

ABCHC Annual Review Questionnaire NHS Other Partners

From: Jan Wall (CHC - AB) <jan.wall@waleschc.org.uk>

Sent: Thu, 10 Oct, 2019 at 11:21

To:

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image004.jpg (9.4 KB)

Annual Review Questionnaire - NHS Other Partners.pdf (117.6 KB) – **Download all**



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Dear Sir/Madam

Please find attached a letter requesting your feedback to inform our Annual Plan for 2020-21.

I am happy to receive your response by email.

Regards/ Cofion

Jan

Jan Wall

Swyddog Gweinyddol/Administration Officer

Cyngor Iechyd Cymuned Aneurin Bevan / Aneurin Bevan Community Health Council, Raglan House, 6-8 William Brown Close, Llantarnam Business Park, Cwmbran NP44 3AB

Ffôn/Tel 01633 838516 A wnewch chi nodi mae pob galwad ffôn yn cael ei recordio at ddibenion hyfforddi a monitro.

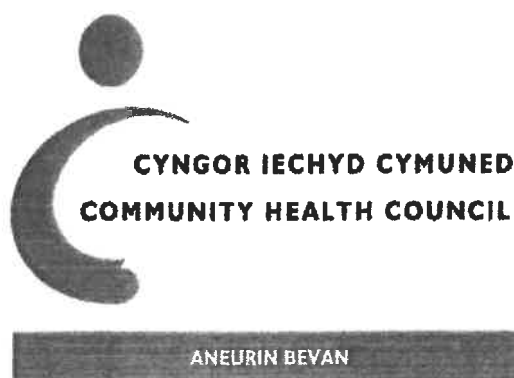
Mae manylion ein hysbyseb preifatrwydd ar gael ar ein gwefan

Please note that all telephone calls are recorded for training and monitoring purposes. Details of our privacy notice is available on our website

www.communityhealthcouncils.org.uk/aneurinbevan

Mae'r Cyngor Iechyd Cymuned yn cynnig Gwasanaeth Iaith Gymraeg. A allwch chi roi gwybod i ni, drwy ateb y gwahoddiad hwn, os hoffech i'r cyfarfod hwn gael ei gynnal yn Gymraeg. Diolch.

The Community Health Council offers a Welsh Language Service. Can you please let us know, by way of reply to this invitation, if you would like this meeting to be conducted in Welsh. Thank you.



Cyngor Iechyd Cymuned Aneurin Bevan
Ty Raglan
Parc Busnes Llantarnam
Cwmbran
NP44 3AB

Aneurin Bevan Community Health Council
Raglan House
Llantarnam Business Park
Cwmbran
NP44 3AB

Our ref: AM/JM

9th October 2019

**Aneurin Bevan Community Health Council
Annual Review – Questionnaire for NHS and Other
Partners**

The CHC is currently creating the 2020-2021 Operational Plan and would be interested in your views on what areas should be focused on. Therefore we would be grateful if you could provide us with responses to the following queries by **15th November 2019**

Operational Plan 2020-2021

To help develop the CHC Operational Plan for 2020-2021, it would be useful if you could provide a response to the following questions:

- What do you consider to be the key priorities for health services in Gwent for 2020-2021?

- What are the key health issues facing your organisation during 2020-2021?

- Are there any activities that you feel the CHC should become involved in?

If you would like a hard copy of this document please contact
Angela Mutlow on 01633 838516 or
angela.mutlow@waleschc.org.uk

Many thanks for your assistance in this and I look forward to
hearing from you.

Yours sincerely



Angela Mutlow
Chief Officer

Invite

From: rabbas4280@aol.com

Sent: Thu, 10 Oct, 2019 at 09:19

To: bobpagett12@gmail.com, cliveb52@btinternet.com,
cllr.deshillman@hotmail.co.uk, emma@jpprint.co.uk,
gillwatkins@tiscali.co.uk, glyn_morvan@hotmail.co.uk,
katy.treharne@hotmail.co.uk, keith.jenkins@hotmail.co.uk,
kenojones@aol.com, nanny_carole@hotmail.co.uk,
thomasmcknight98@gmail.com

Cc: clerk@nantygloandblainatc.co.uk

monologue performance.docx (118.1 KB) Invite TZ.docx (528.8 KB)

— **Download all**

Dear councilors,

**It gives us a great pleasure in inviting you to two events to
take place at Blaina Institute on Thursday the 24th and
Friday the 25th of Oct., please see attached copies of the
invite.**

**Hope you are able to make it either to both events or at least
one of them.**

Best wishes,

Rafi & Christine ABBAS

Blaina Institute Committee
welcomes you to a monologue performance
by Christine ABBAS on the life of;

Táhirih
The Pure
{1817 – 1852}
Iran's Greatest Woman

She threw aside her veil despite the immemorial custom of the women of Irán,
and although it was considered impolite to speak with men,
this heroic woman carried on debates
with the most learned men, and in every meeting, she vanquished them.

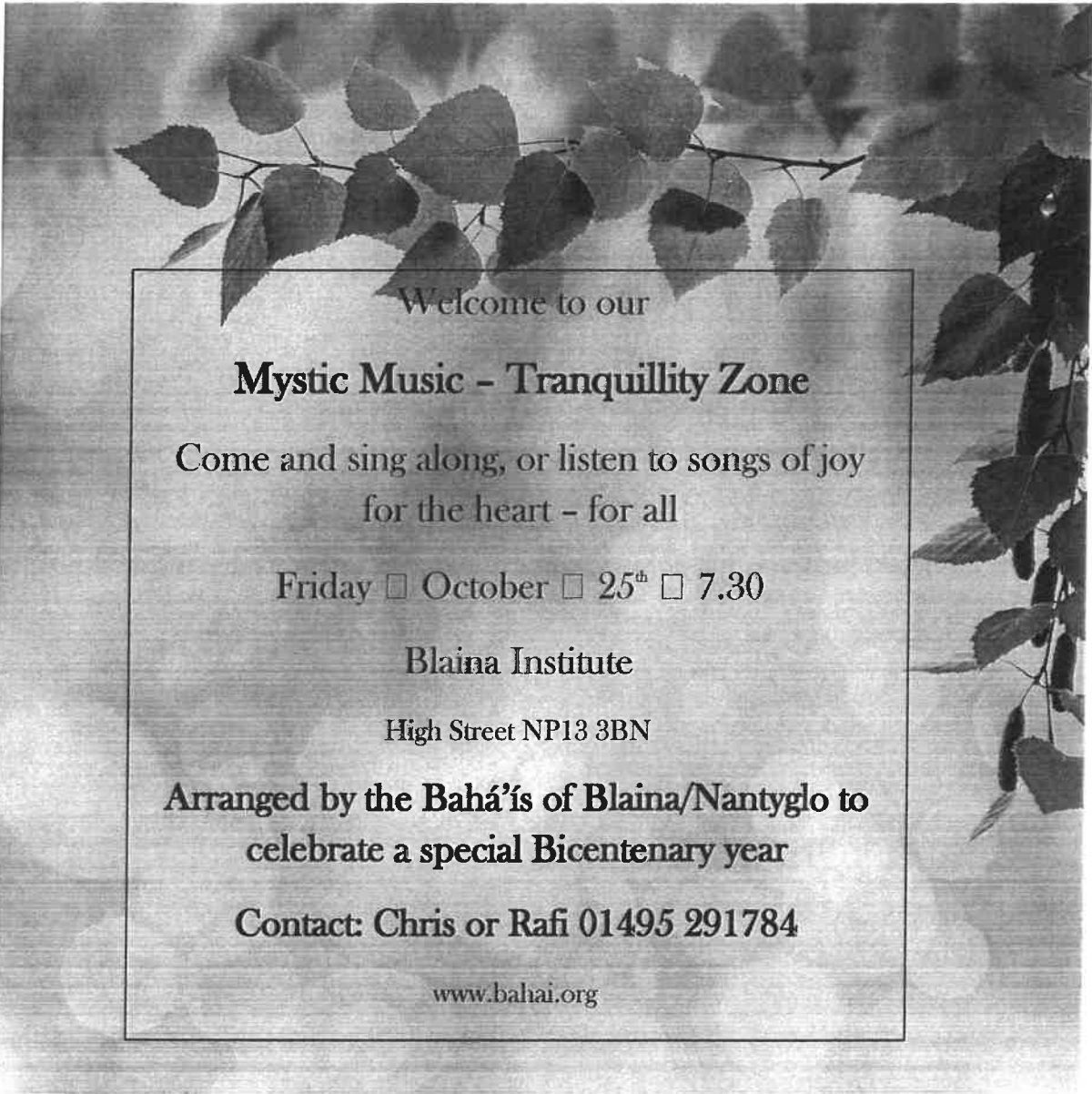


Admission £3.00

Blaina Institute
High Street NP13 3BN
Thursday 24th Oct. @ 7.30 P.M.

For further information; Tel No. 01495 290 312

For further information about the life of Táhirih see;
<https://www.tahirih.org/about-us/who-was-tahirih/>



Welcome to our

Mystic Music - Tranquillity Zone

Come and sing along, or listen to songs of joy
for the heart - for all

Friday □ October □ 25th □ 7.30

Blaina Institute

High Street NP13 3BN

**Arranged by the Bahá'ís of Blaina/Nantyglo to
celebrate a special Bicentenary year**

Contact: Chris or Rafi 01495 291784

www.bahai.org

Geoff and Michaela Smith, from Cornwall, and musical friends are coming to Blaina for the evening to share inspiring and uplifting songs; Spiritual in nature and inclusive to people of all faiths, or none.

Sing along, or simply listen. Come and here a brief story telling of this special year – the Bicentenary of the Birth of the Báb. Who was this extraordinary youth and how does His life affect us today?



Tel: +44 (0)23 8088 1737
Fax: +44 (0)23 8088 1701

Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

www.bdo.co.uk

Ms T Hughes
Town Council Offices
Blaina Institute
High Street
BLAINA
Gwent
NP13 3BN



24 September 2019

our ref: 2019/J3/NANT05/FINAL

Dial: 023 8088 1737

Email: welshcouncilaudits@bdo.co.uk

Dear Ms Hughes

Nantyglo & Blaina Town Council - Audit for the year ended 31 March 2019

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find enclosed the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Contact details
- Survey 2018/19
- Annual Return

The Wales Audit Office will be raising the invoice in accordance with the Public Audit (Wales) Act 2004, in due course.

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2019.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Martin Angel
For and on behalf of BDO LLP

Enc.



NOTICE OF CONCLUSION OF AUDIT

(PUBLIC AUDIT (WALES) ACT 2004
ACCOUNTS AND AUDIT (WALES) REGULATIONS 2014)

FOR

Nantyglo & Blaina Town Council

NOTICE is hereby given that the audit for the
year ended 31 March 2019 was completed on

21 September 2019

and the accounts are now available for inspection by local electors in
accordance with Section 29 of the Public Audit (Wales) Act 2004.

The requisite information as defined by Section 11(4) of the Accounts and
Audit (Wales) Regulations 2014 is/~~is not~~* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

between the hours of _____ and _____

Dated: 26th September 2019

.....
M. Hughes
(Responsible Financial Officer)

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2019

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

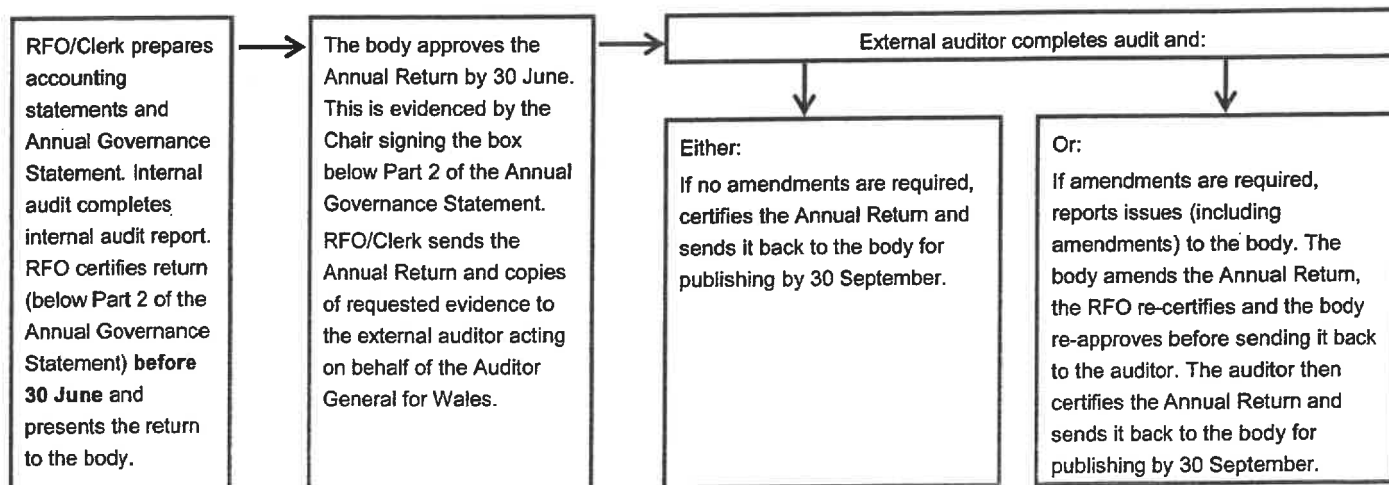
	Yes	No		Yes	No		Yes	No
ENGLISH	☒	☐	WELSH	☐	☒	BILINGUALLY	☐	☒

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2018-19 for:

Name of body: Insert name of body

	Year ending		Notes and guidance for compilers				
	31 March 2018 (£)	31 March 2019 (£)					
Statement of income and expenditure/receipts and payments							
1. Balances brought forward	89,242	104,056	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	78,250	78,250	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.				
3. (+) Total other receipts	568	1,422	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	41,612	52,528	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	20,999	27,381	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	104,056	102,426	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
Statement of balances							
8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.				
9. (+) Total cash and investments	104,056	102,426	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	104,056	102,426	Total balances should equal line 7 above: Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	599,216	127,804	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.				
13. Total borrowing	10,920	10,049	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	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).

Annual Governance Statement (Part 1)

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 2019, that:

	Agreed?		'YES' means that the Council/ Board/Committee :	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/ Board/Committee 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/ Board/Committee 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/ Board/Committee 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: discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	3, 6
			X	

* 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.

Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/Committee:
	Yes	No*	N/A	
1. We have adopted standing orders and financial regulations as appropriate.	✓			Has properly established its internal rules setting out how it will conduct its business.
2. We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.	✓			Has followed its internal rules and reviewed its compliance with those rules
3. All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.	✓			Has ensured that where applicable, the Council has properly delegated its responsibilities to committees

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature: signature required <i>T. Hughes</i>	Chair signature: signature required <i>K. Jones</i>
Name: name required <i>TRACY HUGHES</i>	Name: name required <i>KENNETH D JONES</i>
Date: dd/mm/yyyy <i>25/06/2019</i>	Date: dd/mm/yyyy <i>25/06/2019</i>

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2019 of:

NANTYGLO & BLAINATOWN COUNCIL

External auditor's report

~~[Except for the matters reported below]*~~ On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.~~

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

BDO LLP Southampton
United Kingdom

External auditor's signature:

Date:

21/9/19

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Insert name of body

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 2019.

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 25/6/19.] *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 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required	S. B. BEES
Internal Auditor address:	6 GANTREF WAY, EBBW VALE, NP23 5LP
Signature of person who carried out the internal audit: signature required	
Date: dd/mm/yyyy	25/6/19

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2018) equals the balance brought forward in the current year (line 1 of 2019). Explain any differences between the 2018 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2019 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2019?	✓	
	Has the body approved the accounting statements before 30 June 2019 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	✓	
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

Audit Action Plan

Issues Arising from Audit Year end 31st March 2019

Raised by:	Issue:	Action Taken:	Date of Action/Completed:	Actioned by:
Internal Auditor	Maintain a consistent approach of review and compliance with Financial Regulations.	Practice already complied with – Financial Regulations are reviewed by Council annually and compliance with the regulations is adhered to in all cases.	Annual Practice – ongoing. Last reviewed February 2019 – next review date is February 2020	RFO & Finance Committee
As above	Review the latest advice on the payment of Member Allowances and Expenses.	Each IRPW report Considered by both Task & Finish Group and then considered and resolved by Council.	Annual practice. Last reviewed and resolved July 2019 – In use	RFO & Council
As above	The Salem Chapel project should be progressed as a priority for the Town Council, subject to appropriate due diligence when considering the opportunities for future service development.	Recent meetings & communication have ensured that the lease issue with the N&B Charter Group is resolved. A comprehensive inventory of items contained within the Chapel is currently being undertaken. As previously resolved, a	Ongoing. An update will be provided to Council at the next committee meeting (14/10/19) whereby a date will be agreed for a task and finish group meeting	Town Clerk, Senior Members, Committee/Council and T & F group.

		task & finish group meeting will be scheduled to discuss and facilitate the next course of action in line with all relevant legislation, specialist advice (as appropriate) and all due diligence.		
As above	Review the General Protection Data Protection Regulations and confirm the ongoing compliance of the Council's existing administrative arrangements.	GDPR policy resolved and adopted. Ongoing monitoring and compliance to date.	Ongoing compliance and monitoring. Policy resolved and adopted November 2019.	Town Clerk, Assistant Officer and Committee/Council.
As Above	Procure new contractual insurance arrangements during 2019/20, after reviewing current schedules to confirm that they remain appropriate and adequate.	Current insurance contract end in May 2020. Current insurance provider already confirmed to review & draw up policy to be agreed in early 2020 so that quotations can be sought in line with Council's financial regulations.	To be actioned in 2020 prior to May 2020.	Town Clerk / RFO and committee/Council
As above	Review and approve the levels of General and Earmarked Reserves as at 31 st March 2019.	Levels of general and earmarked reserves as at 31/03/19 was reviewed and resolved by the Finance Committee.	Reviewed and approved 10/06/19. Levels of general and earmarked reserves are reviewed three times per year.	RFO and Finance Committee

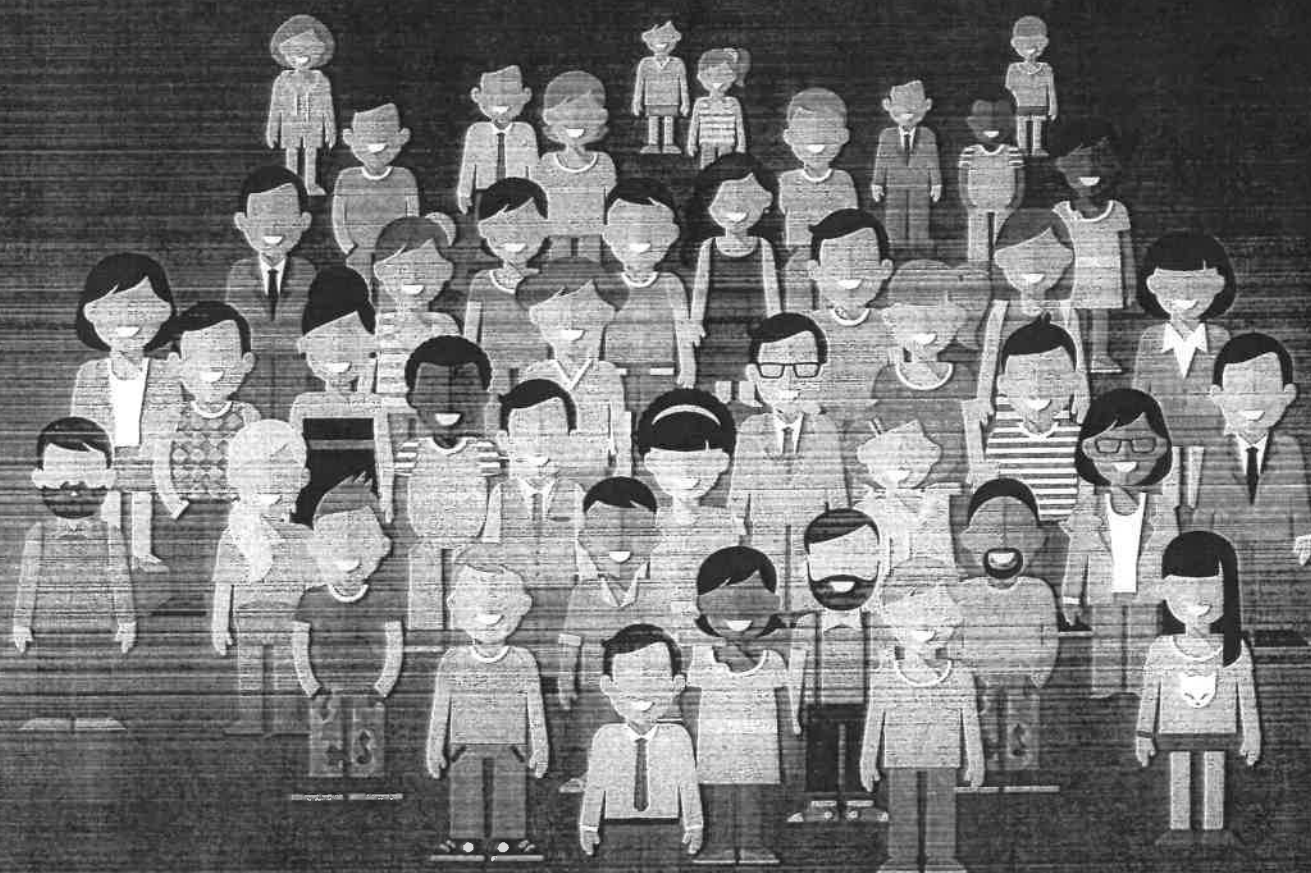
Please note: there were no actions or recommendation required by BDO LLP (External Auditors) for financial year end 31st March 2019



Llywodraeth Cymru
Welsh Government

Independent Review Panel on Community and Town Councils in Wales

Final Report



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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Foreword

Dear Cabinet Secretary

In June last year the then Cabinet Secretary for Finance and Local Government, Mark Drakeford AM, asked us to be part of, and lead an independent review on the future role of Community and Town Councils in Wales. We are pleased to present our final report and recommendations to you.



Over the last year, we feel we have delivered a truly evidence based review, with over a thousand points of contact with stakeholders. This included over 800 responses to our dedicated surveys, of which over 100 were from young people.

We have heard a variety of views ranging from across Wales. In some cases, there was a general consensus reached around some topics of discussion. For example, many responses agreed that the key role of Community and Town Councils is that they are democratically accountable and operate at a very local level. As expected, in relation to some topics, some responses were polarised. For example, there were strong views both in favour of, and against councillors serving on more than one council, whether training for councillors should be mandatory and the role of party politics within a Community or Town Council.

Our findings and recommendations have been shaped by these views and, in some cases, may seem radical. We know that whilst we can learn from the past and only deal with the present, we have a role to prepare Community and Town Councils for the future. We believe that if we are to succeed in improving the well-being of future generations, Community and Town Councils have a vital role in contributing towards this – and should be recognised.

We are grateful to our Panel members for the conscientious and constructive way they have undertaken their responsibilities. We also wish to acknowledge the excellent secretariat support we received from the dedicated Welsh Government team, consisting of Claire Germain, Laurie Davies and Lisa Aspinall. We want to take this opportunity to again thank the sector, key stakeholders and the general public for their involvement and the constructive responses received to the Review. Without the help and support we received over the last year, we believe we would not have been able to come to the evidence based conclusions that we have.

Yours sincerely

Gwenda Thomas
Co-Chair

Rhodri Glyn Thomas
Co-Chair

Introduction: Community and Town Councils in Wales

Community and Town Councils are the grassroots level of local governance in Wales. There are over 730 Community and Town Councils throughout Wales, but not every community in Wales has one.

Community and Town Councils are accountable to local people and have a duty to represent the interests of the different parts of the community equally. Some represent populations of fewer than 200 people, others populations of over 45,000 people.

Commissioning of an Independent Review

The Independent Review Panel was established in July 2017 by the then Cabinet Secretary for Finance and Local Government, Mark Drakeford AM.

We were established to:

- explore the potential role of local government below Local Authority councils, drawing on best practice
- define the most appropriate model(s)/structure(s) to deliver this role
- consider how these models and structures should be applied across Wales. This will include consideration of any situations in which they would not be necessary or appropriate.

We were given a deliberately broad remit, with the scope to be radical if necessary.

The review is strongly supported by the current Cabinet Secretary for Local Government and Public Services, Alun Davies AM who confirmed the scope to be radical in finding the best and right solution for Wales.

We were appointed to ensure political balance across the four main parties in Wales and two individuals appointed through an expression of interest process for their expertise and experience of Community and Town Councils or wider community representation or activism. We all also have our own personal experiences of Community and Town Councils whether that's from being a councillor, clerk or attending and working with Community and Town Councils.

Who we are



**Gwenda Thomas (Co-Chair) –
Representing Welsh Labour**



**Rhodri Glyn Thomas (Co-Chair) –
Representing Plaid Cymru**



**William Graham
– Representing
the Welsh
Conservative
Party**



**Councillor Kathryn
Silk –
Representing
Welsh Liberal
Democrats**



**Jessica Morgan –
Representing
Community
Development
working with the
Pembrokeshire
Local Action
Network for
Enterprise and
Development**



**Edward Humphreys
– Town Clerk for
Newtown and
Llanllwchaiarn
Town Council, and
Clerk to the Council
for Churchstoke
Community Council**

The work of the Panel

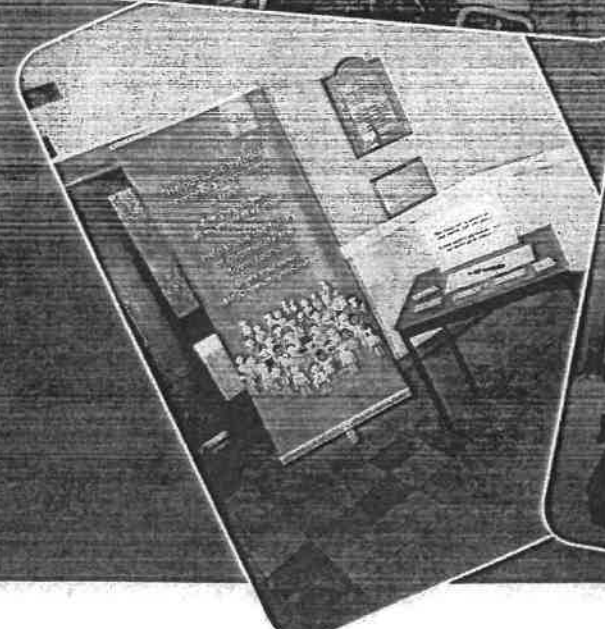
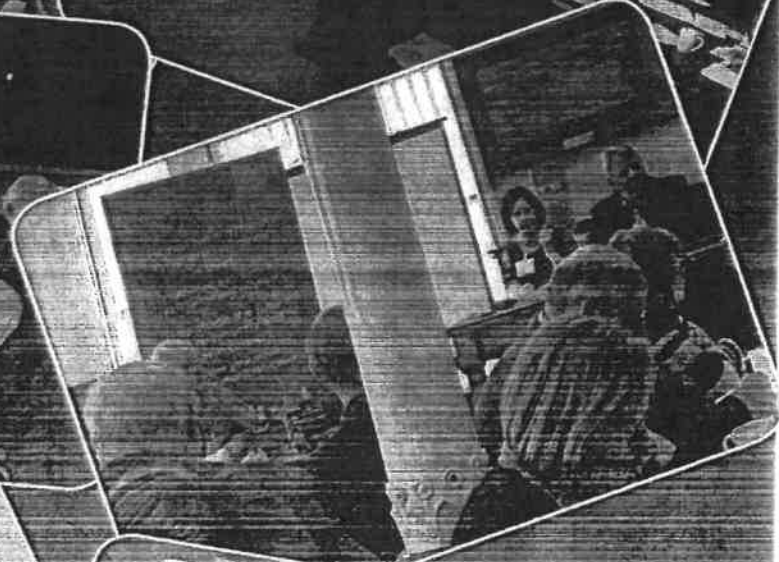
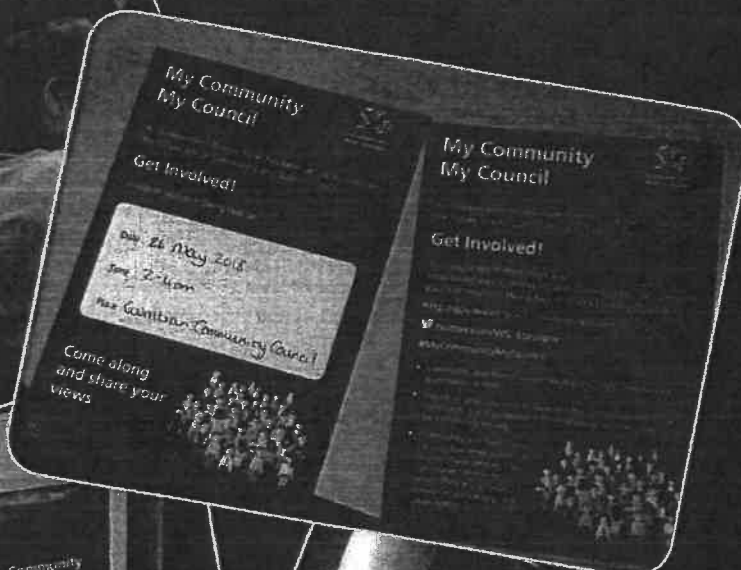
Between September 2017 and February 2018 we met on a monthly basis. During these meetings, we undertook broad exploration into the key role of Community and Town Councils in Wales as well as developing an understanding of the sector and the challenges it faces. We received oral and written evidence from key stakeholders in the sector, as well as from Community and Town Councils themselves. During the latter stages of these meetings, we moved towards targeted / thematic exploration of key features of a Community and Town Council and used meetings to formulate our early thinking. This was supported by evidence gathering through our suite of engagement (set out in the chapter below).

Since February 2018, we focussed our efforts on targeted engagement and evidence gathering, concentrating on the areas we knew needed more information. We continued to formulate and test our early thinking, as well as using the evidence we gathered to develop outline findings and form recommendations. Our emerging recommendations were submitted to the Cabinet Secretary for Local Government and Public Services on 17 July 2018.

As we progressed through the review, our findings and emerging recommendations fell naturally into four themes:

- What Community and Town Councils are: including tackling the big questions such as whether Community and Town Councils should exist, coverage and types of Community and Town Councils.
- What Community and Town Councils do: looking at aspects of the role such as Local Delivery, Powers and Flexibilities, Local Voice and Identity, and Community Engagement.
- How Community and Town Councils do it: exploring Capacity and Capability, Staffing, Funding, Expert Advice, Role of a Councillor and the Relationships Community and Town Councils have with other bodies.
- How Community and Town Councils are held to account: considering Democratic Accountability, Diversity, Audit, Independent Scrutiny and Support / Intervention.

Our findings and recommendations should be considered as a package. We believe all these things need to happen at one time to have the intended outcome. Our emphasis has been on how we can encourage and enable change from within, rather than prescribing and imposing.



Engagement: What you've told us

To support our work, we undertook a suite of engagement to seek evidence and gathers views from Community and Town Councils, key stakeholders and communities themselves.

How we engaged

We targeted our engagement in four groups:

- with Community and Town Councils and key stakeholders
- with Local Authorities
- with members of the community and
- with children and young people.

In October 2017, to kick start our engagement campaign, we issued a formal call for evidence to all Community and Town Councils in Wales. This was also sent to all stakeholders with an interest in the sector. A full list of stakeholders involved in the review can be found in our full Engagement Report (at Annex B).

In order to keep Community and Town Councils up-to-date on our progress, we developed a Review Newsletter on a bimonthly basis. Our call for evidence was supported by four online surveys, targeted at the engagement groups identified and bespoke questions were developed. The online surveys were publicised through the Welsh Government website and were also shared by stakeholders.

To ensure everyone had the opportunity to share their views, we developed a series of engagement events. As Panel members, we also took it upon ourselves to visit Community and Town Councils, collectively and individually, to encourage engagement with the review and to hear individual council's views on the future of the sector.

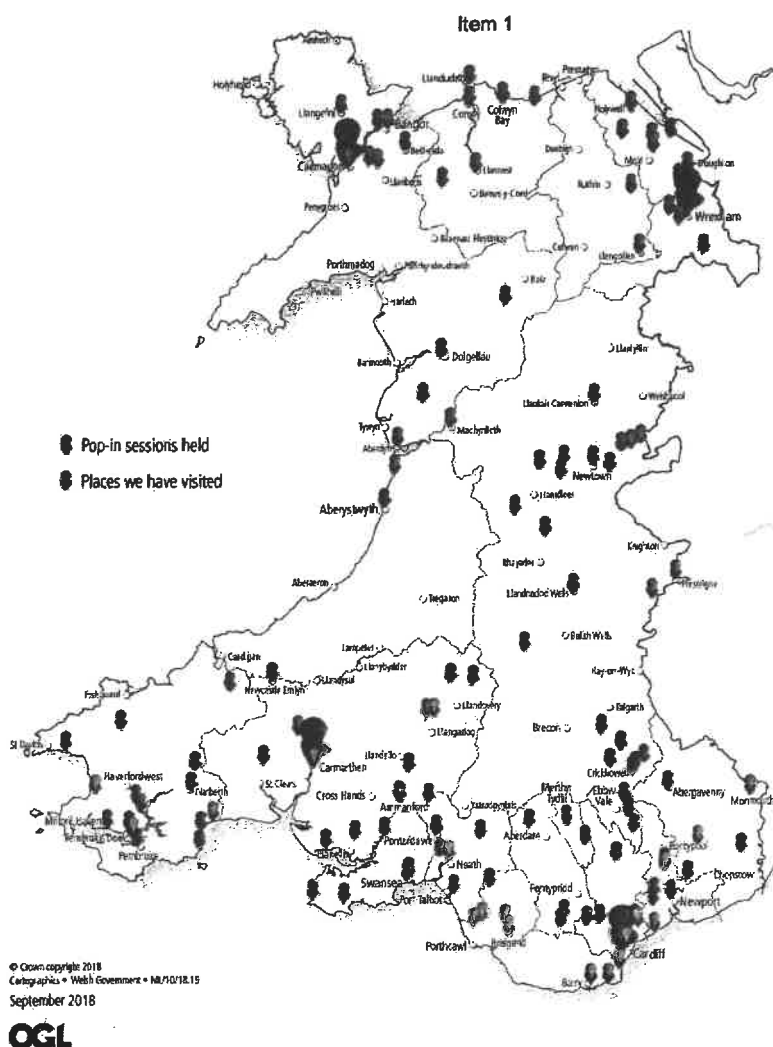
Our large events were open to all, including members of the public, but were mainly attended by stakeholders from the sector itself. Five events were planned for March 2018 but like everyone else across Wales, we could not control the weather! Our planned event for Dolfor, Newtown was snowed off at the start of March...and again mid-March. We decided not to reschedule the event, but made sure those who were due to attend the mid-Wales event had the opportunity to share their views through other avenues.

In addition to our larger events, we also held two drop in sessions for Community and Town Councils, one in Merthyr Tydfil in February 2018 and one in Aberystwyth in April 2018. These additional sessions provided stakeholders a further avenue to share their views and an opportunity to consider the same questions posed at the larger engagement events.

In April, we also held four events across Wales targeted specifically at representatives from Local Authorities to ensure their perspectives were captured.

Finally, to make sure all communities and members of the public had the opportunity to share their views, we called on Community and Town Councils and partner stakeholders to host 'pop-in' sessions across Wales.

To have maximum impact, where possible, we asked people to host their event on the same date (24 May 2018). A handful of councils chose to combine their 'pop-in' session with events previously arranged in May within their community. Where stakeholders were unable to host a session themselves, we asked that they advertised a session near them. Those hosting an event were provided with the resources they needed to publicise their event and capture feedback. Feedback forms mirrored the questions asked as part of the public survey.



One Voice Wales also held its own engagement events with their members of the sector, submitting a substantial response, which we welcomed.

This map (item 1) shows the places we visited as a Panel (whether individually as Panel members or as part of a planned engagement event) and the locations of all the stakeholder led 'pop-in' sessions.

In total, we had over one thousand points of contact with individuals as part of the review engagement. Over 190 individuals attended our engagement events and over 600 views were received as part of the feedback from the 'pop-in' sessions. The map below (item 2 below) shows where responses were received from across Wales, from those respondents who told us where they were from.

In response to our surveys, both online and submitted to the review mailbox or our secretariat, we had 801 responses in total. This is broken down as follows:

- General Survey (mainly sector based responses) – 227
- Public Survey – 453
- Youth Survey – 104
- Local Authority Survey – 17

We also received 27 written items of evidence. Whilst this seems relatively low, this mainly included key stakeholders who provided both written and oral evidence at our meetings. Where appropriate, other stakeholder responses were incorporated into the survey responses.

What we heard

We received a wealth of evidence from many individuals. Thank you to everyone who filled in a survey, attended an event, or sent us your thoughts. With these responses, we believe we have achieved a truly evidence based review.

While in relation to some topics, responses were polarised, there was general consensus reached around the majority of issues.

Many responses noted that Community and Town Councils should be responsible for local community issues or services. In addition, the key role of a Community and Town Councils is to be democratically accountable and represent local views.

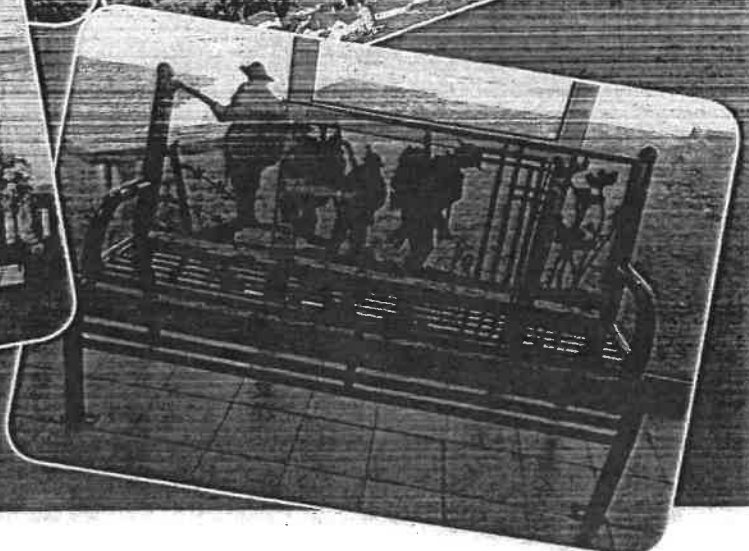
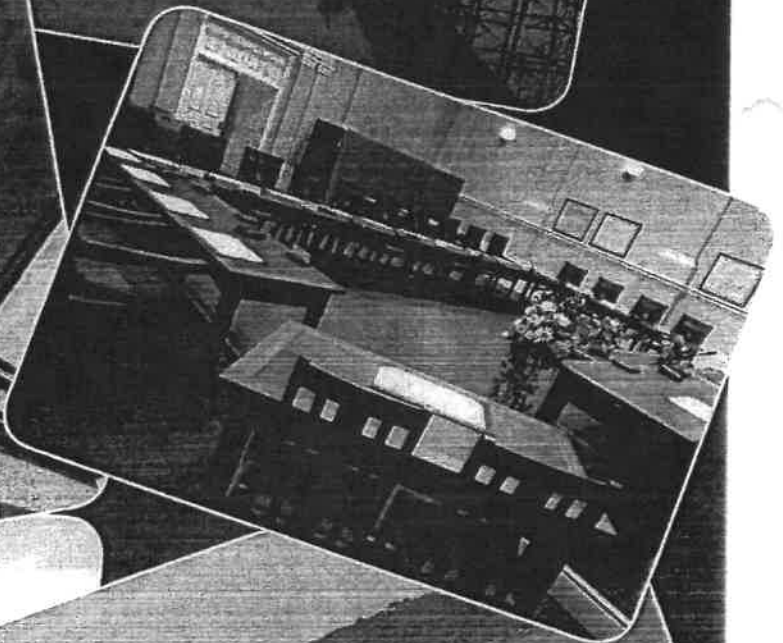
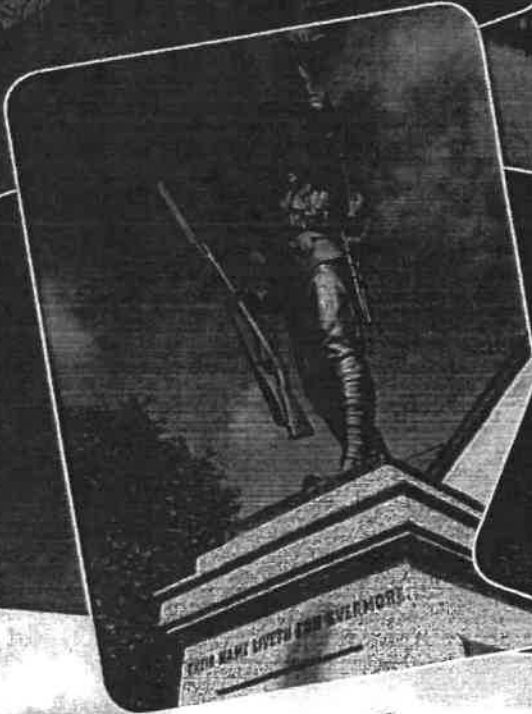
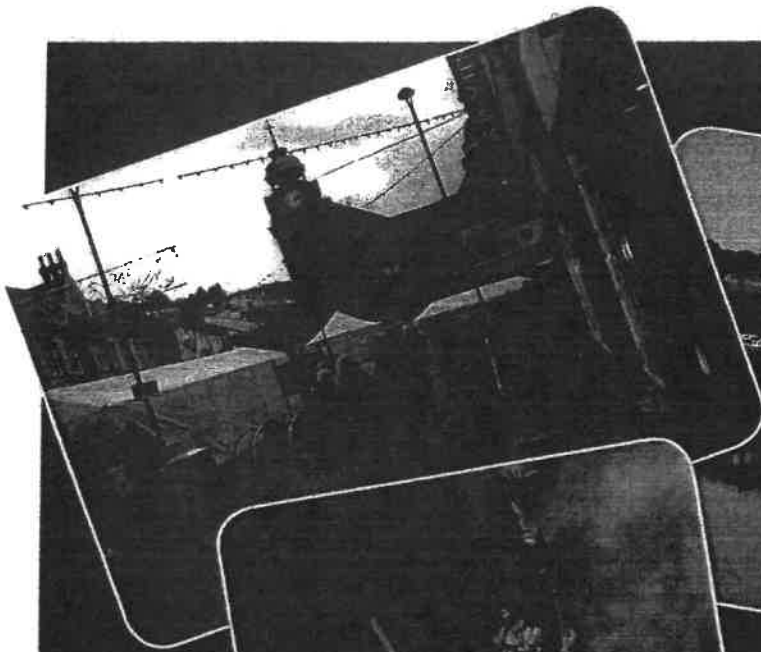
It was recognised that there are barriers preventing Community and Town Councils from doing their best for the community including Finance, Capacity and Capability. Many responses noted the lack of awareness around the role of a Community and Town Council and a lack of engagement from some councils with their community.

There were strong views both in favour of, and against dual members (councillors who are a member of more than one type of council) and the role of party politics within a Community and Town Council. We will explore these themes throughout the report.

A more detailed analysis of the responses received can be found in our Engagement Report.



OGL



Theme 1: Community and Town Councils - What they are

Key Recommendation:

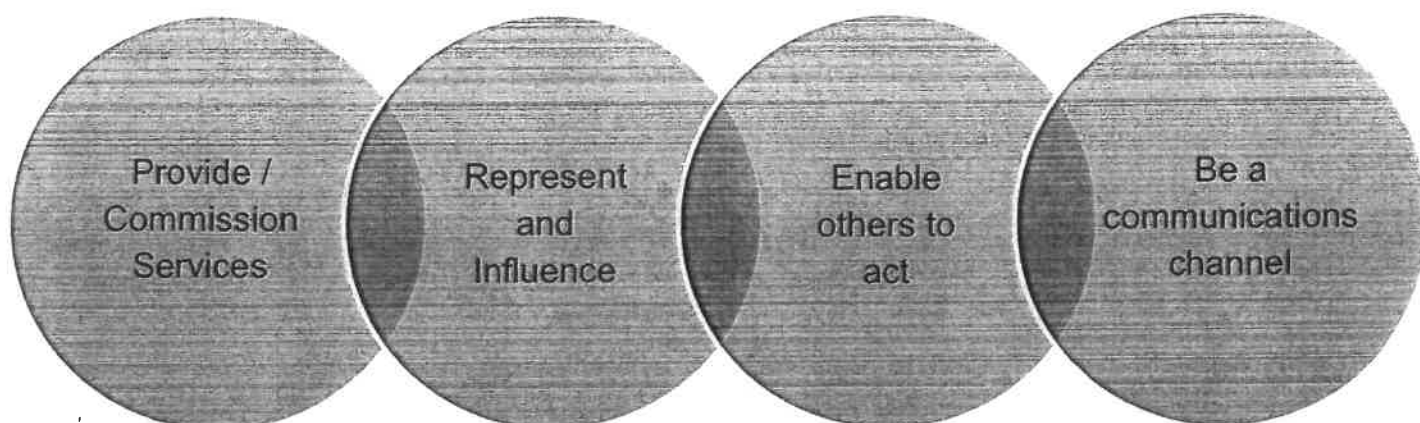
The case has been made to retain Community and Town Councils on the basis that they are **very local**, are **democratically accountable** and are **able to raise resources**. All areas should be supported by a Community and Town Council and should be established in all areas that haven't currently got one.

The Cabinet Secretary gave us a uniquely broad and challenging remit, supported by the notion to be radical. We started with the big questions, 'Should Community and Town Councils exist?' and if so, in what form. We explored different models of Local Government from around the world including Franceⁱ, Germanyⁱⁱ, Netherlandsⁱⁱⁱ, USA^{iv} and Denmark^v. We also considered how Local Governance differs across the UK^{vi}. Our case study (at Annex A) outlines the differences between these models and the current model in Wales.

Read more about how these models compare to here in Wales, as well as our other case studies, in our Annex.

Through our call for evidence, many responses were received around this theme. There was clear disparity between those in favour of retaining Community and Town Councils and those believing they should be abolished. For example, there were comments outlining the flaws in the current system 'they are old-fashioned', 'they are not all fit for purpose'. Respondents also noted that 'society is changing' and that Community and Town Councils should operate 'consistently or not at all'. This was a very small minority view (with 12 responses out of 453 responses to the public survey). The overwhelming majority of responses were concerned with how the sector could be improved; outlining the benefits a Community and Town Council brings including as an enabler for sharing the voice of the community it represents.

We believe the case has been made to retain Community and Town Councils on the grounds that they can:



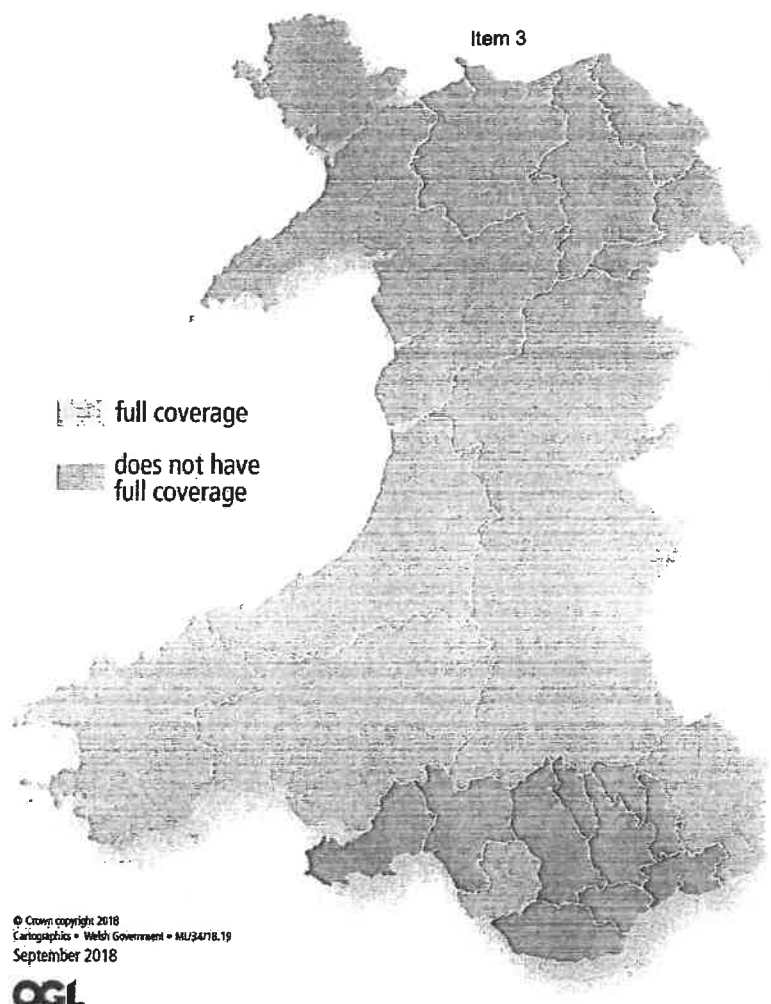
The key features of a Community and Town Council, which other models of community governance do not provide, are that they operate at a **very local level**, **democratically accountable** and are **able to raise resources**. They are uniquely positioned to be pivots of local democratic action and resourced to lead, change and influence.

Whilst we felt that there are defects in the current system, replacing the model as a whole would be difficult. There is not one alternative solution that would fit all areas across Wales. This does not mean that Community and Town Councils should continue as they are. We believe there is scope to be radical in how councils operate in the future.

All areas should be supported by a Community and Town Council. We believe that unless universal coverage is achieved there would be areas of unmet need, if the role we envisage for Community and Town Councils is to be realised. Every effort should be made to ensure local communities are aware of the benefits of having a Community and Town Council. We know there are challenges in existing Community and Town Councils regarding attracting an appropriate number of individuals to stand for election, so more needs to be done beyond just establishing Community and Town Councils in all areas across Wales.

With over 730 Community and Town Councils in Wales, it's hard to imagine that there are community areas without a council. But, we know that there are approximately 110 communities or 30% of the country's population without a council. Only 12 Local Authority areas in Wales have total coverage in respect of Community and Town Councils (see item 3).

We have had difficulties in obtaining detailed evidence from those areas without full coverage. We know that in these areas, other community organisations play a similar role – for example in Merthyr Tydfil. We heard evidence from Neath Port Talbot County Borough Council, who confirmed that where Community and Town Councils do not currently exist in the Borough, they believe their ability to respond in a swift and agile fashion to the challenges posed by austerity has been demonstrably weaker.^{vii}



Local Authorities have also told us that it is often difficult to consider transferring services when they do not have coverage across the authority. The lack of coverage potentially causes issues of inconsistency and more confusion for the general public.

We are of the view that universal coverage is important and preferable and the foundation of other recommendations. **We would expect Welsh Government to make every effort to encourage, promote and support local communities which do not currently have Community or Town Councils to establish them.**

The boundaries of a Community and Town Council need to be relevant and fit for purpose in order to correctly serve the local community. A strength of Community and Town Councils is that they are locally based and have a natural sense of community. We believe it is not for us as a Panel to draw lines on a map, or to propose an arbitrary reduction in numbers. However, some of the present boundaries of Community and Town Councils no longer best serve their communities, for example reflecting recent housing developments.

We also do not believe that some Community and Town Councils will be sustainable or be able to fulfil the role we envisage for them if they remain as they are. Many Community and Town Councils will need to work together to fulfil the role envisaged in later findings. Some Community and Town Councils may choose to merge to play that role.

We sought and received both written and oral evidence from the Local Democracy and Boundary Commission for Wales and considered the *Guidance for Principal Councils on the Review of Communities*. We know that the Local Government (Democracy) (Wales) Act 2013, requires that a Local Authority conducts a community review every ten years^{viii}. From the Boundary Commission's evidence, we know that the extent to which Local Authorities have undertaken community reviews varies. We understand that all but five of the 22 Local Authorities have carried out reviews within the last ten years. Of the outstanding five, one has not made any changes to the communities in their area since 1996^{ix}.

We believe there should be a comprehensive review of boundaries of Community and Town Councils without delay to ensure community areas fit the current and future needs of their community and the future role envisaged for them arising from later findings. **Community areas should then be reviewed on a regular basis to make sure they continue to make sense as areas (and needs) change and develop.**

There is significant variation between Community and Town Councils across Wales, not just in function but capacity and capability too. There are different sizes of Community and Town Councils, ranging from the very small 'micro' Community Councils to very large Town Councils.

They also operate differently, for example, in terms of the formality of governance. Some Community and Town Councils currently deliver services. Some are purely focussed on representing their community. Each has its value.

There have already been two attempts to distinguish between existing Community and Town Councils. The Independent Remuneration Panel for Wales has determined a set of groupings of Community and Town Councils for mandatory payment for councillors^x. Furthermore, in suggesting pay scales for clerks, the agreement by the Society for Local Council Clerks and the National Association for Local Councils groups Community and Town Councils into bands based on scale of activity and job evaluations.^{xi}

In the context of this review the main distinguishing factor is whether they are able (have the capacity and capability) to fulfil the place based service delivery role envisaged by us and explained in later recommendations. We are not prescribing an arbitrary threshold for this, either in terms of geography, population or income, though all of these will impact on a council's ability to operate.

We believe that every council should play the same role that we outline elsewhere but have the scope to play that role differently whether they choose to:

- deliver it themselves
- group together to deliver or
- commission services from other Community and Town Councils or their Local Authority or Third or Private Sectors.

We have heard of many different ways Community and Town Councils already deliver services in a way that suits them best. For example, we know from the Auditor General for Wales report on *Financial Management and Governance in Local Councils*^{xii} that some Community and Town Councils jointly provide services through joint committees established for specific services, usually burial services. Each of these models has its value.

Community and Town Councils are part of the wider Local Government landscape. It is important for them to work effectively and collectively with Local Authorities. Too often these relationships feel forced and Community and Town Councils are seen as 'pests not partners'. Community and Town Councils and Local Authorities should be equal partners and are not accountable to each other.

Positive, meaningful and equal engagement is required between Community and Town Councils and Local Authorities. Later recommendations suggest how we believe this is best achieved for the benefit of communities across Wales.

Theme 2: Community and Town Councils - What they do

Key Recommendation:

Place based services should be delivered by Community and Town Councils.

There is a need for greater clarity on the purpose and role of Community and Town Councils, guided by the principle of what can be done better locally.

When we asked about the delivery role a Community or Town Council should play, many respondents outlined very local non-statutory community services. For example, public footpaths, social centres, street cleaning, public conveniences, cemeteries, parks, tourist information etc. A significant proportion of the evidence received for the review highlights the confusion between the responsibilities of Community and Town Councils and Local Authorities. In some cases, there is even confusion from Community and Town Councils themselves.

We believe there should be a clear distinction between what a Community and Town Council is responsible for and what the Local Authority is responsible for. This will provide clarity for the public and drive change. Community and Town Councils should, by and large, be responsible for all 'place-based' services and Local Authorities should be responsible for 'people based' or statutory, regulatory or strategic services (such as education, social care and environmental health).

We have determined that 'place-based' should be any (mainly discretionary) services that helps the social, cultural, economic & environmental, and physical wellbeing of the community which can be linked to a place and can vary from place to place, rather than people based, statutory or regulatory services that are more likely to need equitable service across the country. It is difficult to determine a full list of place-based as these services can vary based on community need and lists can quickly become out of date. Examples of place-based services could include¹:

- Burial Grounds
- Bus Shelters and Street Furniture and Features
- Community Assets including: Village halls / centres, Toilets etc
- Culture, Tourism and Heritage including: Libraries, Arts venues, Museums
- Environment including: Street cleaning / street bin collection, Litter, Grass cutting, Drainage
- Highways including: local footpaths and pavements

Caerwys Town Council, together with Community Councils of Halkyn and Whitford, work jointly on street lighting.

Llandudoch Community Council worked in partnership to identify possible land for allotments.

¹ Some of these services could be delivered by a Community and Town Councils in agreement with the relevant authority.

- Leisure / Recreational Facilities including: Leisure centres, sports halls
- Markets
- Playing Fields / Open Spaces / Parks / Allotments
- Transport including: Local community / village transport / bus shelters
- War Memorials.

We believe that 'People-based services', statutory, regulatory and statutory strategic 'place-based services' should remain at Local Authority level. We have outlined below some examples of functions that we consider are NOT place-based services. This is not an exhaustive list.

- Electoral & Registrar Services
- Revenue Billing and Collection
- Strategic and Regulatory Education, Social Services, Housing & Health
- Strategic and Regulatory Waste Management – Disposal, Household Collection and Recycling
- Strategic and Regulatory Highways and Transport – Acting as a highway authority responsible for trunk roads, maintaining roads, managing traffic flow
- Regulatory Consumer Protection
- Regulatory Environmental Health and Services
- Strategic and Regulatory Planning
- Strategic Economic Development
- Emergency Planning.

In many cases, defining place-based will be down to local determination and need. We recognise there will be variations where the margins between the two are not always clear, nevertheless, we feel use of this distinction provides clearer separation for public, staff and councils themselves between the role of Community and Town Councils and Local Authorities.

We considered the January 2018 research undertaken by Welsh Government on the *Management and delivery of services and assets in Community and Town Councils*^{xiii}. The research found that Community and Town Councils are already taking on place based services within their communities. For example, of the 254 councils who responded to the survey, 81 per cent reported that they provided services / amenities to the public. The three most common services provided were noticeboards, seating, and playing fields, village greens and other green space. Other services provided included flowers and play area car parks, youth services and leisure services. Of the 203 councils that indicated whether they had taken on services in the last 12 months, 21 per cent reported that they had done so. The most common recently acquired services/amenities were playing fields, village greens and other green space, public conveniences, bus shelters and Christmas lights. Finally, 28 per cent of all councils surveyed signalled their intention to take on services in the next 12 months; most of these had not also taken on services in the previous 12 months.

The role Community and Town Councils play in local land use planning was highlighted by the majority of sector responses, with many Community and Town Councils themselves noting the lack of weight given to their responses to planning applications. We believe that planning is best delivered strategically, as it is now.

However, we feel more could be done to strengthen responses from a Community and Town Council – both in terms of the quality of the response and weight given to it. We will address this through later recommendations. Community and Town Councils are also well placed to facilitate the development of Place Plans as part of the supplementary planning guidance underpinning Local Development Plans.

We believe in the principle of subsidiarity and that certain services should be devolved if they can be better delivered and have the biggest impact for citizens at that level. **We expect place based services to become the responsibility of Community and Town Councils.** We recognise there will be need for a transition period however we believe this process should start as soon as possible. Universal coverage of Community and Town Councils with sufficient capacity and capability is an implicit requirement of this.

It is vital for Community and Town Councils to have the ability to do whatever they think is best for their community – above and beyond delivering the place-based services described above. Community and Town Councils should have the ability to undertake additional activity which is supplementary and complementary to other ‘people’ based services provided by the Local Authority (rather than taking over the role) providing this is based on local want and need. For example, the power to generate and supply community energy locally.

Community and Town Councils should have a key role in supporting the implementation of Social Services and Wellbeing Act by providing basic information and support in their communities. In their role as an enabler of community activity, Community and Town Councils are often an incubator for unique ideas / solutions and this should be supported.

We know there are many examples of where a Community or Town Council has gone above and beyond ‘normal’ council activity to address a want and need in their community. We believe **Community and Town Councils have a clear role to improve the well-being of people in their areas and should not be constrained from doing anything they deem required by their community.** We believe the forthcoming introduction of the General Power of Competence, this will give the flexibility needed.

Monmouth Town Council has been working in partnership with Monmouthshire County Council and Monmouthshire Museums Service to support people living with dementia and their carers.

Community and Town Councils must have the necessary powers for them to undertake the place-based delivery role we envisage for them.

Over the course of the review, we have heard a lot of evidence around the need to review the legislative framework for Community and Town Councils. It does not seem sensible that councils have the power to own a boating lake but do not have the powers to run a swimming pool. This is just one example of the anomalies we found.

We have considered the powers available to them and while it is clear there are some powers missing from the framework of powers available to Community and Town Councils, we do not feel it would be prudent to attempt to list and address

each of these powers separately, given the scope for any set of powers to become outdated.

With the forthcoming introduction of the General Power of Competence, and intention to make this available to councils which meet certain criteria, we believe this will provide the legislative power needed for Community and Town Councils to fulfil the role envisaged for them.

We call upon all Community and Town Councils to be working towards meeting the criteria to be able to exercise the General Power of Competence and think it is reasonable to expect them to achieve this within the next three years.

There is a key role for Community and Town Councils continuing to act as a local voice of the community. Community and Town Councils are not a 'lesser' tier of Local Government but the closest tier to communities. Their local knowledge is crucial and being a local advocate for decisions / advice to other partners (including Local Authorities, Public Services Boards, Welsh Government and other community organisations) is a key role they could and should play. Community and Town Councils ought to be an integral part of decisions on use and allocation of public funds that affects 'their place'.

A key function of Community and Town Councils should be as a provider of information for their communities and to become a local hub / play a signposting role. They are ideally placed to be the key mechanism by which information is shared within their community.

A lot of evidence from members of the public identified a key role in Community and Town Councils being at the centre of community life. They are ideally placed to share information both with the community and from the community. As mentioned above, the majority of responses from Community and Town Councils themselves outlined the lack of weight placed upon their views, particularly in relation to planning.

Community and Town Councils should have a stronger voice in helping to shape their areas. **We recommend that an explicit duty to represent their communities is explored to give formal weight to the voice of Community and Town Councils, subject to any relevant protocols.** We also believe that a duty to provide information should be considered.

In relation to the Wellbeing of Future Generations Act, we know that it currently applies in a limited way to Community and Town Councils (with a duty on larger Community and Town Councils to take reasonable steps towards delivering the local well-being plan for their area). If we are to truly benefit future generations, Community and Town Councils play a vital role in improving well-being and this should be recognised more fully.

We recommend that while they should not be subject to the full well-being duty all Community and Town Councils should be required to act in line with the Sustainable Development Principle (the five ways of working).

We know there are good examples of Public Service Boards (PSBs) who already engage with Community and Town Councils in their areas, to include the voice of their communities in the work of the PSB. For example, we know that Vale of Glamorgan and Ceredigion PSBs both have representatives from Community and Town Councils on the board.

While we know some PSBs have sought representation from Community and Town Councils in their work, we are conscious that Community and Town Councils have no formal role on a PSB and believe this should be rectified. To be able to play this role Community and Town Councils need to have the democratic mandate to do so and we come to this later.

We recommend that Community and Town Councils – or a representative of them – should become a statutorily invited participant on all Public Service Boards.

Since the introduction of the Well-being of Future Generations (Wales) Act, Carmarthenshire Public Service Board have developed a good working relationship with the seven councils which come under the duty of the Act and meet regularly with them.

To be good at the above, Community and Town Councils should play an active role in engaging and consulting their communities. While there are examples of good practice in this area this is not universal and currently Community and Town Councils have no duties in relation to engaging or involving their communities.

Respondents to the review highlighted the variation in Community and Town Council engagement. Some were supportive outlining the lengths their community council goes to in engaging their community, whether this is through events, newsletters or community planning. However many responses, particularly from members of the public, noted that they had not been engaged by their community council. In addition, over half of responses received from young people had not had contact with or been involved in their community council (excluding when completing our survey).

Monmouth Town Council devised an event for the community to create lanterns for display during an evening parade.

In Llandough, the council asked the community how their services were being used and how they could be improved.

Some respondents highlighted language as a barrier to engaging with their community council. We note that all residents have the right to engage with their Community or Town Council in the language of their choice and councils should take appropriate action to meet this need, as far as is reasonable and practicable. Access to Community and Town Council business should be a right to all individuals including disabled people, again as far as reasonably practicable.

We believe there should be set standards and principles all Community and Town Councils should follow in terms of Community Engagement.

To enable Community and Town Councils to truly represent their communities, **we recommend that Community and Town Councils have a duty to engage and are supported in doing this appropriately.** This should be combined with a requirement to set out what they intend to do, and to report on what they have done. Further detail on how we think this could be achieved is in the last theme.

Theme 3: Community and Town Councils - How they do it

Key Recommendations:

All clerks must hold a professional qualification and CILCA should be the expected minimum qualification.

A core package of training should be mandatory for all councillors as a requirement of acceptance of office.

Community and Town Councils need the capacity and capability to play the role envisaged. Many do not have this capacity and capability currently. Community and Town Councils fall into two categories, those who can independently fulfil the role envisaged for them and those who cannot.

There are a range of different models through which Community and Town Councils could choose to deliver place based services. They could:

- If they are large enough, choose to deliver services themselves
- Work together with Community and Town Councils and / or Third or Private Sectors in their area to deliver services
- Commission these services from their Local Authority or another larger Community and Town Council or Third or Private Sectors.

It is worth noting that there is a distinction between organising to deliver, and the actual delivery. For example, smaller councils may come together to deliver the role and then choose either direct delivery or to commission it. There is also a distinction between 'self-contained' services which could be delivered discretely by a community council and 'cross border' services where the service or asset may sit within one council area but would be used by surrounding councils.

We considered different delivery models, exploring examples across Wales, including the memorandum of understanding to better regulate activities of collaboration established by Llanelli Rural Community Council; varieties of social enterprise such as the one established by the Ogwen Partnership; the limited non-for-profit company established by the Penllyn Partnership; the community interest company being established by North Montgomeryshire; and the non-for-profit social initiative established by Solva Community Council. Each has their value.

We've found many examples of different delivery models and mechanisms including Memorandums of Understanding, Service Level Agreements and Social Enterprises.

Many respondents told us that what and how Community and Town Councils deliver locally should be determined by local need. In addition, we know there is a desire from Community and Town Councils to retain their local identity and not be constrained or overtaken by a larger council. We believe the best model to achieve this is to establish a similar model to the Penllyn and Ogwen models.

However, **we do not believe we should prescribe how Community and Town Councils choose to take on this role we envisage for them.** They should have the flexibility to determine which delivery model works best for them.

To support and encourage Community and Town Councils to work together we believe the Welsh Government should look at mechanisms and incentives to encourage collaboration such as match funding to deliver a joint collaborative project or legal assistance with formal collaborative arrangements. We know that the Welsh Government already encourages Community and Town Councils to work together for a purpose through their clustering grant.

We also believe there should be guidance and support available, including sharing of good practice, to support Community and Town Councils in choosing the best delivery model for them.

Community and Town Councils need to be professionally supported through qualified and independent staff. The clerk is a key source of advice to a Community and Town Council and it is vital the clerk is properly equipped to play that role both in terms of expertise and time. We have heard that they can feel exposed and isolated.

There is a current contradiction and conflict where clerks are employed by a Community and Town Council and a key function of the clerk role, as the proper officer, is to ensure councils and councillors operate within their legal powers. Whilst this is also the case for some officials in a Local Authority, the small numbers of staff (often one person) in a Community and Town Council can exacerbate the situation.

Over the course of the review, we've heard from clerks themselves about the struggles they face. In many cases they've told us that although a very rewarding job, it can be lonely and demanding at times. Whilst many are not full time, they work above and beyond their contractual hours to help their community. Many councils have expressed the vital role their clerk plays in supporting the council and its community.

We know from the Welsh Government's *Management and delivery of services and assets in Community and Town Councils*^{xiii} research, that in many cases Community and Town Councils only employ a single clerk. Even then, this vital resource is often part time, with 72 per cent of councils having no full time employees.

The Society of Local Council Clerks commissioned research^{xiv} on issues relating to council governance. The research found that, whilst there are a small minority of councils where the clerk or other staff are direct recipients of poor behaviour from councillors, more generally clerks tend to get caught in the crossfire, either as part of general targeting of the way the council is run or because they are having to manage the behaviour or reconcile factions. A minority of respondents said they had left a previous role as a clerk because of the way they were being treated and a handful of respondents were either currently engaged in an employment dispute with their council or actively considering it.

We believe that if clerks operated as part of a 'pool' it could provide them with them with peer support as well as offer opportunities to standardise approaches (such as to terms and conditions); provide more scope for flexibility of support across councils; and enable career progression. **We recommend that Welsh Government should explore how such a Welsh network of clerks would operate.**

Given the key role clerks play in a council, **we recommend all clerks must hold or be working towards a professional qualification and Certificate in Local Council Administration (CILCA) should be the expected minimum qualification.**

We believe Welsh Government should contribute to the costs associated with achieving this qualification. **We recommend that clerks should be appointed from an approved national list.** This can ensure all clerks have the expected accreditation before being employed by a Community and Town Council as well as providing a mechanism for supporting clerks.

We believe democracy and citizenship should play a strengthened role in the curriculum to help enthuse and encourage young people to play an active role in local democracy and consider the Public Sector as a career.

Even with our recommendations above, we know there is a need, in certain instances, for Community and Town Councils to be able to draw on professional expert advice and support.

Many Community and Town Councils have told us that, despite the efforts of the sector's representative body, there is a lack of professional advice and support available specifically for expert areas. We have heard examples of where Community and Town Councils have required expert advice in relation to human resources support or legal advice.

From considering the evidence, we have identified Community and Town Councils use three different mechanisms to obtain this advice:

- Source the advice (if available) from the Welsh sector representative body, One Voice Wales or, where appropriate, the English sector representative body, National Association of Local Councils
- Source the advice from the Local Authority – in some cases across Wales there are agreements in place for Community and Town Councils to pay for this advice. However, we know there are many cases where this information is given on an ad hoc, free basis (recognising that the Local Authority may have different law and objectives). This can depend on the spare capacity of the Local Authority
- Source the advice independently – this is often costly and can be time consuming to secure.

These different avenues can and often does lead to Community and Town Councils receiving different advice about the same issues. **We believe there is a need for this advice and support to be provided on a national basis**, to ensure consistency, accuracy and efficiency of advice.

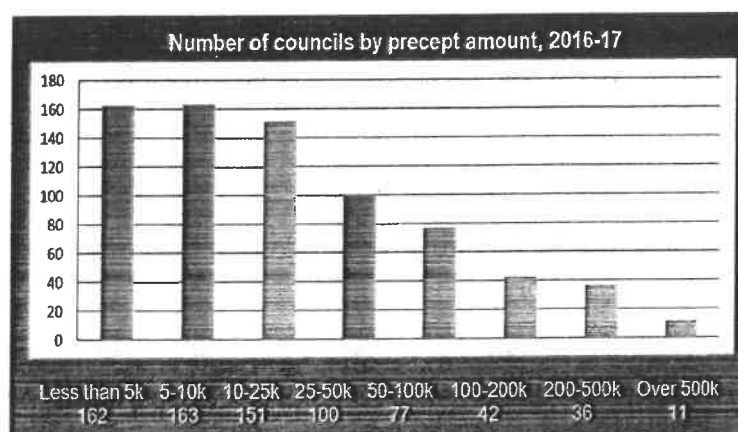
It is important that Community and Town Councils have the resources they need to play a place-based delivery role envisaged for them.

In his most recent report^{xii}, the Auditor General for Wales outlined that community councils' income in Wales has increased by over £7 million since 2014-15 and 75% of this is raised from council tax (precept). Community and Town Council income from precept alone has increased from £33 million in 2014-15 to just over £40 million in 2016-17.

Community and Town Councils have the power to raise precept and shouldn't be reluctant to do so where a clear case has been made through local conversation with their electorate.

Some Community and Town Councils themselves have expressed that they believe it is their duty to keep the precept as low as possible. While we appreciate the sentiment behind this, we know that there are many instances where a Community or Town Council has, in consultation with their community, raised the precept to meet need and deliver valuable services.

From data held by the Wales Audit Office, we know that 325 Community or Town Councils raised less than £10,000 precept during 2016-17. During this period, the lowest precept raised by a Community or Town Councils totalled just £174 whereas the highest precept raised was just over a million pounds at £1,003,230.



We can clearly see that there are a number of Community and Town Councils whose precept is simply not large enough to deliver an increased role or take on additional responsibilities.

Even when increased, there are also cases where precept would not be sufficient to sustainably fund services. The majority of responses to our surveys outlined the need for greater access to funding for Community and Town Councils. Many respondents identified various different funding streams which it is believed Community and Town Councils should have access to. For example, many Community and Town Councils contribute to the viability of their community, which local businesses benefit from. A vast number of responses highlighted the need for Community and Town Councils to receive a proportion of Business Rates. We also understand there are various restrictions on access to some grants for Community and Town Councils.

Community Councils' reserves are also increasing each year and as of March 2017, totalled £41.5 million. Whilst we know that reserves are held for a variety of reasons, Community and Town Councils' reserves have increased by over £10 million (33%) over the financial years 2014-15 to 2016-17.

When services are transferred from Local Authorities to Community and Town Councils, there is an expectation that an agreement is found in relation to funding. We know this does not happen and often Community and Town Councils are, effectively, asked to take on liabilities without support. While we recognise the financial constraints on Local Authorities, the presumption should be that where Community and Town Councils take on place based services the funding / income associated with them comes with them. In addition, any place based income generated should be received by the community.

We have heard a lot about the issue of 'double taxation'. This appears to take two forms, the first where the public *perceive* that their council tax buys a specific service from the Local Authority, where it may no longer provide it. The second is where the Local Authority delivers a service in one part of its locality but that same service is delivered by a Community or Town Council in other areas of the locality. We believe, a clearer distinction of the role of a Community and Town Council will address the former. More consistent delivery of place-based services by Community and Town Councils will help address the latter.

Some responses have outlined that councils feel constrained by the Section 137 limits, with the financial limit preventing competence and improving communication with the Third Sector at a local level. At our engagement events, attendees told us that there is a lack of clarity and confusion around the Section 137 limits and what the funds can be used for.

We believe there are many different avenues which should be explored in relation to additional funding for Community and Town Councils including:

- Better use of existing funding sources (e.g. raising the precept, using reserves, ability to borrow, power to charge for a discretionary service)
- New access to funding sources (e.g. eligibility for grants, power to trade)
- Redistribution of funding provided to Local Government (e.g. proportions of non-domestic rates and council tax; Community Infrastructure Levy)
- Additional funding (e.g. new local taxation, direct funding from Welsh Government).

We believe that Community and Town Councils should be made aware of, and have increased access to, these alternative sources of funding. In addition, we recommend the Welsh Government should explore how the transfer of funding and income related to place-based services taken on by Community and Town Councils can be achieved.

The role of a Community and Town Council councillor is changing. We know many councillors think of themselves as volunteers, when they are in fact elected members with statutory responsibilities. The Auditor General for Wales confirms that a significant number of Community and Town Councils demonstrate a lack of understanding of the governance framework within which they operate and do not comply with their statutory responsibilities. We agree with the steps taken by the Independent Remuneration Panel for Wales to reinforce that councillors are elected members. We believe there should be a clearer description of what the 'ask' of a councillor is in light of the new role for councils we have set out.

As elected members, councillors have to meet the standards expected of them in the Code of Conduct^{xv} and adhere to the Seven Principles of Public Life (Nolan Principles)^{xvi}. We talk more about the conduct of councillors in later recommendations.

Evidence has told us that some councillors are willing to attend regular training, where as some are more reluctant. It is important they are familiar with what's expected of them as councillors.

We recommend that a core package of training should be mandatory for all councillors as a requirement for acceptance of office and that this mandatory training is repeated regularly (every election term). This should include:

- Code of conduct
- Induction (covering role/expectations and the legal framework)
- Being an employer
- Diversity and Inclusion
- Health and Safety
- Finance (core basic requirements)
- Planning (including the requirements of completing a planning response).

We call upon Welsh Government, Community and Town Councils and councillors themselves to ensure all councillors are fully trained and have a training plan.

A lot of evidence and strong views has been received both in favour of, and against party politics. Many responses have outlined how they feel party politics hinders the Community or Town Council in achieving what's best for the community. Conversely, we have heard the benefits party politics can have in demonstrating what Community or Town Council candidates stand for. Community and Town Councils can also provide an avenue for local individuals to enter politics. We believe it is not for this Panel to decide whether party politics should be involved in this tier of Local Government.

There are many councillors who are both a Community or Town Council Councillor and a Councillor for the Local Authority, or on more than one Community or Town Council. Again the Panel has heard a lot of evidence and strong views have been received both in favour of such membership and against. Many respondents have told us that dual membership can help strengthen the relationship between the Community and Town Council and the Local Authority. Conversely, many responses have outlined the confusion it can cause, particularly with members of the public, or when discussing issues that are impacted by the Local Authority's agenda.

In their response to the review, the Welsh Local Government Association^{xvi} tried to compile details of the number of 'dual' councillors across Local Authorities in Wales. However, they only received information from thirteen Local Authorities. Out of the thirteen responses, 433 out of 790 councillors or 54.8% were identified as 'dual'.

We believe that whilst having dual members can help engagement it can cause conflicts of interest, as well as constraining the democratic pool and causing confusion. For these reasons, **we recommend against having dual members regardless of the types of councils** and that County councillors should regularly attend Community and Town Councils within their wards (in ex-officio capacity) to ensure engagement.

It is important that councils are nimble. Councils should be focusing on strategic decisions and using a committee system, where appropriate, or delegation to officials to take forward the operational detail. This will enable councils to focus on 'What is to be done' and Committees and or officers focus on 'How it's done'. We call on Community and Town Councils to be nimble, agile and strategic in the way they serve their community. We also recommend that all Community and Town Councils should set out a Scheme of Delegation with the aim of achieving faster decision making at a level appropriate to scale and implications of the decision.

To enable them to focus on the core business of the council there are opportunities to share 'back office' functions (including but not exclusively HR, Payroll, Finance etc.). **We recommend that Community and Town Councils should look to share back office functions.**

Despite Community and Town Councils being required to have a website, we know from the Auditor General for Wales report^{xii} that whilst there has been a significant increase in the numbers of councils with websites, over 100 councils do not have adequate arrangements in place to comply with the requirements of the Local Government (Democracy) (Wales) Act 2013.

We also know that some of the requirements on a Community or Town Council, are enshrined in laws made a number of years ago which could not foresee the development of technology as we use it now. For instance, Community and Town Councils should have the ability to issue summons and papers electronically.

New Radnor Community Council has recently modernised its website targeted at engaging the community.

We know many Community and Town Councils are starting to use social media to enhance the way they work. For example, some councils are starting to live stream portions of their meetings. **We recommend Community and Town Councils explore digital mechanisms to aid ways of meeting, engaging and sharing information.**

Community and Town Councils must work closely and have strong relationships with partners in the area to benefit the community.

Community and Town Councils should 'collaborate not compete' with partners including sharing information and working with Third Sector partners. We know that there are parallels between the engagement and involvement undertaken by both the Third Sector and Community and Town Councils.

In particular, there is a need for a better relationship with Local Authorities. We know that it is not a consistent picture across Wales in relation to Local Authority relationships with Community and Town Councils. A number of partnership forums exist with the aim of fostering relationships, but there is not universal coverage of these forums and the quality of them vary. For example, some meet quarterly where as some meet just once or twice a year. Beyond these forums, we are aware of other connections for example, as mentioned previously, we know there are some Community and Town Councils who have arrangements in place with their Local Authorities to obtain expert advice.

While many responses highlight the importance of a strong relationship between the two tiers of Local Government, ultimately we've heard much about the failings in this relationship. For example, many Community and Town Councils believe Local Authorities see them as a burden and subsidiary to them. Responses received from Local Authorities themselves highlight the difficulties in establishing and maintaining a good relationship with Community and Town Councils, outlining the inconsistencies between councils and patchwork coverage as barriers to good relationship building. We note that there are examples of Local Authorities identifying the gap in their relationship with Community and Town Councils and are seeking to address this.

We believe that, across Wales, relationships can and should be improved. We recommend that **all Local Authorities should have regular partnership forums** with Community and Town Councils based on equal partnership in a common goal. There should be meaningful charters, or other ways of formalising the relationship, in place. In addition, **Local Authorities should have a dedicated liaison officer** for liaising with Community and Town Councils in the region. It is important that Community and Town Councils have access to the right people to speak to.

In Wrexham, a Forum was organised to bring together Town and Community Councils and the County Borough to discuss issues of common interest.

Flintshire County Council has jointly agreed a charter with its Town and Community Councils and meets regularly.

Conwy County Borough Council have set up five Local Area Forums and are piloting different models of working with Town and Community Councils.

Theme 4: Community and Town Councils - How they are held to account

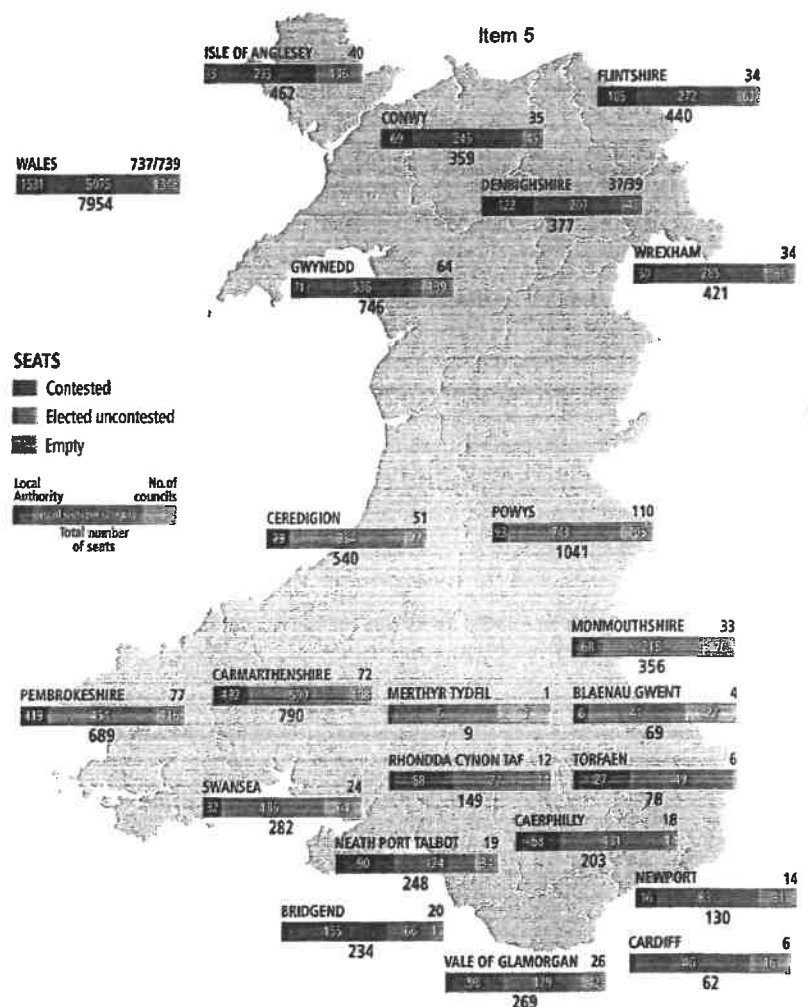
Key Recommendation:

Community and Town Councils should follow a cycle of engage, plan, undertake and report. We recommend that all Community and Town Councils should prepare an annual report setting out their progress to date and priorities for the forthcoming year.

It is important that Community and Town Councils are accountable for their actions – they raise and spend public money and run public services. Democratic accountability is a main feature of their role and this should be strengthened.

Ultimately Community and Town Councils are held to account by their public and the ballot box. But not all members of a Community and Town Council are elected, many are co-opted. This calls into question the democratic mandate of the council.

There was a noticeable lack of candidates in the 2017 elections. We know from the 2017 Local Government Elections data that over 64% of seats in Wales were elected uncontested. The map (item 5) shows the lack of elections across Wales. All but two Local Authorities had under 50% contested seats. Bridgend had the lowest amount of uncontested seats, with just 28%. In comparison, Cardiff had the highest amount of uncontested seats with 74%.



We recognise there are significant challenges in attracting more candidates. To support candidates in standing for election, **we recommend that Welsh Government support vibrant elections with a national campaign** encouraging people to step forward to represent their communities. **We also recommend Welsh Government explore a free post for Community and Town Councils**, allowing election literature to be delivered post free to electors and that this should be in the form of one item of literature per candidate for each household.

We have heard that some Community and Town Councils are consciously avoiding the cost of holding an election by ensuring they have the right number of candidates for seats available. **We believe that elections should be called regardless of whether seats are contested.** Consideration should be given to the financial implications of this for councils.

We recognise the value of co-opted members; they can bring a range of perspectives from within the community that may not otherwise be heard. However, it is important that members are democratically accountable. To ensure democratic accountability, **we recommend that councillors cannot be co-opted for more than a one consecutive term.** We believe that one term should be enough for individuals to determine if they want to stand for formal election.

There is a lack of diversity amongst current Community and Town Council councillors, in terms of age as well as gender and BME representation. From the Welsh Government Local Government Candidates Survey^{xviii}, based on the 2017 Local Government Elections, we know that over half (55 per cent) of community councillors are aged 60 or above. We also know that 1.2 per cent of community councillors were non-white and around 65 per cent of candidates were male. Furthermore, amongst community councillors, 15 per cent considered themselves to have a disability. In line with the Social Model of Disability, enshrined in the United Nations Convention on the Rights of Disabled People and adopted by Welsh Government, there is need to remove barriers, including negative attitudes and physical barriers preventing people's inclusion.

A Community and Town Council cannot be truly representational unless it reflects the diversity of its community. Over the course of the review, we have heard anecdotally of Community and Town Councils actively encouraging wider diversity in their councils. However, we have also heard of barriers to engaging with councils, for example of individual experiences where some people have struggled balancing timings of community council meetings with personal commitments. **We believe more should be done to encourage diversity as part of the national campaign** to encourage involvement in elections.

Significant responses identified the need to engage with young people, including from young people themselves. The Local Government (Wales) Measure 2011 enabled the appointment of community youth representatives by youth councils. We know that a number of Community and Town Councils work with young people in their area and have a youth council, however, this again is not universal.

Barry Youth Action listens to the views and ideas of young people, ensuring they are taken into account when decisions are made.

For example, within the Vale of Glamorgan, the Vale Youth Service supports the Youth Cabinet to represent the voice of young people living in the Vale of Glamorgan. There is ongoing work to consider decreasing the Voting Age nationally. **We recommend that if the national voting age is lowered, the age an individual can become a Community and Town Council Councillor should be lowered to the same age.** No matter what the voting or councillor age is, there will always be a need to build youth engagement in the work of the council.

There is a lack of visibility of the work of Community and Town Councils. There is a significant need to increase awareness of their existence and work within their communities, as well as a need to engage with communities when making decisions.

From our engagement, we know that many members of the public have had little engagement from their Community or Town Council. From our Public Survey, we know that over 52% (or 238 respondents out of 453) confirmed they had not been engaged by their council. When asked how they would like their council to engage with the community, many responses suggested holding councillor surgeries, specific public events and utilising social media.

In addition, our youth survey has also revealed that almost 52% of youth respondents had not been engaged by their Community or Town Council. When asked how they would like to see their council involve younger members, youth respondents suggested engaging through local events, targeting engagement at youth representatives or engaging with local schools.

Community and Town Councils should all publicise and engage with their communities on their work – engagement is a key function and feature of their role. There are good examples of where the community has been engaged in decision making (through annual reports, newsletters, town meetings etc.), but there are areas where this is lacking and more needs to be done.

Many Community and Town Councils engage with their community through newsletters, annual reports, social media and events.

Community councils should be setting out what they intend to do over the coming year as part of their budget decisions. We believe that **Community and Town Councils should follow a cycle of engage, plan, undertake and report.**

We recommend that all Community and Town Councils should provide an information leaflet with their precept notification, setting out what their plans for the year are. Furthermore, **all Community and Town Councils should have a duty to report annually** explaining what they've achieved over the last year and what they are planning on spending the future year's precept on.

We would like to see councillors as well as councils being held to account, for example by providing summary reports to their electors on what they have achieved. As a minimum, councils should be required to publish their councillors' attendance record in the same way as it publishes their remuneration record.

We know in Wales there is no requirement to hold an Annual Community or Town Meeting – unlike England. The Welsh Government encourages Community and Town Councils to invite public participation and some have a dedicated time in council meetings in which members of the public can express their views or ask questions. It is not known how many Community or Town Councils in Wales host meetings explicitly for members of the public. When considering the engagement evidence we received, it appears a small number of Community or Town Councils engage their communities through occasional public meetings. **We believe, all Community and Town Councils should be legally required to hold at least one public (community / town) meeting per year.**

Finally, Community and Town Councils should look to involve their community on an ongoing basis. **We recommend Community and Town Councils include social media as a mechanism by which to achieve this.**

Appropriate governance structures need to be in place to hold Community and Town Councils to account. It is important that Community and Town Councils are accountable for the public money they spend and that this is managed well.

We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils. Despite this, many Community and Town Councils fail audit on basic issues each year.

Within the latest Auditor General for Wales report^{xii}, it is clear that over 80 councils failed to comply with the statutory timetable for publishing the audited accounting statements. Furthermore, 21 councils failed to submit their annual accounts for audit before 30 November 2017, two months after the councils were required to publish audited accounts and five months after the accounts were required to be approved by the councils. The Auditor General also notes that councils frequently submit annual return that are incomplete or contain simple errors. 86 councils in total made simple mistakes in completing their accounting statements. Whilst this is a significant improvement over the 175 councils that made simple errors in 2015-16, 30 councils made the same simple mistakes in both years' accounts.

There is advice and support from the Wales Audit Office, but we believe more support is needed. **We recommend more support is provided to smaller Community and Town Councils in order to help them fulfil audit requirements.**

There is evidence that the conduct of some councillors is not desirable for an elected member nor appropriate towards staff.

The Society of Local Council Clerks commissioned research^{xiv} on issues relating to council governance, the Code of Conduct and standards arrangements under the Localism Act 2011. Whilst covering both England and Wales, the research notes that most councils do not have issues with member behaviour, however a significant minority (some 15%) do have serious issues.

Most clerks are dissatisfied with the outcome of complaints and the way they have been handled with a minority saying they (and in some cases their councillors) no longer see the point in making a complaint. There is a significant feeling that the current legislative framework means certain individuals now believe they are 'untouchable' and are given free rein to cause disruption and that problems therefore go on longer without coming to a resolution.

The Auditor General for Wales confirms that many councils are unable to provide evidence that they have adopted a Code of Conduct for members. This is a legal requirement and one we would expect all councils to meet.

In 2017-18, the Public Service Ombudsman^{xix} received 167 Code of Conduct complaints involving Community and Town Councils. This is an increase of 33% since 2016-17. Whilst the Ombudsman clarifies that it is difficult to say exactly why there has been an increase, he believes many complaints have arisen following changes in council membership and difficulties between long established and new members.

We believe that the existing process for complaints about code of conduct is sufficient, but sufficient resources need to be in place to ensure these complaints are dealt with promptly. However, we have heard that there are sometimes cases where responsibility for complaints is not always clear. There should be easily available information which provides more clarity around these procedures. Furthermore, we hope that compliance with the Code of Conduct will be improved as a result of the mandatory training mentioned in an earlier recommendation.

We recommend that for the protection of other councillors, and of staff and for conducive running of the council that current behaviour is considered as being a factor in 'Qualification for Office', in particular current legal orders or sentences relating to unacceptable behaviour.

There is a lack of powers to formally support, and in a last resort, intervene in a Community or Town Council if it experiences service or corporate failures. This becomes more significant particularly if they are to take more of a place based service delivery role envisaged for them.

We believe, if Community and Town Councils take on the role we envisage for them, there should be some degree of safeguarding measures in place. We recommend, the emphasis should be on support, with intervention only as a last resort, and should be proportionate to the services delivered by the Community and Town Council. However, this responsibility should reside with the Welsh Government as Community and Town Councils are not subservient to Local Authorities.

Summary of Recommendations

A summary of our recommendations can be found below. As you can see from the main body of the report, we have highlighted our key recommendation in each theme. Other recommendations are identified within the text as they are marked out in bold.

Community and Town Councils – What they are

- **The case has been made to retain Community and Town Councils on the basis that they are very local, are democratically accountable and are able to raise resources. All areas should be supported by a Community and Town Council and should be established in all areas that haven't currently got one.**
- We would expect Welsh Government to make every effort to encourage, promote and support local communities which do not currently have Community or Town Councils to establish them.
- We believe there should be a comprehensive review of boundaries of Community and Town Councils without delay. These boundaries should then be reviewed on a regular basis to make sure they continue to make sense as areas (and needs) change and develop.
- We believe that every council should play the same place based delivery role that we outline elsewhere but have the scope to play that role differently.

Community and Town Councils – What they do

- **We expect place based services to become the responsibility of Community and Town Councils. We recognise there will be need for a transition period however we believe this process should start as soon as possible.**
- Community and Town Councils have a clear role to improve the well-being of people in their areas and should not be constrained from doing anything they deem required by their community.
- We call upon all Community and Town Councils to be working towards meeting the criteria to be able to exercise the General Power of Competence and think it is reasonable to expect them to achieve this within the next three years.
- We recommend that an explicit duty to represent is explored to give formal weight to the voice of Community and Town Councils, subject to any relevant protocols.
- All Community and Town Councils should be required to act in line with the Sustainable Development Principle (the five ways of working).

- We recommend that Community and Town Councils – or a representative of them – should become a statutorily invited participant on all Public Service Boards.
- We recommend that Community and Town Councils have a duty to engage and are supported in doing this appropriately.

Community and Town Councils – How they do it

- We do not believe we should prescribe how Community and Town Councils choose to take on the place based service delivery role we envisage for them. They should have the flexibility to determine which delivery model works best for them.
- We recommend that Welsh Government should explore how a Welsh network of clerks would operate.
- We recommend all clerks must hold or be working towards a professional qualification and CILCA should be the expected minimum qualification.
- We recommend that clerks should be appointed from an approved national list.
- We believe there is a need for expert advice and support to be provided on a national basis to ensure consistency, accuracy and efficiency of advice.
- Community and Town Councils should be made aware of, and have increased access to, alternative sources of funding. In addition, we recommend the Welsh Government should explore how the transfer of funding and income related to place-based services taken on by Community and Town Councils can be achieved.
- A core package of training should be mandatory for all councillors and that this mandatory training is repeated regularly (every election term).
- We recommend against having dual members, regardless of the types of councils and that County councillors should regularly attend Community and Town Councils within their wards (in ex-officio capacity) to ensure engagement.
- We recommend that Community and Town Councils should look to share back office functions.
- We recommend Community and Town Councils explore digital mechanisms to aid ways of meeting, engaging and sharing information.
- We recommend all Local Authorities should have regular partnership forums with Community and Town Councils and that all Local Authorities should have a dedicated liaison officer for liaising with Community and Town Councils in the region.

Community and Town Councils – How they are held to account

- We recommend that Welsh Government support vibrant elections with a national campaign encouraging people to step forward to represent their communities. We also recommend Welsh Government explore a free post for Community and Town Councils.
- We believe that elections should be called regardless of whether seats are contested.
- We recommend that councillors cannot be co-opted for more than a one consecutive term.
- We believe more should be done to encourage diversity as part of the national campaign.
- We recommend that if the national voting age is lowered, the age you can become a Community and Town Council Councillor should be lowered to the same age.
- **Community and Town Councils should follow a cycle of engage, plan, undertake and report.**
- We recommend that all Community and Town Councils should provide an information leaflet with their precept notification.
- **All Community and Town Councils should have a duty to report annually.**
- We believe, all Community and Town Councils should be legally required to hold at least one public (community / town) meeting per year.
- We recommend Community and Town Councils utilise social media as a key mechanism by which to involve their community on an ongoing basis.
- We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils. We recommend more support is provided to smaller Community and Town Councils in order to help them fulfil audit requirements.
- We believe that the existing process for complaints about code of conduct is sufficient, but sufficient resources need to be in place to ensure these complaints are dealt with promptly.
- We recommend that for the protection of other councillors, and of staff and for conducive running of the council that current behaviour is considered as being a factor in 'Qualification for Office'.
- We believe, if Community and Town Councils take on the role we envisage for them, there should be some degree of safeguarding measures in place.

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- ^v The Danish Local Government System - Local Government Denmark, Feb 2009
- ^{vi} The Structure of Local Government across the UK: Differences and Similarities - SRUC's Rural Policy Centre, Jan 2015
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- ^{ix} Review of Community & Town Councils - Evidence from the Local Democracy and Boundary Commission for Wales Jan 2018
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- ^{xii} Financial Management and Governance in Local Councils 2016-17 – Auditor General for Wales
- ^{xiii} Management and Delivery of Services and Assets in Community and Town Councils: Research with the sector - Welsh Government, Government Social Research January 2018
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Independent Remuneration Panel for Wales draft
Annual Report Consultation - February 2020 |
Ymgynghoriad Adroddiad Blynnyddol Drafft Panel
Annibynnol Cymru ar Gydabyddiaeth Ariannol –
Chwefror 2020

From: IRPMailbox@gov.wales

Sent: Tue, 15 Oct, 2019 at 17:50

To: IRPMailbox@gov.wales

Covering letter.pdf (569.5 KB)

Covering letter - Welsh.pdf (554.3 KB)

– Download all

**Independent
Remuneration Panel for
Wales Draft Annual
Report - February 2020**

I attach in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, a link to the IRPW's draft Annual Report, February 2020, which would have effect for the financial year 2020/21, and a covering letter from the Chair, Mr John Bader. This has also been sent to the Minister for Housing & Local Government other interested parties.

You can find the report by using the following link:

[Independent Remuneration Panel for Wales Draft Annual Report - February 2020](#)

Please note that Annex 5 (page 77) is a summary of new and updated determinations for this year.

In order to meet the Measure's requirement to publish this report by 28th February 2020, any representations you may wish to make about this report should be received

**Adroddiad Blynnyddol
Drafft Panel Annibynnol
Cymru ar
Gydabyddiaeth Ariannol
– Chwefror 2020**

Yn unol â gofynion Adran 147 o Fesur Llywodraeth Leol (Cymru) 2011, amgaeaf dolen i Adroddiad Blynnyddol drafft y Panel, Chwefror 2020, a fydd yn effeithio blwyddyn ariannol 2020/21, llythyr eglurhaol oddi wrth y Cadeirydd, Mr John Bader. Mae hwn hefyd wedi cael ei anfon i'r Gweinidog Tai a Llywodraeth Leol, a phartion eraill sydd â diddordeb.

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

[Adroddiad Blynnyddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol – Chwefror 2019](#)

Nodwch fod Atodiad 5 (Tudalen 77) yn grynoded o 'r dyfarniadau newydd a 'r rhai diweddaraf ar gyfer eleni.

Er mwyn ateb y gofyniad yn y Mesur i gyhoeddi'r adroddiad erbyn 28 Chwefror 2020, rhaid i unrhyw sylwadau y dymunwch eu gwneud am

by no later than 10 December 2019 via:	yr adroddiad gael eu derbyn erbyn 10 Rhagfyr 2019 fan bellaf, trwy'r:
Post: IRP Secretariat Welsh Government First Floor, North Wing, N03 Cathays Park Cardiff. CF10 3NQ	Post: Ysgrifenyddiaeth y Panel Llywodraeth Cymru Llawr Cyntaf, Adain y Gogledd, N03 Parc Cathays Caerdydd CF10 3NQ
Email: IRPMailbox@gov.wales	E-bost: IRPMailbox@gov.cymru
Representations received after this date will not be considered.	Ni roddir ystyriaeth i sylwadau a ddaw i law ar ôl y dyddiad hwn.
Kind regards,	Cofion caredig,
Leighton Jones	Leighton Jones

Mr Leighton Jones

Ysgrifenyddiaeth Panel Annibynnol Cymru ar
Gydnabyddiaeth Ariannol - **Secretariat to the Independent Remuneration Panel for Wales**

Democratiaeth Llywodraeth Leol - **Local Government Democracy**

Democratiaeth, Amrywiaeth, a Chydnabyddiaeth Ariannol -
Democracy, Diversity and Remuneration
Llywodraeth Cymru - **Welsh Government**

Ffon – Tel :03000 253038

E-bost – Email : leighton.jones@gov.wales

Dyla'r datganiadau neu'r sylwadau uchod gael eu trin fel rhai personol ac nid o reidrwydd fel datganiadau neu sylwadau gan Llywodraeth Cymru, unrhyw ran ohono neu unrhyw gorff sy'n gysylltiedig ag ef.

Any of the statements or comments made above should be regarded as personal and not necessarily those of the Welsh Government, any constituent part or connected body.

Rheoliad Cyffredinol ar Reoli Data

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

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

GDPR

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



To:

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

15 October 2019

Dear Colleague

Independent Remuneration for Wales – Annual Report 2020/21

The Panel's draft Annual Report for 2020/21 is attached. We would appreciate and welcome comments during the consultation period which ends on 10 December 2019.

Earlier in the year the Panel visited The National Park Authorities (NPAs) and the Fire and Rescue Authorities (FRAs). We have taken account of the issues that were raised during the visits. We have also met with a significant number of Community and Town Councils.

The draft Report contains proposed changes to our remuneration framework including an increase in the basic salary to elected members of principal councils and both NPAs and FRAs

We will consider all of the responses to this draft prior to producing the final Report for publication in February 2020.

Yours sincerely

John Bader
Chair

13. Payments to Members of Community and Town Councils

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

Table 9: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2018-19 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

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

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

Payments towards costs and expenses

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

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

Senior roles

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

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

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

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

Reimbursement of travel costs and subsistence costs

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

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

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

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

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

Compensation for financial loss

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

⁸ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

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

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

Reimbursement of the costs of care

- 13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 13.21 Members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.
- 13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

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

Civic Head and Deputy Civic Head

- 13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.

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

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

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

Making Payments to members

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 10

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

	for attending approved duties.	
46	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
48	All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
49	Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
50	Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
51	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

- 13.36 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.
- 13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

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

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

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

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

Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

Publicity requirements

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

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁹ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

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

Note: The above requirements do not apply to Community and Town Councils at this time. The following applies to all authorities including Community and Town Councils.

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

⁹ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:
 - a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties within or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council can if it so decides reimburse subsistence expenses to its members when attending approved duties within or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council can if it so decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council can if it so decides pay an allowance to the chair or mayor and deputy chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. "Approved Duty" under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

Annex 5: Summary of new and updated determinations contained in this report

The numbers of most of the determinations contained within this report have changed from previous reports.

To assist authorities, this table sets out the determinations in this report which are entirely new or have been updated.

Principal Councils	
Determination 1: This Determination has been updated	Basic salary in 2020/21 for elected members of principal councils shall be £14,218 with effect from 1 April 2020.
Determination 2: The amounts payable under this Determination have been updated	Senior salary levels in 2020/21 for members of principal councils shall be as set out in Table 5 with effect from 1 April 2020.
Determination 3: This Determination has been updated	Where paid, a civic head must be paid a Band 3 salary of £22,918 and where paid a deputy civic head must be paid a Band 5 salary of £17,918 with effect from 1 April 2020.
Determination 4: This Determination has been updated	Where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,918.
Determination 7: This Determination has been updated	Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care.
National Park Authorities	
Determination 19: This Determination has been updated	The basic salary for NPA ordinary members shall be £4,010.
Determination 20: This Determination has been updated	The senior salary of the Chair of a NPA shall be £12,710.
Determination 21: This Determination has been updated	A NPA senior salary of £7,710 must be paid to a Deputy Chair where appointed.
Determination 22: This is a new Determination	Up to two Committee Chairs can be paid a salary of £7,710.
Fire and Rescue Authorities	
Determination 27: This Determination has been updated	The basic salary for FRA ordinary members shall be £2,005.
Determination 28: This Determination has been updated	The senior salary of the Chair of a FRA shall be £10,705.
Determination 29: This Determination has been updated	A FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.
Determination 30: This is a new Determination	Up to two Chairs of Committees can be paid. This shall be paid at £5,705.
Community and Town Councils	
Determination 47:	Community and town councils can pay financial

This Determination has been updated	loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: - Up to £55.00 for each period not exceeding 4 hours. - Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.
-------------------------------------	--

**Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ**

**Telephone: 0300 0253038
E-mail irpmailbox@gov.wales**

The Report and other information about the Panel and its work are available on our website at:

<http://irpw.gov.wales>

7c

THOMAS MCKNIGHT
3 HEOL AP GETHIN

NANTYGLO

EBBWVALE

GWENT

TOWN CLERK N+BKC

NANTYGLO and BLAINA
TOWN COUNCIL

21 OCT 2019

MONDAY 21ST OCT 2019

DEAR TRACEY

I AM WRITING THIS LETTER TO TENDER
MY RESIGNATION AS A TOWN COUNCILLOR
FOR THE NANTYGLO WARD.

I AM DOING THIS AS I NEED TO FOCUS ON
GETTING MY HEALTH BACK ON TRACK.

SO CAN YOU PLEASE ACCEPT MY RESIGNATION
FROM TODAY.

I HAVE REALLY ENJOYED MY TIME ON THE
COUNCIL AND WANT TO THANK EVERYONE FOR
THE HELP AND SUPPORT THAT WAS GIVEN TO ME.

YOURS SINCERELY
THOMAS MCKNIGHT

RE: Armistice Day Parades 2019

From: deanne.griffiths@blaenau-gwent.gov.uk

Sent: Wed, 16 Oct, 2019 at 15:54

To: Event.Safety@blaenau-gwent.gov.uk, clerk.alcc@gmail.com,
tredegartc@btconnect.com, brynmawr.tc@btconnect.com,
clerk@nantygloandblainatc.co.uk

Abertillery Parade 2018.pdf (1.1 MB)

Brynmawr Parade 2018.pdf (2.2 MB)

Llanhilleth Parade 2018.pdf (1.6 MB)

Nantyglo & Blaina Parade 2018.pdf (1.9 MB)

Tredegartc Parade 2018.pdf (21 MB) — **Download all**

Good afternoon all

Please find attached an event notification form for the Armistice Day Parades you are organising. I haven't received any notification from Police that their resources to assist with traffic management for the parades will be reduced.

I've attached the routes / road closure maps produced previously. If you have any queries, please give me a shout.

I believe Dave Watkins / Karl Hale are submitting the road closure applications for you.

Kind regards

Deanne

From: Event Safety

Sent: 27 August 2019 10:47

To: 'Clerk ALCC'; 'Town Clerk'; 'brynmawr.tc@btconnect.com';
'clerk@nantygloandblainatc.co.uk'

Subject: Armistice Day Parades 2019

Good morning all

You are invited to attend the Blaenau Gwent Event Safety Advisory Group meeting 2pm Tuesday 17th September, Civic Centre Ebbw Vale regarding arrangements for this year's Armistice Day parades. You may also find it beneficial to invite your RBL representative.

Please let me know if you are available to attend.

Kind regards

Deanne

Deanne Griffiths

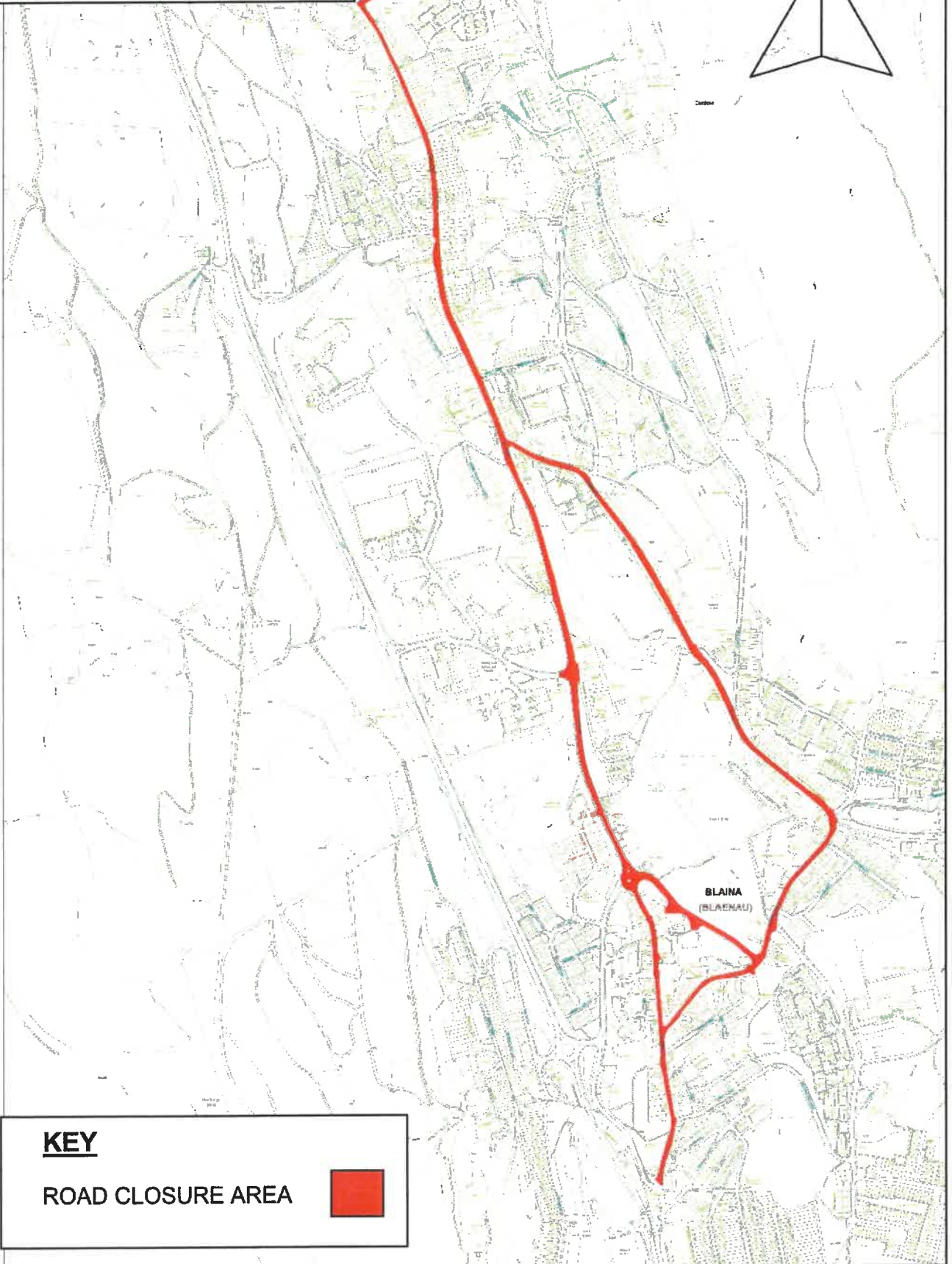
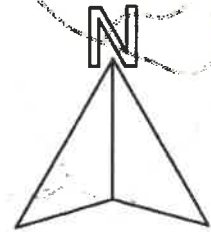
Civil Contingencies Manager | Rheolwr Argyfyngau Sifil
Blaenau Gwent County Borough Council | Gyngor Bwrdeisdref
Sirol Blaenau Gwent

01495 355568 / 07976 124393

SPECIAL EVENT ROAD CLOSURE

Remembrance Sunday Parades 11-11-2018

Nantyglo & Blaina Parade, 14.00 to 16.30



KEY

ROAD CLOSURE AREA



7e.

SOUTH WALES REGION - NOVEMBER TRAINING SESSIONS

From: Wendi Patience <wpatience@onevoicewales.wales>

Sent: Fri, 18 Oct, 2019 at 12:26

To: Wendi Patience

Cc: Paul Egan

Dear Colleagues,

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

The cost of the training is £40 for members or £60 per person for non members. You will be invoiced after the training has taken place.

There is a bursary available to eligible councils – please ask for details.

Start time is 6:30pm until 9:00pm

06/11/2019	Wednesday	The Sessions House, 43 Maryport Street, Usk. NP15 1AD	Module 10 - Charing Skills
06/11/2019	Wednesday	Civic Offices, Holton Road, Barry. CF63 4RU	Module 9 - Code of Conduct
07/11/2019	Thursday	Council Chamber, Town Hall, Cowbridge, CF71 7AD	Module 20 - Wellbeing of Future Generations Act 2015
11/11/2019	Monday	Undy Church & Community Hall, Church Road, Undy, Caldicot. NP26 3EN	Module 18 - Effective Staff Management
11/11/2019	Monday	Neath Community Centre, 10-12 Orchard Street, Neath. SA11 1DU	Module 6 - Local Government Finance
12/11/2019	Tuesday	Council Office, Newport Road, Bedwas. CF83 8YB	Module 2 - The Councillor
26/11/2019	Tuesday	Pontypool Community Council, 35A	

		Commercial Street, Pontypool, Torfaen. NP4 6JQ	Module 6 - Local Government Finance
27/11/2019	Wednesday	The Sessions House, 43 Maryport Street, Usk. NP15 1AD	Module 8 - Introduction to Community Engagement
27/11/2019	Wednesday	Civic Offices, Holton Road, Barry. CF63 4RU	Module 21 - Advanced Local Government Finance

Module Descriptions

Full Overview of Modules attached.

If you or your councillors are interested in attending the training, please email: wpatience@onevoicewales.wales with the name, email address and telephone number of each person wishing to attend.

Many Thanks,

Wendi Patience

Administration Officer Swyddog Gweinyddol

One Voice Wales Un Llais Cymru

24c College Street 24c Stryd Y Coleg

Ammanford Rhydaman

Carmarthenshire Sir Gaerfyrddin

SA18 3AF SA18 3AF

Tel/Ffon 01269 595400

Fax/Ffacs 01269 598510

Website: www.onevoicewales.org.uk /Gwefan:

www.unllaiscymru.org.uk

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

Agenda for Audit and Scrutiny Committee, Friday, 25th October, 2019, 10.00 am

From: Angharad Hawkes <angharad.hawkes@beacons-npa.gov.uk>

Sent: Fri, 18 Oct, 2019 at 14:19

To: Undisclosed recipients

The agenda for Audit and Scrutiny Committee, Friday, 25th October, 2019, 10.00 am has just been published.

To see the publicly available information, follow the link: [Agenda details](#)

Meeting venue: Conference Room, Plas y Ffynnon, Cambrian Way, Brecon LD3 7HP

The following items are included in the agenda:

No. Item

- 1 Correspondence
- 2 Declarations of Interest
- 3 Minutes
- 4 Public Speaking Scheme
- 5 Action Tracking
Budget Monitoring
- 6 Budget Performance Quarter 2 2019/20
Scrutiny
Performance and Risk
- 7 Performance and Risk review - quarter 2
- 8 Compliments/Complaints/Freedom of Information
- 9 Draft annual report 2018/19
- 10 Internal Audit update
- 11 Update on Cooke and Arkwright work
Other Business
- 12 Other Business

Peidiwch argraffu'r neges yma oni bai ei fod yn hollol angenrheidiol - ARBEDWCH YNNI a PHAPUR!/Please do not print this e-mail unless absolutely necessary - SAVE ENERGY and PAPER

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We have a range of rooms available to hire for meetings, conferences and training. We can also offer webcasting of meetings, see <http://www.beacons-npa.gov.uk/the-authority/hire-a-room> for details.

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Croesewir gohebiaeth yn y Gymraeg a'r

Saesneg/Correspondence welcomed in Welsh and English

Mae'r farn a fynegir gan anfonwr y neges hon yn un bersonol ac, heblaw a fynegir hynny yn hollol eglur, nid yw yn cynrychioli barn Awdurdod Parc Cenedlaethol Bannau Brycheiniog. Bwriedir yr eost yma a'i atodiadau ar gyfer y derbynnydd/derbynyddion yn unig ac all fod yn gyfrinachol. Os ydych wedi eu derbyn mewn camgymeriad peidiwch a chymeryd unrhyw weithred yn seiliedig arnynt na'i copïo na'u dangos i unrhyw un arall; rhowch wybod o'r camgymeriad i ni yn it@breconbeacons.org ac yna dilëwch bob copi.

Unless explicitly stated the views and opinions expressed by the sender of this message are those of the individual and do not represent the views and opinions of Brecon Beacons National Park Authority. This email and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must take no action based on them, nor



Blaenau Gwent County Council

Open Access Play Sessions



Let's Play!

Tuesday 29th October - Friday 1st November

Tuesday 29th October

10am-12pm HILLTOP LOG CABIN Darby Crescent Ebbw Vale NP236QE

1:30-3:30pm BLAINA Integrated Children's Centre High Street NP13 3BN

Wednesday 30th October

10am-12pm CWM William Street Play Area NP3 7TH

1:30-3:30pm BRYNMAWR Welfare Park Morgan Street NP22 3HD

Kindly funded by



Thursday 31st October

10am-12pm SIX BELLS PARK Windsor Road NP13 2QE

1:30-3:30pm DEIGHTON Playing Field Stockton Way NP22 3ES

A parent/carer is required to attend the session to complete the full registration.
ALL children under 8yrs must be dropped off and collected by a responsible adult.

Friday 1st November

10am-12pm & 1-3pm

Inclusive Play



Stay & Play sessions are aimed to support children with Additional needs and their siblings.

Parents/carers MUST stay with their child(ren) ** BOOKING ESSENTIAL **

Wyndam Vowles Community Centre, Crown Street Abertillery NP13 1PJ



Please contact Family Information Service to book your child's place: 08000 323339 www.facebook.com/BGFIS

Promoting Every Child's Right to Play

RE: My Services BGCBC App briefing session

From: David.Arnold@blaenau-gwent.gov.uk

Sent: Mon, 21 Oct, 2019 at 14:14

To: clerk@nantygloandblainatc.co.uk

Hi Tracy,

The resources team can offer 10am on Thursday 21st November for a follow up session on the My Services app for those who couldn't attend last week.

Hopefully that's enough notice to get some members along? The slides providing all the relevant info about the app will be circulated to all Clerks after the session for anyone unable to attend.

Many thanks,

David

David Arnold

Policy Officer / Swyddog Polisi

Partnerships Team / Tîm Partneriaethau

Blaenau Gwent Council / Cyngor Blaenau Gwent

Civic Centre / Canolfan Ddinesig

Ebbw Vale / Glyn Ebwy

NP23 6XB

david.arnold@blaenau-gwent.gov.uk

01495 357727

From: clerk@nantygloandblainatc.co.uk

[mailto:clerk@nantygloandblainatc.co.uk]

Sent: 15 October 2019 10:11

To: David Arnold

Subject: RE: My Services BGCBC App briefing session

Hi David,

At our committee meeting held last night, Members stated that they would like to take your offer of a separate session in respect of the MyApp during November.

Could you provide me with a few dates this would be available so I can co-ordinate with members?

Also, I have had one response (this morning) from one member who would like to attend the session on Thursday - Councillor Keith Jenkins.

Many thanks David

Kind regards

Tracy

Tracy Hughes - Town Clerk

Nantyglo and Blaina Town Council

E-mail: clerk@nantygloandblainatc.co.uk

Tel: 01495 292817

Monday - Thursday: 9am-3pm

Friday: 9am - 1pm

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Description

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Brand: [Fellowes](#) | Viking No. 7283043



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The Fellowes 450M is built to last with solid steel cutters, a powerful motor, and parts that are engineered to outperform its competitors, enabling it to also cut through credit cards, staples and CDs/DVDs. With a continuous run time of up to 10 minutes the 450M guarantees increased productivity which is perfect for any office environment.

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Often bought together

Specifications

Downloads

Reviews

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United Kingdom

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Office Depot Shredder CC-18XS Cross Cut 23 L

[Description](#)

★★★★★ (6 reviews)

Brand: [Office Depot](#) | Viking No. 1263156**Smart
Choice**

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nectar

Description



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Not only can this shredder destroy paper but also paper clips, staples and even credit cards are no match for it. This means you can don't have to spend ages detaching the staples from the pages first. A bin capacity of 23 litres means you won't have to keep running to the confidential waste to empty it.

Specifications

Reviews

- ✓ [FREE DELIVERY ON ORDERS OVER £30](#)
- ✓ [HASSLE FREE 30-DAY RETURNS](#)
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Description Delivery Returns Rely on Ryman Help

Description

SECURITY LEVEL: Level 4

SHRED TYPE: Cross Cut

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The Swordfish 1000XC Cross Cut Shredder is perfect for use in the home or office.

Described as a clear Best Buy by Europe's largest consumer watchdog organisation, the 1000XC is robust and quick to shred. A reverse function enables jams to be cleared with ease.

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The shredder is complete with four castors for mobility around the office and home.

[Click here to download the product manual](#)

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- Din Security Level 4
- Feed Entry Width 220mm
- Speed to shred - 2.0m/minutes
- Noise level - 69dB
- Bin Size - 20.0 litres

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Some of our products are sent directly from our suppliers, and can take a little longer to arrive. Look out for the van symbol next to the product image and the delivery advisory in the product description to easily identify these products.

If you're outside of England, Scotland and Wales, your delivery prices may change a little. See our complete Delivery Policy here for more information.

If you still have questions, our Customer Services Team would love to hear from you. Just call 0333 103 0901.

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Think you might change your mind?

Don't worry! If you change your mind for any reason or in the rare event there is a fault with your product we are more than happy to offer you a full refund*.

Simply ensure the goods are returned within 28 days of delivery and in a re-saleable condition and we'll take care of the rest.

*For our full returns policies please see our General Policy.

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For Business Account enquiries please email businessaccounts@ryman.co.uk or call 01270 530635 (8:30am to 5:00pm Monday to Friday, 9am to 6pm Saturdays and 10am to 4pm on Sundays)

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★★★★★ 3 Reviews



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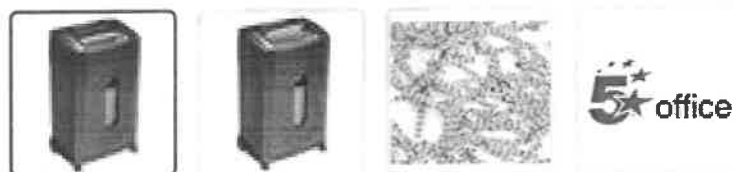
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- Thermal overload protection

0



Rexel Large Office Shredder Oil Lubricant 473ml
Bottle Ref 1760049

(£20.39 Incl. VAT)

£16.99

Save 53% off RRP

1



Specifications

Brand	5 Star Office
Capacity (litres)	28 Litres
Colour	Black & Silver
Cut size	4.0 x 44.0mm
Cut Type	Cross Cut
Dimensions	373 x 289 x 649mm
Model Name	CC24
Pack Size	1
Security Level	3 - Confidential
Sheet Capacity	20
Weight	11.05 kg

4.3 3 Reviews

2 out of 3 (67%) reviewers recommend this product

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Top Selling in this Category:



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5 Star Office CC8 Shredder Cross Cut P-4 Security 15 Litre Capacity

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Aurora AS1023CD 5x55mm Cross Cut Shredder (21797J)

5.0 (5 reviews)

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RRP: £429.99 - You Save: £69.04 (53%)

£60.95 + vat (£73.14 inc vat)

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Specifications

- 12 sheets per pass / 500 sheets per day
- Shreds Paper, Staples, Paperclips, CDs/DVDs & Credit Cards
- 5x55mm Cross Cut / DIN Security Level P-3 for sensitive & confidential data. [More Info.](#)
- 220mm Entry Throat (A4)
- Bin Capacity: 18 litres
- Dimensions (WxDxH): 315x220x510mm

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Product Information

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- ☐ Upgrade to 2 Year Warranty [i](#) **£14.00**
- ☐ [x1](#) 250ml Shredder Oil [i](#) **£8.95**
- ☐ [x1](#) 12pk Sharpening Sheets [i](#) **£9.95**
- ☐ [x1](#) 10 Waste Sacks(s1) [i](#) **£7.95**

Quantity: 1

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AS1023CD + 500ml Oil + 50 Sacks
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Bundle 2 **£97.96**
AS1023CD + 2 Year Warranty + 500ml Oil + 50 Sacks
Save: £4.89
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Shredder Oil & Waste Sacks for the Aurora AS1023CD

Why oil your shredder? / Why use waste sacks?



Universal 50 Litre Small Shredder Sacks (S1)

Pack of 100

£18.95 (x1)

£34.12 (x2)

£75.80 (x5)

(All + vat)

Quantity:

Buy



Universal Biodegradable Shredder Oil 250ml

£8.95 (x1)

£32.24 (x4)

£71.60 (x10)

(All + vat)

Quantity:

Buy



Universal Biodegradable Shredder Oil 500ml

£12.95 (x1)

£46.64 (x4)

£103.60 (x10)

(All + vat)

Quantity:

Buy



Universal Biodegradable Shredder Oil 1 litre

£16.95 (x1)

£61.04 (x4)

£135.60 (x10)

(All + vat)

Quantity:

Buy



Universal Sharpening and Lubrication Sheets

12 Pack

£9.95 (x1)

£17.92 (x2)

£39.80 (x5)

(All + vat)

Quantity:

Buy

Product Details

The Aurora AS1023CD is a small office shredder that will shred up to 12 sheets of paper at a time into 5x55mm cross cut pieces. It can also shred one credit card at a time (into cross cut pieces) and has a separate slot for shredding CDs into 4 pieces. The AS1023CD is certified DIN Security Level P-3.

The Aurora AS1023CD comes with the patented ShredSafe cover, an adjustable safety cover which also acts as a safety shut-off protecting users by cutting power if it detects an item being forced into it.

The AS1023CD comes with an 18 litre pull out waste bin that is easy to empty and is also mounted on castors making it simple to manoeuvre around the office.



DIN Security Levels

Shredders that destroy paper to Din Level P-3 are suitable for shredding sensitive and confidential data, as well as personal data such as company sales reports, tax documents and documents with private address data.

Specifications

Compare

Name	AS1023CD
Manufacturer Code	21797J
Security	
Paper Shred Size	5x55mm Cross Cut
Media Shred Size	Strips
DIN 66399 Security Levels	P-3 / O-1 / T-2 / E-2
Old DIN 32757-1 Level	Confidential (DIN 3)
Capacities	
Sheet Capacity	12 sheets
Daily Capacity	500 sheets
CD/DVD Capacity	1
Specifications	
Throat Width	220mm Entry Throat (A4)
Media Throat	Separate Throat
Shreds Paper	Yes
Shreds Staples	Yes
Shreds Paperclips	Yes
Shreds CDs/DVDs/Blu-Ray	Yes
Shreds Credit Cards	Yes
Shreds Floppy Disks	No
Shreds Cardboard Boxes	No
Waste Bin	
Bin Capacity	18 litres
Bin Style	Pull Out Bin
Waste Sack Type	S1