



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

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

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

NOTICE OF MEETING

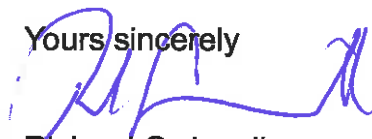
7 November 2019

To: Members of the Finance and Grants Committee: Councillors Gill Clark, Perry Morgan, Gary Oakley (Chair), Allen Rees, Nick Simmons and Glyn Smith

Dear Councillor

You are summoned to attend a meeting of the Finance and Grants Committee of Abertillery and Llanhilleth Community Council, to be held in the Council Chamber, Mitre Street, Abertillery on **Thursday 14 November 2019 at 8.30pm** (or as soon as the Finance Training that evening finishes, if that is later than 8.30pm). The agenda for the meeting is set out below.

Yours sincerely



Richard Gwinnell
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. Terms of Reference (attached)**
- 4. Quarter 2 budget monitoring report and end of year forecast (attached)**
- 5. Draft Budget 2020/21 (attached)**
- 6. Grant applications (attached)**
- 7. Dates and times of meetings**

TERMS OF REFERENCE OF THE FINANCE AND GRANTS COMMITTEE

The Council itself takes all decisions relating to the approval of spending or grants.

The Finance and Grants Committee's purpose is to prepare, monitor, review and assist in the effective financial management of the Council. Its role is to make recommendations to the Council in any of the matters listed below.

1. To keep under review the financial resources required by the Council to enable it to fulfil its statutory obligations and provide services for the well-being of its community, namely:
 - a) Preparing an annual budget and making recommendations to Council for the precept required.
 - b) Reviewing and making recommendations to Council on borrowing requirements, reserve funds, investments and banking arrangements.
 - c) Reviewing and making recommendations to Council on the Council's charging policy for services.
2. To monitor, annually review and make recommendations to the Council on the effectiveness of the Council's system of internal financial control system, specifically:
 - a) Ensuring compliance with Statutes, Contract Standing Orders and Financial Regulations.
 - b) Ensuring an adequate and effective system of internal audit of its accounting records and system of internal control, on receipt of the annual report.
 - c) Monitoring income and expenditure against budget.
 - d) Ensuring that accounts are properly maintained and reflect current best practice.
 - e) Ensuring that bank reconciliations are undertaken regularly
 - f) Receiving and reviewing the draft accounts, draft Annual Return and draft Annual Governance Statement, prior to their submission to the Council for approval annually.
3. To monitor financial transactions including receipts, payments and bank transfers.
4. To identify business risks which may prevent the Council achieving its aims and objectives and make recommendations to the Council.
5. To ensure the Council has appropriate insurance cover in place relating to buildings, property, staff, members, public liability and employers' liability as may be necessary and make recommendations to the Council.
6. To consider and make recommendations to the Council in respect of all requests for financial assistance submitted to the Council, including Council Grants and Ward Grants.
7. Any other matters, which, for reasons of expediency, are referred to this committee.

NB Financial Regulations 1.13, 1.14 and 5.1 specify that:

The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- *setting the final budget or the precept (Council Tax Requirement);*
- *approving accounting statements;*

- *approving an annual governance statement;*
- *borrowing;*
- *writing off bad debts;*
- *addressing recommendations in any report from the internal or external auditors,*

shall be a matter for the full Council only.

In addition, the Council must:

- *determine and keep under regular review the bank mandate for all Council bank accounts;*
- *approve any grant or a single commitment in excess of £5,000; and*
- *in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.*

The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

COMPOSITION OF THE COMMITTEE

- Chair of the Council (who will not be the Chair of the Committee)
- 5 other members of the Council.

Council members who are not members of the Finance and Grants Committee may attend meetings and speak with the permission of the Chair. They may not vote.

CHAIR OF THE COMMITTEE

- The Chair of the Committee shall be appointed by the Council.
- The Chair of the Council signs the annual accounts and therefore shall not be the Chair of this committee.

QUORUM OF THE COMMITTEE

- At least one third of the total membership of the Committee
- Minimum 3 members.

MEETINGS OF THE COMMITTEE

- To be held at a time and on a day to be determined by the Committee ideally in April, June, November and January at the Council offices, Mitre Street, Abertillery.
- Extra meetings to be held as and when required.

OTHER MATTERS

Members joining this committee must undertake to attend all relevant meetings and all relevant financial and other training to enable them to be adequately equipped to undertake the role.



Abertillery and Llanhilleth Community Council

Quarter Two - 2019/20

Budget Report

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

Date: 18 October 2019

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 second quarter budget report for 2019/20 and covers the six months from April 2019 to September 2019 and forecast spend for the remaining year where that is known.

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.

There will always be unseen costs during any year, but it is expected that this year's costs will be more in line with the budget that has been set.

The overall spend for the first six months of 2019/20 was £62,069.93 against a budget of £94,150.21, so a £32,080.28 underspend for the half year. **Please note** £27,500 of this underspend is accounted for by new projects and new projects staff costs, and subject to council approval £20,000 (The additional staff costs which haven't materialised) of this will be moved to reserves before the end of the financial year

All the factors that have gone into this are detailed in the attached spreadsheet (**Annex 2**). A deal of caution should be used when looking at these figures as most of Council spending occurs in quarters 3 and 4 later in the year. However, the current forecast is that for the full year the Council will spend £200,234 against a budget of 234,000, so at this point in time there is a forecast underspend of £33,765 but this does include £30,193 of unallocated New Project and Additional Staff Spend (which in theory could still be spent at a later date), so in reality the true underspend is £3,572.

The main reasons for this are

- Staff costs are 4.8% under budgeted figure, mainly because no pension costs are being for the Deputy Clerk
- The forecast training costs for members and staff is significantly lower than expected.
- Internal Audit Costs were lower than estimated
- We will not pay Chairs Allowance which had been budgeted for
- There is an expectation that only 4 members will claim the members allowance.

- We are not expected to spend the £2,000 allocated for public toilets.

Council Grants:

There is one major overspend area of concern. Council agreed a budget of £5,600 for Council Grants in 2019/20, to date we have spent £3,356 and if we continue at that rate, we will see an overspend of £1,112 (19.9%) for this specific budget item.

Additional Items:

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

Roman Builders - removal of Christmas lights	£720.00
Roman Builders - Blue Plaque Install	£72.00
New Gazebos (ten)	£1,299.00
New Tables (ten)	£299.90
SWALEC Costs for Christmas Lights 2017 (previous Cheque lost)	£944.70
	£3,335.60

New Projects:

There was an originally allocated budget of £78,600

We now have allocated spend of £66,406.73 which leaves a balance of £12,193 for new projects. There are also £20,000 unallocated additional staff costs, but these will be transferred to reserves if Council agrees this course of action.

NEW PROJECTS	
Party in the Park	£10,755.27
Youth Engagement group	£38,551.46
Defibs project additional	£3,600.00
Defibs Publicity	£2,000.00
Drone Video	£1,000.00
Website review	£1,500.00
Additional Christmas lights Funding	£5,000.00
Ffrindieu Tyleri	£2,000.00
Abertillery Rock and Blues	£1,000.00
10k Run	£3,000.00
Balance of new projects	£68,406.73

Reserves:

Reserves now stand at £35,320, during the quarter we transferred the £15,000 that was taken from Reserves in December 2018 to pay for the Defibrillator Project and have put £3,706.12 VAT reclaim direct into Reserves. If we move the £20,000 unspent additional staff costs into reserves then that will bring us up to £55,320, which is more in line with the amount of Reserves that guidance says we should have. +£5k External Audit

Budget Status:

Budget spend is broadly in line with the overall forecast, assuming that all new project money is spent, so the budget status is Green, where there are no planned transfers of money from the reserves and only one major spend issue (see above Council Grants) that should be of concern for the rest of the year.

The projected underspend is £3,572 (assuming that all of the New Project Money is spent).

Recommendations:

1: Note the current position.

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
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**

Report of Quarter Two - April - September 2019 by Steve Edwards

Expenditure	Agreed Budget for 2019/20	Budget for first two quarters	Actual for first two quarters	Variance £	Variance %	Projected to Year End £	Variance £	Variance %	Notes
Budget Item									
Clerk Salary (Gross)	£30,604.22	£7,651.06							
Deputy Clerk Salary (Gross)	£16,732.04	£4,183.01							
Salary Gross (Both Officers)	£47,336.26	£23,668.13	£23,735.76	£67.63	0.29	£47,471.52	£135.26	0.29	Small Variance as slight miscalculation on pro-rata rates
Pension	£8,520.53	£4,260.27	£2,761.92	£1,498.35	-35.17	£5,523.84	£2,996.69	-35.17	Deputy Clerk does not take up pension
Employer NIC	£4,208.03	£2,104.02	£2,084.82	£19.19	-0.91	£4,169.64	£38.39	-0.91	
Staffing Costs Totals	£60,064.82	£30,032.41	£28,582.50	£1,449.91	-4.83	£57,165.00	£2,899.82	-4.83	
2 * Memberships of SLCC	£450.00	£0.00	£0.00	£0.00	0.00	£395.00	£55.00	-12.22	SLCC Costs have increased, actual figures not known when budget set.
Training Budget for Officers	£1,200.00	£600.00	£144.00	£456.00	-76.00	£288.00	£912.00	-76.00	
Training Budget for Members	£2,000.00	£1,000.00	£120.00	£880.00	-88.00	£240.00	£1,760.00	-88.00	
Training and Subscriptions	£3,650.00	£912.50	£264.00	£648.50	-71.07	£1,056.00	£2,594.00	-71.07	
Microsoft Office, 2 Licences	£200.00	£200.00	£226.22	£26.22	13.11	£226.22	£26.22	13.11	This is the last year of yearly costs have we have
Bank Charges	£210.00	£105.00	£62.39	£42.61	-40.58	£124.78	£85.22	-40.58	
Insurance	£650.00	£650.00	£760.24	£110.24	16.96	£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	£0.00	£0.00	£0.00	0.00	£2,350.00	£0.00	0.00	These costs are due to be paid in Q4
Printing and photocopying usage	£700.00	£350.00	£397.12	£47.12	13.46	£794.24	£94.24	13.46	Major printing costs occur in Q3/Q4 for leaflets and programmes for Christmas activities
Printer Rental	£1,300.00	£650.00	£653.78	£3.78	0.58	£1,307.56	£7.56	0.58	
BT (Internet and Phone)	£250.00	£125.00	£130.03	£5.03	4.02	£260.06	£10.06	4.02	Now on Direct Debit
Web Hosting - Vision ICT	£250.00	£0.00	£0.00	£0.00	0.00	£250.00	£0.00	0.00	Payment due in Q3
Stationary and Postage	£1,000.00	£500.00	£574.35	£74.35	14.87	£1,148.70	£148.70	14.87	
Payroll	£600.00	£300.00	£300.00	£0.00	0.00	£1,200.00	£600.00	100.00	Payroll now done by BGCBC
Information Commissioner Registration	£40.00	£0.00	£0.00	£0.00	0.00	£40.00	£0.00	0.00	These costs due to be paid in Q4
British Gas - Electricity	£0.00	£0.00	£0.00	£0.00	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	£1,500.00	£1,212.60	£287.40	-19.16	£1,212.60	£287.40	-19.16	
Travel and Mileage	£500.00	£250.00	£45.90	£204.10	-81.64	£91.80	£408.20	-81.64	There are mileage costs to come in Q2
External Audit Costs	£5,000.00	£0.00	£0.00	£0.00	0.00	£5,000.00	£0.00	0.00	Actual Costs are unknown at this time
Welsh Water (Factory Unit)	£150.00	£0.00	£65.12	£0.00	0.00	£130.24	£19.76	-13.17	
Admin Totals	£14,700.00	£6,892.50	£4,844.73	£2,047.77	-29.71	£14,896.44	£196.44	1.34	
Ward Donations @ £200 per Councillor	£3,800.00	£1,900.00	£825.00	£1,075.00	-56.58	£3,800.00	£0.00	0.00	The projection is based on all Councillors using their Ward Donations by year end

Annex 2

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Budget 2020/21 - 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 36	£39,589.26	£20.52	£615.60	£32,011.37	3,005.47	£5,762.05	£40,778.89
1 Deputy Town Clerk NJC Spine Point 23	£27,538.98	£14.27	£328.21	£17,066.92	1,046.26	£3,072.05	£21,185.23
Totals				£49,078.29	£4,051.73	£8,834.09	£61,964.12

2% Increase as don't know new pay scales
2% Increase as don't know new pay scales

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	
Upgrade of IT Equipment - 3 Laptops and High Quality Projector	£4,500.00
Bank Charges	£210.00
Insurance	£800.00
One Voice Wales Membership	£2,500.00
Printing and photocopying usage	£700.00
Printer Rental	£1,500.00
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 Britsh Gas (Factory Unit)	£0.00
Internal Audit	£1,500.00
Travel and Mileage	£500.00
External Audit 2019/2020	£1,000.00
Welsh Water (Factory Unit)	£150.00
Marketing and Publicity	£2,000.00
Totals	£17,500.00

Grants and Members Allowances	
£200 per Councillor - Ward Grants	£3,800.00

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Chairmans Allowance		£800.00
Council Grants		£5,600.00
Members Allowance (19*£150)		£2,850.00
Totals		£13,050.00
Environment and Leisure all items below		
Xmas lights - Central Contract		£25,000.00
Llanhilleth Tenants and Residents - Christmas lights		£3,000.00
Brynithel Community Centre - Christmas Lights		£1,500.00
Swffryd Community Centre - Christmas Lights		£1,500.00
WinterFest (ALCC Activities)		£2,000.00
Ffrindiau Tyleri (Winterfest and Aberfest)		£2,000.00
Abertillery Rock and Blues Festival		£1,000.00
Allotments		£510.00
War Memorial Maintenance		£1,500.00
Wreaths/Poppies/Remembrance Day		£500.00
BGCBC - Youth Workers		£34,600.00
Space Youth Café - Youth Services (Food Project)		£3,500.00
SWALEC Costs for Christmas lights		£1,500.00
Party in the Park		£13,000.00
Fun Run		£3,000.00
Defibrillator Maintenance		£2,000.00
Totals		£96,110.00

Overall Total

£192,274.12



Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

Zion Miners Chapel Intergenerational Craft Group
High Street, Llanhilleth Abertillery Gwent NP13 2RB

Group Contact name:Rev Vivienne Nicholls

Role in the group: Minister

Telephone number

Email:

What are the aims of your project? Our Aims are to provide a place where children and adults can meet to learn new skills, interact across the generations and enjoy a cooked meal together

How does your project benefit the Abertillery and Llanhilleth area or its residents? We have children and adults from a range of Areas such as Llanhilleth, Soffryd, Aberbeeg, Trinant, Brynithel, Six Bells, Abertillery and Brynmawr.

Approx number of beneficiaries ...30

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Costs of food, and art and craft materials	£500
	£
	£
Sub Total	£500
B. Costs requested from ALCC	Amount (inc. VAT)
	£500
	£
Sub Total	£500
C. Total project costs (A + B) TOTAL	£1000

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

Payee name: Zion Miners Chapel

Name of person making the application:

Print Name: Vivienne Nicholls

Signed: Rev. J. Nicholls

Date: 3/10/2019

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

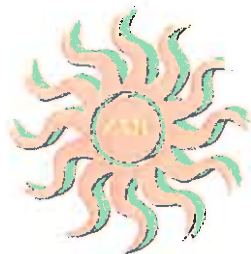
Zion Miners' Chapel, Llanhilleth

Income & Expenditure Account for the Year ended 31 March 2019

	£		£
Brought Forward:			
Cash in Hand	0.00		
Community Account	3,024.22		
Business Saver Account	9,773.23		
NS & I Investment Account	28,067.41		
Income		Expenditure	
Members Collections	3,138.58	Light & Heat	1,267.23
Public & Sponsors Collections	1,312.77	Welsh Water	164.30
Donations	1920.54	Catering	111.19
Funeral/Wedding Fees	4,003.00	Congregational Federation Fees	256.00
HMRC- Gift Aid Scheme	1,800.22	Contribution to Minister's Stipend	12,024.13
Grants	3,737.50	Visiting Ministers' Fees	45.00
Room Rental	1,277.06	Minister's Expenses	670.92
Printing of Hymn Sheets	220.00	Insurance	649.50
Bus Fares - trips to Craft Shows	750.00	Repairs & Renewals	4,728.33
Refund re Intercom system	235.00	Charity Donations	217.00
Refund from SWALEC	102.63	Postage, Stationery etc	128.14
Charity Collections	202.00	Coach Hire - trips to Craft Shows	540.00
Sale of chairs	750.00	Bank Charges	0.08
Insurance Claims	1,069.00	Supplies for Craft/Sugar Craft Club	841.18
		Supplies for Dementia Group	767.86
		Sundries	108.00
Business Saver Account Interest	19.51		
N S & I Investment Account Interest	203.55		
		Carried Forward:	
		Cash in Hand	0.00
		Community Account	3,023.66
		Business Saver Account	7,792.74
		N S & I Investment Account	28,270.96
			<u>61,606.22</u>

Examined by: WJA

Dated: 31/03/2019



Zion Miners Chapel and Community Room Projects



High St Llanbithel
Gwent

“Our aim is to serve the Community, In the Community, For the good of the Community”

Providing a base for both religious and community events

Zion Miners Chapel and Community Room is situated in the ex-coalmining village of Llanhilleth and stands as a testament to the faith, courage and sense of community held by the coal miners of Llanhilleth Colliery .A heritage that we are very proud of and one which we aim to carry forward into the future, which will provide a place where everyone can meet and take part in community engagement. We aim to provide a safe, comfortable environment where people of all ages and abilities and faith's can meet and enjoy companionship, learn new skills, and promote health and wellbeing.

Our equal opportunity policy means that we are inclusive and never exclusive.

The population of Llanhilleth is around 3,000 inhabitants but we also meet the needs of residents of Soffryd, Aberbeeg, Brynithel, Abertillery, Brynmawr and surrounding areas. As it is a fact that the South East Valleys are areas of high social deprivation, we work towards improving problems such as social isolation, low incomes, high unemployment, low self-esteem and confidence, single parents' families, children with special needs, Autism and health related problems.

As a part of the Community of Llanhilleth we work alongside many partners and organisations in the area including Llanhilleth Miners Institute, St Iltyds Primary School, Blaenau Gwent Connectors, The Althmeizer Society, Hospice of the Valleys, GAVO, Friends of Christchurch, W.E.A, Blaenau Gwent Scouts, Brynithel Community Centre, Soffryd Community Centre, Bridge House Residential Home and Abertillery Branch of the Royal British Legion and our local Borough and Town Council amidst others.

Our mission is to be a place where everyone can meet to engage and learn from one another. Our groups are run and developed by volunteers who include youth and adult volunteers. Our members range from children to seniors and we actively encourage intergenerational interaction.

Our Officers are:

Rev Vivienne Nicholls:

Vivienne has been our Pastor in the chapel for nearly 30 years and being brought up in Llanhilleth and is a well respected and accessible figure within the community. During her time as a Pastor, Vivienne has served four chapels in the North Gwent Area and has undertaken many fundraising and restoration projects. Vivienne is also Joint Vice Chair of Llanhilleth Miners Institute and is involved in the Community work there. She also holds the title of Chaplain to Blaenau Gwent Scouts, and is also a member of Abertillery Branch of the Royal British Legion and conducts services for them as we have a strong working relationship with local members.

Mrs Pamela Hopkins BEM:

Pamela is the Secretary of the chapel and one of the Deacons. She is actively involved in the community engagement. She has been involved in Community work for over 50 years and in 2016 was awarded a British Empire Medal for her dedication to the community of Llanhilleth and surrounding areas. As a local business owner Pam has earned the respect of the community and is well known in the area. she also holds the post of Joint Vice Chair of Llanhilleth Miners Institute and is involved in the Community work there. She is also a member of our local Royal British Legion and the Custodian of the Llanhilleth War Memorial.

Mrs Denise Phelps:

Denise is the Treasurer of the chapel and also a Deacon is actively involved in the running of chapel events and the Community Groups. Denise works at a local school with young adults who have complex physical and mental needs, a skill which she regularly calls upon as several of the children who attend our groups have special needs.

Miss Nicola Price :(Advisor)

Nicola has her own Bookkeeping Business and advises on financial issues and funding, giving any advice to support the smooth running of the chapel and associated Community groups

We present have 3 Youth Volunteers and 9 Adult Volunteers drawn from all backgrounds and with various much needed skills. All our volunteers have regular background checks and are offered training when necessary.

Throughout the years we have won many awards for our work within the Community from Abertillery & Llanhilleth Community Council, Blaenau Gwent County Borough Council, Gwent Association of Voluntary Organisations and in 2016 we won a much sought after National Award from Congregational Federation.

Our Community Engagement Groups are:

Cook n Craft:

This group encourages people to come along and engage in crafts and cooking and to learn new skills from one another. It began with just six people now we average 20 people on a Monday afternoon. Many of our members have been referred to us by Blaenau Gwent Community Connectors and we encourage health, wellbeing and self-confidence and make sure they feel welcome, as a few attendees live alone and it can sometimes be daunting to join a group where you are a stranger. **We always say, there are no strangers here, only friends you haven't met.**

During the afternoon some of our members will cook and learn from each other developing the ability to provide a balanced meal. Some will learn the crafts of knitting, crochet, sewing, Diamond Art, drawing and craft work. Much of the craft work is then sold to help fund this project.

Within our group we have people who suffer from mental illness, Parkinson's Disease, Dementia and problems with mobility and other illness. As we are situated in an area of high social deprivation, this help is vital to help combat health, loneliness and confidence issues.



Intergenerational Craft Group

This group meets on a weekly basis for a period of 2 hours where children and adults undertake craft activities and learn new skills, this encourages intergenerational interaction and allows both adults and children to learn new life and social skills, as the adults retell stories of their childhood and the children teach new more techlogical skills to the adults.

As we live in an area of high social deprivation, we also provide a cooked meal and again all ages eat together.

Within our group we have seniors who live alone or suffer from health-related problems, children who have behavioural problems or suffer from special needs such as Autism. Within our group we have developed Youth Volunteers who now take responsibility for the group and are schooled by the adults.



Dementia Friendly and Living Alone Group

This group is very special within the chapel and community family, as Viv nursed her mother with Dementia and Pam nursed and recently lost her husband to the disease.

They both found that there was very little or in some cases no support or safe meeting places for loved ones and their families to go in the community and this caused them distress due to isolation and the general public's lack of understanding of this particularly debilitating illness.

This group is where Dementia sufferers and their carers can meet in safety with others in a similar situation; likewise the same applies to anyone who lives alone and feels isolated. During the three hours together, we enjoy a balanced cook meal, entertainment and a time to stop and chat.

It is very important to everyone concerned that we combat isolation, low self-esteem, loneliness and the many distressing problems associated with caring for or being cared for with Dementia. Dementia affects not only those with this dreadful illness but family and friends also and causes fear and isolation so we aim to provide a time when everyone can benefit from our encouragement and friendship.

Sugar Craft Class

This group is run in conjunction with WEA and encourages 10 adults to learn new skills.



The course provides the ladies with a place to go and enjoy other women's company and to help each other to learn new cooking skills and making flowers and decorations from sugar paste .all the ladies made and decorated Christmas cakes (some for the first time ever) and some were auctioned and the funds given toward our Dementia group.

Gentlemen would also be welcomed.

Zion Heritage Project



Our chapel was built and paid for in 1877 by the miners of Llanhilleth Colliery we work to keep the heritage of those miners alive. We have an extensive collection of Mining Memorabilia and photographs; we hold an annual Miners Reunion Service and we also invite local schools to bring their children along to view the memorabilia and be taught what it was like to live in a mining community. We also invite the miners along who still live in the village.

Within the chapel we have 4 stained glass windows dedicated to the miners of Llanhilleth Colliery which depict mining scenes, and the School, Miners Institute and the Miners Hospital. all buildings paid for by the past mining community.



Recently we have dedicated two stained glass windows to the memory of those who served in both world wars. Honouring their bravery and sacrifice.

Zion Miners Chapel is a place where all can meet and feel better after attending our groups, encouraging participation and responsibility to make lives better!!!!!!

Constitution of Zion Miners Chapel Llanhilleth

Our aim is to serve the Community, in the Community, For the Community

Zion Miners Chapel was built by the Miners of Llanhilleth for the community and was dedicated as a place of worship and social activity in June 1877. The chapel is situated on High Street Llanhilleth in the County Borough of Blaenau Gwent. The church is registered for the solemnization of Weddings, Christenings and Funerals. Although the Minister has a right to refuse the conduct administration of any such services on scriptural basis.

The governance of the chapel is undertaken in adherence to our equal opportunities policy by the Minister, a group of elected deacons, members and volunteers. The autonomy of the chapel is central to its existence as set out by its founders. The Annual General Meeting must be held yearly and all members and volunteers are invited to attend. The meeting is open to all community in which we serve. Although a special meeting can be called by the Minister or Officers at any time.

The minutes of all meetings must be recorded and signed. All present at the meeting are included in any voting procedure and all votes are final, the Chairperson carries the carrying vote.

The finances of the chapel are to be undertaken by an elected treasurer and good book keeping is essential. The accounts must be audited by an independent examiner on a yearly basis and presented at the AGM. All offerings must be counted and recorded by two people before leaving the chapel premises. The chapel works as a not for profit organisation and serves in the community to encourage health and well being, self confidence and self worth .

Any donations collected for charity at a funeral service is the responsibility of the funeral director or family members.

Should the chapel close all outstanding debts must be paid and remaining monies distributed to charities of like cause. No profits will be distributed but used for the aims of the chapel.

Zion Miners Chapel upholds an equal opportunity policy and makes no discrimination on age, race, disability or gender.

The Community project which is held in the Community Room of the chapel is run by volunteers and overseen by chapel Officers. The funds collected at the groups are recorded in the Chapel Accounts.

The consumption or possession of alcohol and drugs is not allowed on the Chapel premises. Swearing or use of racial, religious, age or sexual discrimination language is not allowed. The chapel has the right to prohibit anyone not obeying the rules set out in this document.

All children, youth workers and volunteers must be vetted in abeyance to the Safe From harm Act. All volunteers should be offered training for new skills and qualifications.

Zion Miners Chapel must adhere to bring to life the dreams, hopes and aspirations of those men and women who gave us our heritage and keep the gospel and community spirit alive for future generations.

Signed Rev V Nicholls (Minister)

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Abertillery and Llanhilleth Community Council (ALCC)

Ward Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

LLANHILLETH T&R

Group Contact name: LYN MALONEY

Role in the group: CHAIR

Telephone number:

Email: ...

What are the aims of the group or project? ROAD SIGNAGE

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

Residents have chosen a name for an unnamed road.

Approx number of beneficiaries WHOLE OF COMMUNITY

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

Community Group.

Amount £50

35

Payee name: Llanhilleth T+R Association

Name of Councillor making the application:

Print Name: GILL CLARK

Signed: G. Clark

Date: 3 Oct 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



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Abertillery and Llanhilleth Community Council (ALCC)

Ward Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

Llanhilleth T+R

Group Contact name: Lyn Maloney

Role in the group: chair

Telephone number:

Email:

What are the aims of the group or project? Road Signage

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

Residents chosen a name for an unnamed rd

Approx number of beneficiaries whole of community

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

community group

L50

37

Payee name:

Llanhilleth T+R

Name of Councillor making the application:

Print Name:

Keri Bidgood

Signed:

K Bidgood

Date:

3.10.2019

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



6 d

Abertillery and Llanhilleth Community Council (ALCC)

Ward Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

LLANHILLETH T & R

Group Contact name: LYN MALONEY

Role in the group: CHAIR

Telephone number:

Email:

What are the aims of the group or project? NEW ROAD SIGNAGE

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

Residents choose a name for a new road.

Approx number of beneficiaries All of the community

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

Community Group

Amount requested:£50.....

Payee name:Llanhilleth T & L.....

Name of Councillor making the application:

Print Name:ALLEN REES.....

Signed:A. Rees.....

Date:9/10/19.....

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

6e



Abertillery and Llanhilleth Community Council (ALCC)

Ward Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

Friends of Six Bells Park
24 Gwern Berthi Road, Cwmtillery,
Abertillery NP13 1QZ

Group Contact name: ...Lynne Pratten.....

Role in the group: Secretary

Telephone number:

Email:

What are the aims of the group or project?

The friends of Six Bells Park group to help maintain the park, ensuring it is clean, tidy and planted up with flower displays. It hosts a bowling green, tennis courts, play areas, a refreshment kiosk and public toilets. This grant is requested to pay for the rental of an indoor space to hold a fundraising event.

How does the group / project benefit the Abertillery and Llanhilleth area or its residents? The proposed event will generate much needed income for continuing work to improve facilities in the park with particular emphasis on inclusive access for disabled people. The residents of the area will have a safe recreational area that will help general well-being, physical and mental health and provide opportunities for community involvement and social interaction.

Approx number of beneficiaries ...200 plus.....

41

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

Amount requested: ...Fifty pounds

Payee name: Friends of Six Bells Park

Name of Councillor making the application:

Print Name: Beverley Anne Charlotte Lucas

Signed: 

Date: 09 October 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

6 F



Abertillery and Llanhilleth Community Council (ALCC)

Council Grant Application

(see criteria and process attached before applying)

Name and Address of group, organisation or project:

FRIENDS OF ST ILLTYD,
BLAENCWFFIN BARN FARM, ST ILLTYDS, ABERBEEG,
NP13 2AY

Group Contact name: ... HELEN LEICESTER

Role in the group: ... SECRETARY

Telephone number:

Email:

What are the aims of your project? ... SEE ATTACHED SHEET

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

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

... SEE ATTACHED SHEET
.....
.....
.....

Approx number of beneficiaries ... UNLIMITED SEE ATTACHED SHEET

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
THIS IS A LARGE PROJECT BEING DONE IN 3	£ 1,500
STAGES: AFTER THE INITIAL STAGE (THAT WE ARE	£
ASKING FOR FUNDING FOR BELOW) WE WILL RAISE	£
ADDITIONAL FUNDING TO COMPLETE IT Sub Total	£
B. Costs requested from ALCC	Amount (inc. VAT)
FULL COST OF FIRST, URGENT, STAGE OF	£ 500
THIS LARGER PROJECT	£
Sub Total	£ 500
C. Total project costs (A + B) TOTAL	£ 2,000

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

COMMUNITY GROUP

Payee name:

FRIENDS OF ST ILLTYD

Name of person making the application:

Print Name:

HELEN LEICESTER

Signed:



Date:

24th October 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

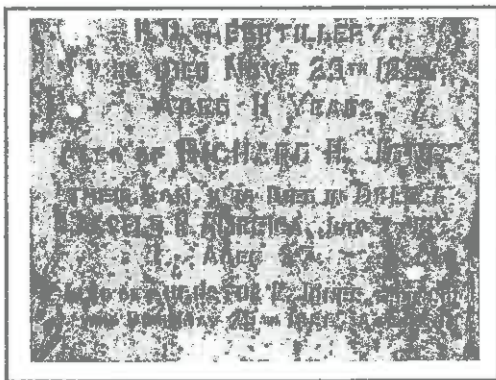
APPLICATION FOR A GRANT FROM THE ALCC BY THE FRIENDS OF ST ILLTYD

October 2019

Aims of the project

One of the most requested services of the Friends is to help people with enquiries about ancestors/relatives who may have been baptised, married or buried at the church. These enquiries come from all over the world, not just the UK, as many local people emigrated during the 19th and 20th centuries, particularly to the USA. Those people who are able to make the journey to the old church particularly appreciate being able to see the gravestones of their family members.

Aside from their importance for family history however, these gravestones are also a very valuable and accessible resource for the study of the social history of the area, with much information to be readily (open & free access to the churchyard) and easily gleaned from the inscriptions on the headstones, much of which cannot be found via other sources (see below for some examples).



However, due to the very exposed conditions of the church, on the very top of a high hill, it is subject to extreme weather conditions, which has led to the severe deterioration of the gravestones, particularly through processes such as exfoliation and lamination (where the top layer of stone, the layer that holds the inscription, flakes off). Unfortunately, these processes cannot be halted without expensive remedial action, and once a process such as lamination starts, total or near total loss of the inscription can happen quite rapidly (see photos below).



The Friends would like to make a photographic record of all the gravestones in the churchyard, before any more inscriptions are lost forever. We would then like to produce a website containing a 3D map of the churchyard showing the exact location of every gravestone, each of which would have a clickable interactive link to the photograph of it, plus a searchable (by name) database, so that anybody enquiring about their ancestors would quickly and easily be able to see if their relatives have a gravestone in the churchyard.

We have received a quotation from local heritage group AHAS (the Aberystroth History & Archaeology Society), to make a 3D survey of the churchyard and produce a website with interactive map, plus make the photographic record of the gravestones. They have given us the following price estimates, which we understand to be way below commercial rates from professional archaeological contractors, website designers and photographers :

Producing the photographic record of the headstones: £500 (5 days at £100 per day – 2 people)

Producing the 3D survey of the churchyard & its graves: £1,000

Producing website with interactive map of the graves: £500

We would like to make a start with the photography, as this is the most urgent and time critical part of the process, and would like to do it over this winter, winter being the best time as the vegetation is at its most reduced in the churchyard. As they photograph each headstone, they will take a GPS reference for each one. The interactive map and website can then be put together with the photos at a later date. Our grant application is for this first, urgent, part of the process.

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

A great many local residents have family members who are buried in the churchyard, and who make regular visits there to visit their family graves. When asked, all express how much they love the church and its churchyard for the beauty of its setting, its peacefulness and tranquillity, and the important connection the church provides with the past. The church is by far the oldest building in Blaenau Gwent, an area sadly lacking in extant ancient buildings, and as such is a priceless heritage asset for the area, attracting visitors from all over the world, many of whom have ancestry in the area and are looking to connect with their forebears. This is a very important and growing aspect of modern tourism, and the church plays a big part in bringing visitors to the area who otherwise might not come.

Inscriptions on headstones are also used by teachers as a useful tool in the school history curriculum, as headstones provide an easily accessible source of important and revealing local historical information. Local schools often bring groups of pupils up to the church to study the headstones and make drawings of them.

Approx number of beneficiaries

It is impossible to estimate this, as the finished website will be available globally, so anybody who is interested in the history of the local area, or their own family history, will be able to use it, no matter where they live. It will be particularly important for people who cannot make an easy visit to the area. However, it will undoubtedly be of benefit to all local people who are interested in their family history, as well as those interested in local history generally, particularly social history.

COMMUNITY 20 - 18 - 17 63665852

LATEST
STATEMENT
OF
FRIENDS
ACCOUNT

Available balance	£1,264.39
Last night's balance	£1,264.39
Overdraft limit	£0.00

Transactions

Showing 1-3 of 3 transactions between 24 Sep 19 and 24 Oct 19

Pending debit card transactions

Date	Description	Money In	Money Out	Balance
Thu, 17 Oct 19	I J COREY		-£603.50	£1,264.39
Wed, 16 Oct 19	100018		-£29.24	£1,867.89
Wed, 2 Oct 19	G Clatworthy	£23.00		£1,897.13

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View Statements

COMMUNITY

20-18-17 63665852

Available balance ⓘ £1,264.39

Last night's balance ⓘ £1,264.39

Overdraft limit £0.00

Statement format Normal

Statement frequency Monthly

Showing 1-4 of 4 transactions between 07/09/2019 and 08/10/2019

Date	Description	Money In	Money Out	Balance
02/10/2019	G CLATWORTHY	£23.00		£1,897.13
19/09/2019	G CLATWORTHY	£120.42		£1,874.13
19/09/2019	G CLATWORTHY	£22.00		£1,753.71
16/09/2019	100019		-£150.00	£1,731.71

[Don't recognise a transaction?](#)[Export All](#)[Download all \(PDF\)](#)[Print page](#)

Need to view older transactions?

If you have registered for [Online Statements](#), then follow the link to view them

If you don't have Online Statements, then Statements may still be visible in [Barclays Cloud It](#)

If you can't find the relevant Statement/Transactions online, you can order a [Copy Statement](#)

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Friends of St Iltyd Constitution

A Name

The name of the association is Friends of St Iltyd.

B Aims

The association aims are:

- To work with the owner and/or statutory authorities and others to obtain grant aid where possible to improve the buildings and its environs.
- To encourage local community interest and involvement in the history and future of St Iltyd church.
- To promote the use of the building by the community.
- To continue to research and publish the history of St Iltyd and the locality.
- To share the building with others, by opening the building for local people, tourists and other visitors.

C Carrying out the aims

In order to carry out the aims of the association the Friends of St Iltyd may: -

- (1) raise funds and receive contributions provided the association does not undertake any substantial permanent trading activities;
- (2) buy or sell property, take on leases and employ staff;
- (3) co-operate with other charities, voluntary bodies and statutory authorities;
- (4) do all such other lawful things as are necessary for the achievement of the aims.

D Membership

Membership of the association shall be open to all persons who are interested in and support the aims of the Friends of St Iltyd. New members names must be accepted by the Friends of St Iltyd at a meeting, and their names entered onto the minutes of the meeting.

E Annual General Meeting

- (1) An Annual General Meeting shall be held in September each year, or as near as possible.
- (2) Members will receive annual reports and audited account from the Honorary Officers,
- (3) Members shall be given not less than 14 days notice of the Annual General Meeting.

F **Honorary Officers**

- (1) At the Annual General Meeting, members shall elect Honorary Officers, namely Chairman, Vice Chairman, Secretary and Treasurer, all of whom shall relinquish their office each year and shall be eligible for re-election.

G **Quorum**

- (1) An Annual General Meeting or a Special General Meeting will be quorate with 6 members present. Each member shall have one vote.
- (2) In the event of an equality in votes cast at any meeting the Chairman shall have a second or casting vote.

H **The Friends of St Iltyd**

- (1) The Friends of St Iltyd shall hold at least four ordinary meetings each year.
- (2) At least 3 members of the Friends of St Iltyd must be present at an ordinary meeting to be able to take day to day decisions.
- (3) For significant decisions involving money or change of use of the building a quorum of 6 will be present, as at an Annual General Meeting or Special General Meeting..
- (4) The Friends of St Iltyd shall keep minutes and maintain accounts which can be viewed by any member on request.
- (5) Members of the Friends of St Iltyd must not be paid or gain financially from the association.

I **Money**

- (1) Funds will be held in a bank account operated in the name of the association. All cheques must be signed by two Honorary Officers, one of whom must be the Treasurer.
- (2) Funds shall only be used to support the aims of the association.
- (3) Accurate accounts will be kept and audited accounts presented at the AGM.

J **The Constitution**

Changes to the constitution or a decision to wind up the association must be confirmed by a two thirds majority of members present and voting at a general meeting for all members called with 14 days notice.

K Dissolution

The Friends of St Illtyd may be dissolved by a two thirds majority vote at an Annual General Meeting or Special General Meeting. In the event of a dissolution and, after paying all outstanding dues, any remaining funds, goods, property and records shall be transferred to such other voluntary organisation whose aims are similar to those of the Friends of St Illtyd.

I Arrangements until first General Meeting

This constitution was adopted by the people whose signatures appear below, who will act as Honorary Officers until the first AGM.

adopted on the day of 20

[print name and address]

~~Signed~~


PC WILLIAMS CHAIRMAN

HYWEL CHATWORTHY SECRETARY

This model constitution has been produced by Gwent Association of Voluntary Organisations and may be freely used and adapted by community organisations. It is intended for small-scale groups who do not need to register as a

