

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 **6.00pm on Tuesday 25th February 2025** 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 25th February 2025 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.

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 February 2025.

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 28th January 2025 (pages 113 – 117)

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 28th January 2025 (pages 118 - 120)

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 11th February 2025 (pages 121 - 124)

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 11th February 2025 (pages 125 - 129)

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) Blaina Community Institute Ltd – (For information – copy attached):

Letter informing of the requirement for all contractors/workers must read and sign asbestos register.

- b) One Voice Wales – (for information – copy attached):

Joint event – One Voice Wales & Planning Aid Wales “Understanding the Planning System - your questions answered” on Thursday 27th March 2025 via Zoom.

- c) Cwmpas – (for information/consideration – copy attached):

Letter offering presentation etc to inform Council of community led housing.

9. Annual Review of Policies of the Council 2024/25:

Members are invited to consider, and if agree, to approve the updated policies for 2025/26:

- a) Standing Orders 2025/26 (copy attached):

- b) Financial Regulations 2025/26 (copy attached) – please note the regulations include any necessary updates as required by the updated model financial regulations 2024 (see email):

- c) Risk management Policy 2025/26 (copy attached):

d) Financial Grant Policy and application form 2025/26 (copies attached):

10. Planning Applications:

Members are invited to consider the applications listed below:

a) Planning Application No. P/2025/0052 – 55 Lakeside Way, Nantyglo, NP23 4EN:

Proposed single storey extension to rear of the property (*copy attached*).

11. Application to the Community Grant Fund:

Members are invited to consider the listed application(s). Members are also reminded that applications will need to be considered in conjunction with the current policy.

- *None received to date.*

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).

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

Minutes of the hybrid Meeting of the Town Council held at 6.00pm on Tuesday 28th January 2025 at the 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, C Hillman, L Higgins, L Harris & L Emanuel

In attendance: Mrs T Hughes, Town Clerk / RFO
Mrs N Horner, Assistant Officer

Prior to the start of 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. Please note that all declarations of interest must be recorded in the book provided. **Resolved** 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. **Resolved** to note that apologies were received from Cllr K Jones JP **Further Resolved** that the apology be accepted.

2. Town Mayor's Communications:

The Town Mayor's communications for December 2024 and January 2025.

The Town Mayor informed that he accepted an invitation to visit Men's Den in Blaina on 15th January 2025 to celebrate their first year sited at new premises. The Town Mayor informed that Men's Den had also established a 'Ladies Lounge' and that everyone was welcome to attend the weekly sessions. David Finch of Men's Den had also recently been nominated for two awards in respect of Men's Den.

The Town Mayor also informed that he would be meeting with the headteacher at Coed y Garn Primary school to arrange a joint celebration event in respect of the 90th anniversary of the Blaina Riots and that he would update the Council in due course.

Resolved 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 is limited to 10 minutes).

Resolved to note that no questions were received.

4. Minutes of the Meeting of the Town Council held 26th November 2024 (pages 86 – 90)

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 97(4a) – in response to a query, the Town Clerk informed that the signs had once again been requested, and the contractor had promised to erect.

Resolved that the minutes be approved.

5. Minutes of the Events Committee Meeting held 26th November 2024 (pages 91 - 94)

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 94(9) – should read ‘Resolved to note the information received).

Resolved that the minutes be approved and **Further Resolved** that the agreement on page 93(4) be **Ratified**.

6. Minutes of the Planning & Highways Committee Meeting held 10th December 2024 (pages 95 - 96)

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:

Resolved that the minutes be approved.

7. Minutes of the Finance & General Purposes Committee Meeting held 10th December 2024 (pages 97 - 99)

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:

Resolved that the minutes be approved.

8. **Minutes of the Task & Finish Group (Salem Chapel) Meeting held 14th January 2025 (pages 100 – 102)**

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 101 (3) – Cllr D Hillman informed that the local auction house had been contacted on a number of occasions, but no response had been received to date.

Resolved that the recommendations be **Ratified** and **Further Resolved** that the minutes be approved.

9. **Minutes of the Planning & Highways Committee Meeting held 14th January 2025 (pages 103 - 104)**

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 104(4) – In response to a query, the Town Clerk informed that the additional representation had been made but no response or feedback had been received.

Resolved that the minutes be approved.

10. **Minutes of the Local Update (Gwent Police) Meeting held 14th January 2025 (pages 105 - 107)**

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:

Members agreed that the presentation and information provided by PC G Davies was very interesting and noted that PC Davies held a public 'surgery' at Blaina Library on 20th January 2025.

Resolved that the minutes be approved and **Further Resolved** to contact PC Davies for dates of forthcoming 'surgeries'.

11. **Minutes of the Finance & General Purposes Committee Meeting held 14th January 2025 (pages 108 - 112)**

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

b) Matters arising, for information & clarification only:

Page 109(3g) – in response to a query, the Town Clerk informed that she was still considering all the information in respect of the most appropriate categories.

Page 111(8c) – In response to a query, the Town Clerk/RFO informed that a report would be included as an agenda item at the Finance & General Purposes Committee meeting in February 2025.

Resolved that the minutes be approved.

12. Correspondence:

Members were 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) Blaenau Gwent CBC – (For information/consideration):

Email informing of Blaenau Gwent's forthcoming Revenue Budget Consultation with Town & Community Councils for 2025/26 to take place at 10.30am on Tuesday 28th January 2025 via MS Teams.

Members were informed that Councillors D Hillman, C Hillman and M Williams attended the meeting with the Town Clerk / RFO & Assistant Officer. It was considered that the information provided by Blaenau Gwent CBC constituted more as a presentation than a consultation and a number of questions were put to Blaenau Gwent CBC. The council tax for 2025/26 will increase by 4.95%.

Resolved to note the information received.

b) British Gas Lite – (for information & consideration):

Members were invited to consider the attached information in respect of a one year fixed rate for the energy supply at Salem Chapel.

Members considered the information and in response to a query, the Town Clerk / RFO informed that the meter reading was sent monthly and that the figures were for the electricity supply only. Members agreed that agreeing to fix the rate ensured a cheaper price would be paid.

Resolved that the contract in respect of the electricity supply to Salem Chapel be fixed as stated.

c) One Voice Wales – (for information):

Dates and details of training modules for January 2025 – March 2025.

Members who wanted to attend any of the training courses were advised to contact the Town Clerk.

Resolved to note the information received.

13. Application to the Community Grant Fund:

Members were invited to consider the listed application(s). Members are also reminded that applications will need to be considered in conjunction with the current policy.

- *None received to date.*

Resolved accordingly.

Item no 5

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes Town Clerk/RFO
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**Minutes of the hybrid Meeting of the Events Committee held at the Council Chamber, Blaina Institute, High Street, Blaina at 6pm
On Tuesday 28th January 2025.**

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

Present: Councillor L Harris, presiding
Presiding: Councillors G Morvan, D Hillman, L Emanuel, L King, L Higgins, M Williams & C Hillman

In attendance: Mrs T Hughes, Town Clerk / RFO
Mrs N Horner, Assistant Officer

Due to the absence of the Chair and Deputy of the Events Committee it was **Resolved** that Town Mayor chair the meeting.

Prior to the commencement of 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. Please note that all declarations of interest must be recorded in the book provided.

Resolved to note No declarations received.

- 1. Apologies:** Members were invited to consider the apologies for absence received and to formally resolve to accept.
Resolved to note that apologies were received from Apologies received from K Jones
Further Resolved to accept the apologies received.
- 2. Questions from the public:** To receive any questions from the public on matters on the agenda.

Resolved 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 One Voice Wales (*For information*)
Covid – 19 Day of reflection 2025 will take place Sunday 9th March 2025.

Resolved to note information received.

4. Information Day.

Members discussed the possible agencies to be invited, and they considered the following in March.

Members agreed to the following agencies and date. AO to contact agencies with an invite to attend.

Members agreed to hold the networking events on Tuesday 8th April 9am – 3pm at The Cwtch and Thursday 10th April 9am – 3pm at Winchestown OAP hall.

A discussion ensued regarding what agencies could be invited. Cllr G Morvan agreed that he will call into the office to sit and look at invitees to attend the event.

Resolved to note the dates of the networking events on Tuesday 8th & Thursday 10th April 2025 9 – 3pm. Further **Resolved** for Assistant Officer to send out invites after meeting with Cllr Morvan and to book the venues.

5. Free Swim Summer Event at Abertillery Leisure report.

Members discussed the contents of the report and discussed the options and agreed to hire the main pool and the learner pool for half days on the following dates Wednesday 6th August and Wednesday 27th August '25. It was suggested that the advertising of the swim sessions should be highly marketed. Cllr M Williams agreed that he would look at designing a poster for the event.

Resolved to note that the hire of main and learner pool for both half days on Wednesday 6th and 27th August 2025 and **Further Resolved** for Assistant Officer to book the sessions of both pools with Aneurin Leisure Trust.

6. VE Day 80th Anniversary: How the nation will remember fallen heroes and celebrate the peace after six years of war.

Members discussed if they wanted to participate in the activity to remember the fallen heroes.

Cllr Morvan confirmed that the Royal British Legion (RBL) would be holding an event and suggested that a joint collaborative event between Town Council and Royal British Legion could be held, similar to the VE Day last year. Cllr Morvan would be attending a meeting with RBL and will feedback at the next events meeting.

Cllr Morvan also explained that R Dunham (RD contractor) suggested making 2 display stands for Nantyglo and Blaina from the old Christmas Lights and make them into a light up VE stand.

Members agreed that this was an excellent idea and therefore agreed for RD to provide a quote for the stands.

Members also mentioned that the new red, white and blue Christmas lights could be placed around Blaina and Nantyglo for the VE Day event.

All members had agreed that a joint event would be appropriate as the previous joint event that was held last year was deemed to be a great success.

Resolved to note the information received and **Further Resolved** to hold a joint event with RBL. **Additionally Resolved** that Cllr Morvan to feedback the details at the next events meeting and to request R Dunham to provide a quote of the VE light up stand.

7. Easter Eggs:

Members discussed the possible purchase of Easter Eggs again this year for the pupils within the 4 local schools. Members were reminded that the cost of purchase last year (2024) was £1561.28.

Members agreed to purchase the Easter eggs again for all the 4 local schools.

A discussion took place about purchasing the eggs from the supplier (Home Bargains, Nantyglo) who provided the Council with selection packs at the Christmas, as the manager was very accommodating and said to call upon him if council ever needed any more purchases at a competitive price.

Resolved to note information received and **Further Resolved** to for the purchase of easter eggs from previous supplier (Home Bargains, Nantyglo) of selections packs.

8. In bloom:

Members discussed if they wanted to continue with the In Bloom competition this year.

Members agreed for that the event should continue. The Clerk mentioned that the judge last year had expressed that it would be a good idea to add a category of a wildflower garden / area for biodiversity. It was also agreed to purchase plaques for all the winners in all categories of In Bloom.

Members also discussed that offering a reward of a voucher would be an incentive.

All members agreed that a £50 gift voucher for Home Bargains for the overall winner of the In Bloom competition in addition to an award and name on the plaque.

Resolved to continue with the event for 2025 and to reconsider categories (wildflower garden) for more applicants to apply. **Further Resolved** to purchase awards and refreshments for the presentation event (as in previous years) and **Additionally Resolved** a £50 gift voucher for Home Bargains was also agreed.

Meeting declared closed at 19:30

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**Minutes of the hybrid Meeting of the Planning & Highways Committee held on
Tuesday 11th February 2025 at 5.30pm.**

At Council Chamber, Blaina Institute, High Street, Blaina

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

Present: Councillor K Jones JP, Chair of Planning & Highways Committee, presiding,
Councillors G Morvan, D Hillman, C Hillman, M. Williams, L Harris, L Higgins
& L Emanuel.

In attendance: Mrs T Hughes, Town Clerk / RFO
Mrs N Horner, Assistant Officer
Mrs Michelle Hurter, Brynmawr Rotary club

**Mrs M Hurter – Brynmawr Rotary, Gave an update on the Christmas Hampers project 2024
Members were reminded to note the Standing Orders relating to guest speakers:**

Members were requested to ask only one question each – if time allows AND with permission of the Chair, a second question may be asked.

Members were reminded that there will be no discussion or exchange of points of view between Members and that all dialogue is to be directed through the Chair.

Michelle gave members a presentation on the project and what impact the project had on the residents of Nantyglo and Blaina. Michelle thanked members on behalf of her and the team at Brynmawr Rotary for the donation of £500 towards the hampers and also for the selection packs, they were greatly received.

Last year there were 480 hampers donated, this year there 250 hampers, each hamper was to the value of £60 which included fresh produce, condiments, Fruit and Veg packs, chocolate, cakes and stables (tins), a total of 6 bags each.

Donations were given to the 5 local schools:

Coed Y Garn Primary School, Ystruth Primary School, Blaen y Cwm Primary School, St Marys Roman Catholic Primary School & St Marys Church Primary School.

No requests were received from Bro Helyg Primary School or Brynmawr Comprehensive school.

Cllr Wayne Hodgins delivered the Farm Food Vouchers, Toys and The Shoe Project (*Children received a new pair of trainers to return back to school*). These items were delivered on the last day of school term.

Questions and Answers:

Q1. How many are in the team at Brynmawr Rotary?

A1. There are 6 Rotarians, we utilise young people who are currently studying for their Duke of Edinburgh Award, which their volunteers' hours go towards their DoE. Gwent Police supported us in delivering hampers for 1 day, also did Cllrs Wayne Hodgins, Peter Baldwin and Sonia Bhar. Helen Target from Blaen y Cwm Primary school is also a very active supporter to the project.

Please give send the team a huge thanks from Town Council.

Q2. The number of hampers were reduced this year, so was the value in hampers increased?

A2. No, hampers were reduced has in previous years there was a lot of duplication were some families had received 2 hampers. This was eradicated this year as Families First managed the hamper list as they hold the DPR and Rotary didn't want the responsibility of Date Protection. They also ensued that there was no duplication on receiving a hamper.

Q3. Can you please explain the difference between Food Pantry and Food Bank?

A3. Food Pantry is a shop stock that needs to be collected at the end of every day as its fresh produce. The fresh produce s then sold for £1 to these in need. Food Bank is your stable food, and items are received from donations and food bank is done through referrals.

Q4. Where do the referrals come from?

A4. Rotary received them from Flying Start and Tai Calon

Q5. Do you receive referrals from the ICC

A5. Yes, Families First is based at the ICC. Rotary also received referrals from Coed Cae Community House.

Q6. Town Council donates £200 every month to BG Foodbank, what is the Rotary Foodbank?

A6. BG Foodbank is a referral system from all agencies, they are stringent about donations are purely on referrals, where as Rotary is much more flexible with their donation referrals. There are some people that will try take advantage of the system, but there are more scrutinises involved of late to eradicate those who try to take advantage.

Q7. What are your expectations from Nantyglo and Blaina Town Council for the future?

A7. Rotary is completely reliant on donations; they currently receive regular donations from:

- Schools

- Churches
- Blackwood Engineering
- Councillors Half Penny rate

Q8. Town Council (TC) supports BG Foodbank and in return they provide TC with a report on the number of families supported in Nantyglo and Blaina, is this something the Rotary could provide?

A8. Not as yet, as this has never been asked, however, if needed it could be broken down.

Q9. Do you work with the Community Hope Shop?

A9. Yes, the Rotary does, if we get presents that are not suitable, we donate them to the shop and vice versa. Both donate items that are suitable for one or the other for donations.

Chair thanked Michelle for her presentation and wish the Rotary every success in the future.

Resolved to note presentation received and resolved to Thank Michelle for the detailed presentation and wished her and Brynmawr Rotary well for the future.

Michelle Hurter left the Council Chamber at this juncture.

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 there no apologies were received.

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.

No correspondence received to date.

Resolved accordingly.

4. Planning Applications:

Members were invited to consider the applications listed below. No additional applications were received.

- a) Planning Application No. P/2025/0013 – 70 Lancaster Street, Blaina, Gwent, NP13 3EQ:

Proposed single storey kitchen extension at rear of property.

Resolved to note that no representations or objections were made.

- b) Planning Application No. P/2025/0029 - 1 Coalbrook Vale, Nantyglo, Gwent, NP23 4QG

Application for tree works: Re-pollard trees (2 Ask T22 & T24) by cutting back to within 1mtr of healthy knuckles (*copies attached*).

Resolved to note that no representations or objections were made.

- c) Planning Applications No: P/2025/0034 – 15 Bryn View, Garn Road, Nantyglo, Gwent, NP23 4NS

Proposed application for two storeys to side and rear and re-roofing works.

Resolved to note that no representations or objections were made.

Additional Licence application received with permission of the Chair:

6. Licence Applications:

Members were invited to note the application(s) **for information only:**

Additional Licence Application

Mrs Beth Ann Watkins
1 Farm Road
Nantyglo
Gwent

Application for a new
personal licence
(Licensing Act 2003)

Resolved to note information received.

Meeting declared closed at 17:50 pm

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

Mrs T Hughes - Town Clerk/RFO

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Minutes of the hybrid meeting of the Finance and General Purposes Committee held at the Council Chamber, Blaina Institute, High Street, Blaina, 5.50pm Tuesday 11th February 2025.

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

Present: Councillor D Hillman, Chair of Finance & General Purposes Committee, presiding
Councillors G Morvan, M Williams, K Jones JP, C Hillman, L Harris, L Higgins,
& L Emanuel.

In attendance: Mrs T Hughes, Town Clerk / RFO
Mrs N Horner, Assistant Officer

Prior to the start of the meeting, the Town Clerk informed that no members of the public or present were present. **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 Mrs N Horner declared an interest in item no. 3b.

1. Apologies for absence:

Members were invited to consider the apologies for absence and to formally resolve to accept. **Resolved** to note that no apologies were received.

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 had been received.

3. 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):

One Voice Wales Annual General Meeting – 11th March 2025 (online).

Cllr G Morvan, Town Council representative to OVW informed that he would be in attendance on behalf of the Town Council.

Resolved to note the information received.

Mrs N Horner, Assistant Officer declared a personal interest in item 3b – Resolved that she remain in the meeting as the item was for information only.

b) Mrs N Horner, Assistant Officer (for information):

Letter of resignation from post of Assistant Officer.

Members expressed their remorse that the assistant Officer was leaving the post but understood that her circumstances necessitated the change. The Town Clerk thanked the Assistant Officer for all her hard work and stated that she would be held in high regards and that she understood the reasons why. The Leader of the Council thanked the Assistant Officer both personally and on behalf of the Town Council for her worthy contribution and that she would be very much missed. The Leader wished the Assistant Officer best wishes for the future and that her new employer would be gaining an excellent asset. The sentiments were echoed by all present.

The Assistant Officer thanked everyone for their kind words and stated that it was only a change in her circumstances that necessitated her resignation.

Resolved to note the information received.

4. **Business Current Bank Accounts:**

Members were invited to consider the attached report in respect of business current bank accounts.

The Town Clerk / RFO explained that her research had discovered that a feature of business current accounts was that no interest was provided on credit balances and that the list attached to the agenda evidenced a number of individual accounts offered by different banks and providers. Additionally, Swansea Building Society did NOT provide business current accounts, only savings accounts. The Leader of the Council thanked the Town Clerk / RFO for her excellent research and opined that there was no reason to move the Town Council's current accounts from Lloyds Bank as doing so could also cause complications. Members commented that it was also convenient to have the Brynmawr branch of Lloyds Bank nearby and although this would be closing imminently, banking hubs could be used if necessary.

Resolved that the Town Council's current bank accounts remain with Lloyds Bank.

5. **Charter of Common Agreement between Town Councils & Blaenau Gwent CBC:**

Members were invited to consider the updated Charter of Common Agreement and, if agreeable, resolve to accept.

Members considered the updated Charter of Common Agreement, and the following comments were made:

- There was an opportunity to work with the three other Town / Community Councils in respect of the updated Charter.
- The Town Clerk informed that whilst Brynmawr Town Council had adopted the updated Charter, Tredegar Town Council was due to consider the Charter at a

meeting and it was unknown if Abertillery Community Council had adopted the updated Charter.

- There were a number of issues regarding the planning consultations detailed in the updated Charter.
- The issues stated should be considered and discussed at a meeting of the Joint Committee of Local Councils.
- It was good to see the updated Charter as this was common practise for Town /Community Councils located in the Torfaen and Monmouthshire area.

Resolved to consider and discuss the updated Charter of Common Agreement with the 3 other Town / Community Councils prior to adoption.

6. 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 February 2025.

Resolved that a donation of £200.00 be made to Blaenau Gwent Foodbank for the month of February in respect of Nantyglo & Blaina residents.

7. 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 may be received prior to the date of the meeting. Members were also reminded that applications will need to be considered in conjunction with the current policy.

- a) None received to date.

Resolved accordingly.

8. Salem Chapel:

Members were invited to consider the inspection report:

- January 2025:

In response to a query, the Town Clerk informed that, to her untrained eye, that whilst the physical condition of the building continued to deteriorate, there did not appear to be any additional issues.

Members highlighted the importance of no-one entering the building unaccompanied due to health and safety concerns.

Resolved that the report be approved.

9. 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.

Item no 8a

BLAINA COMMUNITY INSTITUTE LTD

High Street, Blaina NP13 3BN

Tel. No. 07494733523

Email: blainacommunity@outlook.com

NANTYGLO & BLAINA

13th February 2025

TOWN COUNCIL

Dear All

UNDERTAKING WORKS WITHIN THE INSTITUTE

During our recent Health and Safety Inspection, I was reminded that all tenants should be advised **that no works should be carried out within their area without any Contractors/Workmen reading and signing the Asbestos Register**. The Register is available in the Office.

I am not aware that this has happened, this is just a gentle reminder.

Thank you for your assistance in this matter.

Kind Regards


Julie Jefferies (Admin)

Blaina Community Institute Ltd.

To: All Tenants

Blaina Community Institute Ltd.

Tracy

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 05 February 2025 09:33
To: Tracy Gilmartin
Subject: One Voice Wales and Planning Aid Wales Joint Event 27 March

Dear Chair/Clerk,

Joint event One Voice Wales and Planning Aid Wales – Thursday 27 March from 10:00am to 1:30pm, remote via Zoom

“Understanding the Planning System – your questions answered”

We are delighted to announce that One Voice Wales and Planning Aid Wales have once again teamed up to provide Community and Town councils with a joint network event that will enable councillors and Clerks to be at the forefront of current thinking in relation to the challenges faced by our communities and towns. The event will address sustainability and achieving success as we focus our efforts on the best outcomes for people in Wales.

We are all working hard to create a sustainable future for the next generations. But how can our Welsh communities play a greater role in this difficult challenge?

We are fortunate to have keynote speakers from Welsh Government who are working on a shared vision about the way Wales can deliver changes needed for meeting the growing need for housing and improving the effectiveness of the planning system. The event will enable councils to know more about the new Infrastructure (Wales) Act 2024 and its relevance to local communities. We will be including a number of case studies to support a greater understanding of how the planning system impacts on the development and sustainability of communities.

We will also be looking at some of the core features of the planning system especially technical advisory notes that have a place of significant prominence in supporting the determination of planning applications. We will also include a session on providing guidance to councils on what they should consider when making comments on planning applications.

This will be an interesting event for all with an interest in Planning, sustainability and addressing local issues in a well-planned out approach. There will be an opportunity for open discussion between all delegates and speakers.

Overall, the event promises to be a highly informative and positive experience for community leaders in Wales enabling them to reflect on their own personal experience of life in their communities and towns and to assess with their councils after the event how action at the local level can be so important in helping their own community develop fresh opportunities designed to create a better future for all.

The cost per delegate will be £50 and bookings can be made with Planning Aid Wales using the following web-link:

[Understanding the planning system, your questions answered. Registration, Thu 27 Mar 2025 at 10:30 | Eventbrite](#)

We really hope for a record level of attendance, and we would both encourage your council to take up at least one place on the remote event.



Nantyglo and Blaina Town Council
High Street
Blaina
BLAENAU GWENT
NP13 3BN

Registered office:
Spark, Maindy Road
Cardiff CF24 4HQ

T: 0300 111 5050
(local rates apply)

E: info@cwmpas.coop

www.cwmpas.coop

By email to: clerk@nantygloandblainatc.co.uk

18 February 2025

Annwyl Nantyglo and Blaina Town Council

Community Led Housing in Nantyglo and Blaina

We are writing to introduce the Communities Creating Homes (CCH) team at Cwmpas.

CCH is the only Community-Led Housing Hub in Wales, tasked by Welsh Government with helping communities deliver affordable, sustainable and community-led housing.

Everybody needs a secure and affordable home. But there are over 100,000 people on social housing waiting lists in Wales, and record numbers of households are living in temporary accommodation.

Too often in the South Wales Valleys, housing is something that is done to communities, not with them. Our aim is to help communities take control of their own housing needs, and put the *right homes* in the *right places*.

We would love to come and speak to everybody at Nantyglo and Blaina Town Council about Community-Led Housing, what some other community councils are doing, the opportunities which might exist in your community, and the support package that we at Cwmpas can offer.

This could be an informal chat, a presentation to the Community Council, or the facilitation of a public meeting in Nantyglo and Blaina. We will work around whatever works best for you.

We look forward to hearing from you.

Yours sincerely,

The Communities Creating Homes team
Email: co-op.housing@cwmpas.coop

NANTYGLD & BLAINA

18 FEB 2025

TOWN COUNCIL

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

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

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

Standing Orders

Adopted by Nantyglo & Blaina Town Council:

Signed:

Councillor M Williams – Town Mayor/ Chairman

Dated:

Revised: February 2025

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1. Meetings

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

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

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

If a meeting is or becomes not quorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned may be transacted at a following meeting, however a discussion may be held and reported at the next appropriate meeting.

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

Meetings in person will commence at 6pm and shall not continue beyond a 2-hour duration except for the completion of urgent business for which the suspension of Standing Orders must be approved.

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

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

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

In accordance with The Local Government & Elections (Wales) Act 2021 [s.48], public

participation is allowed by way of the inclusion of a standing agenda item. This is to allow members of the public a reasonable opportunity to make representations about business to be discussed (i.e. agenda items). This does not mean that members of the public can take part in debate or in those items deemed by Council (or the relevant Committee) to be confidential. The recommended time limit for this item is 10 minutes which would prevent the possibility of the meeting being disrupted or exceeding its allocated time limit, although the Chair reserves the right to allow members of the public to conclude.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the council's consent.

The press shall be provided with reasonable facilities for the taking of their report of all part of a meeting at which that are entitled to be present.

1a. Remote / Hybrid Meetings (multi location meetings):

The Local Government and Elections (Wales) Act 2021 legislates that "from 1st May 2021, local authorities will be required to make arrangements to ensure their meetings are capable of being held remotely". From May 2020 until March 2022, all meetings of the Council take place via the MS Teams Pro application and enables all Councillors and Officers to attend via video link or phone link. From March 2022, council meeting in 'person' resumed within the Council Chamber with the ability to hold remote/hybrid meetings using an appropriate platform. The minimum requirement is that members are able to hear and be heard by others.

2. Annual Council Meeting

- a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the newly elected councillors take office.
- b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c) If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm. In addition to the annual meeting of the Council, other ordinary meetings may be held in each year on such dates and times as the Council may direct.
- d) The election of the Town Mayor (Chair of the Council) and Deputy Town Mayor (Vice-Chair) (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- e) In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the council

decided.

- f) The Town Mayor (Chair of the Council), unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting of the Council.
- g) The Deputy Town Mayor Vice Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of Council at the next annual meeting.
- h) In an election year, if the current Town Mayor (Chair of the Council) has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Town Mayor (Chair of the Council) has been elected. The current Chair of the Council shall not have been elected. The current Chair of council shall not have an original vote in respect of the election of the new Town Mayor (Chair of the Council) shall give a casting vote in case of an equality of votes.
- i) In an election year, if the current Town Mayor (Chair of the Council) has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Town Mayor (Chair of the Council) has been elected. They may exercise an original vote in respect of the election of the new Chair of Council and shall give a casting vote in the case of an equality of votes.
- j) Following the election of Town Mayor (Chair of the Council) and Deputy Town Mayor (Vice Chair) of the Council at the annual meeting, the business shall include:
- k) In an election year, delivery by Town Mayor (Chair of the Council) and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor (Chair of the Council) of their acceptance of office form unless the Council resolved for this to be done at a later date.
- l) The business of the Annual Meeting is to proceed as per agenda.

3. Proper Officer

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

The Council's Proper Officer shall do the following:

- i) Sign and serve on councillors by delivery or post or electronically (The Local Government and Elections (Wales) Act 2021) at their residences a summons

confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.

- ii) Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- iii) Subject to standing orders 4(a)-(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 5 clear working days before the meeting confirming his withdrawal of it.
- iv) Convene a meeting of full Council for the election of a new Town Mayor of the Council, occasioned by a casual vacancy in this office.
- v) Must make the minutes of Council meetings (except confidential information) available to view upon reasonable request.
- vi) Receive and retain copies of byelaws made by their local authorities.
- vii) Receive and retain declarations of acceptance of office from councillors. Retain a copy of every councillor's register of interests and any changes to and keep copies of the same available for inspection.
- ix) Keep proper records required before and after meetings;
- x) Process all requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018, in accordance with and subject to the Council's procedures relating the same.
- xi) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii) Manage the organisation, storage of and access to the information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980).
- xiii) Arrange for legal deeds (to be sealed using the Council's common seal) OR (to be signed by 2 councillors) and witnessed.

- xiv) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv) Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi) Refer a planning application received by the Council to either the Planning Committee or to a meeting of the Council, without notice, in order to facilitate a decision within the statutory time limit, except where delegated powers are awarded to the Proper Officer (see item 35).
- xvii) Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- xviii) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xix) Exercise delegated powers in conjunction with the Leader of the Council on behalf of the Council when it enters a period of recession i.e. the month of August and the period following the committee (last) meeting in December through to the committee (first) meeting held in January (see item 35).

4. Motions requiring written notice

- a) **No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 8 clear working days before the next meeting.**
- b) **The Proper Officer may, before including a motion in the agenda, correct obvious grammatical or typographical errors in the wording of the motion.**
- c) **If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear working days before the meeting.**
- d) **If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the**

agenda.

- e) Having consulted the Chair or councillors, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.**
- f) Notice of every motion received in accordance with the Council's standing orders shall be listed in the order received and shall be entered in a (minute) book, which shall be open to inspection by all councillors.**
- g) Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.**
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.**

5. Motions not requiring written notice

- a) Motions in respect of the following matters may be moved without written notice:**
 - i. To appoint a person to preside at a meeting.**
 - ii. To approve the absences of councillors.**
 - iii. To approve the accuracy of the minutes of the previous meeting.**
 - iv. To correct an inaccuracy in the minutes of the previous meeting.**
 - v. To dispose of business, if any, remaining from the last meeting.**
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.**
 - vii. To proceed to the next business on the agenda.**
 - viii. To close or adjourn debate.**
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.**
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) there to.**
 - xi. To receive nominations to a committee or sub-committee.**
 - xii. To dissolve a committee or sub-committee.**

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

6. Rules of debate

- a) Motions included in an agenda shall be considered in the order that they appear on the agendas unless the order is changed at the Chair's direction for reasons of expedience.
- b) Subject to standing orders, a motion shall not be considered unless it has been proposed and seconded.
- c) Subject to standing order, a motion included in an agenda not moved

by the councillor who tabled it, may be treated as withdrawn.

- d) A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e) A councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the members who seconded the motion.
- f) Any amendment to a motion shall be either: To leave out words; to add words; to leave out words and add other words.
- g) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h) Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i) Subject to Standing (h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j) Pursuant to standing order (h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k) If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m) The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o) Subject to standing orders (m) and (n) above, unless permitted by chair of the meeting, a councillor may speak once in the debate on a motion
 - i. to speak on an amendment moved by another councillor.

- ii. to move or speak on another amendment if the motion has been amended since they last spoke:
 - iii. to make a point of order.
 - iiii. to give a personal explanation; or
 - v. to exercise a right of reply.
- p) During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q) A point of order shall be decided by the Chair and his decision shall be final.
- r) With the consent of the member seconding the motion, a motion or amendment may be withdrawn by the mover. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal or the motion or amendment has been refused.
- s) Subject to standing order (o) above, when a councillor's motion is under debate no other motion shall be moved except:
- i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be silent or for that person to leave the meeting.
 - vi. to refer a motion to a committee or sub-committee for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting.
 - ix. to suspend any standing order(s) except those which are mandatory or legal requirements.
- t) In respect of standing order 6(s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7. Responsibilities to provide Information - see also standing order 3

- a) **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

8. Responsibilities Under Data Protection Legislation (see also standing order 3).

- a) The council may appoint a Data Protection Officer
- b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their data.
- c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e) The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f) The council shall maintain a written record of its processing activities.

9. Questions

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

10. Minutes

- a) If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b) No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the

minutes shall be raised in accordance with standing order 5 (a) (iv) above.

- c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chair or any member may if he/ she does not believe that the minutes of the meeting were a correct record seek to have their name recorded against the majority decision.
- e) Upon resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.
- f) No later than seven working days of a council meeting, the council must publish electronically a note setting out:
 - The names of members who attended the meeting, and any apologies for absence:
 - Any declarations of interest; and
 - Any decisions taken at the meeting, including the outcomes of any votes.

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

11. Code of conduct (Wales)

- a) All councillors shall observe the Code of Conduct and any subsequent amendments adopted by the Council. (All Councillors will be provided with copies upon becoming a Member of the Town Council).
- b) All councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c) Dispensation requests shall be in writing and submitted to the standards committee of the **Town Council & County Borough Council** as soon as possible before the meeting the dispensation is required for.

12. Disorderly conduct

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of standing order 11(a)

above, the Chair shall express that opinion and thereafter any councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.

- c) If a resolution made in accordance with standing order 11(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting

13. Rescission of previous resolutions

- a) A resolution (whether affirmative or negative) of the council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least (3) councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b) When a motion pursuant to standing order 13(a) has been disposed of, no similar motion may be moved for a further six months.

14. Voting on appointments

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

15. Expenditure

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

16. Execution and sealing of legal deeds

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b) (Subject to standing order 16(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be signed by the Proper Officer shall witness in the presence of two councillors who shall sign the deed as witnessed)

The above is applicable to a Council without a common seal.

17. Committees

- a) The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. Shall determine their terms of reference (see appendix 1)
 - ii. May permit committees to determine the dates of their meetings;
 - iii. Shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. May appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have previously confirmed to the Proper Officer that they are unable to attend.
 - v. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.

18. Sub-Committees

- a) Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.
- b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c) Unless the Council determines otherwise, all the members of an advisory committee and sub-committee of the advisory committee may be non-councillors.

19. Extraordinary meetings

- a) The Town Mayor (Chairman of the Council) may convene an extraordinary meeting of the Council at any time.
- b) If the Town Mayor (Chairman of the Council) does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by three councillors, those three councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such meeting must be signed by the two councillors.
- c) The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d) If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by three councillors, those three councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
- e) In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the council decided.
- f) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting of the Council.
- g) The Vice Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of Council at the next annual meeting.
- h) In an election year, if the current Chair of Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have been elected. The current Chair of council shall not have an original vote in respect of the election of the new Chair of the Council shall give a casting vote in case of an equality of votes.
- i) In an election year, if the current Chair of Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of Council has been elected. They may exercise an original vote in respect of the election of the new Chair of Council and shall give a casting vote in the case of an equality of votes.

20. Advisory committees (Task & Finish Groups)

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

21. Management of Information

- a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the council.
- b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).
- c) The Agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d) Councillors, staff, the council's contractors and agents shall not disclose confidential information or personal data without legal justification.

22. Responsible Financial Officer

- a) The council shall appoint appropriate staff member(s) to undertake the work of the responsible Financial Officer when the responsible Financial Officer is absent.

23. Accounts and Financial Statement

- a) "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide".
- b) All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- c) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31st March, a Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure for a year to 31st March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30th June.

24. Estimates/ Precepts

- a) The council shall approve written estimates for the coming financial year at its meeting before the end of January.
- b) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

25. Canvassing of and recommendations by Councillors

- a) Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b) A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for an appointment.
- c) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

26. Inspection of documents

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

27. Unauthorised activities

- a) Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the council, a committee, or a sub-committee:
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. Issue orders, instructions, or directions.
 - iii. Commit or promise the support or action of the Council.

28. Confidential business

Members' attention is drawn to the points below:

- a) Councillors (and employees) shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b) A councillor in breach of the provisions of standing order (a) above may be removed from a committee or sub-committee by a resolution of the Council.

29. Matters affecting council employees

- a) If a meeting considers any matters personal to Council employee, it shall not be considered until the Council OR Personnel Committee has decided whether or not the press and public shall be excluded.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Town Mayor (Chairman of the Personnel Committee) & Leader of the Council or, in his absence, the Deputy Town Mayor of any absence occasioned by illness or urgency and that person shall report such absence to the Personnel Committee at its next meeting.
- c) The Town Mayor (Chairman of the Personnel Committee) or in his absence, the Deputy Town Mayor shall upon a resolution conduct a review of the performance and/or appraisal of the employee's job title and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Personnel Committee at its next meeting.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Town Mayor (Chairman of the Personnel Committee) or in his absence, the Deputy Town Mayor in respect of an informal or formal grievance matter, and this matter shall be reported and progressed by resolution of a newly appointed subcommittee.
- e) Subject to the Council's policy regarding the handling of grievance (see employees' contract of employment) and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Town Mayor or Deputy Town Mayor (Chairman or Vice-Chairman of the Personnel Committee) this shall be communicated to the Council and progressed by resolution of a newly appointed subcommittee.
- f) Any persons responsible for all or part of the management of Council employees

shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

- g) The Council shall keep written records relating to employees shall be secured under lock and key.
- h) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i) Only persons with line management responsibilities shall have access to employee records referred to in standing orders (g) and (h) above if so justified.
- j) Access and means of access by keys to records of employment referred to in standing orders (g) and (h) above shall be held by the Proper Officer and provided only to the post holder and with good cause, to the Town Mayor (Chairman of the Personnel Committee).

30. Relations with the press/media including social media

- a) All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media i.e. The Proper Officer in conjunction with the Town Mayor.
- b) In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not provide oral or written statements or written articles to the press or other media in respect of Council business.
- c) Paragraphs 30a and b above also apply to all forms of social media where applicable.

31. Financial Matters

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include the following:

A public contract regulated by Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but not less than the relevant thresholds referred to in standing order 31(b) is subject to the "light touch" arrangements under Regulations 109 – 114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 31(c)

below.

- c) Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract should be advertised locally;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules. One Voice Wales can supply Council's with further information in this regard.

32. Liaison with and County Borough Councillors

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to ward councillor(s) of the (County Borough) OR (County Council) representing the area of the Council.
- b) Unless the Council determines otherwise, a copy of each letter sent to the (County Borough) OR (County Council) shall be sent to the ward councillor(s) representing the area of the Council.
- c) Representing the area of the Council.
- d) As per Charter Agreement.

33. Voting on Appointments & Co-option of Members of Town / Community Councils

- a) Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue

until a majority of votes is given in favour of one person. A tie in votes may be steered by casting vote exercisable by the Chair of the meeting.

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

34. Allegations of breaches of the code of conduct

- a) On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the Grievance committee (Standards committee).
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Grievance (or Standards) committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c) Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d) The subject matter of notifications shall be confidential and, in so far as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Grievance (or Standards) Committee shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 34(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.

- iv. Ensure that the minutes of meetings preserve confidentiality.
- v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e) Standing order (d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Grievance Committee or otherwise) from disclosing information to members and Officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f) The Grievance committee shall have the power to:
 - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g) References in standing order 34 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

Please note that following discussions with the Public Ombudsman for Wales Paragraph 34 as stated above should be substituted with the following:

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

35. Variation, revocation and suspension of standing orders

- a) Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business by way of formal recommendation for inclusion to the agenda. Such information will need to be provided to the Town Clerk at least 10 days prior to the date of the meeting.
- b) A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

36. Standing Orders to be given to councillors

- a) The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b) The Chair's decision as to the application of standing orders at meetings shall be final.
- c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

37. Delegated Powers

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

38. Payment to Members:

The Town Council will consider the Independent Review Panel for Wales annual report in respect of Members Allowances. The Town Council will adhere to the mandatory requirements published within. The Town Council will also consider, and if appropriate resolve non-statutory guidelines.

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

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

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

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

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

40. Training Plan & Annual Report:

The Local Government & Elections (Wales) Act 2021 [s.52] mandates that all Town/Community Councils prepare and publish an Annual Report at the beginning of each financial year about the Council's priorities, activities and achievements over the previous year.

The Local Government & Elections (Wales) Act 2021 [s.67] mandates that all Town/Community Councils produce and publish a Training Plan for both members and staff. The Act requires that Council's review the training plan from time to time.

Committees – Terms of Reference 2025/26:

General:

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

Planning & Highways Committee:

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

Finance & General Purposes Committee:

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

Events Committee:

- 4.0 The Events Committee will meet every fourth Tuesday of the month except for the months of August and December.
- 4.1 Due to the nature of the Events Committee and its functions, a Vice Chair will be appointed.
- 4.2 To consider and if appropriate resolve a programme of events to be held within Nantyglo and Blaina such as: Nantyglo & Blaina In Bloom; Christmas Carol Concerts, Contribute to Christmas & possibly other events held by Blaenau Gwent CBC, Cinema Showings, Play in the Park Sessions.
- 4.3 To consider and if appropriate, resolve the siting of the Town Council's Christmas Lights together with the associated costs and issues.
- 4.4 To liaise with and develop working relationships with schools; groups and other bodies working with Nantyglo and Blaina as appropriate.
- 4.5 To consider and if appropriate resolve Civic Events and any other events / functions which would benefit the community of Nantyglo and Blaina.
- 4.6 No serving Councillor or employee of the Town Council can enter any competition or be nominated for any award, organised by the Town Council. This is to ensure that no unfair allegations can be made against any such individual or the Town Council. This will also help to ensure that any delays in the Council ratifying any such results are less likely to be due to the appropriate Council meeting not being quorate.

Personnel Committee:

- 5.0 The Personnel Committee will meet as required.
- 5.1 The Committee will comprise of a total of three members: the Town Mayor (Chairman of the Council); Leader of the Council and Leader of the Minority Group.
- 5.2 If any position is duplicated, the Deputy Town Mayor (Deputy Chair of the Council) will act as a substitute member of the committee.
- 5.3 The Committee will consider and act as a 'shortlisting panel' in respect of applications received for Town Council staff vacancies.
- 5.4 The Committee will form the interview panel (or determine the make-up of the interview panel) in order to interview for any Town Council Staff position.
- 5.5 The Committee will provide a recommendation to Council in respect of the result of any interview panel carried out.
- 5.6 The Committee will consider matters of grievance in the first instance and will then provide a recommendation to the Council.

Tracy

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 22 October 2024 09:38
To: Tracy Gilmartin
Subject: Model Financial Regulations 2024
Attachments: NALC model financial regulations 2024.docx

NANTYGLO & BLAINA

TOWN COUNCIL

Dear Clerk,

MODEL FINANCIAL REGULATIONS 2024

I am pleased to attach the new model financial regulations 2024 for your Council to consider and implement as appropriate.

They have been prepared on our behalf by a consultant engaged by the National Association of Local Councils and contain guidance as to how your Council should adapt them to suit their specific requirements.

These replace the 2019 model financial regulations. It is not possible to highlight the changes between the 2019 version and the 2024 model as there have been substantial changes included.

Kind regards,
Paul

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

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Un Llais Cymru



The principal representative body for Community and Town Councils in Wales/

Y prif gorff cynrychioli ar gyfer Cyngorau Cymuned a Thref yng Nghymru

Website/Gwefan: www.onevoicewales.org.uk

@onevoicewales

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

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

Financial Regulations

These Financial Regulations were revised & adopted by the Council
at its Meeting held on 25th February 2025

Signed by:

Cllr M Williams
Town Mayor / Chairman

NANTYGLO AND BLAINA TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 25th February 2025

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO, and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk / RFO shall prepare, for approval by the council or Finance & General Purposes Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk / RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk / RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Town Clerk / RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The Town Clerk / RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Town Clerk / RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council.

3.9. Internal may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Town Clerk / RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The Town Clerk / RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Town Mayor / Chair of the Council. {The Town Clerk / RFO will inform committees of any salary implications before they consider their draft budgets.}

4.3. No later than January each year, the Town Clerk / RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of January each year.

4.6. The draft budget {with any committee proposals and forecast}, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget and forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Town Clerk / RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Town Clerk / RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Town Clerk / RFO shall seek at least [3] fixed-price quotes.
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Town Clerk / RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers).
- 5.10. For smaller purchases, the Town Clerk / RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council (or relevant committee). Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Town Clerk / RFO], under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council (or Chair of the appropriate committee), for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT} unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Town Clerk / RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Town Clerk / RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Town Clerk / RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Town Clerk / RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year}.
- 6.7. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk / RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of either the council] or Finance Committee where the Town Clerk / RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The Town Clerk / RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Town Clerk / RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. (Note that the method of online banking involves the service administrator automatically acts as an authorising signatory).

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to the authorised signatory.
- 7.5. In the prolonged absence of the Service Administrator the Assistant Officer shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance Committee meeting.
- 7.9. With the approval of the Finance Committee or council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the Finance Committee or council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Finance Committee or council provided that each payment is approved online by [two authorised bank signatories], evidence is retained, and any payments are reported to Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council or Finance Committee at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance Committee or the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk / RFO & Assistant Officer or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members or 1 member and the Town Clerk / RFO in an emergency.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards – Not Currently Used

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash – Not Currently Used

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.)

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Town Clerk / RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Town Clerk / RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Town Clerk / RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Town Clerk / RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Town Clerk / RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The Town Clerk / RFO shall ensure that VAT is correctly recorded in the council's accounting records and that any repayment claim under section 33 of the VAT Act 1994 shall be made annually at the end of the calendar year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.} Not applicable.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Town Clerk / RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final

cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Town Clerk / RFO shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Town Clerk / RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Town Clerk / RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Town Clerk / RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities – Not currently applicable

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

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Town Clerk / RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [section 31c of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Risk Management Policy

This Risk Management Policy was revised and adopted by the Council
At its Meeting held on 25th February 2025

Signed by:

Cllr M Williams

Town Mayor / Chairman

RISK MANAGEMENT POLICY – 2025/26

1. INTRODUCTION

- 1.1 The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk assessment is a continuous process which the Council needs to keep under review and ensure continuous monitoring.
- 1.2 The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions required to reduce the threat or possibility of an action or event that can impact on the interests of the Council and in turn the community it serves.
- 1.3 Risk management is not a process which seeks to avoid risk completely, but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of risk, the likelihood of it occurring and the impact if the risk was realised. Although each risk will have a different score rating, each of the risks will require an assessment of actions needed to minimise the risk.
- 1.4 The Plan which is appended to this policy identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be extremely serious.
- 1.5 The Plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Council's Internal Auditor.
- 1.6 In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's indemnity and loss or damage to equipment. The Council's insurers do however require the Council to adopt a process of risk management so that the exposure to insured risks are minimised.
- 1.7 An annual review of the plan in conjunction with the Council's insurance arrangements will be undertaken at an appropriate date.

2. ASSESSMENT CRITERIA:

2.1 Rating and Classification of Risks

The rating and classification that is used in the Plan is as follows:

a) Rating

Potential Consequence Score: 1-5

Likelihood of Happening Score: 1-5

Severity Level Score: Potential Consequence x Likelihood

b) Classification

1-5 Low

6-10 Medium

11-15 High

16-25 Very High

RISK MANAGEMENT PLAN

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Precept	Not submitted by Clerk Inadequacy of the Precept	5 5	1 1	5 5	Low Low	Established budget process in place with Finance Committee considering the draft budget and precept in January of each year. Clerk/RFO to notify the County Borough Council of precept in January each Year. Financial Comparison reports to be considered by the Finance Committee every quarter enabling it to assess income and expenditure against budget headings. Bank reconciliation reports to be presented to the Council on a quarterly basis as an additional method of Councillors assessing the state of the Council's finances.
Loss of Money	Loss due to Fraudulent action By employees	5	1	5	Low	All cheques signed by two Councillors against invoices. All online payments processed by Clerk/RFO and approved by Clerk/RFO & Leader of the Council. All expenditure approved by Council and accounts subject to internal audit and Council scrutiny. Budget monitoring reports are submitted to council on a regular basis as are bank reconciliations. An effective internal auditor also helps to further minimise any such risk.
Investment Income	Loss of income due to type of investment made.	5	1	5	Low	Council's Investment Strategy to be reviewed every January. Focus on investments to be based on stability and liquidity rather than an over focus on investment gain.
Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	4	1	4	Low	Council policy to maintain general reserves of between 3 and 12 months' annual budget Levels of reserves reported to Council for consideration 3 times per year.
Reserves Earmarked	Lack of availability of funding to meet planned commitments.	5	1	5	Low	Annual budgeting process to designate earmarked funding requirement and allocated sums to be preserved through having an adequate level of un-earmarked Levels of reserves reported to Council for consideration 3 times per year.
Supplier risk	Supplier fraud is not covered by most insurance policies.	4	2	8	Medium	Council does not pay numerous suppliers and all such details are checked on each invoice and all suppliers are checked periodically. When payments are made online, bank automatically checks recipients' pay details are correct. Whilst some payments are still made by cheque, no payments are ever made by cash.
Legal Powers legislative	Council acting Beyond its powers e.g. ultra vires	5	1	5	Low	All decisions of the Council to be supported by the legal source of the power that is relevant. Advice of the Clerk/RFO to be available at all times. Council also has current membership of both One Voice Wales & Society of Local Council Clerks which provide help & advice if required. Clerk/RFO has advanced qualification and in excess of 30 years professional local government experience.
Salaries and Wages	Salaries and wages are paid at incorrect rates Income Tax and NI not deducted and/or not paid to HMRC	5 5	1 1	5 5	Low Low	All wages and salary levels to be determined annually and recorded in the minutes. Internal Auditor requested to check that correct rates are being paid. Established payroll/accountant (independent of Council) used to process salary and wages payments and Clerk/RFO to deduct Tax/NI & pay to HMRC by due dates. Finance Committee to monitor salary and wages payments in accordance with budget.

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Recovery of VAT	VAT not recovered from the HMRC	4	1	4	Low	Clerk/RFO to make claim for reimbursement on an annual basis. Finance Committee to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate. Payment reported to Finance Committee.
Payment of Grants	Appropriate approved grant claims not submitted.	4	1	4	Low	Finance Committee/Full Council consider & resolve applications in line with Council policy. Clerk/RFO responsible for processing & paying grant applications.
Councillors Allowances	Allowances not paid In accordance with The IRPW's scheme	4	1	4	Low	Full Council/Finance Committee to consider and resolve IRPW annual reports as appropriate. Clerk/RFO to ensure that all claims are appropriately submitted with Councillors being required to complete claim forms supported by receipts as appropriate.
Economic	Loss of investment or resources	5	3	15	High	NBTC has a loan payable to PWLB for the purchase of Salem chapel (grade II listed) and the main economic risk is the insurance, running & maintenance costs. NBTC is only too aware of the serious financial risk associated with the building due to the discovery of dry rot & other repairs required. NBTC are in the process of clarifying the legal situation with the chapel &, due to the issues and serious financial risk posed by the chapel, have resolved to sell the Chapel when legally possible thereby eliminating the serious financial risk. All actions taken (or to be taken), are done so following all appropriate specialist advice.
Training of Councillors & Code of Conduct	Councillors do not have the necessary skills and knowledge to perform their roles.	4	2	8	Medium	Council to have an annual training budget and training plan and all Councillors be required to commit themselves to appropriate training. Members to be trained in the Code of Conduct. All declarations to be completed using designated form & the declaration of interests is to be published on the Council's website.
Fire	Fire risk to Council Property & Assets (Inc Salem Chapel)	5	2	10	Medium	Threat of fire is always present be it accidental or deliberate. Most assets are held at the Council Offices (Blaina Institute) & the loss of accommodation is also a real risk. Council also owns Salem Chapel (High Street) which is at increased risk due to being unoccupied. Fire alarm systems, smoke alarms and smoking is forbidden within the buildings mean that accidental fires are unlikely. Blaenau Gwent CBC & Blaina Community Institute have responsibility for Blaina Institute. Fire doors are fitted where required & all members, staff and visitors are informed of the fire procedures & emergency exits. A legal user agreement with BGCBC is in place re: BGCBC must provide the Council with suitable accommodation in an emergency. Appropriate insurance is in place & is reviewed annually.
Security	Security risk to Council offices & Salem Chapel	5	3	15	High	Security of the building in which the Council offices are located is the Responsibility of BGCBC & Blaina Community Institute Committee Ltd. Coded security locks are on all doors & is used during periods of lone working. All doors are lockable and secured. The offices are situated upstairs in the building, which is used by other organisations. Insurance is as detailed above. There is some CCTV to the front of the building. Security of Salem Chapel will always pose more of a risk as it is located within the main street & is unoccupied. An intruder alarm is in

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Availability of officers	Main issue concerns Any long term Absence of the Clerk	5	2	10	Medium	operation & its central position ensures that it is not isolated. The Chapel is inspected on a weekly basis by the Town Clerk & Assistant Officer. Following a period of staffing issues (2016/17), the Council now has two part time officers which reduce possible staffing issues. The appointment of the additional officer Ensures that the Council's statutory duties and events are less affected by illness/ annual leave.
Professional/ Managerial	NBTC officers Providing incorrect Advice or failure to Carry out legal and/ Or statutory functions	5	1	5	Low	Legislative changes & increased activity could increase possible risk as is the failure to keep proper financial accounts. Such risks are reduced by the Town Clerk /RFO holding the specific advanced qualification in addition to numerous other Appropriate qualifications & having 35 years' experience in local government. NBTC Is a member of One Voice Wales & Society of Local Clerks which provides updated Legislative advice & guidance. Historical staffing issues have been resolved by the Appointment of the Assistant Officer. The appointment of an experienced internal Auditor further mitigates any such risk.
Litter Picks	Injury to Councillors And volunteers Involved in litter picks	5	2	10	Medium	Public liability insurance in place. Marshall appointed to supervise volunteers. Provision of litter pickers, gloves etc. and volunteers required to wear appropriate footwear. Warnings given about picking up glass and awareness of needle stick injuries.
Data Protection	Compliance with Data Protection Act 2018 And General Data Protection Regulation	5	2	10	Medium	Ensure that all aspects of compliance are completed. That Data Protection principles are observed and data retention policy is implemented.
Information Security	Important Council Information held In hard copy and On computer is Lost or damaged.	5	2	10	Medium	Important hard copy data is stored in a locked metal cupboard the Council Offices. Data held on computer is continually backed up and secured by Orbits IT (Council's IT provider).
Technological	Failure or theft of Computer system Resulting in loss of Files & information	5	2	10	Medium	All IT equipment is kept in a locked office within a secured and alarmed building. All software & hardware are professionally supplied, installed & updated. NBTC has an appointed IT provider which ensures that NBTC's files, emails and IT system are secured, protected, and backed up in addition to providing ongoing IT support & advice. The updated system & equipment ensures that officers can work from home if required.
Financial Records	Financial Records Are lost or Damaged.	5	2	10	Medium	Financial records are audited annually, and files and the cashbook are then held in a suitable lockable cupboard in the Council Offices. All electronic data is held on computer and is continually backed up and secured by Orbits IT (Council's IT provider).
Health and Safety Assessments/ Council	Activities of the Council are not Risk assessed and Arrangements	5	2	10	Medium	Town Clerk & Assistant Officer prepare risk & Monitor risk assessments of all events arranged by the Council and report any issues/breaches to Council. The Council also has appropriate insurance which includes Salem Chapel & public liability which is reviewed yearly. Salem Chapel is currently closed to the public due to

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Liability & Salem Chapel	monitored.					dry rot. The Chapel is inspected weekly & reported to Council monthly. Members & volunteers of the Town Council are covered by the Council's insurance for 'low level' litter picking, maintenance of planters& outdoor events subject to a risk assessment.
Health & Safety Salem Chapel	Parts of floor Removed & uneven. Physical condition of The building due to Dry rot.	5	3	15	High	The Chapel is closed to public & only the Town Clerk & authorised maintenance personnel (R Dunham & Churches Fire) can access the building for those reasons (they are aware & updated of the possible risks regularly. Officers ensure that they do not inspect or enter the Chapel alone. Weekly inspections undertaken & reported to Council monthly. NBTC acknowledges the risks associated with owning the building.
Health & Safety – Town Council offices	Legislative Responsibilities & the Town Council's duty Of care to employees Members & visitors					The physical condition of the offices (inc fire & security) is managed by Blaina Community Institute Ltd (BCIL) & BGCBC. PAT testing & all other testing is the responsibility of BCIL. An accident book & first aid kit is located in the Clerk's office. H & S requirements are adhered to, and sensible precautions are taken by staff during periods of lone working (risk reduced with appointment of the assistant officer.
Serious public Health risk (inc Covid)	In 2020/21 Covid affected the way the Council functioned	5	3	15	High	Following Covid in 2020/21, NBTC adapted its working practices to ensure that all Relevant legislation was adhered to & that the health & safety of staff, members & Users were safeguarded. Installation of IT & appropriate use of hybrid meetings, online banking ensures that financial & procedural disruption is minimised. Such risks are often unpredictable and NBTC will continue to follow all appropriate advice, best practice & legislation.
Social risks	Damage to NBTC Reputation on social Media etc.	4	4	16	Very High	Widespread use of social media means that this will always be classed as high risk. Many individuals &/or groups freely comment (often inaccurately) on social media Which can often portray NBTC in a bad light. The adoption by NBTC of 'Social Media: A guide for Councillors can help mitigate the risk as can appropriate training NBTC needs to be visibly pro-active in the community at all times, acting in the best interests & representing the community & positively promoting NBTC. A managed social media presence e.g. Facebook can also help with this although extreme care is required, as this can act as a 'double-edged' sword for NBTC. During 2024 NBTC provided a number of free child/family activities throughout the school summer holidays & participated both financially & with volunteers at a number of large scale events within the community. Such additional & ongoing events for the community could help improve NBTC's social risks.
Customer/ Citizen	Not informing the Local community/ Electorate of Necessary informatio	5	4	15	Very High	NBTC's website complies with all relevant legislation and is regularly updated to Ensure that it contains all the necessary (& other) information required including NBTC contact information. Public consultations also help to mitigate any such risks. NBTC is aware that the electorate can take part in a referendum to abolish NBTC & Takes this risk very seriously.
Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	5	2	10	Medium	The Council Offices are located on the 1 st floor of the building which is serviced by a lift (BCIL/BGCBC are responsible for the upkeep of the lift). Meetings of the council can be Attended either in person, online or by conference call from a mobile phone or landline.

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Welsh Language Act	The Council fails To comply with the Act.	4	2	8	Medium	Council provides Welsh titles on documents as required and is able to provide its communication arrangements through the medium of Welsh (via Town Council contacts) if requested. It is noted that such a request has not been received, possibly due to low levels of Welsh spoken in the local community.
Environmental	All NBTC actions etc Are scrutinised & it Needs to be as Environmentally Friendly as possible	4	2	8	Medium	NBTC maintains policies which comply with both current & new regulations. NBTC has increased the number of flower planters throughout the community along with a Butterfly garden in each area. Members of NBTC are pro-active in undertaking litter picks and weed clearing. Each year, NBTC continues to renew old style Xmas lights to more energy efficient LED lights. NBTC also recycles as much as possible. NBTC's bio-diversity plan/report is also updated as required by legislation.
Legal Claims	Claims made in Relation to Employment matters And from members Of the public about The condition of Council amenities Resulting in injury.	5	3	15	High	Council models it's as a good employer and follows all expected standards of good employment practice. Public liability and legal expenses insurance is in place.
Terrorism & Large scale Emergencies.	Threat &/or risk Of destruction	5	2	10	Medium	Current UK threat is substantial, but Nantyglo & Blaina is sufficiently removed from major cities & other areas (e.g. airports & large arenas which are more likely to be targeted. Additionally, Nantyglo & Blaina has a higher than UK average, percentage of residents who were born (& live) within the area which also lessens the risk. Such risks can & would alter depending upon inflammatory issues. Any risk from terrorism within the locality is likely to be classed as a lower risk as a result of propaganda. The Civil Contingencies Team at BGCBC aim to reduce such risks and/or lessen the impact on the area through planning, training, liaison & response.

Tracy Hughes
Town Clerk / RFO – January 2025

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

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

Financial Grants Policy

Revised and adopted by Council: 27th February 2024

Town Mayor – Councillor M Williams

Signed:

Revised: February 2025

Guidance for Members:

The Council is empowered to distribute grants under:

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

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

Guidelines for the consideration of grant applications:

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

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

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

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

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

⁴ The amount for 2024-2025 is £11.10 x the number of electors in a council area.

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

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

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

To be considered for **£100**:

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

To be considered for **£75**:

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

To be considered for **£50**:

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

To be considered for **£25**:

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

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

Guidance for Applicants:

Please read this carefully before completing your application.

To be successful, the applicant must:

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

A project must:

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

Successful applications:

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

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

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

Exclusions:

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

Excluded activities:

1. Non-community projects
2. Overseas activities

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

Grants Terms and Conditions:

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

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

Guidelines for a successful application:

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

1. Applications must be made at least 4 weeks prior to when the grant is required. This time scale allows your application to be submitted to the committee and for their decision to be actioned if a grant is to be awarded.
2. Any grant funding approved will be paid directly to the organisation's official bank/building society account. If the organisation does not have a bank/building society account, please contact the Town Council Office to discuss further.
3. If you require any guidance or assistance in completing this form, please contact the Town Council Offices or see below.
4. Please feel free to supply any additional information which you feel is relevant to and will support your application.
5. If your application is unsuccessful, if appropriate you should consider re-applying at a different time.

Application packs are available from Nantyglo and Blaina Town Council.

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

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

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

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

Mrs T Hughes - Town Clerk/RFO Mrs N Horner - Assistant Officer

Community Grant Application Form 2025/26

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

Section 1: Contact Information

Applicant Name/Group Name:

Contact Name:

Contact Address:

Contact Email Address:

Daytime Telephone Number:

Your position in the group:

Section 2: Tell us about your group

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

Children/Education

Arts & Culture

Health & Wellbeing

Elderly

Environment

Active Lifestyles

Other

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

In what year was the group founded?

Are you a registered charity?

Yes

No

If yes, please provide the registered number:

If your application relates to sport

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

Yes

No

If yes, which one?

If your application relates to a children's group

Have all the relevant DBS checks been completed?

Yes

No

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:

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

Sort code:

Account number:

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

Are you applying for, or receiving funding from another source? Yes No

If so, where from and how much?

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

How will your project benefit Nantyglo and Blaina?

Section 4: Independent Reference Details

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

Job title/occupation of referee:

Referee contact address:

Email address:

Daytime phone number:

Relationship to the group

(if any):

Section 5: To be completed for all applications

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

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

Signature:

Date:

Item no. 10



Please quote : P/2025/0052

Direct line : 01495369666

17 February 2025

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION FOR PLANNING PERMISSION

I write to advise that an application for planning permission has been submitted

Proposed single storey extension to rear of property.

55 Lakeside Way, Nantyglo, Brynmawr, Ebbw Vale, Blaenau Gwent, NP23 4EN

Grid Reference: 318610.4 211290.4

Please use the following link <https://developmentservices.blaenau-gwent.gov.uk/planning/index.html?fa=getApplication&id=125305> to view the application documents. Please return any comments with 21 days of the date of this letter.

Yours sincerely

Joanne Clare
Planning Officer
Email: joanne.clare@blaenau-gwent.gov.uk

NANTYGLO & BLAINA

TOWN COUNCIL

Blaenau Gwent CBC Planning Control / Rhoeli Cynllunio CBS Blaenau Gwent

General Offices
 Steelworks Road
 Tylwyn, Ebbw Vale, NP23 6AA.
 Tel: 01495 355555 Fax: 01495 355598
 Email: planning@blaenau-gwent.gov.uk

Swyddfeydd Cyffredinol
 Heol Gwaith Dur
 Ty Llwyn, Glyn Ebwy, NP23 6AA.
 Ffon: 01495 355555 Ffacs: 01495 355598
 E-bost: planning@blaenau-gwent.gov.uk



www.blaenau-gwent.gov.uk

Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Details

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

Number Suffix

Property Name

Address Line 1

Address Line 2

Town/city

Postcode

Description of site location (must be completed if postcode is not known)

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Ben

Surname

Fitzgerald

Company Name

Address

Address line 1

55 Lakeside Way

Address line 2

Nantyglo

Address line 3

Blaenau Gwent

Town/City

Brynmawr

Country

United Kingdom

Postcode

NP23 4EN

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Proposed single storey extension to rear of property.

Has the work already been started without planning permission?

- Yes
 No

Pedestrian and Vehicle Access, Roads and Rights of Way

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

- Yes
 No

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

- Yes
 No

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

Trees and Hedges

Are there any trees or hedges on the site or adjoining the proposed site that would be affected by the development proposal?

- Yes
 No

If you have answered Yes, you may need to provide a survey before your application can be validated. Your local planning authority can advise on whether a survey is required, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'

Biodiversity and Geological Conservation

Does your proposal involve:

(i) demolition of a building?

- Yes
 No

(ii) alterations or enlargement to your roof?

- Yes
 No

(iii) the loss of any trees or hedgerows?

- Yes
 No

If you have answered Yes to any of the above questions, you may be required to submit a biodiversity survey to your local planning authority with your application form.

Your local planning authority will be able to advise you further, guidance is also available in the help text.

Site Visit

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

- Yes
 No

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

- The agent
 The applicant
 Other person
-
-

Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

- Yes
 No
-
-

Authority Employee/Member

With respect to the Authority, is the applicant or agent one of the following:

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

Do any of these statements apply to you?

- Yes
 No
-
-

Ownership Certificates

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

Please answer the following questions to determine which Certificate of Ownership you need to complete: A,B,C or D.

Are you the sole owner of ALL the land?

- Yes
 No

Certificate of Ownership - Certificate A

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

Person Role

- The Applicant
 The Agent

Title

Mr

First Name

Ben

Surname

Fitzgerald

Declaration Date

05/02/2025

Declaration made

Agricultural Holding Certificate

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

Agricultural land declaration - you must select either A or B

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

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

Person Role

The Applicant

The Agent

Title

Mr

First Name

Ben

Surname

Fitzgerald

Declaration Date

05/02/2025

Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

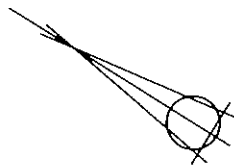
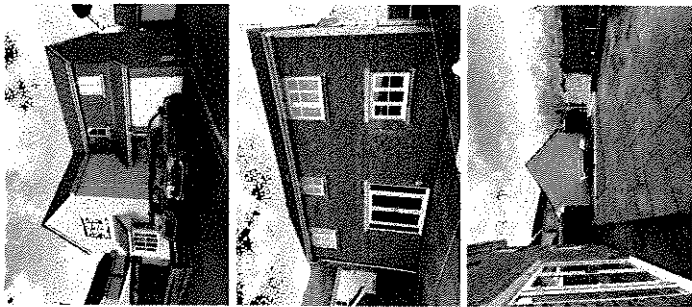
I / We agree to the outlined declaration

Signature

Ben Fitzgerald

Date

05/02/2025



Planar to Day on BF 02 for
 Proposed External Panel Elevations Images
 Planar to Day on BF 03 for
 Proposed External Section Specifications

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

55 LAKESIDE WAY
 NANTYGLLO
 BLAENAU GWENT
 NP23 5JG
 TEL: 01495 30340

Project Name	55 Lakeside Way
Client	Blatau Gwent
Architect	[Name]
Date	[Date]
Scale	[Scale]
Sheet No.	BF 01

