

NHS Care during Coronavirus Emergency Survey

From: ABB_Engagement (Aneurin Bevan UHB - Corporate Services) <ABB.Engagement@wales.nhs.uk>

Sent: Fri, 26 Feb, 2021 at 16:03

To: Undisclosed recipients

   — **Download all**

Good afternoon,

Aneurin Bevan Community Health Council (CHC) are running a live national survey asking people about their experiences of accessing care during the pandemic which can cover all aspects of care, from GP to specialists.

The CHC would be grateful if you could spare some time to complete the survey using the link below:

[NHS Care during Coronavirus Emergency / Gofal y GIG yn ystod argyfwng Coronafirws \(office.com\)](#)

Please note once you have clicked on the above link there is an option to complete an Easy Read version also.

Please feel free to share this survey link to anyone you think would be interested in completing it.

With kind regards

Amy

Amy SullivanRheolwr Datblygiad Ymgysylltu **Engagement Development Manager**Bwrdd Iechyd Prifysgol Aneurin Bevan **Aneurin Bevan University Health Board**Pencadlys **Headquarters**Ysbyty Sant Cadog **St Cadoc's Hospital**Ffordd y Lodj **Lodge Road**Caerllion **Caerleon**Casnewydd **Newport****NP18 3XQ****Ffôn/Tel: 01633 431890 (Ext 51890)****E-bost E-mail: amy.sullivan4@wales.nhs.uk**

*****You are receiving this update, as you have registered to receive updates and information from Aneurin Bevan University Health Board and/or to pass on to others in your network. If you no longer wish to receive these communications please email us and let us know*****

*Hem 2 a(ii)***Blaenau Gwent Wellbeing Friends Coffee Morning**

From: Kathryn Cross (Aneurin Bevan UHB - Public Health Team) <Kathryn.Cross@wales.nhs.uk>

Sent: Tue, 2 Mar, 2021 at 23:38

To: Kathryn Cross (Aneurin Bevan UHB - Public Health Team)

Picture (Device Independent Bitmap) 1.jpg (3.2 KB)

Picture (Device Independent Bitmap) 2.jpg (33.7 KB) – **Download all**

Good Evening

Hope you are well. Our next coffee morning is being held at 11am on the 11th March. I really hope you are able to join us. (details below)

All you have to do is click on the following link if you are using a laptop.

Join on your computer or mobile app[Click here to join the meeting](#)

If you are using a smart phone you will need to download the Teams app. This is the one you need:

(If you would like to be removed from the mailing list please let us know)
Kathryn Cross

Arweinydd Datblygu Gwasanaeth | Service Development Lead
Rhwydweithiau Lles Integredig – Blaenau Gwent | Integrated Wellbeing Networks – Blaenau Gwent
Tîm Iechyd Cyhoeddus Aneurin Bevan Gwent | Aneurin Bevan Gwent Public Health Team

Canolfan Cydlyn COVID-19
Bwrdd Iechyd Prifysgol Aneurin Bevan
Pencadlys
Ysbyty Sant Cadog
Caerllion
NP18 3XQ

COVID-19 Coordinating Centre
Aneurin Bevan University Health Board
Headquarters
St Cadocs Hospital
Caerleon
NP18 3XQ

E-bost: kathryn.cross@wales.nhs.uk

Email: kathryn.cross@wales.nhs.uk

Rhyngrwyd: www.iechydcyhoedduscymru.wales.nhs.uk

Internet: www.publichealthwales.org

Mewnwyd: www.publichealthwales.wales.nhs.uk

Intranet: www.publichealthwales.wales.nhs.uk

Twitter: @IechydCyhoeddus

Twitter: @PublicHealthW

Facebook: Iechyd Cyhoeddus Cymru

Facebook: Public Health Wales

Croesawn ohebiaeth yn Gymraeg ac yn Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi. We welcome correspondence in Welsh and English. Corresponding in Welsh will not lead to a delay.

ONE WEEK TO GO - South East Wales Vascular Network Public EngagementEvents

From: ABB_Engagement (Aneurin Bevan UHB - Corporate Services) <ABB.Engagement@wales.nhs.uk>

Sent: Wed, 3 Mar, 2021 at 10:27

To: Undisclosed recipients

Picture (Device Independent Bitmap) 1.jpg (47.6 KB)

Picture (Device Independent Bitmap) 2.jpg (5.5 KB)

ENGLISH Vascular Engagement Events.pdf (1.1 MB)

WELSH Vascular Engagement Events.pdf (1.2 MB) – **Download all**

Good Afternoon,

We are now only one week away from holding our first engagement event for the proposed establishment of a Vascular Services Network for South East Wales and there is still time to register to attend.

On 19th February 2021, Aneurin Bevan University Health Board alongside Cardiff and Vale University Health Board, Cwm Taf Morgannwg University Health Board and Powys Teaching Health Board officially launched a new public engagement for the proposed establishment of a Vascular Services Network for South East Wales.

Together, we are proposing a number of changes to vascular services in our region that will make them sustainable for the future and most importantly lead to improved patient care and outcomes and we would encourage everyone to get involved with this engagement and to make their views known. A series of public engagement events within Aneurin Bevan University Health Board are planned and we would like to invite you to attend one of our virtual engagement events on the dates advertised on the attached poster, I have also listed the dates below. If you would like to attend any of the public events, please email us on ABB.Engagement@wales.nhs.uk to register your attendance and obtain the joining instructions for the meeting.

- Wednesday 10th March, 2021 at 14:00hrs via Microsoft Teams
- Wednesday 10th March, 2021 at 18:00hrs via Microsoft Teams
- Tuesday 16th March, 2021 at 18:00hrs via Microsoft Teams
- Wednesday 17th March, 2021 at 18:00hrs via Microsoft Teams
- Thursday 18th March, 2021 at 18:00hrs via Microsoft Teams

You are receiving this update, as you have registered to receive updates and information from Aneurin Bevan University Health Board and/or to pass on to others in your network. If you no longer wish to receive these communications please email us and let us know

Cofion gynnes / Kind Regards,

Adele

Swyddog Ymgysylltu
Bwrdd Iechyd Prifysgol Aneurin Bevan
Ysbyty Sant Cadog
Ffordd y Lodj
Caerllion
Casnewydd
NP18 3XQ

Engagement Officer
Aneurin Bevan University Health Board
St Cadocs Hospital
Lodge Road
Caerleon
Newport
NP18 3XQ

Ffôn: 01633 435908

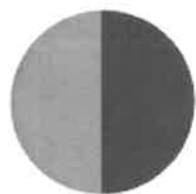
E-bost: Adele.skinner@wales.nhs.uk

Phone: 01633 435908

Email: Adele.skinner@wales.nhs.uk

Mae Bwrdd Iechyd Prifysgol Aneurin Bevan yn croesawu gohebiaeth yn Gymraeg ac yn Saesneg | Aneurin Bevan University Health Board welcomes correspondence in Welsh and English

Croesawn ohebiaeth yn Gymraeg ac yn Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi. We welcome correspondence in Welsh and English. Corresponding in Welsh will not lead to a delay.



SOUTH EAST WALES

VASCULAR NETWORK

Aneurin Bevan University Health Board

Vascular Services Engagement Events

Microsoft Teams Events:

- **Wed 10/03/21 at 14:00**
- **Wed 10/03/21 at 18:00**
- **Tues 16/03/21 at 18:00**
- **Wed 17/03/21 at 18:00**
- **Thur 18/03/21 at 18:00**

If you would like to attend an event, please email **ABB.Engagement@wales.nhs.uk** to register and obtain the meeting link.

For further information about the South East Wales Vascular Network please

Visit or website:
www.abuhb.nhs.wales/sewalesvascular

Email us:
sewales.vascular@wales.nhs.uk

Call us: **02921 836068**

Search **#SEWalesVascular** on social media



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board



Urdd

2 Mawrth /March 2021

Tracy Hughes
Council Offices
Blaina Institute
High Street
Blaina NP13 3BN

Item 2b
NANTYGLLO & BLAINA
- 2 MAR 2021
TOWN COUNCIL

At sylw: Clerc Cyngor Tref Nant-y-Glo a Blaenau Town Council

Annwyl Gyfaill,

Gair byr a diffuant i ddiolch yn fawr i chi am y cyfraniad o **£50.00** tuag at Eisteddfod Genedlaethol Urdd Gobaith Cymru Sir Ddinbych 2022

Gallaf eich sicrhau bydd y cyfraniad yn cael ei werthfawrogi'n fawr a bydd yn gymorth i sicrhau gŵyl lwyddiannus. Diolch yn fawr am eich cefnogaeth a'ch diddordeb yng ngwaith yr Urdd.

Yn gywir iawn

Sian Eirian

Cyfarwyddwr Eisteddfod
a'r Celfyddydau

Dear Friend

Just a brief but sincere note to thank you for your contribution of **£50.00** towards the Urdd Gobaith Cymru National Eisteddfod Sir Ddinbych 2022

I can assure you that your contribution will be appreciated and it will help to create a successful festival. Many thanks for your support and interest in the Urdd movement.

Yours sincerely

Sian Eirian

Director of the Eisteddfod and Arts

Swyddfa'r Eisteddfod
Gwersyll yr Urdd Glan-llyn
Llanuwchllyn, Y Bala
Gwynedd LL23 7ST

Ffôn: 01678 541 014
E-bost Nesta@urdd.org

NANTYGLO & BLAINA TOWN COUNCIL
CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau. NP13 3BN
TEL: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Financial Grants Policy

Revised and adopted by Council: 9th March 2021

Town Mayor – Councillor K Jones JP

Signed:

Revised: March 2021

Guidance for Members:

The Council is empowered to distribute grants under:

- s137 of the Local Government Act 1972.¹
- Power of Well Being, s2 Local Government Act 2000 and s126 Local Government (Wales) Measure 2011.²
- Other powers including the Local Government (Miscellaneous Provisions) Act 1976.³
- It is unlawful to award grants to individuals under s137 but may be given under the Power of Well Being. All applications for funding must conform to legislation.
- The Welsh Assembly reserved powers to impose limitations on the Power of Well Being and this is effectively the amount that can be spent under this power which is limited to the same criteria used to calculate the amount that can be spent under s137.⁴

Nantyglo and Blaina Town Council makes grant funding available to all local associations in Nantyglo and Blaina and sets aside annually agreed amounts as part of its annual budget. As grants are made out of money provided by the council tax payers of Nantyglo and Blaina, the Council has a responsibility to satisfy itself that grants will provide benefit to the local community.

Guidelines for the consideration of grant applications:

¹ A local authority may incur expenditure which in the members' opinion will "be in the interests of, and will bring direct benefit to, some or all of the inhabitants." It cannot therefore be given to an individual.

The Local Government and Housing Act 1989, Schedule 2 amended this power to state that the benefit obtained must be commensurate with the expenditure incurred. The Council must therefore consider whether the expenditure is reasonable in relation to the benefit derived therefrom.

s137 also enables the Council to give grants to National Charities and contribute to public appeals made by Mayors and Chairs of Principal Authorities.

² The Power of Well Being enables councils to do anything that is aimed at promoting and improving the environmental, economic or social well-being of its area.

³ s19 of this Act enables a Council to spend money to promote and provide recreational facilities and give grants to organisations providing such facilities.

⁴ The amount for 2018-2019 is £7.86 x the number of electors in a council area.

- Members will have to declare a personal interest in any organisation in which he/she is involved.
- Nantyglo & Blaina Town Council will only make grants to bona fide volunteering associations and organisation and / or individuals.
- Grants will only be made to associations based in Nantyglo and Blaina or to those which make a provision or are of benefit to Nantyglo and Blaina.
- Applications from organisations based outside of Nantyglo & Blaina but with membership consisting of persons from Nantyglo & Blaina will be considered but evidence may be required (e.g. names and addresses).
- All grant applications must be submitted in a written format, this includes e-mail applications. In all cases, only requests made via a completed Town Council application form will be considered.
- Each association must specify the reason for the grant application and supply additional information as applicable either to Finance and General Purposes Committee or the Ordinary meeting of the Town Council.
- All projects must acknowledge Nantyglo and Blaina Town Council's financial contribution. If the association's application is successful they must agree to indicate the sponsorship from Nantyglo and Blaina Town Council on their literature, i.e. Nantyglo and Blaina Town Council's logo included on the association's headed paper or in a match programme/poster, website banner.
- The Town Council will request in the letter to successful grant applicants that their support is recognised by participation in Town Council Events
- Only one grant will be given to an association in each financial year.
- Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Nantyglo & Blaina area where there are obvious benefits to the Council's area.
- The organisation or group should supply information that the Town Council requests regarding the impact of the project on the Town Council's area.
- Organisations which apply for grants must demonstrate that the awarded money is going towards a specific project and not just for capital gain.

- No grant will be awarded to or for any commercial venture or private gain or business activity.
- The application pack will consist of an application form and a Guidance for Applicants.

As of May 2018, the proposed authorised grant amounts are: £25, £50, £75 & £100. The amount of the grant award will be at the discretion of the Town Council. In order to provide a more accountable and fair system, it is proposed that the following criteria be considered:

To be considered for **£100**:

- A charity or voluntary organisation that is of significant benefit to our community (Nantyglo and Blaina).

To be considered for **£75**:

- A charity or voluntary organisation that benefits our community (Nantyglo and Blaina).

To be considered for **£50**:

- A group of individuals doing well in Nantyglo and / or Blaina (including the promotion of Nantyglo & Blaina in a wider area). This is subject to proof provided of the benefit for Nantyglo & Blaina.

To be considered for **£25**:

- Can be a national charity or voluntary organisation that is of general benefit to our community (Nantyglo and Blaina).

Please note that an application will not automatically qualify for the above amounts but will be considered on an individual basis at the discretion of the Town Council. The above criteria are for guidelines only.

Guidance for Applicants:

Please read this carefully before completing your application.

To be successful, the applicant must:

- Be a charity or voluntary organisation or individual acting for the wider benefit of the local community in Nantyglo & Blaina.

A project must:

- Address a community issue or support a local community initiative and/or personal initiative which provide benefits to the local community.

Successful applications:

1. Applications are welcomed from groups including: local community, self-help or voluntary groups and charities (including local branches of national charities) or individuals acting for the benefit of the local community, whose primary focus falls easily into one of the following categories:

- a) Children/ Education, e.g. school groups
- b) Health and wellbeing
- c) Arts and Culture, e.g. community music festivals
- d) Environment, e.g. promoting a healthy/clean environment
- e) Elderly
- f) Active lifestyles, e.g. encouraging sport/fitness/exercise

2. An independent reference may be required for applications. We strongly advise that you obtain permission from your chosen referee before providing their details.

Exclusions:

1. Groups other than community, self-help and voluntary groups.
2. Groups which use their surplus for the benefit of an individual.
3. Overseas charities.

Excluded activities:

1. Non-community projects
2. Overseas activities

3. Religious Activities (unless evidence can be provided that other community activities are provided e.g. playgroups or lunch clubs etc.)
4. Core activities of statutory services – Statutory services seeking grants for core activities such as a school library or essential hospital equipment are excluded. However applications relating to special projects for the benefit of local communities will be considered.
5. Party political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
6. Requests to assist with accommodation are excluded.
7. Multiple applications – Only one for the same event or one application per person/organisation may be supported in a calendar year.
8. Ongoing running costs – The Town Council will not be liable for any additional running costs incurred as a result of purchases funded by any grant awarded.

Grants Terms and Conditions:

- Nantyglo and Blaina Town Council may ask you for extra information to support your application.
- The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.
- If you do not spend the full grant provided, you must return any unspent money to us within six months of receipt of the grant.
- Nantyglo and Blaina Town Council will not be responsible for any expenditure (on assets, equipment, or your project) you have incurred before you receive our letter confirming details of the grant provided.
- From time to time, Nantyglo and Blaina Town Council may use relevant details in any publicity about the grant. We may also choose to advertise the award of community grants on our website or in the press, please advise if you are unwilling to agree to this.
- Subject to our approval you may have the opportunity to promote the grant in all publicity relating to your project.
- If requested, successful applicants may be asked to provide a report on how their community grant was used and the benefits experienced by the local community as a result.

- Projects being carried out with help from Nantyglo and Blaina Town Council may be required to be verified.
- You must agree to co-operate with us on any follow-up visits if requested by the Town Council.
- Nantyglo and Blaina Town Council can ask you to return the grant in full if we find that you have used it for a purpose other than that set out in your application.
- Nantyglo and Blaina Town Council's decision on your application is final and they may choose not to answer any of your questions about the decision.
- Nantyglo and Blaina Town Council may withhold all or part of the grant, or recover all or part of any payment from you, if we discover that:
 - you have broken any part of this agreement
 - any information in the application form or a supporting document was incorrect or misleading.
 - your group or the project ends for any reason.

Guidelines for a successful application:

Please read the following carefully before completing and submitting your application.

1. Applications must be made at least 4 weeks prior to when the grant is required. This time scale allows your application to be submitted to the committee and for their decision to be actioned if a grant is to be awarded.
2. If you require any guidance or assistance in completing this form, please contact the Town Council Offices.
3. Please feel free to supply any additional information which you feel is relevant to and will support your application.
4. If your application is unsuccessful, if appropriate you should consider re-applying at a different time.

Application packs are available from Nantyglo and Blaina Town Council.

Please contact the Town Clerk if you require any assistance in completing the application form (contact details on the front cover).

NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN

TEL: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Mrs T Hughes - Town Clerk/RFO

Community Grant Application Form 2021/22

Please contact the Town Clerk if you require any information or assistance in completing the application form.

Section 1: Contact Information

Applicant Name/Group Name:

Contact Name:

Contact Address:

Contact Email Address:

Daytime Telephone Number:

Your position in the group:

Section 2: Tell us about your group

What category does your project fall into (please tick all relevant boxes):

Children/Education

☐

Arts & Culture

☐

Health & Wellbeing

☐

Elderly

☐

Environment

☐

Active Lifestyles

☐

Other

☐

Please provide a brief description of the activities you/your group undertake:

In what year was the group founded?

Are you a registered charity?

Yes

☐

No

☐

If yes, please provide the registered number:

If your application relates to sport

Is the team a member of /or affiliated to a recognised sporting body?

Yes

☐

No

☐

If yes, which one?

If your application relates to a children's group

Have all the relevant DBS checks been completed?

Yes

☐

No

☐

Section 3: Tell us about the community activity you wish to support

Are you applying for, or receiving funding from another source?

Yes

☐

No

☐

If so, where from and how much?

Please explain what the community grant support will be used for?

How will your project benefit Nantyglo and Blaina?

Section 4: Independent Reference Details

Please give the name of someone who can provide an independent reference on behalf of you/your group:

Job title/occupation of referee:

Referee contact address:

Email address:

Daytime phone number:

Relationship to the group

(if any):

Section 5: To be completed for all applications

Please tick here to confirm that you have read and accepted the grant selection criteria: ☐

Signed on behalf of (if you are applying on behalf of a group)

Signature:

Date:

NANTYGLO & BLAINA TOWN COUNCIL
CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN
Swyddfar Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN

TEL: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Standing Orders

Adopted by Nantyglo & Blaina Town Council:

Signed:

Councillor K Jones JP – Town Mayor/ Chairman

Dated: 9th March 2021

Revised: March 2021

1. Meetings

No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting, sub-group or meeting of a task and finish group be less than 3.

The code of conduct adopted by the Council shall apply to the councillors in respect of the entire meeting.

An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

If a meeting is or becomes not quorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned may be transacted at a following meeting.

If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved or received by a resolution, such a resolution shall be recorded in the minutes of that meeting. Apologies will only be accepted by Council in the case of a valid reason such as holiday, illness or hospital appointment etc. Late apologies may also be accepted if the reason for absence is similar to listed above. Please note that the list of valid reasons stated above is not exhaustive.

Meetings shall not continue beyond 9.00pm except for the completion of urgent business for which the suspension of Standing Orders must be approved.

In accordance with election legislation, neither any member(s) political party, individuals nor speaker(s) are permitted to use the Town Council's meetings or premises for 'electioneering' purposes in the pre-election period (formerly known as 'Purdah').

In the event of a guest speaker being present at a council meeting the following procedure is to be observed:

- ☐ Members are to receive the presentation by the guest speaker
- ☐ Questions from Members are invited at the end of the presentation
- ☐ Members are to ask only 1 question each – if time allows and with the Chairman's permission, a second question may be asked.
- ☐ There is to be no discussion or exchange of points of view between Members and that all dialogue is to be directed through the chairman.

1a. Remote Meetings:

Due to the unprecedented circumstances surrounding the Covid 19 pandemic, all meetings of the Council should take place in accordance with the statutory legislation in force at that time. The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 provides for 'remote' meetings of the Council to take place. All meetings of the Council currently (March 2021) take place via the 'Star Leaf' application and enables all Councillors and Officers to attend via video link or phone link. This facility also enables members of the press and public to attend meetings unless the appropriate exclusion is in place. Meetings in person can only take place subject to statutory legislation allowing and a formal risk assessment having been carried out to ensure compliance.

2. Annual Council Meeting

In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the newly elected councillors take office.

In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

If no other time is fixed, the annual meeting of the Council shall take place at 7.00p.m. In addition to the annual meeting of the Council, other ordinary meetings may be held in each year on such dates and times as the Council may direct.

The election of the Town Mayor (Chair of the Council) and Deputy Town Mayor (Vice-Chair) (if any) of the Council shall be the first business completed at the annual meeting of the Council.

The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

In an election year, if the current Town Mayor of the Council has not been re-elected as a member of the Council, he shall preside at the meetings until a successor Town Mayor of the Council has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor of the Council but must give a casting vote in the case of an equality of votes.

In an election year, if the current Town Mayor of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Town Mayor of the council has been elected. He may exercise an original vote in respect of the election of the new Town Mayor of the Council and must give a casting vote in the case of an equality of votes.

The business of the Annual Meeting is to proceed as per agenda.

3. Proper Officer

The Council's Proper Officer shall be the Town Clerk and another employee may be appointed by the Council to undertake the role of the Proper Officer during the Clerk's absence. The Proper Officer and the employee appointed to act as such during the Clerk's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

The Council's Proper Officer shall do the following:

- i) Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.
- ii) Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- iii) Subject to standing orders 4(a)-(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 5 clear working days before the meeting confirming his withdrawal of it.
- iv) Convene a meeting of full Council for the election of a new Town Mayor of the Council, occasioned by a casual vacancy in this office.
- v) Must make the minutes of Council meetings (except confidential information) available to view upon reasonable request.
- vi) Receive and retain copies of byelaws made by their local authorities.
- vii) Receive and retain declarations of acceptance of office from councillors.
Retain a copy of every councillor's register of interests and any changes to and keep copies of the same available for inspection.
- ix) Keep proper records required before and after meetings;
- x) Process all requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018, in accordance with and subject to the Council's procedures relating the same.
- xi) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii) Manage the organisation, storage of and access to the information held by the

Council in paper and electronic form.

xiii) Arrange for legal deeds (to be sealed using the Council's common seal) OR (to be signed by 2 councillors) and witnessed.

xiv) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xv) Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xvi) Refer a planning application received by the Council to either the Planning Committee or to a meeting of the Council, without notice, in order to facilitate a decision within the statutory time limit, except where delegated powers are awarded to the Proper Officer (see item 35).

xvii) Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

xviii) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

xix) Exercise delegated powers in conjunction with the Leader of the Council on behalf of the Council when it enters a period of recession i.e. the month of August and the period following the committee (last) meeting in December through to the committee (first) meeting held in January (see item 35).

4. Motions requiring written notice

a) No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 8 clear working days before the next meeting.

b) The Proper Officer may, before including a motion in the agenda, correct obvious grammatical or typographical errors in the wording of the motion.

c) If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear working days before the meeting.

d) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

e) Having consulted the Chair or councillors, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f) Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

g) Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5. Motions not requiring written notice

a) Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

vii. To proceed to the next business on the agenda.

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

x. To appoint a committee or sub-committee or any councillors (including substitutes) there to.

- xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds (to be sealed by the Council's common seal) OR (signed by two councillors) and witnessed.
 - xvii. To authorise the payment of monies up to £2500.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of meeting.
 - xxi. To silence or exclude from the meeting a Councillor or member of the public for disorderly conduct.
 - xxii. To suspend any standing order except those which are mandatory by law.
 - xxiii. To adjourn the meeting.
 - xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxv. To answer questions from councillors.
- b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for urgency or expedience.

6. Rules of debate

- a) Motions included in an agenda shall be considered in the order that they appear on the agendas unless the order is changed at the Chair's direction for reasons of expedience.
- b) Subject to standing orders, a motion shall not be considered unless it has been proposed and seconded.
- c) Subject to standing order, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d) A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e) A councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the members who seconded the motion.
- f) Any amendment to a motion shall be either: To leave out words; to add words; to leave out words and add other words.
- g) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h) Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i) Subject to Standing (h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j) Pursuant to standing order (h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k) If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further

amendment may be moved.

m) The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.

n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

o) Subject to standing orders (m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

p) During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

q) A point of order shall be decided by the Chair and his decision shall be final.

r) With the consent of the member seconding the motion, a motion or amendment may be withdrawn by the mover. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal or the motion or amendment has been refused.

s) Subject to standing order (o) above, when a councillor's motion is under debate no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be silent or for that person to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting;
- ix. to suspend any standing order, except those which are mandatory.

t) In respect of standing order 6(s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's

right of reply at the resumption.

7. Questions

- a) A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days' notice of the question has been given to the Proper Officer.
- b) Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c) Every question shall be put and answered without discussion.

8. Minutes

- a) If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b) No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5 (a)(iv) above.
- c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chair or any member may if he/ she does not believe that the minutes of the meeting were a correct record seek to have their name recorded against the majority decision.
- e) Upon resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

9. Code of conduct (Wales)

All councillors shall observe the Code of Conduct and any subsequent amendments adopted by the Council. (See appendix 1 – Amendment to the Model Standing Orders for more information).

10. Disorderly conduct

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of standing order 10(a) above, the Chair shall express that opinion and thereafter any councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c) If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting

11. Rescission of previous resolutions

A resolution (whether affirmative or negative) of the council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least (3) councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

12. Voting on appointments

- a) Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

13. Expenditure

- a) Any expenditure incurred by the council shall be in accordance with the Council's financial regulations.
- b) The Council's financial regulations shall be reviewed once a year.
- c) The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14. Execution and sealing of legal deeds

a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution. In accordance with a resolution made understanding order, any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
(The above is applicable to a Council without a common seal.)

15. Committees

a) The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

i. Shall determine their terms of reference (see appendix 1)

ii. May permit committees to determine the dates of their meetings;

iii. Shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

iv. May appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have previously confirmed to the Proper Officer that they are unable to attend.

16. Sub-Committees

A) Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17. Extraordinary meetings

a) The Town Mayor (Chairman of the Council) may convene an extraordinary meeting of the Council at any time.

b) If the Town Mayor (Chairman of the Council) does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such meeting must be signed by the two councillors.

c. The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d. If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

18. Advisory committees (Task & Finish Groups)

a) The Council may appoint advisory committees (Task & Finish Groups) comprised of a number of councillors and non-councillors.

19. Accounts and Financial Statement

a) All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

b) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31st March, a Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31st March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30th June.

20. Estimates/ Precepts

a) The council shall approve written estimates for the coming financial year at its meeting before the end of January.

b) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21. Canvassing of and recommendations by Councillors

a) Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b) A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a

candidate's ability, experience or character for submission to the Council with an application for an appointment.

c) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22. Inspection of documents

a) Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23. Unauthorised activities

a) Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the council, a committee or a sub-committee:

- i. Inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. Issue orders, instructions or directions.
- iii. Commit or promise the support or action of the Council.

24. Confidential business

Members' attention is drawn to the points below:

a) Councillors (and employees) shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b) A councillor in breach of the provisions of standing order (a) above may be removed from a committee or sub-committee by a resolution of the Council.

25. Well-being of Future Generations (Wales) Act 2015

a) Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible Community or Town Council (as stated in section 40(1) of the Act.

b) The Council's period of eligibility begins on the date that the resolution understanding order (a) above was made and expires on the day before the annual meeting of the

Council that takes place in a year of ordinary elections.

c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility.

26. Matters affecting council employees

a) If a meeting considers any matters personal to Council employee, it shall not be considered until the Council OR Personnel Committee has decided whether or not the press and public shall be excluded.

b) Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Town Mayor (Chairman of the Personnel Committee) & Leader of the Council or, in his absence, the Deputy Town Mayor of any absence occasioned by illness or urgency and that person shall report such absence to the Personnel Committee at its next meeting.

c) The Town Mayor (Chairman of the Personnel Committee) or in his absence, the Deputy Town Mayor shall upon a resolution conduct a review of the performance and/or appraisal of the employee's job title and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Personnel Committee at its next meeting.

d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Town Mayor (Chairman of the Personnel Committee) or in his absence, the Deputy Town Mayor in respect of an informal or formal grievance matter, and this matter shall be reported and progressed by resolution of a newly appointed subcommittee.

e) Subject to the Council's policy regarding the handling of grievance (see employees contract of employment) and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Town Mayor or Deputy Town Mayor (Chairman or Vice-Chairman of the Personnel Committee) this shall be communicated to the Council and progressed by resolution of a newly appointed subcommittee.

f) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g) The Council shall keep written records relating to employees shall be secured under lock and key.

h) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i) Only persons with line management responsibilities shall have access to employee records referred to in standing orders (g) and (h) above if so justified.

j) Access and means of access by keys to records of employment referred to in standing orders (g) and (h) above shall be held by the Proper Officer and provided only to the post holder and with good cause, to the Town Mayor (Chairman of the Personnel Committee).

27. Freedom of Information Act 2000

a) All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling request under the Freedom of Information Act 2000.

b) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Town Mayor. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out understanding order 3 (x) above (page 4).

c) Such actions are to comply with the provisions of the General Data Protection Regulation 2018 where applicable.

28. Relations with the press/media including Social Media

a) All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media i.e. The Proper Officer in conjunction with the Town Mayor.

b) In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not provide oral or written statements or written articles to the press or other media in respect of Council business.

c) Paragraphs 28a and b above also apply to all forms of Social Media where applicable.

29. Financial Matters

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include the following:
- b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 29(c) below.
- c) Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract should be advertised locally;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce, the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

30. Liaison with and County Borough Councillors

- a) As per Charter Agreement.

31. Co-option of Members of Town / Community Councils

- a) When the council intends to fill a vacancy by co-option, the Council must ensure the process is as set out in Local Government (Wales) Measure 2011, Part 7: Communities and Community Councils [Chapter 3].
- b) All applications received for co-option are submitted to Members by way as an agenda item. A secret ballot will take place during the said meeting with the Proper Officer and a Member from each group to act as tellers. Please note that NO discussion is required.

32. Allegations of breaches of the code of conduct

- a) On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the Grievance committee (Standards committee).
- (b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Grievance (or Standards) committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c) Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d) The subject matter of notifications shall be confidential and, in so far as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Grievance (or Standards) Committee shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
- i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 32(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e) Standing order (d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Grievance Committee or otherwise) from disclosing information to members and Officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f) The Grievance committee shall have the power to:
- i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs which shall be in accordance with the law and subject to approval by a meeting of the full Council.

g) References in standing order 32 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

Please note that following discussions with the Public Ombudsman for Wales Paragraph 32 as stated above should be substituted with the following:

32 Any breach or an alleged breach of the code of conduct by a Councillor must be referred to the Public Ombudsman for Wales who will provide advice and guidance as to how the matter should be dealt with.

33. Variation, revocation and suspension of standing orders

a) Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business by way of formal recommendation for inclusion to the agenda. Such information will need to be provided to the Town Clerk at least 10 days prior to the date of the meeting.

b) A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

34. Standing Orders to be given to councillors

a) The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b) The Chair's decision as to the application of standing orders at meetings shall be final.

c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

35. Delegated Powers

In the event of any period of recession e.g. the month of August and the Christmas period, the Town Clerk and the Leader of the Council jointly are awarded delegated powers.

36. Payment to Members:

The Town Council will consider the Independent Review Panel for Wales annual report in respect of Members Allowances. The Town Council will adhere to the mandatory

requirements published within. The Town Council will also consider, and if appropriate resolve non-statutory guidelines.

Under no circumstances can a Member of the Town Council (whether elected or co-opted) become a paid member of staff, or for a period of up to 12 months after ceasing to be (LGA 1972 s.116).

37. Appointment of Town Mayor (or Deputy Town Mayor)

Prior to the Annual Meeting of the Council held in May, written nominations are invited in respect of the position of Town Mayor (Chair of the Council).

If there is a Deputy Town Mayor Vice - Chair of the Council) in post then that Member will automatically assume the position of Town Mayor (Chair of the Council) at the Annual Meeting (unless he/she declines the position) and nominations are then invited for the position of Deputy Town Mayor (Deputy Chair of the Council).

Members are able to nominate themselves for the position and the Member in receipt of most nominations shall be appointed as Town Mayor (Chair of the Council) or Deputy Town Mayor (Vice – Chair of the Council) (as outlined above).

Committees – Terms of Reference 2021/22:

General:

- 1.0 The Town Council will be in recess for the month of August when ordinarily no meetings of the Council will take place. Additionally, a Meeting of the Council and the Events Committee will not take place in the month of December.
- 1.1 All Members of the Council are Members of the Planning & Highways Committee; Finance & General Purposes Committee & the Events Committee.
- 1.2 The Chair of each committee is agreed and resolved at the Annual Meeting of the Council.
- 1.3 The purpose of each committee is to consider and if applicable, take appropriate action regarding any items of concern or benefit to Nantyglo and Blaina.
- 1.4 To set up a Task and Finish Group for each committee if agreed relevant.
- 1.5 All Task and Finish Groups must provide an update of their meeting and/or recommendations to the relevant committee for resolution.
- 1.5 All Members will be issued with agendas and any other relevant information for each committee meeting.
- 1.6 Minutes of the committee meeting will be submitted to the next appropriate meeting of the Town Council for approval and signature.
- 1.7 To award Freedom of the Town is by recommendation at a meeting specially convened for the purpose and requires a two thirds majority of those voting.

Planning & Highways Committee:

- 2.0 The Planning & Highways Committee will meet every second Tuesday of the month except for the month of August.
- 2.1 To consider and respond to consultations and express the views of the Town Council relating to planning applications; development plans and other related matters within the boundary of Nantyglo and Blaina.
- 2.2 To consider and respond to the relevant body in respect of licencing applications within Nantyglo and Blaina.
- 2.3 To consider and respond to the relevant body in respect of listed buildings; building regulations and conservation orders within Nantyglo and Blaina.
- 2.4 To consider and respond to the relevant body in respect of highways and environmental issues.

Finance & General Purposes Committee:

- 3.0 The Finance & General Purposes Committee will meet every second Tuesday of the month except for the month of August.
- 3.1 To consider and respond to requests for financial donations from local groups (in line with the resolved financial grants policy).
- 3.2 To consider and resolve all financial matters of the Town Council, including but not limited to: monthly income & expenditure reports; quarterly budget monitoring reports; reserve account reports; consideration and scrutiny of the budget and precept reports prior to resolution at Full Council & insurance matters.

Events Committee:

- 4.0 The Events Committee will meet every fourth Tuesday of the month except for the months of August and December.
- 4.1 Due to the nature of the Events Committee and its functions, a Vice Chair will be appointed.
- 4.2 To consider and if appropriate resolve a programme of events to be held within Nantyglo and Blaina including (but not limited to): ARC Awards; Primary Talent Showcase; Nantyglo & Blaina In Bloom; Flower, Fruit and Veg Show; Christmas Carol Concerts & Christmas Fun Nights.
- 4.3 To consider and if appropriate, resolve the siting of the Town Council's Christmas Lights together with the associated costs and issues.
- 4.4 To liaise with and develop working relationships with schools; groups and other bodies working with Nantyglo and Blaina as appropriate.
- 4.5 To consider and if appropriate resolve Civic Events and any other events / functions which would benefit the community of Nantyglo and Blaina.

Personnel Committee:

- 5.0 The Personnel Committee will meet as required.
- 5.1 The Committee will comprise of a total of three members: the Town Mayor (Chairman of the Council); Leader of the Council and Leader of the Minority Group.
- 5.2 If any position is duplicated, the Deputy Town Mayor (Deputy Chair of the Council) will act as a substitute member of the committee.

- 5.3 The Committee will consider and act as a 'shortlisting panel' in respect of applications received for Town Council staff vacancies.
- 5.4 The Committee will form the interview panel (or determine the make-up of the interview panel) in order to interview for any Town Council Staff position.
- 5.5 The Committee will provide a recommendation to Council in respect of the result of any interview panel carried out.
- 5.6 The Committee will consider matters of grievance in the first instance and will then provide a recommendation to the Council.

NANTYGLO & BLAINA

- 2 MAR 2021

TOWN COUNCIL



To:

Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Chair and Chief Executive of One Voice Wales
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities
Clerks to Community & Town Councils

25 February 2021

Dear Colleague

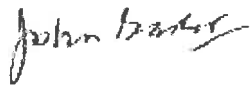
Independent Remuneration Panel for Wales – Annual Report 2021/2022

Attached is the finalised Annual Report in respect of 2021/2022 which is effective from 1 April. My thanks to the individuals and organisations who responded to the draft Report issued in September last year. The Panel has considered the views and comments that were expressed and have been taken in to account in reaching the conclusions reflected in the Report.

The Panel has confirmed the increases in the salaries for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. There are no other substantive changes to the draft Report. I also confirm that there are no changes to the remuneration of community and town councils. However, the Panel will be undertaking a review of the current remuneration framework for this sector and any changes will be reflected in the next draft Annual Report.

I would also remind all relevant authorities of the obligation to comply with the decisions of the Panel, in particular the publication of the Schedule of Member Remuneration (Annex 3) and the Publication of Remuneration (Annex 4). There has been a significant increase in the number of authorities who have not complied with these statutory requirements.

Yours sincerely

A handwritten signature in black ink, appearing to read "John Bader", with a stylized flourish at the end.

John Bader

Chair



Independent Remuneration Panel for Wales

Annual Report

February 2021

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

ANNUAL REPORT 2021/2022

FOREWORD

As with very many organisations the coronavirus pandemic has impacted on the work of the Panel. However, we have continued to meet regularly to carry out our statutory function via Microsoft Teams.

We completely understand the implications that the pandemic has had and continues to have on all local authorities in Wales, so the proposals contained in the draft Annual Report published on the 28 September 2020 limited the extent of the changes to our Remuneration Framework 2021/2022. We consider that it is important that the payments to elected members of principal councils should not fall further behind average earnings so the modest increases in basic and senior salaries (with appropriate adjustments for members of other organisations) set out in the draft Report have not changed.

We received 39 responses to the consultation on the draft Report and are grateful to those organisations and individuals who provided comments. The majority of the responses indicated that the proposals were not inappropriate in the prevailing circumstances. Some suggested that the increases were insufficient and conversely others took the view that there should be no increases. We have acknowledged each of the responses and answered all of the queries that were raised.

The term of office of Greg Owens ended on 31 December 2020. Greg had been a long standing member and the vice chair since 2016. We wish to record our appreciation of the considerable contribution that Greg made to the work of the Panel during his membership.

John Bader
Chair

Panel Membership
John Bader, Chair
Saz Willey, Vice Chair
Claire Sharp
Joe Stockley

Detailed information about the members can be found on the website: [Panel website](#)

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Introduction

This is the thirteenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the tenth published under the requirements of the Local Government (Wales) Measure 2011 (as amended).

1. Although this Report is in respect of the Panel's determinations for 2021/2022 our consideration has inevitably been influenced by the impact of the coronavirus pandemic. The ongoing issues affect the operation of all local authorities and will continue to do so for the foreseeable future.
2. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1. In May 2020 we published a Supplementary Report that set out specific principles relating to the provision of financial support for care needs. These are incorporated in Section 10 and will be included in future Annual Reports.
3. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
4. In determining the level of payments to members of local authorities, the Panel seeks to meet the principle of 'acceptability' by ensuring that these are not 'so great as to require a significant diversion of resources from key council priorities'. But Section 142(8) of the Measure is more explicit on 'affordability' when it states that "when setting an amount¹, the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities". The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments. It is therefore a matter of balancing issues of affordability and public perception with fairness to members for their time, worth and responsibility.
5. The Panel originally set the basic salary of elected members of principal councils at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
6. The financial constraints on the public sector and particularly on local authorities over many years have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To minimise further erosion in relation to average earnings the Panel proposes to increase the basic annual salary by £150. Other payments that are based on the basic salary will be adjusted accordingly.

7. Payments for members of National Park Authorities and Fire and Rescue Authorities will increase as a result of the uplift proposed for principal councils. One other change proposed for these authorities is to remove the limitation on the number of senior salaries that can be paid.
8. The payment information provided by relevant authorities show that still very few members are utilising the provision in the framework for financial support in respect of care. We reiterate the importance that Democratic Services Committees should encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged. We are proposing significant changes regarding the costs of care which are set out in Section 10.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. The Panel produces leaflets for prospective candidates on the remuneration of members of councils. We are pleased that several councils include this leaflet on their websites. In addition we have produced a short film Ever thought about being a Welsh councillor? This can be viewed on our website. The Welsh Government has an initiative to increase diversity in democracy and the Panel is engaged in supporting this wherever possible within its remit.
10. We continue to engage with community and town councils and have met with numerous representative groups. Unfortunately the extent of engagement has been curtailed as a consequence of COVID 19. For 2021/2022 we are not proposing any specific changes to payments in respect of community and town councils. However, we intend to undertake a major review of our current framework for this sector during 2021 in readiness for implementation following the elections in 2022. We intend to consult and work with the sector in the process of the review.
11. The Panel's Regulations have been updated to reflect changes to the remit (see Annex 2).
12. One issue that has arisen again, particularly in the context of the pandemic lockdown, is the action of the Council in respect of the Reports of the Panel which it receives. When the Panel's Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the council must put in place mechanisms for all eligible council members to receive payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a principal council.
13. Only an individual member may communicate in writing to the proper officer if, as *an individual*, they wish to decline all or part of the payment to which they are entitled.

14. How the Panel's Annual Report is formally received or noted by full council is not a matter that is within the Panel's statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the Panel's statutory Annual Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.

¹ Local Government (Wales) Measure 2011

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all authorities to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The Framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Heads of Paid Service

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the heads of paid service of these authorities.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The COVID pandemic limited the Panel's opportunities for face to face engagement in 2020/2021. However, the Panel attended RCT's Community Council liaison online meeting in November and a number of other constructive digital engagements throughout this period. The year before, the Panel met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income or expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 8.

Table 8: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a

community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating contribution towards costs of care and personal allowance for all members of community and town councils as set out in Determination 41.
- 13.10 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Senior roles

13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.

13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

13.17 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of care and personal assistance

13.18 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in section 10 apply to Community and Town Councils.

Reimbursement of travel costs and subsistence costs

13.19 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.20 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Civic Head and Deputy Civic Head

- 13.21 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.22 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council's civic budgets.
- 13.23 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.24 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.25 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.26 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.27 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 48: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 49: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Making Payments to members

- 13.28 Table 9 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.29 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.30 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.31 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.32 When payments take effect from is set out in paragraphs 13.36 to 13.38 below.
- 13.33 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 9

Determination Number	Is a decision required by council?
42 All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
43 Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members.
44 Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.

Determination Number	Is a decision required by council?
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
49 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
50 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.34 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.35 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.36 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.37 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

- 13.38 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 50: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

- 13.39 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁸ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be notified to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to Community and Town Councils at this time.

The following applies to all authorities including Community and Town Councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous financial year- **and must also be submitted to the Panel no later than that date.**

⁸ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

Item 6.

Safety Inspections – Salem Chapel

Inspection of Salem Chapel – February 2021

MAIN CHAPEL / WEEK	3rd	9th	17th	24th	Report of any defects And action taken
Main Hall of Chapel	./	./	./	./	Dry rot detected on stage & part lifted. Further investigations undertaken 31/8/16. Pipe organ supports re-enforced Sept 2016.
Fire Alarm	./	./	./	./	Inspected 28/04/2020
Emergency Lighting	./	./	./	./	Inspected 28/04/2020 – repairs carried out
Stairways to Balcony	./	./	./	./	Stair lift not working, evidence of damp on walls
Balcony	./	./	./	./	
Toilets	./	./	./	./	Removed due to dry rot
High Street Entrance	./	./	./	./	
Office	./	./	./	./	
General Condition	./	./	./	./	General deterioration evident
Fire Extinguishers	./	./	./	./	Inspected & replaced as necessary 02/12/20
Observations/ Other Comments	./	./	./	./	
ANNEX BUILDING					
Ground Floor	./	./	./	./	
Kitchen	./	./	./	./	Newly formed mould/rot on floor – R Dunham informed. Floor rotten through. Kitchen units coming away from wall due to severe damp in floor of kitchen. R Dunham inspected.
First Aid Box	./	./	./	./	
Seating Area	./	./	./	./	Considerably amount of new damp on interior walls to left side of premises entering from the back entrance.
Stairway to upper room	./	./	./	./	
Upper Room	./	./	./	./	
Rear Entrance	./	./	./	./	Paint flaking off walls
Side Door	./	./	./	./	
Observations/ Other Comments					General deterioration evident
Statutory annual Inspections:					Dragon Fire & Security Systems (fire extinguishers) 02/12/2020 Dragon Fire & Security Systems (Intruder & fire alarms) 28/04/2020

Signed: *T Hughes*

Town Clerk

Date: 09/03/21

Chairman of Finance & General Purposes Committee