

**MINUTES OF THE ANNUAL MEETING OF ABERTILLERY AND LLANHILLETH  
COMMUNITY COUNCIL (A&LCC) HELD ON 9 MAY 2018 at 6.00pm  
in the Council Chamber, Mitre Street, Abertillery**

**PRESENT: Councillors:**

Peter Adamson, Steve Bard (Chairman 2017/18) (in the Chair until item 4), Gill Clark, Roger Clark, Tracey Dyson, Julie Holt (Chair 2018/19) (in the Chair from item 4), Ross Leadbeater, Mark Lewis, Robert Phillips, Allen Rees, Nick Simmons, Graham White and Trudy Williams

**Officers:** Steve Edwards, Deputy Clerk and Richard Gwinnell, Clerk

**Others:** Helena Fox, One Voice Wales (attending for training after this meeting)

**ABSENT:** Councillors Ivor Beynon, Keri Bidgood, Perry Morgan and Glyn Smith

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ivor Beynon and Keri Bidgood.

**2. DECLARATIONS OF INTEREST**

No personal interests were declared:

**3. ELECTION OF CHAIRMAN (CHAIR) 2018/19**

Council **RESOLVED** that Councillor Julie Holt be elected Chairman (to be known as Chair) of the Council for the 2018/19 municipal year.

The retiring Chairman handed the Chains of office to the new Chair.

The new Chair signed her declaration of acceptance of office.

The new Chair took over the chairing of the meeting at this point.

**4. ELECTION OF VICE-CHAIRMAN (VICE-CHAIR) 2018/19**

Council **RESOLVED** that Councillor Gill Clark be elected Vice-Chairman (to be known as Vice-Chair) of the Council for the 2018/19 municipal year.

The new Vice-Chair signed her declaration of acceptance of office.

**5. RETIRING CHAIRMAN'S STATEMENT**

The retiring Chairman (Councillor Stephen Bard) stated in brief (main points) that:

- he had presided during an interesting and difficult year for the Council
- the Council had only 8 members at the start of the year; it now had 18
- he had been pleased to welcome 11 new members during the year
- he was pleased the Council was now looking forward much more positively than in the past

- he was particularly pleased in the past year that the Council had secured funding of £35k from the solar farm company, which had been distributed to many local organisations for the good of local communities
- he was pleased at the improvements over the last year in budgeting and financial management and monitoring
- a number of policies had been introduced in the last year, leading to what was now a much better run council
- there was much to look back on with pride, over the last year
- the council now had many new councillors, with new ideas
- most councillors were getting involved and becoming “doing councillors”
- he thanked members for their support and looked forward to a rest.

Councillor Wall arrived in the meeting during the retiring Chairman’s statement.

## 6. COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES 2018/19

The Clerk outlined the report briefly. He and various members answered questions.

Members debated whether the Human Resources (HR) Committee should have more than 4 members. It was pointed out that the HR Committee should have a small number of preferably experienced members, as it was responsible for confidential employment issues and most members should not be involved in HR decisions, in case independent members were needed to hear appeals for example. Most councils had very small numbers of members on their HR Committees and the structure had been reviewed last year and was now working well.

Councillor Wall moved that the HR Committee should have 7 members. Councillor Bard moved an amendment, that the current situation (4 members on the HR Committee) be retained. The amendment was carried, following a vote.

Councillors Bard, Phillips and White were nominated to serve on the HR Committee (in addition to the Chair and Vice Chair of the Council, who were on the committee automatically). Following votes for each, the Council agreed that Councillors Bard and Phillips be appointed to the HR Committee, alongside the Chair and Vice Chair.

Council **RESOLVED:**

- (1) to appoint the committees and working groups listed in appendix A to these minutes for the year ahead
- (2) to agree terms of reference (i.e. powers, functions and other arrangements) for the committees or working groups appointed, as listed in appendix A
- (3) to appoint the members listed in appendix B to these minutes to serve on committees or working groups for the year ahead
- (4) to appoint the Chairs listed in appendix B to these minutes for the year ahead
- (5) to agree the dates and times of Council meetings listed in the report for the year ahead, subject to change if needed during the year
- (6) to appoint the members listed in appendix B to these minutes to serve on joint committees for the year ahead and
- (7) to appoint the members listed in appendix B to these minutes to serve on outside bodies for the year ahead.

**7. CONFIRMATION OF CHAIRMAN'S CHARITY APPEAL 2018/19**

The Chair reported that any monies raised for charity this year would be for the benefit jointly of 3<sup>rd</sup> Abertillery Guides and 1<sup>st</sup> Abertillery Scouts.

Council **NOTED** the information.

**8. MEMBERS' AND CHAIRMAN'S ALLOWANCES 2018/19**

The Clerk outlined the report briefly and answered questions, explaining:

- the allowances which were now mandatory
- that members could choose to forego their allowances, in writing to the Clerk
- the Council's options on the non-mandatory allowances and what they were for
- that a Chairman's Allowance was different from a civic hospitality budget, if one was provided.

The Chair stated that she would not accept a Chairman's Allowance, even if one was provided.

Council **RESOLVED:**

- (1) to note that paying members a basic allowance of £150 each per year is now a mandatory requirement, unless they individually forego that allowance in writing
- (2) to note that providing for the reimbursement of necessary costs of care of dependent children and adults and for personal assistance needs up to a maximum of £403 per member per month, for the additional costs incurred by members in order for them to carry out their approved duties, on production of receipts, is now a mandatory requirement
- (3) NOT to pay any members any additional allowances for specific responsibilities or senior roles within the Council (e.g. committee chairs)
- (4) NOT to pay a Civic Head Honorarium to the Chair of the Council
- (5) NOT to pay a Deputy Civic Head Honorarium to the Vice-Chair of the Council
- (6) to pay members' travel costs for approved duties in line with the rates in the IRP report
- (7) to pay members' subsistence costs in line with the rates in the IRP report and
- (8) NOT to pay financial loss compensation to members.

The meeting ended at 6.55pm.

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

*NB these minutes are a summary of the proceedings and record of the decisions taken. They are not intended to be a verbatim record.*

*Minutes produced by Richard Gwinnell, Clerk*

**APPENDIX A TO THE MINUTES OF THE COUNCIL MEETING HELD ON 9 MAY 2018**

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL**

**TERMS OF REFERENCE OF COMMITTEES 2017-2018**

**TERMS OF REFERENCE OF THE PLANNING AND ENVIRONMENT COMMITTEE**

- 1.1 To consider and respond to consultations and express the views of the community council relating to planning applications and other development control matters within the boundary of the Community Council.
- 1.2 To consider and respond to the Planning Authority in matters relating to statutory structure and local plans.
- 1.3 To consider and respond to the relevant body in respect of highway matters.
- 1.4 To consider and respond to the relevant body in respect of listed buildings.
- 1.5 To consider and respond to the relevant body in respect of conservation orders and environmental matters.
- 1.6 To consider and respond to the relevant body in respect of licensing applications within the boundary of the Community Council.
- 1.7 To consider and respond to the relevant body in respect of tree preservation orders.
- 1.8 To consider and respond to the relevant body in respect of other environmental issues.

**TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE**

The Committee will comprise of the Chairman of the Council, Vice Chairman of Council and two other members, to be determined by the Council.

The Committee will meet at least once per year, with additional meetings when required as determined by the Chair of the Committee and the Clerk.

The Committee will elect its own Chair and Vice Chair for the year at its first meeting following the Council's annual meeting.

The quorum of the Committee will be no less than three members.

The Committee will exercise on behalf of the Council its powers relating to:

1. Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and where relevant (such as in matters of training) members of Council.
2. Performance reviews, annual appraisals, Investors in People.
3. All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.
4. All matters relating to safety at work, risk assessment and safety policies.
5. The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
6. All other routine Human Resource matters within the general policies of the Council.
7. To undertake the annual review of staffing and pay structure.

## **TERMS OF REFERENCE OF THE COMPLAINTS AND APPEALS COMMITTEE**

A Complaints and Appeals Committee will be summoned to meet when required.

The Committee will consist of four members of the Council, to be determined by the Chairman of the Council and the Clerk, depending on the nature of the complaint or appeal. Where appropriate this will include the Chair of the most relevant Committee.

The Complaints and Appeals Committee will carry out its function in accordance with the Council's Complaints Policy, where it is dealing with a complaint.

In most instances it is not intended that political proportionality will be considered when appointing members to a Committee. However, if all members of a political group could be deemed to have a bias about a complaint or appeal, then, where practicable, the membership will consist of members of more than one political group.

The Complaints and Appeals Committee cannot hear complaints or appeals regarding members or their compliance with the Member Code of Conduct. These must be referred to the Public Services Ombudsman for Wales.

## **TERMS OF REFERENCE OF THE CENTENARY EVENTS 2018 WORKING GROUP**

To plan and prepare an events programme for the 2018 Centenary of the end of the First World War and report back to the Council with recommendations.

## **TERMS OF REFERENCE OF THE SHOP LOCAL WORKING GROUP**

To discuss with local traders' representatives and other members of the public any matter pertaining to the promotion of local shopping areas including a "Shop Local" campaign, to develop plans and report back to the Council with recommendations.

## **TERMS OF REFERENCE OF THE CHRISTMAS LIGHTS WORKING GROUP**

To discuss options relating to Christmas lighting and report back to the Council with recommendations.

## **TERMS OF REFERENCE OF THE WELL-BEING WORKING GROUP**

To consider how to move forward effectively, in the context of the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Service Board's draft Well-being Plan and the Welsh Government Review of the Town and Community Council Sector in Wales, and to come up with a shared vision for the future and specific proposals for future well-being initiatives and report back to the Council with recommendations.

**APPENDIX B TO THE MINUTES OF THE COUNCIL MEETING HELD ON 9 MAY 2018**

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL**

**MEMBERSHIP OF COMMITTEES 2018/19**

<p><b>PLANNING AND ENVIRONMENT COMMITTEE – COUNCILLORS:</b></p> <p>Peter Adamson          Stephen Bard          Ivor Beynon          Keri Bidgood          Gill Clark          Roger Clark          Tracey Dyson          Julie Holt (Chair of the Council) (and Chair of the Committee)          Ross Leadbeater          Mark Lewis          Perry Morgan          Robert Phillips          Allen Rees          Nick Simmons          Glyn Smith          Bernard Wall          Graham White          Trudy Williams</p>	<p><b>HUMAN RESOURCES COMMITTEE - COUNCILLORS:</b></p> <p>Stephen Bard          Gill Clark (Vice-Chair of the Council)          Julie Holt (Chair of the Council) (and Chair of the Committee)          Robert Phillips</p>
<p><b>COMPLAINTS AND APPEALS COMMITTEE</b></p> <p>4 members to be decided upon by the Chairman of the Council and the Clerk, depending on the subject nature of the complaint or appeal</p>	<p><b>CHRISTMAS LIGHTS WORKING GROUP – COUNCILLORS:</b></p> <p>Gill Clark – Chair          Julie Holt          Robert Phillips          Glyn Smith          Graham White</p>
<p><b>CENTENARY EVENTS 2018 WORKING GROUP</b></p> <p>Councillor Tracey Dyson          Councillor Perry Morgan – Chairman          Councillor Allen Rees          Councillor Glyn Smith          Councillor Graham White  <b>Non-Councillor co-optees - Royal British Legion representatives:</b>          Geoff Nash          Don McCulloch  <b>Non-Councillor co-optees - Royal Welsh Regimental Association representatives:</b>          Tony Baghurst          Martin Parfitt</p>	<p><b>WELL-BEING WORKING GROUP – COUNCILLORS:</b></p> <p>Peter Adamson          Keri Bidgood          Gill Clark          Tracey Dyson          Julie Holt          Perry Morgan          Robert Phillips          Nick Simmons – Chairman          Graham White          Trudy Williams</p>
<p><b>SHOP LOCAL WORKING GROUP – COUNCILLORS:</b></p> <p>Stephen Bard          Perry Morgan          Mark Lewis – Chairman          Robert Phillips</p>	

<b>JOINT COMMITTEES</b>	<b>COUNCILLORS</b>
JOINT COMMITTEE OF LOCAL COUNCILS IN BLAENAU GWENT (5 representatives)	Ivor Beynon Perry Morgan Nick Simmons Glyn Smith Bernard Wall
CONSULTATION WITH COUNTY BOROUGH COUNCIL (out of Joint Committee) (2 representatives) (usually Chairman plus one other) + Clerk)	Bernard Wall Nick Simmons
<b>OUTSIDE BODIES</b>	<b>COUNCILLORS</b>
ONE VOICE WALES GWENT VALLEYS AREA COMMITTEE (2 representatives) NB Clerk also welcome to attend	Ivor Beynon Glyn Smith
ONE VOICE WALES LARGER LOCAL COUNCILS COMMITTEE (1 rep) NB Clerk also welcome to attend	Glyn Smith
ABERTILLERY AND DISTRICT TWINNING ASSOCIATION (2 representatives)	Robert Phillips Tracey Dyson
SCHOOL GOVERNING BODIES (1 rep on each)	
St Illtyd's Community Primary Soffrydd Primary Ysgol Gymraeg Bro Helyg	Gill Clark Allen Rees Ivor Beynon
ABERTILLERY REGENERATION (2 reps)	Nick Simmons Glyn Smith
BLAENAU GWENT HERITAGE FORUM	Gill Clark Mark Lewis
BLAENAU GWENT ARMED FORCES COVENANT STEERING GROUP	Tracey Dyson
LOCAL LIST OF BUILDINGS OF INTEREST – ABERTILLERY AND DISTRICT WORKING GROUP	Gill Clark Graham White