

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

PRESENT: Councillors:

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

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

Others: Marilyn Gwet, Brynmawr Rotary Club

ABSENT: Councillors Ivor Beynon, Glyn Smith and Bernard Wall

126. APOLOGIES FOR ABSENCE AND WELCOMES

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

127. DECLARATIONS OF INTEREST

No members declared any personal or prejudicial interests.

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

128. DEFIBRILLATORS AND PREVENTING VANDALISM

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

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

not best; the Rotary Club got theirs from Community Heartbeat

- one of the defibrillators installed in Brynmawr had been vandalised within 10 days
- there was a community outcry, with 9000 comments on Facebook
- the vandalised unit was replaced within 3 days through insurance
- the vandalised unit was subsequently brought back by a member of the public
- there were many potential barriers to getting defibrillators, including vandalism
- these barriers were however far outweighed by their ability to save lives
- 6 defibrillators had been installed in Brynmawr late in 2017
- they had all been used to save lives since then
- the first deployment had been for a child from Abertillery
- the whole cost of defibrillators was about £2,500 each but this included GPS tracking, DNA tracking, signage, sensors, movement alerts, cabinets etc
- defibs should ideally be located in a place covered by CCTV
- strong community involvement and partnership with the Police was essential
- in Brynmawr, they did community fundraising, events, social media coverage, lots of people talking about defibrillators, community training sessions, leaflets etc
- approx. 2000 fridge magnets had been purchased and distributed, one for almost every house
- these showed people how to do CPR and told them about the defibrillators, where they were and how to use them
- the cabinet containing the defibrillator had to be locked; someone needing to use it had to call 999 to get the code to open it
- on-costs included insurance, replacement pads and batteries, installation costs (e.g. electrician fees) etc
- building owners needed to supply power to the defib units
- they may also train their staff to operate the defibrillator if needed.

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

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

Councillor Oakley commented (main points):

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

Other members commented (main points):

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

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

Councillor Bard moved an amendment and:

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

129. MINUTES – COUNCIL – 24 OCTOBER 2018

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

130. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

131. COUNCIL ACTION LIST

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

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

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

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

Council RESOLVED to note the action sheet.

132. REPORTS BACK ON RELEVANT MEETINGS OR TRAINING ATTENDED

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

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

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

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

Council RESOLVED to note the reports back.

133. DATA PROTECTION POLICIES AND PROCEDURES

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

Council RESOLVED (unanimously):

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

- Information and Data Protection Policy
- Retention and Disposal Policy

- Social Media and Electronic Communication Policy and
 - Management of Transferable Data Policy
- (2) to authorise the Clerk to make any necessary changes to Council procedures and documents to ensure compliance with the new requirements and the above policies.

134. FREEDOM OF INFORMATION (FoI) PUBLICATION SCHEME

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

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

135. ALCC EMAIL ACCOUNTS

Councillor Oakley referred to:

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

Other members commented (main points):

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

Two members commented (main points):

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

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

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

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

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

Councillor Bard objected to the length of discussion on this and various other issues, *called a point of order* and left the meeting at this point.

136. SOLAR FARM GRANTS

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

Council RESOLVED that:

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

137. SUSPENSION OF STANDING ORDER 1(z)

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

138. APPLICATIONS FOR ASSISTANCE/GRANTS

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

Council RESOLVED:

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

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

139. WINTERFEST, CHRISTMAS LIGHTS AND CHRISTMAS CONCERT

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

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

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

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

Council RESOLVED that the updates be noted.

140. SHOP LOCAL WORKING GROUP UPDATE

Councillor Lewis, Chairman of the SLWG reported that:

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

Councillor Morgan left the meeting at this point.

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

141. PLANNING APPLICATION: TIR PENTWYS CANYON – INQUIRY

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

142. REGISTER OF MEMBERS' INTERESTS

Councillor White stated that:

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

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

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

Council RESOLVED to note the information.

Councillors Bidgood and Dyson left the meeting at this point.

143. MINUTES – HUMAN RESOURCES COMMITTEE – 24 OCTOBER 2018

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

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

144. CHAIR’S ANNOUNCEMENTS AND OTHER RELEVANT CORRESPONDENCE

No announcements were made.

145. CELEBRATING LOCAL SUCCESS

No recent successes were reported.

The meeting ended at 9.30pm.

Signed as a correct record by the Chair

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

Minutes produced by Richard Gwinnell, Clerk