

Tracy

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 04 October 2021 11:19
To: Wendi Patience
Cc: Wendi Patience
Subject: OCTOBER 2021 - Remote training sessions that are taking place in October
Attachments: New Free training places Form 2020 Cym.docx; New free training places form 2020.docx; Bursary letter up to Feb 2021-22 - £100.docx; Bursary letter up to Feb 2021-22 £100 Cym.docx

Dear Colleagues,

Please find below details of Remote training sessions that are taking place in October, please bring this to the attention of your council.

The cost of the training is £30 for members or £50 per person for non members. You will be invoiced after the training has taken place.

There is a bursary available to eligible councils.

Session times are listed against the module date.

04/10/2021	Monday	The Council as an Employer - Module 3	2.00-3.30
05/10/2021	Tuesday	The Council Meeting - Module 5	6.30-8.00
05/10/2021	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00
05/10/2021	Tuesday	Understanding the Law - Module 4	2.00-3.30
06/10/2021	Wednesday	The Council - Module 1	6.30-8.00
06/10/2021	Wednesday	The Councillor - Module 2	6.30-8.00
06/10/2021	Wednesday	Chairing Skills - Module 10	2.00-3.30
06/10/2021	Wednesday	Local Government Finance - Module 6	6.30-8.00
07/10/2021	Thursday	Information Management - Module 15	6.30-8.00
07/10/2021	Thursday	Code of Conduct - Module 9	6.30-8.00
07/10/2021	Thursday	Equality and Diversity - Module 14	6.30-8.00
12/10/2021	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00
12/10/2021	Tuesday	Local Government Finance - Module 6	6.30-8.00
13/10/2021	Wednesday	Understanding the Law - Module 4	6.30-8.00
14/10/2021	Thursday	Code of Conduct - Module 9	6.30-8.00

19/10/2021	Tuesday	Understanding the Law - Module 4	6.30-8.00
19/10/2021	Tuesday	Effective Staff Management - Module 18	6.30-8.00
20/10/2021	Wednesday	Local Government Finance - Module 6	6.30-8.00
20/10/2021	Wednesday	Chairing Skills - Module 10	6.30-8.00
21/10/2021	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00
21/10/2021	Thursday	The Council as an Employer - Module 3	6.30-8.00
21/10/2021	Thursday	The Council Meeting - Module 5	6.30-8.00
21/10/2021	Thursday	Code of Conduct - Module 9	6.30-8.00
25/10/2021	Monday	Code of Conduct - IN WELSH	2.00-3.30
26/10/2021	Monday	Advanced Local Government Finance - Module 21	6.30-8.00
26/10/2021	Tuesday	Chairing Skills - Module 10	6.30-8.00
26/10/2021	Tuesday	The Council Meeting - IN WELSH	2.00-3.30
26/10/2021	Tuesday	Understanding the Law - Module 4	6.30-8.00
27/10/2021	Wednesday	Information Management - Module 15	6.30-8.00
27/10/2021	Wednesday	The Council Meeting - Module 5	6.30-8.00
27/10/2021	Wednesday	Code of Conduct - Module 9	2.00-3.30
28/10/2021	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00
28/10/2021	Thursday	Local Government Finance - Module 6	6.30-8.00

Many thanks.
Wendi

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5th October 2021

Dear Councillor/Colleague,

I wish to confirm that a meeting of the Gwent Valleys Area Committee **will be held at 7.00pm on Tuesday 19th October 2021** using Star Leaf remote conferencing software.

An invitation for you to join the meeting will be sent to you by a separate e-mail.

I would be most grateful if you or a Councillor representative from your Council could join the meeting on 19th October 2021.

Yours sincerely,

SBowden

Shân Bowden
Development Officer
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AGENDA

1. Welcome
2. Apologies for absence
3. Declarations of interest
4. Guest Speaker – Sharran Lloyd, Gwent Public Service Board on the alignment of Community & Town Councils under the regional Public Service Board.
5. To approve the minutes of the AGM and ordinary meeting held on 13th July 2021 (attached).
6. Matters arising (not on the agenda)
7. To note the draft minutes of the NEC held on 3rd September 2021 (attached)
8. Gwent Police & Crime Commissioner's recent survey:-
<https://www.questionpro.com/a/TakeSurvey?tt=y3hPiqbK72w%3D>
9. Local Government & Elections Wales Act 2021 – Section 47 - Face-to-Face Meetings
10. Governance & Financial Management Self Assessment Toolkit – Volunteer Councils Required
11. One Voice Wales Conferences 2021
12. Training & Consultancy
13. Membership
14. Developments in Relation to Charters/Asset Transfers/Devolved Services – reports from Councils
15. Consultations/Correspondence/Information (see attached)
16. News & Reports from Councils – E-Bulletin
17. Guest Speakers for future meetings.
18. Any other matters at the discretion of the Chair
19. To note the date of the next meeting – **11th January 2022**

Llais Cyngorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales

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Un Llais Cymru/One Voice Wales

Gwent Valleys Area Committee

Minutes of the Annual General Meeting held on the 13th July 2021 the meeting was held remotely.

Present:-

Cllr Liam Cowles – Blaenavon Town Council
Cllr Stewart Matthews – Croesyceiliog & Llanyrafon Community Council
Cllr Stuart Ashley – Cwmbran Community Council
David Collins, (Clerk) – Cwmbran Community Council
Cllr Valerie Waters – Henllys Community Council
Cllr Glyn Morvan – Nantyglo & Blaina Town Council
Cllr Keith Jenkins – Nantyglo & Blaina Town Council
Cllr Lorraine Morgan – Ponthir Community Council
Cllr John Killick – Pontypool Community Council
Ruth Tucker, (Clerk) – Pontypool Community Council
Cllr Tommy Smith – Tredegar Town Council
Cllr Gaynor James – Tredegar Town Council

Apologies:-

Kevin Warren (Clerk) – Blaenavon Town Council
Cllr Mark Price – Croesyceiliog & Llanyrafon Community Council
Cllr Kebba Manneh – Cwmbran Community Council
Cllr Ian Danahar – Ponthir Community Council

In attendance:-

Shan Bowden - One Voice Wales

1. Declarations of Interest

There were no declarations of interest.

2. Minutes of AGM held on 13th October 2020

The minutes of the AGM held on 13th October 2020 had been approved at the January 2021 meeting therefore the Committee noted the minutes

3. Chair's Report

John Killick was pleased to report that all ten Community & Town Councils within the Gwent Valleys remained in membership of One Voice Wales.

Area Committee meetings had not been held in April and July 2021 because of the pandemic.

A meeting and AGM had been held in October 2020 there had been no guest speaker to give members the opportunity to become familiar with Starleaf the remote working platform.

At the January 2021 meeting representatives of Blaenavon Town Council had given an excellent presentation about the Council's work that had won the Innovative Practice Award for Best Local Council Service.

The April 2021 meeting had received a presentation from Veronika Brannovic, Local Nature Partnership Co-ordinator for Blaenau Gwent & Torfaen.

All meetings in 2020 and 2021 had been held remotely because of the pandemic and once it was safe to move back to face-to-face meetings it was suggested that Area Committee meetings in the spring and summer be held as face to face with meetings held in the autumn and winter continuing to meet remotely.

Training had also been held remotely since the pandemic struck.

4. Election of Chair 2021/22

Cllr John Killick was elected as Chair

5. Election of Vice Chair for 2021/22

Cllr Glyn Morvan was elected as Vice-Chair.

6. NEC Representatives

Cllrs John Killick and Glyn Morvan were elected as NEC representatives for 2021/22.

7. Meeting Dates for 2021

The Committee agreed the dates for the 2021/22 meetings as follows:-

19th October 2021
11th January 2022
19th April 2022
12th July 2022

Approved.....
Chair

Date 19th October 2021

**Un Llais Cymru
One Voice Wales**

**Minutes Gwent Valleys Area Committee, held on
13th July 2021, the meeting was held remotely**

Cllr Liam Cowles – Blaenavon Town Council
Cllr Stewart Matthews – Croesyceiliog & Llanyrafon Community Council
Cllr Stuart Ashley – Cwmbran Community Council
David Collins, (Clerk) – Cwmbran Community Council
Cllr Valerie Waters – Henllys Community Council
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Cllr Lorraine Morgan – Ponthir Community Council
Cllr John Killick – Pontypool Community Council
Ruth Tucker, (Clerk) – Pontypool Community Council
Cllr Tommy Smith – Tredegar Town Council
Cllr Gaynor James – Tredegar Town Council

Apologies:-

Kevin Warren (Clerk) – Blaenavon Town Council
Cllr Mark Price – Croesyceiliog & Llanyrafon Community Council
Cllr Kebba Manneh – Cwmbran Community Council
Cllr Ian Danahar – Ponthir Community Council

In attendance:-

Phil Lewis, Programme Lead, Valleys Regional Park
Shan Bowden - One Voice Wales

1. Declarations of Interest

There were no declarations of interest.

2. Presentation by Phil Lewis, Programme Lead, Valleys Regional Park (VRP)

The Chair welcomed Phil to the meeting and Phil said he was grateful to have the opportunity to speak with Community and Town Councils.

The Mission of the VRP was to bring together the health of the land, the people, and the economy in everything that it did.

The Valleys landscape was recognised for its quality through a regional commitment of co-ordinated promotion and management

People were being re-connected to the Valleys landscape for their wellbeing, so that it became a place for exercise, work, relaxation and nature, as well as for arts, heritage, and for education.

The Valleys landscape underpinned a resilient local economy, supported businesses, community enterprise and the development of skills and learning.

The European Social Fund required:-

A regional focus for the management of Valleys landscape assets.

A greater use of green spaces for well-being through personal choice and social prescribing.

Increased skill and capacity to deliver the VRP vision through partnership working across all sectors and with communities.

Public sector policies to be influenced to reflect the needs of Valleys communities and the long term improvement to landscapes across the Valleys.

Long term, sustainable structure and funding for the VRP with consideration of the case and options for a land designation.

Priority Work Areas covered:-

Landscape Culture & Identity including a discovery gateway network, ecosystem enhancement and strategic work

Recreation & Wellbeing including green social prescribing, business and skills and strategic work

Communities Enterprise including regional development, business and skills and strategic work.

A map of the VRP had been produced and a green space survey had been undertaken that demonstrated that lockdown had changed the way the public value green space and natural landscapes.

VRP was a collaboration between the Southeast Wales County Councils and the Brecon Beacons National Park.

The staff team was small and based within Bridgend County Borough Council, but it worked in partnership with many other organisations including Groundwork Wales.

The aim was to develop the Valleys as a tourist destination and an area where workspaces could be provided in green spaces.

Q & As

Q. How could Community & Town Councils support the work of VRP?

A. By promoting its work and by sharing information with residents.

Q. The Public Service Boards were looking at climate change, loneliness and wellbeing did VRP work with local organisations who may already be working in areas that support VRP's mission

A. Yes VRP was developing a network of like-minded people and organisations mapping what already takes place in communities with a view to filling gaps or shoring up existing projects.

Q. VRP had produced a lovely map but it did not reflect the difficulties of travelling throughout the Valleys landscape and in particular between valleys.

A. VRP was working with a specialised company to develop the website and provide a series of itineraries and heritage trails. The ambition was to encourage visitors not to visit for

one day but to stay for longer and to encourage those who live in the valleys to visit another valley.

VRP was also working with Sustrans to produce cycle routes.

Q. How would the workspace Hubs in the green spaces be managed and what would be the cost?

A. VRP wanted to create spaces that were affordable for individuals who worked alone and would benefit from working alongside others in a green environment. Discussions were ongoing on such things as a charging structure. There may not be a need to charge if the individuals brought in revenue perhaps for the local café. It was hoped the first places would be available in Brynmawr Park by September 2021.

Q. Would not the VRP staff resources be a challenge to its aims?

A. It was but the lack of staff was made up for by the enthusiasm of the team.

The Chair said he did not envy the VRP Team the size of its workload and he sincerely hoped that the enthusiasm of Phil and his colleagues would be enough to change the perception of the Valleys as a destination.

3. Minutes of the Meeting, held on 20th April 2021

The minutes of the meeting held on 20th April 2021 were approved.

4. Local Government & Elections Wales Act 2021- Community & Town Council Meetings

At its last meeting the Area Committee had discussed the implications of the Local Government & Elections Wales Act 2021 but at that time one very important requirement had not been made clear.

The Act required Community & Town Councils to accommodate the lawful right of any councillor, member of the public or press requesting remote access to a Council's face to face meetings.

Currently the majority of Community & Town Councils in Wales did not have the facilities to allow remote access to their face to face meetings.

Neither had they been given time to budget for the expense such a requirement imposed on them.

The Chief Executive and Chair of One Voice Wales were in discussions with Welsh Government officials for guidance on the way forward for the sector.

As soon as further guidance was received it would be circulated to all Councils.

Members agreed that the situation was disappointing because the technology required was probably a challenge even for a County Borough Council.

5. Draft Minutes of the Larger Councils Committee on 28th April 2021 and National Executive Committee held on 4th June 2021.

The minutes of both meetings were noted.

6. Conferences

Arrangements were being made to hold an Innovative Practice Conference via Zoom on 22nd September 2021 and information would be circulated.

It was hoped to hold the AGM and Annual Conference as two separate events in the autumn details would be circulated.

7. Training & Consultancy

Training modules continued to be held remotely additional modules were now being offered. Some Councils were still eligible for free places on the four core modules that helped to strengthen a Council's governance and financial management and those in attendance were encouraged to check that their Councils had taken advantage of the free training.

It was envisaged that in future training would be offered remotely and face to face to accommodate individual preference.

Consultancy was still being offered albeit remotely at reasonable additional costs.

8. Developments in Relation to Charters/Asset Transfers/Devolution of Service

Asset Transfers

No new asset transfers were reported but Val Waters had asked the Chair if the Area Committee could discuss the implications for the sector of a recently reported judicial review concerning Swansea City Council and Mumbles Community Council.

The City Council had agreed to transfer a piece of land to the Community Council on which there was an existing skatepark. The Community Council intended to refurbish and further develop the park.

Residents had called for a judicial review and had been successful in preventing the land being transferred to the Community Council.

The City Council had not followed the correct legal procedure by not publicly advertising the transfer of the land for the required minimum number of days.

One Voice Wales did not think the case had any wider implications for the sector regarding Asset transfers, it appeared to be a standalone situation. If there were any wider implications NALC would issue guidance that would be circulated to all Councils.

Members commented that generally it appeared that County Borough Councils were reluctant to transfer assets even though they did not have the financial resources to maintain them.

Shân reported that Bridgend County Borough Council seemed to be the only area in South Wales where assets were being transferred.

9. Consultations/Information/Correspondence

A list of current consultations, items of correspondence and information had been circulated with the agenda and included:-

Social Care Wales – a volunteers survey

Welsh Government - the Minister for Finance and Local Government had published the consultation: *'Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021'*

The Local Government and Elections (Wales) Act 2021 ("the 2021 Act"), set out the intention of Welsh Ministers to specify, in regulations, the qualifications or description of qualifications that the clerk to a community council must hold in order for the community council to meet the second of the three eligibility conditions to become an 'eligible community council'.

The consultation would be open between 28 June 2021 and 24 September 2021 ***.

Welsh Government's Programme for Government and an associated Well-being Statement for the current term of the Senedd setting out its commitments which Welsh Ministers intend to deliver.

Welsh Government – a link to the written statement from the Minister for Finance and Local Government with regard to Electoral Reviews which was issued on 17th June.

Keep Wales Tidy – information on Local Places for Nature packages which included two new packages:-

Starter packages for community or volunteer groups looking to create a Pollinator Garden, Fruit and Herb Garden, or Urban Garden.

Development packages for community-based organisations that are ready to take on a bigger project and build a Food Growing Garden or Wildlife Garden.

In 2021-22, priority would be given to projects in urban, deprived areas with little or no access to nature. Keep Wales Tidy was also keen to welcome applications from underrepresented groups across Wales.

*** A discussion took place regarding the appropriate qualification for a Council Clerk some members suggested that there needed to be wider recognition of other appropriate professional qualifications such as those required to be a lawyer or accountant or length service and experience should be taken into account.

The consultation was an opportunity for every Council to have its say on what the qualification criteria for a local council clerk should be.

10. News and Reports from Councils

Those in attendance were asked to encourage their Councils to submit good news stories or information on good practice to One Voice Wales for inclusion in the E-bulletin.

11. Guest Speakers for Future Meetings

It was **AGREED** that a representative of the newly formed Gwent Public Service Board (PSB) be invited to the next meeting to talk about how all Community and Town Councils could support the work of the PSB

12. Date for Next Meeting

The next meeting would take place remotely at 7pm on Tuesday 19th October 2021.

Signed..... Date 19th October 2021
Chair

Minutes of the National Executive Committee Meeting held on a remote basis on Friday 3 September 2021 at 1.30pm

Present:

Cllr Mike Theodoulou, Chair of One Voice Wales; Cllr Bryan Grew, Larger Council's Representative; Cllr John Killick, Blaenau Gwent/Torfaen; Cllr Jo Rao, Caerphilly, Merthyr and RCT; Cllr Ben Davies, Ceredigion; Cllr Hugh Patrick MBE, Brecon/Radnor; Cllr John Hughes, Bridgend/Vale of Glamorgan/Cardiff; Cllr Brian Miles, Monmouthshire/Newport; Cllr Jayne Garland, RCT/Merthyr/Caerphilly; Cllr Arthur Davies, Neath/Port Talbot; Cllr Wyn Morgan, Swansea; Cllr Mike Harriman, Wrexham/Flint; Cllr Marjorie Thomson, Wrexham/Flint (Vice-Chair of One Voice Wales).

One Voice Wales Staff:

Lyn Cadwallader, Chief Executive; Paul Egan, Deputy Chief Executive; Shan Bowden, Development Officer; Alun Harries, Development Officer; Mel ab Owain Development Officer and Dr Catrin Jones, Policy Officer.

Apologies:

Cllr Wyn Edwards (Carmarthen), Cllr Alun Wyn Evans (Meirionnydd), Cllr Rachel Davies (Montgomery), Cllr Derrick Pugh (Montgomery), Cllr Ken Rowlands (Pembroke); Cllr Gareth Evans (Swansea).

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting. He referred to the exceptionally busy period and the significant amount of work being undertaken in recent months. The increase in work related to the increasing engagement with the Welsh Government and other stakeholders at a time when it was ripe for the sector to move forward having regard of course to the limiting factor of OVW having insufficient staff resources. It had to be borne in mind that increases in staff would in themselves add to the management workload of the Chief Executive and his Deputy requiring a change in approach and re-ordering of priorities. The current policy agenda was considerable and it was essential that from now on the three standing committees would need to meet on separate days to that of the NEC.

2. DECLARATIONS OF INTEREST.

There were none declared.

3. MINUTES OF THE MEETING HELD ON 4 JUNE 2021.

RESOLVED that: The minutes be approved as a correct record.

4. MATTERS ARISING.

There were none.

5. ATTENDANCE LEVELS – STANDING COMMITTEES AND THE NEC.

Concern was expressed about the low level of attendance which was concerning with some absentees not submitting their apologies for absence.

RESOLVED that: The Chief Executive to examine levels of attendance in the past 12 months and write to members with low attendance levels to see what can be done to ensure a higher level of attendance.

6. FINANCE, RESOURCES AND GENERAL PURPOSES COMMITTEE.

Cllr John Hughes provided a report from the morning's Committee meeting as follows:

- a) The minutes of the meeting held on 4 June 2021 had been approved.
- b) It was noted that Rhosddu Community and Towyn and Kinmel Bay Town Council had recently become OVW members.
- c) The Committee was pleased about the investment in training granted by the Welsh Government.
- d) It was noted that the Innovative Practice Conference would be held on 22 September and that 60 bookings had so far been received.
- e) Income from sponsorship was very low given that there were currently no opportunities for organisations to exhibit at conferences.
- f) Support for training and requests for consultancy services were reasonably good.
- g) The high level of the pension deficit remained a concern, but little could be done to help improve the situation.
- h) A proposed increase in training and consultancy fees had been approved.
- i) The two recommendations made by the OVW's auditors had been accepted and action was being taken to implement them.
- j) A recommendation had been made for the NEC to consider increasing membership fees by 2% in 2022/23.
- k) It had been agreed that the Deputy Chief Executive write to all those Clerks where a long-standing debt remained unpaid.
- l) An update had been received in relation to the preparation of a self-assessment toolkit it being noted that piloting would commence in the late Autumn period.
- m) A response had not yet been received from Countrywide in relation to a renewal of the lease on the College Street lease and the Deputy Chief Executive would now contact John Francis (Estate Agent) in this regard.
- n) The Committee had noted that some of the investment banks chosen at the previous meeting for deposits of £85k for maximising interest and added security would not consider applications from unincorporated organisations such as OVW. Accordingly, the Committee had agreed to grant delegated authority to designated members to agree on the same level of deposits in High Street banks with branches located in either Ammanford or Llanelli.
- o) It had been noted that the training needs survey would be launched soon and that a number of new Training Associates would be appointed.

In relation to the recommendation to increase membership subscriptions in 2022/23, the Chief Executive proposed an amendment that the final decision be based on the RPI index based on a specific month later in the year. This would need to be considered at the AGM or at the next NEC whichever was sooner. The amendment was approved.

7. COMMERCIAL AND COMMUNICATIONS COMMITTEE.

A report of the meeting was received from Mel ab Owain.

- a) The minutes of the meeting held on 4 June 2021 had been approved.
- b) Significant concerns had been expressed about the difficulty for Councils, especially those that are small and located in rural areas, in relation to compliance with the provisions of Section 47 of the Local Government and Elections (Wales) Act 2021. It was suggested that OVW should encourage councils to take up such concerns with their local MS. It had been further suggested that a draft standard letter be circulated to councils to be used to contact their local MS. Also, that OVW issue a press release to highlight the issues being faced by councils.
- c) Shan Bowden had had initial discussions with an IT company in relation to a service they offered to assist councils to comply with the requirement for multi-location meetings.
- d) It was noted that the Innovative Practice Conference would be held remotely on 22 September 2021.

In the discussion that followed in relation to (b) above it was suggested that the approach although understandable could prove to be counterproductive. The Chair explained that he had raised the issue with the Minister and had asked for funding support to assist the sector in providing facilities for multi-location access to meetings. It was noted also that the new Digital Services Officer post to be hosted by OVW would provide guidance and support to councils in this regard.

The CEO referred to the engagement with civil servants in relation to the matter. Initially he had advised the civil servants that there was demand in the sector for the new Act to encompass a provision to enable councils to continue to hold meetings on a remote basis. However, it was never the case that OVW would have given its support to the provisions contained in Section 47. Although the Digital Services Officer would commence employment later in the year, advice offered to councils might come too late for the costs associated with multi-location meetings to be included in Council budgets. At the bilateral meeting with the Minister, she had commented that she would look to see if some financial assistance could be found to support smaller councils and the CEO would be submitting a business case in support of the need for financial assistance. He considered that it would be a big mistake to encourage councils to write to their MS as this could undermine progress being made in relation to the possibility of some financial assistance. His preference would be to undertake a survey of councils to gather information about their views on Section 47 and then use this piece of research to continue discussions with the Minister and civil servants.

One member commented that using precept income to support the implementation of Section 47 would result in difficult decisions being required about levels of investment in services to the community.

The NEC supported the approach suggested by the CEO and that an e-mail be sent to all Clerks advising on the actions to be undertaken for their information.

8. POLICY COMMITTEE.

A report of the meeting was received from the CEO.

- a) The minutes of the meeting held on 4 June 2021 had been approved.
- b) A report of the recent Partnership Council from the OVW Chair was received.

- c) A significant contribution had been made to the Welsh Government in relation to local initiatives designed to address the problem of dog fouling and litter. Case studies had been provided and the response had been shared with Keep Wales Tidy. He thanked Dr Catrin Jones for her excellent work in this regard.
- d) A consultation response to the Welsh Government's 20 mph consultation was being developed.
- e) A response was being finalised in relation to the Welsh Government's consultation on the Clerk's qualification related to GPOC eligibility. It was noted that some Clerks were feeling pressure to pursue the qualification.
- f) Comments had been submitted to the IRPW in relation to its recent consultation.
(A comment was made by a NEC member that the senior allowance of £500 needed to be increased to at least £750 to reflect what is required on the part of a Council Chairman or other senior postholder).
- g) It was noted that the Welsh Government with the support of OVW was arranging for an on-line consultation with Area/Larger Council Committee nominees on 16 September 2021.
- h) A brief report was received on the work of the Ministerial Action Group on Ageing.
- i) The draft response to the Welsh Government consultation on Corporate Joint Committees was noted.
- j) An overview of the excellent work being undertaken by the Local Places for Nature Officer was received including the well-received recent webinar on this subject.
- k) The new Programme for Government had been considered which would inform the preparation of the new OVW manifesto.
- l) In relation to the 'Back to Community Life' programme it was noted that Dr Andrew Goodall, the Director General for Health and Social Services and the **NHS Wales** Chief Executive appeared to support OVW in being involved in the roll-out of the programme throughout Wales. The CEO had in response submitted a business case to support the employment by OVW of a number of coordinators and a response was awaited.
- m) OVW would be working with an organisation called Matobo Limited in relation to the roll-out of cyber security on-line training for all councillors and clerks. It would be based on a 2-year programme of e-learning modules.
- n) The CEO had been the sector representative on Ystadau Cymru for around 7 years and had taken a full and active role in its work. He had however been very disappointed that the recent business plan had not referenced support for community asset transfers to the sector as it had long been the case that he had highlighted why a specialist resource was needed to support such developments.
- o) It was noted that case studies from the sector would be included in the WCVA's Leadership Transformation programme.
- p) It was noted that Dr Catrin Jones would sit on NRW's Access to Resources in the Countryside Programme Board.
- q) It was noted that the HM Land Registry had received survey responses from 50% of community and town councils and would allocate resources to assist the sector in ensuring that records covered all land in the ownership of councils.
- r) The CEO was involved in the development of a community ownership fund to demonstrate the support of the sector even though councils were not eligible to access the funding stream.
- s) He had been working with a consultant engaged by the Welsh Government to review the ethical framework and the outcome of his work was awaited. There was a possibility that the outcome could result in a greater role for OVW in supporting local resolution processes, but

this would entail resource implications and a danger that such involvement could adversely impact on the working relationship between OVW and some councils.

t) An update had been provided on the Welsh Government's Diversity in Democracy programme it being noted that a bilingual video was being produced for use within the sector prior to the 2022 elections.

u) Arrangements would be made for Police and Crime Commissioners to attend Area Committee meetings to foster a focus on crime and its impact on communities.

v) The Innovative Practice Conference would be held on 22 September, and it was with regret that the Minister would not now be addressing the delegates.

w) A seminar on the Local Places for Nature scheme would be held on 15 September in conjunction with Keep Wales Tidy.

x) A protocol between the Welsh Government and WLGA on Decarbonisation had been formed and a 1-hour webinar on this subject would be held on 28 September 2021. The CEO had raised the possibility of OVW joining the strategic group established to pursue the agenda.

y) A written confirmation had been received from Save a Life Cymru of funding for a two-year funded post to encourage and support councils in relation to the purchase, installation and maintenance of defibrillators as well as the provision of CPR training.

z) The job description for the new hosted Digital Services Officer was being finalised and would be advertised soon.

aa) The advertisement for the post of Pembrokeshire Liaison Officer would be published next week and it was likely that the new appointee would commence in post by the end of October 2021.

9. CHIEF EXECUTIVE'S REPORT.

OVW Manifesto

The manifesto would be developed in conjunction with the development of the business plan and the draft would be submitted to the Strategic Coordination Committee for approval. A report would be made to the next NEC meeting on progress.

Section 106 Letter to Deputy Minister for Climate Change

A copy of the letter sent to the Deputy Minister had been included with the agenda for today's meeting for the information of members.

Area Committee Chairs Meeting Update

The CEO advised that he would be reporting to the next meeting of the Strategic Coordination Committee on resolutions made at the first meeting of the Area Committee Chairs. In relation to the production of a directory of contact details of all Chairs for circulation, he advised that before this could be acted upon he would need to assess any implications in relation to protection of data under the Data Protection Act 2018.

Governance and Digital Communication Support Officer

The proposed job description for this new post had been circulated with the agenda. The nature of the role was explained in response to a question posed concerning the adequacy of the salary level.

10. MATTERS REFERRED FROM THE LARGER COUNCILS COMMITTEE.

There were none.

11. DEVELOPMENT OFFICER REPORTS.

The reports had been circulated with the agenda and were noted.

12. NEXT MEETING.

To be held on 3 December 2021 at 1.30pm

Signed..... Date 3 December 2021
Chair of NEC

Consultations/Information

Consultations

Welsh Government – Has published the consultation on ‘Shaping Wales’ Future: Using national milestones and indicators to measure our nation’s progress – on setting national milestones for Wales. The milestones will help Welsh Government assess progress towards the 7 well-being goals set out in the Well-being of Future Generations (Wales) Act 2015.

Welsh Government also ask if the existing national indicators should be revised following the experiences of the COVID-19 pandemic.

Consultation ends on **26th October 2021**.

Welsh Government – Local taxes for second homes and self - catering accommodation see link below:-

<https://gov.wales/local-taxes-second-homes-and-self-catering-accommodation>

Comments by 17th November 2021

Torfaen CBC - New active travel map consultation

If you cycle or walk regularly – or would like to – then Torfaen Council needs your help!

A couple of months ago the County Borough Council asked residents to tell it their experiences of the cycling and walking routes in the borough, as part of a review of Torfaen Council’s Integrated Network Map.

More than 1000 people took part in the consultation and those responses have helped to shape a draft Active Travel Network Map (ATNM) for Torfaen.

An additional 111km routes have been added to the network, and residents are being asked to give their views on the new sections, together with existing routes identified as acceptable and those needing improvements.

In line with the Active Travel (Wales) Act, the draft focuses on areas with more than 2000 residents – Blaenavon, Abersychan, Pontypool, Ponthir and Cwmbran.

Active travel refers to cycling or walking for everyday journeys including getting to and from school, work, shops, health and leisure services, rather than for recreational services.

To take part in the consultation click here

<https://getinvolved.torfaen.gov.uk/neighbourhoods/active-travel/>. **The closing date is Tuesday 9 November**

Cont’d

For more information about active travel in Torfaen, visit <https://www.torfaen.gov.uk/en/RoadsTravelParking/WalkingCycling/Walking-and-Cycling.aspx>

Public Service Ombudsman for Wales (PSOW) - Open Consultation on Proposed Guidance on “Principles of Good Administration” and “Good Records Management”.

Closes midnight 1 November 2021

The Public Services Ombudsman for Wales (PSOW) is seeking views on proposed changes to the Ombudsman’s Guidance on Good Administrative practice.

The current Guidance is in the [Principles of Good Administration and Good Records Management](#). The PSOW is proposing to split the Guidance into 2 separate publications; the “[Principles of Good Administration](#)” and “[Good Records Management](#)”. By splitting the Guidance the aim is to provide public bodies and complainants with both clear general principles of good administrative practice and separate specific advice on good administrative practice in relation to records management.

PSOW is seeking views on both sets of proposed guidance. You can access the consultation documents and details on how to respond can be found in the links below.

[Principles of Good Administration consultation pages](#)

[Good Records Management consultation pages](#)

The PSOW will be holding an on-line surgery to discuss these changes with stakeholders on Friday 15 October 2021 at 2pm. Please email communications@ombudsman.wales to register.

Independent Remuneration Panel for Wales Draft Annual Report - February 2022

Section 13 relates specifically to Community and Town Councils.

Draft determinations for 2022 - 2023 include:

- Community and Town Council Groupings - five groups established based on the size of the council’s electorate, replacing the three current groups.
- Continuation of the mandatory payment of £150 as a contribution to costs and expenses for members of community and town councils, except for those councils in Group 5 where it will be optional.

- The introduction of an attendance allowance which is optional for all Councils.
- The application of the remuneration framework by relevant group can be found at table 11 on pages 48 and 49 of the draft annual report.

Implementation of the Panel's Determinations

For the period 1 April 2022 to 8 May 2022, all of the determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/2022 will continue to apply in respect of principal councils and community and town councils.

With effect from 9 May 2022, the determinations set out in this Report will apply to principal councils and community and town councils.

In order to meet the Measure's requirement to publish this report by 28th February 2022, any representations you may wish to make about this report should be received by no later than **26 November 2021** via: Email: IRPMailbox@gov.wales

Information

TAKING PART IN THE QUEEN'S PLATINUM JUBILEE BEACONS 2ND JUNE 2022

The Guide To Taking Part in The Queen's Platinum Jubilee Beacons has been updated for a **third** time, listing those that have joined the event since its last update at the end of June, and can be viewed and downloaded from - www.queensjubileebeacons.com. It will be updated on this site on a monthly basis now as more and more communities, individuals, organisations and councils etc, join the event over the next ten months, so please be kind enough to point potential participants in your area to this site using all forms of media including Facebook and Twitter etc, encouraging them to participate, requesting they register their involvement by going to page 10, providing information requested in **Step 1** asap, or **before 1st June 2022**.

Cont'd

Welsh Government – Zero Carbon Public Sector by 2030- published a route map for decarbonisation across the Welsh Public Sector click on link (<https://gov.wales/net-zero-carbon-status-2030-public-sector-route-map>) .

First progress report due by 31st October 2021.

Welsh Government has issued - *Cymru'n Cofio* Wales Remembers final publication now available digitally at the following link:

[Cymru'n Cofio Wales Remembers final publication](#)

Older Peoples Commissioner - September Newsletter see link below:-

[https://www.olderpeoplewales.com/Libraries/Uploads/Newsletter --
_September_2021.sflb.ashx](https://www.olderpeoplewales.com/Libraries/Uploads/Newsletter_-_September_2021.sflb.ashx)

Welsh Government has made available new planning policy advice in the form of **Technical Advice Note (TAN) 15: *Development, flooding and coastal erosion***. This advice will introduce important changes to the way flood and coastal erosion risks are considered as part of development proposals in the planning process.

- **TAN 15: *Development, flooding and coastal erosion* can be viewed here:** <https://gov.wales/technical-advice-note-tan-15-development-flooding-and-coastal-erosion>
- **A consultation report detailing how the new TAN 15 has evolved from the draft document can be viewed here:** <https://gov.wales/technical-advice-note-15-development-flooding-and-coastal-erosion>

A new **Flood Map for Planning** has been made available by Natural Resources Wales. The Flood Map for Planning is designed to be used alongside the new TAN 15 to identify areas at risk from flooding and coastal erosion. It builds in future risks associated with climate change, thus ensuring those considerations will be taken into account in decision making.

- **The Flood Map for Planning can be viewed here:** <https://flood-map-for-planning.naturalresources.wales>



Hem no. 2b
CIC Aneurin Bevan
Ty Raglan
Parc Busnes Llantarnam
Cwmbran NP44 3AB

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

MEETING OF ANEURIN BEVAN COMMUNITY HEALTH COUNCIL

A Planning Meeting of Aneurin Bevan Community Health Council will take place at 10.30 am, via Teams, Tuesday 12th October 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

Jemma McHale
Chief Officer

Cadeirydd / Chair: Alan Davies

Prif Swyddog / Chief Officer: Jemma McHale

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

FFÔN/Tel: 01633 838516

Tracy

From: Community Council Audits <CommunityCouncil.Audits@audit.wales>
Sent: 27 September 2021 17:43
To: Community Council Audits
Subject: FW: Archwilio 2021 / Audit 2021

Annwyl Pawb / Dear All

The audit work is currently underway in respect of those annual returns that have been submitted to Audit Wales – you may have already been contacted by members of the audit team with queries arising from our audit work. A number of unforeseen circumstances has resulted in some delays to our audit work. This email sets out the steps you need to take in the event that you do not receive an Audit Certificate from us before the end of September.

If you do not receive an Audit Certificate from us before the 30th September, you should publish the below notice (in a prominent place in the community and on your website). You may then publish your annual return on your website as detailed in the notice.

Please do not hesitate to get in touch with the Community Councils team if you have any queries.

Mae'r gwaith archwilio ar y gweill ar hyn o bryd ynglyn â'r ffurflenni blyneddol sydd wedi'u cyflwyno i Archwilio Cymru – efallai bod aelodau'r tîm archwilio eisoes wedi cysylltu â chi gydag ymholiadau sy'n deillio a'n gwaith archwilio. Mae nifer o amgylchiadau annisgwyl wedi arwain at rywfaint o oedi i'n gwaith archwilio. Mae'r e-bost hwn yn nodi'r camau y bydd angen i chi eu cymryd os na fyddwch wedi derbyn Tystysgrif Archwilio gennym cyn ddiwedd mis Medi.

Os nad ydych wedi derbyn Tystysgrif Archwilio gennym cyn y 30ain o Fedi, dylech gyhoeddi'r hysbysiad isod (mewn man amlwg yn y gymuned ac ar eich gwefan). Gallwch wedyn gyhoeddi eich ffurflen flynyddol ar eich gwefan fel y nodir yn yr hysbysiad.

Mae croeso i chi gysylltu â'r tîm Cyngorau Cymuned os oes gennych unrhyw ymholiadau.

Diolch / Thanks

Deryck & the community council audit team

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

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

Mrs T Hughes – Town Clerk

Publication of audited accounts for the year ended 31 March 2021

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30th September 2021, Nantyglo and Blaina Town Council publish its accounting statements for the year ended 31 March 2021 together with any certificate, opinion, or report issued, given or made by the Auditor General.

The accounting statements in the form of an annual return have been published on the Council's website. However, the accounts are published before the conclusion of the audit. Due to the impact of Covid-19, the Auditor General has not yet issued an audit opinion

T: (01495) 355087

Email: audra.williams@blaenau-gwent.gov.uk

Our Ref./Ein Cyf.

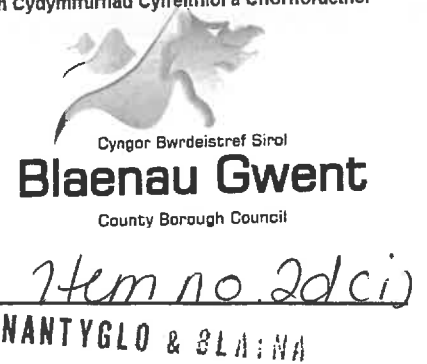
AJW

Your Ref./Eich Cyf.

Contact:/Cysylltwch â: Audra Williams

29 September 2021

Dear Tracy



30 SEP 2021
TOWN COUNCIL

Notice of Vacancy – Nantyglo Ward - Nantyglo & Blaina Town Council

I have not received a request for an election for the vacancy in the Nantyglo Ward of Nantyglo & Blaina Town Council notice published 8 September 2021 and therefore the vacancy can be filled by co-option in accordance with the provisions of the Local Elections (Parishes and Communities) Rules 2006

Yours sincerely

For Michelle Morris
The Managing Director and
Returning Officer

Tracy Hughes
The Town Clerk
Nantyglo & Blaina Town Council
Blaina Institute
High Street
Blaina
NP13 3BN

Mae'r Cynghor yn gobeisio gweithredu yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich deiliaith iaith o'n ddiolch i chi. Nid fydd gweithredu yn Gymraeg yn creu unrhyw beth.
The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice.
Corresponding in Welsh will not lead to any delay.

The General Offices
Steelworks Road
Ebbw Vale
NP23 6DN

Y Swyddfeydd Cyffredinol
Heol Gwaith Dur
Glyn Ebwy
NP23 6DN

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

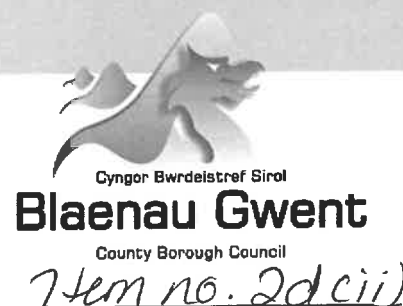
T: (01495) 356139 DX: 43956 Ebbw Vale

E: committee.services@blaenau-gwent.gov.uk

Our Ref./Ein Cyf. CLEB

Your Ref./Eich Cyf.

Contact:/Cysylltwch â: Mrs. C. L. Edwards-Brown



MEETING NOT OPEN TO THE PUBLIC THIS IS
NOT A MEETING TO WHICH SECTION 100(A) TO
(K) OF THE LOCAL GOVERNMENT ACT 1972
APPLIES

30th September, 2021

Dear Sir/Madam,

CONSULTATION WITH TOWN/COMMUNITY COUNCILS

I write to give you advance notice that arrangements have been made for the above meeting to be held on **WEDNESDAY, 1ST DECEMBER, 2021** at 10.00 a.m. via **Microsoft Teams**.

I trust that it is convenient for you to attend.

Yours faithfully,

M. Morris

Managing Director

CO2112N1

To: Leader / Executive Member - Corporate Services
Councillor N. Daniels

Executive Member - Regeneration & Economic Development
Councillor D. Davies

Executive Member – Environment
Councillor J. Wilkins

Executive Member – Education
Councillor J. Collins

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi 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.

Executive Member – Social Services

Councillor J. Mason

Councillors M. Cook, M. Cross, J. Hill, M. Moore, L. Winnett

Managing Director

Chief Officers

Head of Governance and Partnerships

Service Manager Policy and Partnerships

Policy Officer and Partnerships Team Leader

Ms T. Hughes, Clerk, Nantyglo & Blaina Town Council,
Blaina Institute, High Street, Blaina

Mr S. Edwards, Clerk, Abertillery and Llanhilleth Community Council
Abertillery District Office, Mitre Street, Abertillery.

Mrs C. Price, Clerk, Tredegar Town Council,
Bedwellty House, Bedwellty Park, Tredegar.

Mrs. A. Davies, Clerk, Brynmawr Town Council,
Community Centre, Orchard Street, Brynmawr.

Senedd Cymru
Cardiff Bay
CF99 1SN

October 2021

NANTYGLU & ELAEN
- 1 OCT 2021
TOWN COUNCIL

WELSH YOUTH PARLIAMENT

THE SECOND WELSH YOUTH PARLIAMENT ELECTION CAMPAIGN 2021

Dear Town/Community Council Clerk,

I am writing to share some information about the second Welsh Youth Parliament election campaign which I'm sure will be of interest to your Town/Community Council.

You might already be aware that the Welsh Youth Parliament is made up of 60 11-18 year olds from across Wales. 40 of the 60 Welsh Youth Parliament Members will be returned through national, online elections in November, while 20 of the 60 Welsh Youth Parliament Members will be returned by **partner organisations** to ensure the representation of diverse groups of young people.

The first set of Welsh Youth Parliament Members elected gained invaluable skills during their two year term. We would be grateful if your councillors could help encourage your young people who are eligible, to engage with this opportunity to **register to vote** and vote in the online elections. It would also be extremely useful if you could encourage parents, guardians, carers and tutors to engage and encourage young people to take part. We would also appreciate your support in sharing this information with the Mayor (if applicable) and/or your fellow councillors.

Tracy

From: Leighton.Jones@gov.wales on behalf of IRPMailbox@gov.wales
Sent: 29 September 2021 15:55
To: IRPMailbox@gov.wales
Subject: Ymgynghoriad Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol – Chwefror 2022 | Independent Remuneration Panel for Wales draft Annual Report Consultation - February 2022
Attachments: Llythyr eglurhaol - Adroddiad Blynyddol drafft 2022-2023.pdf; Covering letter for draft annual report 2022 - 2023.pdf; Y Grwp perthnasol i gymhwyso'r Fframwaith Cydnabyddiaeth Tâl.pdf; The application of the Remuneration Framework by relevant Group.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Annwyl Glerc y Cyngor,

Rwy'n amgáu'r canlynol yn unol â gofynion Adran 147 o Fesur Llywodraeth Leol (Cymru) 2011:

- dolen i Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2022.
- llythyr esboniadol gan y Cadeirydd, Mr John Bader.

Anfonwyd hwn hefyd at y Gweinidog Cyllid a Llywodraeth Leol a phartïon eraill â diddordeb.

Gallwch ddod o hyd i'r adroddiad drwy ddefnyddio'r ddolen a ganlyn:

[Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol - Chwefror 2022](#)

Mae Adran 13 yn ymwneud yn benodol â Chynghorau Tref a Chymuned.

Mae'r penderfyniadau drafft ar gyfer 2022 - 2023 yn cynnwys:

- Grwpiau Cynghorau Tref a Chymuned – sefydlwyd pum grŵp yn seiliedig ar faint etholaeth y cyngor, gan ddisodli'r tri grŵp presennol.
- Parhau i roi'r taliad gorfodol o £150 fel cyfraniad at gostau a threuliau ar gyfer aelodau cynghorau tref a

Dear Clerk of the Council,

I attach in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011:

- a link to the IRPW's draft Annual Report, February 2022.
- a covering letter from the Chair, Mr John Bader.

This has also been sent to the Minister for Finance & Local Government and other interested parties.

You can find the report by using the following link:

[Independent Remuneration Panel for Wales Draft Annual Report - February 2022](#)

Section 13 relates specifically to Community and Town Councils.

Draft determinations for 2022 - 2023 include:

- Community and Town Council Groupings - five groups established based on the size of the council's electorate, replacing the three current groups.
- Continuation of the mandatory payment of £150 as a contribution to costs and expenses for members of

chymuned, ac eithrio'r cyngorau yng Ngrŵp 5 lle bydd yn ddewisol.

- Cyflwyno lwfans presenoldeb sy'n ddewisol ar gyfer pob Cyngor.
- Mae'r fframwaith cydnabyddiaeth tâl yn ôl grŵp perthnasol wedi'i amgáu. Gellir dod o hyd i hwn yn nhabl 11 ar dudalennau 48 a 29 yr adroddiad blynyddol drafft.

Gweithredu Penderfyniadau'r Panel

Ar gyfer y cyfnod 1 Ebrill 2022 i 8 Mai 2022, bydd yr holl benderfyniadau yn Adroddiad Blynyddol Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol 2021/2022 yn parhau i fod yn berthnasol mewn perthynas â phrif gynghorau a chynghorau tref a chymuned.

O 9 Mai 2022, bydd y penderfyniadau a amlinellwyd yn yr Adroddiad hwn yn berthnasol i brif gynghorau a chynghorau tref a chymuned,

Byddai'r Panel yn ddiolchgar pe gallech chi roi gwybod i'ch aelodau am gynnwys yr adroddiad ac anfon unrhyw sylwadau sydd gennych ar y drafft i:

IRPMailbox@llyw.cymru

Erbyn **26 Tachwedd 2021** fan bellaf.

Efallai na fydd sylwadau sy'n dod i law ar ôl y dyddiad hwn yn cael eu hystyried.

Oherwydd y cyfyngiadau presennol, nid ydym yn gallu anfon copïau caled drwy'r post.

Cofion gorau,

Leighton

community and town councils, except for those councils in Group 5 where it will be optional.

- The introduction of an attendance allowance which is optional for all Councils.
- The application of the remuneration framework by relevant group is attached. This can be found at table 11 on pages 48 and 49 of the draft annual report.

Implementation of the Panel's Determinations

For the period 1 April 2022 to 8 May 2022, all of the determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/2022 will continue to apply in respect of principal councils and community and town councils.

With effect from 9 May 2022, the determinations set out in this Report will apply to principal councils and community and town councils,

The Panel would be grateful if you could make your members aware of the contents of the report and make any comments you may have on the draft to:

IRPMailbox@gov.wales

By no later than **26 November 2021**.

Representations received after this date may not be considered.

Due to current restrictions we are unable to issue hard copy versions by post.

Kind regards,

Leighton

Mr Leighton Jones

Ysgrifenyddiaeth Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Secretariat to the Independent Remuneration Panel for Wales
Democratiaeth Llywodraeth Leol - Local Government Democracy
Democratiaeth, Amrywiaeth, a Chydnabyddiaeth Ariannol - Democracy, Diversity and Remuneration
Llywodraeth Cymru - Welsh Government
Ffon – Tel :03000 253038
E-bost – Email : leighton.jones@gov.wales

Rheoliad Cyffredinol ar Reoli Data

Dan y Rheoliad Cyffredinol, mae gennym ddyletswydd gyfreithiol i ddiogelu unrhyw wybodaeth bersonol a gasglwn gennych chi. Rydym yn defnyddio technolegau newydd a meddalwedd amgryptio i ddiogelu eich data, ac yn cadw safonau diogelwch llym er mwyn rhwystro unrhyw fynediad heb ei awdurdodi atynt.

Nid ydym yn trosglwyddo eich manylion i unrhyw drydydd parti nag unrhyw adran arall o'r Llywodraeth.

GDPR

Under GDPR, we have a legal duty to protect any personal information we collect from you. We use leading technologies and encryption software to safeguard your data, and keep strict security standards to prevent any unauthorised access to it.

We do not pass on your details to any third party or other government department.

Sganiwyd y neges hon am bob feirws hysbys wrth iddi adael Llywodraeth Cymru. Mae Llywodraeth Cymru yn cymryd o ddifrif yr angen i ddiogelu eich data. Os cysylltwch â Llywodraeth Cymru, mae ein hysbysiad preifatrwydd yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn diogelu eich preifatrwydd. Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn anfon ateb yn Gymraeg i ohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. On leaving the Welsh Government this email was scanned for all known viruses. The Welsh Government takes the protection of your data seriously. If you contact the Welsh Government then our Privacy Notice explains how we use your information and the ways in which we protect your privacy. We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



To:

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

29 September 2021

Dear Colleague

Independent Remuneration for Wales – Draft Annual Report 2022/2023


The Panel's draft Annual Report for 2022/23 is attached. We would appreciate and welcome comments during the consultation period which ends on 26 November 2021.

Elections for principal councils and community and town councils will take place in May 2022, so the next Report of the Panel will coincide with the new municipal term. For several years payments to elected members of the 22 principal councils has not kept pace with the original comparator that was used to set the basic salary, or any other public sector comparison. The Panel has decided this is an opportune time to rectify this situation and to reinstate the link to the average welsh earnings (based on 3 days).

The draft Report also sets out changes to the remuneration framework for community and town councils following an extensive consultation exercise which we undertook earlier in the year.

We look forward to receiving comments on the proposals contained in the draft Report and will consider all of the responses prior to producing the final Report for publication in February 2022.

Yours sincerely

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

John Bader
Chair

The application of the Remuneration Framework by relevant Group.

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.

- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 Table 12 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

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

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, except for councils in Group 5 where it will be optional, as a contribution to costs and expenses for members of community and town councils.

13.15 Receipts are not required for these payments.

Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.

Taxation

13.16 The issue of the taxation of the £150 payment has been raised on many occasions and included in the responses to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. If there is a positive outcome, it will not be within the timescale of this draft Report. However, if it is achieved before the publication of the final Report the Panel will take the opportunity to restructure the arrangements for this payment and if appropriate adjust by determination the amount to be paid.

Senior roles

13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior role in table 11 below.

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

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

Contribution towards costs of Care and Personal Assistance

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

Reimbursement of travel costs and subsistence costs

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

subsistence costs, the following determinations apply.

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

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

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

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

Compensation for financial loss

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

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

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

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

Attendance Allowance

- 13.23 One of the points raised in the responses to the consultation should be the

inclusion of an attendance allowance. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils.

Determination 48: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Councils that intend to introduce an attendance allowance must set out the details of the scheme and publish them on their website.

Civic Head and Deputy Civic Head

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

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: The application of the Remuneration Framework by relevant Group.

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional

Type of payment	Requirement
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

- 13.31 Table 12 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.32 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.33 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.34 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.35 When payments take effect from is set out in paragraphs 13.37 to 13.39 below.
- 13.36 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 12

Determination Number	Is a decision required by council?
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can	Yes – the payment of financial loss

Determination Number	Is a decision required by council?
pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	compensation is mandatory if claimed
<p>48 Determination 47: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p> <p>Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.</p>	Yes – the payment of attendance allowance is optional.
49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a civic head is optional.
50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a deputy civic head is optional.
51 The application of the Remuneration Framework by relevant Group	
52 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.37 All members are eligible to be paid the £150 as set out in Determination 44 and Table 11 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.38 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 49 and 50 are payable from the date when the member takes up the role during the financial year.

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

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

13.40 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.41 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 52: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

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

14. Compliance with Panel Requirements

The Panel's remit under the Measure

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

Monitoring compliance

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

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

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

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

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

Inspection of Salem Chapel – September 2021

MAIN CHAPEL / WEEK	2nd	9th	16th	27th	Report of any defects And action taken
Main Hall of Chapel	./	./	./	./	Dry rot detected on stage & part lifted. Further investigations undertaken 31/8/16. Pipe organ supports re-enforced Sept 2016.
Fire Alarm	./	./	./	./	Inspected 20/05/2021
Emergency Lighting	./	./	./	./	Inspected 20/05/2021
Stairways to Balcony	./	./	./	./	Stair lift not working, evidence of damp on walls
Balcony	./	./	./	./	Damage to display possibly from insects/woodworm. Greater evidence of damp on walls.
Toilets	./	./	./	./	Removed due to dry rot
High Street Entrance	./	./	./	./	Black mould on walls & ceilings
Office	./	./	./	./	Broken window secured
General Condition	./	./	./	./	General deterioration evident
Fire Extinguishers	./	./	./	./	Inspected & replaced as necessary 02/12/20
Observations/ Other Comments	./	./	./	./	R Dunham opinion is woodworm throughout building.
ANNEX BUILDING					
Ground Floor	./	./	./	./	
Kitchen	./	./	./	./	Newly formed mould/rot on floor – R Dunham informed. Floor rotten through. Kitchen units coming away from wall due to severe damp in floor of kitchen. R Dunham inspected.
First Aid Box	./	./	./	./	
Seating Area	./	./	./	./	Considerably amount of new damp on interior walls to left side of premises entering from the back entrance. Extensive rotting of wooden floor.
Stairway to upper room	./	./	./	./	
Upper Room	./	./	./	./	
Rear Entrance	./	./	./	./	Paint flaking off walls
Side Door	./	./	./	./	
Observations/ Other Comments					General deterioration evident. R Dunham opinion is woodworm throughout building.
Statutory annual Inspections:					Dragon Fire & Security Systems (fire extinguishers) 02/12/2020. Dragon Fire & Security Systems (Intruder & fire alarms) 20/05/2021.

Signed: *T Hughes*

Town Clerk

Date: 12/10/21

Chairman of Finance & General Purposes Committee