

Co-options

Following the elections held on 5 May 2022, the Council had five vacancies. A further vacancy was created by the resignation of Beverley Lucas. The current vacancies are as follows:

Abertillery	1
Cwmtillery	2
Llanhilleth	1
Six Bells	2

Issues

- Under the Local Government Act 19072, Council should seek to fill the ‘casual vacancy’ in the Six Bells ward created by the resignation of Beverley Lucas “within a reasonable time.”
- the Council is permitted to seek to fill its other five vacancies, when it wishes to do so.
- As long as the Council has sufficient Members to remain quorate during Council meetings, there is no legal requirement to seek to fill the other five vacancies. However, the community council has been allotted 19 councillors because that is the number deemed necessary by Blaenau Gwent Council under the Local Government Act to carry on the business of the Council and to fully represent the interests of the local community.
- If the Council decides to seek to fill vacancies, there is no requirement for it to seek to fill all the vacancies at once.
- the process of seeking to fill vacancies is covered by law. The electorate must first be given the opportunity to call for an election to fill any vacancies.
- If no election is called, the Council may co-opt members of the public to fill the vacancies.
- The Council has an existing policy that has regards to best practice on advertising for and selecting candidates.
- The Council could, if it so wishes, consider the provisions of The Local Government (Wales) Measure 2011 which allow for the appointment of up to two community youth representatives (aged 16-25) by community councils. The Council could seek to appoint these representatives in addition to, or in place of, full Members.
- The Council’s existing policy for co-option (the process that this Council followed in autumn 2021) is attached below.

Matters for consideration

- (1) Beverley Lucas resigned from the Council on 1 July 2022. Council needs to consider whether it would be acting “within a reasonable time” if it does not soon seek to fill the casual vacancy created by her resignation.
- (2) Council needs to consider how many other vacancies it will seek to fill at this time and whether it wishes to specify the vacancies by ward;
- (3) Council needs to consider whether it wishes to seek to appoint community youth representatives and, if so, how many;
- (4) Council needs to consider whether it wants to make any amendments to the co-option policy and procedure as attached below.

Abertillery and Llanhilleth Community Council

Policy and procedure for co-opting a new Councillor

This procedure is based on NALC Legal Briefing L15-08 – *Good practice for selection of candidates for co-option to local Councils*.

Community councils are permitted to exercise the power to co-opt a person on to the Council to fill a vacancy when the requirements to hold an election have not been met (i.e., the vacancy has been the subject of a public notice for at least fourteen working days and fewer than ten registered electors have requested an election by a deadline date specified by the District Returning Officer).

Although seeking “expressions of interest” is not a legal requirement, the National Association of Local Councils (NALC) recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Abertillery and Llanhilleth Community Council will advertise its vacancies on its website to seek and encourage ‘expressions of interest’ within ten working days of the publication of the advertisement from anyone living or working in the Community Council area or within three miles of its boundaries who is eligible to stand as a community councillor. All potential candidates will be requested to put their request for consideration in writing by completing and returning an application form (See Appendix 1) to be received, at the latest, by the Friday following the tenth day of publication of the advertisement.

Completed applications will be considered at the next Full Council meeting after eligible applications for co-option have been received:

- i. The Clerk will confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80;
- ii. The Chairman will give opportunity for Members to debate the suitability of each candidate according to the ‘person specification’ criteria set out below and any personal statements requested from and provided by candidates. The Council will vote to determine whether each candidate is suitable to be offered co-option.
- iii. If there is more than one vacancy and the number of candidates is equal to or fewer than the number of vacancies, then the Council may, if it so wishes, confirm the suitability of, and resolve to offer co-option to, all the candidates by a single composite resolution.
- iv. If the number of eligible and suitable candidates exceeds the number of vacancies advertised, Council will vote on their favoured candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) The applicant with the fewest votes cast will be eliminated and the vote taken again until the number of candidates equals the number of vacancies;
- v. If any of the successful candidates subsequently decline co-option, the vote taken under iv. above shall be taken to determine the order in which the remaining candidates shall be approached to offer co-option.

The Clerk will notify Electoral Services of the new Councillor appointment(s), initiate ‘acceptance of office’ paperwork and ‘registration of interests’ on the Council website.

CO-OPTED COUNCILLOR PERSON SPECIFICATION

Personal Attributes

- Sound knowledge and understanding of local affairs and the local community.
- Forward thinking
- Can bring a new skill, expertise or key local knowledge to the Council.

Experience, Skills, Knowledge and Ability

- Ability to listen constructively
- A good team player
- Ability to pick up and run with a variety of projects
- Solid interest in local matters
- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions.
- Ability to communicate succinctly and clearly.
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
- Ability and willingness to work with the Council's partners (e.g., voluntary groups, other Community Councils, principal authority, charities).
- Ability and willingness to undertake induction training and other relevant training.
- Experience of working or being a member in a local authority or other public body
- Experience of working with voluntary and or local community / interest groups
- Basic knowledge of legal issues relating to town and Community Councils or local authorities

Circumstances

- Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.

To: The Clerk
Abertillery & Llanhilleth Community Council
Council Offices
Mitre Street
Abertillery
NP13 1AE

Tel: 01495 217323
email: clerk.alcc@gmail.com

**APPLICATION FOR THE ROLE OF COMMUNITY COUNCILLOR
ON ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL**

Full name	
Home address incl. postcode	
Home telephone number	
Mobile number	
Email	
Of the wards for which vacancies have been advertised, which would you most wish to represent?	

It is a condition of being a Community Councillor for Abertillery and Llanhilleth that your phone number and email address (official email address will be supplied) be made public via notice boards and website.

LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you aged 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for a ward within the Abertillery & Llanhilleth Community Council area?	Yes / No
Have you lived either in the Abertillery & Llanhilleth Community Council area, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the Abertillery & Llanhilleth Community Council area for at least a year?	Yes / No
Have you had your only or main place of work in the Abertillery & Llanhilleth Community Council area for at least a year?	Yes / No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No

Please briefly outline of why you are interested in being a community councillor.

--

Please tell us something about the life experience you will bring to the Council. Examples may include previous local government experience, work in the voluntary or charitable sector, business or trade union experience etc

--

With reference to the Person Specification, please tell us something about the skills you feel you will bring to the Council plus details of, for example, professional qualifications, financial or project management expertise.

Signature:

Date:

Draft Community Asset Transfer policy

1. The Council recognises that the Well-being of Future Generations (Wales) Act 2015 places a duty on each public body to carry out sustainable development, which is defined as a process of improving the economic, social, environmental and cultural well-being of Wales.
2. The Council will consider the Community Asset Transfer of land from the ownership of other public bodies into the stewardship and/or ownership of the Community Council where this:
 - a) involves a transfer at less than market value, either at a reduced cost, or for a nominal consideration;
 - b) fulfils the Blaenau Gwent Well-being Objective of creating a better, enhanced environment and infrastructure that will benefit our communities, businesses and visitors.
3. Any proposals for a Community Asset Transfer will be drawn up in accordance with the 'General Disposal Consent' (Wales) Provisions 2003 and the Welsh Government Community Asset Transfer Guidelines 2019.

Automated external defibrillators

The idea of the Community Council funding the installation of defibrillators was first discussed in 2017. However, the Council has never agreed a long-term strategy for the installation of defibrillators. How many should there be? Where should they be sited? How much should a council of this size invest in installation, maintenance and replacement?

The Community Council currently owns and maintains 13 automated external defibrillators, all of which are publicly-accessible 24 hours-a-day. A number of other businesses and organisations have installed defibrillators in the Community Council area, but only 15 of these are registered as being publicly-accessible 24 hours-a-day. The absence of any coordinated plan has led to a number of these defibrillators being clustered in the same areas (e.g., Abertillery town centre).

The international standard for the siting of defibrillators is based on a report by the American Heart Association that recommended that defibrillators should be placed so that there is always one available within a 1-1.5 minute 'brisk walk.' This is commonly translated to 100 metres.

A 2019 report by the UK Resuscitation Council in collaboration with the British Heart Foundation recommended that 200 metres was a more reasonable target and recognised that even this was not feasible outside urban areas.

However, research has shown that the average speed at which people travel to and from a defibrillator in an emergency is 15.5 mph – a speed that is comfortably faster than that managed by most of the competitors in the 1500 metres at the last Olympics. This is because, in the majority of emergencies in the real world, a bystander jumps in their car – or flags down a passing motorist – in order to retrieve the defibrillator as quickly as possible. At this speed, the average responder travels 416 metres in a minute.

The attached map (Appendix 3) shows the location of automated external defibrillators within the Community Council area that are registered as being publicly-accessible 24 hours-a-day. The darkest, innermost ring of each circle shows a 100-metre radius; the next a 200-metre radius; and the lightest, outermost ring a 400-metre radius.

The map is by no means accurate to the precise metre, but it offers a decent overview.

The map suggests that, despite the lack of coordination, the majority of the population of the Community Council area live within 400 metres of a defibrillator. Many – in the areas shown in the darkest purple shade – live much closer to a defibrillator.

The calculated the costs of 'filling in the gaps' to achieve each criterion are as follows:

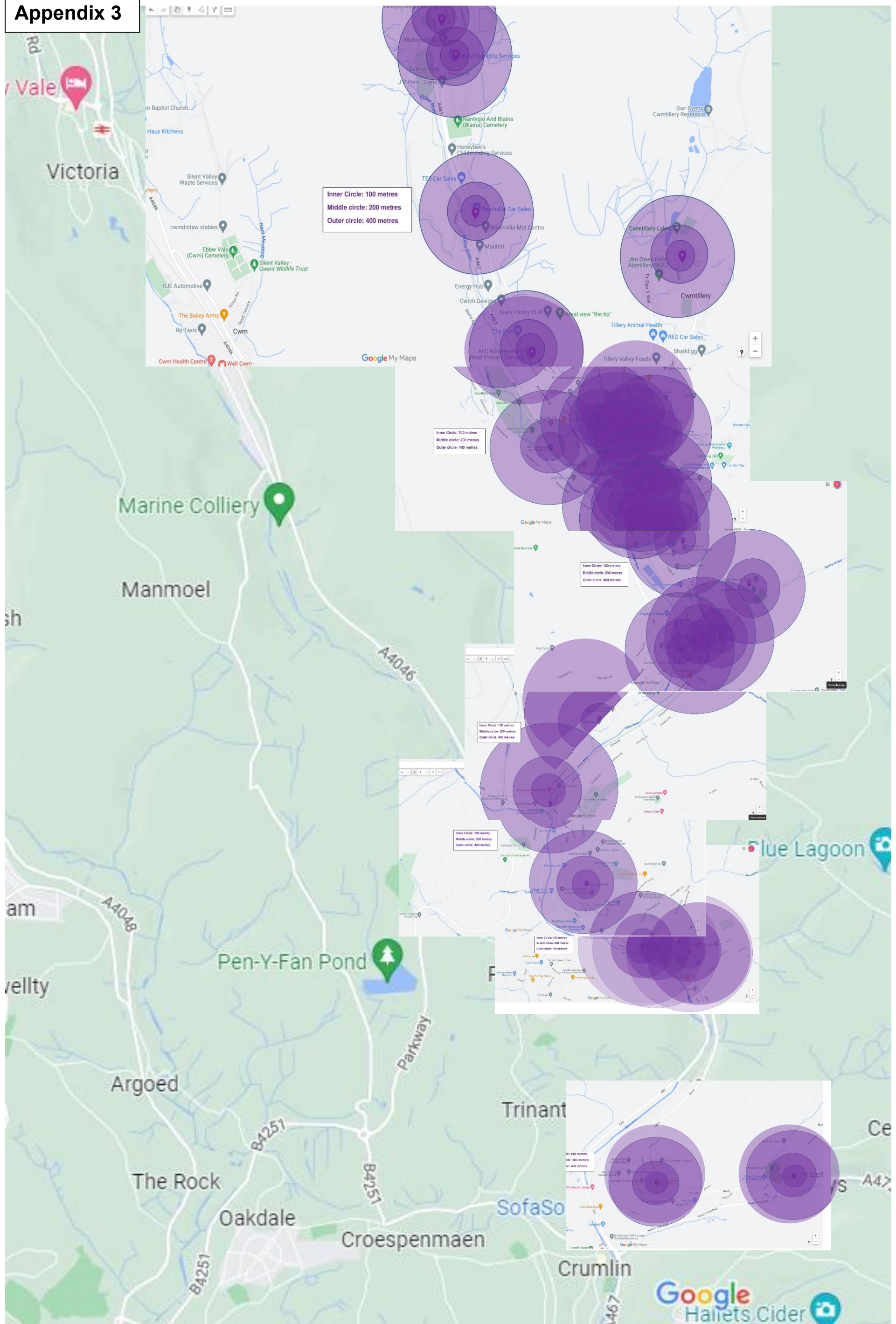
Maximum distance to defibrillator (95 percent of Community Council population)	Extra defibrillators required	Total installation costs (2022 prices)	Annual maintenance costs (2022 prices)
100 metres	138	£262,000	£50,000
200 metres	30	£57,000	£14,000
400 metres	8	£15,000	£7,000

The current annual defibrillator budget is £6,000. Annual maintenance costs for the current fleet of 13 defibrillators are approximately £2,200. Average annual maintenance costs will rise to approximately £4,300 (at 2022 prices) from 2024-25 as the Council's oldest defibrillators come up for replacement.

If the Council increased its annual defibrillator budget to £9,000 (at 2022 prices) for the next four years, it could reach a target of 95 percent of the population of the Community Council area living within a 400-metre radius of a publicly-accessible automated external defibrillator by the end of 2026-27. The annual cost of maintaining and replacing the Council's fleet of defibrillators would be approximately £7,000 (at 2022 prices) thereafter. Further funding would be required for location and directional signage.

David Cartwright
Clerk

Appendix 3



Appendix 4

Draft defibrillator policy

- i. The Council supports the provision of publicly-accessible automated external defibrillators within the community council area.
- ii. The Council will provide the necessary funding to ensure that, [by March 31 2027], at least [95 percent] of the population of the community council area live within a radius of [400 metres] of an automated external defibrillator that is publicly-accessible 24 hours-a-day.
- iii. Where necessary to achieve or continue ii) above, the Council will purchase, take ownership of and/or maintain automated external defibrillators within the community council area.
- iv. Where appropriate, the Council will purchase, take ownership of and/or maintain necessary directional and location signage.
- v. The Council will consider requests for grant funding from [individuals], local community groups (including clubs and associations) [and businesses] for the purchase and maintenance of automated external defibrillators, external cabinets and/or accessories where this will support the achievement of or continuation of ii) above. Unless in exceptional circumstances, the Council will not consider such requests where the automated external defibrillator is not publicly-accessible 24 hours-a-day.
- vi. The Council will consider requests for grant funding from [individuals], local community groups (including clubs and associations) [and businesses] for the purchase and maintenance of necessary directional and location signage.
- vii. The Council will take all necessary steps to ensure that any automated external defibrillator owned, funded by or part-funded by the Council is registered on all relevant national databases.
- viii. For the purposes of this policy, publicly-accessible means accessible by and available for use by any individual member of the public without the requirement for any permission, authority or provision of access by any other person¹.

¹ Except for a 999 or 112 Emergency Services operator.

Aberbeeg Tenants and Residents Association

Aberbeeg TRA is one of a number of local community groups that operate out of Aberbeeg Community Centre. Although car parking is available nearby, disabled access (particularly for wheelchair users) from the car park to the community centre is severely restricted by a high kerb. Blaenau Gwent Borough Council has given permission for the kerb to be lowered outside the community centre but is not prepared to fund the work.

The total cost of the project is £1,200 of which Aberbeeg TRA has asked this Council for a grant of £600.

Aberbeeg TRA was awarded a Council Grant of £508 in April 2022 to fund a local community event to mark The Queen's Platinum Jubilee.



Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

ABERBEEG TENANTS AND RESIDENTS

Group Contact name: PAT TANEY

Role in the group: TREASURER

Telephone number: 01495 211024

Email: patricia.taney@googlemail.com

What are the aims of your project? We desperately need to make disabled parking. Our centre is on a narrow lane with nowhere to turn. There is a area the council has given us permission to drop the kerb at all cost. It will be such a benefit to all our people.

How does your project benefit the Abertillery and Llanhilleth area or its residents? We cater for everyone, and are totally inclusive. We have lots of disabled / disadvantaged members to be able to park outside would encourage them to visit more often.

Approx number of beneficiaries Including Park Run, we have at least 100 visitors a week. This would mean such a lot - parking at our centre is non-existent at the moment. We really need to fund dropping the kerb and making everyones life easier!

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
	£ 600 - 00
	£
	£
Sub Total	£
B. Costs requested from ALCC	Amount (inc. VAT)
	£ 600 - 00
	£
Sub Total	£
C. Total project costs (A + B) TOTAL	
	£ 1200 - 00

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

Payee name: Abertillery Abertillery Town and Residents

Name of person making the application:

Print Name: PATRICIA TOVEY

Signed: P. Tovey

Date: 26/07/2022

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

Abertillery Piranhas Swimming Club

As part of its on-going efforts to renew and replace its equipment, Abertillery Piranhas Swimming Club wants to purchase a diving block to enable children to perfect their techniques for the start of swimming races.



They have raised more than £1,000 through their own efforts but are seeking a grant of £500 from the Council. Online research suggests that the total cost of £1,500 is at the lower end of the price range for this piece of equipment.

The club is based at Abertillery Sports Centre and has provided a copy of its constitution and annual financial statements.

Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

Abertillery Piranhas Swimming Club (based at Abertillery Leisure Centre)

Group Contact home address: 97 Lakeside Way, Nantyglo, Gwent. NP23 4EN

Group Contact name: Joanne Reasons

Role in the group: Volunteer Fundraiser

Telephone number: 07817 440335

Email: bbbjoanne@hotmail.com

What are the aims of your project?

To raise funds to buy new equipment to further develop the club and our children. Some of our equipment is over 10 years old and no longer function effectively and therefore cannot be used. New equipment would allow the club to maximise the potential of our children and their development. We have recently purchased through fundrasing an under water camera, tablet and resistance water bungee cords to help both children and coaches during our training sessions.

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

We are a small community based swimming club run entirely by volunteers from the local community. We have around 90 children in the club and more on our waiting lists ready to join. Our aim is to encourage children aged between 3 and 18 years old to learn an important skill that, not only gives them a regular form of exercise but also, gives children an opportunity to have fun as they learn a skill that could save their lives one day. The club also allows children to mix and socialize with other children outside of school that they may otherwise not do. Should children wish to do so they can, at an older age and ability level, take part in swimming competitions giving them opportunities to take up the sport at a competitive level. Throughout the year volunteers attempt to raise money to put on events for the children so that their experiences at the club are made up of happy, lasting memories and in doing so we hope to encourage more children from the community to join our little club.

Approx number of beneficiaries 90 +

Details of project costs:

We are looking to purchase a competition diving block (£1259) and replace our outdated electronic times board (estimate £6000).

A. Project costs met by group (include match funds)	Amount (inc. VAT)
money raised through our Club Swimming Gala June 2022	£ 1019
	£
	£
Sub Total	£ 1019
B. Costs requested from ALCC	Amount (inc.VAT)
Remaining monies to obtain diving	£ 500
block & shipping costs	£
Sub Total	£ 500
C. Total project costs (A + B) TOTAL	£ 1519

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

We are a not for profit childrens sports club run entirely by volunteers.

Any funds raised are reinvested back into the club in the form of purchasing swimming kit, equipment and events.

Payee name: Abertillery Piranhas Swimming Club

Name of person making the application: Joanne Reasons

Print Name: Joanne Reasons

Signed: J.C Reasons

Date: 25/08/22

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

Zion Miners Chapel

The chapel runs a monthly group for people affected by dementia and their families and a weekly intergenerational group that brings together young children and pensioners.

The projects aim to combat the social isolation that can result from dementia and old age.

The dementia group are provided with a cooked meal plus specialist entertainment and activities that cater for the abilities of the audience.

Children who attend the intergenerational group are provided with light refreshments and are awarded small prizes for the games that they play with their pensioner teammates.

Zion Miners Chapel has requested a grant of £300 to cover fifty percent of the annual running costs of the groups.

The chapel has provided a copy of its constitution and statement of accounts.



Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

Zion Miners Chapel High Street, Llanhilleth Gwent NP13 2RB

Group Contact name: Rev Vivienne Nicholls

Role in the group: Minister/Chairperson

Telephone number: 07970787070

Email: zionminers@sky.com

What are the aims of your project? To allow us to continue to provide Community Groups for the Community of Llanhilleth and the surrounding areas. Our aim is "To serve the Community, in the Community, For the Community"

How does your project benefit the Abertillery and Llanhilleth area or its residents? At the present time we run a monthly Dementia Friendly and Living Area Group, an Intergenerational Craft Group, a Cook and Craft Group. Our new project is working with families arriving from the Ukraine to provide a Community base and also to fulfil their needs of clothing, etc

Approx number of beneficiaries 70

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Running Costs	£300
	£
	£
Sub Total	£300
B. Costs requested from ALCC	Amount (inc. VAT)
Running Costs	£300
	£
Sub Total	£300
C. Total project costs (A + B) TOTAL	£600

Is the organisation a: Charity/community group/sports club/company/not for profit business/other (explain and provide evidence) We are a Community Group in Llanhilleth

Payee name: Zion Miners Chapel Llanhilleth

Name of person making the application:

Print Name:

Signed:

Date:

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

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Running Costs	£300
	£
	£
Sub Total	£300
B. Costs requested from ALCC	Amount (inc. VAT)
Running Costs	£300
	£
Sub Total	£300
C. Total project costs (A + B) TOTAL	£600

Is the organisation a: Charity/community group/sports club/company/not for profit business/other (explain and provide evidence) We are a Community Group in Llanhilleth

Payee name: Zion Miners Chapel Llanhilleth

Name of person making the application:

Print Name: Rev. Duwenna Nicholas

Signed: Rev. J. Nicholas

Date: 22/08/22

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