

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

Mrs T Hughes Town Clerk/RFO

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

Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN

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**Minutes of the Meeting of the Full Council Meeting held at the Council Chamber, Blaina Institute, High Street, Blaina at 6.00pm on Tuesday 26<sup>th</sup> April 2022 via a hybrid meeting.**

## **A meeting to which members of the public were entitled to attend**

**Present:** Councillor D Hillman, Town Mayor, presiding  
Councillors C Hillman; K Jones JP; M Williams; L Harris & K Jenkins

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

Prior to the commencement of the meeting, the Town Clerk informed that there were no members of the press and/or public in attendance in person or remotely. **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 Councillors D Hillman, C Hillman and K Jenkins declared a non-pecuniary interest in item 7c

### **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 Councillor G Morvan. **Further Resolved** to accept the apology received.

### **2. Town Mayor's Communications:**

The Town Mayor's communications for April 2022.

The Town Mayor congratulated all on their re-elected posts.

Neither the Town Mayor nor Councillor C Hillman were permitted to enter the schools due to the election period (Purdah) to distribute the Easter Eggs to the four local primary schools although they did assist the Town Clerk and Assistant Officer with this.

The Town Mayor confirmed that himself and Councillor Carole Hillman attended and supported the Easter event at Blaina which was organised by Blaenau Gwent CBC, they were unable to attend in official capacity or assist due to the pre-election period in force. At this event, the Town Mayor informed that he was verbally attacked by a local Borough

Councillor's wife regarding the Town Council not assisting at the event.

The Town Mayor informed that he was present at the Brynmawr & Abertillery's Easter events that was organised by BGCBC, which were both excellent events, with stilt walkers, face painting, craft. In contrast, Blaina's Easter Event to see was a much lesser event with just an offer of an Easter egg hunt.

Chair expressed that there has been a lack of support for his charities due to Covid and that he was very disappointed with Town Council website as it contained very little photos of the Mayor on website. The Mayoral blog was now on website but had not listed all his roles as there were too many to list.

Cllr Jones agreed with Chair about the lack of enthusiasm and effort that was put into Blaina easter Event. Cllr Harris confirmed that it was a BGCBC event, who had many more staff members than those of our Town Council to support events.

The Mayor stated that Nantyglo and Blaina seemed to be penalised on every level i.e., the only towns not to have banners. The Mayor announced he would ensure that the Town Centre Manager would work for our towns, Nantyglo and Blaina in addition to the other towns within Blaenau Gwent.

**Resolved** to note the information received.

**3. Minutes of the Meeting of the Town Council held 22<sup>nd</sup> March 2022 (pages 169 – 174):**

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:**

Pg 169-170 Point 2 – The Town Mayor requested a copy of the positive response from the 2 School for his file.

Pg 171 Point 6a – Facebook training to be arranged after 6<sup>th</sup> May with Cllr M Williams, Clerk & Assistant Officer.

Pg 173 Point 8a – Financial Regulations 2022/23. The Town Mayor informed that he had not received his card, card reader or pin for him to carry out his signatory role. Clerk confirmed that she would contact the bank as it seemed information was getting lost through the online process.

**Resolved** to note the information received and **further resolved** for Clerk to send Cllr Hillman a copy of letter from school, for his file. Also, clerk to contact Lloyds bank to explain that card, card reader and pin not received to Cllr Hillman.

**4. Minutes of the Events Committee Meeting held 22<sup>nd</sup> March 2022 (pages 175 - 177)**

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:**

Pg 176-point 3a – Easter Eggs: The 20% discount previously awarded to the Town

Council by Morrisons PLC was not given as the Community Champion had already allocated her donations for the year. Cllr D Hillman informed that he was not able to receive the discount in respect of the Hospice of the Valleys.

**Resolved** that the minutes be approved.

**5. Minutes of the Planning & Highways Committee Meeting held 12<sup>th</sup> April 2022 (pages 178 – 179)**

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:

Pg 179-point 5b. Planning application No C/2022/0087. Questions was asked about as crossing the highway was dangerous.

**Resolved** that the minutes be approved.

**6. Minutes of the Finance & General Purposes Committee Meeting held 12<sup>th</sup> April 2022 (pages 180 – 183)**

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:

Pg 181-point 2b. Letter of thanks was sent to Blaen y Cwm School for donations received for the Mayoral Appeal. Cllr Hillman asked if he could receive a copy of letter for his file.

**Resolved** that the minutes be approved and **further resolved** for a copy of letter to be sent to Cllr D Hillman.

**7. 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) One Voice Wales – (for information):

i E-mail informing OVW CPR & Defib Manager, Phil Hill.

Members agreed that item to be discussed at a later meeting.

**Resolved** to note the information received and **further resolved** to be discussed at a later meeting.

ii Remote training sessions April & May.

**Resolved** to note the information received.

b) Welsh Government – (for information):

Letter informing of Preparation & Publication of Statutory Financial Account for 2021/22.

Town Clerk announced that she has still not received Audit opinion from Audit Wales.

**Resolved** to note the information received.

*Councillors D Hillman, C Hillman and K Jenkins declared a non-pecuniary interest in item 7C. **Resolved** to note the declaration of interest and **Further Resolved** that the Members remain in the meeting for the item.*

c) Aneurin Bevan Community Health Council (for information):

Patients Voice News Bulletin.

**Resolved** to note the information received.

**8. Planning Applications:**

Members were invited to consider any further applications that may be received prior to the date of the meeting:

a) Planning Application (redacted) No. C/2022/0091 – Land at Pond Road/Waun Ebbw Road, Nantyglo:

Proposed housing development 4No. Cllr Hillman confirmed that the typos are appalling in the application form and although there was no response required it was picked up the Coal Authority should have been ticked for query.

**Resolved** that no objections be made and **Further Resolved** to make the representations as stated.

*Additional planning application/information received with permission of the Chair:*

b) Planning Application No. C/2022/0068 – Unit 21, Rising Sun Industrial Estate, Blaina:

Members were informed of the e-mail received from Joanne White, Planning Officer and additional information relating to the planning application.

**Resolved** that no representations or objections be made.

c) Public consultation – proposed development – land adjacent to Units 19 & 20 Rising Sun Industrial Estate, Nantyglo:

Members were invited to consider the information relating to the public consultation regarding the proposed development. *(Members were supplied with the information by e-mail).*

**Resolved** that no representation or objections be made.

**9. Application to the Community Grant Fund:**

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

*None received to date.*

**Resolved** accordingly.

**10. Asset Register:**

Members were invited to consider and if appropriate, resolve the report in respect of the Council's Asset Register as at 31<sup>st</sup> March 2022.

A discussion ensued regarding after care for IT equipment and the Town Clerk informed that the equipment was supplied by Orbits including the backup packages. The Town Clerk informed that the Owl Meeting System was not supplied by Orbits IT but was supplied with a warranty.

**Resolved** that the report be approved.

Meeting declared closed at 18:50

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**Minutes of the Meeting of the Events Committee held at the Council Chamber, Blaina Institute, High Street, Blaina. Immediately following the Meeting of the Town Council on Tuesday 26<sup>th</sup> April 2022.**

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

**Present:** Councillor K Jenkins, Chair of the Events Committee, presiding.  
Councillors D Hillman; C Hillman; L Harris, M Williams & K Jones JP

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

Prior to the commencement of the meeting the Town Clerk informed that no members of the press or public 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 G Morvan. **Further Resolved** to accept the apologies received.

### **2. 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:

*None received to date:*

**Resolved** accordingly.

### **3. Updates:**

The Town Clerk provided a verbal update regarding the following:

a) **In Bloom:**

AO confirmed that all previous applicants have been sent an application form.

Poster and application form devised and distributed locally.

A discussion ensued regarding a better advertising strategy, Cllr Williams would discuss with Town Clerk and Assistant officer (AO) to discuss options. It was noted that there were no photographs of the winners on website and suggested for them to be displayed as this could attract new applicants to apply. It was also mentioned that it may be a momentary prize night attract more applicants to apply.

One application had been received from Lllys y Capel and confirmation from Gavin at Abergavenny Garden Centre had confirmed that he would continue to help with judging again this year.

**Resolved** to note the information received and Further **Resolved** for Cllr Williams to discuss options with Clerk and AO with regards to advertising.

b) **Queen's Platinum Jubilee:**

Promotional items pens and water bottles have been ordered and delivered.

AO asked if there was any member who knows a contact of an empty shop that can be contacted to see if owner will permit the winning entries of art and poetry competitions to be displayed in the window. Cllr Hillman confirmed that he and Cllr Harris were involved with the charity shop in Blaina and that the winning entries could be displayed in the shop window next to charity shop.

Town Clerk informed members that Reverend Roy Watson will be in attendance at the Queens Jubilee service. Katy Treharne confirmed that she was not available, however, she would enquire if she could provide a student to perform, but would need a copy of the music. Blaina RFC had also confirmed the venue hire although were still to provide a cost for refreshments. All local schools have also been sent an invite to participate, but no response yet.

Town Clerk also confirmed that there has been no response from BGCBC regarding the tree planting and would contact them again to ascertain what species would be permitted and to gain permission to plant tree in Nantyglo & Blaina. Local contractor Mr R Dunham would also be contacted to see if he would be available to dig hole the morning of ready to insert tree for planting.

**Resolved** to note the information received and further **Resolved** to display winning Jubilee competition art and poetry work in empty shop window. **Resolved to** contact BGCBC for advice on species of tree and permission to plant and to enquire with local contractor if he would be able to dig the 2 holes for planting.

c) **Planters:**

AO received confirmation from Tai Calon who confirmed that they were not able to store planters as they have sold off part of the building to an outside organisation.

Cllr Hillman announced that he had space to take in the delivery and will store them within his garden area. AO to contact supplier to ensure the delivery will not exceed the size of 7.5ton lorry.

Tai Calon also confirmed that they no longer make their own compost, so are not able to help with a donation of compost to fill planters. With regards to volunteer help to support the planting they will get be in touch as it will need to be discussed further.

Members suggested that AO to source out the cost of a pallet of compost from 3 different supplies in compliance with financial regulations and purchase the best deal. Members also agreed for Chair, Cllr Jenkins to purchase the plants in readiness to plant.

**Resolved** to note the information received. **Further Resolved** for AO to source quotes and purchase a pallet of compost and **Additionally Resolved** for Cllr Jenkins to purchase the plants.

#### 4. **Other Information:**

Cllr Hillman informed that he would pursue the issue with banners for Nantyglo and Blaina with Town Centre Manager. There is a 5 towns strategy within Blaenau Gwent and not 4 towns. Nantyglo and Blaina was yet again forgotten.

Cllr Jenkins explained that there were trees in the grounds of the old doctor's surgery in Nantyglo that Christmas tree lights could be placed. Local contractor to be contacted for a possible site visit to ascertain if area was suitable to install lights.

**Resolved** to note the information received. **Further Resolved** for AO to arrange a site with local contractor to ascertain suitability for Christmas tree lights to be installed.

Date of next meeting Tuesday 24<sup>th</sup> May 2022

Meeting closed at 19:40pm.

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

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## Minutes of the Annual Meeting of the Town Council held at 6.00pm on Tuesday 24<sup>th</sup> May 2022 at the Council Chamber, Blaina Institute, Blaina.

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

Present: Councillor Lilian Harris, Town Mayor, presiding  
Councillors D Hillman, C Hillman, G Morvan, K Jones JP, M Williams,  
K Jenkins and L King.

In attendance: Mrs T Hughes, Town Clerk / RFO  
Mrs N Horner, Assistant Officer  
Mr E Watts MBE, Deputy Lord Lieutenant of Gwent  
Mr M Davies OBE CstJ, High Sheriff of Gwent  
Reverend R Watson  
Invited guests

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

The Chair informed all present all the relevant fire regulations and arrangements. **Resolved** to note the information received.

### 1. **Declarations of Interest:**

Members were reminded that all Declarations of Interest must be recorded in the book provided for this purpose.

**Resolved** to note that no such declarations were received.

### 2. **Apologies for absence:**

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

**Resolved** to note that no apologies were received.

### 3. **Councillor D Hillman:**

To offer a Civic Welcome.

The Town Mayor offered a greeting and civic welcome to Members, guests and the incoming Mayor.

**Resolved** accordingly.

**4. Councillor D Hillman:**

To review his Term of Office as Town Mayor / Chairman of the Council.

Councillor Hillman reviewed his 12 months in office and gave an overview of his activities highlighting several which had taken place throughout the year despite the restrictions due to the Covid 19 including Nantyglo and Blaina In Bloom and its presentation event, Civic Sunday, NHS Day, the distribution of selection packs and Easter eggs to all primary school pupils within the area together with the distribution of jubilee gifts to all primary school pupils.

Councillor Hillman informed that his Town Mayor's Appeal was in respect of Down's Syndrome Association and Breast Cancer Now (Wales) and that although it had been difficult to raise funds with the restrictions in place due to Covid, funds had been raised by holding a bric a brac stall periodically and by an event held by Blaen y Cwm Primary school. Councillor Hillman thanked all who had supported his Mayoral Appeal.

Councillor Hillman thanked everyone for their wonderful support, especially his Consort Councillor Carole Hillman, the communities of Nantyglo and Blaina, local schools and dignitaries who have supported the Council throughout his time in Office including the Lord Lieutenant of Gwent and High Sheriff of Gwent, Revered Roy Watson, family & friends, Mr Russell Dunham and Mr Richard Hancocks.

Councillor Hillman congratulated his successor and wished her a very successful year in Office.

**Resolved** to note the information received.

**5. Councillor D Hillman:**

Councillor Hillman invited nominations for the Office of Town Mayor 2022/23.

**Resolved** that Councillor Lilian Harris be appointed as Town Mayor for 2022/23.

**6. Councillor D Hillman:**

Councillor Hillman invited the incoming Town Mayor to join him on the Dias. Councillor Hillman placed the Official Chain of Office around the shoulders of the Town Mayor.

**Resolved** to note the information received.

**7. Declaration of Acceptance of Office:**

Councillor Lilian Harris signed the Declaration of Acceptance of Office of Town Mayor which was witnessed by the proper Officer of the Town Council and was thereupon appointed as the Town Mayor of Nantyglo and Blaina for the year 2022/23.

**Resolved** to note the signing of the Declaration of Acceptance of Office.

**8. To receive the Mayor's Consort:**

The Town Mayor introduced her Consort and thanked Councillor Carole Hillman for her acceptance as Consort for the coming year.

**Resolved** accordingly.

*Photographs were taken at this juncture.*

*At this juncture, Councillor D Hillman took his seat with Members of the Council.*

**9. The Town Mayor:**

The Town Mayor addressed the Council.

Councillor L Harris thanked her fellow Councillors for nominating her as Town Mayor for the year. Councillor Harris promised to represent and serve the communities of Nantyglo and Blaina to the best of her ability.

Councillor Harris commented that it would be a privilege to serve the Town Council after those who had preceded and thanked the Council for the honour.

**Resolved** accordingly.

**10. The Town Mayor:**

The Town Mayor invited the Mayor's Chaplain, Reverend Roy Watson to lead Council in Prayer.

Reverend Roy Watson then congratulated the Town Mayor on her appointment and informed that he had acted as Mayor's Chaplain to the previous 14 Town Mayors.

**Resolved** accordingly.

**11. Vote of Thanks to Councillor D Hillman:**

The Town Mayor invited a vote of thanks to Councillor D Hillman.

Councillor G Morvan, Leader of the Council thanked Councillor D Hillman for his dedication and duty whilst elected to the Office of Town Mayor. Councillor D Hillman together with his Consort Councillor C Hillman performed the role with enjoyment, enthusiasm, professionalism and was a credit to the Town Council.

The Town Mayor thanked Councillor D Hillman for undertaking the role of Town Mayor during a very difficult time. Whilst the presence of Covid 19 posed many difficulties for Councillor Hillman in carrying out the duties of Town Mayor, he represented the Town Council admirably during his year in Office.

**Resolved** accordingly.

**12. Deputy Town Mayor:**

The Town Mayor invited nominations for the Office of Deputy Town Mayor for 2022-2023.

**Resolved** that Councillor Keith Jenkins be appointed to the Office of Deputy Mayor for 2022/23.

**13. Leader of the Council:**

The Town Mayor invited nominations for the position of Leader of the Council 2022-2023.

**Resolved** that Councillor G Morvan be appointed to the Office of Leader of the Council for 2022/23.

## **Appointment of Town Council Committees and Delegates to Other Organisations:**

- 14. Members were invited to consider the appointment of Chairman and Members of Committees and of Delegates to other Organisations:**

**Resolved** to approve the previously distributed itemised list.

- 15. Mayoral Appeal 2022/23:**

The Town Mayor informed that her Mayoral Appeal for 2022/23 was in support of the Salvation Army. The Salvation Army was chosen due to its relentless work carried out for many years in aid of many people for many different reasons such as war, homelessness and reuniting families. Many of the Salvation Army gave their time to help as volunteers. A raffle would take place during the evening to help start the appeal.

**Resolved** to note the information received.

- 16. Invitation for guests to join with the Town Mayor for refreshments.**

The Town Mayor declared the business of the Council closed and thereupon invited all present to join her for a social evening with refreshments.

Meeting declared closed at 6.45pm

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## **Minutes of the Planning & Highways Committee Meeting held at the Council Chamber, Blaina Institute on Tuesday 14<sup>th</sup> June 2022 at 6.00pm.**

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

**Present:** Councillor D Hillman, Acting Chair of Planning & Highways Committee, presiding  
Councillors G Morvan, C. Hillman, M Williams, K Jenkins & L King

**In attendance:** Mrs T Hughes - Town Clerk, Mrs N Horner - Assistant Officer  
& Mr S Bees – Internal Auditor to Council

Prior to the start of the meeting it was **Proposed** and **Resolved** that Councillor D Hillman act as Chair of the Planning Committee meeting in the absence of the Chair, Councillor K Jones JP.

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

The Acting Chair welcomed & introduced the Town Council's Internal Auditor, Mr Stuart Bees to the meeting.

### **Declaration of Interest**

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

**Resolved** to note that no such declarations were received.

### **1. Apologies for absence:**

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

**Resolved** to note that apologies were received from Councillors L Harris and K Jones JP.

**Further Resolved** to approve the apologies received.

### **2. 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) Hedgehogs R Us (for information):**

Letter re: Hedgehogs R Us Highway Project.

**Resolved** to note information received.

b) Gwent Police (for information):

Letter and information re: 'We Don't Buy Crime'.

Members read through information provide by Gwent Police and it was thought to be a good initiative and therefore suggested to invite Gwent Police next meeting to Further discuss the 'We Don't Buy Crime Kit'.

**Resolved** to note information received and further **Resolved** to invite Gwent Police to an appropriate meeting.

c) Pennant Walters (for information):

Consultation re: Proposals for Mynydd Carn y Cefn Wind Farm.

**Resolved** to note information received.

d) Welsh Government (for information):

Consultation on proposals for a new legislative management regime for disused coal tips in Wales.

**Resolved** to note information received.

e) Blaenau Gwent CBC (copy attached):

Response to queries re: Planning Application C/2022/0091 (Land at Pond Road/Waun Ebbw Road, Nantyglo) and copies of the statutory consultations received.

**Resolved** to note information received.

### 3 **Planning Applications:**

Members were invited to consider any further applications that might be received prior to the date of the meeting:

- a) Planning Application No C/2022/0114 – Glyn Milwr, Stones Houses, Blaina, NP13 3AA  
Retrospective application for extension to existing travellers' site to accommodate an additional 5 pitches including hardstanding, parking, toilet, fencing and extension to access drive.

A lengthy discussion ensued and the following comments were made:

- Point 12 – Foul Sewage: Application indicated a Septic Tank and connecting to an existing drainage system
- Point 14 – Trees & Hedges: No explanation provided.
- Point 22 – Existing Use: Application indicated Contamination and application stated that a contamination report to be submitted, this was provided.

Members discussed that there were no planning objections, however, Members supported the serious concerns of the residents regarding this application.

**Resolved** that no objections be made and **Further Resolved** that the representations stated above be made to Planning Department.

- b) Planning Application No. C/2022/0120 – 14 Railway Terrace, Nantyglo, NP23 4QB:  
Proposed alterations and extensions to existing dwelling to improve natural daylight throughout living spaces.

**Resolved** that no representations or objections be made.

- c) Planning Application No. C/2022/0129 – Land adjacent to Rosinic House, Verwey Road, Nantyglo, NP23 4WH:  
Proposed detached two-storey cottage (with demolition of outbuilding) including parking. (Replace for application no. C/2017/0292, approved 14/12/2017).

**Resolved** that no representations or objections be made

- d) Planning Application No. C/2022/0132 – Plot 1, Land Adjacent to The Palms, Caddick Row, Blaina, NP13 3AX:  
Construct detached three bed dwelling.

The following comments were made:

- Waste Storage & Collection: Ticked, but details provided
- Vehicle Parking: Ticked, but no details provided.

**Resolved** that no objections be made further but **Resolved** to make the representations stated above to Planning Department.

- e) Planning Application NO. C/2022/0146 – 68b High Street, Blaina, NP13 3AE:  
Proposed change of use from A1 to Café and takeaway.

The following comment was made:

- Foul Sewage: Main sewer ticked, but not connecting to an existing drainage system?

**Resolved** that no objections or representations to be made.

#### 4. **Licence Applications:**

Members are invited to consider the application(s):

- a) *None received to date.*

**Resolved** accordingly

**Meeting declared closed at 6:30pm**

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## **Minutes of the Finance and General Purposes Committee Meeting (hybrid) held at the Council Chamber, Blaina Institute, Blaina on Tuesday 14<sup>th</sup> June 2022 at 6.30pm**

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

**Present:** Councillor D Hillman, Chair, Finance & General Purposes Committee, presiding  
Councillors G Morvan, C Hillman, K Jenkins, M Williams and L King

**In attendance:** Mrs T Hughes, Town Clerk / RFO  
Mrs N Horner, Assistant Officer  
Mr S Bees, Internal Auditor to the Council

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.

The Chair welcomed and introduced to the meeting, Mr Stuart Bees, Internal Auditor to the Council.

### **Declaration of Interest**

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

### **1. Apologies for absence:**

Members were invited to consider the apologies for absence and to formally resolve to accept. **Resolved** to note that apologies were received from Councillors L Harris and K Jones JP. **Further Resolved** to accept the apologies received.

### **2. 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) One Voice Wales – (for information):**

E-mail informing of:

- Free training places
- Remote training sessions June 2022.

Any Members interested in undertaking training was to inform the Town Clerk/Assistant Officer.

**Resolved** to note the information received.

b) High Sheriff of Gwent Mr M Davies – (for information):

Letters of thanks from the High Sheriff Mr Malgwyn Davies OBE CStJ.

**Resolved** to note the information received.

c) Gwent Police – (for information):

Ward updates.

**Resolved** to note the information received.

d) Age Friendly Wales (for information):

Age-friendly Communities in Partnership (webinar).

**Resolved** to note the information received.

e) Blaenau Gwent County Borough Council (for information):

Details of a free Gwent Event Safety Webinar on 23<sup>rd</sup> June 2022. Additionally Members were informed of a road blockage affecting the A465 (Heads of the Valleys Road) planned for that day.

**Resolved** to note the information received.

*Additional correspondence with permission of the Chair:*

f) Blaen y Cwm Primary School:

E-mail request for the School Council to use the Council Chamber for a meeting at 10.30am on Wednesday 22<sup>nd</sup> June 2022.

Clerk to ascertain if members can attend as observers

**Resolved** to note information received and further **Resolved** for Clerk to ascertain if members can be observers.

3. **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 months of May & June 2022.

Members agreed that Town Council had received a good response from BG Foodbank previously and therefore, suggested that Town Council continued to donate £200 per month for the months of May and June to support our residents.

**Resolved** to donate £200 (per month) to Blaenau Gwent Foodbank in respect of May and June 2022.

#### 4. **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) Kids Cancer Charity:

Members agreed that this was a worthy charity and therefore agreed to donate the maximum donation of £100.00.

**Resolved** to donate £100.00.

*Additional grant application with permission of the Chair:*

b) Rafi Abbas:

An additional application was received from Mr Rafi Abbas (local resident) who requested a donation to refurbish a bench that was donated from Town Council in Westside. A discussion ensued regarding insurance and the value for money, it was clarified by Clerk that Town Council Insurance (and Mr Abbas) would be covered. The Internal Auditor also confirmed the above issue regarding insurance as the works would be covered by insurance as per clerk had investigated prior to meeting.

**Resolved** to note information received and further **resolved** to donate a maximum of £50 upon production of receipts to Rafi Abbas to purchase goods required as stated on the application form.

#### 5. **Salem Chapel:**

Members were invited to consider the attached inspection report:

- April 2022:  
Queries/comments were invited:  
Members asked what the state of repair is, Clerk informed that the premises was not in a good state, but no obvious change. Member pointed out a typo in report which should read 'due.'  
**Resolved** that the report be approved.

- May 2022:  
Queries/comments were invited:

**Resolved** that the report be approved.

#### 6. **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 approved.

cyngor ar  
bopeth

citizens  
advice

Caerffili  
Blaenau Gwent  
Caerphilly  
Blaenau Gwent

*Hem no 8ci*  
OUR IMPACT IN  
**BLAENAU GWENT**  
2021/22

## ACROSS BLAENAU GWENT IN 2021/22



WE HELPED

**2,234**

PEOPLE

WE DEALT WITH

**12,887**

PROBLEMS

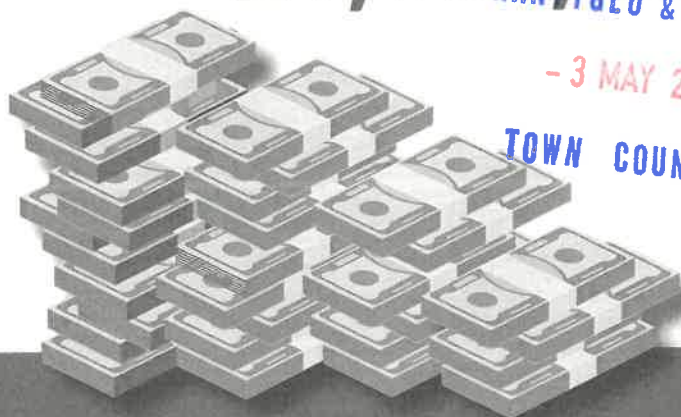
WE INCREASED INCOMES BY

**£1,105,105**

NANTYGLO & BLAINA

- 3 MAY 2022

TOWN COUNCIL



Debt collection

CLIENT DEBTS MANAGED

**£339,803**



**BENEFITS**

**5,798**

**DEBT**

**3,228**

**EMPLOYMENT**

**611**

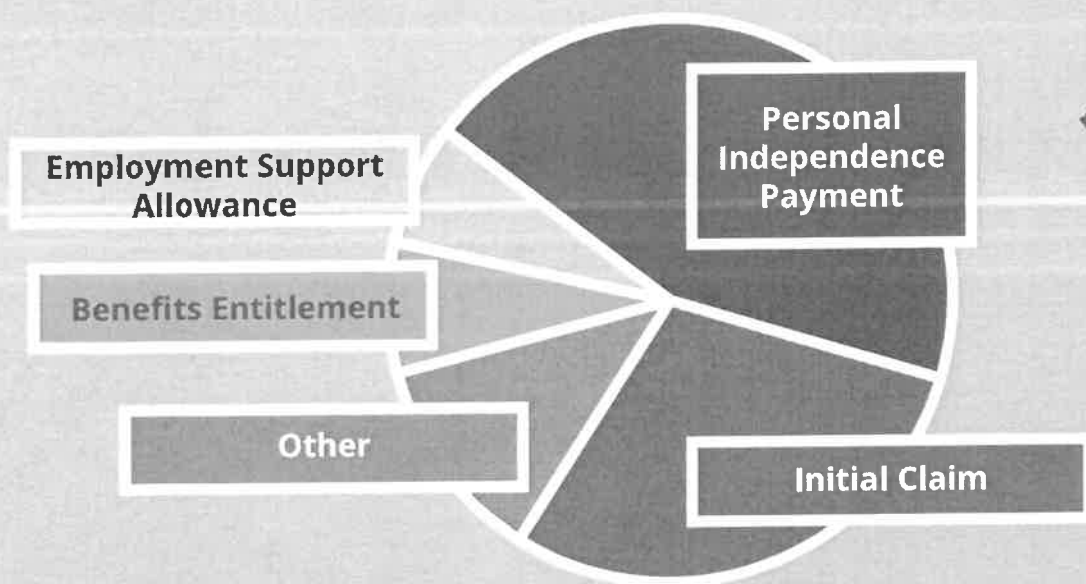
**ENERGY**

**564**

**HOUSING**

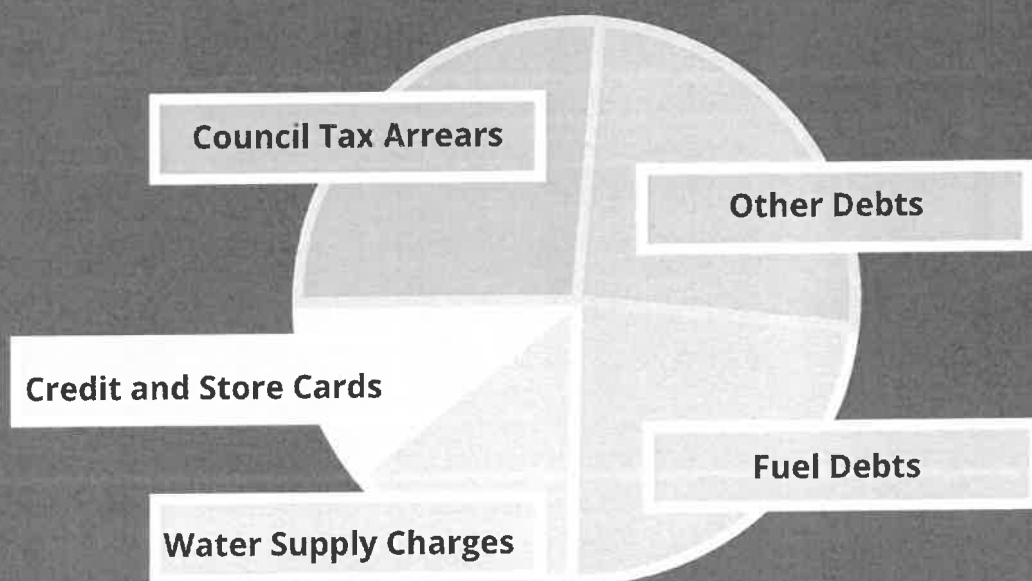
**424**

**BENEFITS AND DEBT  
PROBLEMS WERE THE TOP  
TWO ISSUES FACING THOSE  
WE HELPED IN 2021/22**



WE HELPED  
**1,616**  
PEOPLE  
WITH A  
BENEFITS  
PROBLEM

WE HELPED  
**484**  
PEOPLE  
WITH A DEBT  
PROBLEM



**41%**  
WERE MALE



**59%**  
WERE FEMALE



**60% OF CLIENTS HAD A DISABILITY OR A  
LONG TERM HEALTH CONDITION**

# OUR LOCAL IMPACT

## SIRHOWY VALLEY

**529**

PEOPLE HELPED

**2,866**

PROBLEMS DEALT WITH

**£215,723**

INCREASED INCOME



## UPPER

## EBBW FACH

**446**

PEOPLE HELPED

**2,625**

PROBLEMS DEALT WITH

**£234,229**

INCREASED INCOME

## EBBW FAWR

**686**

PEOPLE HELPED

**4,063**

PROBLEMS DEALT WITH

**£306,324**

INCREASED INCOME



## LOWER

## EBBW FACH

**553**

PEOPLE HELPED

**3,333**

PROBLEMS DEALT WITH

**£348,829**

INCREASED INCOME

## Real stories, real impacts



An Abertillery mother-of-three, who initially came to us for advice on how returning to employment would impact her benefits, was surprised to learn she was entitled to Child Benefit for her third child.

Carrie (not her real name) was referred to our Communities for Work Project. The Welsh Government Communities for Work project aims to help people break down long term barriers to employment and training.

When our adviser Vanessa Powys met Carrie, she was able to carry out a full benefits assessment and help her

understand how her benefits would be affected if she returned to work.

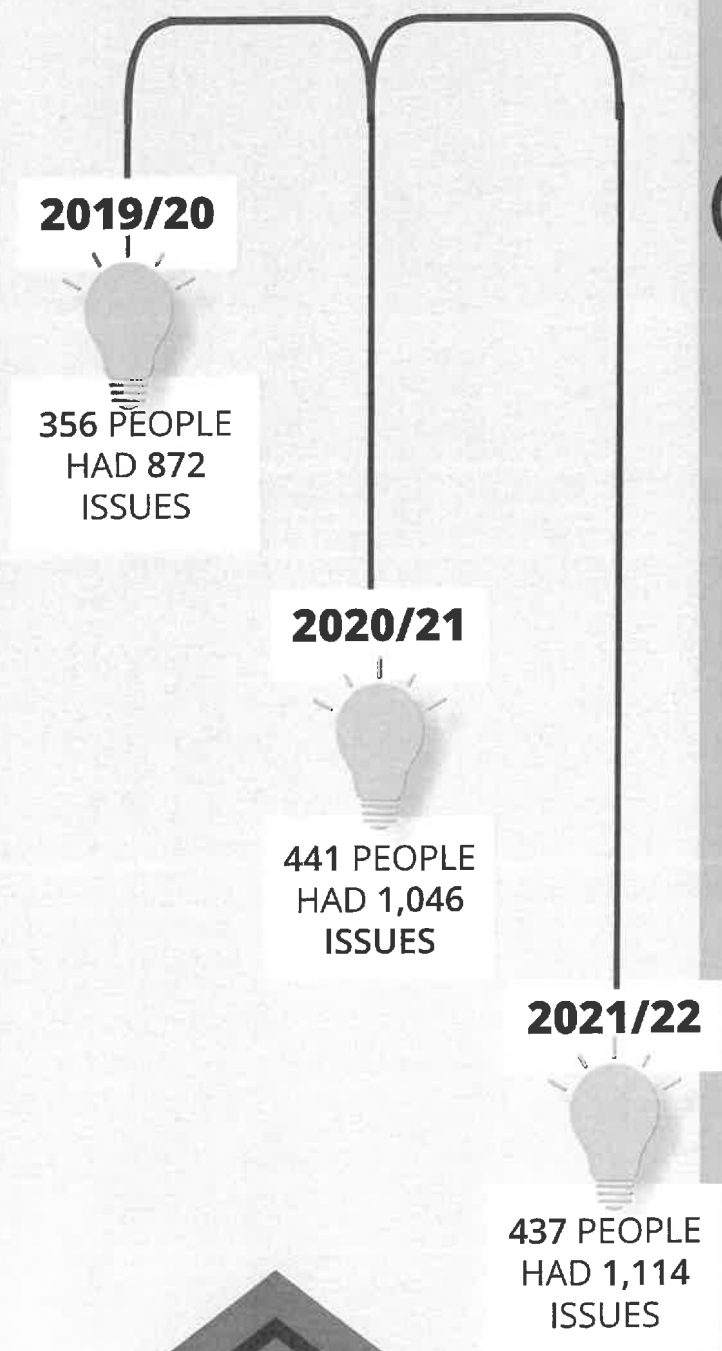
Vanessa said: "I identified that Carrie was not receiving Child Benefit for her youngest child and was entitled to a further £14 a week.

"She was under the impression that she could not claim support for a third child. This is the case for the Child element of Universal Credit but not for Child Benefit.

"We were also able to tell Carrie that if she were to secure a job for 17 hours a week, paid at the minimum wage, she could expect to be £438.80 better off each month."

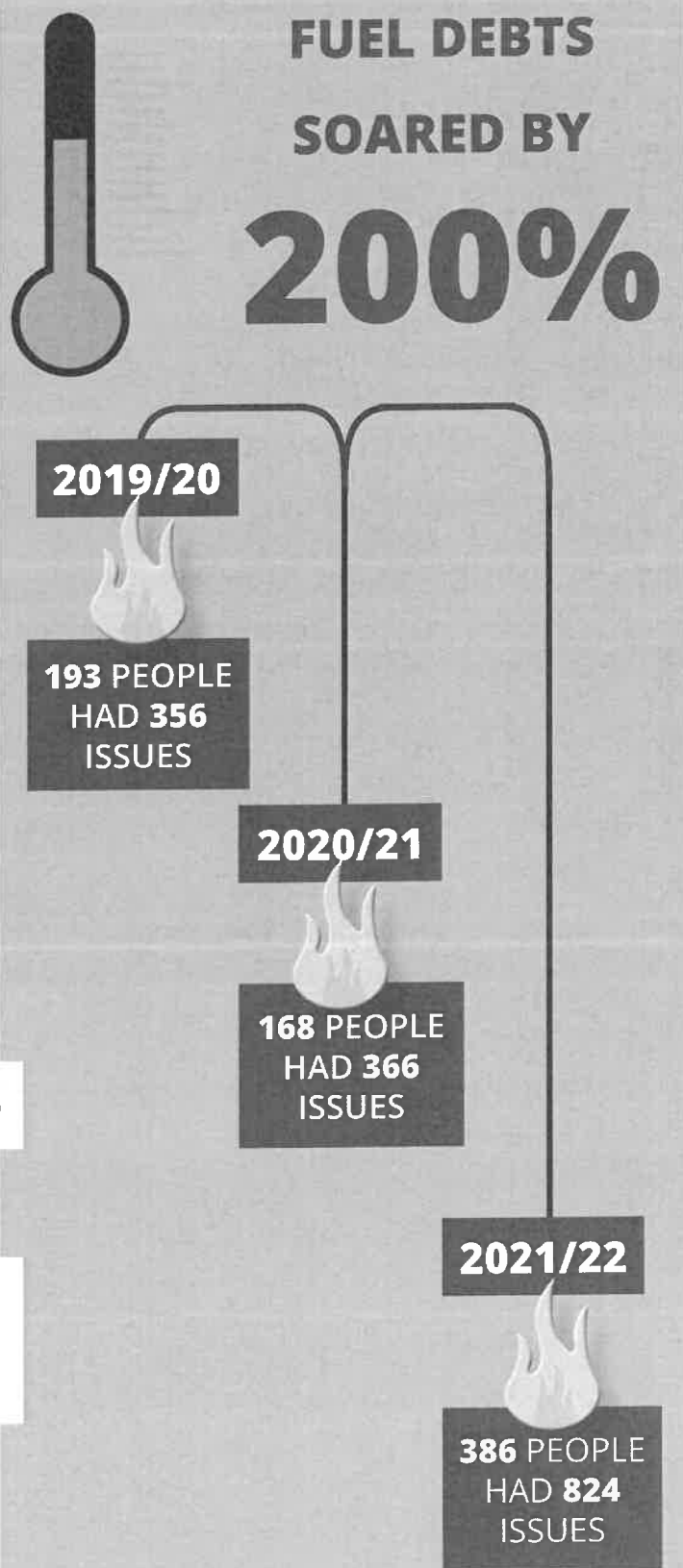
We monitor advice trends across **Caerphilly and Blaenau Gwent**. This edition we are reviewing the Energy data from **March 2019 to March 2022**.

## THE NEED FOR ENERGY ADVICE HAS RISEN



## FUEL DEBTS SOARED BY

**200%**



We anticipate these figures will continue to rise in 2022/23

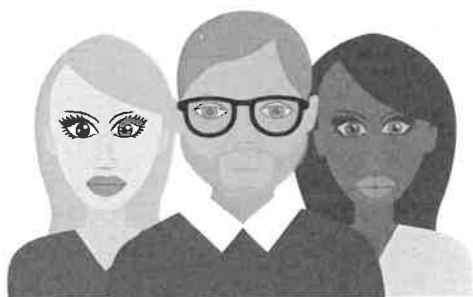
**cyngor ar  
bopeth**

**citizens  
advice**

**Caerffili  
Blaenau Gwent  
Caerphilly  
Blaenau Gwent**

**EIN HEFFAITH YNG  
BLAENAU GWENT  
2021/22**

## **AR DRAWS BLAENAU GWENT YN 2021/22**



**GWNAETHOM  
HELPU**

**2,234**

**O POBL**

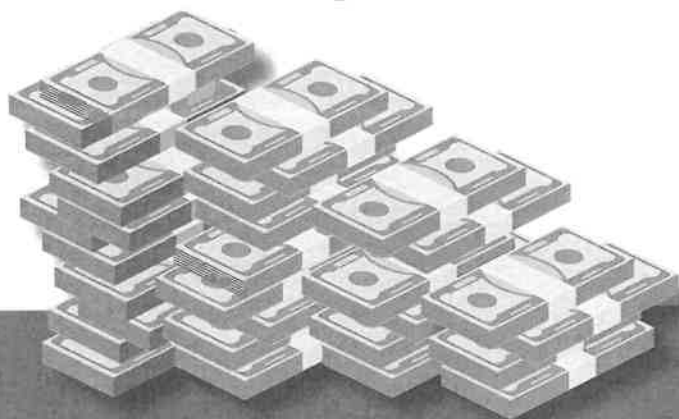
**GWNAETHOM  
DDATRYS**

**12,887**

**O PROBLEMAU**

**RYDYM WEDI CYNDDU INCWM**

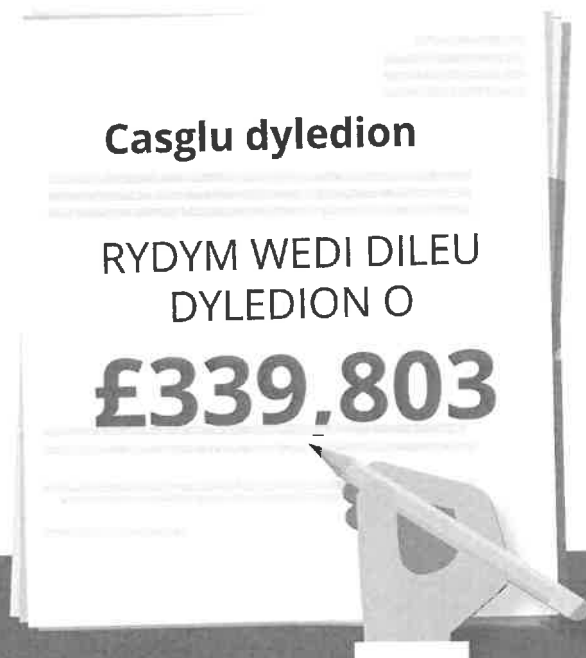
**£1,105,105**



**Casglu dyledion**

**RYDYM WEDI DILEU  
DYLEDION O**

**£339,803**



**BUDD-DALIADAU**

**5,798**

**DYLED**

**3,228**

**CYFLOGAETH**

**611**

**YNNI**

**564**

**TAI**

**424**

**BUDD-DALIADAU A PHROBLEMAU  
DYLED OEDD Y DDAU BRIF BROBLEM  
A WYNEBWYD EIN DEFNYDDWYR  
CLEIENTIAD YN 2021/22**

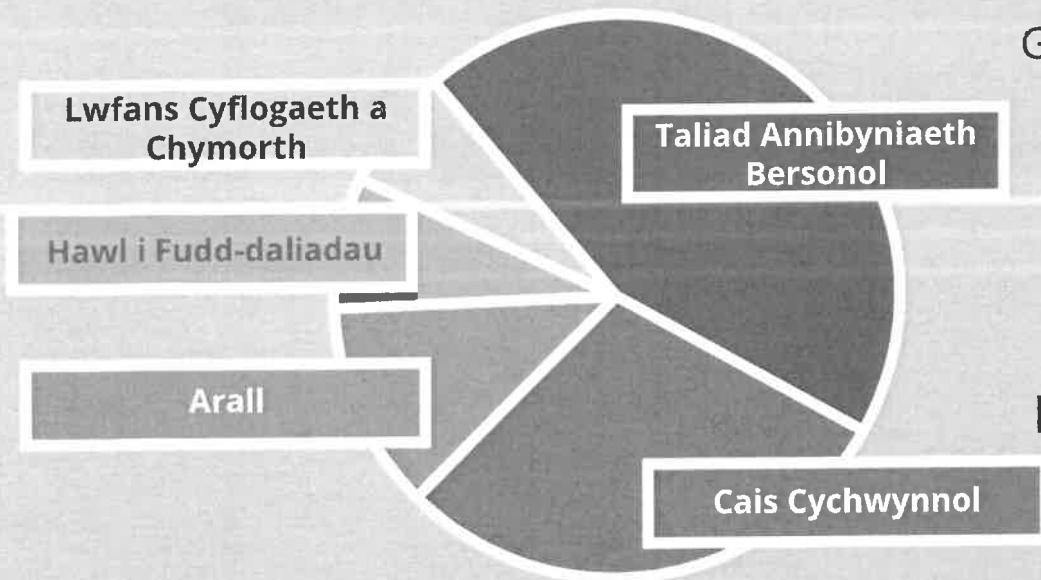
GWNAETHOM HELPU

**1,616**

O BOBL

PHROBLEM

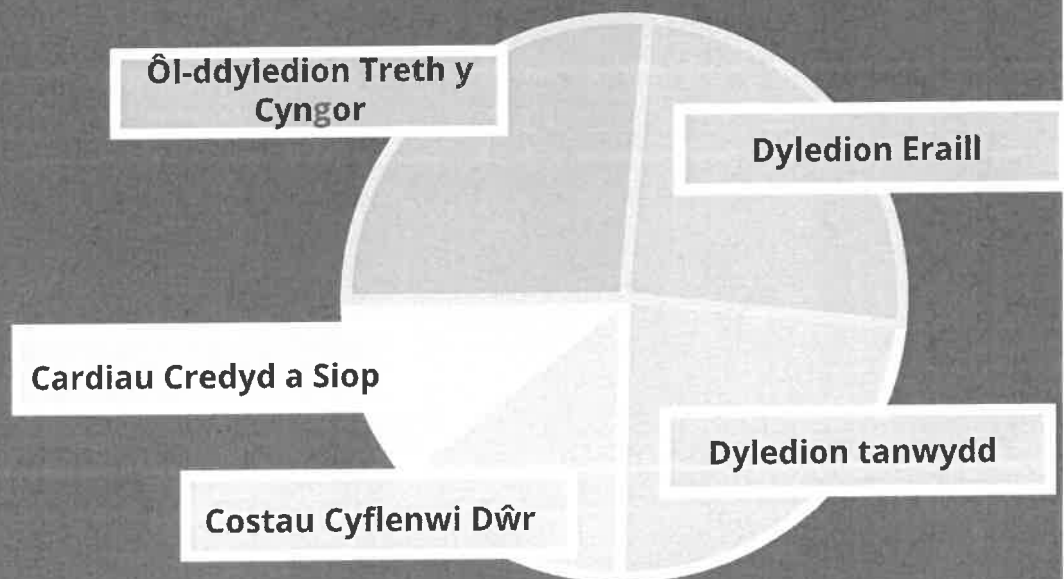
BUDD-DALIADAU



GWNAETHOM  
HELPU

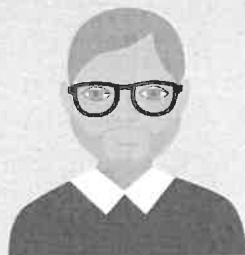
**484**

O BOBL GYDA  
PHROBLEM  
DYLEDION



**41%**

YN DDYNION



**59%**

YN FENYWAIDD



ROEDD **60%** O'R CLEIENTIAID AG ANABLEDD NEU A  
CYFLWR IECHYD TYMOR HIR

# EIN HEFFAITH LEOL

## CYMORTH SIRHOWY

**529**

O POBL WEDI HELPU

**2,866**

O PROBLEMAU DELIO A

**£215,723**

O GYNYDD MEWN INCWM



## EBBW FACH UCHAF

**446**

O POBL WEDI HELPU

**2,625**

O PROBLEMAU DELIO A

**£234,229**

INCWM UWCH

## EBBW FAWR

**686**

O POBL WEDI HELPU

**4,063**

O PROBLEMAU DELIO A

**£306,324**

O GYNYDD MEWN INCWM



## EBBW FACH ISAF

**553**

O POBL WEDI HELPU

**3,333**

O PROBLEMAU DELIO A

**£348,829**

O GYNYDD MEWN INCWM

## Straeon go iawn, effeith go iawn



Roedd mam i dri o blant o Abertyleri, a ddaeth atom i ddechrau am gyngor ar sut y byddai dychwelyd i gyflogaeth yn heffeithio ar ei budd-daliadau, yn synnu o glywed bod ganddi hawl i Fudd-dal Plant ar gyfer ei thrydydd plentyn.

Cyfeiriwyd Carrie (nid ei henw iawn) at ein Prosiect Cymunedau am Waith. Nod prosiect Cymunedau am Waith Llywodraeth Cymru yw helpu pobl i chwalu rhwystrau hirdymor i gyflogaeth a hyfforddiant.

Pan gyfarfu ein cynghorydd Vanessa Powys â Carrie, roedd yn gallu cynnal asesiad budd-daliadau llawn a helpu Carrie i ddeall pa fudd-daliadau fyddai'n

cael eu heffeithio a pha fudd-daliadau na fyddai'n cael eu heffeithio.

Dywedodd Vanessa: "Fe wnes i nodi nad oedd Carrie yn cael Budd-dal Plant ar gyfer ei phlentyn ieuengaf.

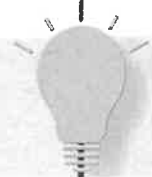
"Roedd ganddi hawl i £14 pellach yr wythnos. Roedd hi dan yr argraff na allai hawlio cymorth i drydydd plentyn. Mae hyn yn wir am yr elfen Plant o Gredyd Cynhwysol ond nid ar gyfer Budd-dal Plant.

"Roeddem hefyd yn gallu dweud wrth Carrie pe bai'n sicrhau swydd am 17 awr yr wythnos, yn cael ei thalu ar yr isafswm cyflog, y gallai ddisgwyl bod £438.80 ar ei hennill bob mis."

Rydym yn cadw llygad barcud ar dueddiadau cyngor ar draws **Caerffili a Blaenau Gwent**. Y chwarter hwn rydym yn ymchwilio i ddata Ynni o fis Mawrth 2019 a mis Mawrth 2022.

## MAE'R ANGEN AM GYNGOR YNNI WEDI CYNHYDDU

**2019/20**



**356** O BOBL A  
**872** O FATERION

**2020/21**



**441** O BOBL A  
**1,046** O FATERION

**2021/22**



**437** O BOBL  
**1,114** O FATERION

## DYLEDION TANWYDD WEDI CYNHYDDU



**200%**

**2019/20**



**193** O BOBL A  
**356** O FATERION

**2020/21**

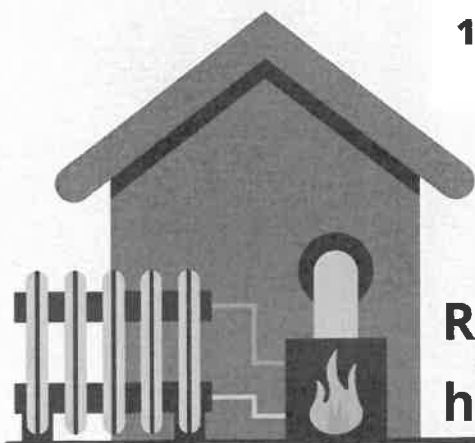


**168** O BOBL A  
**366** O FATERION

**2021/22**



**386** O BOBL A  
**824** O FATERION



Rydym yn rhagweld y bydd y ffigurau hyn yn parhau i godi 2022/23

# Climate Change Newsletter

May 2022



Item no. 8661

## Welcome

Welcome to the May 2022 edition of the Climate Change Newsletter

### Hello and Welcome

Welcome to the final edition of the Climate Change Newsletter.

In this issue we will be taking a look at:

- Two of the latest publications from Welsh Government: *Net Zero Wales & Working Together to Reach Net Zero*;
- The latest report from the Intergovernmental Panel on Climate Change (IPCC);
- An overview of COP Cymru and Wales Climate Week;
- Other climate change news from across Welsh Government; and
- how we are merging with the Climate Change Bulletin in future.

### Net Zero Wales

On October 28<sup>th</sup> 2021, Welsh Government published its second emissions reduction plan for Carbon Budget 2 (21-25), *Net Zero Wales*.

Launched at the Solar Heat Energy Demonstrator building near Port Talbot (part of Swansea University's SPECIFIC project) and live-streamed to a virtual

audience, **The First Minister, Rt. Hon Mark Drakeford and Minister for Climate Change, Julie James MS** set out a five year plan of action, shaping the next stage of Wales' pathway to net zero by 2050.

The plan, which is split into 5 main sections (Setting the Context, Setting the Conditions, Emissions Sector Chapters, Monitoring and Reporting and Next Steps) contains 123 policies and proposals from across all ministerial portfolio, which can be seen in detail in *Net Zero Wales*

[Net Zero Wales Carbon Budget 2 \(2021 to 2025\) | GOV.WALES](#)

A summary of the plan and infographic setting out the headline messages are also available at the link above.

### Working Together to Reach Net Zero: All Wales Plan

Alongside the all Wales plan, *Working Together to Reach Net Zero* was published.

# Climate Change Newsletter

May 2022



This document highlights the fantastic work being done by Team Wales across Wales in the fight against climate change.

Originally split into three main sections, *Working Together* takes an in depth look at our:

- Pledge Campaign – showcasing the commitments to action that have been made across Wales;
- Case Studies – Showing some of the actions already taken and the collective effort of others which aim to inspire others to act; and
- Voices of our Youth – A section dedicated to the children and young adults, who are raising the awareness and concern around climate change.

In addition to the above, *Working Together* was updated to include an overview from COP26 and COP Cymru.

*Working Together* can be viewed in full here:

[Working together to reach net zero: all Wales plan | GOV.WALES](#)

## IPCC Latest Report

The Intergovernmental Panel on Climate Change (IPCC) is the United Nations body for assessing the science related to climate change and compromises 195

member countries. The IPCC is in the process of preparing its 6th Assessment Report (AR6), which will be released in 4 parts.

On the 28th February 2022, the IPCC published their second report in the series focussed on [Climate Impacts, Adaptation and Vulnerability](#). Some of the key issues highlighted in the report are:

- we are already being impacted by climate change, and the situation is worse than previously thought as well as more severe than previous IPCC assessments;
- the risks we face as a result of climate change are getting worse, and some are unavoidable;
- global efforts to adapt to the changing climate have not been sufficient to meet the increasing risks; and
- there has not been sufficient finance to support global adaptation efforts.

The IPCC report is stark in terms of the scale of impacts arising from climate change across the world. However, the report also tells us there is still a window of opportunity if we act now, at the scale required.

The full report can be viewed here: [Climate Change 2022: Impacts, Adaptation and Vulnerability | Climate](#)

# Climate Change Newsletter

May 2022



## [Change 2022: Impacts, Adaptation and Vulnerability \(ipcc.ch\)](https://www.ipcc.ch)

The IPCC have also released their third report in the series on **4th April**, which assesses the [Mitigation of climate change](#). Some of the key issues highlighted in the report are:

- globally emissions over the last 10 years were higher than any previous decade and have continued to rise, though more slowly than they did in the previous decade;
- current policies are not enough to meet countries' 2030 pledges (NDCs) and even if these pledges are met, warming is likely to exceed 1.5°C during the 21<sup>st</sup> century;
- retiring fossil fuels plants, increasing investment in green technologies as well as implementing significant efforts in all policy areas will be required in order to meet the Paris Agreement goals and limit warming to 1.5°C; and
- limiting warming to below 1.5°C can still yield significant sustainable development and economic growth.

## COP26 & COP Cymru

### COP26

Last year was a momentous year, with the setting of our Net Zero legislation, publication of our Net Zero Wales plan and Wales playing its part in encouraging others to step up and take action at COP26. Our active membership of

networks such as RegionsAdapt and the Under2 Coalition provided an important mechanism for Welsh Ministers to engage in nation-level discussions at COP26 and connect with, exchange learning from and be inspired by other nations worldwide. The Beyond Oil and Gas partnership was launched at the summit, led by Costa Rica and Denmark, which is the European Union's largest oil producer. We were the only UK nation to be part of the core membership and want to help others to join us, taking practical and tangible steps forward.

After 13 days of intense negotiations, COP26 concluded on Saturday 13th November 2021 with every Party at COP26 - representing almost 200 countries - agreeing the [Glasgow Climate Pact](#). This global agreement will accelerate action on climate this decade, and finally completes the Paris Rulebook.

The challenge of climate change requires everyone to work together across geographic and sectoral boundaries, and Wales' continued international collaboration is essential if we are going to be successful. Progress was made at COP26 but we can and must do more. We will be using the momentum generated to seek even greater commitments and action.

# Climate Change Newsletter

May 2022



## COP Cymru

### Stakeholder & Public Engagement

*Net Zero Wales* sets out the importance of a Team Wales approach to successful delivery, and Government action as just one component of the response needed towards tackling the climate emergency.

**COP Cymru** held during November 2021 (to coincide with COP26) provided an important opportunity to begin dialogue around delivery of this plan.

Featuring a series of events between 28 October and 26 November 2021, the programme covered 38 sessions and involved 200 speakers who engaged with over 3,800 virtual attendees. This comprehensive programme hosted by stakeholders, organisations, community groups and individuals from across Wales stimulated an important debate on the urgent action needed to decarbonise and adapt to the impacts of climate change.

Looking ahead, *Net Zero Wales* commits to delivering 2 important policies around how Welsh Government will set out to engage with stakeholders and the public through our :

- Climate Change Stakeholder Engagement Plan (policy 15) which will be published in the Spring and set out how we will engage with key stakeholders with a role in tackling the climate emergency in Wales.

- Public Behavioural Change Strategy (policy 16) which will publish and consult on in the Summer. This Strategy will set out how we will involve society in the changes individuals and communities can make to help Wales meet net zero by 2050. As part of this consultation exercise, we will engage with organisations and practitioners who will be key to working with us to communicate important messages to the public.

## Wales Climate Week

Following a successful event in 2020, **Wales Climate Week** returned from 22-26 November 2021 with a 5-day programme of virtual events. The week kick-started a nationwide conversation on *Net Zero Wales* and the collective action needed to ensure Wales meets its net zero targets.

Open to all, the online sessions aimed to help stakeholders, organisations, communities and individuals understand what Wales has already achieved, what changes we can expect in the next five years and how, together, we can shape the future.

Each day's programme took on a different theme and included presentations, discussions and debates involving a wide range of organisations from every corner of Wales. Delegates joined the events virtually via the [COP Cymru event platform](#).

# Climate Change Newsletter

May 2022



The programme for both Wales Climate Week and COP Cymru can be viewed on our online platform at <https://freshwater.eventscase.com/EN/COPCymru21/Programme> and a recap of the week is also featured in the *Working Together to Reach Net Zero* update.

## In Case You Missed It...

### Local Area Energy Planning

Welsh Government has funded two pilot studies of Local Area Energy Planning (LAEP), in Conwy and Newport local authority areas. LAEP looks at the whole energy system to provide an understanding of the nature, scale, rate, and timings of changes that need to be made to transition to a net zero energy system.

The two pilots are nearing conclusion and will provide valuable learnings as we roll out support for LAEP to all local authorities in Wales. You can view the Conwy LAEP at the link below (page 48):

[\(Public Pack\)Agenda Document for Economy and Place Overview and Scrutiny Committee, 10/02/2022 17:30 \(conwy.gov.uk\)](#)

### Community Energy Wales and Ynni Teg

Welsh Government has agreed a significant uplift in funding for Community Energy Wales (CEW) and Ynni Teg (YT), enabling both organisations to continue and expand their vital community energy work in Wales.

The Deputy Minister for Climate Change led a Deep Dive into Renewable Energy in the autumn, which recommended scaling up support for community and local energy in Wales.

Ynni Teg was set up by CEW to act as a developer for community energy projects, where communities didn't have the capacity to deliver projects themselves. Their current project pipeline will provide a significant contribution to our commitment of 100MW by 2026.

### National Forest for Wales

Below, an update from the Nation Forest for Wales Programme.

*'I am writing to update you on developments of the National Forest Programme.*

*In March, we launched an online interactive map. We would like you to help us understand where you would like to see more trees planted in your communities by dropping a pin on the map. Whilst zooming in on the map to view a locality, you can overlay the map*

# Climate Change Newsletter

May 2022



of your area with several data layers at the click of a button. We hope this will provide some useful information. The information gathered from this will be used to see where it may be possible to plant trees and we will work with landowners to see what is allowable and possible. You can access the Map via our National Forest dedicated webpage

[National Forest for Wales | GOV.WALES](https://gov.wales/national-forest-for-wales)

We will work together with landowners from cities, towns as well as rural areas to see how we can grow and develop the National Forest for Wales.

NB: Using the map does not give permission to plant trees or confirm a tree will be planted there. Please consult landowners and always gain the correct permissions to plant trees please see woodland creations hub for more information [Natural Resources Wales / Get help to plant trees and create woodland](https://gov.wales/natural-resources-wales)

Last December Deputy Minister Lee Waters announced that every household in Wales would be able to collect a tree for their garden or have a tree planted on their behalf. We are working with the Woodland Trust to do this. The My Tree, Our Forest campaign was launched on

Feb 25th when the first 5 hubs were opened. Further details can be found via our National Forest dedicated webpage [National Forest for Wales | GOV.WALES](https://gov.wales/national-forest-for-wales)

## **Other recent announcements include**

[Written Statement: One Network, One Timetable, One Ticket: Planning Buses as a Public Service for Wales \(31 March 2022\) | GOV.WALES](https://gov.wales/written-statement-one-network-one-timetable-one-ticket-planning-buses-as-a-public-service-for-wales)

[Net Zero Industry Wales established to support decarbonisation of Welsh industry | GOV.WALES](https://gov.wales/net-zero-industry-wales)

[Written Statement: Funding to support the rural economy and the transition to the Sustainable Farming Scheme \(1 April 2022\) | GOV.WALES](https://gov.wales/written-statement-funding-to-support-the-rural-economy-and-the-transition-to-the-sustainable-farming-scheme)

[Extended producer responsibility for packaging | GOV.WALES](https://gov.wales/extended-producer-responsibility-for-packaging)

[Proposals for the next iteration of the Warm Homes Programme | GOV.WALES](https://gov.wales/proposals-for-the-next-iteration-of-the-warm-homes-programme)

# Climate Change Newsletter

May 2022



## A Note to our readers

This will be the last issue of the Climate Change newsletter as we are merging with the Climate Change Bulletin. To subscribe to the Climate Change Bulletin please email [ClimateChangeBulletin@gov.wales](mailto:ClimateChangeBulletin@gov.wales). If you would like to receive the bulletin in Welsh [please click here](#).

Tîm Hawliau Pobl Hŷn Llywodraeth Cymru  
Welsh Government Older People's Rights Team

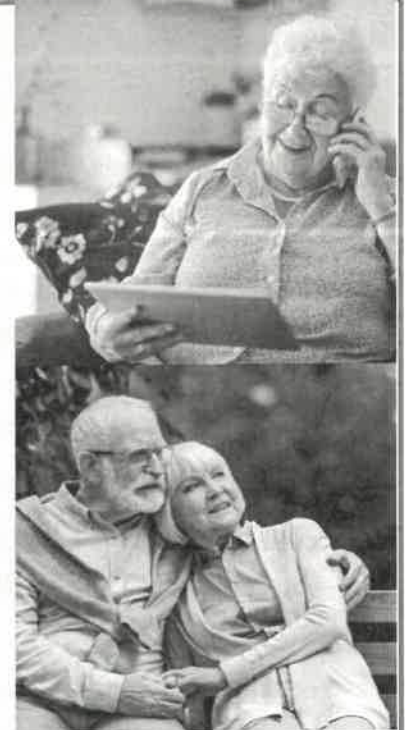
# Cymru o Blaid Pobl Hŷn

Diweddariad ar ein Strategaeth ar gyfer  
Cymdeithas sy'n heneiddio

## Age Friendly Wales

An update on our Strategy for an Ageing Society

Ebrill 2022 - April 2022



Croeso i ail rifyn ein diweddariad ar Gymru o Blaid Pobl Hŷn: Ein Strategaeth ar gyfer Cymdeithas sy'n Heneiddio.

Gobeithio'ch bod wedi mwynhau eich gwyliau Pasg. Yn y rhifyn hwn cewch yr wybodaeth ddiweddaraf am y canlynol:

1. Cyhoeddi'r Cynllun Cyflawni ar gyfer Cymru o Blaid Pobl Hŷn: Ein Strategaeth ar gyfer Cymdeithas sy'n Heneiddio.
2. £1.1 miliwn i awdurdodau lleol i gefnogi gwaith i greu Cymunedau o Blaid Pobl Hŷn
3. Diweddariad am yr Ymgyrch Hawliau Pobl Hŷn, a ariennir gan Lywodraeth Cymru ac a roddir ar waith ar y cyd ag Age Cymru
4. Newyddion cyffrous am weithgareddau sy'n pontio'r cenedlaethau

Welcome to the second edition of our update on Age Friendly Wales: Our Strategy for an Ageing Society.

We hope you've enjoyed your Easter break. In this edition you'll get the latest information on:

1. Publication of the Delivery Plan for Age Friendly Wales: Our Strategy for an Ageing Society.
2. £1.1 million for local authorities to support work to become Age Friendly Communities
3. An update on the Older People's Rights Campaign, funded by Welsh Government and delivered in partnership with Age Cymru
4. Exciting news about intergenerational activities

### 1. Cyhoeddi'r Cynllun Cyflawni

Ar 20 Ebrill, cyhoeddodd Julie Morgan, y Dirprwy Weinidog Gwasanaethau Cymdeithasol, y cynllun cyflawni ar gyfer Cymru o Blaid Pobl Hŷn: Ein Strategaeth ar gyfer Cymdeithas sy'n Heneiddio.

Ysgrifennwyd y cynllun cyflawni mewn partneriaeth â phobl hŷn a'u cynrychiolwyr. Mae'n nodi'r camau y bydd Llywodraeth Cymru yn eu cymryd i wireddu gweledigaeth y strategaeth.

### 1. Publishing the Delivery Plan

On 20 April, Julie Morgan, Deputy Minister for Social Services published the delivery plan for Age Friendly Wales: Our Strategy for an Ageing Society.

Written in partnership with older people and their representatives, the delivery plan sets out the steps Welsh Government will take to achieve the vision set out in the strategy.

Nod y camau yn y cynllun cyflawni yw codi ymwybyddiaeth o hawliau pobl hŷn, mynd i'r afael â thlodi sy'n gysylltiedig ag oedran, gwella gwasanaethau a mannau cyhoeddus, a lleihau unigrwydd drwy hyrwyddo cyfleoedd gwirfoddoli fel ffordd o annog mwy o bobl i ymgysylltu â'u cymunedau. Mae camau penodol yn cynnwys:

- **cefnogi pobl hŷn i fod yn hyderus yn ddigidol;**
- **cefnogi busnesau i fod yn fwy cynhwysol o ran oedran ac i gadw, ailhyfforddi a recriwtio gweithwyr hŷn;**
- **ariannu gwelliannau i seilwaith bysiau er mwyn sicrhau bod mwy o safleoedd bysiau a chyfnewidfeydd allweddol yn gwbl hygyrch i bawb;**
- **mynd i'r afael â thlodi tanwydd ac effeithlonrwydd ynni;**
- **cynyddu nifer y bobl sy'n hawlio'r credyd pensiwn.**
- **Support for older people to become digitally confident;**
- **support for businesses to be more age-inclusive in retaining, retraining and recruiting older workers;**
- **funding improvements to bus infrastructure to ensure more stops and key interchanges are fully accessible to all;**
- **addressing fuel poverty and energy efficiency;**
- **increasing the take up of pension credit.**

Dywedodd Julie Morgan, y Dirprwy Weinidog dros Wasanaethau Cymdeithasol:

"Rydym am greu Cymru lle mae pawb yn edrych ymlaen at fynd yn hŷn a lle caiff oedran ei ddathlu. Ein Gweledigaeth yw cael Cymru o blaid pobl hŷn sy'n cefnogi pawb o bob oed i fyw a heneiddio'n dda. Yn rhy aml, mae heneiddio'n cael ei gysylltu â salwch a dirywiad ac mae cyfraniadau pobl hŷn i gymdeithas yn cael eu hanwybyddu.

"O sicrhau bod tai yn cefnogi pobl i heneiddio'n dda, i greu cyfleoedd i aros yn iach ac yn egnïol, mae'r cynllun hwn yn amlinellu sut y byddwn yn gweithio ar draws y Llywodraeth gyda phartneriaid allweddol, gan gynnwys y Comisiynydd Pobl Hŷn, i wrthsefyll rhagfarn ar sail oedran a gwireddu ein gweledigaeth i greu Cymru o blaid pobl hŷn."

Cliciwch [YMA](#) i ddarllen y cynllun cyflawni. Os hoffech gael copi mewn fformat gwahanol, cysylltwch â ni. Os oes gennych unrhyw gwestiynau am y cynllun neu os hoffech ddysgu mwy am y strategaeth, mae croeso ichi gysylltu â ni.

Actions in the delivery plan aim to raise awareness of older people's rights, tackle age related poverty, improve public services and spaces and reduce loneliness by promoting volunteering as a way to encourage more people to connect with their communities. Specific actions include:

- **Support for older people to become digitally confident;**
- **support for businesses to be more age-inclusive in retaining, retraining and recruiting older workers;**
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The Deputy Minister for Social Services, Julie Morgan said:

"We want to create a Wales where everyone looks forward to growing older and age is celebrated. Our Vision is for an age friendly Wales that supports people of all ages to live and age well. Too often getting older is linked to illness and decline and older people's contributions to society are overlooked.

"From making sure housing supports people to age well, to creating opportunities to keep healthy and active, this plan outlines how we will work across government and with key partners, including the Older People's Commissioner, to reject ageism and realise our vision of an age friendly Wales."

Click [HERE](#) to read the delivery plan. If you'd like to receive a copy in a different format, have any questions about the plan or would like to learn more about the strategy then please feel free to contact us.

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## 2.

### Cymunedau o Blaid Pobl Hŷn Age Friendly Communities



Mae'r Dirprwy Weinidog yn falch o barhau â'i chefnogaeth drwy gynnig £1.1 miliwn i awdurdodau lleol wrth iddynt weithio tuag at ddod yn rhan o Rwydwaith Sefydliad Iechyd y Byd o Gymunedau a Dinasoedd o Blaid Pobl Hŷn. Mae £50,000 ar gael i bob awdurdod i ariannu swydd benodol i hyrwyddo polisiau a gwasanaethau sy'n ystyriol o oedran ac i ymgysylltu'n well â phobl hŷn.

Bydd y cyllid dilynol hwn yn helpu'r awdurdodau i adeiladu ar y sylfeini a osodwyd mewn blynyddoedd blaenorol.

Mae awdurdodau lleol wrthi'n llunio cynllun gweithredu sy'n ystyried yr holl wahanol agweddau sydd angen eu cyfuno i greu cymuned o blaid pobl hŷn. Gallai'r rhain gynnwys tai neu gysylltiadau trafnidiaeth priodol a chyfleusterau fel toiledau cyhoeddus a mannau awyr agored, a chyfleoedd i wirfoddoli a chymryd rhan yn y gymuned.

Cyngor Caerdydd yw'r awdurdod cyntaf yng Nghymru i ymuno â rhwydwaith Sefydliad Iechyd y Byd o Gymunedau a Dinasoedd o Blaid Pobl Hŷn. Gallwch ymweld â'u gwefan Caerdydd Oed-Gyfeillgar drwy glicio [yma](#)

Mae Tîm Hawliau Pobl Hŷn Llywodraeth Cymru yn cefnogi'r awdurdodau lleol drwy gydlynu rhwydwaith ar gyfer pob arweinydd lleol. Cynhelir y cyfarfod nesaf ar **14 Mehefin**.

Mae tîm y Comisiynydd Pobl Hŷn yn cynnig cyngor mentora ar lefel leol a grŵp llywio cenedlaethol i helpu i sbarduno newid drwy gydweithio.

The Deputy Minister is delighted to be continuing her support by offering £1.1million to local authorities as they work towards becoming part of the World Health Organisation (WHO) Global Network of Age-friendly Cities and Communities. £50,000 is being offered to each authority to fund a dedicated post to champion age friendly policies and services and improve engagement with older people.

This follow on funding will help the authorities to build on the foundations that were laid in previous years.

Local authorities are working towards setting out an action plan which considers all the different aspects that need to come together to create an age friendly community. These might include appropriate housing or transport links, the provision of amenities such as public toilets and outdoor spaces, through to opportunities to volunteer and take part in the community.

Cardiff Council have become the first authority in Wales to join the WHO network of age friendly cities and communities. You can visit their Age Friendly Cardiff website by clicking [here](#)

The Older People's Rights Team at Welsh Government are supporting the local authorities by coordinating a network for all the local leads. The next meeting will be **14 June**.

The Older People's Commissioner's team is offering mentoring advice at a local level and a national steering group to help drive change through collaboration.

### 3.

## Prosiect Hawliau Dynol Human Rights Project



Dechreuodd Prosiect Hawliau Dynol Age Cymru a ariennir gan Lywodraeth Cymru ym mis Rhagfyr, a'i nod yw codi ymwybyddiaeth o hawliau pobl hŷn yng Nghymru. Bydd y prosiect ar waith am chwe mis, gan orffen ganol mis Mehefin.

Bydd ffilm fer sy'n cynnwys ystod amrywiol o bobl hŷn yn siarad am hawliau dynol a sut maent yn berthnasol i'w bywydau o ddydd i ddydd yn cael ei chyhoeddi'n fuan. Mae'n argoeli i fod yn ffilm ddiddorol iawn, gan ymdrin â phynciau fel toiledau cyhoeddus yn y gymuned, gwahaniaethu, yr hawl i weithio os ydych yn dewis ac allgáu digidol, yn ogystal â llawer o bynciau eraill. Mae'r ffilm hon wrthi'n cael ei hanimeiddio gan yr artistiaid a'r hwyluswyr celfyddydau cymunedol, Jon Ratigan ac Emma Prentice, a bydd yn cael ei chyflwyno gan yr Athro John Williams a'i rhannu mor eang â phosibl.

Ar hyn o bryd rydym wrthi'n hyrwyddo'r llyfrynau, Sicrhau bod Hawliau'n Gweithio i Bobl Hŷn.

Lluniwyd mewn partneriaeth â Gofal Cymdeithasol Cymru, Llywodraeth Cymru, pobl hŷn a'u cynrychiolwyr. Bydd erthyglau ar-lein ac ar bapur yn ymddangos yn fuan yn y cyfryngau Cymraeg a Saesneg ledled Cymru. Mae gennym stoc fawr o lyfrynau yn swyddfa Age Cymru, felly rhowch wybod inni os hoffech inni anfon copi atoch. Rydym hefyd yn cynnal ymgyrch hysbysebu ychwanegol, gan dargedu bagiau presgripsiwn, bysiau a hysbysebu mewn ysbytai.

Rydym wedi cwblhau drafft o becyn cymorth sy'n bwriadu galluogi pobl hŷn a'u heiriolwyr i siarad yn hyderus am hawliau dynol a mabwysiadu dull sy'n seiliedig ar hawliau dynol wrth herio sefydliadau.

Funded by Welsh Government, the Human Rights Project at Age Cymru started in December 2021 and is aiming to raise awareness of the rights of older people in Wales. The project will run for six months, finishing in mid-June 2022.

A short film featuring a varied range of older people talking about human rights and how they relate to their day-to-day-lives will be published shortly. It's shaping up to be a very interesting film, covering topics such as public toilets in the community, discrimination, the right to work if you choose to and digital exclusion, as well as many other topics. This film is currently being animated by artist and community arts facilitators, Jon Ratigan and Emma Prentice, and will be introduced by Professor John Williams and shared as widely as possible.

We are currently in the process of promoting the booklets, Making Rights Work for Older People which were coproduced in partnership with Social Care Wales, Welsh Government, older people and their representatives. Online and print articles will shortly appear in both Welsh and English language media outlets across Wales. We have a large stock of booklets in the Age Cymru office, so do let us know if you would like us to send a copy to you. We will also run an additional advertising campaign, targeting prescription bags, buses, and hospital advertising.

We have completed a draft of a toolkit which intends to equip older people and their advocates to talk confidently about human rights and to take a human rights-based approach when challenging organisations.

Mae'r Tîm Ymgysylltu wrthi'n trefnu digwyddiadau wyneb yn wyneb gyda phobl hŷn mewn amrywiaeth o leoliadau ledled Cymru. Bydd y digwyddiadau hyn ymlaen rhwng mis Mai a mis Gorffennaf, a byddwn yn siarad am hawliau, gofalwyr a gwasanaethau Age Cymru yn fwy cyffredinol.

Byddai'n wych clywed gennych os oes gennych ddi-ddordeb mewn cymryd rhan. E-bostiwch: [humanrights@agecymru.org.uk](mailto:humanrights@agecymru.org.uk).

**Rachel Dawson, Cydlynnydd Cymorth Ymgysylltu, Age Cymru**

The Engagement Team is currently in the process of booking a range of venues across Wales for face-to-face events with older people. These events will run from May to July, and we will be speaking about rights, carers, and Age Cymru's services more generally.

It would be fantastic to hear from you if you are interested in getting involved. Please email: [humanrights@agecymru.org.uk](mailto:humanrights@agecymru.org.uk).

**Rachel Dawson, Engagement Support Coordinator, Age Cymru**

#### 4.

### Pontio'r Cenedlaethau Intergenerational Practice

25 Ebrill i 1 Mai eleni yw Wythnos Ryngwladol Pontio'r Cenedlaethau sy'n gyfle i sefydliadau, ysgolion a chartrefi gofal ar draws y byd ddod at ei gilydd i ddathlu pwysigrwydd dod â chenedlaethau ynghyd.

Bwriad 'pontio'r cenedlaethau' yw creu cysylltiadau newydd rhwng plant a phobl o bob oedran. Bydd hyn yn cynyddu parch a dealltwriaeth rhwng y cenedlaethau ac yn arwain at gymunedau cryfach.

Yn ystod yr wythnos mae sawl sefydliad ar draws Cymru wedi trefnu digwyddiadau wyneb yn wyneb am y tro cyntaf ers dros ddwy flynedd. Gobeithiwn fedru ailafael mewn rhai prosiectau ond hefyd manteisio ar y cyfle i sefydlu cysylltiadau pontio'r cenedlaethau newydd. Cynhaliwyd hefyd sesiynau ar-lein yn ystod yr wythnos, a bydd rhwydwaith pontio'r cenedlaethau hefyd yn trefnu eu cyfarfod nesaf ym mis Mehefin.

Lansiwyd cystadleuaeth ar y cyd gyda CADR, Comisiynydd Pobl Hŷn a sawl partner arall o'r Grŵp Trawsbleidiol ar gyfer Undod rhwng y Cenedlaethau.

### Wythnos Ryngwladol Pontio'r Cenedlaethau 25ain o Ebrill – 1af o Fai

25th April to 1st May is International Intergenerational Week where organisations, schools and care homes across the world came together to celebrate the importance of bringing generations together.

The intention of 'intergenerational practice' is to create new links between children and people of all ages. This will increase respect and understanding between the generations and lead to stronger communities.

During the week several organisations across Wales have organised face-to-face events for the first time in over two years and we hope to be able to invigorate some projects but also take the opportunity to establish new intergenerational relationships. There were also online sessions during the week and an intergenerational network will also be organising their next meeting in June.

A joint competition has been launched with the Centre for Ageing and Dementia Research (CADR), the Older People's Commissioner and several other partners from the Cross Party

Cymru o Blaid Pobl Hŷn - diweddariad Ebrill  
Age Friendly Wales - April update

Bydd enillwyr y gystadleuaeth yn ymddangos mewn calendr 2023 a hefyd mewn Amgueddfeydd ar draws Cymru yn ystod Tymor yr Hydref! Cofiwch gystadlu!

Yn ogystal, lansiodd Llywodraeth Cymru dudalen we a fydd yn 'man un stop' ar gyfer gweithgareddau, adnoddau a chysylltiadau pontio'r cenedlaethau yng Nghymru a hefyd gallwch fwynhau 6 fideo arbennig o brosiectau ar draws y wlad ar y wefan hon:

Pontio'r Cenedlaethau: dod â chenedlaethau at ei gilydd | LLYW.CYMRU

Edrychwn ymlaen i weld twf pontio'r cenedlaethau ar draws y wlad dros y flwyddyn nesaf!

**Mirain Llwyd Roberts, Cydlynnydd Pontio'r Cenedlaethau, Cyngor Gwynedd**

Group on Intergenerational Unity and the winners of the competition will appear in calendar 2023 and also at Museum venues across Wales during the Autumn Term! Remember to compete!

In addition, the Welsh Government launched a website page which will be a 'one stop point' for intergenerational activities, resources and contacts in Wales and you can also enjoy 6 special videos of projects across the country on this website:

Intergenerational practice: bringing generations together | GOV.WALES

We look forward to seeing intergenerational growth across the country over the next year!

**Mirain Llwyd Roberts, Bridging the Generations Coordinator, Gwynedd Council**

**Diolch**

**Thank you**



Diolch am ddarllen y rhifyn hwn, mae croeso ichi gysylltu os hoffech ragor o wybodaeth.

E-bost: [PoblHynaGofalwyr@llyw.cymru](mailto:PoblHynaGofalwyr@llyw.cymru)

Thank you for reading this edition, please contact us should you wish to find out more.

E-mail: [OlderPeopleandCarers@gov.wales](mailto:OlderPeopleandCarers@gov.wales)

# Mental Capacity Act

**Do you provide care or support to a friend or family member who needs help to make decisions to keep them safe and well?**

An important piece of legislation called the Mental Capacity (Amendment) Act 2019 is changing the process to further support and protect their freedom.



Join us for an online event to understand the changes and how they may apply to you and the person you care for.

**16th June 2022** 11:00am - 1.00pm

**20th June 2022** 6:00pm - 7:30pm

To join this event, please contact:

**Sarah Livingstone:** 07929 725242  
Sarah.Livingstone@torfaen.gov.uk

**Tom Grace:** 01495 745801  
tom.grace@wales.nhs.uk

The Mental Capacity Act 2005 has been amended to introduce a new legal process that recognises that care and support can happen anywhere, providing protection to people who lack capacity to consent to their care or treatment wherever they live or receive care. The Mental Capacity Act replaces an old process called the Deprivation of Liberty Safeguards with the Liberty Protection Safeguards and places responsibilities on Local Councils and Health Boards.



**For more information or to participate in the consultation.**  
(Please point your smartphone camera at the QR code)



**Diogelu Gwent**  
**Gwent Safeguarding**



Bwrdd Partneriaeth  
Rhanbarthol Gwent  
Gwent Regional  
Partnership Board



**GIG**  
**CYMRU**  
**NHS**  
**WALES**

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

# Nantyglo & Blaina Town Council

## Internal Audit Report 2021-22

### **1. Purpose of the Audit**

- 1.1 The purpose of this audit is to review the financial propriety and governance arrangements of the Town Council in accordance with proper practices as set out in the latest version of the One Voice Wales/SLCC publication "Governance and accountability for local councils in Wales – A Practitioners' Guide 2019".
- 1.2 The internal audit has been carried out independently and in accordance with the Council's agreed needs and planned coverage.

### **2. Main Findings**

- 2.1 The 2021-22 financial year has again proven to be very challenging with local Councils having to continue to manage during the pandemic. Some longstanding activities and events have again been affected but the Town Council has still been required to maintain proper governance and administration standards during the year. At the 31<sup>st</sup> March 2022 the external auditor (Audit Wales) had not issued their opinion on the 2020-21 Annual Return, so there was no specific feedback to inform progress reports or decisions during 2021-22. Also the Council will be subject to the new and more detailed external audit arrangements for the 2022-23 year.
- 2.2 From an Internal Audit perspective, the relevant control objectives specified in the appropriate section of the Annual Return were tested and proved to be of a standard adequate to meet the Council's needs, in proportionate terms. The Council's overall financial governance arrangements also proved to be satisfactory in all significant respects, although a number of detailed observations have been included in the attached Appendix for further consideration.

### **3. Audit Opinion**

- 3.1 Assurance can be expressed in the governance arrangements and the financial statement of Nantyglo and Blaina Town Council for the financial year 2021-22, based on the tests conducted.

3.2 However, the following recommendations should now be considered, the associated risks should be addressed and appropriate action taken prior to the 2022-23 internal and external audits.

#### **4. Internal Audit Recommendations**

4.1 It is recommended that the Council:

- a. Maintains a consistent approach of review and compliance with Financial Regulations and established control procedures.
- b. Always considers written tender evaluation reports, incorporating financial and non-financial considerations, when awarding significant value contracts for goods or services (including recurring value contracts).
- c. Seeks to establish an appropriately detailed historic record for all authorised on-line payments.
- d. Reintroduces the standard template reports detailing progress made during the year with recommendations made by internal and external audit (if available).
- e. Implements the preferred outcome for the Salem Chapel Project as a priority (subject to appropriate due diligence).
- f. Continues to make the necessary preparations in order to comply with The Local Government and Elections (Wales) Act 2021.

#### **5. Acknowledgements**

5.1 I would like to thank the Town Clerk, Assistant Officer and Members of the Council for once again receiving their help and full co-operation with the annual audit.

My initial appointment by the Town Council was for financial year 2015-16 and this will be my final year as internal auditor. Hopefully my services have helped to improve governance arrangements at the Town Council and I will remain grateful for having been given this opportunity. I wish the Council well for the future.

**S.B.Beas CPFA**

***Internal Auditor, June 2022***

## **Appendix A – Control Objectives and Audit Findings**

### ***1. Appropriate books of account have been properly kept throughout the year.***

- The Council's main financial system is a manual Cashbook/Ledger, which is maintained through the use and application of various 'feeder' systems and source documents to vouch the recorded content/input. The annual accounts are prepared on a 'receipts and payments' basis and are not required to take account of accruals.
- The Cashbook/Ledger was arithmetically correct at the end of the year.
- The Cashbook/Ledger was balanced during the year and it remains important for this to be undertaken as soon as possible following receipt of bank statements.

### ***2. Financial Regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.***

- The Council has formally adopted Financial Regulations and these were reviewed and amended in March 2022. It remains important that the Council maintains full compliance with its own internal procurement and payment regulations.
- A Responsible Financial Officer (RFO) has been appointed with specific duties (the Town Clerk).
- There was evidence of items or services, within the respective financial thresholds set by Council, being competitively purchased. However, during the year a contract for I.T. services was awarded and although comparative costs and other relevant factors had been assessed, a detailed written tender evaluation report had not been prepared for approval. Clear evidence of this type of report being considered will improve and further safeguard the Council's contract award processes.
- The annual fee for one recurring contract (originally approved in 2017) was approved by the Town Council for payment in October 2021. Although the amount involved was not substantial, it has previously been agreed that such contracts should be reviewed prior to their renewal date in order to confirm on-going sustainability, contract specifications and value for money.
- The Town Clerk confirmed that the Council did not approve any formal or official waivers (under Financial Regulation 11.1c) during the year.

- S137 expenditure increased during the year (largely due to Food Bank donations), was separately recorded and within the statutory limits.
- Payments in the financial system are supported by invoices or other appropriate documents (e.g. receipts) and are authorised and minuted. All vouching documents are retained for inspection. From a sample of invoices, there were two occasions where relatively low value orders were placed without any minuted evidence of prior Council approval, although in both cases the invoices were subsequently approved by Council for payment and were clearly not contentious. On another occasion it is understood that an order had been placed by email and this could not be traced subsequently due to a change in the Council's main administrative IT platform. Whilst these are relatively minor compliance issues, they have nevertheless been noted by the Town Clerk as further improvement opportunities.
- The Town Council has consolidated and increased the use of internet banking arrangements during the year and consequently electronic payments to third parties (known as 'on line' payments) have replaced traditional manual cheques as the most common method of payment. The system has been documented and contains security and control safeguards, which were amended in March 2022 in order to accommodate remote authorisation by the approved signatories. However when examining a sample of 'on-line' payments that had been authorised remotely, it did not appear to be possible to verify the process by accessing a 'read-only' historic file record (i.e. electronic or printed screenshots).
- From a sample of bank statements, it appears that Standing Orders are only used for internal inter- bank account transfers. Direct Debits appear to be used only for relatively small payments to 'British Gas Lite' (standing charge for Salem Chapel) and the half-yearly loan repayments to the Public Works Loan Board (PWLb).
- VAT on payments have been identified, recorded and reclaimed on an annual calendar year basis.
- The Council has approved and circulated to Members its arrangements for making payments (within Financial Regulations). The Council has recently been able to increase the number of bank mandates with Lloyds Bank to three approved Member signatories (this was concluded post audit and will apply to the new financial year).

**3. The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

- Discussions with the Town Clerk/RFO and an overview of the minutes do not identify any unusual financial activity. The Town Council has continued to approve regular and significant contributions to a local food bank and should monitor and review these arrangements in the future.
- There is a minuted record (22<sup>nd</sup> February 2022) that the Council conducted an annual risk assessment and prepared a revised Risk Management Policy. The Council's current insurance contract will expire on 31<sup>st</sup> May 2024.
- For several years the Council had monitored progress against annual recommendations made by both Internal and External Audit, using a concise but useful standard template report. Although there has been no feedback from the External Auditor in respect of the 2020-21 year, the Town Council had made progress with the equivalent Internal Audit recommendations and these reports would have provided a vehicle to inform and record this evidence during 2021-22. They should be reintroduced on a quarterly basis for 2022-23.
- The risks associated with Salem Chapel have been identified and the premises inspected regularly but regrettably the future of the building remains unresolved. Subject to due diligence, this should now be finalised as soon as possible in order to release resources for other priorities identified by the newly elected Council.
- The Council has identified compliance with the Local Government and Elections (Wales) Act 2021 as a potential legislative/regulatory risk in its current Risk Management Policy. Some Member training events have been attended and the Town Clerk has commenced the monitoring of compliance on an on-going basis.

**4. The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.**

- The Council has prepared an annual budget in support of its 2022-23 precept (frozen at £84,700) and considered the levels and use of reserves during this process. The Council minutes and reports confirm that there was discussion and consideration of budgeted costs and their impact upon the level of annual precept.

- Actual expenditure against approved 2021-22 budgets was reported to the Council during the year. The monitoring process incorporates basic monthly precept and expenditure reports which are complemented by more strategic quarterly budget monitoring reports and bank reconciliations. In anticipation of some overspending within specific budgets, the Council approved a number of 'in principle' appropriations from earmarked reserves but at the year-end, total expenditure was less than the overall budget originally approved.
- There were some spending variances during the year and the most significant included Staff Salaries and Administration costs (underspend approx. £2,500), Salem Chapel (underspend approx. £2,500), Members Remuneration and Expenses (underspend approx. £3,100), S137 Donations (overspend of £1,000), Events (overspend approx. £1,800) and Miscellaneous/IT (overspend approx. £2,200) .
- At the year-end General and Earmarked Reserves were approximately £123,000 (increase of just below £2,000). The Town Council usually considers and reviews these reserves when approving the Accounts and Annual Return.

***5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.***

- There is evidence that income is properly recorded and the precept recorded agrees to the Council Tax Authority's notification.
- In previous years miscellaneous income has been banked promptly, although such income is usually neither regular nor significant (in 2021-22 there was no equivalent miscellaneous cheque or cash income received).
- The main sources of income are received as direct bank credits and are verified to bank statements (including the precept payment).
- Security controls over cash and near-cash appear to be proportionate (a small safe is used in the office).
- The 2021 HMRC VAT claim was compiled from the financial ledger system and reimbursement was received by the Council in March 2022. An over claim of approximately £200 was identified and this will need to be repaid to HMRC when submitting the 2022 claim.

**6. *Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.***

- Both employees of the Council have contracts of employment with clear terms and conditions of service. One contract was amended from 1<sup>st</sup> April 2021 and this was formally approved and minuted.
- Salaries paid agree with those approved by the Council and PAYE/NIC has been properly operated by the Council as an employer. Additional information was provided by the Council's payroll provider in order to independently verify individual PAYE (Tax/NI) notifications during payroll system testing and reconciliation. This information should continue to be sought in future years in order to safeguard PAYE compliance and assist payroll system testing and reconciliation.
- Appropriate determinations for Members Allowances were approved during the year and all payments have been processed through the payroll system (on a civic year basis). Some allowances were declined by individual Members and these should always be confirmed in writing. The Council will need to submit the standard annual return to IRPW and consider the latest guidance when setting the statutory determinations for 2022-23 (mandatory and discretionary).

**7. *The Asset and investment registers were complete, accurate, and properly maintained.***

- The Council maintains a register of all material assets owned or in its care and this Asset Register is kept up to date (last approved in April 2022). In order to comply with current best practice, further additional information would need to be established and included in the register.
- Asset insurance valuations are monitored by the Town Clerk and where tested appear to be consistent with those in the asset register.
- The total value of the Asset Register has been properly disclosed in the Annual Return as at 31<sup>st</sup> March 2022.
- The Council does not hold any financial investments but maintains two interest earning deposit accounts.

**8. *Periodic and year-end bank account reconciliations were properly carried out.***

- Monthly bank reconciliations are undertaken for the building society and bank deposit accounts.

- Bank reconciliations for the current account are undertaken on a quarterly basis, due to the higher volume of transactions. As this process is fundamentally important to the detection of fraud or other irregularity, this should be regarded as the maximum period of coverage.
- All payments are regularly verified to the Cashbook/Ledger. Unpresented cheques are noted and monitored by the Town Clerk and only one 2021-22 cheque payment remained unpresented at the year-end. Looking forward, the reported increase in the use of 'on-line' payments should help to sustain this reduction in the level of unpresented cheques.
- During the year, the Town Clerk also sought to resolve a number of longstanding cheques remaining outstanding and consequently these cheques needed to be cleared by cancellation (i.e. 'written back' in the Cash Book/Ledger). Where these were replaced by new payments in the same year as cancellation, the impact upon the Council's accounts was overall cost-neutral but the process caused some temporary turbulence in budget monitoring. However, due to a number of factors one particular payment was resolved over a period which spanned financial years and whilst this has caused some distortion of reported costs, it is not regarded as sufficient to require a restatement of the Annual Return figures.
- There were no unexplained balancing entries in the reconciliations tested during the audit.

***9. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.***

- Year-end accounts have been prepared on the correct accounting basis ('receipts and payments').
- The accounts agree with the Cashbook/Ledger.
- There is an audit trail from underlying financial records to the accounts.
- The Council usually reviews the level of General and Earmarked Reserves as at 31<sup>st</sup> March (when approving the Accounts and Annual Return) and subsequently during the process of setting the Precept and Budget for the following financial year.

# NANTYGLO & BLAINA TOWN COUNCIL

## CYNGOR TREF NANT-Y-GLO a BLAENAU

### Internal Audit Service 2021/ 2022

#### Introduction:

Governance and Accountability for Local Councils – a Practitioners Guide 2011 (Wales) defines why a Council needs an internal audit as:

“Regulation 6 requires local councils to ‘maintain an adequate and effective system of internal audit’. Internal audit must look at the accounting records and the systems of internal control. It must also comply with proper internal audit practices.”

It goes on to further explain that the purpose is to:

- Review whether the systems of financial and other controls are effective.
- It is essential that the internal audit function is sufficiently independent of the financial controls and procedures of the council that are subject to the review.
- The internal auditor must be competent to carry out the role in a way that will meet the business needs of each local council.
- Internal audit is an ongoing function but must report at least annually. It is undertaken as appropriate during the financial year to test the existence and adequacy of internal controls.
- Internal audit does not involve the detailed inspection of all records and transactions of the council in order to detect error or fraud.
- The internal audit report should help to improve the council's operating procedures. Managing the council's internal controls should be a day to day function of the staff and management.

The Governance and Accountability for Local Councils in Wales – A Practitioner's Guide 2019 states:

Annual Review of Internal Audit: Regulation 7 requires Councils to carry out an annual review of the effectiveness of their system of internal control. This review is a vital part of the improving governance and accountability. Internal Audit is an integral part of the system's internal control.

During the financial year there has been four full day visits together with regular communication (particularly during the period subject to Covid 19 restrictions) between the Internal Auditor and myself which has been used to address any queries or supply additional information. In my view as Town Clerk/RFO, this process of visits and communication has been very effective both time and cost wise. There has been an appropriate level of communication with no extensive disruption to the office and no threat to the Auditor's independence.

Evidence of the visits and any relating correspondence are held by the Town Clerk / RFO and will be placed in an appropriate confidential file alongside other financial documents.

A statutory review of the Internal Audit process is necessary and consideration is to be given to the overall Internal Auditor's performance prior to signing off the Annual Governance Statement in the Annual Return (section 2) *[this will be a separate agenda item for the Meeting of the Town Council on 28<sup>th</sup> June 2022]*.

When reviewing the Internal Auditor's performance for 2021/22 Council should give consideration to the following to assist in their overall assessment of the service:

Appointment:

- Whether the Council were satisfied with the Internal Auditor's competence and professional qualification or previous experience?
- The Internal Auditor's level of independence from the Council and professional recognition/regulation of independence.  
*Members may wish to refer to the information contained within the 'Appointment of Internal Auditor'.*

Internal Auditor's Report 2021/22 (see previous agenda item 6c):

Are Members satisfied:

- With the content and coverage of the report?
- That the report helps to demonstrate the effectiveness of the internal audit as part of the Council's overall system of internal control?
- That the internal audit has been adequately planned and delivered?

Whether Member's think:

- That there are areas of the internal audit that require further development or change and how/when these changes should be delivered.
- That the internal audit adds value to the Council's governance arrangements and represents value for money?

General:

- Quality of communication with Council Members and the Office.
- Compliance and achievement of the requirements set out in the Internal Audit Programme financial year 2021/22.
- Compliance and achievement of the requirements within the necessary timescales resulting in the completion of the appropriate section of the Annual Return to permit Council's acceptance before 28<sup>th</sup> June 2022.
- Any comments the Town Clerk / RFO wishes to make.

All responses and discussions relating to the above are duly minuted.

Tracy Hughes - Town Clerk/RFO

June 2022

Nantyglo & Blaina Town Council

Cash Book Analysis – 2021/22:

Income:

Precept		£ 84,700.00	(box 2)
Interest	£ 83.87		
VAT	£ 2,057.84		
Miscellaneous	£ 0.00		
Total other income:	£ 2,141.71		(box 3)
<b>Total Income</b>		<b>£ 86,841.71</b>	

Expenditure:

Staff Costs (inc. wages & employers NI):	£ 39,668.59
LGPS	£ 12,344.35
<b>Total Staff Cost (box 4)</b>	<b>£ 52,012.94</b>
<b>Loan Payments (box 5)</b>	<b>£ 1,392.76</b>

Other Payments:

• Financial donations & s.137 payments	£ 3,000.00
• Subscriptions	£ 3,247.00
• Office costs	£ 1,460.19
• VAT	£ 2,384.33
• Awards/Culture (Events)	£ 8,943.82
• Salem Chapel:	£ 1,497.41
• Miscellaneous	£ 8,243.05
• Members expenses (inc PAYE & Mayoral Allowance)	£ 2,450.00
• Mayoral Expenditure	£ 391.17

**Total Other Payments: £31,616.97 (box 6)**

**Total (boxes 4,5 & 6) £85,022.67**

**Signed:**

T. Hughes - Town Clerk / RFO

Councillor L Harris – Town Mayor

28th June 2022

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

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN  
TEL: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

Mrs T Hughes – Town Clerk/RFO

## **Balance Sheet as at 31/03/2022**

### **Assets**

Current Account	£ 53,652.28
Deposit Accounts	£ <u>70,499.94</u>
	<b>£ <u>124,152.22</u></b>

### **Liabilities**

Reserves	£ 123,068.17
Unpresented Cheques	£ <u>1,084.05</u>
	<b>£ <u>124,152.22</u></b>

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

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN  
TEL: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

Mrs T Hughes – Town Clerk/RFO

## Bank Reconciliation – 2021/22 – 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

### Bank accounts as at 31/03/2022:

Current Account	£ 53,652.28
Deposit Accounts	£ 70,499.94
Less unpresented cheques (cheque no. 3898)	£ (1,084.05)

Plus cash in transit                      £            0.00

**Total**    **£ 123,068.17**

### Cashbook:

Balance brought forward 31/03/2021:	£ 121,249.13
Plus total receipts	£ 86,841.71
Less total payments	£ (85,022.67)

**Balance carried forward:**    **£ 123,068.17**

**Signed:**

T. Hughes – Town Clerk / RFO

**Signed:**

Councillor L Harris – Town Mayor  
(Chair of the Council)

28/06/2022

# NANTYGLO & BLAINA TOWN COUNCIL – Actual against budget expenditure 2021/22

Item no. 10C (iv)

Expenditure	Estimated 2021/22 as at Jan 2021	Actual to 31/03/2022	Variance (£)	Explanation of Variance (if greater than 15%)	Actual to 31/03/21 (for comparison)
Wages	30,000.00	£29,917.99	(£82.01)		£28,942.51
PAYE (Officers)	10,850.00	£9,750.60	(£1,099.40)		£10,021.69
LGPS	13,900.00	£12,344.35	(£1,555.65)		£14,670.26
S. 137 / Donations	2,000.00	£3,000.00 S.137 £2,400 Grants £600	£1,000.00	Council resolution during year to make £200 monthly payment to local foodbank for 2020/21 due to Covid pandemic (re: s.137 payments). Grant donations dependent upon number of grant applications received.	£3,129.92
Subscriptions	1,800.00	£3,247.00	£1,447.00	Subscription to OVW for 2021 paid for in April 2021 instead of March 2021	£234.00
Office costs	2,000.00	£1,460.19	(£539.81)	Invoice re: phone/internet charges not yet received.	£2,639.61
VAT	1,600.00	£2,384.33	£784.33	Significant and necessary purchase of IT equipment and expenditure for increased number of events	£1,210.15
Culture, Awards & Entertainment	7,157.00	£8,943.82	£1,786.82	Increase in number of events held due to easing of restrictions at times during 21/22. Increase in provision of Xmas lights.	£6,968.34
Salem Chapel	4,000.00	£1,497.41	(£2,502.59)	No emergency lighting repairs, building valuation fee or emergency repairs paid.	£1,162.49
Miscellaneous (Bank Charges) (Payroll) (Insurance) (ICO) (Audit) (Training) (Website & email hosting & remote meeting platform & IT support & licences) IT equipment	6,000.00	£8,243.05 (125.65) (£350) (£2,330.22) (£40) (£1,120) (£30) (£464.18)	£2,243.05	IT system and hardware renewed together with purchase of remote meeting system to ensure compliance with new legislation. Invoice from Wales Audit for year end 2021 not yet received.	£4,641.51 (104.55) (210.00) (2,433.00) (40.00) (1,345.00) (120.00) (388.96)

(£3,783)

## **NANTYGLO & BLAINA TOWN COUNCIL – Actual against budget expenditure 2021/22**

Mayor / Deputy Mayor	600.00	£557.47	(£42.53)		£420.00
Members Remuneration Inc PAYE	5,000.00	£1,892.53 PAYE £98.40 Allowances - £1,794.13	(£3,107.47)	Members allowance budgeted for, but a number of Members declined in writing to claim allowances.	£1,662.00 PAYE £193.80 Allowances - £1,468.20
Public Works Loan Board	1,393.00	£1,392.76	(0.24)		£1,392.76
Mayoral Expenditure	£600.00 Re-estimated from £400 funded from general reserves)	£391.17	(£208.83)	Re-estimated to account for any additional civic events that might have taken place during the remainder of the year – no additional civic events did take place.	£0
<b>TOTAL</b>	<b>£86,900.00</b> (re-estimated Nov 2021 – previously estimated at £86,700)	<b>£85,022.67</b>	<b>(£1,877.33)</b> <b>Underspend</b>		<b>£77,095.24</b>

Please note:

That the total for PAYE includes tax and national insurance deductions paid by Members on the Mayor/ Deputy Allowance & other Members Allowances.

The total figure stated for Members Remuneration and Mayor/Deputy Mayor are the net figures paid to Members after tax and national insurance deductions were paid.

# Community and Town Councils in Wales

## Annual Return for the Year Ended 31 March 2022

Item no. 102 (v)

### Accounting statements 2021-22 for:


Name of body:

NANTYGLLO & BLAINA TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	111,562	121,249	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	84,700	84,700	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	2,082	2,142	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	53,634	52,013	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	1,393	1,393	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	22,068	31,617	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	121,249	123,068	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	121,249	123,068	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	121,249	123,068	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	132,758	137,539	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	8,176	7,170	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
14. Trust funds disclosure note	Yes	No	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	N/A	Yes	
	No	N/A	
	✓	✓	

## Annual Governance Statement

We acknowledge as the members of the Council/~~Board/Committee~~, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

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

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

## Additional disclosure notes\*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £ 2,400.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

## Council/Committee approval and certification

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

### Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.

RFO signature:

Name:

Date:

*Y. Hughes*  
*TRACY HUGHES*  
*28/06/2022*

### Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair signature:

Name:

Date:

## Annual internal audit report to:

Name of body:

NANTYGLLO AND BLAINA TOWN COUNCIL

The Council/~~Board/Committee~~'s internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

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

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

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 19th JUNE 2022.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

S. B. BEES

CPFA

Signature of person who carried out the internal audit:



Date:

26/5/21