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ONE VOICE WALES
LARGER COUNCIL'S COMMITTEE

MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2020 AT 10.30AM IN
HAFOD Y HENDRE, BUILT WELLS.

PRESENT

Councillor Nick Tatam – Abergavenny Town Council
Jane Lee – Abergavenny Town Council (Clerk)
Gweneira Raw-Rees – Aberystwyth Town Council (Clerk)
Emily Forbes – Barry Town Council (Chief Officer)
Councillor Tudur Owen – Caernarfon Town Council
Councillor R. J. Higginson – Caldicot Town Council
Alun Harries – Carmarthen Town Council (Clerk)
Councillor Malcolm Curtice – Gorseinon Town Council
John Millard – Gorseinon Town Council (Town Clerk)
Councillor Mike Harriman – Gresford Community Council
Councillor Alan Buckfield – Haverfordwest Town Council
Councillor Sian Meredudd – Llandrindod Wells Town Council
Councillor Allan Matheson – Llantrisant Community Council
Councillor Bryan Grew – Mold Town Council
Ian Jones – Mold Town Council (Clerk)
Councillor Carrie Townsend-Jones – Mumbles Community Council
Councillor Glyn Morvan – Nantyglo and Blaina Town Council
Councillor Ali Musaied – Neath Town Council
Councillor David Selby – Newtown and Llanllwchaiarn Town Council
Ed Humphreys - Newtown and Llanllwchaiarn Town Council (Clerk)
Councillor Mike Theodoulou – Pembrey and Burry Port Town Council (Chair)
Councillor Mike Cuddy – Penarth Town Council
Councillor Stuart Thomas – Pentyrch Community Council
Tony Graham – Pontypridd Town Council (Chief Executive)
Councillor Meurig Evans – Ystradgynlais Town Council

OFFICERS IN ATTENDANCE

Lyn Cadwallader – Chief Executive
Paul Egan – Deputy Chief Executive

APOLOGIES

Councillor Mair Benjamin – Aberystwyth Town Council
Councillor Jack Hawkins – Barry Town Council
Councillor Shirley Hodges – Barry Town Council
Councillor Bronwen Brooks – Barry Town Council
Mark Sims – Barry Town Council (Deputy Clerk)
Marcia Jones – Bedwas, Trethomas and Machen Community Council (Clerk)
Councillor David Evans – Caldicot Town Council
Councillor Ken Lloyd – Carmarthen Town Council
David Collins – Cwmbran Community Council (Clerk)
Councillor D. Evans – Cwmbran Community Council
Jane Johnston – Llandrindod Wells Town Council (Clerk)

David Davies – Llanedi Community Council (Clerk)
Councillor Sandra Miller – Neath Town Council
Councillor David Owens – Pembrey and Burry Port Town Council
Emma Boylan – Penarth Town Council (Clerk)
Helena Fox – Pentyrch Community Council (Clerk)
Councillor Wayne Thomas – Ystradgynlais Town Council

1. DECLARATIONS OF INTEREST.

There were no declarations made.

2. UPDATE ON THE WORK OF THE FUTURE GENERATIONS COMMISSIONER'S OFFICE AND THE ROLE OF COMMUNITY AND TOWN COUNCILS IN HELPING ACHIEVE IMPROVEMENTS IN OUR SOCIAL, CULTURAL, ENVIRONMENTAL AND ECONOMIC WELL-BEING

The Chair welcomed Sophie Howe, Commissioner to the meeting. In her presentation she made references as follows:

- a) The current work programme of her office.
- b) A summary of the Well-Being of Future Generations Act and the public bodies with duties under the Act.
- c) Core priority areas included skills development; better ways to keep people well; adverse childhood experiences; planning; housing and transport.
- d) An explanation was given of the current reality of the impact of the housing shortfall and what her office were doing to address this major issue.
- e) Progress towards meeting the well-being goals and planned ongoing action.
- f) Action in relation to climate change.
- g) Addressing transport issues.
- h) Action being taken in relation to skills development; planning; health and well-being; decarbonisation.
- i) The role of community and town councils and engagement with PSBs.
- j) An outline was given of 'art of the possible' journeys such as rainbow seat pick up points for car sharing; free travel for cultural events; trash for tickets; community fridge network and driving tests to include cycling proficiency tests.

In the discussion that followed, the following points were made: -

- k) The Act was being used to encourage people to think outside the box and challenge current systems to address priority issues requiring effective action.
- l) The Commissioner was independent of the Welsh Government and was able to challenge current and proposed policy.
- m) Resources were available on the Commissioner's website to provide examples of how public bodies could contribute to the well-being objectives.
- n) The Future Generations report for 2020 would be prepared later in the year.

- o) There were opportunities for people and organisations to contribute to the well-being agenda e.g. organised hitch hiking in rural communities.
- p) It was suggested that there was a disconnect in the system with community and town councils not closely linked with PSBs or the County Council. This was resulting in the voice of the grass roots of local democracy not being accounted for. The Commissioner acknowledged this to be the case and was looking at ways of ensuring greater connectivity.
- q) It was noted that the sector would like to have representation on all PSBs as at present there was often engagement but little connectivity. The Commissioner suggested that sector representatives on PSBs might usefully perform the role of frustrated champions.
- r) There was a people's platform on the Commissioner's website inviting big ideas by the end of the month.
- s) The Commissioner was working closely with the Welsh Government on building in the well-being goals into LDP processes, the national development framework as well as Planning Policy Wales. The Commissioner indicated that she would engage with any principal council if it was found that they were not addressing the well-being goals in their work.
- t) The difficulty in changing the culture of an engrained public sector was constraining but the impact on communications of the work of public bodies was of paramount importance.
- u) The importance of engagement with Area Committees of OVW could not be under-stated.
- v) Place based approaches were favoured for achieving maximum impact at the local level. Although place plans were not included in the statutory framework it was suggested that Councils should have a statutory duty to prepare community plans.
- w) It was suggested that where there were sector representatives on PSBs they were not given a real opportunity to influence actions in any significant way.
- x) It was noted that levels of deprivation were higher in areas that did not have a community or town council and it was considered that the Welsh Government should give serious consideration to creating Councils in those parts of Wales that currently do not have grass roots democracy.
- y) It was pointed out that many of the recommendations contained in the Independent Review of the sector were not included in the Local Government and Elections (Wales) Bill.

In conclusion it was agreed that the Commissioner would send her draft annual report to the Chief Executive for comments as well as the provision of case studies on the work of individual Councils for inclusion in the report. All Councils were invited to submit big ideas to the Commissioner in line with the current community engagement invitation.

The Chair thanked the Commissioner for her excellent presentation.

3. ELECTION OF CHAIR.

One nomination had been received for Councillor Mike Theodoulou to become the new Chair which had been duly seconded.

RESOLVED that: Councillor Mike Theodoulou be elected Chair of the Committee.

Councillor Theodoulou thanked Councillor Nick Tatam for chairing the Committee over the past three years.

4. ELECTION OF VICE-CHAIR.

Councillor M. Cuddy was nominated, and his nomination was duly seconded.

RESOLVED that: Councillor M. Cuddy be elected Vice-Chair.

5. MINUTES OF THE MEETING HELD ON 16 OCTOBER 2019.

RESOLVED that: The minutes be approved subject to an amendment to Minute No. 3 as follows: -

Reference be made to free courses being available from Vocal Eyes for which funding was being sought.

6. MATTERS ARISING FROM THE MINUTES.

Minute 6 – It was noted that arrangements for this year's Conference had already been arranged. The Task and Finish Group to be set up by the Chief Executive would look at arrangements for 2021 and beyond. The Chief Executive was planning to arrange for a sector survey which would include questions about the organisation of the Conference and AGM and he considered that it would be preferable to await for the analysis of the results of the survey which would provide a basis for discussion by the task and finish group.

7. FUTURE CHALLENGES FOR THE SECTOR IN THE LIGHT OF THE RECOMMENDATION OF THE INDEPENDENT REVIEW PANEL AND THE LOCAL GOVERNMENT AND ELECTIONS (WALES) BILL 2019.

The Chair welcomed Kevin Griffiths from the Welsh Government to the meeting. In his presentation to the meeting, he covered the following matters:

- a) In relation to the areas for consideration relating to the recommendations of the Independent Review Panel an update would be provided to OVW it being noted that not all of them required legislation, some needed further investigation and a number of them were included in the Local Government and Elections (Wales) Bill. There were also some recommendations that required collaboration with other bodies and in the case of those requiring funding, the Minister would be closely examining areas for investment in consultation with OVW.
- b) A summary of the Bill had been circulated with the agenda for today's meeting and he highlighted a few of the key elements of relevance to the sector. These included the general power of competence and associated eligibility criteria; production of training plans; extending terms of office to 5 years; abolition of community polls and eligibility for staff standing for elections. The general principles and approach of the Bill had received

endorsement and it would now be debated as part of the Committee stage where there was a possibility of amendments being made.

- c) The report of the Wales Audit Office on the 2018/19 audit round had been published today from which it was clear that concerns remained about governance and accountability in the sector although matters had improved compared with the 2017/18 report. The Welsh Government was looking to invest finances with a view to enhancing the financial management and governance arrangements in Councils. The investment was likely to be significant and a ministerial statement would shortly be released. Kevin would work closely with the sector representative bodies to agree arrangements for how the investment would be managed.
- d) There would be an ongoing dialogue in relation to many of the recommendations of the independent review and it was possible that another White or Green Paper would be published later in the year.

A question and answer session followed when the following matters were noted: -

- e) It was suggested that a brief summary document of the White Paper be prepared and circulated to all Councils. Kevin would examine whether this was possible.
- f) It was noted that many people did not want to stand for election which necessitated the need for co-options and even then, it was occasionally difficult to attract people interested in becoming Councillors on this basis.
- g) There could be difficulties in meeting the qualifying conditions for GPOC relating to % of Councillors elected.
- h) It was suggested that many Councils would be concerned about the high cost of bye-elections and it was hoped that the Welsh Government would examine the charging regime. It was also suggested that greater publicity should be given to encourage people to stand for election.
- i) Many Clerks who do not possess the CiLCA qualification were highly competent and the inference in specifying this qualification for use of GPOC was that they should resign if they do not achieve it. It was suggested that this suggested condition should be reviewed. It was pointed out that it would not require a Clerk to resign but that the Council would not be able to use the GPOC but would still be able to use all other powers available.
- j) It was suggested that in looking at the knowledge and skills of Clerks account should be given to experience as well as qualifications.
- k) Kevin explained that the detailed elements of the qualifying conditions would be articulated in the draft statutory guidance which would be issued in due course.
- l) In answer to a specific question, Kevin explained that the proposal was that Councils would need to resolve that they met the qualifying conditions and then would separately need to resolve when they no longer met the conditions to use GPOC.
- m) It was suggested that if 16/17-year olds were given the right to vote they might eventually need to be able to stand for election as Councillors. Kevin would check whether this was being proposed.
- n) The question was raised as to whether the Welsh Government should invest more in the work of OVW like that provided to the third sector. This would enable OVW to provide a greater level of support to Councils

especially in relation to financial management and governance. Kevin explained that this would require the submission of a solid business case in support of greater investment. He added that, the precept was the main funding mechanism for the sector. He referred to his earlier statement about greater investment being planned for the sector in 2020/21.

- o) It was suggested that the Welsh Government might usefully consider possible secondments from the sector which could assist them in developing an informed approach to investment in the sector.
- p) A point was made that the Welsh Government should account for the wider economic role that the sector offered and how the sector could contribute to its agendas on a cross departmental basis.
- q) It was noted that the Deputy Minister was keen to work with PSBs to see how improved local procurement could be achieved.
- r) It was recognised that the proposed power for principal councils to choose on voting methods would not apply to the local council sector but that this might usefully be reviewed based on experience of principal councils.
- s) The sector was prime to do more for their towns and communities, but the content of successive annual Wales Audit Office reports cast a shadow over the sector's ability to achieve its full potential. It was pointed out that the sector was not homogenous and contained large, medium and small Councils and that greater support was needed from O/VW which could only be achieved by Welsh Government investment. It was naïve to expect all the Councils to precept more to fund a greater support infrastructure.

Kevin was thanked for his excellent presentation and engagement with the Committee. The Chair thanked O/VW staff for arranging for two excellent presenters on such important topics.

8. TRAINING AND CONSULTANCY UPDATE.

Paul Egan informed the Committee that the Spring training programme had recently been circulated to Councils and that four additional trainers had been appointed. A new training programme on developing a business case for asset transfers and service devolution was almost completed and would initially be offered on a bespoke basis to all Councils. The current range of consultancy services was always detailed in the monthly e-bulletin.

It was agreed that an e-mail be sent to member councils providing guidance on the development of training plans and include the schedule of Councillor competencies that had recently been prepared to be aligned with relevant training courses. The e-mail to refer to programmed courses and the facility for Councils to request that any of the programmes be delivered on a bespoke basis. It was suggested that the Minister be requested to speak at the July Innovative Practice Conference.

9. POLICY MATTERS.

The Chief Executive updated the Committee on the following matters: -

- a) In recent weeks he had responded on 3 Welsh Government consultations including that related to the Local Government and Elections (Wales) Bill.

- b) He had attended at the Senedd to present evidence on the issue of resourcing of the sector.
- c) He wished to formally thank Councillor Cuddy for his assistance in relation to planning consultations.
- d) Several other consultations were currently being examined e.g. Circular Economy, Clean Air. He welcomed comments from Councils on these currently open consultations.
- e) He was a member of the Community Assets Subgroup and would be involved in developing an action plan in conjunction with the WLGA.
- f) He had taken part in Diversity and Democracy Workshops and it was possible that the Welsh Government might release resources to help raise the profile of the sector before the 2022 elections. OVW's lobbying for a DVD to be prepared appeared to be attracting interest.
- g) Two events would be held next week to launch a programme of trying to secure registration of all land and buildings owned or leased by Councils.
- h) He had sat on the Ministerial Advisory Group on Aging when he had advised that new resources would need to be released into the sector for it to take on more responsibilities. He suggested that individual councils should consider taking up resourcing issues with their local MPs and AMs.
- i) He had taken part in a tele-conference about the Section 6 duty under the Environment (Wales) Act. There would be some ministerial announcements shortly in relation to environmental growth and Clerks were advised to include this matter on their March agendas as there was likely to be a grant pot available. There would be a simple application process involved. He had been continually lobbying for investment in this area. There might also be another grant fund available linked to green growth initiatives which might be based on a match funding approach. Another grant stream of interest would be that relating to the Heritage Lottery Fund with the sector being eligible for making applications.

10. COMMUNICATIONS.

The following matters were mentioned: -

- a) Keep Wales Tidy – a free toolkit to remove gum littering which was downloadable from their website.
- b) OVW Conference and AGM – John Bader of the IPRW would be arranging a speaker, the Minister would be invited, and Jen Wallace of the Carnegie Trust UK would be speaking on Turnaround Towns and Community Resilience.
- c) Councils were encouraged to submit applications for the 2020 awards scheme.
- d) OVW had secured £10k in sponsorship in the current financial year.
- e) Annual Conference Working Group – A member survey would be undertaken shortly with the analysis to be used to inform discussions by the Task and Finish Group to be established to review the arrangements for Conferences post 2020. It would be necessary for the survey analysis to be available by June and the Task and Finish Group established at the June NEC.
- f) It was suggested that OVW should develop a snappy statement to be used to encourage people to stand for election in 2022. This could be used by Councils locally using appropriate communication media. The cost of bye-elections was raised as a major issue and it was suggested that the Welsh Government be asked to subsidise the costs involved. It was pointed out that

the cost of poll cards could be avoided but this might impact on the turnout for elections. Councils were encouraged to ask for a breakdown of costs from the principal council and challenge any element they considered not to be appropriate.

11. FINANCE UPDATE.

It was noted that the report of the Wales Audit Office on the 2018/19 audit round detailed areas for thematic inspections for the 2019/20 and 2020/21 audit round.

12. GOOD PRACTICE.

Barry Town Council – It was suggested that OVW publicly endorse the importance of Councils adopting the member/officer protocol. This was agreed.

Newtown and Llanllwchaearn Town Council – The Council was looking for guidance in relation to the role, conduct and expectations of Councillors appointed to serve on outside bodies. It was agreed that Paul Egan would check with WLGA whether they had produced guidelines and if so, they would be sent to all members of the Committee along with legal topic notes on basic charity law and indemnity insurance.

Carmarthen Town Council – The Council would be running a Children's Climate Conference with the aim of seeking ideas for the Council to consider.

Mumbles Community Council – The Council would shortly be holding a Climate Conference and would be employing an Environment Engagement Officer.

13. GUEST SPEAKERS FOR FUTURE MEETINGS.

- a) Green Growth Speaker.
- b) Leaders of Political Parties in the National Assembly be invited to take part in a meeting of the October Committee which might require a change in the current meeting date.
- c) Woodland Trust.
- d) Public Service Ombudsman for Wales.

14. MATTERS FOR REFERRAL TO THE NEC.

One member asked for minutes of the NEC to be circulated to all Councils. It was understood that this was already happening, and Paul Egan would check with the Officer Manager.

15. CORRESPONDENCE.

No matters were raised.

16. DATE OF NEXT MEETING.

15 April 2020.

17. WEBSITE ADDITION.

The Chief Executive agreed to arrange for a timetable of consultations with deadlines, Conference dates and Committee dates on the website.

Signed.....
Chair

15 April 2020

DRAFT

2020

FW: One Voice Wales/SLCC Joint Event – 20 May 2020
From: Tracy Gilmartin-Ward <tgilmartinward@onevoicewales.wales>
Sent: Tue, 25 Feb, 2020 at 15:31
To: Tracy Gilmartin-Ward

image001.jpg (11.4 KB)

From: Paul Egan <pegan@onevoicewales.wales>
Sent: 19 February 2020 14:27
To: Tracy Gilmartin-Ward <tgilmartinward@onevoicewales.wales>
Subject: COMMUNICATION TO ALL MEMBER COUNCILS

Hi Tracy,
Can you please e-mail the attached letter to all Clerks/Chairs.
Many thanks,
Paul

Paul R. Egan BA, Chartered MCIPD, PSLCC, F.Inst LM, FIPSM
Deputy Chief Executive and Resources Manager / Dirprwy Brif
Weithredwr a Rheolwr Adnoddau

One Voice Wales/Un Llais Cymru
24c College Street/Stryd y Coleg
Ammanford/Rhydaman
SA18 3AF
01269 595400
pegan@onevoicewales.wales

Dear Chair/Clerk,

One Voice Wales/SLCC Joint Event – 20 May 2020

One Voice Wales and the Society of Local Council Clerks (SLCC) are arranging the eighth Joint Event to be held on 20 May 2020 in Village Hotel, St Davids Park, Ewloe and your Clerk may have already seen information about the event in The Clerk magazine or on the SLCC website.

The agenda for the event and arrangements for bookings will need to be made by accessing the following web-link– www.slcc.co.uk/ovw

The Event is not one to be missed and is aimed at Councillors and Clerks who through their attendance will enable them to: -

- Find out more about the Welsh Government's response to the recommendations of the Independent Review Panel and the Local Government and Elections (Wales) Bill
- Better understand how to manage financial risk and keep up to date and hear what the experts at Wales

Audit Office have to say

- Learn about the future opportunities of the use of the proposed general power of competence by qualifying councils
- Have information in relation to the latest plans for the training of Clerks and Councillors
- Discover how SLCC's and OVW services will be developing in the future

I along with the Chair of One Voice Wales and representatives from SLCC will be joined by some excellent speakers namely Kevin Griffiths from the Welsh Government, Deryck Evans (Wales Audit Office) and Elisabeth Skinner MBE FSLCC (SLCC Academic Lead). The overall focus will be about Seizing Opportunities to Develop & Enhance Service Delivery.

The cost of the event is £80 per person plus VAT which should ensure that Councils whether large or small can afford to take part and I am really hopeful that the event is fully supported by Councils in Wales and especially those in the Mid and North Wales area.

Previous Joint Events were a resounding success and with your support I am hopeful that this will be replicated this year.

In conclusion, I would strongly encourage your Council to take up this opportunity and subscribe to the Event and I look forward to seeing a full house in Ewloe on 20 May 2020.

Yours faithfully,
Lyn Cadwallader
Chief Executive

The SLCC & OVW Joint
Event is generously
sponsored by Play &
Leisure. For expert
advice call 01244
546797, email

sales@playandleisure.org.uk or visit www.playandleisure.co.uk



WALES AUDIT OFFICE

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Consultations

Access information about our current and previous consultations.

[Have your say in our Covering teachers' absence survey.](#)

Future Audit Arrangements for Community Councils in Wales

Background:

The Auditor General is required to audit the annual accounts of all community and town councils in Wales. The outcomes of this work are published annually on our website.

While the current audit arrangements are designed to be proportionate to the size of individual councils, they do not address some significant audit risks.

From 2020-21 onwards, we propose a three-year audit programme which is designed to meet statutory responsibilities while providing a sufficient level of audit assurance at a reasonable cost. More detailed information on the proposed arrangements are included in [this consultation document](#).

How to get involved:

The Auditor General is seeking the views of interested parties on the proposed audit arrangements.

Do you have experience or information about the audit of community and town councils in Wales? We would like to hear from you.

Please take [our short survey](#) [[opens in new window](#)]. The deadline for responses is **Thursday 19 March 2020**.

About the survey:

The purpose of this survey is to gather views about the proposed audit arrangements for community and town councils in Wales.

We are not asking for your name or address, but it is possible that we may collect personal information about you if you give information about yourself and data protection laws require that we treat your information fairly and tell you about this in [our Fair Processing Notice](#).

If you would like further information about this work or how we will deal with your information, please email info@audit.wales

Covering teachers' absence

Background:

We published a report on [covering teachers' absence](#) in 2013 and looked at how often teachers were absent, the cost of covering their absence and the impact of absence on pupils. We made some recommendations for the Welsh Government and councils.

Since then, more recommendations have been made by the National Assembly for Wales' Public Accounts Committee and by the Children, Young People and Education Committee. Estyn - the education and training Inspectorate for Wales – have also looked at covering teachers' absence in primary schools. The Welsh Government has issued guidance and started some initiatives to help all schools manage teachers' absence and improve training and support for supply teachers.

How to get involved:

The Auditor General is looking at this topic again to see if the management of teachers' absence from the classroom has improved since 2013.

Do you have experience or information about covering teachers' absence in Wales? We would like to hear from you.

Please take [our short survey](#) [[opens in new window](#)]. The deadline for responses is **Friday 14 February 2020**.

About the survey:

The purpose of this survey is to gather views about covering teachers' absence in connection with follow up work to see if the management of teachers' absence from the classroom has improved since our 2013 report on covering teachers' absence.

Community Grant Application Form

From: Brian Wheeler <briart1952@gmail.com>

Sent: Thu, 20 Feb, 2020 at 14:58

To: clerk@nantygloandblainatc.co.uk

Grant application form April 2019.docx (72 KB)

Dear Mrs Hughes,

Please find attached a completed Community Grant Application form from Blaenau Gwent Rhythm & Ukes. This is a request to help us fund a ukulele festival scheduled for Saturday 9th May at West Mon Golf Club.

I hope you are able to consider this request.

We look forward to hearing from you soon.

Many thanks and best wishes.

Brian Wheeler

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

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

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

Mrs T Hughes - Town Clerk/RFO

Community Grant Application Form

NANTYGLO & BLAINA

24 FEB 2020

TOWN COUNCIL

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

Section 1: Contact Information

Applicant Name/Group Name:

Blaenau Gwent Rhythm & Ukes

Contact Name:

Brian Wheeler

Contact Address:

52 Garn Road

Nantyglo

NP23 4NZ

Contact Email Address:

Briart1952@gmail.com

Daytime Telephone Number:

01495 312954

Your position in the group:

Chair Person

Section 2: Tell us about your group

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

Children/Education

☐

Arts & Culture

☒

Health & Wellbeing

☒

Elderly

☐

Environment

☐

Active Lifestyles

☒

Other

☐

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

We are a community group which provides ukulele tuition. We are based in Blaenau Gwent. One of our aims is to improve the health and wellbeing of the community by offering musical accessibility to players of all abilities. This also help with social isolation and improved life skills when members learn to play a musical instrument and meet new people on a weekly basis.

In what year was the group founded? 2013

Are you a registered charity?

Yes

☐

No

☒

If yes, please provide the registered number:

If your application relates to sport

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

Yes

☐

No

☒

If yes, which one?

If your application relates to a children's group

Have all the relevant DBS checks been completed?

Yes

☐

No

☒

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

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

Yes

☒

No

☐

If so, where from and how much?

Other town councils, Head4Arts, local councillors and businesses, self fund raising. Totals are unknown at this stage.

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

To organise a ukulele festival in West Mon Golf Club that will be inclusive, accessible and affordable to local people whilst also attracting visitors to the area.

How will your project benefit Nantyglo and Blaina?

The festival will target and benefit people of all ages and social backgrounds and the aim is to make a positive difference to residents lives and spirits.

Section 4: Independent Reference Details

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

James Anstee

Job title/occupation of referee:

Civil Servant

Referee contact address:

10 Lansbury Terrace, Beaufort, NP23 5QX

Email address:

james-anstee@hotmail.com

Daytime phone number:

07837462260

Relationship to the group
(if any):

Supporter

Section 5: To be completed for all applications

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

☒ X

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

Brian Neville Wheeler

Signature:

B.N.Wheeler

Date:

20/02/2020

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

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

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

Mrs T Hughes - Town Clerk/RFO

Community Grant Application Form

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

NANTYGLO & BLAINA

- 2 MAR 2020

Section 1: Contact Information

TOWN COUNCIL

Applicant Name/Group Name:

Hospice of the Valleys

Contact Name:

Julie Williams

Contact Address:

Festival Drive, Ebbw Vale, Blaenau Gwent, NP23 8XF

Contact Email Address:

Julie.williams@hospiceofthevalleys.com

Daytime Telephone Number:

07855 405258

Your position in the group:

Business & Community Fundraising Manager

Section 2: Tell us about your group

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

Children/Education

☐

Arts & Culture

☐

Health & Wellbeing

☒

Elderly

☐

Environment

☐

Active Lifestyles

☐

Other

☐

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

Hospice of the Valleys provides specialist palliative care to the people of Blaenau Gwent, we work with people who have a life limiting condition such as heart failure, COPD and Cancer. Specialist Palliative Care can help patients and their families with physical, emotional, social and financial problems that are difficult to control. We help patients plan ahead, provide support at the end of life and through bereavement. Patients may only need care from the Hospice for a short time and can be discharged from us if their symptoms are controlled. We also have a designated service for patients with Dementia and their carers called CARIAD (Care and Respect in Advanced Dementia). Our team provides care for patients;

- At home in Nantyglo, Blaina as well as Blaenau Gwent as a whole.
- Residential & Nursing Homes.
- Local Hospitals.

We work to provide bespoke care with our patients being at the heart of everything we do, we also run Day Centres where patients can socialise, have consultations with our clinical team or receive complimentary therapy.

In what year was the group founded?

Are you a registered charity?

Yes

☒

No

☐

If yes, please provide the registered number:

If your application relates to sport

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

Yes

☐

No

☐

If yes, which one?

If your application relates to a children's group

Have all the relevant DBS checks been completed?

Yes

☐

No

☒

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

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

Yes

☐

No

☒

If so, where from and how much?

N/A

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

We will shortly be undergoing a refurbishment of our Hospice Day Centre.

As part of this project we are looking to purchase three Interactive cats for our Dementia Day Centre. The cost of these cats are £120, they serve a very useful purpose and have a calming and therapeutic effect on those affected by Dementia. These cats look and sound like the real thing and respond to petting and hugging and provide two way interaction.

A £100 contribution would be gratefully received to purchase one of the cats to benefit our patients.

How will your project benefit Nantyglo and Blaina?

Patients and their families who reside in the communities of Nantyglo and Blaina access and receive support from our services such as clinical nursing care, dementia and bereavement support.

Section 4: Independent Reference Details

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

David Walters

Job title/occupation of referee:

Retired Founder & MD Grosvenor International Partners

Referee contact address:

3 Glannoney Gardens, Llangattock, Powys, NP8 1HQ

Email address:

davenwalters@hotmail.com

Daytime phone number:

07764 413703

Relationship to the group

Supporter

(if any):

Section 5: To be completed for all applications

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

☒

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

Julie Williams

Signature:

Julie Williams

Date:

28th February 2020

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income or expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

Table 9: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2019-2020 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

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

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 48.
- 13.10 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

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

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

Senior roles

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

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

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

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

Reimbursement of travel costs and subsistence costs

- 13.18 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

- 13.19 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure has been updated in line with the most recent Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and the Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted). Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

⁷ Where a member who is on official business 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.

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

Reimbursement of the costs of care

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 believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.21 All members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, appropriate and reasonable preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.

13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 48: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head and Deputy Civic Head

13.23 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.

- 13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council's civic budgets.
- 13.25 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.
- 13.26 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.27 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.
- 13.28 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.29 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.

Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 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.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 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.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 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 10

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

	for attending approved duties.	
46	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48	All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
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	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 reimbursement of costs of care.	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 reimbursement of costs of care; if they are eligible to claim, and wish to do so.

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

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

13.38 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.

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

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

Determination 51: 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 reimbursement of costs of care.

Publicity requirements

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

14. Compliance with Panel Requirements

The Panel's remit under the Measure

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

Monitoring compliance

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