



**THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILLEDD**

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Our Ref: **NOTICE OF MEETING**

5 December 2018

Dear Councillor

You are summoned to attend a meeting of the Council of Abertillery and Llanhilleth Community Council, to be held in the Council Chamber, Mitre Street, Abertillery on **Wednesday 12 December 2018 at 7.00pm**. The agenda for the meeting is set out below.

The Council may suspend standing order 1(z) if it wishes the meeting to last beyond two hours, at the appropriate point in the meeting.

Yours sincerely

Richard Gwynnell
Clerk to the Council

**COUNCIL AGENDA
WEDNESDAY 12 DECEMBER 2018 at 7.00pm**

1. Apologies for absence and welcomes

To receive apologies for absence from Councillors and welcome new attendees.

2. Declarations of interest or dispensations

Members who consider that they have an interest to declare are asked to state the item in which they have an interest and the nature of the interest. Any member who is unsure should seek advice prior to the meeting in order to expedite matters at the meeting itself.

3. Police Update

To receive an update from the local Police on relevant issues.

4. Minutes: Council (a) 7 November 2018 (budget meeting) (b) 7 November 2018 (non budget meeting) (c) 21 November 2018 (attached)

To confirm the minutes of the above meeting as a correct record.

5. Minutes: Human Resources Committee (a) 7 November 2018 (b) 21 November 2018 (attached)

To be noted by Council.

6. Questions from the public

To receive questions from the public and provide answers where possible.

7. Council Action List (attached)

To update Council on actions taken resulting from past decisions.

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- 8. Report arising from the HR Committee held on 21 November 2018 (attached)**
To consider the above report and make decisions about next steps.
- 9. Well-being Working Group Report**
To receive an update from the above working group and decide any action required by A&LCC.
- 10. Budget 2019/20 (attached)**
To present the first draft budget of the budget for 2019/20 and any proposals submitted by members for further discussion, prior to the final budget being agreed in January.
- 11. Vacancy for a Councillor**
To receive any applications for a potential co-optee for the Abertillery ward.
- 12. Finance Order (attached)**
To consider spending to be made and already made.
- 13. Solar Farm Grants (attached)**
To discuss developments and any proposals submitted by members and determine next steps.
- 14. Applications for grants or assistance and grant opportunities (attached)**
To consider any applications received and any funding opportunities members are aware of.
- 15. Winterfest**
To receive a verbal report back on the above and decide any action required by A&LCC.
- 16. Christmas Concert**
To receive updates on the above and decide any action required by A&LCC.
- 17. Defibrillators**
To receive further information on detailed costs and locations and decide next steps.
- 18. Chair's announcements and other relevant correspondence**
To receive announcements from or deal with correspondence raised by the Chair or officers.
- 19. Celebrating Local Success**
To receive verbal reports on local achievements and successes.
- 20. Resolution to exclude the press and public**
Members are recommended to consider and resolve that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 21. War Memorial Contract**
To consider the above and decide any action required by A&LCC.
- 22. Christmas lights**
To consider the above and decide any action required by A&LCC.
- 23. Payroll services provision**
To consider the above and decide any action required by A&LCC.

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (ALCC) HELD ON 7 NOVEMBER 2018 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Steve Bard, Keri Bidgood, Gill Clark (Vice Chair), Roger Clark, Julie Holt (Chair) (in the Chair), Mark Lewis, Perry Morgan, Gary Oakley, Rob Phillips, Allen Rees, Nick Simmons, Glyn Smith, Bernard Wall, Graham White

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

Others: One member of the public (Sasha Hill)

ABSENT: Councillors Ivor Beynon, Tracey Dyson and Trudy Williams

The Chair announced with regret the recent passing of former Councillor and Chair Marian J Roberts MBE. Members stood for a minute's silence in her memory.

108. APOLOGIES FOR ABSENCE AND WELCOMES

Councillors Ivor Beynon, Tracey Dyson and Trudy Williams sent apologies for absence. Sasha Hill was welcomed to the meeting.

109. DECLARATIONS OF INTEREST

No personal interests were declared by members.

110. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

111. BUDGET 2018/19 QUARTER 2 UPDATE AND YEAR END FORECAST

The Deputy Clerk highlighted the key points of the report, stating that there was a small underspend currently and predicted at year end, the budget status was green and no action was needed.

Debate ensued, with questions asked and answered about council funding (grants); the need to budget for potential liabilities such as pension costs for all staff, whether they opted out of a pension or not at the current time; the total costs of the WW1 Party in the Park; staff hours spent on the WW1 Party in the Park; the lack of grant funding for the WW1 Party in the Park; the inability to apply for grants retrospectively; historical earmarking of funds for ward projects, which had come to an end at the end of the last Council term; historical decisions to reduce the amount of ward donation funding available; the cost of wreaths; the need for bigger print to make the budget easier to read; travel and mileage costs; and the Council's mobile phone.

The Clerk emphasised that this was an update on the current budget, which had been agreed by Council in January 2018. People could not turn the clock back to decisions made many years ago. There was no hidden money, allocated to things not shown in the current budget. If members wanted to allocate the Council's budget to other things, the Council could do that in the years ahead.

Council **RESOLVED** that the report be noted.

112. ALCC COMMUNITY ENGAGEMENT SURVEY

The Clerk outlined the report in detail, emphasising the importance of engaging with communities to find out what people think and what people want, and outlining the key findings of the survey to date, as shown in the report.

Members commented and/or questioned (main points):

- whether people had been asked what their profession was
- people may want more and be happy to pay more for services, but that may be different, if they were earning very little or visiting a foodbank
- what people earned was their business; the results showed clearly that the vast majority of people (>91%) wanted more services and were willing to pay more
- some people did not know what "precept" meant
- people were very well aware that they paid Council Tax and how much that cost
- people understood the precept very well, if the word itself was explained
- most households (72%) paid less than £17 per year (per house) for ALCC
- this was a very small amount of money; very little could be paid for with this
- ALCC should take on more responsibilities and increase the precept substantially
- the draft 2019/20 budget set out areas for additional consideration
- the County Borough Council was cutting services, due to budget cuts
- ALCC could do little about the budget cuts faced by BGCBC, or their decisions
- ALCC should however deliver more, where BGCBC was not delivering enough
- in England, parish councils already managed many more local services, such as public toilets; there was no reason why ALCC should not be doing so
- these issues should be discussed with BGCBC at consultation meetings
- people in one neighbourhood could not be expected to pay for a park in another
- realistically, assets and many services would be devolved, or stopped altogether
- BGCBC still had to pay for vital services, including education and social care
- services were often cut by borough councils, but not chief officer wages
- ALCC had the highest population and the lowest cost per household of all the town and community councils (T&CCs) in Blaenau Gwent (BG)
- many towns had much smaller populations and yet much higher precepts
- ALCC needed to do much more for local communities e.g. provide a youth café
- ALCC paid more for staff than other T&CCs in Blaenau Gwent
- people needed to make proper comparisons
- ALCC had the lowest number of people on housing benefit, and relatively high disposable incomes on average, compared to other places in BG
- people already paid too much Council Tax; BGCBC wasted money on CCTV
- the Police and Crime Commissioner was also a waste of taxpayers' money

- BGCBC should be doing more; they should be held to account for not doing so
- what BGCBC did or didn't do was beyond ALCC's control
- if ALCC wanted better services for communities, it was time for ALCC to step up and deliver
- ALCC could do very little with £17 per house per year
- some households paid less than this (e.g. due to single person discounts)
- ALCC had for many years prioritised "keeping the precept to a minimum"
- ALCC had done local people a dis-service as a result
- ALCC must do more and must raise the precept, to enable this
- all members should make more effort to engage positively with people.

The Chair reminded members of the time and brought the debate to a close.

Council RESOLVED:

- (1) to note the contents of the What We Do poster, the survey and the findings of the survey attached to the report
- (2) to take the views expressed in the surveys returned and any other feedback received from local communities into account during future decision making
- (3) to urge all councillors to engage with local people about what ALCC does and what they want from ALCC in future, and to seek the completion and return of further surveys to inform future decision making by the Community Council and
- (4) to receive further progress reports in due course.

113. BUDGET 2019/20

The Deputy Clerk explained that the report provided a first draft budget for the year ahead, for discussion. Assuming agreement and no new areas of spending, the precept in the year ahead would be £119,951.80. This was the "standstill" position. Members were invited to discuss this draft budget, with a view to providing guidance to officers on what should be contained in the final budget, to be proposed to Council on 16 January 2019. He stressed that this meeting was about discussing the budget, not making final budget decisions, as the budget should be agreed by the Council on 16 January. Papers for that meeting would be issued on 9 January, so any further budget ideas should be submitted before that date.

Considerable discussion ensued. A brief summary of key points follows:

- the Council should not plan to spend £10,000 on a single event next year (e.g. a "Party in the Park")
- the Council should plan to spend money on various events, spread throughout the ALCC area and throughout the year
- Abertillery and Llanhilleth needed people to shop local; events should be in town
- some traders did not want events in town; it damaged their trade
- this was not what traders said in the recent shop local survey.

The Clerk explained that "Party in the Park" was just a name which had been suggested. The name itself was not important at this stage. The Council could if it wished budget £10,000 (for example) for "events" and appoint a committee to decide what was spent where and when, during the year.

Lengthy further discussion ensued. A brief summary of key points follows:

Events

- most people were very enthusiastic about having another Party in the Park
- ALCC could get together in the new year with other groups and organisations including Ffrindiau Tyleri to decide what events would be suitable
- groups could get funding and provide volunteers; ALCC should co-ordinate and gather people together to get the best results
- events should be considered in all wards, not just in Abertillery
- ALCC needed to serve all its communities; it needed more money to do so
- councillors worked hard in all wards
- the Wellbeing Working Group was looking at projects in every ward
- various amounts were suggested for events (£10,000, £25,000 and £40,000)
- events funding need not all be spent by ALCC itself; ALCC could make grants to other organisations for this purpose.

Defibrillators

- Abertillery and Llanhilleth was the only area with no external defibrillators
- many other towns had defibrillators; it was time for ALCC to provide them
- Brynmawr had installed 6, following a recent tragedy there
- ALCC had approx. 7,000 houses and 14,000 people
- there were defibrillators in Tesco, doctors' surgeries, dentists' and elsewhere
- there were no external public access defibrillators (PADs), available 24 hours a day, seven days a week
- approximately 10 PADs should be installed, across the whole ALCC area
- PADs saved lives and were essential
- ALCC needed to budget for this next year, but needed to install them now
- PADs could be operated by anyone; instructions were given by the machine
- PADs had been vandalised elsewhere but not in Brynmawr
- in Brynmawr, leaflets had been delivered to every house, explaining what PADs were, where they were, how they worked and that they were for the community
- this promoted community ownership and prevented vandalism
- a representative from Brynmawr had been invited to a future ALCC meeting
- £15,000 should be added to the budget for this and taken from reserves in the meantime, to ensure installation of up to 10 units as soon as possible
- this should be enough to pay for training and publicity as well
- permission would be needed from building owners, to install PADs
- it would be difficult to replace £15,000 of reserves, from the precept
- reserves should be used wisely; ALCC had enough to provide defibrillators
- different levels of reserves were considered appropriate
- the Council needed to be bold; this was important.

Wellbeing Projects and Solar Farm Grant

- No money had been allocated for wellbeing projects
- whether the solar farm grant funding could be used for wellbeing projects

- whether the Council could spend the grant itself or must give it to groups
- how many groups should be funded (members had a wide range of views)
- the solar farm company had made it clear they wanted the money spent on fewer projects, with a greater degree of legacy
- for example, collaborating with a community group to spend the money on building a new community centre would meet the company's criteria
- a plaque could say "paid for by ALCC and Community Green Energy CIC"
- the Council could spend the money on any project it decided, if it was of clear community benefit, and if the solar farm company agreed
- the funds could be spent on defibrillators, a youth project or a health project
- the funds could be spent on a project such as Roseheyworth Woodland Walk, which involved nature, schools, health and all sorts of other implications
- members should bring back clear, specific ideas to the next meeting
- an environmental projects package could be put together, involving spending on various things across the ALCC area, e.g. Roseheyworth Woodland Walk, Six Bells Park, the multi-use games area, Cwmtillery Lakes etc
- this could involve voluntary and community groups, schools, education etc
- the Wellbeing Working Group could draw up the plans for such a project
- whether the funds could be split between the projects decided upon already by the Wellbeing Working Group
- there was a small window of opportunity
- decisions had to be made and the money had to be spent quickly.

Other

- The budget should include an amount for "youth services" e.g. a youth café
- consideration should be given to taking on the management of the Division Street car park, to enable longer opening hours
- it was clear that all members supported increasing the precept
- whether a working group should be set up to consider budget ideas further and report back to the Council with recommendations
- a working group would exclude some members
- the budget should be discussed further at the 12 December Council meeting
- the budget should include £1,000 for a screen in the Chamber, to enable people to make presentations, without having to bring their own equipment
- a TV licence may be needed; this would have to be explored.

The Chair reminded members of the time and brought the debate to a close.

Council RESOLVED (at various points during the above debate):

- (1) to note the draft 2019/20 standstill budget and considerations presented
- (2) to add an amount for community events to the 2019/20 budget
- (3) to add an amount for external public access defibrillators to the 2019/20 budget
- (4) to take £15,000 from reserves now, to pay for the purchase and installation of up to 10 PADs, training and publicity as soon as possible
- (5) to increase the precept to replace these reserves in the new year
- (6) that the solar farm company grant be considered further at the next meeting
- (7) that members submit ideas for the use of that funding if they wish in the meantime

- (8) to add an amount for youth services/youth café to the 2019/20 budget
- (9) to consider the management of the car park further in due course
- (10) to suspend standing order 1(z) to extend the meeting for up to half an hour longer
- (11) to place the draft budget on the agenda for the 12 December Council meeting for further consideration then
- (12) NOT to appoint a working group to consider the budget, as all members need to be equally involved
- (13) to include £1,000 in the draft budget to purchase a screen for presentations.

The meeting ended at 9.00pm.

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

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (ALCC) HELD ON 7 NOVEMBER 2018 at 9.10pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Steve Bard, Keri Bidgood, Gill Clark (Vice Chair), Roger Clark, Julie Holt (Chair) (in the Chair), Mark Lewis, Perry Morgan, Gary Oakley, Allen Rees, Nick Simmons, Glyn Smith, Bernard Wall and Graham White

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

Others: One member of the public (Sasha Hill)

ABSENT: Councillors Ivor Beynon, Tracey Dyson, Rob Phillips and Trudy Williams

114. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Ivor Beynon, Tracey Dyson, Rob Phillips and Trudy Williams.

115. DECLARATIONS OF INTEREST

No personal interests were declared by members.

116. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

117. VACANCY FOR A COUNCILLOR

The Clerk proposed and:

Council RESOLVED:

- (1) to note the resignation of former Councillor Leadbeater on 1 October 2018
- (2) to send former Councillor Leadbeater a letter of thanks and best wishes
- (3) to note that ten signatures, calling for an election, were not received
- (4) to recruit a further co-optee for the Abertillery ward vacancy
- (5) to advertise using the advert previously agreed, with a deadline of 5 December 2018
- (6) to consider any applications on 12 December 2018.

Council **RESOLVED** that the report be noted.

118. COMMITTEES AND WORKING GROUPS

The Council considered the Clerk's report, which he outlined briefly. Following lengthy debate on the merits and rules around joint committee substitutes:

Council RESOLVED:

- (1) to appoint Councillor Gary Oakley to the Planning and Environment Committee
- (2) that any newly elected or co-opted councillors in future be added to the membership of the Planning and Environment Committee automatically (without further reference to the Council)
- (3) to appoint Councillor Allen Rees to the Wellbeing Working Group
- (4) to appoint Councillor Gary Oakley to the Wellbeing Working Group
- (5) to appoint a substitute member to attend future Joint Consultation meetings with Blaenau Gwent County Borough Council and other town and community councils, if a previously-appointed member cannot attend and
- (6) that substitute members for the Joint Consultation meetings be chosen from the list of 5 members appointed to the Joint Committee of Local Councils in Blaenau Gwent.

119. DEFERRAL OF FURTHER BUSINESS

The Council **RESOLVED** to defer any further business remaining on the agenda to the Council's next meeting, on 21 November 2018.

The meeting ended at 9.30pm.

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

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (ALCC) HELD ON 21 NOVEMBER 2018 at 7.05pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Steve Bard, Keri Bidgood, Gill Clark (Vice Chair), Roger Clark, Tracey Dyson, Julie Holt (Chair) (in the Chair), Mark Lewis, Perry Morgan, Gary Oakley, Rob Phillips, Allen Rees, Nick Simmons, Graham White and Trudy Williams

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

Others: Marilyn Gwet, Brynmawr Rotary Club

ABSENT: Councillors Ivor Beynon, Glyn Smith and Bernard Wall

126. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Beynon and Wall. Marilyn Gwet was welcomed to the meeting.

127. DECLARATIONS OF INTEREST

No members declared any personal or prejudicial interests.

Members agreed to deal with agenda item 4 next, to enable the external speaker to leave as soon as possible if she wished.

128. DEFIBRILLATORS AND PREVENTING VANDALISM

Marilyn Gwet of the Brynmawr Rotary Club outlined briefly (and answered questions):

- that she decided to act on defibrillators after two people suffered cardiac arrests in Brynmawr; one of them was her daughter
- statistics on the number of cardiac arrests and fatalities suffered in Wales
- it took 15 minutes to get to the nearest defibrillator when her daughter had her cardiac arrest; luckily her partner undertook CPR to save her life
- if someone had a cardiac arrest, they needed a defibrillator within 6 minutes, in order to save their life
- the Rotary Club of Brynmawr invited experts to speak to them about the issue
- there were many aspects to think about when purchasing defibrillators; it was not just a case of going and buying them and then realising they were inadequate:
 - user friendliness and ease of operation; these were crucial to success
 - avoiding vandalism; cabinet, signage, CCTV, GPS tracking, DNA tracking
 - governance; daily self-tests, training, patient analysis, reports and records
 - adult and paediatric; different equipment
 - installation; power supply, property ownership
 - risks, warranty, insurance, pads and battery replacement etc
- there were many suppliers out there and a wide range of prices; cheapest was

- not best; the Rotary Club got theirs from Community Heartbeat
- one of the defibrillators installed in Brynmawr had been vandalised within 10 days
- there was a community outcry, with 9000 comments on Facebook
- the vandalised unit was replaced within 3 days through insurance
- the vandalised unit was subsequently brought back by a member of the public
- there were many potential barriers to getting defibrillators, including vandalism
- these barriers were however far outweighed by their ability to save lives
- 6 defibrillators had been installed in Brynmawr late in 2017
- they had all been used to save lives since then
- the first deployment had been for a child from Abertillery
- the whole cost of defibrillators was about £2,500 each but this included GPS tracking, DNA tracking, signage, sensors, movement alerts, cabinets etc
- defibs should ideally be located in a place covered by CCTV
- strong community involvement and partnership with the Police was essential
- in Brynmawr, they did community fundraising, events, social media coverage, lots of people talking about defibrillators, community training sessions, leaflets etc
- approx. 2000 fridge magnets had been purchased and distributed, one for almost every house
- these showed people how to do CPR and told them about the defibrillators, where they were and how to use them
- the cabinet containing the defibrillator had to be locked; someone needing to use it had to call 999 to get the code to open it
- on-costs included insurance, replacement pads and batteries, installation costs (e.g. electrician fees) etc
- building owners needed to supply power to the defib units
- they may also train their staff to operate the defibrillator if needed.

Mrs Gwet was thanked for her report and left the meeting at this point.

The Deputy Clerk reported that ALCC's existing insurance would cover up to 10 external defibrillators at no extra cost. He had received several quotes for defibs already, with most being around £1,300 per unit (defib and cabinet).

Councillor Oakley commented (main points):

- there was a defib in a shop near the train station at Llanhilleth
- the shop owner was happy to relocate it outside
- it had been used 3 times in the last year
- he and Councillor Morgan had toured the proposed defib sites yesterday
- some were not suitable as there was not unrestricted access for example
- if members agreed, Council could delegate officers to purchase the defibrillators now and get quotes from electricians and talk to building owners later
- Council had already agreed to spend £15k from reserves
- it sounded like Council may have to decide to spend more later
- only 9 defibs were needed, not 10, as Brynithel already had one.

Other members commented (main points):

- 9 units at £2,500 amounted to £22.5k not £15k
- Council had only agreed to spend £15k
- DNA tracking, GPS tracking etc may not be needed
- if they were, they could perhaps be added on later
- any additional costs for publicity, signage etc could be considered at a later date
- the Council should buy the units now and consider other added costs later
- the Council should not buy the units until all the costs were known and choices were made about whether various aspects (e.g. GPS tracking) were needed
- training did not need to be paid for; the units were voice-activated
- buildings with CCTV should be chosen if possible
- CCTV cameras could be purchased for £200 each
- Council should fund 9 units, whatever the cost
- a limit had to be set; it couldn't be open ended.

Councillor Morgan moved that the Council agree to put aside £22,500 for defibs.

Councillor Bard moved an amendment and:

Council RESOLVED that the Council stick to the £15,000 already agreed and receive a further report as soon as possible with details of any additional costs which may need to be considered, before purchasing the units.

129. MINUTES – COUNCIL – 24 OCTOBER 2018

Council RESOLVED (unanimously) that the minutes of the Council meeting held on 24 October 2018 be confirmed as a correct record, for signature by the Chair.

130. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

131. COUNCIL ACTION LIST

Questions were asked or comments were made about (main points):

- lamp-post poppies and banners; these had not been supplied for every ward
- Llanhilleth had their own display, provided by the Tenants and Residents Assoc
- Blaenau Gwent County Borough Councillors also supplied large poppies
- every ward had been supplied with large poppies and banners, albeit there were too few to ensure everyone had as many as they wanted
- not enough stock was available to order
- they should have been ordered earlier
- the Council anticipated some being left over from last year
- the councillor who had them last year did not return any to the Council
- ALCC covered Abertillery and many other areas; it should not be focussed purely on Abertillery but should treat all the other areas equally
- more needed to be done for outer areas such as Swffryd in future years

- too much time and effort had been spent on the WW1 Party in the Park.

A member was asked several times to withdraw and apologise for comments he had made about the WW1 Party in the Park. A point of order was called, as this was not on the agenda. Following further brief discussion:

Council RESOLVED to note the action sheet.

132. REPORTS BACK ON RELEVANT MEETINGS OR TRAINING ATTENDED

The Clerk outlined the report in detail, highlighting key aspects of the One Voice Wales (OVW) annual conference and AGM, the OVW Gwent Valleys Area Committee and main speakers' contributions. These focussed principally around the growing role and importance of town and community councils (T&CCs) in Wales, the need for proper decisions and procedures in relation to insurance, and community asset transfers. The detail is shown in the report and is not repeated in these minutes.

Councillor Phillips referred to the recent OVW training which he had attended on making effective grant applications. Key points were the amount of time, research and detail which needed to be invested in successful grant applications and the need to prepare at least 6 months in advance.

Councillor Oakley referred to the recent OVW training which he attended on the Member Code of Conduct. Key points were that T&CC members in Wales did not have to declare a prejudicial interest in a grant (to an organisation they were involved in) if it was under £500, T&CC members did not have to declare interests "up front" (as County Borough Council members had to) and all members of T&CCs must use email accounts provided by the T&CC concerned, as they were not insured for their comments if they didn't.

Councillor Simmons referred to the recent OVW training he attended on "understanding the law". There were many interesting things discussed. He recommended all members to attend.

Council RESOLVED to note the reports back.

133. DATA PROTECTION POLICIES AND PROCEDURES

The Clerk outlined the report and the four policies attached to it in detail. He explained in answer to a question that the policies attached to the report were for Council's approval. Other procedures and various forms (e.g. a privacy notice and data breach form) would also be needed, but these did not require Council approval and were about the administrative detail required, flowing from the policies proposed. Any required policy changes would need to come back to Council, but not procedural changes.

Council RESOLVED (unanimously):

(1) to approve the following policies which were attached to the report:

- Information and Data Protection Policy
- Retention and Disposal Policy

- Social Media and Electronic Communication Policy and
- Management of Transferable Data Policy

(2) to authorise the Clerk to make any necessary changes to Council procedures and documents to ensure compliance with the new requirements and the above policies.

134. FREEDOM OF INFORMATION (FoI) PUBLICATION SCHEME

The Clerk outlined the report, the scheme and the schedule of charges attached. In answer to questions he stated that the scheme and schedule were legal requirements. What could be charged for was controlled by law and had to be reasonable e.g. actual costs of paper, printing and postage, if paper copies were needed.

Council RESOLVED (with two members abstaining and all others voting in favour) to adopt the publication scheme and schedule of charges attached to the report and place this on its website as soon as possible.

135. ALCC EMAIL ACCOUNTS

Councillor Oakley referred to:

- the nationwide expectation that everyone who was a member or employee of an organisation used that organisation's email system on official business
- ALCC's lack of a policy that everyone should use an ALCC email account
- that ALCC had supplied ALCC email accounts for all members, but three members were not using it
- ALCC's duty of care to collect, maintain and store all information properly
- the need for an audit trail and to respond to requests for information properly
- the use by some people of private email addresses, which were contrary to that
- the insurance implications for ALCC and the three members concerned
- the use of ALCC-supplied email addresses by members should be mandatory.

Other members commented (main points):

- conducting council business on private email accounts was inappropriate
- this was covered by data protection law
- if there was an issue, private email accounts could be searched for evidence
- this meant members not using ALCC email accounts could have all their private emails searched
- members' emails may have to be searched in response to a request under the Freedom of Information Act
- one member did not have any emails at all because he did not own a computer
- this did not therefore affect him as he did not have any email address
- other members could not have all their papers hard copy in the post
- this would be a waste of tax payers' money.

Two members commented (main points):

- they did not want to use ALCC email accounts
- they knew the implications
- if ALCC would not write to them via their own private email accounts, they wanted everything sent to them hard copy, in the post
- members had to be sent everything hard copy in the post, by law
- they would not use an ALCC email account as they could not set the password
- they had other email accounts and could not use an ALCC email account too.

The Clerk explained and responded to comments (main points):

- summons and agendas for Council meetings had to be sent to members by post
- most ALCC members had opted to receive them by email instead
- one member had recently opted to go back to the postal option
- the summons and agenda were on one piece of paper, once a month normally
- supporting reports for meetings were also sent with the agenda and summons
- staff had to go to the Post Office to send this, as it needed a large envelope
- other correspondence did not need to be sent hard copy
- ALCC did not have the resources to send every email by paper in the post
- one councillor did not have a computer; emails were therefore printed out for him and he collected them from the office periodically
- members could change their email passwords and set their own passwords
- this had been explained previously e.g. at the Council meeting on 27 June 2018
- if Council decided the use of ALCC emails was mandatory, then emails would no longer be sent to members' private email accounts
- emails were already sent to all members via their ALCC email accounts
- if a member chose not to access their ALCC emails, that was up to them
- the Council had no powers to disqualify or sanction a member if they refused to use their ALCC email account.

Council RESOLVED (with 12 members voting in favour and 2 against) that the use of ALCC email accounts provided to ALCC members be mandatory with immediate effect.

Staff and members offered to help other members if they had difficulty setting up their ALCC email accounts. Several questions of clarity were asked and answered.

Councillor Bard objected to the length of discussion on this and various other issues and left the meeting at this point.

136. SOLAR FARM GRANTS

The Clerk reminded Council of previous decisions, the requirement on members to submit ideas for spending of the grant this year and the criteria outlined by the company. He circulated copies of a proposal submitted by Abertillery ward members, by email, for a community garden in front of the Abertillery Institute. He also referred to other ideas submitted by and copied to all members on email and asked Council to decide on the way forward for the grant funding. Following suggestions from various members:

Council RESOLVED that:

- (1) the £35,000 funding be spent on environmental projects, with an “involving schools” element
- (2) the £35,000 be split equally between the five wards of the ALCC area (i.e. £7,000 be allocated for environmental projects in each ward)
- (3) members get together with ward member colleagues, come up with projects, and report back.

137. SUSPENSION OF STANDING ORDER 1(z)

Council RESOLVED to suspend standing order 1(z) to extend the meeting for longer, to deal with the remaining business on the agenda.

138. APPLICATIONS FOR ASSISTANCE/GRANTS

The Clerk circulated a late application from Ty Ebbw Fach, which had been received on 20 November 2018. Following brief discussion and proposals from various members:

Council RESOLVED:

- (1) to note that the Six Bells Alzheimer’s Memory Group had received £200 of funding from members’ ward donations towards their Christmas event
- (2) not to grant any further funding to the Six Bells Alzheimer’s Memory Group
- (3) to write back to the “Blaina Riots Plinth” organiser, asking what kind of funding or help they were seeking from ALCC
- (4) to ask the Six Bells Community Centre, how much funding they were seeking
- (5) to note that the urgent work to repair the Six Bells Park wall had already been done, that Blaenau Gwent CBC was responsible for this, and that Six Bells Park may be nominated for solar farm grant funding in the near future
- (6) not to grant any further funding therefore for the Six Bells Park wall repairs
- (7) to write back to the Orpheus Choir, asking how much funding they wanted and for what purpose (more detail), for the Norwegian Choir visit
- (8) to note that the Brynithel Activities Group had received £100 of funding from members’ ward donations towards their Christmas event
- (9) not to grant any further funding to the Brynithel Activities Group
- (10) not to grant any funding to the business which was organising the Christmas photo opportunity backdrop in Jubilee Square, as they were a commercial enterprise and they had been raising funds from other shopkeepers
- (11) that members help manage the extra footfall in town on the days/times when the photo opportunity/backdrop is on site
- (12) that members help carry out the ALCC survey at the same time
- (13) that £50 be provided for refreshments (e.g. minced pies) for (11) and (12) above
- (14) that Councillor Lewis, Chairman of the Shop Local Working Group, organise a rota of members to help out with (11) and (12) above
- (15) to grant £150 towards the costs of the publicly accessible toilets provided by Ty Ebbw Fach.

NB (re 4 above) Councillor Adamson offered to ask the Six Bells Community Centre, how much funding they were seeking, and report back.

139. WINTERFEST, CHRISTMAS LIGHTS AND CHRISTMAS CONCERT

Councillor Holt reported that the Community Christmas Concert would take place on Sunday 23 December 2018 at St Michael's Church at 7.30pm. She had met with representatives of the bands and choirs involved to plan the event. All systems were go.

The Clerk reported that Christmas lights preparations were on track. Lanterns for the lantern parade could not yet be ordered as stock was awaited from overseas, but he was confident this was only a temporary delay. Other options may have to be explored.

Councillor Gill Clark reported thanks received from Llanhilleth Tenants and Residents Association for ALCC's help with the timing of the Llanhilleth Christmas lights switch on.

Councillor Phillips updated members on progress with preparing for Winterfest, to be held on 4 December. The lantern parade would leave Queen Street School at 5pm as usual. Stalls, Santa, the sleigh, car parking, licences etc were all in hand. There would also be a "Find the Elf" competition run in conjunction with the shops in Abertillery.

Council RESOLVED that the updates be noted.

140. SHOP LOCAL WORKING GROUP UPDATE

Councillor Lewis, Chairman of the SLWG reported that:

- good progress was being made
- shopkeepers seemed to overwhelmingly support the shop local effort
- shop local banners had been printed and would be put up next weekend
- permission had only been given so far to spend money on the banners
- permission was needed from Council to spend the money remaining from the £500 already put aside on other things, such as window stickers.

Councillor Morgan left the meeting at this point.

Council RESOLVED (unanimously) to authorise officers to spend the money remaining from the £500 already set aside on other shop local initiatives, including window stickers.

141. PLANNING APPLICATION: TIR PENTWYS CANYON – INQUIRY

Council RESOLVED that Councillor Julie Holt, Chair of Council, attend the inquiry on the Council's behalf.

142. REGISTER OF MEMBERS' INTERESTS

Councillor White stated that:

- the Council had previously held a book and required members to complete it
- the book was a register of members' personal interests
- members had to complete the register and specify their interests
- this was the law

- he had recently asked to see the register, but it seemed to have gone
- he had lists of members who had filled in the register in years gone by
- he quoted the names of councillors, the date they completed the register, and the personal interests they declared at the time.

The Clerk explained that the law had changed in 2016. Members of T&CCs no longer had to fill in an “up front” register. They needed instead to declare any personal interests at meetings, if and when interests arose. Old registers had been destroyed, under data protection rules, because they contained information collected several years ago, about people who in many cases were no longer councillors. Data protection meant data could only be kept for a limited period of time and used for proper purposes. The Clerk advised Councillor White that he should destroy the copies he held of old members’ interests as passing them on in this way would be a breach of the data protection regulations.

Council RESOLVED to note the information.

Councillors Bidgood and Dyson left the meeting at this point.

143. MINUTES – HUMAN RESOURCES COMMITTEE – 24 OCTOBER 2018

Members who had attended the HR Committee meeting on 24 October confirmed that the minutes were a correct record.

Council RESOLVED that the minutes of the Human Resources Committee meeting held on 24 October 2018 be confirmed as a correct record, for signature by the Chair, and their contents be noted.

144. CHAIR’S ANNOUNCEMENTS AND OTHER RELEVANT CORRESPONDENCE

No announcements were made.

145. CELEBRATING LOCAL SUCCESS

No recent successes were reported.

The meeting ended at 9.30pm.

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

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**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF
ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 7
NOVEMBER 2018 at 5.30pm in the Council Chamber, Mitre Street, Abertillery**

Present: Councillors: Steve Bard, Gill Clark, Julie Holt (in the Chair) and Rob Phillips

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

Others: None

100. APOLOGIES FOR ABSENCE

None.

101. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

The Clerk and the Deputy Clerk stated that they would have pecuniary interests in agenda item 6 (annual review of staffing and pay structure) and would leave the meeting at the appropriate time, while members discussed the issue.

102. CHRISTMAS SHUTDOWN DATES

The Committee **RESOLVED** to shut the office on Friday 21 December 2018 and re-open the office on Wednesday 2 January 2019, mirroring the shutdown dates chosen by Blaenau Gwent County Borough Council.

103. EXCLUSION OF THE PRESS AND PUBLIC

The Committee **RESOLVED** to exclude the press and public from the meeting for the following items of business, by virtue of The Public Bodies (Admission to Meetings) Act 1960, on the grounds that disclosure of the matters to be discussed would be prejudicial to the public interest by reason of the confidential nature of those matters.

104. ANNUAL STAFF APPRAISAL UPDATE

The Committee **RESOLVED** to note the dates of the staff appraisals and meet again on Monday 10 December 2018 at 1.30pm to consider next steps.

105. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Clerk reminded members of the information circulated to them previously. He explained that the terms of reference of the Committee required it to carry out an annual review of staffing and pay structure and that this should ideally be done before the Council agreed its budget in January, so that the budget for the year ahead reflected the staffing costs for the year ahead. It would be for the Committee to agree on the outcomes of the review but Council would ultimately decide on any financial implications of any changes in the staffing or pay structure, as part of the budget. If the review did not conclude before the budget was set, any potential financial implications would not be reflected in the budget.

The Clerk explained that he and the Deputy Clerk had pecuniary interests in the outcomes of the annual review, as it may affect their pay. The Committee should therefore conduct the review without the staff being present. The Committee would need to consult the staff in due course, if it wished to change their hours or any other terms of employment, bearing in mind their existing contracts.

The Clerk and the Deputy Clerk left the meeting at 6.00pm, while the Committee deliberated.

The Clerk and the Deputy Clerk were invited back into the meeting at 6.25pm.

The Chair stated that members had discussed various options, including paying staff overtime, employing more staff and increasing the hours of the existing staff. They had also discussed the need to minimise the time spent by the Clerk and Deputy Clerk on mundane tasks, such as printing or going to the Post Office. Members were not however able to come to any conclusions without further time.

The Committee **RESOLVED** to meet again on 21 November 2018 at 5.30pm to consider this matter and any other relevant matters further.

106. OTHER MATTERS AFFECTING STAFF

No current issues reported.

107. DATE AND TIME OF NEXT MEETING

RESOLVED as above, to meet again on 21 November 2018 at 5.30pm and 10 December 2018 at 1.30pm.

The meeting ended at 6.40pm.

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

**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY
AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 21 NOVEMBER 2018 at
5.30pm in the Council Chamber, Mitre Street, Abertillery**

Present: Councillors: Steve Bard, Gill Clark, Julie Holt (in the Chair) and Rob Phillips

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

Others: None

120. APOLOGIES FOR ABSENCE

None.

121. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

The Clerk and the Deputy Clerk stated that they would have pecuniary interests in agenda item 4 (annual review of staffing and pay structure) and would leave the meeting at the appropriate time, while members discussed the issue.

122. EXCLUSION OF THE PRESS AND PUBLIC

The Committee **RESOLVED** to exclude the press and public from the meeting for the following items of business, by virtue of The Public Bodies (Admission to Meetings) Act 1960, on the grounds that disclosure of the matters to be discussed would be prejudicial to the public interest by reason of the confidential nature of those matters.

123. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Clerk reminded members of the information circulated to them previously, including the staff job descriptions, for the committee to review, and updated "what needs doing" and monthly hours worked lists.

The Chair commented that the committee should look at other town and community councils to see if they had staff job descriptions which might be more modern and help the committee review the existing staff job descriptions in due course. She also asked that informal six-month progress reviews be put in place in future, to make sure priorities were kept alive during the year and progress was on track.

The Clerk reminded members that he and the Deputy Clerk had pecuniary interests in the outcomes of the annual review, as it may affect their pay. The Committee should therefore conduct the review without the staff being present.

The Clerk and the Deputy Clerk left the meeting at 5.38pm, while Committee members deliberated.

The Committee **RESOLVED** that:

- 1) in order for staff and Council to manage time and workload, all TOIL (time off in lieu of overtime) should be taken within 2 weeks of it being accrued (4 weeks with

agreement from the Chair in special circumstances e.g. when workload or planned events dictate that taking TOIL would affect planning or upcoming events)

2) for all events or planned activities, staff costs must be factored in/budgeted for in advance

3) Council should consider cost effective use of Officer(s) time, for dealing with future planned increased ALCC activities and projects. How will it be managed. Examples for consideration a) overtime payments b) employ an hourly paid admin assistant for busy times c) employ an admin assistant for 12 hours per week d) offer a work placement for a college student/Uni Graduate, however this would need to be managed and may mean more work for Clerks

4) the Committee review and replace the current appraisal form with a more appropriate form to include a 6 monthly review section and SMART targets

5) at the earliest opportunity, the Committee review the Clerk and Deputy's job description to reflect changes to the day to day role. Current JD is now outdated.

The Clerk and the Deputy Clerk were invited back into the meeting at 6.36pm.

The Chair outlined the conclusions of the Committee to the staff.

The Clerk reminded members of the need for the Council to set a budget in January and that it would be important for any extra staff costs to be included in the budget for the year ahead. He emphasised that the Council would not be able to deliver on its priorities if it did not have sufficient staffing in place.

The Chair stated that she would write a report for Council to consider as part of the budget setting process.

124. OTHER MATTERS AFFECTING STAFF

No current issues reported.

125. DATE AND TIME OF NEXT MEETING

RESOLVED to meet again on 10 December 2018 at 1.30pm.

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, using decisions provided by Councillor Julie Holt, Chair of the HR Committee

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
12 DECEMBER 2018**

ACTION SHEET

This action sheet lists decisions previously taken by the Council, where specific action is required to implement the decision. Its purpose is to monitor those decisions, to ensure decisions are implemented and ensure Council is kept up to date on the situation.

Past decisions will remain on the decision sheet until they have been implemented and reported back to Council. Once reported back as complete (or overtaken by events), they will be removed. Decisions to be removed after this meeting are shaded and marked *

Meeting	Minute ref	Decision / action required	By whom	Position report
Council 12.7.17	42 (6)	Arrange Code of Conduct training – attendance mandatory for all members	Clerk	All have attended except 1 member
Council 27.9.17	76 (13)	Council agrees to replace or fix the broken gate at the Abertillery War Memorial site	DC	Quotes sought. None yet obtained. Ongoing
Council 25.10.17	109	Jubilee Square gates – lock – follow up	Clerk / DC	Enquiries ongoing
Council 25.10.17	111 (3)	Contact Lawrence Memorials to take up their offer to clean the War Memorial itself at nil cost to the Council, prior to the 2018 Centenary Remembrance events	Clerk	Almost complete
Council 25.10.17	119	Progress the setting up of new email accounts for all members of the Council and for the officers of the Council as soon as possible, as discussed and with the policy caveats outlined	DC	New accounts went live on 17 Jan 2018. See 21 Nov 18 update below *
Council 8.11.17	128 (4)	Approach the church to see if they could improve the siting and lighting of the Stations of the Cross	Clerk / DC	Discussions ongoing
HR Ctte 29.11.17	HR8 (12)	Undertake the annual review of staffing levels in Oct/Nov 2018 before the budget is set for the following year	HR Ctte	Underway
Council 13.12.17	175	Progress direct debit mandates as soon as possible in respect of utilities bills such as gas, electric, water, telephone and internet services	DC	Phone, internet and electric now on DD. No gas. Water to be done
Council 31.1.18 ordinary	207	Publicise, via the Council's website, relevant funding streams to which local community groups or organisations may apply	DC	
Council 28.3.18	252 (3)	Liaise with Aberbeeg Community Centre to help them with storage solutions if possible	Cllr Phillips	In progress
Council 28.3.18	266 (2)	Work together on grants criteria for future consideration by Council	DC/ former Councillor	See 24 Oct 18 update below *
Council 25.4.18	292 (2)	Pay up to £50 for a wreath on behalf of ALCC for the last post ceremony in Belgium	Clerk	Awaiting invoice from Cllr Morgan
Council 25.4.18	294 (1)	Invite Simon Morgan of Admiral Nurses to a future Council meeting	Clerk	Date being arranged
Council 25.4.18	303 (4)	All existing key fobs in the possession of members be collected in (except Chair/Vice)	Clerk	In progress. Old key fobs re-coded so they no longer work

Council 9.5.18	8 (all)	Pay members allowances, unless members write to forego their allowances	Clerk	In progress. Deadline 31 Jan 19 for member replies
Council 27.6.18	11	Work with the public questioners to see if something can be done to further campaign for an Abertillery rail link	Chair of WBWG (Cllr Simmons)	In progress
Council 27.6.18	22	Approach Wetherspoons to assess whether siting a defibrillator inside would be an option and report back	Clerk/DC	Initial approach made 9 Aug. Response awaited. See below
Council 27.6.18	23	Progress two blue plaques, for John Selway and Roger Cecil, at Jubilee Square	Clerk/DC	JS plaque received. To be put up asap
Council 27.6.18	25	Report back on plans for replacing the Six Bells Post Office when more information is received from the Post Office	Clerk/DC	News awaited
Council 25.7.18	44 (3)	Earmark £500 from reserves to demonstrate commitment in principle to help kick-start a shop local campaign, subject to gaining trader commitment and subject to Council approval at a later meeting to any spending from that earmarked funding	Clerk	See below updates
Council 25.7.18	48 (1)	Appoint Hugh O'Sullivan to carry out the Internal Audit for the 2017/18 accounts	Clerk	Underway
Council 25.7.18	48 (2)	Agree terms of engagement with the Internal Auditor	Clerk	Underway
Council 25.7.18	48 (3)	Start preparations to go out to tender for Internal Audit services in future	Clerk / DC	
Council 25.7.18	52 (2)	Add feedback on grants to the Council's website as soon as possible	Clerk / DC	
Council 26.9.18	59 (2)	Report back on costs of installing a big screen TV in the Chamber, to help with presentations	DC	Underway
Council 26.9.18	62 (1)	All members encouraged to sign up to Town Shops Facebook and share with friends	All members	In progress
Council 26.9.18	62 (2)	Produce and erect shop local banners and release ring-fenced money for this only	Clerk / DC / Chair, SLWG	Completed *
Council 26.9.18	62 (3)	Members of SLWG to remain in contact with businesses to see what can be achieved/how	Members of SLWG	In progress
Council 26.9.18	62 (4)	Investigate facilitating a quarterly problem solving and business networking session; any costs to come back to Council for approval	SLWG	
Council 26.9.18	62 (5)	Ffrindiau Tyleri members to take traders concerns back to FT	FT members	Completed *
Council 26.9.18	66 (2)	Speak to Tredegar Town Council re how they run their public toilets	Clerk / DC	
Council 26.9.18	70 (1) (2) and (7)	Apply for solar farm grant; approach the company to enquire about availability and criteria; report back to next Council meeting	Clerk / DC	Underway – see updates below
Council 26.9.18	70 (4)	Email Clerk with ideas for the spending of the solar farm grant this year	All members	Only Six Bells Park / wall suggested – see below updates *
Council 26.9.18	70 (5)	Consult the public for their priorities for the spending of the solar farm grant	Clerk / DC	
Council 26.9.18	72 (3)	Winterfest: make all necessary bookings and arrangements for ALCC activities	Clerk	Completed *
HR Ctte 24.10.18	80	Take suggested amendments to HR terms of reference back to Council	Clerk	To be done at annual Council meeting

HR Ctte 24.10.18	83	Write to all members re the need to make an appointment before coming to the office	Clerk	Completed *
HR Ctte 24.10.18	84 (a) to (c)	Staff appraisals be completed + key outcomes reported to HR Committee	Chair / Clerk	In progress
HR Ctte 24.10.18	84 (d) to (e)	HR Committee decide on performance and report to Council on increments	HR Ctte	In progress
Council 24.10.18	89	Invite the Leader and other reps of Blaenau Gwent CBC to attend future ALCC meetings, arranged just for that purpose, with dates and times to be agreed	Clerk	
Council 24.10.18	92 (2)	Devise suggested criteria for future grants and report back to Council with recommendations	GCWG / Chair	
Council 24.10.18	92 (3)	Publish amended committee memberships and terms of reference lists	Clerk	
Council 24.10.18	93	Officers to be given access to the new ALCC shop local/trader Facebook page as soon as it is established	SLWG members	
Council 24.10.18	97 (2)	Owls, princesses and anything else suitable to be added to ALCC Winterfest activities	Clerk / DC	Completed *
HR Ctte 7.11.18	104	Arrange another meeting to consider staff appraisals further	HR Ctte	Meeting 10 Dec *
HR Ctte 7.11.18	105	Arrange another meeting to consider staffing and pay structure review further	HR Ctte	Meeting 21 Nov *
Council 7.11.18	112	Take the views expressed in the ALCC survey into account in future decision making	All	
Council 7.11.18	112	Engage with local constituents and encourage them to complete and return surveys	All	
Council 7.11.18	112	Submit further survey progress reports in due course	Clerk	
Council 7.11.18	113	Include amounts for community events, well-being projects, youth projects, car park and a screen in the Chamber (for presentations) in the draft 2019/20 budget	Clerk / DC	Underway
Council 7.11.18	113	Allocate up to £15,000 from reserves to pay as soon as possible for up to 10 defibrillators: purchase, installation, training and publicity	Clerk / DC	£15k transferred. Work continuing – see 21.11.18 update
Council 7.11.18	113	Add draft 19/20 budget to Council agenda 12 December for further discussions then	Clerk	Completed *
Council 7.11.18	117	Co-optee applications to go to Council 12 Dec 2018	Clerk	On agenda *
Council 7.11.18	118	Publish amended committee memberships list to reflect decisions taken today	Clerk	
HR 21.11.18	123(4)	Review staff appraisal form	HR Ctte	Underway
HR 21.11.18	123(5)	Review staff JDs	HR Ctte	
HR 21.11.18	123	Write report for Council on review of staff pay and structure	Chair of HR	On agenda 12.12.18 *
HR 21.11.18	125	Meet again 10 Dec 2018	HR Ctte	
Council 21.11.18	128	Report back with more detailed defibrillator costs	DC	On agenda 12.12.18 *
Council 21.11.18	134	Add freedom of information publication scheme to website	Clerk	
Council 21.11.18	135	ALCC email accounts to be mandatory with immediate effect	Clerk / DC	Underway

Council 21.11.18	136	Solar Farm Grants – members devise projects for their wards and report back	All members	On agenda 12.12.18 *
Council 21.11.18	138(3)	Blaina Riots Plinth – seek further details of the help or funding they are asking ALCC for	Clerk	Question asked: reply awaited
Council 21.11.18	138(4)	Six Bells Community Centre - seek further details of the funding they are asking ALCC for	Cllr Adamson	On agenda 12.12.18 *
Council 21.11.18	138(7)	Orpheus Choir - seek further details of the funding they are asking ALCC for	Clerk	Question asked: reply awaited
Council 21.11.18	138(11)	Members help manage the extra footfall for Jubilee Square backdrop photo opportunity	Members	Underway
Council 21.11.18	138(12)	Members carry out ALCC survey at the same time	Members	Underway
Council 21.11.18	138(13)	Provide £50 for refreshments for above	Clerk	Underway
Council 21.11.18	138(14)	Organise rota for above	Cllr Lewis, Chair, SLWG	Underway
Council 21.11.18	138(15)	Grant £150 to Ty Ebbw Fach for public toilets costs	Clerk	Underway
Council 21.11.18	140	Authorisation given to spend money remaining from the £500 set aside for shop local initiatives e.g. window stickers	Clerk / DC	Noted *
Council 21.11.18	141	Attend the Tir Pentwys Canyon inquiry on the Council's behalf	Chair, Cllr Holt	

Abbreviations

DC = Deputy Clerk

PQ = Public Question

Ctte = Committee

CEWG = Centenary Events Working Group

SLWG = Shop Local Working Group

A&LCC = Abertillery and Llanhilleth Community Council

FT = Ffrindiau Tyleri

Cllr = Councillor

BGCBC = Blaenau Gwent County Borough Council

RFO = Responsible Financial Officer

DBS = Disclosure and Barring Service

WBWG = Well-being Working Group

GCWG = Grants Criteria Working Group

Author: Richard Gwinnell, Clerk to the Council

Updated: 3 December 2018

Present – JH(Chair and author), GC, RP, SB

Purpose of the report

There is a high possibility that the responsibilities of the Council (ALCC) and its members will increase significantly over the next 5 years and beyond.

Government cuts, passed down to Local Authorities mean that it is becoming increasingly difficult for BGCBC to support non-statutory requirements in order to protect things like Education, Social Services, Highways, Street Cleaning, Staff wages etc.

ALCC is well aware of these issues and is working with BG to try and deliver some of the more local projects via Ward projects (Wellbeing) and BG Leaders and Officers stated at a recent meeting that they are fully supportive of this.

This will require a lot of planning and a review of the purpose and vision of ALCC going forward, if we are to achieve our ambitions, we will need to review roles and responsibilities of Officers and Members, in order to achieve what we set out to do and bring 'value for money' to the people in our communities.

Discussions in the HR meeting were centred on three strands.

Council should consider

1. *Cost effective use of Officer(s) time, for dealing with future planned increased ALCC activities and projects. Extra work can mean that priorities often give way to other administrative tasks. How will this be managed in future?*

Options for consideration by members

- a) *Overtime payments (cost is hourly, on an as and when basis and must be budgeted for in advance by considering extra hours needed for staff, as part of funding put aside for a planned event/activity)*
- b) *Employ an hourly paid admin assistant for busy times (lack of consistency and experience)*
- c) *Employ an admin assistant for 12 hours per week (estimated costs £6k per annum)*
- d) *Offer of a work placement (may mean more work for Clerks i.e. supervision)*

2. *Officers are part time and therefore, when extra work/activities are taken on, they accrue TOIL (time off in lieu) hours to deal with this and this can often mean that priorities e.g. minutes, agenda and finance orders are put on hold to deal with other tasks e.g. printing event programmes, putting up notices, ordering lanterns, prizes, organising the purchase of Mince Pies!*

TOIL – while seeming like a good idea, can result in people taking a lot of work home and this is not good for work/life balance and obviously, when Officers are not in the office, work piles up and deadlines get tighter. This is not conducive to good time management and in fact research shows that this is a cause of stress for many people. It also can affect the efficient working of the organisation through no fault of the Officers.

Options for consideration by members

- a) *TOIL will be taken within 2 weeks of it being accrued, however in exceptional circumstances it may be extended to 4 weeks following agreement with the Chair. TOIL not taken within 4 weeks will be lost.*
- b) *Keep the status quo i.e. TOIL accrued with no limitations*
- c) *Use a mixture of Overtime payments and/or TOIL*

3. *Review of appraisal process and job description – the existing Appraisal process and Job Descriptions are outdated and not fit for purpose, they no longer follow up to date organisational procedures and the current role(s) have changed significantly since the Officers took up their positions.*

ALCC is now far more efficient and forward thinking than it was in past years and members are very proactive in the community. This has increased workload as members' demands are high. This is a good thing but it has an effect on the workload of our officers. Workload is set to increase further.

Appraisals need to be supportive, clear and include SMART objectives for staff, the paperwork should reflect this and so the appraisal form has been adapted to suit ALCC purposes (see appendix 1)

Recommendation from HR

- a) That members accept the new process and agree the use of the form.*

Appendix 1



CONFIDENTIAL

Staff Appraisal Form

Name:	
Job Title:	
Appraisers Name:	
Appraisal Date:	
Appraisal Period:	

Please use the spaces provided to give the information requested. You may append additional documentation if this reduces the need to transcribe details, but please reference this material in the corresponding sections of this document. The section headings, and the details of information requested, are given for your guidance. If you wish to present information in another format, please do so.

Please return this form to your appraiser at the latest two weeks before your appraisal meeting.

- PART A:** Appraisee's Self-Evaluation - to be completed by you (the Appraisee)
- PART B:** Evaluation by Appraiser - to be completed by your line manager (the Appraiser)
- PART C:** Objective Setting and Training Needs Identified - to be discussed during the appraisal meeting and mutually agreed. The appraisee will fill in these sections after the meeting to show a clear understanding of what is expected. The appraiser will check these before signing the form
- PART D:** Further Comments - to be completed by both parties before signing the form

PART A: Appraiser's Self-Evaluation

PREVIOUS OBJECTIVES:

To assist with your self-evaluation since your last appraisal, below are the details of the objectives you were set; please rate each objective accordingly as to how you feel you have progressed with each objective.

OBJECTIVES (set at previous appraisal)	Rating: 1 = Not attempted 2 = Attempted, not achieved 3 = Achieved in part 4 = Achieved in full 5 = Exceeded expectations				
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

Do you feel that you have achieved your objectives? Do you feel you received adequate support in achieving them?

Overall what do you feel has gone well in the last year? (Achievements and successes, including learning and development activity)

What do you feel went less well? (Lessons for the future)

Are there any parts of your job description that you are not doing? Do you feel it is an accurate reflection of the role? (job description provided with the appraisal form)

What would/could help you improve? (including any help or support from your manager or any training and development)

PREVIOUS TRAINING NEEDS IDENTIFIED:

Below are the details of the training needs identified at your last appraisal; please state whether or not these have been undertaken.

TRAINING NEEDS IDENTIFIED (as per previous appraisal)	Undertaken?	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

How effective was any training or development you received? i.e. how has it supported your work?

If there is anything further that you are wishing to raise at your appraisal meeting please use the space below to provide details. If it will help, please also attach any additional documentation that may assist in the discussions at the meeting.

PART B: Evaluation by Appraiser

Please comment on the following areas of work. Please recognise good and excellent work, but also indicate any areas needing development.

Quality of Work	
Productivity/Time Management	
Use of Initiative	
Team Skills/Team working	
Customer Care Skills	
Marketing & Promotion Skills	
Supervisory Skills (if applicable)	

Review of the appraisal period:

Comments about the progress and/or achievements of the objectives set at the previous appraisal?

How effective do you think any training and development has been? How has it benefitted the Organisation?

Areas, tasks or projects that the Appraisee has undertaken particularly well?

How has the Appraisee supported members to fulfil the priorities of the Organisation?
What do you feel could be done to improve the Appraisee's performance or skills further?
How do you see the job developing over the next year? Are there any tasks/responsibilities that can be delegated?
Has performance been satisfactory in the period under review?

PART C: Objective Setting and Training Needs Identified

OBJECTIVES Objectives should be Specific, Measurable, Achievable, Realistic, Timed	Target Date:
1	
2	
3	
4	
5	

PART D: FURTHER COMMENTS

Comments by Appraisee (from discussion)
Comments by Appraiser (from discussion)
Date for 6 monthly review :

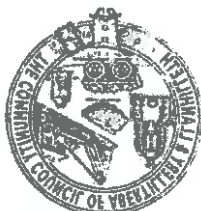
6 Monthly Review against targets		Target Date:
Has the Appraisee met, partially met, or not met the objectives above and what support is needed to achieve those not yet met?		
1		
2		
3		
4		
5		

	Signed:	Date:
Appraisee		(meeting 1)
		(Meeting 2)
Appraiser		(meeting 1)
		(Meeting 2)

Created: November 2018
Review: November 2020

Additional notes if required

Agenda Item 10



Abertillery and Llanhilleth Community Council

Budget 2019/20

Report of the Clerk and the Deputy Clerk

29 October 2018

For Council Meeting on 7 November 2018

Re-submitted 12 December 2018

Background

The Council's principal source of income is the Annual Precept received from Blaenau Gwent. For the current financial year (2018/19) this was £112,916.23. As a general principle the Council should only ask for Precept that it intends to spend within the financial year that precept relates to.

To this end the Council should have an agreed projected budget showing all areas of spend that the Precept will cover and that Council will monitor against during the financial year by quarterly budget meetings and monthly finance orders which are submitted to full Council.

Current Position

The current 2018/19 budget is shown at **Annex 1**.

The precept request must be with Blaenau Gwent by the end of January 2019, so any final agreement on the budget and Precept required must be made during January 2019. The extraordinary meeting on 16 January 2019 is where final decisions must be made. The meeting on 7th November 2018 is for Councillors to look at a first draft and gives areas for consideration.

The draft budget set out below is based on the previous year's figures with uplifts for salary and estimates of future costs.

Budget 2019/20

Attached is a spreadsheet (**Annex 2**) with the details of the proposed spending for the Council in 2018/19. It is split into 5 sections.

1-Salaries: The single biggest expenditure item is on staff salaries and attendant costs (NI and Pensions). There is an assumption within the budget that the Council will continue to employ in 2019/2020 a part-time (30 hours) Town Clerk, and a part time (23 hours) Deputy Town Clerk and that the previous year's performance from officers Annual Appraisal is satisfactory. There is no contingency for any overtime payments specified in the budget. It does include the Council's pension contributions for both members of staff, even though the current Deputy Clerk does not take up his option to enrol in the local Government Pension Scheme. The cost of staff salaries is £47,341.35 which is based on the spine points of the NALC local government pay scales. With pension and NI contributions the total costs are **£60,070.83**.

2-Training and subscriptions: It is vital that the relevant training, development and support are available for officers of the Council. So, a sum is estimated at £1,200 (£600 per staff member) to facilitate training and the cost of 2 SLCC memberships is included. There is also a provision of £2000, the same as last year, for members training; this gives training of £105 per member during 2019/20. It should be noted that is not training allowance for each member just an illustration and training should only be paid for where it is relevant. Total: **£3,513.08**.

3-Administration: There are several items under this heading and these are mainly estimates based on previous year's expenditure and an increase for inflation. A sum of £5,000 has also been added for external audit fees, this is not agreed costs but an estimate, bearing in mind that ALCC has been charged nothing since WAO investigated the 2014/15 accounts. The estimated costs for internal auditor services has been raised from £1,000 to £1,500 based on costs paid in 2018/19. There is a nominal sum of £500 for mileage costs for members and officers. In total the cost is **£14,382.90.**

4-Council and Ward Donations: There are four elements to this. Individual members have the discretion to award up to £200 each within 2019/20 for members to donate to organisations within the wards they represent. A Chairman's Allowance of £800 is also budgeted for, to pay for costs involved in their function as Chairman. Also included is a sum of £5,600 for Council grants to allow for donations to organisations within our area. Any spending within this £5,600 must be agreed at full Council meetings. There is also a budgeted amount of £2,850 for Members Allowances, assuming these are claimed. In total the cost is **£13,050.**

5-Environment and Leisure There are a number of items here that should be self explanatory. The £2000 donation to the running of the toilets is the same as budgeted for in the 2018/19 budget where it was assumed that the Council would help in the financial costs of running the toilets. These total **£28,935.**

Overall this would mean a total Council budget of **£119,951.80**

This is £7k more than the 2018/19 budget but considers actual spending commitments and decisions already made by the Council. Some budget amounts are not expected to be spent (e.g. members allowances, based on existing practices), but need to be budgeted for, so that they are properly accounted for. This is in line with guidance and advice from the Auditor General for Wales, who has indicated that town and community councils across Wales collectively need to improve their budget setting arrangements and that budgets should better reflect need.

Council may remove or reduce some discretionary budget lines if it wishes, where there is no obligation to pay those amounts, where there is no contract in place and where costs are within the discretion of Council

Areas to Consider.

You will see at the bottom of the spreadsheet "Areas to Consider" which shows several suggested areas for Council spending in the 2019/20 year. This is not meant to be an exhaustive list but to be used to open the debate on what the Council wishes to spend on in 2019/20 and what will then have to be put into the budget and therefore precept request for 2019/20. In the past two years this discretionary spending has come from reserves but with proper financial management this should be budgeted in year costs.

Reserves and Contingency

The Council still has a healthy Reserve Fund of just over £30k that could be used to cover any unexpected spending. It is good practice to “ earmark” reserves for specific purposes. Such purposes could include unforeseen election fees (in the region of £3,000 to 4,000 per seat), unforeseen additional external audit fees, “well-being initiatives” and anything else the Council decides upon as aspirations for the year ahead. If reserves are earmarked, an amount should remain un-earmarked for Contingency purposes (i.e. any totally unforeseen costs).

The annual VAT reclaim is around £4k - £6k which gives the Council some extra Contingency spending within the Current Account.

Recommendations:

The Report and spreadsheet to be noted and used as a basis for the start of the 2019/20 budgetary discussions

Authors: Steve Edwards, Deputy Clerk and Richard Gwinnell, Clerk to the Council

Salaries: this assumes 1 part time (30 hours) Town Clerk and 1 part time (23 hours) Deputy Town Clerk							
Post	FTE	Hourly rate	Weekly	Annual	Employer NI Cont	Pension	Total Council Cost
1 Town Clerk NUC Spine point 40	£35,444.00	£18.41	£552.30	£28,719.60	£2,836.59	£5,169.53	£36,725.72
1 Deputy Town Clerk NUC Spine point 28	£23,398.00	£12.97	£298.31	£15,512.12	£1,014.02	£2,792.18	£19,318.32
Totals				£44,231.72	£3,850.61	£7,961.71	£56,044.04

Training and subscriptions		
2 Memberships of SLCC		£306.94
Training Budget for Officers Including Conference Attendance		£1,200.00
Training Budget for members		£2,000.00
Totals		£3,506.94

Administration		
IT for 1536 for two members of staff		£13,237
Bank Charges		£200.00
Insurance		£669.50
One Voice Wales Membership		£2,210.38
Printing and photocopying usage		£700.00
Printer Rental		£1,500.00
Internet and Phone (BT)		£772.50
Web Hosting - Vision ICT		£250.00
Stationery and Postage		£12,960.00
Accountants		£300.00
Information Commissioners		£40.00
Electricity from British Gas		£265.50
Internal Audits		£8,000.00
Travel and mileage		£300.00
External Audits		£1,000.00
Totals		£49,085.28

Council and Ward Donations		
£200 per Councillor		£3,800.00
Chairmans Allowance		£800.00
Council Fundings		£5,600.00
Members Allowance (19*£150)		£2,800.00
Totals		£13,000.00

Environment and Leisure all items below		
Times Rights		£20,000.00
Installation of Power supply at Abertillery and Llanhilleth Lakes for Christmas Lights 2018		£3,200.00
Winterfest		£2,000.00
Panto		£1,500.00
Contributions to Tents		£2,000.00
Allocments		£5,000.00
War Memorial Maintenance		£1,800.00
Wreaths		£12,500.00
SWALEC Costs for Christmas Lights		£850.00
Totals		£49,285.00

Overall Total**£112,916.23**

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Salaries: this assumes 1 part time (30 hours) Town Clerk and 1 part time (23 hours) Deputy Town Clerk

Post	FTE (Full Time Equivalent)	Hourly rate	Weekly	Annual/Actual	Employer NI Cont	Pension	Total Council Cost
1 Town Clerk NUC Spine point 35 (Spine Points have been consolidated)	£37,849.00	£19.62	£588.54	£30,604.22	3,060.84	£5,508.76	£39,173.82
1 Deputy Town Clerk NUC Spine point 23 (Spine Points have been consolidated)	£26,999.00	£13.99	£321.87	£16,737.14	1,147.19	£3,012.68	£20,897.01
Totals				£47,341.35	£4,208.03	£8,521.44	£60,070.83

Training and subscriptions		
2 Memberships of SLCC		£313.08
Training Budget for Officers including Conference Attendance		£1,200.00
Training Budget for members		£2,000.00
Totals		£3,513.08

Administration		
IT for MS365 for two members of staff		£200.00
Bank Charges		£310.00
Insurance		£650.00
One Voice Wales Membership		£7,320.90
Printing and photocopying usage		£700.00
Printer Rental		£1,900.00
Internet and Phone (BT)		£250.00
Web Hosting - Volant ICT		£250.00
Stationery and Postage		£1,000.00
Accountants		£312.00
Information Commissioner		£40.00
Electricity from British Gas		£0.00
Internal Audit		£1,500.00
Travel and Mileage		£500.00
External Audit		£5,000.00
Waste/Water		£150.00
Totals		£23,382.90

Council and Ward Donations		
£200 per Councillor		£3,800.00
Chairmans Allowance		£800.00
Council Fundings		£5,600.00
Members Allowance (19*£150)		£2,850.00
Totals		£13,050.00

Environment and Leisure all items below		
Christmas Lights		£20,000.00
Winter Fest		£2,000.00
Parade		£3,300.00
Contribution to Todets		£2,000.00
Allotments		£510.00
War Memorial Maintenance		£1,500.00
Wreaths		£125.00
SWALEC Costs for Christmas Lights		£8,500.00
Totals		£38,935.00

Overall Total**£119,951.80****Areas to consider for additional spending**

Party in the Park / Aberfest
 Defibrillators (£1,000 each)
 Well Being Projects (Town in Bloom etc)
 Community Asset Transfers
 Contingency (Elections etc)
 Building Running Costs (if moved across from Blaenau Gwent)
 Toilets
 Car Park - CAT
 Conferences
 Playgrounds/Play Equipment/Play Schemes
 Young Person Initiatives (e.g. prizes, competitions, awards, youth council)
 Allotments Investment
 Six Bells Memorial
 War Memorials Across Area
 Community Champions Awards
 Shop Local
 Promotions (pens etc)
 TV in Chamber
 Survey Results

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Suggested Projects for Precept Spend 2019 – 2020
Submitted by Councillor Gary Oakley

Further to the meeting of 7th November 2018, it was suggested that Members come back with proposals for nominated projects for the 2019 – 2020 budget.

I have detailed below a compilation of ideas of both Councillors and Officers which I have heard over the past few weeks. These have been fleshed out to give a very brief overview of the reason/requirements to enable debate.

Entertainment (was known as Party in the Park)

An “entertainment fund” was suggested at the meeting that would be available for events across the whole A&LCC area and would include free transport to and from the event. Suggestion for transport would be two buses, one running south and one running north of the proposed event. It might well be that we alternate the venues over a rolling period of perhaps three years.

Project (Suggested) Cost **£25,000**

Monitor in the Council Chamber

It is difficult to see and hear during meetings and presentations. The proposed monitor would be of benefit to both Members and members of the public. This item may well come under the Disability Discrimination Act (DDA) 2005.

Budget Cost **£1,500**

Maintenance of and potential additional Defibrillators

Ongoing maintenance and potential replacement of defibrillators is based on £100 per existing unit and 1 potential replacement due to damage if insurance is not viable. Also to consider an additional, portable unit to be held in the council offices for use at any entertainment events.

Budget Cost **£3,000**

Town in Bloom

The town is well behind other towns on this point; it is something that has a tremendous positive effect on people and their outlook. Not only do flowers and plants enhance the town, they also enhance the feeling of wellbeing of local people and visitors. This, in turn, may increase the footfall and potential wealth to the community. It will require high capital outlay first year and reduced costs to maintain in future years.

Budget Cost **£10,000**

Public Toilets

Here I believe the Council is divided, therefore I think we are all agreed that something has to be done, but to what level?

Two options are perhaps possible:

Option one, a business-supported scheme where existing businesses open their toilets to the public. This will need managing and involve a “grant payment” to each participating business, say £100.00 to each business. It will also require advertising etc.

Option two, complete refurbishment of the existing public toilets, this is high in cost but may be the preferred route long term.

Budget Cost Option 1	£1,000
Budget Cost Option 2	£5,000

Car Park

The town desperately needs out of hours parking, it has been suggested taking control of the multistorey car park (management basis only) and managing the control of it. This would go a long way in assisting shop owners in their business. We could look at a key holding contract, for late night locking up, they will be self insured, so takes away that problem that Nigel used as a reason for not having late night locking or security for say 4 hours per evening, a permanent patrol, this may be tied in with liaison with the youths.

Budget Cost	£5-10,000
--------------------	------------------

Motorhome and Caravan Stopovers in the town's car parks (Park and Foundry bridge)

Giving consideration to providing overnight parking for these types of vehicles, this will give increased footfall for local business. This is already in operation some parts of the UK (following our continental neighbours) and our nearest council being Powys, who allow overnight stays for free. Local shops sell goods and services and pubs and restaurants food in the evening. The main attraction for Abertillery is the walks, lakes, cycle routes etc. Signage, bins etc will be required

Budget Cost	£2000
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Community Grants

The Council is continually being asked to support a myriad of local groups, all in need of financial support and all I am sure worthy causes. Unless we help in this area, as we do now, they will struggle to survive and in turn die out. Careful thought is needed here, but it is what the Precept is for, investing in the community. This item is in addition to the Wellbeing requirements.

Budget Cost	£10,000
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Wellbeing

An area that I am now beginning to understand, how we put a figure to this is difficult and does require greater discussion. If for instance the train station is viable to the point of re-surveying and pushing forward with the Welsh Assembly, then in the first year this will require substantial funds of its own.

Budget Cost (subject to further cost breakdown) £20,000

Shop Local Project

Not an area that I have excessive knowledge in but the Shop Local Group must have ideas for some spend in this area to enhance the shopping and support the shop owners. This could also be linked into Town in Bloom?

Budget Cost **£5,000**

Advertising Promoting the Area

Little has been done in this area, for the town and surrounding community. Consideration can be given to promoting the area to a given radius to potentially increase footfall and in turn help local business.

Budget Cost **£5,000**

Others to consider are the items listed on the Budget sheet

Better signage for local facilities

Local Youth Services

A key challenge faced by Abertillery at present is disaffected youths acting in an anti-social manner in the town centre and immediate vicinity.

The Community Council could work with those in the Youth Sector to identify activities that would provide a stimulating alternative to vandalism; funding a pilot scheme, so that some sought activities could be offered at minimal cost/free to youths between say 13 and 18.

Ideas:

- Indoor rock climbing at Ebbw Vale
- Escape rooms at Cardiff/Newport
- Get the youths to design their own Escape Room Game – play it out locally (Kits are available).
- Gaming competitions
- Rock school for budding musicians

Budget Cost **£25,000**

Inviting local groups to Council meetings, to show what we actually do, rather than what people think we don't do

Rotary
Church
WI
Choir
Local speakers
Theatre
Community groups

Budget Cost **£500.00**

Asset Transfers

This is an area that will expand in future years, open spaces, playgrounds, public toilets, car parks etc.

Budget Cost

To be discussed

GENERAL NOTES

- 1 Many of the items listed above have a common theme and could well be linked into Wellbeing.
- 2 The budget costs are at this stage purely best guess, these need further investigation, for example, this could be simple phone calls to other councils to ask what they pay for similar services, we do not need to re-invent the wheel.



THE COMMUNITY COUNCIL OF ABERTILLERY & LLANHILLETH
CYNGOR CYMUNED ABERTYLERI A LLANHILLEDD

E-mail : clerk.alcc@gmail.com Telephone 01495 217323

Item 12

www.abertilleryandllanhilleth-wcc.gov.uk

Council Offices,
Mitre Street,
Abertillery, Blaenau Gwent. NP13 1AE.

Swyddfa'r Cyngor,
Stryd Meitre,
Abertyleri, Blaenau Gwent. NP13 1AE.

**The accounts listed hereunder are presented at the 12 December 2018 Council meeting
(Finance Order No 5 – October 2018 to November 2018 - Agenda Item 12)**

Cheques that have been Presented between 5 October 2018 to 5 November 2018:

Payee	Nature of Payment	Amount	Date of payment
Zion Miners Chapel	G. Clark Ward Donation	£50.00	08/10/18
Zion Miners Chapel	A.Rees Ward Donation	£50.00	08/10/18
Zion Miners Chapel	K.Bidgood Ward Donation	£50.00	08/10/18
Historical Promotions	WW1 Event Stalls	£2,214.00	26/10/18
BGCBC	Hire of Refuse Bins	£145.92	08/10/18
Life Leisure Trust	First Aid Training x 2	£96.00	19/10/18
OVW	Training for Clr I Beynon (Grants)	£40.00	02/11/18
RBL	WW1 Talk in Bro Helig School	£50.00	25/10/18
Pashy Pops	Party in the Park Performers	£150.00	01/11/18
Staff Costs	October	£4,526.88	Various
Abertillery Workmans Institute	Chairs Charity	£127.00	02/11/18
Friends of Six Bells	Chairs Charity	£127.00	31/10/18
BGCBC	Bins for Party in the Park	£145.92	08/10/18
R.Butler	Historical Promotions – Party in the Park	£2,214.00	26/10/18
Total		£9,986.72	

Income during the period: £6,139.67 (VAT Reclaim from 2017/18) and £471.60 (Chairs Raffle Fund Money)

Current Account Balance as at 5 November 2018: £75,631.56
This includes bank charges to date.

Cheques that have been issued but not yet presented as at 5 November 2018:

Payee	Nature of Payment	Amount
ADMS	N.Simmons Ward Donation	£100.00

51

Theatre Ad Hoc	Council Grant	£100.00
Cwmtillery Luncheon Club	P.Morgan Ward Donation	£100.00
SSE	Christmas Lighting Electricity for 2017	£944.70
AR Digital	September Printing	£68.56
R.Gwinnell	Mileage	£58.05
A&S Animal Encounters	For Winterfest	£350.00
R.Gwinell	Clock, Coffee and post	£30.28
Poppy Appeal	60 Large Poppies	£174.00
Poppy Appeal	Wreaths	£275.00
S.Edwards	Flags for Remembrance Day	£45.80
AADMS	Panto	£1,300.00
CF Corporate	Printer Lease (Dec – Feb)	£302.89
Green Fingers	Visit 11/10/18	£82.00
Commercial Christmas	50% Deposit	£9,979.20
Commercial Christmas	25% Payment	£4,989.60
AR Digital	October Printing	£56.31
Vision ICT	Web Hosting	£246.00
OVW	Code of Conduct training – G.Oakley	£40.00
OVW	Law Training – G.Oakley / N.Simmons	£80.00
OVW	Grants Training – M.Lewis / R.Phillips / R.Gwinnell	£120.00
Brynithel Activities Group	G. Oakley Ward Donation	£100.00
Christine Poore	Six Bells Dementia Group – S.Bard Ward Donation	£100.00
Christine Poore	Six Bells Dementia Group – P.Adamson Ward Donation	£100.00
Staff Costs	November	£4,526.88
Cash	Petty cash for Office	£50.00
Angelene Evans	T.Dyson Ward Donation	£50.00
The Glow Company	Magic Lanterns for Winterfest	£400.19
Bakehouse Print Ltd	Shop Local Banners	£180.00
Six Bells Regeneration	Ty Ebbw Fach Toilets	£150.00
Owl Sanctuary	For Winterfest	£265.00
Mark Lewis	Backdrop – Survey	£50.00
A1 Jump and Bounce	Bucking Reindeer for Winterfest	£280.00
Fiona Angwin	Story Telling for Winterfest	£110.00

Mark Lewis	Cable Ties for Banners	£11.99
AR Digital	Nov Printing	£74.56
Vision ICT	Fee for .gov.uk Domain	£66.00
Total		£25,957.01

Invoices Received or Council Decisions Made – Cheques not yet Issued:

Payee	Nature of Payment	Amount
Staff Costs	December Staffing Costs (Pension, Salary and Tax/NI)	£4,526.88
S.Edwards	Councillor Papers – Postal Costs	£2.02
Commercial Christmas	Final Payment	£4,989.60
Total		£9,518.50

Current account position as at 4 December 2018

Opening Balance: £75,631.56 (This includes transfer of £6,398.17 from reserve for Party in the Park Costs)

Cheques Outstanding: £25,957.01

Outstanding invoices £9,518.50

Subtotal remaining: £40,156.05

Transferred from Reserve to current Account

Defibrillators £15,000

Monies remaining in current account £55,316.05

£15,000 from this balance is ring-fenced for the Defibrillators Project.
£471.60 from this balance is ring-fenced for Chairs Charity.

Outstanding Grant Applications:

Six Bells Community Centre – No amounts specified
Orpheus Choir – No amounts specified
Blaina Riots Plinth – No amounts specified

Reserve Account (10318917) Position as at 5 Sept 2018 £ 37,971.52

£6,398.17 transferred on 22/10/18 to Current Account for Party in the Park Costs
£15,000 transferred to Current Account for Defibrillators Project.

This leaves a balance in reserves of **£16,573.35**

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Abertillery Ward Project

Community Flower Garden – Land in front of The Stute

Links to Wellbeing Projects

- Ties in with 'In Bloom' project (pride in the town)
- Provides a seating area for the public (all ages)
- Could be used to encourage local children to get involved in community projects (education)
- Attracts wildlife and Bees in particular

What value does it bring to the town?

- Entrance to the town
- First thing you see as you come over the Bridge
- A place to sit and chat
- Beautifies the area

How would it be maintained

- Local groups e.g Dementia groups could take part alongside school children
- Community Councillors
- Borough Councillors
- Local people could 'adopt' a patch
- Involve local allotment keepers, who could donate plants

Examples below



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Llanhilleth Ward Proposed Project

The Creation of Wildlife Friendly Sensory Gardens at St Illtyd and Swffryd Schools

LINKS TO WELL BEING

Would create a safe and friendly environment for people meet.

Would establish areas where all ages and abilities of the Community work together for a common cause.

Promote a healthy outdoor lifestyle.

Provide, by the sympathetic planting, areas to encourage wildlife including birds, insects and amphibian.

Give a legacy which could be continued by future generations

VALUE TO THE AREA

Would provide less able members of the Community, the opportunity to experience senses such as touch, hearing, sight and smell.

Bring members of the Community and children together in the creation of the areas.

Would enhance the look of the area.

Create herb gardens and solar water features to contribute to the sensory experience.

MAINTENANCE

PTA / Governors

Members of the Community/ Local gardeners

The Community Council

Borough Council

Staff / Pupils

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Six Bells Ward Project (The park)

Update equipment in the Park, install some up to date equipment and fix the gates

Links to Wellbeing Projects

- Ties in with 'In Bloom' project the Friends of Six Bells Park (FOSBP) plant flowers, they could take part in the competition
- Provides social space for the whole area (all ages)
- Provides safe and stimulating play opportunities for children of all ages
- Could be used to encourage local children to get involved in community projects, sustainability, environmental issues, healthy living,
- Attracts wildlife and Bees/birds in particular
- Bowls and Tennis Coaching, fitness related activities
- Opportunities to host events e.g. fetes and Summer fun days

What value does it bring to the area?

- Looks nice, enhances the surroundings
- Safe play for children and young people, encourages social interaction and engaging in community activities
- A nice place to sit and chat and will soon have a café type booth and toilets
- Brings people together for a common cause

How would it be maintained

- FOSBP volunteers, local people
- Community Councillors
- Borough Councillors
- Local people could take part in events and fundraisers
- Involve local allotment keepers, who could donate plants and advise on how to maintain the garden areas
- Involve Scouts, Guides, other local groups to help with larger clean ups, or small maintenance projects

Estimated costs will be available from BGCBC shortly as they are carrying out risk assessments and costing exercises, to ascertain the cost of upkeeping parks. This is an opportune time for ALCC to support the FOSBP and help maintain this extremely important green space for future generations.

Pictures below



Regenerate skate board park, Six Bells, including a shelter and benches and litter bins.

Links to Wellbeing Projects

- Provides a dedicated space for older young people
- Enables young people to play out of doors
- Benches would allow adults to frequent the area. Mixing of age groups.

What value does it bring to the area?

- Recreational space
- Shows 'problem' age group that they are not being ignored

How would it be maintained?

- Little maintenance required, though current councillor happy to keep an eye on it.
- The site to be serviced by the Council on a regular basis, e.g. to empty the litter bins.

Current facilities are quite old and lack a shelter. Also current facilities are perhaps underused because some of the equipment is over challenging. New equipment to address this problem. Involve young people in the consultation process.

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Cwmtillery Ward Solar Farm Project

Submitted by Councillor Gill Clark on behalf of Councillor Roger Clark

The Lake area of Cwmtillery has become remote, with no local shops or businesses. As a consequence, some local people have become isolated and lonely. There is a proposal to open a Community Cafe here. The Cafe will cater for the many visitors and the walking groups, that come from far and wide to enjoy the lovely scenery. Many children and adults enjoy fishing there and the local school use the lake for pond dipping and environmental studies. The Cafe could provide a base for emergency care, such as first aid, shelter from changeable weather and a reassuring presence. It will also give local people an opportunity to meet and talk. I believe this Cafe will encourage people to enjoy healthy pastimes, support good mental health, support educational pursuits and encourage tourism. In partnership with the local football team, the plan is for local people to staff the cafe on a voluntary basis. There is a lot of support for this new project in Cwmtillery.

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ROSEHEYWORTH COMMUNITY WOODLANDS

Located between Bourneville & Abertillery

Until July 2013 this area was a community space which had sadly been neglected and was overgrown and in some parts inaccessible. Thanks to a small group of volunteers and a few residents from nearby Arael View cutting the grass and re-establishing and maintaining the pathways it is beginning to look how it once did in 2003, when it was opened as Roseheyworth Community and Woodlands and Nature Reserve.

With the aid of CANCO and a donation from a local business we have been able to place 3 benches around the main play area which adjoins Arael View and we have also, constructed and put in place a bridge over a drainage ditch making the area as a whole accessible to less able bodied members of the community. Since the Community Woodlands have been maintained, grass cut and the paths kept clear there has been an increase in activity and usage including local childrens groups.

However, there is still a lot that can be achieved if we are able to secure funding to take this project on to the next level.

Currently local schools and pre-school groups bring children to the Woodlands both as part of their curriculum and as part of the governments "wild play" initiative. The aim being to get them out into their environment and learning how to care about it and for it at a young age. At the moment this is completely weather dependent and one the aims of this project is to provide 2 all weather outdoor community learning zones. These would be made from sustainable natural materials and wherever possible recycled with sail canopies overhead to keep users dry in winter and shaded in summer.

We would also, be looking to attract other local groups to use the site such as Scouts and Brownies for instance as a number of their badges are nature based and include learning bush craft skills. But, the project is not just for children and it will strive to engage with and welcome local artists and photography clubs to access the site. Many locals do not realise what a gem they have on their doorstep!

A gem which has varied wildlife and birds which we hope will be enjoyed still further when viewing hides and platforms are in place. The relaying of the path with a more solid base will enable wheelchair users and pram pushers access from one end of the Community Woodlands to the other without hindrance and the installation of solar lighting along the main pathway will be a great improvement. There is currently a pond which is unsafe due to barriers being erected and broken down. The project plans to sympathetically ring fence the pond to allow authorised supervised access to the pond for pond dipping by children and for anyone who wants to study the amphibians and invertebrates.

ROSEHEYWORTH COMMUNITY WOODLANDS

Located between Bourneville & Abertillery

The outcome of this project is to have a community space that can be enjoyed and used for education and leisure by everyone for years to come. The benefits being an improvement in the way young people feel about the environment in which they live and a sense of ownership. This is not just a physical outcome in that people and children walk there and learn new things there but, there has been much research to show that just sitting out of doors staring up from one of the benches we plan to put place, admiring the stunning mountains that surround The Woodland Walk can improve peoples mental health too.

Funding will allow us to:

Purchase new tools and equipment to maintain what has already been achieved.

Purchase heavy duty equipment such as chainsaws and a tractor mower.

Purchase construction materials to move on to the next phase and start work on the outdoor learning zones and relaying of the paths.

Purchase and plant new trees.

To carryout a survey of the plants and other wildlife which inhabit The Roseheyworth Community Woodlands.



Item 14

Clerk Clerk <clerk.alcc@gmail.com>

Blaina riots plinth

25 September 2018 at 16:52

clerk.alcc@gmail.com" <clerk.alcc@gmail.com>

Hi Richard

Hope all ok. Some residents in both Blaina and Abertillery have asked if we could look into setting up a plinth (at the final meeting site now just below Coed y garn school) to provide tourist information and celebrate the Blaina uprising in 1935.

We are seeking support from Blaina council but we would love to see this as a joint project with your council in keeping with the uprising.

Would it be possible to pitch this to the council and for this involvement to be given due consideration?

Thank you very much for your time.

Further details awaited



Six Bells Community Centre
Rear of Bridge Street
Six Bells, Abertillery
Blaenau Gwent
NP13 2LL

Abertillery and Llanhilleth Town Council,
Mitre Street,
Abertillery,
Gwent,
NP13 1AE.

28th September 2018

Dear Sir

I am the volunteer manager of Six Bells Community Centre, we like many organisations are finding it difficult at the moment to maintain our viability. At the present time we host several groups which are an Arts and Crafts group, Tai Chi, Slimming classes, an over 50s club and Bible group.

The revenue from these groups just about covers the costs of utilities and insurance, to be able to increase our revenue I have been canvassing various organisations to use the centre. Unfortunately two of these groups would need WI-FI connection which we do not have.

I would like to ask if the council could assist us financially to have WI-FI installed to enable us to offer the Centre to more groups and therefore increase our income to secure the future of the centre

Yours Sincerely

Further details awaited

Fw: Norwegian choir visit to Abertillery

1 message

4 October 2018 at 19:10

Sent: 04 October 2018 17:56:36**To:** aberlan.lesley024@googlemail.com**Subject:** Norwegian choir visit to Abertillery

Dear councillors

Both Abertillery Orpheus choirs are jointly hosting visiting choir from Stevanger Norway on the weekend of 19th -23 rd September

There is planned visits to various points of cultural interest in the area with a concert at st micheals church on the Saturday evening .the party will be around 40 and as hosts representing Abertillery we wish to do the town and ourselves proud To this end we will be assisting them in visits to the Guardian at six Bells the big pit etc our plans are at the early stages but we expect to provide buffet lunches on various occasions during this visit ourselves incurring the costs. We hope you can support this undertaking with some financial support as we continue to promote our town and heritage .Naturally representatives of the council are invited to attend the concert and our informal welcome reception venue yet to be arranged The planning for this visit is in its early stages but once things firm up and itinerary is available I can up date yourselves

Concurrently we are also hosting a choir from Burbage in Leicester on June 2019 and again request your support to promote our town

Regards () secretary Abertillery Orpheus male choir

Sent from Outlook

Further details awaited

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