



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

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

Our Ref: **NOTICE OF MEETING**

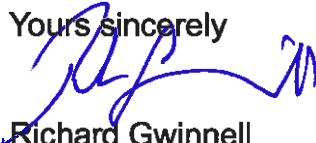
17 October 2018

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 24 October 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 Gwinnell
Clerk to the Council

COUNCIL AGENDA
WEDNESDAY 24 OCTOBER 2018 at 7.00pm

1. Apologies for absence and welcomes

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

2. Declarations of interest or dispensations

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

3. Police Update

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

4. Community Asset Transfers and other relevant issues (attached)

To discuss the above with Blaenau Gwent County Borough Council representatives.

5. Minutes: Council 26 September 2018 (attached)

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

6. Questions from the public

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

7. Council Action List (attached)

To update Council on actions taken resulting from past decisions.

- 8. Shop Local Working Group Report**
To receive an update from the above working group.
- 9. Reports back on other meetings or training attended (attached)**
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.
- 10. Vacancy for a Councillor**
To note former Councillor Leadbeater's resignation and receive an update on any developments.
- 11. Committees and working groups (attached)**
To review committees, working groups and memberships.
- 12. Data Protection Policies and Procedures (attached)**
To seek approval to new policies and procedures required to comply with the General Data Protection Order (GDPR).
- 13. Freedom of Information (Fol) Publication Scheme (attached)**
To seek adoption of an amended Fol publication scheme.
- 14. ALCC Email Accounts**
To receive an update on the above and determine next steps.
- 15. Finance Order (attached)**
To consider spending to be made and already made.
- 16. Solar Farm Grants**
To discuss developments and determine next steps.
- 17. Applications for grants or assistance and grant opportunities (attached)**
To consider any applications received and any funding opportunities members are aware of.
- 18. Remembrance Sunday**
To decide who will lay wreaths at which locations on behalf of A&LCC and anything else required.
- 19. Winterfest, Christmas Lights and Christmas Concert**
To receive updates on the above and decide any action required by A&LCC.
- 20. Planning Application – Household Waste Recycling Centre (attached)**
To decide A&LCC's response to the planning pre-consultation exercise.
- 21. Planning Application – Tir Pentwys Canyon – Public Inquiry**
To decide who will attend the above on behalf of the Council.
- 22. Chair's announcements and other relevant correspondence**
To receive announcements from or deal with correspondence raised by the Chair or officers.
- 23. Celebrating Local Success**
To receive verbal reports on local achievements and successes.
- 24. Register of Members Interests**
To consider the above

*Agenda
Item 4*

NOTICE UNDER SEC. 123(2A) OF THE LOCAL GOVERNMENT ACT 1972

BLAENAU GWENT COUNTY BOROUGH COUNCIL – DISPOSAL OF PUBLIC OPEN SPACE

Notice is hereby given that Blaenau Gwent County Borough Council intends to dispose of the land described below which forms part of the open spaces in the County Borough to various Sports & Community Organisations.

A copy of the plans of the said land may be seen during the following times:
10.00 a.m. to 4.00 p.m. Monday to Friday at the General Offices, Steelworks Road, The Works, Ebbw Vale NP23 6AA

Public Open Space Areas within Blaenau Gwent County Borough to be transferred to Various Sports & Community Organisations.						
Plot No.	Address	Grid Ref.	Description	Site Area (hectares)	Current Use	Proposed Use
0001	Tredegar Bedwellty Bowling Green, Morgan Street, Tredegar, NP22 3NA	SO314181 208660	Use as a Bowling Green and Pavilion	0.3	Bowling Green and Pavilion	Bowling Green and Pavilion
0002	Beaufort Park, Off James Row, Beaufort, Ebbw Vale, NP23 5PJ	SO318182 211787	Use as a Sports Pitch and Changing Rooms	4.6	Sports Pitch and Changing Rooms	Sports Pitch and Changing Rooms
0003	Cwmnantygroes, Six Bells, NP13 2PR	SO322653 203430	Use as a Sports Pitch and Pavilion	1.2	Sports Pitch and Pavilion	Sports Pitch and Pavilion
0004	Brynmawr Recreation Ground, Blaen-Afon Road, Brynmawr, NP23 4BP	SO319539 211668	Use as a Sports Pitch and Pavilion	2.4	Sports Pitch and Pavilion	Sports Pitch and Pavilion
0005	Banna Park Recreation Ground, Golf View, Nantyglo, NP23 4NL	SO319348 210659	Use as a Sports Pitch and Bowling Green	2.4	Sports Pitch and Bowling Green	Sports Pitch and Bowling Green
0006	Ebbw Vale Welfare, Eugene Cross Park, Ebbw Vale, NP23 5AZ	SO316885 210455	Use as a Sports Pitches and Bowling Green	8.4	Sports Pitches and Bowling Green	Sports Pitches and Bowling Green
0007	Six Bells Park, Lhynnon Road, Six Bells, Abertillery, NP13 2QA	SO322345 203207	Use as a Bowling Green and Pavilion	0.3	Bowling Green and Pavilion	Bowling Green and Pavilion
0008	Abertillery Park, Glandwr Street, Abertillery, NP13 1TZ	SO320799 204882	Use as Rugby Pitch and Cricket Pitch	4.7	Rugby Pitch and Cricket Pitch	Rugby Pitch and Cricket Pitch
0009	Duffryn Park, Blains, NP13 3DA	SO319968 207307	Use as Sports Pitch, Bowling Green and Pavilion	3.1	Sports Pitch, Bowling Green and Pavilion	Sports Pitch, Bowling Green and Pavilion
0010	Brynthel Recreation, Penrhiw Estate, Brynthel, NP13 2GZ	SO621499 201387	Use as a Rugby Pitch and Pavilion	3.1	Rugby Pitch and Pavilion	Rugby Pitch and Pavilion
0011	Tredegar Sports Ground, Park Hill, Tredegar, NP22 3NN	SO315155 208275	Use as a Sports Pitch and Changing Rooms	6.1	Sports Pitch and Changing Rooms	Sports Pitch and Changing Rooms
0012	Brynmawr Welfare Park, Warwick Road, Brynmawr, NP23 4AR	SO318696 211585	Use as a Football Pitch, Bowling Green and Pavilion	1.4	Football Pitch, Bowling Green and Pavilion	Football Pitch, Bowling Green and Pavilion
0013	Roseheyworth Field, Roseheyworth Road, Abertillery, NP13 1SR	SO320640 205140	Use as a Sports Pitch and Changing Rooms	2.4	Sports Pitch and Changing Rooms	Sports Pitch and Changing Rooms
0014	Cwm Recreation Ground, Canning Street, Cwm, Ebbw Vale, NP23 7RD	SO318002 205914	Use as a Sports Pitch and Pavilion	3.6	Sports Pitch and Pavilion	Sports Pitch and Pavilion
0015	Waunlwyd Youth Community Centre, Cwm Road, Waunlwyd, Ebbw Vale, NP23 6TR	SO317890 206440	Use as a Sports Pitch	1	Sports Pitch	Sports Pitch
0016	Garniodyn Football Ground, Llangynidr Road, Beaufort, Ebbw Vale, NP23 5EY	SO316661 212726	Use as a Football Pitch	1.4	Football Pitch	Football Pitch
0017	Llanhilleth Rugby Football Club, The Park, Llanhilleth, NP13 2JT	SO321892 200553	Use as a Sports Pitch and Bowling Green	2.6	Sports Pitch and Bowling Green	Sports Pitch and Bowling Green
0018	Hilltop Sports Ground, Brynteg Terrace, Hilltop, Ebbw Vale, NP23 6NE	SO316021 209803	Use as a Sports Pitch and Changing Rooms	3	Sports Pitch and Changing Rooms	Sports Pitch and Changing Rooms

In all cases the disposal is to facilitate a lease of more than seven years to allow security of occupation and to enable further funding bids to support the improvement of the areas.

Any objection to the proposed disposal must be made in writing before xxx to Frances Williams, Public Services Manager (Temp), Civic Centre, Ebbw Vale NP23 6XB and should state the title to this Notice, the plot number, description and the ground of the objection.

Dated: XXXXX

Richard Crook
Director of Regeneration and Community Services

CYNGOR BWRDEISTREF SIROL BLAENAU GWENT - GWAREDU Â GOFOD AGORED CYHOEDDUS

Hysbysir drwy hyn fod Cyngor Bwrdeistref Sirol Blaenau Gwent yn bwriadu gwaredu â'r tir a ddisgrifir islaw sy'n ffurfio rhan o'r gofodau agored yn y Fwrdeistref Sirol i wahanol Sefydliadau Chwaraeon a Chymunedol.

**Medrir gweld copi o'r cynlluniau o'r tir a nodir yn ystod yr amserau dilynol:
10.00 a.m. i 4.00 p.m. dyddiau Llun i ddyddiau Gwener yn y Swyddfeydd Cyffredinol, Heol Gwaith Dur, Glynebwy NP23 6AA**

Ardaloedd Gofod Cyhoeddus Agored o fewn Bwrdeistref Sirol Blaenau Gwent i'w trosglwyddo i Fudladau Charaeon a Chymunedol Amrywiol						
Llain Rhif	Cyfeiriad	Cyf. Grid	Disgrifiad	Arwynebedd Safle (hectar)	Defnydd Presennol	Defnydd Arfaethedig
0001	Grŵn Bowlio Tredegar Bedwellte, Stryd Morgan, Tredegar, NP22 3NA	SO314181 208660	Defnydd fel Grŵn Bowlio a Phafiliwn	0.3	Grŵn Bowlio a Phafiliwn	Grŵn Bowlio a Phafiliwn
0002	Parc Beaufort, Ger Rhes James, Beaufort, Glynebwy, NP23 5PJ	SO316182 211787	Defnydd fel Llain Chwaraeon ac Ystafelloedd Newid	4.6	Llain Chwaraeon ac Ystafelloedd Newid	Llain Chwaraeon ac Ystafelloedd Newid
0003	Cwmnantygroes, Six Bells, NP13 2PR	SO322653 203430	Defnydd fel Llain Chwaraeon a Phafiliwn	1.2	Llain Chwaraeon a Phafiliwn	Llain Chwaraeon a Phafiliwn
0004	Tir Hamdden Brynmawr, Heol Blaenafon, Brynmawr, NP23 4BP	SO319539 211688	Defnydd fel Llain Chwaraeon a Phafiliwn	2.4	Llain Chwaraeon a Phafiliwn	Llain Chwaraeon a Phafiliwn
0005	Tir Hamdden Parc Banna, Golf View, Nantyglo, NP23 4NL	SO319348 210859	Defnydd fel Llain Chwaraeon a Grŵn Bowlio	2.4	Llain Chwaraeon a Grŵn Bowlio	Llain Chwaraeon a Grŵn Bowlio
0006	Llesiant Glynebwy, Parc Eugene Cross, Glynebwy, NP23 5AZ	SO316885 210455	Defnydd fel Llain Chwaraeon a Grŵn Bowlio	8.4	Llain Chwaraeon a Grŵn Bowlio	Llain Chwaraeon a Grŵn Bowlio
0007	Parc Six Bells, Heol Lhwynon, Six Bells, Abertyleri, NP13 2QA	SO322345 203207	Defnydd fel Grŵn Bowlio a Phafiliwn	0.3	Grŵn Bowlio a Phafiliwn	Grŵn Bowlio a Phafiliwn
0008	Parc Abertyleri, Stryd Glandŵr, Abertyleri, NP13 1TZ	SO320799 204882	Defnydd fel Llain Rygbi a Llain Criced	4.7	Llain Criced a Llain Criced	Llain Criced a Llain Criced
0009	Parc Dyffryn, Blaenau, NP13 3DA	SO318988 207307	Defnydd fel Llain Chwaraeon, Grŵn Bowlio a Phafiliwn	3.1	Llain Chwaraeon, Grŵn Bowlio a Phafiliwn	Llain Chwaraeon, Grŵn Bowlio a Phafiliwn
0010	Hamdden Brinithel, Stad Penrhŵ, Brinithel, NP13 2GZ	SO621489 201387	Defnydd fel Llain Rygbi a Phafiliwn	3.1	Llain Rygbi a Phafiliwn	Llain Rygbi a Phafiliwn
0011	Cae Chwaraeon Tredegar, Rhiw Parc, Tredegar, NP22 3NN	SO315155 202875	Defnydd fel Llain Chwaraeon ac Ystafelloedd Newid	6.1	Llain Chwaraeon ac Ystafelloedd Newid	Llain Chwaraeon ac Ystafelloedd Newid
0012	Parc Llesiant Brynmawr, Heol Warwick, Brynmawr, NP23 3AR	SO318696 211585	Defnydd fel Llain Pêl-droed, Grŵn Bowlio a Phafiliwn	1.4	Llain Pêl-droed, Grŵn Bowlio a Phafiliwn	Llain Pêl-droed, Grŵn Bowlio a Phafiliwn
0013	Cae Roseheyworth, Heol Roseheyworth, Abertyleri, NP13 1SR	SO320840 205140	Defnydd fel Llain Chwaraeon ac Ystafelloedd Newid	2.4	Llain Chwaraeon ac Ystafelloedd Newid	Llain Chwaraeon ac Ystafelloedd Newid
0014	Cae Hamdden Cwm, Stryd Canning, Cwm, Glynebwy, NP23 7RD	SO318002 205814	Defnydd fel Llain Chwaraeon a Phafiliwn	3.6	Llain Chwaraeon a Phafiliwn	Llain Chwaraeon a Phafiliwn
0015	Carnofan Gymunedol Ieuenctid Waunlwyd, Heol Cwm, Waunlwyd, Glynebwy, NP23 6TR	SO317690 206440	Defnydd fel Llain Chwaraeon	1	Llain Chwaraeon	Llain Chwaraeon
0016	Cae Pêl-droed Gamllydan, Heol Llengynidr, Beaufort, Glynebwy, NP23 5EY	SO316661 212728	Defnydd fel Llain Pêl-droed	1.4	Llain Pêl-droed	Llain Pêl-droed
0017	Cwlb Rygbi Llanhilledd, Y Parc, Llanhilledd, NP13 2JT	SO321892 200553	Defnydd fel Llain Chwaraeon a Grŵn Bowlio	2.6	Llain Chwaraeon a Grŵn Bowlio	Llain Chwaraeon a Grŵn Bowlio
0018	Tir Chwaraeon Hilltop, Teras Brynteg, Hilltop, Glynebwy, NP23 6NE	SO316021 209803	Defnydd fel Llain Chwaraeon ac Ystafelloedd Newid	3	Llain Chwaraeon ac Ystafelloedd Newid	Llain Chwaraeon ac Ystafelloedd Newid

Ym mhob achos bydd y gwaredu er mwyn hwyluso les o fwy na saith mlynedd i roi sicrwydd defnydd a galluogi mwy o gynigion cyllid i gefnogi gwella'r ardaloedd.

Rhaid wneud unrhyw wrthwynebiad i'r gwaredu arfaethedig mewn ysgrifen cyn XXXXXX at Frances Williams, Rheolwr Gwasanaethau Cyhoeddus (Dros Dro), Canolfan Ddinesig, Glynebwy NP23 6XB a dylal nodi'r teitl yn yr Hysbysiad hwn, rhif y llain, disgrifiad a sail gwrthwynebu..

Dyddiad: XXXX

Richard Crook
Cyfarwyddwr Adfywio a Gwasanaethau Cymunedol

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (A&LCC) HELD ON 26 SEPTEMBER 2018 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Steve Bard, Keri Bidgood, Gill Clark (Vice Chair), Roger Clark, Tracey Dyson, Julie Holt (Chair) (in the Chair), Mark Lewis, Rob Phillips, Allen Rees, Nick Simmons, Bernard Wall and Graham White

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

Others: Claire Smith, Play Service, Blaenau Gwent County Borough Council
2 members of the public (Gary and Sally Oakley)

ABSENT: Councillors Ivor Beynon, Ross Leadbeater, Perry Morgan, Glyn Smith and Trudy Williams

54. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies were received from Councillors Ivor Beynon, Ross Leadbeater, Perry Morgan, Glyn Smith and Trudy Williams. People attending for the first time were welcomed to the Council.

55. DECLARATIONS OF INTEREST

The following personal interests were declared later in the meeting, when the relevant items arose:

Councillor	Agenda Item	Minute no.	Type of interest	Reason for interest
Roger Clark	15: Community Asset Transfers	68	Personal only	He was the Chairman of Abertillery BG Rugby Football Club, which was in the process of a Community Asset Transfer
Allen Rees	15: Community Asset Transfers	68	Personal only	His wife was the Treasurer of Friends of Six Bells Park, which was in the process of a Community Asset Transfer

Members agreed to take agenda item 5 next, to enable external speakers to leave the meeting as early as possible.

56. BLAENAU GWENT PLAY SERVICE: PLAY SUFFICIENCY

Claire Smith, Early Years, Childcare and Play Manager, Blaenau Gwent County Borough Council (BGCBC) gave a presentation, commenting briefly on:

- the importance of play and providing play opportunities for children and young people
- the need for and recent history of play sufficiency audits in Blaenau Gwent

- the improving performance of BGCBC, as evidenced in recent audits
- the lack of funding for play and the need for a no/low cost approach
- the significant progress being made, working in partnership with other agencies including Tai Calon, Torfaen Play Service, Aneurin Leisure Trust, Groundwork Play Project, Space Saviours, GAVO (Gwent Association of Voluntary Organisations) and town and community councils
- Open Access Play Schemes, which were running during school holidays e.g. in Six Bells Park
- the number of people receiving training and becoming play volunteers
- the Play Friendly Schools Programme, which five schools were signed up to already in Blaenau Gwent, with more to follow
- various initiatives including the Play All Day booklet, the Wild Tots club in Roseheyworth and the School Life Play Conference held in 2017
- the quality assurance scheme being developed by BGCBC for after school and holiday clubs
- the Play Friendly Communities Awards, also under development to promote play
- the barriers to children and young people playing, including that children rarely went out of the house because of safety concerns and home technology
- the dangers of not letting children out to play, in terms of their consequent lack of social, physical and mental development, challenge and confidence
- the lack of playworker career opportunities and hence recruits
- how A&LCC could help:
 - by sharing information, promoting and sign-posting people to BGCBC events
 - by telling BGCBC about any volunteers or events in the A&LCC area
 - by taking part in the Big Play Survey
 - by helping with funding, towards play schemes for example
 - by consulting children, young people and parents about what they want and passing this information on to BGCBC
- the views of children and young people about why they didn't play, including their age, transportation problems, traffic concerns and the amount of homework or housework they were required to do
- decreasing resources for play and the potential in future years of further reductions in play/playground maintenance or investment
- there were no current proposals for community asset transfers of playgrounds.

Claire Smith was thanked for her presentation and left the meeting at this point.

57. MINUTES – COUNCIL – 25 JULY 2018

Council RESOLVED that the minutes of the Council meeting held on 25 July 2018 be confirmed as a correct record, for signature by the Chair.

58. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

59. COUNCIL ACTION LIST

Members welcomed the significant progress being made on a large number of issues.

Councillor Simmons proposed that officers investigate and report back on the costs of installing a big screen TV in the Council Chamber, to assist with presentations.

Council RESOLVED:

- (1) to note the progress reported and
- (2) to receive a report back on the costs of installing a big screen TV in the Council Chamber, to assist with presentations.

60. POLICE UPDATE

The Clerk circulated an update received from the Police on 25 September.

The Chair updated members on the severe anti-social behaviour issues currently being experienced in the evenings in Abertillery and what the Police were doing about it. They were issuing dispersal orders, issuing anti-social behaviour orders, speaking to parents and the young people concerned and increasing their presence in the area. The Chair was now holding monthly meetings with the local Police in her role as a BGCBC ward councillor and welcomed the efforts of the local Police to deal with the situation.

Debate ensued on why some young people behaved in this way. Comments were made that there was a lack of other activities for young people, particularly in Six Bells, that youth engagement services were lacking and that austerity was to blame. Other members commented that there were many clubs, sports, groups, organisations and other things young people could be doing, but a small number of young people simply chose to rebel and destroy, despite everyone's best efforts.

Members looked forward to better news and the report from the Police was **NOTED**.

61. CENTENARY EVENTS 2018 WORKING GROUP (CEWG) REPORT

Councillor Dyson (Chair of the CEWG) reported (main points):

- the WW1 Party in the Park held on 8 September 2018 had been very successful
- the working group hoped similar events could be held in future years
- there would be no need for the working group after Remembrance Sunday, as the work it was set up to do was done.

Comments were made (main points):

- about the hard work of everyone involved, particularly Councillor Tracey Dyson (the Chair of the Working Group), the Deputy Clerk (Project Manager), Councillor Rob Phillips and the team of Ffrindiau Tyleri volunteers
- the event was very good
- local people wanted more of the same
- the rain on the day dampened attendance
- perhaps future similar events could be held earlier in the summer
- a raffle held on the day had raised £471 for the Chair's charity appeal
- over £400 had also been raised on the day for the Royal British Legion, through

stallholder, vendor and public donations.

Council RESOLVED:

- (1) to congratulate everyone involved in making it a successful event and
- (2) to note the outcomes report.

62. SHOP LOCAL WORKING GROUP (SLWG) REPORT

Councillor Lewis, Chairman of the SLWG reported (main points):

- that he and Councillor Bard had walked around the shops, surveying traders
- 63 surveys had been returned; a further 20 were still awaited
- the feedback was very good
- traders were very keen on the idea of a shop local campaign.

Councillor Bard reported (main points):

- that he and Councillor Lewis had spent over 30 hours surveying traders
- all except one business owner thought the shop local working group plans were a good idea; everyone else thought this was the right direction
- many positive suggestions had been received
- there was already a Town Shops Facebook page, which A&LCC could work with, so there was no need for a new Facebook page
- a more discreet method of online communication between traders and the Community Council was also needed
- traders were very positive about the proposals of the SLWG and the proposed banners as a first step
- 24 said they would be happy to contribute to the costs, 5 were undecided and 34 said they wouldn't be able to contribute at the present time due to poor trading conditions or because such decisions were taken nationally (e.g. charity shops)
- this was a very good start; more may come on board if initial efforts were shown to be successful in boosting footfall
- 47 said they would display shop local posters, with 8 not and 8 undecided
- a local business boardroom had been offered for meeting/event purposes
- traders were not keen on having regular meetings, as they had businesses to run, but were keen on online forums and on informal business networking or problem-solving sessions, perhaps every 3 months or so
- it may help if the Community Council could facilitate such events
- businesses identified two main problems which made Abertillery a difficult place to trade; lack of parking and high business rents
- these were not within the control of A&LCC, but it may have an influencing role
- more events in town, e.g. to showcase local bands, choirs etc were supported by the vast majority of traders
- a few concerns had been expressed about Aberfest and Winterfest; that more activity was needed at the top end of Church Street and on Somerset Street, and that activities on Market Street were not helpful to some of the businesses there as they took up valuable customer car parking spaces.

Councillor Bard moved the proposals (1) to (5) below. The motion was seconded.

Councillor Phillips commented that planning was already well underway for Winterfest. None of the issues raised about Aberfest or Winterfest were unresolvable and he would take these back to Ffrindiau Tyleri (FT) for discussion, with a view to FT working closely with traders over the coming months to iron out any difficulties if possible. Moving some activities would be difficult however as they required infrastructure/power supplies. It may also be time to re-visit A&LCC's previous requests to BGCBC for longer opening hours for the main car park off High Street/Division Street.

The Chair stated that a 500-signature petition, calling for longer car park opening hours, had recently been considered and turned down by BGCBC, due to concerns about anti-social behaviour. Following further comments,

Council **RESOLVED**:

- (1) that Council encourages all Council members to follow/like Abertillery Town Shops Facebook page and sign up as many local friends as possible, as the larger the audience the page gets, the more likely it is to help support businesses in the town
- (2) that the proposed banners be produced and erected and that the money ringfenced be released for this purpose only at this point in time
- (3) that the members of the SLWG remain in contact with the business owners to agree what can be achieved and how best this can happen
- (4) that the SLWG investigate the idea of facilitating a quarterly problem-solving session which includes time for informal business networking; any costs to be brought back to Council for approval
- (5) that Council members who are members of Ffrindiau Tyleri take business owners' concerns on board and bring them to FT's attention as soon as possible
- (6) to discuss again the need for more evening and overnight car parking in Abertillery at a future meeting.

Agenda item 10 was delayed until later in the meeting.

63. ZEBRA CROSSING AT ALEXANDRA ROAD

The Clerk referred to the correspondence he had undertaken on this subject with Blaenau Gwent Borough Council since the last Council meeting, as requested. Copies were attached to the agenda.

Councillor Bard expressed continuing concerns about the proposal to locate a zebra crossing outside the shops on Alexandra Road. He expressed the view that a new zebra crossing so close to the shops, the adjacent junction with Bridge Street and the entrance to the car park opposite would be even more dangerous for pedestrians, as well as damaging to passing trade for the shops.

Members debated the issue and suggestions were made that a School Crossing Patrol be used morning and afternoon (instead of a zebra crossing 24 hours a day) to ensure safety for children and other people crossing the road to use the new school or for whatever other purpose. Automatic crossing patrol lights were also suggested at the

location, to warn drivers to slow down.

Following a motion from Councillor Bard, Council **RESOLVED**:

- (1) that the Council does not withdraw its objections to the zebra crossing proposed
- (2) that the Clerk write to BGCBC, informing them of this decision.

64. ANNUAL RETURN AND GOVERNANCE STATEMENT 2016/17

The Council considered the Clerk's report, which he outlined. He emphasised that the numbers had not changed since the report in July. Council was now simply being asked to agree the contents of the Annual Return (the form) itself.

Queries were raised by Councillors White and Wall, and responded to by the Chair, the Clerk and various other members, about whether members knew what the term "qualified" meant, why the "yes" box had been ticked in relation to question 3 on the annual governance statement, who was responsible for signing off the accounts, whether the Wales Audit Office would charge the Council another £25,000 in future for the work on these accounts and why the accounts were back on the agenda.

Several members expressed confidence that everything possible had been done by the Council's staff to meet the relevant requirements as soon as was possible and that the Internal Auditor would not have signed the accounts if he was not content to do so, with the caveats outlined by him and by the Responsible Financial Officer (RFO).

Council **RESOLVED** (*with two members voting against and the remainder in favour*):

- (1) to approve the annual return (including the annual governance statement) and bank reconciliation attached to the report, further to its approval of the financial statements on 25 July 2018
- (2) to authorise the Clerk/RFO and the Chair of the Council to complete and sign the annual return and governance statement for 2016/17 and
- (3) to authorise the Clerk/RFO to submit the annual return and all relevant attachments for 2016/17 to the Wales Audit Office, as required.

65. VACANCY FOR A COUNCILLOR

The Clerk circulated a letter received from Gary Oakley on 29 August 2018 and stated that this was the only application received by the deadline advertised (24 September).

Council **RESOLVED** (unanimously) to co-opt Gary Oakley as a councillor for Aberbeeg.

The Clerk explained that Mr Oakley's declaration of acceptance of office and induction training would take place as soon as possible.

66. ABERTILLERY PUBLIC TOILETS

The Chair introduced local resident Sally Oakley, who had sought permission to make a brief statement on this issue.

Mrs Oakley thanked the Chair. She commented (main points):

- that she knew someone who no longer came to Abertillery and no longer used the shops because of the lack of public toilets, since the toilets on Tillery Street had closed down recently
- the Council's precept was only £112,000 approx
- taking out fixed costs, "no choice" spending and major items such as Christmas lights, there was only approximately £4,000 left to spend on public services
- she hoped very much that the Council would substantially increase its precept in the near future, to help pay for vital services to the public
- spending only £1.39 per month per Band A property (72% of properties locally were in Band A) was not an indication that A&LCC cared about its communities
- A&LCC needed to care more, and to do more for local communities
- providing public toilets was a key priority; such things were a very basic need
- someone locally could be employed part time to run the toilets
- this would mean the Council was providing public toilets and local employment.

Members commented (main points):

- the toilets had been vandalised continuously
- local people including a former councillor and his family had already given up their time and effort to run the toilets for several years
- A&LCC had paid £2,000 a year for this service, and it had been good; this was not a lack of money issue
- toilets were available to the public in The Met, the library, the Museum etc
- the toilet block needed to be demolished and replaced with a new-build
- CCTV may help detect who was vandalising the toilets
- CCTV would show who went in and came out; not who caused the damage
- anti-social behaviour was the problem; this was a Police matter
- the people who ran the toilets were very enthusiastic and conscientious; cleaning and maintaining the toilets every day, but they gave up due to the amount of vandalism and drugs at the site
- this was going on in the day time, not at night
- there would be nothing left if some people had their way
- towns need toilets; they could not simply be abandoned
- the public had in the past used toilets elsewhere, such as at Anvil Court, which led to complaints from staff there
- Blaenau Gwent County Borough Council gave grants to pubs in the past to open up toilets, but this had stopped
- another council had praised the Abertillery toilets in the past
- Tredegar ran public toilets; they should be asked for their experiences
- public realms were collapsing due to cutbacks, lack of Police, no CCTV etc
- A&LCC should ask Blaenau Gwent CBC to reinstate CCTV in the area.

Council **RESOLVED:**

- (1) to write to BGCBC, seeking the reinstallation of CCTV in the town and
- (2) to contact Tredegar Town Council for their experiences of running public toilets.

67. COMMUNITY ASSET TRANSFERS

The Clerk reminded members that Blaenau Gwent CBC was consulting A&LCC on the Community Asset Transfers listed in the agenda papers.

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

Members commented (main points):

- they were concerned at the wholesale transfer of community spaces and off-loading of public assets
- BGCBC were going ahead regardless of what people thought
- some sports clubs were very eager to take on these areas and run them
- there were lots of barriers put in the way of using (for example) the cricket pitch
- these barriers would be removed if the site was transferred to the club
- a third of the sites listed were in the A&LCC area
- it was good to see people were interested in and willing to take on these sites
- A&LCC needed to work in partnership with them
- BGCBC would keep any sites people didn't want to take on
- BGCBC wouldn't be able to afford to maintain them
- this would lead to areas being gated up and not maintained at all
- some facilities could close down altogether
- what would happen to sites (e.g. Six Bells Park) where two organisations each wanted to take on bits of the park but not all of it; what happened to the rest?
- it was much better if groups took on parks for example, as they could then get grants and other funds, which councils could not
- the group would then also have control of the park and its use
- groups such as Ffrindiau Tyleri had been set up in the past for this reason
- once a site was transferred, the group would become the keyholder; BGCBC would do only the minimum it was required to do
- BGCBC was meeting with clubs to iron out any such queries or difficulties
- A&LCC should invite BGCBC reps to attend its next meeting to discuss this issue further; not only did it relate to sports fields but playgrounds too
- who would look after the playgrounds for example at Abertillery Park, if the rugby club took over the rugby pitch; the rugby club did not intend to.

The Deputy Clerk responded to questions that:

- BGCBC required clubs to submit business plans to ensure continued viability
- the law was not clear on whether community councils could take on assets.

Council **RESOLVED** that the Clerk write to BGCBC and invite the Leader, Deputy Leader and relevant officers of BGCBC to attend A&LCC's next meeting, to discuss this matter further.

Council returned to agenda item 10 at this point.

68. REPORTS BACK ON OTHER MEETINGS OR TRAINING ATTENDED ON BEHALF OF A&LCC

The Deputy Clerk reported that he had attended the Joint Consultation meeting with Blaenau Gwent CBC and other town and community councils in the area on 13 September 2018. Discussion had focussed on community asset transfers, well-being and school crossing patrols, the last of which BGCBC were considering as a possible savings measure. In answer to questions submitted by A&LCC (which came from Councillor Simmons), BGCBC had confirmed that no other community or town councils (C&TCs) in Blaenau Gwent were doing anything specific about the well-being agenda; that there were no plans to have C&TC representatives on the Public Service Board; that it was acceptable to have projects crossing area boundaries; and that no project proposals had been submitted yet.

Councillor Adamson stated that he had attended the Fly the Red Ensign for Merchant Navy Day ceremony at Tredegar recently, on behalf of A&LCC.

Council **RESOLVED** to note the reports back.

69. SUSPENSION OF STANDING ORDER (TIME LIMIT)

Council **RESOLVED** to suspend standing order 1(z) to extend the meeting for longer.

70. SOLAR FARM GRANT

Following questions posed by the Clerk, Council **RESOLVED**:

- (1) to apply for a grant of £35,000 or whatever amount is available from Community Green Energy / CIC this year
- (2) that the Clerk approach the company to enquire about the availability of the grant this year, as soon as possible
- (3) to limit the number of projects to a small number of flagship projects
- (4) that members email the Clerk with ideas for spending of the grant if they wish
- (5) that the public be asked for their priorities for spending the grant if possible
- (6) that projects be "one off" (without an ongoing revenue liability for the Council) if possible
- (7) that this issue be discussed further at the next Council meeting.

71. REMEMBRANCE SUNDAY

Council **RESOLVED**:

- (1) to continue with the normal arrangements for Remembrance Sunday
- (2) to delegate all necessary powers to the officers to make the arrangements for Remembrance Sunday
- (3) that the issue of who lays wreaths on behalf of A&LCC at which locations be discussed further at the next Council meeting, if needed.

72. WINTERFEST AND CHRISTMAS LIGHTS SWITCH-ON

Councillor Phillips gave an update on the plans for Winterfest this year and on what components were planned where. He stated that discussions with traders were taking place, that the next meeting of Ffrindiau Tyleri (FT) would be on 8 October and that he would report further to Council on 24 October. He stated that FT would do its best to take on board the issues raised earlier by traders e.g. to space gazebos out further along Church Street, if that was possible given the infrastructure e.g. power supplies.

Council **RESOLVED**:

- (1) that A&LCC provides activities at Winterfest, similar to those provided last year
- (2) that those activities be provided on the Museum Car Park, Market Street
- (3) to delegate all necessary powers to the officers to make the arrangements for the Christmas activities to be provided at Winterfest by A&LCC.

73. FINANCE ORDER

The Clerk explained:

- that an invoice for £1,743.70 had been received from the Internal Auditor this morning, for his work on the 2016/17 accounts
- the Council had only budgeted £1,000 but had been made aware in the past that the cost would be significantly higher, as the Internal Auditor was new to the Council and the number of visits required was more than in a "normal" year, given the Council's recent history
- he had checked the invoice for accuracy and it was in line with the agreed hourly and mileage rates for the number of visits and other work carried out
- paying more for the Internal Auditor was likely to mean having to pay significantly less to an external auditor in due course
- Council (not he) should agree to pay the invoice, as it was significantly in excess of the budget
- VAT amounting to £6,139.67 was being reclaimed for 2017/18
- Garry White and Co was the Council's external payroll service provider; £78 per quarter was their normal fee.

Councillor White stated that Council had not agreed to the Chair and Clerk attending the One Voice Wales AGM and annual conference and that the total costs would include wages and travel.

The Chair explained that the Clerk and Chair were expected to attend the One Voice Wales conference on behalf of A&LCC and that staff could not be expected to work for free. The Clerk added that the cost for the Chair and the Clerk to attend the One Voice Wales conference and AGM on behalf of the Council was listed in the Finance Order. If Council agreed the Finance Order, it would be agreeing to pay for that attendance.

Council **RESOLVED** (*with one member voting against, one abstaining and the remainder in favour*) to approve the payments listed in the Finance Order and the payment to the Internal Auditor of £1,743.70.

74. CHAIR'S ANNOUNCEMENTS / OTHER RELEVANT CORRESPONDENCE

No announcements were made, nor correspondence reported.

Councillor White asked why a recent letter from the Public Services Ombudsman (PSO) for Wales had not been reported to the Council, as it was important correspondence for the Council, which he thought the Clerk should have reported.

The Clerk advised that he was not at liberty to discuss the matter and that this was a public meeting of the Council.

Councillor White stated that:

- the outcome of a previous PSO complaint about a councillor had been reported to Council
- he could do whatever he wanted
- he had been taken to the PSO with 40 complaints
- the PSO had said there was no case for him to answer
- this should be in the minutes
- there were no minutes
- officers did not take minutes at meetings
- he had asked for the minutes which had been taken at the last meeting and told he could not have them.

Councillor Bard raised a point of order, commenting that Councillor White was suggesting officers were not doing their jobs properly. This was a slur on the officers.

Councillor White stated that:

- he had been slurred in a complaint that he had done 40 things wrong
- he had not done anything wrong
- he had been slurred in a report that said he did not attend any meetings of the Centenary Working Group; he had attended the working group
- officers had refused to give him the minutes they took in meetings
- they said they didn't take minutes in meetings
- the law required them to take minutes in meetings.

The Chair explained that the officers took notes at meetings, in notebooks. Those notes were used to prepare the minutes, at a later date. She asked the Clerk to hold up his notebook, which he did, to demonstrate this. The Chair explained that the notes were purely an aide memoire to the person who wrote them. The notes were also usually incomprehensible to anyone except their author. Minutes were typed up using the notes and submitted to the following Council meeting for confirmation as a correct record.

Other members stated that this was common practice and had been for many years.

A member asked if the issues raised by Councillor White could be recorded in the minutes, and if Council could move on.

Councillor Bard asked for his point of order to be recorded also.

Council **RESOLVED** to record these issues in the minutes.

75. CELEBRATING LOCAL SUCCESS

No recent successes were reported.

The meeting ended at 9.25pm.

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

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
24 OCTOBER 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 (and new member, already booked on)
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	
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	90% complete: jet washing and lettering done, pointing to be done, press release and thanks required
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 + 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/Cllr Leadbeater	In progress
Council 18.4.18	279 (2)	Complete and sign the 2016/17 Annual Return	Clerk/RFO • Chair •	Completed *

Council 18.4.18	279 (3)	Submit the 2016/17 Annual Return to the Wales Audit Office	Clerk/RFO	Sent 28.9.18 *
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	
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	This will be done over the year ahead unless members forego them
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
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 to be 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 *
Council 25.7.18	47 (4)	Complete and sign the Annual Return for 2016/17	Clerk and Chair	Completed *
Council 25.7.18	47 (5)	Submit the 2015/16 amendment letter and 2016/17 annual return to the WAO	Clerk	Sent *
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	
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	62 (4)	Investigate facilitating a quarterly problem	SLWG	

26.9.18		solving and business networking session; any costs to come back to Council for approval		
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	
Council 26.9.18	63 (2)	Write to BGCBC, informing them of ALCC's continuing objection to the proposed new Alexandra Road zebra crossing	Clerk	Completed *
Council 26.9.18	64 (2)	Complete and sign annual return and governance statement 2016/17	Clerk/RFO Chair	Completed *
Council 26.9.18	64 (3)	Send the above to the Wales Audit Office	Clerk/RFO	Completed *
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	
Council 26.9.18	66 (2)	Speak to Tredegar Town Council re their public toilets	Clerk / DC	
Council 26.9.18	67	Invite Leader, Dep Leader and senior officer of BGCBC to next meeting to discuss community asset transfers	Clerk	Completed and they are attending on 24 Oct 2018 *
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
Council 26.9.18	70 (4)	Email Clerk with ideas for the spending of the solar farm grant this year	All members	
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	Underway
Council 26.9.18	71 (3)	Who lays wreaths – place on next agenda	Clerk	Completed *
Council 26.9.18	72 (3)	Winterfest: make all necessary bookings and arrangements for ALCC activities	Clerk	Underway

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

Author: Richard Gwinnell, Clerk to the Council

Updated: 11 October 2018

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KEY MESSAGES FROM THE ONE VOICE WALES CONFERENCE 29 SEPT 2018

Attended: Chair and Clerk

Alun Davies AM, Cabinet Minister, sent apologies, the day before the conference.

DEBBIE WILCOX, LEADER OF THE WLGA:

- reorganisation / reduction in number of CBCs not happening
- broadly supportive of C&TC review – some proposals good, some less so
- WLGA to consider properly in Autumn
- IRP solid vision, mostly pragmatic
- empowering C&TCs important
- need better diversity – only 28% of councillors in Wales are women
- only 19% of C&TC councillors are elected
- need more electoral legitimacy
- half of CBC councillors in Wales are dual hatted – including 8 leaders
- dual hatted is a good thing – stopping it is not going to work
- place based services for C&TCs fine
- C&TCs have a vital role – IF they want it or their communities want it
- but national prescription of their role is not appropriate
- some, yes: all, no
- can't force extra responsibilities onto councillors and clerks who don't want them
- CBC budget – only 15% is non-education or social services
- by 2022, that will be 5%
- services that matter most to people on the ground will be gone
- there's no money there to transfer to T&CCs to take on services
- if C&TCs take on services/assets, have to be fully aware of what they are taking on
- need better partnership working, shared understanding and clarity of expectation
- charters – central plank of relations between C&TCs and CBCs
- 16 charters currently in Wales; need 22
- need successful partnership, mutual respect and constructive dialogue
- need regular C&TC/CBC liaison meetings and regular dialogue at every level: between Clerks and CBC officers, CBC/C&TC councillors etc
- can't force councils what to do.

VICKY JACOMB, CAME AND CO INSURANCE:

- importance of reviewing insurance cover at least every 3 years
- multiple risks – events, legal, staff, property etc
- Grenfell Tower – big focus on buildings / “standard construction” – wording crucial
- fidelity guarantee – one Clerk – 3 cheque books – 6 signatures – theft happens
- “Your Clerk is the most valuable asset your Council has”
- bank reconciliation is a key task. Clerk job to do it. Council job to check.
- must have robust policies and procedures and risk assessments – affects claims
- playgrounds – surfacing – falls – injuries – major claims area

- trees – major claim area. Need regular visual inspections
- staff – grievance procedures very important
- must speak to insurance provider early if issues arise – not when it's too late
- falls / trips
- must make sure staff are happy and safe in work – crucial duty of care
- volunteers – have same rights as staff to equipment, training, support etc
- bouncy castles – difficult to insure now
- libel and slander – need to take care what people say in meetings, minutes, emails etc
- councillors must use Council email addresses – not insured if they don't
- social media – care needed – everyone knows you are a councillor
- if you don't agree with council, be careful – it's a collective decision
- T&CCs = big growth industry for claims
- key person cover – in case the Clerk can't work – locums very expensive
- could be groundsman or deputy clerk – difficult to replace if sick for weeks
- paying insurance is cheaper than paying when things go wrong.

KATHRYN SILK AND ED HUMPHRIES – REPS OF THE INDEPENDENT PANEL LOOKING AT THE FUTURE OF TOWN AND COMMUNITY COUNCIL IN WALES:

- Background to review
- Evidence gathering and engagement summary
- Unique selling points (USPs) of C&TCs: local ("place based"), democratic and ability to raise resources
- What C&TCs are:
 - all areas should have a C&TC: need universal coverage
 - some boundaries need looking at
 - every C&TC should have same role – but have the scope to play that role differently
 - 736 C&TCs in Wales already, some huge, some tiny
 - 110 communities (30%) have no C&TC
 - all C&TCs improving the well-being of communities you represent
 - capacity and capability is key issue
 - can C&TC do what is needed or group with others to do so or commission services?
- What C&TCs do:
 - panel expects place-based services to become responsibility of C&TCs in future
 - need greater clarity of purpose and role
 - C&TCs need more powers to get on and deliver
 - all councils should be working towards General Power of Competence (GpoC) criteria
 - GpoC rights should be available to all C&TCs who meet criteria
 - C&TCs should have active role in consulting and engaging communities
 - should be expected – and supported – to engage
 - not easy – need transitional phase and arrangements – very ambitious agenda
 - need capacity and capability building
 - C&TCs democratically elected voice of communities – fundamental role
 - C&TCs should be on PSBs as statutory consultee
- How they do it:

- Need to be professionally supported
- All Clerks should be qualified – CILCA minimum
- Precept not sufficient – £ crucial
- Reluctance to increase precept – wrong
- Panel believes strongly that precept should be raised, if local community supports that
- C&TCs should be made aware of and have increased access to other sources of funding
- Should have a pool of Clerks
- Clerk is most important asset Council has
- If C&TC takes on a service, the money should come with it, to deliver it
- Role of C&TC councillors changing
- All councillors should have mandatory training every term
- Councillors are not volunteers – they are elected and responsible for local services
- Must adhere to code of conduct and Nolan principles
- Dual hatted members – not a good idea
- C&TCs should collaborate – not compete – with partner orgs
- Needs to be an equal partnership – with common goals
- Need charters and dedicated C&TC/CBC liaison officers
- How they are held to account:
 - Democratic accountability needs to be strengthened
 - Councillors should be co-opted for no more than one term
 - Lack of visibility of work of C&TCs
 - C&TCs need to engage, plan, undertake and report
 - C&TCs need to be accountable for the public money they spend
 - More support needed for C&TCs to fulfil audit requirements
 - Elections ought to be held, regardless of number of candidates
 - Need campaign to get more people to stand for election
 - C&TCs should have to hold one public meeting a year
 - C&TCs should have to plan ahead
 - C&TC plan should go out as a leaflet with council tax letters, so people know what money is being spent on
- Formal report to go to Cabinet Secretary next week.

AGM:

- Usual “company” business (chairman’s report, Chief Exec’s report, auditors report, accounts, minutes, appointing accountants, votes of thanks etc)
- Various discussions e.g. on:
 - Plastic free towns – widespread support to rid towns of plastic
 - Mega farming – damage to rural communities – need to lobby WG
 - Losing high street banks – C&TCs need help with alternative models
 - Austerity, reducing services: support to ask WG for finances to help C&TCs take things over and support for C&TC reps on public service boards
 - OVW fees – increasing by 5% next year

KEY MESSAGES FROM THE ONE VOICE WALES' GWENT VALLEYS AREA COMMITTEE 9 OCTOBER 2018:

Attended: Cllr Beynon, Cllr Smith, Clerk

- **WG rep:**
 - Community asset transfers – WG and national working group drawing up framework and toolkit for groups / councils etc
 - Well-being objectives
 - OVW Chief Exec is on the national assets working group
 - Strongest communities have people who want to take things on for their communities and run them – for no personal reward
 - WG committed to help maintain local facilities that bring people together
 - Good practice Wales website
 - Lots of experience out there to draw upon
 - Not just buildings – also parks, fields, woods etc
- **C&TC reps:**
 - Community asset transfers – treat with a huge degree of caution
 - CBC not honest about extent of liability / costs
 - Need detailed condition surveys / lifespan reports on any buildings taken on / boiler / roof / trees etc
 - No money on offer to help run things
 - Need to transfer to groups who can raise £ - not C&TCs
 - CBC gave hall to C&TC – had already signed leases with sports clubs – so C&TC had liability without income (as sports clubs paid the CBC) and no option to change anything
 - Trees a huge issue – could cost 10s of thousands to remove or pay for trees falling
 - Gating issue – if groups take on pitch, they can gate it – so public access is gone
 - Grass not maintained around the pitch any more – club won't do it, council won't do it – so no one does it – huge public concern
 - Easy to get capital £ but need to keep running it – what then?
 - Minister made clear – if C&TC wants to take on an asset, it must precept for it
 - People have already paid for it: double taxation
 - Some councils doubled their precept overnight
 - Need to let people know why
- One Voice Wales guide to services – circulate to members.

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

COUNCIL
24 OCTOBER 2018

COMMITTEES AND WORKING GROUPS

Report of the Clerk to the Council

Purpose of Report

To review committees, working groups and memberships.

Background

The current terms of reference of committees and working groups are set out at appendix A to this report. Memberships are set out in appendix B. Council agreed these on 9 May 2018.

Issues and Findings

Planning and Environment Committee

The Council has previously decided that all members will be appointed to the Planning and Environment Committee. Councillor Oakley has recently joined the Council and is not named on the list at appendix B. He therefore needs formally to be added to the list. The Council could also decide, in future, that any new councillors who are elected or co-opted onto the Council are automatically added to the list, in line with the decision to appoint all members to that committee.

Former Councillor Leadbeater: will be removed from the list at appendix B before the list is published again, following this meeting.

Consultation with Blaenau Gwent

The Council has appointed Councillors Simmons and Wall to serve on behalf of A&LCC on the quarterly joint consultation meetings with Blaenau Gwent County Borough Council (BGCBC). Neither of those members could attend the last meeting. The Council has not appointed any substitute members to attend on behalf of the principal members, if they cannot attend. The Council has an option to do so if it so wishes. At present, no other members are able to attend as they do not have the authority to represent A&LCC.

Policy and Resource Implications

None. The Council is responsible for deciding which committees or working groups to appoint, what they should do, and who should serve on them.

Risks

None.

Recommendations – that the Council:

- (1) appoints Councillor Gary Oakley to the Planning and Environment Committee
- (2) decides that any newly elected or co-opted councillors in future be added to the membership of the Planning and Environment Committee automatically (without further reference to the Council)
- (3) decides whether to appoint substitute members to attend the Joint Consultation meetings with Blaenau Gwent County Borough Council and other town and community councils and
- (4) if substitutes on the Joint Consultation meetings are allowed, decides who will substitute for whom.

Appendices:

A	Existing committee and working group terms of reference
B	Existing memberships and nominations

Report author: Richard Gwinnell, Clerk to the Council

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

TERMS OF REFERENCE OF COMMITTEES 2018-2019

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 Chairman of the Council, Vice Chairman of Council and two other members, to be determined by the Council.

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

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

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

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

1. Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and where relevant (such as in matters of training) members of Council.
2. Performance reviews, annual appraisals, Investors in People.
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 Chairman 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 CENTENARY EVENTS 2018 WORKING GROUP

To plan and prepare an events programme for the 2018 Centenary of the end of the First World War and report back to the Council with recommendations.

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.

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

MEMBERSHIP OF COMMITTEES 2018/19

PLANNING AND ENVIRONMENT COMMITTEE – COUNCILLORS:	HUMAN RESOURCES COMMITTEE – COUNCILLORS:
Peter Adamson Stephen Bard Ivor Beynon Keri Bidgood Gill Clark Roger Clark Tracey Dyson Julie Holt (Chair of the Council) (and Chair of the Committee) Ross Leadbeater Mark Lewis Perry Morgan Robert Phillips Allen Rees Nick Simmons Glyn Smith Bernard Wall Graham White Trudy Williams	Stephen Bard Gill Clark (Vice-Chair of the Council) Julie Holt (Chair of the Council) (and Chair of the Committee) Robert Phillips
COMPLAINTS AND APPEALS COMMITTEE	CHRISTMAS LIGHTS WORKING GROUP – COUNCILLORS:
4 members to be decided upon by the Chairman of the Council and the Clerk, depending on the subject nature of the complaint or appeal	Gill Clark – Chair Julie Holt Robert Phillips Glyn Smith Graham White
CENTENARY EVENTS 2018 WORKING GROUP	WELL-BEING WORKING GROUP – COUNCILLORS:
Councillor Tracey Dyson Councillor Perry Morgan – Chairman Councillor Allen Rees Councillor Glyn Smith Councillor Graham White Non-Councillor co-optees - Royal British Legion representatives: Geoff Nash Don McCulloch Non-Councillor co-optees - Royal Welsh Regimental Association representatives: Tony Baghurst Martin Parfitt	Peter Adamson Keri Bidgood Gill Clark Tracey Dyson Julie Holt Perry Morgan Robert Phillips Nick Simmons – Chairman Graham White Trudy Williams

SHOP LOCAL WORKING GROUP – COUNCILLORS:	
Stephen Bard Perry Morgan Mark Lewis – Chairman Robert Phillips	
JOINT COMMITTEES	COUNCILLORS
JOINT COMMITTEE OF LOCAL COUNCILS IN BLAENAU GWENT (5 representatives)	Ivor Beynon 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
OUTSIDE BODIES	COUNCILLORS
ONE VOICE WALES GWENT VALLEYS AREA COMMITTEE (2 representatives) NB Clerk also welcome to attend	Ivor Beynon Glyn Smith
ONE VOICE WALES LARGER LOCAL COUNCILS COMMITTEE (1 rep) NB Clerk also welcome to attend	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 Ivor Beynon
ABERTILLERY REGENERATION (2 reps)	Nick Simmons Glyn Smith
BLAENAU GWENT HERITAGE FORUM	Gill Clark Mark Lewis
BLAENAU GWENT ARMED FORCES COVENANT STEERING GROUP	Tracey Dyson
LOCAL LIST OF BUILDINGS OF INTEREST – ABERTILLERY AND DISTRICT WORKING GROUP	Gill Clark Graham White

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC)
COUNCIL MEETING
24 OCTOBER 2018**

DATA PROTECTION POLICIES AND PROCEDURES

Report of the Clerk to the Council

Purpose of Report

To seek approval to new policies and procedures required to comply with the General Data Protection Regulation (GDPR).

Background

The GDPR came into effect on 25 May 2018. It replaced existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection about how their data is processed. The GDPR requires public authorities and other organisations to put in place new systems and procedures to ensure data is handled and protected properly. The GDPR also imposes new sanctions on bodies for non-compliance.

Issues and Findings

The National Association of Local Councils produced a GDPR toolkit for local councils earlier this year. This was added to by the Society of Local Council Clerks, which produced various templates for local authorities to use in developing new policies and procedures. Some councils have already adopted these. Some of the new templates relate to internal procedures and do not need approval from members (for example a data breach reporting form). Others (such as a new privacy notice) flow from and will be placed on the Council's website, following adoption of the attached policies, and do not need specific approval. The policies attached require approval. Barry, Pontypool and Cwmbran Community Councils have been used as models of best practice in this regard and discussions have been held by those Councils, during the drawing up of their policies, with the Information Commissioner's Office.

Policy Implications

The new policies attached are in compliance with the new GDPR and closely reflect what several other leading community and town councils are doing.

Resource Implications

No new implications arising directly from this report. Implementing the requirements of the GDPR has involved and continues to involve staff in data audit and policy development work and requires a more robust approach to (for example) retention or disposal decisions.

Risks

There are obvious risks if the Council does not comply with statutory requirements. Adopting the policies and procedures attached will help mitigate these risks.

Recommended:

- (1) that the Council approves the attached:
- Information and Data Protection Policy
 - Retention and Disposal Policy
 - Social Media and Electronic Communication Policy and
 - Management of Transferable Data Policy
- (2) that the Council authorises the Clerk to make any necessary changes to Council procedures and documents to ensure compliance with the new requirements and the above policies.

Appendices:	A	Information and Data Protection Policy
	B	Retention and Disposal Policy
	C	List of documents for retention or disposal
	D	Social Media and Electronic Communication Policy
	E	Management of Transferable Data Policy

Report author: Richard Gwinnell, Clerk to the Council



Appendix A

Information and Data Protection Policy

Introduction

In order to conduct its business, services and duties, Abertillery and Llanhilleth Community Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Abertillery and Llanhilleth Community Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the area's communities. Details of information which is routinely available is contained in the Council's Publication Scheme, which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

The Council recognises that it must at times keep and process sensitive and personal information about both employees and the public. It has adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018, like the Data Protection Act 1998 before it, seeks to strike a balance between the rights of individuals and the

sometimes competing interests of those such as the Community Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of the Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Community Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

Abertillery and Llanhilleth Community Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment,

- safeguarding employees and maintaining information required by law
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating of details about its Councillors, employees, partners and volunteers
- process information including the recording and updating of details about individuals who contact it for information, or to access a service, or make a complaint
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council
- undertake research, audit and quality improvement work to fulfil its objects and purposes
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Community Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Community Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: clerk.alcc@gmail.com
- Phone: 01495 217323
- Correspondence: The Town Clerk, Council Offices, Mitre Street, Abertillery, NP13 1AE

Diversity Monitoring

Abertillery and Llanhilleth Community Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its

activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personal data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Abertillery and Llanhilleth Community Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Community Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Council's Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Council cares about ensuring the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express consent of the parent/guardian of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the Council to delete the information it holds about them, they can request this by contacting the Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Community Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the Website. The Council publishes an annual programme of meetings in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public questions opportunity at each Council meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings are public documents.

Abertillery and Llanhilleth Community Council will ensure the following information is published on its Website for ease of access:

- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- Lists of Councillor or Member responsibilities
- Details of public land and building assets
- Minutes of Council and committee meetings
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by the Council: date



Appendix B

Document Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents for longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists or labels.

- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed, the document needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 The Council is responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations. In practice, day to day responsibility is delegated to the Clerk.
- 3.2 All employees should be made aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles are hereby adopted:
 - Records created and maintained shall be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations.
 - Documents that are no longer required for operational purposes but need retaining should be placed at the County Borough Records Office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?

- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper or recycling bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles shall be followed when disposing of records:
- all records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - where documents are of historical interest it may be appropriate that they are transmitted to the County Records Office.
 - back-up copies of documents should also be destroyed (including electronic or photographed documents) unless specific provisions exist for their disposal.
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained for longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:
- Data that relates to a living individual who can be identified:
- a) from the data, or
 - b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller.
- It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.
- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the Data Protection Act under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.

- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule, hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 10th edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Adopted by the Council: date

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Management	Office	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Office	Bin
Receipt and payment accounts	Indefinite	Archive	Office	N/A
Receipt books of all kinds	6 years	VAT	Office	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Appendix C

Paid invoices	6 years	VAT	Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Office	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Office	Bin
Wages books/payroll	12 years	Superannuation	Office	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Office	Bin
Insurance company names and policy numbers	Indefinite	Management	Office	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Office	Bin
Town Park equipment inspection reports	21 years		Office	
Investments	Indefinite	Audit, Management	Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Office	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Office	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Office	N/A
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Office	Bin if applicable
	Record-keeping			

To ensure records are easily accessible it is necessary to comply with the following: ☑ A list of files stored in cabinets will be kept ☑ Electronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Office	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Office	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

	Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			Office	
Negligence	6 years			Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Contract	6 years			Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Office	Confidential waste.
Sums recoverable by statute	6 years			Office	Confidential waste.
Personal injury	3 years			Office	Confidential waste.
To recover land	12 years			Office	Confidential waste.
Rent	6 years			Office	Confidential waste.
Breach of trust	None			Office	Confidential waste.
Trust deeds	Indefinite			Office	N/A
For Halls, Centres, Recreation Grounds					
☒ Application to hire ☒ Invoices ☒ Record of tickets issued	6 years		VAT	Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts		VAT	Office	N/A
Terms and Conditions	6 years		Management	Office	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes		Management	Office	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR

						regulations.	
	For Allotments						
Register and plans	Indefinite		Audit, Management	Office		N/A	
Minutes	Indefinite		Audit, Management	Office		N/A	
Legal papers	Indefinite		Audit, Management	Office		N/A	
	For Burial Grounds						
☐ Register of fees collected ☐ Register of burials ☐ Register of purchased graves ☐ Register/plan of grave spaces ☐ Register of memorials ☐ Applications for interment ☐ Applications for right to erect memorials ☐ Disposal certificates ☐ Copy certificates of grant of exclusive right of burial	Indefinite		Archives, Local Authorities Cemeteries Order 1977 (SI 204)	Office		N/A	
	Planning Papers						
Applications	1 year		Management	Office		Bin	
Appeals	1 year unless significant development		Management	Office		Bin	
Trees	1 year		Management	Office		Bin	

Local Development Plans	Retained as long as in force	Reference	Office	Bin
Local Plans	Retained as long as in force	Reference	Office	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Office	N/A
	CCTV			
Daily notes	Daily	Data protection	Office	Confidential waste
Radio rotas	1 week	Management	Office	Confidential waste
Work rotas	1 month	Management	Office	Confidential waste
Observation sheets	3 years	Data protection	Office	Confidential waste
Stats	3 years	Data protection	Office	Confidential waste
Signing in sheets	3 years	Management	Office	Confidential waste
Review requests	3 years	Data protection	Office	Confidential waste
Discs – master and working	For as long as required	Data protection	Office	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Office	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Office	Confidential waste
Photographs/digital prints	31 days	Data protection	Office	Confidential waste



Appendix D

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Council to interact in a way that improves communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website and a Facebook page, and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. This Policy will be kept under regular review to reflect any new arrangements.

The Council Facebook page intends to provide information and updates regarding activities and opportunities within our communities and promote our community positively.

Social Media communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, which is subject to copyright, for which we do not own the copyright, or if permission has not been given;
- Not contain personal information unless there are legitimate grounds or consent to do so;
- If it is official Council business it will be moderated by either the Clerk or the Deputy Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abusive language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council, members or staff, will not be permitted.

- Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise, market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law.

The Council's response to any communication received not meeting the above criteria will be to either ignore it, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media and Electronic Communications Policy has been removed*'. If the post alleges a breach of a Council's policy or the law, the person who posted it will be able to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive, particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectations' for the website. The Council reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet the Council's 'rules and expectations' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Council email

The Clerk to the Council has their own council email address: clerk.alcc@gmail.com

The email account is monitored during office hours, Monday to Friday 9am to 1pm. We aim to reply to all queries as soon as we can. An 'out of office' message will be used as appropriate.

The Clerk and Deputy Clerk are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or Deputy Clerk, and/or otherwise will always be copied to the Council's email address. New emails which require data to be passed on will be followed up where necessary with a data consent form for completion before action is taken with that correspondence.

Individual councillors are at liberty to communicate directly with constituents in relation to their own personal views. They may use their own personal email or social media accounts to do so. They may copy correspondence to the Clerk. Any emails copied to the Clerk become official Council communications and will be subject to the Freedom of Information Act. Any emails that are sent or received by councillors are subject to the Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council. This includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate, this policy also applies.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are required to abide by the Code of Conduct and the General Data Protection regulation (formerly the Data Protection Act) in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to be aware of the confidentiality of

information they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council’s Code of Conduct and will be dealt with through prescribed procedures. It may result in a member being reported to the Public Services Ombudsman. It may also lead to criminal proceedings.

Members should also be careful only to copy essential recipients in to emails. Think about whether you need to, and if possible avoid using the ‘Reply to All’ option, but of course copy in all who need to know and ensure irrelevant email trails (earlier emails on the same subject which are no longer relevant) are removed.

Adopted by the Council: date



Appendix E

The Management of Transferable Data Policy

Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Abertillery and Llanhilleth Community Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of this policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual constituents, staff or other people, or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements.

2 Principles

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems or stores electronic data separately from email or other applications.

2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.

2.4 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

3.1 The Clerk will ensure that everyone who is authorised to access the Council's information systems is aware of their obligations arising from this policy.

3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should also be sought from a competent person.

4 Responsibilities

4.1 Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.

4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Clerk.

5.2 It is the duty of all councillors and employees to report any actual or suspected breaches in information security to the Clerk.

6 Data Administration

6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.

6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.

6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.

6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.

- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposal schedule must be implemented by councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of removable media being mislaid, lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus infections must be prevented from damaging the Council's network and computers. Virus and malware checking software approved by the Council must be operational on both the machine from which the data is taken and the machine onto which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded onto the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-Council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The Clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach of procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed regularly by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.3 All transfer arrangements carry a risk to the data.
- 12.4 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.5 Only use approved products for Council data.
- 12.6 Activate encryption on removable media wherever it is available and password protection if not available.
- 12.7 Data should be available for automatic back up and not solely saved to removable media.
- 12.8 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

Adopted by the Council: date

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC)
COUNCIL MEETING
24 OCTOBER 2018**

FREEDOM OF INFORMATION (FOI) PUBLICATION SCHEME

Report of the Clerk to the Council

Purpose of Report

To seek adoption of an amended FOI publication scheme.

Background and Findings

The Council at a meeting on 28 January 2015 received a template ("model") FOI Publication Scheme, which had been provided by The Information Commissioner's Office (ICO).

The Council agreed to adopt the model and to set a limit of £10 to be applied when necessary for FOI requests. The then Clerk explained that charges for FOI requests needed to be made on an individual basis. The model adopted by the Council was a blank template, for councils to fill in. It did not relate specifically to Abertillery and Llanhilleth Community Council. It is also not on the Council's website.

The publication scheme attached has been completed ready for adoption and publication on the Council's website. The schedule of charges proposes to allow the Council to charge for information requests, where paper copies of documents are requested, if the costs of providing them (e.g. printing, photocopying and postage) exceed £10.

Policy Implications

Having an FOI publication scheme is a statutory requirement. It is designed to make it easy for the public to understand what is available from the Council, and how it can be obtained. In this respect, it is a fundamental plank of openness and transparency. The scheme attached complies with the requirements of the ICO and the GDPR.

Resource Implications

No new implications arising directly from this report.

Risks

There are obvious risks if the Council does not comply with statutory requirements. Adopting a scheme related specifically to A&LCC will help mitigate these risks.

Recommended: that the Council adopts the attached publication scheme and schedule of charges and places this on its website as soon as possible.

Appendices: **A** Publication Scheme

Report author: Richard Gwinnell, Clerk to the Council

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Information available from Abertillery and Llanhilleth Community Council under the model Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	Web: £0 Paper and postage: cost of printing or postage (see schedule of charges below)
Who's who on the Council and its Committees	Website + hard copy	As above
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website + hard copy	As above
Location of main Council office and accessibility details	Website + hard copy	As above
Staffing structure	N/A	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website + hard copy, where applicable	As above
Finalised budget	Website + hard copy	As above
Precept	Website + hard copy	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website + hard copy	As above
Grants given and received	Website + hard copy, where applicable	As above
List of current contracts awarded and value of contract	Website + hard copy, where applicable	As above
Members' allowances and expenses	Website + hard copy	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)	N/A	

Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Website + hard copy, where applicable	As above
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website + hard copy	As above
Agendas of meetings (as above)	Website + hard copy	As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website + hard copy	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website + hard copy	As above
Responses to consultation papers	Website + hard copy, where applicable	As above
Responses to planning applications	Website + hard copy, where applicable	As above
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website + hard copy, where applicable	As above
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website + hard copy, where applicable	As above
Information security policy	Website + hard copy, where applicable	As above
Records management policies (records retention, destruction and archive)	Website + hard copy, where applicable	As above
Data protection policies	Website + hard copy, where applicable	As above

Schedule of charges (for the publication of information)	Website + hard copy, where applicable	As above
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection	
Assets Register	Inspection	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	
Register of members' interests	Website + hard copy	As above
Register of gifts and hospitality	Inspection, where applicable	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Abertillery and Llanhilleth Community Council Office, Mitre Street, Abertillery, NP13 1AE
Email: clerk.alcc@gmail.com Tel: 01495 217323

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing or photocopying @ 1p per sheet (black & white)	Actual cost to the Council to be recharged to the recipient – if above £10 *
	Printing or photocopying @ 5p per sheet (colour)	Actual cost to the Council to be recharged to the recipient – if above £10 *
	Postage	Actual cost to the Council of Royal Mail standard 2 nd class to be recharged to the recipient – if above £10 *
Statutory Fee	If applicable	In accordance with the relevant legislation (quote the actual statute)
	Freedom of Information requests	In line with the FOI Act and guidance in force at the time of the request
Other		

* the actual cost incurred by the public authority



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

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

*Agenda
Item 15*

www.abertilleryandllanhilleth-wcc.gov.uk

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

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

The accounts listed hereunder are presented at the 24 October 2018 Council meeting
(Finance Order No 4 – September 2018 to October 2018 - Agenda Item 15)

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

Payee	Nature of Payment	Amount	Date of payment
H.O'Sullivan	Internal Audit Services 106/17	£1,743.70	04/10/18
Green Fingers	Visit #18	£82.00	03/10/18
Welsh Water	Water Charges for Industrial Unit	£115.39	03/10/18
S Edwards	Part in Park (Cable Ties, Photo Frames, Food and Water for Stewards)	£114.79	02/10/18
C&R Travel	Park and Ride for Party in the Park	£240.00	05/10/18
AR Digital	August Printing	£78.93	03/10/18
Green Fingers	Visit #17	£82.00	03/10/18
C.Hart	Stu Gold - Compare for Party in the Park	£50.00	03/10/18
Over 50's Club	P.Adamson Ward Donation	£100.00	12/09/18
Paisley Bird Workshops	Play Tent and Craft Activities	£500.00	13/09/18
Green Room Events	Stage and Lighting	£1,650.00	12/09/18
Mini-Mes	J.Holt Ward Donation	£200.00	21/09/18
BGCBC	TENS Licence	£21.00	07/09/18
BGCBC	Street Trading Licence	£25.00	07/09/18
Staff Costs	Pension (August)	£598.48	
Staff Costs	Salary, Tax and Pension (Sept)	£4,526.88	
Site Supply Solutions	20 Hi-Viz Vests	£82.32	07/09/18
Mini Junior Rugby Club	P.Morgan Ward Donation	£100.00	26/09/18
Abertillery Bluebirds AFC	R.Clark Ward Donation	£100.00	28/09/18
Gary White & Co	September Payroll	£78.00	07/10/18
Total		£10,488.49	

Income during the period: NIL

Current Account Balance as at 5 October 2018: £70,260.47

This includes bank charges to date.

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

Payee	Nature of Payment	Amount
ADMS	N.Simmons Ward Donation	£100.00
Theatre Ad Hoc	Council Grant	£100.00
Zion Miners Chapel	G.Clark Ward Donation	£50.00
Zion Miners Chapel	A.Rees Ward Donation	£50.00
Zion Miners Chapel	K.Bidgood Ward Donation	£50.00
Cwmtillery Luncheon Club	P.Morgan Ward Donation	£100.00
Historical Promotions	WW1 Event Stalls	£2,214.00
BGCBC	Hire of Refuse Bins	£145.92
Life Leisure Trust	First Aid Training x 2	£96.00
OVW	Training for Clr I Beynon (Grants)	£40.00
SSE	Christmas Lighting Electricity for 2017	£944.70
RBL	WW1 Talk in Bro Helig School	£50.00
Total		£3,940.62

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

Payee	Nature of Payment	Amount
Staff Costs	October Staffing Costs (Pension, Salary and Tax/NI)	£4,526.88
AR Digital	September Printing	£68.56
Pashy Pops	Party in the Park Performers	£150.00
H&S Animal Encounters	For Winterfest	£350.00
R.Gwinnell	Mileage – OVW Conference AGM 29/9/18, First Aid Course 2/10/18	£58.05
Total		£5,153.49

Current account position as at 16 October 2018

Opening Balance: £70,260.47
Cheques Outstanding: £3,940.62
Outstanding invoices £5,153.49

Subtotal remaining: £61,166.36

Monies remaining in current account £ 61,166.36. It should be noted that £254.00 is ring-fenced for the 2017/18 Charity appeal which will be split between Abertillery Workmans Welfare Institute and Friends of Six Bells Park (£127.00 each)

Outstanding grant applications; None

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

Note: £5,000 had been transferred from Reserves on 8/3/18 to be used for WW1 Centenary Events.

Current Centenary Events spending (proposed and actual) is:

Talks in Schools	£200
Wreath Laying Belgium	£50
Silent Soldier	£250
Install of Silent Soldier	£75
Further Talks in Schools	£150
Party in the Park	£10,673.17

Total: £11,398.17

£6,398.17 needs to be transferred from reserves as per Council resolution 25th July 2018 (this is within the £7,500 limit that was earmarked for events.

This will leave £67,564.53 in the current account and £31573.35 in the Reserve Account following the transfer from reserves and the payment of all outstanding amounts shown in this report

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Clerk Clerk <clerk.alcc@gmail.com>

Re: Donation for Sixbells Alzheimers Memory Class

Julie Holt <julieholt.alcc@gmail.com>
To:
Cc: Clerk Clerk <clerk.alcc@gmail.com>

29 August 2018 at 22:29

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

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 garn school) to provide tourist information and celebrate the Blaina uprising in 1935.

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

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

Thank you very much for your time.



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 organisation 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



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

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SCHEDULE 1C

Article 2D

CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION
NOTICE UNDER ARTICLE 2D

(to be served on specialist consultees, as defined by article 2(1) of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Purpose of this notice : this notice comprises a formal request for a pre-application consultation response under article 2D of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012.

Proposed development at Roseheyworth Industrial Estate, Abertillery.

I give notice that Blaenau Gwent County Borough Council.

is intending to apply for planning permission to construct a Civic Amenity Centre (Household Waste Recycling Centre).

A copy of the proposed application; plans; and other supporting documents are attached/can be viewed online at <http://www.blaenau-gwent.gov.uk/en/council/consultations/>

In accordance with the requirements of article 2E of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012, a consultation response must be sent to <http://www.blaenau-gwent.gov.uk/en/council/consultations/> or carl.powell@blaenau-gwent.gov.uk by the 2nd November 2018

Signed:



Date: 1st October 2018

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- English (/en/council/consultations/proposed-household-re-cycling-centre/)



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Council (/en/council/) > Consultations (/en/council/consultations/) > Proposed Household Re-cycling Centre

Proposed Household Re-cycling Centre

Consultation - Proposed Household Waste Re-cycling Centre at Roseheyworth Industrial Estate, Abertillery

Blaenau Gwent County Borough Council is looking to re-develop a Household Waste Recycling Centre (HWRC) facility at Roseheyworth Industrial Estate to improve their service provision to local residents and increase their recycling rates in line with Welsh Government targets.

The operation will be based on the activities currently being undertaken at New Vale, Ebbw Vale. The re-cycling materials are glass, wood, cardboard, plastics, electrical goods, paint, plasterboard, textiles, batteries, food waste, paper, carpets, steel & aluminium cans etc. which are then either hauled directly from the site or transported to the Waste Transfer Station at Silent Valley Ebbw Vale.

The proposed new HWRC at Roseheyworth, will also have a shop where residents will be able to purchase recycled goods at reduced costs. A second HWRC in the lower Ebbw Fach Valley will reduce the demand at New Vale and allow residents in the south of the county access to a closer site within the BGCBC boundary.

All consultation responses are to be clearly titled 'HWRC Roseheyworth' and addressed to HWRC.Consultation@blaenau-gwent.gov.uk (mailto:HWRC.Consultation@blaenau-gwent.gov.uk) no later than 12 noon on the 2nd November 2018.

Additional information upon request

Preliminary Ecology Survey
Roseheyworth Coal Mining Risk Assessment
Design and Access Statement

Related Documents

SCHEDULE 1B Articles 2C

</fileadmin/documents/Council/Consultations/HWRC ->

TS2060-1- General Layout

</fileadmin/documents/Council/Consultations/HWRC ->

TS2060-2 - access road layout

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TS2060-3 - A467 junction improvements

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3- A467 junction improvements.pdf

TS2060-4 - Longitudinal Section Typical Section through

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TS2060-5 - cross sections 0 - 25m
/fileadmin/documents/Council/Consultations/HWRC -
TS2060-6 - cross sections 50 - 125m
/fileadmin/documents/Council/Consultations/HWRC -
TS2060-7 - cross sections 150 - 200m
/fileadmin/documents/Council/Consultations/HWRC -
TS2060-8 - cross sections 225 - 275m
/fileadmin/documents/Council/Consultations/HWRC -
TS2060-9 - cross sections 300m through slab a-a
/fileadmin/documents/Council/Consultations/HWRC -
TS2060-10 - retaining wall slab details
/fileadmin/documents/Council/Consultations/HWRC -
10 - retaining wall slab details.pdf
TS2060-11 - retaining wall slab details
/fileadmin/documents/Council/Consultations/HWRC -
11 - retaining wall slab details.pdf
TS2060-12 - storm drainage layout
/fileadmin/documents/Council/Consultations/HWRC -
12 - storm drainage layout.pdf
TS2060-13 - foul drainage layout
/fileadmin/documents/Council/Consultations/HWRC -
13 - foul drainage layout.pdf
TS2060-14 - elevations sections
/fileadmin/documents/Council/Consultations/HWRC -
14 - elevations sections.pdf
TS2060-LP - locations plan
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LP - location plan.pdf

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Blaenau Gwent County Borough Council
Municipal Offices
Civic Centre
Ebbw Vale

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