

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

Mrs T Hughes Town Clerk/RFO

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

Dear Member,

You are summoned to attend a hybrid meeting of the Town Council to be held at **5.30pm on Tuesday 22nd October 2024** at the Council Chamber, Blaina Institute, High Street, Blaina.

If any member of the public wishes to attend the meeting, please contact the Town Clerk at the above e-mail by 3pm on 22nd October 2024 for details of how to access the meeting.

Yours sincerely,



Town Clerk

AGENDA

A meeting to which members of the public are entitled to attend.

To receive: Mr Steve Edwards – Community Clerk for Abertillery & Llanhilleth Community Council.

Members are reminded to note the Standing Orders relating to guest speakers:

1. Members to receive the presentation.
2. Questions to be invited at the end of the presentation.
3. Members are requested to ask only one question each – if time allows AND with permission of the Chair, a second question may be asked.
4. Members are reminded that there is to be no discussion or exchange of points of view between Members and that all dialogue is to be directed through the Chair.

Declaration of Interest

Members are invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

1. Apologies:

Members are invited to consider the apologies for absence received and to formally resolve to accept.

2. Town Mayor's Communications:

The Town Mayor's communications for September & October 2024.

3. Questions from the Public:

To receive any questions from the public regarding matters on the agenda (please note this is limited to 10 minutes).

4. Minutes of the Meeting of the Town Council held 24th September 2024 (pages 55 – 59)

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

5. Minutes of the Events Committee Meeting held 24th September 2024 (pages 60 -63)

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

6. Minutes of the Planning & Highways Committee Meeting held 8th October 2024 (pages 64 – 66)

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

7. Minutes of the Finance & General Purposes Committee Meeting held 8th October 2024 (pages 67 - 70)

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

8. Correspondence:

Members are invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting:

- a) One Voice Wales – (for information & consideration - copy attached):

E-mail re: Application for Free Webinar Training Places.

- b) Welsh Government – Independent Remuneration Panel for Wales (for information & consideration – copy attached):

Consultation re: IRPW draft Annual Report for 2025/26 (please note only the information in respect of Community / Town Councils is attached.

9. Application to the Community Grant Fund:

- a) Hospice of the Valleys (copy attached)

10. Audit Wales:

Members are informed that the External Auditor's report and certificate in respect of the Annual Return for the year ending 31st March 2024 has now been received. Members are invited to note, and if agreed, to approve and accept the Annual Return and Audit Opinion.

Members are also informed that the Annual Return and Audit Opinion has been displayed on the Town Council's website and notice board as required by legislation (*copies attached*).

11. Members Updates:

Members are invited to inform and provide updates of any recent activities and/or concerns.

12. Confidential Information:

The following item(s) may contain information that is of a confidential or personal nature and is therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960).

Hem no. 4

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes Town Clerk/RFO
Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN
Tel: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

**Notes of the hybrid Full Council Meeting held at 6.00pm on Tuesday 24th September 2024
at the Council Chamber, Blaina Institute, High Street, Blaina.**

A meeting to which members of the public were entitled to attend.

Present: Councillor G Morvan, Deputy Town Mayor, presiding
Councillors K Jones JP; D Hillman; L Emanuel & L Higgins

In attendance: Mrs T Hughes, Town Clerk / RFO

As the meeting was not quorate, a meeting took place for discussion and information only. Any possible lawful decisions taken to be **Ratified** at the next appropriate meeting. **Agreed** to note the information received.

Prior to the commencement of the meeting, the Chair informed of the fire procedures to be taken in the event of an emergency. **Agreed** to note the information received.

Prior to the commencement of the meeting, the Deputy Town Mayor presented Councillor L Higgins with the Town Council scarf. **Agreed** accordingly.

Prior to the commencement of the meeting the Town Clerk informed that no members of the public or press were in attendance. **Agreed** to note the information received.

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided. **Agreed** to note that no such declarations were received.

1. Apologies:

Members were invited to consider the apologies for absence received and to formally resolve to accept.

Agreed to note that apologies were received from Councillors M Williams, J Bond, L Harris, C Hillman and Mrs N Horner, Assistant Officer. **Further Agreed** that the apologies be accepted.

2. Town Mayor's Communications:

The Town Mayor's communications for August & September 2024.

As the Town Mayor was not at the meeting an update would be provided at the next Meeting of the Full Council.

Agreed to note the information received.

3. Questions from the Public:

To receive any questions from the public regarding matters on the agenda (please note this was limited to 10 minutes).

Agreed to note that no questions were received.

4. Minutes of the Meeting of the Town Council held 23rd July 2024 (pages 32 – 36)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 34 (item 8d) – Town Council representatives from the Joint Committee of Local Councils would further discuss this issue with Blaenau Gwent CBC at the Liaison meeting which would take place on 25th September 2024.

Agreed that the minutes be approved.

5. Minutes of the Events Committee Meeting held 23rd July 2024 (pages 37 -42)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Agreed that the minutes be approved.

6. Minutes of the Planning & Highways Committee Meeting held 10th September 2024 (pages 43 – 49)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 43 – It was agreed that a good & informative presentation was given by Andrew Parker (Blaenau Gwent CBC) & that the issue of CCTV in Nantyglo & Blaina would be further discussed at the Liaison Meeting with Blaenau Gwent CBC on 25th September 2024.

Page 47 (item 5a) – additional information in respect of the planning application had recently been received and would be itemised on the forthcoming Planning Committee Meeting agenda.

Page 49 (item 7) – it was noted that there was a motion to be considered by the Senedd on 26th September 2024, as to rescind the 20mph limit. A Member informed of the parking issues on High Street, Blaina – particularly cars parking in the bus stops which caused issues for passengers and other drivers.

Agreed that the minutes be approved and **Further Agreed** to inform Blaenau Gwent CBC of the parking issues in High Street, Blaina (as detailed above).

7. Minutes of the Finance & General Purposes Committee Meeting held 10th September 2024 (pages 50 - 54)

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Agreed that the minutes be approved.

8. Correspondence:

Members were invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that might be received prior to the date of the meeting:

a) One Voice Wales – (for information & consideration):

E-mail re: Training Dates, September to December 2024.

Any Member who wanted to attend any training was to contact the Town Clerk.

Agreed to note the information received.

b) Planning Department, Blaenau Gwent County Borough Council (for information & consideration):

Response received due to queries made in respect of a Planning Application.

Members opined that information in respect of precedents had not been seen in a Planning Application to date.

Members agreed that the issue in respect of the possible Public Right of Way needed to be referred to the Rights of Way Officers at Blaenau Gwent CBC.

Agreed to note the information received and **Further Agreed** to refer the issue/query of the possible public Right of Way to the Rights of Way Officer at Blaenau Gwent CBC.

9. Application to the Community Grant Fund:

None received to date.

Agreed accordingly.

10. Audit Wales:

Members were informed that the External Auditor's report and certificate in respect of the Annual Return for the year ending 31st March 2023 had been received. Members were invited to note, and if agreed, to approve and accept the Annual Return and Audit Opinion.

Members were also informed that the Annual Return and Audit Opinion had been displayed on the Town Council's website and notice board as required by legislation.

The Town Clerk / RFO explained that a full audit had been carried out and that Audit Wales' opinion was that all the Town Council's procedures etc was in accordance with all

legislation and proper practices. Taking into account Audit Wales very recent annual report which stated that 66% of all Town / Community Councils in Wales received a 'qualified' audit opinion (failed the audit), the two minor recommendations stated on the Town Council's report was a very good opinion. The Town Clerk / RFO further informed that since this particular audit (for year ending March 2023), the one recommendation was implemented in 2023 (see item 11 below for more details) and the 'rounding issue' was as a result of rounding up or down (as applicable) numerous figures.

Agreed to approve and accept the Annual Return and Audit Opinion

11. **Audit Action Plan:**

Members were invited to consider the Audit Action Plan for year ending 31st March 2023 (External Audit) & 31st March 2024 (Internal Audit), and if appropriate, approve the plan.

The Town Clerk / RFO informed that the issue re: copying the Chair into the email (to the Council's payroll provider) in respect of any annual pay increase would be easily actioned at that time.

The Town Clerk / RFO informed that the issue in respect of rounding differences would be double checked and addressed prior to Council approving the annual return and annual governance statement each June.

The Town Clerk / RFO informed that the issue in respect of the manual cashbook had already been resolved following the Internal Auditor's recommendation in May 2023. The Town Council has used electronic spreadsheets as recommended for the accounts since April 202 and these electronic spreadsheets have been submitted to both Internal and External Audit since May 2024.

Agreed that the Audit Action Plan for years ending 31st March 2023 (External Audit) and 31st March 2024 (Internal Audit) be approved and **Further Agreed** to note the information received.

12. **Renewal of Contracts:**

In line with the Town Council's Financial Regulations, Members were invited to consider the information attached for the renewal of contracts in respect of the photocopier and photocopying service:

To be considered as an agenda item at the Finance & General Purposes Committee Meeting on 8th October 2024.

Agreed that the report re: Renewal of Contracts be considered at the Finance & general Purposes Committee Meeting on 8th October 2024.

13. **Members Updates:**

Members were invited to inform and provide updates of any recent activities and/or concerns.

Clr D Hillman:

It was requested that ID cards be issued to new Members and those Members who required an updated card.

Agreed that ID cards for members be issued as requested.

Cllr L Emanuel:

It was queried why there was no Town Council sign placed on Blaina Institute to inform of the Town Council's location.

The Town Clerk / RFO informed that a request had been made a number of times for this to be done, most recently in the summer and agreed to request again.

Agreed to request that the signs for the Town Council be replaced outside of Blaina Institute.

14. Confidential Information:

The following item(s) might contain information that was of a confidential or personal nature and was therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960). **Resolved** that the motion be supported.

Meeting declared closed at 6.38pm

NANTYGLO & BLAINA TOWN COUNCIL Item no. 5

CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes Town Clerk/RFO
Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN
Tel: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Notes of the hybrid Meeting of the Events Committee held at the Council Chamber, Blaina Institute, High Street, Blaina at 6.38pm on Tuesday 24th September 2024.

A meeting to which members of the public were entitled to attend.

Present: Councillor G Morvan, presiding
Presiding: Councillors D Hillman, K Jones JP, L Emanuel & L Higgins

In attendance: Mrs T Hughes, Town Clerk / RFO

Due to the absence of both the Chair and Vice Chair of the Events Committee it was **Agreed** that Cllr G Morvan, Deputy Mayor chair the meeting.

As the meeting was not quorate, a meeting took place for discussion and information only. Any possible lawful decisions taken were to be **Ratified** at the next appropriate meeting. **Agreed** to note the information received.

Prior to the commencement of the meeting, the Town Clerk informed that no members of the public or press were in attendance. **Agreed** to note the information received.

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

Agreed to note that no declarations were received.

1. **Apologies:** Members were invited to consider the apologies for absence received and to formally resolve to accept.

Agreed to note that apologies were received from Councillors J Bond, L Harris, M Williams, C Hillman & Mrs N Horner, Assistant Officer. **Further Agreed** to accept the apologies received.

2. **Questions from the public:** To receive any questions from the public on matters on the agenda.

Agreed to note that there was no public or press in attendance and no questions from the public were received.

3. Correspondence:

Members were invited to consider the listed correspondence, plus with the Chair's permission, any urgent information that might be received prior to the date of the meeting.

a) Email from chrisadamsx@btinternet.com:

Email of suggested wording for the Memorial Brick from supplier.

Cllr D Hillman informed that he had been unable to contact Mr Watkins' family to obtain feedback on the proposed wording. It was queried if Mr David Watkins was actually born in Blaina in addition to having lived there?

Agreed to note information received and **further Agreed** to check David Watkins place of birth and **Additionally Resolved** to place the order with the wording as stated.

b) Email from andrea@markethallcinema.co.uk:

Email of cinema project being greatly appreciated and explaining that unused tickets could be still used through the summer school holidays.

Members agreed that it was pleasing to know the cinema showings were appreciated by both residents and the cinema and that the venture was successful.

Agreed to note information received.

c) Email from Sharon.cargill@blaenau-gwent.gov.uk:

Overview of the Play sessions in Nantyglo and Blaina.

Members considered the information, and the following comments were made:

- The feedback received was very positive and it was good that the Town Council received positive recognition.
- Some of the dates had poor attendance coupled with some challenging weather conditions. The comments suggested that the Nantyglo venue may need to be reconsidered.
- The Town Clerk informed that posters informing of the events had been distributed in both Nantyglo & Blaina and had been handed to residents.
- Posters etc could be issued to the local primary schools next year.

Agreed to note information received.

d) Email from clerk@abertilleryandllanhilleth-wcc.gov.uk:

Offer to become a partner in Party in the Park Event in Abertillery Park. Second Saturday in June 2025.

Members considered the information, and the following comments were made:

- It would be worthwhile to invite the Clerk of Abertillery & Llanhilleth Community Council to a meeting of the Events Committee to find out more regarding the proposal.
- The Town Council did have budget restrictions:

Agreed to note information received and **Further Agreed** to invite Mr Steve Edwards (Clerk to Abertillery & Llanhilleth Community Council) to the next meeting of the Events Committee to discuss the proposals.

- e) Email from Kathryn.Cross@wales.nhs.uk:
Let's Talk Men's wellbeing. Free event Wednesday 2nd October at Blaina Community Sports Club.

Agreed to note information received.

- f) Email from Cllr M Williams:
Newport rising

Agreed to note information received.

4. Venue Hire to hold an information day:

Members discussed the information provided for venue hire, budgets, days and times.

Members stated that there were a number of queries to be considered such as cost of venues, hours etc and that this item would need to be discussed as an agenda item at a future Events Committee meeting.

Agreed to re-agenda this item for discussion at a future meeting of the Events Committee.

5. VE Day 80th ANNIVERSARY:

Email re: VE Day 80 how the nation will remember the fallen heroes and celebrate the peace after 6 years of war.

Members discussed the information received and agreed that it might be worthwhile to consider holding an appropriate event in collaboration with other appropriate organisations.

Agreed to note information received and **Further Agreed** to re-agenda this item for consideration at a future meeting of the Events Committee.

6. Christmas Carol Concert:

Joint Christmas Carol Concert to take place at Ystruth Primary School on Tuesday 3rd December.

Members commented that Ystruth Primary school had a good PA system and would be a good venue to host the annual Christmas Carol Concerts.

Agreed to note information received.

7. Christmas Selection Packs:

Members discussed the purchase of selection packs for the 4 local schools and the distribution of selection packs at the joint Christmas Carol Concert.

Agreed to re-agenda the item for the next Events Committee Meeting.

8. Christmas Lights throughout Nantyglo and Blaina:

Report and recommendations of Christmas Lights.

Members considered the report and made the following comments:

- More lights were required in Nantyglo.
- Blaenau Gwent CBC to be asked if strings of low watt LED lights could be strung across the High Street in Blaina.
- As St Anne's Church in Nantyglo had closed, no Christmas lights could be erected on the building.
- The Town Clerk informed that the Town Council had agreed an increased budget for the purchase of extra Christmas Lights.

Agreed to re-agenda the item for the next Events Committee Meeting.

9. War memorial, High Street, Blaina:

Members were informed that this memorial had been inspected and the memorial and the immediate area was cleaned, tidy and had been cut down and maintained. However, it was noted that the hedging from nearby the site was overgrown and made it difficult for pedestrians to walk safely on the pavement. Members were informed that this issue had been reported to Blaenau Gwent CBC.

The Town Clerk further informed that an email very recently received (24th September 2024) from Blaenau Gwent CBC informed that the work would be completed within 10 days.

It was queried if the Town Council was responsible for the Memorial.

Agreed to note information received and **Further Agreed** to check if the memorial was the responsibility of the Town Council.

10. Cinema Showings – Update September 2024:

Report on attendance to Market Hall Cinema.

Members considered the report and commented that it was a shame that not all tickets claimed did not attend the showings but that the project was very successful and very well received by the community. Members thanked the Town Mayor for helping to distribute tickets in the community.

Agreed to note information received.

Meeting declared closed at 7.18pm

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

Mrs T Hughes - Town Clerk/RFO

Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau NP13 3BN

Tel: 01495 292817 E-mail: clerk@nantygloandblainatc.co.uk

**Minutes of the hybrid Meeting of the Planning & Highways Committee held on
Tuesday 8th October 2024 at 6.00pm at Council Chamber, Blaina Institute, High Street,
Blaina**

A meeting to which members of the public were entitled to attend.

Present: Councillor M Williams, Town Mayor, presiding,
Councillors G Morvan, D Hillman (remote), L Harris, L Higgins & L King.

In attendance: Mrs T Hughes, Town Clerk / RFO

Due to the absence of the Chair, Cllr K Jones JP, it was **Resolved** that the Town Mayor Cllr M Williams chair the meeting.

Prior to the meeting, the Town Clerk informed that no members of the public or press were in attendance. **Resolved** to note the information received.

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations of interest must be recorded in the book provided. **Resolved** to note that no such declarations were received.

1. Apologies for absence: Members were invited to consider the apologies for absence and to formally resolve to accept.

Resolved to note that apologies were received from Councillors K Jones JP, C Hillman and Mrs N Horner, Assistant officer.

Further Resolved that the apologies be accepted.

2. Questions from the public: To receive any questions from the public regarding matters on the agenda. There was a 10-minute allocation time for any questions from the public.

Resolved to note that no public present and questions were received.

3. Correspondence: Members were invited to consider the listed correspondence, plus with the Chair's permission, any urgent information that might be received prior to the date of the meeting.

a) Pennant Walters (for consideration & information):

Email re: letter and schedule notice relating to the consultation for the submission of Mynydd Llanhilleth Wind Farm.

Resolved to note information received.

4. Planning Applications: Members were invited to consider the applications listed below and, with the permission of the Chair, any further applications that may be received prior to the date of the meeting: No planning applications received to date.

a) Plan Application No. C/2024/0163 – Miners Cabin, West Side, Blaina:

Re-consultation of application for construction of wooden cabin with change of use to holiday let.

Members agreed that the information provided in the reconsultation answered the previous representations made.

Resolved that no representations or objections be made.

b) Plan Application No .P/2024/0236 – Units 10-16 (all), Barleyfield Industrial Estate Phase 2, Nantyglo:

Installation of 2.4m high security fence & gates.

Resolved that no representation or objection made.

5. Licence Applications: Members are invited to note the application(s) for information only.

a) Name of applicant:

Karen Williams, Town Centre Manager, BGCBC, General Offices, Ebbw Vale.

Details of Application:

Temporary Event Notices (TENs) for the open air screening of the film on 27th & 28th September 2024 (Licensing Act 2003).

Premises Name & Address:

St Peter's Church Grounds, Blaina.

Resolved to note information receive.

Additional Licence application received with permission of the Chair:

b) Name of applicant:

Karen Williams, Event Organiser, BGCBC, General Offices, Ebbw Vale.

Details of Application:

Application for a temporary Street Trading Consent for Christmas Events in Central Park, Surgery Road, Blaina on Saturday 30th November 2024 12 noon to 4pm.

Premises Name & Address:
Central Park, Surgery Road, Blaina

Resolved to note the information received.

Meeting declared closed at 6.07pm

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

Mrs T Hughes - Town Clerk/RFO

Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau NP13 3BN

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

Minutes of the hybrid Finance & General Purposes Committee Meeting held at 6.08pm on Tuesday 8th October 2024 at the Council Chamber, Blaina Institute, High Street, Blaina.

A meeting to which members of the public were entitled to attend.

Present: Councillor D Hillman (remote), Chair, presiding
Councillors G Morvan, M Williams, L Harris, L King & L Higgins.

In attendance: Mrs T Hughes, Town Clerk / RFO

Prior to the start of the meeting, the Town Clerk informed that no member of the public or press were in attendance. **Resolved** to note the information received.

Declaration of Interest

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations must be recorded in the book provided. **Resolved** to note that no such declarations were received.

1. Apologies for absence:

Members were invited to consider the apologies for absence and to formally resolve to accept. **Resolved** to note that apologies were received from Cllr K Jones JP, C Hillman and Mrs N Horner, Assistant Officer.

Further Resolved that the apologies be accepted.

2. Questions from the Public:

To receive any questions from the public regarding matters itemised on the agenda (limited to 10 minutes total).

Resolved to note that no questions were received.

3. Correspondence:

Members are invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting.

a) Keep Wales Tidy – (for information)

Information in respect of the forthcoming Big Ebbw Fach Trail Tidy.

Resolved to note the information received.

- b) Orbits Business IT Group – (for information)
Change of name and implementing 5% increase on all services starting from 1st November 2024.
The Town Clerk / RFO informed that this was the first price increase and that the service from Orbits IT was very good.

Resolved to note the information received.

Additional correspondence with permission of the Chair:

- c) Andrew Parker, Blaenau Gwent County Borough Council (for consideration):
Email informing of one space for a representative to the Peer Group to attend one meeting which was likely to take place week commencing 18th November 2024.

It was **Proposed** and **Seconded** that Cllr D Hillman be nominated as the representative to the group in his capacity as the Chair of the Joint Committee of Local Councils but subject to the other three Town / Community Councils within Blaenau Gwent be contacted in respect of the proposal.

Resolved to note the information received and **Further Resolved** that Cllr D Hillman (in his capacity as Chair of the Joint Committee of Local Councils) to be nominated as the Town Councils' representative to the group and **Additionally Resolved** to contact the other three Town/ Community Councils within Blaenau Gwent to enquire about a representative to the group/agreement that Cllr D Hillman be the representative.

4. S.137 donations (Local Government Act 1972 & Well-being of Future Generations (Wales) Act 2015:

As previously resolved, Members were invited to consider making further financial donations to Blaenau Gwent Foodbank to assist residents of Nantyglo and Blaina for the month of October 2024.

Resolved that a financial donation of £200.00 be made to Blaenau Gwent Foodbank for the month of October 2024.

5. Application to the Community Grant Fund:

Members were invited to consider the listed application(s), plus with the Chairman's permission any additional applications that might be received prior to the date of the meeting. Members were also reminded that applications would need to be considered in conjunction with the current policy.

- a) *None received to date.*

Resolved accordingly.

6. Salem Chapel:

Members were invited to consider the attached inspection report:

- September 2024.

In response to a query, the Town Clerk informed that to her untrained eye, whilst the physical condition of the Chapel continued to deteriorate, there did not appear to be any additional issues although, with the wetter weather, the rear entrance door was difficult to open due to the swelling of the wooden door.

Resolved that the report be approved.

7. **Renewal of Contracts:**

In line with the Town Council's Financial Regulations, Members were invited to consider the information attached for the renewal of contracts in respect of the photocopier and photocopying service.

The Town Clerk drew Member's attention to the additional information in respect of the Digihub Wales product, which had recently been received.

Members considered all the information received and commented that the price of the Digihub Wales product was the lowest quotation received which was coupled with the additional features which would be beneficial to the Town Council.

Resolved that the quotation from Digihub Wales be accepted.

8. **Christmas Lights throughout Nantyglo & Blaina:**

Members were invited to consider the attached report and recommendations in respect of Christmas Lights throughout Nantyglo & Blaina:

The Chair informed that some of the ongoing queries in respect of Christmas Lights had been put to the Leader and Deputy Leader of Blaenau Gwent CBC at the recent Quarterly Liaison Meeting.

Members considered the report, and the recommendations contained within, and the following comments were made:

- The recommendation should read 'up to £4,000.00
- The Town Clerk / RFO informed that, in line with every year, a total of three quotes would be obtained for the lights.
- The Town Clerk / RFO informed that, from memory, she estimated the invoice from the power company for Christmas Lights for the Christmas period for the whole of Nantyglo & Blaina to be approximately £50.
- Taking the above information into account, there was a need to identify what contribution should be given to those businesses and/or individuals who agreed to help power the Christmas Lights, as it was estimated to be a very low cost.

Resolved that Christmas Lights (Connect Pro) be purchased up to a cost of £4,000 subject to three quotations obtained), **Resolved** that Mr R Dunham continues to be appointed as the Christmas Lights Contractor for the Town Council (as per the Budget & Precept Report January 2024)**Further Resolved** to try to identify (with the help of R. Dunham, Christmas Lights contractor) additional appropriate locations within Nantyglo to erect Christmas Lights and **Additionally Resolved** to identify an appropriate amount to provide to businesses/individuals who power up some of the Christmas Lights.

9. **Confidential Information:**

Tracy

From: Sara.Rees@gov.wales on behalf of IRPMailbox@gov.wales
Sent: 04 October 2024 11:30
To: IRPMailbox@gov.wales
Subject: Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol 2025-2026 / Independent Remuneration Panel for Wales – Draft Annual Report 2025-2026
Attachments: Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol adroddiad blynyddol drafft 2025 i 2026.pdf; Independent Remuneration Panel for Wales - Draft Annual Report - 2025 to 2026.pdf

Bore da

Good morning

Yn unol â gofynion Adran 147 o Fesur Llywodraeth Leol (Cymru) 2011, rwy'n atodi dolen at Adroddiad Blynyddol drafft 2025-2026 Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol.

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, I attach a link to the Independent Remuneration Panel for Wales's draft Annual Report 2025 to 2026.

Fe'i hanfonwyd hefyd at Ysgrifennydd y Cabinet dros Lywodraeth Leol a Thai, yn ogystal ag eraill sydd â diddordeb.

This has also been sent to the Cabinet Secretary for Housing and Local Government and other interested parties.

Mae'r adroddiad ar gael drwy'r ddolen ganlynol:

You can find the report by using the following link:

[Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol: adroddiad blynyddol drafft 2025 i 2026 | LLYW.CYMRU](#)

[Independent Remuneration Panel for Wales: draft annual report 2025 to 2026 | GOV.WALES](#)

Mae copi o'r adroddiad drafft hefyd ynghlwm, er hwylustod.

A copy of the draft report is also attached, for ease.

Mae'r holl Benderfyniadau eraill a nodwyd yn 2022 i 2023, 2023 i 2024, a 2024 i 2025 yn ddilys o hyd, a dylid eu rhoi ar waith.

All other Determinations set out in 2022 to 2023, 2023 to 2024 and 2024 to 2025 remain valid and should be applied.

Byddai'r Panel yn ddiolchgar pe gallech sicrhau bod eich aelodau'n ymwybodol o gynnwys yr adroddiad.

The Panel would appreciate if you could make your members aware of the content of the report.

Daw'r ymgynghoriad i ben ar 29 Tachwedd 2024.

The consultation will close on 29 November 2024.

Os oes gennych unrhyw gwestiynau, cysylltwch â irpmailbox@llyw.cymru.

Any queries, please contact irpmailbox@gov.wales.

NANTYGLO & BLAINA

TOWN COUNCIL



Llywodraeth Cymru
Welsh Government

REPORT, DOCUMENT

Independent Remuneration Panel for Wales: draft annual report 2025 to 2026

Sets the range and level of payments for the financial year
2025 to 2026.

First published: 4 October 2024

Last updated: 4 October 2024

This document was downloaded from GOV.WALES and may not be the latest version.
Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html>
for the latest version.
Get information on copyright.

Contents

Foreword

Introduction

Role and responsibilities of the Panel

Transfer of functions to Democracy and Boundary Commission Cymru

Methodology

Determinations for 2025 to 2026

Summary of Determinations 2025 to 2026

Contact details

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Foreword

Welcome to the draft Annual Report of the Independent Remuneration Panel for Wales (“Panel), setting the decisions and determinations on pay, expenses, and benefits for elected members of Principal Councils, Corporate Joint Committees (CJCs), Community and Town Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2025. This is the final draft report before the Panel’s functions transfer over to the Democracy Boundary Commission Cymru (DBCC) from 1 April 2025.

You can find out more about our Panel members on our [website](#).

This has been a busy year for the Panel, with the focus on compliance, engagement, fairness and research, whilst also preparing for the transfer of functions to the DBCC.

Since its inception, I believe that the Panel has had a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all the all authorities that are within its remit. In particular, the Panel has sought to ensure that remuneration issues do not act as a barrier to participation in local democracy.

The Local Government Measure requires the Panel to take cognisance of the overall cost to the public purse. We have continued to do this, and maintained the principle that the remuneration of elected members of our Principal Councils is linked specifically to the average wages of people in Wales. I am satisfied that the balance between fairness and support to elected members and the overall impact on public finances has been achieved for 2025 to 2026.

I wish to give my appreciation and thanks to the Panel for their professionalism, engagement and judgement during the last few years. This has enabled the Panel’s Determinations to be robust, sound and well supported by stakeholders.

Also, my grateful thanks to the members of our Secretariat who have supported the Panel.

This draft annual report is now issued for consultation. We have again put forward a set of specific questions where we would welcome your feedback. We welcome any additional comments either on the detail of the proposed Determinations or on other relevant areas you think the Panel should consider.

The Consultation period ends on 29 November 2024 (you can either, write to us (see contact details), **email** us your comments or complete the form on our website and after deliberating on your feedback, and taking cognisance of any change in circumstances, the Panel will issue its final Determinations and annual report by the 28 February 2025.

Frances Duffy, Chair
Independent Remuneration Panel for Wales

Introduction

Last year we published our first Strategic Plan, setting out the framework for our deliberations and wider context for our decisions from 2023 to 2025.

The strategy outlines an appropriate and fair remuneration framework, aimed at encouraging inclusion and participation in order to support local democracy, and giving communities their voice.

The Panel has a role to promote a wider understanding of the work of local and community council members, to encourage participation in local democracy and to improve diversity of councillors to better represent the diversity of local communities. The Panel has previously introduced reimbursement for cost of care (for all elected members) and a working from home and ICT allowance

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

(community and town councillors) aimed at removing potential barriers relating to caring responsibilities and home working enabling elected members to participate in local democracy.

The Panel continues to monitor, where it can, the impact of its determinations on improving diversity within local democracy, and with the support of Welsh Government, sought views on the association between remuneration and diversity within local democracy. The Panel has written to Welsh Government to ask for support in providing a better baseline of evidence to monitor and track changes in the demographics of our elected officials.

With a strengthened Panel, we continue to focus on building our research and evidence plan to support our discussions on our remuneration framework. We publish our Research and Evidence paper each year along with the final report in line with our aim to be open and transparent in all our decision making.

The Panel believes fair and reasonable levels of remuneration are crucial to local democracy. We therefore again agreed to continue to align levels of remuneration for elected members of Principal Councils, Corporate Joint Committees (CJCs), National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.

The **Local Government (Wales) Measure 2011** states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. We considered evidence on public sector finances and the impact on Principal Authorities’ budgets before determining remuneration levels across the local government family.

Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel are aware of the continuing economic and fiscal strain on Principal Councils. In reaching our decision to continue the link

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

between elected members remuneration and the average earnings of their constituents, the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration.

In line with our commitment to simplifying reporting and compliance requirements, the Panel this year looked at the reporting for Community and Town Councils (CTCs). We provided clerks of CTCs with a new template report and will continue to monitor the level of payments made. These annual returns form an important part of the evidence that the Panel considers in determining the impact and effectiveness of our decisions.

We addressed queries from CTCs regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We updated our guidance on this issue, and this has helped reduce the number of queries. We are mindful of the help that One Voice Wales continues to give to local clerks and councillors on remuneration issues and will again this year hold an online seminar for all community councillors during the consultation period.

We are also mindful of a continuing, albeit reducing, number of CTC councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst carrying out their duties.

We introduced a total sum reporting for all mandatory payments to members of CTCs for working from home, the flat rate consumables allowance and travel and subsistence claims. This is in line with the reporting of costs of care and personal assistance claims. The Panel feels this will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Also, last year, the Panel introduced the option for coopted members of Principal Councils, National Parks Authorities and Fire and Rescue Authorities, to be paid an hourly rather than daily rate where thought appropriate. We will be looking at the annual payment returns for this year to monitor the take up of this.

We have reviewed and updated our **guidance** (previously called the Regulations) to better support relevant authorities to be able to comply with our determinations about members' remuneration, including payments, reporting and publication requirements as set out in this draft annual report.

A key issue that the Panel considered in depth this year was the development of the new Corporate Joint Committees (CJCs). After research into the progress being made and taking evidence and feedback from CJCs and Welsh Government policy colleagues, the Panel issued a draft Supplementary Report covering the remuneration of lay members of CJCs on 27 June 2024.

The Panel considered it important that payments and allowances to elected and appointed members of all relevant authorities within the local government family are fair and consistent. It was the Panel's view that the situation regarding remuneration of lay members of CJCs was anomalous with remuneration of coopted members with other local government authorities.

As a result, the Panel consulted with stakeholders about aligning the approach taken to remunerating lay members of CJCs with the remuneration of coopted members across the relevant authorities within the local government family, asking if lay members of a CJC should be paid in the same way as coopted members of other relevant authorities.

The Panel expresses its appreciation to those who took the time to send their views and comments. The responses were almost all supportive of the approach set out in the report.

The Panel issued a **final Supplementary Report** on 31 July 2024.

The final area that the Panel is considering actioning this year is to undertake a review of Framework and Methodology for Remuneration of Senior Roles in Principal Councils, Community and Town Councils (CTCs), and CJsCs. This is a considerable piece of work requiring full examination and subsequent research, and the Panel therefore intends to develop a more detailed scope of the nature of the research and methodology required over the coming months in order for the new Democracy and Boundary Commission Cymru (DBCC) to take this work forward.

Additionally, the Panel has become aware of some concerns over the workload and demands on senior roles in National Park Authorities and Fire and Rescue Authorities. The Panel therefore proposes incorporating research questions that would support a review into these areas also within the scope of the research framework described above.

As we come to the end of the year, and the winding up of the Panel and the transfer of its functions to the DBCC, the Panel will be preparing a Legacy Report which we intend to act as a summary of the main issues we have researched and made decisions on over the past 10 or so years and form an evidence base for the DBCC to take forward.

Role and responsibilities of the Panel

Our role

The Panel is responsible for setting the levels and arrangements for the remuneration of elected and coopted members of the following organisations:

- Principal Councils, County and County Borough Councils
- Community and Town Councils
- National Park authorities

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

- Fire and Rescue authorities
- Corporate Joint Committees

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

We make determinations on:

- the salary structure within which members are remunerated
- the type and nature of allowances to be paid to members
- whether payments are mandatory or allow a level of local flexibility
- arrangements in respect of family absence
- arrangements for monitoring compliance with the Panel's decisions

Our aim

- Supporting local democracy and giving communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation.

Our goals

- Our Determinations should ensure that levels of remuneration are fair, reasonable, represent value for money for the taxpayer, and are set within the context of Welsh earnings and the wider financial circumstances of Wales.
- Our Determinations should support elected members from a diverse range of backgrounds, and levels of remuneration should not act as a barrier to participation.

Our strategic objectives

- To make evidence based Determinations.
- To use clear and accessible communications.
- To proactively engage and consult.
- To simplify compliance and reporting.
- To work collaboratively.

Panel membership

Frances Duffy, Chair
Saz Willey, Vice Chair
Bev Smith
Dianne Bevan
Kate Watkins

Detailed information about the members, our Strategic Plan, our deliberations and supporting research and evidence can be found on the [website](#).

Transfer of functions to Democracy and Boundary Commission Cymru

Following an independent ten-year review of the Panel in 2021, the Panel's functions will transfer over to the Democracy and Boundary Commission Cymru on 1 April 2025. This is as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024. Having received Royal Assent in the Autumn, the Act expands the role and remit of the DBCC across aspects of a healthy Welsh democracy, including setting the remuneration for members of the following bodies across Wales:

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

- Principal Councils
- Town and Community Councils
- Corporate Joint Committees
- Fire and Rescue authorities
- National Park authorities

As the DBCC draws on the same evidence base and stakeholders to undertake its own work and its purpose is also rooted in promoting effective local democracy, there is already a strong connection between the work of the two organisations. Both agendas rely on having a real understanding and appreciation of the needs of the population of Wales, the way in which elected members and councils operate and an understanding of members' workloads.

As the Panel is required now, the DBCC will be expected to produce a draft Annual Report for consultation and take account of responses prior to publishing a final Report by 28 February each year. The Report will set out its determination about remuneration levels for the following financial year.

The Panel will be abolished via the Elections and Elected Bodies (Wales) Act on 31 March 2025.

We are working closely with the DBCC to ensure a seamless transfer of the Panel's functions on 1 April 2025. We have set up a transition workstream to capture requirements such as development of a legacy report which will provide details on the Panel's history as well areas which might be considered by the DBCC in the future.

Methodology

As set out in our strategic objectives the Panel has committed to making evidence-based decisions.

This year we again prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2025 to 2026 financial year. This included:

- data on average UK and Wales weekly earnings, including ASHE the Annual Survey of Hours and Earnings
- public and private sector pay trends
- annual CPIH and CPI inflation rates
- benchmarks, including councillor remuneration in Scotland
- research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
- data collected on the take up of remuneration and benefits packages by councillors
- democratic Health of Community and Town Councils
- data on local authority finances

The full set of evidence and research considered will be published on our **website**.

The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and One Voice Wales, Society for Local Council Clerks, North and Mid Wales Association of Local Councils. We also received evidence from the Chair of North Wales Fire and Rescue Service, Chair of National Parks Wales (who is also Chair of Pembrokeshire Coast National Park Authority and the Chair of South West Wales CJC (who is also the Leader of Swansea City Council).

In March, the Panel attended the One Voice Wales conference. This enabled the Panel to meet delegates and discuss issues relating to the Panel's deliberations. The Panel will be attending this year's conference and look forward to meeting CTC clerks and councillors.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

same basis as coopted (lay) members with voting rights of other bodies within the local government family.

The amounts are set out below.

Table 4: payments made to co opted (lay) members of Corporate Joint Committees

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

This determination is valid from 31 July 2024.

Community and Town Councils

The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

Mandatory payments: determination 7

Payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week)

towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

* Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Compensation for financial loss: determination 8

Compensation for financial loss is an optional payment.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2025 to 2026 are now proposed as:

£126.74 for a full day and £63.37 for a half day.

Reporting requirements: determination 9

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposed that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

Payments to Community and Town Councils

Type of payment	Group requirement	Requirement
Extra costs payment	1 (Electorate over 14,000)	Mandatory for all members
Senior role	1 (Electorate over 14,000)	Mandatory £500 for 1 member; optional for up to 7
Mayor or chair	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy Mayor or Mayor Chair	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance	1 (Electorate over 14,000)	Optional

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Type of payment	Group requirement	Requirement
allowance		
Financial loss	1 (Electorate over 14,000)	Optional
Travel and subsistence	1 (Electorate over 14,000)	Optional
Costs of care or personal assistance	1 (Electorate over 14,000)	Mandatory
Extra costs payment	2 (Electorate over 10,000 to 13,999)	Mandatory for all
Senior role	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member; optional up to 5
Mayor or chair	2 (Electorate over 10,000 to 13,999)	Optional; up to a maximum of £1,500
Deputy mayor or mayor chair	2 (Electorate over 10,000 to 13,999)	Optional; up to a maximum of £500
Attendance allowance	2 (Electorate over 10,000 to 13,999)	Optional
Financial loss	2 (Electorate over 10,000 to 13,999)	Optional
Travel and	2 (Electorate over 10,000 to	Optional

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Type of payment	Group requirement	Requirement
subsistence	13,999)	
Costs of care or personal assistance	2 (Electorate over 10,000 to 13,999)	Optional
* Extra costs payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
* Senior role	3 (Electorate over 5,000 to 9,999)	Mandatory for 1 member; optional up to 5
* Mayor or chair	3 (Electorate over 5,000 to 9,999)	Optional; up to a maximum of £1,500
* Deputy mayor or mayor chair	3 (Electorate over 5,000 to 9,999)	Optional; up to a maximum of £500
* Attendance allowance	3 (Electorate over 5,000 to 9,999)	Optional
* Financial loss	3 (Electorate over 5,000 to 9,999)	Optional
* Travel and subsistence	3 (Electorate over 5,000 to 9,999)	Optional

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Type of payment	Group requirement	Requirement
Costs of care or personal assistance	3 (Electorate over 5,000 to 9,999)	Mandatory for all
Extra costs payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members
Senior role	4 (Electorate over 1,000 to 4,999)	Optional; up to 3 members
Mayor or chair	4 (Electorate over 1,000 to 4,999)	Optional; up to a maximum of £1,500
Deputy mayor or mayor chair	4 (Electorate over 1,000 to 4,999)	Optional; up to a maximum of £500
Attendance allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and subsistence	4 (Electorate over 1,000 to 4,999)	Optional
Costs of care or personal assistance	4 (Electorate over 1,000 to 4,999)	Mandatory for all
Extra costs payment	5 (Electorate less than 1,000)	Mandatory for all

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Type of payment	Group requirement	Requirement
Senior role	5 (Electorate less than 1,000)	Optional up to 3 members
Mayor or chair	5 (Electorate less than 1,000)	Optional; up to a maximum of £1,500
Deputy mayor or mayor chair	5 (Electorate less than 1,000)	Optional; up to a maximum of £500
Attendance allowance	5 (Electorate less than 1,000)	Optional
Financial loss	5 (Electorate less than 1,000)	Optional
Travel and subsistence	5 (Electorate less than 1,000)	Optional
Costs of care or personal assistance	5 (Electorate less than 1,000)	Mandatory for all

Payments to Community and Town Councils

There have been no changes made to payments for undertaking senior roles; allowances for Travel and subsistence; Care and Personal Assistance or Attendance allowance. All current Determinations will be published on our [website](#).

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026.html> for the latest version.

Get information on copyright.

Determination 5

For co opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2024 to 2025. The only change is the stipulation of hourly rates, as set out in Table 3.

Determination 6

Co opted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as co opted members with voting rights of other bodies within the local government family, as set out in Table 4.

Determination 7

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Determination 8

Compensation for financial loss is an optional payment.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2025 are now proposed as £126.74 for a full day and £63.37 for a half day.

Determination 9

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

All other Determinations set out in the 2024 to 2025 **Annual Report** of the Panel remain valid and should be applied.

Contact details

To request a printed version of the Annual Report please **email us** or write to:

Independent Remuneration Panel for Wales
Third Floor East
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Telephone: 03000 616095

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2025-2026-html> for the latest version.

Get information on copyright.

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 Mrs N Horner - Assistant Officer

Community Grant Application Form 2024/25

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

NANTYGLO & BLAINA

- 9 OCT 2024

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.

In what year was the group founded?

1977

Are you a registered charity?

Yes

No

If yes, please provide the registered number:

517724

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

Please provide details of your organisations bank / building society account (if your application is successful, the grant will be paid directly to this account):

Name of bank/building society account:

Commercial Instant Access Account

Name of bank or building society the account is held with:

Lloyds Bank

Sort code:

30-94-14

Account number:

00927784

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

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

Yes

No

If so, where from and how much?

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

Our CARIAD Dementia Service is planning a Christmas Party for our patients and their carer's, the party is so much more than just celebrating the festive season. It is an opportunity to bring them together to enjoy a social activity with each other that is fully inclusive, reduces the feeling of isolation, improve quality of life and a feeling of independence.

Patients can enjoy themselves as receive full support and interaction with the CARIAD team at the Party to ensure there wellbeing and sense of enjoyment.

Any financial contribution would be gratefully received towards meal costs and venue hire as well as the entertainment.

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 CARIAD.

Section 4: Independent Reference Details

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

Mr 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

Hospice 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:

PJ Williams

Date:

08/10/2024

Tracy

From: Deryck Evans <Deryck.Evans@audit.wales>
Sent: 09 October 2024 13:36
To: Clerk
Subject: FW: 2023-24 Completion of audit / cwblhau archwiliad - Nantyglo and Blaina CC
Attachments: Audit Wales - Audit Completion notice.docx; Nantyglo and Blaina TC 2023-24.pdf; Nantyglo and Blaina TC 2022-3.pdf

Ymddiheuriadau am yr oedi - roeddwn i'n meddwl y byddwn i'n gosod hwn i'w anfon yn awtomatig ar 25 Medi

Apologies for the delay – I thought I'd set this up to be sent automatically on 25 Sept

PLEASE READ THIS EMAIL IN FULL AS IT CONTAINS IMPORTANT INFORMATION

We have now completed our audit of the Council's accounts for 2023-24. Where relevant, we have also completed any outstanding audits from prior years.

Attached to this email are:

- A copy of the certified annual return(s) for the outstanding audits
- An audit completion notice

The Accounts and Audit (Wales) Regulations 2014

The Regulations set out what you must do at the conclusion of the audit.

You should refer, in particular, to Regulation 15 [Publication of income and expenditure accounts and receipts and payments] and Regulation 18 [Notice of conclusion of audit]. Please note that the Annual Returns is all that is needed to satisfy the requirements of the Regulations where these refer to the income and expenditure account, the record of receipts and payments or the statement of balances.

In summary you must:

- display a notice for a period of at least 14 days stating that the audit has been

DARLLENWCH YR E-BOST HWN YN LLAWN GAN EI FOD YN CYNNWYS GWYBODAETH BWYSIG

Rydym bellach wedi cwblhau ein harchwiliad o gyfrifon y Cyngor ar gyfer 2023-24. Lle bo'n berthnasol, rydym hefyd wedi cwblhau unrhyw archwiliadau sy'n weddill o flynyddoedd blaenorol

Ynglwm wrth yr e-bost hwn mae:

- Copi o'r ffurflen(au) blynyddol ardystiedig ar gyfer yr archwiliadau sy'n weddill
- Hysbysiad cwblhau archwiliad

Rheoliadau Cyfrifon ac Archwilio (Cymru) 2014

Mae'r Rheoliadau'n nodi'r hyn y mae'n rhaid i chi ei wneud ar ddiwedd yr archwiliad.

Dylechgyfeirio, yn benodol, at Reoliad 15 [Cyhoeddi cyfrifon incwm a gwariant a derbyniadau a thaliadau] a Rheoliad 18 [Hysbysiad o gasgliad yr archwiliad]. Noder mai'r Ffurflenni Blynyddol yw'r cyfan sydd ei angen i fodloni gofynion y Rheoliadau lle mae'r rhain yn cyfeirio at y cyfrif incwm a gwariant, y cofnod o dderbyniadau a thaliadau neu'r datganiad o falansau.

I grynhoi, rhaid i chi:

- arddangos hysbysiad am gyfnod o 14 diwrnod o leiaf yn datgan bod yr archwiliad wedi'i gwblhau a bod y Ffurflen Flynyddol ar gael i'w harchwilio gan etholwyr llywodraeth leol;
- rhoi manylion yn yr hysbysiad hwn o'r cyfeiriad y gall etholwyr llywodraeth leol arfer eu hawliau i archwilio'r

completed and that the Annual Return is available for inspection by local government electors;

- provide details in this notice of the address at which and the hours during which local government electors may exercise their rights to inspect the Annual Returns;
- publish or display your Annual Returns. As a minimum, this means that the Annual Return should be displayed on your notice board(s) and published on the Council's website.

It is acceptable to display a copy of the Annual Returns as long as it is a true facsimile and bears a note saying where the original can be inspected.

What should you do?

To meet the requirement of the Regulations you should:

- Prepare the Notice of Conclusion of Audit and Right to Inspect the Annual Return (a proforma notice which you can use for this purpose is attached).
- Put the completed notice in a conspicuous place e.g. a noticeboard for at least 14 days along with the certified Annual Returns. The Annual Returns should be displayed so that the accounting statements, both parts of the annual governance statement and the Auditor General's audit certificate and report visible.
- You must also publish the notice and the annual return on the Council's website
- Retain evidence that this has been done to support compliance with the exercise of electors' rights, which forms part of the Annual Governance Statement.

Audit fee

Our audit fee invoice will be issued shortly. Where relevant this will set out the fee for each financial year for which we are issuing our audit certificates. In order to assist us to manage the overall cost of audit across Wales, we would appreciate prompt payment of the fee invoice.

Ffurflenni Blynnyddol a'r oriau pan fydd etholwyr llywodraeth leol yn arfer eu hawliau;

- cyhoeddi neu arddangos eich Ffurflenni Blynnyddol. O leiaf, mae hyn yn golygu y dylid arddangos y Ffurflen Flynyddol ar eich hysbysfwrdd(au) a'i chyhoeddi ar wefan y Cyngor.

Mae'n dderbyniol arddangos copi o'r Ffurflenni Blynnyddol cyn belled â'i fod yn wir ffacs ac yn nodi lle gellir archwilio'r gwreiddiol.

Beth ddylech chi ei wneud?

Er mwyn bodloni gofynion y Rheoliadau, dylech:

- Paratoi'r Hysbysiad o Gasgliad o Archwilio a'r Hawl i Archwilio'r Ffurflen Flynyddol (amgaeir hysbysiad profforma y gallwch ei ddefnyddio at y diben hwn).
- Rhwch yr hysbysiad wedi'i gwblhau mewn man amlwg e.e. hysbysfwrdd am o leiaf 14 diwrnod ynghyd â'r Ffurflenni Blynnyddol ardystiedig. Dylid arddangos y Ffurflenni Blynnyddol fel bod y datganiadau cyfrifyddu, y ddwy ran o'r datganiad llywodraethu blynnyddol a thystysgrif archwilio ac adroddiad yr Archwilydd Cyffredinol i'w gweld.
- Rhaid i chi hefyd gyhoeddi'r hysbysiad a'r ffurflen flynyddol ar wefan y Cyngor
- Cadw tystiolaeth bod hyn wedi'i wneud i gefnogi cydymffurfiaeth ag arfer hawliau etholwyr, sy'n rhan o'r Datganiad Llywodraethu Blynnyddol.

Ffi archwilio

Bydd ein anfoneb ffioedd archwilio yn cael ei chyhoeddi cyn bo hir. Lle bo'n berthnasol, bydd hyn yn nodi'r ffi ar gyfer pob blwyddyn ariannol yr ydym yn cyhoeddi ein tystysgrifau archwilio ar ei gyfer. Er mwyn ein cynorthwyo i reoli cost gyffredinol archwilio ledled Cymru, byddem yn gwerthfawrogi talu'r anfoneb ffioedd yn brydlon.

**NOTICE OF CONCLUSION OF AUDIT
AND RIGHT TO INSPECT THE ANNUAL RETURN
FOR THE YEAR ENDED
31 MARCH 2024**

Public Audit (Wales) Act 2004 Section 29

Accounts and Audit (Wales) Regulations 2014

	<p>1. The audit of accounts for the Nantyglo & Blaina Town Council for the year ended 31 March 2024 has been concluded.</p> <p>2. The annual return is available for inspection by any local government elector for the area of the Nantyglo & Blaina Town Council on application to:</p>
<p>(a) Insert name, position and address of person to whom local government electors should apply to inspect the annual return</p>	<p>(a) Mrs T Hughes, Town Clerk / Responsible Finance Officer Nantyglo & Blaina Town Council Town Council Offices Blaina Institute, High Street Blaina, Gwent. NP13 3BN</p>
<p>(b) Insert the times between which a local government elector may apply to inspect the annual return</p>	<p>between (b) 9.30 am and (b) 2.30 pm on Mondays to Thursdays and 9.30am and 12.30pm on Fridays.</p> <p>(excluding public holidays), when any local government elector may make copies of the annual return.</p>
<p>(c) Insert a reasonable sum for copying costs</p>	<p>3. Copies will be provided to any local government elector on payment of (c) £1.00 for each copy of the annual return.</p>
<p>(d) Insert name and position of person placing the notice</p>	<p>(d) Mrs Tracy Hughes – Town Clerk / Responsible Finance Officer</p>
<p>(e) Insert date of placing of the notice</p>	<p>(e) 9th October 2024</p>

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: | Nantyglo & Blaina Town Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	123,068	115,423	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	84,700	91,170	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	3,192	4,282	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	56,869	54,376	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	1,393	1,393	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	37,276	31,257	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	115,423	123,849	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	115,423	123,849	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	115,423	123,849	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	139,532	141,900	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	6,114	5,006	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £2,500.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

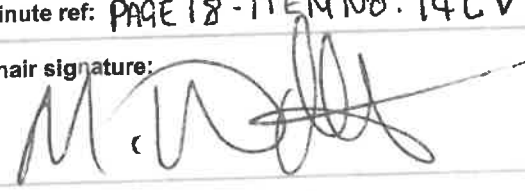
2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p> 	<p>Minute ref: PAGE 18 - ITEM NO. 14 C V</p> <p>Chair signature:</p> 
<p>Name: Tracy Hughes – Town Clerk / RFO</p>	<p>Name: Cllr Michael Williams – Town Mayor</p>
<p>Date: 25th June 2024</p>	<p>Date: 25th June 2024</p>

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **Nantyglo & Blaina Town Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.

There are no further matters I wish to draw to the Council's attention.

 Deryck Evans, Audit Manager, Audit Wales For and on behalf of the Auditor General for Wales	Date 25/09/2024
--	------------------------

Annual internal audit report to:

Name of body: Narkygo and Blaira Town Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 10/05/2024.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDM BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: 

Date: 10/05/2024