



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

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Our Ref: **NOTICE OF MEETING**

9 September 2020

Dear Councillor


You are summoned to attend a meeting of Abertillery and Llanhilleth Community Council, to be held using video conferencing (Microsoft Teams) on **Thursday 17 September 2020 at 7.00pm**. The agenda for the meeting is set out below.

All attendees, please be aware of your surroundings when attending this remote meeting and ensure any discussions which may be confidential are not conducted within earshot of other people. Guidance on conducting remote meetings has been issued to all members.

Council meetings are restricted to two hours, unless the Council chooses during the meeting to suspend standing order 3(x), if it wishes the meeting to last beyond two hours.

Members of the Council are being 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 17 September 2020, to discuss how the meeting can be accessed.

Yours sincerely



Richard Gwynnell
Town Clerk

AGENDA

- 1. Apologies for absence and welcomes**
- 2. Declarations of interest or dispensations**
Members who consider that they have an interest to declare are asked to state the item in which they have an interest and the nature of the interest. Any member who is unsure should seek advice prior to the meeting in order to expedite matters at the meeting itself.
- 3. Minutes: Council: 12 August 2020 (attached)**
To be confirmed as a correct record of the meeting.
- 4. Questions from the public:** To receive public questions and provide answers where possible.
- 5. Budget 2019/20: Quarter 4 (out-turn) report (attached):** To inform Council of the financial position at the end of the 2019/20 financial year (in comparison to its budget).

6. **Budget 2020/21: Quarter 1 report (attached):** To inform Council of spending during Quarter 1 (up to the end of June 2020).
7. **Finance Order (attached):** To consider spending decisions and the current financial position.
8. **Budget 2020/21: Priorities:** To discuss priorities for spending in the remainder of the current year, given the anticipated underspend and reduced activity caused by the Covid-19 pandemic.
9. **Motion from Councillor Oakley (attached):** "That ward grants be increased by 100% for the current year only and the costs are approved forthwith".
10. **Motion from Councillor Rees (attached):** "That Council consider whether the decision by the HR committee on 12/6/20 to grant the power to make decisions to the chair was lawful".
11. **Progress reports/recommendations from Working Groups:**
 - (a) Christmas Lights (attached)
 - (b) Leisure and Tourism
 - (c) Shop Local (attached)
 - (d) Solar Farm Grants
 - (e) Well-being
 - (f) Youth Engagement.
12. **Grant Applications (attached):** To consider the attached grant applications including recommendations from the Finance and Grants Committee
13. **Council Grants Criteria:** To consider a recommendation from the Finance and Grants Committee to alter the Council grants criteria (re the maximum grant amount).
14. **Ward Grants Logs 2019/20 and 2020/21 (attached):** To note grants awarded and decide if any further actions are necessary.
15. **Council Grants Log from 2018 (attached):** To note grants awarded and decide if any further actions are necessary.
16. **Solar Farm Grant 2018 (attached):** To consider progress and next steps.
17. **Solar Farm Grant 2019 (attached):** To consider progress and next steps.
18. **Solar Farm Grants 2020 – criteria and process:** To consider what steps are necessary with regard to the 2020 grant and process.
19. **Vacancy for a Governor:** To consider filling the vacancy on Sofrydd Primary School.
20. **Vacancy for a Councillor:** To consider next steps and timescales.
21. **Adopting BT Telephone Boxes:** To consider the way forward.
22. **Chair's announcements, relevant correspondence and Celebrating Success:** To receive announcements from or deal with correspondence raised by the Chair or officers, including reports on local achievements and successes.
23. **Date and time of next meeting**

MINUTES OF A MEETING OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL (ALCC) HELD ON 12 AUGUST 2020 at 7.00pm using Microsoft Teams video conferencing

NB the Council meeting started at 7.00pm exactly. Members and officers logged in to Microsoft Teams from 6.30pm to ensure everyone could do so and to deal with any technical support issues. No members used the EE Group Call (telephone conferencing) option. Protocols for the meeting (e.g. the need to speak one at a time, mute microphones when not speaking and raise your hand to signify a desire to speak) were discussed (and repeated as the meeting progressed) as per the remote meetings guidance issued to members before the meeting.

PRESENT: Councillors:

Peter Adamson, Michaela Assiratti, Keri Bidgood, Gill Clark (Chair), Tracey Dyson, Julie Holt, Mark Lewis, Beverley Lucas, Perry Morgan #, Gary Oakley #, Rob Phillips, Allen Rees, Nick Simmons, Glyn Smith # and Graham White #

these members were gathered at Bournville Community Hall, using a shared computer set up by one of those councillors

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

Others: Mr H N P O'Sullivan (Internal Auditor) (until the end of agenda item 9) (minute 241)

ABSENT: Councillors Vanessa Bartlett, Roger Clark and Bernard Wall

233. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Vanessa Bartlett and Roger Clark.

Welcomes were extended to everyone present.

234. DECLARATIONS OF INTEREST

The Chair reminded members of the need to declare any personal interests.

No members declared any personal interests.

235. MINUTES: COUNCIL – 26 FEBRUARY 2020

Council RESOLVED: that the minutes of the Council meeting held on 26 February 2020 be confirmed as a correct record, for signature by the Chair.

236. MINUTES: FINANCE AND GRANTS COMMITTEE – 10 MARCH 2020

The members of the Committee who were present confirmed that the minutes were a

correct record of the meeting.

Council RESOLVED: that the minutes of the Finance and Grants Committee meeting held on 10 March 2020 be confirmed as a correct record, for signature by the Chair, and their contents be noted.

237. MINUTES: FINANCE AND GRANTS COMMITTEE – 1 JUNE 2020

The members of the Committee who were present confirmed that the minutes were a correct record of the meeting.

Council RESOLVED: that the minutes of the Finance and Grants Committee meeting held on 1 June 2020 be confirmed as a correct record, for signature by the Chair, and their contents be noted.

238. MINUTES: HUMAN RESOURCES COMMITTEE – 6 MARCH 2020

The members of the Committee who were present confirmed that the minutes were a correct record of the meeting.

Council RESOLVED: that the minutes of the Human Resources Committee meeting held on 6 March 2020 be confirmed as a correct record, for signature by the Chair, and their contents be noted.

239. MINUTES: HUMAN RESOURCES COMMITTEE – 12 JUNE 2020

The members of the Committee who were present confirmed that the minutes were a correct record of the meeting.

Council RESOLVED: that the minutes of the Human Resources Committee meeting held on 12 June 2020 be confirmed as a correct record, for signature by the Chair, and their contents be noted.

240. QUESTIONS FROM THE PUBLIC

There were no public questions for this meeting.

241. 2019/20 ACCOUNTS AND ANNUAL RETURN

The Council considered the report of the Clerk and RFO (Responsible Financial Officer) and the Deputy Clerk (agenda item 9).

The Clerk outlined the report in detail and explained what the Annual Return and all the other appendices contained. He explained the audit requirements, which were set out in the regulations, and the amended timescales for this year issued by the Welsh Government

and by Audit Wales, which recognised that delays with completing accounts were inevitable this year across the whole of the UK, due to the Covid-19 pandemic. He explained the electors rights process and timescales and outlined in detail the account summary (the totals of all money in and money out during the year) and the position with Reserves. He explained the role of Audit Wales, the position with previous years' accounts, which had not yet been fully audited, and the next steps to submit these accounts for audit. The Clerk outlined the report's conclusions in detail, emphasising that Audit Wales may be particularly interested in this year's accounts, due to the significant variances from the previous year, and that this may result in a greater degree of work and higher audit costs in the future.

In answer to questions and comments, the Clerk explained further:

- how reserves now amounted to £61,678.45, as shown in the account summary on page 45 of the agenda
- that it was impossible to make up the accounts for the year ending 31 March by 31 March, or before the Covid-19 pandemic started, as Councillor White claimed
- accounts for the year ending 31 March had to be prepared and agreed by a council by 30 June in any normal year
- this 30 June deadline allowed time for bank statements to be received, records to be finalised, cheques to clear and queries to be dealt with etc
- this year, due to the Covid-19 pandemic (which became evident in February and caused all councils to close their offices and stop having meetings in March), the deadline had been extended to the end of August (by Audit Wales) and to the end of September (by Welsh Government)
- when the accounts could be done was affected by offices closing, clerks not having the required spreadsheets or bank statements to work on at home, clerks being unable to meet internal auditors due to shielding, councils being unable to meet due to the ban on public gatherings and social distancing etc
- despite all these issues, with the help of the Deputy Clerk and following meetings with the Internal Auditor, the accounts had been completed and certified on 27 July; less than a month after the normal deadline and well within the revised deadlines
- the Council was meeting on 12 August; again, well within the revised deadlines.

Councillor White continued to express the view that the accounts should have been completed before the end of March and before Covid-19 had any effect on their timing.

The Chair stated that these comments had already been answered.

The Chair asked the Internal Auditor to present his report.

The Internal Auditor presented his report and answered queries. Briefly:

- he thanked the Council for inviting him to attend and present the report
- he confirmed that the accounts had been done well within the revised deadlines issued by Audit Wales and the Welsh Government, as stated by the Clerk
- Audit Wales had made clear that the accounts would not be qualified if they were approved by the Council by the end of August
- he outlined Annex 2 to the report in detail
- the Council had complied with all the requirements of Audit Wales set out in the pro forma Internal Auditor's report contained in the Annual Return, except the need to

- undertake a comprehensive risk assessment
- risks had been assessed throughout the year, but not on a wholesale basis
- appendix B to his report contained areas of concern he had identified, which he felt the Council should consider and be concerned about also
- the Council had increased its precept by 107% last year
- lists of possible projects had been discussed but such a rise should have been linked properly to the Council's aims, objectives, strategic direction of travel and policies
- the increase in 2019 had been added to, by an inflationary increase, in 2020
- compounded by Covid-19, the Council now had a significant sum of money unspent
- the danger was that these funds could be "frittered away" rather than spent in a planned, strategic way; this was a serious weakness
- he was quite sure Audit Wales would ask further questions about the justification
- the Council needed to consider what its aims and strategic direction were
- there had been very limited meaningful consultation with the public before the precept was increased by 107%
- he had serious concerns about how the solar farm grant was dealt with in 2019
- the Council drew up criteria, then applied the new 5-year rule retrospectively
- in doing so, the Clerk's advice and external legal advice was ignored
- this left the Council open to a potential judicial review
- another £35k would be available this year and it was vital for Council to agree the criteria going forward and publish it before inviting applications this year
- he had suggested that the Clerk contact the solar farm company to find out what the timescale for this year would be.

The Clerk stated that he had contacted the company and explained the delays caused by Covid-19 and the lack of Council meetings so far this year. The company had said they still wanted the next solar farm grant round of funding issued by the Council by Christmas 2020 if at all possible. He would go back to them if needed, but this may prove possible.

Councillor Oakley stated that there was no doubt the solar farm grant had caused deep splits and considerable damage within the Council. He stated that he would not comment further on the solar farm grant issue as that was the subject of something else, which he did not wish to mention. He asked whether the Internal Auditor had seen the reports leading up to the 2019 budget setting, which justified the increase in the precept.

The Internal Auditor responded that:

- he had seen all the reports and minutes relating to the budget setting decision and leading up to it
- he had also seen notes of several subsequent working group meetings, where potential projects were discussed
- the Council did go through a process, it changed the budget recommended by the officers, and it was entitled to do that; but there was no discussion of strategic aims or objectives and no clear direction of travel.

Councillor Oakley stated in brief that:

- the budget working group was meant to meet and flesh out the spending plans
- for the record, he was new to the Council when he proposed the budget increase

- it seemed to him, very little was left after paying for the basics, such as Christmas lights
- the budget had been fine-tuned since the 2019 precept increase and a great deal of work and very many hours had gone into setting the 2020 budget
- members had high hopes for spending in 2020 but Covid-19 had come along and prevented a lot of things happening
- public surveys were conducted not only at Winterfest but also in churches, groups, clubs, on the street and in discussions he and his wife held with many people
- had it not been for the budget increase, the spending on youth workers and the second party in the park would not have been possible.

The Internal Auditor responded that:

- he appreciated that people held discussions with others and there may have been a view that the budget should increase, to get more things done
- however, at no time was the public asked how much more they were willing to pay
- there was merit in increasing the precept but it needed to be linked to a proper plan
- going forward, it needed to be clear that the budget was set in order to pay for the strategic objectives of the Council
- there was clearly considerable work and many hours put in to the 2020 budget; he had seen all the reports and minutes, but still there was a lack of cohesion.

Councillor Morgan objected to the Internal Auditor commenting on the solar farm grant issue. He stated that this was not an issue for the Internal Auditor.

The Internal Auditor responded that it was his role to identify areas of concern he had and to inform the Council of those areas of concern. The Council could choose to ignore him if it wished, but it was his responsibility as Internal Auditor to highlight issues or areas of concern and bring them to the Council's attention.

Councillor Oakley stated that the legal advice from the National Association of Local Councils said the Council could read the criteria however it wanted to but must advertise.

The Internal Auditor stated that he had seen the legal advice and many other documents. Unfortunately a councillor had informed groups not to apply.

Councillor Oakley stated that this had not happened and suggested the Internal Auditor read the reports again.

The Internal Auditor responded that:

- he had already read all the reports and minutes
- some members might disagree with him if they wished, but the way the Council dealt with the solar farm grant in 2019 exposed it to legal risk
- it was up to the Council what it wanted to do with the information he gave them
- it was important for the Council to decide what to do about the 5-year rule going forward and to advertise this year, what the 5-year rule meant in reality.

Councillor Lewis expressed concern that ALCC did not know (when it set its budget) how much the increase would actually cost taxpayers. He also referred to the importance of

deciding what reserves were for. The officers undertook to get back to Councillor Lewis as the information required was not immediately to hand.

The Internal Auditor continued to present his report. Briefly:

- he had worked in local government for 38 years and had never experienced 11 complaints to the Public Services Ombudsman (PSO) for Wales, let alone 11 complaints in less than 3 months
- this was a sad indictment and an indication that the Council was unable to deliver effectively for local communities, whilst it suffered from this level of in-fighting
- 7 complaints had been found to be not worthy of investigation or action, 3 were still under investigation and 1 should not have been made to the PSO in the first place
- this showed a clear breakdown of trust, respect and communication and the Council needed to address it, for the benefit of the people of the local area.

Councillor White stated that he could not see the Internal Auditor's remit being relevant to this issue. He was of the view that members needed someone external to complain to, as the County Borough Monitoring Officer was reluctant to get involved and they only had the Clerk left to go to.

The Internal Auditor responded that:

- he was staggered by the number of complaints, especially in less than 3 months
- councillors were clearly at loggerheads and this could cost the Council a great deal in terms of time and money; this was therefore about bad financial management
- the external auditor would see the number of complaints to the PSO for Wales and they would be similarly concerned
- the Council could do what it wanted to do, but it was his responsibility to raise his concerns.

Councillor Adamson stated that members were well aware that they were at loggerheads and did not need the Internal Auditor reminding them. He felt the Internal Auditor should "just stick to the facts" and not express opinions or judgements (e.g. as in the last two paragraphs of this section of his report).

The Internal Auditor responded that:

- his report contained his observations
- he knew members were aware, but the time and effort taken in dealing with these issues was disproportionate
- he felt it appropriate to report his concerns and he was doing so.

The Internal Auditor then outlined section 4 of Appendix B to his report, on the need for better monitoring of the youth service grant. He stated in answer to questions from Councillor Oakley that:

- he had read the reports on the youth service grant
- the Council needed more information, for example in relation to how many meals had actually been provided to young people in need by the Space Café
- the Council had given a large amount of funding for youth services and needed to

be satisfied that the money was being spent properly.

Councillor Oakley outlined how the funds had been spent, with the Space Café providing 40 meals per day to young people in need and youth workers being employed (before Covid-19) to engage with young people on the street and so reduce anti-social behaviour. Reports had been sent to the Council on the spending of the funds.

The Internal Auditor stated that this was helpful. More information would be helpful and he would be happy if he could say in next year's audit that reporting back had improved.

The Internal Auditor then outlined the remainder of appendix B to his report (sections 5 and 6). He stated that:

- the word "able" in section 5 should read "unable"
- the Council should have in place a mechanism (as many other councils did) for reaching urgent or important decisions, when the Council itself could not meet
- Covid-19 and the subsequent shutdown had never been experienced before, but it proved the importance of more delegations being given to officers and perhaps a small committee of members (e.g. the Chair of Council, Chair of Finance and Leader of the Opposition), to make decisions and keep Council services running.

Councillor Adamson expressed concern that five years' accounts were now with Audit Wales, awaiting external audit. He asked who could secure progress, given that the Council was under a burden of audit and waiting five years seemed wrong.

The Clerk stated that he had spoken with Audit Wales staff on several occasions and been assured of progress. As members knew, issues arose in 2014/15 and a Police investigation took place. That lasted several years, resulting in delays to the external audit for 2014/15 and all subsequent years. The last time he enquired, Wales Audit Office's local government audit team consisted of a single person. There were 735 community councils in Wales, so it was no surprise that progress was delayed. He was happy to enquire again, without wishing to put undue pressure on Audit Wales staff.

The Clerk was asked to clarify recommendation (2) in relation to the Council agreeing the Internal Auditor's report. The Clerk explained that the Council needed to approve the Annual Return, which set out the accounts including the annual governance statement and Internal Auditor's report, all on one form. However, the Internal Auditor's report was the Internal Auditor's report. The Council could not change the Internal Auditor's report. In answer to Councillor Oakley, the Clerk stated that the minutes of the meeting would record that there was a thorough debate on the Internal Auditor's report.

Council RESOLVED:

- (1) That the Clerk write to Audit Wales, enquiring about progress on the external audit of the Council's previous years' accounts and when the Council might realistically expect further progress
- (2) That the Council agrees that the accounting statements shown in the report fairly present the financial position of the Council for the year ending 31 March 2020 (NB one member abstained from this decision)
- (3) That the Annual Return, including the Annual Governance Statement and the Internal

- Auditor's report, be approved (NB one member voted against this decision)
- (4) That the Council authorises the Chair of the Council to complete and sign the Annual Return on the basis of these accounts
 - (5) That the Council authorises the Clerk/RFO to submit the Annual Return for the year ended 31 March 2020 and all relevant associated documents to Audit Wales as required.

The Chair thanked the Internal Auditor for his thorough and effective audit.

The Internal Auditor thanked members and officers and left the meeting at 8.25pm.

242. BUDGET 2019/20 – QUARTER 4 OUT-TURN REPORT

The Deputy Clerk began to outline the report (agenda item 10). During his introduction, he stated that the four councillors gathered at Bournville Community Hall had lost their internet connection due to an electrical storm. They were trying to get back into the meeting. They were using Councillor Oakley's mobile phone for their internet connection.

Council RESOLVED:

- (1) To adjourn the meeting for five minutes (at 8.27pm), to enable the issues to be resolved.

The Council reconvened at 8.32pm. The members who were gathered at Bournville Community Hall (see #) had been unable to regain internet connection and were unable to come back into the meeting. Telephone signals including Group Call were also not working, possibly due to the severe electrical storm covering the whole area.

Council RESOLVED:

- (2) To **DEFER** any non-urgent agenda items (Quarter 4 budget outturn report, Christmas lights, Chair's announcements, relevant correspondence and celebrating success) to a future meeting
- (3) That agenda item 16 was not needed, as the position relating to the 11 complaints to the PSO for Wales had already been discussed in this meeting
- (4) That agenda item 15 (exclusion of press and public) was also not necessary
- (5) Recognising that 11 councillors were still present, that Council deals with the remaining urgent items today (ICT strategy and procurement and date and time of next meeting).

243. ICT STRATEGY AND PROCUREMENT

The Council considered a report of the Deputy Clerk, which he outlined briefly.

Various members commented in brief:

- the current desktop computers were installed in 2010
- it was "absolutely imperative" to replace them as urgently as possible
- the Council should get an IT expert in to check what the staff were saying
- the existing computers should be taken to a local firm (e.g. Bits and PCs) to verify

- the facts, as members only had the officers' word to rely on
- the existing computers were running on Windows 7; this operating system was out of date several years ago and was no longer supported by Microsoft, so the Council was already at risk of IT security breaches and needed to get on with this
- new laptops were required as a matter of urgency
- the report also included the long-proposed screen in the Council Chamber.

In reply, the Deputy Clerk explained:

- the frequency with which the current 10-year-old desktop computers were failing
- the existing ICT was technically inadequate; even when it was working
- that comments about getting an IT expert in were disrespectful
- he personally had extensive ICT experience over many years; he had been the Head of Digital Forensics for the Serious Fraud Office
- that laptops (not desktops) were needed in any case, to enable home working, which was essential, especially during the Covid-19 pandemic
- Government guidance said employers must do everything possible to enable employees to work from home, including providing laptops to employees
- the Council was currently relying on staff using their own personally owned ICT or carrying a heavy desktop computer from office to home and back on a regular basis
- the potential impact on the Council's ability to get things done if the existing desktop computers were not replaced with new laptops
- taking the computers to a local shop was simply delaying the inevitable.

Council RESOLVED (unanimously):

- (1) To grant all necessary delegated powers to the officers to urgently proceed to upgrade the ICT equipment in line with this report, within the £2,250 IT upgrade budget already agreed by the Council
- (2) To grant all necessary delegated powers to the officers to proceed with the purchase and installation of the 65" smart monitor in the Council Chamber, within the £1,200 smart monitor budget already agreed by the Council.

Councillor Adamson left the meeting at this point.

244. DATE AND TIME OF NEXT MEETING

Council RESOLVED: That the next meeting be held (provisionally) on 17 September 2020 at 7.00pm subject to consultation with all members.

The meeting ended at 8.55 pm.

Signed as a correct record by the Chair

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

Minutes produced by Richard Gwinnell, Town Clerk



Abertillery and Llanhilleth Community Council

Full Year - 2019/20

Budget Report

**Authors: Richard Gwinnell (Clerk) and Steve Edwards
(Deputy Clerk)**

Date: 16 July 2020

For Council

Background:

It is part of good governance and reducing financial risks that Councillors who have the ultimate financial responsibility for the Community Council are kept informed on the budget situation.

One of the key elements of this is a report back from officers on how spending and income is performing against the budget that has been agreed. This is the final (FULL YEAR) quarter budget report for 2019/20 and covers the year from April 2019 to March 2020.

The Council agreed a budget at its 16 January 2019 meeting (**Annex 1**), which formed the basis of our precept request and the baseline numbers for comparisons in this budget report. We also came into the 2019/20 year in a healthy situation as far as finances are concerned with a Current Account balance more than £30k but reserves at only £16k.

Report:

The Budget setting process for 2019/20 was followed but what is unusual was that the set budget included a large amount, £78,000, that was unallocated as New Projects, and £20,000 allocated for additional staff costs without that being quantified.

Important Note

The numbers shown in this report are to monitor our performance against our budget for 2019/20. A direct comparison should not be made with the numbers shown on the Annual Statement. There are items like the Solar Farm grant which is not part of our budget but is counted in our annual statement and the final quarter staff costs that are counted as part of this budget report but are not in the annual statement as the payment had not been made in the 2019/20 year. This budget report also takes no account of cheques that were issued at the end of 2018/19 and presented in 2019/20

The overall spend for 2019/20 was **£217,911.83** against a budget of **£234,000**, so a **£16,088.17 underspend for the year**. Please note £20,000 (The additional staff costs which didn't materialise) have been moved to reserves, so are counted as being spent as far as the budget is concerned. This does include **£8,215.28** of unallocated New Projects spending which does highlight the need for proper budget planning, rather than have an unallocated pot which can be dipped into, which is what happened for the New Project spending.

All the factors that have gone into this are detailed in the attached spreadsheet (**Annex 2**). Underspends are shown in red in the spreadsheet

The main reasons for this are

- Staff costs are 3.99% under budgeted figure, mainly because the Deputy Clerk did not take his Pension enrolment until Feb 2020.
- The training costs for members and staff is under half that was budgeted for.
- Internal Audit Costs were lower than estimated.

- We will not pay Chairs Allowance which had been budgeted for
- Only 5 members claimed the members allowance.
- We did not spend the £2,000 allocated for public toilets.
- Council Grants were underspent.
- New Projects had a significant underspend.

Council Grants:

This was an area of concern when the half year forecast was produced, but Council grants have lessened since that time and almost dried up in the last quarter of the year. The original budget was for £5,600 and £4,400 was moved across from the New Projects budget. So, Council Grants budget for the year was £10,000. We spent £4,356 for the full year for Council Grants, which means there was an underspend of £5,644 in this area.

Christmas Lights:

Our original budget was for £20,000 and this was intended to cover the central Christmas lights contract we have in place with Centregreat. £5,000 was moved across from the New Projects Budget to the Christmas Lights Budget (this is shown within the budget report as an actual spend against new projects) as it was thought that a some additional remedial/repair work may have to take place. This did not materialise. However, during the year Council decided to give three grants to groups within our area, so that they could manage their own Christmas Lighting, which totalled £6,000 and this is shown under Christmas Lighting, not Council Grants, which is why the whole Christmas lighting budget shows an overspend for the year.

For the new budget that was agreed for 2020/21 each of the three groups have their own allocated budget now and the Central Christmas Lighting budget for 2020/21 was increased to £25,000.

Additional Items:

We have paid for additional items detailed below which were not considered as part of the overall budget process in January.

New Items (Not included in original Budget)	These are items not previously budgeted in budget passed by Council Jan 2019
Roman Builders - Removal of Christmas lights	£720.00
Roman Builders - Blue Plaque Install	£72.00
New Gazebos * 10	£1,299.90
New Tables * 10	£299.90
SWALEC Costs for Christmas Lights 2017 (previous Cheque lost)	£944.70
Sharon Mason - Honorarium (Council Decision 11/12/19)	£75.00
Perry Morgan Members Allowance 2018/19 - Replacement Cheque	£150.00
Gazebo Weights	£1,145.95
Door Entry phone in Chamber	£234.00

Meeting Room Table	£262.20
Andrew Davies - Shop Local Sleigh	£150.00
Mark Lewis - Paint and Brushes for Sleigh	£45.91
Mark Lewis - White Spirit for Sleigh	£1.80
Total	£5,401.36

New Projects:

There was an originally allocated budget of £78,600, £4,400 moved into Council Grants, so final budget is £74,200.

We now have allocated spend of £65,984.91 which leaves a balance of £8,215.28 for new projects.

NEW PROJECTS	
Party in the Park	£11,583.45
Youth Engagement	£38,551.46
Defibs project additional	£3,600.00
Defibs Publicity	£1,840.00
Drone Video	£1,000.00
Website review	£1,410.00
Additional Christmas lights Funding	£5,000.00
Ffindieu Tyleri	£2,000.00
Abertillery Rock and Blues	£1,000.00
Total of new projects	£65,984.91

Reserves:

Reserves at the end of the year stand at £61,678.45. (£5,000 is ringfenced for external audit costs).

During the year we transferred in from the current account:

- The £15,000 that was taken from Reserves in December 2018 to pay for the Defibrillator Project.
- The £20,000 unspent additional staff costs.
- The £1,300 unspent Panto Costs
- £5,000 for previous years External Audit.
- We have also put £3,706.12 VAT reclaim direct into Reserves.

This means that unallocated reserves are £56,678.45, which is 23.61% of our overall 2020/2021 budget, so we still slightly under the minimum recommendation of reserves being at least £60,000 (25%) of our yearly budget.

Budget Status:

There was a significant underspend of the 2019/2020 budget. There will always be a potential underspend built into our budget because of some statutory obligations around members allowances which are not claimed.

However, it is clear from that the Council must be a lot more rigorous when setting its budget for the year, in that it has a clear and costed plan for spending public money to avoid future underspending

The Council came into the year with a current account surplus of £33,108. and that surplus has now increased to £50,807. **NOTE:** The actual closing bank balance at the end of the year was £65,769 but the last quarter staff costs had yet to be paid.

Within the £50,807 is a ring-fenced amount of £1,200 which is money collected from events for the Chairs Charity, so the actual working surplus is £49,607.

While we should carry a small surplus, which would enable us to deal with contingencies our current surplus is too large, and we run the risk of an audit being critical of us holding public money which we have no plans to use. In the short term the recommendation is to move £35,000 from our current account into reserves until Council has a clear plan on how to use it, either to offset some of the 2021/2022 budget requirements (in other words to reduce the precept in 2021/2022) or to use it in another beneficial way for the Community.

In addition, we have an old "Gratuity" bank account, which currently has £4.85 in it. This is an account that was left over from many years ago and was used (until 2014) to build up a "pension" for previous officers. This account should now be closed, and the money transferred to our current account

Recommendations:

- 1: Note the end of year position.
- 2: Move £35,000 from the current account to the Reserve Account
- 3: Close the old Gratuity Account and move the funds over to the Current Account.

Budget 2019/20 - Abertillery and Llanhilleth Community Council

Salaries: this assumes 1 part time (30 hours) Town Clerk and 1 part time (23 hours) Deputy Town Clerk							
Post	FTE (Full Time Equivalent)	Hourly rate	Weekly	Annual Actual	Employer NI Cont	Pension	Total Council Cost
1 Town Clerk NJC Spine Point 35 (Spine Points have been consolidated)	£37,849.00	£19.62	£588.54	£30,604.22	3,060.84	£5,508.76	£39,173.82
1 Deputy Town Clerk NJC Spine Point 23 (Spine Points have been consolidated)	£26,999.00	£13.99	£321.77	£16,732.04	1,147.19	£3,011.77	£20,891.00
Additional Staff Costs for Projects							£20,000.00
Totals				£47,336.26	£4,208.03	£8,520.53	£80,064.81

Training and subscriptions	
2 Memberships of SLCC	£450.00
Training Budget for Officers Including Conference Attendance	£1,200.00
Training Budget for members	£2,000.00
Totals	£3,650.00

Administration	
IT for MS365 for two members of staff	£200.00
Bank Charges	£210.00
Insurance	£650.00
One Voice Wales Membership	£2,350.00

Annex 1

Printing and photocopying usage		£700.00
Printer Rental		£1,300.00
Internet and Phone (BT)		£250.00
Web Hosting - Vision ICT		£250.00
Stationary and Postage		£1,000.00
Accountants (payroll)		£600.00
Information Commissioner		£40.00
Electricity from British Gas		£0.00
Internal Audit		£1,500.00
Travel and Mileage		£500.00
External Audit		£5,000.00
Welsh Water		£150.00
Totals		£14,700.00

Council and Ward Donations		
£200 per Councillor - Ward Donations		£3,800.00
Chairmans Allowance		£800.00
Council Grants		£5,600.00
Members Allowance (19*£150)		£2,850.00
		£13,050.00
Environment and Leisure all items		
Xmas lights		£20,000.00
WinterFest		£2,000.00
Panto		£1,300.00
Contribution to Toilets		£2,000.00
Allotments		£510.00
War Memorial Maintenance		£1,500.00
Wreaths		£125.00

SWALEC Costs for Christmas lights		£1,500.00
Replenish Reserves - Defibrillator		
Project Costs		£15,000.00
Totals		£43,935.00

New Projects		£78,600.19
		£78,600.19

Overall Total

£234,000.00

Abertillery and Llanhilleth Community Council - Budget Spend 2019/20

Report of End Year - April 2019 - March 2020 by Steve Edwards

Expenditure	Agreed Budget for 2019/20	Actual	Variance £	Variance %	Notes
Budget Item					
Clerk Salary (Gross)	£30,604.22				
Deputy Clerk Salary (Gross)	£16,732.04				
Salary Gross (Both Officers)	£47,336.26	£47,471.52	£135.26	0.29	Small Variance as slight miscalculation on pro-rata rates
Pension	£8,520.53	£6,027.34	£2,493.19	-29.26	Deputy Clerk did not take up pension option until Feb 2020.
Employer NIC	£4,208.03	£4,169.64	£38.39	-0.91	
Staffing Costs Totals	£60,064.82	£57,668.50	£2,396.32	-3.99	
2 * Memberships of SLCC	£450.00	£402.00	£48.00	-10.67	SLCC Costs have increased, actual figures not known when budget set.
Training Budget for Officers	£1,200.00	£144.00	£1,056.00	-88.00	No further expected Officer Training Costs
Training Budget for Members	£2,000.00	£1,217.90	£782.10	-39.11	
Training and Subscriptions	£3,650.00	£1,763.90	£1,886.10	-51.67	
Microsoft Office, 2 Licences	£200.00	£270.72	£70.72	35.36	This is the last year of yearly costs have we have purchased ongoing licences
Bank Charges	£210.00	£164.11	£45.89	-21.85	
Insurance	£650.00	£760.24	£110.24	16.96	Council resolved at Meeting of 26/6/19 to go forward with renewal quote from Zurich. This also includes the premium for the Party in the Park event
Membership of One Voice Wales	£2,350.00	£2,624.00	£274.00	11.66	These costs are due to be paid in Q4
Printing and photocopying usage	£700.00	£895.79	£195.79	27.97	Printing has been higher than usual, because of the large numbers of papers and associated documents for meetings.
Printer Rental	£1,300.00	£1,259.56	£40.44	-3.11	
BT (Internet and Phone)	£250.00	£252.16	£2.16	0.86	Paid by Direct Debit
Web Hosting - Vision ICT	£250.00	£246.00	£4.00	-1.60	
Stationary and Postage	£1,000.00	£908.26	£91.74	-9.17	
Payroll	£600.00	£600.00	£0.00	0.00	Payroll now done by BGCBC, costs are £50 per month
Information Commissioner Registration	£40.00	£35.00	£5.00	-12.50	These costs due to be paid in Q4
British Gas - Electricity	£0.00	£0.00	£0.00	0.00	We are in credit with British Gas for £490.75, so no payments being made.
Internal Audit Costs for 2018/19	£1,500.00	£1,212.60	£287.40	-19.16	
Travel and Mileage	£500.00	£172.35	£327.65	-65.53	Staff and Members Mileage

External Audit Costs							Actual Costs are unknown at this time, £5,000 transferred to reserves and ring fenced	0.00	
Welsh Water (Factory Unit)								-22.91	
Admin Totals								-19.22	
Ward Donations @ £200 per Councillor								-11.18	
Chairmans Allowance								-100.00	
Council Grants								-56.44	
Members Allowance								-73.68	
Donation Spending								-51.40	
Xmas Lights								24.50	
Winterfest								-8.20	
Panto								0.00	
Contribution to Toilets								-100.00	
Allotments Rentals								6.27	
War Memorial Maintenance								-6.33	
Wreaths								148.00	
SWALEC Costs for Christmas Lights 2018								-62.47	
Replenish Reserves - Defibrillator Project								0.00	
Environment and Leisure								4.37	
New Projects Staff Costs								0.00	
New Projects								-11.07	
Budget								-9.18	
Non Budgeted Items									
Overall Balance against Set Budget								-6.38	

NEW PROJECTS				
Party in the Park		£11,583.45		
Youth Engagement group		£38,551.46		
Defibs project additional		£3,600.00	2 defibs and 1 box + AED Signs	
Defibs Publicity		£1,840.00	Leaflet printing, distribution (Dor to Dor) and	
Drone Video		£1,000.00		
Website review		£1,410.00		
Additional Christmas lights Funding		£5,000.00		
Ffindieu Tyleri		£2,000.00		
Abertillery Rock and Blues		£1,000.00		
Balance of new projects		£65,984.91		
New Items (Not Included in original Budget)				
		These are items not previously budgeted in Council Jan 2019		
Roman Builders - Removal of Christmas lights		£720.00		
Romam Builders - Blue Plaque Install		£72.00		
New Gazebos * 10		£1,299.90		
New Tables * 10		£299.90		
SWALEC Costs for Christmas Lights 2017 (previous Cheque lost)		£944.70		
Sharon Mason - Honorarium (Council Decision 11/12/19)		£75.00		
Perry Morgan Members Allowance 2018/19 - Replacement Cheque		£150.00		
Gazeboo Weights		£1,145.95		
Door Entry phone in Chamber		£234.00		
Meeting Room Table		£262.20		
Andrew Davies - Shop Local Sleigh		£150.00		
Mark Lewis - Paint and Brushes for Sleigh		£45.91		
Mark Lewis - White Spirit for Sleigh		£1.80		
Total		£5,401.36		



Abertillery and Llanhilleth Community Council

Budget 2020/21 - Quarter One report

**Authors: Richard Gwinnell (Clerk) and Steve Edwards
(Deputy Clerk)**

Date: 24 August 2020

For Council

Background:

It is part of good governance and reducing financial risks that Councillors who have the ultimate financial responsibility for the Community Council are kept informed on the budget situation.

One of the key elements of this is a report back from officers on how spending and income is performing against the budget that has been agreed. This is the first quarter budget report for 2020/21 and covers the period from 1 April 2020 to 30 June 2020.

The budget was set in January 2020, with a greater degree of detailed costs allocated to specific budget lines than had been the case in the previous year.

The Council agreed a budget of **£240,041.52** at its 22 January 2020 meeting (**Annex 1**), which formed the basis of our precept request and the baseline numbers for comparisons in this budget report. The Council also came into the 2020/21 year in a healthy situation as far as finances are concerned, with a Current Account balance more than £50k (taking into account any payments from 2019/2020 that were being processed but not yet paid) and reserves standing at £61.6k.

In any normal year the first quarter budget report and forecast always comes with the caveat that there is only three months information to work on. The vast majority of costs are incurred in quarters 3 and 4. This year has been and continues to be unique because of the impact of the Covid 19 emergency, which has severely curtailed events and activities, has impacted on the Council's decision making ability and has meant the Council has not been able to spend money on things it intended to spend money on, when the budget was set in January.

The paragraphs below refer to each section of the budget, so that councillors can clearly see where the impact of Covid-19 has caused the most variance against the budget and therefore where future decisions have to be focussed.

(1) Staffing

At the current rate the Council would be looking at a very small underspend. However, all councils are awaiting the NALC 2020 national pay settlement which is likely to be around 2%, so factoring that in would give a small overspend of £678 for the year. In the last few years, staffing costs have been underspent but for 2020/2021 the Deputy Clerk has now taken up the option of entering the Local Government Pension Scheme, so pension costs are now being spent fully.

(2) Training and subscriptions

There has not been any training spending to date this year because of the Covid 19 emergency. For budget monitoring purposes it is assumed that all the training budget will be spent in the year but in practical terms there is likely to be an underspend here of the £1,850 that was allocated in the budget.

(3) Administration

There is a current forecast underspend of £3,945 against the agreed budget of £18,649. This is mainly made up from:

- reduced service charge for printer rental, so an underspend of £1,450
- printing and photocopying usage showing a forecast underspend of £518
- stationary showing an estimated underspend of £250.

(4) Grants and Members Allowances

All the allowances that Council are liable for at the beginning of the year are accounted for in the Q1 forecast. So, the Council would be on target to spend all of the £21,150 allocated in the budget. However, there are number of notable items that will impact this for the rest of the year. It is highly likely (based on previous years' experience) that at the Annual Meeting there will be decisions made not to pay the Specific Responsibility Allowance (£2,850), the Deputy Chairs Allowance (£500) and the Chairman's Allowance (£1,150), so there is a potential underspend of £4,500 if that happens.

RECOMMENDATION: If the Council decides at its annual meeting not to pay these allowances for 2020/21, then £4,500 is transferred into the Reserve Account, to be used to offset this liability for future years.

The same allowances would need to be budgeted for in 2021/22, but the costs could be met from reserves (rather than the precept). The precept could therefore be reduced by this amount.

The Council has budgeted £2,850 for members allowances (19 x £150). In previous years, allowances have only been paid to a maximum of 5 members (as all other members opted out). There is no way of knowing until Q4, what will happen this year.

(5) Environment and Leisure

Most of the budget here is tied up with Christmas Lights, which will be provided as normal this year.

There are budgeted amounts for the Abertillery Rock and Blues Festival (which has not gone ahead this year), and for Ffrindiau Tyleri for use for Aberfest and Winterfest. As Aberfest did not go ahead this year and Winterfest is unlikely to go ahead, the forecast is for a £3,000 underspend. Council will need to confirm what it wants to do about these grants. It may want to wait until the next quarter, when there could be a clearer view of what will happen with Winterfest.

(6) Elective Spending

£96,386 is budgeted under this heading. So far, only £166.80 has been spent. It is impossible to know how much will be spent under this heading and Council will have to make decisions regarding each of the budget lines in this area. At present and for this report, an underspend of £96,219 is shown, as the Council does not know if it will be in a position to spend any of it, for the foreseeable future, on what it was originally budgeted for.

Reserves:

Reserves at the end of last year stood at £61,678.45 (£5,000 of that is ringfenced for external audit costs).

This means that unallocated reserves are £56,678.45, which is 23.61% of our overall 2020/2021 budget, so still slightly under the minimum recommendation of reserves being at least £60,000 (25%) of our yearly budget.

There is a recommendation in the 2019/20 quarter 4 budget report to move £35,000 into reserves, as the Council is running a substantial current account surplus.

Budget Status:

There will always be a potential underspend built into the budget, assuming that some statutory liabilities (e.g. members' allowances) are not taken up (which is normally the case).

This year is hopefully unique, insofar as the impact of Covid-19 is concerned.

Council now has to decide what it does about the potential underspend, which is currently forecast at over £100,000. For that reason, the budget status has to be Amber, even though we are all aware of the reasons behind it.

Recommendations:

- 1: Council notes the current position.
- 2: If the Council decides at its annual meeting not to pay the members allowances listed above in 2020/21, then £4,500 is transferred into the Reserve Account, to be used to offset this liability for future years.
- 3: Council urgently revisits its spending plans for 2020/21 and makes changes to either avoid a huge underspend, or ringfence money to be used to reduce the 2021/22 precept request.

**Quarter 1 (April 2020 to June 2020) -
Abertillery and Llanhilleth Community Council**

	Budget for Year	Spend to date	Full Year Estimate	Variance	Comments
Staffing Costs					
Staff Salaries	£49,078.29	£12,063.30	£48,253.20	-£825.09	
Employer NIC	£4,051.73	£1,058.64	£4,234.56	£182.83	
Employer Pension Contributions	£8,834.09	£2,231.70	£8,926.80	£92.71	
Totals	£61,964.11	£15,353.64	£61,414.56	-£549.55	The full year figure does not include any NALC pay increase as this has not yet been agreed. Likely to be 2%, so that would increase salary costs to £62,642.86, so a small overspend of £678.75 on the year.
Training and subscriptions					
2 Memberships of SLCC	£450.00	£0.00	£450.00	£0.00	Paid in Q 4
Training Budget for Officers Including Conference Attendance	£400.00	£0.00	£400.00	£0.00	There has not been any training spending to date because of the Covid 19 emergency, for budget monitoring purposes it is assumed that all the training budget will be spent
Training Budget for members	£1,000.00	£0.00	£1,000.00	£0.00	
Totals	£1,850.00	£0.00	£1,850.00	£0.00	
Administration					
Upgrade of IT Equipment - 3 Laptops @ £750 each with encrypted hard drives	£2,250.00	£0.00	£2,250.00	£0.00	
Purchase and set up of Rialtas Accounting System (Year 1)	£645.00	£0.00	£645.00	£0.00	The installation of the new accounting system has been delayed until the accounts for 2019/2020 were agreed by Council and new laptops have been installed
Hosting of Cloud Based Accounting System - 3 Users	£1,122.00	£0.00	£1,122.00	£0.00	This will depend on what cloud data solution we use
VSM Hosted File Sharing - 18 users	£432.00	£0.00	£432.00	£0.00	
65" Android Wireless Smart Monitor + wall brackets and installation	£1,200.00	£0.00	£1,200.00	£0.00	
Bank Charges	£210.00	£35.00	£210.00	£0.00	Current spend in line with forecast but may reduce as the impact of reduced expenditure in first half of the year start to come into play
Insurance	£800.00	£768.92	£768.92	-£31.08	
One Voice Wales Membership	£2,500.00	£2,624.00	£2,624.00	£124.00	Paid in Q4
Printing and photocopying usage	£700.00	£45.44	£181.76	-£518.24	Reduced due to working at home
Printer Rental	£1,500.00	£0.00	£50.00	-£1,450.00	There is now only a minimal service charge
Internet and Phone (BT)	£250.00	£0.00	£250.00	£0.00	No up to date figures to base any new projections on

Web Hosting - Vision ICT	£250.00	£180.00	£430.00	£180.00	Slight overspend, as additional work was required to transfer historic meeting agendas and minutes across to the new website
Stationary and Postage	£1,000.00	£98.91	£750.00	-£250.00	There is likely to be an underspend on this
Payroll - BGCB	£600.00	£150.00	£600.00	£0.00	
Information Commissioner	£40.00	£0.00	£40.00	£0.00	Paid in Q4
Electricity from British Gas (Factory Unit)	£0.00	£0.00	£0.00	£0.00	We are still in Credit
Internal Audit	£1,500.00	£0.00	£1,500.00	£0.00	Cost will be know in Q2
Travel and Mileage	£500.00	£0.00	£500.00	£0.00	No indication yet what these costs may be
External Audit 2019/2020	£1,000.00	£0.00	£1,000.00	£0.00	We do not have any indication yet of the costs for the 2019/2020 Audit
Welsh Water (Factory Unit)	£150.00	£41.19	£150.00	£0.00	
Marketing and Publicity (Well Being, leaflets)	£2,000.00	£0.00	£0.00	-£2,000.00	There are no current marketing plans
Totals	£18,649.00	£3,943.46	£14,703.68	-£3,945.32	
Grants and Members Allowances					
£200 per Councillor - Ward Grants	£3,800.00	£2,000.00	£3,800.00	£0.00	It assumed that all ward grants will be spent
Chairmans Allowance (IRP Determination 49)	£1,500.00	£0.00	£1,500.00	£0.00	
Deputy Chairs Allowance (IRP Determination 50)	£500.00	£0.00	£500.00	£0.00	Until Council decision at Annual Meeting we still hold the liability for this
Council Grants	£10,000.00	£0.00	£10,000.00	£0.00	No grants yet paid but is assumed that the entire allocation will be taken up
Specfic Responsibilities Allowance (IRP Determination 43) 5 * £500	£2,500.00	£0.00	£2,500.00	£0.00	Until Council decision at Annual Meeting we still hold the liability for this
Members Allowance (19*£150)	£2,850.00	£0.00	£2,850.00	£0.00	No allowances have yet been paid but is assumed that the entire allocation will be taken up, even though in past years a maximum of 5 members have taken up the allowance
Totals	£21,150.00	£2,000.00	£21,150.00	£0.00	
Environment and Leisure					
Xmas lights - Central Contract	£25,000.00	£0.00	£25,000.00	£0.00	
Llanellieth Tenants and Residents - Christmas Lights	£3,000.00	£3,000.00	£3,000.00	£0.00	
Bryntel Community Centre - Christmas Lights	£1,500.00	£1,500.00	£1,500.00	£0.00	
Swffryd Community Centre - Christmas Lights	£1,500.00	£1,500.00	£1,500.00	£0.00	
Winterfest (ALCC Activities)	£2,000.00	£0.00	£2,000.00	£0.00	Until the situation around Social Public gatherings is confirmed we should retain this in the budget.
Ffrindiau Tylen (Winterfest and Aberfest)	£2,000.00	£0.00	£0.00	-£2,000.00	
Aberillery Rock and Blues Festival	£1,000.00	£0.00	£0.00	-£1,000.00	Events unlikely to take place due to Covid-19
Allotments	£542.40	£10.00	£542.40	£0.00	
War Memorial Maintenance	£1,500.00	£530.00	£1,500.00	£0.00	
Wreaths/Poppies/Remembrance Day	£500.00	£0.00	£500.00	£0.00	
SWALEC Costs for Christmas lights	£1,500.00	£0.00	£1,500.00	£0.00	
Totals	£40,042.40	£6,540.00	£37,042.40	-£3,000.00	
Overall Total (Stand Still)	£143,655.51	£27,837.10	£136,160.64	-£7,494.87	

Elective Spending Proposals									
Car Park - CAT		£0.00	£0.00	£0.00	£0.00		£0.00		
Abertillery Underpass - Repair Estimate		£0.00	£0.00	£0.00	£0.00		£0.00		
YOUTH ENGAGEMENT GROUP - Estimate									
BGCBC - Youth Workers		£37,806.00	£0.00	£0.00	£0.00		£0.00		
Space Youth Café - Youth Services (Food Project)		£3,380.00	£0.00	£0.00	£0.00		£0.00		
LEISURE AND TOURISM GROUP									
Party in the Park		£13,000.00	£0.00	£0.00	£0.00		£0.00		Cancelled due to Covid-19
Fun Run		£3,000.00	£0.00	£0.00	£0.00		£0.00		Cancelled due to Covid-19
In Bloom		£0.00	£0.00	£0.00	£0.00		£0.00		
Install benches at war memorial centre		£1,000.00	£0.00	£0.00	£0.00		£0.00		
WELL-BEING									
In Bloom		£22,000.00	£0.00	£0.00	£0.00		£0.00		
Defibrillator Maintenance		£2,000.00	£0.00	£0.00	£0.00		£0.00		
War Memorial Maintenance (Bournville and BG)		£3,000.00	£0.00	£0.00	£0.00		£0.00		
SHOP LOCAL									
Second drone video of further down the valley		£1,000.00	£0.00	£0.00	£0.00		£0.00		
Weights for remaining council gazebos		£200.00	£0.00	£0.00	£0.00		£0.00		
Halloween Event- Middle Tier of Multi Story Car Park		£0.00	£0.00	£0.00	£0.00		£0.00		
Outdoor cinema (St. Micheals)		£0.00	£0.00	£0.00	£0.00		£0.00		
Craft / Record Fayre		£0.00	£0.00	£0.00	£0.00		£0.00		
Shop local events		£10,000.00	£166.80	£166.80	£166.80		£166.80	-£9,833.20	
Food Festival - Closure of Church Street		£0.00	£0.00	£0.00	£0.00		£0.00		
Total Elective Spend		£96,386.00	£166.80	£166.80	£166.80		£166.80	-£96,219.20	

Overall £240,041.51 £28,003.90 £134,477.44 -£105,564.07



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

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Agenda Item 7

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 17 September 2020 Council Meeting
(Finance Order No 1 – February 2020 to September 2020)

Cheques that have been presented between 5th February 2020 to 5 August 2020

(Table 1)

PAYEE	Date	Cheque No	Amount
AR Digital - December Printing	06/02/2020	7661	£94.06
Mrs Eryl Dykes - Rental Adam Street Allotments	07/02/2020	7659	£532.40
Office Furniture Online - Meeting Room Table	10/02/2020	7670	£262.20
Central Security and Fire - Door Entry Phone in Chamber	11/02/2020	7674	£234.00
Viking Payments Stationary	11/02/2020	7671	£84.26
CF Corporate - Printer Lease (March - June 2020)	11/02/2020	7673	£302.89
Vision ICT - Website Revision	11/02/2020	7675	£705.00
Owl Sanctuary - Winterfest	12/02/2020	7660	£265.00
Information Commissioner's Office - Annual Charge	13/02/2020	D/D	£35.00
SLCC - Deputy Clerks Annual Membership	17/02/2020	7658	£175.00
SLCC - Clerks Annual Membership	17/02/2020	7672	£227.00
Abertillery Town Band - Council Grant	18/02/2020	7599	£500.00
Mark Lewis - Paint and Brushes for Sleigh	19/02/2020	7663	£45.91
Mark Lewis - White Spirit for Sleigh	19/02/2020	7664	£1.80
Clr Mark Lewis - Members Allowance	19/02/2020	7667	£150.00
Brynithel Community Centre - Michela Assiratti Ward Grant	20/02/2020	7678	£200.00
Clr Perry Morgan - Members Allowance	26/02/2020	7666	£150.00
Llanhilleth Miners Institute - Keri Bidgood Ward Grant	26/02/2020	7680	£50.00
Llanhilleth Miners Institute - Gill Clark Ward Grant	26/02/2020	7681	£50.00
Nat West - Bank Charges	28/02/2020		£12.62
Hospice of the Valleys - Bernard Wall Ward Grant	02/03/2020	7683	£200.00
Hospice of the Valleys - Graham White Ward Grant	02/03/2020	7684	£200.00
Clr Glyn Smith - Members Allowance	03/03/2020	7668	£150.00
Friends of St Illtyds - Gary Oakley Ward Grant	09/03/2020	7677	£200.00
BT Group - Direct Debit (Phone/Internet)	09/03/2020	D/D	£60.53
Solar Farm Grant - Tyleryan Belles Sports Association	18/03/2020	7653	£5,000.00
Amazon Payments - Gazebo Weights	20/03/2020	7693	£1,145.95
Abertillery Museum - Tracy Postlethwaite Ward Grant	20/03/2020	7698	£200.00

Abertillery Museum - Tracey Dyson Ward Grant	20/03/2020	7699	£150.00
Hospice of the Valleys - Peter Adamson Ward Grant	20/03/2020	7703	£100.00
Abertillery Museum - Nick Simmons Ward Grant	20/03/2020	7705	£200.00
AR Digital - Jan Printing	24/03/2020	7688	£92.92
One Voice Wales - LG Finance Training at Council Offices	24/03/2020	7689	£417.90
One Voice Wales - LG Finance Training (Dyson/Bidgood)	24/03/2020	7690	£80.00
One Voice Wales - Advanced LG Training (Rees/Simmons/Oakley)	24/03/2020	7691	£120.00
One Voice Wales - Annual Membership	24/03/2020	7692	£2,624.00
AR Digital - Feb Printing	24/03/2020	7694	£109.47
One Voice Wales - Community Plan Training (Simmons/Lewis)	24/03/2020	7695	£80.00
Centregreat Limited - Christmas Lights - Replacement for cheque 7686	24/03/2020	7697	£18,900.00
Bournville Community Centre - Perry Morgan Ward Grant	24/03/2020	7704	£200.00
Blaenau Gwent CBC - 3rd Quarter Staff and Payroll Costs	26/03/2020	7696	£14,441.25
Nat West - Bank Charges	31/03/2020		£14.35
C.Wilkinson (Pinkies Party) - Replacement for 7662	19/05/2020	7687	£300.00
Clr Bernard Wall - Members Allowance	29/05/2020	7665	£150.00
Solar Farm Grant - Abertillery Youth Drama and Musical Society	17/06/2020	7654	£5,000.00
Soffryd Friendly Group - Allen Rees Ward Grant	22/06/2020	7682	£150.00
Clr Graham White - Members Allowance	01/07/2020	7669	£150.00
S.Edwards - Increase of Google storage size	30/04/2020	7706	£15.99
Bakehouse Print - Shop Local Stickers	30/04/2020	7707	£166.80
Welsh Water - Industrial Unit Standing Charges	30/04/2020	7708	£41.19
BGCBC - Staff and Payroll Costs (Jan to March 2020)	30/04/2020	7709	£14,962.30
BGCBC - Rent for Gellicrug Road Allotments	30/04/2020	7710	£10.00
Andrew Sheehy - Green Fingers, War Memorial - Cut #1	30/04/2020	7711	£85.00
Vision ICT - Adding old minutes and agendas to Website	30/04/2020	7712	£180.00
Nat West - Bank Charges	30/04/2020	Direct from account	£15.40
Zurich Municipal - Yearly Insurance Premium	16/05/2020	7713	£768.92
AR Digital - Printing March 2020	01/04/2020	7714	£41.59
AR Digital - Printing April 2020	30/04/2020	7715	£15.60
Andrew Sheehy - Green Fingers, War Memorial - Cut #2	07/05/2020	7716	£85.00
Amazon - Phone headset	13/05/2020	7717	£28.44
Amazon - Web Cam	13/05/2020	7718	£54.48
Nat West - Bank Charges	15/05/2020	Direct from account	£20.00
Swffryd Community Centre - Christmas Lights Grant	29/05/2020	7719	£1,500.00
Llanhilleth Tenants and Residents - Christmas Lights Grant	29/05/2020	7720	£3,000.00
Brynithel Community Centre - Christmas Lights Grant	29/05/2020	7721	£1,500.00
AR Digital - May Printing	02/06/2020	7722	£5.52

Ebenezer Baptist Church - R.Phillips Ward Grant	02/06/2020	7723	£200.00
Salvation Army - G.Oakley Ward Grant	02/06/2020	7724	£200.00
Ebenezer Baptist Church - A.Rees Ward Grant	02/06/2020	7725	£200.00
Salvation Army - P.Morgan Ward Grant	02/06/2020	7726	£200.00
Ebenezer Baptist Church - J.Holt Ward Grant	02/06/2020	7727	£200.00
Ebenezer Baptist Church - T.Dyson Ward Grant	02/06/2020	7728	£100.00
Ebenezer Baptist Church - P.Adamson Ward Grant	02/06/2020	7729	£100.00
Salvation Army - P.Adamson Ward Grant	02/06/2020	7730	£100.00
Ebenezer Baptist Church - T.Postlethwaite Ward Grant	02/06/2020	7731	£200.00
Ebenezer Baptist Church - G.Smith Ward Grant	02/06/2020	7732	£100.00
Salvation Army - G.Smith Ward Grant	02/06/2020	7733	£100.00
Ebenezer Baptist Church - B.Wall Ward Grant	02/06/2020	7734	£100.00
Salvation Army - B.Wall Ward Grant	02/06/2020	7735	£100.00
Blaenau Gwent Baptist Church – V Bartlett Ward Grant	02/06/2020	7736	£100.00
BT Phone and Internet Costs - May - July 2020	08/06/2020	D/D	£50.93
Nat West - Bank Charges	15/06/2020	Direct	£20.00
Nat West - Bank Charges	30/06/2020	Direct	£4.90
Nat West - Bank Charges	15/07/2020	Direct	£20.00
Nat West - Bank Charges	31/07/2020	Direct	£21.48
TOTAL			£79,127.05

Cheques and payments that have been issued but not yet presented as at 5 August 2020
(Table 2)

PAYEE	Cheque No	Amount
Ebbw Fach Choir - Beverley Lucas Ward Donation	7701	£150.00
Abertillery Blue Birds - Roger Clark Ward Donation	7702	£200.00
Andrew Sheehy - Green Fingers, War Memorial - Cut 27/5/20	7737	£85.00
CF Corporate - Quarterly Printer Rental	7738	£302.89
Andrew Sheehy - Green Fingers, War Memorial - Cut 15/6/20	7739	£85.00
Andrew Sheehy - Green Fingers, War Memorial - Summer Bedding Planting	7740	£275.00
Andrew Sheehy - Green Fingers, War Memorial - Cut 6/7/20	7741	£85.00
Andrew Sheehy - Green Fingers, Removal of Hanging Baskets	7742	£45.00
Richard Gwinnell - Reimbursement of office mobile phone costs	7743	£25.00
Andrew Sheehy - Green Fingers, War Memorial - Cut 27/5/20	7737	£85.00
CF Corporate - Quarterly Printer Rental	7738	£302.89
Andrew Sheehy - Green Fingers, War Memorial - Cut 15/6/20	7739	£85.00
Andrew Sheehy - Green Fingers, War Memorial - Summer Bedding Planting	7740	£275.00
Andrew Sheehy - Green Fingers, War Memorial - Cut 6/7/20	7741	£85.00
AR Digital - June Printing	7744	£24.32
BG County Borough Council - Staff and Payroll Costs (April - June)	7745	£15,503.64
Andrew Sheehy - Green Fingers, War Memorial - Cut 29/7/20	7746	£85.00
Andrew Sheehy - Green Fingers, War Memorial - Watering 3/8/20	7747	£15.00
Andrew Sheehy - Green Fingers, War Memorial - Watering 12/8/21	7748	£15.00
Andrew Sheehy - Green Fingers, War Memorial - Cut 18/8/20	7749	£85.00

CF Corporate - Quarterly Printer Rental	7750	£302.89
AR Digital - July Printing	7751	£12.08
Mr H.O'Sullivan - Internal Auditor	7752	£1,577.20
AR Digital - August Printing	7753	£45.36
Amazon Payments - 3 Laptops - CANCELLED (non receipt of goods)	7754	
Amazon Payments - 2 x 24" monitors	7755	£199.98
Amazon Payments - 2 x HDMI Cables	7756	£11.98
Amazon Payments - 3 x Wireless Keyboards and Mice	7757	£92.94
Amazon Payments - 2 x laptop bags	7758	£37.22
Total		£20,093.37

**Invoice received or expected, or Council decisions made but payments not yet made.
(Table 3)**

PAYEE	Amount
BGCBC (Payroll) - 3 Months Staff Costs – Jul to Sept 2019	£16,340.00
SSE - Christmas Lights Electricity for 2019	£119.97
Amazon Payments - 3 Laptops	£1,481.01
BGCBC (Payroll) - 3 Months Staff Costs – Oct to Dec 2019	£15,922.00
Total:	£33,862.98

**Grant Applications Received but not yet approved
(Table 4)**

Application	Date of Application	Amount
MENASH (Mental Health Support Group) Ebenezer Chapel, Abertillery. Funding Request	26/11/19	£500.00
Abertillery Bowls Club	29/1/20	£600.00
275 Squadron Air Cadets	27/2/20	£500.00
Total:		£1600.00

**Income February 2020 to August 2020
(Table 5)**

1st Quarter Precept	£60,010.38
Interest on Reserve Account	£29.40
Chairs Charity – St Davids Day Concert	£269.20

Monthly Finance Update – Current Account.

Current Account Balance 5/8/20,
which includes income shown in Table 5
Issued Cheques (Table 2):
To be issued (Table 3):
Grants, if approved (Table 4):

£104,785.71
£33,862.98
£20,093.37
£1,600.00

Current Account Balance

£50,829.36 of which **£1,161.11** is ring

RESERVES

Reserves currently stand at **£61,698.39** of which **£5,000** is ring-fenced for external auditor costs for 2014/15 to 2018/19.

RECOMMENDATIONS

- 1. Council notes the payments in Tables 1 and 2.**
- 2. Council authorise the payments in Table 3 above.**
- 3. Council notes the financial position on the current and reserves accounts**



Agenda Item No. 9

Motion from Councillor Gary Oakley

Abertillery & Llanhilleth Community Council Meeting Thursday 17th September 2020 @ 7.00pm

In accordance of Section 4, item A, of Abertillery & Llanhilleth Community Council Standing Orders, I Gary Oakley hereby give notice of the following Motion for the above meeting under the Agenda.

The purpose of this Written Motion is to enable Council to approve increasing Councillors ward grants by 100% due to using this years ward grants for exceptional circumstances during the Covid 19 pandemic for food banks etc.

"I therefore move, that the ward grants be increased by 100% for the current year only:

Therefore under Section 4 item A of the Standing Orders; I move a motion that the above item and costs are subsequently approved forthwith.

Motion from Councillor Allen Rees

At a meeting of the HR committee on the 12/6/20 a decision was made which after further consultation of the Good Councillors Guide I know believe to be unlawful.

The decision in effect grants the power of decision making to a chair

The Good Councillors Guide states

" In law the chair has few special powers. For instance it is unlawful for a council to delegate decision making to any individual council and the chair is no different"

There are at least two further references from the Guide

One that whilst council can legally grant certain decision making to an officer it is most important that decision making powers are not given to an individual not even the chair.

Another under the heading hazards refers to the possible consequences of giving power to an individual.

The code of conduct which we all agreed to observe when we sign the declaration of officers based on a number of principles. One of these principles is

A duty to uphold the law .

Again from the Good Councillors Guide

The rules may not be exciting but without them your council could run into trouble.

The rules state

A council must do what the law requires

A council may only do what the law says it may do.

I move that council consider whether the decision by the HR committee on 12/6/20 to grant the power to make decisions to the chair was lawful, at the first opportunity of a meeting of full council. Please could a paper copy of this email be sent to Cllr B Wall.

NB the decision referred to in the above motion was decision (2) listed in confirmed minute 228 of the HR Committee held on 12 June 2020 as shown below.

228. COMPASSIONATE LEAVE POLICY

Members considered the ACAS advice and local council policy comparison, which the Clerk outlined.

Discussion ensued on the need to be sensitive and compassionate in the case of a family bereavement, taking individual circumstances into account and recognising that every individual dealt with bereavement differently and may need more or less time off work. The judgement of the circumstances was best made by the employee's line manager. If the employee went to the doctor, due to the stress of a bereavement, they were likely to be signed off sick for a month, but some people may feel able to return to work earlier or work from home or in other flexible ways. The Chair moved that the policy adopted by Blaenau Gwent County Borough Council be adopted for ALCC, as it was the most appropriate.

RESOLVED (unanimously) (1) that the following compassionate leave policy be adopted and compassionate leave be granted for ALCC:

For Bereavement of a near relative – Up to 5 days with pay (including funeral), which do not need to be taken consecutively, however it should be taken in a reasonable timescale at or around the time for the bereavement. Also, recognises that employees may require a reasonable amount of time off when a close family member passes away in recognition of the emotional impact with further reasonable amount of time off when a close family member passes away. Further time off without pay or flexible working arrangements may therefore be granted at the discretion of the line manager.

Near relative is defined as: Husband, Wife, Partner, Mother, Father, Son, Daughter, Brother, Sister including "in-law", step and half blood relatives, by adoption, or a person who is otherwise solely dependent upon the applicant at that point in time.

A query was raised about what would happen if the Clerk was in the position of needing compassionate leave. A councillor read the following quote from the Good Councillors Guide: *"In law, the Chair has few special powers. For instance it is unlawful for a council to delegate decision making to any individual councillor and the Chair is no different"*. He expressed the view that the Clerk's line manager was the HR Committee.

Members and the Clerk explained that it was standard practice for the Clerk to go to the Chair (or Leader in some councils) for day to day "line management" checks or discretions (in situations such as compassionate leave or longer periods of annual leave) as there was no other more senior staff member for the Clerk to go to for "approval" and it took time (which would not be available in such sensitive and time critical cases) to organise meetings of the HR Committee (with three clear working days' notice). A member moved and the committee:

RESOLVED (unanimously) (2) that the Chair (or in his/her absence the Vice Chair) exercise the "line manager" discretion in relation to the Clerk.



Clerk Clerk <clerk.alcc@gmail.com>

RE: Management of Clerk (Category E2)

1 message

Paul Egan <pegan@onevoicewales.wales>

18 August 2020 at 09:20

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

Cc: Lyn Cadwallader <lcadwallader@onevoicewales.wales>, Wendi Patience <wpatience@onevoicewales.wales>

Hi Steve,

The delegating of certain day to day management tasks to a designated member on the basis you have indicated is perfectly acceptable and reflects common practice in other Councils. Meera Tharmarajah, the former Head of Legal Services in the National Association of Local Councils in her book 'Local Councils Explained' states that:-

'It will be necessary for the HR Committee to appoint one of its Councillors as the day to day contact to support, supervise and appraise the work of the Clerk, handle leave requests, absences from work, informal grievances and informal disciplinary matters etc.'

Hope this helps.

Regards,

Paul

Paul R. Egan BA, Chartered MCIPD, PSLCC, F.Inst LM, FIPSM

Deputy Chief Executive and Resources Manager / Dirprwy Brif Weithredwr a Rheolwr
Adnoddau

One Voice Wales/Un Llais Cymru

24c College Street/Stryd y Coleg

Ammanford/Rhydaman

SA18 3AF

01269 595400

pegan@onevoicewales.wales

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The principal representative body for Community and Town Councils in Wales/

Y prif gorff cynrychioli ar gyfer Cyngorau Cymuned a Thref yng Nghymru

Website/Gwefan: www.onevoicewales.org.uk



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Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd gwasgwch ar y ddolen ganlynol: http://www.unllaiscymru.org.uk/OVWeb-CYM/polisi_preifatrwydd-16738.aspx Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfôn e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

From: Clerk ALCC <clerk.alcc@gmail.com>
Sent: 18 August 2020 09:04
To: Paul Egan <pegan@onevoicewales.wales>
Subject: Management of Clerk

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Good Morning Paul

I hope you and family are all well and everyone in One Voice Wales is fine.

I am looking for a bit of advice.

We have an HR Committee that has full delegated powers to deal with any staffing matters, that Committee resolved to give the day -to-day management of the Clerk to the Chair, so that the Chair can authorise leave, be notified of sickness etc. All the major HR decisions would still go back to the HR Committee, it's just managing the practicalities of the day to day stuff

One of the Councillors is now disputing that, saying that an individual Councillor can not make decisions on their own, and that the HR Committee's decision is unlawful.

Is there anything within the legal framework, that allows the Chair to have the day to day line management responsibilities for the Clerk.

Regards

Steve Edwards

Deputy Clerk

Mobile 07743631066

Abertillery and Llanhilleth Community Council

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



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9/9/2020

Gmail - RE: Management of Clerk (Category E2)



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COUNCIL
17 SEPTEMBER 2020

Here is the report from the Christmas Lighting working Group, held this morning 7th August at 10 am using EE telephone Conference, attended by Myself as Chair, Councillors Glyn Smith and Julie Holt.

On the Matter of the Christmas Tree for Jubilee Square;

(we have been advised that the pit at the front of the Church in which the Christmas is placed is of insufficient depth and unsafe, there fore we considered having a new pit for a large Tree installed in Jubilee Square as a centre point for the Switch on Event)

We agreed it was very unlikely that any Switch on event would be allowed this December there for we recommend that We dispense with a tree for this year, and look at providing a Tree in Jubilee Square next year after consulting with the Church and Blaenau Gwent. On the matter of the Lights in the Tree at Cwmtillery; We recommend that the amount of lights provided are doubled.

With regard to Bournville Community Hall: We recommend that the minute of October 19 is rescinded, We remove this item from the Contract, and we give Bournville Community Hall a Grant of £800 to provided their own display.(lights in tree still in place from last year will require removal by our contractors)

Regards Rob Phillips

Chair Christmas Lighting Working group.

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Clerk Clerk <clerk.alcc@gmail.com>

Shop LOCAL Campaign WG recommendations for September's ALCC monthly meeting.

1 message

Mark Lewis <marklewis.alcc@gmail.com>

8 September 2020 at 09:19

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

Cc: Rob Phillips <robphillips.alcc@gmail.com>, Peter Adamson <peteradamson.alcc@gmail.com>, Perry Morgan <perrymorgan.alcc@gmail.com>

Good morning Richard / Steve,

I am just emailing the ALCC's Shop LOCAL WG recommendations for the full council meeting on the 17 th September 2020 which are as detailed below.

Date & Time

07/09/2020 at 18.30 pm.

Venue

Bournville Community Centre.

Attendees

ML, PM.

Apologies

RP, PA

Agenda

1. The purchase of a possible 30 new artificial floral hanging baskets to position around town to replace the drab worn out 23 hanging baskets that are currently in town atm until the Abertillery In Bloom project can be put into position. There are eight of the current hanging baskets missing through being damaged so we can either purchase eight new ones in the current type at a cost of £1280 or renew the whole current 23 plastic floral hanging baskets plus purchase another seven to put up on Somerset Street as well from the War Memorial over to Spoons and again to Church Street at a total cost of £600.

Click on the below link to view them plus I have also asked Angelene Evans of Jenkins Florist in Abertillery Town if she could make them up at this price to and I am waiting for her to get back to me on it -

https://www.primrose.co.uk/pair-26cm-pink-duranta-artificial-hanging-basket-with-solar-light-primrose-p-122731.html?cPath=4561_13496_12606

2. The possible purchase of 3 or 5 flags to be positioned on the available flag poles around AbertilleryTown from the police, fire and ambulance station, jubilee square, outside ALCC offices and over to the War Memorial to thank the NHS, Key Workers, Care Workers, Shops and Businesses, TA & Army (crossed services). or 3 flags to just thank key workers and cover all the above mentioned.

3. Email to clerks to confirm a previous ALCC decision to purchase 5 new gazebos for ALCC to replace the 5 damaged ones which occurred at Party in the Park 2019 along with the weights to go with the these gazebos to make a total of 10 gazebos that ALCC currently owns, as these 10 gazebos could then be looked into the possibility of being rent out to the craft stall holders on a Thursday Market day within Abertillery Town so that they could sell some of their items in the lead up to Christmas where they might not be able to so if Winterfest is probably not held this year.

4. Request also put forward for the purchase of DJ and Disco Equipment for the Abertillery Youth Centre to then be able to hold Halloween, Christmas, Easter and Summer Disco Events at the Youth Centre when able to do so with Covid - 19 restriction measures in place, plus also the purchase of 2 speakers with amps for the Cenotaph Events when these are able to be held again as well with the money for all these items to be taken out of the excess 2020 Precept Budget

Thanks and regards,

Cllr Mark Lewis,
Cwmtilerry Ward Community Councillor,
Chairman ALCC / ATB Shop LOCAL Campaign WG,
Abertillery & Llanhilleth Community Council.

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Agenda Item 12(a)



Received on post
26.11.19

Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

MENASH - (Mental Health Support Group)
Ebenezer Chapel, Park Place, Abertillery. NP13 1ED

Group Contact name: Brenda Russell

Role in the group: Chair

Telephone number:

Email: N/A

What are the aims of your project? Funding for activities to benefit all members such as bus trips, various excursions which benefit all members with different mental health issues e.g. to help reduce anxiety & increase self & social confidence

How does your project benefit the Abertillery and Llanhilleth area or its residents? H/s aims are to provide a safe, welcoming & supportive club for anyone who has or is suffering from mental health issues. We work together to aim to reduce member's anxiety & feelings of isolation whilst increasing self confidence & positive mental health.

Approx number of beneficiaries 10-15 members

Details of project costs:

A. Project costs met by group (include match funds)	Amount (Inc. VAT)
to Self Funding (via membership fees & sale of refreshments etc)	£ 425-00
	£
	£
Sub Total	£ 425-00
B. Costs requested from ALCC	Amount (inc.VAT)
	£ 500-00
	£
Sub Total	£ 500-00
C. Total project costs (A + B) TOTAL	£ 925

Is the organisation a:

~~Charity/community group/sports club/company/not for profit business/other (explain and provide evidence)~~

Self funded community group

Payee name:

Menash (Brenda Russell - signatory)

Name of person making the application:

Print Name:

BRENDA RUSSELL

Signed:

B. J. Russell

Date:

21/11/2019

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

Menash
Ebenezer Chapel
Park Place
Abertillery
NP13 1ED

25th February 2020

Dear Sir / Madam,

Re: Grant Application - Menash

Further to your letter dated 12th February 2020, I would like to clarify the following as Requested:

- Menash is a local organisation only based in Abertillery (not elsewhere). It was set up approximately 15 years ago to help provide local people who suffer from mental health issues by providing a 'support group' in a safe & sympathetic environment. Members are predominately from the Abertillery area with a few from other local areas such as Blaenau.

The £500 financial donation requested would help to finance activities which members find beneficial such as craft materials & equipment together with 2 day trips per year for members. The cost of each trip is £300 (£600 per year).

These two day trips (usually to places such as Swansea or Western Super Mare) benefits

members by providing an opportunity to socialise with people who can support them & who they trust. Most members rely on the organisation & the day trips provided for an opportunity to have a break from their homes (& sometimes their families) & to help regain their confidence & social skills in some different environments. Such trips are considered a vital resource for members & others who experience mental health issues.

Yours faithfully

B J Russell

Brenda Russell - Chair Menash.



Clerk Clerk <clerk.alcc@gmail.com>

12 (b)

Council Grant Application

1 message

275 (Nantyglo & Blaina) Sqn ATC Officer Commanding (Holley, Joanna WO)

<oc.275@aircadets.org>

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

1 March 2020 at

11:36

Good Morning

Please find attached our grant application.

Kind Regards

Jo Holley
Warrant OfficerOfficer in Charge
275(Nantyglo & Blaina) Sqn
Royal Air Force Air Cadets

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**ALCC Council Grant Application Form.docx**

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Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

275 (Nantyglo & Blaina) Squadron Pilgrims Gardens Blaina NP13 3DN	(non-postal)
--	--------------

Group Contact name:Jo Holley.....

Role in the group:Officer in Charge.....

Telephone number:07818 085166.....

Email: ... oc.275@aircadets.org

What are the aims of your project? ...Improve the health and wellbeing of local young people, through a number of activities, including adventure training

.....
.....
.....

How does your project benefit the Abertillery and Llanhilleth area or its residents? ... We provide training for local young people, that is useful for both the Services and in civilian life. Adventure training builds confidence and self-reliance and provides a mechanism to achieve something outside of their normal comfort zone.

Approx number of beneficiaries ... 10 of our 40 cadets are from the ALCC area, but all will benefit as they have to work together to achieve more.

.....

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Waterproof clothing	£ 400
Leadership equipment	£ 100
	£
Sub Total	£
B. Costs requested from ALCC	Amount (inc.VAT)
Adventure training equipment including Cookers and route card making software	£ 500
	£
Sub Total	£
C. Total project costs (A + B) TOTAL	£

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

.....

We are a youth organisation with charitable status. Adventure training is not an activity which is covered by our parent organisation, so we need to raise funds to provide equipment to those who are unable to afford it for themselves.

.....

Payee name:275 (Nantyglo & Blaina) Sqn

Name of person making the application:

Print Name:Jo Holley.....

Signed:Jo Holley

Date:27th February 2020.....

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

12(c)



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 Bowls Club Ltd, 97 Gladstone Street, Abertillery, NP13 1NE

Group Contact name: **Richard Cook**

Role in the group: **Director – Secretary & Development**

Telephone number: **07895 654 692**

Email: **aberbowls@gmail.com**

What are the aims of your project?

From April 2020 Abertillery Bowls Club volunteers will maintain the bowling surface, the aim is to improve standards whilst ensuring our club remains sustainable. In January 2020 our club purchased a new Dennis Mower (fine turf professional mower) to maintain the bowling surface. The purchase of further basic equipment is essential to aide volunteers in developing a healthy fine turf surface.

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

Abertillery Bowls Club was established in 1911 and has played a vital role in our communities' history for over 100 years. We are central to the health and well-being of our residents. Bowls is unique, unlike most sports it can be played by all ages, abilities and disabilities - allowing unique intergenerational links in the community.

We run a total of six sides at Abertillery Park, including Men's, Ladies and Junior Sections. Our successful 'KidsBowls' project is responsible for providing bowling opportunities to over 1500 children each year.

Approx number of beneficiaries: 1600

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Dennis FT510 Mower	£ 6,500.00
Techneat Acuspray Sprayer (£615.75 total – ABC contribution)	£ 485.95
Sub Total	£ 6985.95
B. Costs requested from ALCC	Amount (inc.VAT)
3m BMS Folding Dew Brush	£ 229.00
Dragbrush (6ft)	£ 256.95
Techneat Acuspray Sprayer (£615.75 total – ALCC contribution)	£ 114.05
Sub Total	£ 600.00
C. Total project costs (A + B) TOTAL	£ 7585.95

Is the organisation a:


Sports Club & Not for Profit organisation

AbertilleryBowls Club became a Limited company in 2017 to complete the Community Asset Transfer (CAT) of our facility from the Local Authority. We are registered as a 'Not for Profit' organisation, this is stated in our Constitution (constitution provided).

Payee name: **Abertillery Bowls Club Ltd**

Name of person making the application: **Richard Cook**

Print Name: **Richard Cook**

Signed: 

Date: **29/01/2020**

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

Constitution of Abertillery Bowls Club Limited

Revised March 2016

1) Name.

The name of the Club shall be Abertillery Bowls Club Limited

2) Legal Status

The Club will be incorporated at Companies House as a Company Limited by Guarantee and Registered in England and Wales.

3) The object of the Club shall be :

- **To provide and manage a facility to promote and organise the game of bowls in Abertillery and District.**
- **To further the interests of the game of bowls**
- **To organise such events as the members desire**
- **To use the facility to offer members and community groups the opportunity to host events and classes that are deemed compatible with the aims of the Club**
- **To promote any charitable purposes for the benefit of the community of Abertillery and surrounding areas. In particular (but not restricted to) : the advancement of education, the protection of health, the relief of poverty, the promotion of public safety and prevention of crime, the advancement of racial harmony and community cohesion, the provision of recreational facilities, with the object of improving the conditions of life of persons in need by reason of their youth, age, infirmity or disablement, unemployment or social economic circumstances or other disadvantages, or for the public at large.**

4) Powers

- **In order to achieve its aim the Club may:**
- **Raise money**
- **Open bank accounts**
- **Acquire and run building(s)**
- **Take out insurance**
- **Employ staff**
- **Organise courses and events**
- **Work with similar Groups and exchange information and advice with them**
- **Do anything that is lawful which will help it to fulfill its aim.**

5) Membership

- a) Membership of the Club shall be open to any individual over 18 years of age without regards to disability, political or religious affiliation, race, sex or sexual orientation who is :
- Interested in helping the Club to achieve its aim
 - Willing to abide by the rules of the Club and
 - Willing to pay any subscription agreed by the Management Board.
- b) The Club shall consist of a Management Board, Full Members, Life Members and Honorary Members.
The Management Board shall be granted Honorary Membership status
Life Membership can be proposed for any Full Member and that proposal considered by the Management Board and, if acceptable, recommended to the Annual General Meeting for approval by vote of all Full Members in attendance.
- c) The club must have at least 25 Full Members, up to date with payment of subscriptions
- d) In accepting membership, a person agrees to abide by the Constitution of the Club and the rulings of the Management Board
- e) Persons wishing to become Full Members must supply full particulars of their names, address and contact details, be proposed and seconded by Member (Full, Life or Honorary).
- f) Applications for membership will be posted on the Clubs notice board. Any objections to the application must be made, in writing, to the Management Board prior to the meeting at which the application is to be considered.
- g) Applications for Membership will be considered at the next Management Board meeting following the application but no longer than 30 days after the application.
- h) A successful applicant will be admitted as a Full Member no less than two days after the Management Board has approved their application.
They will receive a membership card and a copy of the Constitution on receipt of their subscription fee.
- 1) The membership of any member may be terminated for good reason by the Management Board, provided that the member concerned shall have the right to be heard by the Management Board, accompanied by a friend or representative, before a final decision is made.
- j) A member wishing to resign membership of the Club must give written notice to the Management Board of their resignation and must discharge of all liabilities to the Club. A member's resignation shall only take effect when this has been complied with.

6) Management Board

- a) The Club shall be managed and administered by a Management Board of not less than four and not more than eight individuals, elected at the Group's Annual General Meeting (A.G.M.) or at an Extraordinary General Meeting (EGM)

- b) The Officers of the Management Board shall consist of :

A Chairperson, Treasurer and Secretary will be appointed.

Each member of the Management Board will have the right to cast one vote on the Management Board.

Should a tied vote occur at any stage then the Chairperson will have the right to a 'casting vote' above and beyond their original one vote.

Additional officers, as required to manage specific activities of the Club, will be appointed but will not serve on the Management Board and only attend Management Board meetings to report on their specific activities. They have no voting rights on that Board

- c) The Management Board may co-opt onto the Board, a replacement member, should any member be incapacitated and unable to attend meetings.
- d) The Management Board members shall be proposed, seconded and elected by ballot at the Annual General Meeting (AGM) each year and shall remain in office until their successors are elected at the next AGM.
Any vacancy occurring by resignation or otherwise may be filled by the Board subject to item 6(c) above.
Retiring members of the Board shall be eligible for re-election.
- e) The Management Board shall meet each month, at least 10 times a year, unless there is urgent business to conduct and, as such, an emergency Board meeting can be called giving no less than 5 days notice.
- f) At least Four Management Board members must be present for a Management Board meeting to take place.
- g) The interpretation of the Constitution of the Club shall be vested in the Management Board who shall decide all questions relating to the club, save those specified in or involving an amendment to the constitution.
- h) The Management Board shall be empowered to recommend by-laws which may be binding upon Club members

6) The Duties of the Officers

a) The duties of the Chairperson shall be to:

- Chair meetings of the Management Board and the Club
- Represent the Club at functions/meetings that the Club has been invited to
- Act as the spokesperson of the Club when necessary.

b) The duties of the Secretary shall be to:

- Keep a membership list
- Prepare in consultation with the Chairperson the agenda for meetings of the Management Board and the Club
- Take and keep minutes of all meetings
- Collect and circulate any relevant information within the Club.

c) The duties of the Treasurer shall be to:

- Supervise the financial affairs of the Club
- Keep proper accounts that show all monies received and paid out by the Club.

7) Finance

a) All monies received by or on behalf of the Club shall be applied to further the aim of the Group and for no other purpose.

b) The Clubs financial year shall run from December 1st to November 30th in each year and an audited statement of accounts must be presented to the Club's AGM which will take place no more than 60 days following the end of the financial year.

c) The funds of the Club shall be lodged at a bank or building society or any other method of investment approved by the Management Board in the name of the club. "Abertillery Bowls Club Limited"

d) Any cheques issued shall be signed by two signatories consisting of any two of the Management Board but must include at least one of the Chairperson, Secretary and/or Treasurer. All payments incurred must be reported at the next Management Board meeting.

e) The Club shall indemnify the Officers and Members of the Board against any claim made against them on behalf of the Group unless the person/individual shall be guilty of fraud, gross negligence or gross misconduct.

f) The Club may be wound up at any time if agreed by 75% of those members present and voting at a Special General Meeting. In the event of the Club ceasing to exist, any assets at the time of dissolution shall become the property of the Welsh Bowling Association. No member shall obtain any benefit from any asset of the Club.

8) Annual General Meeting

a) The Club shall hold an Annual General Meeting (A.G.M.) in the month of December but no more than 60 days following the end of the Club's Financial Year.

b) The Secretary is obliged to inform all members of the time, date and place of the AGM, giving at least fourteen days notice. All Members shall be entitled to attend and vote. No postal or proxy votes will be considered.

c) The business of the A.G.M. shall include:

- Receiving a report from the Chairperson on the Club's activities over the year
- Receiving a report from the Treasurer on the finances of the Club
- Electing a new Management Board
- Resolutions involving proposed changes to the constitution, received by the Management Board at least 30 days prior to the meeting, will be considered. Changes to the Constitution will require a majority of 75% of the Members attending and voting. No resolution to change the Constitution will be accepted on the day of the meeting

d) At least 33% of the total number of members must be present for the Annual General Meeting and/or any other General Meeting before those meetings can take place

9) General Meetings

a) There shall be at least 4 (Quarterly) General Meetings (excluding the A.G.M) each year.

b) All Members shall be entitled to attend, vote and propose resolutions, provided their membership fees have been paid, but no Member will be entitled to vote in more than one capacity.

c) The Chairperson shall preside over General Meetings. If they are unable to attend then the order of precedence shall be : Secretary, Treasurer, Management Board Members.

d) All matters shall be resolved by a show of hands by those present and eligible to vote. In the event of a complex, legal or sensitive matter, a Member may request a secret ballot. The Management Board will have sole discretion on granting this request.

e) Resolutions in respect to any changes in the Constitution must be received by the Management Board for discussion at the monthly meeting prior to the General Meeting. Such resolutions will require a majority of at least 75% to carry a motion.

d) All other resolutions shall be resolved by a simple majority by a show of hands. In the event of a tied vote, the resolution will be deemed to have failed.

10) Special General Meeting

A Special General Meeting may be called by the Management Board or 33% of the total of number of members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

11) Membership and Green Fees

a) Annual membership and green fees shall be recommended by the Management Board

b) Subscriptions and green fees must be paid to the Treasurer before the end of April in each year.

c) The Management Board may impose a 'match fee' at their discretion

12) Discipline

a) The Management Board shall have the power to take appropriate disciplinary action against any Member and shall have the power to expel from the Club any member guilty of conduct deemed to be to the detriment of the club

13) Right of Appeal

a) There shall be the right of appeal to the Management Board or an Appeal Committee set up by the Board, to act on their behalf against any decision made by the club. The Appeals Committee shall comprise of 4 members

b) Any appeal must be made known to the Secretary within seven days of a decision being made. The appeal hearing must take place within 14 days of the Secretary receiving the notice.

14) Supply of Alcohol

a) The Management Board has an obligation and responsibility to acquire the necessary legal licences and permissions to serve alcohol on the Club's premises.

b) Alcohol will not be supplied, or intended to be supplied, to Members on the premises other than by or on behalf of the Club

c) The purchase of alcohol for the Club, and the supply of alcohol by the Club, are managed by a team appointed by the Management Board. They must be Members of the Club and at least 18 years of age.

d) No arrangements are, or intended to be, made for any person to receive, at the expense of the Club, any commission, percentage or any other payment on, or with reference to, purchases of alcohol by the Club

e) No arrangements are, or intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the Club to members or Guests apart from :

(i) Any benefit accruing to the club as a whole

(ii) Any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on as a club.

15) Team Selection Policy

a) Teams for Club matches will be selected by the relevant Selection Committee, which shall consist of the team Captain, Vice Captain and one other Club Member

b) Reserve players who fail to notify the Selection Committee of their non-availability will automatically not be considered for selection for the next two games, unless in exceptional circumstances.

c) The Selection Committee shall meet, during the playing season, on Mondays at 6pm where possible.

15) Adoption of Policies

a) The Management Board shall appoint a competent Club Member who will be responsible for the adoption and implementation, on an ongoing basis, of the following Policies for use by the Club :

- Environmental
- Equality & Diversity
- Health & Safety

- b) The Member responsible for these Policies will ensure each Club Member is made familiar with the Policies, where to view them and their own responsibilities to them, which, as well as being Good Practice are, in fact, legal obligations for the Club.

15) Constitution

- a) Addition to, alterations or revisions of the Constitution shall be submitted to the Secretary at least 30 days before the AGM or together with a request for a Special general Meeting
- b) In the event of any matters or question arising, which is not provided for in the Constitution, such matters or questions shall be dealt with by the Management Board whose decision will be final.
- c) Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Board referred to in this constitution.

This Constitution was adopted on the 8th April 2016 by :

Name.....

Address

Signed

Name.....

Address

Signed.....

Name.....

Address

Signed.....

15) Constitution

- a) Addition to, alterations or revisions of the Constitution shall be submitted to the Secretary at least 30 days before the AGM or together with a request for a Special general Meeting.
- b) In the event of any matters or question arising, which is not provided for in the Constitution, such matters or questions shall be dealt with by the Management Board whose decision will be final.
- c) Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Board referred to in this constitution.

PIN

This Constitution was adopted on the 1st April 2016 by:

Name..... MARTIN S. COOK (Secretary)

Address..... CARREG WAN, 25 CWM COTTAGE RD,
ABERNILEY, GWENT NP23 1AT

Signed..... 

Name..... R. WILKINSON (Chairman)

Address..... 24 OXFORD ST
ABERNILEY, GWENT NP23 1QA

Signed..... 

Name..... G. SMITH (Treasurer)

Address..... 6 SMITH ROAD
ABERNILEY NP23 1SE

Signed..... 

ALCC WARD GRANTS LOG 2019/20 FINANCIAL YEAR

£200 AVAILABLE PER FINANCIAL YEAR PER COUNCILLOR

Ward	Councillor	Grant to	Amount £	Date of form	Date of cheque	Amount remaining £	Date of F&G Cttee or Council	Comment
Aberbeeg	Michaela Assiratti	Brynithel Community Centre	200	18.12.2019	4.2.2020	0	F&G 13.1.2020	
Aberbeeg	Gary Oakley	Friends of St Iltyd	200	9.12.2019	4.2.2020	0	F&G 13.1.2020	
Aberbeeg	Graham White	Hospice of the Valleys	200	2.1.2020	4.2.2020	0	F&G 13.1.2020	
Abertillery	Vanessa Bartlett	N/A	N/A	N/A	N/A	N/A	N/A	Newest member for Abertillery. Ward Grant already used up by former Cllr T Williams
Abertillery	Tracey Dyson	Abertillery Belles FC	50	31.7.2019	1.8.2019	150	N/A	
Abertillery	Tracy Dyson	Abertillery and District Museum	150	18.12.2019	17.3.2020	0	F&G 10.3.2020	
Abertillery	Rob Phillips	Abertillery Museum Society	100	2.9.2019	26.9.2019	100	N/A	£100 underspend
Abertillery	Tracy Postlethwaite	Abertillery and District Museum	200	9.12.2019	17.3.2020	0	F&G 10.3.2020	
Abertillery	Nick Simmons	Off the Streets (Space Youth Café)	150	8.7.2019	1.8.2019	50	N/A	
Abertillery	Nick Simmons	Abertillery and District Museum	25	8.7.2019	1.8.2019	25	N/A	Minimum ward grant changed to £50 at Council on 25.9.19
Abertillery	Nick Simmons	Abertillery and District Museum	200	10.3.2020	18.3.2020	NB £175 overspent	F&G 10.3.2020	£175 overspend
Abertillery	Trudy Williams (resigned 16.5.19)	AYDMS	100	30.1.2019	4.2.2019	100	N/A	Cheque issued 4.4.19 (in new financial year)

Agenda Item 14(a)

Abertillery	Trudy Williams (resigned 16.5.19)	Tillery Dragons Netball	100	30.1.2019	4.2.2019	0	N/A	Cheque issued 4.4.19 (in new financial year)
Cwmtillery	Roger Clark	Abertillery Bluebirds AFC	200	7.1.2020	18.3.2020	0	F&G 10.3.2020	
Cwmtillery	Mark Lewis	1 st Abertillery Scouts	150	29.5.2019	11.6.2019	50	N/A	
Cwmtillery	Mark Lewis	Abertillery and District Museum	50	29.5.2019	11.6.2019	0	N/A	
Cwmtillery	Perry Morgan	Boumeville Community Centre	200	27.2.2020	18.3.2020	0	F&G 10.3.2020	
Cwmtillery	Glyn Smith					200		£200 underspend
Cwmtillery	Bernard Wall	Hospice of the Valleys	200	2.1.2020	4.2.2020	0	F&G 13.1.2020	
Llanhilleth	Keri Bidgood	Llanhilleth Tenants and Residents Association	50	3.10.2019	3.12.2019	150	14.11.19 F&G 20.11.19 Council	
Llanhilleth	Keri Bidgood	Llanhilleth Miners Institute (Luncheon Club)	50	18.12.2019	4.2.2020	100	F&G 13.1.2020	
Llanhilleth	Keri Bidgood	Abertillery and District Museum	100	18.12.2019	18.3.2020	0	F&G 10.3.2020	
Llanhilleth	Gill Clark	Llanhilleth Tenants and Residents Association	50	3.10.2019	3.12.2019	150	14.11.19 F&G 20.11.19 Council	
Llanhilleth	Gill Clark	Llanhilleth Miners Institute (Luncheon Club)	50	18.12.2019	4.2.2020	100	F&G 13.1.2020	
Llanhilleth	Gill Clark	Abertillery and District Museum	100	18.12.2019	TBC	0	F&G 10.3.2020	
Llanhilleth	Allen Rees	Llanhilleth Tenants and Residents Association	50	9.10.2019	3.12.2019	150	14.11.19 F&G 20.11.19 Council	

Llanhilleth	Allen Rees	The Friendly Group, Soffryd Community Centre	150	23.12.2019	4.2.2020	0	F&G 13.1.2020	
Six Bells	Peter Adamson	Six Bells Over 50s Club	100	14.6.2019	1.7.2019	100	N/A	
Six Bells	Peter Adamson	Hospice of the Valleys	100	19.2.2020	18.3.2020	0	F&G 10.3.2020	
Six Bells	Julie Holt	Six Bells Over 50s Club	200	18.6.2019	1.7.2019	0	N/A	
Six Bells	Beverley Lucas	Friends of Six Bells Park	50	9.10.2019	3.12.2019	150	14.11.19 F&G 20.11.19 Council	
Six Bells	Beverley Lucas	Ebbw Fach Choir	150	16.12.2019	18.3.2020	0	F&G 10.3.2020	

Members who applied for no ward donations in 2019/20

Ward	Member	Comment
Cwmtillery	Glyn Smith	

Total budget available: 19 councillors x £200 = £3,800

Total spent: £3,675

Updated 10 June 2020 by Richard Gwinnell, Town Clerk

ALCC WARD GRANTS LOG 2020/21 FINANCIAL YEAR

14(b)

£200 AVAILABLE PER FINANCIAL YEAR PER COUNCILLOR

Ward	Councillor	Grant to	Amount £	Date form completed	Date of cheque	Amount remaining £	Date of F&G Cttee or Council	Comment
Aberbeeg	Michaela Assiratti					200		
Aberbeeg	Gary Oakley	Salvation Army Foodbank	200	1.5.2020	2.6.2020	0	1.6.2020 F&G	Application by email
Aberbeeg	Graham White					200		
Abertillery	Vanessa Bartlett	Blaenau Gwent Baptist Church Foodbank	100	N/A	2.6.2020	100	1.6.2020 F&G	Application by phone 27.5.2020 and email 29.5.2020
Abertillery	Vanessa Bartlett							
Abertillery	Tracey Dyson	Ebenezer Baptist Church Foodbank	100	N/A	2.6.2020	100	1.6.2020 F&G	Application by email 15.5.2020
Abertillery	Tracey Dyson							
Abertillery	Rob Phillips	Ebenezer Baptist Church Foodbank	200	11.5.2020	2.6.2020	0	1.6.2020 F&G	Application by email
Abertillery	Tracy Postlethwaite	Ebenezer Baptist Church Foodbank	200	N/A	2.6.2020	0	1.6.2020 F&G	Application by email 18.5.2020
Abertillery	Nick Simmons					200		
Cwmtilery	Roger Clark					200		
Cwmtilery	Mark Lewis					200		
Cwmtilery	Perry Morgan	Salvation Army Foodbank	200	N/A	2.6.2020	0	1.6.2020 F&G	Application by email 18.5.2020
Cwmtilery	Glyn Smith	Ebenezer Baptist Church Foodbank	100	N/A	2.6.2020	100	1.6.2020 F&G	Application by phone 18.5.2020
Cwmtilery	Glyn Smith	Salvation Army Foodbank	100	N/A	2.6.2020	0	1.6.2020 F&G	Application by phone 18.5.2020

Cwmtillery	Bernard Wall	Ebenezer Baptist Church Foodbank	100	N/A	2.6.2020	100	1.6.2020 F&G	Application by phone 18.5.2020
Cwmtillery	Bernard Wall	Salvation Army Foodbank	100	N/A	2.6.2020	0	1.6.2020 F&G	Application by phone 18.5.2020
Llanhilleth	Keri Bidgood					200		
Llanhilleth	Gill Clark					200		
Llanhilleth	Allen Rees	Ebenezer Baptist Church Foodbank	200	14.5.2020	2.6.2020	0	1.6.2020 F&G	Application by email
Six Bells	Peter Adamson	Ebenezer Baptist Church Foodbank	100	N/A	2.6.2020	100	1.6.2020 F&G	Application by email 17.5.2020
Six Bells	Peter Adamson	Salvation Army Foodbank	100	N/A	2.6.2020	0	1.6.2020 F&G	Application by email 17.5.2020
Six Bells	Julie Holt	Ebenezer Baptist Church Foodbank	200	N/A	2.6.2020	0	1.6.2020 F&G	Application by email 15.5.2020
Six Bells	Beverley Lucas					200		

Members who applied for no ward donations in 2020/21 as at 9 June 2020

Ward	Member	Comment
Aberbeeg	Michaela Assiratti	
Aberbeeg	Graham White	
Abertillery	Nick Simmons	
Cwmtillery	Roger Clark	
Cwmtillery	Mark Lewis	
Llanhilleth	Keri Bidgood	
Llanhilleth	Gill Clark	
Six Bells	Beverley Lucas	

Total budget available: 19 councillors x £200 = £3,800

Total spent to date: £2,000

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
17 SEPTEMBER 2020

COUNCIL GRANTS LOG – 2018/19 FINANCIAL YEAR TO CURRENT DATE

COUNCIL GRANTS - 2018/19 FINANCIAL YEAR

NB Council Grants budget £5,600

Grant awarded to	Amount in £	Agreed at Council on:	Date of payment	Purpose – to pay towards costs of:	Comments including power to spend
Llanhilleth Tenants and Residents Association	1,400		21 May 2018	Match funding of project	
Blaenau Gwent Heritage Forum	250	27 June 2018	10 August 2018	Annual Heritage Day	
Beatrice Green Memorial Day (Michael Bishop)	300	25 July 2018	29 August 2018	Programmes for event and plaque	
Abertillery Blaenau Gwent RFC (Rugby Football Club)	500	25 July 2018	28 August 2018	Purchasing a defibrillator	
Six Bells Regeneration	150	21 November 2018	24 Dec 2018	Public toilets in Ty Ebbw Fach	
Six Bells Community Centre	250	30 January 2019	19 February 2019	Installing wi-fi at the centre	
Abertillery Orpheus Male Choir	350	30 January 2019	19 February 2019	Visits of choirs from England and Norway	
Tillery Dragons Netball	200	20 February 2019	14 March 2019	Girls club trip to netball event in Paris	
Llanhilleth Knit and Natter Group	100	20 February 2019	20 March 2019	Wool to make garments and blankets	
TOTAL	3,500				

Agenda Item 15

OTHER "GRANTS" - 2018/19 FINANCIAL YEAR

NB these do not include ward grants, solar farm grants or "council grants" as they were funded from other budget lines

Grant awarded to	Amount in £	Agreed at Council on:	Date of payment	Purpose – to pay towards costs of:	Comments / power
Aberthillery Amateur Dramatic and Musical Society	1,300		23 Nov 2018	Pantomime	
TOTAL	1,300				

COUNCIL GRANTS - 2019/20 FINANCIAL YEAR

NB Council Grants budget £10,000 (increased on 20 November 2019 from £5,600, with £4,400 taken from the new projects budget)

Grant awarded to:	Amount in £:	Agreed at Council on:	Date of payment	Purpose – to pay towards costs of:	Comments / power
Aberthillery Rock and Blues Festival Committee	200	27 March 2019	10 April 2019	Banners, posters and flyers for the Rock and Blues Festival	
Llanhilleth Heritage Society	100	27 March 2019	10 April 2019	History of Llanhilleth Colliery Exhibition	
Wales Air Ambulance Charity	200	27 March 2019	12 April 2019	Life saving Air Ambulance missions	
Friends of St Illtyds	156	15 May 2019	30 May 2019	St Illtyds Heritage Open Day	
Bobath Children's Therapy Centre	200	15 May 2019	3 June 2019	Work with children in the area	

Gwent Association of Voluntary Organisations	250	15 May 2019	3 June 2019	Sponsoring a community volunteer achievement award	
Abertillery Mini and Juniors RFC	200	15 May 2019	11 June 2019	Community project	
Abertillery Ladies Darts	300	26 June 2019	8 July 2019	Merging leagues e.g. publicity, cups and stationery	
Abertillery Knit and Natter Group	250	26 June 2019	8 July 2019	Materials to knit poppies and flowers for display in the area	
Abertillery Town Band	500	31 July 2019	29 August 2019	Participation of the band in numerous important local events	
Llanhilleth Tenants and Residents Association	500	31 July 2019	29 August 2019	Granny's Wood celebration event	
Men's Den	300	31 July 2019	30 August 2019	Setting up a vegetable growing area at Bournville Community Hall	
Abertillery Amateur Dramatic and Musical Society	200	31 July 2019	29 August 2019	Christmas show (Last Tango in Abertillery)	
Zion Miner's Chapel	500	20 November 2019	3 December 2019	Food, art and craft materials	
Intergenerational Craft Group	500	20 November 2019	3 December 2019	Photographic record, 3D map, website and database of damaged gravestones	
Friends of St Iltyds					
TOTAL	4,356				

OTHER "GRANTS" - 2019/20 FINANCIAL YEAR

NB these do not include ward grants, solar farm grants or "council grants" as they are funded from other budget lines

Grant awarded to	Amount in £	Agreed at Council on:	Date of payment	Purpose – to pay towards costs of:	Comments / power
Swffryd Community Centre (for Christmas lights)	1,500	15 May 2019	30 May 2019	Christmas lights and tree	Funds come from Christmas lights budget
Llanhilleth Tenants and Residents Association (for Christmas lights)	3,000	15 May 2019	30 May 2019	Christmas lights	Funds come from Christmas lights budget
Brynithel Community Centre (for Christmas lights)	1,500	15 May 2019	30 May 2019	Christmas lights and tree	Funds come from Christmas lights budget
Off the Streets Project (Space Café)	341.46	26 June 2019	5 July 2019	Refuse disposal	Funds came from new projects
Off the Streets Project (Space Café)	930	4 July 2019	5 July 2019	Repairs to kitchen facilities	Funds came from new projects
BGCBC – Youth Service	33,900	4 July 2019	5 July 2019	Additional detached youth workers	Funds came from new projects budget
Off the Streets Project (Space Café)	3,380	31 July 2019	1 August 2019	Provide meals for 20 to 30 young people 3 nights a week for the next 52 weeks	Funds came from new projects budget
Ffrindiau Tyleri	2,000	31 July 2019	29 August 2019	Aberfest and Winterfest	First cheque rejected by bank: second cheque issued 26 September 2019. Funds taken from new projects budget in 2019/20 and included in annual budget in future as an intended annual contribution
Abertillery Rock and Blues Festival Committee	1,000	31 July 2019	29 August 2019	Rock and Blues Festival	Funds taken from new projects budget in 2019/20 and included in annual budget in future as an intended annual contribution
TOTAL	47,551.46				

COUNCIL GRANTS - 2020/21 FINANCIAL YEAR

NB Council Grants budget £10,000

Grant awarded to	Amount in £	Agreed at Council on:	Date of payment	Purpose – to pay towards costs of:	Comments / power
None as at current date					
TOTAL	0				

OTHER "GRANTS" - 2020/21 FINANCIAL YEAR

NB these do not include ward grants, solar farm grants or "council grants" as they are funded from other budget lines

Grant awarded to	Amount in £	Agreed at Council on:	Date of payment	Purpose – to pay towards costs of:	Comments / power
Swffryd Community Centre (for Christmas lights)	1,500		29 May 2020	Christmas lights	Funds come from Christmas lights budget
Llanhilleth Tenants and Residents Association (for Christmas lights)	3,000		29 May 2020	Christmas lights	Funds come from Christmas lights budget
Brynithel Community Centre (for Christmas lights)	1,500		29 May 2020	Christmas lights	Funds come from Christmas lights budget
TOTAL	6,000				

Author: Richard Gwinnell, Town Clerk and Responsible Financial Officer
 Last updated: 9 September 2020

**ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
DATE**

AGENDA ITEM NO.

16

SOLAR FARM GRANT 2018 – PROGRESS REPORT (NB grants were issued in May 2019. Organisations were given until 31 March 2020 to spend the funds awarded and report back, with photos and invoices)

Table 1 – progress and spend – actual (whole project)

Grant awarded to	Amount	Funding given to pay towards	Progress on spend and outcomes	Photos provided	Invoices provided	Further comments / actual spend
Abertillery Excelsiors AFC	£35,000	The "Cwmtilillery project", made up of the components listed below (see table 3 for original budget estimates).	Abertillery Excelsiors AFC received the entire amount of grant funding in order for them to co-ordinate and disperse funds to individual groups, pending the establishment of a "Cwmtilillery Partnership". The groups involved have been working together and a Community Interest Company, Pentref Tyleri CBC, was incorporated on 15 February 2020.	Yes	Yes	See below
Abertillery Excelsiors sub divided the above funds as listed below:						
CLEAN (Cwmtilillery Lakes Environmental Action Network)	£22,500	See specific projects below.	See specific projects below.	Yes	Yes	See below
Abertillery Excelsiors	£10,000	See specific projects below.	See specific projects below.	Yes	Yes	See below

Coetir Tyleri	£2,500	See specific projects below.	See specific projects below.	Yes	Yes	See below
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Table 2 – progress and spend – actual (specific projects breakdown)

Organisation	Specific project	Progress / outcomes	Photos	Invoices	Spend
CLEAN	Footpath surrounding lake	Work was completed on the footpath surrounding the lake area in 2019.	Yes	Yes	£16,836
	Dredging/weed removal from Cwmtillery lake	Completed November 2019.			£2,700
	Fishing pegs (platforms)	Completed.			£0
	Repairs and stock for the fishing club	Lake re-stocked with 110 fish in December 2019. Cwmtillery Coarse Fishers Club created, bank account and constitution in place. 70+ people applied for membership.			£2,500
	Footfall counter	Completed and installed.			£434.63
	Memorial Garden design	Completed.			£225
				SUB TOTAL SPEND	£22,695.63 (NB the £195.63 overspend has been funded by CLEAN)
Abertillery Excelsiors	Community engagement	Event held 31 May and 1 June 2019 at Jim Owen Pavilion. Over 200 people attended. Facebook group and interest significantly increased.	Yes	Yes	£648.29
	Pavilion: preparation for café	Repairs to ceiling and walls, painting, tiling, lights, air vent, plumbing in of sinks, fitting of			£981.01

		blinds and repair of two fire doors all undertaken.				£7,639.82
	Community café ("Caffi Tyler")	Prior to the coronavirus situation, we fully intended to open on 8th April 2020, in time for the Easter holidays. The deadline of 31.3.20 for the spending of the grant money allocated for the cafe would have been achieved had it not been for these unfortunate circumstances. We are all so disappointed that the cafe could not be opened after all the hard work put in and sorry that the deadline for spending the grant money was not met but unfortunately this was due to circumstances out of our control. Local residents will be in charge of managing the cafe and they have put a lot of time and effort into making sure the cafe is ready to open as soon as possible. The cafe will be operated under Pentref Tyleri CBC, a community interest company aimed at sparking regeneration in Cwmtillery. In the initial stages the cafe will be manned by volunteers, but we anticipate it leading to job creation in the medium to long-term. Any profits will be reinvested in further community projects.			SUB TOTAL SPEND	£9,269.12 (NB £730.88 remaining)
Coetir Tyleri	Millennium Wood Ecological survey	Paid 3 March. Initial survey conducted. Full survey to be completed when restrictions allow.	Yes	Yes	Yes	£456.42
	Perimeter native hedge planting around the wood	1800 native saplings purchased but unable to be delivered due to Covid lockdown. Bareroot trees cannot be planted in summer/autumn so delivery scheduled for winter 2020.				£561

	Planting materials (weed control mats, hadopots, sacks, mycorrhizal fungi etc)	Purchased and stored ready for planting in winter 2020.		£965.24
	Tools for ground preparation	Purchased.		£64.77
	Dumper hire for ground prep	Completed.		£420
			SUB TOTAL SPEND	£2,467.43 (£32.57 remaining)
TOTAL SPEND			TOTAL SPEND	£34,276.55 (NB £763.45 remaining: Coetir Tyleri and Cafi Tyleri underspends combined)
		£763.45 remaining to be spent on purchase of stock and finishing touches to the café, plus web hosting (website) and internet connectivity to enable electronic payment system and free wifi for community use.		

Table 3 – original budget estimates

Amount	Purpose
£14,000	Lakeside/path improvements
£1,000	Fishing pegs
£2,250	Dredging of Cwmtillery Lake
£1,500	Repairs and stock for the fishing club
£1,100	Footfall counter
£250	Garden design

£10,000	Community café - fire doors, extractor fan, tiling, back door and windows
£488	Ecological survey
£1,000	Promotional events
£380	Planning fees
£1,500	Perimeter native hedging around the wood
£1,000	Full ecological impact assessment for the development of the wood
£532	Memorial Garden – planting and landscaping
£35,000	Total

Author: Richard Gwinnett, Town Clerk and Responsible Financial Officer
Last updated: 3 September 2020

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL
COUNCIL MEETING
17 SEPTEMBER 2020

SOLAR FARM GRANT 2019 – PROGRESS REPORT (NB grants were issued in January 2020. Organisations were given until 31 March 2021 to spend the funds awarded and report back, with photos and invoices)

Grant awarded to	Amount	Funding given to pay towards	Progress on spend and outcomes	Photos provided	Invoices provided	Further comments / spend
Friends of Six Bells Park	£5,000	Improve access and promote more inclusive access to the Pavilion refreshment and kiosk (specifically, renewing paths)	The park was closed for many months after March 2020 due to Covid-19 and progress on the project has consequently been delayed. We have recently obtained 2 quotes and are liaising with the County Borough Council currently. We are busy fund raising for the shortfall and have applied for a Church in Wales grant for additional funding for the project. Once we have secured further funding, we will be able to progress the works.	No	No	
Roseheyworth and Bournville Community Woodlands Association	£5,000	Improve access, enrich the diversity and environment on the woodlands site, bring together communities, create educational resources for schools, groups and residents (specifically, tools, fencing, mower, cutting equipment, PPE etc)	Unfortunately we have done nothing as yet due to lockdown etc. We have decided that we will be purchasing much needed maintenance equipment as soon as possible, again we are somewhat hampered by lockdown.	No	No	

Llanhilleth Miner's Institute Luncheon Club	£5,000	Costs of luncheon club, bringing socially isolated elderly people together to combat loneliness, promote health and well-being and build confidence and social skills, while providing meals, entertainment and intergenerational experience for volunteers (specifically, food, entertainment and equipment)	The luncheon club is currently closed due to Covid-19.	No	No	
Tyleryan Belles Sports Association	£5,000	Upgrading the sports association buildings and facilities to accommodate all age groups and clubs (specifically, upgrading kitchen facilities)	Progress has been delayed due to Covid-19. There have been on-going delays due to the site not being accessible and no water on site. External contractors have now been engaged and building work started end of August. It is hoped for completion in September. Water supply on site remains an issue.	Yes – before and during works	No	
Abertillery Youth Drama and Musical Society (AYDMS)	£5,000	Putting preparations in place for an annual music festival (specifically, steel decking, stage backdrops and digital laser projector)	Progress has been delayed due to Covid-19. The music festival has been postponed to 2021, as public gatherings of over 30 people are currently banned.	No	No	
Abertillery Bowls Club Ltd	£5,000	Creating a safe, sustainable and vibrant facility for all communities to use (specifically, installing secure perimeter fencing)	Due to the COVID-19 crisis and imposed restrictions to working practices and manufacturing, all scheduled regeneration works planned for April 2020 were postponed. Unfortunately we're	No	No	

				unable to provide an estimated start date until current government restrictions are relaxed. As you will appreciate this is a very difficult period, with no income and fine turf maintenance/utility outgoings, this is proving a very challenging period in our clubs 109-year history.			
Swffryd Community Centre	£5,000	Maximising the centre's use of natural resources and reducing costs to maintain the viability of the centre and reduce its carbon footprint (specifically, installing solar panels)	Progress is being made and chased regularly with external solar panel contractors but this is slower than hoped for due to Covid-19.	No	No		

Author: Richard Gwinnell, Town Clerk and Responsible Financial Officer
Last updated: 4 September 2020

