



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

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Our Ref: **NOTICE OF MEETING**

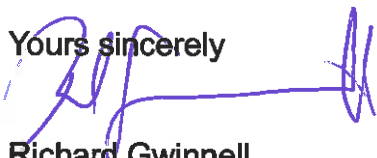
14 November 2018

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 21 November 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 Gwinne
Clerk to the Council

**COUNCIL AGENDA
WEDNESDAY 21 NOVEMBER 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. Minutes: Council 24 October 2018 (attached)

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

4. Defibrillators - and preventing vandalism

(1) To hear from Marilyn Gwet of Brynmawr regarding the above and (2) to consider progress and make further decisions on the siting and installation of defibrillators in the ALCC area.

5. Questions from the public

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

6. Council Action List (attached)

To update Council on actions taken resulting from past decisions.

7. Reports back on relevant meetings or training attended # (report already issued *)

To receive verbal reports on meetings or training attended by members or officers on behalf of the Council, or where there may be an important impact on the Council or communities of ALCC.

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- 8. Data Protection Policies and Procedures # (report already issued *)**
To seek approval to new policies and procedures required to comply with the General Data Protection Order (GDPR).
- 9. Freedom of Information (Fol) Publication Scheme # (already issued *)**
To seek adoption of an amended Fol publication scheme.
- 10. ALCC Email Accounts #**
To receive an update on the above and determine next steps.
- 11. Solar Farm Grants #**
To discuss developments and determine next steps.
- 12. Applications for grants / assistance and grant opportunities # (attached)**
To consider any applications received and any funding opportunities members are aware of.
- 13. Winterfest, Christmas Lights and Christmas Concert**
To receive updates on the above and decide any action required by A&LCC.
- 14. Shop Local Working Group Update**
To receive an update from the above working group.
- 15. Planning Application – Tir Pentwys Canyon – Public Inquiry #**
To decide who will attend the above on behalf of the Council.
- 16. Register of Members Interests #**
To consider the above.
- 17. Minutes: Human Resources Committee 24 October 2018 (attached)**
To confirm the minutes of the above meeting as a correct record (members of the committee) and note the minutes (all other members).
- 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.

This item was deferred from the meetings on 24 October and 7 November 2018.

* The supporting papers for this item were issued on 17 October 2018, with the agenda for the 24 October meeting. They are not being reissued, in the interests of saving paper. Please let us know in advance if you need further paper copies.

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (ALCC) HELD ON 24 OCTOBER 2018 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Steve Bard, Ivor Beynon, 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, Glyn Smith, Bernard Wall, Graham White and Trudy Williams

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

Others: Councillor Nigel Daniels, Leader of Blaenau Gwent County Borough Council (BGCBC)
Councillor Garth Collier, Deputy Leader of BGCBC
David Watkins, Team Manager, Leisure Services and Facilities, BGCBC
Police Constable Andy Davies, Heddlu Gwent Police

ABSENT: None

86. APOLOGIES FOR ABSENCE AND WELCOMES

No apologies were received. Everyone expected was present.

87. DECLARATIONS OF INTEREST

The following personal interests were declared when the relevant items arose:

Councillor	Agenda Item	Minute no.	Type of interest	Reason for interest
Roger Clark	4: Community Asset Transfers	89	Personal only	He was the Chairman of Abertillery BG Rugby Football Club, which was in the process of a Community Asset Transfer
Allen Rees	4: Community Asset Transfers	89	Personal only	His wife was the Treasurer of Friends of Six Bells Park, which was in the process of a Community Asset Transfer

88. POLICE UPDATE

PC Davies circulated an update on relevant issues, including updates on crime and anti-social behaviour issues (and the Police response) in the ALCC area, Gwent Police's Twitter account and "Gwent Now", a community messaging system designed to keep residents (if they subscribed) up to date on local issues.

PC Davies responded to questions about:

- the dispersal orders in place in Abertillery

- the plans to increase Police staffing and patrols over half term, Halloween and the fireworks period around 5 November
- the joint work taking place between the Police and Fire Service around bonfires and fireworks
- the rules around fireworks; in short people were allowed to set off fireworks on their own property e.g. in their gardens but it could be an offence to set them off in back lanes, in the street or on other people's property
- the need for people to ring the Police straight away if they observed criminal or anti-social behaviour, so that it could be dealt with straight away
- the greater the threat / risk / harm, the higher the priority the Police gave the call
- parking on pavements; the Police needed to receive a complaint and needed to see for themselves that an obstruction was being caused, before issuing a ticket
- sheep wandering freely around the area; discussions had been held with the farmer who owned the sheep and he had regularly collected them in and taken them back to the farm, but a local person was leaving the gates open deliberately due to a land dispute, so the farmer could not keep the sheep in all the time
- the Police and the Council did not have a compound to take the sheep to
- the farmer should not be prosecuted; it was not his fault that someone left the gate open deliberately
- leaving a gate open was not a crime either; the person could not be prosecuted
- the local Police were spending a great deal of time working with the farmer almost daily about sheep on the loose
- dogs could be shot for chasing sheep on private farmland, but not on the highway or on public land
- CCTV cameras; some were capable of being monitored but many were not.

PC Davies was thanked for his report and left the meeting at this point.

Councillor Williams entered the meeting during the above Police update.

89. BLAENAU GWENT COUNTY BOROUGH COUNCIL (BGCBC) REPRESENTATIVES - COMMUNITY ASSET TRANSFERS AND OTHER RELEVANT ISSUES

Councillors Roger Clark and Allen Rees declared interests in this agenda item, as listed on page 1 of these minutes.

The Chair welcomed the BGCBC representatives. The BGCBC Leader confirmed that he was happy to discuss any matters raised by ALCC members at this meeting (not only community asset transfers).

The following is a summary of the key points discussed. Questions, comments and replies on each topic are listed en bloc, in the interests of brevity.

Community Asset Transfers (CATs)

Questions were asked about / comments were made by ALCC members (main points):

- Six Bells Park: two groups were due to take over the café, bowling green, pavilion etc, but who was going to take care of the Multi-Use Games Area (MUGA), the tennis courts and other areas of the park?

- football, rugby and other clubs were taking over sports grounds, but what about other play areas, playing fields, trees etc; who would be responsible for those?
- Abertillery Park: would the trees and terraces be blocked off and go to ruin?
- would there still be public access to sites handed over to clubs or groups?
- sites would inevitably be fenced off by new owners; this would stop public access for dog walkers, people with disabilities and others
- some sports areas were closing down because clubs could not take them on
- whether news about CATs could be shared on ALCC's website?

Councillor Daniels and the other BGCBC representatives responded (main points):

- BGCBC would remain responsible for all areas not transferred to clubs
- this included play areas, although play area provision was under review
- anything inside the red line was what the club wanted; they would be responsible
- anything outside the red line would remain the responsibility of BGCBC
- BGCBC had already committed not to hand over any liabilities
- trees and hedges at most sites were outside the red line
- they would therefore remain the responsibility of BGCBC
- every site was different; talks were continuing with individual clubs about each
- in Abertillery Park the rugby club wanted the pitch, the stand and the changing rooms, not the whole site
- the terraces, trees etc would remain with BGCBC and would be maintained
- public access to the terraces, trees etc would be maintained by BGCBC
- very few areas had official rights of public access; access would remain on those
- people should not be walking dogs on sports pitches; people had lost their eyesight due to dog faeces not being picked up
- if BGCBC intended to transfer a site, they had to advertise; people could object
- clubs and groups were entitled to protect their assets
- sports grounds were protected; they should only be used for sports
- many places were protected with dog exclusion orders for example
- BGCBC was not "washing its hands" of these sites, but had to save £millions in order to continue to afford vital education, social and other statutory services
- the Leader and Deputy Leader had personally met every club at least once
- BGCBC had spent a great deal of time preparing for CATs
- transferring responsibility for all the sites would save around £400,000 a year
- BGCBC had committed only to hand over sustainable assets as far as possible
- some clubs would have much improved viability and funding options after taking over full responsibility for their sites and activities
- clubs would have much more freedom to raise funds and improve the sites
- it would be better if clubs could work together (e.g. at Six Bells Park) to improve the site, raise funds etc, but this was not always possible
- CAT presented lots of opportunities for growth and improvement of facilities
- only one club would cease operating next year, but that was due to its lack of members, not due to the CAT of their pitch
- ALCC could put a link on its website to the BGCBC website, which contained details about community asset transfers, of course.

BGCBC Budget

Questions were asked about / comments were made by ALCC members (main points):

- whether the money saved by BGCBC as a result of transferring these assets to clubs could be spent on improving children's play areas?
- children's play areas were very important
- if BGCBC paid foster carers more, fewer of them would go to the private sector
- paying foster carers less was a false economy.

Councillor Daniels and the other BGCBC representatives responded (main points):

- BGCBC spent over £90 million on education and social services alone, out of a total budget of around £140 million
- BGCBC had to save another £15 million going forward
- £3.8 million had to be saved in a single year
- non-statutory services were hit much harder by cuts (than statutory services)
- BGCBC could no longer afford to run all the statutory services it was responsible for, let alone non-statutory services
- spending on looked after children was potentially unlimited
- social services would like to pay foster carers more, but did not have the money
- approx. £400,000 would be saved as a result of the proposed community asset transfers across the whole of the BGCBC area
- BGCBC was trying to plan for the next four years, not just one year at a time
- it had 32 issues to deal with in a recent "budget choice" meeting, including CCTV
- play areas would be reviewed soon
- the harsh reality was that the team who maintained play areas were made redundant in 2013 and there had been no investment since then
- some play areas would have to be closed and the equipment removed, as they were too high a risk
- the best that could be hoped for was a "worst first" programme of investment in play areas, but this was going to be some years in the future, if at all
- play areas were important, but there was no money and nothing had been spent on them for many years
- the Welsh Government was investing in the NHS, not local government.

Trinity Chapel / Regeneration Spending

Questions were asked about / comments were made by ALCC members (main points):

- whether the Leader could give an update on progress with Trinity Chapel?
- that community groups were interested in using the building; who should they call to enquire about it?
- whether the front of the building could be used for advertising?
- when the building would be finished?

Councillor Daniels responded (main points):

- substantial investment had been made in Trinity Chapel

- the Coalfields Regeneration Trust wanted to see a community shop, credit union and other things in there
- there was a lot of local opposition to this
- his own view was that the building needed to be marketed and filled
- it should be a proper “community services one stop shop”
- the building needed more money spending on it, when it became clear what any future occupants needed
- it needed fitting out internally, but this could not be done until it was known who was going in there and what space they required
- additional money would have to be found, to finish the building works
- £13 million had been spent on Abertillery, principally to increase jobs and footfall
- these aims had not been achieved
- banks were closing; the town had an excellent library, but in the wrong place; Careers Wales and others could use space in the building
- he would be happy to hear from any interested community groups
- people often used empty shop windows to advertise, without permission.

Play areas review and activities for young people

Questions were asked about / comments were made by ALCC members (main points):

- the timescale and further details of the play areas review
- whether community groups were likely to come forward to take on play areas?
- whether BGCBC would invest in improving play areas before they were handed over, if anyone wished to take them on?
- whether play areas were inspected regularly?
- that play areas were local assets, which should be maintained by community and town councils, as they were in England
- ALCC should be considering taking on play areas in future
- there was a lack of things for young people to do
- did the Leader agree that this led to vandalism and anti-social behaviour?

Councillor Daniels and the other BGCBC representatives responded (main points):

- considerable work had already been done and a report was in the draft stage
- some play areas were clearly already redundant
- this issue was due to be considered by BGCBC in the near future
- they were happy to come back and discuss it further with ALCC in due course
- groups were unlikely to take on play areas; the liability was too great
- town and community councils could take them on if they wished
- some residents at Oxford Place were keen to take on their local play area
- there were health and safety, insurance and other implications to deal with
- Tredegar Town Council was considering taking on playing fields
- BGCBC would treat play areas / fields like the other sites being transferred
- play areas were still inspected, as required under insurance terms
- The Blaina Institute was a good example of what could be achieved
- the Leader did not agree that there was a lack of things to do, or that this was responsible for anti-social behaviour problems amongst youths

- there were plenty of things for young people to do in the area
- there were dozens of clubs, groups, sports, drama groups, youth clubs etc
- most young people caused no trouble at all, but there were a few who did, no matter what was provided for them.

Ebbw Fach Trail

Questions were asked about / comments were made by ALCC members (main points):

- the trail was about to be relaunched
- could all the relevant groups be brought together under one umbrella, with Blaenau Gwent CBC steering progress?
- the volunteers involved were doing an excellent job.

Councillor Daniels and the other BGCBC representatives responded (main points):

- officer time was not available to invest in this
- huge amounts of work were needed in other areas, for example social services
- a great deal of work had been done to prioritise BG's limited resources
- there had to be a thorough rationale for spending money
- the Valleys Task Force may be approached to see if they could help.

Evening car parking in Abertillery - and car parking enforcement

Questions were asked about / comments were made by ALCC members (main points):

- whether the top level of the car park on Division Street could remain open at night or until 10pm at least?
- people were staying away from Abertillery due to the lack of parking
- traders reported that this was a key issue affecting their businesses
- the Council should be promoting shops
- whether automatic barriers could be installed and programmed to close at 10pm?
- people parked on pavements as there were insufficient car park spaces
- whether clubs could be given keys, to close the car park after hours?
- whether parking restrictions would be enforced; for example on Roseheyworth Road and Gladstone Street, which were over-parked for much of the time
- anti-social behaviour had been a problem in the car parks 20 years ago, but that was 20 years ago; the people concerned were now grown adults
- a byelaw had been brought in, so that people could park their car but then were prevented from sitting in their car; this was designed to resolve the problems
- the byelaw had never been enforced
- the issue of anti-social behaviour was a policing issue, not a reason to close down public facilities
- whether a warden could be employed to close the car park at 10pm
- whether BGCBC could keep the car park open overnight
- the majority of people wanted the car park open overnight; members were elected to act on what the public wanted, so the car park should be open
- if it was found that the anti-social behaviour problems returned, the decision could then be reviewed

- the car park should be open on a trial basis at least
- the male voice choir had lost members due to lack of parking
- the choir had requested special late opening of the car park on Tuesday and Friday nights for over two months, before their tour in France last summer
- the car park had been left open all night for two months on Tuesdays and Fridays
- there had been zero complaints
- a councillor who rented out his house occasionally camped in the car parks
- young people talked in their cars and one or two might drive too fast or loudly on occasion, but he had never seen any real anti-social behaviour problems
- there were problems at the Glandwr Street car park, but that could be because it was a quiet area, next to the park, away from any shops and pubs
- why not try opening the car park in town again for a six month trial?
- the choir had been offered space in the school but there was no storage space
- many people in the choir were elderly and could not walk far from their cars.

Councillor Daniels and the other BGCBC representatives responded (main points):

- if car parks were open until 10pm, someone would have to be employed to come and lock them up at that time
- this was not going to happen; people may wish it could, but it could not
- BGCBC opened the car park late, if it received a "special events" request
- the car park was regularly left open for events at The Met for example
- anti-social behaviour problems had been experienced in car parks for years
- those problems had not gone away
- the Police had dealt with issues in the past, but with little success
- there were many residents close to or overlooking car parks, who did not deserve to be disturbed all night
- 8 members of BGCBC who were local to Abertillery had voted not to open the car park late into the evening or overnight
- there had been several meetings on this issue over several years
- Tredegar was now asking for their car park to be closed at 7pm due to issues with anti-social behaviour in the evenings there
- automatic barriers broke; there was no spare money to fix them when they did
- there were many other places to park in the evening in Abertillery
- the real issue was that people wanted to park right outside, and not walk more than a few yards from their car to the door
- people could park at the back of Iceland during the evening
- the Leader had spoken to many of the shopkeepers; only one had raised this issue and special arrangements had been reached for them
- clubs could not have keys; this would cause a liability / insurance issue
- staff who came to lock the car park late at night had been attacked in the past
- it was very difficult to get some young people out of the car park at closing time
- the Police were due to stop yellow line parking enforcement in December
- this responsibility would return to councils, including BGCBC
- there were many yellow lines in Abertillery which did not need to be there and restricted parking unnecessarily
- this meant other areas suffered with over-parking problems
- BGCBC would take over civil parking enforcement in 2019

- it would be looking to remove unnecessary yellow lines wherever possible and consequently free up many more parking opportunities
- it did not make sense to give out parking tickets on one street but allow parking violations on another; that was just shifting the problem
- some young people were committed to causing problems
- the Police could move people on, but they then went somewhere else
- there was little the Police could do to prevent this recurring over time
- the majority of people wanted the car park closed at night
- elected councillors, who represented local people, voted unanimously to close the car park at night, most recently only 3 or 4 months ago
- Tredegar opened up their car park at night; it was closed again within a week due to the anti-social behaviour which occurred
- the late-night problems in Abertillery were currently worst at Glandwr Street
- if the car park at Division Street was reopened at night, the problems would move there
- 8 local members unanimously voted for the status quo (i.e. closure) recently; and no further vote was planned
- unless something radical changed (e.g. a local community organisation took on responsibility for the car park) the car park would not be reopened at night
- Abertillery Learning Community had offered rehearsal space to the choir
- there were plenty of other alternative parking spaces available
- even more would become available over time, due to the yellow lines review.

CCTV

Questions were asked about / comments were made by ALCC members (main points):

- the latest position with CCTV cameras in the area
- other organisations also needed to upgrade their CCTV
- whether BGCBC could collaborate with other community organisations to extend CCTV coverage and get a better deal?

Councillor Daniels and the other BGCBC representatives responded (main points):

- CCTV was one of 32 recent "budget choices" considered by BGCBC
- BGCBC had been paying £81,000 a year to Newport City Council and £43,000 a year to BT for CCTV (an overspend of £26,000 per year)
- there were 63 CCTV cameras across the BGCBC area
- only 48% were working and none transmitting images (they were only recording)
- the server which sent images to the Newport control centre had been inoperable for some time and was beyond repair
- the analogue cameras were now too old to fix
- BGCBC decided earlier today to purchase and install 36 new Wi-fi enabled, wider angle cameras, at a cost of around £150,000, which needed to be found
- 8 of these new cameras would be installed in Abertillery town centre
- 4 cameras would be deployable for special operations
- the Police supported this course of action
- more cameras could be purchased at a later date, at around £1,600 each.

Public Toilets

Questions were asked about / comments were made by ALCC members (main points):

- the public toilets in Abertillery had been vandalised extensively, to the point where the operators could no longer continue
- the public toilets consequently closed down some months ago
- the Ebbw Vale toilets had CCTV; could this be done in Abertillery?
- the previous operators worked very hard to keep the toilets open
- were the public toilets the responsibility of BGCBC?
- ALCC previously paid £2,000 a year to local people to operate the toilets
- whether metal toilets could be provided; they may be harder to vandalise
- public toilets were being vandalised everywhere; this was a common problem
- the toilets in Porthcawl had recently shut down; this was on the TV news.

Councillor Daniels and the other BGCBC representatives responded (main points):

- re-opening the public toilets would mean having to find a new operator
- the previous operator ran the public toilets under licence from BGCBC
- BGCBC gave a small financial contribution to those operators
- public toilets were the responsibility of BGCBC
- BGCBC was looking at the feasibility of several projects, including public toilets across the whole BG area
- to reopen all public toilets across BG would cost approx. £95,000 a year
- the Ebbw Vale toilets had recently reopened (paid for by the Business Forum)
- the Blaina public toilets were closed
- in Tredegar, the Town Council ran the public toilets
- £12,000 had previously been spent replacing copper piping with plastic, due to metal thefts and vandalism
- the likelihood of vandalism rendered such piecemeal investment unsustainable
- different materials had been trialled elsewhere, without success
- many public toilets were closing, due to vandalism.

Conclusion

The Chair and others thanked the BGCBC representatives for their time and answers.

Councillor Daniels stated that he and his colleagues would be happy to return in future to discuss issues of mutual interest with ALCC on request. The Blaenau Gwent County Borough Council representatives then left the meeting.

The Chair stated that the meeting was running significantly over time but that in her view the time was very well spent. She suggested that the Leader and other reps of BGCBC be invited back to future meetings but that they be extraordinary meetings, arranged just for that purpose (not general meetings with many other agenda items). Other members supported this proposal. It was also stated that the discussions held with BGCBC reps this evening were vastly more effective than the quarterly consultation meetings.

Council RESOLVED to invite the Leader and other relevant representatives of Blaenau Gwent County Borough Council to attend future extraordinary ALCC Council meetings, twice a year if possible, with dates and times to be arranged.

90. MINUTES – COUNCIL – 26 SEPTEMBER 2018

Council RESOLVED (with one member voting against and all others who attended the meeting voting in favour) that the minutes of the Council meeting held on 26 September 2018 be confirmed as a correct record, for signature by the Chair.

91. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

92. COUNCIL ACTION LIST

The Clerk highlighted:

- members allowances; these would be paid automatically to each member, early in the new year, in line with the decisions of the Independent Remuneration Panel for Wales, unless members wrote to him, electing to forego their allowance on an individual basis (the Clerk was asked to email members, reminding them of this)
- Wetherspoons had been approached about siting a defibrillator in The Pontlottyn but as yet no response had been received
- £6,398.17 had been transferred from reserves to the current account, to pay for the WW1 Party in the Park costs
- the Council had been charged approx. £200 less than quoted by two suppliers, so there was a small excess now in the current account, from reserves
- BGCBC had replied about the zebra crossing at Alexandra Road, Six Bells
- that reply had been sent by email to all members yesterday
- a letter had not been sent to BGCBC requesting reinstallation of CCTV in the area, as ALCC had been able to raise this directly with the Leader of BGCBC earlier in this meeting.

A question was asked about progress on devising grants criteria. The Clerk stated that some work had been done but was not complete. This was on the list of things to do but there were higher priorities, so this may take some further time. Former Councillor Leadbeater had been working on this but he was no longer a member of the Council. The Deputy Clerk had also done some work on this.

The Vice-Chair proposed and after discussion:

Council RESOLVED:

- (1) to note the progress reported
- (2) to establish a Grants Criteria Working Group, to devise suggested criteria for giving grants in the future and report back to the Council with recommendations
- (3) that the Working Group comprise Councillors Gill Clark, Tracey Dyson, Perry Morgan, Rob Phillips and Nick Simmons.

93. SHOP LOCAL WORKING GROUP REPORT

Councillor Lewis, Chairman of the SLWG reported (and answered queries) that:

- the banner design was currently with the printers
- a Facebook page had been set up to speak directly with traders
- businesses were coming on board, with about 40 signed up so far
- ALCC members would be given access to the new page as soon as possible
- this was a work in progress; no one was being excluded
- people needed to be patient.

Debate ensued, with several members commenting that:

- a Facebook page set up by the Council should be administered by the Council, not by individual councillors
- councillors could be liable for what was said on the Facebook page
- some councillors had already requested access to the new Facebook group, but had not been given access
- involving more members would be an advantage
- officers of the Council should have access to the Facebook group
- officers should “admin” the Facebook group
- officers were there to advise, not to be on working groups or committees
- officers could not advise if they couldn’t see what was going on.

Councillors Bard and Morgan (members of the SLWG) commented that:

- Councillors Bard, Lewis and Morgan were administering the Facebook group
- it was a discreet Facebook group, for the SLWG to communicate with traders
- the SLWG was only doing what Council had already agreed
- nothing was being said which should not be said
- so far, only issues such as progress with the banners had been discussed on the new Facebook group
- Councillor Phillips was on the working group; he was an Abertillery member
- other members could have access to the Facebook group, when it was set up and working properly
- it was a private Facebook group, but was not doing anything wrong
- there seemed to be a level of undue criticism of whatever the SLWG did
- others could have access to the new Facebook group in due course.

Following a motion from Councillor Gill Clark and an amendment from Councillor Simmons:

Council **RESOLVED** that ALCC officers be given access to the new shop local ALCC/ trader Facebook group, as soon as it was established.

94. SUSPENSION OF STANDING ORDER 1(z)

Council **RESOLVED** (with one member voting against and another stating that he could not stay) to suspend standing order 1(z) to extend the meeting for longer, but only to

deal with any urgent issues (as shown below), and to defer any other issues to a future meeting.

95. FINANCE ORDER

Council **RESOLVED** to approve the payments listed in the Finance Order.

Councillor Adamson left the meeting at this point.

96. REMEMBRANCE SUNDAY ARRANGEMENTS

Council **RESOLVED**:

- (1) that the following members lay wreaths in the following areas:
 - Councillors Roger Clark and Perry Morgan: Bourneville
 - Councillors Keri Bidgood and Gill Clark: Llanhilleth
 - Councillor Allen Rees: Soffryd
 - Councillor Mark Lewis: Blaenau Gwent
 - Councillor Julie Holt: Abertillery
- (2) to obtain 40 large lamp post poppies from the Royal British Legion (RBL)
- (3) to donate £120 to the RBL Poppy Appeal, in return for 40 lamp post poppies
- (4) that members be asked by email to volunteer to put up the lamp post poppies
- (5) to note that Councillor Morgan has lamp post poppies for Bourneville already
- (6) to note that poppies are also being made by school children for the event
- (7) to attempt to obtain 10 "Lest We Forget" banners, poppies on sticks or anything else suitable and available before the event
- (8) to set a budget of a further £100 for these additional poppies/banners/goods
- (9) that poppies and banners be supplied for every ward.

97. WINTERFEST, CHRISTMAS LIGHTS AND CHRISTMAS CONCERT

Councillor Phillips gave an update on progress with preparing for Winterfest this year and on what was planned where. Councillor Simmons asked for a volunteer who owned a van, to help move items from the Factory Unit and bring them to town for Winterfest.

The Clerk reported progress on obtaining lanterns and booking activities in Market Street. Reindeer were not available this year, unless the Council was willing to pay at least £1,000 for two reindeer for four hours. It was proposed instead that the Council hire owls from The Owl Sanctuary at Ebbw Vale and Disney Princesses (if available and within budget). He reminded Council of the overall and remaining budget. He also reminded members of the budgeted contribution to the Abertillery Amateur Dramatic and Musical Society (AADMS) Christmas pantomime and advised that AADMS had not yet requested this contribution.

Councillor Bard reported that the Community Christmas Concert would take place on Sunday 23 December 2018 at St Michael's Church. The date and the use of the church had already been agreed with partners. There would be bands and choirs as usual. He was the Musical Director. He suggested that the Chair meet with representatives of the bands and choirs involved to plan the event, as the event was traditionally used to raise funds for the Chair's Charities. He was happy to attend that meeting if requested.

Council **RESOLVED**:

- (1) that the updates be noted
- (2) that owls, Disney Princesses and anything else suitable be booked to add to the previously booked ALCC-provided activities on Market Street
- (3) that the budgeted amount be paid to AADMS for the Pantomime on request
- (4) that the Clerk work with the Chair to set up a meeting with relevant partners if needed to plan key elements of the Christmas concert.

98. PLANNING APPLICATION: HOUSEHOLD WASTE RECYCLING CENTRE (HWRC)

The Clerk reminded members of the need to respond by 2 November 2018 to Blaenau Gwent County Borough Council's pre-consultation (before BGCBC submitted a formal planning application) on the proposed HWRC to be developed at Roseheyworth Industrial Estate.

Several members commented that they welcomed and supported the HWRC and that such a facility was desperately needed in the Ebbw Fach valley. One member expressed support in principle but stated that he had concerns about the access to the site.

The Clerk stated that ALCC would be consulted further in due course when the planning application was submitted and would have a chance then to comment on the detailed issues, including the access road. At this stage, BGCBC was consulting on the principle of the development.

Council **RESOLVED** (unanimously) that the Clerk write to BGCBC, expressing ALCC's overwhelming support in principle for the proposed HWRC.

99. DEFERRAL OF FURTHER BUSINESS

The Council **RESOLVED** to defer any further business remaining on the agenda and to hold a further meeting on 7 November 2018, immediately after the "budget issues" meeting that evening, to consider those deferred items and any other necessary business.

The meeting ended at 9.20pm.

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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**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
21 NOVEMBER 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. All members except three are using the new email accounts
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	
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	In progress. See 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	292 (4)	Report back on details and costs of proposed banners for Foundry Bridge	Cllr Morgan	Out of date *
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	43 (5)	Earmark an extra £7,500 from reserves for spending on WW1 Party in the Park, should it be needed	Clerk	£6,398.17 transferred from reserves to current *
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 banners and release ring-fenced money for this purpose only	Clerk / DC	Underway
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	
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	
Council 26.9.18	62 (6)	Late and overnight car parking in Abertillery – discuss again at a future meeting	Clerk to agenda	Discussed with BG reps 24 Oct 18 *
Council 26.9.18	65	New councillor co-opted: declaration of office and induction / training	Clerk	DOO completed. Induction / training in progress *
Council 26.9.18	66 (1)	Write to BGCBC seeking reinstallation of CCTV in Abertillery	Clerk	Discussed with BG reps 24 Oct 18 *
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	Discussions held with company – more work 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 spending the grant	Clerk / DC	
Council 26.9.18	71 (3)	Remembrance Sunday – officers to make all necessary arrangements	Clerk / DC	Completed *
Council 26.9.18	72 (3)	Winterfest: make all necessary bookings and arrangements for ALCC activities	Clerk	Underway
HR Ctte 24.10.18	80	Take suggested amendments to committee terms of reference back to Council	Clerk	
HR Ctte 24.10.18	82	Write to a person, outlining the committee's decisions to restrict correspondence with him	Clerk	Completed *
HR Ctte 24.10.18	83	Write to all members re the need to make an appointment before coming to the office	Clerk	
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	
HR Ctte 24.10.18	85	Meet again on 7 November 2018 to consider staffing and pay structure review	HR Ctte	Meeting held – see below *
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	
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	96 (1)	Members to lay wreaths as specified	Members	Completed *
Council 24.10.18	96 (2)	Obtain 40 large lamp post poppies	DC	Completed (52) *
Council 24.10.18	96 (3)	Donate £120 to the RBL Poppy Appeal	Clerk	Completed *
Council 24.10.18	96 (4)	Volunteer to put up lamp post poppies	Members	Completed *
Council 24.10.18	96 (7)	Obtain 10 "Lest We Forget" banners or other goods suitable for Remembrance Sunday	DC	Completed *
Council 24.10.18	96 (9)	Supply poppies and banners for every ward	Clerk / DC	Completed *
Council 24.10.18	97 (2)	Owls, princesses and anything else suitable to be added to ALCC Winterfest activities	Clerk / DC	In progress
Council 24.10.18	97 (3)	Pay grant to AADMS for Pantomime	Clerk	Completed *
Council 24.10.18	97 (4)	Set up meeting with Chair, Cllr Bard and key partners to plan the Christmas concert	DC	Completed *
Council 24.10.18	98	Write to BGCBC, expressing overwhelming support in principle for the household waste	Clerk	Completed *

		recycling centre		
Council 24.10.18	99	Arrange extra Council meeting to deal with deferred business on 7 Nov 2018	Clerk	Completed *
HR Ctte 7.11.18	104	Arrange another meeting to consider staff appraisals further	HR Ctte	Meeting planned *
HR Ctte 7.11.18	105	Arrange another meeting to consider staffing and pay structure review further	HR Ctte	Meeting planned *
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	Underway
Council 7.11.18	113	Add draft 19/20 budget to Council agenda 12 December for further discussions then	Clerk	
Council 7.11.18	117	Letter of thanks and best wishes to former Cllr Leadbeater	Clerk	Completed *
Council 7.11.18	117	Advertise for a further co-optee	Clerk	Completed *
Council 7.11.18	117	Applications to go to Council 12 Dec 2018	Clerk	
Council 7.11.18	118	Publish amended committee memberships list to reflect decisions taken today	Clerk	
Council 7.11.18	119	Add deferred items to 21 November agenda	Clerk	Completed *

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: 13 November 2018

Agenda
18th Dec 12



Clerk Clerk <clerk.alcc@gmail.com>

Re: Donation for Sixbells Alzheimers Memory Class

Julie Holt <julieholt.alcc@gmail.com>

29 August 2018 at 22:29

To:

Cc: Clerk Clerk <clerk.alcc@gmail.com>

Hi

Thanks for your e mail. I will discuss this request with the Clerk, to see if we can move your request forward.

I'll be in touch.

Regards

Julie Holt

NB ward donations

Community Councillor Six Bells Ward

On Wed, 29 Aug 2018, 21:43

Hello Julie

As head Volunteer running the Sixbells Alzheimers Memory/Activity Class, I am trying to raise funds for a Christmas dinner early in December. This will be for the service uses & their carers and will have entertainment, raffles & father Christmas.

As this is a voluntary organisation our funds are solely from the sale of raffle tickets at the classes and the odd donation now & then. Any donation will be gratefully received.

Thank You

Kind Regards



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 gam 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.



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

**Volunteers
Creating A
Clean & Green
Environment**



**Funding
Activities
& Promoting
Our Heritage**

2nd October 2018

Dear Julie and colleagues,

Earlier on in the year, we had discussions with you about the possibility of the Community Council providing some funding towards repairs on the perimeter stone wall at the park. To date, we have heard no further about this.

It has become apparent over recent weeks that someone is further damaging the walls in the vicinity of the MUGA at the bottom end of the park, opposite Windor Road. The deterioration is very dramatic and we are concerned over how this damage is affecting the integrity of the walls and therefore is a potential health and safety risk. I have contacted BGCBC to inform them of the situation, but have received no response as yet. However, this does not mean that they haven't inspected the area.

As a group we are wondering if there is any scope for the community council to assist with this, as we are very concerned about the potential for accidents or worse case scenario the park having to be closed due to safety issues. I wonder if representative could go to the site and have a look at the damage and perhaps feedback your thoughts to us and maybe also contact BGCBC to reinforce our concerns.

I look forward to your response.

Kind Regards

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

Brynithel Activities Group



24th October 2018

Mr Richard Gwinnell
Clerk
Abertillery and Llanhilleth Community Council
Council Offices
Mitre Street
Abertillery.
NP13 1AE.

NB Ward Donations

Dear Mr Gwinnell

Brynithel Christmas Tree Lighting

As some of your members will be aware, each year we have a lighting of the Christmas Tree in Brynithel. It will be held on the 30th November this year. Each year we have to raise funds to provide this activity for the people of Brynithel and I was wondering if the Community Council would be able to give us a contribution towards the selection boxes we like to buy for each child that attends.

We appreciate that with financial restraints this might not be possible, but even a small donation will help with our project.

Any members of the Community Council who would like to attend would be very welcome.

Yours sincerely

Treasurer



Clerk Clerk <clerk.alcc@gmail.com>

Christmas backdrop in jubilee square

1 message

Angelene

12 November 2018 at 17:44

To: clerk.alcc@gmail.com

Hi my name is Angelene and I own the flowershop in abertillery. I had an idea of creating a winter/Christmas photographic backdrop in jubilee square so that children and families could have a nice photo taken. I've got the local photographer who has a shop in town to agree to take the digital pictures for families at a discounted price. The total cost of backdrop and stand is around £50 and we were hoping that we could get some sort of help with the finance to create this. I'm very passionate about my shop and the town and think this would be a fantastic idea to increase footfall and get the community spirit back. Lady year I made a Christmas selfie stand which went down a storm even nick Smith used it. The response for it is extremely positive on the abertillery town shops Facebook book Please help us out and get the community bridging together again

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**MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF
ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 24
OCTOBER 2018 at 5.30pm in the Council Chamber, Mitre Street, Abertillery**

Present: **Councillors:** Steve Bard, Gill Clark, Julie Holt and Rob Phillips

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

Others: None

76. ELECTION OF CHAIR OF THE COMMITTEE

RESOLVED that Councillor Julie Holt be elected Chair of the Committee.

77. ELECTION OF VICE-CHAIR OF THE COMMITTEE

RESOLVED that Councillor Gill Clark be elected Vice-Chair of the Committee.

78. APOLOGIES FOR ABSENCE

None.

79. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

80. TERMS OF REFERENCE OF THE COMMITTEE

RESOLVED:

(1) To note the terms of reference

(2) To suggest that the terms of reference be amended in future insofar as
"Chairman" should be replaced with "Chair" and "Investors in People" should be
removed.

81. 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.

**82. POLICY FOR DEALING WITH UNREASONABLY PERSISTENT CUSTOMERS
AND COMPLAINANTS AND UNREASONABLE COMPLAINANT BEHAVIOUR**

The Clerk reminded members of the policy adopted by the Council in July 2017 and circulated copies for members to refer to. He referred to the extensive number of emails received from and sent to a regular correspondent over several years and the decision of the committee held on 28 March 2018, as well as the decision of the Complaints Committee held on 11 June 2018. He circulated copies of letters sent to the person on 4 April, 6 April and 12 June 2018 and reminded the committee that,

in line with the policy, the committee needed to review the 28 March decision, as six months had elapsed since then.

Following suggestions and comments from members the Committee **RESOLVED** that:

- correspondence with the person concerned be restricted for a further six months, in line with the policy
- the restrictions decided on 28 March 2018 and described in the letter dated 4 April 2018 be continued
- those restrictions continue to apply in relation to the matters listed in the letter dated 4 April 2018 and also in relation to any statements of accounts of ALCC which were currently under the scrutiny of the external auditors (i.e. all from 2014/15 onwards, including the 2017/18 accounts)
- the Clerk write to the person concerned in line with part 4.2 of the policy to inform him of these decisions.

83. MEMBER / OFFICER PROTOCOL

The Clerk reminded members of the protocol adopted by the Council on 26 July 2017 and circulated copies. He also circulated copies of the working alone policy statement and guidelines adopted by the Council in September 2017, the office risk assessment carried out and agreed by the HR Committee in March 2018 and the local resolution protocol adopted by the Council in September 2017. The Clerk and the Deputy Clerk described an incident which took place in the office on 6 September 2018 and displayed a video taken during the incident.

Comments were made by members that:

- the members concerned appeared to be in breach of the member/officer protocol during their actions at several recent Council meetings
- the members concerned appeared to be in breach of the protocol during their visit to the office on 6 September 2018, as evidenced by the reports from staff and the video displayed at this meeting
- there may be a need for CCTV to be installed in the office
- if staff made a formal complaint, the HR Committee may decide to refer the matter to the full Council, to agree a course of action by the Council.

The Clerk reminded members:

- that complaints of breaches of the Member Code of Conduct could only be investigated by the Public Services Ombudsman (PSO) for Wales
- of the powers of the PSO for Wales and who could complain to the PSO
- of the Council's duty of care to protect staff from bullying and harassment.

Members suggested and the Committee:

RESOLVED:

- (1) that all members in future be required to have an appointment, agreed between staff and the member concerned, before coming to the office
- (2) that appointments be offered to members between the hours of 9am to 1pm,

- unless staff are working alone in the office
- (3) that if members do not have an agreed appointment, they may be refused access
- (4) that all members be informed of these decisions as soon as possible.

84. ANNUAL STAFF APPRAISAL

The Clerk circulated the appraisal pro forma and reminded members of the process adopted early in 2018.

The Committee **RESOLVED** to follow the same process adopted previously i.e.:

- (a) that the Chair carries out the Clerk's appraisal
- (b) that the Clerk carries out the Deputy Clerk's appraisal
- (c) that the Chair and Clerk report the key outcomes of the appraisals back to the committee
- (d) that the committee confirms whether staff performance has been satisfactory, following the appraisals
- (e) that the committee reports to Council on staff increments in due course.

85. ANNUAL REVIEW OF STAFFING AND PAY STRUCTURE

The Clerk circulated the pay award notice agreed nationally and published on 11 April 2018, which had been submitted to the Council on 25 April 2018. He also informed members of the hours worked by staff since December 2016, provided a draft "what needs doing" list as at 11 October 2018 and provided information on English and Welsh parish and community council precepts.

In view of the time and the need for members to take more time to consider the information given at the meeting, the Clerk suggested and the Committee:

RESOLVED to meet again on 7 November 2018 at 5.30pm to consider this matter and any other relevant matters further.

The meeting ended at 6.35pm.

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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