

**MINUTES OF A EXTRAORDINARY MEETING OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL (ALCC) HELD ON 22 FEBRUARY 2021 at 7.00pm
Held remotely via Zoom**

PRESENT: Councillors:

Gary Oakley (Chair), Peter Adamson, Michaela Assiratti, Tracey Dyson, Julie Holt, Mark Lewis, Beverley Lucas, Perry Morgan, Rob Phillips, Allen Rees, Nick Simmons, , Bernard Wall

Officers: Steve Edwards, Clerk

Others: None

ABSENT: Vanessa Bartlett, Gill Clark, Roger Clark, Perry Morgan, Glyn Smith and Graham White

13. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Vanessa Bartlett, Gill Clark, Roger Clark, Perry Morgan, Glyn Smith and Graham White

Welcomes were extended to everyone present

14. DECLARATIONS OF INTEREST

None

15. MOTION FROM COUNCILLOR PETER ADAMSON – TOWN IN BLOOM

There was a debate about using a single central supplier and that should not exclude Community Groups throughout the Councils area. The Town in Bloom project confirmed that Community groups would not be excluded.

The Council **RESOLVED** *that the Town in Bloom project follows the model used for Christmas lights; in that a business supplier takes on the bulk of the supply and maintenance of floral displays in the ALCC area, subject to the input from community groups throughout the area, and to the normal ALCC competitive tendering process to decide the supplier or suppliers, and that the Clerk be delegated to authority to spend up to a maximum of £22,000 in 2020/21 and a maximum of £5,000 in 2021/22 (these are the amounts that have been agreed in the budgets for In Bloom). The team, Cllr Nick Simmons, Peter Adamson, Mark Lewis and Clerk Steve Edwards have full delegated authority to manage this project.*

16. MOTION FROM COUNCILLOR GARY OAKLEY – VANDALISM GUARDIAN MEMORIAL SITE SIX BELLS

This motion was withdrawn by Councillor Oakley after a brief discussion where it became

apparent that Blaenau Gwent County Borough Council were dealing with the issue.

17. MOTION FROM COUNCILLOR ROB PHILLIPS – COMMITTEES

*The present **Human Resources Committee, and Finance Committee** remits, including delegated powers, would remain unchanged. The Chair of HR will remain as the Chair of Council. I propose the following Committees are set up. Full council would decide on the membership and the remits for these Committees but each new Committee would select its own Chair. Delegated authority should also be given to each Committee to spend up to the amounts that have been budgeted for in that year's Council Budget*

Standing Orders 4 (d) (v) to be amended to show that Committees other than HR and Finance appoint their own Chairs and not Council.

***Wellbeing**, would be an overarching committee with representation on all other committees.*

*Its remit would also include **Community and Youth engagement**.*

***Planning and Environment** Would be responsible for all Planning and Environmental matters and would include Shop Local, the Town in Bloom, and the Cenotaph within their remit.*

***Leisure and Tourism**. Would be responsible for all events staged or supported by the Council in the promotion of Leisure and Tourism, such as Party in the Park, Aberfest, Winterfest, Christmas lights display and any other proposed events.*

***Working groups** which may include members of the public, and other bodies can continue to meet under those committee headings. A brief update report from each Committee will be presented at full council monthly meetings. Full Council may also direct any of the Committees to take on specific new projects that had not previously been budgeted for and allocate a project budget for that.*

The Council **RESOLVED** to amend the motion so that:

- (1) Planning and Environment: to include all Planning and Environment Matters, and so will now include Shop Local, Fun Run and Town in Bloom.
- (2) Leisure and Tourism responsible for all events staged by Council, including Christmas Lights, all issues with Cenotaph, liaison and partnership with Ffrindiau Tyleri concerning Aberfest and Winterfest and the usual events that are run throughout the year.
- (3) Standing Orders 4 (d) (v) will be amended to show that the new Committees will appoint their own chairs and not Council. It was agreed that the makeup of the new committees will be done at a later Council Meeting.

The Clerk will work out what the budgets for each of the Committees will be so they will all be aware of how much spending power each has. The Clerk will also draft up revised Terms of References for all Committees and Working groups.

18. RESOLUTON TO EXCLUDE THE PRESS AND PUBLIC

The Council **RESOLVED** to exclude the Press and Public by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

19. MOTION FROM HR COMMITTEE – DESELECTION OF A MEMBER OF THE COMMITTEE

The Council **RESOLVED** to deselect Councillor Graham White from the HR Committee

The meeting ended at 8.05 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 Steve Edwards Clerk

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**MINUTES OF AN ORDINARY MEETING OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL (ALCC) HELD ON 24 FEBRUARY 2021 at 7.00pm**

Held remotely via Zoom

PRESENT: Councillors:

Gary Oakley (Chair), Peter Adamson, Michaela Assiratti, Tracey Dyson, Julie Holt, Mark Lewis, Beverley Lucas, Rob Phillips, Allen Rees, Nick Simmons and Bernard Wall

Officers: Steve Edwards, Clerk

Others: None

ABSENT: Vanessa Bartlett, Gill Clark, Roger Clark, Perry Morgan, Glyn Smith and Graham White

19. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Gill Clark, Roger Clark, Glyn Smith and Graham White

Welcomes were extended to everyone present.

20. DECLARATIONS OF INTEREST

Councillor Julie Holt declared an Interest in 27 below as she is a County Borough Councillor and may have planning responsibilities at that level.

21. MINUTES OF COUNCIL MEETING (a) 22 JANUARY 2021 AND (b) 27 JANUARY 2021

Council **RESOLVED** to confirm the minutes (a) and (b) as a correct record of those meetings.

22. FINANCE ORDER

Council **RESOLVED** to accept the Finance Order.

23. IT MOTION

There was a discussion around the need to supply all Councillors with the right IT equipment so they could effectively fulfil their role. It has become apparent throughout the last year that Council and Councillors now have a greater reliance on IT to conduct its business.

Generally, the principle about supplying equipment and upgrading the Councils IT to more professional setup was agreed but there was some concern about how much money this would cost, and that such equipment in these times when families are struggling could be seen as insensitive.

It was also highlighted that there are data security concerns with Councillors using their own equipment. The Motion was withdrawn by the Chair pending further time to think through an

overall Council approach to the Councils present and future IT and data accessibility requirements.

24. MOTION TO AMEND FINANCE REGULATIONS

Council **RESOLVED** to amend regulation 6.15 of the Finance Regulations so it now reads "Where internet banking arrangements are made with any bank, the Clerk/RFO be appointed the Service Administrator".

25. MOTION TO AMEND THE BANK MANDATE

Council **RESOLVED** to remove the previous Clerk, Mr Richard Gwinnell from its bank mandates and any other Council banking arrangements.

26. GRANTS

Council **RESOLVED** that the ward grant application from Councillor Rob Phillips for £200 to Ebenezer Church Food Cupboard be approved.

27. PLANNING CONSULATION C/2021/003 – LAND NEAR NEWALL STREET

Councillor Rob Phillips briefed Council about this proposed development.

Council **RESOLVED** to get the Clerk to write to Blaenau Gwent County Borough Council setting out its formal response to this planning application and its concerns about the access to the site, the small width of the road, that the access lane was in constant use by residents accessing their garages, the lane is already frequently obstructed, and there is no comments made about the environmental impact regarding protected species of wildlife on the plot.

Council was also concerned that even though this planning application was for a single dwelling it may be the precursor for planning applications for multiple dwellings in the future.

28. CHAIRS ANNOUNCEMENTS

None

29. DATE OF NEXT MEETING

The date of the next meeting was set for Wednesday 31 March at 7pm

The meeting ended at 7.57 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.

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**MINUTES OF AN ORDINARY MEETING OF ABERTILLERY AND LLANHILLETH
COMMUNITY COUNCIL (ALCC) HELD ON 10 MARCH 2021 at 7.00pm**

Held remotely via Zoom

PRESENT: Councillors: Gary Oakley (Chair), Peter Adamson, Gill Clarke, Roger Clark, Tracey Dyson, Mark Lewis, Perry Morgan, Rob Phillips, Allen Rees, Nick Simmons, Glyn Smith.

Officers: Steve Edwards, Clerk

Others: Deborah Pitt (Off the Streets), Alana Insley (Off the Streets), Jo Simms (BGCBC), Greg Morgan (BGCBC). Someone else was at the meeting but they were only identified as Hewlett Packard on screen

ABSENT: Michaela Assiratti, Vanessa Bartlett, Julie Holt, Bev Lucas, Bernard Wall and Graham White

30. APOLOGIES FOR ABSENCE AND WELCOMES

Apologies for absence were received from Councillors Bev Lucas, Julie Holt and Michaela Assiratti. Welcomes were extended to everyone present.

31. DECLARATIONS OF INTEREST

None

32. MOTION FROM COUNCILOR GARY OAKLEY – YOUTH SERVICES

Councillor Gary Oakley gave a brief overview of the Youth Engagement Youth Working Group Report that had been sent out with the agenda of this meeting, and the plans within that report going forward into 2021/2022. The teams from "Off the Streets" and BGCBC reported on how successful the previous year had been despite the problems with Covid.

In answer to some questions from Councillors the teams replied:

- There were two groups, BGCB group would cover the North of the Council's area and "Off the Streets" would cover the South of Council's area.
- Assurances were given that the two teams would work together to ensure there was no overlap of coverage.
- The team were happy to provide bi-monthly reports, even though they preferred quarterly but thought that monthly reports would not provide enough depth.
- The teams were already working with other local groups throughout the area.

Council unanimously **RESOLVED** that the grants below be paid to the following organisations:

- a. Off the Streets, £32,644 for 3 youth workers in 2021/2022 (From 2021 - 2022 budget)
- b. BGCBC, £25,566.84 for 3 youth workers in 2021/2022 (From 2020 – 2021 budget)
- c. Off the Streets, £5,400 for Food and activities in 2021/2022 (From 2021 -2022 budget)

33. WARD GRANTS

Council **RESOLVED** that the following Ward Grant Applications be approved:

- Councillor Peter Adamson -Six Bells Tenants and Residents Association - £100
- Councillor Peter Adamson - Six Bells Regeneration - £100
- Councillor Graham White - Hospice of the Valleys - £400
- Councillor Roger Clark - Abertillery RFC - £200
- Councillor Roger Clark - Abertillery Bluebirds Junior Section - £100
- Councillor Gill Clark - Llanhilleth Bowls Club - £100
- Councillor Gill Clark- The Llanhilleth Mental Health Group - £100
- Councillor Tracey Dyson - Brynithal Community Centre - £200
- Councillor Tracey Dyson - AYDMS - £100
- Councillor Michaela Assiratti – Abertillery Stute - £400
- Councillor Julie Holt – Friends of Six Bells Park £100
- Councillor Julie Holt - Six Bells Tenants and Residents - £100
- Councillor Bev Lucas – Friends of Six Bells Park - £200
- Councillor Allen Rees - Llanhilleth Tenants and Residents - £100
- Councillor Allen Rees – Zion Miners Chapel £100
- Councillor Vanessa Bartlett - Blaenau Gwent Beyond Borders - £100
- Councillor Gary Oakley - Salvation Army - £100
- Councillor Gary Oakley, - Friends of St Illtyds - £100
- Councillor Mark Lewis, - Abertillery Belles and Old Tyleryan RFC - £100
- Councillor Mark Lewis - Cwmtillery Course Fishing Club - £100
- Councillor Mark Lewis - Abertillery Blaenau Gwent RFC - £100
- Councillor Mark Lewis - Abertillery Museum - £100
- Councillor Bernard Wall - Hospice of the Valleys - £200

34. MEMBERS ALLOWANCES

The Clerk gave an overview of the payment arrangements that were in place for the 2020/21 members allowances. The Independent Review Panel stated that there will be an annual member's allowance of £150 paid to Councillors, and this payment would not require receipts. The HMRC have said that any allowance that is not receipted is taxable. The Council does not prepare its own Tax, this is done via Payroll at BGCBC, so in order for the Council to be compliant with Tax regulations the Members Allowance would have to be paid via payroll.

Councillor Peter Adamson was unhappy at this arrangement and did not see why the allowance was subject to taxation.

The Clerk said that representations were being made by One Voice Wales and the Welsh Government to HMRC to exclude the Members Allowance from taxation but at this point in time there had been no movement from HMRC.

The meeting ended at 7:57pm

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 Steve Edwards Clerk

DRAFT



The Clerk
Abertillery and Llanhilleth Community Council
Council Offices,
Mitre Street
Abertillery
Monmouthshire
NP13 1AE

19-Feb-21

Quotation for Internal Audit Services

Many thanks for your request for a fee quotation for the provision of internal audit services to your council.

Based on the size and activities of your council our fee would be £385.00 plus VAT per annum inclusive of all travel and out of pocket expenses. We estimate a requirement for 1 audit day per year on site at the Council's offices. This will take place after the financial year-end. Fees quoted include attendance at your premises and all out of pocket expenses. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £385.00 plus VAT per day, or £285.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely

Kevin Rose ACMA
Director

Pre-Qualification Statement

Company name:

IAC Audit and Consultancy Ltd (IAC)

Company background and experience:

IAC have been providing internal audit services to town and parish councils for more than 5 years and now audit over 150 town and parish councils. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is supported by two experienced internal auditors (AAT qualified) and an office administrator.

Primary Point of Contact

Kevin Rose will be the primary point of contact for the Council

Potential Conflicts of Interest

IAC does not provide any other services to Abertillery and Llanhilleth Community Council that may constitute a conflict of interest.

There are no known personal relationships between IAC and Abertillery and Llanhilleth Community Council officers or councillors that may provide a conflict of interest.

Client References

| | |
|--|--|
| Ludlow Town Council (Shropshire) | Northam Town Council (Devon) |
| Thatcham Town Council (Berkshire) | Hazlemere Parish Council (Buckinghamshire) |
| Dartmouth Town Council (Devon) | Great Linford Parish Council (Milton Keynes) |
| Church Crookham Parish Council (Hampshire) | Tring Town Council (Hertfordshire) |
| Faringdon Town Council (Oxfordshire) | Peasedown St John Parish Council (Somerset) |

Further references may be provided upon request.

Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

2. Audit Risk Assessment

In order that the audit work may be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a 'risk score' that may then be used to plan the audit work, typically over a three year period.

The Audit Risk Assessment is prepared by IAC for the Council, to assist it in determining what level of audit coverage is appropriate for the Council. It is the responsibility of the Council as a whole to ensure that it maintains an 'effective' level of internal audit. Where requested IAC may offer advice to the council to assist it in planning the level of audit coverage.

3. Planning

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

4. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.



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 Town Band

Group Contact name: ...Sian
Millar.....

Role in the group:
.....Secretary.....

Telephone number: ...07546
465673.....

Email:
...sianmillar@outlook.com.....

What are the aims of your project?

Overall to be part of a stronger community, working together in partnership to improve health and well-being for all but especially the younger members of the community.

To build a stronger band with a community focus and to achieve community pride in the Band. To celebrate the mining past and our musical heritage and look forward to a future of community cohesion and resilience with choirs, bands and education which grew with the mining industry.

(1) To perpetuate the concert tradition and entertain the community with a concert on 13th November 2021 in the Met followed by a dinner in Llanhilleth Institute – a post COVID-19 Community Celebration. The celebration is based on the Guardian of the Valleys, the much-acclaimed mining memorial in Six Bells, with a new piece of music commissioned which synergises with the Guardian and what it represents and also to support the local organisations providing venues and services for both the concert and the dinner.

(2) To produce and perform new music, written and performed in Wales.

(3) To involve young people in the project and to also continue a Youth Project, in liaison with the school and with Upbeat Music, to initiate a Brass Academy, with weekend sessions and workshops, also involving the wider community to attend for entertainment, refreshment and support and facilitate inter-generational interaction.

(4) To represent the town and community at the National UK Brass Band Finals to be held in Cheltenham in September 2021. The Band has qualified for this prestigious event and is proud to represent Abertillery on a National stage.

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

How does your project benefit the Abertillery and Llanhilleth area or its residents? ... The project will provide our communities with a high standard of musical entertainment with a world class soloist and past players and conductors. The soloist is a young man who attended Abertillery Comprehensive School (for his GCSEs) and is now the principal Euphonium player for the world famous Black Dyke Band, based in Northern England. Our community will be part of a return to live music making which is uplifting and contributes to wellbeing.

The school children involved will benefit from performing and improvement of their skills and confidence as well as learning about their heritage and community. The plan is to work with the schools in identifying 5 classes to be part of this project, from across the age range. The on-going youth Brass Academy will strengthen these achievements and skills and also offer inter-generational benefits and opportunities.

The community hub which will operate alongside the Brass Academy will benefit the local community, particularly those who are more vulnerable, offering company, support, refreshment and entertainment.

Local organisations will benefit from the custom of the concert and dinner and also from the partnership working.

The town and council will benefit from the positive publicity and profile which will be achieved through the Band's performance at the National Finals.

Approx number of beneficiaries ...216 concert attendees

150 dinner guests

150 school children

Details of project costs:

| A. Project costs met by group (include match funds) | Amount (inc. VAT) |
|--|-------------------|
| (2) New music commission | £2,400 |
| (1) Concert Hall hire, dinner venue hire, compere, anniversary badges, compere | £914 |
| (1) Dinner costs - £4,800 – (NB dinner income = £3200) | £4,800 |
| Sub Total | £8,114 |
| B. Costs requested from ALCC | Amount (inc. VAT) |
| (1) Soloist – concert and school | £300 |
| (1) Pre-concert school work | £1,650 |
| (3) Costs of Youth Project – Brass Academy and Community Hub | £2,040 |
| (4) Costs of coach for Cheltenham and uniform adjustments | £2,000 |
| Sub Total | £5,990 |
| C. Total project costs (A + B) TOTAL | £14,104 |

Is the organisation a:

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

.....Registered Charity - Charity Commission
Registration Number - 1039267

Payee name:

.....

Nigel Daniels
Leader of the Council / Arweinydd Y Cyngor

T: (01495) 355250

E: Nigel.daniels@blaenau-gwent.gov.uk

Our Ref./Ein Cyf. ND/CLEB

Your Ref./Eich Cyf.

Contact:/Cysylltwch â: Councillor N. Daniels



5, Roch Street
Abertillery
Gwent
NP13 1HF

To Whom It May Concern

FUNDING APPLICATION – ABERTILLERY TOWN BAND

I write in my capacity as both Leader of Blaenau Gwent County Borough Council and President of Abertillery Town Band to fully support Abertillery Town Band's application for funding to assist with their Guardian of the Valley's Project.

Abertillery is a valley's town rich in both cultural and artistic tradition and without question the Town Band are very much at the forefront of this tradition. For the fifty years it's been in existence the band has always been at the very heart of community life. They are unquestionably an organisation that embraces the whole community and similarly the community are always fully supportive and in many ways grateful for the important role the Band plays in the life of our community. They support and entertain at so many local events and are always available to help and support so many other community based organisations.

The vision of the project, the Band seek funding for, the main part of which being a performance of a newly commissioned work, dedicated to the proud mining heritage of our valley and our community together with the linkage to the Guardian Mining Memorial, in my opinion, is truly inspiring and is something that will be fully embraced and appreciated by a community that is so proud of it's mining past but also a community that continues to look forward to a brighter and prouder future. In this light I repeat my fullest support for this funding application as both an acknowledgement and reward for an organisation that itself rewards and inspires so many people regardless of age or ability.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Nigel Daniels'.

Councillor Nigel Daniels Leader of Blaenau Gwent County Borough Council

Yn eiddo'r cyngor, dim gwarantiaeth o'r ffordd a fyddir yn cyflwynu gwybodaeth yn eiddo'r cyngor. Dim gwarantiaeth o'r ffordd a fyddir yn cyflwynu gwybodaeth yn eiddo'r cyngor. Dim gwarantiaeth o'r ffordd a fyddir yn cyflwynu gwybodaeth yn eiddo'r cyngor.

The Council does not guarantee the accuracy of the information provided and we will correspond with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

Municipal Offices
Civic Centre
Ebbw Vale
NP23 6XB

Swyddfeydd Bwrdeisiol
Canolfan Dinesig
Glyn Ebwy
NP23 6XB

a better place to live and work
lle gwell i fyw a gweithio

