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

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 September 2019

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 September 2019 at 7.00pm**. The agenda for the meeting is set out below.

The Council may suspend standing order 3(x) if it wishes the meeting to last beyond two hours, at the appropriate point in the meeting.

Yours sincerely

Richard Gwinnell
Town Clerk

AGENDA

1. **Apologies for absence and welcomes**

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 31 July 2019** (attached): To confirm the minutes as a correct record

4. **Minutes: Human Resources Committee 2 August 2019** (attached): To confirm as a correct record (committee members) and note (Council) the minutes

5. **Questions from the public:** To receive public questions and provide answers where possible

6. **Council Action List** (attached): To update Council on actions taken on past decisions

7. **Councillor Vacancies:** To consider an update and decide on applications for co-option

8. **Financial Regulations** (attached): To review and adopt new Financial Regulations

9. **Finance and Grants Committee** (attached): To consider establishing a new committee

10. **Finance Order** (attached): To consider spending to be made or already made

11. **Grants Criteria (draft attached):** To consider proposed new criteria and processes for Council Grants and Ward Grants

12. **Solar Farm Grant 2019:** To consider proposals from the Working Group

13. **Party in the Park 2019 (attached):** To consider a report back

14. **Leisure and Tourism Working Group report (attached):** To consider their report.

15. **Reports back/recommendations from other Working Groups:** To receive progress reports/recommendations from other working groups if required

16. **Removal of Telephone Boxes by BT (attached):** To consider the attached

17. **Remembrance Sunday 2019:** To decide arrangements and delegate powers to officers

18. **Christmas 2019:** To decide and delegate powers to officers regarding Winterfest, lanterns, Community Concert and any other necessary matters

19. **Committees and working groups (attached):** To review membership

20. **GAVO Blaenau Gwent Volunteer Awards:** To consider who will attend on behalf of ALCC

21. **Members' Room:** To consider proposals from the Chair

22. **Use of Mitre Street building:** To consider ideas received about other organisations using the Mitre Street building

23. **Land around the Silent Soldier, Castle Street, Abertillery:** To consider proposals from the Chair

24. **Charter of Common Agreement:** To receive a progress report

25. **Reports back on relevant training or other meetings:** To receive reports back from members or officers on relevant meetings or training attended on behalf of the Council.

26. **Chair's announcements, relevant correspondence and Celebrating Success:** To receive announcements from or deal with correspondence raised by the Chair or officers, including reports on local achievements and successes.

Agenda Item 3

MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 31 JULY 2019 at 7.00pm in the Council Chamber, Mitre Street, Abertillery

PRESENT: Councillors:

Peter Adamson, Keri Bidgood, Gill Clark (Chair) (in the Chair), Roger Clark, Tracey Dyson, Julie Holt, Mark Lewis, Gary Oakley, Rob Phillips, Nick Simmons and Glyn Smith

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

Others: Sergeant Neil Pigeon, Blaenau Gwent Neighbourhood Police Team (see 40 below)
Jeff Cuthbert, Police and Crime Commissioner for Gwent (see 40 below)

ABSENT: Councillors Amanda Edwards, Beverley Lucas, Perry Morgan, Allen Rees, Bernard Wall and Graham White

38. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Beverley Lucas and Allen Rees.

The Police and Crime Commissioner for Gwent (Jeff Cuthbert) and Sergeant Neil Pigeon were welcomed to the meeting.

39. DECLARATIONS OF INTEREST

Councillor Rob Phillips declared a personal and prejudicial interest in the grant application from the Abertillery Blues Festival (see minute 46 below) as he was involved in and had written the application on behalf of the Abertillery Rock and Blues Committee.

Councillor Rob Phillips declared a personal and prejudicial interest in the grant application from Ffrindiau Tyleri (FT) (see minute 46 below) as he was a Trustee of FT and had written the application on behalf of FT.

Councillor Nick Simmons declared a personal and prejudicial interest in the grant application from Ffrindiau Tyleri (FT) (see minute 46 below) as he was a Trustee of FT.

Councillor Julie Holt declared a personal and prejudicial interest in the grant application from Ffrindiau Tyleri (FT) (see minute 46 below) as she was a Trustee of FT.

Councillor Julie Holt declared a personal but not prejudicial interest in the grant application from Abertillery Town Band (see minute 46 below) as she was a close personal associate of the Secretary of the Town Band.

40. POLICE AND CRIME COMMISSIONER FOR GWENT

Jeff Cuthbert, the Police and Crime Commissioner for Gwent (PCC) introduced himself and commented in summary:

- that he welcomed the opportunity to attend community council meetings
- on his role, which was to hold the Chief Constable to account, help create and deliver the Police and Crime Plan, help decide and deliver the Policing key priorities (which he outlined) and ensure the Chief Constable had sufficient resources to enable Policing to be delivered effectively across Gwent
- that funding for the Police which came from the UK Government was reducing year on year; money was raised through Government funding and local taxation (in 2010 the ratio was approx. 70:30, now it was roughly 50:50)
- the new Prime Minister had promised 20,000 more Police across the whole of the UK; Gwent's share of that would be around 200, but it was not clear where the funding would come from
- operational policing was not his role; rather he worked closely with the Chief Constable as a "critical friend", to help ensure the public was provided with the best possible service by the Police
- he could dismiss the Chief Constable if required for performance reasons
- the last Chief Constable had recently retired and a new Chief Constable was being recruited; he (the PCC) had recommended a preferred candidate to the selection panel and, once in place, the new Chief would choose their most senior staff
- he (the PCC) was responsible for the Police estate (e.g. Police stations) but it was no good having more Police stations if there were too few Police to run them
- the Abertillery tri-service station was an excellent model and should be replicated elsewhere, as the Police, Ambulance and Fire Brigade were often all required for serious incidents and co-location promoted better working together
- day to day Policing was the responsibility of local Police teams.

Sergeant Neil Pigeon introduced himself and commented in summary that:

- he was born and bred locally and had been a Police officer for over 20 years
- he was responsible for the whole of the Blaenau Gwent area, with local ward managers for Ebbw Vale, Tredegar, Abertillery etc reporting to him
- he very much looked forward to working with ALCC and would be happy to attend future meetings and give regular reports.

The PCC and Sergeant Pigeon responded to questions, in summary:

- that county borough councils (CBCs) were now responsible for parking enforcement
- the Police would still deal with dangerous obstruction issues
- CBCs had more than two years to prepare for the enforcement role and were able to keep any fines (which the Police had not been able to do)
- illegal drug use was an issue throughout the Gwent valleys
- the Police relied on intelligence and relied on the public to report illegal drug use, so they could go to court and get warrants to search premises
- Class A drug offences were very common in Newport; there had been several Police operations to disrupt supply chains and remove high level dealers
- Police officers were trained in recognising activity such as "county lines" drug dealing, where gangs used vulnerable young people to deal drugs for them
- these activities were becoming much more common in Newport and would almost inevitably spread to valleys areas over time
- a group had been formed with key partners, including Nick Smith MP, local councils

and Natural Resources Wales (NRW) to tackle the issue of illegal off-road biking
- the Police were making headway when intelligence was received, using drones and seizing and crushing bikes (more than 60 in the last year) when required
- operations to deal with illegal off-road biking were run with key partners (e.g. Tai Calon), targeting specific areas and times (weekends)
- it was important to find more legal sites, where landowners allowed bikers
- it was also difficult for bikers to get to legal sites, via public roads, when they did not have insurance and caused environmental damage to access roads
- landowners who allowed bikers also needed to consider the land around their site
- NRW would install boulders to stop illegal off-road biking where appropriate
- he would pass details of specific problem areas or access roads (named by councillors) to local Police personnel
- to seize a vehicle, the Police had to catch someone driving it
- the Police could not seize a vehicle from private land (e.g. a Tai Calon car park).

The Chair commented that ALCC was very happy with its local Police personnel, who worked well with the Community Council and wider communities, attended meetings with youth services etc. She thanked the PCC and Sergeant Pigeon for their attendance today.

The Police and Crime Commissioner and Sergeant Pigeon stated that they would be pleased to attend future meetings when invited. They then left the meeting.

41. MINUTES – COUNCIL – 26 JUNE 2019 AND 4 JULY 2019

Council RESOLVED:

(1) that the minutes of the ordinary Council meeting held on 26 June 2019 be confirmed as a correct record, for signature by the Chair
(2) that the minutes of the extraordinary Council meeting held on 4 July 2019 be confirmed as a correct record, for signature by the Chair.

42. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

43. COUNCIL ACTION LIST

The Clerk outlined several more actions which had been completed or were in progress since the action sheet had been distributed. These would be detailed further in the next action sheet.

Council RESOLVED to note the updates shown in the action list and reported verbally.

44. BUDGET 2019/20: QUARTER 1 OUT-TURN AND IN-YEAR REVIEW

The Council considered a report of the Clerk and the Deputy Clerk, containing an update on the current year's budget (as at the end of June 2019) and forecast to the end of the financial year. The Deputy Clerk outlined the report, emphasising:

- if all the new project funds were spent, the Council had a projected underspend of

£718.00 at the end of the financial year (next March)

- only three months of the financial year had passed, so these figures needed to be treated with a great deal of caution
- there was one significant area of potential overspend; that being Council grants
- if grants continued to be made at the current rate, there would be an overspend of several thousand pounds by March 2020
- £20k of the "new projects" budget had been earmarked for project staffing; none of this had yet been spent, so Council needed to decide what to do with it
- the Council's reserves were too low, according to all sources of guidance; they should be equal to at least 3 months and at most 12 months expenditure
- with a budget of £234k, reserves should be a minimum of £58k; they were currently around £33k
- reserves should be increased by at least £25k therefore, but that did not need to be done immediately or within one financial year
- the Council was in a good financial position, and was not likely to run out of money, but needed to tighten up spending decisions, so that it remained in control.

Councillor Oakley reminded members that he had proposed the "new projects" budget and that Council allocate £20k of that for extra staff, specifically to deliver projects, which had not yet been required. He suggested the Council look again at the situation at the end of Quarter 2. He also proposed that the £20k earmarked for extra project staffing (but as yet unspent) be earmarked in principle instead to increase the Council's reserves, at the end of the financial year. His own view was that reserves should be the equivalent of 6 months expenditure (i.e. half the Council's yearly budget).

The Clerk emphasised:

- the need to hold adequate reserves, but not to hold too much in reserve (unless it was earmarked for spending on specific things in later years), as councils could not justify raising taxes, if that money was not going to be spent for the public good in the foreseeable future
- auditors were increasingly studying closely, how much councils held in reserve and why. Too low or too high reserves were of concern
- the need for members to be cautious in making spending decisions; there was now only £20.6k approx. left unallocated in the "new projects" budget, taking into account several spending decisions made in the last few meetings, and several proposals to be dealt with later in this meeting would require additional spending from that pot.

Other members commented:

- that a great deal had been achieved already this year, with Party in the Park, defibrillators, Youth Services and Shop Local specifically highlighted
- it had always been intended to identify new projects and spending early in the year and "tail off" as the year progressed
- that funds should not be moved into reserves at this stage, as they may be needed later in the year and needed to be easily accessible
- that the situation should be reviewed in January.

Council RESOLVED:

(1) to note the current position
(2) that the minimum level of reserves should be the equivalent of 3 months' planned expenditure (i.e. one quarter of the Council's annual budget)
(3) that the Council ensure if possible that it has the equivalent of 3 months' planned expenditure (i.e. one quarter of the Council's annual budget) in reserves at the end of this financial year and review this in January 2020
(4) that (in principle) any funds left unspent in the "additional project staffing" fund (currently £20k underspent) be moved into reserves at the end of the current year.

45. FINANCE ORDER

Council RESOLVED to note and approve the payments listed in the Finance Order and note the Council's current financial position.

46. APPLICATIONS FOR GRANTS OR ASSISTANCE AND GRANT OPPORTUNITIES

The Clerk circulated emails from Rafi Abbas of the Men's Den and from the Abertillery Amateur Dramatic and Musical Society (AADMS), both of which had been received after the papers for this meeting were published. He outlined the previously-circulated and the new applications and answered (and members answered) questions. Following debate, motions and amendments:

Council RESOLVED:

(1) that the Council declines to make a grant to Llanhilleth and District Bowls Club Ltd as the Council has a limited pot of funding, the club did not specify an amount and ward donations may be more appropriate for matchday sponsorship
(2) to grant £500 to Abertillery Town Band, to pay towards the costs of the band and their participation in numerous important local events
(3) to grant £2,000 to Ffrindiau Tyleri (FT), to pay towards the costs of two crucially important local events per year (Aberfest and Winterfest)
(4) that the funding for the grant to FT for two events per year is taken from the new projects budget this year (not the grants budget) and a similar amount is included in the draft budget for future years (which is for approval by Council in January), as these are annual events, of great importance to the ALCC area and its well-being, and FT is a key partner, without whom these events would not happen
(5) to grant £1,000 to the Abertillery Rock and Blues Committee (ARBC), to pay towards the costs of delivering the Abertillery Blues Festival 2020
(6) that the funding for the grant to ARBC for the Rock and Blues Festival is taken from the new projects budget this year (not the grants budget) and a similar amount is included in the draft budget for future years (which is for approval by Council in January), as the Rock and Blues Festival is an annual event (previously paid for by Blaenau Gwent County Borough Council), of great importance to the ALCC area, and the ARBC is a key partner, without whom the event would not happen
(7) to grant £500 to Llanhilleth Tenants and Residents Association, to pay towards the costs of the Granny's Wood celebration event
(8) to grant £300 to the Men's Den, to pay towards the costs of setting up an area for growing vegetables ("allotments") at Bourneville Community Hall
(9) to grant £200 to AADMS to pay towards the costs of putting on their Christmas show (Last Tango in Abertillery)

(10) that officers explore options and take all necessary actions to try and source a new company (possibly AYDMS) to deliver a Pantomime at The Metropole Theatre this Christmas, within the previously-agreed budget (for a Pantomime) of £1,300

(11) that the Council declines to contribute funding towards Acid Attack Kits in Licensed Premises due to the lack of evidence of need for these kits and because the kits can be purchased by licensees quite cheaply.

NB Councillor Holt declared her personal interest in item (2) above (as she was a close personal associate of the Secretary of the Town Band) before the discussion started.

NB Councillor Phillips left the meeting during the debate and decision on (3) and (4) above due to the personal and prejudicial interest he had declared earlier (as he was a Trustee of FT and had written the application on behalf of FT).

NB Councillors Simmons and Holt left the meeting during the debate and decision on (3) and (4) above due to the personal and prejudicial interests they had declared earlier (as they were also Trustees of FT).

NB Councillor Phillips left the meeting during the debate and decision on (5) and (6) above due to the personal and prejudicial interest he declared earlier (as he was involved in and had written the application on behalf of the Abertillery Rock and Blues Committee). He came back into the meeting briefly to answer questions from members about the costs of the Rock and Blues Festival and left again before any debate took place.

NB Councillor Holt left the meeting before decision **(11)** above and did not return.

47. SUSPENSION OF STANDING ORDER 3(x)

Council **RESOLVED** (before decision 46 (11) above) to suspend standing order 3(x), to extend the time limit for the meeting beyond the normal two hours.

48. REPORTS BACK AND RECOMMENDATIONS FROM WORKING GROUPS

Christmas Lights Working Group (CLWG): Councillor Phillips (Chair of the CLWG) reported that he and the Clerk had recently met with the Festive Lighting Contracts Manager of the Council's new Christmas lights contractor (Centregreat), discussed which of the existing lights should go where and toured all the Christmas lights locations, to identify any issues and ensure everything was on track to deliver what the Council wanted in plenty of time before the Christmas 2019 lights switch-on. The contractor was very positive about being able to deliver on time and to specification. Repairs to existing wires or electrical supplies/sockets may be required at one or two locations (e.g. Alexandra Road, Six Bells). Additionally, a different tree had been identified as more suitable for Christmas lights at Ty-Dan-y-Wal (instead of the previously-agreed fir tree) due to the amount of growth since the fir tree was decided upon, two years ago. All lights would be fitted and tested, and any repairs carried out, at least a week before switch-on (30 November).

Leisure and Tourism Working Group (L&TWG): Councillor Dyson (Chair of the L&TWG) referred to the report and recommendations of the L&TWG which had been circulated to members on 24 July by email. She sought volunteers for the morning set-up and evening take-down of Party in the Park on 17 August 2019. The Clerk pointed out that the Council had not agreed to hold a Fun Run, so it could not agree a change of date, but it could agree to hold a Fun Run in principle, subject to considering costs and other issues at a later date.

Shop Local Working Group (SLWG): Councillor Lewis (Chair of the SLWG) referred to the report and recommendations of the SLWG which had been circulated to members on 24 July by email. He updated members on the intended clean-up of the Green Walk area on 3 August and sought more volunteers. He queried the duplication of businesses in Abertillery town and the change of use (to another hairdressers) of the former Shoe Zone shop. He also referred to the lack of public toilets in Abertillery. The Clerk reported that Blaenau Gwent CBC was the planning authority and would consider the use of different units in town centres as well as specific planning applications, to ensure vitality and viability of town centres and prevent over-duplication. The Council had already agreed to discuss public toilets at the September meeting, with representatives of BGCBC.

Youth Engagement Working Group (YEWG): Councillor Oakley (Chair of the YEWG) outlined the report of the YEWG, copies of which were circulated at the meeting (and are available on request).

Well-being Working Group (WBWG): Councillor Simmons (Chair of the WBWG) reported that he would arrange a meeting of the WBWG soon to consider ward projects. Work on the common projects was continuing. He would submit a motion to the next Council meeting, to fund Town in Bloom (at £25k in year one and £5k per year thereafter).

Grants Criteria Working Group (GCWG): Councillor Gill Clark (Chair of the GCWG) stated that she would arrange a meeting in the near future.

Solar Farm Grant Working Group (SFGWG): Councillor Gill Clark (Chair of the SFGWG) stated that she would arrange a meeting in the near future.

Council RESOLVED:

(1) to approve the change of which tree **will** be used at Ty-Dan-y-Wal
(2) to agree in principle (subject to further consideration at a later date of any costs and any other potential commitments) to a Fun Run on 1 March 2020
(3) that members volunteer to help with the set-up (at 9am) and take-down (at 7pm) of Party in the Park on 17 August 2019 as soon as possible
(4) to note the intended clean-up of the Green Walk area on 3 August 2019
(5) that Councillor Lewis contact BGCBC directly with his queries about the change of use of the former Shoe Zone shop and duplication of uses in Abertillery town centre
(6) that all other working group reports and updates be noted.

49. MOTIONS FROM COUNCILLORS

A. Councillor Gary Oakley outlined his first motion (issued with the agenda).

Council RESOLVED:

(1) That ALCC pays £3,380 to the Space Youth Café as soon as possible, to pay for meals to be provided for around 20 to 30 young people every Wednesday, Thursday and Friday night for the next 52 weeks.

(2) That this funding be taken from the new projects budget.

B. Councillor Mark Lewis outlined his motion (issued with the agenda). In answer to queries, he stated that he was asking for the Council's support to the principle of working together jointly with other agencies to resolve the roaming sheep problem. He was happy to attend any relevant meetings. This did not imply ALCC had any responsibility and there would be no cost to giving its support.

Council RESOLVED:

(3) To support the principle of working together, with Blaenau Gwent County Borough Council, farmers and the Police to solve the problem of sheep escaping from local farmland and roaming around local streets (NB recognising that ALCC has no responsibility for taking action on roaming sheep and at no cost to ALCC).

C. Councillor Gary Oakley outlined his second motion (issued with the agenda). Council had already agreed to give the officers delegated power to get the defibrillators installed and to organise publicity and training. However, additional funds were needed to ensure the project was completed properly and he suggested that a small number of members be involved in helping officers with the required publicity.

Councillor Dyson reported that Henleys Buses had already agreed to display any ALCC publicity materials (leaflets, posters etc) on their buses, free of charge.

Council RESOLVED:

(4) To set aside £2,000 for advertising, printing and publication of documents (leaflets etc) and distribution of publicity required for the ongoing defibrillator project
(5) that Councillors Oakley, Gill Clark and Bidgood work with officers to complete the publicity required
(6) that all advertising and documents include the Council logo and any other relevant Council information, to ensure the project is recognised as being ALCC-funded and
(7) that this funding be taken from the new projects budget.

50. THIS IS ABERTILLERY VIDEO (SHOP LOCAL)

The Clerk reported that discussions had been held about version 1 of the video (which had been circulated to all members by Councillor Lewis on 28 June 2019) with members representing the Shop Local Working Group and the Abertillery ward, along with the Chair and Vice-Chair of the Council. He had drawn up a list of changes those members (and he) wished to make to the video. He was meeting the producer of the video on 1 August to discuss the changes and the way ahead. He would report back further in due course.

Council RESOLVED to note the update.

51. DISPLAY BOARD AND PUBLICITY OR PROMOTIONAL MATERIALS

The Chair referred to the need for improved publicity and information about the Community Council, including a display board (to be paid for if agreed today) and banners (to be paid for from the Party in the Park budget). She also referred to the banner design attached to the agenda.

Council RESOLVED:

(1) To allocate an additional £200 from the new projects budget to pay for display boards and other appropriate publicity, promotion or display materials
(2) that two ALCC display banners be purchased from the Party in the Park budget
(3) that the banner design be agreed.

52. COUNCILLOR VACANCIES

The Clerk reported that two vacancies remained, for councillors to serve the Aberbeeg and Abertillery wards. These had been advertised for co-option, as there had been no public call for an election to either seat, but no applications had been received yet.

Council RESOLVED to note the update.

53. COMMITTEES AND WORKING GROUPS

Council RESOLVED:

(1) To appoint Councillor Amanda Edwards to serve on the Planning and Environment Committee
(2) To appoint Councillor Beverley Lucas to serve on the Planning and Environment Committee
(3) To appoint Councillor Beverley Lucas to serve on the Leisure and Tourism Working Group
(4) To nominate Councillor Beverley Lucas to serve on the governing body of Ysgol Gymraeg Bro Helwg.

54. CHARTER OF COMMON AGREEMENT

The Clerk reported that he had informed Blaenau Gwent County Borough Council (BGCBC) and the other town and community councils (T&CCs) in the area that ALCC had agreed the recently reviewed Charter of Common Agreement (between BGCBC and the four local T&CCs). Feedback was awaited on whether all the other councils had agreed it.

Councillor Simmons stated that a number of queries about the Charter had been raised at a recent meeting of the Joint Committee of Local Councils (JCLC). He also asked whether Clerks attended the JCLC meetings, as this was not clear from recent comments. The Clerk replied that Clerks did attend the JCLC meetings, when they were available to do so.

Council RESOLVED to note the update.

55. REPORTS BACK ON RELEVANT TRAINING OR MEETINGS ATTENDED

Councillor Simmons reported that he had attended a Stakeholder Conference held by the Public Services Board for Blaenau Gwent. Over 120 people had attended. The JCLC had requested recently that the T&CCs in the Blaenau Gwent area be represented on the Public

Services Board in future.

The Clerk referred to the online training modules circulated recently and encouraged members to complete them, as well as attending face to face training sessions run by One Voice Wales. He and the Deputy Clerk had learned recently (from Understanding the Law training and Advanced Local Government Finance training) that the power to spend under the Power of Well-being in Wales (ref the Local Government Measure 2011) was subject to the spending limit introduced by Section 137 of the Local Government Act 1972. In other words, ALCC could only spend up to that limit (currently approx. £95,000) on "well-being" initiatives, which were not specifically empowered by other legislation. This was not seen as a problem, but members needed to be aware of the limits on their powers of action and spending when setting future budgets and precepts.

Council RESOLVED to note the reports back.

56. CHAIR'S ANNOUNCEMENTS, RELEVANT CORRESPONDENCE AND CELEBRATING SUCCESS

The Vice-Chair reported on the excellent performance of The Little Mermaid by the Junior Section of AYDMS. On her motion:

Council RESOLVED to write with the Council's congratulations to the AYDMS Junior Section and announce their excellent performance on the Council's website.

The meeting ended at 10.00pm.

Signed as a correct record by the Chair ………………………………………………………………

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

Minutes produced by Richard Gwinnell, Town Clerk

Agenda Item 4

MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 2 AUGUST 2019 at 11.00am in the Members' Room, Mitre Street, Abertillery

Present: **Councillors:** Gill Clark (Chair), Tracey Dyson, Julie Holt and Rob Phillips

Officers: Richard Gwinnell, Town Clerk

Others: None

Absent: Councillor Allen Rees

57. APOLOGIES FOR ABSENCE

Councillor Allen Rees.

58. DECLARATIONS OF INTEREST

No members declared any personal or pecuniary interests.

59. EXCLUSION OF THE PRESS AND PUBLIC

The Committee RESOLVED to exclude the press and public from the meeting for the following item of business, by virtue of The Public Bodies (Admission to Meetings) Act 1960, on the grounds that disclosure of the matters to be discussed would be prejudicial to the public interest by reason of the confidential nature of those matters.

60. JURY SERVICE

The Committee was informed that the Deputy Clerk was required to complete Jury Service for two weeks in September. The Council had options about whether and how to pay the Deputy Clerk for that period. Blaenau Gwent County Borough Council (BGCBC) was ALCC's payroll provider, so their rules and procedures were outlined.

The Committee RESOLVED:

(1) that the Council does not pay the Deputy Clerk's salary for his period of Jury Service, as he will not be working and can claim loss of earnings from the Court Service
(2) that BGCBC's normal payroll procedures be followed
(3) that if the Deputy Clerk returns to work on days when he is not needed in court, the Council pays him for those days or part days.

The meeting ended at 11.10am.

Signed as a correct record by the Chair ....

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

Minutes produced by Richard Gwinnell, Clerk

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AGENDA ITEM 6

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

ACTION SHEET

This action sheet lists decisions previously taken by the Council, where specific action is required to implement the decision. The purpose of the action sheet is to monitor those decisions, to ensure decisions are implemented and ensure Council is kept up to date on the situation. It does not include decisions on matters which are confidential (e.g. contracts in progress or staffing matters).

Past decisions will remain on the decision sheet until they have been implemented and reported back to Council, or Council has decided they are out of date. Once reported back as complete (or overtaken by events), they will be removed. Decisions to be removed after this meeting are shaded and marked *

Meeting	Minute ref.	Decision / action required	By whom	Position report
Council 12.7.17	42 (6)	Arrange Code of Conduct training – attendance mandatory for all members	Clerk / DC	All except 1 long standing and 2 new members have attended
Council 25.4.18	294 (1)	Invite Simon Morgan of Admiral Nurses to a future Council meeting	Clerk / DC	Is this still needed? Stall at Party in the Park 2018
Council 27.6.18	23	Progress blue plaque for Roger Cecil at Jubilee Square	Clerk / DC / Cllr G Clark	
Council 25.7.18	52 (2)	Add feedback on grants to the Council's website as soon as possible	Clerk / DC	
Council 26.9.18	62 (4)	Investigate facilitating a quarterly problem solving and business networking session; any costs to come back to Council for approval	SLWG	
Council 24.10.18	92 (2)	Devise suggested criteria for future grants and report back to Council with recommendations	GCWG / Chair / Clerk	In progress
Council 7.11.18	113	10 defibrillators: purchase, installation, training and publicity	Clerk / DC	Installation complete, remainder underway
Council 21.11.18	138(3)	Blaina Riots Plinth – seek further details of the help or funding they are asking ALCC for	Clerk / DC	Question asked. Reply awaited
HR Ctte 10.12.18	151	Meet in new year re staff job descriptions	Chair of HR / Clerk	
Council 12.12.18	156	Ask for more details of the Ebbw Fach Crime Prevention Panel and let members know	Clerk / DC	Questions asked. Reply awaited
Council 12.12.18	161(1)	Consider cost effective use of officer time as part of future decision making, including decisions on the budget and future projects	Council	
Council 12.12.18	161(2)	Consider further overtime payments for staff, employing project staff, an Admin Assistant and work experience placements	HR Ctte	
Council 12.12.18	161(3)	Use a mixture of TOIL and overtime in future	HR Ctte	
Council 12.12.18	172(2)	Enter into [a payroll service provision] agreement with BGCBC if possible	Clerk / DC	Agreement with BGCBC reached. SLA to be signed

Council 20.2.19	201(3)	Report back following discussions with BGCBC re Jubilee Square gates and cleaning	Cllr J Holt	Cleaning done
Council 27.3.19	234(1)	Youth Engagement Working Group: meet and report back to Council with recommendations	Chair of YEWG	Met and reported back *
Council 27.3.19	234(3)	Leisure and Tourism Working Group: meet/ report back to Council with recommendations	Chair of L&TWG	Met and reported back *
Council 27.3.19	236(3)	Seek further information from Abertillery Bowls Club on the grant sum requested and status of the organisation	Clerk / DC	Info requested – reply awaited
Council 17.4.19	257(3)	(all necessary powers delegated to officers to ensure delivery of) Party in the Park 2019	Clerk / DC	Completed *
Council 17.4.19	257(4)	Report back with recommendations re a Fun Run	L&TWG	See updates below *
Council 15.5.19	273(1)	Acid Attack Kits – get further information and report back	Clerk / DC	Reported back 31 July 2019 *
Council 15.5.19	280(3)	Seek further advice about Christmas lights	Clerk / DC	
Council 26.6.19	15(4)	Seek further information from AADMS on the show they intend to perform at Christmas 2019 and report back	Clerk / DC	Reported back 31 July 2019 *
Council 26.6.19	16(4)	Chair of the SLWG circulate and members comment on the drone video before it is finalised	Chair of SLWG / members	Completed *
Council 26.6.19	16(5)	the proposed Well-being Project Leaflets be referred back to the Well-being Working Group for further discussion	Chair of WBWG	
Council 26.6.19	21(3)	Consider Ffrindiau Tyleri grant request on 31 July	Clerk / DC	Completed 31 July 2019 *
Council 26.6.19	23(3)	Advertise the remaining Abertillery seat for co-option if there is no call for an election	Clerk / DC	Completed *
Council 26.6.19	27(1)	Enter into a contract with Centregreat for Christmas lights 2019 to 2021 (plus 2 extra years option)	Clerk / DC	Completed subject to finalising detail and signatures
Council 4.7.19	32	Write to BGCBC, with support for dog control order and query how they intend to enforce it	Clerk / DC	Completed and reply reported 31.7.19 *
Council 4.7.19	33(1)	New Charter adopted, subject to minor wording changes (inform BGCBC)	Clerk / DC	Completed *
Council 4.7.19	33(2)	Consider the Charter further if major change is required or proposed by others	Clerk / DC	
Council 4.7.19	33(3)	Chair appointed to attend quarterly liaison meetings with BGCBC and other T&CC reps (inform BGCBC and other T&CCs)	Clerk / DC	Completed *
Council 4.7.19	34	Public toilets: discuss further with BGCBC reps at the 25 September 2019 meeting	Members	Completed 18.9.19 *
Council 4.7.19	35(1)	Solar Farm Grant Working Group established: report back to Council with recommendations	Chair of SFGWG	
Council 4.7.19	35(2)	Amend committee/working groups terms of reference and membership lists	Clerk / DC	Completed *
Council 4.7.19	35(3)	Chair to arrange first meeting of the SFGWG as soon as possible	Clerk	Arranged for 19.9.19 *
Council 4.7.19	36(1)	Progress a review of the Council's website, working with the Council's current suppliers (VisionICT)	Clerk / DC	In progress
Council 4.7.19	37	Write with the Council's congratulations to AYDMS and announce their successes on the Council's website	Clerk / DC	Completed *

Council 31.7.19	46(2)	Pay £500 grant to Abertillery Town Band	Clerk / DC	Completed *
Council 31.7.19	46(3)	Pay £2,000 grant to Ffrindiau Tyleri for Aberfest and Winterfest	Clerk / DC	Completed *
Council 31.7.19	46(4)	Take FT amount from new projects budget and include in draft budget for next year	Clerk / DC	Noted *
Council 31.7.19	46(5)	Pay £1,000 grant to Abertillery Rock and Blues Committee	Clerk / DC	Completed *
Council 31.7.19	46(6)	Take ARBC amount from new projects budget and include in draft budget for next year	Clerk / DC	Noted *
Council 31.7.19	46(7)	Pay £500 grant to Llanhilleth Tenants and Residents Assoc for Granny's Wood event	Clerk / DC	Completed *
Council 31.7.19	46(8)	Pay £300 grant to Men's Den for allotments	Clerk / DC	Completed *
Council 31.7.19	46(9)	Pay £200 grant to AADMS for Christmas show	Clerk / DC	Completed *
Council 31.7.19	46(10)	Explore options and take all necessary actions to try and source a company to deliver a Pantomime at The Metropole this Christmas within £1,300 budget agreed previously	Clerk / DC	Two pantomimes are already in The Met Dec 19 and Jan 20 *
Council 31.7.19	48(1)	Change of Christmas lights tree agreed – confirm with Christmas lights contractor	Clerk / DC	Completed *
Council 31.7.19	48(2)	Fun Run agreed in principle 1 March 2020 subject to report back on costs and any other commitments required	Cllr Lewis / Cllr Phillips	
Council 31.7.19	48(3)	Members volunteer to help with set-up and take-down of Party in the Park 2019	Members	Completed *
Council 31.7.19	48(5)	Contact BGCBC re change of use of former Shoe Zone shop and use duplication issues	Cllr Lewis	Completed *
Council 31.7.19	49(1)	Pay £3,380 to Space Youth Cafe for food three nights a week for young people	Clerk / DC	Completed *
Council 31.7.19	49(3)	(Support given to) working together with other agencies to solve the roaming sheep problem	Cllr Lewis	Noted - no specific action required *
Council 31.7.19	49(4)	(£2,000 set aside) for advertising, printing and publicity (leaflets etc) for defibrillators	Clerk / DC	In progress
Council 31.7.19	49(5)	Work with officers to complete the publicity	Cllrs GC, GO and KB	In progress
Council 31.7.19	51(1)	(£200 allocated to) pay for display boards and other appropriate publicity, promotion or display materials	Clerk / DC	Display board purchased *
Council 31.7.19	51(2)	Purchase two ALCC banners from the Party in the Park budget	Clerk / DC	Completed *
Council 31.7.19	53	Amend committee memberships list and inform outside bodies of latest updates	Clerk / DC	Completed *
Council 31.7.19	56	Write with the Council's congratulations to the Junior Section of AYDMS and announce their successes on the Council's website	Clerk / DC	Completed *
HR Ctte 2.8.19	60	Complete all necessary forms and paperwork to implement the Jury Service pay decisions in conjunction with BGCBC Payroll	Clerk / DC	Completed *

Abbreviations

DC = Deputy Clerk
WG = Working Group
Ctte = Committee

Cllr = Councillor
BGCBC = Blaenau Gwent County Borough Council
RFO = Responsible Financial Officer

SLWG = Shop Local Working Group
FT = Ffrindiau Tyleri
CLWG = Christmas Lights Working Group
YEWG = Youth Engagement Working Group
L&TWG = Leisure and Tourism Working Group
JCLC = Joint Committee of Local Councils
A&LCC = Abertillery and Llanhilleth Community Council
WBWG = Well-being Working Group
GCWG = Grants Criteria Working Group
TOIL = Time Off In Lieu of payment
T&CCs = Town and Community Councils
SFGWG = Solar Farm Grant Working Group

Author: Richard Gwinnell, Clerk to the Council
Updated: 10 September 2019

AGENDA ITEM NO. 8

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC)
COUNCIL MEETING
25 SEPTEMBER 2019

FINANCIAL REGULATIONS

Report of the Clerk and Responsible Financial Officer (RFO)

Purpose of Report

To review the Council's financial regulations in light of the new One Voice Wales model.

Background and Findings

The Council in 2011 adopted the Model Financial Regulations issued by One Voice Wales at that time. No changes have been adopted since that time. The Council's (ALCC's) existing financial regulations are published on the Council's website. They can be viewed here:

http://www.abertilleryandllanhilleth-wcc.gov.uk/Core/Abertillery-Llanhilleth/UserFiles/Files/pdfFormatted%20Financial%20Regulations.pdf

One Voice Wales issued new model financial regulations on 13 August 2019. The model (like the model standing orders) is designed to be adopted by all town and community councils in Wales, with councils being able to make limited local changes to them if they wish, to reflect local circumstances. The existing financial regulations and the model issued on 13 August by One Voice Wales are not printed with this report, in the interests of saving paper and costs.

It is proposed that the Council adopt the national model in its entirety as far as possible, so that ALCC acts consistently with other town and community councils, it complies with all relevant requirements upon it, and any unnecessary room for query (about the justification for local choices) is avoided. Minor amendments to the model have been made by the Clerk and RFO to remove alternatives or options (e.g. in relation to petty cash), to reflect current reality (e.g. that a petty cash float has for many years been maintained), to remove square brackets [...] which indicate local choice and to make things clear where necessary (e.g. to show that the Clerk and the RFO are the same person). Not every element of the model financial regulations applies to the Council (e.g. the rules around charities, investments and corporate credit cards) but it is proposed that the model is adopted with minimal change, to allow for any potential future circumstances which the Council may find itself in or want to pursue.

There will be some elements of procedure or practice arising from the new model which require further discussion and decision by members in due course, or day to day adjustment. For example, at present, the Council does not have a Finance Committee. If Council agrees to have a Finance Committee, there will be a need to decide what that committee does (and does not do). There will also be a need to change the regularity of reporting (e.g. bank reconciliations will be needed quarterly) and to change the way cheques are signed (as cheque counterfoils also need to be signed). Further information on relevant changes will be reported to members as required.

It is very important that the Council has financial regulations, and that they are up to date. The Council may vary the regulations, but only those which do not reflect provisions set out in law.

The Wales Audit Office made it a priority in 2019 to test that councils have up to date financial regulations and standing orders and that they are complying with them, especially in relation to the letting of contracts.

The Internal Auditor recommended as part of his report to the Council on 26 June 2019 that the Council's financial regulations should be reviewed in the current financial year. This report complies with that recommendation.

Policy Implications

The importance of having up to date financial regulations is explained above. This report proposes that the Council moves forward and adopts the very recently issued national model, therefore ensuring its policy and procedures are in line with best practice across Wales.

Resource Implications

No new implications arising directly from this report. Any significant implications arising from the new regulations will be reported back in due course.

Risks

There are obvious risks if the Council does not comply with legal, audit or other requirements, especially where public finances are concerned. Adopting the new model financial regulations will help mitigate these risks.

Recommended:

(1) that the Council adopts the attached financial regulations with immediate effect
(2) that Council appoints a member (not the Chair and not a cheque signatory) to sign bank reconciliations and bank statements in line with new regulation 2.2.

Appendices: Financial Regulations

Report author: Richard Gwinnell, Town Clerk and RFO

Un Llais Cymru

One Voice Wales

Appendix

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

MODEL FINANCIAL REGULATIONS 2019 FOR WALES

INDEX

These Financial Regulations were adopted by the Council at its Meeting held on [……………………………………………]

1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

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[1] Model standing orders for Councils 2019 Edition are available from NALC (© NALC 2019)

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council (or the Finance Committee).

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than the third week of January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated committee of the Council for items over £500; or
- the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Council or the Finance Committee. The Council / Finance Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or the Finance Committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date fòr payment is before the next scheduled meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee; or

c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council (or a duly authorised committee) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council (and countersigned by the Clerk or Deputy Clerk) in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council or Finance Committee at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk / RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk / the RFO and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or the Finance Committee. Transactions and purchases made will be reported to the Council or the relevant committee and authority for topping-up shall be at the discretion of the Council or the relevant committee.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any Councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:

   i. for the supply of gas, electricity, water, sewerage and telephone services;

   ii. for specialist services such as are provided by legal professionals acting in disputes;

   iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

   iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

   v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. The full requirements of The Public Contracts Regulations 2015 ("the Regulations"), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[2].

c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

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[2] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£181,302)

b. For public works contracts 5,225,000 Euros (£4,551,413)

d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

f. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders[3] and shall refer to the terms of the Bribery Act 2010.

g. When it is to enter into a contract of less than £25,000[4] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

[3] Based on NALC's model standing order 18d (© NALC 2018)
[4] This suggested figure is based on the sum above which special rules are applicable (under the Regulations) to Councils in England and is therefore considered an appropriate threshold.

i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.

a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers (in consultation with the Clerk if the Clerk and the RFO are not the same person).

15.2. The Clerk shall give prompt notification to the RFO (if the Clerk and the RFO are not the same person) of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council or duly delegated committee.

16. CHARITIES

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk (with the RFO if they are not the same person) shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Clerk (with the RFO if they are not the same person) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word "regularly" is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [..] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by Council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

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ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC)
COUNCIL MEETING
25 SEPTEMBER 2019

FINANCE AND GRANTS COMMITTEE

Report of the Clerk and Responsible Financial Officer (RFO)

Purpose of Report

To propose the establishment of a Finance and Grants Committee.

Background and Findings

As members will know, the Council recently caught up on the backlog of annual accounts and received a report from its Internal Auditor on 26 June 2019. The Internal Auditor put forward several matters for consideration, including the need for the Council to review the levels of cash it holds in its current account, the need to consider the level of reserves it holds, the need to embed risk management properly in the Council and the need to review Financial Regulations. These things, he suggested, should be covered in an Audit Plan.

One Voice Wales published revised model Financial Regulations in August 2019, which can readily be adapted by ALCC for its own purposes. The Council is recommended in another report on this agenda to adopt the new model Financial Regulations for Wales, with limited local changes to reflect local circumstances. The report makes clear that the new Financial Regulations are more stringent than the old ones and that changes will be needed to ensure the Council is compliant with the new regulations and best practice. One of those changes is the need to establish a committee to monitor the finances of the Council and the system of internal control more closely and to consider grants. The new regulations (at paragraphs 2.2 and 5.2 and 5.8 for example) make reference to councils having the option to delegate powers to committees to deal with these matters.

All financial matters have previously been dealt with by the Council itself. This reduces the time available for members to examine the finances in detail, lengthens Council meetings beyond the standard two hours available under standing order 3(x) and places a greater risk on members and officers that something might "slip through the net" during hurried meetings.

It is proposed therefore that a committee is established to help reduce the burden on Council time, assist officers with their responsibilities and act as an extra pair of eyes and ears, to help ensure the Council does everything it should to secure effective financial management.

Two proposals are attached; an initial proposal received from Councillor Oakley and a later proposal from the Clerk and Responsible Financial Officer.

It needs to be emphasised that establishing the proposed Finance and Grants Committee is in no way designed to reduce the input of all members to the decisions required of Council in respect of spending or grants. The Committee (under the Clerk and RFO's proposal) would have no power to spend money, to approve spending, to approve grants or to decide budgets. The Committee would instead be a place for a small number of members, who would receive additional and specialist training, to meet with officers and interrogate and potentially help design more robust financial management systems and procedures for the future.

The committee could help draw up, and look at, spending proposals and grant applications, before the Council did so formally, but the committee would not have decision making powers. All members would continue to have exactly the same rights (as they do now) to suggest additions, reductions or other changes to the Council's annual budget and precept and to vote on proposed spending and grants decisions, before they are made.

It is very important that the Council scrutinises in greater detail and improves its internal control systems and processes. The Council's budget and precept have increased significantly in the last year and it will be under a higher degree of scrutiny in the future. It is also very important that elected members take a more active role in this process, as it is members who are ultimately accountable to the tax paying public.

It is for the Council to decide whether to have such a committee, what it should and should not do, how many members should be on it, its chairmanship and other relevant matters.

Policy Implications

The importance of having such a committee is spelt out above. The committee is designed to help ensure the Council moves forward and improves its internal control systems in line with the new model Financial Regulations and hence in line with best practice across Wales.

Resource Implications

There are no specific resource implications arising directly from this report, except that having a new Finance and Grants Committee will increase the workload of some members and that of the Council's staff. This will impact on other workstreams. Morning meetings will negate the need for additional staff hours. The intention of this committee will be to enable members to improve their scrutiny and involvement in managing the Council's financial resources.

Risks

There are obvious legal, regulatory and audit risks if the Council does not comply with the new Financial Regulations and improve its scrutiny of and involvement in internal financial control systems. Establishing this committee will help mitigate those risks.

Recommended:

(1) that the Council establishes a new Finance and Grants Committee as proposed in and with the terms of reference (powers and delegations), composition, quorum, chairmanship and other matters listed in appendix B
(2) that the Council decides when the committee should meet (days and times) **OR** allows the committee to decide this for itself
(3) that the Council appoints 5 members to serve on the Committee, including the Chair of the Council
(4) that the Council appoints the Chair of the Committee
(5) that relevant specialist training and development of the members appointed to the committee be arranged as soon as possible, ideally at the offices of ALCC.

Appendices: A – proposal from Councillor Oakley
B – proposal from the Town Clerk and Responsible Financial Officer

Report author: Richard Gwinnell, Town Clerk and RFO

Appendix A - proposal from Cllr Oakley

Abertillery & Llanhilleth Community Council

FINANACE COMMITTE PROPOSAL

PRESENTED

TO

FULL COUNCIL

25th September 2019

Abertillery & Llanhilleth Community Council
Council Offices, Mitre Street, Abertillery. NP13 1AE.
(Telephone 01495 217323)

Contents

Abertillery & Llanhilleth Community Council
Council Offices, Mitre Street, Abertillery. NP13 1AE.
(Telephone 01495 217323)

Introduction

Abertillery & Llanhilleth Community Council has a present budget of £234,000.00. This enables the Council to meet its statutory requirements and budgeted projects, at present is managed by the Officers of the Council with overall control by the full Council.

All well functioning Councils have a Finance Committee that is responsible for carrying out the financial responsibilities as set out in Standing Orders and the Councils Financial Regulations.

ALCC does not have a Finance Committee. This may have been acceptable prior to the budget increase and the low amount of project work (high percentage of the precept was standing costs etc) but now the Council has a higher Precept and projects, it is essential to establish a Finance Committee for good Governance.

Governance is about how councils ensure that they are doing the right things, in the right way, for the right people, in an accountable manner. As such, financial control forms an important aspect of the overall governance framework at every council.

Every elected member is responsible for making sure that the council is effectively governed. Councils deal with public money and so it is essential that there are well-constructed and documented systems and procedures to ensure that the council not only acts as a good steward but also exhibits the values and culture required to foster good governance.

Such values are summed up in the 'seven principles of public life' (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), set out by Lord Nolan in 1995.

It is best practice for councils to have a Finance Committee (or an equivalent committee) that is made up of councillors, and sometimes-independent non-councillors, to consider governance issues in detail.

This committee is an important aspect of the governance framework at the council as it sets the tone from the top and will have the power to make recommendations to full council, the executive or to whomever it considers best placed to deal with the committee's concerns.

Detail of a Financial Committee

A Financial Committee (or equivalent) is likely to deal with the following issues:

- Ensuring the council has a comprehensive set of procedures and rules, such as financial regulations
- Discussing the work of internal and external audit, and other inspection agencies as appropriate
- Risk management policies and procedures
- Reviewing, and in some councils approving, the annual financial statements
- Reviewing the annual governance statement. If a Finance Committee is not established its functions must be carried out by full council.

Section 3 of the Accounts and Audit Regulations (2016) requires that the council 'must ensure that it has a sound system of internal control'.

This system should ensure that the financial and operational management is effective, including the management of risk. The regulations make the council's Responsible Financial Officer responsible for ensuring that there are effective accounting recording and control systems are in place. Such controls are documented in the council's Financial Regulations, which form part of the council's overall constitution.

The Accounts and Audit Regulations also require that the council conducts a review of the effectiveness of its system of internal control each financial year and prepares an annual governance statement that summarises the governance arrangements present at the council, concludes on the effectiveness of such arrangements and includes an action plan for any improvement that is necessary. This statement is signed by the Chair of the council as a sign of its importance.

In short, Abertillery & Llanhilleth Community Council is in need of a Finance Committee, not least to ensure good governance and accountability.

The following section proposes suggested Terms of Reference for such a Committee:

Suggested Terms of Reference & Delegated Powers

Objective

The Finance Committee is constituted as a Standing Committee of Abertillery & Llanhilleth Community Council to improve the financial control and accountability for the Council's financial procedures and delegated financial control of the Council's activities.

Membership

Membership shall consist of five councillors.

The Chairman of the committee shall be elected annually and should not be the Chairman of the Council.

A quorum shall consist of 3 members.

Council members who do not sit on the Finance Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

Areas of Responsibility

The Finance Committee has the delegated authority:

- To oversee within relevant legislation, Standing Orders and Financial Regulations of the Council's general financial administration.
- To review the Council's banking arrangements and investments.
- To Review and ensure that the Council funds are so split that the maximum amount is protected under the FSCS Financial Compensation Scheme (maximum funds per account £85,000.00)
- To establish and maintain a system for internal audit of the financial administration.
- To consider and determine financial estimates and budgets annually, variations to them and to monitor expenditure against budget.
- To prepare a budget and to present to full Council, January meeting, for approval and for the full Council to allow setting of the precept.

- To receive and consider recommendations on policy and charges for all financial Council services and facilities.

- To ensure the Council has adequate insurance arrangements in place.

- To ensure the Annual Audit Return is completed and submitted to the external auditors within the given timescale.

Meetings

The calendar of meetings shall be agreed annually in May except in an election year when the calendar of meetings would be agreed at the Annual meeting of the Council.

Meetings will take place three times a year to include a meeting in November in order to prepare and set an outlined budget for the next financial year, to determine and recommend the level of annual precept; also a meeting in March to assess the projected year end budget ahead of year end procedures taking into account contributions to Earmarked Reserves.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary, as set out in Standing Orders, Adopted 20th February 2019.

Review

These Terms of Reference are to be reviewed annually and adopted at the Annual meeting of Abertillery & Llanhilleth Community Council.

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

Appendix B

PROPOSAL FROM THE CLERK AND RFO

FINANCE AND GRANTS COMMITTEE

TERMS OF REFERENCE (POWERS AND DELEGATIONS)

The Council itself takes all decisions relating to the approval of spending or grants.

The Finance and Grants Committee's purpose is to prepare, monitor, review and assist in the effective financial management of the Council. Its role is to make recommendations to the Council in any of the matters listed below.

1. To keep under review the financial resources required by the Council to enable it to fulfil its statutory obligations and provide services for the well-being of its community, namely:

   a) Preparing an annual budget and making recommendations to Council for the precept required.
   b) Reviewing and making recommendations to Council on borrowing requirements, reserve funds, investments and banking arrangements.
   c) Reviewing and making recommendations to Council on the Council's charging policy for services.

2. To monitor, annually review and make recommendations to the Council on the effectiveness of the Council's system of internal financial control system, specifically:

   a) Ensuring compliance with Statutes, Contract Standing Orders and Financial Regulations.
   b) Ensuring an adequate and effective system of internal audit of its accounting records and system of internal control, on receipt of the annual report.
   c) Monitoring income and expenditure against budget.
   d) Ensuring that accounts are properly maintained and reflect current best practice.
   e) Ensuring that bank reconciliations are undertaken regularly
   f) Receiving and reviewing the draft accounts, draft Annual Return and draft Annual Governance Statement, prior to their submission to the Council for approval annually.

3. To monitor financial transactions including receipts, payments and bank transfers.

4. To identify business risks which may prevent the Council achieving its aims and objectives and make recommendations to the Council.

5. To ensure the Council has appropriate insurance cover in place relating to buildings, property, staff, members, public liability and employers' liability as may be necessary and make recommendations to the Council.

6. To consider and make recommendations to the Council in respect of all requests for financial assistance submitted to the Council, including Council Grants and Ward Grants.

7. Any other matters, which, for reasons of expediency, are referred to this committee.

NB Financial Regulations 1.13, 1.14 and 5.1 specify that:

The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- *setting the final budget or the precept (Council Tax Requirement);*
- *approving accounting statements;*
- *approving an annual governance statement;*
- *borrowing;*
- *writing off bad debts;*
- *addressing recommendations in any report from the internal or external auditors,*

shall be a matter for the full Council only.

In addition, the Council must:

- *determine and keep under regular review the bank mandate for all Council bank accounts;*
- *approve any grant or a single commitment in excess of £5,000; and*
- *in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.*

The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

COMPOSITION OF THE COMMITTEE

- Chair of the Council (who will not be the Chair of the Committee)
- 4 other members of the Council.

Council members who are not members of the Finance and Grants Committee may attend meetings and speak with the permission of the Chair. They may not vote.

CHAIR OF THE COMMITTEE

- The Chair of the Committee shall be appointed by the Council.
- The Chair of the Council signs the annual accounts and therefore shall not be the Chair of this committee.

QUORUM OF THE COMMITTEE

- At least one third of the total membership of the Committee
- Minimum 3 members.

MEETINGS OF THE COMMITTEE

- To be held at a time and on a day to be determined by the Council (or by the Committee) in the second week of April, June, November and January at the Council offices, Mitre Street, Abertillery.
- Extra meetings to be held as and when required.

OTHER MATTERS

Members joining this committee must undertake to attend all relevant meetings and all relevant financial and other training to enable them to be adequately equipped to undertake the role.

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

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.

Agenda Item 10

The accounts listed hereunder are presented at the 25 September 2019 Council Meeting (Finance Order No 4 – July 2019 to September 2019)

Cheques that have been Presented between 5 July 2019 to 5 September 2019.

Payee	Date	Amount
SLCC - 20/6/19 Training for Deputy Clerk	17/07/2019	£48.00
SLCC - 20/6/19 Training for Clerk	17/07/2019	£96.00
Mr S R Davies - Drone Footage	18/07/19	£1,000.00
Six Bells Over 50's Clubs - P Adamson Ward Donation	18/07/2019	£100.00
AR Digital - June 19 Printing	18/07/2019	£62.19
Abertillery Ladies Darts - Council Grant	23/07/2019	£300.00
Hugh O'Sullivan - Internal Audit 18/19	23/07/2019	£1,212.60
BGCBC - Youth Workers	26/07/2019	£33,900.00
J L North Bouncy Castle - Deposit	29/07/2019	£500.00
D H Andrews (Smartsignz) - 10 Party in Park Banners	29/07/2019	£300.00
Joshua Embling – Balance for band, Party in the Park	06/08/2019	£350.00
Western Electricals - Installation of 2 Defibs	06/08/2019	£216.00
Western Electricals - Installation of 3 Defibs	06/08/2019	£324.00
Simply The Best Events – Party in Park Balance	07/08/2019	£1,044.00
CF Corporate - Leasing of printer Sept- Nov 2019	07/08/2019	£302.89
AR Digital - July Printing	07/08/2019	£33.63
K&S Toilets - Party in the Park Balance	08/08/2019	£462.00
Andrew Sheehy - Green Fingers - Visit # 11	09/08/2019	£85.00
Andrew Sheehy - Green Fingers - Cut #6	12/08/2019	£85.00
Andrew Sheehy - Green Fingers - Visit # 7	12/08/2019	£15.00
Andrew Sheehy - Green Fingers - Visit # 8	12/08/2019	£15.00
Andrew Sheehy - Green Fingers - Visit # 9	12/08/2019	£15.00
Andrew Sheehy - Green Fingers - Visit # 10	12/08/2019	£15.00
One Voice Wales - Advanced LG Finance Training	12/08/2019	£80.00
Andrew Sheehy - Green Fingers - Visit # 12	12/08/2019	£15.00
Andrew Sheehy - Green Fingers - Visit # 13	12/08/2019	£15.00
BGCBC - Licences for Party in the Park	15/08/2019	£90.00
Tony North - Generator Party in the Park	16/08/2019	£128.40
Abertillery Museum - N Simmons Ward Donation	19/08/2019	£25.00

D H Andrews (Smartsignz) - 2 Roller Banners, 3 Parking Signs, 2 Defib Maps	19/08/2019	£356.00
Jon Salmon – Balance (Stage, Party in the Park)	20/08/2019	£1,380.00
AE North - Kids rides Balance	20/08/2019	£500.00
AnimalZone - Party in the Park	22/08/2019	£220.00
Off The Streets - Space Café - Rubbish Collection	23/08/2019	£341.46
Off The Streets - Space Café - REPAIRS	23/08/2019	£930.00
Henley's Bus Service Ltd – Party in the Park	23/08/2019	£600.00
Off The Streets - N Simmons Ward Donation	23/08/2019	£150.00
Off The Streets, Space Youth Café, - Food for Youths	23/08/2019	£3,380.00
Samuel Taylor, Compère - Party in the Park	23/08/2019	£50.00
Thomas Waste Management, Bins - Party in the Park	30/08/2019	£162.00
P&P Pest Control, Wasps Nest - Party in the Park	30/08/2019	£60.00
On Site Security - Party in the Park	03/09/2019	£368.00
C Wilkinson, Disney Princesses - Party in th Park	03/09/2019	£250.00
Sensiplay - Balance in place of cheque 7583	03/09/2019	£150.00
Panelware House - Display Board	04/09/2019	£99.90
BT Group - Direct Debit (Phone/Internet)	05/09/2019	£64.15
Total		**£49,896.22**

Income during the period: None

Current Account Balance as at 5 September 2019: £179,633.06
This includes bank charges to that date.

Cheques that have been issued but not yet presented as at 5 September 2019

P Morgan - Members Allowance	7460	£150.00
AYDMS - T Williams Ward Grant	7464	£100.00
AYDMS - T Dyson Ward Grant	7473	£50.00
Abertillery Belles FC - T Dyson Ward Donation	7579	£50.00
Paisley Bird Workshops, Kids Play Area - Party in the Park	7588	£800.00
C Llewellyn, Pashy Pops - Party in the Park	7592	£150.00
AYDMS, Defibs Advert in programme	7595	£25.00
AYDMS - Party in the Park performance	7596	£150.00
Andrew Sheehy Green Fingers, Visit 14/8/19	7597	£85.00
MediPatrol Ltd, First Aid, Party in the Park	7598	£285.00
Abertilley Town Band - Council Grant	7599	£500.00
Ffrindiau Tyleri - Council Grant towards Aberfest/Winterfest	7600	£2,000.00
Abertillery Rock and Blues Festival - Council Grant	7601	£1,000.00
Llanhilleth Tenants and Residents - Council Grant	7602	£500.00
Mens Den - Council Grant	7603	£300.00
AADMS – Council Grant	7604	£200.00
TOTAL		**£6,345.00**

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

Payee	Nature of Payment	Amount
Staff Costs	April. May, June	£14,291.25
BGCBC Payroll	April, May, June	£150.00
Staff Costs	July, August September	£14,291.25
BGCBC Payroll	July, August, September	£150.00
Andrew Sheehy	Green Fingers Visit September	£85.00
Vision ICT	Initial Costs for Website Upgrade	£705.00
AR Digital	August Printing Costs	£54.37
Abertillery Museum	R Phillips Ward Donation	£100.00
TOTAL		**£29,826.87**

Current account position as at 16 September 2019

Opening Balance:	**£179,633.06**
Cheques Outstanding:	**£6,345.00**
Outstanding invoices/liabilities	**£29,826.87**

Subtotal remaining: £143,461.19

Reserve Account Position as at 5 September 2019: £35,320.30

VAT reclaim of £3,706.12 paid direct into Reserve Account.

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AGENDA ITEM NO. 11

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC)
COUNCIL MEETING
25 SEPTEMBER 2019

GRANTS CRITERIA, PROCESSES AND FORMS

Report of the Clerk and Responsible Financial Officer (RFO)

Purpose of Report

To propose the adoption of new criteria, processes and forms to help the Council consider grants and help applicants understand what they need to do.

Background and Findings

As members will know, the Council receives grant applications on a regular basis and considers each application on its merits. There is currently no standard form for applicants to use and no "rules" around what they must specify or what the Council will (or will not) consider funding. This promotes inconsistency and delay, as applications are considered and have to be deferred to a later meeting whilst further information is sought from the applicant. It is also a reactionary rather than proactive approach, in which the Council is not being clear about its objectives.

There are two types of grant given by the Council at present, those being "council grants" and "ward donations". This report does not deal with the solar farm grant, as that is not Council money and needs to be dealt with separately.

Council grants are where applications are received (by letter or often by email) from groups and organisations seeking funding from the Council as a whole, for an event or to help the group with particular costs. The Council has made clear previously that an amount must be specified. Often an amount is not specified by the applying organisation, which responds when questioned that "any amount would help". Some councillors have referred in the past to a historical "two-year rule" (which means the same organisation cannot get a grant year after year) and having a "standard" amount (e.g. for all sports clubs) but nothing is written down.

Ward donations are where councillors individually complete an application form for small grants to local groups within their ward (each councillor is restricted to £200 per year) and submit the form for payment. The decision to pay is actually made by the Council (when it considers the monthly Finance Order) but the principal onus is on the councillor making the application to decide what is appropriate. The impression may be given that the ward councillor is making the decision, which would be unlawful, and does not take account of the fact that ward councillors may have personal interests in local groups, which they would have to declare under the Code of Conduct. This should change, so that all grants are considered at the same time, in the same way, against the same criteria and in a more explicitly impartial way by the Council, and that it is clear that the whole Council is making the decisions.

To ensure the Council makes clear what it will fund, how the process works and the criteria it will use to judge applications, and to make clear to organisations what they need to do (and whether to apply in the first place), draft criteria and forms have been drawn up. These are attached at appendices A to D.

The Grants Criteria Working Group is meeting on 18 September 2019 to consider these draft criteria and forms. Their content may therefore change before the Council meeting. If this is the case, the Council will be updated accordingly.

Additionally, another report on this agenda proposes the establishment of a new Finance and Grants Committee, which would look at grant applications in detail before they are submitted to the full Council for a final decision. If the Council does not agree this, the relevant wording in the criteria and forms attached will need to be changed.

Policy Implications

Adopting grants criteria and forms enables the Council to decide what its policy is, rather than simply considering grant applications on a reactionary basis. It will also help make clear to other organisations (including grant applicants, the public, auditors and others) what the Council's policy is. This all helps increase the transparency and openness of the Council.

Resource Implications

There are no specific resource implications arising directly from this report. Introducing criteria and forms will however help the Council manage its limited resources more effectively.

Risks

There are no risks arising directly from this report. On the contrary, adopting criteria and forms for grants helps limit the risk of poor decision making and poor financial management.

Recommended:

(1) that the criteria and forms for council grants and ward grants attached to the report be adopted and used with immediate effect

(2) that the criteria and forms be placed on the Council's website and provided to any future applicant.

Appendices: A – council grant criteria
B – council grant application form
C – ward grant criteria
D – ward grant application form

Report author: Richard Gwinnell, Town Clerk and RFO

Appendix A

Abertillery and Llanhilleth Community Council (ALCC)

What are Council Grants?

1. The purpose of Council Grants is to help local communities and organisations improve the well-being of local people. A Council Grant will only be made if there is a clear economic, social or environmental well-being benefit to residents of the ALCC area.
2. The organisation must usually be based in or operate substantially in the Abertillery and Llanhilleth Community Council area, and the majority of the members of the organisation, or those it serves, should live in the Abertillery and Llanhilleth Community Council area.
3. If the organisation is based outside the Abertillery and Llanhilleth Community Council area, evidence must be given of how (and how many) people from the ALCC area benefit from the work of the organisation.
4. The Council places a high value on voluntary and community service.
5. The Council will not make a grant to professional or commercial clubs or organisations, companies, businesses or other enterprises which aim to make a profit. The Council will only make grants to enterprises if they are not for profit and if any surplus generated by the enterprise is reinvested into improving local communities or local community facilities.
6. Organisations such as sports clubs or parks which have become companies in order to manage or run community facilities under Community Asset Transfers may be considered for Council Grants.
7. The Council will not give any funding to national charities, unless they can demonstrate clearly how that funding will benefit residents and service users in the ALCC area.
8. Council Grants will not be given to groups to pay for ongoing running costs (e.g. insurance, water, gas and other utility supplies etc) unless in exceptional circumstances.
9. The Council wishes to spend its limited grants budget to help as many people and communities as possible in the ALCC area. The Council will not therefore give financial support to the same organisation in two consecutive years unless in exceptional circumstances.
10. The Council will not give a grant of more than £500 to one organisation unless in exceptional circumstances.

How does the Council Grants process work?

1. All Council Grant applications must be made using the Council Grant application form. The Council will not consider any grant applications which are not on the required form or which do not contain the required details (e.g. specific amounts and outcomes).
2. The Finance and Grants Committee will consider all grant applications in detail and make recommendations to the full Council.

3. The Finance and Grants Committee and the Council will consider grant applications no more than four times a year; intended to be in April, June, October and January. Any applications submitted after a relevant deadline will be held over and not considered until the following meeting.
4. A representative of the applicant organisation may be required to attend a meeting of the Council / Finance / Grants Committee in order to outline the application / project and answer questions.
5. Any grant made by the Council must be publicised appropriately by the receiving organisation (e.g. on its website, social media pages or posters/programmes). If appropriate publicity is not given, the organisation concerned will receive no further funding from ALCC.
6. The Council may at any time require any and all such evidence it decides that a Council Grant given previously has been spent in the manner for which it was intended.

App B

Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of your group, organisation or project:

Contact name: ....

Telephone number: ....

Email: ....

What are the aims of your project? ....
....
....
....

How does your project benefit the Abertillery and Llanhilleth area or its residents? ....
....
....
....

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
	£
	£

	£
Sub Total	£
B. Costs requested from ALCC	Amount (inc.VAT)
	£
	£
Sub Total	£
C. Total project costs (A + B) TOTAL	£

Is your organisation a: Charity/community group/sports club/company/not for profit business/other (explain and provide evidence)

....

....

....

....

Payee: ....

Print Name: ....

Role in group: ....

Signed: ....

Date: ....

Please return this form with any relevant supporting documents (group constitution, financial statements, letters of support etc.) to: Town Clerk, Abertillery and Llanhilleth Community Council, Mitre Street, Abertillery, NP13 1AE or to clerk.alcc@gmail.com

App C

Abertillery and Llanhilleth Community Council (ALCC)

What are Ward Grants?

1. Ward Grants are to help local communities and organisations improve the well-being of local people. A Ward Grant will only be made if there is a clear economic, social or environmental well-being benefit to residents of the ALCC area.
2. The organisation must usually be based in, operate substantially in, or serve people mainly in the ward for which the Councillor concerned is responsible. Otherwise, it must be an organisation which serves people in the whole of the ALCC area.
3. The Council places a high value on voluntary and community service.
4. No Ward Grants will be made to professional or commercial clubs or organisations, companies, businesses or other enterprises which aim to make a profit. Ward Grants will only be made to enterprises if they are not for profit and if any surplus generated by the enterprise is reinvested into improving local communities or local community facilities.
5. Organisations such as sports clubs or parks which have become companies in order to manage or run community facilities under Community Asset Transfers may be considered for Ward Grants.
6. Ward Grants may not be used to fund national charities or organisations under any circumstances.

How does the Ward Grants process work?

1. An ALCC Councillor may apply on behalf of a group or organisation (or multiple groups or organisations) in their ward for a ward grant.
2. Councillors must declare any personal or prejudicial interests in ward grants under the Code of Conduct in the same way as any other matter or business.
3. The total budget available will be £200 per year, per councillor, for this purpose.
4. If a ward councillor's £200 allocation has been spent and they then cease to be a councillor, that allocation will not be available again (to any new councillor for that ward) until the following financial year.
5. The minimum Ward Grant will be £50. The maximum Ward Grant will be £200.
6. All Ward Grant applications must be made by Councillors using the Ward Grant Application form and include the required details, prior to their consideration.
7. All applications for Ward Grants will be considered by the Finance and Grants Committee.
8. The Finance and Grants Committee will make recommendations to the Council, which will decide the ward grant applications.
9. The councillor making the application may be required to make the case for approval of the Ward Grant at the Council / Finance and Grants Committee meeting.
10. The Council / Finance and Grants Committee will consider Ward Grant applications no

more than four times a year; intended to be in April, June, October and January. Any applications submitted after a relevant deadline will be held over and not considered until the following meeting.

11. Any Ward Grant must be publicised appropriately by the receiving organisation (e.g. on its website, social media pages or posters/programmes). If appropriate publicity is not given, the organisation concerned will receive no further funding from ALCC.
12. The Council may at any time require any and all such evidence it decides that a Ward Grant given previously has been spent in the manner for which it was intended.

App D

Abertillery and Llanhilleth Community Council (ALCC)

Ward Grant Application
(see criteria and process attached before applying)

Ward: ……………………………………………………………………………

Councillor: ………………………………………………………………………

Name of group or organisation: ………………………………………………

Group contact name if needed: …………………………………………………

Role in organisation: ……………………………………………………………

Telephone number: ………………………………………………………………

Email: ……………………………………………………………………………

Purpose of grant / details of project: …………………………………………

……………………………………………………………………………………

Amount: …………………………………………………………………………

Payee name: ………………………………………………………………………

Signed (Councillor): ………………………………………………………………

Date: ………………………………………………………………………………

Please return this form with any relevant supporting documents to: Town Clerk, Abertillery and Llanhilleth Community Council, Mitre Street, Abertillery, NP13 1AE or to clerk.alcc@gmail.com

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Agenda Item 13

Party in the Park Report.

This is the report on the Party in the Park Event, held in Abertillery Park on Saturday 17th August. Overall, I feel it was a good event and with the issues that were faced on the morning of the event it was a testament to the hard work of the volunteers and the co-operation of the stallholders that an Event still did take place. However, this year was a huge learning curve and if we are to run as similar event next year then several lessons need to be taken on board.

DATE:

The date was chosen to tie in with plans for a Rugby 7's tournament which then didn't happen. It is clear from the numbers that attended, which were less then the previous year, that holding any such event in the middle of August when many families are away is wrong and any future Party in the Park events should look at running the event in the first or second weekend of September.

VENUE:

Our original plan when we held the vent in 2018 was to hold it on the Rugby Pitch, which is further in Abertillery Park. That was vetoed by BGCBC who owned the Rugby pitch at the time and the Cricket Pitch was offered as an alternative, as the event in September 2018 was then outside the Cricket season. Whilst the Cricket Pitch does hold some advantages in that it is easy to access and close to the Car Park it will always suffer from the poor drainage at the lower end of the field, and for both years this has been an issue.

For any future events we should look at the viability of using the Rugby pitch as it has better drainage and using the perimeter for gazebos may provide anchor points. A check will need to be made on the access for large vehicles.

We should also look at other alternatives, if there are any within the Community Council Area

PARKING/PARK & RIDE:

It was unfortunate that having to move the event into the car park curtailed any public parking for the event and we also have to be mindful in the future that the car park belongs to BGCBC and is a car park for the whole of the park and not just for our event. The ideas of a Park and Ride is essentially a good one but for any future event we will need to find a way to more actively promote this and signpost on the days leading up to the event.

There may be some scope if we get in early enough to discuss with Tescos the opening of the land next to the store or discuss with the local schools for them to be open overs the day of the event so we can use their parking spaces.

SECURITY:

Once the event had been moved to the car park the requirement for formal security lessened but despite a briefing at the start of the day the security team still did not manage dog control as well as we would have wished. In hindsight, always a wonderful thing, we should be able to assemble a team of volunteers to help run the site during the day.

There may be some mileage as part of the Councils Youth Engagement work, in getting some mature youths involved in not only the stewarding on the day but also in the planning and show them what goes into setting up an event like this.

DRINKS BAR:

It was unfortunate that the drink bar being run from the Bowls Club ended up being some distance away from the event and the main stage. If we can ensure, as much as possible that any drinks bars are close enough to the stage so the people can get a drink and then come and listen to the music that is being provided.

FOOD COSTS:

There has been a couple of complaints about the cost of the burgers and the chips. Personally, I found the costs to be on a par with what you would expect to pay at an event. We should have had a second van which may have produced some price pressure, but they had broken van on the day so couldn't get to our event.

I am also concerned about the sheer size of the fast food and coffee vans that were on site, I know we were in a smaller space than anticipated but it did seem to dwarf one end of that space and overshadowed the jacket potato stall.

There should be scope to talk to more local fast food retailers, I know of at least two (Brynmawr and Ebbw Vale) which are smaller and provide better value for money. Given the long lead time to our next event we may also be able to develop one or two local community groups to be able to provide food on a commercial basis for our events.

SEATING:

Not as many concerns this year as people did bring their own chairs and blankets to sit on, but as with the location of a drinks bar if we want to encourage wider attendance for the music events later in the day we should consider how we manage the whole feel of the event that allows people to want to stay longer.

GAZEBOS AND SAFETY:

This is a major lesson learned from this year's event, and that in future events if there is any chance of major gusts of wind, we must either ensure that all gazebos are tethered to some static or we dispense with the use of gazebos. Our primary concern will be the safety of any person attending the event, and we were fortunate that the incident with the gazebos happened begore the event opened, and the area was relatively free of people.

We would also need to consider what specific items are then included within our events insurance as gazebos are currently not covered, and 11 gazebos (6 Council and 5 FT have been destroyed) and will need replacing at a cost of £139 each.

COSTS:

Party in the Park Costs

Stage Hire + temp lights	£2,760.00
Closing Act – Disco Centric	£600.00
Pash Pops	£150.00
Toilets	£582.00
First Aid - MediPatrol	£285.00
Bins – Thomas Waste Management	£162.00
Security	£368.00
4 x children's rides	£2,740.00
Compere	£50.00
Banners	£420.00
Torfean Play service	£800.00
Licences	£98.00
Henleys Travel (Park and Ride)	£600.00
Disney Princesses	£250.00
Anumal Encounters	£220.00
Multi Sensory Childs Music Tent	£200.00
AYDMS	£150.00
Generator	£128.40
Removal of Wasp Nest	£60.00
	£10,623.40

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Agenda Item 14

Leisure and Tourism Group 17th September 2019

Attendance: Cllr Lewis, Bidgood, Oakley, Dyson, Steve Edwards (Deputy Clerk)

Apologies: Cllr Simmons, Lucas, Phillips

Party in the park

See the report given for feedback of the event

Recommendations

Next year we will need a budget of £13,000, to be put aside from next year's budget.
Move next year's event back to September.
Look at different venue

Fun Run

Cllr Lewis will run through plans and hand out copies for the finance for the event.

Recommendations

Council to agree to have a fun run on 1st March 2020
Council to put aside £3,000 from this year's budget for the fun run.

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Agenda Item 16

Gmail

Clerk Clerk <clerk.alcc@gmail.com>

Re: BT - Proposed Removal of Telephone boxes- time sensitive.

1 message

peter adamson <peteradamson.alcc@gmail.com> 12 September 2019 at 11:55
To: Clerk ALCC <clerk.alcc@gmail.com>
Cc: Allen Rees <allenrees.ALCC@gmail.com>, Amanda Edwards <amandaedwards.alcc@gmail.com>, Beverley Lucas <beverleylucas.alcc@gmail.com>, Gary Oakley <garyoakley.alcc@gmail.com>, Gill Clark <gillclark.alcc@gmail.com>, Glyn Smith <glynsmith.alcc@gmail.com>, Graham White <grahamwhite.alcc@gmail.com>, Julie Holt <julieholt.alcc@gmail.com>, Keri Bidgood <keribidgood.alcc@gmail.com>, Mark Lewis <marklewis.alcc@gmail.com>, Nick Simmons <nicksimmons.alcc@gmail.com>, Perry Morgan <perrymorgan.alcc@gmail.com>, Rob Phillips <robphillips.alcc@gmail.com>, Roger Clark <rogerclark.alcc@gmail.com>, Tracey Dyson <traceydyson.alcc@gmail.com>

Will this go on September's agenda? I hope so. We should try to keep the phoneboxes. I know most people have mobile phones but I think we need to argue that access to a free emergency phone (which a public phone box gives) should not be given up lightly. Think domestic/ child abuse victims, or someone coming down off the hills in a bad way...

On Thu, Aug 29, 2019 at 5:05 PM Clerk ALCC <clerk.alcc@gmail.com> wrote:

All

Please read this as it is important

Regards

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

---------- Forwarded message ---------
From: <Planning@blaenau-gwent.gov.uk>
Date: Thu, 29 Aug 2019 at 16:55
Subject: BT - Proposed Removal of Telephone boxes- time sensitive.
To:

Dear Ward Member/Town Clerk

Please find attached a copy of correspondence which has been received by the Planning Division from BT

In essence the letter gives the Authority 90 day notice of their intention to remove 13 telephone boxes in the Borough – some of which fall within the ward area(s) which you represent (please refer to list included in the correspondence)

Whilst it is not the role of the Planning Authority to agree, adopt or object to removal of the Phone boxes this there is an expectation upon the Local Authority to initiate its own consultation process to canvas the views of the local community. This e-mail is to notify you of this proposal.

It is understood that notices have been placed by BT on each telephone box to advise the local community of their intention (see copy attached)

It is the Planning Authority's intention to forward all correspondence received as a result of this consultation directly to BT.

Please forward any comments in writing to the Team Manager Development Management by 25th October in order that they can be sent to BT within the specified timescale.

Regards

Eirlys Hallett - Team Manager Development Management

Katherine Rees

Uwch-Swyddog Cefnogi Busnes/Senior Business Support Officer

Tîm Cefnogaeth Amgylchedd ac Adfywiad/Environment & Regen Support Team

Gwasanaeth Cefnogi Busnes/Business Support Service

☎ *Ffonn/Phone: 01495 355518*

E-bost/Email: katherine.rees@blaenau-gwent.gov.uk

Blaenau Gwent County Borough Council, Floor 1A, Civic Centre, Ebbw Vale, NP23 6XB

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Chief Planning Officer
Blaenau Gwent County Borough Council
Municipal Offices
Civic Centre
Ebbw Vale
NP23 6XB

01/08/2019

TIME SENSITIVE - 90 Day Consultation period end date: 30/10/2019

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 13 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 30 October 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - http://bt.com/adopt

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances - http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf
On the 14th March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the

removal of payphone service
https://www.ofcom.org.uk/__data/assets/pdf_file/0021/34266/statement.pdf

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:
http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf
and a summary is available at:
http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf

The guidance also details the appeals process we must follow in case of unreasonable objections.

What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

BT Payphones
pp 4th Floor Monument TE
11 – 13 Great Tower Street
London
EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing btp.authorisation.team@bt.com.

Yours sincerely

Rick Thompson
Payphone Planning Officer

Please use this annex and return in this format to ensure that the telephone number of the kiosk is clearly shown.
A separate sheet can be used for further comments if required.
If you would like an electronic copy of this letter, please e mail btp.authorisation.team@bt.com

Blaneau Gwent

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	01495212108	PCO PCO1 EAST SIDE ROW CWMTILLERY ABERTILLERY	NP13 1LJ	53	26/07/2019		
2	01495212195	PCO PCO1 BRIDGE STREET SIX BELLS ABERTILLERY	NP13 2LL	0	26/07/2019		
3	01495212253	PCO PCO1 SOMERSET STREET ABERTILLERY	NP13 1DJ	76	26/07/2019		
4	01495212274	PCO PCO1 CHURCH STREET ABERTILLERY	NP13 1DB	157	26/07/2019		
5	01495243093	PCO PCO1 WALTERS AVENUE CRUMLIN NEWPORT	NP11 5HT	0	26/07/2019		
6	01495290375	WAYLEAVE PP401 PCO1 ABERTILLERY ROAD BLAINA ABERTILLERY	NP13 3DN	3	26/07/2019		
7	01495302035	PCO PCO1 HILL TOP EBBW VALE	NP23 6PJ	46	26/07/2019		
8	01495302122	PCO PCO1 HONEYFIELD ROAD RASSAU EBBW VALE	NP23 5TA	7	26/07/2019		
9	01495302217	PCO PCO1 WESLEY PLACE BEAUFORT EBBW VALE	NP23 5JS	69	26/07/2019		
10	01495310272	PCO PCO1 NANTYGLO EBBW VALE	NP23 4PU	7	26/07/2019		

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
11	01495722144	PCO PCO1 ATTLEE WAY CEFN GOLAU TREDEGAR	NP22 3TA	115	26/07/2019		
12	01495722893	FOOTPATH ADJ GREENFIELD TERR PCO1 GREENFIELD TERRACE GEORGETOWN TREDEGAR	NP22 3JN	0	26/07/2019		
13	01495723077	PCO PCO1 ASHVALE TREDEGAR	NP22 3RT	3	26/07/2019		

Llofnod: ....
Ardal: Blaneau Gwent

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

Notice date:

PUBLIC NOTICE

Payphone kiosk removal

Hello.

Our information shows that this phone box has had very little use over a significant period of time.

We're therefore proposing to remove this phone box. There is a consultation period of 42 days from the above date.

Please contact your Local Authority if you have any comments.

If you'd like to know where the nearest alternative payphone is, or who your local authority is please contact us on:

0800 661 610 option 1

This number is only able to provide alternative payphone details and the name of your local authority.

British Telecommunications plc. Registered office 81 Newgate Street, London. EC1A 7AJ.
Registered in England No. 1800000

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ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC)

Agenda Item 19

MEMBERSHIP OF COMMITTEES 2019/20

Effective from 4 September 2019

PLANNING AND ENVIRONMENT COMMITTEE – ALL COUNCILLORS:	**HUMAN RESOURCES COMMITTEE - COUNCILLORS:**
NB All A&LCC councillors are on this Committee: Peter Adamson Keri Bidgood Gill Clark (Chair of the Council) (and Chair of the Committee) Roger Clark Tracey Dyson Amanda Edwards Julie Holt Mark Lewis Beverley Lucas Perry Morgan Gary Oakley Robert Phillips Allen Rees Nick Simmons Glyn Smith Bernard Wall Graham White	Gill Clark (Chair of the Council) (and Chair of the Committee) Tracey Dyson (Vice-Chair of the Council) Julie Holt Robert Phillips Allen Rees
COMPLAINTS AND APPEALS COMMITTEE	**CHRISTMAS LIGHTS WORKING GROUP – COUNCILLORS:**
4 members to be decided upon by the Chair of the Council and the Clerk, depending on the subject nature of the complaint or appeal	Gill Clark Julie Holt Robert Phillips – Chair Glyn Smith Graham White
LEISURE AND TOURISM WORKING GROUP – COUNCILLORS:	**YOUTH ENGAGEMENT WORKING GROUP - COUNCILLORS:**
Peter Adamson Keri Bidgood Tracey Dyson - Chair Mark Lewis Beverley Lucas Gary Oakley Robert Phillips Nick Simmons	Gill Clark Julie Holt Perry Morgan Gary Oakley – Chair Glyn Smith
SHOP LOCAL WORKING GROUP – COUNCILLORS:	**GRANTS CRITERIA WORKING GROUP – COUNCILLORS:**
Peter Adamson Perry Morgan Mark Lewis – Chair Robert Phillips	Gill Clark – Chair Tracey Dyson Perry Morgan Robert Phillips Nick Simmons
WELL-BEING WORKING GROUP – COUNCILLORS:	**SOLAR FARM GRANT WORKING GROUP**
Peter Adamson Keri Bidgood Gill Clark Tracey Dyson Julie Holt	Peter Adamson Gill Clark (Chair) Perry Morgan Gary Oakley Rob Phillips

Perry Morgan Gary Oakley Robert Phillips Nick Simmons – Chair Allen Rees Graham White	
JOINT COMMITTEES	**COUNCILLORS**
JOINT COMMITTEE OF LOCAL COUNCILS IN BLAENAU GWENT (5 representatives) (JCLCBG)	Mark Lewis Perry Morgan Nick Simmons Glyn Smith Bernard Wall
CONSULTATION WITH COUNTY BOROUGH COUNCIL (out of Joint Committee) (2 representatives) (usually Chairman plus one other) + Clerk)	Bernard Wall Nick Simmons NB substitutes allowed if required – to be selected from JCLC list above
OUTSIDE BODIES	**COUNCILLORS**
ONE VOICE WALES GWENT VALLEYS AREA COMMITTEE (2 representatives) NB plus Clerk	Gill Clark Glyn Smith
ONE VOICE WALES LARGER LOCAL COUNCILS COMMITTEE (1 rep) NB plus Clerk	Glyn Smith
ABERTILLERY AND DISTRICT TWINNING ASSOCIATION (2 representatives)	Robert Phillips Tracey Dyson
SCHOOL GOVERNING BODIES (1 rep on each) St Illtyd's Community Primary Soffrydd Primary Ysgol Gymraeg Bro Helyg	 Gill Clark Vacancy Beverley Lucas
ABERTILLERY REGENERATION (2 reps)	Nick Simmons Glyn Smith
BLAENAU GWENT HERITAGE FORUM	Peter Adamson Mark Lewis
BLAENAU GWENT ARMED FORCES COVENANT STEERING GROUP	Tracey Dyson
LOCAL LIST OF BUILDINGS OF INTEREST – ABERTILLERY AND DISTRICT WORKING GROUP	Gill Clark Graham White