



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

E-mail : clerk.ALCC@gmail.com

Telephone 01495 217323

www.abertilleryandllanhilleth-wcc.gov.uk

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

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

Our Ref: **NOTICE OF MEETING**

18 July 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 25 July 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 25 JULY 2018 at 7.00pm**

1. Apologies for absence and welcomes

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

2. Declarations of interest or dispensations

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

3. Minutes: Council 27 June 2018 (attached)

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

4. Questions from the public

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

5. Council Action List (attached)

To update Council on actions taken and ongoing in relation to its past decisions.

6. Police Update (attached)

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

7. Centenary Events 2018 Working Group Report (attached)

To receive an update and any recommendations arising since the last Council meeting.

- 8. Shop Local Working Group Report (attached)**
To receive an update and any recommendations arising since the last Council meeting.
- 9. Reports back on other meetings or training attended on behalf of ALCC**
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 including (a) Armed Forces Covenant Steering Group (attached) and (b) One Voice Wales Gwent Valleys Area Committee.
- 10. Zebra Crossing at Alexandra Road (attached)**
To receive a verbal update and decide what next steps to take about the above.
- 11. Accounts 2015/16 and 2016/17 Update (attached)**
To inform Council of and seek approval to changes to the above.
- 12. Appointment of Internal Auditor for 2017/18 (attached)**
To seek agreement to the above.
- 13. Budget 2018/19 – Quarter 1 update (attached)**
To update Council on the financial position at the end of Quarter 1 (April to June).
- 14. Finance Order (attached)**
To consider spending to be made and already made.
- 15. Grant Applications and Opportunities (attached)**
To consider any grant applications received and any funding opportunities members are aware of, which the Council or local groups could explore.
- 16. Chairman's announcements and other relevant correspondence**
To receive announcements from or deal with correspondence raised by the Chairman or officers.
- 17. Celebrating Local Success**
To receive verbal reports on local achievements and successes.

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC) HELD ON 27 JUNE 2018 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Ivor Beynon, Gill Clark, Roger Clark, Tracey Dyson, Julie Holt (Chair) (in the Chair), Mark Lewis, Allen Rees, Nick Simmons, Bernard Wall and Graham White

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

Others: Gary and Sally Oakley – for public questions
Gareth Winmill – Aneurin Leisure Trust – for Street Games presentation

ABSENT: Councillors Steve Bard, Keri Bidgood, Ross Leadbeater, Perry Morgan, Robert Phillips, Glyn Smith and Trudy Williams

9. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies were received from Councillors Keri Bidgood, Perry Morgan, Rob Phillips, Glyn Smith and Trudy Williams. External speakers were welcomed to the meeting.

10. 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
Gill Clark	21b: Grant applications	34	Personal only	She was a member of the Blaenau Gwent Heritage Forum (nominated by the Council).
Nick Simmons	10: Defibrillators	22	Personal only	He was a member of Abertillery Lions, which had offered to help fund a new defibrillator.
Julie Holt	22: BGCBC Home to School Transport	35	Personal only	She was a member of BGCBC, so would be involved at a later date in decisions about changes to BGCBC's home to school transport policies.

Members agreed to take agenda item 5 next, to minimise the delay for those concerned.

11. QUESTIONS FROM THE PUBLIC

Mr Gary Oakley of Abertillery had submitted the following questions in advance:

- (a) What are the Council's views and actions on the potential Abertillery rail link to date?
- (b) Does the Council have any plans/actions to support this venture?

Mr Oakley stated that he had been provided with the Council minutes of 31 January 2018 (when the Council met with Alun Davies AM to discuss this matter) so he was

aware of the Council's support for a rail link and the current position. He had also subsequently met with Alun Davies AM and understood that Abertillery was unlikely to get a station as it did not score enough points under the existing criteria. He told members of his background and asked what he and his wife could do to help.

Members discussed their support for a rail link and the current position. There were plans for a rail link to Abertillery but it did not score enough points under the Welsh Government criteria. A member referred to the need for a co-ordinated campaign for a rail link for Abertillery, to bring tourists and other people in to the town and improve the local economy. Reference was made to the need to campaign to change the criteria, or to adjust Abertillery's case to fit the existing criteria better. Other members stated that the Minister had been very clear; there was very little chance of the position changing.

It was suggested and **RESOLVED** that Councillor Simmons (Chair of the Well-being Working Group) meet with Mr Oakley to discuss whether something could be done under the auspices of the Well-being Working Group to progress an Abertillery rail link.

Mr and Mrs Oakley left the meeting at this point.

12. MINUTES – COUNCIL – 18 APRIL 2018

Council RESOLVED that the minutes of the Council meeting held on 18 April 2018 be confirmed as a correct record, for signature by the Chair.

13. MINUTES – COMPLAINTS COMMITTEE – 25 APRIL 2018

In answer to a query, the Clerk explained that minutes of a committee meeting would normally go back to that committee, for confirmation as a correct record, at a later meeting. However, this involved a delay in confirming minutes, when meetings were several months apart. Council wished to have all minutes submitted to full Council. Committee minutes could be confirmed as a correct record at a Council meeting, as long as the majority of the members who attended the committee meeting agreed that the minutes of that committee meeting were a correct record. As Council had adopted this system, members of the committee could see the minutes of the committee meeting in advance (of Council) for agreement as a correct record informally if convenient, but formal agreement took place at the Council meeting.

Members who had attended the Complaints Committee confirmed that they had already seen the 25 April minutes and they were correct a record of the meeting.

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

14. MINUTES – COUNCIL – 25 APRIL 2018

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

15. MINUTES – COUNCIL – 9 MAY 2018

Council RESOLVED that the minutes of the Council meeting held on 9 May 2018 be confirmed as a correct record, for signature by the Chair.

16. MINUTES – COMPLAINTS COMMITTEE – 11 JUNE 2018

Members who had attended the Complaints Committee confirmed that they had already seen the 11 June minutes and they were correct a record of the meeting.

Council RESOLVED that the minutes of the Complaints Committee meeting held on 11 June 2018 be confirmed as a correct record, for signature by the Chair.

17. STREET GAMES

Gareth Winmill gave a presentation on the aims, objectives, history and work of Street Games, a national charity which had been in existence for approximately 11 years. Aneurin Leisure Trust (ALT) had been commissioned to deliver Street Games in the Blaenau Gwent area. Street Games was all about providing activities for young people which were responsive to their needs and not necessarily in an already established location (e.g. a leisure centre), because young people may not want to go there. Instead, a Street Games rep turned up at a community centre or youth centre or park, with a bag of kit and materials, and started whatever games the young people on site wanted to play. The idea was to break down barriers and engage young people better.

Many projects were running, including a “doorstep sports club”, “lads and dads”, “turn up and play” and “fit and fed”; a project during school holidays which not only gave children physical activity but also gave them food (because, as they were not in school, getting free school meals, some may not be eating properly at home). The amount of engagement and other results were very good, with head teachers and parents reporting that their children were much more focussed when they went back to school and much better behaved.

In answer to questions, Mr Winmill reported that (main points):

- Street Games was a charitable trust, which could raise funds through donations and apply for grants, e.g. from The Big Lottery, Children in Need etc
- Street Games was working with councils, housing associations, youth centres and many other organisations
- donations of food had been given by Tesco, Greggs and others or sourced through FairShare (a scheme whereby supermarkets could be approached by organisations for unsold food or other items)
- there had been 5 projects last year, with 8 so far this year
- further funding was needed and was always welcomed
- A&LCC’s donation last year was gratefully received
- he would welcome further involvement with A&LCC’s well-being working group
- county borough councils were struggling to meet the costs of sports grounds and the like; ALT was in the process of several community asset transfers, but the number of spaces where children could go and play was sadly reducing
- the Street Games Academy provided training and qualifications for young people
- its Leadership Academy was open to anyone over the age of 11
- 100 young people would receive training locally in the next two weeks
- young people could become sports ambassadors or coaches
- any suitable site with access could be used, e.g. the Fire Station yard, Scout Hut, Rotary Club, school sites etc

- any members could contact him with any queries
- A&LCC could help by raising awareness e.g. publicising Street Games via social media or on its website.

Council RESOLVED to put a link to Street Games on its website and share information on its social media pages as and when appropriate.

Mr Winmill left the meeting at this point.

18. COUNCIL ACTION LIST

The Clerk highlighted progress in relation to:

- (a) Code of Conduct training for members: only one councillor had not yet attended
- (b) Abertillery War Memorial – entrance gate and cleaning of the War Memorial
- (c) additional sites for Christmas lights in Aberbeeg and Cwmtillery: completed
- (d) enquiries being made about the need for DBS checks for members
- (e) enquiries being made into the gazebos previously available for community use
- (f) the Silent Soldier; this had now been delivered, was on display in the Council Chamber, and would soon be installed at the Castle Street / Oak Street junction
- (g) preparation of grants criteria
- (h) building security measures and key fobs.

A member suggested a further local contractor who might be interested in giving a quote to fix the War Memorial Gate.

The Chairman of the Well-being Working Group stated that there was another group in Aberbeeg who would be asked for well-being project ideas (the Ebbw Fach Trail Group).

Council NOTED the progress reported and agreed not to remove the fixing of the War Memorial gate from the action sheet, pending contacting others for quotes if possible.

19. ABERFEST

Members commented that:

- this year's Aberfest, held on 9 June 2018, was the most successful ever
- bringing it forward to June meant more people attended
- holding it in July, as in previous years, meant people were more likely to be on holiday and schools were less likely to get involved
- many people had come to Aberfest from outside the area; it was not just locals
- a number of people had said this year's Aberfest was wonderful
- people were amazed that all the children's activities were free of charge
- the children's activity zone was provided for less than £100
- the area was full of people all day long; in fact until after closing time
- the good weather helped
- it was intended to carry on holding Aberfest in June in future years.

Council NOTED the update.

20. POLICE UPDATE

The Chair explained that, as Police resources were so stretched and Council time was limited, Police representatives would in future only attend Council meetings in March and September (unless there was a particularly good reason to make an exception). Instead of attending every meeting, the Police would send the Council a monthly report in future, for Council meetings. Members could ask questions and they could be relayed back to the Police or members could email the Police directly.

Discussion ensued on the process, on the level of response from the Police to reports of crimes and anti-social behaviour and on Police resources and priorities. It was explained that members could email the Police as individual councillors, but not on behalf of A&LCC, unless A&LCC had collectively made a decision to do so. Members were advised to ring 101 or contact the Police by email if they needed a response.

The situation and the report received from the Police were **NOTED**.

21. THE GENERAL DATA PROTECTION REGULATION (GDPR)

The Deputy Clerk stated that:

- there had been a late amendment to the UK legislation in Parliament
- town and community councils no longer had to appoint Data Protection Officers
- a data audit had been completed, showing what data the Council held and why
- he and the Clerk were working through what policies and other documents were needed, including privacy notices
- advice had been received from the ICO (Information Commissioner's Office) that they would pursue big companies that did not comply with the GDPR but small companies and councils would have longer to comply, as long as they could show they were making progress.

Council NOTED the update.

22. DEFIBRILLATORS

Councillor Simmons stated that the Lions may be able to get a defibrillator at a lower price than other organisations and that Wetherspools looked like the best location for a defibrillator, as it had the longest opening hours of any venue in Abertillery. The Lions were willing to part fund a defibrillator in the town.

The Deputy Clerk stated that costs were around £600 for a defibrillator located indoors or £1500 for one located outdoors. Many of those sited outdoors had been vandalised.

Council RESOLVED to approach Wetherspools to assess whether siting a defibrillator inside would be an option, and report back.

23. JOHN SELWAY – BLUE PLAQUE

The Deputy Clerk stated that a quote of £70 given previously was not correct; a blue plaque would cost in the region of £500. Discussions were being held with Reverend Michael Parker and with John Gower about siting a blue plaque at Jubilee Square.

Councillor Gill Clark referred to Roger Cecil, who had died in 2015, who was another internationally renowned artist from the local area. She proposed that a blue plaque also be erected locally to celebrate the work of Roger Cecil, that £1,000 be allocated to pay for two blue plaques, that the plaques be located at Jubilee Square and that blue plaques for other people be explored further in future.

Members discussed the wide impact of John Selway's and Roger Cecil's work; the tourist potential of blue plaques; that heritage or lottery funding may be available for blue plaques; that other people should also be considered for a blue plaque, given their contributions to the local area; and whether the location was appropriate.

Council RESOLVED (with 9 members voting in favour and 2 abstaining):

- (1) to allocate up to £1,000 for two blue plaques, for John Selway and Roger Cecil
- (2) to site them at Jubilee Square
- (3) to explore further blue plaques for other people after these two had been done.

24. COUNCILLORS' EMAIL ACCOUNTS

The Deputy Clerk reported that:

- members could change their A&LCC email passwords after all
- members should let the staff know first that they were intending to do this; or the staff would be asked to authorise a change to an account without prior notice
- A&LCC would retain admin rights for every A&LCC email account
- if people communicated using an A&LCC email account, A&LCC's insurance policy would cover what was said
- A&LCC's insurance did not cover what people said by private email
- if someone used a business account for their email, this would be subject to data rules under GDPR in the same way as an A&LCC account would
- three members were not using the A&LCC email accounts provided for them
- members who were not using A&LCC email accounts would therefore need their own policies, data destruction rules etc
- he would send members a briefing note, setting out the relevant factors.

Council NOTED the update.

25. POST OFFICE CLOSURES

The Deputy Clerk stated that the Post Office was looking to operate an outreach service in Six Bells in future and were currently considering location options. Post Offices were closing down all around the UK, mainly due to the difficulty in retaining and recruiting Post Masters, as business viability was often marginal in small towns or rural areas. The Post Office did not have a timescale for providing a new service to replace the Six Bells closure but he would report back when further details were forthcoming.

It was reported that discussions had been held about operating Post Office Counter and Credit Union services from Ty Ebbw Fach and the Llanhilleth Institute.

Council RESOLVED to receive more information when further details were forthcoming from the Post Office.

26. COUNCIL INSURANCE POLICY

The Deputy Clerk reported that the Council's insurance policy was due for renewal in July. Quotes had been sought and the current insurer was again by far the best value. The fee for the year ahead from the current insurer (Zurich) was £635. If the Council signed up for a 5-year contract, it could save £53 per year. However, this could hamper the Council's freedom and was not advisable, in light of the minimal saving. The Council's insurance allowed the Council to put on an event for up to 1,000 people.

Council RESOLVED to renew the Council's policy with Zurich for one year.

27. WELL-BEING WORKING GROUP REPORT

Councillor Simmons (Chairman of the Working Group) stated that:

- two meetings had been held
- a meeting had been held with the Leader of Blaenau Gwent County Borough Council (BGCBC) (who was also the Chairman of the Public Services Board) and officers, who were very impressed with A&LCC's progress on well-being
- no other town and community councils locally appeared to be doing anything under the well-being agenda
- the current projects were somewhat short term
- the Council needed to be planning for the next 10 to 15 years as well
- 28 projects had been suggested, with 5 common themes being progressed by individual members of the working group
- better links were needed with other community councils in the area, given the current town and community council review
- 25% of the population of Blaenau Gwent was in the A&LCC area
- the Ebbw Fawr valley did not have a community or town council.

Other members commented (main points):

- BGCBC were very supportive of A&LCC's efforts
- BGCBC stressed the need for willing volunteers to take projects forward – not members who were press-ganged into doing it because it was in their ward
- there were opportunities for cross-boundary working with other T&CCs
- a member had attended a seminar on community asset transfers (CATs)
- CATs were really about county borough councils offloading services and transferring liabilities, not assets
- service failures would be the responsibility of the organisation which took the service over
- it was a shame more A&LCC members had not attended the seminar.

Council **NOTED** the update.

28. CENTENARY EVENTS 2018 WORKING GROUP REPORT

The Chair reminded members that Councillor Morgan had resigned as Chairman of the Working Group, in his email dated 19 June 2018. It was not clear whether he had resigned from the working group altogether. He was not here today, so would be asked later.

Council RESOLVED (with one abstention):

- (1) that Councillor Tracey Dyson be elected as Chair of the Centenary Events Working Group for the remainder of the civic year.

Councillor Dyson reported progress made by the working group as follows:

- a “WW1 Centenary Celebration in the Park” was proposed for 8 September 2018 at Abertillery Park, from 3pm to 8pm or 9pm
- it was intended that there would be military vehicles, displays, live music, stalls, food, children’s entertainment and so on
- she had asked Abertillery Rugby Club, who were happy for the field to be used
- she and the A&LCC officers were meeting Blaenau Gwent County Borough Council officers next week (BGCBC owned the site) to seek permission to use it
- it had already been agreed that Aberystroth would provide stewards for the event, Ffrindiau Tyleri would provide a stage and gazebos, Des Ward would provide sound systems for any music and there would be 5 standard bearers
- the event would be very positive for the area, building on Aberfest and Winterfest
- Council approval was needed, in order to proceed further
- there were only two Council meetings before the event; today and 25 July
- bookings and payments would need to be made; waiting for approval at Council meetings was not going to work
- she had sought advice from the Clerk on the best way forward
- she proposed that decisions on the spending of the £4,500 already set aside for centenary events therefore be delegated to the Clerk, so full Council approval was not required before commitments had to be made
- she proposed that the Deputy Clerk be appointed Project Manager for the event, given his extensive previous project management experience
- the Deputy Clerk had agreed to do this and to attend all meetings of the working group, to help progress and deliver the event at speed
- she had asked the scouts, guides, schools and others to get involved
- it may be possible to apply for an Armed Forces Covenant grant for up to £20,000 to help with the costs; soundings had already been taken on this.

The Clerk proposed that the event be called “WW1 Party in the Park”; explained that Council could only delegate to committees, sub committees or officers (or joint committees with other authorities); confirmed that the delegations proposed by Councillor Dyson were the best route, given the lack of time available until the event; and explained that the Council had already spent £500 of the £5,000 set aside for this.

Councillor Rees informed Council that he and other ward councillors had also used part of their ward donation funding for Silent Soldiers in Swfrydd and Llanhilleth.

Council RESOLVED:

- (2) that the Council agrees to the holding of an event in Abertillery Park on 8 September, along the lines outlined by Councillor Dyson
- (3) that the event be called “WW1 Party in the Park”
- (4) that the spending of the £4,500 left from the £5,000 already set aside for centenary events, and of any monies which are granted from external sources for the event,

- be delegated to the Clerk, without further reference to Council
(5) that the Deputy Clerk be appointed Project Manager for WW1 Party in the Park
(6) that Councillor Morgan be asked whether he wishes to remain on the working group.

The Chair thanked Councillor Dyson for her hard work in preparing for this event.

29. SUSPENSION OF STANDING ORDER 1(z)

Council **RESOLVED** that standing order 1(z) be suspended, to extend the time limit for the meeting.

30. SHOP LOCAL WORKING GROUP REPORT

The Clerk circulated colour copies of the posters and surveys issued with the agenda.

Councillor Lewis, Chairman of the Working Group, stated that he had been ready to go around the shops, with a poster and survey, only to be told they were not acceptable as they implied the Council would pay for shop local initiatives. The officers had shown him the shop local products produced by Barry Town Council, who spent £55,000 a year (of their £1 million+ budget) on shop local initiatives. He felt the spending of £250 by A&LCC was essential to kick start a shop local campaign. This had been agreed by the Shop Local Working Group. He had spoken to four traders, who were very positive about a shop local campaign. In his view, it was time for A&LCC either to put up money to progress shop local or abandon the idea and leave it to shopkeepers. He was happy to use the poster and survey he had produced previously.

Other members commented that (main points):

- the poster produced by the officers ("Keep Calm and Shop Local") was preferred; it was a well-known brand and would stand out well in shop windows
- they preferred the survey designed by officers as it was simple, with only 4 easily understood questions, no further text, no commitment to A&LCC spending and it would be easy to analyse responses
- if A&LCC implied it would spend money, traders were not likely to say no to that
- the Council had not agreed to spend any money, so the survey should not imply that it had
- the Council should get the commitment of shopkeepers before committing to spend public money on improving trade for the shops
- the Nash Partnership had recently done a study on town centre regeneration and were expected to report back to Blaenau Gwent soon; they perhaps should be approached or asked to attend a meeting
- the Shop Local Working Group should discuss the detail and report back to Council with its recommendations.

The Clerk explained the reasoning behind the alternative poster and questionnaire and reminded members that working groups could not take decisions and action. Instead their role was to work up proposals and make recommendations back to the Council, before any resources were committed. The Council may if it wished use a small amount of its budget to kick-start a shop local campaign, with the support of traders, as this was about promoting Abertillery and the area, but that would have to be agreed by Council, not only by the working group.

Council RESOLVED to await further recommendations from the Shop Local Working Group before proceeding any further.

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

Councillor Dyson stated that:

- she had attended Tredegar Armed Forces Day, as the Chair could not attend
- funding may be available from the Armed Forces Covenant for WW1 Party in the Park on 8 September
- a grant was also available for the Council to obtain 10 transparent perspex “there but not there” soldiers
- the grant application needed to be made very quickly, so the Deputy Clerk had submitted it on behalf of the Council by the deadline last week
- these perspex soldiers could be placed on chairs at the 8 September event
- the Council had already paid for WW1 talks in primary schools
- the perspex soldiers could be loaned to schools to help illustrate the WW1 talks
- WW1 talks were also proposed for Llanhilleth and Swfrydd Schools
- WW1 talks had not been organised for the Welsh school, Ysgol Gymraeg Bro Helyg, as the speakers could not deliver talks in Welsh.

Councillor Peter Adamson asked for the minutes to record his strong objection to “there but not there” soldiers being placed in primary schools, as this would be disturbing for young children, in his view.

Other members commented that:

- primary school children learnt about the Wars as part of the history curriculum
- WW1 talks should also be provided at Ysgol Gymraeg Bro Helyg
- the Police should be told when the Silent Soldier was installed
- the Silent Soldier may be vandalised
- PCSOs should keep an eye on it.

Council **NOTED** the update.

32. ZEBRA CROSSING AT ALEXANDRA ROAD

The Chair suggested that Council defer this item, in the absence of Councillor Bard, who had raised this issue.

Council **DEFERRED** this item to a future meeting.

33. FINANCE ORDER

A councillor asked why the Council paid so much for Microsoft 365 licences and why wages were not broken down further in the Finance Order.

The Deputy Clerk stated that one licence was needed for each PC. He would look into whether the licences were available cheaper elsewhere. The Finance Order showed when monies were paid out or needed to be paid out. Salaries, national insurance, tax

and pension payments had never been identified as separate items in the Finance Order. That was not its purpose. Salaries, tax, NI and pension payments were identified separately in the Council's budget and in quarterly budget monitoring reports.

Council **RESOLVED** (with one member abstaining from the vote) to approve the payments listed in the Finance Order.

34. GRANT APPLICATIONS AND OPPORTUNITIES

The Clerk outlined and answered questions on the applications attached to the agenda. He also explained that £635.55 was due to be paid to the Hospice of the Valleys soon, as that had been the Chairman's Charity three years ago and the funds raised during that year had not yet been paid out, as officers had only recently been able to gain access to that account. Following discussion of each application:

Council **RESOLVED**:

- (a) to receive a report back on whether the Council had given money last year to Abertillery Cricket Club, as it would not do so again this year (if it had last year) in light of the Council's "two-year rule"
- (b) to grant £250 to the Blaenau Gwent Heritage Forum to help fund their annual heritage day at Ty Ebbw Fach on 7 October 2018
- (c) to note that Hospice of the Valleys would shortly receive £635.55 from the Council, as that money was held in the Chairman's Charity Appeal account from 2015/16
- (d) not to grant any further money to Hospice of the Valleys.

35. CHAIRMAN'S ANNOUNCEMENTS / OTHER RELEVANT CORRESPONDENCE

The Chair stated that she had not been able to attend any events as Chair in the last month, but other people had done so on her behalf.

Councillor Dyson had attended Tredegar Armed Forces Day. Their staff had high visibility jackets with Tredegar Town Council on the back. A&LCC should provide similar jackets for its staff in her view.

Councillor Gill Clark had attended Ysgol Gymraeg Bro Helyg Talent Show, which was very good; especially their rendition of Calon Lan and the Can Actol.

Councillor Beynon referred to a Memorial Service held at St John's Church, Six Bells.

The Clerk reported on a request that Blaenau Gwent County Borough Council's (BGCBC's) Home to School Transport Consultation be placed on the A&LCC agenda.

The Chair (Councillor Holt) stated that she had a personal interest in that issue as she would be asked to decide on it later, as she was a member of BGCBC. She could not comment on the plans or give an opinion on them and she had an open mind. Nevertheless, she was aware of significant opposition to the BGCBC plans and she encouraged everyone to comment on the plans individually if they wished to do so.

The Clerk read out a letter from the Wales Audit Office (WAO) dated 21 May 2018. The letter concerned the Employment Liaison Panel, its change of name and the setting of the Clerk's salary in February 2017. The WAO had expressed concerns over elements

of historical record keeping and lack of clarity over the name and powers of the panel. The WAO also noted that the Clerk's salary was the same as the previous Clerk's salary, that the Council had given delegated powers to the Employee Panel, that there was now (since the beginning of the 2017/18 civic year) a Human Resources Committee, with proper terms of reference, and that procedures for submitting minutes to Council meetings more quickly had been introduced at the beginning of the 2017/18 year.

The Clerk read out his email reply to the WAO dated 21 May 2018, pointing out that the Council at its extraordinary meeting on 29 March 2017 was provided with the advert, which showed the salary of the Clerk and that the Employee Panel minutes had been submitted to the Council's ordinary meeting a week later, on 5 April 2017, which was the earliest date available after the minutes had been confirmed by the panel as a correct record of their meeting.

36. CELEBRATING LOCAL SUCCESS

It was reported that:

- Abertillery Bluebirds AFC had won the Gwent Seniors Cup Final, 5 goals to 1, and won the Gwent Cup, 3 goals to 1. They had also been runners up in the league (by 1 point)
- a congratulations letter had already been sent, after the announcement made at the last Council meeting
- Abertillery Youth Drama and Music Society (AYDMS) had delivered outstanding performances of the musical CATS recently
- several letters had already gone to AYDMS about previous successes
- members did not wish further letters to be written
- these announcements would however appear in these minutes.

Council **NOTED** the achievements and successes outlined.

The Chair reminded members of the meetings scheduled for 18 and 25 July.

The meeting ended at 9.40pm.

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
25 JULY 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 22.2.17	11	Report back to Council on communication protocols and social media (SM) guidance as part of a wider review of IT Policy, dealing with IT security, protocols, data protection, data retention, social media and other issues	Clerk / DC	In progress. All Members provided with WLGA SM guide. Council agreed SM policy Sept 17. Work ongoing re GDPR
Council 5.4.17	16 (3)	Seek the training decided upon for newly elected members	Clerk	In progress – no need to monitor further *
Council 12.7.17	42 (6)	Arrange Code of Conduct training – attendance mandatory for all members	Clerk	All except 1 member has attended
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	On site meeting held. Cleaning to be done in August 2018
Council 25.10.17	112 (4)	Report back on floodlighting options at the Abertillery War Memorial	Cllr Phillips	
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 but three members 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	
Council 29.11.17	145 (4)	Write to BGCBC to query whether any action can be taken about a regular fly poster in the A&LCC area, in liaison with Councillor White	Clerk / DC	No input received from Cllr White. Out of date?
Council 29.11.17	147 (2)	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	CEWG / Chair	Ongoing – see later updates below *

Council 29.11.17	149 (2)	Report back on the proposal that all members be DBS checked	Clerk	Enquiries made. DBS checks not needed . Members informed *
Council 29.11.17	151	Write letters of support, if Council is asked to do so, for the Llanhilleth Institute or Ty Ebbw Fach or any other appropriate facilities which wish to provide an alternative location for a Post Office in future	DC	Post Office looking for "outreach" facility. See later updates below *
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 now paid for by DD. Electricity DD in progress. 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 31.1.18 ordinary	210	Publicise letters of thanks received (for the Solar Farm Funding contributions) on the Council's website	DC	Completed *
Council 7.3.18	220 (2)	Delay appointing a Data Protection Officer until further details received – officers to report back	Clerk/DC	See updates below *
Council 7.3.18	220 (3)	Keep GDPR on the agenda as a standing item – officers to report back	Clerk/DC	Reported back to every meeting since *
Council 7.3.18	233	Keep the future of Aberfest and Winterfest on the agenda for the time being	Clerk	Discussed at every meeting since *
Council 7.3.18	239	Obtain a Blue Plaque and place it in Jubilee Square if possible to commemorate the life and work of John Selway	DC	In progress – see below *
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	252 (4)	Refer Aberbeeg Community Centre's (ACC) well-being suggestions to the Well-being Working Group	Chair of WBWG (Cllr Simmons)	In progress
Council 28.3.18	255 (2)	Work together to come up with firm recommendations re defibrillators and report back to Council	DC/Cllr Simmons	Ongoing – see later updates below *
Council 28.3.18	259 (1) and (2)	Purchase a Silent Soldier – from the reserve funding earmarked for centenary events	Clerk/DC	Completed *
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	Delayed pending 25 July meeting
Council 18.4.18	279 (3)	Submit the 2016/17 Annual Return to the Wales Audit Office	Clerk/RFO	Delayed pending 25 July meeting
Council 25.4.18	288 (2)	Report back on "admin" options re member email accounts	DC	Completed *
Council 25.4.18	288 (4)	Blue plaque for John Selway – report back progress	DC	Ongoing – see later updates below *
Council 25.4.18	288 (5)	Replacement of Six Bells post office – report back on progress	DC	Ongoing – see later updates below *
Council 25.4.18	292 (1)	Locate the Silent Soldier near the Pendragon Stones	Clerk	Completed *
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	293 (1)	Engage with traders – assess commitment from traders for a shop local campaign	Chair of SLWG (Cllr Lewis)	Ongoing – see updates below
Council 25.4.18	293 (2)	Report progress (re Shop Local) to a future Council meeting	Chair of SLWG (Cllr Lewis)	Updates reported to every meeting since *
Council 25.4.18	294 (1)	Invite Simon Morgan of Admiral Nurses to a future Council meeting	Clerk	Rearranged for 24.10.18
Council 25.4.18	295	Cancel first aid training for all members and rearrange on an individual basis	Clerk	All-member training cancelled. Individual bookings in progress
Council 25.4.18	298	Put Zebra crossing at Alexandra Road on a future agenda	Clerk	On agenda 27.6.18 and 25.7.18 *
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 25.4.18	306 (1)	Write to two local primary school pupils, congratulating them on their selection for Swansea City Football Club	Clerk	Completed *
Council 25.4.18	306 (3)	Publicise these successes on the website	Clerk/DC	Will be done if parental permission received *
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)	
Council 27.6.18	17	Put a link to Street Games on the Council's website and Facebook pages and share information when appropriate	Clerk/DC	
Council 27.6.18	22	Approach Wetherspoons to assess whether siting a defibrillator inside would be an option and report back	Clerk/DC	
Council 27.6.18	23	Progress two blue plaques, for John Selway and Roger Cecil, at Jubilee Square	Clerk/DC	John Selway plaque wording agreed and order placed
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	
Council 27.6.18	26	Renew the Council's insurance policy with Zurich	Clerk	
Council 27.6.18	28 (1)	Tracey Dyson elected as Chair of CEWG – amend committee memberships list	Clerk	
Council 27.6.18	28 (2)	Hold WW1 Party in the Park on 8 Sept 2018	Clerk/DC/ Chair of CEWG (Cllr Dyson)	Plans in progress
Council 27.6.18	28 (4)	Manage all spending on the event	Clerk	In progress
Council 27.6.18	28 (5)	Project Manage the event	Deputy Clerk	In progress

Council 27.6.18	26 (6)	Ask Cllr Morgan if he is resigning from the CEWG altogether or not	Clerk	Cllr Morgan asked. Reply awaited
Council 27.6.18	30	Submit further Shop Local recommendations to Council	Chair of SLWG (Cllr Lewis)	On agenda 25.7.18 *
Council 27.6.18	31	Notify the Police when the Silent Soldier is installed and ask them to monitor	Clerk	Completed *
Council 27.6.18	34 (a)	Report back on whether Abertillery Cricket Club had a grant last year from A&LCC	Clerk	They did get a grant of £200 in May 2017
Council 27.6.18	34 (b)	Pay grant of £250 to BG Heritage Forum	Clerk	
Council 27.6.18	34 (c)	Pay £635.55 from the 2015/16 Chairman's Charity Appeal to Hospice of the Valleys	Clerk	

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

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: 17 July 2018

Abertillery NPT Town Council Update July 2018

The Abertillery Emergency Services Station Open Day we feel was a great success and the feedback that we had from the local people who attended was positive.

Updates

ASB in the Town and Cwmtillery areas has become an increasing issue since the last meeting. We will be of course be targeting those areas to try and resolve the issue. Unfortunately as we target one area re an issue other locations are not visited as often. So in this case as we targeted Six Bells a rise occurred in Cwmtillery. We try to cover all areas but as our area of responsibility is from Bournville to Crumlin this isn't always possible.

It is no surprise that we have seen a number of fires over the last week or so. Some of those have been large and have required great effort from our colleagues in the Fire Service. From a police perspective we have followed leads and have spoken to a number of youths who have been named as being responsible. Those enquiries remain live at this time. On another note Fire Service personnel based at Abertillery took part in a charity walk up and down Pen y Fan several times on Saturday the 14th in their firefighting kit, they were joined by our own Kay Moseley. The week before Kay took part in the Velothon, there really is no stopping her! They did this after finishing their shifts in the early hours of the 14th for two charities, Dementia UK and a Fire Service Charity.

Two cannabis cultivations at separate addresses were found in Six Bells and persons were arrested. On Town Ward a male was arrested for supplying drugs, he has been released under investigation for further enquiries to be carried out.

Reported crime throughout the last 28 days has followed what seems a traditional pattern of Violence related crimes being by far the biggest category. I must again stress that the violence category covers a whole range of crimes and ASB related incidents would be included in this category. It also includes domestic related incidents and social media related incidents. We have had 4 reported burglaries, 11 vehicle related crimes. Other than violence related incidents the next biggest category is criminal damage which covers a broad field. Out of all of our reported crimes there none of note and there are patterns/series. When we look at crime a crime series/pattern is what we look for, happily we do not have that issue at this time.

Just a reminder of the Your Voice Priorities are below. I will give an update on their progress over the coming months:

Your Voice

The new Your Voice priorities for Abertillery are as follows:

Town Ward – ASB Church Street

Cwmtillery – ASB Off Road Bikes

Six Bells – ASB area around Alexandra Terrace

Llanhilleth – ASB Partridge Road

Twitter

Abertillery Neighbourhood Team twitter - @gpabertillery

Gwent Now

Gwent now is the new community messaging system designed to keep the residents of Gwent informed about what is happening. The system is being used for:

1. Appeals for crimes and incidents
2. Circulating crime prevention advice
3. Details about campaigns and initiatives
4. Ability to request CCTV for those residents who use CCTV at home/business or in their vehicles
5. Sharing results of operations and good news stories

Feedback received from residents relating to previous systems were that they were receiving too many or not enough messages not relevant to their areas; making it impossible to get the balance right. This new system is flexible and can be tailored to individual needs for the type of messages they receive and the chosen means of communication which are: telephone, email or text message.

Majority of the messages are also uploaded to the Gwent now website:

<https://www.gwentnow.org/>

Subscription to the system is FREE OF CHARGE.

Members are able to register multiple locations and this is ideal for those residents who have vulnerable family members/neighbours/ represent a community group and are able to share the information with them. Residents may want to know more about where their children go to school, places to socialise and place of work etc.

Recipients can be in total control and of course they are free to unsubscribe at any time.



Centenary group report

Tracey Dyson <traceydyson.alcc@gmail.com>

17 July 2018 at 20:19

To: Clerk ALCC <clerk.alcc@gmail.com>

Hi Rich

1. Silent soldier has gone in, Llanhilleth and Swffryd's have been ordered.
2. Even though the There but not There soldiers have been ordered, there is a question over whether they will be delivered in time for the event. Lisa Rawlings from the Army Covenant will chase it up to possibly get them to us in time.
3. Thank you poetry competition has gone out to each primary school, we have agreed if not enough are submitted before the event we will extend the deadline to the end of October and announce winners before the Remeberance parade. Hopefully it won't come to that though.
4. Party in the park

The event is coming together and we have quotes for nearly everything we need. Unfortunately the covenant grant committee will not sit until the middle/end September so this funding stream is too late for our event.

We are proposing to council to increase the amount of money allocated to us, but we are going to keep trying other means to get the money we need.

We have a running program and hopefully it will be a great day, it will really put ALCC on the map.

It has been suggested as we are running a military based event we can apply for a Covenant Bronze award which I have chased up.

The last two meetings have only been attended by myself, Steve and Cllr Allen Rees from the council. If other members of the group don't wish to be involved are there any other councillors that would like to take their place ??

This report can go alongside the meeting 2 weeks ago, our next meeting is 31st July @ 6.30pm

Cllr Tracey Dyson

This is a blank backing page

Centenary meeting minutes

Tracey Dyson <traceydyson.alcc@gmail.com>

11 July 2018 at 14:59

To: Clerk ALCC <clerk.alcc@gmail.com>

Cc: Allen Rees <allenrees.alcc@gmail.com>, Glyn Smith <glynsmith.alcc@gmail.com>, glyn smith <glynsaint@aol.com>, "wfordpop@aol.com" <WFordpop@aol.com>, Graham White <grahamwhite.alcc@gmail.com>, Geoff Nash <mngan@talktalk.net>, suemcculloch <s_mcculloch2@sky.com>, Tony Baghurst <baghurst445@btinternet.com>, Martin Parfitt <marfitt@talktalk.net>

Hi All

Sorry for the delay

We firstly discussed the silent soldier being sited. Abertillery's is going in today. Llanhilleth and swffryd's have been ordered, they have been paid by Llanhilleth's town and borough councillors

We discussed paying £150 out of our budget for 3 more schools in our area to have talks in the schools. We agreed that this would be the right thing to do.

RBL has kindly donated £100 towards trophies for a Thank you poetry campaign to run in all junior schools for age 9-12 year olds. Hopefully depending on entrants we will announce the winners at the event on 8th September. We have agreed to get together Thursday evening 6th September to judge the poems. We will possibly need a Welsh speaker to judge Bro Helyg entries. All posters have gone out to schools (see attached)

We have applied for a grant for 10 There but not there soldiers, which will be used at our event and be looked after by various schools if they want them, we will probably have a parade to bring them into the field at our event.

We were meeting with representatives from BGBCC to discuss the usage of the park, it has now been agreed we can use the Cricket pitch.

We have applied for a grant from Covenant hopefully we will get approved and it will be in time for the event, I will chase this at a meeting on 17th July.

Steve and I will push forward with organising but will need help from other members of the working group

We have agreed to meet every fortnight in the run up to the event

Next meeting Tuesday 17th July @ 6.30 in the Town council offices.

Thanks

Tracey

On Mon, 9 Jul 2018, 12:32 Tracey Dyson, <traceydyson.alcc@gmail.com> wrote:

Fab thanks Steve

On Mon, 9 Jul 2018, 12:28 Clerk ALCC, <clerk.alcc@gmail.com> wrote:

All

I have 5 forms to fill in from BG, will get them on Weds/Thursday, will also then start the process about applying for grant from Armed forces Covenant.

I already have one quote for £606.25 for 10 single Portaloo's + 1 disabled portaloo.

I am in the middle of some Council finance stuff but should be in the clear by weds to crack on with all of this.

Regards

Steve Edwards
Deputy Clerk
Abertillery and Llanhilleth Community Council
Council Offices, Mitre Street, Abertillery. NP13 1AE.
(Telephone 01495 217323)

On Mon, Jul 9, 2018 at 10:59 AM, Tracey Dyson <traceydyson.alcc@gmail.com> wrote:
Hi All

Just a quick update, BG has refused our request to use the rugby field, but has offered the extension or the cricket pitch.

We weighed up both options and have decided on the cricket pitch, more contained and plenty of room.

So just some paperwork to fill in and we should be okay

See you next week

Tracey

On Thu, 28 Jun 2018, 12:34 Clerk ALCC, <clerk.alcc@gmail.com> wrote:
Dear group members

The group's meeting next Tuesday 3 July at 6.30pm will now be held at the Council offices, Mitre Street, Abertillery (not the Bridgend pub).

The Council last night appointed Councillor Tracey Dyson as Chair of the Working Group, to replace Councillor Perry Morgan, who recently resigned as Chair. The Council also agreed to hold a big centenary event ("WW1 Party in the Park") on 8 September 2018 at Abertillery Park. The Council agreed to appoint the Deputy Clerk (Steve Edwards) as Project Manager for the event and to delegate the spending of the money already set aside (on the event) to me. This means we can quickly get on with planning and making arrangements, booking people etc between council meetings, without having to report back to full Council for approval to every aspect.

Tracey is leading the preparations and is now working closely with Steve and others to get it all delivered.

Just a quick reminder, the membership of the group as agreed by the Council is Councillor Tracey Dyson, Councillor Perry Morgan, Councillor Allen Rees, Councillor Glyn Smith and Councillor Graham White, as well as Geoff Nash and Don McCulloch (RBL) and Tony Baghurst and Martin Parfitt (RWRA).

We await news from Cllr Morgan about whether he wants to resign from the working group (as well as the chairmanship). If and when Cllr Morgan resigns from the group, Council will be asked if it wants to appoint someone else to serve in his place. The group carries on as it is in the meantime.

I have copied you all in, so you are all in the loop. I have seen past emails which don't include everyone, but everyone is now copied in to this email.

I'll bow out there for now and let Tracey and Steve tell you more next Tuesday.

Best wishes

Richard Gwinnell
Clerk to the Council



Agenda Item 8

Clerk Clerk <clerk.alcc@gmail.com>

Shop Local Working Group's meeting Progress Update report.

Mark Lewis <marklewis.alcc@gmail.com>

17 July 2018 at 11:01

To: Clerk ALCC <clerk.alcc@gmail.com>

Cc: steve bard <stevebard.alcc@gmail.com>, Perry Morgan <perrymorgan66@googlemail.com>, Rob Phillips <robphillips.alcc@gmail.com>, Ivor Beynon <ivorbeynon.alcc@gmail.com>

Hi Richard / Steve,

I have copied and pasted below the Shop Local Working Group's findings and recommendations which it is putting forward to full council at the next ALCC monthly meeting for a decision to be reached and made on whether to proceed or not with these recommendations.

Shop Local Working Group meeting update.

17/06/2018

Mark Lewis, Steve Bard and Perry Morgan in attendance.

Decisions were made on the following points below -

The Shop Local Package

1. A set amount of money will be ring fenced by council as it has been done for other working groups and when required permission will be sought by the Shop Local Working Group from full Council to use this money when necessary.
2. Then the councillors within the working group have organised a questionnaires that can be taken around the businesses and shops in the town asking for their thoughts on the community councils idea of creating a Shop Local Campaign to help promote the town and their businesses with the use of window stickers that state Abertillery Needs You To Shop Local, Shops Local Wales, Small Business Saturday promotions etc plus obtaining any suggestions or funds that they would like to make towards helping promote their businesses and Abertillery Town.
3. Shop Local's recommended Banner design to be purchased and positioned around Abertillery Town at predetermined locations plus 1 banner per ward area as well.
4. Laminated A3 posters of banners to be made up for local bus services and notice boards.
5. Cost of banners and laminated notices plus cable ties to hold banners in position approximately £250.
6. Gain permission from full council to post this idea on Abertillery Town Shops Facebook page / social media to find out the public's response on it through an online questionnaire this will be done after asking the shopkeepers and local business owners for their views on it.

7. Along with Aberfest and Winterfest hold at least another 3 days in the year where the public are encouraged to shop locally in Abertillery Town by holding a day event to do so Small Business Saturday already does this in December so we just need another two days organised.

8. Cllr Steve Bard would also like to see this extended to four days meaning that there is something going on in Abertillery Town every two months.

9. Cllr Lewis has also suggested adding more specifically required shops to the existing ones already in Abertillery Town and has a plan in place to help carry out this suggestion, plus he also made a further suggestion of using our local facilities as in Abertillery Park, Cwmtillery Lakes, The Guardian etc to help promote Abertillery Town.

10. A website could also be created to achieve this aim of promoting Abertillery Town along with social media - "Spend a day in Abertillery - shop in the town at your leisure in the morning whilst relaxing with a picnic in amongst the beautiful scenery at Cwmtillery Lakes in the afternoon." plus many more similar suggestions could be added further to this one example suggestion.

Cllr Mark Lewis,
Cwmtillery Community Councillor,
Abertillery & Llanhilleth Community Council.

Summary and Questionnaire.

Please can you just give us a few minutes of your time to read the below proposal and then answer the five questions that have been set out by the Abertillery and Llanhilleth Community Council / Shop Local Working Group on their idea to help promote Abertillery Town and it's local shops and businesses. Thank you.

Abertillery and Llanhilleth Community Council / Shop Local Working Group are proposing that 8 banners in the design overleaf be position around Abertillery Town at predetermined locations plus also 1 banner per ward area to help promote Abertillery Town along with it's shops and businesses, also then A3 laminated posters of banner's designs will be made up to be displayed on local bus services and local notice boards..

ALCC's / Shop Local Working Group would then also like to post this idea on Abertillery Town Shops Facebook page / social media to find out the public's response on it as well.

Then the councillors within this working group through this questionnaire that is being taken around the local businesses and shops in Abertillery Town (asking for their thoughts on the community councils ideas to help promote the town, shops, businesses with banners, posters, window stickers stating Abertillery Needs You To Shop Local, Shop Local Wales, Small Business Saturday etc) can gauge their responses plus add any further suggestions or funds that the shops and local businesses might like to make towards helping promote their shops, businesses and Abertillery Town.

Further ideas that are being proposed by ALCC / Shop Local Working Group are that along with Aberfest and Winterfest hold at least another 3 days in the year where the public are encouraged to shop locally in Abertillery Town by holding a day event to do so, Small Business Saturday already does this in December so we would just need to organise another two days, Cllr Steve Bard would also like to see this extended to four days meaning that there is something going on in Abertillery Town every two months.

Cllr Lewis has also suggested adding more specifically required shops to the existing ones already within Abertillery Town and has a plan in place to help carry out this suggestion, plus he has also made a further suggestion of using our local recreational facilities as in Abertillery Park, Cwmtillery Lakes, The Guardian etc to help promote Abertillery Town, a website could be created to achieve this aim along with social media and slogans to be used such as follows - "Spend a day in Abertillery - shop in the town at your leisure in the morning whilst relaxing with a picnic in amongst the beautiful scenery at Cwmtillery Lakes in the afternoon." Many more similar suggestions could be added further to this one example slogan as well.

1. Do you think Abertillery and Llanhilleth Community Council banner, posters, window sticker, 2 monthly event plus website / social media idea to help promote Abertillery Town is good ? Tick
Yes No

2. Do you think that Abertillery and Llanhilleth Community Council should help financially to raise the profile of Abertillery Town ? Tick Yes No

3. Would you be interested as a shop or business in Abertillery Town to contribute financially or otherwise to raise the profile of Abertillery Town Centre ? Tick Yes No

4. If No would you then be interested in contributing anything else in the future window to display posters / window stickers, time, people to help with 2 monthly events in the town or money for the development of a website etc costs ? Tick Yes No

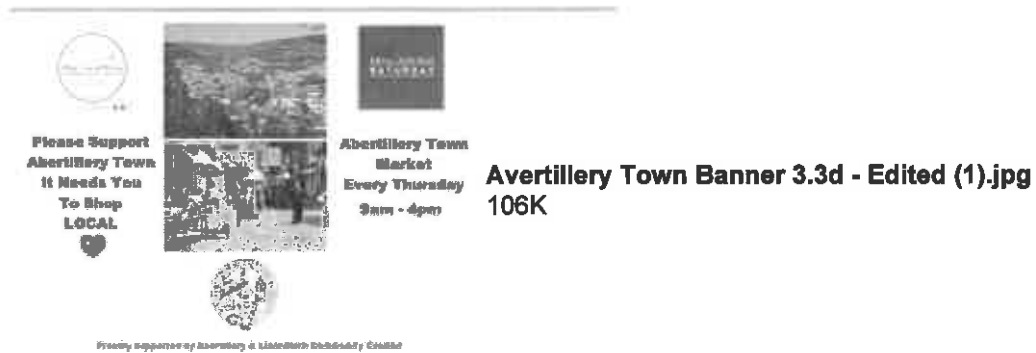
5. Lastly would you be interested in attending a regular Monthly Shop Local Working Group meeting to make sure that the above ideas are continually carried forward to the benefit of the shops, businesses and of Abertillery Town ? Tick Yes No

Thank You,

Cllr Mark Lewis,
Cwmtillery Community Councillor,
Chairman Shop Local Working Group,
Abertillery & Llanhilleth Community Council.

Regards,

Cllr Mark Lewis,
Cwmtillery Community Councillor,
Chairman Shop Local Working Group,
Abertillery & Llanhilleth Community Council.





**Please Support
Abertillery Town
It Needs You
To Shop
LOCAL**



**Abertillery Town
Market
Every Thursday
9am - 4pm**



Proudly supported by Abertillery & Llanhilleth Community Council

This is a blank backing page

Item 9



Clerk Clerk <clerk.alcc@gmail.com>

Armed Forces Covenant Steering Group

Tracey Dyson <traceydyson.alcc@gmail.com>

17 July 2018 at 20:30

To: Clerk ALCC <clerk.alcc@gmail.com>

Hi Rich

This is my report from this meeting

Steve and I attended the meeting 17th July 2018

The events discussed by the group are as follows:

8th September 2018 ALCC WW1 party in the Park. We updated them on our plans and it has been agreed that the event will feature in Lisa Rawlings Covenant newsletter, and Helen Cunningham has also said they would advertise the event for us too, so the posters have been emailed to them

22nd September The Reaffirmation Parade will take place in Brynmawr and this will be a big event open to all, the town council will be invited to attend. This will follow with the laying of the VC stone in Nantyglo

There will be a Schools Grand council event in Coleg Gwent Ebbw vale on 17th October which will be focused on WW1 for primary aged children, who will be visiting the site.

There was a update from Lisa Rawlings around schooling for army children, medical care and housing for serving and ex serving soldiers. If anyone would like more information please let me know.

RBL was there promoting Thank you campaign and was impressed we had already started.

Step change was in attendance, explaining how they help ex service personnel with PTSD in our area.

Next Meeting us 15th October

Cllr Tracey Dyson

This is a blank backing page



Item 10

Clerk Clerk <clerk.alcc@gmail.com>

Fwd: Zebra Crossing On Alexandra Road

Stephen Bard <bardsteve@aol.com>
To: clerk.alcc@gmail.com

Wed, Apr 11, 2018 at 6:53 PM

Hi Richard

Please can we have this correspondence as an item on the agenda for April meeting as decisions/actions may need to be taken.

Regards
Steve

—Original Message—

From: Sukhy Mehat <sukhymehat@hotmail.com>
To: bardsteve <bardsteve@aol.com>
Sent: Sun, 8 Apr 2018 9:19
Subject: Zebra Crossing On Alexandra Road

I'm writing to you on behalf of the business community of Six Bells. We are of the understanding that with the building of the school on the Six Bells colliery site that there will be a zebra crossing outside Premier Six Bells.

We believe that this will have a detrimental impact on the businesses located in Six Bells with the main 3 all being located where the proposed crossing is be situated.

As the children are of the utmost importance we have suggested to the council to redirect the flow of children to the underpass by the old doctors surgery, or employ a lollipop lady/man during the school hours. This would help the council save money and help the shops continue their survival.

We are hoping with the support of Abertillery and Llanhilleth Community council to have the decision looked into as we have previously notified the borough council nearly 10 months ago and as of yet had no answers! We look forward to hearing a response from yourselves. Thanks

This is a blank backing page

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
25 JULY 2018**

ACCOUNTS 2015/16 AND 2016/17 – AMENDMENTS

Report of the Clerk to the Council

Purpose of Report

To inform members of required changes to the above and seek agreement to the same.

Background

The Council will recall that the 2014/15 accounts were the subject of investigation by the Wales Audit Office (WAO), following statutory objections received in 2015. Those accounts have still not been signed off by the WAO, due to ongoing Police investigations into a number of issues which arose during that year. There were also a number of factual errors in the 2014/15 accounts, so Council re-stated the 2014/15 accounts at its meeting on 12 April 2017.

The WAO has made clear that it cannot sign off the 2014/15 accounts until there is an outcome to the Police investigations. The Council does not therefore have an official starting balance for 2015/16. Nevertheless, the WAO has made clear that we can continue to prepare and submit accounts for subsequent years, in the expectation that, once there is a conclusion to the 2014/15 accounts, several following years' accounts can hopefully be signed off quickly.

The 2015/16 accounts were agreed by Council on 8 November 2017 and submitted to the WAO on 1 December 2017. The 2016/17 accounts were agreed by Council on 18 April 2018.

Issues and Findings

The Council's officers invited the Internal Auditor to attend the office and sign the 2016/17 accounts, before they could be submitted to the WAO, in May 2018. During the final checking process, it became clear that there was an error in the 2016/17 accounts (and the 2015/16 accounts). This is because payments had been accounted for when the money left the Council's bank account. Where money left the Council's bank account in April, it was counted as spending during the new financial year concerned.

The Internal Auditor advised that this was not correct. In accounting terms, money needs to be counted as spent when the cheque is issued; not when the cheque is presented. This advice was later checked with the Wales Audit Office, who confirmed that it was correct. In accounting terms, this is important, as the Council's spending in 2015/16 was (on this basis) c£10,000 more than was previously stated. As a result, the Council's spending in 2016/17 was consequently c£10,000 less than previously stated. In turn, c£3,000 was counted as spent in 2017/18 when it left the Council's bank account in April 2017. This c£3,000 should have been counted as spent in 2016/17. Hence, overall and in accounting terms, the Council spent approx. £7,000 less in 2016/17 than was previously stated.

This is only an accounting technicality. In reality, the money is only spent once, whenever that spending happens to take place. Nevertheless, as a result of this new advice, the accounts for 2015/16 now have to be adjusted (by way of a letter of amendment, as they have already

been submitted to the WAO) and the accounts for 2016/17 now have to be adjusted, before the annual return for that year is submitted.

Policy and Resource Implications

None.

Risks

If the 2015/16 and 2016/17 accounts are not adjusted, they will be incorrect in accounting terms and the Council will therefore run the risk of such a finding by the WAO in due course. This will undoubtedly cost the Council in terms of delays and further work required at that time. Putting them right now, in line with the recommendations below, will avoid this risk.

Recommended: that the Council:

- (1) agrees that the financial statements, bank reconciliation, income and expenditure accounts and annual summary attached in appendix A fairly represent the financial position of the Council for the year ending 31 March 2016
- (2) agrees that the financial statements, bank reconciliation, income and expenditure accounts and annual summary attached in appendix B fairly represent the financial position of the Council for the year ending 31 March 2017
- (3) authorises the Clerk/RFO and the Chairman of the Council to complete and sign a letter of amendment, specifying the adjustments to the annual return for 2015/16 on the basis of the statements shown in appendix A
- (4) authorises the Clerk/RFO and the Chairman of the Council to complete and sign the annual return for 2016/17 on the basis of the statements shown in appendix B (and not on the basis of those agreed on 18 April 2018)
- (5) authorises the Clerk/RFO to submit the letter of amendment to the 2015/16 accounts and the amended annual return for 2016/17 to the Wales Audit Office, as required.

Appendices: **A** Financial Statements 2015/16
 B Financial Statements 2016/17

Report author: Richard Gwinnell, Clerk and Responsible Financial Officer (RFO)

Appendix A1

	Annual Return 2015/16		Year Ending	
	31-Mar-15	31-Mar-16	£	£
1. Balances B/F			97,712	52,403
2. (+) Annual Receipts			90,000	90,000
3. (+) Other Receipts			33,610	7,117
4. (-) Staff Costs			110,575	34,079
5. (-) Loan and In Repay			0	0
6. (-) Total other payments			58,244	57,868
7. (+) Balance Carried forward			52,403	57,575
8. (+) Debtors			0	0
9. Total Cash and Investments			52,403	57,575
10. (-) Creditors			0	0
11. Balances C/F			52,403	57,575
12. Total assets			185,300	185,300
13. Total Borrowing			0	0
14. Trust Funds			No	No

Account Summary - For the year ending 31st March 2016

	Capital Reserve Account	Current Account Includes	Gratuity Account		Chairmans Appeal Account	Totals	
	£	£	£	£	£	£	£
Balance							
Income							
01-Apr-15	42,918.40	9,206.61	52,123.01	4.82	275.70	52,403.53	52,403.53
Income							
Precept		90,000.00	90,000.00		0.00		90,000.00
VAT Repaid	0.00	4,880.29	4,880.29	0.00	0.00		4,880.29
Bank Interest	21.51	0.00	21.51	0.00	0.00		21.51
Aliment Rent	0.00	0.00	0.00	0.00	0.00		0.00
Repayment of Chairmans Allowance	0.00	800.00	800.00	0.00	0.00		800.00
Panto Receipts	0.00	239.60	239.60	0.00	0.00		239.60
BGCBC Ward Donation	0.00	150.00	150.00	0.00	0.00		150.00
Other (Wreaths)	0.00	125.00	125.00	0.00	0.00		125.00
Refund of Cancelled Training Costs	0.00	90.00	90.00	0.00	0.00		90.00
St Davids Day Concert	0.00	175.00	175.00	0.00	0.00		175.00
Money to Chairmans Appeal	0.00	0.00	0.00	0.00	635.55		635.55
Total Income	21.51	96,459.89	96,481.40	0.00	635.55		97,116.95
Expenditure							
Salaries	0.00	25,682.76	25,682.76	0.00	0.00		25,682.76
Tax and NI	0.00	8,396.13	8,396.13	0.00	0.00		8,396.13
Member Training	0.00	225.00	225.00	0.00	0.00		225.00
Staff Conferences	0.00	112.20	112.20	0.00	0.00		112.20
Fees and Subscriptions	0.00	3,128.00	3,128.00	0.00	0.00		3,128.00
Insurance	0.00	5,945.72	5,945.72	0.00	0.00		5,945.72
Banking Charges	0.00	191.94	191.94	0.00	0.00		191.94
Consultancy (Alwyn Holland)	0.00	500.00	500.00	0.00	0.00		500.00
Discretionary Payments/Grants	0.00	32,756.57	32,756.57	0.00	0.00		32,756.57
Infrastructure/Admin	0.00	15,405.48	15,405.48	0.00	0.00		15,405.48
Uncashed Cheques from previous years	0.00	-399.00	-399.00	0.00	0.00		-399.00
Total Expenditure	0.00	91,944.80	91,944.80	0.00	0.00		91,944.80
Total from Bank Account							
		91,944.80	91,944.80				91,944.80
Inter Account Transfers							
	0.00	0.00		0.00	0.00		
Balance							
31-Mar-16	42,937.91	13,721.70		4.82	911.25		57,575.68

This is a blank backing page

A2

For Year 2015/16	Bank Reconciliation		
Current Account			
Bank Balance at 31/3/16			£23,748.33
Less OS Cheques 2015/16			
	6788	£9.00	
	6798	£100.00	
	6799	£50.00	
	6800	£50.00	
	6806	£100.00	
	6816	£50.00	
	6842	£89.10	
	6843	£2,148.00	
	6844	£6,654.00	
	6845	£93.13	
	6846	£5.40	
	6847	£150.00	
	6948	£150.00	
	6849	£150.00	
	6850	£150.00	
	6914	£78.00	
Total OS Cheques		£10,026.63	£10,026.63
Cheques from 2014/15 Written Back*		£399.00	£399.00
Adjusted Bank Balance			£14,120.70

*These are cheques that were written in the 2014/15 but were never cashed

This is a blank backing page

This is a blank backing page

[illegible]

Cheques written in 2015/16 but not cashed in that financial year

[illegible]

Annual Return 2016/17	Year Ending	
	31-Mar-16	31-Mar-17
	£	£
1. Balances B/F		
2. (+) Annual Precepts	52,403	57,575
3. (+) Other Receipts	90,000	94,500
4. (-) Staff Costs	7,117	2,815
5. (-) Loan and In Repay	34,079	31,185
6. (-) Total other payments	0	0
7. (=) Balances Carried forward	57,866	58,153
8. (+) Debtors	57,575	65,552
9. Total Cash and Investments	57,575	65,552
10. (-) Creditors	0	0
11. Balances C/F	57,575	65,552
12. Total assets	185,300	181,030
13. Total Borrowing	0	0
14. Trust Funds	No	No

Account Summary - For the year ending 31st March 2017

	Capital Reserve Account	Current Account	Gratuity Account	Chairmans Appeal Account	Totals
	£	£	£	£	£
Balance 01-Apr-16	42,837.91	13,721.70	56,659.81	4.82	57,575.68
Income					
Precept		94,500.00	94,500.00		94,500.00
VAT Repaid		0.00	0.00		0.00
Bank Interest	14.69	0.00	14.69		14.69
Allotment Rent		307.00	307.00		307.00
Panto Receipts		96.80	96.80		96.80
Clerks Salary Repaid		1,583.29	1,583.29		1,583.29
Chairmans Charity Events		813.59	813.59		813.59
Refund of Cancelled Training Costs			0.00		0.00
St Davids Day Concert			0.00		0.00
Money to Chairmans Appeal			0.00		0.00
Total Income	14.69	97,300.68	97,315.37	0.00	97,345.37
Expenditure					
Salaries	0.00	23,036.42		0.00	23,036.42
Tax and NI	0.00	6,976.93		0.00	6,976.93
Pension	0.00	1,171.92		0.00	1,171.92
Member/Staff Training	0.00	530.00		0.00	530.00
Staff Conferences/SLCC Membership	0.00	302.00		0.00	302.00
Fees and Subscriptions	0.00	16,900.62		0.00	16,900.62
Insurance	0.00	6,142.04		0.00	6,142.04
Banking Charges	0.00	188.65		0.00	188.65
Discretionary Payments/Grants	0.00	28,511.52		0.00	28,511.52
Infrastructure/Admin	0.00	5,937.42		0.00	5,937.42
Uncashed Cheques from previous years	0.00	-359.00		0.00	-359.00
Total Expenditure	0.00	89,336.52		0.00	89,336.52
Total from bank Account					89,336.52
Inter Account Transfers	0.00	0.00		0.00	0.00
Balance 31-Mar-17	42,952.60	21,683.86		4.82	65,552.53

B1

This is a blank backing page

B 2

For Year 2016/17	Bank Reconciliation		
Current Account			
Bank Balance at 31/3/17			£25,048.07
Less OS Cheques 2016/17			
	6892	50.00	
	6893	50.00	
	6897	200.00	
	6899	50.00	
	6900	100.00	
	6971	50.00	
	6975	100.00	
	6978	118.80	
	6979	118.80	
	6980	76.60	
	6981	47.40	
	6983	95.00	
	6984	270.72	
	6985	1,313.99	
	6986	722.90	
Total OS Cheques		£3,364.21	£3,364.21
Cheques from 2015/16 Written Back*		£359.00	£359.00
Adjusted Bank Balance			£22,042.86

This is a blank backing page

This is a blank backing page

So

So

B4

B4

Expenditure 2016/17

Date	Bank	Authority	Minutefile of Invoice	Invoice or receipt No.	Bank Statement	Payee	Details	TOTAL COST	Personnel Costs	Amount	Fee & Sub	Amount	Electronary payments	Amount	Infra-structure	Amount	Admin/office	Amount	Line total
01/04/2016	14/04/2016	Cancelled Cheque								1,583.26		1,583.26							1,583.26
01/04/2016	12/04/2016									433.80		433.80							433.80
28/03/2016	21/04/2016									188.82		188.82							188.82
19/04/2016	09/05/2016									10.76		10.76							10.76
20/04/2016	09/05/2016									31.29		31.29							31.29
20/04/2016	09/05/2016									350.86		350.86							350.86
27/04/2016	24/05/2016									918.16		918.16							918.16
27/04/2016	24/05/2016									917.37		917.37							917.37
27/04/2016	24/05/2016									475.30		475.30							475.30
27/04/2016	24/05/2016									188.82		188.82							188.82
27/04/2016	01/06/2016									15.61		15.61							15.61
21/06/2016	23/06/2016									122.22		122.22							122.22
21/06/2016	23/06/2016									96.46		96.46							96.46
21/06/2016	23/06/2016									208.81		208.81							208.81
28/06/2016	30/06/2016									11.08		11.08							11.08
30/06/2016	30/06/2016									573.27		573.27							573.27
14/07/2016	16/07/2016									1,516.26		1,516.26							1,516.26
14/07/2016	16/07/2016									8.64		8.64							8.64
28/07/2016	02/08/2016									1,516.26		1,516.26							1,516.26
08/08/2016	11/08/2016									302.89		302.89							302.89
19/08/2016	02/09/2016									157.17		157.17							157.17
19/08/2016	02/09/2016									86.00		86.00							86.00
29/08/2016	31/08/2016									93.94		93.94							93.94
29/08/2016	31/08/2016									8.61		8.61							8.61
31/08/2016	31/08/2016									70.00		70.00							70.00
31/08/2016	31/08/2016									32.11		32.11							32.11
19/09/2016	12/09/2016									150.00		150.00							150.00
06/09/2016	14/09/2016									10.97		10.97							10.97
06/09/2016	14/09/2016									1,516.26		1,516.26							1,516.26
06/09/2016	14/09/2016									1,516.26		1,516.26							1,516.26
10/10/2016	17/10/2016									454.80		454.80							454.80
10/10/2016	14/10/2016									240.25		240.25							240.25
10/10/2016	18/10/2016									30.00		30.00							30.00
10/10/2016	18/10/2016									78.00		78.00							78.00
10/10/2016	18/10/2016									1,146.54		1,146.54							1,146.54
10/10/2016	18/10/2016									105.00		105.00							105.00
10/10/2016	18/10/2016									32.94		32.94							32.94
10/10/2016	18/10/2016									10.97		10.97							10.97
03/11/2016	09/11/2016									302.89		302.89							302.89
03/11/2016	09/11/2016									240.00		240.00							240.00
03/11/2016	09/11/2016									11.13		11.13							11.13
03/11/2016	09/11/2016									1,516.08		1,516.08							1,516.08
04/11/2016	11/11/2016									100.00		100.00							100.00
04/11/2016	11/11/2016									44.25		44.25							44.25
04/11/2016	11/11/2016									50.00		50.00							50.00
04/11/2016	11/11/2016									315.00		315.00							315.00
04/11/2016	11/11/2016									2,400.00		2,400.00							2,400.00
04/11/2016	11/11/2016									275.00		275.00							275.00
04/11/2016	11/11/2016									4,903.50		4,903.50							4,903.50
04/11/2016	11/11/2016									1,120.00		1,120.00							1,120.00
04/11/2016	11/11/2016									50.00		50.00							50.00
04/11/2016	11/11/2016									100.00		100.00							100.00
04/11/2016	11/11/2016									749.27		749.27							749.27
04/11/2016	11/11/2016									50.00		50.00							50.00
04/11/2016	11/11/2016									4,903.50		4,903.50							4,903.50
04/11/2016	11/11/2016									78.00		78.00							78.00
04/11/2016	11/11/2016									6,468.41		6,468.41							6,468.41
04/11/2016	11/11/2016									2,250.59		2,250.59							2,250.59
04/11/2016	11/11/2016									1,536.10		1,536.10							1,536.10

51

51

[illegible][illegible]

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
25 JULY 2018**

APPOINTMENT OF INTERNAL AUDITOR FOR THE 2017/18 ACCOUNTS

Report of the Clerk to the Council

Purpose of Report

To seek agreement to appoint an Internal Auditor for the 2017/18 accounts.

Background

The Council's current Internal Auditor is Hugh O'Sullivan. Mr O'Sullivan performs Internal Auditor services for a number of local authorities and is a former Chief Finance Officer of Merthyr Tydfil County Borough Council. Mr O'Sullivan attended the Council meeting on 18 April 2018, to discuss and answer questions about the 2016/17 accounts.

Issues and Findings

The Council has struggled for several years to obtain an effective Internal Audit service. It's accounts for the 2014/15 financial year have still not been signed off by the Wales Audit Office (WAO), due to ongoing investigations into a number of issues which arose in 2014/15. The WAO informed Council in November 2016 that the work of the Internal Auditor used in 2014/15 was inadequate. Until the 2014/15 accounts are signed off, there is no official "starting balance" for 2015/16 and the Council is therefore unable to get those accounts, or any later accounts, signed off by the WAO. There was no Internal Auditor at all for the 2015/16 year, as members have been told previously.

The Council's officers are making substantial progress with finalising (as much as they can, given the information available) the accounts for the years concerned. Re-stated 2014/15 accounts were agreed by the Council on 12 April 2017. The 2015/16 accounts were agreed on 8 November 2017. The 2016/17 accounts were agreed on 18 April 2018. Another report on this agenda refers to further changes needed to the 2014/15, 2015/16 and 2016/17 accounts, following advice received from the Internal Auditor and the Wales Audit Office in May 2018 about the treatment of cheques which are carried forward from one financial year to the next (because they were written in one year, but not cashed until the following year).

Pending agreement of those changes, and the submission of the amended accounts to the WAO, officers have not yet started finalising the 2017/18 accounts.

The accounts for one financial year should be signed off by the Council by 30 June of the following financial year (i.e. three months after the financial year-end). In order to achieve this, the Council needs an Internal Auditor in place during the financial year in question, so that he has all the information he needs in time to be able to complete his work. As work has not yet started on the 2017/18 accounts, and is already overdue, an Internal Auditor for that year is needed as a matter of urgency.

Officers have over the past year managed to build a very effective working relationship with the current Internal Auditor and wish to build on this for the audit of the 2017/18 accounts.

Consistency of advice and approach is of course helpful, as the Council continues to build on the significant improvements it has achieved over the last year or so.

It is for these reasons, because of the urgency, and because the Council previously had difficulty recruiting an Internal Auditor that it is recommended that the current Internal Auditor be appointed to undertake the Internal Audit of the 2017/18 accounts.

It is intended that, for the 2018/19 accounts and subsequent years, the Council will be in a position to go out to tender for Internal Audit services, over a three-year timespan, with an option to extend if appropriate.

The Council is responsible for appointing an Internal Auditor and for reviewing the effectiveness of its Internal Audit processes every year. When more progress has been made in getting the Council up to date, work can begin on having an agreed "audit plan", so that a more proactive approach can be taken and the Council can more effectively monitor whether the plan agreed has been fulfilled.

Policy and Resource Implications

The Council in 2016 and 2017 paid almost £26,000 to the WAO for the extensive amount of work the WAO did, and the legal advice they obtained, on the 2014/15 accounts. The Council has not yet received or therefore paid a bill for any subsequent years' work by the WAO. If the work of the Internal Auditor is effective, then the accounts submitted to the WAO should not require extensive investigation and the Council will therefore have to pay much reduced fees to the WAO.

In the last financial year (2017/18), the Council budgeted £1,000 for Internal Auditor services. The final bill has not yet been received from Mr O'Sullivan, as work continues on the 2016/17 accounts. Given the number of meetings held and time spent on the 2016/17 accounts however, the final bill is expected to be higher than £1,000. This is a price worth paying, if the Council is advised correctly, successfully puts the mistakes of the past behind it, produces proper and correct accounts and ultimately gets a clean bill of health and a much-reduced bill from the Wales Audit Office.

In the current financial year, the Council has budgeted £1,000 for Internal Auditor services. This is based on the same competitive hourly rate of £50 plus travel costs as last year.

Risks

There are risks if the current Internal Auditor is not re-appointed as quickly as possible, as this will cause more work for the officers in going out to tender and will cause a further delay in being able to progress the 2017/18 accounts, which are already late.

Recommended: that the Council:

- (1) appoints Hugh O'Sullivan to carry out the Internal Audit for the 2017/18 accounts
- (2) delegates the power to agree the terms of engagement with the Internal Auditor to the Clerk and Responsible Financial Officer
- (3) agrees to start preparations to go out to tender for Internal Audit services in future.

Report author: Richard Gwinnell, Clerk and RFO



Abertillery and Llanhilleth Community Council

Quarter One - 2018/19

Budget Report

Author: Steve Edwards (Deputy Clerk)

Date: 10 July 2018

For Council Meeting on 25 July 2018

Background:

It is part of good governance and reducing financial risks that Councillors who have the ultimate financial responsibility for the Community Council are kept informed on the budget situation.

One of the key elements of this is a report back from officers on how spending and income is performing against the budget that has been agreed. This is the first quarter budget report for 2018/19 and covers the three months from April 2018 to June 2018.

The Council agreed a budget at its 17 January 2018 meeting (**Annex 1**), which formed the basis of our precept request and the baseline numbers for comparisons in this budget report. We also came into the 2018/19 year in a healthy situation as far as finances are concerned with a Current Account balance more than £10k and reserves more than £37k.

Report:

The Budget setting for 2018/19 was more rigorous and robust than previous years, so while there will always be unseen costs during any year it is expected that this year's costs will be more in line with the budget that has been set.

The overall spend for the first quarter of 2018/19 was £17,892 against a budget of £18,518, so a £625 underspend. All the factors that have gone into this are detailed in the attached spreadsheet (**Annex 2**). A great deal of caution should be used when looking at these figures as they are only for a single quarter, so any variances are exaggerated across a full year and most of Council spending occurs in quarters 3 and 4 later in the year. However, the current forecast is that for the full year the Council will spend £101,671.25 against a budget of £112,916.23, so at this point in time there is a forecast underspend of £11,244

The main reasons for this are

- We are in credit for the electricity supply at the factory unit so nothing is being paid on that account.
- There has been very little in the way of postage and stationary cost to date.
- Staff costs are 3% under budgeted figure, mainly because no pension costs are being for the Deputy Clerk
- Travel and Mileage costs are lower than forecast
- Council grant funding is only £100 so far this year
- BT costs have fallen on the introduction of payment by direct debit
- The cost of supplying power for Christmas lights at Aberbeeg and Cwmtillery was lower than forecast.

We have paid for additional items items detailed below which were not considered as part of the overall budget process in January.

New Front Door Keys	£16
Painting of 3 names onto Chairs Board	£100
Match funding for Grannys Wood (we had this liability since Jan 2017)	£1,400
Total	£1,516

World War One – Centenary Events Project.

The budget for this was £5,000 taken out of Council Reserves. So is reported as separate item on the forecast spreadsheet and is detailed below.

WW1 Centenary Events Budget	£5,000.00
Talks in school (5 Schools)	£200.00
Wreath for laying in Belgium	£50.00
Silent Soldier	£250.00
Installation of Silent Soldier	£75.00
Remaining Budget	£4,425.00

Budget Status:

Budget spend is in line with the overall forecast, so the budget status is Green, where there are no planned transfers of money from the reserve and no major spend issues that should be of concern for the rest of the year.

Recommended: that the report be noted.

Author: Steve Edwards, Deputy Clerk

This is a blank backing page

Annex 1

Salaries: this assumes 1 part time (30 hours) Town Clerk and 1 part time (23 hours) Deputy Town Clerk									
Post	FTE	Hourly rate	Weekly	Annual	Employer NI Cont	Pension	Total Council Cost		
1 Town Clerk NIC Spine point 40	£35,444.00	£18.41	£552.30	£28,719.60	£2,836.59	£5,169.53	£36,725.72		
1 Deputy Town Clerk NIC Spine point 28	£23,398.00	£12.97	£298.31	£15,512.12	£1,614.02	£2,792.18	£19,318.32		
Totals				£44,231.72	£3,850.61	£7,961.71	£56,044.04		

Training and subscriptions									
2 Memberships of SLCC				£308.94					
Training Budget for Officers including Conference Attendance				£1,200.00					
Training Budget for members				£2,000.00					
Totals				£3,508.94					

Administration									
IT for MS365 for two members of staff				£232.37					
Bank Charges				£400.00					
Insurance				£169.30					
One Voice Wales Membership				£210.38					
Printing and photocopying usage				£700.00					
Printer Rental				£1,300.00					
Internet and Phone (BT)				£772.50					
Web Hosting - Vision ICT				£250.00					
Stationary and Postage				£1,236.00					
Accountants				£500.00					
Information Commissioner				£40.00					
Electricity from British Gas				£689.50					
Internal Audit				£1,800.00					
Travel and Mileage				£500.00					
External Audit				£1,000.00					
Totals				£13,080.25					

Council and Ward Donations									
£200 per Councillor				£3,800.00					
Chairmans Allowance				£800.00					
Council Fundings				£5,600.00					
Members Allowance (19*£150)				£2,800.00					
				£13,000.00					
Environment and Leisure all items below									
Xmas lights				£20,000.00					
Installation of Power supply at Aberbeeg and Cwmillery Lakes for Christmas Lights 2018				£1,200.00					
WinterFest				£2,000.00					
Panto				£1,300.00					
Contribution to Toilets				£2,000.00					
Allotments				£510.00					
War Memorial Maintenance				£1,300.00					
Wreaths				£125.00					
SWALEC Costs for Christmas lights				£850.00					
Totals				£29,285.00					

Overall Total

£112,916.23

59



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

E-mail : clerk.alcc@gmail.com

Telephone 01495 217323

Agenda Item
14

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 25 July 2018 Council meeting
(Finance Order No 2 – June 2018 to July 2018 - Agenda Item 13)

Cheques that have been Presented between 5 June 2018 to 5 July 2018:

Payee	Nature of Payment	Amount (£)	Date of payment
Abertillery Bluebirds Under 10s	R.Clark Ward Donation	£100.00	15/06/18
Blaeanu Gwent Church	M.Lewis Ward Donation	£200.00	28/06/18
Pant-T-Pwdyn Allotments	R Phillips Ward Donation	£50.00	27/06/18
Llanhilleth T&R	K Bidgood Ward Donation	£50.00	29/06/18
Llanhilleth T&R	A Rees Ward Donation	£50.00	29/06/18
Llanhilleth T&R	G Clark Ward Donation	£50.00	29/06/18
T M Clark	Chairmans Board – Signwriting	£100.00	27/06/18
Green Fingers	2018/19 Cut 3	£82.00	27/06/18
Roman Builders	Electricity supply for Christmas lights (Aberbeeg and Cwmtillery)	£1,005.26	03/07/18
OVW	Training 9/5/18	£417.90	26/06/18
OVW	Training 15/5/18	£120.00	26/06/18
AR Digital	May Printing	£35.96	29/06/18
Green Fingers	2018/19 Cut 4 and bedding Plants	£255.00	03/07/18
Green Fingers	Watering	£15.00	03/07/18
Staff Costs	HMRC, Pension and Salary (Part May)	£598.48	
Staff Costs	HMRC, Pension and Salary (Part June)	£2,793.29	
Total		£5,922.89	

Income during the period: £0

Current Account Balance as at 5 July 2018: £100,886.05

This includes bank charges to date.

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

Payee	Nature of Payment	Amount (£)
Abertillery Bluebirds AFC	R.Clark Ward Donation	£100.00
ADMS	N.Simmons Ward Donation	£100.00
Abertillery Museum	N.Simmons Ward Donation	£25.00
Perry Morgan	Members Expenses 2017/18	£150.00
Abertillery Museum	T Williams Ward Donation	£100.00
Mark Lewis	Members Expenses 2017/18	£137.50
Abertillery Museum	R Philips Ward Donation	£50.00
Theatre Ad Hoc	Council Grant	£100.00
AYDMS	T Dyson Ward Donation	£100.00
Swffryd Community Centre	A Rees Ward Donation	£50.00
Swffryd Community Centre	G Clark Ward Donation	£50.00
Swffryd Community Centre	K Bidgood Ward Donation	£50.00
Garry White & Co	Payroll	£78.00
Six Bells Minstrels	P Adamson Ward Donation	£100.00
OVW	Training – Nick Simmons	£40.00
OVW	Training – Ivor Beynon	£20.94
Staff Costs	HMRC, Pensions, Salary (Part June)	£1,733.59
Total		£2,985.03

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

Payee	Nature of Payment	Amount (£)
R.Gwinnell	2 keys	£9.00
R.Gwinnell	Postage	£2.11
Staff Costs	HMRC, Pension and Salary (July)	£4,526.88
Green Fingers	Cut 6	£82.00
Viking	Stationary and Stamps	£233.88
Zion Miners Chapel	G.Clark Ward Donation	£50.00
Zion Miners Chapel	A.Rees Ward Donation	£50.00
Green Fingers	Watering 21/6/18	£15.00
Green Fingers	Watering 26/6/18	£15.00
Green Fingers	Watering 30/6/18	£15.00

AR Digital	June Printing	£39.24
Zurich Insurance	Yearly Premium	£635.03
Green Fingers	Watering 4/7/18	£15.00
Green Fingers	Watering 8/7/18	£15.00
Green Fingers	Cut	£82.00
Green Fingers	Installation of Silent Soldier	£75.00
Cwmtillery Luncheon Club	P.Morgan Ward Donation	£100.00
Mini Junior Rugby Club	P.Morgan Ward Donaton	£100.00
Total		£6,060.14

Current account position as at July 2018

Opening Balance: £100,886.05
 Cheques Outstanding: £2,985.03
 Outstanding invoices £6,060.14

Subtotal remaining: £91,840.88

Monies remaining in current account £ 91,840.88. 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 Position as at 5 June 2018 £ 37,966.74

Chairman's Charity Bank Account

The officers now have access to the old Chairman's Charity Bank Account.

There is £911.25 in the account.

£275.70 is from 2014/15 when Glyn Smith was Chairman and his chosen charity was McMillian Nurses.

£635.55 is from 2015/16 when Bill Bard was Chairman and his chosen charity was Hospice of the Valleys.

This will be paid to the relevant charities and the account will then be closed, all future Charity fundraising will go through Councils Current account.

This is a blank backing page



Abertillery BG Rugby Football Club



Headquarters: The Rolling Mill, 16 Church Street, Abertillery, Gwent NP13 1DA

16th July, 2018

Dear Sir/Madam

I am writing to you to ask if you would consider awarding the Club a cash donation.

We are currently raising funds to enable us to buy a defibrillator to be sited at Abertillery Park. On the 4th August the Mini/Junior Sections are undertaking a sponsored run around the Park with some of the older groups and Seniors running up and down Penyfan.

It has been well documented by the media that a number of high profile sports people have benefited from a defibrillator being 'at hand' but of course a heart attack can occur to anyone young and old in a moment.

We think a defibrillator should be mandatory at all Sports Grounds in the Borough.

I hope that you can give this due consideration and are able to support this very worthy project.

Yours faithfully

**John Riley
Hon Sec
Abertillery BG RFC**

This is a blank backing page