



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

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Our Ref: **NOTICE OF ANNUAL MEETING**

8 May 2019

Dear Councillor

You are summoned to attend the Annual Meeting of the Council of Abertillery and Llanhilleth Community Council, to be held in the Council Chamber, Mitre Street, Abertillery on **Wednesday 15 May 2019, immediately on the rise of the ordinary Council meeting** (which starts at 7.00pm). The agenda for the meeting is set out below.

Yours sincerely



Richard Gwinnell
Town Clerk

**AGENDA
ANNUAL COUNCIL MEETING**

1. Apologies for absence and welcomes

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

2. Declarations of interest

Members who consider that they have an interest to declare are required 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. Election of Chair for 2019/20

- (a) To elect a Chair for the forthcoming municipal year
- (b) Retiring Chair to hand the Chain of Office to the incoming Chair
- (c) Incoming Chair to sign the Declaration of Acceptance of Office

4. Election of Vice-Chair for 2019/20

- (a) To elect a Vice-Chair for the forthcoming municipal year
- (b) Incoming Vice-Chair to sign the Declaration of Acceptance of Office

5. Retiring Chair's Statement

6. Committees, Working Groups and Outside Bodies 2019/20 (attached)

To appoint committees, working groups, members and Chairs, agree terms of reference and dates and times of meetings and nominate members to outside bodies for the year ahead.

7. Announcement of Chair's Charity Appeal for 2019/20

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ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

ANNUAL COUNCIL MEETING 15 MAY 2019

COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES 2019/20

Report of the Clerk to the Council

Purpose of Report

To appoint committees, working groups, members and Chairs, agree terms of reference and dates and times of meetings and nominate members to outside bodies for the year ahead.

Background

The current terms of reference of committees and working groups are set out at **appendix A** to this report. These were agreed at the annual Council meeting on 9 May 2018 and have been added to at later meetings (e.g. when new working groups were established during the 2018/19 civic year). Very minor amendments have been made to the terms of reference of the Human Resources Committee (changing "Chairman" to "Chair" and removing "Investors in People"), on the recommendation of the HR Committee at its 24 October 2018 meeting. The current committee memberships are set out at **appendix B** to this report. These were agreed at the Council meeting on 9 May 2018 and later Council meetings.

Issues and Findings

Committee and Working Group Structure

The Council has a Planning and Environment Committee, which last met in November 2017, a Human Resources (HR) Committee, which met several times during the last year, and a Complaints and Appeals Committee, which last met in June 2018. Committees are given delegated powers, decided by the Council, so that they are able to decide on the issues they are responsible for and any decisions made by committees can be acted upon without further reference to the Council.

The Council does not have any other committees at present and therefore the Council itself takes all decisions (which are not delegated to the three committees listed above), including all decisions relating to financial matters.

The main purpose of appointing committees is because the "parent" corporate body (i.e. the Council) cannot do everything itself, as there is insufficient time. Smaller groups of people may more efficiently and effectively carry out specific tasks or take specific decisions, which may not be able to await a Council meeting. Decisions on planning applications, HR and complaints for example sometimes have to be taken in line with strict deadlines, are better dealt with by fewer people (to avoid any potential conflict of interest or predetermination) and usually cannot await referral back to the full Council.

The Council also currently has seven working groups, listed in appendices A and B. These working groups act on a “task and finish” basis, in other words they are appointed for so long as they have a specific job to do and can be disbanded by the Council when their work is done. Working groups meet on an informal basis (they do not need formal notices, summons, agendas, reports or minutes), so are much more flexible than committees.

Working groups have a job to do, but they do not have delegated powers. Therefore, any conclusions they reach must be reported back to the Council, and the Council ultimately decides on their recommendations (e.g. whether to spend money or allocate staffing resources to a particular project).

Working groups are similar to committees, but members do more of the “working”, as working groups should (normally) not be supported by officers. They do not take decisions. Working groups come up with and discuss ideas, in an informal exploratory way, and members undertake specific research or engage with relevant stakeholders and so on, before reporting the group’s conclusions and recommendations back to the Council to take final decisions.

It is proposed for 2019/20 that the current committee and working group structure remains as it is, because:

- many of the working groups are new and are still bedding in
- changing the structure and nature of meetings is disruptive and confusing
- some people complained in the past that the Council was not open or transparent
- under the current structure, the Council itself (i.e. every councillor, meeting together) takes the vast majority of decisions (especially financial decisions), in public, in a consistent way and in meetings which are held on a well publicised monthly cycle
- the current structure is therefore a very open, transparent and inclusive way of making the most important decisions, whilst also allowing flexibility for members to meet informally and quickly to discuss pre-decision issues or work up initial proposals
- having more committees, with more delegated powers, and fewer members making important decisions, would represent less open, transparent and inclusive working
- committee meetings are best held on an ad hoc basis (i.e. only when decisions are actually needed, not on a pre-programmed basis)
- working group meetings are similarly best held on an ad hoc basis, with flexibility to meet quickly and in other locations if appropriate
- there are limited staff hours available to the Council
- staff time is not best spent in preparing agendas, minutes and reports for more formal meetings, or attending meetings held in the evenings (which potentially incur overtime or time off in lieu) and
- the current structure is working well, given the resources available.

Terms of Reference

It is proposed that terms of reference remain as they were in 2018/19, with the exception of the minor changes made to the terms of reference of the Human Resources Committee, as requested by that committee.

Committee and Working Group Memberships

Generally speaking, committees are appointed to deal with specific issues and either make decisions and implement them, or report back to the “parent” body (the Council). It is normal for committees to consist of fewer members than the Council itself. This reflects the extra commitment of time and expertise that committee members need to contribute. Working Groups should also have fewer members than the Council itself, in most circumstances. It is not unusual to appoint all members to the Planning and Environment Committee (to ensure every area is fully represented). However, it is unnecessary to appoint all members to other committees or working groups, unless Council has a particular reason to do so.

It is up to Council to decide how many members to appoint to each committee and working group. It is good practice to appoint the same number of members year on year, for the sake of consistency and clarity, unless there is a reason to change the numbers. If the numbers of members on committees is changed, terms of reference may need to be reviewed (as the Complaints/Appeals and HR Committee terms of reference specify a number of members).

The Council is free to appoint whichever members it chooses to serve on committees and working groups. In the case of the Complaints and Appeals Committee, no members are named, as the membership depends on the nature of the complaint or appeal. In the case of the Human Resources Committee, the Chair of the Council, the Vice Chair of the Council and two other members need to be appointed, according to the current terms of reference.

All committees have a minimum of four members, to ensure a quorum of three is possible.

Committee and Working Group Chairmanships

The Council decides who it wishes to appoint as Chairs of Committees and Working Groups. The Complaints and Appeals Committee and the HR Committee terms of reference make clear that these committees elect their own Chairs, so the Council does not need to do that.

Vice-Chairs of Committees

No Committee Vice-Chairs have been appointed or elected in recent years (except for the HR Committee). The HR Committee elects its own Vice-Chair. In the event that a Chair is not able to attend a meeting, remaining members can elect a Chair for that meeting only. There is no need therefore to appoint Vice-Chairs to committees.

Dates and times of meetings

Ordinary Council meetings have in the past been held on the last Wednesday of every month at 7.00pm in most cases. It is helpful for everyone to know there is a regular cycle of meetings. Exceptions in past years were May (where there was no ordinary Council meeting because May contained the annual meeting), August (where there is no ordinary Council meeting as this is in Recess) and December (where the Council meeting is held earlier in the month to avoid Christmas). Exceptions have also been made in the past and meetings have been rearranged to avoid known public holidays (e.g. Easter) and other major events.

Additional (intended to be quarterly) meetings of the Council have also been held in the past to deal with financial matters, including annual budget preparation and agreement, quarterly budget updates and annual statements of accounts. These have taken place in the past on a different Wednesday evening, so in four months of the year, there were two Council meetings,

not one. On occasion, this could mean three Council meetings being held over six weeks.

Proper financial management is a fundamentally important part of the Council's role, and one in which all councillors should be involved and informed, especially as the Council's accounts for several years remain subject to external audit. Many more councillors in the past have attended ordinary Council meetings at the end of each month (as opposed to extraordinary Council meetings when they can be slotted in to the diary mid-month).

For these reasons, officers propose that the Council discusses financial matters at ordinary scheduled (not additional) Council meetings in future. If there is too much business on any one agenda, additional meetings can be called, as the year progresses.

It is also proposed that:

- one additional Council meeting is held mid-January, as the budget and precept need to be decided in January, so the lack of a meeting for seven weeks (due to the Christmas break) may have a detrimental effect on the budget setting timescales and
- one additional Council meeting is held in May (on the same date as the annual Council meeting) to avoid a gap between the April and June ordinary meetings of potentially ten weeks.

Following this pattern of meetings for the year ahead would mean Council meetings on:

- Wednesday 26 June 2019 at 7.00pm
- Wednesday 24 July 2019 at 7.00pm
- Wednesday 25 September 2019 at 7.00pm
- Wednesday 30 October 2019 at 7.00pm
- Wednesday 20 November 2019 at 7.00pm (brought forward a week from the normal schedule to reduce the gap between meetings, given the Christmas break)
- Wednesday 11 December 2019 at 7.00pm (brought forward to avoid Christmas)
- Wednesday 22 January 2020 at 7.00pm (budget and precept meeting)
- Wednesday 29 January 2020 at 7.00pm (ordinary business)
- Wednesday 26 February 2020 at 7.00pm
- Wednesday 25 March 2020 at 7.00pm
- Wednesday 29 April 2020 at 7.00pm
- Wednesday 20 May 2020 (ordinary meeting) at 7.00pm
- Wednesday 20 May 2020 (annual meeting, straight after the ordinary meeting).

Extraordinary Council meetings or unforeseen committee meetings may be held if there is an issue at hand to require it, or when the date and time is most suitable for most members. Meetings can also be rearranged during the year if appropriate to avoid bank holidays, school holidays, other public holidays or other major events and hence ensure maximum attendance.

Appointments to Joint Committees and Nominations to Outside Bodies

The list attached at appendix B includes the members appointed to serve on joint committees or nominated to serve on outside bodies on which the Council is represented. The Council needs to make fresh appointments and nominations at this meeting for the year ahead. It is generally considered good practice to be consistent where possible (i.e. to appoint/nominate members to serve for more than one year).

Policy and Resource Implications

There are no specific policy or resource implications, other than those identified above. The Council is responsible for deciding which committees or working groups to appoint, what they should do, appointing members to serve on them and deciding dates and times of meetings.

Risks

There are no risks to taking these decisions, but there are risks in not doing so, insofar as the Council is responsible for ensuring effective and efficient governance, accountability, decision making and transparency.

Recommendations – that the Council:

- (1) continues to appoint the committees and working groups listed in appendix A for the year ahead (or decides what to do instead)
- (2) confirms the terms of reference (i.e. powers, functions and arrangements) for the committees or working groups listed in appendix A (or decides what to do instead)
- (3) appoints members to serve on committees or working groups for the year ahead
- (4) appoints Chairs of relevant committees or working groups for the year ahead
- (5) confirms the dates and times of Council meetings for the year ahead
- (6) appoints members to serve on joint committees for the year ahead and
- (7) nominates members to represent the Council on outside bodies for the year ahead.

Appendices:	A	Committee and working group terms of reference
	B	Existing memberships and nominations

Report author: Richard Gwinnell, Clerk to the Council

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ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
TERMS OF REFERENCE OF COMMITTEES AND GROUPS 2018/19

List amended last following Council on 27 March 2019

TERMS OF REFERENCE OF THE PLANNING AND ENVIRONMENT COMMITTEE

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

TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE

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

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

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

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

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

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

TERMS OF REFERENCE OF THE COMPLAINTS AND APPEALS COMMITTEE

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

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

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

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

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

TERMS OF REFERENCE OF THE SHOP LOCAL WORKING GROUP

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

TERMS OF REFERENCE OF THE CHRISTMAS LIGHTS WORKING GROUP

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

TERMS OF REFERENCE OF THE WELL-BEING WORKING GROUP

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

TERMS OF REFERENCE OF THE GRANTS CRITERIA WORKING GROUP

To devise suggested criteria for giving grants in the future and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE PROJECTS AND PARTNERSHIPS WORKING GROUP

To bring forward to Council recommendations for the spending of the additional funds available in the 2019/20 budget and meet with other organisations to discuss projects, including solar farm grant projects.

TERMS OF REFERENCE OF THE YOUTH ENGAGEMENT WORKING GROUP

To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing youth engagement activities, whilst avoiding duplication, formulate proposals for youth engagement initiatives, and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE LEISURE AND TOURISM WORKING GROUP

To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing leisure and tourism activities, whilst avoiding duplication, formulate proposals for a 2019 Party in the Park, a Fun Run, Town in Bloom, a Rugby 7s tournament, public toilets and car parking provision, and report back to the Council with recommendations.

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ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

MEMBERSHIP OF COMMITTEES 2018/19

Last amended by Council 17 April 2019

Appendix B

PLANNING AND ENVIRONMENT COMMITTEE – COUNCILLORS:	HUMAN RESOURCES COMMITTEE - COUNCILLORS:
Peter Adamson Keri Bidgood Gill Clark Roger Clark Tracey Dyson Amanda Edwards Julie Holt (Chair of the Council) (and Chair of the Committee) Mark Lewis Perry Morgan Gary Oakley Robert Phillips Allen Rees Nick Simmons Glyn Smith Bernard Wall Graham White Trudy Williams	Gill Clark (Vice-Chair of the Council) Julie Holt (Chair of the Council) (and Chair of the Committee) Robert Phillips Allen Rees
COMPLAINTS AND APPEALS COMMITTEE	CHRISTMAS LIGHTS WORKING GROUP – COUNCILLORS:
4 members to be decided upon by the Chair of the Council and the Clerk, depending on the subject nature of the complaint or appeal	Gill Clark – Chair Julie Holt Robert Phillips Glyn Smith Graham White
LEISURE AND TOURISM WORKING GROUP – COUNCILLORS:	YOUTH ENGAGEMENT WORKING GROUP - COUNCILLORS:
Peter Adamson Keri Bidgood Tracey Dyson Mark Lewis Gary Oakley Nick Simmons	Gill Clark Amanda Edwards Julie Holt Perry Morgan Gary Oakley Glyn Smith
SHOP LOCAL WORKING GROUP – COUNCILLORS:	GRANTS CRITERIA WORKING GROUP – COUNCILLORS:
Peter Adamson Amanda Edwards Perry Morgan Mark Lewis – Chair Robert Phillips	Gill Clark – Chair Tracey Dyson Perry Morgan Robert Phillips Nick Simmons
PROJECTS AND PARTNERSHIPS WORKING GROUP – COUNCILLORS:	WELL-BEING WORKING GROUP – COUNCILLORS:
Peter Adamson Keri Bidgood Gill Clark – Chair Roger Clark Tracey Dyson Amanda Edwards Julie Holt	Peter Adamson Keri Bidgood Gill Clark Tracey Dyson Julie Holt Perry Morgan Gary Oakley

Mark Lewis Perry Morgan Gary Oakley Robert Phillips Allen Rees Nick Simmons Glyn Smith Bernard Wall Graham White Trudy Williams	Robert Phillips Nick Simmons – Chair Allen Rees Graham White Trudy Williams
JOINT COMMITTEES	COUNCILLORS
JOINT COMMITTEE OF LOCAL COUNCILS IN BLAENAU GWENT (5 representatives) (JCLCBG)	Mark Lewis Perry Morgan Nick Simmons Glyn Smith Bernard Wall
CONSULTATION WITH COUNTY BOROUGH COUNCIL (out of Joint Committee) (2 representatives) (usually Chairman plus one other) + Clerk)	Bernard Wall Nick Simmons NB substitutes allowed if required – to be selected from JCLCBG list above
OUTSIDE BODIES	COUNCILLORS
ONE VOICE WALES GWENT VALLEYS AREA COMMITTEE (2 representatives) NB plus Clerk	Gill Clark Glyn Smith
ONE VOICE WALES LARGER LOCAL COUNCILS COMMITTEE (1 rep) NB plus Clerk	Glyn Smith
ABERTILLERY AND DISTRICT TWINNING ASSOCIATION (2 representatives)	Robert Phillips Tracey Dyson
SCHOOL GOVERNING BODIES (1 rep on each)	
St Illtyd's Community Primary Soffrydd Primary Ysgol Gymraeg Bro Helyg	Gill Clark Allen Rees Vacancy
ABERTILLERY REGENERATION (2 reps)	Nick Simmons Glyn Smith
BLAENAU GWENT HERITAGE FORUM	Gill Clark Mark Lewis
BLAENAU GWENT ARMED FORCES COVENANT STEERING GROUP	Tracey Dyson
LOCAL LIST OF BUILDINGS OF INTEREST – ABERTILLERY AND DISTRICT WORKING GROUP	Gill Clark Graham White