



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Diweddariad am y brechlyn Vaccination Update

NANTYGLLO & Tŷ

16 MAR 2021
TOWN COUNCIL



Cylchlythyr Wythnosol Weekly Newsletter

ISSUE 9: w/c 15/03/2021

Weekly Progress (8th - 15th March)

We have now given a total of 278,628 vaccines (a combination of 1st and 2nd doses) **across our Health Board area.**

We made incredible progress last week, reaching a quarter of a million vaccinations given in our Health Board area! We started delivering vaccines at the Christchurch Centre in Newport which we will also continue using this week. We have now vaccinated over 75% of priority group 7 (age 60-64).

We have already given 58,750 second doses of Pfizer vaccine. Where supply is adequate, we are looking to bring the interval for Pfizer vaccines forward from 11-12 weeks. We are aiming to administer the Pfizer second doses to all those who received their first vaccine between December 7th and February 21st by the end of March. Those who have received their first dose of the Oxford AstraZeneca vaccine should expect to receive their second dose 11-12 weeks later, unless there are individual clinical reasons to use a shorter interval. The programme will commence the rollout of second dose AstraZeneca vaccine appointments from March 29th.

Total number of
Covid-19 vaccines given
across our Health Board
area (combination of
1st and 2nd doses)

278,628

Total 1st dose **219,878**

Total 2nd dose **58,750**
(up to 15/03/2021)

VACCINATION FIGURES

(up to 15/03/2021)

Age 80 years and over

94.8%

Age 75-79 years

95.6%

Age 70-74 years

95.6%

Age 65-69 years

92.6%

Group 6 (at risk)

67.9%

Age 60-64 years

76.2%



Incredible Artwork

We are delighted to share with you this incredible artwork of NHS Founder, Aneurin Bevan, by Nathan Wyburn. The portrait has been created using recycled vaccine packaging. Nathan created the piece of artwork to be displayed in Cwmbran Mass Vaccination Centre and to thank our hardworking staff. We would like to thank Nathan for his generosity and thoughtful artwork.

<https://www.facebook.com/AneurinBevanHealthBoard/videos/770995203622026>



If you have had your vaccination

It takes time for your body to build protection after any vaccination.

It is important to continue to follow all safety guidelines to help protect yourself. We do not yet know whether the Covid-19 vaccination will stop you from catching and passing on the virus.



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University Health Board

Thank you for your continued support.
Together we will help keep Gwent safe.

Receive your vaccine in comfort



We want everyone to feel comfortable when they receive their vaccination so please let us know if you have any cultural concern, fear of needles, or anxiety.



Our vaccination staff are very understanding and we have special discreet areas within our vaccination centres should you wish to be vaccinated in private.

Please wear practical, loose fitting clothing on the day of your vaccination so it's easy to access your upper arm.

It is important to have both doses of the vaccine to give you the best longer-term protection. Keep your vaccine card safe and make sure you take it to your second dose appointment.

"Nothing to worry about"



Meet Alvin, originally from Jamaica but has been living in Newport for the last 60 years. Alvin received his second Covid-19 vaccine dose at Newport Vaccination Centre. He was accompanied by his daughter Joan, who works at the Royal Gwent Hospital. Alvin was impressed with how smoothly everything was running, he said: "There's nothing to worry about. After my first vaccination I had a bit of a sore arm, but it's all fine".

Myth Buster #1

Myth: "The vaccine contains animal products."

Fact: None of the UK COVID-19 vaccines contain any products derived from animals, including any pork products.

The UK COVID-19 vaccination programme is supported by the British Islamic Medical Association, Hindu Council UK, and the Board of Deputies of British Jews. Information on the ingredients of the Oxford-AstraZeneca, Pfizer-BioNTech and Moderna vaccines can be found on patient information leaflets.

For further information on unpaid carers, please visit:

<https://abuhb.nhs.wales/coronavirus/covid-19-vaccine/unpaid-carers>

To find out which priority group you fall under, please visit:

<https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-30-december-2020>

Public Health Wales publish daily vaccination figures on their website:

https://public.tableau.com/profile/public_health_wales.health_protection#!/vizhome/RapidCOVID-19virology-Public/Headlinesummary

For further information and FAQs on the delivery, eligibility and safety of the vaccine, please visit:

<https://phw.nhs.wales/topics/immunisation-and-vaccines/covid-19-vaccination-information/about-the-vaccine/>

Vaccination Deployment

Age 80 & over GP Practices

Age 72-79 Mass Vaccination Centres

Age 70-71 GP Practices

Group 4 GP Practices

Age 65-69 Mass Vaccination Centres

Age 60-64 Mass Vaccination Centres

Age 55-59 Mass Vaccination Centres

Age 52-54 Mass Vaccination Centres

Age 50-51 GP Practices

Housebound Mobile Teams

Group 6 GP Practices

Appointments

People aged 65-69, or 72-79, please let us know if you have not received your invitation for COVID-19 vaccination by completing the form on our website <https://abuhb.nhs.wales/coronavirus/covid-19-vaccine/aged-72-79-and-not-received-your-invitation/>

If you are aged 70-71, aged 80 years and over, Clinically Extremely Vulnerable or in Group 6, and registered with a GP in Gwent, please contact your GP practice if you have not received your invitation.

Vaccination is available by appointment only.

Further information about COVID-19 vaccinations in Gwent is available on our website <https://abuhb.nhs.wales/coronavirus/covid-19-vaccine/>

We will continue to keep you updated, however due to a number of variable factors, such as the supply of vaccine, allocated plans can change at short notice.

abuhb.nhs.wales

Fw: Plan app C/2021/0039 - Yew Tree Inn

From: White, Joanne <joanne.white@blaenau-gwent.gov.uk>

Sent: Wed, 10 Mar, 2021 at 14:14

To: clerk@nantygloandblainatc.co.uk

Item no. 7b ci)

Revised Plan YT 25.02.21.pdf (1.4 MB)

Revised Proposed Plan YT 25.02.21.pdf (825.3 KB) – **Download all**

Hi Tracy,

Thank you for the comments from the Town Council. I have made comments in red against some of the points raised below:

From: clerk@nantygloandblainatc.co.uk

<clerk@nantygloandblainatc.co.uk>

Sent: 09 March 2021 15:54

To: Rees, Katherine <katherine.rees@blaenau-gwent.gov.uk>

Subject: RE: Plan app C/2021/0039 - Yew Tree Inn

Hi Kath,

The representations for the Yew Tree Inn are:

- concerns as to no public/neighbour consultation The application has been advertised in accordance with the Council's policy. The two neighbours adjoining the site have been sent individual letters and site notices have been put up - 1 on Railway Terrace and 1 on Chapel Road.
- **s.24 of the application does not provide enough information in respect of the size and dimensions of the flue.** There is already an existing flue in place. It is proposed to extend the existing flue so that the exhaust points upwards. The flue is approximately 0.5m in diameter.
- **There are concerns as to how the flue would affect nearby properties** The Environmental Health Officer has been consulted as part of the application and will advise accordingly as to any concerns or any necessary mitigation required.
- **There are concerns as to how the raised platform would impact upon nearby properties in respect of privacy etc.** Could this be overcome with the use of some type of screen? The raised seating area is existing and therefore people using the premises can already sit outside. Revised plans have been submitted that no longer proposes to extend the existing seating area (copy attached). The application is considering the physical structure of the canopy over the existing seating area (not the use of the land). The external seating area is already screened from Chapel Road by the high level boundary wall.

Kind regards

FW: Planning Consultation C/2021/0030 - rear garden of 78 CwmcelynRoad

From: Waite, Justin <Justin.Waite@blaenau-gwent.gov.uk>

Sent: Thu, 11 Mar, 2021 at 11:49

To: 'clerk@nantygloandblainatc.co.uk'

Hen no. 76cii)

Good morning Tracy,

Further to the email trail below, I note the Town Council's comments in respect of the quality of the submitted site plan and the details within section 10 of the application form. Whilst I am satisfied that the location of the tree can be identified on the submitted site plan, I acknowledge that the quality of the site plan isn't great. This is likely to reflect the fact that the Civic Centre building, where the planning department is based, remains closed and we are having to rely on scanned/electronic versions of plans rather than having hard copies submitted. I will bear the comment/feedback in mind, though, and seek improvements to site plans submitted in the future.

Section 10 of the application form is more of a check list for the applicant when submitting the application, rather than a section containing key information relating to the proposal. As such, I'm satisfied that all of the key information relating to the proposal is contained elsewhere within the application form.

I trust the above is of assistance. If you would like clarification on any of the above, please let me know.

Kind regards,

Justin

Mem no. 76(ciii)**Re: Change of Use Notifications**

From: Hopkins, Steph <steph.hopkins@blaenau-gwent.gov.uk>
Sent: Wed, 10 Mar, 2021 at 11:48
To: clerk@nantygloandblainatc.co.uk, Rees, Katherine
Cc: Horner, Louise, Forouzan, Muhammad, Lloyd, Emma

Hi Tracy,

Our position is unchanged from the emails below; unless we have a planning application to consider we are unlikely to be aware of any change of use ourselves. We may also be made aware of changes of use via a planning enquiry, however these requests and the responses given are not public information which we would divulge to a third party.

In terms of other departments that might be able to provide the TC with notification of changes of use, the only ones I can think of might be the Estates Department for Council owned buildings, our Regen Section for any grant applications or Building Regs for building notices. I have copied the relevant officers in to see whether they would be in a position to notify you of any potential change of use on buildings.

Kind regards
Steph

From: clerk@nantygloandblainatc.co.uk
<clerk@nantygloandblainatc.co.uk>
Sent: 10 March 2021 11:16
To: Rees, Katherine <katherine.rees@blaenau-gwent.gov.uk>; Hopkins, Steph <steph.hopkins@blaenau-gwent.gov.uk>
Subject: Change of Use Notifications

Good morning both,

Further to my previous query in respect of notifications relating to change of use.

At a committee meeting held yesterday, I informed Council of the information which you had provided - council has asked if there is any possibility of receiving any notifications relating to change of use of any premises regardless of whether or not any planning application is required. Would you be able to point me in the right direction to who I could request this from please?

Many thanks both as always for all your help and information.

Kind regards

Tracy

Tracy Hughes - Town Clerk
Nantyglo and Blaina Town Council

Hm no. 76 ciii

Change of Use Notifications

From: Jones, Colin <colin.jones3@blaenau-gwent.gov.uk>

Sent: Wed, 10 Mar, 2021 at 12:54

To: clerk@nantygloandblainatc.co.uk

Cc: Lloyd, Emma, Hopkins, Steph

Hi Tracy

Your query regarding the above has been passed to myself. I'm not sure about the previous e mail you refer though.

From a Building Control perspective I echo the comments made by Steph. We would only become aware of a potential / proposed change of use via a complaint made to us or via a formal Building Regs application. We wouldn't be able to divulge any information in detail, only in general.

Regards Colin

T: (01495) 355513 DDI: (01495)

DX: 43956 Ebbw Vale

F: (01495) 355598 E: jonathan.brooks@blaenau-gwent.gov.uk

Our Ref./Ein Cyf. C19/0101

Your Ref./Eich Cyf.

Contact:/Cysylltwch â: Jonathan Brooks

Nantyglo and Blaina Town Council
Blaina Institute
High Street
Blaina
NP13 3BN

12th March 2021

Dear Sir/Madam



Cyngor Bwrdeisdref Sirol

Blaenau Gwent

Item 76 (iv)

NANTYGLO & BLAINA

16 MAR 2021

TOWN COUNCIL

TOWN AND COUNTRY PLANNING ACT 1990

Site Address:	1 Hawthorne Glade, Tanglewood, Blaina, NP13 3JT
Alleged Breach:	Unauthorised steel framed decking
Appellant's name:	Mr. Jamie Davies
Appeal Reference:	APP/X6910/C/21/3268852
Appeal Start Date:	09 th March 2021

I write to inform you that an appeal has been made by Mr. Jamie Davies to the Planning Inspectorate against the decision of Blaenau Gwent Council to issue an Enforcement Notice in respect of the above.

The appeal will initially proceed by the written representations procedure as set out in the Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017. The procedure will be formally determined by the appointed Inspector within six weeks of the start date. As such the Inspector may consider it necessary to call a topic specific hearing or inquiry session.

Please note that if a hearing or enquiry is required, it is likely to be arranged at short notice due to the tight timescales for doing so. Only the Appellant, Local Planning Authority, and any other person specifically invited by the Inspector will be entitled to participate in the event. The Inspector will set out the matters to be discussed at any hearing or enquiry within 6 weeks of the start date

Should you wish to make representations regarding the appeal, your comments should not exceed 3000 words and must be sent to the Planning Inspectorate (quoting the appeal reference) by the **06th April 2021**. If comments are submitted after this deadline they will be returned. You can get a copy of the Planning Inspectorate's leaflet 'a guide to engaging with the planning inspectorate' from this office or through the Welsh Government website: <http://gov.wales/topics/planning/appeals/appeal-guidance-and-information/?lang=en>.

Should you wish to receive a copy of the appeal decision notice you should contact the Planning Inspectorate (quoting the appeal reference).

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

Floor 1a
Municipal Offices
Civic Centre
Ebbw Vale. NP23 6XB

Llawr 1a
Swyddfeydd Bwrdeisiol
Canolfan Ddinesig
Glyn Ebwy. NP23 6XB

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

The Planning Inspectorate offices are currently closed and as such you are encouraged to contact them via the following email wales@planninginspectorate.gov.uk. However, if this is not possible please write to:

The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

I must point out that any representation will be made known to the Planning Inspectorate, the appellant and the Council.

The appeal documentations can be inspected on the Appeals Casework Portal at <http://acp.planninginspectorate.gov.uk/Casesearch.aspx> or at Blaenau Gwent County Borough Council, Civic Centre, Ebbw Vale. However, consistent with Government guidelines regarding the Coronavirus (Covid-19) outbreak, the Council Offices are currently closed and you should therefore contact the Planning Department by telephone on 01495 355513 or via email: planning@blaenau-gwent.gov.uk for further information.

The Planning Inspectorate aims to make a decision on this appeal by 07th September 2021.

Yours Faithfully

Jonathan Brooks
Planning Compliance Officer

The reason for the Council Issuing the Enforcement Notice is:

It appears to the Council that the above breach of planning has occurred within the last four years. The purpose of this notice is to address the unacceptable impact on visual and residential amenity by requiring the removal of the unauthorised decking.

By virtue of its scale and mass, the raised decking is considered to be an unduly dominant feature that has an adverse visual impact upon the street scene. It results in material harm to the living conditions of the occupiers of neighbouring residential properties by having an unacceptable overbearing impact and causing loss of privacy contrary to policies DM1(2)b & c of the Council's adopted Local Development Plan (2012) and the key principles set out in the adopted Supplementary Planning Guidance for Householders: Note 7 'Raised decking and balconies' (February 2016).

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu r Saesneg

a better place to live and work
(le gwell i fyw a gweithio)

Planning Consultation C/2019/0310 1 Hawthorne
Glade, Tanglewood, Blaina, Blaenau Gwent.

From: Alanna.Hill@blaenau-gwent.gov.uk

Sent: Tue, 19 Nov, 2019 at 15:54

To: clerk@nantygloandblainatc.co.uk

Item no 7b(iv)

image007.jpg (4.7 KB) image008.jpg (5.1 KB)
image009.jpg (33.7 KB) Application form.pdf (4.5 MB)
Elevation and section plan.pdf (500.1 KB)
Existing block plan.pdf (669 KB)
Layout, elevations and section.jpg (1.5 MB) Plans List.doc (41.7 KB)
Proposed block plan.pdf (669.5 KB) Site location plan.pdf (477.7 KB)

— Download all



Images not displayed.

SHOW IMAGES | ALWAYS SHOW IMAGES FROM THIS SENDER



Date: 19 November 2019

Planning Ref: C/2019/0310

FAO: Town Council

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION FOR PLANNING PERMISSION

PROPOSED DEVELOPMENT AT: 1 Hawthorne Glade,
Tanglewood, Blaina, Blaenau Gwent, NP13 3JT.

I enclose herewith an application form and location plan in respect of a planning application for development at the above site.

Please forward your observations upon the intended development within 21 days of the date of this letter. If no communication is received within this time the application will be determined on the assumption that you have no comments to make.

Yours faithfully
Joanne White



Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Welsh Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and other relevant items of primary and subordinate legislation.

Please be aware that once you have downloaded this form, Planning Portal and Welsh Government will have no access to the form of the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided

Local Planning Authority details:

Blaenau Gwent CBC Planning Control / Rheoli Cynllunio CBS Blaenau Gwent

Floor 1a, Municipal Offices, Civic Centre,
Ebbw Vale. NP23 6XB
Tel: 01495 355555 Fax: 01495 355598
Email: planning@blaenau-gwent.gov.uk

Llawr 1a, Swyddleydd Bwrdeistiol, Canolfan Ddinesig
Glyn Ebwy. NP23 6XB
Ffôn: 01495 355555 Ffacs: 01495 355598
Email: planning@blaenau-gwent.gov.uk

Cyngor Bwrdeistiol
Blaenau Gwent
Gwynedd Borough Council

www.blaenau-gwent.gov.uk

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

NEIGHBOURHOOD SERVICES DIVISION
PLANNING CONTROL SECTION

11 NOV 2019

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

CH219/0310

1. Applicant Name and Address

Title: MR First name: JAMIE
Last name: DAVIES
Company (optional):
Unit: House number: 1 House suffix:
House name:
Address 1: HAWTHORN GLADE
Address 2: TANGLEWOOD
Address 3: BLAINA
Town: ABERTULLERY
County: GWENT
Country:
Postcode: NP23 6XB

2. Agent Name and Address

Title: MR First name: TERRY
Last name: MURGAN
Company (optional):
Unit: House number: House suffix:
House name: CLIFTON HOUSE
Address 1: WESTSIDE
Address 2: BLAINA
Address 3:
Town: ABERTULLERY
County: GWENT
Country:
Postcode: NP23 6XB

3. Description of Proposed Works

Please describe the proposed works:

RETENTION AND EXTENSION OF RAISED DECKING AREA

Has the work already started?

☒ Yes ☐ No

If Yes, please state when the work was started (DD/MM/YYYY):

20-7-2019

(date must be pre-application submission)

Has the work already been completed?

☐ Yes ☒ No

Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1: HAWTHORN GLADE

Address 2: TANGLEWOOD

Town: BLAINA, ABERTULLERY

County: GWENT

Postcode (optional): NP13 3JT

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Easting: Northing:

Description:

NEIGHBOURHOOD SERVICES DIVISION
PLANNING CONTROL SECTION

11 NOV 2019

5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or pedestrian access proposed to or from the public highway?

☐ Yes ☒ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way?

☐ Yes ☒ No

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

6. Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application? ☐ Yes ☒ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name:

Reference:

Date (DD MM YYYY):
(must be pre-application submission)

Details of the pre-application advice received:

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☒ No

If Yes, please describe:

7. Biodiversity and Geological Conservation

Does your proposal involve:

(i) demolition of a building? ☐ Yes ☒ No

(ii) alterations or enlargement to your roof? ☐ Yes ☒ No

(iii) the loss of any trees or hedges? ☐ Yes ☒ No

If you have answered Yes to any of the above questions, you may be required to submit a biodiversity survey to your local planning authority with your application form. Your local planning authority will be able to advise you further, guidance is also available from the Planning Portal.

9. Authority Employee / Member

With respect to the Authority, I am:

a) a member of staff
b) an elected member
c) related to a member of staff
d) related to an elected member

Do any of these statements apply to you?

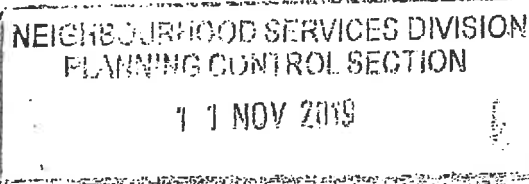
☐ Yes ☒ No

If Yes, please provide details of the name, relationship and role

10. Trees and Hedges

Are there any trees or hedges on the site or adjoining the proposed site that would be affected by the development proposal? ☐ Yes ☒ No

If you have answered Yes, you may need to provide a survey before your application can be validated. Your local planning authority can advise on whether a survey is required. All tree surveys should accord with BS5837; guidance notes are available on the Planning Portal.



11. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

Certificate of Ownership – Certificate A

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

05/11/2019

Certificate of Ownership – Certificate B

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

Certificate of Ownership – Certificate C

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

NEIGHBOURHOOD SERVICES DIVISION
PLANNING CONTROL SECTION

11 NOV 2019

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Agricultural Holdings

Agricultural Holding Certificate

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

08/11/2019

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served
NEIGHBOURHOOD SERVICES DIVISION PLANNING CONTROL SECTION 11 NOV 2019		

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

13. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Applications for planning permission in Wales must be accompanied by certain additional supporting documents if they exceed certain thresholds. For detailed information please refer to Welsh Government Circular WGC 002/2012 and the guidance available on the Planning Portal website. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form:



The original and 3 copies of a design and access statement where proposed work falls within a World Heritage Site



The correct fee:



The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:



The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:



The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable):



The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):



14. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

08/11/2019

(date cannot be pre-application)

15. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

+44

7970 715423

Email address (optional):

16. Agent Contact Details

Telephone numbers

Extension number:

Country code:

National number:

44

1495 298552

Country code:

Mobile number (optional):

44

7522 384753

Email address (optional):

earlymorgans.co.uk@btinternet.com

17. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

☒ Agent

☐ Applicant

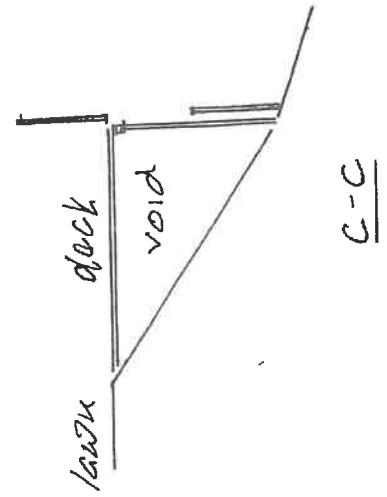
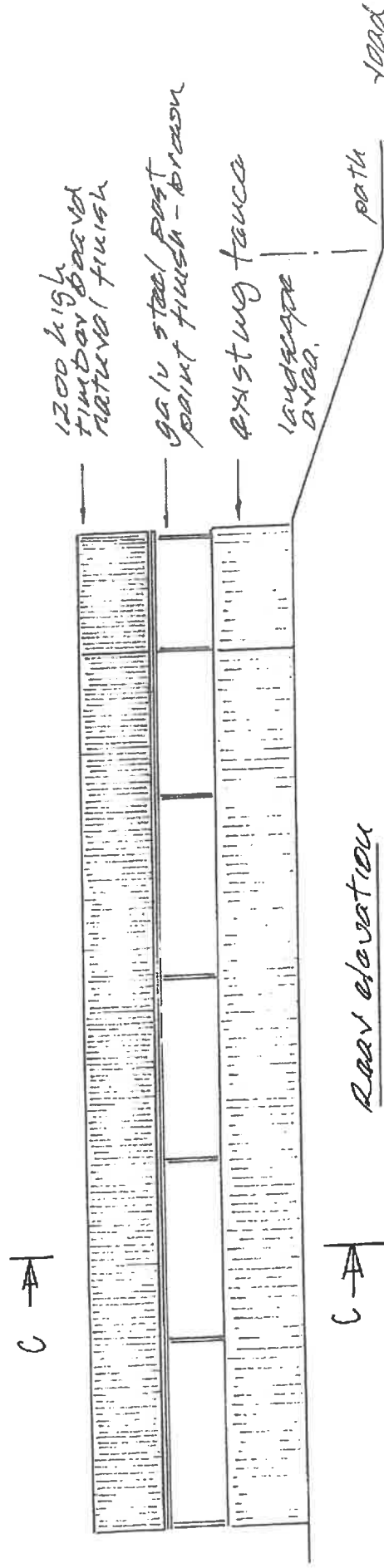
☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

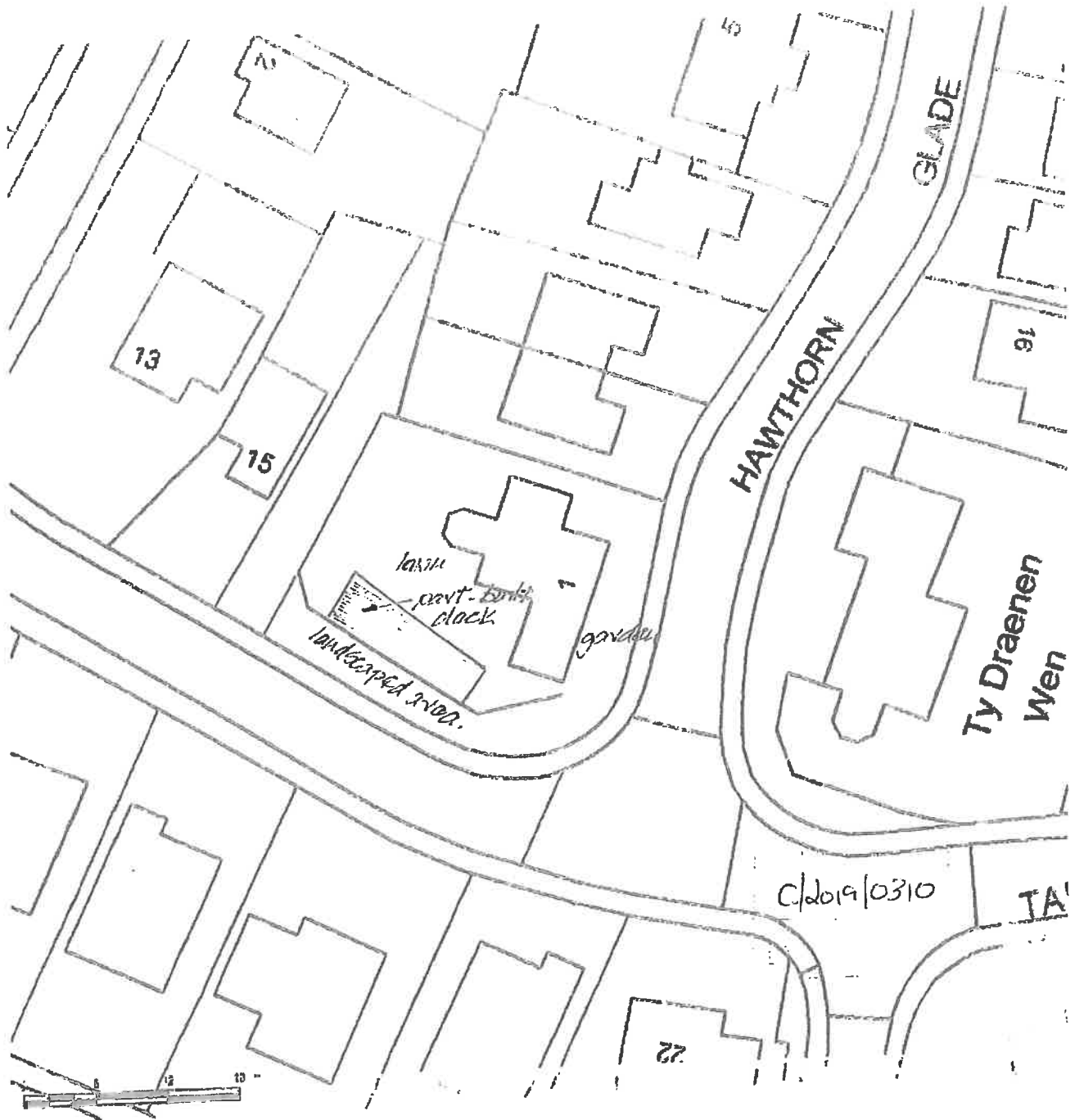
Email address:



C/2019/0310

Agent	Project
T. Morgan	1 Hawthorn Estate Tangkassan
Clifton House	Blawie. proposed various
Westside	deck over the rear garden
Blawie	overing title
Garage	Rear elevation & section C-C
Tel: 014-95 290852	
	Orig 100
	Date
	14-11-19
	Scale
	1-100
	Drawn
	T.M.

BLOCK/SITE PLAN
 AREA 80m x 80m
 SCALE 1:600 on A4
 CENTRE COORDINATES: 220779, 206280

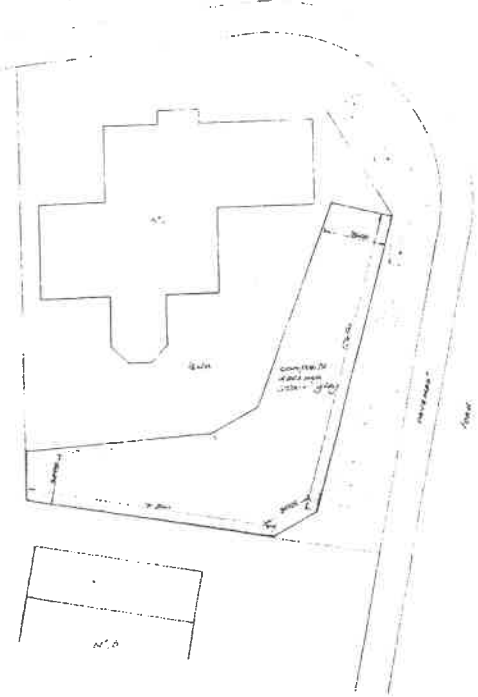


Block plan : existing
 Orig ref : 321/3

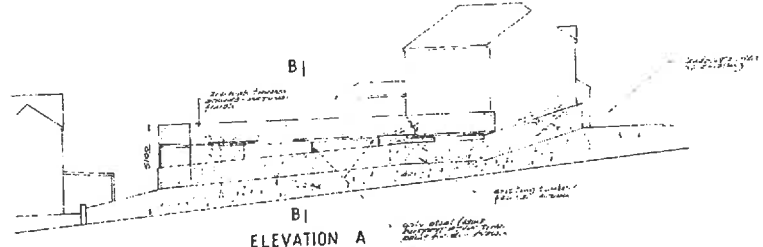
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 19/03/2019 10:14:04

NEIGHBOURHOOD SERVICES DIVISION
 PLANNING CONTROL SECTION

NEW CANON STREET



PROPOSED LAYOUT



B1
ELEVATION A

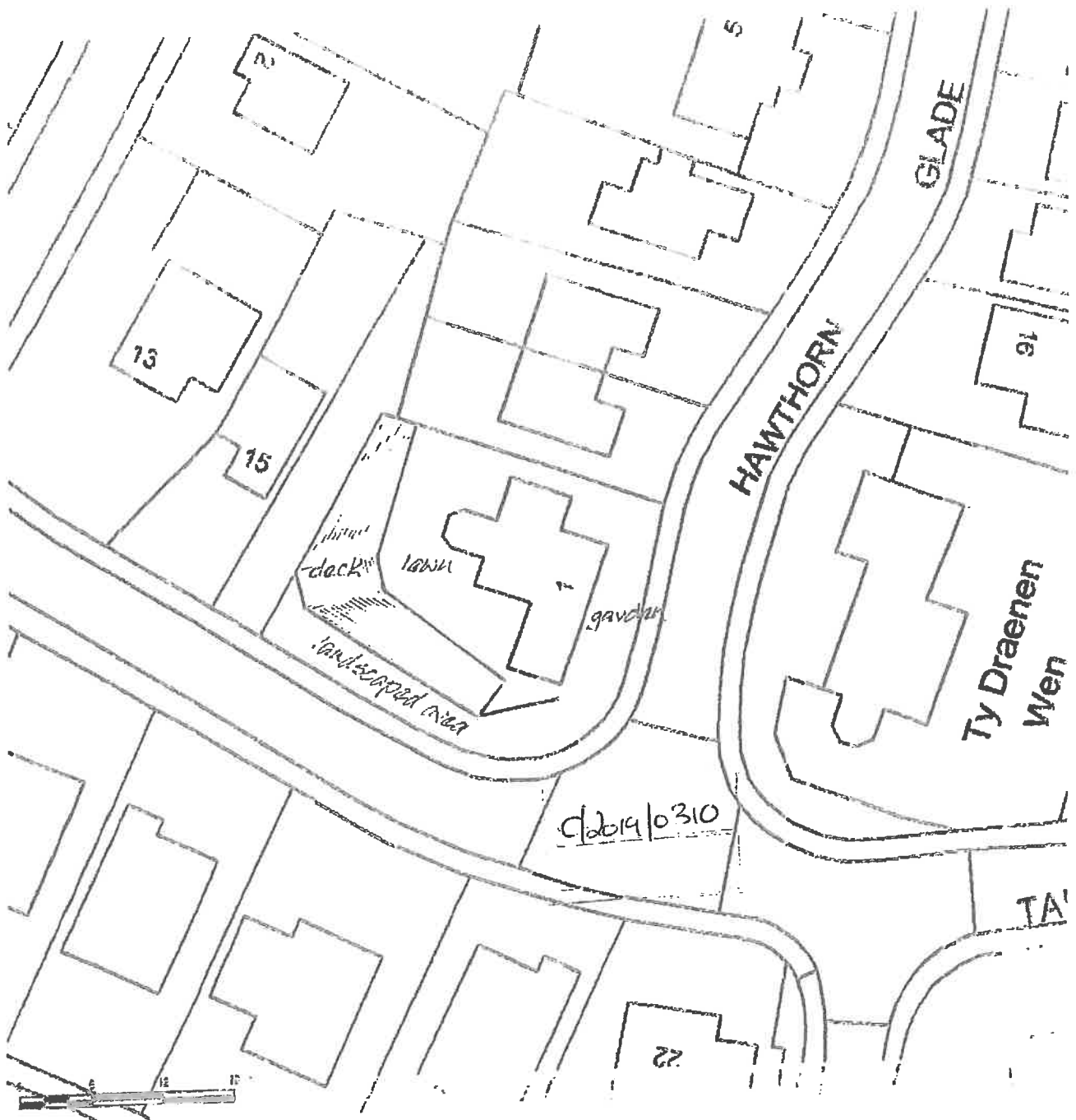


B-B

CLIPPING

Agent	Project			
[Handwritten text]	[Handwritten text]			
Drawing title	[Handwritten text]			
[Handwritten text]	[Handwritten text]	[Handwritten text]	[Handwritten text]	[Handwritten text]

BLOCK/SITE PLAN
 AREA 80m x 80m
 SCALE 1:500 on A4
 CENTRE COORDINATES: 920771, 508260



Block plan: proposed
Drg ref: 321/2

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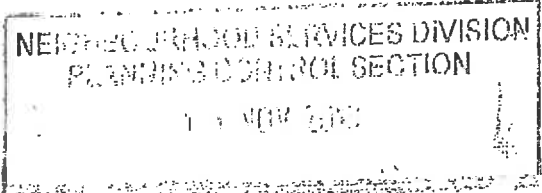
NEIGHBOURHOOD SERVICES DIVISION
 PLANNING CONTROL SECTION
 11 NOV 2009

SITE LOCATION PLAN
AREA 2 HA
SCALE 1:1250 on A4
CENTRE COORDINATES: 820770, 200205



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19/09/2019 10:11

C/2019/0310



free guided learning

From: Louise Daniells <LDaniells@threshold-das.org.uk>

Sent: Thu, 11 Mar, 2021 at 10:10

To: Louise Daniells

Hem no. 7C

image001.png (66 KB) image002.png (18.3 KB) image003.jpg (7.3 KB) image004.jpg (7.1 KB)
image005.png (18.3 KB) New Guided Learning Domestic abuse poster english and welsh May 2020.pdf (355.5 KB)
Guided Learning Questions & Answers.pdf (1.6 MB) — **Download all**

This message is suspicious. [LEARN MORE >](#) | **ALWAYS TRUST THIS SENDER**

HELLO,

Further to my last email I thought I would let you know about one of the courses we are currently running for employed ladies, working or living in the Carmarthenshire/Pembrokeshire/Blaenau Gwent /Caerphilly Boroughs.

I have attached a flyer regarding our Domestic Abuse course Level 1 for you to have a look at. If you decide to sign up, then email or phone me directly rather than the address on the flyer as I can sign you up to save you having to wait whilst emails are redirected to me. You are welcome to share my details with interested ladies.

Due to the circumstances we find ourselves in, we have changed what we offer for the time being as we usually run classes. To keep ladies safe, we are now offering something new which may help them have a positive goal to work toward in these challenging times. You are welcome to disseminate this email to any lady you feel is eligible and who would be amenable to the offer. They can then contact me directly. Of course, you are welcome to apply as well if you fit the criteria.

As with many other organisations, we are responding in the most appropriate manner to keep everyone safe after the outbreak of Covid-19. We are determined to continue to deliver our curriculum to those women who are interested in upskilling in our community, albeit in a different way.

We offer women an opportunity to study at home with support from our qualified tutors. All our training is accredited through Agored Cymru and is completely free of charge for women who are working, on a zero-hour contract or self-employed. Women must also live or work in Carmarthenshire, Pembrokeshire, Caerphilly, Blaenau Gwent.

The Limitless Project is funded by The European Social Fund (ESF) to up-skill women through education and help them improve their career prospects and labour market position.

We will be starting the guided learning with the following Level 2 courses: -

"Mental Health Awareness" & Stress

"Safeguarding".

"Volunteering"

"Customer Services"

"Environment awareness"

"Personal Confidence"

We will also be offering our "Freedom from Domestic abuse" course (Level 1), free to ladies who are completing one of our guided learning qualifications. We usually charge for this course, but it will be accredited free for ladies who do a qualification although it will cost our charity to do so. It is one of the ways we are trying to support the community in these times. They could of course purchase the course but this an opportunity to have it free of charge. It is NOT the same as the Freedom Programme and not meant to replace it. If a lady did not wish to complete one of the qualifications, she could still undertake the course but would receive a certificate of attendance not an accreditation.

I am sending you this information as we now delivering Guided learning qualifications to help ladies upskill at home. I would have to enrol you if you are interested. Please get in touch if you would like to take part.

We also have programmes for employed ladies and non-employed ladies in other boroughs. If you are interested let me know and I can forward you details.

Please could you let any eligible female family or friends, staff or service users know about this. If you are interested or have any questions, do not hesitate to contact me. I really hope to hear from you and I hope you will be joining us.

Regards

Louise

We update our social media pages regularly with information on the courses we're running and other exciting news. You can find them here: [Facebook](#), [Instagram](#), and [Twitter](#). Please follow us or like us so that your contacts can learn about us and we can help more ladies.

Louise Daniells

LIMITLESS Tutor and Engagement officer

Mobile :07496267358

Email: ldaniells@threshold-das.org.uk



LIMITLESS Threshold | A safe place for anyone affected by domestic abuse



Registered Charity No. 1124149

Registered in Wales as a Company Limited by Guarantee No: 6388297

Registered office 32 Station Rd, Llanelli, Carmarthenshire SA15 1AN.

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Warning: The recipient should check this email and any attachments for viruses. Whilst the Organisation has taken reasonable precautions to ensure no viruses are present, it cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

To view our privacy policy please visit: <http://threshold-das.org.uk/privacy-cookie-policy/>



RESPECT



Are you a professional working in the community?

Are you interested in learning

about Domestic Abuse?

The LIMITLESS Project is offering Domestic Abuse training through our Guided Learning Programme.

Contact Louise on:

Mobile | 07496267358

Email | ldaniells@threshold-das.org.uk or
LIMITLESS@threshold-das.org.uk

Image from:

<https://www.freepik.com/free-photos-vectors/background> Background vector created by kjpargeter - www.freepik.com



UNDEB EWROPEAIDD
EUROPEAN UNION



Llywodraeth Cymru
Welsh Government

Cronfa Gymdeithasol Ewrop
European Social Fund



INVESTORS
IN PEOPLE

Accredited
Until 2021



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government





Don't call it a dream...
...Call it a plan. **Threshold**



LIMITLESS

Programme

Guided Learning through the LIMITLESS Project.

What is this service?

The LIMITLESS Project's Guided Learning offers women an opportunity to study at home with full support from our qualified tutors, via a range of electronic platforms. All our training is accredited through Agored Cymru and is completely free of charge for women who are working, on a zero-hour contract or self-employed. Women must live or work in: Carmarthenshire, Pembrokeshire, Caerphilly, Blaenau Gwent and (in relation to our Strand 3 training) Torfaen. The LIMITLESS Project is funded by The European Social Fund (ESF) under Priority 2, Skills for Growth: SPECIFIC OBJECTIVE 4. Its purpose is to up-skill women through education and help them improve their career prospects and labour market position.

Why are you doing this?

The LIMITLESS Project normally delivers its training in the community across different unitary authorities. However, as with many other organisations, we are responding in the most appropriate manner to keep everyone safe after the outbreak of Covid-19. We are determined to continue to deliver our curriculum to those women who are interested in upskilling in our community, albeit in a different way.

What are you going to do?

Study materials will be made available to our learners via email, or the post. These materials are the same as used in our classroom setting. However, we will also be providing additional materials and signposting and recommendations to other resources (YouTube, websites, flashcards, etc) to enhance your learning experience. You will have dedicated appointments with our tutors (should you wish, this isn't mandatory) through a range of IT platforms to suit yourself including phone/FaceTime/Zoom/Skype/WhatsApp, etc and our tutors will guide you through the training.

How will I be assessed?

Most of the assessment for your training is done through the submission of workbook. These workbooks comprise of short question and answers that relate to the teaching material provided.

What if I have difficulty in completing the workbook?

Our tutors will be on hand to help - they will be able to support you through the different electronic platforms, telephone conversations, emails and texts, etc.,. Should you have any difficulty in submitting your workbook, we will endeavour to find another way of accrediting your learning.

How long is this going to last?

This is the first time we will be providing Guided Learning; the Threshold Education Team has been delivering education in the community for many years, and we find ourselves, as with all our learners and supporters, having to navigate the new and unsettling circumstances brought about by the Covid-19 pandemic.

Nevertheless, our tutors are happy to trial this new initiative until we are able to once again deliver in a classroom setting, and we will continue to do so for the immediate future and as long as they are in demand.

What do I need to do to take part?

You will need to first register with the LIMITLESS Project. Registration requires you to (a) complete a LIMITLESS Start Form and (b) provide evidence of your eligibility. Our tutors will be on hand to help you with this.

Ideally, you should have a working email address - once registered, teaching materials will be sent to you.

What evidence do I need to submit, and how do I submit it?

The LIMITLESS Project is funded by the European Social Fund (ESF) under Priority 2, Skills for Growth: SPECIFIC OBJECTIVE 4. It is a project for women in employment (it doesn't matter if you are full-time, part-time, self-employed or on a zero hour contract), aged 18 and over, living OR working in the unitary authorities of Blaenau Gwent, Caerphilly or Carmarthenshire.

You will need to submit evidence of your age, employment status and proof that you live or work in the unitary authorities mentioned above.

This evidence can be scanned and emailed to us. Or, if you don't have access to a scanner, you can photograph your evidence. Photographs need to be clear and the writing on the documents legible. There are free scanner apps widely available for



download to mobile phones should you wish to use this method.

Threshold has a robust and rigid policy regarding confidentiality and data protection and our policies comply with GDPR - any emails sent to us with confidential information attached will be deleted within 3 working days once they have been safely uploaded to our system.

What will the LIMITLESS Guided Learning be like?

As with all distance learning, there are pros and cons.

The distance mode of education offers our learners flexibility to decide what they want to learn when they want to learn and at what pace they want to learn. All our training is accredited with Agored Cymru and all our tutors are professionally qualified.

However, there will be far less interaction with our tutors (and no interaction at all with other learners) compared to Threshold's traditional classroom learning. Some learners may find this disconcerting, but others may prefer it. We won't be there as we usually are to motivate you but we will, of course, do what we can to support you.

What do you expect from your learners?

We are assuming that you are engaging with this programme because you are interested in learning and upskilling. Should at any time you wish to stop, can you let us know? We are anticipating a high demand for this service. If we are not able to contact you after 3 attempts, or should you miss any dedicated tuition times with our tutors which was previously agreed, without notice, with regret, we will have to remove you from our training list.

You can of course put your name down again for future training courses, but our tutors have to manage and support a set number of learners and will have to move on to the next learner on our training lists.

Interested? Please contact us through our

Email | limitless@threshold-das.org

Phone | 01554 700650

Address | 12-14 John Street, Llanelli, Carmarthenshire, SA15 1UH





CLC Aneurin Bevan
Ty Raglan
Parc Busnes Llantarnam
Cwmbran NP44 3AB

Hemno 7d

Aneurin Bevan CHC
Raglan House
Llantarnam Business Park
Cwmbran NP44 3AB

MEETING OF ANEURIN BEVAN COMMUNITY HEALTH COUNCIL

An Executive Meeting of Aneurin Bevan Community Health Council will take place at 10.30 am, via Microsoft Teams on Thursday 25th March 2021.

Aneurin Bevan Community Health Council is a statutory organisation representing the public who use the National Health Service. Our meetings are open to the public and local people are invited to attend. There will be an opportunity for people to raise issues of concern directly.

Members of the public also have the right to inspect or be given copies of agenda papers which are available at the meeting. If you would like to receive a copy of the papers in English or Welsh prior to the meeting or if you would like to attend and require simultaneous Welsh translation, please contact the address below within 7 days of the meeting.

If you would like to know more about our work, please contact us at:

Aneurin Bevan Community Health Council
Raglan House
Llantarnam Business Park
Cwmbran
NP44 3AB

Tel: 01633 838516

Email: Enquiries.AneurinBevanCHC@waleschc.org.uk

Angela Mutlow
Chief Officer

Cadeirydd / Chair: Alan Davies

Prif Swyddog / Chief Officer: Angela Mutlow

E-bost / E-mail: enquiries.aneurinbevanchc@waleschc.org.uk

FFÔN/Tel: 01633 838516

Membership of One Voice Wales 2021-2022

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>

Sent: Mon, 15 Mar, 2021 at 11:58

To: clerk@nantygloandblainatc.co.uk

Item no. 8

image006.jpg (4.6 KB) image007.jpg (1.7 KB)
image008.png (25.5 KB) image009.png (34.4 KB)
image010.jpg (6.5 KB) A guide to our services Final.pdf (2.1 MB)
Member Survey Report Eng.pdf (598.7 KB)
Membership Letter 2021-22.doc (334.6 KB)
Schedule of Frequently Asked Questions General Version.doc (400.3 KB)
Nantyglo Blaina 2021.pdf (121.4 KB) — **Download all**

NANTYGLO & BLAINA**16 MAR 2021****TOWN COUNCIL**

Dear Clerk

Membership of One Voice Wales 2021-2022 – Renewal of Membership details

I would be grateful if you could bring the details of this email and associated attachments to the attention of your Chair and council members as soon as possible.

To assist your Chair and members on the benefits of membership of One Voice Wales I have included the following documents for their information and attention:

- A letter giving details of what One Voice Wales have been up to on your behalf during 2020 – 2021 financial year.
- A Frequently Asked Questions Leaflet in relation to the work of One Voice Wales.
- A Guide to our Services Brochure which explains in detail what your council can expect from One Voice Wales if you are in membership.
- One Voice Wales Members Survey 2020
- Invoice/Membership Form

It is important your members have sight of these documents to appreciate the breadth of work that One Voice Wales carries out on behalf of the community and town council sector in Wales and to have a full appreciation of the services available to member councils.

The staff, National Executive Committee, Area Committee Chairs and Vice-Chairs, Training Associates and Associate Consultants and I look forward to working with your Council during 2021/2022.

Kind regards,
Lyn

Lyn Cadwallader
Chief Executive
One Voice Wales / Un Llais Cymru
24c College Street / Stryd y Coleg

Area: Blaenau Gwent

Council: Nantyglo Blaina

Region South / ID: 1003



NANTYGLO & BLAINA **ONE VOICE WALES**
The Voice of Community & Town Councils

16 MAR 2021

Invoice / Membership Form

TOWN COUNCIL

Please enter all details in block letters and return original form for our records

I write to inform you that my Council has decided to join One Voice Wales for 2020/21

Clerk to the Council

Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: Please print name:

Name & Address of Council - Enter any amendments clearly alongside.

Tracy Hughes, Clerk/RFO
Nantyglo & Blaina Town Council
Council Offices
Blaina Institute
High Street, Blaina
NP13 3BN

Tel No's: 01495 292817 /

E-mail address: clerk@nantygloandblainatc.co.uk

Website: www.nantygloandblainatc.co.uk

Please inform us if any of the above details change

Please tick the preferred language for future correspondence:

☐ Welsh

☐ English

☐ Bilingual

Membership Fee: **£1476**

Based on 4267 chargeable dwellings @ **£0.346p** per dwelling
(Based on Valuation List, not Electoral Register)

Please make cheque payable to One Voice Wales
Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:
One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: tgilmartinward@onevoicewales.wales Tel: 01269 595400 Fax: 01269 598510

Dear Clerk

16 MAR 2021

Please bring this letter to the attention of your Chair and Council

Membership of One Voice Wales 2021-22

I am writing to invite your council to renew its membership to join One Voice Wales from April 2021. Once again - whilst taking account of the challenges presented by the Covid pandemic the past year has seen many positive developments to our services, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meeting with the Minister for Housing and Local Government and we continue to represent the sector on the **Local Government Partnership Council**. During 2020-21 we have made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda – indeed we played a significant role working with Welsh Government colleagues in getting the regulations in place to enable community and town councils to work remotely during the Covid pandemic. We have continued to develop even stronger working relationships with the Welsh Local Government Association (WLGA) strengthening the voice of the sector within the public services family in Wales – we signed a joint working protocol regarding the Covid pandemic and collaborated with the WLGA and WCVA ensuring our members were regularly provided information and advice during this challenging year. One Voice Wales continued to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **WG Covid Recovery Group, Ystadau Cymru Working Group, the External Advisory Group on Community Asset Transfer, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageism, Welsh Government Diversity in Democracy Working Group, NAfW Cross Party Group on Fuel Poverty and the National Training and Advisory Group**. One Voice Wales is playing an ever-increasing role in the development resources for the sector and during the year has represented the sector on the **Understanding Welsh Places** Advisory Group which has delivered a data and information website resource for community and town councils with a population greater than 1,000 people – launched in October 2019 and the updated second version going live in December 2020. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel - who will be undertaking an important review of the sector in 2021, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. Work has already begun with Welsh Government colleagues in developing actions to address the new

requirements facing community and town councils and this will continue into our 2021/22 work programme.

Our representational role means that ***we have direct interface not only with the Minister for Local Government and Housing but other Ministers*** where our sector's remit extends. During 2020-21 we made several representations to the ***Minister for Housing and Local Government*** on a range of matters but importantly on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2020-21 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2021-22.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 87% of all councils in membership of One Voice Wales, or 639 out of the 735 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2021-22.
- Joint project with Keep Wales Tidy on Local Places for nature programme with over 200 community and town councils receiving £1,000 capital grant awards.

As current members are aware, we provide the following services, and we are aware from feedback from our ***Members Survey 2020*** by our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E- Newsletter***'
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2020-21 with the development of webinar-based training. Under the auspices of the ***National Training Advisory Group***, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. During 2020-21 we provided over 1,400 units of training to the sector.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2020-21 – ***at year end we had 639 local councils in membership or 87% of all community and town councils.***

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

In order for your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please complete the Membership Form which will come to you in the post in the next few working days and return to Tracy Gilmartin-Ward at our office in Ammanford.

If you have any further queries relating to membership, please contact the office on 01269 595400 or email: admin@onevoicewales.org.uk

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2021-22.

Yours sincerely,



Lyn Cadwallader
Chief Executive



Schedule of Frequently Asked Questions

- a) How many member councils are in our membership?
(The current membership of OVW is 638 which represent 87% of all Councils in Wales)
- b) On average what do you think the provision of one piece of legal advice would cost the Council if it were to use its own solicitor?
(This will vary depending on the complexity of the issue – it can range from £350 to £700. This needs to be considered when deciding to join OVW).
- c) Did you know that we have a library of legal topic notes and a wealth of intelligence which is vital to Councils?
(As well as a wide range of information available to Councils we also have access to legal topic notes and legal briefings which are available to Councils in relation to specific requests for advice)
- d) You only know what you know, but what are the consequences of not knowing what you should know?
(It is vital that Councils are well informed in order to avoid major pitfalls relating to actions taken without the benefit of appropriate advice).
- e) Did you know that our training and conference fees are cheaper for member councils?
(Member Councils are able to book our training courses at a much reduced price and can benefit considerably from bespoke courses which can be arranged at a much lower price).
- f) Our consultancy fees for HR, Governance, Health and Safety and Community Planning are significantly lower than you will be offered from other providers. Were you aware of this?
(As well as being a lower cost service, we offer the added advantage of having an in depth knowledge of the work of local councils and our work is appropriately tailored to your needs).
- g) How many subject areas do OVW training sessions cover? i.e. not just Code of Conduct so many others
(We offer 23 training modules and are expanding the range of courses as required to meet the needs of our members).
- h) How long does it take on average to provide you with the advice you require?
(The majority of requests for advice are dealt with within 3 working days and in many cases on the same day).

i) Did you know that OVW has a service level agreement with NALC and that we pay an annual fee to enable member councils to gain access to all of their resources including legal advice?

(One Voice Wales pays an annual subscription to NALC that enables us to have access to the legal advice service and legal topic notes/briefings which are essential to provide member councils with a high quality service which is fully appreciated by member councils).

j) Did you know that OVW is in a position to influence the Welsh Government and other public bodies to assist member councils?

(The Chair and Chief Executive are regularly in contact with the Welsh Government and other public bodies giving them a major opportunity to reflect the views of the sector on a wide range of policy areas. They also meet the Local Government Minister on a number of occasions during the year. They have been highly successful in enabling the sector to be prominent in the development and implementation of public policy in Wales).

k) Did you know that Member Councils receive circulation of all relevant documents from other bodies that use OVW as a source for circulation?

(One Voice Wales is widely regarded as the place to go by a wide range of organisations in Wales who wish to gain contact with Councils in Wales. Being a member ensures that you are kept fully informed of all developments and consultations that will be of importance. We send an e-mail bulletin to Councils on a monthly basis containing relevant information for consideration).

l) We organise three Conferences each year with preferential rates for member councils – this provides the opportunity for Councils to meet up with a range of suppliers to the sector)

One Voice Wales
24c College Street
Ammanford
SA18 3AF
01269 595400
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NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

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Financial Regulations

These Financial Regulations were revised & adopted by the Council
at its Meeting held on 23rd March 2021

Signed by:

Cllr K Jones JP
Town Mayor / Chairman

Nantyglo & Blaina Town Council Financial Regulations Wales

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1. General

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct.
- 1.8 The Responsible Finance Officer (RFO) holds a statutory office (*s.151 Local Government Act 1972*) to be appointed by the Council. [The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.]
- 1.9 The RFO:
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines of behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness on use of its resources; and
 - produces financial management information as required by the Council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11 The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include;
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding;
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.14 In addition the Council must;
- determine and keep under regular review the bank mandate for all Council bank accounts;

- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. Accounting and Audit (Internal and External)

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a Finance Committee member [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its systems of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7 Internal or external auditors may not under any circumstances;
- perform any operational duties for the Council;
 - Initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of the elector's rights in relation to the accounts including the opportunity to inspect the accounts, book, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2014, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual Estimates (Budget) and Forward Planning

- 3.1 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserve and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Planning Committee; relevant Task & Finish Group and the Council.
- 3.2 The Council shall consider annual budget proposals in relation to the Council's medium term forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4 The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control and Authority to Spend

- 4.1 Expenditure and revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5000;
 - a duly delegated committee of the Council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.
- Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget heading or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in January (or when the relevant information in respect of the national agreement is received from OVW or NALC) for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date

against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.

- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1 The Council’s banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the meeting and, together with the relevant invoices, present the schedule to Council [or finance committee]. The Council/ committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. This excludes payments in respect of Members Allowances (which MUST be publically reported as legislated).
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, good or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council [or Finance Committee] meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no disputer other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) providing that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or

- c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].

5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund, stationary/essential office supplies (not exceeding £500) and regular maintenance contracts, utilities and the like for which Council [,or a duly requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee]. Stationary and Office Supplies are via the Town Council's preferred supplier (Viking Direct) or other as appropriate, due to cost, reliability, invoice and time factors.

5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and / or made.

5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

5.10 The Council will aim to rotate the duties of members (with appropriate training) in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Council (or relevant committee).

6. Instructions for the Making of Payments

6.1 The Council will make safe and efficient arrangements for the making of its payments.

6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3 All payments shall be affected by cheque/online payment or other instruction (including online payments) to the Council's bankers, or otherwise, in accordance with a resolution of Council [or Finance & General Purposes Committee].

- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of the Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory for the payment in question. The Clerk/RFO is an authorised counter signatory for emergency situations only.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatories obtained away from such meetings shall be reported to the Council [or Finance Committee] at the next convenient meeting.
- 6.7 As resolved by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8 As resolved by the Council, payment for certain items (principal salaries) may be made by a banker's standing order or online payment provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9 As resolved by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10 As resolved by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the chairman of the Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed

envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or duly delegated committee.
- 6.13 Regular back – up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that the anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk /RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 The process for authorising payments from the Nantyglo & Blaina Town Council Business (Current) Lloyds Bank Account to creditors with reciprocal internet banking arrangements. The relevant electronic bank details of the recipient organisation must be known in order for the transaction to be processed. The maximum permissible payment level is understood to be £250,000 but individual transactions are usually for less than £1,500.
- 6.19 Each transfer requires the physical presence (in the Town Council Office) of at least 2 named individuals, one of whom must be the Town Clerk/RFO, in the presence of one of three authorised members. These designated members are all approved cheque signatories. The Town Clerk must be present for all transactions. Please note that at the current time (March 2021), coronavirus legislation may impact upon this.

6.20 The Town Clerk/ RFO is responsible for the safekeeping of a security card which authorises the initiation of payments by use of a PIN. The PIN card entry machine is kept securely in the admin office at the Blaina Institute building. Each of the authorised members is responsible for the safekeeping of a security card which authorises the approval of payments by use of a PIN.

6.21 The authorising member witnesses the Town Clerk/RFO logging into the system and entering all relevant details to initiate the payment. The 'date of last log' is clearly displayed on the screen and this can be confirmed by the witness to a file record. This arrangement ensures that the previously recorded payment transaction was legitimate, properly authorised and there has been no other transactions since that date (i.e. nothing in-between).

6.22 Once the authorised member has witnessed and confirmed and confirmed their satisfaction with the details of the payment transaction, the Town Clerk/RFO logs out of the system and the screen indicates that there is an outstanding payment awaiting authorisation.

6.23 The authorised member present then logs into the system, using the card reader assigned to them by Lloyds Bank and with their own security card and PIN. The payment transaction details previously entered by the Town Clerk/RFO are then approved (or otherwise) by the member effectively acting as an approved cheque signatory. The process requests final confirmation of approval for the payment, after which the authorised member logs out of the system (the time and date are recorded for future reference).

6.24 A record of the transaction and other printed documents are filed and retained in the Town Council office.

6.25 All expenditure payments must still be approved by the Finance and General Purposes Committee and subsequently ratified at Full Council in accordance with Standing Orders and Financial Regulation.

6.26 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed. *(Not currently used)*.

6.27 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [Finance Committee]. Transactions and purchases made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee]. *(Not currently used)*.

6.28 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month - end. *(Not currently used)*.

6.29 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk /or RFO (for example for postage or minor stationary items) shall be refunded on a regular basis, at least quarterly.

6.30 The Town Council does not currently operate a petty cash system.

7. Payment of Salaries

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council & Personnel Committee.
- 7.4 Each and every payment of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under the Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.7 Before employing interim staff the Council must consider a full business case.

8. Loans and Investments

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such a Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council Policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practises and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying – in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].
- 9.11 The Council may investigate the possibility of accessing and applying for financial grants as appropriate for projects considered necessary by the Town Council for the benefit of the residents of Nantyglo and Blaina.

10. Orders for Work, Goods and Services.

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained where used.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations three or more quotations or estimates from appropriate suppliers, subject to any *de minimus* provisions in Regulations 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.

- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1 Procedures as to contracts are laid as follows;

- a) Every contract shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or good or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and/ or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 ("the Regulations") as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Where a contract is estimated to exceed £25,000, an invitation to tender should state: Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.

- g. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and otherwise, Regulation 10.3 above shall apply.
 - h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- 11.2 The proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
 - b. Members and Senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
12. Payments under contracts for building or other construction works
- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalment the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

13. Stores and Equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stock and stores at least annually.

14. Assets, Properties and Estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the locations, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit (Wales) Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg, 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continuous existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1 Following the annual risk assessment (per Financial Regulations 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].
- 15.2 [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security of fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. Charities

- 16.1 Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examinations as may be required by Charity Law or any Governing Document.

17. Risk Management

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk /RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk/ RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or

proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *

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

Mrs T Hughes - Town Clerk/RFO

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Risk Management Policy

2021 / 2022

This Policy was revised and adopted by the Council at its Meeting held on 23rd March 2021

Signed by:

Councillor K Jones JP
Town Mayor /Chairman of the Council

Risk Management Policy 2021 / 22

Introduction:

Nantyglo & Blaina Town Council is committed to the effective management of risk at every level within the Council.

The purpose of this Risk Management Policy is to state the various risk types, the approach to each risk and management of them and assess annually.

Report:

1. Risk Identification:

This involves identifying the specific risks that face Nantyglo & Blaina Town Council. These include physical risks, environmental risks, risks relating to technology and damage to the Town Council's reputation.

2. Risk Assessment:

This is examining the potential for any risk of actually happening and categorising that as high, medium or low based upon best practice and available advice.

3. Risk Management:

This is managing the identified risk to:

- a) Minimise the impact
- b) Having contingency plans in place
- c) Taking steps to protect vulnerable items/assets
- d) Ensuring adequate insurance to cover the Asset Register which should be updated to include new purchases) and public and employee liability.

4. Contingency Planning:

Contingency planning is the pre-planning steps that need to be taken if a risk occurs. It is a plan for unforeseen events, including back-up procedures and emergency response.

These areas will be covered in detail as follows:

1. Risk Identification:

Usually seen as fire; financial liability; security; health and safety have been considered as the risks to be identified, assess and then managed. Other risks have been identified that impinge upon Nantyglo & Blaina Town Council include: pandemic risks; political risks; economic risks; social risks; technological risks; legislative/regulatory risks; environmental risk; customer/citizen risk; professional/managerial risk; partnership/contractual risk and the possibility of additional work and expenditure incurred by the Town Council as a result of services devolved from Blaenau Gwent County Borough Council.

All of these factors have a greater or lesser relevance to Nantyglo & Blaina Town Council, but all are real factors that have to be regarded. They will be analysed in turn as they relate to the Nantyglo & Blaina Town Council.

Physical Risks:

Fire:

The threat of fire is always present be it accidental or deliberate. A substantial proportion of the Town Council's Asset List is held at the Blaina Institute where the Council Offices relocated to in July 2017 and destruction by fire is a real risk but too is the loss of accommodation if there is extensive damage to the building. NBTC also owns Salem Chapel located in Blaina town centre. This also presents a fire risk due to it being unmanned (but secured) for periods of time. The risk does not just relate to the loss of fixtures, fittings and furnishings (many of which are irreplaceable) but could result in the temporary/permanent loss of the facility if the building was extensively damaged.

Financial Matters:

This is another area of risk as Nantyglo and Blaina Town Council is a custodian of public money with which includes a precept collected by Blaenau Gwent County Borough Council via the Council Tax. The Town Council benefits from financial regulations that are rigorously imposed by the Town Clerk / RFO. Quarterly budget monitoring reports and bank reconciliations on accounts held by the Town Council are prepared and submitted for Members' inspection. Monthly expenditure is listed for Council approval at the Monthly meeting of the Town Council. Budget monitoring in the form of actual compared to estimated expenditure and explanations of all variances greater 10%. Additionally, reports informing Members of the Council's reserve accounts are submitted to Council for consideration three times per year.

Security:

The security of the building in which the current Town Council Offices is located is the responsibility of Blaenau Gwent CBC and Blaina Community Institute Ltd (who took over the running of Blaina Institute in 2017). The building is alarmed when the building is closed. Although unlike the ICC Building (in which the Town Council Offices were previously located) there are no lockable gates to the property and it is unclear if the building benefits from CCTV. The adequacy of the alarm system of Blaina Institute has been questioned by some users of the building although there appears to have been many inspections made on the system. The Town Council Offices benefit from a lockable code system to the doors together with robust locks.

Security of Salem Chapel will always pose a security risk due to the fact it is located within the main street and unmanned for considerable periods of time. The Chapel does benefit from a security alarm and its central location within Blaina High Street ensures that the chapel is not isolated. The Chapel is inspected on a weekly basis by the Town Clerk and Assistant Officer.

Health & Safety:

This covers both the everyday tripping and falling hazards and other more complex issues. Access to the current Town Council offices in winter could be compromised by icy surfaces or surface water during wet weather. The health issues associated with computer use (eyesight and back problems) is well documented. There is also a risk posed to the Town Council by staff illness. The current location of the Town Council offices can also poses a personal risk to staff security due to regular periods when there are no other users in the building.

Salem Chapel as a Grade II listed building also poses health & safety risks such as the entrance flooring and aisles might poses a hazard when wet. The stairs and raised stage area also pose an obvious hazard. The upstairs balcony poses a particular risk due to its low height. Although the Chapel is currently not in use due to dry rot, parts of the ground floor have been removed and as such are uneven and unsafe for use. This poses a risk for any staff conducting weekly inspections of the property. The presence of dry rot within Salem Chapel may also pose additional health and safety risks. Staff, Members and/or volunteers may also face additional risks whilst at Salem Chapel due to any lone working although information & guidance on lone working practices are issued to the Town Council and regular communication with staff & volunteers is maintained. The risks associated with lone working have reduced since the appointment of an additional member of staff. The Town Council is currently producing a tailored lone working policy for consideration.

Serious Public Health Risk / Pandemic (including Covid 19):

The Covid 19 pandemic first affected the UK in March 2020 and has continued to affect every part of life in the UK since then.

The Town Council, like every other sector has been affected and the Council, staff and Members have all needed to adapt its working practices to ensure that all relevant legislation is complied with and that the health and safety of its staff, members and users are safeguarded. The nature of the pandemic has meant that it has affected the Town Council and its way of functioning effectively and its planned service provision within the community for a prolonged period of time. In January 2021, the UK Covid alert level was set at level 5 (maximum) but since February 2021 this has been reduced to level 4 [<https://www.gov.uk/government/news/covid-19-alert-level>]

Terrorism:

Many countries worldwide (including the UK) constantly monitor and subsequently asses their risk as a result of terrorism. Currently (February 2021) the threat to the UK from international threats is substantial as is the threat to Great Britain from Northern Ireland related terrorism [<https://www.mi5.gov.uk/threatlevels>].

A terrorism related risk could affect the community in a broad range from the catastrophic (i.e. loss of life and the destruction of infrastructure) to the inconvenient and disturbing (i.e. the discovery of terrorism propaganda within the community).

Political Risks:

Nantyglo & Blaina Town Council is a local council with members elected periodically by the electors of Nantyglo & Blaina. Many of the decisions taken by the Council are *political* in that they are debated in council – which is a public arena – and having taken a decision ensuring that action will follow. The usual motivating factors are a desire to help groups and organisations and to present the image of Nantyglo & Blaina Town Council in the best possible light. As a group, the members also work to improve the quality of life for all of the residents. One of the political risks is a change in the political complexion of Nantyglo & Blaina Town Council. An alternative political group/ party may have a fundamentally different agenda with consequences for the services that Nantyglo & Blaina Town Council supplies to the public *free of charge*.

Economic Risks:

Whilst the Council holds no shares, it does however have a loan (payable to the Public Works Loan Board) in respect of the purchase of Salem Chapel. The main economic risk to the Town Council is the maintenance and running costs associated with Salem Chapel, a grade II listed building. At the present time the Town Council is only too aware of the serious financial risk posed by Salem Chapel which requires a substantial amount of work owing to dry rot infestation. Its listed building status complicates and adds further financial pressures and risk to the Town Council. A structural survey (December 2015) also highlighted substantial roof repairs are required within the next few years.

The Town Council can only attempt to limit further damage by carrying out the recommended repairs (using a suitably qualified tradesperson together with a competent and indemnified project manager) following a realistic building maintenance plan for Salem Chapel. It must be emphasised that the continued ownership of Salem Chapel together with possible future devolution of services to the Town Council may pose a substantial risk. The economic risk associated with Salem Chapel has been reported to and considered by Council in detail during 2018 due to the discovery of an unpaid gas bill. Please note that issues relating to this gas bill have now been resolved

Social Risks:

These are factors in relation as to how Nantyglo & Blaina Town Council applies its policies. The demographic situation in Nantyglo & Blaina indicates that the area is officially classed as a deprived area & has an ageing population and this needs to be reflected in the services/activities that Nantyglo & Blaina Town Council offers to its residents. Whilst in the past this may have impacted upon more in the Principal Authority, again with the possible future devolution of services to Town Councils, this may be considered a risk. Council should consider what policies it has in place against what it needs and correct the balance.

Technological Risk:

The risk to the Town Council could be caused by the failure or theft of its computer system. This could be caused by power surge or spike, theft or removal of the equipment. The risk is to the Council's ability to respond to this challenge by ensuring that essential files are

protected or at least backed up. Other risks are viruses and worms that can devastate a system. The installation of a suitable anti-virus technology has helped to lessen this problem, but the need to keep this up to date is vital. It is accepted that the Council's IT equipment is now out of date and requires updating. Additionally a phishing 'blackmail' e-mail was received as a consequence of the e-mail account being hacked a number of years ago.

Legislative/Regulatory Risk:

Nantyglo & Blaina Town Council was set up under the terms of the Local Government Act 1972. In common with other areas of local government in England and Wales, Nantyglo & Blaina Town Council can only do those things that it is legally empowered to do.

Unless an action is specifically permitted it may not be done.

Acting against the law would be seen as an ultra vires action. The risk is that Members may wish to do something that they are not empowered to do and choose not to either seek or accept the Clerk's advice.

Unlawful financial decisions carry the risk of all Members being surcharged by External Audit if they act in an irresponsible manner. Under the terms of the Code of Conduct Members may also be suspended or even disbarred. Members of the Town Council are expected to act in a responsible manner at all times.

The number of legislation impinging upon local councils, their Members and officers increase each year. More and more legal tasks are being placed upon local councils who have limited resources to be able to respond. The relatively recent introduction of the General Data Protection Regulations (GDPR) 2018 also impact upon all Town / Community Councils.

Whilst Town Council staff currently work part time hours, those legislative bodies which require response and action by Town Council expect that response in the same time constraints as given by larger Councils which are staffed full time.

Environmental Risk:

The Town Council adheres to all recycling procedures within its offices and all such recycling etc is dealt with by Blaina Community Institute Ltd & Blaenau Gwent CBC. Salem Chapel currently poses a greater risk due to the current outbreak of dry rot (which is under investigation) and safe removal of waste. Some of the Christmas lights which are owned by the Council are now in less than perfect condition and require replacing and updating. The Town Council has reduced its carbon footprint and increased its energy efficiency whilst reducing running costs by replacing such lights with more energy efficient lights with the current three year plan to replace the Christmas lights with more energy efficient lights being actioned.

Customer/Citizen Risk:

The residents of Nantyglo & Blaina are Nantyglo & Blaina Town Council's customers and they are all citizens with rights – rights of access, rights of inspection of documents and rights to challenge Members at local elections, and the right to dissolve Nantyglo & Blaina Town Council. The risk of failure to provide comprehensive, up to date coverage of

Nantyglo & Blaina Town Council's actions and informing the public at large of those actions has been alleviated by the information provided on the Town Council's website. Nantyglo & Blaina Town Council has identified publicity and distribution in its budget and will continue to keep the web site updated and has increased (& will continue to) its transparency and openness with the local electorate. Regular public consultation events and ongoing public consultation surveys also contribute to effective communication with the electorate of Nantyglo & Blaina.

Professional/ Managerial Risk:

This relates to the professionalism of the Council's staff.

Legislative changes, increased activity by both Nantyglo & Blaina Town Council and its involvement via the principal authority increase possible risk. The risks include giving incorrect advice, laying the Council open to public censure, failure to carry out properly authorised resolutions, failure to keep abreast of legislative changes that have or could have, an impact on the Members or the activities of Nantyglo & Blaina Town Council. The failure to keep the accounts of the organisation in the proper fashion, which is mitigated by the strong Financial Regulations and strong regime imposed by the Town Clerk/RFO. The appointment of the Assistant Officer has helped reduce the risks previously identified in having only one member of staff.

Partnership/ Contractual Risk:

Nantyglo & Blaina Town Council procures supplies and services in order to carry out its main aim of service to the public of Nantyglo & Blaina. The main risk is that supplies required may not be delivered on time, are not for purpose or are damaged or defective. The Council's main partnership exists with the principal authority.

The decision to purchase Salem Chapel in the town centre has meant that the Council has entered into a series of contractual responsibilities dealing with the many facets of maintenance and services. It is the Clerk's responsibility to ensure that all contracts meet the requirements of Nantyglo & Blaina Town Council. The risk is that this is simply not done. A partnership previously existed between the Town Council although this lease is currently (October 2018) being terminated via a formal deed of surrender (as requested by the Charter Group due to the unviability of both the group and the Chapel.

These then consist of the main risks, so far identified for Nantyglo & Blaina Town Council.

2. Risk Assessment:

Not all risk is present or imminent. They simply have to be addressed and assessed accordingly. All of the relevant literature suggests that risks can be categorised as high, medium or low dependent upon:

- a. History – has this risk ever happened?
- b. The potential for it happening – or happening again or
- c. Has not happened – yet.

Physical Risks:

Are tangible and although precautions are taken accidents will always happen.

Fire Risk:

The risk of a fire breaking out either through accident or deliberately is an ever-present risk but policies are in place that mitigates those risks.

Level: Medium

Justification: Blaina Institute – Fire alarm system in place, smoke alarms in all rooms, smoking forbidden within the building, accidental fires are unlikely at the present time. Members are reminded that Blaenau Gwent CBC has responsibility for the building. Salem Chapel – no smoking premises with fire and smoke alarms in place.

Financial Risk:

The professional press frequently carry stories of Clerks and other staff who have spirited away sums of public money ranging from a few pounds to thousands of pounds.

Level: Low

Justification: Here at Nantyglo & Blaina Town Council a number of regulations and security checks are in place based upon the Financial Regulations of Nantyglo & Blaina Town Council. The first is that no cash payments are made. All cash income is banked intact. Secondly payment is by cheque drawn on the Council's account at the local bank against invoice. All cheques have two signatories. All cheques sent are returned by the bank with the monthly statement and are kept safely in a file with the corresponding invoices in a lockable cupboard. The actual day to day accounts work is done by the Town Clerk/RFO. The balance at bank and the bank statement are reconciled on a regular basis and reported to the Council. Council also receive a quarterly budget against actual expenditure report at the Finance and General Purposes Committee meeting. The Internal Auditor visits on a half yearly basis as a minimum and reports his findings to the Council. These are tight, robust and effective controls.

Liability:

As a public body, Nantyglo & Blaina Town Council is liable to be sued if anyone is injured by its actions – or inactions – of the staff or Members of Nantyglo & Blaina Town Council. In fact it may be argued that lack of action, which, can in extreme cases, amount to negligence – is more likely than any actions undertaken by staff or Members. The main occasions when such liability might occur is at functions organised by the Town Council such as The ARC Awards, Primary Talent Showcase, School Christmas Carol concerts, the Christmas Fun Nights and presentation evenings. The staffing of such events are carried out by staff and Members of the Council and are fully risk assessed by staff. Weekly inspection checks are undertaken by the Town Clerk at Salem Chapel and are reported to the Town Council on a monthly basis. Salem Chapel is currently closed to the public, although the physical condition of the public might pose a very real risk to the public. Members of the Town Council are covered by the Town Council's insurance for 'low level' litter picking and outdoor events subject to a risk assessment.

Level: High

Justification: Events held are covered by the Town Council's liability insurance and the Town Council's policies although the physical condition of Salem Chapel continues to pose a very real concern.

Security:

The Town Council offices relocated (July 2017) to Blaina Institute in Blaina and security of the building is the responsibility of Blaenau Gwent CBC and Blaina Community Institute Ltd and the security staff & measures deployed. However the ownership and insurance of the artefacts within the offices remain the responsibility of the Town Council. The office door has been fitted with a coded security lock which is used during periods of lone working. Locks have been fitted to both the office and chamber doors (storeroom was already lockable and secure).

Level: Medium

Justification: The level has been raised from low to medium due to uncertainty of the building benefitting from CCTV throughout and external gates which are locked at night and on bank holidays etc have proved effective security over recent years at the previous location.

Salem Chapel – As previously stated security will always be a risk particularly when the Chapel is unmanned. An effective security and fire alarm together with weekly inspections helps lower the risk as does the fact that the Chapel is located in a prominent position within the High Street.

Level: High

Justification: An un-manned building leaves it vulnerable to acts of vandalism and attempted break-ins which has happened in the past.

Health and Safety:

Health and Safety legislations places a responsibility upon Nantyglo & Blaina Town Council as employers to ensure a good working environment for their staff. The employees have a duty of care both to themselves and their colleagues, which means not putting themselves at risk of harm. Health and Safety considerations also apply when members of the public visit the building. The recruitment of an additional member has helped to mitigate the risks of lone working and the level of strain currently experienced by the Town Clerk / RFO as the sole member of staff.

Level: Medium

Justification: Health and Safety Legislation is mandatory and directly applicable to Nantyglo & Blaina Town Council. The ramifications of the legislation are wide ranging.

Serious Public Health Risk/Pandemic (including Covid 19):

The emergence of the worldwide Covid 19 pandemic is arguably the most serious health threat to the UK in many decades. The legislation in respect of Covid 19 places responsibilities upon both individuals and employers (amongst others) to help maintain both personal, local and national safety. The Town Council, staff and Members have all adhered

to the wide range and frequently changing legislation, advice and best practise relating to Covid 19 whilst still maintaining service provision of the Town Council as far as possible. Such requirements are constantly monitored and are acted upon, usually at virtually no notice. There have been many effects of the pandemic upon the Council in terms of the way it is currently operating (remote working, remote meetings, no council/community events etc) to other challenges being identified such as banking and IT issues.

Level: High

Justification: The ongoing worldwide Covid 19 pandemic is still currently at level 4 with substantial restrictions and social distancing in place. It is currently unknown when restrictions will lift sufficiently for normal practices to resume. The apparent unpredictable and sudden changes (as seen in December 2020) in the pandemic further adds to the risk level. The Town Council will continue to adhere to all legislation and advice whilst continuing with maintaining service provisions as far as restrictions allow.

Salem Chapel – Although Salem Chapel is currently closed (due to dry rot), a weekly inspection of Salem Chapel is undertaken by the Town Clerk which is then reported to the Town Council on a monthly basis. The fabric of the building due to dry rot poses a risk for any member of staff, member of the council or trade person needing to access the building.

Level: High

Justification: The Town Council actively enforces and reports upon all health and safety aspects of Salem Chapel although it must be acknowledged that the ownership of such a facility will always incur a certain level of risk which has increased due to the physical condition caused by dry rot. This risk was further evidenced by a part of the kitchen floor breaking when walked upon by a Member of the Council in October 2018.

Terrorism – Currently (February 2021) the threat to the UK from international threats and the threat to Great Britain from Northern Ireland related terrorism is both substantial [<https://www.mi5.gov.uk/threat-levels>]. A terrorism related risk could affect the community in a broad range from the catastrophic (i.e. loss of life and the destruction of buildings and infrastructure) to the inconvenient and disturbing (i.e. the discovery of terrorism propaganda within the community).

Level: Low to Medium

Justification: Currently Nantyglo & Blaina (as Blaenau Gwent) is sufficiently removed from major cities and other areas (e.g. large sporting arenas, concert halls or airports etc.) which may be more likely to be targeted. Additionally Nantyglo & Blaina has a higher than the UK average, percentage of residents who were born (and lived most of their lives) within the area which also lessens the risk (although it cannot be excluded totally). Such risks can and would alter depending upon inflammatory issues. Any risk from terrorism within the locality is likely to be classed as a lower risk such as a result of propaganda.

Political Risks:

Nantyglo & Blaina Town Council is a publicly elected body and as such the public are entitled to change their representatives.

Level: Low to High

Justification: The closer one gets to an election the higher the political risk. A change of

political complexion can have substantial ramifications such as reducing the precept and stopping ongoing projects or substantially increasing the precept to fund ambitious projects. The possibility of the proposed mergers for Borough Councils as suggested in the Draft Local Government (Wales) Bill and the future potential changes relating to the scope of the work of Town Council and their possible future mergers leaves Council with unknown political consequences, an uncertain future. The probability of boundary changes proposed for Blaenau Gwent (as previously reported to Council) and the proposed alteration of the Nantyglo / Brynmawr boundary is one example of this.

Economic Risks:

The main economic risk to the Town Council is its ownership of Salem Chapel. The Chapel was purchased in 2000 with a loan from the Public Works Load Board, which it is still repaying at the agreed rate. Since its purchase the Chapel was extensively renovated with funding from a variety of sources including the Town Council itself, however, the Chapel has been plagued by maintenance issues ever since. The discovery of extensive dry rot within the main hall has made it necessary to close the Chapel to the public. Investigations by a structural surveyor and architect has confirmed that the dry rot is partly due to the blockage of air vents during extensive renovations in 2010/11 and that listed buildings consent is required to remedy the situation. Further repairs to the roof are also required within the next few years.

Ongoing cuts to the principal authority budget may also mean that the devolvement of services to the Town Council may increase with associated costs to the Town Council budget.

Level: High

If the dry rot is left untreated, current legislation means that the principal authority can serve notice on the Town Council making it a legal requirement to carry out the work (although in practise this is unlikely to happen). The current condition and limited useable space within the Chapel means it has limited income opportunities although removal of the pews within the main hall of the Chapel (with relevant listed buildings consent) would increase the viability of the Chapel. This and the remedial works (including architect and listed buildings consent fees) required in addition to usual maintenance and repairs due to possible vandalism means that the chapel poses a considerable financial risk to the Town Council. Another option available to the Council is to sell the building.

Social Risks:

Although still categorised as a deprived area and with an increasingly ageing population the main impact for services will fall on the Principal Authority. However, the possible devolution of services may impact on the Town Council budget.

It is important to remember that “social media” is a growing influence on daily life. The perception and reputation of the Council can be damaged in a millisecond by an ill-judged or worded “post” or by entering into any argument on the Web. It must be remembered that although sometimes anonymous, each Councillor and the Council have a duty to uphold the

Code of Conduct at all times. The adoption by Council of "Social Media: A guide for Councillors" has been taken to assist Members to mitigate the potential risk posed by the use of the various forms of social media.

Level: High

Justification: As above most of the risk will be to Blaenau Gwent County Borough Council as the Principal Authority, but possible devolution of services has to be taken into account. Regular reminders and / or training for Members regarding appropriate use of social media also helps to reduce any possible social risk of this nature.

Technological Risk:

The risk to this equipment is either from external factors such as fire or power surges or from theft either of the microchips or the whole system.

The term "technological" may also take into account possible risk from social media. The Town Council's purchased two laptop computers in December 2018 and these have proved vital in the Town Council's staff being able to work remotely during the Covid 19 pandemic although the office currently only has one functioning (and aging) computer.

Level: High

Justification: The Town Council has requested assistance from the principal authority regarding IT for a number of years. Discussions with the IT service have now started to take place and a report containing their recommendations was expected although communication with the IT service has proved very difficult. Anti-virus software has been installed. Members are aware of the inherent dangers of the internet. Recent phishing 'blackmail' e-mails received by the Town Council only adds to highlight the necessity for the Town Council in having secure and updated IT equipment and systems. The ongoing Covid 19 pandemic has also meant that staff need to be able to work from home for long periods of time which the purchase of the two laptop computers have proved invaluable. Efficient office working would now require the aging office computer to be replaced and an additional office computer is required for the Assistant Officer. Additionally, the two laptop computers now require servicing and 're-syncing' to ensure their fitness for purpose.

Legislative/ Regulatory Risk:

Legislation affecting local government seems to be increasing, particularly when local councils are being drawn into the net being cast for the big players e.g. the Principal Authorities. Blaenau Gwent County Borough Council has a staff running into hundreds. Nantyglo & Blaina Town Council has a staff of two part-timers yet the legislative/ regulatory demands are the same.

The Clerk is responsible for keeping up to date on all legislative changes. These can come from the Welsh Assembly Government, the UK Government and even the European Commission and the Parliament in Brussels. Together with information received from OWW and the SLCC, this can be a very time consuming process and due regard has to be given to the importance of this part of the governance of Council.

The Town Council has implemented a General Data Protection Regulation (2018) policy which is adhered to.

Level: High

Justification: Nantyglo & Blaina Town Council is a body set up by statute, governed by statute and statutory instruments. The law has to be complied with at all times. The Clerk as the Council's "first aid" legal officer is obliged to inform and warn council of impending or actual legal change.

Environmental Risk:

As a public body Nantyglo & Blaina Town Council is in a highly visible position whereby all of its actions are scrutinised. As such it needs to be exemplary in its environmental concerns and Members of the Town Council are pro-active in helping to maintain the local community via litter picks, weed clearing and re-cycling.

Level: Low

Justification: To maintain policies which comply with current and new regulations. The Town Council has provided a number of flower planters throughout both Nantyglo and Blaina together with a 'Butterfly Garden' located in each area.

Customer/ Citizen Risk:

The risk to Nantyglo & Blaina Town Council relates to the provisions in the Local Government Act 1972 which allow a majority of at least 30% of the local electorate or 300 electors taking part in a referendum to abolish the Town Council which is why the Town Council needs to be seen as pro-active and not just an additional cost to the council-tax payer.

Level: High

Justification: It is fact that there will always be some of the electorate who do not support the Town Council. With community asset transfer and the emergence of pro-active community groups it is possible that such an attempt to hold a referendum may arise at any time.

Professional / Managerial Risk:

The Town Clerk acts as a manager, administrator and is also the legal officer of first recourse for the Town Council. The Town Clerk is also the appointed Responsible Finance Officer and signs off the accounts and manages the financial element. The Town Clerk prepares and circulates agendas for meetings together with supporting documentation. The Town Clerk attends the meetings of the Council (and other meetings) and records the decision as part of the Minutes. Additional training for staff and Members is available and all Members and staff are made aware of current courses available.

In 2014, the then Town Clerk suffered a serious illness which led to him being on sick leave for a number of months. The Town Council was fortunate in that the Assistant Town Clerk was able (and as previously resolved at previous Town Council Meetings) to act as Town Clerk and provide the Town Council with continuity due to her experience and knowledge. However, this was a period whereby the Town Council suffered from a staff shortage and

work was prioritised accordingly. The present Town Clerk / RFO has over 25 years' experience within Local Government and has attained Advanced Qualified Clerk status as a result of attaining the University of Gloucester's Local Policy qualification in addition to other professional qualifications such as Association of Accounting Technicians and the Institute of Leadership and Management. The Town Clerk / RFO have continued with her ongoing professional development such as completing OVV's Advanced Finance training in March 2016.

The Town Council has had serious issues with the resolution of staffing issues, although this has now resolved. The Town Council has been in a position whereby it needed to fulfil its planned programme of events and other statutory duties with a reduction in the number of staff. Council have learned from previous situations by trying to provide support to the remaining staff but whilst being mindful of the distinction between their remit as Councillors and staff's remit as Officers of the Council – crossing this line could have serious ramifications for the Council. The necessity of utilising Salem Chapel (if a decision was taken to renovate the building to a usable condition) to its fullest potential requires a large proportion of time and past experience has shown that this is not something that can be successfully achieved with current staff levels. It is vital to continue to monitor and have a suitable action plan in place in case of such an occurrence in the future so as to avoid a situation whereby there is a need to undertake restricted duties due to a lack of staff, skills/knowledge and how to mitigate the impact on both the Town Council's activities and its' remaining staff's (and Members) wellbeing.

Level: Medium to High

Justification: Although the current Town Clerk/RFO and Assistant Officer are both sufficiently qualified and experienced any absence or replacement of either member of staff impacts upon the fundamental basic knowledge of the Council's policies and good practice and would reduce the level of the Council's staff. Ongoing professional development is also vital (for staff and Members) to continue to administer and direct the Town Council in line with ever changing and challenging legislation, requirements and situations as is membership of appropriate bodies such as One Voice Wales. The ownership of Salem Chapel would also require adequate staffing resources for it to be utilised as appropriate.

Partnership/ Contractual:

The Town Council has a number of partnership agreements and contractual which relate to the supply of materials and services. No payment is made in cash; payment is only made against invoices which are checked twice by the Town Clerk/RFO. The invoices are presented to Council on a monthly basis for inspection/query. The Internal Auditor scrutinises these on a random basis during his visits.

Level: Medium

Justification: Such arrangements may increase pending any decisions on the future devolution of services.

3. Risk Management

The Advice Note of the SLCC (AG8/2003) states:

There are three main ways of managing risk:

- Take out insurance
- Work with another party to reduce risk or
- Manage the risk yourself to Council's satisfaction.

Governance and Accountability in Local Councils in England and Wales (NALC & SLCC, ND 2002) Indicates areas where insurance can help manage risk:

- The protection of physical assets owned by Nantyglo & Blaina Town Council – furniture, equipment, Salem Chapel etc (as detailed in the Asset Register).
- The risk of damage to third party property, or individuals as a consequence of the Council providing services or amenities to the public (public liability).
- Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
- Loss of cash through theft or dishonesty (fidelity guarantee).
- Legal liability as a consequence of asset ownership (public liability).(Ibid.p.30)

The insurance cover is reviewed annually to ensure that it is adequate for the Council's needs.

Certain areas of risk are not manageable only by insurance. As an example Professional/ Managerial Risk. This being managed through staff development, staff appraisals and training.

Security at Salem Chapel is managed by a fire detection & alarm system both of which are professionally inspected annually in addition to weekly inspection visits by staff and appropriate policies in place.

Reputation:

Reputation is another uninsurable risk, it is nevertheless an asset that the Council squanders at its peril (*Larkin vii 2003*). Reputation is built on trust and belief – it cannot be bought. There are, however, a number of principles that underpin reputation risk management, they are:

- Acknowledge that reputation is a valuable asset and needs to be actively managed at Council level.
- Develop finely tuned radar and become a listening Council.
- Ensure as practically as possible, that each ward within the area receives the same consideration and services.
- Design clear and robust management systems that integrate with routine risk management processes.
- Adhere to the Code of Conduct and assure your licence to operate.

- Treat your stakeholders intelligently.
- Work as if everything you say and do is in the public domain.
- A requirement that the Council be pro-active, publicise itself and work positively and accurately.
- The Council to work together for the benefit of the community which it serves.

Reputation is a value judgement of the attributes of an organisation and is usually built up over time. Paradoxically it can be destroyed very rapidly. Some of the factors that put reputation at risk are:

- Security failure.
- Service shortfall (particularly in the Nantyglo Ward although services/events have increased here more recently).
- Competitor targeting.
- Bad behaviour.
- Unfair employment practice.
- Damage to health, safety or the environment.
- Inconsistency in policies and practice.
- Poor governance /ethics.
- Regulatory intervention.
- Adverse stakeholder perception.

At the end of the day, Members are ultimately responsible for risk management because risks threaten a Council's ability to achieve its objectives. It is the Clerk's responsibility to ensure that Members should:

- Identify the key risks facing the Council.
- Evaluate the potential to the Council of one of these risks taking place, and
- Agree measures to avoid reduce or control the risk and its consequences.

It is important to remember that "social media" is a growing influence on daily life. The perception and reputation of the Council can be damaged in a millisecond by an ill-judged or worded "post" or by entering into any argument on the Web. It must be remembered that although sometimes anonymous each Councillor and the Council have a duty to uphold the Code of Conduct at all times. All Members are issued with a copy of the Welsh Government's Social Media: A Guide for Councillors together with a copy of the Seven Principles of Public Life.

In conclusion it must be recognised that this document is a working paper and, in accordance with good practice, will be revised and updated on an annual basis.

Management of risk is something that affects us all and which we can affect too.

4. Summary of Contingency Plans:

Contingency planning is the pre-planning steps to be taken if a risk occurs. It ensures that there is a plan for unforeseen events including

Fire & Security of Office:

All current documentation and that required to be retained by legislation is stored in metal cabinets and all electronic documents are backed up.

All staff and Members are aware of the fire procedures & emergency exits, which are reiterated during Council meetings.

The office, storeroom and Council Chamber doors are security coded and the office and storeroom are also lockable. All are fitted with fire doors.

A legal user agreement with Blaenau Gwent CBC is in place which ensures that that BGCBC would need to provide the Town Council with suitable accommodation in the event of emergency.

Adequate insurance in such an event is taken out and reviewed regularly.

Financial / Partnership / Contractual & Economic:

Adequate insurance is in place which indemnifies the Council in event of many financial risks. The robust and rigorous procedures in place together with an effective system of internal audit should ensure that any such risk is minimal.

Liability:

Any such liability incurred by the Town Council would hopefully be addressed via the precautions detailed above to ensure preventative action is taken. Adequate insurance is in place which should help protect the Town Council in the case of such events. Such insurance cover is reviewed regularly to ensure adequate cover is in place.

Political/ Social & Citizen Risk:

Political risks are notoriously difficult to plan and deal with for any government body. Whilst preventative measures are in place and all members are regularly updated, the Council needs to be visibly pro-active in the community at all times, acting in the best interests and representing the community and the people via continual consultation in a variety of ways and methods (effective PR needs to be constantly and consistently practised). The Town Council promotes and publicises its activities and is transparent and open in all its activities and decisions. Evidence of this is retained by the Council and utilised if required. The Town Council would need to issue swift, efficient, far reaching and above all honest communication / press release in such circumstances. Trusted contacts in many organisations (e.g. local AM, MP, BGCBC, local groups and organisations and other public bodies) would help in such circumstances. The anticipated creation and adoption of a realistic, beneficial and practical Council Action Plan would also contribute to a contingency plan.

Technological Risks:

Since the Council has purchased additional laptops, the associated risk has lessened although additional equipment is required (new office computers). In the event of any unforeseen risks, there is maintenance & support available from both the contractor who supplied the IT equipment (Smartsignz) and to a lesser extent, SRS (BGCBC's IT partner).

Legislative / Regulatory Risk:

Whilst both the staff and members of the Council actively keep informed and up to date of changes together with careful monitoring and reporting of necessary information at regular Council meetings, there will always be an associated risk. The Council has up to date membership of both One Voice Wales (OVW) and the Society of Local Council Clerks (SLCC) which entitles the Council to much help and advice that might well be required in the event of such risk occurring. Additionally, the Council has many contacts with specific skills within both the public and private sector that can be contacted for specialised advice and help.

Professional / Managerial Risk:

Whilst many of the risks previously associated with this have now been mitigated by the appointment of a well-qualified Assistant Officer, there will always be an ongoing risk with qualified and experienced staff leaving. In order to minimise such a risk, it is advisable that the Personnel Committee prepares a report recommending that if the position of Assistant Officer (or equivalent) becomes vacant, then this position be advertised as soon as practical. It is also advisable that this be reviewed on an annual basis.

Emergencies / Terrorism:

Whilst it is very unlikely that the above would affect our area, emergencies can and do happen. The Civil Contingencies Team at Blaenau Gwent aim to reduce the chances of emergencies happening, and if they do, lessen the impact on our communities through planning; training and exercising; liaison and response.

Please click on the following link for more information:

<https://www.blaenau-gwent.gov.uk/en/resident/emergencies-crime-prevention/planning-for-and-responding-to-emergencies/>

Health and Safety:

This is a wide area which is covered by a wide range of legislation. Risk assessments are carried out on a regular basis. Other risks are avoided and minimised where possible by both officers and members by adhering to the appropriate advice, legislation, guidance and risk assessments. The council also has adequate insurance which would provide adequate indemnity in the event of many such circumstances.

Serious Public Health Risk/ Pandemic/ Covid 19:

At the present time (March 2021), the pandemic is still ongoing and is classed at being level 4 with many restrictions and social distancing still in place. Many events are unable to go ahead at the current time and meetings of the council can only be held by remote means.

The Council has a successful method of holding meetings via remote means which enables all members and members of the press and public to attend without any cost to the individual or the need for any equipment other than a telephone or computer. Council staff have continued to work remotely for much of the time and have continued to keep the Council's services functioning although there have been some challenges due to IT systems. The Council has now implemented online banking which has enabled some payments to be made where cheque payments are no longer accepted.

Salem Chapel:

At the present time there are many risks associated with the ownership of Salem Chapel such as health and safety, financial, political, liability etc. Due to the present situation the Council is carefully identifying and considering each possible risk, then assessing and putting procedures in place to manage those risks. At the current time (March 2021) a public consultation is in force. In the event of many of the risks identified, adequate insurance is in place and this is continually monitored to ensure the insurance is fit for purpose. Advice and current information is also provided and requested from the insurance company to ensure it is current. Members of the Council are regularly updated on all issues in respect of Salem Chapel and recommendations are actioned.

Tracy Hughes
Town Clerk /RFO
Revised: March 2021