Standing
7. Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
8. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was undertaken.

**EXTRAORDINARY MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (ALCC) HELD ON 4 October 2024 AT 6.00pm
in the Council Chamber at Council Offices, Mitre Street, Abertillery.**

PRESENT

Councillors: Tracey Dyson (Chair), Peter Adamson, Steve Bard, Bruno Góes Maciel, Lucy Harmer, Ralph Henderson MBE, Chris Hill, Mark Lewis, Wayne Lewis, Barrie Page, Rob Phillips, Josh Rawcliffe, Nick Simmons,

Apologies: Glyn Smith. Mike Whatley.

Absent: Ben Owen-Jones, Bernard Wall, Graham White.

Officers: Steve Edwards (Clerk), Erika Davies (Deputy Clerk), Molly Jones (Deputy Clerk).

71. Apologies for absence

Apologies were received from Glyn Smith. Mike Whatley.

72. Declarations of Interest and Dispensations

Councillor Steve Bard and Councillor Mark Lewis declared an interest in the Solar Farm Grant agenda item, as they had connections to organisations that were applying for the grants

Council **RESOLVED** to allow a dispensation to both members to enable them to fully take part for this meeting only in relation to the Solar Farm Grant applications

73. Solar Farm Grant Applications 2024.

There were 3 voting rounds and each Councillor was given many opportunities to discuss the applications. It was generally agreed that all the applications had merit.

Council **RESOLVED** that the following Solar Farm Grant applications were successful and that officers should inform the Solar Farm Company of the Councils decisions.

- Friends of Blaenau Gwent Village and Roseheyworth Park - £29,506 for Park benches and play equipment.
- Abertillery Town Band - £7,300 for Refurbishment of Instruments
- Abertillery Learning Community - £7,180 to replace grounds gates and installing rugby posts.
- St Ilyds Minster Area - £25,000 to install a sustainable heating system in St Michaels Church.

There remained £1,014 of the £70,000 allocated Council **RESOLVED** for the officers to approach the Abertillery Bowls and Cricket Club and offer them this funding to go towards their roof.

The meeting ended at 7:28 pm

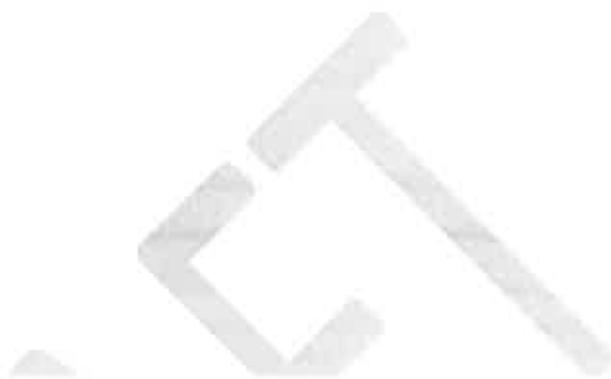
Minutes produced by Steve Edwards, Clerk.

Signed as a correct record by the Chair.....

Initials

Date

Date.....



Initials

Date



ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
YOUTH REPRESENTATIVES APPLICATION FORM

Closing Date: 23 October 2024

clerk@abertilleryandllanhilleth-wcc.gov.uk

Name: Maddison [REDACTED]

Age [REDACTED]

Address [REDACTED]

Contact email [REDACTED]

Parent/Carer Signature (if under 18)..... [REDACTED]

Please write below the reasons that you want to become one of the Youth Representatives. If you need to please use additional pages.

I would like to become a youth representative because I think I can make a difference and encourage change for the youths in our society.



ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
YOUTH REPRESENTATIVES APPLICATION FORM

Closing Date: 23 October 2024

clerk@abertilleryandllanhilleth-wcc.gov.uk

Name: Sophie [REDACTED]

Age [REDACTED]

Address [REDACTED]

Contact email [REDACTED]

Parent/Carer Signature (if under 18) [REDACTED]

Please write below the reasons that you want to become one of the Youth Representatives. If you need to please use additional pages.

I would like to become a Youth Representative as I feel as though I could provide great insight to the ideas of young people. As a young person myself, I personally know what young people want, I also gain other insight and opinions upon what young people want from my peers surrounding me. I personally believe that I carry the skills and qualities of a Youth Representative. I want young people's thoughts and ideas to be acknowledged and recognised within the community and to be seen and heard. Being a Youth Representative is also a quality that is valued by many ~~other~~ education institutes and employers. It is a great opportunity that is being presented to me. I want to be a voice for young people. I want to help. I want to make a difference. It is also a great way to help me develop my skills and experience, but also gain insight about how the council works.



ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
YOUTH REPRESENTATIVES APPLICATION FORM

Closing Date: 23 October 2024

clerk@abertilleryandllanhilleth-wcc.gov.uk

Name: Jackson [REDACTED]

Age: [REDACTED]

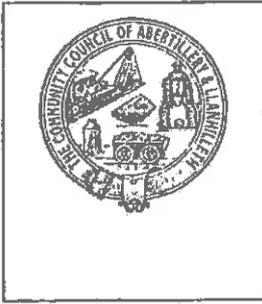
Address: [REDACTED]

Contact email: [REDACTED]

Parent/Carer Signature (if under 18)..... [REDACTED]

Please write below the reasons that you want to become one of the Youth Representatives. If you need to please use additional pages.

I would like to be a youth representative because I am the head of my senedd in my school and I have had 3 years experience in my school council and I would like to advance my knowledge upon the topic. I am also good at taking in and considering ideas and working with a lot of different people.



ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
YOUTH REPRESENTATIVES APPLICATION FORM

Closing Date: 23 October 2024

clerk@abertilleryandllanhilleth-wcc.gov.uk

Name: Olivia

Age

Address

Contact email

Parent/Carer Signature (if under 18)

Please write below the reasons that you want to become one of the Youth Representatives. If you need to please use additional pages.

I want to be a youth representative because I care about ~~young~~ ^{young} kids moods and how they feel.

Abertillery and Llanhilleth Community Council – Councillor Surgeries

Introduction

The Community Empowerment Committee, under its Communications duties, has been asked to investigate the possibilities of our Councillors running surgeries for the general public to meet with the Councillors in each ward. This document outlines the approach envisaged at this stage and the issues that will need to be addressed.

Proposal:

Councillors should be encouraged to run meetings where the general public from the ward can meet with their ALCC councillors and raise their concerns. The Councillor will take on responsibility for determining an appropriate solution to the issues or questions raised. If the issue is not within the competence of ALCC then the Councillor should enable contact to be made between the member of the public and the appropriate organisation.

We will liaise with County Councillors initially to run joint sessions and should include a police presence wherever possible. This is a protective measure and a possible source of information for the member of public.

There should not be less than two persons present at the meeting and the meetings should be notified as far in advance as is commensurate with the County Councillors and others that may be present.

It is likely that the meetings will need to be held in different places in each ward to ensure all parts have an equal chance to access their councillors.

Councillors will determine the most suitable places and make their own decisions regarding persons present, times, frequency and places to run the meetings.

It may be necessary to hire premises for the meetings and an estimate of likely costings will need to be drawn up for the budget process this year. If we are able to fit with existing events our hire costs would be reduced. A nominal budget will have been set for the likely expenses.

Some form of notes should be kept, showing the visitors and queries raised. These notes are confidential and must be treated as such. Notes and details of progress on the query should be kept at the Clerk's office for security. Councillors will update the notes with details of progress made.

The discussions with individuals are necessarily confidential in nature so privacy in the meeting is needed. The layout of the room should be used to facilitate this.

We will need to produce a risk assessment showing the risks identified and the mitigations introduced to minimise them.

Each Councillor can act individually or the Ward can work together. It is currently envisaged that Councillors will not necessarily run surgeries in the ward they represent. Whilst we, as Councillors, are aware of the Ward structure, the public is less likely to work to it.

Public are able to make arrangements to see their Councillors confidentially if they wish by contacting the appropriate Councillor and making specific arrangements. It is strongly recommended there are still two people present at the meetings.

Some females may have difficulties dealing with men (from issues in their lives). They can contact Councillors or Clerk to make specific arrangements for meeting a female councillor if they require.

Details of the meeting can be circulated on Council noticeboard and our web sites (own + social media).

Notes of the meeting should be recorded by hand. In the case of poor handwriting (eg MINE! It may be necessary to type the notes up and send them to Clerk by email). Notes must include contact details of the member of the public and brief details of the issue raised. As progress is made dealing with the enquiry that will be recorded with the meeting notes to form an active file on the query.

This is a working document subject to revision as events dictated.

Updated 16/10/24 from feedback in last committee meeting 15/10/24.