

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

RISK MANAGEMENT POLICY

1. INTRODUCTION

- 1.1 The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk assessment is a continuous process which the Council needs to keep under review and ensure continuous monitoring.
- 1.2 The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions required to reduce the threat or possibility of an action or event that can impact on the interests of the Council and in turn the community it serves.
- 1.3 Risk management is not a process which seeks to avoid risk completely but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of risk, the likelihood of it occurring and the impact if the risk was realised. Although each risk will have a different score rating, each of the risks will require an assessment of actions needed to minimise the risk.
- 1.4 The Plan which is appended to this policy identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be extremely serious.
- 1.5 The Plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Finance and Governance Committee in conjunction with Council's Internal Auditor.
- 1.6 In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's indemnity and loss or damage to equipment. The Council's insurers do however require the Council to adopt a process of risk management so that the exposure to insured risks are minimised.

- 1.7 An annual review of the plan in conjunction with the Council's insurance arrangements will be undertaken at the Annual Meeting of the Council.

2. **ASSESSMENT CRITERIA**

2.1 Rating and Classification of Risks

The rating and classification that is used in the Plan is as follows:

a) **Rating**

Potential Consequence Score: 1-3

Likelihood of Happening Score: 1-3

Severity Level Score: Potential Consequence x Likelihood

b) **Classification**

1-3	Low
4 or 6	Medium
9	High

RISK MANAGEMENT PLAN

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Precept	Not submitted by Clerk	3	1	3	Low	Established budget process in place with the Finance and Governance Committee considering the draft budget through October to December and Council approving the budget and precept in January of each year. Clerk/RFO to notify the County Borough Council of precept in January each Year. Financial Comparison reports to be considered by the Finance and Governance Committee every quarter enabling it to assess income and expenditure against budget headings. Bank reconciliation reports to be presented to the Council on a monthly basis as an additional method of Councillors assessing the state of the Council's finances.
	Inadequacy of the Precept	3	1	3	Low	
Rental Fees for Allotments	Rental fees are not received for every tenant in a timely fashion	2	1	2	Low	Clerk/RFO to invoice allotment groups in February. Receipts to be issued for all rental fees received and invoices to be marked with the receipt number for the purpose of internal audit checks. Council to carry out once a year inspections
	Tenants fail to meet conditions of tenancy agreements	2	2	4	Medium	

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Loss of Money	Non recording of Cash payments	2	1	2	Low	The only cash payments received relate to payments received at events or any other cash from local organisations and attenders who pay a fee to the Council. All such payments to be receipted and where possible accepted by an officer in the company of a Councillor.
	Loss due to Fraudulent action By employees	3	1	3	Low	All cheques signed by two Councillors against invoices. All expenditure approved by Council or officers with delegated authority and accounts subject to internal audit and Council scrutiny. Bank payments authorised by two of four Councillors.
Investment Income	Loss of income due to type of investment made.	3	1	3	Low	Council's Investment Strategy to be reviewed by the Finance and Governance Committee once a year. Focus on investments to be based on stability and liquidity rather than an over focus on investment gain.
Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	3	1	3	Low	Council policy to maintain a non-earmarked reserve of between 3 and 12 month's annual budgeted sum.
Reserves Earmarked	Lack of availability of funding to meet planned commitments.	2	1	2	Low	Annual budgeting process to designate earmarked funding requirement and allocated sums to be preserved through having an adequate level of general reserves (excluding EMR).

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
War Memorial Grounds Contract	Failure of contractor to meet the requirements of the contract.	3	1	3	Low	A detailed specification to be drawn up and jointly signed with Contractor. Inspections of Council sites to be undertaken quarterly during the year as well as checks to assess the adequacy of the performance of the Contractor and Clerk/RFO to take up matters with the Contractor as appropriate.
Legal Powers	Council acting Beyond its powers e.g. ultra vires	3	1	3	Low	All decisions of the Council to be supported by the legal source of the power that is relevant. Advice of the Clerk/RFO to be available at all times.
Salaries and Wages	Salaries and wages are paid at incorrect rates	2	1	2	Low	All wages and salary levels to be determined annually as per employment contracts and recorded in the minutes. Internal Auditor requested to check that correct rates being paid. BGCBC to deduct Tax/Ni and pay to HMRC by due dates. Finance and Governance Committee to monitor salary and wages payments in accordance with budget.
	Income Tax and NI not deducted and/or not paid to HMRC	3	1	3	Low	
Recovery of VAT	VAT not recovered from the HMRC	2	1	2	Low	Clerk/RFO to make claim for reimbursement on an annual basis. Finance and Governance Committee to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate.
Council Debit Card (Lloyds)	Fraudulent use of card	3	2	6	Medium	The Council has a policy in place to control the use of the card. It may only be used by Officers for online purchases. The balance must be paid off in full on a monthly basis by direct debit ensuing that no interest accrues. The maximum credit limit is set at £1000.
Payment of Grants	Appropriate approved grant claims not paid	2	1	2	Low	Officers to be responsible for processing grant payments and the Internal Auditor to check that grant payments have been received.
Councillors Allowances	Allowances not paid In accordance with The IRPW's scheme	2	1	2	Low	Officers to ensure that all claims are appropriately submitted with Councillors being required to complete claim forms supported by receipts as appropriate.

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles.	2	2	4	Medium	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training. Council has a training plan in place.
Availability of Staff	Main issue concerns Any long term Absence of the Clerk	1	1	1	Low	Three members of staff are employed. In the absence of the Clerk, the Deputies act as Clerk.
Insurance	Insurance is not renewed/in place.	3	1	3	Low	Reminders are sent every year for the policy to be reviewed and renewed.
Failure of IT	IT equipment (i.e. photocopier, laptops) fail.	2	1	2	Low	There is an Ear Marked Reserve budget of £10,000 for office consumables
Subway Mural	Damage to Mural caused by vandalism	3	2	6	Medium	Regular inspections by Clerk/RFO and members and corrective action taken by appointed contractor as appropriate.
Asset Register	Failure to keep up to date could impact insurance and failure to comply with audit requirements.	2	1	2	Low	Register to be reviewed annually and items written off via the Finance and Governance Committee.

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
ALCC Events	Injury to volunteers And attendees	3	2	6	Medium	Each event has a specific risk assessment plan covering matters such as use of hot water, access to the electricity generator, trailing wires etc.
ALCC Events with over 2000 attendees	Inadequate level of insurance cover in place for events with over 2000 attendees	3	1	3	Low	Take out additional insurance if the need arises.
Christmas Decorations	Connection to Electricity supply Does not comply With appropriate standards	3	2	6	Medium	Qualified electrician employed to connect lights to trees, posts and buildings.
Data Protection	Compliance with Data Protection Act 2018	3	2	6	Medium	Ensure that all aspects of compliance are completed, That Data Protection principles are observed and data Retention policy is implemented (historical data).
Information Security	Important Council Information held In hard copy and On computer is Lost or damaged.	3	2	6	Medium	Important hard copy data is stored in the office. Data held on computer is continually backed up using a cloud service provided by Microshade.
Financial Records	Financial Records Are lost or Damaged.	3	1	3	Low	Financial records are audited annually and files are then held in the office. All transaction data and the cash book are maintained on Rialtas Finance software.

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Health and Safety Assessments	Activities of the Council are not Risk assessed and Arrangements Regularly monitored.	3	2	6	Medium	The HR Committee has responsibility for ensuring that risk assessments are prepared and regularly monitored.
Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	3	3	9	High	The Council has a staff equality and diversity policy. The building lift is currently out of order and we have no timeline as to when it will be repaired.
Code of Conduct	Members do not Declare interests as Required.	3	3	9	High	Members to be trained in the Code of Conduct. all declarations to be completed using a designated pro-forma and the declaration of interests is to be published on the Council's website.
Welsh Language Act	The Council fails To comply with the Act.	3	3	9	High	Council has not adopted a Welsh Language Policy. Council needs to expand its communication arrangements through the medium of Welsh.
Legal Claims	Claims are made in Relation to Employment matters And from members Of the public about The condition of Council amenities Resulting in injury.	3	1	3	Low	Council models it's as a good employer and follows all expected standards of good employment practice. members are trained in this area. Public liability and legal expenses insurance is in place. The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).

Dated: October 2025

Approved by Council:

Date for Review:

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

Grants and Funding Policy

1 Introduction

Abertillery and Llanhilleth Community Council pays out a large amount in discretionary grant funding across a wide variety of organisations and for multiple reasons. This policy is to ensure that the Council has oversight of the processes involved and also how this money is accounted for and reported so that the members of the public are aware of what public funds are being used for.

There is also a tightening of the fiscal governance of the Council, we now have a total turnover approaching half a million pounds per year so we need the proper controls and process in place to support that.

For the 2025/2026 financial year the Council has budgeted for £56,000 (12% of the overall budget) for grant payments. This does not include £120,000 paid in annual grants to Off the Street and BGCBC for 6 detached youth workers. So it is vital that Council is transparent about how this money is spent and ensures there is proper governance around the processes in place.

2 Solar Farm Grants

In addition to the grants that Council give out directly, it also administers an annual grant of £35,000 per annum (this annual amount has been set since 2017) paid as a Community Grant from the Solar Farm Company .

There is a set of criteria and organisations can only apply using the correct Solar Farm grant application form. The Councils administration process has evolved over the years. It agrees a time table for applications to be received, a basic check by the officers that all the required information is there, then a meeting of Council to decided the grant recipients.

The decision is then taken to the Solar Farm Community Fund Company to get their agreement and transfer the funds to the Council who in turn pay the grants to the organisations. What may be lacking is a formal process of checking the results of spending and reporting back to Council.

Recommendation 1: That a specific form is created for Council to document any checks on how the grant money is spent, this could also be used to check on the use of other Council grant funding.

Recommendation 2: During the 12 months following a Solar Farm Grant payment three-monthly checks are made on progress and are reported back to the Finance and Governance committee in the first instance, to then make any recommendations back to Council.

Recommendation 3: The Finance and Governance Committee to review the criteria for the Solar Farm Grants and make any recommendations for changes to Council.

3 Council Grants and Ward Grants

The Council currently has two types of discretionary grants processes (not annual grants or project funding)

The Council agrees a budget pot for Council Grants at the January budget meeting, for 2025/26 this is £17,000. Organisations can apply using an official Council Grants application form. There is a limit of £1,000 per application unless “exceptional circumstances” prevail.

Recommendation 4: The Finance and Governance Committee to look at if a definition of exceptional circumstances can be created.

The Council Grants are discussed and decided upon as part of a regular Council Meeting, where the remaining balance of the current years pot is also reported by the Officers.

Recommendation 5: The process for Council Grants should remain the same.

Ward Grants are an historical legacy. It has been set at £200 per ward seat for over 10 years. (Council has 19 seats so that is $19 \times £200 = £3,800$). It used to be that Councillors would apply for their individual £200 to be given to organisations that they nominated but this is unlawful under the local Government Act 1972 where individual Councillors cannot make financial decisions. A compromise was agreed a few years ago where the Ward Grants were taken before the then Finance and Grants Committee to basically rubber stamp the Ward Grant individual Councillor nominations.

This was superseded by a new process in 2024/25, where the Wards were grouped together and a formal Ward Committee meeting(s) were held to agree the allocation of that wards funding. This is the current system in place. It is still cumbersome to administer, and there is a lack of governance and checks on the funding.

Recommendation 6: The Finance and Governance Committee to review if Ward Grants should be merged into the general Council Grants process, so Council then only has a single Council Grants process and no longer has separate Ward Grants.

4 Annual Grants

The Council has a number of Annual Grants that it pays out to organisations across its area. The Grant amounts are agreed when the Council sets its budget in January. The current list in 2025/26 is

- Ffrindiau Tyleri: £10,000 to help put on events
- Llanhilleth Tenants and Residents: £3,000 for Christmas lighting
- Brynithel Community Centre: £1,500 for Christmas lighting
- Swffryd Community Centre: £1,500 for Christmas lighting
- Bournville Community Centre: £1,500 for Christmas lighting
- Aberbeeg Tenants and Residents: £1,500 for Christmas lighting
- Pentre Tyleri: £1,500 for Christmas lighting

- Friends of Roseheyworth: £1,500 for Christmas lighting
- Zion Miners Chapel: £2,000 for social events
- Six Park Tennis Club: £1,740 for toilet running costs
- Abertillery Rock and Blues: £2,000 towards the running costs for the event
- Aber Rocks: £2,000 towards the running costs for the event.

The relevant Committees or Council release the money which allow Officers to pay the organisations. From 2025/26 the Council will no longer pay a block grant amount to an organisation, it requires the organisations to send in invoices which the Council will pay direct. This gives Council and increased level of transparency and governance and what it is actual spending money on.

Recommendation 7: The Finance and Governance Committee to review if any formal checks on the results of funding should be carried out.

Recommendation: 8: That all events be placed under the Leisure and Tourism Committee

5 Projects/Events

The Council runs or supports a number of different annual projects/events through its various Committees. Budgets for these projects are agreed in the January budget meeting.

Leisure and Tourism: Party in the Park, Central Christmas Lighting Contract, War Memorial Maintenance, Chairs Charity Concerts, Llanhilleth Summer Fete, Viaduct Run, Loneliness Project, Summer Cinema.

PlaCE: Town in Bloom, Car Scheme subsidy, Wales in Bloom, Defibrillators, Wales in Bloom.

Community Empowerment: Funding for detached youth workers, Website, Extra-curricular transport for schools, Councillor surgeries.

Recommendation 9: That the funding governance remains within the Committee structure, but as part of the budgeting process for subsequent years the Committee report back on the previous year's spending.

From: Mark Lewis
Sent: 22 September 2025 11:54
To: ALCC ClerkMailbox
Subject: Re: Solar Farm Grant Query.

Good morning Molly,

Thank you for your email reply back to me and I can now update you on the underspend with the Solar Farm Grant application 2024 for FBG & RP.

It has come to a £3541.25 underspend and this is now also available to allow full council to decide how they would like to proceed ahead with it moving forward.

We (FBG & RP) can still use it all or some of the underspend to have some painted floor marking games installed on the pathway through Roseheyworth Park if we are allowed to do so by full council and can provide costing to carry these out at Roseheyworth Park as well.

The three floral tubs were requested at all the pre budget request PLaCE meetings by me for my local residents last year 2024 and I will also be checking the minutes for these meetings now too as money was allocated into the budget for them to which is being taken from my residents currently with their Community Council Tax Contributions for 2025-26 ALCC Financial year.

Again, I have mentioned this several times in the past that all ALCC minutes should be fully transcript to have an accurate record of exactly what is being stated at meetings by councillors so that these types of simple stupid mistakes cannot happen but no apparently this should happen.

At a second tier government level mind you which is absolutely crazy in my opinion.

It will be a very good job when you and Erika area actually properly CILCA Qualified Clerks as at least then we will have a chance of running a Community Council properly in my opinion on it.

I will get back to you about the three requested tubs for the Cwmtillery Ward area by me last year but they were definitely requested, put in the budget and are being paid for currently too by my local residents.

They are also paying for two planters that have been temporarily located up at Cwmtillery Lakes entrance front for the ALCC WB Project which need to be replaced back either side of the cross roads junction before Cwmtillery Ind Est again which was agreed at a Place meeting earlier this year with Cllr Hendreson who was in charge of the ALCC WIB/ TIB Project.

If these can also be installed back in place for my local Cwmtillery Ward Community Council Taxpayers asap then it will be very much appreciated too.

I will take a look for the Christmas Lighting email within my ALCC emails and get back to you on that issue if required to do so as we will be dealing with this issue soon as a community group with the contractor carrying out this work for the FBG & RP Community Group.

One last point on the ALCC TIB situation is no hanging basket was provided to The Officers Club again in 2025 who have been waiting for one since 2020 - 21 and was requested by me again also last year plus Fradds Cafe did not receive two hanging baskets this year which again I mentioned were missing at last year's meeting and also in an email on it too as The Clerk stated that may be put them on the lamp post next to Fradds and inbetween the Library as well.

All the missing requested TIB items planters and hanging baskets need to be installed as they are being paid for by the local Community Council Taxpaying residents of the whole ALCC area.

Best regards,

Mark Lewis Chairman,
Friends of Blaenau Gwent and Roseheyworth Park Community Group.

Cllr Mark Lewis,
Cwmteillery Ward Community Councillor,
Abertillery & Llanhilleth Community Council.

From: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>
Sent: 19 August 2025 13:10
To: 'Mark Lewis'
Subject: RE: Solar Farm Grant Query.

Good afternoon Mark,

Thank you for getting back to us regarding the underspend.

I have had a look through the minutes from the PlaCE Committee this year and can't see anything regarding your Town in Bloom queries, please could you let me know when these were agreed? My apologies if I have missed something.

I can see that Erika contacted Blaenau Gwent about Christmas lights at the beginning of August. She has passed along details for the groups we provide lighting grants to, so Blaenau Gwent should be contacting you directly regarding what they require from you.

Kind Regards

Molly Jones
Deputy Clerk

Office: 01495 217323
Abertillery and Llanhilleth Community Council
Council Offices, Mitre Street, Abertillery. NP13 1AE.

From: Mark Lewis
Sent: 19 August 2025 12:32

To: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk> Cc: welsh lone wolf S
Subject: Re: Solar Farm Grant Query.

Good afternoon Erika,

I have contacted Alan Watkins (B.G.C.B.C) on the underspend matter recently and still await him to get back to me on it.

He is also currently away on holidays at the moment as well.

So, I have to wait to hear back from him on this matter initially.

Please can you also provide us with an update on what is happening with the two floral planters that TAFY supposed to be positioning on Rosheyworth Hill and funding that the FBG & RP is supposed to be receiving from ALCC to position another planter with flowers in it by Corban Court in Blaenau Gwent within the Cwmtillery Ward area.

It is now three weeks into August and nothing provided for my community council taxpaying residents within these areas in the Cwmtillery Ward who are paying for these items to be installed for them by ALCC through their Budget Precept contributions.

Please can you also let me know if you have contacted B.G.C.B.C over the increased cost that you mentioned at the last ALCC monthly meeting held in July and that they will be introducing this year to installing some new Christmas Lighting around the Cwmtillery Ward area.

If you can update me on all my above requested issues from you then it will be very much appreciated so that they can also be lined up to be dealt with by us.

Best regards,

Mark Lewis Chairman,
Friends of Blaenau Gwent and Roseheyworth Park Community Group.

From: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>
Sent: 19 August 2025 10:18
To: 'Mark Lewis'
Cc: 'welsh lone wolf S' 'c4z77'
Subject: Solar Farm Grant Query.

Good morning Mark

Is there any update on the underspend and your proposal, please?

Kind regards
Erika Davies
Deputy Clerk

Phone | Ffon: 01495 217323

Website | Gwefan: <http://www.abertilleryandllanhilleth-wcc.gov.uk>

Council Offices, Mitre Street, Abertillery, Blaenau Gwent, NP13 1AE Swyddfeydd y
Cyngor, Heol Mitre, Abertyleri, Blaenau Gwent, NP13 1AE

From: Mark Lewis Sent: 03 June 2025 11:13

To: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>

Cc: 'welsh lone wolf S' 'c4z77

Subject: Re: Solar Farm Grant Query.

Good morning Steve,

Okay, no problem and when we know exactly what Alun Watkins has saved with the cost of installing the children's play equipment then we will of course let you know about it.

There is an outside organisation that B.G.C.B.C and the installation company has to use that is currently monitoring the safely of the equipment that has been installed to give it a final clearance and pass.

This monitoring test is carried out as the equipment is currently being used I have been informed by Alun Watkins of B.G.C.B.C and when completed then we will be invoiced to pay for the new play equipment and we will then know the final actual cost of it all.

I will inform you of this costing once we know about it ourselves as a community group.

Best regards,

Mark Lewis Chairman,
Friends of Blaenau Gwent and Rosheyworth Park.

Cllr Mark Lewis,
Cwmtilerry Ward Community Councillor,
Abertillery and Llanhilleth Community Council.

From: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>

Sent: 02 June 2025 14:09

To: Mark Lewis <mark.lewis@abertilleryandllanhilleth-wcc.gov.uk>

Cc: friendsofblaenaugwentandroseheyworthpark

Subject: RE: Solar Farm Grant Query.

Hi Mark

Any details of the underspend and what you intend to use it for will have to come before Full Council to agree.

Regards,

Steve Edwards
Clerk

01495 217323

From: Mark Lewis <mark.lewis@abertilleryandllanhilleth-wcc.gov.uk>
Sent: 02 June 2025 13:23
To: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>
Cc: [friendsofblaenauwentandroseheyworthpark](#)
Subject: Solar Farm Grant Query.

Good afternoon Steve,

I am just emailing to find out some information from you regarding the solar farm funding that has already been granted to the Friends of Blaenau Gwent and Roseheyworth Park.

It is the fact that this community group was awarded £29,506 for the submitted costs that were provided to us by the third parties involved but Alun Watkins at B.G.C.B.C Parks Department managed to get the park play equipment installed at a reduced price after grant application submission which we are still awaiting the invoice from the installers to confirm.

This expected under spend is the Friends of Blaenau Gwent and Roseheyworth Park then allowed to use this extra unexpected money to purchase some painted floor play activities for Roseheyworth Park as well?

I can not see how it can be filtered back to ALCC from us so as long as we can provide receipts and updated information about the under spend and what it has then been further used to purchase at Roseheyworth Park then this could be a solution to the current unexpected surplus of money that we will receive from the Solar Farm Grant issued to us in 2024.

If you can let me know where we stand with this possible under spend then that will be great and once we have official confirmation of the actual reduction price of installing the play equipment then I can confirm it for you too.

Best regards,

Cllr Mark Lewis,
Cwmtilttery Ward Community Councillor,
Abertillery and Llanhilleth Community Council.

Mark Lewis Chairman,
Friends of Blaenau Gwent and Roseheyworth Park.

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**Abertillery & Llanhilleth
Community Council**

**YOUTH REPS
INFO 2025**



 01495 217323

 clerk@abertilleryandllanhilleth-wcc.gov.uk

 www.abertilleryandllanhilleth-wcc.gov.uk





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Year at a Glance



INTRODUCTION

Abertillery & Llanhilleth Community Council currently has vacancies for 2 Youth Representatives (Youth Reps).

Who Can Apply?

- You must be aged between 15 – 25.
- You must be able to represent the interests of people under the age of 26 who live, work, train or receive education in the area.

Why Apply?

- Share your ideas and have your say.
- Help make a difference in your area.
- Take part in meetings and projects.
- Gain free training and support.
- Develop skills and experience.
- Learn about local government & how the Council works.
- Looks great on your CV.

How To Apply

- Read this document.
- Complete the application form on our website & email it to clerk@abertilleryandllanhilleth-wcc.gov.uk
- If you have any questions or need extra help with your application, please contact us.



What Happens Next?

- The application deadline is 12pm on November 19th 2025.
- 2 Youth Reps will be selected at the Full Council meeting on November 26th 2025.
- We will contact the successful applicants shortly after they have been selected.
- All the important documents, next steps and info will be sent to the new Youth Reps.
- A Council email will also be set up for each Youth Rep.
- Our Youth Reps will sign a declaration and can sign up for One Voice Wales training courses, funded by the Council.
- These appointments will be for a period of 12 months, but Youth Reps are welcome to re-apply next year.

Meeting Info

Council typically meets on the last Wednesday each month, at 7pm. There is no August meeting, and the December meeting is usually earlier in the month. There may sometimes be additional meetings.

Meetings are held in the Council Offices (Mitre Street, Abertillery, NP13 1AE), but you can also take part online via Zoom. Notice of meetings, and any accompanying papers, will be sent via email within three clear days of the meeting.

Youth Reps are not able to vote during meetings, but you can still present topics for discussion and participate in debates.



RESPONSIBILITIES

- 1.To represent young people under the age of 26 who live, work or receive education/training in the area, and give them a voice on Abertillery & Llanhilleth Community Council.
- 2.To attend Council meetings on a regular basis.
- 3.To attend other designated community meetings to discuss issues which have an impact on young people.
- 4.To liaise with established local youth groups.
- 5.To listen and respect the views of other young people. You should listen to what other young people are saying about issues that affect them and feed these views onto the Community Council for consideration and action, if appropriate. Your views are important but you must be prepared to feedback the views of other young people – even if you don't agree with them.
- 6.To report any issues to the officers.
- 7.To act responsibly and within the code of conduct when representing Abertillery & Llanhilleth Community Council.
- 8.To not be party political within the role.
- 9.To not be afraid to ask for help, support & advice.



ABOUT US



There are 735 community & town councils in Wales. They are responsible for the most local matters in an area.

Abertillery & Llanhilleth Community Council represents people of the local area at the grass roots level, from Swffryd in the South, through Llanhilleth, Brynithel, Aberbeeg, Six Bells, Abertillery and Cwmtillery, to Bournville in the North.

There are 19 seats on the Council, split across 5 wards. These are Abertillery, Cwmtillery, Six Bells, Aberbeeg & Llanhilleth.

Abertillery & Llanhilleth Council uses a committee structure, meaning a lot of decisions are made within smaller committees. For example, the Leisure & Tourism Committee handles planning for events like Party in the Park and the Viaduct Run. Youth Reps are welcome to attend committee meetings.





Some of Our Work:

- Providing and maintaining life-saving defibrillators.
- Funding detached youth workers in Abertillery, via Blaenau Gwent Youth Service, and youth work by Off The Streets in Swffryd, Llanhilleth & Brynithel.
- Maintaining the Abertillery War Memorial.
- Hosting an annual Party in the Park.
- Providing floral displays as part of our Town in Bloom project.
- Hosting Senedd ALC (Abertillery Learning Community Pupil Parliament) meetings in the Council Chambers.
- Helping fund local community events, like the Llanhilleth Summer Fete & Abertillery Rock and Blues.
- Organising an annual Viaduct Run event, with a 5k and family race.
- Holding a Christmas Carol Concert and St. David's Day concert to fundraise for charity.
- Running a Summer Cinema programme showing free films during the Summer holidays.
- Providing grant funding to a variety of charities, community groups/organisations and sports clubs.



GLOSSARY



ALCC: Abertillery and Llanhilleth Community Council.

BGCBC: Blaenau Gwent County Borough Council.

Members: Councillors – either elected or co-opted onto Council.

Co-option/Co-opted: Members can be co-opted onto Council via a vote, rather than elected by the public in an election.

Chair: The Chair of Council is responsible for leading Council meetings.

Vice Chair: The Vice Chair acts as Chair if they are absent.

Officers: Staff employed by the Council – currently a Clerk/RFO and two Deputy Clerks.

RFO/Responsible Financial Officer: A member of staff responsible for keeping accounting records and advising the Council on financial matters.

Committee: A smaller group of members which is responsible for specific projects/responsibilities of the Council.

Working Group: An informal group which can make recommendations to committees/council but cannot make decisions on its own.

Apologies: This is given if you cannot attend a meeting, just pop an email to the office to let us know.

Annual Meeting: Occurs in May. The meeting where a new Chair and Vice Chair are elected, and where Council agrees its committees for the year.

Bank Reconciliation: A monthly process which checks that our accounts are accurate and match with the bank statement.

Budget: The amount of money we expect to spend in one financial year.

Precept: The amount of funding we request annually from BGCBC, which is raised via Council Tax.

Quorate: There are enough members present to hold a meeting (for a Full Council meeting, the quorum is 7).

Inquorate: There are not enough members present to hold a meeting and it must be closed.

Financial Year: Begins 1st April, ends 31st March.

Motion: A proposal that the Council does a particular action.

Amendment: An alteration to a motion, which must be dealt with before the original motion is voted on.

Proposer: The member who proposes a motion.

Second: A motion needs a 'second' or to be 'seconded' by another member, other than the proposer, before it is taken to a vote.

Casting Vote: A second vote the Chair uses if the vote is tied.

Standing Orders: Rules which outline what the Council must, should, can and cannot do.

YEAR AT A GLANCE

December

Wednesday 17th at 7pm: Full Council meeting

Date TBD:
Christmas Carol Concert in
St. Michael's Church

January

Wednesday 14th at 7pm: Full
Council meeting (budget-
setting)

**Wednesday 28th at 7pm:
Full Council meeting**

February

**Wednesday 25th at 7pm:
Full Council meeting**

March

**Sunday 1st at 6:30pm: St.
David's Day Concert in St.
Michael's Church**

Wednesday 25th at 7pm:
Full Council meeting

April

**Wednesday 29th at 7pm:
Full Council meeting**

May

**Wednesday 20th at 7pm:
Full Council – Annual
meeting**

June

Saturday 13th 12–7pm: Party
in the Park at Abertillery BG
RFC/Abertillery Park

Full Council (date TBD)

July

Viaduct Run (date TBD)

Full Council (date TBD)

August

**No meeting is held in
August.**

September

Full Council (date TBD)

October

**October Full Council (date
TBD)**

Applications will open for
two new Youth Reps. You are
welcome to apply again.

November

Full Council (date TBD):
Council will elect two new
Youth Reps.

**Wednesday 25th: Your term
as Youth Rep ends.**

YOUTH REPS 2025 APPLICATION FORM

PERSONAL INFORMATION

Full Name : _____

Date of Birth : _____

Address : _____

Phone (18+ only) : _____ Email : _____

GUARDIAN CONTACT (UNDER 18 ONLY)

Name : _____

Phone : _____ Relationship : _____

ABOUT YOU

Do you live, work, train or receive education in the area? _____

How did you hear about this opportunity? _____

Have you read the Youth Reps Info Sheet? _____

YOUR APPLICATION

In your view, what is the most important issue affecting young people in the area today?

 01495 217323

 clerk@abertilleryandllanhilleth-wcc.gov.uk

 www.abertilleryandllanhilleth-wcc.gov.uk



Why would you like to become a Youth Representative?

CONFIRMATION _____

☐ By ticking this box, I confirm that, to the best of my knowledge, the information I have provided on this form is true and accurate.

Signature : _____ Date : _____

GUARDIAN CONSENT (UNDER 18 ONLY) _____

Name : _____ Relationship : _____

Signature : _____ Date : _____

