

**MINUTES OF THE ANNUAL MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (ALCC) HELD ON 15 MAY 2019 at 8.40pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Keri Bidgood, Gill Clark (in the Chair from item 3 below), Roger Clark, Tracey Dyson, Amanda Edwards, Julie Holt (in the Chair up to item 3 below), Mark Lewis, Gary Oakley, Rob Phillips, Nick Simmons, Allen Rees and Trudy Williams

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

Others: None

ABSENT: Councillors Perry Morgan, Glyn Smith, Bernard Wall and Graham White

1. **APOLOGIES FOR ABSENCE** were received from Councillor Glyn Smith.

2. **DECLARATIONS OF INTEREST**

No members declared any personal interests.

3. **ELECTION OF CHAIR FOR 2019/20**

Council RESOLVED that Councillor Gill Clark be elected Chair of the Council for the 2019/20 municipal year.

The retiring Chair (Councillor Julie Holt) handed the Chains of office to the new Chair.

The new Chair signed her declaration of acceptance of office and took over the chairing of the meeting at this point. She stated briefly that:

- she thanked Council for the honour of being elected Chair
- members of Council were now working well together
- all members needed to support each other and work together as one Council
- the Council was going from strength to strength and was increasingly making a positive difference for communities
- she thanked the previous Chair for her fair, equal and inclusive treatment of all members
- she would carry on in the same vein as the previous Chair.

4. **ELECTION OF VICE-CHAIR FOR 2019/20**

Councillor Gary Oakley and Councillor Tracey Dyson were both nominated for Vice-Chair. Following a vote (2 for Councillor Oakley, 8 for Councillor Dyson):

Council **RESOLVED** that Councillor Tracey Dyson be elected Vice-Chair of the Council for the 2019/20 municipal year.

The new Vice-Chair signed her declaration of acceptance of office and took the Vice-Chair's seat.

5. RETIRING CHAIR'S STATEMENT

The retiring Chair (Councillor Julie Holt) stated in brief (main points) that:

- she thanked Council for the opportunity of being Chair for the last year
- she had enjoyed the experience
- she thanked the staff of the Council and her Vice-Chair for all their support
- last year had been a very good year for the Council, with several new members recruited, the first Party in the Park, which had taken immense effort to deliver and had been excellent, the World War 1 Centenary and many other highlights
- she had raised over £1,200 for the Chair's charities (the scouts and guides)
- pride in the area and the Community Council was growing rapidly
- she wished the new Chair and Vice-Chair well and would support them as much as possible.

6. COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES 2019/20

The Clerk referred members to his report. He reminded members that the Police and Crime Commissioner for Gwent could attend a Council meeting on 31 July but not on 24 July 2019. Following brief discussion:

Council **RESOLVED**:

- (1) to disband the Projects and Partnerships Working Group
- (2) to increase the membership of the Human Resources Committee to the Chair and Vice-Chair of Council plus three other members
- (3) to appoint the committees and working groups listed in appendix A to these minutes for the year ahead
- (4) to confirm the terms of reference (i.e. powers, functions and other arrangements) for the committees or working groups listed in appendix A to these minutes
- (5) to appoint the members listed in appendix B to these minutes to serve on committees or working groups for the year ahead
- (6) to appoint the Chairs listed in appendix B to these minutes for the year ahead
- (7) to agree the dates and times of Council meetings listed in the report for the year ahead (except that the meeting proposed for 24 July 2019 be held instead on 31 July 2019), subject to change if needed during the year
- (8) to appoint the members listed in appendix B to these minutes to serve on joint committees for the year ahead and
- (9) to nominate the members listed in appendix B to these minutes to serve on outside bodies for the year ahead.

7. CHAIR'S CHARITY APPEAL 2019/20

The Chair reported that any monies raised for charity this year would be for the benefit of Abertillery Museum. She hoped everyone would support this good cause.

Council **NOTED** the information.

The meeting ended at 9.05pm.

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, Town Clerk

Appendix A to the Annual Council minutes 15 May 2019

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

TERMS OF REFERENCE OF COMMITTEES AND GROUPS 2019/20

Effective from Annual Council 15 May 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 three 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 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.

Appendix B to the Annual Council minutes 15 May 2019

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC)

MEMBERSHIP OF COMMITTEES 2019/20

Effective from 15 May 2019

PLANNING AND ENVIRONMENT COMMITTEE – ALL COUNCILLORS:	HUMAN RESOURCES COMMITTEE - COUNCILLORS:
<u>NB All A&LCC councillors are on this Committee:</u> Peter Adamson Keri Bidgood Gill Clark (Chair of the Council) (and Chair of the Committee) Roger Clark Tracey Dyson Amanda Edwards Julie Holt Mark Lewis Perry Morgan Gary Oakley Robert Phillips Allen Rees Nick Simmons Glyn Smith Bernard Wall Graham White Trudy Williams	Gill Clark (Chair of the Council) (and Chair of the Committee) Tracey Dyson (Vice-Chair of the Council) Julie Holt 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 Julie Holt Robert Phillips – Chair Glyn Smith Graham White
LEISURE AND TOURISM WORKING GROUP – COUNCILLORS:	YOUTH ENGAGEMENT WORKING GROUP - COUNCILLORS:
Peter Adamson Keri Bidgood Tracey Dyson - Chair Mark Lewis Gary Oakley Robert Phillips Nick Simmons	Gill Clark Amanda Edwards Julie Holt Perry Morgan Gary Oakley – Chair 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

WELL-BEING WORKING GROUP – COUNCILLORS:	
Peter Adamson Keri Bidgood Gill Clark Tracey Dyson Julie Holt Perry Morgan Gary Oakley 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	Peter Adamson 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