



CORRESPONDENCE FILE 1
(Page 1 - 15)

Annual Meeting

15 Mai/May 2023

Abergele Town Council

Representation on Outside Bodies 2022/24

Abergele Royal British Legion (Branch)	A Wood
Abergele Dementia Friends	A Hunter, S Jones-Roberts
Abergele Fairtrade Coalition	T Brennan?
Abergele Regeneration Board	T Brennan?
Canolfan Dewi Sant	A Hunter; N Williams; T Brennan
Conwy County Access Group	A Wood
Community Council Forum	The Mayor; A Wood
Charity of Robert Roberts	T Brennan; D Fetherstonhaugh; S Jones-Roberts; (3 ATC Members)?
East Promenade Consultative Group	A Hunter; A Wood; N Williams
Llandrillo College Council	D Green
Morfa Rhuddlan West Flood Partnership Group	A Hunter
North Wales Mid Wales Association of Town & Larger Community Councils	S Jones-Roberts; A Wood (3 ATC members) Vacancy?
North Coast Transport Liaison Committee	A Wood
One Voice Wales	2 representatives?
<u>SCHOOL GOVERNING BODIES</u>	
St George	P Heap-Williams
Glan Gele	A Hunter
Glan Morfa	Vacancy – require Welsh speaker?
St Elfod	S Jones-Roberts
St George Quarry Liaison	A Hunter
St George Village Hall Trust	A Wood
Menter Iaith	A Hunter



DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Town Clerk & RFO
Communications	To deal with all press and public relations on behalf of the Council.	Town Clerk & RFO
Documents	To sign documents on behalf of the Council.	Town Clerk & RFO
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk & RFO
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy County Borough Council.	Town Clerk & RFO
Finance	To administer the Council's bank balances.	Town Clerk & RFO
	To maintain adequate insurance cover for the Council's activities and property.	Town Clerk & RFO/ Deputy Clerk
	To act as the Responsible Financial Officer.	Town Clerk & RFO
	To authorise the payment of accounts	Town Clerk & RFO
	To write off outstanding debts in accordance with Financial Regulations.	Town Clerk & RFO
	Authorisation of routine expenditure within the agreed budget.	Town Clerk & RFO

CF1 P2

Service Area	Function	Officer
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk & RFO
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk & RFO
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk & RFO
Governance	To receive declarations of acceptance of office.	Town Clerk & RFO / Deputy Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk & RFO / Deputy Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Deputy Town Clerk
	To certify any bye-laws approved by the Council.	Town Clerk & RFO
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk & RFO
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk & RFO
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk & RFO
Land and Property	To purchase necessary goods and supplies.	Town Clerk & RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Town Clerk & RFO
	To arrange for grass cutting frequencies in relation to the maintenance of open areas within the town for which the Council is responsible.	Town Clerk & RFO / Deputy Town Clerk

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Service Area	Function	Officer
	To devise planting schemes for the various open areas for which the Council is responsible.	Town Clerk & RFO
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboriculture practice.	Town Clerk & RFO/ Deputy Town Clerk
Lettings	To authorise hire/lettings of the Town Hall subject to payment in accordance with the approved scale of charges.	Town Clerk & RFO / Deputy Town Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Deputy Town Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk & RFO
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk & RFO
	To implement national pay awards and conditions of service.	Town Clerk & RFO
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions.	Town Clerk & RFO
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk & RFO
	To arrange courses and training needs for staff within the approved budget.	Town Clerk & RFO

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Abergele Town Council

Terms of Reference of Committees January 2020

General Note:

This document sets out the powers and duties delegated to committees by Abergele Town Council and those further delegated by committees to sub-committees. The functions and duties are supplementary to and do not override any duties imposed by the Council's Standing Orders.

A committee and sub-committee can take decisions on matters contained in its terms of reference unless the matter is reserved for decision by the full Council or parent committee (in the case of a sub-committee) on the recommendation of that committee or sub-committee.

All meetings of committees and sub-committees are open to the press and public unless 'exempt' or confidential information is being discussed. Bodies which are informal sub-groups with no executive powers are not open to the public.

Membership of committees is decided each year at the Council's Annual Meeting in May. The Council's Mayor and Deputy Mayor are ex-officio members of every committee and sub-committee. Councillors who are not members of a committee or sub-committee may attend as members of the public but may not speak or vote (unless standing orders are suspended to allow them to speak).

Policy & Finance Committee

(Approved)

Membership: All Members of the Council

Quorum: One third of Members (six)

Reporting: The Policy and Finance Committee reports to the Full Council

Delegated Responsibilities:

1. To authorise all expenditure, keep under regular review the Council's income and expenditure and advise the Council and any relevant Committees on any major variations from approved programmes.
2. To manage all investments and insurances; to keep under review the financial procedures and controls of the Council; to secure the audit of the Council's accounts.
3. To examine new legislation and advise the appropriate committees in its implementation.

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Date: 12/05/2022

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4. To provide and maintain any office accommodation and services and the arrangements for records and archives.
5. To determine Councillor's travelling and subsistence allowances for attending events outside the Council area and the payment of expenses of official and courtesy visits.
6. To manage and maintain land and properties owned by the Council.
7. To consider and respond to any applications to the Council by Voluntary Bodies for financial assistance.
8. To maintain and keep under review methods of providing public information and of public consultation and participation and promoting public relations.

General Purposes and Planning Committee

(APPROVED)

Membership: All Members of the Council

Quorum: One third of Members (six)

Reporting: The General Purposes and Planning Committee reports to the Full Council

Delegated Responsibilities:

1. To consider and take appropriate action on any matter not specifically delegated to any other committee.
2. To make recommendations to the Council in respect of any alterations in the boundaries of the communities or their wards and in polling arrangements.
3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation on local planning and licensing applications and in responding to consultations on all other planning matters.
4. Any matter relating to recreation, parks, play areas and other open spaces in the Abergele Town Council area under the Local Government Rating Act 1997, s.31 play areas, recreation.
5. Any matter relating to CCTV under the Local Government Rating Act 1997, s.31 play areas, recreation and in relation to Section 17 of the Crime and Disorder Act 1998.
6. Matters relating to the enhancement, maintenance, promotion and protection of historic and cultural heritage within the Abergele own Council area under the War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by the Local Government Act 1948, s.133, the Parish Councils Act 1957, s. 2 and the National Heritage Act 1980, s 3.

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Executive / Estimates Committee

(APPROVED)

Membership: The Mayor, Deputy Mayor, Immediate Past Mayor, Chair and Vice-Chair of the General Purposes and Planning and Policy and Finance Committees

Quorum: Three members of the Committee

Reporting: The Executive / Estimates Committee reports to the Full Council, or to the General Purposes and Planning Committee or the Policy and Finance Committee, on specific matters delegated by those committees.

Delegated Responsibilities:

1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the community and the overall resources of the Council.
2. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee structure or in the distribution of functions, powers and duties of Committees, in the light of changing circumstances).
3. Having regard to the Council's resources, to advise the Council on the following matters:
 - (a) The Council's Annual Estimates for income and expenditure, including the priority to be accorded to the development of the Council's services and the timing of the introduction of new services.
 - (b) The annual precept to be levied by the Council.
4. To undertake an annual assessment of risks, to include: financial; administrative and organisational; employers; members; public; assets; health and safety; and fire safety and report to the Council on the management of identified risks.
5. To consider and respond, where required, to any urgent items of business arising during the summer recess (August), to include authorising payment of any accounts falling due and submitting observations on planning and licensing applications to the Local Authority.
6. To keep under review the Council's Standing Orders, Code of Conduct and Financial Regulations.
9. To respond to consultation and other documents, as referred to it from time to time by the Council or its Committees.
10. To consider other such matters, as delegated from time to time by the Council, the General Purposes and Planning Committee or the Policy and Finance Committee.

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Abergele Town Council

Terms of Reference of the Place Plan Committee January 2020

General Note:

This document sets out the powers and duties delegated to the Place Plan Committee by Abergele Town Council. The functions and duties are supplementary to and do not override any practice or procedural matters imposed by the Council's Standing Orders.

The committee can take decisions on matters contained in its terms of reference unless the matter is reserved for decision by the full Council on the recommendation to the committee.

All meetings of the committee are open to the press and public unless 'exempt' or confidential information is being discussed. Bodies which are informal sub-groups with no executive powers are not open to the public i.e. Advisory Groups.

Membership of committees is decided each year at the Council's Annual Meeting in May. Councillors who are not members of the committee may attend as members of the public but may not speak or vote (unless standing orders are suspended to allow them to speak).

Membership: All Town Council members

Non-voting members from the Community approved by the Council:

Mrs Linda Tavernor (Abergele Action); Neville Eden (Mentor Iaith); Vacancy (Traders Association); Vacancy (Traders)

County Councillors who are not members of ATC.

Invited Officers: Mr Peter Brown (CCBC); Mr James Harland (CCBC); Mr Shane Wetton;

Quorum: One third of Voting Members

Reporting: The Full Council

Delegated Responsibilities:

1. To authorise expenditure within the budget allocated by the Council, keep under regular review the Committee's income and expenditure and advise the Council on any major variations from approved programmes.
2. To ensure that the financial procedures and controls of the Council are adhered to and to ensure that all audit procedures are observed.
3. To ensure that legislation relating to the powers that the Committee is able to rely upon is adhered to and to liaise with the Town Clerk to ensure that the Council does not act Ultra Vires.
4. To advise the Council with regard to the Place Plan objectives and priorities, having regard to the needs of the community and the overall resources of the Council.

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Last updated 12/05/2022

CF198

5. To ensure that the voice of the Community is incorporated into the decisions approved by the Committee in line with the Power of Wellbeing principles and the Local Government Wales Measure Act 2011
6. Having regard to the Council's resources, to advise the Council on Place Plan objectives feeding into the Council's Annual Estimates for income and expenditure, including the priority of the work and projects required.
7. To undertake an annual assessment of risks, to include: financial; administrative and health and safety to the Council relating to the Place Plan.
8. To consider other such matters, as delegated from time to time by the Council to the Place Plan Committee.

Terms of Reference

Events Sub-Committee

Membership (2022/23): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee
(unless they signify, they do not wish to serve)

Cllrs. T Brennan; D Green; S Jones-Roberts; N. Williams;
A Williamson; A. Wood; K Yarwood

Chairman (2022/23): Cllr A Wood

Quorum: One third of the Members of the Sub-Committee (three members)

Reporting: The Events Sub-Committee reports to the Policy & Finance Committee.

It has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Christmas Lighting and Events.

The Sub-Committee advises the Council and oversees and arranges Events that the Town Council is involved with or wishes to organise, with a delegated budget for this purpose under the Local Government Act 1972, s.142.

The sub-Committee advises the Council on all matters in connection with the provision of Christmas Lighting, which uses the power given in S.144 of the Local Government Act 1972 to attract visitors to the town.

The sub-Committee reports to the Policy & Finance Committee

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Date 12/05/2022

CF1P10

Terms of Reference

Marketing & Promotion Sub-Committee

Membership (2022/23): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee (unless they signify that they do not wish to serve)

Cllrs T Brennan; D Fetherstonhaugh; J Jones;
S Jones-Roberts; N Williams; P Heap-Williams; Vacancy

Chairman (2022/23): Cllr. N. Williams

Quorum: One Third of the Members of the Sub-Committee or three Members whichever is the greater

Reporting: The Sub-Committee reports to the Policy & Finance Committee

The Marketing & Promotion Sub-Committee has delegated responsibility to consider and approve the content (articles and photographs), layout, printing and delivery arrangements for the Town Council's biennial Town Guide and Newsletter, within the budget approved by the Council. Any expenditure over and above the approved budget must be approved beforehand by the Policy & Finance Committee.

In carrying out these duties, the Sub-Committee will adhere to the current policy of the Council regarding the use of the Welsh language and any statutory requirements of the Welsh Language Wales Measure Act 2011 which apply to Town and Community Councils and the power to provide information relating to matters affecting Local Government under the Local Government Act 1972, s. 142.

The Committee is also responsible for overseeing the Town Council's website, Twitter, E-mail host, and any other tool that the Town Council may use in the marketing and promotion of the Town and the Council in line with legislation as set out by the Wales Measures Act 2012.

Terms of Reference
Staffing Sub-Committee

Membership: The Mayor
Cllrs. S. Jones-Roberts; P Luckock; C McCoubrey; A Wood;
T Brennan; D Green

Chairman (2022/23): Cllr C McCoubrey

Quorum: One Third of the Members of the Sub-Committee (three members)

Reporting: The Staffing Sub-Committee reports to the Estimates Committee and the Full Council

Under the following legislation - Employment Relations Act 2004, Employment Act 2008, Small Business, Enterprise and Employment Act 2015, Work and Families Act 2006 the Staffing Committee will :

1. establish and keep under review the staffing structure of the Council and to make recommendations for any changes to the Council, including current and projected staffing needs
2. draft, implement and review, monitor and revise policies for staff.
3. establish and review salary paycales and to be responsible for their administration and review.
4. **To oversee the recruitment and appointment of staff.**
5. **To arrange the execution of new employment contracts and changes to contracts.**
6. **To establish and review performance management (including annual appraisals) and staff training programmes.**
7. **To oversee any process leading to dismissal of staff (including redundancy).**
8. **To keep under review working conditions and health and safety matters.**
9. **To monitor and address regular or sustained staff absence.**
10. To make recommendations on staffing related expenditure to the Council.

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Min no: 18/22

CF1P12

11. **To consider any appeal against a decision in relation to pay.**
12. **To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).**
13. **To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.**
14. The Mayor/Deputy Mayor and/or Chairman of the Committee will be responsible for undertaking the annual personal development review for the Clerk (no more than two members at any one time)

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.

Detailed Income & Expenditure by Budget Heading 09/05/2023

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Subscriptions</u>								
4060 SLCC	0	0	1,000	1,000		1,000	0.0%	
4061 OVW	2,266	2,266	2,300	34		34	98.5%	
4062 NWATC	0	0	110	110		110	0.0%	
4063 CVSC	0	0	15	15		15	0.0%	
4064 Clerks & Councils Direct	0	0	60	60		60	0.0%	
4066 Data Protection	0	0	40	40		40	0.0%	
4068 Parish Online	0	0	250	250		250	0.0%	
4069 Fields In Trust	0	0	65	65		65	0.0%	
Subscriptions :- Indirect Expenditure	<u>2,266</u>	<u>2,266</u>	<u>3,840</u>	<u>1,574</u>	<u>0</u>	<u>1,574</u>	<u>59.0%</u>	<u>0</u>
Net Expenditure	<u>(2,266)</u>	<u>(2,266)</u>	<u>(3,840)</u>	<u>(1,574)</u>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	2,266	2,266	3,840	1,574	0	1,574	59.0%	
Net Income over Expenditure	<u>(2,266)</u>	<u>(2,266)</u>	<u>(3,840)</u>	<u>(1,574)</u>				
Movement to/(from) Gen Reserve	<u>(2,266)</u>	<u>(2,266)</u>						

12:00

Nominal Ledger Details

Nominal A/c 4108 S 137		Annual Budget		9,400.00		
Centre 107 Grants/Donations		Committed Exp		0.00		
Month	Date	Reference	Source	Transaction	Debit	Credit
			Opening Balance		0.00	0.00
1	01/04/2021	175	Journal	Natures way grant		300.00
1	01/04/2021	175	Journal	North Clwyd Grant		300.00
1	01/04/2021	NW001 <i>Nature's Way, Abergele</i>	Purchase Ledger	Shop front grant	300.00	
1	01/04/2021	NCA01 <i>North Clwyd Animal Rescue</i>	Purchase Ledger	Shop front grant	300.00	
2	01/05/2021	RNW01 <i>Relate North Wales (Cymru)</i>	Purchase Ledger	Grant Payment	250.00	
2	01/05/2021	TYG01 <i>Ty Gobaith Hospice</i>	Purchase Ledger	Grant Payment	500.00	
2	01/05/2021	YGG01 <i>Ysgol Glan Gele</i>	Purchase Ledger	Grant	2,243.85	
2	01/05/2021	YGM01 <i>Ysgol Glan Morfa</i>	Purchase Ledger	Grant	2,088.82	
2	01/05/2021	YSE01 <i>Ysgol St Elfod</i>	Purchase Ledger	Grant	2,566.83	
2	01/05/2021	GEORGE01 <i>St George Primary School</i>	Purchase Ledger	Grant	1,100.50	
3	17/06/2021	RBL01 <i>Royal British Legion</i>	Purchase Ledger	Donation	500.00	
Account Totals					9,850.00	600.00
Net Balance Month 12					9,250.00	

CF1P15