

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

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Our Ref: **NOTICE OF MEETING**

20 June 2018

Dear Councillor

You are summoned to attend a meeting of the Council of Abertillery and Llanhilleth Community Council, to be held in the Council Chamber, Mitre Street, Abertillery on **Wednesday 27 June 2018 at 7.00pm**. The agenda for the meeting is set out below.

The Council may suspend standing order 1(z) if it wishes the meeting to last beyond two hours, at the appropriate point in the meeting.

Yours sincerely



Richard Gwinnell
Clerk to the Council

**COUNCIL AGENDA
WEDNESDAY 27 JUNE 2018 at 7.00pm**

1. Apologies for absence and welcomes

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

2. Declarations of interest or dispensations

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

3. Minutes:

- (a) Council 18 April 2018** (attached)
 - (b) Complaints Committee 25 April 2018** (attached)
 - (c) Council 25 April 2018** (attached)
 - (d) Council 9 May 2018** (attached)
 - (e) Complaints Committee 11 June 2018** (attached)
- To confirm the minutes of the above meetings as a correct record.

4. Street Games

To receive a verbal report from Gareth Winmill, Aneurin Leisure Trust

5. Questions from the public

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

6. Council Action List (attached)

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

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7. Aberfest

To receive a verbal update on the above.

8. Police Update

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

9. The General Data Protection Regulation

To receive a verbal update on the above and decide next steps.

10. Defibrillators

To receive a verbal update on the above and decide next steps.

11. John Selway – Blue Plaque

To receive a verbal update on the above and decide next steps.

12. Councillors' email accounts

To receive a verbal update on the above and decide next steps.

13. Post Office Closures

To receive a verbal update on the above and decide next steps.

14. Council Insurance Policy

To receive a verbal update and consider renewing the above.

15. Well-being Working Group Report (attached)

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

16. Centenary Events 2018 Working Group Report (attached)

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

17. Shop Local Working Group Report (attached)

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

18. Reports back on other meetings or training attended on behalf of ALCC

To receive verbal reports on meetings or training attended by members or officers on behalf of the Council, or where there may be an important impact on the Council or communities of ALCC.

19. Zebra Crossing at Alexandra Road (attached)

To receive a verbal update and decide what next steps to take about the above.

20. Finance Order (attached)

To consider spending to be made and already made.

21. Grant Applications and Opportunities (attached)

To consider any grant applications received and any funding opportunities members are aware of, which the Council or local groups could explore.

22. Chairman's announcements and other relevant correspondence

To receive announcements from or deal with correspondence raised by the Chairman or officers.

23. Celebrating Local Success

To receive verbal reports on local achievements and successes.

**MINUTES OF AN EXTRAORDINARY MEETING OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL (A&LCC) HELD ON 18 APRIL 2018 at 7.00pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Steve Bard (Chairman of the Council) (in the Chair), Keri Bidgood, Gill Clark, Roger Clark, Tracey Dyson, Julie Holt (Vice Chair), Mark Lewis, Perry Morgan, Robert Phillips, Allen Rees, Nick Simmons, Glyn Smith, Bernard Wall and Graham White

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

Others: Hugh O'Sullivan, Internal Auditor

ABSENT: Councillors Peter Adamson, Ivor Beynon, Ross Leadbeater and Trudy Williams

277. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Peter Adamson and Trudy Williams. Hugh O'Sullivan, the Council's Internal Auditor, was welcomed.

278. DECLARATIONS OF INTEREST

No members declared any personal interests.

279. 2016/17 ACCOUNTS, REPORT OF THE INTERNAL AUDITOR AND ANNUAL RETURN

The Clerk briefly introduced the report, thanked the Deputy Clerk for all his hard work in preparing the financial statements and the significant work which went into that, stated that he and the Deputy Clerk had dealt with three sets of accounts so far within a year, and made a number of amendments to the recommendations in the report (to reflect that these were the 2016/17 accounts, ending 31 March 2017).

The Internal Auditor introduced himself and informed members of his former roles and extensive experience in this field. He outlined each element of his report in detail. In summary, he stated that:

- he was happy to sign off the accounts as true and accurate
- these accounts and those of other years were potentially subject to some later adjustment, as a result of the conclusions of the Wales Audit Office (WAO) on the 2014/15 accounts, when the WAO reached their conclusions
- the Council took major steps forward during the 2016/17 year
- thanks were largely due to the Council's current staff for this progress
- the current staff had joined the Council late in 2016
- the Council was in very difficult circumstances in 2016, with significant work to be done to secure improvements, in many areas
- line 1 of appendix A should read 2016/17, not 2015/16
- the records kept and systems in place early in 2016 were extremely poor
- the 2016 budget was set, but based on very little information or evidence

- in some cases, records from 2016 had still not been found, so it had to be concluded that they did not exist
- the staff and the Internal Auditor therefore had to use their “best interpretation”
- there were signs of significant improvement towards the end of 2016/17
- these stood the Council in good stead for 2017/18, 2018/19 and later years
- there were still some things to be developed further, e.g. a risk management approach, the asset register and petty cash, but these were relatively minor
- the current staff had done a “tremendous amount of work” to get to where the Council now was and should be applauded
- considerable improvement had been seen in some areas
- the management of salaries was now far more robust than previously
- any adjustments which may or may not be required as a result of the WAO conclusions may have to come back to Council at the appropriate time.

A member expressed concerns (main points):

- about the employment in 2016 of a former staff member on a consultancy basis
- about the payment of a former staff member, during periods of illness and phased return to work
- about the payment of a former member of staff, when they were also employed elsewhere and were only working for A&LCC two days a week
- he stated that these payments and additional employment had not been authorised by the Council
- he stated that payments had been made without authorisation for legal advice
- that the Council was not told at the time (in 2016) what was happening
- that the Council had not received quarterly statements at the time
- that councillors at the time must have known what was going on
- that if the Council submitted the accounts to the WAO as they were, given the problems in 2016, the WAO would come in to the Council again to investigate
- that the Council may face another bill of £25,000 from the WAO, as it had in 2016
- that the councillors who signed cheques in 2016 were responsible
- he wished to see who had signed cheques, so this issue could be resolved
- if councillors now voted to agree the accounts, they were responsible.

The Internal Auditor commented (main points) that:

- the accounts if agreed would go to the WAO
- the WAO could ask for further information or clarification
- the accounts would be open to inspection and published when the WAO decided that was appropriate
- there was a repayment of salary in 2016 by a former member of staff
- sick records were incomplete but it appeared there had been an overpayment of salary in 2015/16, which had been corrected in 2016/17
- the repayment had been paid into the Council's bank in July 2016, as shown in the financial statements attached to the report
- the current staff and the Internal Auditor were not employed by the Council at the time, so they could not say for sure what happened, when
- this was one example of where they had to use their best interpretation, based

- on what limited information was available
- if the councillor wished, he could raise this issue with the WAO.

Two other councillors commented (main points):

- that he could not understand why evidence was not available
- councillors had signed cheques at the time
- this had already cost the Council £25,000 in WAO fees
- some of those councillors were still on the Council; this “beggars belief”
- he did not know what was happening
- councillors were not given enough information
- he had been told the staff member referred to had been on half, not full, pay
- the full Council should make all decisions, not sub committees.

Various other members commented (main points) that:

- the full Council was making decisions, as it was now
- very few meetings had been held in 2016, so members had not been aware of what was happening at the time
- the few meetings held in 2016 had been ruined by members of the public
- very little had been done in 2016, due to the absence of staff
- it was normal for staff to be paid their full salary when they returned to work, even if they returned on a phased basis, after long periods of illness
- the Council could not travel back in time
- some of these arguments had been heard over and over again
- this needed to stop; people needed to move on and let some things go
- nothing could be done now about cheques signed in 2016.

The Chairman commented (main points) that:

- there were insufficient records available for the early part of 2016/17
- quarterly financial statements had been introduced in 2017, by the current staff
- the current staff were not with the Council in 2016
- there had clearly been problems in the past, but this was in the past and the past could not be changed; people had to accept this
- documentary evidence could not be manufactured, if it was not available
- if minutes of a meeting did not exist, they could not be written now
- what the Council could do was improve, which it was doing
- people should be proud of how far the Council had come since 2016
- the current officers had worked hard, with the Internal Auditor, to bring the Council to its current position
- there were insufficient systems in place for the early part of 2016/17; members had not had all the information they needed then
- these things were in place now; the Internal Auditor had been very clear
- it was not fair to criticise councillors who were not here to defend their actions
- he moved the recommendations.

Councillor Morgan had left the meeting before the following decisions were taken.

Council **RESOLVED** (with 11 members voting in favour and 2 against) that:

- (1) the Council agrees that the accounting statements in the report (annex 4) fairly present the financial position of the Council for the year ending 31 March 2017
- (2) the Council authorises the Clerk/RFO and the Chairman of the Council to complete and sign the Annual Return on the basis of these accounts and
- (3) the Council authorises the Clerk/RFO to submit the Annual Return for 2016/17 to the Wales Audit Office as required.

The Chairman thanked the Internal Auditor for his work and for his report.

The Internal Auditor left the meeting at this juncture.

280. 2017/18 BUDGET QUARTER 4 UPDATE AND YEAR-END OUT-TURN

The Deputy Clerk outlined the report briefly. He stated that this was the fourth quarter report, covering the 12 months from 1 April 2017 to 31 March 2018 (not the second quarter report as stated in the written report) and that the figure "£23,816.05" on page 3 should be removed as it was an inaccurate total, from an earlier draft of the report.

Questions were asked about ward donations and the criteria for awarding grants. Members were reminded that grants criteria were being drawn up and would be submitted to the Council for approval in due course.

The Chairman commented (main points) that:

- the recommendation was to note the report
- early in the year, it had looked like there may be an overspend of £40k to £60k, due to poor past budget setting against commitments made
- the overspend had been brought back to £20k during the year due to savings and underspends against projections in various areas
- financial monitoring was now being done properly, perhaps for the first time in the Council's history
- the Internal Auditor was content, he would have all the information he needed
- thanks were due to the Council's officers for their hard work
- officers had turned around a situation which could have been a lot worse.

Council **NOTED** the update.

The Clerk reported that he had an urgent item of business to raise, which had to be dealt with in private.

The Chairman stated that he had agreed to accept the item as urgent business, as it was a significant matter, which could not await the Council's next meeting.

281. EXCLUSION OF 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.

282. URGENT BUSINESS: SECURITY AT MITRE STREET

The Clerk reported concerns raised on 15 April 2018 of a possible break-in at the Council offices. He gave details and answered questions about the reports received and discussions he had held with several witnesses and the Police.

Following discussion, Council **RESOLVED** (unanimously) that:

- (1) appropriate letters of concern be written to the Police, AMs and MPs
- (2) urgent discussions with and all necessary action be sought from Blaenau Gwent County Borough Council (BGCBC) to improve security and protect staff, including new locks and CCTV cameras
- (3) officers be given plenary powers to take whatever steps are needed to improve security and protect staff, in the absence of any action by BGCBC.

The meeting ended at 8.15pm.

Signed as a correct record by the Chairman

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

Minutes produced by Richard Gwinnell, Clerk

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**MINUTES OF A MEETING OF THE COMPLAINTS COMMITTEE OF ABERTILLERY
AND LLANHILLETH COMMUNITY COUNCIL (A&LCC) HELD ON 25 APRIL 2018 at
5.30pm in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors: Keri Bidgood, Gill Clark, Nick Simmons and Trudy Williams

Officers: Richard Gwinnell, Clerk

Others: None

272. ELECTION OF CHAIR

Councillor Gill Clark was nominated and seconded.

RESOLVED that Councillor Gill Clark be elected to Chair the Committee.

In the absence of members of the public from the meeting, the committee moved to the Clerk's office, in order to see evidence (in the form of past emails, from and to the person concerned, which were contained on the Clerk's computer) relating to the internal review under consideration.

273. APOLOGIES FOR ABSENCE

None received. All expected members were present.

274. DECLARATIONS OF INTEREST

No members declared any personal interests.

275. EXCLUSION OF PRESS AND PUBLIC

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

276. FREEDOM OF INFORMATION (FOI) REQUEST: REFUSAL NOTICE: INTERNAL REVIEW

The Clerk informed members that:

- the appellant had been offered the opportunity to attend the meeting and present his case, but he had not arrived and had not said he would attend
- the committee was tasked with undertaking an internal review of a decision to refuse FOI requests from a person
- the person had in the past submitted a complaint to the Council
- that complaint had been dealt with by the Complaints Committee in June 2017
- there was no right of further appeal to the Council if he was not satisfied
- the committee was not required to consider the issues raised by the person in his requests, his previous complaint or any other correspondence
- the committee was tasked with considering whether the refusal of the person's FOI requests was reasonable and justified in light of the volume and subject matter of previous correspondence with the person

- the person could complain to the Information Commissioner's Office (ICO), that the Council had refused their FOI requests
- if that happened and the ICO asked the Council to justify that refusal, the Council needed to be sure the refusal was justified
- the ICO guidance advised the organisation to log correspondence, so that it could show why a "tipping point" had been reached
- the ICO would ask if the Council had undertaken an internal review of its decision (to refuse the requests), if it was asked by the person to do so
- the person concerned had asked for an internal review of the decision
- this was why the committee had been called, to undertake this review
- the members of the committee had been chosen because they were independent of any previous dealings
- they had not been involved with the refusal of the person's FOI requests and they were not members of the HR Committee (which had decided that the Council would no longer correspond with the person on certain subjects)
- the committee had been supplied with:
 - a letter to the person dated 4 April 2018, following a meeting of the Human Resources Committee held on 28 March 2018
 - a letter to the person dated 6 April 2018, refusing his FOI requests
 - the ICO guidance on refusing vexatious requests and
 - Section 14 of the Freedom of Information Act 2000.

The Clerk:

- showed members (on a computer screen) how many emails had been received from, and how many emails had been sent to, the person concerned during the last 18 months
- showed members a number of emails received from the person concerned, including the email received on 3 April 2018.

Members asked:

- to see a correspondence log and a copy of every email from or to the person concerned since the Council's email records with the person concerned began
- the Clerk to estimate the number of hours spent on corresponding with the person concerned over the last 18 months or so.

The Clerk stated that he could send members a log of all the correspondence from or to the person concerned but this would take a few weeks, as there were several hundred emails and the Council had only two part time staff, who had many other responsibilities. He estimated that hundreds of hours had been spent already, corresponding with the person concerned. He undertook to keep a time log from now on and to estimate more robustly, how much time had already been spent.

The Committee **RESOLVED:**

- (1) to await copies of the log of past correspondence with the person concerned
- (2) to await further work by the Clerk on a log of time spent dealing with this matter
- (3) to meet again to make a determination, when the above information is available
- (4) that the Clerk write to the person concerned, explaining that Councillor Gill Clark has been elected Chair of the committee and that the committee will meet again when it has further evidence on which to base its determination.

The meeting ended at 6.30pm.

Signed as a correct record by the Chairman

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

Minutes produced by Richard Gwinnell, Clerk

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**MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY
COUNCIL (A&LCC) HELD ON 25 APRIL 2018 at 7.05pm
in the Council Chamber, Mitre Street, Abertillery**

PRESENT: Councillors:

Peter Adamson, Ivor Beynon, Keri Bidgood, Gill Clark, Roger Clark, Tracey Dyson, Julie Holt (Vice Chair) (in the Chair), Mark Lewis, Perry Morgan, Robert Phillips, Allen Rees, Nick Simmons, Glyn Smith, Graham White and Trudy Williams

Officers: Richard Gwinnell, Clerk

Others: None

ABSENT: Councillors Steve Bard (Chairman of the Council), Ross Leadbeater and Bernard Wall

283. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bard, Leadbeater and Wall.

284. DECLARATIONS OF INTEREST

The following personal interests were declared:

Councillor	Agenda Item	Minute no.	Type of interest	Reason for interest
Rob Phillips	18: Grant applications	300	Personal only	He was the Secretary of the Rock and Blues Festival Committee
Rob Phillips	15: Aberfest preparations	297	Personal only	He was a trustee (and the Secretary) of Ffrindiau Tyleri, which organised Aberfest
Julie Holt	15: Aberfest preparations	297	Personal only	She was a trustee of Ffrindiau Tyleri, which organised Aberfest
Nick Simmons	15: Aberfest preparations	297	Personal only	He was a trustee of Ffrindiau Tyleri, which organised Aberfest
Ivor Beynon	15: Aberfest preparations	297	Personal only	He was a trustee of Ffrindiau Tyleri, which organised Aberfest
Peter Adamson	15: Aberfest preparations	297	Personal only	He was helping Ffrindiau Tyleri with Aberfest
Gill Clark	22B: CAT	304	Personal only	A family member was involved in the football club
Roger Clark	22B: CAT	304	Personal only	A family member was involved in the football club

285. MINUTES – COUNCIL – 28 MARCH 2018

Council **RESOLVED** that the minutes of the Council meeting held on 28 March 2018 be confirmed as a correct record, for signature by the Chair.

286. POLICE UPDATE

No representative of the Police was present to give an update.

287. QUESTIONS FROM THE PUBLIC

None received for this meeting.

288. COUNCIL ACTION LIST

The Clerk reported that Aberbeeg Community Centre had been informed of the vacancy for a councillor (previous minute 256(2) refers).

Lengthy discussion ensued on the email accounts (alcc.gmail) provided to members. Some members considered that all members should be using the email accounts provided to them, in line with the previous Council decision and in the interests of data protection and professionalism. A deadline should be set for everyone to start using their new email account, following which emails should be sent to members using only their ALCC email accounts (not their private email accounts).

Two members stated that they were not willing to use the email accounts provided to them by the Council because one member had concerns about email security and the other wished to use only his business email account. They both asked that they be provided with paper copies in the post of all future correspondence and agenda papers, if the Council would not send emails to their existing private accounts.

The Clerk and others explained that this would be too costly in staff time, printing, postage and packaging but that members could pick up their papers from the office on a regular basis, as another councillor (who did not have email at all) regularly did.

Councillor White stated that he would use his ALCC email account if he could set his own password and it was not known by anyone else, knowing that there may be exceptional circumstances when the Council had to recover or access the account.

Questions were also asked about progress with the blue plaque to mark the life and work of John Selway and progress with discussions on getting an alternative Post Office following the closure of the Six Bells Post Office.

Council RESOLVED:

- (1) that Council notes that Councillors White and Morgan will not use the email accounts provided to them
- (2) that the Deputy Clerk report back on whether there are additional "admin" options which could allow Councillor White to determine his own password and still enable the Council to recover or access the account if necessary in exceptional circumstances
- (3) that confidential papers be sent to members via their official ALCC email accounts only in future (not via personal email accounts)
- (4) that progress with the blue plaque be reported back to a future meeting
- (5) that progress on discussions about the replacement of the Six Bells Post Office be reported back to a future meeting.

289. THE GENERAL DATA PROTECTION REGULATION (GDPR)

The Clerk stated that there was little to report since the previous meeting. It remained unlikely that the Council's staff could perform the duties of a Data Protection Officer (DPO) as this needed to be an independent person, but there was conflicting advice on this issue. Further news was awaited on options for an external DPO service and talks were taking place about a joint DPO service being provided by One Voice Wales (OVW) and others. A communication had recently been received from the Information Commissioner's Office (ICO) stating that they would not be fining community and town councils for failing to comply with the GDPR from 25 May, as long as they could show that progress was being made towards meeting the GDPR requirements.

Councillor Smith stated that he had recently attended the OVW Larger Councils Committee. No Council in Wales would be compliant with the GDPR requirements in time. OVW was looking to put a DPO service in place but this would not come to fruition for many months.

Council **NOTED** the update.

290. DEFIBRILLATORS

The Clerk stated that the Deputy Clerk was working with Councillor Simmons, gathering information on existing defibrillator locations and on the potential of The Lions helping with funding. A further report would be submitted in due course.

A member stated that there was no defibrillator in Brynithel Community Centre, despite previous information to the contrary. Enquiries were ongoing.

Council **NOTED** the update.

291. WELL-BEING WORKING GROUP – UPDATE

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

- a meeting had been held with Councillor White and Aberbeeg Community Centre and progress was being made
- the deadline for members to submit projects was today
- there was lots of public interest in the well-being initiative
- 28 potential projects had been submitted to date
- many of those were linked to others, with overall themes emerging
- he would report back with the conclusions of the Working Group to the next Council meeting
- he was awaiting a meeting with the Chairman of the Public Services Board (Councillor Nigel Daniels) and would continue to chase.

Council **NOTED** the update.

292. CENTENARY EVENTS 2018 WORKING GROUP – UPDATE

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

- the working group had met recently and many good ideas were discussed

- the working group recommended that the Council's Silent Soldier be located near the Pendragon Stones, at the entrance to Abertillery near the traffic lights at the junction of the A467 and Castle Street
- letters had been sent by the Comrades and Legion to councillors of ALCC and Blaenau Gwent CBC, seeking funding for Silent Soldiers in more areas
- the Comrades were going to Belgium in May to attend a last post ceremony, marking 100 years since the end of the First World War
- the Council may like to buy a wreath for the Comrades to take with them and lay on behalf of ALCC
- he had already ordered a wreath; it should cost no more than £50
- he expected this to be taken from the £5,000 previously set aside by the Council for centenary events
- the working group recommended that several banners be placed on Foundry Bridge, announcing that "Abertillery Remembers: 100 years" or similar words
- no costs had been identified yet for these banners
- he would report back with more details and costs in due course
- he was busy making calls to get centenary events delivered
- arrangements were well in hand
- the next meeting of the working group would be held on 16 May at 6pm.

The Clerk pointed out that the building would not be open on 16 May at 6pm. Another venue would therefore have to be found, or the meeting would have to be held on another date or time, in line with earlier Council decisions.

Council RESOLVED:

- (1) that the Council's Silent Soldier be located near the Pendragon Stones, at the entrance to Abertillery off the A467
- (2) to pay up to £50 for a wreath, to be laid on behalf of ALCC by the Comrades when they go to the last post ceremony in Belgium
- (3) that these funds be taken from the £5,000 already set aside by the Council for spending on centenary events
- (4) that Councillor Morgan report back with details and costs of the banners proposed for Foundry Bridge
- (5) that the remainder of the update be noted.

293. SHOP LOCAL WORKING GROUP – UPDATE

Councillor Lewis, Chairman of the Working Group, circulated a note arising from the last meeting of the working group and a draft mock-up of a shop local banner. He stated (or responded to comments) that:

- the working group recommended that shop local banners be made and erected around the town, in similar locations to the Christmas banners, and that the banners stay up all year round to encourage shopping locally
- a member of the working group suggested that A3 laminated posters also be made up and put around the town, and that banners also be placed in other wards, to encourage people to come to Abertillery from surrounding areas
- he felt it best to start small and monitor a smaller number of banners, to ensure they were not removed by other people
- he anticipated the cost of posters and banners to be around £250

- he would confirm the costs and report back to the Council
- the Council should kick-start the process of promoting the town and pay for basic promotion including banners, posters, stickers etc
- if successful, traders would soon join in to promote the town further
- he had spoken to a small number of traders already
- he proposed engaging other traders via Facebook
- the Council would be failing traders if it did not invest in a shop local campaign.

Various members commented (or asked) in summary that:

- most people who lived in Abertillery already shopped in Abertillery
- posters and banners should be put up in surrounding areas, to encourage others to come to Abertillery
- shops should be promoting themselves, and could reclaim the costs through tax
- they should not expect the Council to promote them, using taxpayers' money
- whether shopkeepers had been asked if they would pay for a shop local campaign
- the Chairman of the working group should go around the shops, talking to traders, to gather feedback and assess the level of interest and commitment
- the previous Chair of the working group had called a meeting and made a good presentation, but traders had shown no interest in moving this forward
- traders had in the past been very negative
- traders did not work together; trade associations had failed in the past
- if the traders did not want to promote the town, the Council would struggle
- if each shop donated a small amount (e.g. £10), a lot could be achieved
- there were many new traders in town now
- people need to know, Abertillery is open for business
- another bank was closing (Santander) due to people going online or elsewhere
- the shops were paying greatly reduced business rates
- the shops were struggling; one café recently only took £12 in a day
- many shops closed during the busiest times e.g. Aberfest and Winterfest; this showed a lack of commitment
- the Council should help, but not pay for everything, if traders were not willing to help themselves
- a significant project (3VTV) had been undertaken, involving 60 businesses, schools etc, but little had happened since
- each town used to have a Town Centre Manager, with a 5-year plan
- the Nash Partnership recently undertook work towards a new town centre strategy; outcomes and documents were awaited
- the Chairman of the working group should call a meeting with traders
- putting announcements on Facebook was not the same as speaking to people face to face
- people say online they are interested, but this often does not mean anything
- members should read the papers circulated and the Chairman of the working group should report back after discussing the issue further with traders.

Council **RESOLVED:**

- (1) that Councillor Lewis undertake further work on engaging traders and assessing commitment from them in a shop local campaign
- (2) that Councillor Lewis report back to a future Council meeting with progress

(3) that the remainder of the update be noted.

294. REPORTS BACK FROM MEMBERS ON OTHER MEETINGS ATTENDED

Councillor Dyson stated that:

- she had attended another meeting of the Blaenau Gwent CBC Armed Forces Covenant Steering Group (AFCSG)
- Armed Forces Days or events were being held in Tredegar on 17 June and 1 July and in Brynmawr, Nantyglo and Blaina on 22 September
- a national Military Festival of Music would be held in Cardiff on 2 June
- Armed Forces in Wales awards took place on 22 November, with nominations closing in September
- a school could get extra funding if it taught children of armed forces personnel
- information was being given to schools on this funding
- funding applications could be submitted for a "Covenant Fund"
- there was currently no Fields in Trust organisation in Blaenau Gwent
- efforts were being made to start a Fields in Trust initiative in Blaina; there may be funding opportunities to go with this
- she had met Simon Morgan of Admiral Nurses, who gave help to families or carers of dementia sufferers
- she suggested that Simon Morgan be invited to give a presentation to Council.

Councillor Gill Clark reported that she had attended a meeting of the Llanhilleth Tenants and Residents Association recently. Good progress was being made on the Granny's Wood development. Talks were also taking place on resurrecting the annual fete and funfair at Llanhilleth.

Councillor Morgan referred to a recent Bourneville Community Project Knitting Group and a litter pick starting at Bourneville Community Centre on Saturday 28 April.

Councillor Beynon referred to a recent meeting he had attended with One Voice Wales. He also referred to the forthcoming performance of "Cats" by Abertillery Youth Drama and Musical Society.

It was suggested that relevant events be publicised on Facebook.

Council **RESOLVED**:

- (1) that Simon Morgan of Admiral Nurses be invited to make a presentation to the Council and
- (2) to **NOTE** the remaining information reported.

295. MEMBER TRAINING UPDATE

The Clerk reported that only three members had signed up for the first aid training which had been provisionally booked for 16, 23, 30 May and 6 June. The training was not therefore viable at a cost of £400 + VAT. Other training courses were available, where members could attend on an individual basis if they wished and the Council could pay £40 + VAT per person.

Council **RESOLVED** that the Clerk cancel the provisional bookings already made for

first aid training and rearrange training for members on an individual basis.

296. CHARITY QUIZ NIGHT

The Chair reported that the quiz, buffet and karaoke night had been very successful and that £254 had been raised for the Council's charities. It was hoped that more similar events could be arranged in the future.

Council **NOTED** the update.

297. ABERFEST PREPARATIONS

Councillor Phillips (Secretary of FT) reported that:

- preparations for Aberfest on 9 June 2018 were going well
- there would be a walking carnival, classic car show, stalls on Church Street, a craft fair in The Arcade, stalls on Somerset Street, live music, many performers and events in the Museum car park on Market Street
- confirmation was awaited on the availability of a funfair
- as Secretary of FT, he was co-ordinating the event
- he was organising the necessary event licences and road closures
- the control post would be in Museum Square
- FT would be using St John's Ambulance pending other options and training
- Julie Holt had agreed to promote the event and be the Promotions Officer
- FT's next meeting would be on 30 April
- information was being gathered about a "temporary beach"
- people were advised to apply for a stall quickly if they wished to do so, as the event was nearly full
- members were welcome to let him know if they knew of any other interested performers for the event.

Council **NOTED** the update.

298. ZEBRA CROSSING AT ALEXANDRA ROAD

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

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

299. FINANCE ORDER

The Clerk briefly outlined the Finance Order. He stated that:

- the ward donation by Councillor Simmons to Abertillery Museum was £25, not £100 as shown in the finance order
- the ward donation by Councillor Williams to Abertillery Museum was £100, not £25 as shown in the finance order
- a £150 members' allowance was also due to be paid to Councillor Morgan.

Council **RESOLVED** to approve the payments listed in the Finance Order, as amended

by the above statements.

300. GRANT APPLICATIONS

Councillor Phillips left the meeting at this point, due to the interest he had declared earlier.

The Clerk circulated copies of a letter received from Councillor Phillips on 24 April 2018, seeking a donation from the Council for the Abertillery Rock and Blues Festival. He stated that this was an annual event. The Council donated £200 in 2017/18.

A member asked that the event be promoted via the Council's Facebook page.

A member proposed that the Council stick to its previously agreed "two year rule" and not donate this year, as it had done so last year. Others stated the festival (and others) was an annual event, which should be supported by the Council. Questions were asked about reviewing the two year rule. The Clerk reminded members that grants criteria were being drafted, for approval by the Council at a later date.

Councillor Glyn Smith stated that he would use his ward donation allowance of £200 for the year to donate to the Rock and Blues Festival. This would mean the Council did not need to donate this year.

Council **RESOLVED** not to grant funding to Abertillery Rock and Blues Festival this year, but to note that Councillor Smith will use his ward donation allowance to do so.

Councillor Phillips returned to the meeting at this point.

301. COMMUNITY GRANTS

No information was reported.

302. MINUTES: HUMAN RESOURCES COMMITTEE – 28 MARCH 2018

Councillors Beynon and Holt confirmed that they had attended this meeting and the minutes were a correct record. Councillor White stated that he could not comment due to proceedings occurring elsewhere.

Council **RESOLVED** that the minutes of the Human Resources Committee meeting held on 28 March 2018 be confirmed as a correct record, for signature by the Chair, and their contents be noted.

303. ACCESS TO THE COUNCIL BUILDING

The Clerk outlined the recommendations of the Human Resources Committee (shown on page 26 of the Council agenda), following a review of health and safety.

A member suggested that key fob access be removed altogether. The Clerk stated that some access by members was necessary for emergency purposes (e.g. if an employee fell ill while working alone). The HR Committee recommended that the Chair and Vice Chair only should have access to the building by key fob.

In answer to comments, the Clerk stated that, if the recommendations of the HR Committee were agreed, he would write to members and former members if they were known to have key fobs, to collect old key fobs back in. Any new fobs could be signed out and back in again. He was also in discussions with Blaenau Gwent CBC about changing the access codes and improving security generally, following the Council's decisions on 18 April 2018.

The Chair moved and:

Council **RESOLVED**:

- (1) that access to the building for members by key fob be restricted
- (2) that only two members should have key fobs; those members being the Chair and Vice Chair of the Council for the time being, in case of emergency, on the basis that all other members already had access to the building whenever staff were present and no greater access was required or appropriate
- (3) that the incumbent's key fob be passed to the incoming Chair or Vice Chair, as the case may be, when a new Chair or Vice Chair is elected in future and
- (4) that all key fobs currently in the possession of members be collected in (except for the Chair's and Vice-Chair's key fobs).

304. CHAIRMAN'S ANNOUNCEMENTS / OTHER RELEVANT CORRESPONDENCE

As the Chairman was absent, there were no Chairman's announcements. There were however three important pieces of correspondence to deal with, as shown below.

A. Public Services Ombudsman (PSO) Complaint

The Clerk reported that:

- he had emailed all members on 4 April, notifying them of the following matters
- the Chairman of the Council had asked him to announce the following matters at this meeting:
 - he (the Clerk) had received a letter from the Public Services Ombudsman for Wales late on Wednesday 28 March 2018, notifying him of the outcome of a complaint about Councillor Ivor Beynon
 - the letter he received on 28 March also attached an anonymised letter to the complainant, containing further details of the investigation
 - the complaint was that Councillor Beynon breached the Code of Conduct as he arranged for a sum of money, intended for the council as a community benefit on the development of a solar farm, to be paid to Aberbeeg Community Project instead of to the Council
 - the finding of the Public Services Ombudsman for Wales was that no action needed to be taken in respect of the matters investigated
 - he (the Clerk) had (on 4 April) been given authorisation to inform all members of the outcome of the complaint, which he had done
 - he (the Clerk) was not authorised to give members a copy of the letter sent to him, or the letter sent to the complainant, or the name of the complainant, or any further details of the PSO's findings.

Councillor White stated that:

- the PSO had not concluded that no further action needed to be taken
- the PSO had made recommendations for further action
- he had obtained, from the PSO, a summary of the report
- he had asked the Chairman of the Council several times to put this issue on the Council agenda, but had been refused
- the PSO had recommended that the former Chairman receive further training on the Member Code of Conduct
- the report said the Council had been brought into disrepute.

Questions were asked by members about:

- who had allegedly posted a copy of the full report through Councillor Morgan's door
- whether that report (which had allegedly been posted through Councillor Morgan's door) was the actual report
- whether the Clerk had received a copy, so that he could compare versions.

Councillor Morgan reiterated comments he had sent by email, that he had seen the full report and that a copy had been pushed through his door. He stated that he was happy to supply copies to the Clerk or to members.

The Clerk stated that:

- he had not received a copy of the report from Councillor Morgan
- the PSO report was confidential and its contents should not be discussed
- he was not able to discuss its contents
- he was dealing with further training, which Councillor Beynon wanted.

Councillor Beynon stated that he had asked for further training. The report did not say he had brought the Council into disrepute.

Questions were asked or comments were made by other members:

- whether the Clerk could find out who had received the report from the PSO
- that the report could only have been supplied by one of the people who had received it
- this was a Code of Conduct issue
- if they (the commenter) had had the report pushed through their door, they would have reported that to the PSO or to the Police
- members were meant to be in a position of trust
- whether the PSO could be asked, who had received what version of the report
- that members had specifically been told in the past, that that were not to discuss the details of PSO complaints.

Councillor Beynon stated that concerns had been raised about his conduct. These had been investigated and dealt with by the PSO. He wished to move forward positively as part of the Council, having learned from the experience.

Council **RESOLVED** that the Clerk make enquiries of the PSO (about what had been supplied to whom) and inform members as soon as possible.

B. Community Asset Transfer (CAT): Cwmnantygroes / Abertillery Bluebirds

Councillor Gill Clark and Councillor Roger Clark declared personal interests in this matter, as a family member was closely involved in the club.

The Clerk circulated copies of an email he had received this afternoon from Blaenau Gwent County Borough Council (BGCBC), seeking any representations from ALCC on the proposed community asset transfer of the Cwmnantygroes field and pavilion to the Abertillery Bluebirds.

Several members expressed support for the transfer and the club.

Members commented, on the wider principle of community asset transfers:

- that potential transferees should proceed with caution and seek legal advice
- other facilities had been transferred and others were proposed for transfer (e.g. Brynmawr Cinema, The Met, the Museum etc)
- the terms and conditions and liabilities involved were not always clear
- if the use of the facility was to stay the same, transfer could be straightforward
- changing the use of the facility later however was a very different matter
- ALCC should have a greater role in scrutinising community asset transfers e.g. of The Met, and their implications
- ALCC should have more input and develop its own policy position
- transfers were on the basis of a lease, which BGCBC could revoke if they chose to do so or if the organisation failed to maintain the facility properly.

In answer to questions about the transfer of the field and pavilion to Abertillery Bluebirds, Councillor Roger Clark stated that:

- it was on a 25 year lease, with an option to extend further
- the club could not build on the site or change its use
- it must maintain and continue to provide sporting facilities on the site
- the site would become the club's responsibility on transfer
- the club needed to become a limited company, with directors and so on
- there appeared to be no problems with viability, as far as he was aware.

The Clerk reminded members that the Council was awaiting further information from BGCBC on other community asset transfer proposals.

Council **RESOLVED** to support this proposal and reiterate its request for further information from BGCBC on other CAT proposals.

C. Letter from Santander bank

The Clerk circulated copies of a letter and impact assessment received today from Santander Bank, announcing that they were to close their Abertillery branch from 27 September 2018.

Members expressed disappointment about the closure. It was acknowledged that a large proportion of customers were choosing to bank online and choosing to bank elsewhere (as well as in Abertillery).

Council **RESOLVED** to note the situation, with disappointment.

305. SUSPENSION OF STANDING ORDER 1(z)

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

306. CELEBRATING LOCAL SUCCESS

Council **RESOLVED**:

- (1) to write to two local primary school pupils, Roman Creel and Cailan Bourne, congratulating them on their recent selection for Swansea City Football Club
- (2) to write to Abertillery Bluebirds AFC, congratulating them on reaching the Gwent Seniors Cup Final on 12 May
- (3) that their successes be publicised on the Council's website.

307. EXCLUSION OF 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.

Councillor Phillips left the meeting at this point.

308. STAFF APPRAISALS, PAY IMPLICATIONS AND NJC Payscale CHANGES

The Clerk explained:

- the decisions of the Human Resources Committee on 28 March 2018 relating to staff appraisals and pay implications
- the pay scales of current and former staff
- that the national pay scales had recently been changed, following negotiations between employers' and employees' representatives
- that paying increased salaries would have unbudgeted financial implications
- the terms of staff contracts in relation to appraisals, annual increments and NJC pay scales
- recently received advice from the Council's Internal Auditor, that it was not necessary to gain Council approval for annual increments or pay rises (as these were contractual obligations), but that it was desirable to do so.

Comments were made that the Council's staff were doing an excellent job. A member moved, several members seconded and:

Council **RESOLVED** (with 12 members voting in favour and 2 against):

- (1) that the performance of the staff was satisfactory based on the appraisals carried out
- (2) that the staff be paid one increment each from 1 April 2018, in line with their contractual terms

- (3) that staff salaries be increased in line with the new national NJC pay scales, in line with their contractual terms.

The meeting ended at 9.10pm.

Signed as a correct record by the Chairman

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

Minutes produced by Richard Gwinnell, Clerk

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**MINUTES OF THE ANNUAL MEETING OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL (A&LCC) HELD ON 9 MAY 2018 at 6.00pm
in the Council Chamber, Mitre Street, Abertillery**

3d

PRESENT: Councillors:

Peter Adamson, Steve Bard (Chairman 2017/18) (in the Chair until item 4), Gill Clark, Roger Clark, Tracey Dyson, Julie Holt (Chair 2018/19) (in the Chair from item 4), Ross Leadbeater, Mark Lewis, Robert Phillips, Allen Rees, Nick Simmons, Graham White and Trudy Williams

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

Others: Helena Fox, One Voice Wales (attending for training after this meeting)

ABSENT: Councillors Ivor Beynon, Keri Bidgood, Perry Morgan and Glyn Smith

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ivor Beynon and Keri Bidgood.

2. DECLARATIONS OF INTEREST

No personal interests were declared:

3. ELECTION OF CHAIRMAN (CHAIR) 2018/19

Council **RESOLVED** that Councillor Julie Holt be elected Chairman (to be known as Chair) of the Council for the 2018/19 municipal year.

The retiring Chairman handed the Chains of office to the new Chair.

The new Chair signed her declaration of acceptance of office.

The new Chair took over the chairing of the meeting at this point.

4. ELECTION OF VICE-CHAIRMAN (VICE-CHAIR) 2018/19

Council **RESOLVED** that Councillor Gill Clark be elected Vice-Chairman (to be known as Vice-Chair) of the Council for the 2018/19 municipal year.

The new Vice-Chair signed her declaration of acceptance of office.

5. RETIRING CHAIRMAN'S STATEMENT

The retiring Chairman (Councillor Stephen Bard) stated in brief (main points) that:

- he had presided during an interesting and difficult year for the Council
- the Council had only 8 members at the start of the year; it now had 18
- he had been pleased to welcome 11 new members during the year
- he was pleased the Council was now looking forward much more positively than in the past

- he was particularly pleased in the past year that the Council had secured funding of £35k from the solar farm company, which had been distributed to many local organisations for the good of local communities
- he was pleased at the improvements over the last year in budgeting and financial management and monitoring
- a number of policies had been introduced in the last year, leading to what was now a much better run council
- there was much to look back on with pride, over the last year
- the council now had many new councillors, with new ideas
- most councillors were getting involved and becoming “doing councillors”
- he thanked members for their support and looked forward to a rest.

Councillor Wall arrived in the meeting during the retiring Chairman’s statement.

6. COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES 2018/19

The Clerk outlined the report briefly. He and various members answered questions.

Members debated whether the Human Resources (HR) Committee should have more than 4 members. It was pointed out that the HR Committee should have a small number of preferably experienced members, as it was responsible for confidential employment issues and most members should not be involved in HR decisions, in case independent members were needed to hear appeals for example. Most councils had very small numbers of members on their HR Committees and the structure had been reviewed last year and was now working well.

Councillor Wall moved that the HR Committee should have 7 members. Councillor Bard moved an amendment, that the current situation (4 members on the HR Committee) be retained. The amendment was carried, following a vote.

Councillors Bard, Phillips and White were nominated to serve on the HR Committee (in addition to the Chair and Vice Chair of the Council, who were on the committee automatically). Following votes for each, the Council agreed that Councillors Bard and Phillips be appointed to the HR Committee, alongside the Chair and Vice Chair.

Council **RESOLVED:**

- (1) to appoint the committees and working groups listed in appendix A to these minutes for the year ahead
- (2) to agree terms of reference (i.e. powers, functions and other arrangements) for the committees or working groups appointed, as listed in appendix A
- (3) to appoint the members listed in appendix B to these minutes to serve on committees or working groups for the year ahead
- (4) to appoint the Chairs listed in appendix B to these minutes for the year ahead
- (5) to agree the dates and times of Council meetings listed in the report for the year ahead, subject to change if needed during the year
- (6) to appoint the members listed in appendix B to these minutes to serve on joint committees for the year ahead and
- (7) to appoint the members listed in appendix B to these minutes to serve on outside bodies for the year ahead.

7. CONFIRMATION OF CHAIRMAN'S CHARITY APPEAL 2018/19

The Chair reported that any monies raised for charity this year would be for the benefit jointly of 3rd Abertillery Guides and 1st Abertillery Scouts.

Council **NOTED** the information.

8. MEMBERS' AND CHAIRMAN'S ALLOWANCES 2018/19

The Clerk outlined the report briefly and answered questions, explaining:

- the allowances which were now mandatory
- that members could choose to forego their allowances, in writing to the Clerk
- the Council's options on the non-mandatory allowances and what they were for
- that a Chairman's Allowance was different from a civic hospitality budget, if one was provided.

The Chair stated that she would not accept a Chairman's Allowance, even if one was provided.

Council **RESOLVED**:

- (1) to note that paying members a basic allowance of £150 each per year is now a mandatory requirement, unless they individually forego that allowance in writing
- (2) to note that providing for the reimbursement of necessary costs of care of dependent children and adults and for personal assistance needs up to a maximum of £403 per member per month, for the additional costs incurred by members in order for them to carry out their approved duties, on production of receipts, is now a mandatory requirement
- (3) NOT to pay any members any additional allowances for specific responsibilities or senior roles within the Council (e.g. committee chairs)
- (4) NOT to pay a Civic Head Honorarium to the Chair of the Council
- (5) NOT to pay a Deputy Civic Head Honorarium to the Vice-Chair of the Council
- (6) to pay members' travel costs for approved duties in line with the rates in the IRP report
- (7) to pay members' subsistence costs in line with the rates in the IRP report and
- (8) NOT to pay financial loss compensation to members.

The meeting ended at 6.55pm.

Signed as a correct record by the Chair

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

Minutes produced by Richard Gwinnell, Clerk

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

TERMS OF REFERENCE OF COMMITTEES 2017-2018

TERMS OF REFERENCE OF THE PLANNING AND ENVIRONMENT COMMITTEE

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

TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE

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

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

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

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

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

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

TERMS OF REFERENCE OF THE COMPLAINTS AND APPEALS COMMITTEE

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

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

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

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

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

TERMS OF REFERENCE OF THE CENTENARY EVENTS 2018 WORKING GROUP

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

TERMS OF REFERENCE OF THE SHOP LOCAL WORKING GROUP

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

TERMS OF REFERENCE OF THE CHRISTMAS LIGHTS WORKING GROUP

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

TERMS OF REFERENCE OF THE WELL-BEING WORKING GROUP

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

APPENDIX B TO THE MINUTES OF THE COUNCIL MEETING HELD ON 9 MAY 2018

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

MEMBERSHIP OF COMMITTEES 2018/19

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

JOINT COMMITTEES	COUNCILLORS
JOINT COMMITTEE OF LOCAL COUNCILS IN BLAENAU GWENT (5 representatives)	Ivor Beynon Perry Morgan Nick Simmons Glyn Smith Bernard Wall
CONSULTATION WITH COUNTY BOROUGH COUNCIL (out of Joint Committee) (2 representatives) (usually Chairman plus one other) + Clerk)	Bernard Wall Nick Simmons
OUTSIDE BODIES	COUNCILLORS
ONE VOICE WALES GWENT VALLEYS AREA COMMITTEE (2 representatives) NB Clerk also welcome to attend	Ivor Beynon Glyn Smith
ONE VOICE WALES LARGER LOCAL COUNCILS COMMITTEE (1 rep) NB Clerk also welcome to attend	Glyn Smith
ABERTILLERY AND DISTRICT TWINNING ASSOCIATION (2 representatives)	Robert Phillips Tracey Dyson
SCHOOL GOVERNING BODIES (1 rep on each)	
St Illtyd's Community Primary Soffrydd Primary Ysgol Gymraeg Bro Helyg	Gill Clark Allen Rees Ivor Beynon
ABERTILLERY REGENERATION (2 reps)	Nick Simmons Glyn Smith
BLAENAU GWENT HERITAGE FORUM	Gill Clark Mark Lewis
BLAENAU GWENT ARMED FORCES COVENANT STEERING GROUP	Tracey Dyson
LOCAL LIST OF BUILDINGS OF INTEREST – ABERTILLERY AND DISTRICT WORKING GROUP	Gill Clark Graham White

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**MINUTES OF A MEETING OF THE COMPLAINTS COMMITTEE OF ABERTILLERY
AND LLANHILLETH COMMUNITY COUNCIL (A&LCC) HELD ON 11 JUNE 2018 at
6.15pm in the Council Chamber, Mitre Street, Abertillery**

3e

PRESENT: Councillors: Gill Clark (in the Chair), Nick Simmons and Trudy Williams

Officers: Richard Gwinnell, Clerk

Others: None

Absent: Councillor Keri Bidgood

9. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Keri Bidgood.

10. DECLARATIONS OF INTEREST

No members declared any personal interests.

11. EXCLUSION OF PRESS AND PUBLIC

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

12. FREEDOM OF INFORMATION (FOI) REQUEST: REFUSAL NOTICE: INTERNAL REVIEW

The Clerk reminded members that:

- they were tasked with undertaking an internal review of the decision to refuse a person's Freedom of Information requests
- they had been chosen to conduct this review as they had no previous involvement in the refusal of those requests, and they were not on the Human Resources (HR) Committee
- they had met on 25 April and requested further information
- that information had been provided to them.

Committee members commented that:

- they had seen a catalogue of correspondence over a lengthy period
- there was substantial evidence on which to base a decision
- the person continued to raise the same issues over and over again
- the volume and times emails had been sent indicated a possible obsession
- the issues he raised were in the past; this was not in the public interest
- the issues appeared to be of interest to him but no one else
- there was no value in corresponding on those issues any further
- the Council had very limited staffing resources
- corresponding on these issues was a clear waste of those resources
- members had a duty of care to protect staff from harassment
- the person appeared to be harassing staff

- members had undertaken a thorough investigation
- none of them had discussed this matter with anyone outside the committee
- there was overwhelming evidence to justify the refusal to correspond further with the person or answer his Fol requests on the issues defined by the HR Committee.

The Committee **RESOLVED:**

- (1) that the refusal of the person's Freedom of Information requests and any further correspondence on the issues defined was reasonable and justified
- (2) that the decision to do so therefore be upheld
- (3) that the Chair write to the person, informing him of the outcome of this review.

The meeting ended at 6.40pm.

Signed as a correct record by the Chair

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

Minutes produced by Richard Gwinnell, Clerk

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
27 JUNE 2018**

ACTION SHEET

This action sheet lists decisions previously taken by the Council, where specific action is required to implement the decision. Its purpose is to monitor those decisions, to ensure decisions are implemented and ensure Council is kept up to date on the situation.

Past decisions will remain on the decision sheet until they have been implemented and reported back to Council. Once reported back as complete, they will be removed. Decisions to be removed after this meeting are shaded and marked *

Meeting	Minute ref	Decision / action required	By whom	Position report
Council 22.2.17	11	Report back to Council on communication protocols and social media (SM) guidance as part of a wider review of IT Policy, dealing with IT security, protocols, data protection, data retention, social media and other issues	Clerk / DC	In progress. All Members provided with WLGA SM guide. Council agreed SM policy Sept 17. Work ongoing re GDPR
Council 5.4.17	16(3)	Seek the training decided upon for newly elected members	Clerk	In progress
Council 12.7.17	42(6)	Arrange Code of Conduct training – attendance mandatory for all members	Clerk	All except 1 member has attended
Council 27.9.17	76(13)	Council agrees to replace or fix the broken gate at the Abertillery War Memorial site	DC	Three companies asked for quotes. No quotes received. Is this still required?
Council 25.10.17	109	Jubilee Square gates – lock – follow up	Clerk / DC	
Council 25.10.17	111(3)	Contact Lawrence Memorials to take up their offer to clean the War Memorial itself at nil cost to the Council, prior to the 2018 Centenary Remembrance events	Clerk	On site meeting held. Cleaning to be done in August 2018
Council 25.10.17	112(4)	Report back on floodlighting options at the Abertillery War Memorial	Cllr Phillips	
Council 25.10.17	113(2)	The resultant savings from the removal of sites 8 and 9 from the Christmas lights 2017 contract be used in 2018 to install power supplies to those two locations so that lights can be provided there in 2018 and 2019	DC	Power supplies installed at new sites May 2018 *
Council 25.10.17	119	Progress the setting up of new email accounts for all members of the Council and for the officers of the Council as soon as possible, as discussed and with the policy caveats outlined	DC	New accounts went live on 17 Jan 2018. Majority of members using new email accounts
Council 8.11.17	128(4)	Approach the church to see if they could improve the siting and lighting of the Stations of the Cross	Clerk / DC	
HR Ctte 29.11.17	HR8(12)	Undertake the annual review of staffing levels in Oct/Nov 2018 before the budget is set for the following year	HR Ctte	

Council 29.11.17	145(4)	Write to BGCBC to query whether any action can be taken about a regular fly poster in the A&LCC area, in liaison with Councillor White	Clerk / DC	Awaiting input from Cllr White
Council 29.11.17	147(2)	Plan and prepare an events programme for the 2018 Centenary of the end of the First World War and report back to the Council with recommendations	CEWG / Chairman (Cllr Morgan)	See later updates
Council 29.11.17	149(2)	Report back on the proposal that all members be DBS checked	Clerk	Enquiries in progress
Council 29.11.17	149(4)	Write to BGCBC, enquiring about the availability of the gazebos used in previous years for Winterfest and other public events in the Blaenau Gwent area, in liaison with Councillor Simmons	Clerk	Enquiry sent. The gazebos were transferred to Ebbw Vale Business Forum in 2016 *
Council 29.11.17	151	Write letters of support, if Council is asked to do so, for the Llanhilleth Institute or Ty Ebbw Fach or any other appropriate facilities which wish to provide an alternative location for a Post Office in future	DC	Post Office looking for "outreach" facility. Ty Ebbw Fach and Llanhilleth Institute proposed
Council 13.12.17	175	Progress direct debit mandates as soon as possible in respect of utilities bills such as gas, electric, water, telephone and internet services	DC	Phone + internet now paid for by DD. Others in progress
Council 13.12.17	176(3)	That First Aid training be organised for members as soon as possible	Clerk	Aborted due to lack of take up. See below *
Council 31.1.18 (ordinary)	207	Publicise, via the Council's website, relevant funding streams to which local community groups or organisations may apply	DC	
Council 31.1.18 (ordinary)	210	Publicise letters of thanks received (for the Solar Farm Funding contributions) on the Council's website	DC	In progress
Council 7.3.18	220(2)	Delay appointing a Data Protection Officer until further details received – officers to report back	Clerk/DC	See updates below
Council 7.3.18	220(3)	Keep GDPR on the agenda as a standing item – officers to report back	Clerk/DC	Reported back to every meeting since
Council 7.3.18	223(2)	Add Well-being Visual to Council website	DC	Completed and being updated *
Council 7.3.18	233	Keep the future of Aberfest and Winterfest on the agenda for the time being	Clerk	Discussed at every meeting since
Council 7.3.18	239	Obtain a Blue Plaque and place it in Jubilee Square if possible to commemorate the life and work of John Selway	DC	In progress – see below
HR Ctte 28.3.18	HR15	Make recommendations to Council about restricting access to the council building	Clerk/HR Ctte	Completed *
HR Ctte 28.3.18	HR17	Write to the person concerned, informing him of the decision to restrict further correspondence, in line with the policy for dealing with unreasonably persistent customers and complainants and unreasonable complainant behaviour	Clerk/Chairman	Completed *
HR Ctte 28.3.18	HR18	Pay staff increments	Clerk/Chairman	Completed *
Council 28.3.18	252(3)	Liaise with Aberbeeg Community Centre to help them with storage solutions if possible	Cllr Phillips	In progress

Council 28.3.18	252(4)	Refer Aberbeeg Community Centre's (ACC) well-being suggestions to the Well-being Working Group	Cllr Simmons	In progress
Council 28.3.18	253	Reschedule Street Games presentation to a later meeting	Clerk	Rescheduled to June *
Council 28.3.18	255(1)	Circulate list of existing defibrillators to all members	DC	Completed – see later updated below *
Council 28.3.18	255(2)	Work together to come up with firm recommendations re defibrillators and report back to Council	DC/Cllr Simmons	On agenda 27.6.18
Council 28.3.18	256(2)	Inform ACC of councillor vacancy	Clerk	Completed *
Council 28.3.18	257(2)	Feed back to Cllr Simmons (with ideas for well-being projects) within 1 month	All members	Deadline passed *
Council 28.3.18	257(3)	Cllr White appointed to Well-being Working Group – amend ctte memberships list	Clerk	Completed *
Council 28.3.18	257(4)	Liaise with ACC and facilitate a meeting with them and Cllr White	Cllr Simmons	Completed *
Council 28.3.18	259(1) and (2)	Purchase a Silent Soldier – from the reserve funding earmarked for centenary events	Clerk/DC	Ordered – awaiting delivery
Council 28.3.18	259(3)	Centenary Events Working Group to discuss where the Silent Soldier should be located and recommend location to Council	Chairman of CEWG Cllr Morgan	Completed *
Council 28.3.18	261(2)	Annual meeting to be held on 9 May – amend list of meeting dates	Clerk	Completed *
Council 28.3.18	261(3)	Consult members for their availability for First Aid training	Clerk	See below *
Council 28.3.18	266(1)	Pay grant of £100 to Theatre AdHoc	Clerk	Completed *
Council 28.3.18	266(2)	Work together on grants criteria for future consideration by Council	DC/Cllr Leadbeater	In progress
Council 28.3.18	270	Write to Jack Shore congratulating him on his success and publicise on the website	Clerk	Completed *
Council 18.4.18	279(2)	Complete and sign the 2016/17 Annual Return	Clerk/RFO Chairman	Delayed pending 18 July meeting
Council 18.4.18	279(3)	Submit the 2016/17 Annual Return to the Wales Audit Office	Clerk/RFO	Delayed pending 18 July meeting
Council 18.4.18	282(1)	Write to the Police, AMs and MPs with concerns re Police resources	Clerk	Completed *
Council 18.4.18	282(2)	Seek urgent discussions with and action from BGCBC re building security	Clerk	Door code changed. Door locks changed. Key fobs re-coded *
Council 18.4.18	282(3)	Take whatever measures are necessary to improve security and protect staff	Clerk	Door code changed. Door locks changed. Key fobs re-coded. CCTV in progress *
Complaints Ctte (CC) 25.4.18	276	Provide members with correspondence log and estimate of time spent on issue	Clerk	Completed *
CC 25.4.18	276 (3)	Arrange further meeting(s) to make a final determination	Clerk	Arranged 4 June and 11 June 2018 *
CC 25.4.18	276(4)	Write to the person concerned with an update	Clerk	Overtaken by events *
Council 25.4.18	288(2)	Report back on “admin” options re member email accounts	DC	On agenda 27.6.18

Council 25.4.18	288(3)	Send confidential papers to members only via official ALCC emails in future	Clerk/DC	Noted *
Council 25.4.18	288(4)	Blue plaque for John Selway – report back progress	DC	Stakeholder meeting being arranged June
Council 25.4.18	288(5)	Replacement of Six Bells post office – report back on progress	DC	On agenda 27.6.18
Council 25.4.18	292(1)	Locate the Silent Soldier near the Pendragon Stones	Clerk/DC	Ordered in May. Awaiting delivery
Council 25.4.18	292(2)	Pay up to £50 for a wreath on behalf of ALCC for the last post ceremony in Belgium	Clerk	Awaiting invoice
Council 25.4.18	292(3)	Take the funds from the £5,000 set aside for centenary events	Clerk	Noted *
Council 25.4.18	292(4)	Report back on details and costs of proposed banners for Foundry Bridge	Cllr Morgan	CEWG update on agenda 27.6.18
Council 25.4.18	293(1)	Engage with traders – assess commitment from traders for a shop local campaign	Cllr Lewis	SLWG update on agenda 27.6.18
Council 25.4.18	293(2)	Report progress to a future Council meeting	Cllr Lewis	SLWG update on agenda 27.6.18
Council 25.4.18	294(1)	Invite Simon Morgan of Admiral Nurses to a future Council meeting	Clerk	Arranged for 25.7.18
Council 25.4.18	295	Cancel first aid training for all members and rearrange on an individual basis	Clerk	All-member training cancelled. Individual bookings in progress
Council 25.4.18	298	Put Zebra crossing at Alexandra Road on a future agenda	Clerk	On agenda 27.6.18
Council 25.4.18	303(1)	Access to the building for members by key fob be restricted	Clerk	Completed *
Council 25.4.18	303(2)	Only two members to have key fobs; Chair and Vice Chair	Clerk	Noted *
Council 25.4.18	303(3)	Incumbents' keys to be passed to new office holders in future	Clerk	Noted *
Council 25.4.18	303(4)	All existing key fobs in the possession of members be collected in (except Chair/Vice)	Clerk	In progress. Old key fobs re-coded so they no longer work
Council 25.4.18	304A	Make enquiries of the PSO about what had been supplied to whom and inform members as soon as possible	Clerk	Completed *
Council 25.4.18	304B	Support the community asset transfer to the Abertillery Bluebirds and request further information on other CAT proposals	Clerk	BGCBC notified *
Council 25.4.18	306(1)	Write to two local primary school pupils, congratulating them on their selection for Swansea City Football Club	Clerk	In progress
Council 25.4.18	306(2)	Write to Abertillery Bluebirds, congratulating them on reaching the Gwent Seniors Cup Final	Clerk	Completed *
Council 25.4.18	306(3)	Publicise these successes on the website	Clerk/DC	In progress *
Council 25.4.18	308(2)	Staff be paid increments from 1 April 2018	Clerk / Chairman	Completed *
Council 25.4.18	308(3)	Staff salaries be increased in line with the new national NJC pay scales	Clerk / Chairman	Completed *
Council 9.5.18	6 (1 to 4)	Committees, working groups, memberships – publish new lists, write to all members	Clerk	Completed *
Council 9.5.18	6 (5)	Dates and times of meetings – publish new list, write to all members	Clerk	Completed *

Council 9.5.18	6 (6 to 7)	New members on joint committees/outside bodies – write to organisations affected	Clerk	Completed *
Council 9.5.18	8 (all)	Pay all necessary members allowances (basic, cost of care, travel and subsistence) on receipt of claims, unless members write to forego their allowances	Clerk	This will be done over the year ahead
CC 11.6.18	12	Write to the person concerned with the outcome of an internal review	CC Chairman	Completed *

Abbreviations

DC = Deputy Clerk

PQ = Public Question

Ctte = Committee

CEWG = Centenary Events Working Group

SLWG = Shop Local Working Group

Cllr = Councillor

BGCBC = Blaenau Gwent County Borough Council

RFO = Responsible Financial Officer

DBS = Disclosure and Barring Service

Author: Richard Gwinnell, Clerk to the Council

Updated: 19 June 2018

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Chair Cllr Nick Simmons

Members:- Cllr Rob Phillips, Cllr Tracey Dyson, BG Chair Nigel Daniels , Head of Policy and Performance BG Bernadette Elias, Deputy Clerk Steve Edwards

*attendees

Progress Report No.4 (Meeting 23/5/2018) Meeting with WBWG

Verbal report

This meeting originally planned for Ebbw vale but move to our chamber. Firstly thanks to Steve for brining his personal projector in to run the PowerPoint presentation on. (The concept was good but the execution was basic however it served its purpose to communicate what we are doing)

As a professional organisation we need equipment to host and present today's electronic media.(This is a side issue which we as a council needed to address)

The discussion itself: I run through the presentation that was agreed at the WBWG meeting of the 21st.

Both Nigel & Bernadette were pleasantly surprised and impressed with the amount of work and enthusiasm ALCC have put into the well being considering we actually do not have to produce a Well being plan.

A series of complementary comment where made:-

- The **background** work carried out on the population distribution was useful, further analysis from Bernadette's team was offered
- The **development** of cross ward project was a good concept in create a cohesive approach to well being across the C&TC
- Obtaining **Buy-in** from the resident of all wards, by running dedicated ward projects was a ideal concept. The selection of ward project will be carried out via a flyer each ward
- The build up of at least 1 councillor from each ward on the WBWG is positive approach. A **cross functionality** approach across ward is a must for smaller wards. Especially when it comes to the linked projects.
- Our project plan would appear to conform and link in with the **Aims & Objective** of:-
Firstly the Welsh government Well being act
Secondly the BGCBC well being plan
- The projects mentioned are of short to medium term projects and it was suggested we look at least 1 or more **longer term project**

This meeting was not intended to simply to inform BGCBC how we are intending to develop well being in our community council, but understand how ALCC which is largest populated C&TC area (23%) situated within the largest geographically populated valley within BGCBC (49%) will have input to the BGCBC plan

Comments & Questions and views put to the BGCBC Chair

- With the Well being act is driven by local PSB in conjunction with local authorities with expenditure greater the £200k in fact Nigel is the chair of the PSB BGCBC.
- I have received several training secession on WB, and C&TC and are linked to the PSB and its decision making process.
This does not appear to be working with BGCBC as I have received a copy of the Welsh audit office on the WB act 1st year report gives an example of a project BG has implemented. (Self diagnostic at Dr's via the internet) ALCC was not informed of this project; Bernadette commented that she was surprised as this was the first time she was notified of the project . This confirm communication need further work
- The fact that the EBBW Fawr valley doesn't have a C&TC was a concern in that dispassionate funding may occur, with WB Funding.
- As none of the C&TC in BG needs to developed a WB Plan has any of the other 3 C&TC been as proactive as us?

Reponses to these Comment, Questions and View where responded to in a general comment that;

BG is taking WB seriously in that the Chair of the council was also the chair of the PSB not delegated.

There is provision for C&TC to have an input to the PSB but not implemented in BG at the moment. BG is still developing a communication structure that is fit for purpose

The current WG, C&TC review will address the Ebbw fawr situation in the future.

ALCC is the only C&TC within BG to put together a comprehensive approach to WB in their area, Both Bernadette and nigel where complementary on our approach and requested we allow them to show what we have done to the other C&TC within BG.

The WBWG needs to meet to develop a response to the meeting.



Clerk Clerk <clerk.alcc@gmail.com>

Centenary working group

Perry Morgan <perrymorgan66@googlemail.com>

Sun, Jun 17, 2018 at 9:30 PM

To: Clerk ALCC <clerk.alcc@gmail.com>, Tracey Dyson <traceydyson.alcc@gmail.com>, Allen Rees <allenrees.alcc@gmail.com>, "wfordpop@aol.com" <WFordpop@aol.com>, Tony Baghurst <baghurst445@btinternet.com>, Geoff Nash <mngan@talktalk.net>, Martin Parfitt <marfitt@talktalk.net>

Hi all update of working group to clerk and council

- 1, propose open day at abertillery park on the 8th September 2018
- 2, clerk if u can contact bgcbc ref using abertillery park
- 3, if we can ask council to agree on the clerks holding the funds in case we as a group need to pay for things as we don't have much time to arrange. Receipts will be provide
- 4 have contacted cllr bard ref town band and choir attending
- 5, need to see about insurance for this event clerk to find out
- 6, speak to cllr Phillips ref staging for event
- 7, Martin parfitt as arrange stewards with aberstruth plus contact Ffrindaiu Tyleri if they can provide stewards plus first aid cover
- 8, Geoff Nash to arrange standards bears plus a bugler plus a group Geoff knows passion pops they sing popular song with the forces at the time
- 9, ffrindaiu Tyler to supply gazebos tables etc
- 10, contact local groups for entertainment live music etc and schools we want involves
- 11, Tony to see about liquor an licence if needed ???
- 12, food stalls drink stalls
- 13 contact local ta centre hopefully they can bring the guns etc army cadets air cadets plus others that may want to help making this a very successful event for alcc
- 14, fair or bouncy castle etc children entertainment etc
- 15, so if u .can add this to minutes so council and agree on this event to take place
- 16, date for our next meeting 3rd July at the bridgend pub

I would also like to thanks members for turning up and having an input
Many thanks

Cllr p morgan
Chairman centenary working group

Minutes of Centenary Meeting 12 June 18

1. Planning of event

- Proposed event: A celebration party in the park
- Proposed name: WW1 Centenary Celebration in the Park
- Proposed date: 8th September 2018 (3pm start)
- Proposed site: Abertillery park
- Proposed Entertainment: Military vehicles
Live Music
Stalls
Food/bar
Children's entertainment
Displays

Things that has already been agreed:

- Abertillery Rugby club has been approached about us using the field, they are not playing at home on that date and agree we can use the field and will provide a bar for us if required.
- Aberstruth will provide Stewards for us to use at the event
- We have been offered Standard Bearers for the event (probably 5)
- Des has agreed to run the PA systems for any music acts
- Ffrindaiu Tyleri has agreed to lend us tables and gazebo's for stalls

Things for council to agree to:

- Overall agreement to hold the event
- As there is only 2 meetings before the event, control of spending the pot of money put aside for this group to be agreed for the Clerks to authorise. As we might need agreement straight away for things that need to be ordered.

Going Forward:

- Tracey to continue working through the list provided to ensure that everything is covered to run this event smoothly
- Entertainment to be arranged
- Agencies to be approached officially for displays etc

2. Selling of Poppies for the lampposts on the run up to Remembrance Sunday didn't happen at Aberfest, so the above event will be another opportunity to sell these.

3. Next meeting: 3rd July - 6.30pm Venue Bridgend Pub

Cllr Tracey Dyson



Clerk Clerk <clerk.alcc@gmail.com>

Working group

1 message

Perry Morgan <perrymorgan66@googlemail.com>

Tue, Jun 19, 2018 at 2:23 PM

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

Cc: Tracey Dyson <traceydyson.alcc@gmail.com>, Tony Baghurst <baghurst445@btinternet.com>, "wfordpop@aol.com" <WFordpop@aol.com>, Geoff Nash <mngan@talktalk.net>, Allen Rees <allenrees.alcc@gmail.com>, Martin Parfitt <marfitt@talktalk.net>

Hi all just to inform u I'm stepping as chairman of this working group this was set up as a group to arrange any celebration in alcc area it seems now I've been taking out of the loop and for that reason I wish no longer to be involved it was intended for the 8 people to get involved but seems now cllr Tracy Dyson is the only one making decisions witch as a group is not right

Many thanks for your support with sorting the the disable ramp at the cenotaph

P morgan cllr cwmtillely ward

On Tue, 19 Jun 2018, 13:51 Clerk ALCC, <clerk.alcc@gmail.com> wrote:

Hi Tracey

(cc others for info)

As you requested, I rang Dave Ritchings today of the Legion, to enquire where and when talks are taking place in schools etc (with the #200 ALCC granted earlier this year).

Dave told me he has booked two people to come from Cardiff Museum (one dressed up in WW1 uniform and one doing the talking/interacting with children) on 10 Oct 9.15am (2 sessions, each of one hour) at Tillery Street Juniors and

10 Oct 1pm (1 session) at Millennium School, Roseheyworth. Each talk is for up to 35 pupils. The schools will send us photos after the events.

He's also booked John Dixon who has been doing talks for several years and is from the Western front Association to do talks (specifically with ref to the 3rd Mons) on 16 October at 10.30am at Queen Street School and 16 October at 1pm at Bryngwyn School.

John Dixon is also doing a talk at the Corner Club on 15 October at 7pm.

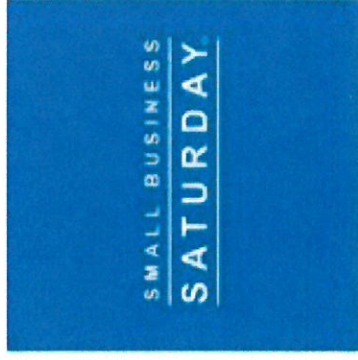
Best wishes

Richard Gwinnell
Clerk to the Council
Abertillery and Llanhilleth Community Council
Council Offices, Mitre Street, Abertillery. NP13 1AE.
(Telephone 01495 217323)

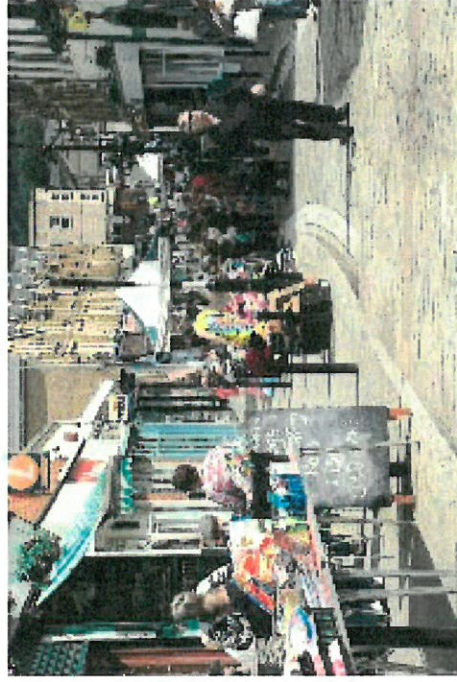
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Item 17



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



Proudly supported by Abertillery & Llanhilleth Community Council



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



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

Abertillery and Llanhilleth Community Council / Shop Local Working Group are proposing that 8 banners in the design overleaf be position around Abertillery Town at pre-determined locations plus also 1 banner per ward area to help promote Abertillery Town along with it's shops and businesses, also A3 laminated posters of banner's designs will be made up to be displayed on local bus services and local notice boards at an approximate cost for banners, A3 laminated notices plus cable ties to hold banners in position of £250.

ALCC's / Shop Local Working Group would then also like to post this idea on Abertillery Town Shops Facebook page / social media to find out the public's response on it first as well before purchasing these items and if they would be happy to spend some of their community council tax on helping to promote their local town.

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

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

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

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

2. Do you think that Abertillery and Llanhilleth Community Council should pay the initial £250 approx cost for the banners and posters ? Tick Yes No

3. Would you be interested as a shop or business in Abertillery Town to contribute anything towards this initial £250 approx banner and poster start up cost ? Tick Yes No

4. If No would you then be interested in contributing anything in the future towards window stickers, 2 monthly events in the town or the development of a website etc costs ?
Tick Yes No

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



**KEEP
CALM
AND
SHOP
LOCAL**

Name of shop/person:

POLL QUESTIONS –

Please ring one answer for each question

1: Is the idea of running a Shop Local Campaign a good idea.

YES / NO

2: Who should manage a Shop Local Campaign

SHOPKEEPERS / TOWN COUNCIL / BOTH

3: If you agree that a Shop Local Campaign is a good idea what could you contribute towards it.

TIME / MONEY / PEOPLE / WINDOW FOR POSTER

If any other please say what.

4: Any other thoughts on how to promote businesses in Abertillery

Item 19



Clerk Clerk <clerk.alcc@gmail.com>

Fwd: Zebra Crossing On Alexandra Road

Stephen Bard <bardsteve@aol.com>

Wed, Apr 11, 2018 at 6:53 PM

To: clerk.alcc@gmail.com

Hi Richard

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

Regards
Steve

-----Original Message-----

From: Sukhy Mehat <sukhymehat@hotmail.com>

To: bardsteve <bardsteve@aol.com>

Sent: Sun, 8 Apr 2018 9:19

Subject: Zebra Crossing On Alexandra Road

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

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

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

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

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

E-mail : clerk.alcc@gmail.com

Telephone 01495 217323

Item 20

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 27 June 2018 Council meeting
(Finance Order No 1 – April 2018 to June 2018 - Agenda Item)**

Cheques that have been Presented between 6 April 2018 to 5 June 2018:

Payee	Nature of Payment	Amount (£)	Date of payment
One Voice Wales	Annual membership	£2,387.00	24/04/18
St Iltyds School	A. Rees Ward Donation	£75.00	26/04/18
St Iltyds School	K.Bidgood Ward Donation	£75.00	26/04/18
AYDMS	T.Dyson Ward Donation	£100.00	09/04/18
Zion Miners Chapel	G.White Ward Donation	£100.00	13/04/18
A R Digital	Printing Costs July 2017	£84.52	12/04/18
Communicate Better	2 x Microsoft Office 365 Licenses	£271.46	11/04/18
R.Gwinnell	Office Supplies	£7.37	16/04/18
Garry White & Co	Payroll	£78.00	13/04/18
St Iltyds School	G.Clark Ward Donation	£75.00	26/04/18
Sofrydd School	G.Clark Ward Donation	£75.00	26/04/18
Green Fingers	War Memorial Maintenance (Cut 7) – Replacement Cheque issued	£80.00	30/05/18
Staff Costs	Salary, HMRC, Pensions (Part March)	£1,644.83	Various
A R Digital	March Printing	£21.73	10/05/18
Abertillery Lions	T.Williams Ward Donation	£100.00	24/05/18
R.Gwinnell	Postage	£8.60	16/04/18
R.Gwinnell	Mileage	£53.55	16/04/18
Green Fingers	2018/19 Cut 1	£82.00	30/05/18
Gellicrug Alotments	Rent 2017/18	£10.00	18/05/18
St.Nicholas with Bonvilston Community Council	1 x Code of Conduct Training	£20.47	16/05/18
Graham White	Members Expenses (2017/18)	£137.50	17/05/18
Llanhilleth Tenants & Residents Association	Shortfall Funding for Granny's Wood Project	£1,400.00	21/05/18

CF Corporate Finance	Quarterly Printer Rental	£350.89	16/05/18
Abertillery Rock and Blues Festival	G.Smith Ward Donation	£200.00	31/05/18
G Smith	Milage	£45.90	25/05/18
S Edwards	Spare new front door keys	£16.00	23/05/18
Royal British Legion	Silent Soldier	£250.00	01/06/18
Green Fingers	2018/19 Cut 2	£82.00	30/05/18
Staff Costs	Salary, HMRC, Pensions – April	£4,493.84	Various
AR Digital	April Printing	£44.56	01/06/18
BT	Direct debit Phone	£57.90	05/06/18
Staff Costs	Salary, HMRC, Pensions – Part May	£3,928.20	Various
Total		£16,356.32	

Income during the period:

12/04/18	Precept for 2018/19	£112,916.23
15/05/18	Chairman's Charity Quiz night	£254.00

Current Account Balance as at 5 June 2018: £106,826.81

This includes bank charges to date.

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

Payee	Nature of Payment	Amount (£)
Abertillery Bluebirds Under 10s	R.Clark Ward Donation	£100.00
Abertillery Bluebirds AFC	R.Clark Ward Donation	£100.00
ADMS	N.Simmons Ward Donation	£100.00
Abertillery Museum	N.Simmons Ward Donation	£25.00
Blaeanu Gwent Church	M.Lewis Ward Donation	£200.00
Perry Morgan	Members Expenses 2017/18	£150.00
Abertillery Museum	T Williams Ward Donation	£100.00
Mark Lewis	Members Expenses 2017/18	£137.50
Pant-T-Pwdyn Allotments	R Phillips Ward Donation	£50.00
Abertillery Museum	R Philips Ward Donation	£50.00
Theatre Ad Hoc	Council Grant	£100.00
AYDMS	T Dyson Ward Donation	£100.00

Llanhilleth T&R	K Bidgood Ward Donation	£50.00
Llanhilleth T&R	A Rees Ward Donation	£50.00
Llanhilleth T&R	G Clark Ward Donation	£50.00
Swffryd Community Centre	A Rees Ward Donation	£50.00
Swffryd Community Centre	G Clark Ward Donation	£50.00
Swffryd Community Centre	K Bidgood Ward Donation	£50.00
T M Clark	Chairmans Board – Signwriting	£100.00
Green Fingers	2018/19 Cut 3	£82.00
Roman Builders	Electricity supply for Christmas lights (Aberbeeg and Cwmtillery)	£1,005.26
OVW	Training 9/5/18	£417.90
OVW	Training 15/5/18	£120.00
AR Digital	May Printing	£35.96
Green Fingers	2018/19 Cut 4 and bedding Plants	£255.00
Green Fingers	Watering	£82.00
Staff Costs	Salary, HMRC, Pensions – Part May	£598.48
Staff Costs	Salary, HMRC, Pensions – June	£4,526.68
Total		£8,735.78

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

Payee	Nature of Payment	Amount (£)
R.Gwinnell	2 keys	£9.00
R.Gwinnell	Postage	£2.11
Six Bells Minstrals	P Adamson Ward Donation	£100.00
OVW	Training – 5/6/18	£20.94
Total		£132.05

Current account position as at June 2018

Opening Balance: £106,826.81
Cheques Outstanding: £8,735.78
Outstanding invoices £132.05

Subtotal remaining: £97,958.98

Monies remaining in current account £ 98,058.98. It should be noted that £254.00 is ring-fenced for the 2017/18 Charity appeal which will be split between Abertillery Workmans welfare Institute and Friends of Six Bells Park (£127.00 each)

Outstanding grant applications;
Abertillery Cricket Club – No amount stated
Blaenau Gwent Heritage Forum Heritage Day – No amount stated
Hospice of the Valleys, Big Hospice Par-Tea – No amount stated

Reserve Account Position as at 5 June 2018 £ 37,966.74

Chairman's Charity Bank Account

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

There is £911.25 in the account.

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

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

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

Item 21

ABERTILLERY CRICKET CLUB



Abertillery park
Glandwr street
Abertillery

Dear Sir/Mad

Mark Seymour here captain of Abertillery cricket club ,we are looking to expand our kids cricket project which has grown over the last few years with over 70 kids attending our sessions and matches. We are looking to purchase new kit for them as we are having to share kit as we have great numbers. The kids are travelling from all parts of Blaenau Gwent to play our great game. I hope we can rely on your support to help fund our project .

Regards Mark

Mark Seymour



Clerk Clerk <clerk.alcc@gmail.com>

Financial support to local groups

1 message

MERYL DARKINS <meryl.darkins@btinternet.com>
To: "Clerk.alcc@gmail.com" <Clerk.alcc@gmail.com>

Fri, May 25, 2018 at 10:54 AM

On behalf of Blaenau Gwent Heritage Forum (BGHF) may I apply for a grant to fund a local community project. We are holding our annual heritage day at Six Bells Guardian on Saturday October 7th 2018. The theme this year is Women and we have invited four guest speakers to talk on a variety of topics related to the history of women. We have arranged to hire the centre at Six Bells Guardian for the event and to provide lunch. Those attending will make a contribution towards the expenses of the speakers as well as paying for their lunch. Any financial support towards the cost of hire of the venue and the reasonable expenses of the guest speakers would be greatly appreciated.

Thank you

J.J.Darkins Treasurer BGHF

Sent from Mail for Windows 10



Clerk Clerk <clerk.alcc@gmail.com>

Hospice of the Valley - The Big Hospice Par-Tea

1 message

Amanda Chard <Amanda.Chard@hospiceofthevalleys.com>
To: "clerk.alcc@gmail.com" <clerk.alcc@gmail.com>

Mon, Jun 4, 2018 at 1:49 PM

Dear Richard

My name is Amanda Chard and i am the new Events Fundraising Manager at Hospice of the Valleys (previously worked for Communities First over in the Ebbw Fach Valley)

We are hosting a campaign which incorporates an event for families around the theme of afternoon tea. The event itself will take place at Abertillery Park, utilising the Cricket ground area and pavilion on Friday 10th August 2018, 1pm – 5pm.

Through this campaign and event we would like to raise the profile of the Hospice and promote the excellent work of the dedicated nursing staff and family support team. We are also looking to work with a local catering business to provide afternoon tea packages for pre order and a select few on the day for families and attendees to purchase.

Additionally we are looking to book garden games and activities for attendees to participate in.

I am emailing to see if there would be any opportunity for the Town Council to support the event through sponsorship please? Naturally we will have booking fees to cover but largely want to keep this event as a promotional tool rather than direct fundraising for the Hospice.

If you are able to help in any way that would be greatly welcomed and appreciated.

If you require further information, please do not hesitate to contact myself.

I look forward to hearing from you at your convenience.

Kind Regards

Amanda

Amanda Chard
Events Fundraising Manager

Hospice of the Valleys

61

Festival Drive

Ebbw Vale

NP23 8XF

email: Amanda.chard@hospiceofthevalleys.com

mobile: tel: 01495 717277



Please visit our website by [clicking here](http://www.hospiceofthevalleys.org.uk/events/kapow/)

Hospice of the Valleys is a registered charity No: 517724 and a registered company No: 2007005



Registered with
**FUNDRAISING
REGULATOR**

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The statements and opinions expressed in this message are those of the author and do not necessarily reflect those of Hospice of the Valleys.