



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

E-mail : clerk.ALCC@gmail.com

Telephone 01495 217323

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

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

Our Ref:

**NOTICE OF MEETING**

12 May 2021

Dear Councillor

You are summoned to attend the Annual Meeting of Abertillery and Llanhilleth Community Council, to be held using video conferencing (Zoom) on **Wednesday 19 May 2021 at 7.00pm**. The agenda for the meeting is set out below.

Members of the Council have been provided with a link to join the meeting. If any member of the public wishes to join the meeting, please contact the Clerk at the above email address by 10am on 19 May 2021 to discuss how the meeting can be accessed.

Yours sincerely

Steve Edwards  
Clerk

## AGENDA

1. **Apologies for absence and welcomes**
2. **Declarations of interest or dispensations**
3. **Election of Chair for 2021 – 2022**
4. **Elections of Vice Chair for 2021 – 2022**
5. **Committees and Working Groups**
  - a) **Planning and Environment** (currently all Councillors), now includes Shop Local WG, Town in Bloom project and Fun Run)
    - i) Decide on size of Committee
    - ii) Decide on Membership of Committee
    - iii) Terms of Reference to be confirmed
      - 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.
      - 2 To consider and respond to the Planning Authority in matters relating to statutory structure and local plans.
      - 3 To consider and respond to the relevant body in respect of highway matters.
      - 4 To consider and respond to the relevant body in respect of listed buildings.
      - 5 To consider and respond to the relevant body in respect of conservation orders and environmental matters.
      - 6 To consider and respond to the relevant body in respect of licensing applications within

the boundary of the Community Council.

7 To consider and respond to the relevant body in respect of tree preservation orders.

8 To consider and respond to the relevant body in respect of other environmental issues.

9 To manage the members and meetings of the Shop Local Working Group, which includes 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, Fun Run, public toilets and car parking provision), to develop plans and report back to the Planning and Environment Committee with recommendations.

10 To Oversee the Town in Bloom Project.

iv) Confirm Committee delegated budget for 2021/2022. (Budget amounts agreed in Jan 2021)

Fun Run £3,000

Town in Bloom £5,000

Shop Local events £10,000

b) **Leisure and Tourism** (The current working group has 8 members and is chaired by Cllr Tracey Dyson)), now includes Christmas Lights WG, Any Cenotaph issues or projects and liaison with Ffrindiau Tyleri)

i) Decide on size of Committee

ii) Decide on Membership of Committee

iii) Terms of Reference to be confirmed

1. To work with external agencies, examine whether any external grants/funding may be available.

2. Examine how ALCC can support existing leisure and tourism activities, whilst avoiding duplication

3. Run an Annual Party in the Park

4. Manage all matters relating to the War Memorial site including benches, bins, flood-lights and the statue.

5. Manage and run any other events, excluding Fun Run that Council decided to run.

6. To manage the members and meetings of the Christmas Lights Working Group.

iv) Confirm Committee delegated budget for 2021/2022. (Budget amounts agreed in Jan 2021 except for War Memorial upgrade budget agreed in April 2021)

Christmas Lights Central Contract £30,000

Winterfest Council activates £2,000

Ffrindiau Tyleri Grants £2,000

Abertillery Rock and Blues Grants £2,000

War Memorial Maintenance £1,500

SWALEX Christmas Lights Electricity £,1500

Party in the Park £13,000

Wreath and Poppies £500

War Memorial upgrade £5,000

c) **Finance and Grants Committee** (Current 6 members Gill Clark, Perry Morgan, Gary Oakley, Allen Rees, Nick Simmons, Glyn Smith)

i) Decide on Membership of Committee

ii) Decide on Chair of Committee if Chair of Council not on Committee.

iii) Terms of Reference to be confirmed

The Council itself takes all decisions relating to the approval of spending or grants (except ward grants, which the Committee may approve (but not refuse). The Finance and Grants Committee's purpose is to consider and approve (but not refuse) ward grant applications and to prepare, monitor, review and assist in the effective financial management of the Council. Its role is to make recommendations to the Council in any of the matters listed

below:

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

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

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

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

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

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

6. To consider and make recommendations to the Council in respect of all requests for financial assistance submitted to the Council, excluding solar farm grants and excluding ward grants (which the Committee may approve but may not refuse).

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

d) **HR Committee** (Current 4 members Gary Oakley, Rob Phillips Allen Rees, Nick Simmons)

i) Decide on size of Committee (Current agreed size is 7)

ii) Decide on Membership of Committee

iii) Terms of Reference to be confirmed

The Committee will comprise of the Chair of the Council, Vice Chair of Council and three other members, to be determined by the Council. The Committee will meet at least once per year, with additional meetings when required as determined by the Chair of the Committee and the Clerk. The Committee will elect its own Chair and Vice Chair for the year at its first meeting following the Council's annual meeting if this is not done then the Chair of Council will act as the Chair of the HR Committee. The quorum of the Committee will be no less than three members. The Committee will exercise on behalf of the Council its powers relating to:

1. Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and where relevant (such as in matters of training) members of Council.

2. Performance reviews and annual appraisals.

3. All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.

4. All matters relating to safety at work, risk assessment and safety policies.
  5. The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
  6. All other routine Human Resource matters within the general policies of the Council.
  7. To undertake the annual review of staffing and pay structure.
- e) **Standalone Working Groups.** Council to agree that the following working groups remain in situ and with their current memberships and the following Terms of Reference
- i) **Youth Engagement Working Group** (Perry Morgan, Gary Oakley, Allen Rees) To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing youth engagement activities, whilst avoiding duplication, formulate proposals for youth engagement initiatives, and report back to the Council with recommendations.
  - ii) **Solar Farm Working Group** (Peter Adamson, Gill Clark, Perry Morgan, Gary Oakley, Rob Phillips - To consider the way forward in respect of the Solar Farm Grant for 2019 and future years, take appropriate steps to monitor progress arising from past Solar Farm Grants, and report back to Council with recommendations.
  - iii) **Well Being Working Group** (Peter Adamson, Perry Morgan, Gary Oakley, Rob Phillips, Allen Rees, Nick Simmons, Graham White) - 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 report back to the Council with recommendations.

## 6. Joint Committees and Outside Bodies

1. **Joint Committee of Local Councils in Blaenau Gwent** - 5 Members (Mark Lewis, Perry Morgan, Nick Simmons, Glyn Smith, Bernard Wall)
2. **Consultation with County Borough Council** – 2 Members (Nick Simmons, Bernard Wall)
3. **One Voice Wales Gwent Valleys Area Committee** – 2 Members + Clerk (Glyn Smith, Vacancy)
4. **One Voice Wakes Larger Councils Committee** – 1 Members + Clerk (Glyn Smith)
5. **Abertillery and District Twinning Association** – 2 Members (Tracey Dyson, Rob Phillips)
6. **School Governing Bodies** (Does not have to be a Councillor)
  1. **St Iltyd's Community Primary** – Gill Clark
  2. **Soffrydd** – Kerry Carter
7. **Abertillery Regeneration** – 2 Members (Nick Simmons, Glyn Smith)
8. **Blaeanu Gwent Heritage Forum** – 2 Members (Peter Adamson, Mark Lewis)
9. **Blaenau Gwent Armed Forces Covenant Steering Group** – 1 Member (Tracey Dyson)
10. **Local List of Buildings of Interest – Abertillery and District Working Group** (Graham White)

## 7. Full Council Meeting Dates for 2021 - 2022 Civic Year

26<sup>th</sup> May 2021

23 June 2021 (Accounts)

28 July 2021  
No Scheduled Meeting in August  
29 September 2021  
27 October 2021  
24 November 2021  
22 December 2021  
12 January 2022 (Budget Setting for 2022/2023 year)  
26 January 2022  
23 February 2022  
30 March 2022  
27 April 2022  
11 May 2022 (Annual Meeting)