

Training Policy

1. All Members and officers of the Council shall be offered the opportunity to undertake any and all of the following training modules within twelve months of the beginning of the Council term (or, in the case of co-opted Members, within twelve months of taking office):
 - New Councillor Induction
 - Code of Conduct
 - Local Govt Finance
 - Chairing Skills
 - The Council Meeting
 - The Council as an Employer
 - Understanding the Law
 - Planning
 - Health and Safety
 - Diversity and Inclusion
2. All Members of the Finance and Grants Committee shall be offered the opportunity to undertake the *Local Government Finance* module within six months of their appointment to the Committee. If a Member of the Finance and Grants Committee has not completed the *Local Government Finance* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
3. All Members of the HR Committee shall be offered the opportunity to undertake the *Council as an Employer* module within six months of their appointment to the Committee. If a Member of the HR Committee has not completed the *Council as an Employer* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
4. All Members of the PlaCE Committee shall be offered the opportunity to undertake the *Planning* module within six months of their appointment to the Committee. If a Member of the PlaCE Committee has not completed the *Planning* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
5. The Chair of Council, Vice-Chair of Council and all Chairs of Committee shall be offered the opportunity to undertake the *Chairing Skills* module within six months of their election/appointment. If a Chair of a Committee has not completed the *Chairing Skills* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment as Chair of the Committee, a motion to de-select the Chair of the Committee shall be tabled at the next meeting of that committee.¹

¹ The Chair of Council is elected and cannot be deselected. The Vice Chair of the Council is appointed for the duration of the Chair's term of office and cannot be deselected. *Local Government Act 1972*

6. A Member may claim special dispensation if they had completed a training module during the twelve months immediately preceding the beginning of the Council term (or, in the case of co-opted Members, during the twelve months immediately preceding their taking office). The Full Council (or Committee, as appropriate) shall decide whether special dispensation shall be allowed for this or for any other reason.
7. A Member who is deselected from a Committee or from the role of Chair of a Committee for the reasons above shall not be reappointed to that position for at least six months.
8. A Member shall be deemed to have been deselected from a Committee or from the role of Chair of a Committee if they resign from that position having failed to complete the necessary training module within the specified time period.
9. This policy refers to the titles of committees and to the title of training modules delivered by, or through, One Voice Wales as of June 2022. This policy shall remain in force if the title of a committee changes but its duties and responsibilities remain broadly similar. This policy shall also remain in force if the title of a training module changes, and/or it is delivered by a different training provider, but its content remains broadly similar.

Training Policy and Plan

- i. Training for community councillors was a key issue addressed in the Final Report of the Independent Review Panel on Community and Town Councils in Wales that was established by the Welsh Government in 2017. The report said the following:

The role of a Community and Town Council councillor is changing. We know many councillors think of themselves as volunteers, when they are in fact elected members with statutory responsibilities. The Auditor General for Wales confirms that a significant number of Community and Town Councils demonstrate a lack of understanding of the governance framework within which they operate and do not comply with their statutory responsibilities. We agree with the steps taken by the Independent Remuneration Panel for Wales to reinforce that councillors are elected members. We believe there should be a clearer description of what the 'ask' of a councillor is in light of the new role for councils we have set out. As elected members, councillors have to meet the standards expected of them in the Code of Conduct and adhere to the Seven Principles of Public Life (Nolan Principles)...Evidence has told us that some councillors are willing to attend regular training, where as some are more reluctant. It is important they are familiar with what's expected of them as councillors. We recommend that a core package of training should be mandatory for all councillors as a requirement for acceptance of office and that this mandatory training is repeated regularly (every election term). This should include:

- Code of conduct
- Induction (covering role/expectations and the legal framework)
- Being an employer
- Diversity and Inclusion
- Health and Safety
- Finance (core basic requirements)
- Planning (including the requirements of completing a planning response).

We call upon Welsh Government, Community and Town Councils and councillors themselves to ensure all councillors are fully trained and have a training plan.

- ii. The Welsh Government has not taken any action in regards to this recommendation. Therefore, it is still not mandatory for community councillors to undertake any training and there is no consequence in law for a community councillor who refuses to do so.
- iii. An overview of the One Voice Wales training modules referred to in the draft policy is attached.
- iv. Clause 8 of the draft policy seeks to avoid the unwelcome situation whereby a Member could resign from a Committee or from the role of Chair of a Committee in order to avoid deselection but then immediately put themselves forward to fill the vacancy created by their own resignation.

Draft councillor training plan

Section 67 of The Local Government and Elections (Wales) Act 2021 requires community councils to make and publish a plan by November 2022 for training provision for its members (even though, as noted above, is still not mandatory for community councillors to undertake any training).

The adoption of the proposed Training Policy would mean, *perforce*, that Members agreed to the training plan shown below.

All Members would be offered the opportunity to complete all of the training modules shown below. Some Members have undertaken training in the past (the date when the training was last completed is shown).

	New Councillor Induction	Code of Conduct	Local Govt Finance	Local Govt Finance - advanced	Chairing Skills	The Council Meeting	The Council as an Employer	Understanding the Law	Planning	Health and Safety	Diversity and Inclusion
Ben Owen-Jones		Nov 2021									
Barrie Page		Nov 2021									
Beverley Lucas		Oct 2019	Nov 2019	Sep 2020			Sep 2020				
Glyn Smith	Jul 2017	Aug 2017									
Graham White	Jul 2017	Aug 2017									
Joshua Rawcliffe											
Mariola Walters											
Michaela Assiratti			Nov 2019								
Nick Simmons	Jul 2017	Aug 2017	Nov 2019	Dec 2019							
Peter Adamson		Nov 2017									
Rob Phillips		Nov 2021	Nov 2019								
Roger Clark	July 2017	Aug 2017	Nov 2019								
Tracey Dyson	July 2017	Sep 2017	Nov 2019		Nov 2019						
Bernard Wall	July 2017	Aug 2017									



Members will be expected to undertake and complete this training module by 10 May 2023



Members completed this training module in the twelve months before the start of the Council term



A motion to deselect Members from their appointment would be tabled if they fail to undertake and complete this training module by 10 November 2022



The Chair of Council cannot be deselected if they fail to undertake and complete this training module

Chapter 8 training

Some local community events with which the Council has traditionally been involved (notably, the annual Remembrance Day parade in Abertillery) require roads to be closed or the flow of traffic to be managed.

For decades, Gwent Police posted a couple of police officers to the Remembrance Day parade who used their powers under Section 163 of the Road Traffic Act (RTA) 1988 to simply step into the road, stick their hand up and stop the traffic.

Last November, Gwent Police announced (very late in the day) that they would no longer send officers to Abertillery's Remembrance Day parade. This meant that it would be impossible to shut the streets to enable the parade to go ahead unless a suitably-qualified person drew up and applied for a Traffic Management Order.

It quickly became apparent that, for decades, Abertillery's Remembrance Day parade had been a completely *ad hoc* affair. It has never had an 'event organiser' or organising committee – the Royal British Legion arranges for representatives from the Armed Forces to attend, the community council prints off the order of service, the Salvation Army band turns up and plays suitable music, but the event was not officially co-ordinated.

At the last minute, Blaenau Gwent Council agreed to step in. They provided (and paid overtime for) some members of staff who had the necessary qualifications to put up signage and stop the traffic. However, the borough council made it clear that this was a one-off and that they would not provide this service in future years.

In order for events such as the Remembrance Day parade to take place in future, they will require stewards and marshals who have been suitably trained and qualified under Chapter 8 (Traffic Safety Measures and Signs for Road Works and Temporary Situations) of the Traffic Signs Manual.

The Royal British Legion has made it clear that they will not pay for the training of marshals for tens of thousands of Remembrance Day events around the UK so, by default, the responsibility for Abertillery has fallen back on the community council.

A budget line for this training was agreed by the Full Council in January. The motion before this meeting seeks authorisation to arrange and pay for the one-day training of up to ten people. The motion would enable the Council to include in this number up to four representatives from other local community organisations in the community council area. This would not only spread the knowledge and understanding within the community council area, it would also prevent this Council becoming the only port of call anytime any local community event required 'Chapter 8' marshals.

Co-options

A person who served as a Member of the Full Council during a council term shall not be co-opted as a Member of the Full Council during the following council term.

The motion arises from a recommendation of the Final Report of the Independent Review Panel on Community and Town Councils in Wales: “We recommend that councillors cannot be co-opted for more than one consecutive term.”

The Panel concentrated on the issue of members being repeatedly co-opted by councils without standing for election. They came to the conclusion that members would be avoiding democratic accountability if they failed to stand on their record at the next available election but then sought to get back on the community council through co-option.

The same principle would appear to hold whether a member first joins the Council through co-option or election: if they wish to return to the Council, they should stand on their record at the next available election.

Take the example of Councillor X. He acts disreputably during his period in office but remains a personal friend of the majority of other community councillors. Councillor X is sure that the number of people who will stand for election will be fewer than the number of seats on the Council and that the Council will seek to co-opt to fill the vacancies soon afterwards.

Councillor X also knows that he is very unpopular locally because of his behaviour while a councillor and that, if he stands for election, some local people will stand against him in his ward and he will lose.

Therefore, Councillor X deliberately chooses not to stand for election but, shortly after the election, he applies to be co-opted and is voted back onto the Council by his personal friends.

Councillor X has clearly used the co-option process to avoid democratic accountability. It doesn't matter whether he first joined the Council through election or co-option; he has still misused the co-option process to avoid being held accountable for his record as a councillor.

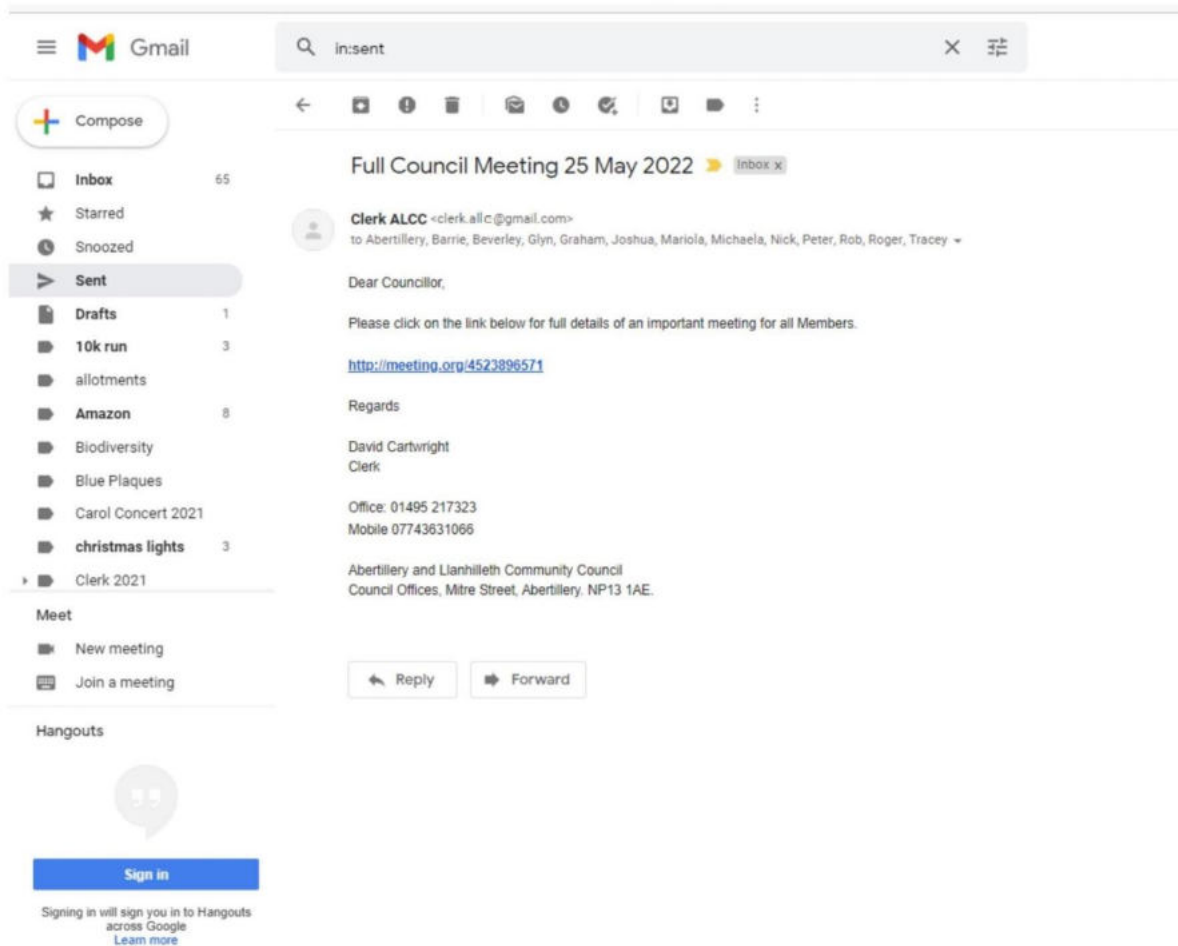
Therefore, the motion proposes that any person who served as a Member of the Full Council during a council term (whether they joined the Council through co-option or through election) would not be brought back onto the Full Council through co-option during the following council term.

The use of the term 'Full Council' in the motion would enable the Council to make allowances for, for example, a former Member who may have been unable to stand for election because of ill-health or other adverse circumstances. The motion would enable the Council to still make use of the former Member's experience and ability by co-opting them back onto a committee (and/or the Full Council) as a non-voting member if those circumstances changed.

Email accounts

Spoof emails

Periodically, Members have been targeted by 'spoof' emails that purport to come from officers or fellow councillors. They often have a familiar tone and can be very difficult to spot. For instance, who would not click on the link in an email like this?



It would have taken a very eagle-eyed recipient to have noticed that the address of the sender is one letter different from the Council's real email address:



This Council provides its members with gmail accounts. This is a world-renowned email service that is very efficient, has a huge storage capacity and costs the Council virtually nothing (less than 1p per Member per day) to use.

However, it is very easy for anyone in the world to set up a gmail account, including those who wish to deceive. Not only would a malicious virus sent to your gmail account present a threat to any personal data stored on your device, it could also raid your email contacts list and quickly turn you into a superspreader of the computer virus.

gov.uk

As a registered public body, the Council is entitled to use an appropriate gov.uk email domain. Only registered public bodies are able to set up email systems using this domain. Not only is it much more difficult to 'spoof' these accounts (the UK government owns all similar domain names such as gov.org, gov.co.uk etc), they would also demonstrate the council's official local government status. Members of the public are increasingly cyber security-aware, so a gov.uk domain can also help to build trust and credibility as well as visibly demonstrating authenticity. Many people will now reasonably expect a community councillor's email to come from a gov.uk domain.

As there is one central – and highly secure – system sending email for all the registered accounts at the gov.uk domain, regardless of what computer or Internet connection is being used to access it, both in-coming and out-going emails are less likely to be a threat (and less likely to be mis-identified as a threat and needlessly blocked).

However, in order to obtain a gov.uk email domain, the Council would be required to subscribe to a secure, centrally managed system to sit behind it.

Almost all commercially available secure email systems, such as Microsoft Office 365, provide a centralised dashboard that would give the council the ability to add, edit and remove users as appropriate. We could also immediately suspend user access in an emergency and, importantly, such a system would offer centralised searching of data for effective compliance with Data Subject Access and Freedom of Information regulations.

Members' email accounts could also be backed-up and archived, something that is impossible with gmail (gmail is very reliable but, if you are one of the unlucky few whose gmail account crashes or is deleted either by accident or maliciously, it will be lost forever).

Costs

The main drawback would be cost, both in terms of money and staff time (the use of a gov.uk domain would require the Council to follow six regulatory standards and to conform to 21 specifications and requirements).

It would then cost approximately £3,000 to migrate Members' current email accounts to a new secure email system and to register all your new gov.uk email addresses separately. The renewal of the appropriate operating licences would then then cost nearly as much in each subsequent year.

Having said that, the investment required to set up and manage secure gov.uk email systems is often significantly less than the cost of dealing with the potentially expensive problems that can sometimes arise with systems like gmail that don't enable the Council to fully comply with our data protection, Freedom of Information and cyber security obligations.

Insurance

The Council is required by law to have adequate insurance. The current policy will expire on 10 July 2022.

The renewal of the Council's current insurance policy was considered by the Finance and Grants Committee on 15 June 2022.

The Council has secured numerous insurance quotes over the past four years, which have revealed Zurich Municipal to be the cheapest by some margin. The service provided by Zurich has been very satisfactory.

An insurance broker has identified one company, Aviva, that could offer a cheaper quote for 2022-23. However, the total of cover offered in Aviva's quotation schedule is some £12.5 million less than Zurich.

The Finance and Grants Committee resolved to recommend to the Full Council that it renews its insurance policy with Zurich Municipal as per that company's quotation schedule (attached).

Mr Steve Edwards
Abertillery & Llanhilleth Community Council
Council Offices
Mitre Street
ABERTILLERY
Blaenau
Gwent
NP13 1AE

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720845083
Insured	Abertillery & Llanhilleth Community Council
Business	Parish / Town Council
Period of Insurance	
From	11 th July 2022
To	10 th July 2023
and any other period for which cover has been agreed.	
Renewal Premium	£ 785.48

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	99579255
Long Term Agreement:	Not Applicable
Preparation Date	03 rd May 2022
Prepared by	Mr Robert Henke
Policy Form Reference	MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
War Memorial	£81,149.19	£250
Old Chain of Office	£4,637.10	£250
Chairmans Chain of Office	£4,057.46	£250
Office Contents	£4,057.46	£250
Wall Tapestry	£3,825.61	£250
Audio Loop	£6,642.65	£250
Furniture in Chairmans Office	£3,477.83	£250
Defibrillators	£11,198.82	£100
Wooden sleigh and reindeer	£163.91	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £12,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity Guarantee**Persons Guaranteed:**
All members and employees**Sum Guaranteed**
£250,000**Excess:** £100 each and every loss**Part O – Personal Accident**

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:**Employees**

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not operative
8. Statutory Licence Protection	Not operative

Limit of Indemnity: £100,000

Operative Endorsements

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor			
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
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Council Grant – Abertillery BG RFC

The Council Grant application was considered by the Finance and Grants Committee on 15 June 2022.

The Committee noted that the Council had established a strong working relationship with the club through events such as Party in the Park. However, the Committee noted that Abertillery BG RFC's application was for £1,305 and that the Council's grant-giving criteria state that "The Council will not give a grant of more than £500 to one organisation unless in exceptional circumstances." The grant requested would be used to pay for the hiring of professional security staff at a fund-raising event. The applicant had not demonstrated any "exceptional circumstances" or how the grant would "help local communities and improve the economic, social or environmental well-being benefit to residents of the Council area."

The Committee resolved to recommend to the Full Council that the application be refused.



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 BG RFC, Abertillery Park, Glandwr St, NP13 1TU

Group Contact name: ... Chris Wilkins

Role in the group: ... Chairman

Telephone number: ... 07813754281

Email: ... chrisjwilkins2@outlook.com

What are the aims of your project?

The project aim is to host a music event at Abertillery Park on Saturday 30th July. The aim is to raise much needed funds to support the growth and development of mini, junior, youth and senior rugby at the club, and to also promote rugby to all ages and abilities. Additionally, funds raised would be reinvested back into the facilities of the Rugby Club which are currently used to host a variety of community events. We have recently hosted party in the park for the Platinum Jubilee and we also host youth drama rehearsals once a week.

The music event has the added benefit of bringing an exciting event to Abertillery and showcasing our amazing park to existing and hopefully new users.

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

The rugby club currently has a wide catchment area, particularly for mini, junior and youth rugby but these players come predominantly from Abertillery, Cwmtillery, Six Bells and Llanhilleth. In turn, these teams feed directly into the senior teams. We are

an inclusive club, promoting Rugby to all ages and abilities and we firmly believe in the benefits of sport to the general well-being of all individuals.

We have invested heavily in the redevelopment of the club facility under the grandstand. We are run by volunteers and are a not-profit organisation. The club is currently used by a variety of users (not just for Rugby) including drama groups, care groups as well as general users of the park.

The music event brings a different use to the park and provides residents an opportunity to experience an exciting event right on their doorstep

Approx number of beneficiaries ...500-1000

Details of project costs:

A. Project costs met by group (include match funds)	Amount (inc. VAT)
Stage and PA system	£3,280
Oasis experience	£1,250
revamps	£400
The manicphonics	£400
Whole lotta rock	£400
St Johns	£529
dj	£250
Outside bars	£450
Sub Total	£6,959
B. Costs requested from ALCC	Amount (inc. VAT)
Security (8x guards at £15 p/hr) 87 hours	£1,305
	£
Sub Total	£1,305
C. Total project costs (A + B) TOTAL	£8,264

Is the organisation a:

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

..... Please note – there are additional costs (namely portaloos and fencing) which will be covered by the club

Payee name: ...Abertillery BG RFC fields and facilities

Name of person making the application:

Print Name: ...Chris Wilkins

Signed: ..*Chris Wilkins*

Date: 07/06/2022

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

Blaenau Gwent Standards Committee

Following the recent local elections the previous community council representative on the Blaenau Gwent Standards Committee is no longer eligible to sit on the Committee (the individual has become an elected borough councillor).

Blaenau Gwent Borough Council has invited the community councils in the borough to nominate a community councillor to sit on the Committee. In the event that more than one nomination is received, the borough council will conduct a small ballot amongst the community councillors across the borough to determine who will become the representative.

A meeting of the Standards Committee is set for 19 July 2022, so any nominations need to be submitted to the borough council's Data Protection & Governance Officer immediately.

The Standards Committee largely deals with monitoring the borough council's Code of Conduct. The Codes of Conduct for members of community councils are a matter for the Public Services Ombudsman for Wales, so the Standards Committee rarely deals with anything to do with community councils.

Abertillery and Llanhilleth Community Council is not required to nominate anyone for this role.

The Blaenau Gwent Standards Committee has the following official roles and functions:

- Promoting high standards of conduct by councillors and co-opted members of the borough council and community councils.
- Assisting councillors and co-opted members of the borough council and community councils to observe their Members' Code of Conduct.
- Maintaining high standards of conduct by councillors and co-opted members of the borough council.
- Advising the borough council on the adoption or revision of their Members' Code of Conduct.
- Monitoring the operation of the borough council's Members' Code of Conduct.
- Advising, training or arranging to train borough councillors and co-opted members on matters relating to their Members' Code of Conduct.