



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

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Our Ref: **NOTICE OF MEETING**

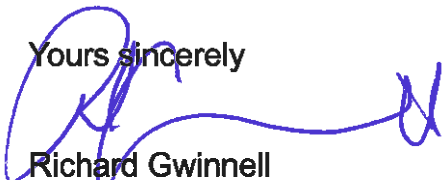
19 June 2019

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 26 June 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

COUNCIL AGENDA
WEDNESDAY 26 JUNE 2019 at 7.00pm

1. Apologies for absence and welcomes

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

2. Declarations of interest or dispensations

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

3. Minutes: Council 15 May 2019 (a) ordinary meeting (b) annual meeting (attached)

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

4. Questions from the public

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

5. Council Action List (attached)

To update Council on actions taken resulting from past decisions.

6. Accounts 2018/19, Annual Governance Statement and Internal Auditor's Report (attached)

To receive and approve the above for submission to the Wales Audit Office.

7. Finance Order (attached)

To consider spending to be made and already made.

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8. Applications for Grants or Assistance and Grant Opportunities (attached)

To consider any applications received or grant opportunities members are aware of including:

- (a) Acid Attack Kits – Gwent Police/Blaenau Gwent Licensing (report back)
- (b) The Space Youth Cafe – Off the Streets Committee
- (c) Abertillery Ladies Darts
- (d) Any other late applications received in time.

9. Reports back and recommendations from Working Groups

To receive progress reports/recommendations from the Christmas Lights, Leisure and Tourism, Shop Local, Youth Engagement and Well-being Working Groups.

10. Defibrillators Update

To receive a verbal update and decide any next steps required.

11. Six Bells Mining Memorial site

To consider the position following a request for receptacles for flowers at the above site.

12. Reports back on relevant training or other meetings attended

To receive reports back on relevant meetings or training attended on behalf of the Council.

13. Aberfest

To receive a verbal update and decide any next steps required.

14. Council Insurance Policy

To receive a verbal update and consider renewing the Council's insurance.

15. Councillor Vacancies

To consider an update on vacancies and decide on co-options.

16. Planning Application C/2019/0099 (attached)

To consider whether and how ALCC wishes to respond to the above.

17. Public Space Protection Orders (Dog Controls) (attached)

To consider whether and how ALCC wishes to respond to the above.

18. Charter of Common Agreement (attached)

To decide whether and how ALCC wishes to respond to the above.

19. Public Toilets

To receive an update and consider next steps.

20. Solar Farm Grant 2019

To consider how the Council wishes to proceed with the above.

21. The Council's website

To consider whether the Council wishes to review its website.

22. 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.

23. Resolution to exclude the press and public

Members are recommended to consider and resolve that, by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

24. Christmas lights

To receive a report back on the tenders for Christmas lights and decide next steps.

**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
(ALCC) HELD ON 15 MAY 2019 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Keri Bidgood, Gill Clark, Roger Clark, Tracey Dyson, Amanda Edwards, Julie Holt (Chair) (in the Chair), Mark Lewis, Gary Oakley, Rob Phillips, Nick Simmons, Allen Rees and Trudy Williams

Officers: Steve Edwards, Deputy Clerk and Richard Gwinnell, Town Clerk
Others: Police Constable Andy Davies, Neighbourhood Police Team (for 270 below)
Police Community Support Officer Ian Williams (for 270 below)
Hugh O'Sullivan, Internal Auditor (for 271 below)

ABSENT: Councillors Perry Morgan, Glyn Smith, Bernard Wall and Graham White

265. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Glyn Smith.

266. DECLARATIONS OF INTEREST

No members declared any personal interests.

267. MINUTES – COUNCIL – 17 APRIL 2019

Council RESOLVED that the minutes of the Council meeting held on 17 April 2019 be confirmed as a correct record, for signature by the Chair.

268. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

269. COUNCIL ACTION LIST

The Clerk reported that the actions required arising from minutes 256(1) and (2), 261 and 262 (all from 17 April 2019) had all been completed.

A member asked if the enquiry of Tredegar Town Council (about how they managed their public toilets) could be progressed as soon as possible.

Questions were asked about one member's failure to complete training on the Member Code of Conduct. The Clerk stated that the member concerned had been offered many opportunities to attend the training and would continue to be offered every opportunity which arose. There was no value in arranging bespoke training in Abertillery (as ALCC would have to pay for numerous people, when only one ALCC member needed training, ALCC would therefore have to recruit members from other areas to attend, to make the training viable, and the ALCC member may not be able to attend anyway).

Council RESOLVED to note the updates shown in the action list.

270. POLICE REPORT

PC Andrew Davies of the Abertillery Police Neighbourhood Team commented that:

- this was the last ALCC meeting he would attend, as he was retiring in June after 30 years' service
- it had been an honour and privilege to serve the people of the Abertillery area for the last six years
- there had been many challenges for the Police in the last 10 years, e.g. with social media, technological changes and austerity impacting on society
- Police staffing numbers were under threat everywhere but the numbers in Blaenau Gwent had been increased
- he had every confidence in his colleagues and successor; local communities would be in safe hands
- everywhere had its peaks and troughs of crime and anti-social behaviour, and Abertillery had recently experienced a peak, but Abertillery was safer compared to many other areas, including all the other towns in Blaenau Gwent
- he thanked the Community Council for its support.

Members commented that the support and service given by Andy and his team was second to none, Andy and his team had always been responsive and attended meetings or dealt with issues when asked, and that Abertillery had been very well served by Andy.

Members thanked Andy, wishing him good luck and a very long and happy retirement.

Council RESOLVED to note PC Andy Davies' retirement.

PC Andy Davies and CSO Ian Williams left the meeting at this point.

271. ACCOUNTS 2017/18, ANNUAL GOVERNANCE STATEMENT AND INTERNAL AUDITOR'S REPORT

The Council considered a report of the Clerk and Deputy Clerk, containing the annual return, annual governance statement, financial statements and Internal Auditor's report relating to the 2017/18 financial year. The Deputy Clerk briefly introduced the report.

The Internal Auditor (Hugh O'Sullivan) briefly outlined his experience and qualifications, for members he had not met before, and explained that this was his second year as Internal Auditor for ALCC. He reminded members that all the Council's accounts since 2014/15 (up to 31 March 2017) were currently with the Wales Audit Office awaiting sign-off, due to issues which arose in 2014/15 and were still under investigation. All the accounts since 2014/15 were likely to be qualified, as the Council had not submitted them in line with the statutory deadlines, and adjustments may be necessary when there was an outcome to the 2014/15 accounts, which may have a knock-on effect on later years' accounts. However, the Council's officers and he were very hopeful of getting the accounts back on track, with the accounts for 2018/19 already under preparation and targeted for submission to Council before the 30 June 2019 deadline. He continued, that:

- his report (which he outlined in detail) followed the format of the questions asked on the Annual Return
- the Council's financial management arrangements in 2016/17 (the first year he had audited) had been totally inadequate
- there was significant evidence of the Council getting back on track since then
- there was a lot of good work going on, with officers working hard to improve the Council's financial management arrangements and effectiveness
- the Council was now in the best shape it had been in for very many years, with major steps forward in many areas
- whilst significant improvements had been made, further improvements were also necessary e.g. there was little evidence of a risk-based approach at ALCC, the asset register (whilst it was maintained accurately) nevertheless needed to be reviewed and formal bank reconciliations should be done more frequently
- he thanked the officers for their hard work and co-operation with the audit.

The Clerk and Responsible Financial Officer thanked the Deputy Clerk and the Internal Auditor for all their hard work and input on the Council's accounts and finances.

Members commented:

- thanking the Clerk and Deputy Clerk for their hard work
- ALCC had gone from a total mess to a well-run Council in a relatively short time
- there was no comparison between the situation in 2015 and now
- the Council's two officers were doing an excellent job.

Council RESOLVED:

- (1) that the Council agrees that the accounting statements shown in the report fairly present the financial position of the Council for the year ending 31 March 2018
- (2) that the Annual Return, including the Annual Governance Statement and the Internal Auditor's report, along with the attachments to this report, be approved for submission to the Wales Audit Office
- (3) that the Council authorises the Clerk/RFO and the Chair of the Council to complete and sign the Annual Return on the basis of these accounts and
- (4) that the Council authorises the Clerk/RFO to submit the Annual Return for 2017/18 to the Wales Audit Office as required.

Hugh O'Sullivan left the meeting at this point.

272. FINANCE ORDER

The Clerk and the Deputy Clerk reported that:

- the balance of the current account included the annual precept, which recently came into the Council's bank
- the original bill from SSE of approx. £2,500 included £944 "arrears" as SSE had not received the cheque sent to them by ALCC in October 2018, as well as approx. £1,550 for the Christmas Lights 2018 power supplies
- that £1,550 bill had been reduced to £562, following investigation of the charges

- this reflected the fact that fewer lights had been provided over Christmas 2018
- the Clerk had spent a lot of time dealing with SSE but saved the Council over £1,000 as a result

A member reported that a number of crosses and wreaths had been discarded at the rear of the War Memorial site recently. The Clerk undertook to ask the contractor what had happened.

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

273. APPLICATIONS FOR GRANTS OR ASSISTANCE AND GRANT OPPORTUNITIES

The Council considered the applications attached to the agenda and, following debate:

Council RESOLVED:

- (1) that officers gather further information on the request for funding towards Acid Attack Kits in Licensed Premises (e.g. which locations) and report back in due course
- (2) to grant £156 to the Friends of St Illtyd, to pay towards the costs of the St Illtyds Heritage Open Day
- (3) to grant £200 to the Bobath Children's Therapy Centre Wales, to help pay towards the costs of the work they do with children in the local area
- (4) to grant £250 to sponsor one of the Blaenau Gwent Volunteer Achievement Awards
- (5) that officers gather more information and let relevant members know in due course about the awards evening and ALCC's part in it, as well as ensuring ALCC's name is on the award it sponsors
- (6) to grant £200 to Abertillery Mini and Juniors RFC, to pay towards the costs of their community project.

274. REPORTS BACK AND RECOMMENDATIONS FROM WORKING GROUPS

Councillor Gill Clark (Chair of the Christmas Lights Working Group) (CLWG) outlined the recommendations of the CLWG. Discussion ensued on local areas providing their own Christmas lights in future, with financial help from ALCC, on the budget for Christmas lights and on who should pay for the electricity for Christmas lights provided by others.

Councillor Dyson (Chair of the Leisure and Tourism Working Group) (L&TWG) outlined the report of that Working Group. The Party in the Park 2019 would be held on the cricket ground, Abertillery Park on Saturday 17 August 2019 from 12.00 noon to 7pm. There would also be activities that day on the bowls club and rugby pitch (a Rugby 7s tournament).

Councillor Lewis (Chair of the Shop Local Working Group) (SLWG) outlined the report and recommendations of the SLWG. A meeting would be held with shopkeepers next week, more posters were going out for shops to display, it was hoped Jubilee Square could be cleaned very soon and Council approval was needed to progress and fund the drone video project. It was suggested that the Chair of the SLWG speak to local bus operators about displaying shop local posters on buses.

Councillor Oakley (Chair of the Youth Engagement Working Group) (YEWG) reported that progress was being made by the YEWG but was being slowed by the absence of key youth services staff at Blaenau Gwent CBC. He hoped to report more progress at the June Council meeting. Councillor Holt stated that she would make further enquiries at BGCBC about the staffing situation.

Councillor Simmons (Chair of the Well-being Working Group) (WBWG) reported that progress was being made on five cross-cutting projects, with members leading on each and identifying what budgets would be needed. He had designed a leaflet for the ward projects, to go out to the public, and was waiting for it to be printed. Comments were made about the need to map the projects against the five well-being objectives and that ALCC was already doing a lot towards those objectives.

Council RESOLVED:

- (1) That the Council goes out to tender for the following Christmas lighting and the Proper Officers take all relevant steps to bring tenders back to Council for its June meeting to decide on the Christmas lighting for 2019. The tender to be based on the supply, installation and removal of:
 - a. **Church Street, from High Street junction to Division Street junction:** Christmas lighting and figurines
 - b. **Somerset Street up to the junction of King Street:**
 - i. 100m of LED Icicle lights to existing support wires
 - ii. LED Cross Street "Seasons Greeting" decoration
 - c. **St Michael's Church:** 4m tall commercial grade artificial tree, incorporating lighting for the tree.
 - d. **Abertillery Arcade:** Christmas Lighting within the arcade.
 - e. **Six Bells, Alexander Road:**
 - i. 100m of festoon lighting with LED coloured lamps
 - ii. 11 figurines to existing columns
 - f. **Warm Turn:** 4m tall commercial grade artificial tree, incorporating lighting for the tree.
 - g. **Cwmtillyery Ty-Dan Y Wal:** LED coloured lights into existing Fir Tree
 - h. **Aberbeeg, Bus stop opposite Woodland Terrace:** 100m LED coloured lights into existing trees behind bus stop.
- (2) That the Council use the existing lights that are already installed at Bournville Road Residents Hall.
- (3) That the Council gives a grant of £3,000 (based on the 2018 costs) to Llanhilleth Tenants and Residents Association for them to arrange Christmas lighting for Commercial Street.
- (4) That the Council gives a grant of £1,500 to Swffryd Community Centre for the installation of a Christmas Tree and Lights.
- (5) That the Council gives a grant of £1,500 to Brynithel Community Centre for the installation of a Christmas Tree and Lights.
- (6) That the Council does NOT pay for Christmas lights electricity supplies for the areas which are providing their own Christmas lights in future.
- (7) That the Council notes the Party in the Park 2019 arrangements.

- (8) That the drone video project be progressed and the Council allocate £1,000 of its 2019/20 budget to fund this project.
- (9) To note the other progress reported.

275. SIX BELLS MINING MEMORIAL

The Clerk outlined the request (for receptacles for flowers at the above site) attached to the agenda. He explained that ALCC would need to maintain anything it provided into the future and that the site was not currently being maintained by ALCC.

Various members referred to:

- the works currently being undertaken at the site to repair the wall and road
- the large amount of anti-social behaviour, litter and vandalism around the site
- the fact that The Guardian was now the main site for remembrance of the Six Bells mining disaster
- the need to wait for the current works to be completed and for ALCC to take on the maintenance of the site, and possibly rededicate the memorial
- the local tenants and residents' association possibly maintaining the site
- who was responsible for the site?

Councillor Phillips reported and the Deputy Clerk confirmed that ALCC was responsible for the site. This had come to light some years ago and been confirmed last year by Blaenau Gwent County Borough Council.

Council RESOLVED to receive a report back on what ALCC is responsible for at the site of the Six Bells Mining Memorial and reconsider this at the June Council meeting.

276. REPORTS BACK ON RELEVANT TRAINING OR MEETINGS ATTENDED

The Clerk reported that he and Councillors Glyn Smith and Gill Clark had attended a One Voice Wales Gwent Valleys Area Committee (GVAC) recently. The main speakers were representatives of the Public Services Ombudsman for Wales, discussing the PSOW's role. The GVAC also discussed members' allowances, which (it became clear recently) were taxable. Talks were taking place nationally between One Voice Wales, HMRC and others about changing the rules in future but, for now, members should be declaring the allowances they received for tax purposes and future years' members' allowances would have to be paid to members through the payroll system, for which ALCC would be charged an additional fee.

The Chair reported that she had attended a Blaenau Gwent Local Development Plan (LDP) Issues and Vision Workshop, with Councillor Adamson. This was a round table session, looking at what people wanted for the next LDP, which would be in force up until 2033. She had requested further details and would forward them on to all members in due course. There would be another information gathering workshop in July.

Councillor Gill Clark reported that she and Councillors Dyson and Bidgood had attended an "organising events" training session. Organising events was not easy; there were lots of issues to deal with and lots of agencies needed to be involved, particularly in respect of health and safety. Everything had to be risk assessed. Councillor Dyson stated that this

was important for ALCC and would impact on the work involved in Party in the Park, a Fun Run, and even a Record Fair. Event Safety Plans increasingly needed to be online.

Council RESOLVED to note the reports back.

277. ABERFEST

Councillor Phillips reported on the preparations for Aberfest, which would be held on Saturday 15 June 2019 at 11am to 5pm. There would be several areas containing lots of different activities including:

- Health Centre Car Park – Classic Car and Bus Show organised by the Rotary Club, along with Fairground
- Church Street – trade and craft stalls
- Jubilee Square gates – musical entertainment and martial arts demonstration
- The Arcade – craft stalls
- Museum Car Park – children’s games and picnic chairs and tables
- In the Museum – activities, toilets, lost children base and First Aid
- Fancy Dress (theme: films) Walking Parade from the War Memorial, Somerset Street to Church Street starting at 12.30pm.

Councillor Phillips asked that ALCC help out with the printing of leaflets and “car park closed” signs. He also asked all councillors to volunteer to help on the day, e.g. setting up gazebos and stalls and stated that everyone was welcome to attend Ffrindiau Tyleri meetings (the next one was on 20 May at 7pm at Ebenezer Church).

The Deputy Clerk reported that the John Selway plaque would be placed near the Jubilee Square gates and unveiled on Aberfest day at approximately 12.00 noon.

Council RESOLVED to note the updates and provide help with printing leaflets and “car park closed” signs.

278. CHAIR’S ANNOUNCEMENTS, OTHER RELEVANT CORRESPONDENCE AND CELEBRATING SUCCESS

The Clerk and/or the Chair reported on:

- the resignation of Councillor Beverley Lucas on 7 May 2019; a Notice of Vacancy was out now, with a deadline of 31 May for ten electors to call for an election
- the article in the May 2019 *Abertillery and Ebbw Valleys Dynamic* newspaper about the rise in ALCC’s precept, which had been inaccurate and critical of the Community Council; the Chair and the Clerk had met the Editor to discuss the article and seek corrections and an apology in the next edition of *The Dynamic*
- the invitation to the Police and Crime Commissioner for Gwent to attend an ALCC Council meeting; he was not available for the May, June or July meetings but would be available if the July meeting moved to 31 July - this could be dealt with at the annual meeting later this evening
- an email had been sent out to all members recently about the future of The Met
- the quarterly liaison meetings between Blaenau Gwent County Borough Council and the town and community councils in the area; these were being reinvigorated

- and rotated around the various council offices in future
- the request to hold the next quarterly liaison meeting (planned for 12 June 2019) in the ALCC Council Chamber.

Other members reported on the recent success of Abertillery Youth RFC, who had won the Dragons Youth Plate Cup Final recently and suggested a letter of thanks to PC Andy Davies for his service to the area.

Council RESOLVED:

- (1) to note the updates
- (2) to agree to hold the next quarterly joint liaison meeting (planned for 12 June) in ALCC's Council Chamber
- (3) to write with the Council's congratulations to Abertillery Youth RFC, who had won the Dragons Youth Plate Cup Final recently, and announce their success on the website
- (4) to send PC Andy Davies a formal letter of thanks for his service to the area.

279. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

Council 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.

280. CHRISTMAS LIGHTS

The Clerk reported that the letter sent in March to the Council's former contractor, seeking removal of the remaining Christmas lights, had not been received by the former contractor. Several attempts had been made to deliver it, by the Post Office, who were now returning the letter to ALCC. The Christmas lights had been taken down by another contractor, for which ALCC had paid £720. It was very unlikely in the current circumstances that those costs could be recovered from the former contractor.

Council RESOLVED:

- (1) That the Council does not waste further resources attempting to recover the costs of removing the Christmas lights from the former contractor
- (2) That the Christmas lights now held in storage by ALCC be tested to see if they work and, if not, they be disposed of
- (3) That legal advice be sought on the disposal or retention and ongoing ownership of those lights.

The meeting ended at 8.35pm.

Signed as a correct record by the Chair

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

Minutes produced by Richard Gwinnell, Town Clerk

**MINUTES OF THE ANNUAL MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 15 MAY 2019 at 8.40pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Keri Bidgood, Gill Clark (in the Chair from item 3 below), Roger Clark, Tracey Dyson, Amanda Edwards, Julie Holt (in the Chair up to item 3 below), Mark Lewis, Gary Oakley, Rob Phillips, Nick Simmons, Allen Rees and Trudy Williams

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

Others: None

ABSENT: Councillors Perry Morgan, Glyn Smith, Bernard Wall and Graham White

1. APOLOGIES FOR ABSENCE were received from Councillor Glyn Smith.

2. DECLARATIONS OF INTEREST

No members declared any personal interests.

3. ELECTION OF CHAIR FOR 2019/20

Council RESOLVED that Councillor Gill Clark be elected Chair of the Council for the 2019/20 municipal year.

The retiring Chair (Councillor Julie Holt) handed the Chains of office to the new Chair.

The new Chair signed her declaration of acceptance of office and took over the chairing of the meeting at this point. She stated briefly that:

- she thanked Council for the honour of being elected Chair
- members of Council were now working well together
- all members needed to support each other and work together as one Council
- the Council was going from strength to strength and was increasingly making a positive difference for communities
- she thanked the previous Chair for her fair, equal and inclusive treatment of all members
- she would carry on in the same vein as the previous Chair.

4. ELECTION OF VICE-CHAIR FOR 2019/20

Councillor Gary Oakley and Councillor Tracey Dyson were both nominated for Vice-Chair. Following a vote (2 for Councillor Oakley, 8 for Councillor Dyson):

Council RESOLVED that Councillor Tracey Dyson be elected Vice-Chair of the Council for the 2019/20 municipal year.

The new Vice-Chair signed her declaration of acceptance of office and took the Vice-Chair's seat.

5. RETIRING CHAIR'S STATEMENT

The retiring Chair (Councillor Julie Holt) stated in brief (main points) that:

- she thanked Council for the opportunity of being Chair for the last year
- she had enjoyed the experience
- she thanked the staff of the Council and her Vice-Chair for all their support
- last year had been a very good year for the Council, with several new members recruited, the first Party in the Park, which had taken immense effort to deliver and had been excellent, the World War 1 Centenary and many other highlights
- she had raised over £1,200 for the Chair's charities (the scouts and guides)
- pride in the area and the Community Council was growing rapidly
- she wished the new Chair and Vice-Chair well and would support them as much as possible.

6. COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES 2019/20

The Clerk referred members to his report. He reminded members that the Police and Crime Commissioner for Gwent could attend a Council meeting on 31 July but not on 24 July 2019. Following brief discussion:

Council **RESOLVED**:

- (1) to disband the Projects and Partnerships Working Group
- (2) to increase the membership of the Human Resources Committee to the Chair and Vice-Chair of Council plus three other members
- (3) to appoint the committees and working groups listed in appendix A to these minutes for the year ahead
- (4) to confirm the terms of reference (i.e. powers, functions and other arrangements) for the committees or working groups listed in appendix A to these minutes
- (5) to appoint the members listed in appendix B to these minutes to serve on committees or working groups for the year ahead
- (6) to appoint the Chairs listed in appendix B to these minutes for the year ahead
- (7) to agree the dates and times of Council meetings listed in the report for the year ahead (except that the meeting proposed for 24 July 2019 be held instead on 31 July 2019), subject to change if needed during the year
- (8) to appoint the members listed in appendix B to these minutes to serve on joint committees for the year ahead and
- (9) to nominate the members listed in appendix B to these minutes to serve on outside bodies for the year ahead.

7. CHAIR'S CHARITY APPEAL 2019/20

The Chair reported that any monies raised for charity this year would be for the benefit of Abertillery Museum. She hoped everyone would support this good cause.

Council **NOTED** the information.

The meeting ended at 9.05pm.

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

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

TERMS OF REFERENCE OF COMMITTEES AND GROUPS 2019/20

Effective from Annual Council 15 May 2019

TERMS OF REFERENCE OF THE PLANNING AND ENVIRONMENT COMMITTEE

- 1.1 To consider and respond to consultations and express the views of the community council relating to planning applications and other development control matters within the boundary of the Community Council.
- 1.2 To consider and respond to the Planning Authority in matters relating to statutory structure and local plans.
- 1.3 To consider and respond to the relevant body in respect of highway matters.
- 1.4 To consider and respond to the relevant body in respect of listed buildings.
- 1.5 To consider and respond to the relevant body in respect of conservation orders and environmental matters.
- 1.6 To consider and respond to the relevant body in respect of licensing applications within the boundary of the Community Council.
- 1.7 To consider and respond to the relevant body in respect of tree preservation orders.
- 1.8 To consider and respond to the relevant body in respect of other environmental issues.

TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE

The Committee will comprise of the Chair of the Council, Vice Chair of Council and three other members, to be determined by the Council.

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

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

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

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

1. Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and where relevant (such as in matters of training) members of Council.
2. Performance reviews and annual appraisals.
3. All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.
4. All matters relating to safety at work, risk assessment and safety policies.
5. The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
6. All other routine Human Resource matters within the general policies of the Council.

7. To undertake the annual review of staffing and pay structure.

TERMS OF REFERENCE OF THE COMPLAINTS AND APPEALS COMMITTEE

A Complaints and Appeals Committee will be summoned to meet when required.

The Committee will consist of four members of the Council, to be determined by the Chair of the Council and the Clerk, depending on the nature of the complaint or appeal. Where appropriate this will include the Chair of the most relevant Committee.

The Complaints and Appeals Committee will carry out its function in accordance with the Council's Complaints Policy, where it is dealing with a complaint.

In most instances it is not intended that political proportionality will be considered when appointing members to a Committee. However, if all members of a political group could be deemed to have a bias about a complaint or appeal, then, where practicable, the membership will consist of members of more than one political group.

The Complaints and Appeals Committee cannot hear complaints or appeals regarding members or their compliance with the Member Code of Conduct. These must be referred to the Public Services Ombudsman for Wales.

TERMS OF REFERENCE OF THE SHOP LOCAL WORKING GROUP

To discuss with local traders' representatives and other members of the public any matter pertaining to the promotion of local shopping areas including a "Shop Local" campaign, to develop plans and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE CHRISTMAS LIGHTS WORKING GROUP

To discuss options relating to Christmas lighting and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE WELL-BEING WORKING GROUP

To consider how to move forward effectively, in the context of the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Service Board's draft Well-being Plan and the Welsh Government Review of the Town and Community Council Sector in Wales, and to come up with a shared vision for the future and specific proposals for future well-being initiatives and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE GRANTS CRITERIA WORKING GROUP

To devise suggested criteria for giving grants in the future and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE YOUTH ENGAGEMENT WORKING GROUP

To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing youth engagement activities, whilst avoiding

duplication, formulate proposals for youth engagement initiatives, and report back to the Council with recommendations.

TERMS OF REFERENCE OF THE LEISURE AND TOURISM WORKING GROUP

To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing leisure and tourism activities, whilst avoiding duplication, formulate proposals for a 2019 Party in the Park, a Fun Run, Town in Bloom, a Rugby 7s tournament, public toilets and car parking provision, and report back to the Council with recommendations.

Appendix B to the Annual Council minutes 15 May 2019

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (A&LCC)

MEMBERSHIP OF COMMITTEES 2019/20

Effective from 15 May 2019

PLANNING AND ENVIRONMENT COMMITTEE – ALL COUNCILLORS: <u>NB All A&LCC councillors are on this Committee:</u> 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 Perry Morgan Gary Oakley Robert Phillips Allen Rees Nick Simmons Glyn Smith Bernard Wall Graham White Trudy Williams	HUMAN RESOURCES COMMITTEE - COUNCILLORS: 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 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	CHRISTMAS LIGHTS WORKING GROUP – COUNCILLORS: Gill Clark Julie Holt Robert Phillips – Chair Glyn Smith Graham White
LEISURE AND TOURISM WORKING GROUP – COUNCILLORS: Peter Adamson Keri Bidgood Tracey Dyson - Chair Mark Lewis Gary Oakley Robert Phillips Nick Simmons	YOUTH ENGAGEMENT WORKING GROUP - COUNCILLORS: Gill Clark Amanda Edwards Julie Holt Perry Morgan Gary Oakley – Chair Glyn Smith
SHOP LOCAL WORKING GROUP – COUNCILLORS: Peter Adamson Amanda Edwards Perry Morgan Mark Lewis – Chair Robert Phillips	GRANTS CRITERIA WORKING GROUP – COUNCILLORS: Gill Clark – Chair Tracey Dyson Perry Morgan Robert Phillips Nick Simmons

WELL-BEING WORKING GROUP – COUNCILLORS:	
Peter Adamson Keri Bidgood Gill Clark Tracey Dyson Julie Holt Perry Morgan Gary Oakley Robert Phillips Nick Simmons – Chair Allen Rees Graham White Trudy Williams	
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 JCLCBG 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 Allen Rees Vacancy
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

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
26 JUNE 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	All have attended except 1 member
Council 25.4.18	294 (1)	Invite Simon Morgan of Admiral Nurses to a future Council meeting	Clerk	To be invited again when agenda is short
Council 27.6.18	23	Progress two blue plaques, for John Selway and Roger Cecil, at Jubilee Square	Clerk / DC	JS plaque completed at Aberfest 2019. RC plaque to be done
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 26.9.18	66 (2)	Speak to Tredegar Town Council re how they run their public toilets	Clerk / DC	Completed and reply sent to members *
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 24.10.18	93	Officers to be given access to the new ALCC shop local/trader Facebook page as soon as it is established	SLWG members	
Council 7.11.18	113	Allocate up to £15,000 from reserves to pay as soon as possible for up to 10 defibrillators: purchase, installation, training and publicity	Clerk / DC	£15k transferred. Work continues on defib roll-out
Council 21.11.18	138(3)	Blaina Riots Plinth – seek further details of the help or funding they are asking ALCC for	Clerk	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	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	162(2)	Develop terms of reference for a Well-being Committee and submit to Council for approval	Clerk	Decision made at annual Council to keep existing WG *
Council 12.12.18	172(2)	Enter into [a payroll service provision] agreement with BGCBC if possible	Clerk	BGCBC doing ALCC payroll from Apr 19. SLA to be signed
Council 30.1.19	190(2)	Report back to Council on budget options and meet with reps of bodies re solar farm grants	P&PWG / Chair	Completed *
Council 30.1.19	195(4)	Discuss future Christmas lights provision and report back to Council with options	CLWG / Chair	Completed *
Council 20.2.19	201(3)	Report back following discussions with BGCBC re Jubilee Square gates and cleaning	Cllr J Holt)	In progress
Council 20.2.19	218(2)	Finalise details of engagement process with the Internal Auditor	Clerk / DC	Completed *
Council 27.3.19	234(1)	Youth Engagement Working Group: meet and report back to Council with recommendations	Chair of YEWG	In progress
Council 27.3.19	234(3)	Leisure and Tourism Working Group: meet/ report back to Council with recommendations	Chair of L&TWG	In progress
Council 27.3.19	234(7)	Invite the Police and Crime Commissioner for Gwent to a future Council meeting	Clerk	PCC attending 31 July 19
Council 27.3.19	236(3)	Seek further information from Abertillery Bowls Club on the grant sum requested and status of the organisation	Clerk	Info requested
Council 17.4.19	256(1) and (2)	Write to UK and Welsh Governments objecting to a Geological Disposal Facility (nuclear waste dumping) and potential vetoing legislation	Clerk / DC	Completed *
Council 17.4.19	256(3)	Purchase and instal a further defibrillator and cabinet at Warm Turn	Clerk / DC	Purchased. Install in progress
Council 17.4.19	256(4) and (5)	Purchase a spare defibrillator and 10 defib signs and instal a sign at each defib site	Clerk / DC	Purchased. Install in progress
Council 17.4.19	256(8)	Llanhilleth defib location placed on hold pending clarification of the location of other nearby defibs	Clerk / DC	Report back 26 June 2019 *
Council 17.4.19	257(3)	(all necessary powers delegated to officers to ensure delivery of) Party in the Park 2019	Clerk / DC	In progress
Council 17.4.19	257(4)	Report back with recommendations re a Fun Run	L&TWG	
Council 17.4.19	261	Advertise again for the remaining vacancy for a councillor for Aberbeeg	Clerk	Completed *
Council 17.4.19	262	Write to Abertillery Bluebirds FC with the Council's congratulations on their success and announce on the Council's website	Clerk / DC	Completed *
Council 15.5.19	271(3)	Complete and sign the 2017/18 annual return	Clerk and Chair	Completed *
Council 15.5.19	271(4)	Submit the 2017/18 annual return and relevant attachments to the Wales Audit Office	Clerk	Completed *
Council 15.5.19	273(1)	Acid Attack Kits – get further information and report back	Clerk	
Council 15.5.19	273(2)	St Illtyds Heritage Day – pay £156 grant	Clerk	Completed *
Council 15.5.19	273(3)	Bobath Children's Therapy Centre – pay £200 grant	Clerk	Completed *
Council 15.5.19	273(4)	Blaenau Gwent Volunteer Awards – pay £250 to sponsor an award	Clerk	Completed *
Council 15.5.19	273(5)	Blaenau Gwent Volunteer Awards – provide ALCC logo and let relevant members know	Clerk	Logo provided. Further info awaited

		about relevant practicalities		
Council 15.5.19	273(6)	Abertillery Mini and Juniors RFC – pay £200 grant	Clerk	Completed *
Council 15.5.19	274(1)	Issue invitation to tender for Christmas lights 2019 and beyond and report back to Council in June	Clerk	Report back 26 June 2019 *
Council 15.5.19	274(3)	Llanhilleth Tenants and Residents Association – pay grant of £3,000 for Christmas lights	Clerk	Completed *
Council 15.5.19	274(4)	Swffryd Community Centre - pay grant of £1,500 for Christmas lights	Clerk	Completed *
Council 15.5.19	274(5)	Brynithel Community Centre - pay grant of £1,500 for Christmas lights	Clerk	Completed *
Council 15.5.19	274(8)	Progress the drone video project	Deputy Clerk	In progress
Council 15.5.19	275	Report back to Council – what are ALCC's responsibilities re Six Bells Mining Memorial	Clerk	Report back 26 June 2019 *
Council 15.5.19	277	Provide car park signs and printing for Aberfest	Clerk	Completed *
Council 15.5.19	278(2)	Write to BGCBC – ALCC agrees to hold next quarterly liaison meeting at Mitre Street	Clerk	Completed *
Council 15.5.19	278(3)	Write with congratulations to Abertillery Youth RFC and announce on ALCC website	Clerk	Completed *
Council 15.5.19	278(4)	Write a letter of thanks to PC Andrew Davies	Clerk	Completed *
Council 15.5.19	280(2)	Test Christmas lights	Cllr Phillips	Completed *
Council 15.5.19	280(3)	Seek further advice about Christmas lights	Clerk	
Council 15.5.19 annual	6(1) to (4)	Amend and publish amended list of committee terms of reference	Clerk	Completed *
Council 15.5.19	6(5) to (6)	Amend and publish amended list of committee memberships and Chairs	Clerk	Completed *
Council 15.5.19	6(7)	Publish dates and times of meetings for year ahead	Clerk	Completed *
Council 15.5.19	6(8)	Inform joint committees of members for 19/20	Clerk	Completed *
Council 15.5.19	6(9)	Inform outside bodies of nominees for 19/20	Clerk	Completed *

Abbreviations

DC = Deputy Clerk	Cllr = Councillor
WG = Working Group	BGCBC = Blaenau Gwent County Borough Council
Ctte = Committee	RFO = Responsible Financial Officer
SLWG = Shop Local Working Group	WBWG = Well-being Working Group
FT = Ffrindiau Tyleri	GCWG = Grants Criteria Working Group
CLWG = Christmas Lights Working Group	TOIL = Time Off In Lieu of payment
A&LCC = Abertillery and Llanhilleth Community Council	
YEWG = Youth Engagement Working Group	
L&TWG = Leisure and Tourism Working Group	
JCLC = Joint Committee of Local Councils	

Author: Richard Gwinnell, Clerk to the Council
Updated: 14 June 2019

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Abertillery and Llanhilleth Community Council

Report on 2018/19 Accounts and Annual Return

**Authors: Richard Gwinnell (Town Clerk and Responsible
Financial Officer (RFO)) and
Steve Edwards (Deputy Clerk)**

Date: 17 June 2019

For Council Meeting on 26 June 2019

Background:

This report seeks Council's approval to the accounts for 2018/19 and their submission to the Wales Audit Office (WAO), along with the Annual Governance Statement and the Internal Auditor's report.

Under the Public Audit Wales Act 2004 and the associated Accounts and Audit (Wales) Regulations 2014, accounts should be certified by the RFO and presented to the Council by 30 June in any given year. They should then be sent to the WAO, for external audit.

Electors have a right under the legislation listed above to inspect and make copies of the accounts and relevant associated documents (e.g. bills, invoices etc) and submit questions and objections to the accounts (to the WAO) if they wish. The RFO gave notice on 10 June 2019 of electors' rights and the fact that electors may inspect the 2018/19 accounts from 1 July to 26 July 2019.

Annual Return for the year ended 31 March 2019

The Annual Return for the financial year 2018/19 (ending 31 March 2019) is attached at **annex 1**. This is the form required by the Auditor General for Wales, which will have to be published in due course, showing the headline income and expenditure details, the Annual Governance Statement and the Internal Audit report.

Internal Audit:

The report of the Council's Internal Auditor, Mr Hugh O'Sullivan, is attached at **annex 2**. The Internal Auditor will be present at the meeting on 26 June to present his report and answer questions.

Income, expenditure, bank reconciliation and variances:

Annex 3 shows the details of all income into all the Councils bank accounts. Things to note about income are: -

- 1: The Precept increased by £13,761, compared to the previous year.
- 2: No Solar Farm Grant was received in 2018/19 (it was received in 2019/20).
- 3: There was a single VAT reclaim of £6,139.67.

Annex 4 shows the details of all Council expenditure for 2018/19. Things to note are: -

- 1: Expenditure in 2018/19 was significantly lower than in 2017/18, because no Solar Farm grants were paid out in the 2018/19 year.
- 2: There was a saving of approx. £10,000 compared to the year before, on Christmas lights costs.
3. There were however a number of unbudgeted costs during the year, on Party in the Park 2018 and 10 defibrillators for example, as reported previously (in the 2018/19 year-end report).

Annex 5 shows a formal breakdown of the accounts. Members should note that the figures shown in the top table "Annual Return" are the figures shown on the official Annual Return.

Account Summary

At the start of the 2018/19 year, the Council had an opening balance of £4,670.85 in its current account. It received income of £120,811.50 and incurred costs of £114,684.02. Approximately

£21,400 was transferred during the year from the Reserve Account to the Current Account. This resulted in a current account balance at the end of the year of £33,107.75.

Reserves were depleted during the year by approx. £21,400, for spending on defibrillators and Party in the Park 2018.

Overall, the Council had cash assets at the end of 2018/19 of £49,706 in three bank accounts. The Chairman's Appeal Account was closed during the 2018/19 year.

Annex 6 is a bank reconciliation, showing the amount of cash at the bank (in all accounts) at 31 March 2019, minus liabilities which were outstanding at the time (i.e. uncashed cheques).

Annex 7 is a variance statement. This highlights where there are significant differences between income or expenditure year on year and explains why those differences occurred.

The Wales Audit Office (WAO):

The WAO currently hold our accounts for 2014/15, 2015/16, 2016/17 and 2017/18. None of these have been officially signed off yet, pending the outcome of WAO investigations into the 2014/15 accounts and a number of issues that arose during that year. It is highly likely that, even though we will submit our Annual Return for 2018/19, they too will await sign-off by the Wales Audit Office, so none of the accounts for those five years are yet ready for final (externally audited) publication.

Next Steps:

Council needs to approve the accounting statements and Annual Governance Statement. The Annual Return and Governance Statement, the Internal Auditor's report and the attached income and expenditure details, along with the bank reconciliation and variance statement will then be submitted to the WAO, along with any other evidence they require (e.g. copies of standing orders, financial regulations, contracts and photos of electors' rights notices).

The Chair will sign page 4 of the Annual Return before it is submitted. The RFO has already signed the form, to certify that the accounting statements fairly present the financial position of the Council and its income and expenditure for the year.

The WAO will, in due course (the timescale is unknown and beyond the control of the Council) provide their external audit opinion on these accounts. The Annual Return can then be published in its final form on our website.

Conclusion

This is the first time in at least five years that the Council's accounts have been certified on time, submitted to the Council for approval on time, and electors have been provided with their statutory rights of inspection, on time. These are very significant achievements.

The WAO are yet to sign off the Council's accounts for 2014/15, 2015/16, 2016/17 and 2017/18. Those accounts are likely to be qualified as they did not meet the required deadlines. The accounts presented today (for 2018/19) are not late, so they will not be qualified for late submission (subject to Council approving them before 30 June). The Council has caught up and is now meeting its legal obligations with regards to the accounts.

Recommendations:

- 1: That the Council agrees that the accounting statements shown in the report fairly present the financial position of the Council for the year ending 31 March 2019.
2. That the Annual Return, including the Annual Governance Statement and the Internal Auditor's report, be approved.
- 3: That the Council authorises the Clerk/RFO and the Chair of the Council to complete and sign the Annual Return on the basis of these accounts.
- 4: That the Council authorises the Clerk/RFO to submit the Annual Return for 2018.19 and all relevant associated documents to the Wales Audit Office as required.

Authors: Richard Gwinnell, Clerk and Responsible Financial Officer
and Steve Edwards, Deputy Clerk

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2019

Annex 1

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

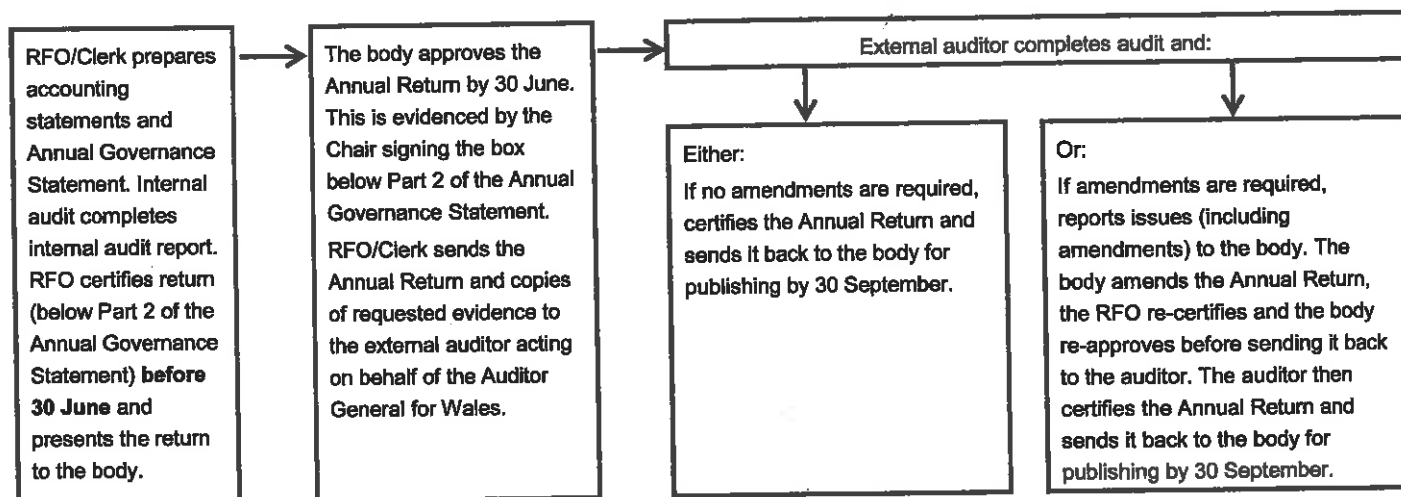
	Yes	No
ENGLISH	☒	☐
WELSH	☐	☒
BILINGUALLY	☐	☒

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2018-19 for:

Name of body:

Insert name of body

Abertillery & Llanfyllte Community Council

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	

Please round all figures to nearest £.
Do not leave any boxes blank and report £0 or nil balances.
All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	65,552	43,550	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	99,155	112,916	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	40,542	7,924	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	53,488	54,288	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	108,211	60,396	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	43,550	49,706	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	43,550	49,706	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	43,550	49,706	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	191,030	206,015	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			✓			✓	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	3, 6	
			✓	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	

* Please provide explanations to the external auditor on a separate sheet for each ‘no’ response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/Committee:
	Yes	No	N/A	
1. We have adopted standing orders and financial regulations as appropriate.	✓			Has properly established its internal rules setting out how it will conduct its business. <i>Agreed to be reviewed in 19/21</i>
2. We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.	✓			Has followed its internal rules and reviewed its compliance with those rules
3. All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.	✓			Has ensured that where applicable, the Council has properly delegated its responsibilities to committees

* Please delete as appropriate.

Council/~~Board~~/Committee approval and certification

The Council/~~Board~~/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/ Board / Committee , and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/ Board / Committee under minute reference:
RFO signature: <i>[Signature]</i> Name: name required RICHARD QUINNELL Date: dd/mm/yyyy 18 / 06 / 2019	Insert minute reference and date of meeting Chair signature: signature required Name: name required Date: dd/mm/yyyy

Council/~~Board~~/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/ Board / Committee , and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/ Board / Committee under minute reference:
RFO signature: signature required Name: name required Date: dd/mm/yyyy	Insert minute reference and date of meeting Chair signature: signature required Name: name required Date: dd/mm/yyyy

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2019 of:

--

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: **Insert name of body** ABERTULLETT + LLANILLETH COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2019.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No	N/A	Not covered	
1. Appropriate books of account have been properly kept throughout the year.	✓				SEE INTERNAL AUDIT REPORT
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓			
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				SEE INTERNAL AUDIT REPORT
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. ADEQUATE CONTROLS EXISTED	✓				SEE INTERNAL AUDIT REPORT
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 26/06/2019.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required	H. J. O'SULLIVAN
Internal Auditor address	
Signature of person who	
Date: dd/mm/yyyy	18/06/2019

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2018) equals the balance brought forward in the current year (line 1 of 2019). Explain any differences between the 2018 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2019 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2019?	✓	
	Has the body approved the accounting statements before 30 June 2019 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

Abertillery & Llanhilleth Community Council

Internal Audit Report

Financial Year 2018/19

1. I am pleased to be able to present my Internal Audit Report for the financial year 2018/19.
2. It is encouraging to report that, subject to Councils approval, the Accounts for 2018/19 can be submitted to the Wales Audit Office (WAO) by the statutory deadline of 30th June 2019. This will avoid the Accounts being qualified by the WAO for late submission.
3. However, Council should note it is still awaiting the signing off by the WAO of several previous years' accounts and this may result in a requirement to revisit previously submitted returns.
4. The Internal Audit Report at Appendix A has been completed to comply with the Internal Audit requirements as set out in the WAO Annual Audit Return.
5. Appendix B to this report sets out some issues that this Council may wish to consider going forward.
6. I should like to place on record my thanks to both our officers for the help and assistance given to me during the audit.

H. N. P. O' Sullivan CPFA
Internal Auditor

1. Appropriate books of account have been properly kept throughout the year.

Appropriate books of account were properly kept throughout the year.

2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

The financial regulations, whilst met, have not been reviewed for some time. Council should review the financial regulations to ensure they are current with appropriate values and fit for purpose.

3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

There is limited evidence of significant risks having been reviewed. Risk Management needs to be embedded within all operations of the Council.

4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.

The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. (also see Appendix B).

5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.

With the exception of Allotment income all remaining income was fully received and accounted for properly. VAT was appropriately accounted for.

6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.

Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.

8. Asset and investment registers were complete, accurate, and properly maintained.

Whilst the Asset Register is maintained, it has not been reviewed for some time. Council should ensure that it is up to date and financial values appropriate.

9. Periodic and year-end bank account reconciliations were properly carried out.

Only an annual bank reconciliation was carried out. Council should ensure that at least quarterly reconciliations take place.

10. Accounting statements prepared during the year were prepared on the correct account basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

Accounting statements prepared during the year were prepared on the correct account basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.

N/A

1. Allotments

No invoices from allotments were issued in 2018/19. Council needs to ensure this is rectified in 2019/20.

2. Current Account

The Current Account balance has increased to £33,107.45 as at 31st March 2019 (£4,670.65 at 31st March 2018).

Council should review cash levels that need to be maintained within the Current Account.

3. Business Reserve Account

The balance on this account has reduced to £16,539.61 as at 31st March 2019 (£37,963.47 at 31st March 2018). Council should consider an appropriate level of reserves to be held.

4. Risk Management

As reported earlier in my report, there has been little Risk Assessment carried out to the significant risks to the Council achieving its objectives. Council will need to ensure this is embedded in the organisation.

Risk Assessments have been carried out for certain activities e.g. Party in the Park, Winterfest, Health & Safety.

5. Audit Planning for Subsequent years

5.1 Now that Council subject to tonight's decision, has achieved the submission of its Annual Accounts by the statutory deadline, Members should now consider in conjunction with our officers an Audit Plan to cover areas of operation of the Council that are either:

- a) Currently not fully covered e.g. Risk Assessment.
- b) Areas that are in place but have not been reviewed for some time, e.g. Financial Regulations.

This will ensure that Council follows the Financial Management and Governance requirements as set out in the W.A.O. publication of January 2019.

DATE	Payer	DETAILS	PRECEPT	GRANTS & reimbursements	VAT REFUND	INTEREST	Chairs Charity
12/04/2018	BGCBC	Precept	112,916.23				
15/05/2018	Cash	Chairs Charity Quiz Night					254.00
10/07/2018	HMRC	VAT Reclaim for 2017/18			6,139.67		
22/10/2018	Cash	Chairs Chairity Raffle Tickets					471.60
21/02/2019	Cash	Chair Charity Concert					567.00
05/03/2019	Cash	Chair St Davids Day Concert					163.00
30/04/2018	Nat West	Interest on Reserve Account				1.66	
31/05/2018	Nat West	Interest on Reserve Account				1.61	
29/06/2018	Nat West	Interest on Reserve Account				1.51	
31/07/2018	Nat West	Interest on Reserve Account				1.66	
31/08/2018	Nat West	Interest on Reserve Account				1.61	
28/09/2018	Nat West	Interest on Reserve Account				1.46	
31/10/2018	Nat West	Interest on Reserve Account				6.08	
30/11/2018	Nat West	Interest on Reserve Account				4.53	
31/12/2018	Nat West	Interest on Reserve Account				2.82	
31/01/2019	Nat West	Interest on Reserve Account				2.82	
28/02/2019	Nat West	Interest on Reserve Account				2.55	
			112,916.23	0.00	6,139.67	28.31	1,455.60
							120,539.81

Write Back of uncashed cheque (2016)

200

Write Back of uncashed cheque (2017)

100

120,839.81

Annex 3

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Expenditure 2018/19

Date Cheque Cleared	Cheque No.	Payee	Details	TOTAL COST	Personnel Costs	Amount	Fees & Subs	Discretionary payments	Amount	Infra-structure	Amount	Admin/Office	Amount
30/05/2018	7254	Green Fingers - Andrew Sheehy	Replacement for Cheque 7083	80.00					80.00	Other		Photocopying	21.73
10/05/2018	7255	AR Digital	March 2018 Printing	21.73									
17/07/2018	7256	CANCELLED											
24/05/2018	7257	Aberlillery Museum	N Simmons Ward Donation	25.00				Grants	25.00				
24/05/2018	7258	Aberlillery Lions	T Williams Ward Donation	100.00				Grants	100.00				
16/04/2018	7259	CANCELLED											
16/04/2018	7260	R Gwinell	Postage	8.60								Postage	8.60
16/04/2018	7261	R Gwinell	Mileage	53.55								Travel	53.55
28/06/2018	7262	Blaenau Gwent Church	M Lewis ward Donation	200.00				Grants	200.00				
24/04/2018	7263	S Edwards	April Salary	963.64									
25/04/2018	7264	R Gwinell	April Salary	1,782.05									
30/05/2018	7265	Green Fingers - Andrew Sheehy	Cut #1	82.00						Grass cutting	82.00		
18/05/2018	7266	Blaenau Gwent County Borough Council	Rent for Gellirug Allotments	10.00								Other	10.00
16/05/2018	7267	St Nicholas Community Council	Code of Conduct Training	20.47									
17/05/2018	7268	HMRC	April Tax and NI	1,101.87									
30/08/2018	7269	P Morgan	Members Allowance	130.00									
17/05/2018	7270	G White	Members Allowance	137.50									
21/05/2018	7271	Llanhilleth Tenants and Residents	Grannys Wood - Match Funding	1,400.00				Grants	1,400.00				
18/05/2018	7272	CF Corporate Finance	Printer Quarter Rental	598.48									
15/05/2018	7273	TCBC	April Pension	598.48								Photocopying	350.89
19/06/2018	7274	TCBC	May Pension	598.48									
09/08/2018	7275	Aberlillery Museum	T Williams Ward Donation	100.00				Grants	100.00				
31/05/2018	7276	M Lewis	Members Allowance	137.50								Other	137.50
02/05/2018	7277	Aberlillery Rock and Blues	G Smith Ward Donation	200.00				Grants	200.00				
02/05/2018	7278	G Smith	Mileage	45.90								Travel	45.90
30/04/2018	7279	Nat West	Bank Charges	14.35			Banking						
25/05/2018	7279	HMRC	May Tax and NI	1,134.91									
23/05/2018	7280	S Edwards	Spare front door key	16.00								Other	16.00
23/05/2018	7281	S Edwards	April back pay	17.55									
23/05/2018	7282	S Edwards	May Salary	981.18									
01/06/2018	7283	Royal British Legion	Silent Soldier	250.00				Other	250				
30/05/2018	7284	Green Fingers - Andrew Sheehy	Cut #2	82.00						Grass cutting	82.00		
23/05/2018	7285	R Gwinell	April back pay	30.25									
23/05/2018	7286	R Gwinell	May Salary	1,812.10								Photocopying	44.56
01/06/2018	7287	AR Digital	April Printing	44.56									
27/06/2018	7288	Panty-y-pwllyn Allotments	R Phillips Ward Donation	50.00				Grants	50.00				
17/07/2018	7289	Aberlillery Museum	R Phillips Ward Donation	50.00				Grants	50.00				
05/06/2018	7290	D/D	Phone	57.90								Phone bill	57.90
20/08/2018	7291	AYDMS	T Dyson Ward Donation	100.00				Grants	100.00				
29/06/2018	7292	Llanhilleth Tenants and Residents	K Bidgood Ward Donation	50.00				Grants	50.00				
29/06/2018	7293	Llanhilleth Tenants and Residents	A Rees Ward Donation	50.00				Grants	50.00				
29/06/2018	7294	Llanhilleth Tenants and Residents	G Clark	50.00				Grants	50.00				
10/07/2018	7295	Swffryd Community Centre	K Bidgood Ward Donation	50.00				Grants	50.00				
10/07/2018	7296	Swffryd Community Centre	G Clark Ward Donation	50.00				Grants	50.00				
10/07/2018	7297	Swffryd Community Centre	A Rees Ward Donation	50.00				Grants	50.00				
27/06/2018	7298	TM Clark	Mayors Board Signwriting	100.00								Repairs/service	100.00
03/07/2018	7299	Green Fingers - Andrew Sheehy	Cut #3	82.00						Grass cutting	82.00		
21/06/2018	7300	Roman Builders	Power supplies for Christmas Lights	1,005.26						Electricity	1,005.26		
09/05/2018	7301	One Voice Wales	Training - Community Engagement	417.90									
26/06/2018	7302	One Voice Wales	Training - Well Being of Future Generations	120.00									
29/06/2018	7303	AR Digital	May printing	35.96								Photocopying	35.96
12/07/2018	7304	TCBC	June Pension	598.48									

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Account Summary - For the year ending 31st March 2019

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For Year 2018/19	Bank Reconciliation	
Current Account 05809673		
Bank Balance at 31/3/19		£35,766.05
Less OS Cheques 2018/19		
	7460	£150.00
	7462	£100.00
	7464	£100.00
	7473	£50.00
	7483	£1,134.11
	7484	£598.48
	7488	£405.00
	7489	£120.00
Total OS Cheques		£2,657.59
Adjusted Bank Balance		£33,108.46

Business Reserve Account:

10318917

Bank Balance at 5/3/19	£16,593.61
------------------------	------------

No Reconciliation as no outstanding transactions on this account

Chairmans Appeal Account

10375791

Bank Balance at 31/3/19	£0.00
-------------------------	-------

Account Closed in 2018/19

Old Gratuity Account

13017721

Bank Balance at 31/3/17	£4.82
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No account Activity in 2017/18

Total £49,706.89

Annex 6

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Abertillery and Llanhilleth Community Council (ALCC) – Accounts Variance Statement

Significant variances between the 2017/18 and 2018/19 Annual Returns are explained in the table below.

	Year ending 31 March 2018	Year ending 31 March 2019	Variance	Why the variance?
1. Balances brought forward	£65,552	£43,550	-£22,002	The Council spent more in 2018/19, on 9 defibrillators and cabinets and delivering the first Abertillery Party in the Park. The balance at the end of the year was therefore less than at the end of the previous year.
3. Total other receipts	£40,542	£7,924	-£32,618	The 2018 figure includes a £35,000 grant received from a local solar farm company, for ALCC to distribute for local community benefit, as well as a VAT reclaim. In the 2018/19 financial year, the Council did not receive a grant from the solar farm company.
6. Total other payments	£108,211	£60,396	-£47,815	The 2018 figure includes £35,000 solar farm grants paid out by the Council. The 2019 figure does not. The 2019 figure also does not include £10,000 approx of spending on Christmas lights (which was spent in the previous year), as the full bill for Christmas lights 2018 was not paid (because the contract was not fulfilled by a supplier).
12. Total assets	£191,030	£206,015	+£14,985	9 defibrillators and cabinets purchased in 2018/19, Chair's Chain revalued (in 2013) and painting purchased (in 2010) added to asset register

Richard Gwinnell
Town Clerk and Responsible Financial Officer
17 June 2019

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

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

Agenda Item 7

www.abertilleryandllanhilleth-wcc.gov.uk

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

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

**The accounts listed hereunder are presented at the 26 June 2019 Council Meeting
 (Finance Order No 2 – April 2019 to June 2019)**

Cheques that have been Presented between 5 April 2019 to 5 June 2019.

Payee	Nature of Payment	Amount	Date of payment
Tillery Dragons	T Williams Ward Grant	£100.00	29/05/19
HMRC	Tax and NI March	£1,134.11	04/04/19
TCBC	Pension March	£598.48	04/04/19
Abertillery Rock and Blues Festival	Council Grant	£200.00	01/05/19
Llanhilleth Heritage Society	Council Grant	£100.00	25/04/19
Wales Air Ambulance	Council Grant	£200.00	17/04/19
Abertillery Excelsiors	Solar Farm Grant	£35,000.00	10/05/19
AR Digital	Printing costs Nov 2018, previous cheque lost and has been cancelled	£74.56	24/04/19
Communicate Better Ltd	Office 365 2018/19	£226.22	29/04/19
Blaenau Gwent CBC	Rent for GelliCrug Allotment	£10.00	02/05/19
Green Fingers	Cut#1	£85.00	24/04/19
Garry White & Co	Payroll	£78.00	24/04/19
Viking Payments	Stationary	£147.83	25/04/19
AR Digital	March Printing	£55.32	24/04/19
Imperative Training Ltd	AED Signs	£300.00	01/05/19
Welsh Hearts	2 Defibrillators and 1 external cabinet	£2,485.00	02/05/19
Clr G Smith	Mileage	£45.90	30/04/19
Welsh Water	Standing Charge for Industrial Unit	£65.12	29/04/19
SSE	Christmas Lights 2017	£944.00	22/05/19
SSE	Christmas Lights 2018	£562.92	22/05/19
Roman Builders	Removal of Christmas Lights	£720.00	03/06/19
CF Corporate	Leasing of printer Jun-Aug 2019	£350.89	22/05/19

AR Digital	April 2019 Printing	£19.74	28/05/19
Andrew Sheehy	Green Fingers Cut #2	£85.00	22/05/19
Communicate Better	Previous Payment (7495) was for wrong year	£44.50	24/05/19
	Total	£43,632.59	

Income during the period: (1) Solar Farm Grant - £35,000. (2) Precept - £234,000

Current Account Balance as at 5 June 2019: £260,517.29

This includes bank charges to that date.

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

P Morgan - Members Allowance	7460	£150.00
AYDMS - T Williams Ward Grant	7464	£100.00
AYDMS - T Dyson Ward Grant	7473	£50.00
Friends of St. Illtyds – Council Grant	7512	£156.00
Swffryd Community Centre – Christmas Lights Grants	7513	£1,500.00
Llanhilleth Tenants and Residents – Christmas Lights Grants	7514	£3,000.00
Brynithel Community Centre – Christmas Lights Grants	7515	£1,500.00
Bobath Children's Therapy Group	7517	£200.00
Gwent Association of Voluntary Organisations	7518	£250.00
Abertillery Mini's and Juniors RFC – Council Grant	7519	£200.00
K & S Toilets – Party in the Park Deposit	7520	£120.00
Andrew Sheehy – Green Fingers Cut #3	7521	£85.00
Andrew Sheehy – Flower Beds	7523	£265.00
Hugh O'Sullivan Internal Audit	7524	£1,377.20
1 st Abertillery Scouts Group – M.Lewis Ward Donation	7525	£150.00
Abertillery & District Museum – M Lewis Ward Donation	7526	£50.00
AR Digital – May 2019	7527	£38.37
TOTAL:		£9,191.57

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

Payee	Nature of Payment	Amount
Zurich Municipal	Yearly Premium	£760.24
Mr S R Davies	Drone Footage	£1,000.00
Romans Builders	Instillation of Blue Plaque	£72.00
Six Bells Over 50's Club	P Adamson Ward Donation	£100.00
Staff Costs*	April 2019 Estimate	£5,000.00
Staff Costs*	May 2019 Estimate	£5,000.00
Staff Costs*	June 2019 Estimate	£5,000.00
Andrew Sheehy	Green Fingers Cut #5	£85.00

	Total	£17,017.24
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*** The amount shown for staff costs are estimates as all our payroll is being handled by Blaenau Gwent County Borough Councils pay system and we will be invoiced once a quarter so first invoice due at End of June 2019.**

Current account position as at 18 June 2019

Opening Balance:	£260,517.29
Cheques Outstanding:	£9,191.57
Outstanding invoices/liabilities	£17,017.24

Subtotal remaining: £ 234,308.48

£1,590 from this balance is ring-fenced for the Defibrillators Project for installation costs
£1,201.60 from this balance is ring-fenced for Chairs Charity.

Outstanding Grant Applications:

The Space Youth Cafe - £341.46
Abertillery Ladies Darts – Not Known
Acid Attack Kits: 3 x £59.95 = £179.85

Reserve Account Position as at 5 June 2019: £16,601.98

£15,000 will be transferred into the Reserve Account to cover the costs of the Defibrillator Project and replace the £15,000 transferred out of the Reserve Account in December 2018 for this purpose.

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8 (a)
Clerk Clerk <clerk.alcc@gmail.com>**FW: Info on Acid attack kits**

1 message

sarah.burchell@blaenau-gwent.gov.uk <sarah.burchell@blaenau-gwent.gov.uk>
To: clerk.alcc@gmail.com

10 April 2019 at 12:34

Good Afternoon

I hope it is ok to contact you all with this information and apologies to those who are receiving it for second time.

I have attached some information for you on an initiative that I am working closely with my partners in Gwent Police to roll out in licensed premises in Blaenau Gwent. The initiative has already been launched in Caerphilly.

Myself and my colleague, PC Williams, Police Licensing/Harm Prevention officer have been trying to encourage licensee's to purchase the kits themselves at a cost of £59.95. Licensing department and Gwent Police are going to fund three kits each and I was wondering if the Town Council's may be in a position to also fund and donate some kits to licensed premises of their choice in the town centre. I have already approached Councillor Hodgins, who is hopeful that Brynmawr Town Council will support the initiative and Tredegar TC will be purchasing two. I am awaiting an update from Blaina TC, but as of yet I have not received any comments from Coun. Julie Holt who I have emailed to see if support can be given to some licensed premises in the Abertillery area.

So far we have had a commitment from a number of licensed premises to purchase the kits at their cost.

We plan to have a lunch event on the 2nd May where all partner agencies and licensees will be invited to attend where an awareness training session will be provided on the use of the kits.

Please contact me if you have and any questions.

Many Thanks

Sarah Burchell

Swyddog Gorfodaeth Trwyddedu/Licensing Enforcement Officer

Gwasaneath Diogelu'r Cyhoedd, Cyngor Bwrdeisdref Sirol Blaenau Gwent, Swyddfeydd Bwrdeistrefol, Canolfan Dinesig, Glyn Ebwy, NP23 6XB

Public Protection Service, Blaenau Gwent County Borough Council, Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB

Ffôn / Phone: 01495 355059

Ebst / Email: Sarah.Burchell@blaenau-gwent.gov.uk

57

Received 4.6.19



Dear Community Council

We are writing to you as the Off The Streets Committee at The Space Youth Café in Abertillery.

We are currently funded under children in need funding until December 2020, but we are struggling to gain any sort of funding or support to cover the cost of our bin and recycling collections. Due to the new enforcements that have come in under BGCBC we are unable to put it out with the rest of the refuge collection and now have a serious backlog of rubbish that needs to be removed as well as the ongoing cost of the weekly refuge and recycling cost.

As a project we have found the funding to cover the cost of a skip to remove the excess rubbish and will take our recycling to the local refuge site, but where wondering if the Community Council could support us in funding the cost of the refuge and recycling collection for the year.

We have included a costing break down below in order for you to review.

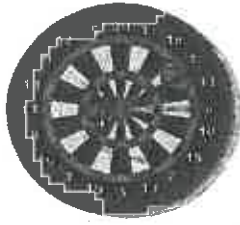
The costings are;
Black Bin collection £5.25 per week.
Total cost per year £271.96

Recycling bags £5.80 per roll (50 bags) and the staff have estimated that we would need 2 rolls of each bag.
Total cost £23.20

There is a £46.30 admin fee on top. Which brings the total yearly cost to **£341.46.**

Many Thanks
Off The Streets Committee

Received 18.6.19 8(c)



Abertillery Ladies Darts

163 Alma Street Abertillery Gwent NP13 1QD
Tel: 07742166113

Municipal Offices
Civic Centre
Ebbw Vale
Gwent

Date: 8th June 2019

Abertillery + Llanhilleth Community Council

Re: Financial support for Community Sports Group

Please let us introduce ourselves we are the Abertillery ladies darts League we have been playing for numerous years

The aim of the ladies darts is to promote women's participation in sports, while having a fun and friendly night out which allows exchange of experiences via peer support.

Wednesday night darts league is not as active as it used to be as it is getting difficult to secure our future, due to financial commitments maintaining and updating presentation cups trophies shields recruiting teams / players

This is a pity for those who are committed to the ladies darts and wish to continue promoting the sport.

We have welcomed Llanhilleth Ladies Darts Teams into our League due to their league unfortunately disbanding i am sure this will increase our fixture lists and give us a wider scope of socialising and making new friends / Dart Players.

As a League we support other charities i.e. Christmas shoe boxes were donated to the homeless and all Teams wore their funniest hats for wear a hat day (brain tumour research) both nights were a great success.

The Abertillery Ladies darts league is continually trying to make itself aware of grant aid / financial assistance available that will support the local community, activities and develop and maintain any new and existing initiatives.

We raise awareness and profile of the ladies darts through a Facebook page and joining in community events, The League are in a dire position to obtain grant aid / financial assistance as an active community sports group

Please could consideration be given to our appeal for financial assistance?

Thank you for your consideration in this matter

Sharon Veale (Chair) For and on behalf of Abertillery Ladies Darts

S. Veale

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Dear Clerk

I wonder if you could forward the following to all your Cllrs urgently please as we must be rapidly approaching the deadline for the community council to respond ?

Dear Community Councillors

I understand you have been consulted about the planning application to extend the public car park at the new school near Ty Ebbw Fach and Guardian. C/2019/0099

Your clerk has let me know that as of this morning the Community council is not going to respond to the Borough Council because he has not received any comments from town Councillors.

Can I urge you to consider responding to the Borough Council on this matter please ?

I understand you have many other priorities, but this is a once in a generation chance to save the regeneration and tourism down by the river in Six Bells

Could you consider putting forward the following points...

- In general we support the proposed extension to the public car park as it will make it easier for visitors to Ty Ebbw Fach, Guardian and Parc Arrail Griffin to park
 - We thank officers of the Borough for obtaining the grant monies from the Welsh Government
 - We thank Welsh Government for providing the extra money to extend the car park
 - The community enterprise at Ty Ebbw Fach is more likely to remain viable if adequate parking is maintained
 - We have concerns that anti social behavior in the new car park may cause the Borough Council to close the car park outside school hours if the car park is not managed properly from the beginning.
 - Locals are worried that like the "multi storey" car park in town will be locked in the evenings if not designed and managed properly
 - We do not wish to hold up the speedy completion of the car park, as every day the car park is closed causes more problems for residents and the community enterprise at Ty Ebbw Fach - but the locations of lighting and CCTV which seem to be missing from the submitted plans need to be looked at and the following conditions added :-
1. All the car park is well lit at night
 2. There is good quality CCTV coverage of the entrance to the car park so vehicle registration numbers can be identified
 3. There is good quality CCTV coverage in the whole car park so anti social behavior can be discouraged and offenders prosecuted if necessary
 4. If money cannot be found for full coverage CCTV and monitoring at this stage, then ropes should be left in ducts and lampposts selected that can support the retrofitting of small cctv cameras later
 5. Any locals who would like to help look after the CCTV, security and upkeep of the car park should be encouraged
 6. We believe the only way for this public car park to remain viable is to involve local people, the Chapel, the school and Ty Ebbw Fach fully in looking after it.
 7. During the construction clear signs should be erected to let visitors know that Guardian, the Chapel and Ty Ebbw Fach are open to visitors. With signs to the new car park and signs to Guardian and Ty Ebbw Fach
 8. A robust method to reserve car parking spaces for visitors to Guardian, visitors and workers at Ty Ebbw Fach and cafe, and local residents is put into place.

The community council through the extensive efforts of John Tiley have already played a positive role in suggesting to the Borough Council in many ways that the car park could be extended, so it would be a pity for this progress to be thwarted now, just a common sense bit of thinking around CCTV and sharing responsibility for looking after the car park can make the school far less destructive to the well being of the local area.

Thank you

The Directors and volunteers at Ty Ebbw Fach



Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

Richard Crook, Corporate Director / Cyfarwyddwr Corfforaethol,
Regeneration & Community Services / Gwasanaethau Cymunedol
ac Adfywio

**TORFAEN
COUNTY
BOROUGH**



**BWRDEISTREF
SIROL
TORFAEN**

Rachel Jowitt, Chief Officer / Prif Swyddog
Neighbourhoods, Planning and Public Protection /
Gwasanaethau Cwymdogaeth, Cynllunio a Diogelu'r Cyhoedd

*Agenda
Item
17*

Your ref/Eich cyf:

Our ref/Ein cyf: TG.BG.PSPO.PC.4.6.2019

Please contact/Cysyllter â

Mr T. Griffin

Direct line/Llinell union:

01495 355967

Direct fax/Llinell ffacs:

01495 355834

Email/Ebost: Tim.griffin@blaenau-gwent.gov.uk

Abertillery & Llanhilleth Town Council,
Mitre Street,
Abertillery,
NP13 1AE.

*Canal
26/6
Email sent
7/6*

5th June 2019

Dear Sir/ Madam,

RE: PUBLIC CONSULTATION- PUBLIC SPACE PROTECTION ORDERS- DOG CONTROLS

In November 2016 Blaenau Gwent CBC introduced a public space protection order for dog controls that created dog exclusion areas, dog on lead areas and made it an offence to fail to remove dog faeces once a dog has defecated. This order was created to last for a period of 3 years which means it is due to expire later this year.

As a result we are proposing to introduce a new public space protection order for dog controls which will include dog exclusion areas, dog on lead areas and provisions to deal with dog fouling.

Blaenau Gwent CBC proposes to introduce a public space protection order for dog controls that covers-

1. **The Fouling of Land by Dogs** - this will apply borough wide, where it will be an offence to fail to remove dog faeces.
2. **Dog Exclusion Areas**- this will apply to specified areas of land identified by location plans, where it will be an offence to allow a dog to enter an area designated as a dog exclusion area.
3. **Dog on Lead Areas** - this will apply to specified areas of land identified by location plans, where it will be an offence not to keep a dog on a lead in an area designated as a dog on leads area.

**Blaenau-Gwent and Torfaen Councils – working in partnership to deliver Public Protection
Cynghorau Blaenau Gwent a Thorfaen - gweithio mewn partneriaeth i Ddiogelu'r Cyhoedd**

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.

Public Protection Service
Municipal Offices
Civic Centre
Ebbw Vale, NP23 6XB

Gwasanaeth Amddiffyn y
Cyhoedd
Swyddfeydd Bwrdeisiol
Canolfan Dinesug
Glyn Ebwy, NP23 6XB

Neighbourhoods, Planning and
Public Protection
Tŷ Blaen Torfaen
Panteg Way, New Inn
Pontypool, NP4 0LS

Gwasanaethau Cwymdogaeth,
Cynllunio a Diogelu'r Cyhoedd
Tŷ Blaen Torfaen
Ford Panteg, New Inn
Pont-y-Pwl, NP4 0LS

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It is currently proposed that dogs will be excluded from all schools, playgrounds and sports fields throughout the County Borough through the creation of dog exclusion areas.

All proposed location plans for sites affected by the public space protection order can be viewed on the Council's website at <https://www.blaenau-gwent.gov.uk/en/resident/environmental-health/> or they can be viewed at the below office between Monday-Friday between 9am-5pm

- Environmental Health Section, Blaenau Gwent County Borough Council, Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB.

We are also proposing to continue to offer a fixed penalty notice of £100 for offences contained within the public space protection orders. Failure to pay the fixed penalty notice will result in the authority taking legal action which may result in maximum fine of Level 3 on the standard scale, which is currently £1,000.

The consultation period for the proposed public space protection orders will run from Thursday 6th June 2019 until Friday 5th July 2019. Following the consultation period we will consider any representations that have been made before deciding whether to make any changes or proceed to confirm the order.

If you would like to comment on the proposed public space protection order for dog controls this can be done in two ways either by e-mail at environmental.health@blaenau-gwent.gov.uk or by writing to the Environmental Health Section, Blaenau Gwent County Borough Council, Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB.

If you would like to discuss any issues relating to the above matter please contact me on the details provided.

Yours faithfully,

T Griffin

PP **Mr Tim Griffin**
Specialist Environmental Health Officer
Environmental Protection Team
Blaenau Gwent CBC

Blaenau-Gwent and Torfaen Councils – working in partnership to deliver Public Protection
Cynghorau Blaenau Gwent a Thorfaen - gweithio mewn partneriaeth i Ddiogelu'r Cyhoedd

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CHARTER OF COMMON AGREEMENT BETWEEN THE COMMUNITY AND
TOWN COUNCILS OF: ABERTILLERY AND LLANHILLETH; BRYNMAWR;
NANTYGLO; AND BLAINA AND TREDEGAR

WITH

BLAENAU GWENT COUNTY BOROUGH COUNCIL

Preface

This is the Charter for Blaenau Gwent County Borough Council working together with the Community and Town Councils of Abertillery & Llanhilleth, Brynmawr, Nantyglo & Blaina, and Tredegar as Partners.

It is designed to build on existing good practice and embrace the shared principles of openness, respect for each other's opinions, honesty and common priority of putting citizens at the centre.

The Charter has been reviewed in 2019 to reflect the Wellbeing of Future Generations Act 2015 and is based upon the principles of the 5 Ways of Working as set out in the Act. It is a set of guiding principles for how we will work together towards our long-term goals in a collaborative, preventative and integrated way.

Partners to the Charter

Partners as referred to in this document are defined as:-

Abertillery and Llanhilleth Community Council;
Brynmawr Town Council;
Nantyglo and Blaina Town Council;
Tredegar Town Council; and
any newly established CTC(s) since the inception of this Charter

with

Blaenau Gwent County Borough Council

ETHICS

Partners will provide an ethical service to local people, following the appropriate standards and codes of conduct in an ethical partnership working environment. We accept the legitimacy and benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers.

Blaenau Gwent County Borough Council	Community and Town Councils
The appointed Monitoring Officer will remain a point of contact for community and town councils in the consideration of matters relating to the application of the Members Code of Conduct where relevant.	Councillors shall act in an appropriate manner under the Code of Conduct and will provide all such information as required by the Ombudsman or Monitoring Officer to enable them to carry out their role effectively.
Aim to work together for the benefit of local communities whilst recognising and retaining our respective responsibilities as autonomous, democratically elected statutory bodies.	Aim to work together for the benefit of local communities whilst recognising and retaining our respective responsibilities as autonomous, democratically elected statutory bodies.

LOCAL GOVERNANCE & INFORMATION

All Partners to the Charter will be clear about the expectations that they have of each other and the expectations placed upon them in order to facilitate good working relationships. We will define the way in which we interact with each other and clear about the role of councillors at all levels in the relationship and in community leadership. Timely, clear, relevant information and communication fosters good relationships and better joint working for the benefit of local people.

Blaenau Gwent County Borough Council	Community and Town Councils
Facilitate quarterly community and town council liaison meetings and ensure that copies of agendas, minutes and reports are circulated to Clerks.	Contribute towards the agenda for Quarterly Liaison Committee meetings through the agreed Agenda Item Request Form
The Leader, Deputy Leader and Executive Members will attend the quarterly liaison meetings along with any relevant BGCBC officers	Nominate three Councillor representatives from each council to attend the Quarterly Liaison Committee meetings in addition to the Clerks.
Will provide the names and contact details for all County Borough Councillors, Wider Corporate Leadership Team and the community and town council liaison officer(s).	Will provide the names and contact details for all community and town council Mayors, Deputy Mayors, Councillors, and Clerks.
BGCBC Councillors and/or officers to be invited to attend joint committee of community and town council meetings as relevant.	Facilitate a joint committee of community and town councils including representatives of each community and town council to consider local issues, and invite BGCBC councillors / officers to be invited to attend as relevant.
Make community and town councils aware of where public copies of committee agenda papers, minutes and dates are available on the council website.	Make BGCBC aware of where public copies of council reports and minutes are available on the community and town council websites.

CONSULTATION

All Partners recognise the importance of meaningful consultation.

Blaenau Gwent County Borough Council	Community and Town Councils
Will undertake duty to consult community and town councils on statutory matters as directed in the specific legislation relating to county borough consultation.	Will respond to statutory consultations in a timely manner through the agreed processes, addressing the key issues clearly.
Will consult community and town councils on significant place-based issues that impact on their specific geographical area.	Will respond to consultation opportunities relating to specific place-based issues that might impact upon the local area in a timely manner through the agreed processes, addressing the key issues clearly.
Provide a written explanation on request if consultation is not possible or has not taken place in exceptional circumstances	Acknowledge that in some circumstances the timescales for responding to certain consultations will be imposed on BGCBC externally so consultation periods may occasionally be very short or in rare cases unfeasible.

WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

Effective partnership working brings benefits and includes responsibilities for all those involved. Local government at both tiers should work together to promote the social, economic and environmental wellbeing of our area in ways that are sustainable for current and future generations.

This can be achieved by embedding the 5 Ways of Working set out in the Act into this Charter:

- **Collaboration** – acting collaboratively with partners to help each other promote wellbeing objectives
- **Long-Term** – the importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
- **Involvement** – the importance of involving each other in achieving wellbeing goals, ensuring that those represented reflect the diversity of the area
- **Prevention** – understanding how acting to prevent problems occurring or getting worse can help public bodies meet wellbeing objectives
- **Integration** – considering how public bodies' wellbeing objectives may impact on their other objectives and the objectives of other public bodies.

Partners recognise the importance of the 'Blaenau Gwent We Want' Wellbeing Plan as the overarching strategic vision for the social, economic, environmental wellbeing of the area. Partners also recognise that the Plan can only be implemented effectively through partnership working and being informed by grass roots experiences from within our local communities.

The five objectives of the Wellbeing Plan developed through extensive engagement with local communities to reflect the Blaenau Gwent We Want:

- The best start in life for everyone;
- Safe and friendly communities;
- To look after and protect the natural environment;
- To forge new pathways to prosperity;
- To encourage healthy lifestyles.

Blaenau Gwent County Borough Council	Community and Town Councils
Will commit to embed the 5 Ways of Working into joint working arrangements with community and town councils.	Will commit to embed the 5 Ways of Working into joint working arrangements with BGCBC.
Will involve community and town councils in the engagement and involvement work in supporting the development and implementation of the Wellbeing Plan.	Will consider opportunities for developing local community and town council wellbeing action plans where relevant and support the objectives in line with the BG Wellbeing Plan.

Blaenau Gwent County Borough Council	Community and Town Councils
Will share the annual progress report of the Blaenau Gwent We Want Plan.	Where possible, will provide any information as relevant to inform the annual Wellbeing Plan progress report and engage with their communities regarding how local programmes could align with the delivery of the BG Wellbeing Plan.
Will work with community and town councils to protect local biodiversity and the natural environment through sustainable practices	Will work with BGCBC to protect local biodiversity and the natural environment through sustainable practices

LAND USE PLANNING

Community and town councils know and understand their local area and must be able to comment effectively on planning matters. BGCBC takes an overview of the needs of the whole local area and makes strategic decisions, taking local views into account.

Blaenau Gwent County Borough Council	Community and Town Councils
Will uphold its statutory duty to consult with community and town councils on all planning applications in their communities	Will make appropriate responses to BGCBC recognising the parameters imposed by planning law and agreed planning policy.
Will invite representatives from community and town councils to attend (without voting rights) Planning Committee and fact-finding meetings relating to planning applications in their area.	Will ensure that Councillors receive adequate training on planning law and policy.
Will ensure that community and town councils receive copies of decisions relating to planning applications in their area	Will progress any further clarification on planning decisions with relevant BGCBC council staff, whilst maintaining an objective approach to planning matters at all times.

BUDGET SETTING

Partners recognise the need for clarity and transparency in financial arrangements. In developing and implementing financial arrangements, relevant national, regional and local priorities will be taken into account.

Blaenau Gwent County Borough Council	Community and Town Councils
In setting the council's budget, will consult CTCs by holding a special Liaison Committee meeting focussing on the budget setting process	Will participate in BGCBC's budget setting consultation process and share the community and town council annual precepts once set.

PRACTICAL SUPPORT

Partners should ensure that all elected members and officers must be well-trained and have the support they need in order to carry out their roles effectively.

Blaenau Gwent County Borough Council	Community and Town Councils
Will explore options for the provision of training, development and shared learning to benefit all Partners, including through One Voice Wales and others where relevant.	Will explore options for the provision of training, development and shared learning to benefit all Partners, including through One Voice Wales and others where relevant.
Support the development of a network for CTC Clerks with appropriate Terms of Reference.	Support the development of a network for CTC Clerks with appropriate Terms of Reference.

MONITORING AND REVIEW

This Charter will be reviewed by all Partners once during each Council term, or more often as appropriate if deemed necessary. The Partners will conduct this review and develop an annual progress report against the commitments within the Charter.

Blaenau Gwent County Borough Council	Community and Town Councils
Will arrange for the Charter to be reviewed by the community and town councils liaison committee when appropriate.	Will actively contribute to the review of the Charter.
Will facilitate the development of an annual progress report against the commitments within the Charter.	Will actively contribute to the development of an annual progress report against the commitments within the Charter.

CHARTER OF COMMON AGREEMENT BETWEEN THE COMMUNITY AND
TOWN COUNCILS OF ABERTILLERY AND LLANHILLETH; BRYNMAWR;
NANTYGLO AND BLAINA; AND TREDEGAR

WITH

BLAENAU GWENT COUNTY BOROUGH COUNCIL

Blaenau Gwent County Borough Council _____ Leader

Abertillery & Llanhilleth
Community Council _____ Mayor

Brynmawr Town Council _____ Mayor

Nantyglo & Blaina Town Council _____ Mayor

Tredegar Town Council _____ Mayor

Dated:

BLAENAU GWENT COUNTY BOROUGH COUNCIL

QUARTERLY LIAISON COMMITTEE

AGENDA ITEM REQUEST FOR CONSIDERATION BY THE COMMITTEE

Date

Name of Town/Community Council

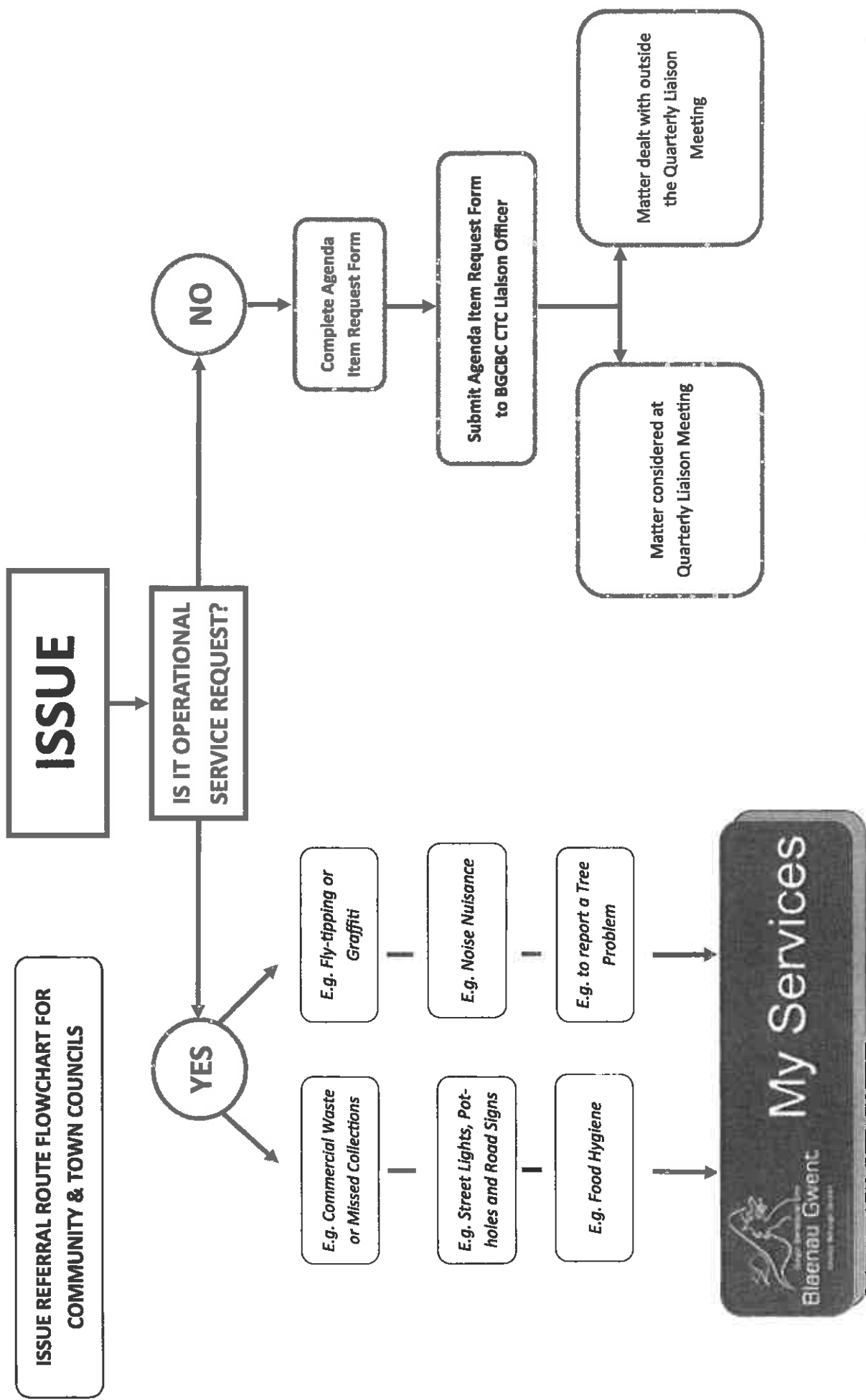
It is requested that the next Quarterly Liaison Committee consider the following matter. (N.B. Items that are operational should be referred to the appropriate Council department via appropriate channels including the My Services council app or BGCBC website):*

Subject Matter

Brief Description of Request/Query

PLEASE RETURN TO: pps@blaenau-gwent.gov.uk

****Please refer to the Issue Referral Route Flowchart for more information on how to report operational issues to BGCBC.***



Blaenau Gwent My Services is an easy way of communicating with the Council by providing online access and an app to enable 24/7 self-service access. The app or website is an easy and quick way to contact the Council and enables you to report issues and incidents using photo or video evidence and in writing. Please visit www.blaenau-gwent.gov.uk/en/my-services/ for more info.

BLAENAU GWENT COMMUNITY AND TOWN COUNCIL CLERKS SUPPORT NETWORK

Terms of Reference

Purpose

The purpose of the Network is to provide a forum the Community and Town Councils (CTCs) Clerks and BGCBC Liaison Officers to actively collaborate to support the implementation of the agreed Charter including the Quarterly Liaison Committee meetings.

Key activities:

- Consider items for inclusion on upcoming Liaison Committee meetings
- Monitor progress against actions from previous Liaison Committee meetings
- Explore opportunities for joint working, information sharing, and sharing best practice
- Produce, update and oversee an annual Town and Community Council's Events programme; and
- Produce an annual progress report against the agreed Charter commitments.

Membership

The Forum will consist of the following individuals and/or their representatives:-

- Clerk of Abertillery & Llanhilleth Community Council
- Deputy Clerk of Abertillery & Llanhilleth Community Council
- Clerk of Brynmawr Town Council
- Deputy Clerk of Brynmawr Town Council
- Clerk of Nantyglo & Blaina Town Council
- Clerk of Tredegar Town Council
- Service Manager for Policy & Partnerships, Blaenau Gwent County Borough Council
- Strategic Lead for Partnerships, Blaenau Gwent County Borough Council
- Policy Officer, Blaenau Gwent County Borough Council

Frequency and Procedures

- Four meetings will be held each year, on a quarterly basis.
- The network will be supported by CTC and Blaenau Gwent Council officers as and when appropriate.
- The network should strive to reach consensus where relevant
- Meeting agendas should be circulated one week prior to the meeting with the opportunity for items to be added up until two days before the network meeting.
- The network meetings will be held at each of the four CTC offices throughout the year on rotation.
- The meetings will be recorded by brief informal notes, action points and a record of any formal decisions made.