



**CORRESPONDENCE FILE 1**  
**(Pages 1 – 29)**

**Ordinary Meeting**

**6<sup>th</sup> April 2023**

Mayor's Diary April 2023

Date	Fee	Start Time	Expected End Time	Name of Organisation	Details	Venue	Invitation Sent	Reply & Consort		Confirmed(C)/(TBC)
								Mayor	Deputy	
01/04/2023										
02/04/2023										
03/04/2023										
04/04/2023										
05/04/2023										
06/04/2023										
07/04/2023										
08/04/2023										
09/04/2023										
10/04/2023										
11/04/2023										
12/04/2023										
13/04/2023										
14/04/2023										
15/04/2023	£12pp	7.30pm	U/K	Llandudno Town Council	Mayoral Charity Event in aid of various causes	Trinity Centre, Llandudno	Y	Y	Y	Y - Email
16/04/2023										
17/04/2023										
18/04/2023										
19/04/2023										
20/04/2023										
21/04/2023										
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27/04/2023										
28/04/2023										
29/04/2023										
30/04/2023										

CF1 P2

## ATC Clerk

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**From:** Victoria Currie  
**Sent:** 30 March 2023 09:45  
**To:** TKBTC Clerk; Ruth Halstead  
**Cc:** ATC Clerk; Gary Williams (Building Surveyor)  
**Subject:** RE: Re Abergele Joint Burial Board

Good morning Dylan.

I'm happy to confirm this concludes the transfer of the cemetery and burial responsibilities to CCBC.

Many thanks

Vicky

**From:** TKBTC Clerk <clerk@tkbtc.co.uk>  
**Sent:** 30 March 2023 09:33  
**To:** Victoria Currie <Victoria.Currie@conwy.gov.uk>; Ruth Halstead <ruth.halstead@conwy.gov.uk>  
**Cc:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Subject:** Re Abergele Joint Burial Board

### This Message Is From an External Sender

This message came from outside your organization.

Good Morning Vicky & Ruth

The Joint Burial Board's Bank Account was closed on Friday 24/03/2023, and the closing funds were transferred to the Conwy CBC account, as per the attached Conwy CBC Settlement Instructions.

- Ruth - Please can you kindly check the account Conwy CBC bank account (205149/40900265), and confirm safe receipt of the funds ([REDACTED]).
- Vicky - Please can you kindly confirm, that this fully concludes the transfer of the Abergele Joint Burial Board from Towyn and Kinmel Bay Town Council and Abergele Town Council to Conwy CBC, which includes the Abergele Cemetery and all Burial Responsibilities and duties.

Kind Regards

Dylan Thomas  
Town Clerk & Finance Officer  
Towyn & Kinmel Bay Town Council  
Community Resource Centre, The Square, Off Foryd Road,  
Kinmel Bay, Conwy, LL18 5BT  
Telephone 01745 355899  
Mobile 07922 424401  
e-mail: [clerk@tkbtc.co.uk](mailto:clerk@tkbtc.co.uk)  
[WWW.towynkinmelbay-tc.gov.uk](http://WWW.towynkinmelbay-tc.gov.uk)

CFIPI  
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## Cyngor Tref Abergele Town Council

### FORTHCOMING MEETINGS - APRIL 2023

29/03/22

All meetings will be held in the Town Hall and Council Offices, Llanddulas Road unless otherwise stated below. Members of the public and press are welcome to attend and observe all meetings of the Council. A copy of the agenda for council and committee meetings can be viewed on the council's website: [abergelepensarn.co.uk](http://abergelepensarn.co.uk) three days prior to the meeting.

Date	Time / Venue	Meeting
Thursday 6 <sup>th</sup> April	6:45 p.m. By hybrid attendance	Ordinary
Thursday 13 <sup>th</sup> April	6:45 p.m. By hybrid attendance	General Purposes and Planning Committee
Monday 17 <sup>th</sup> April	6:45 p.m. By remote attendance	Staffing Committee
Thursday 20 <sup>th</sup> April	6:45 p.m. By hybrid attendance	Policy and Finance Committee
*Monday 24 <sup>th</sup> April	6:45p.m. By remote attendance	Events Sub Committee
Thursday 27 <sup>th</sup> April	6.45 p.m. By hybrid attendance	Place Plan Committee

\* Date/time to be confirmed.

Other meetings:

CFIP3

## ATC Clerk

**From:** Wendi Patience <wpatience@onevoicewales.wales>  
**Sent:** 21 March 2023 17:09  
**To:** Wendi Patience  
**Cc:** Wendi Patience  
**Subject:** MARCH & April 2023 TRAINING DATES / DYDDIADAU HYFFORDDIANT MAWRTH & EBRILL 2023

### This Message Is From an External Sender

This message came from outside your organization.

Bilingual Message - Please See Below for a Welsh Version / Neges Ddwyeithog - Wele Isod am Fersiwn Cymraeg

Dear Colleagues,

Please find below details of Remote training sessions that are taking place in March & April 2023 please bring this to the attention of your council.

The cost of the training is **£38** 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.

Session times are listed against the module date – Please note all training sessions are in English unless otherwise stated.

Date	Day	Module	Time
21/03/2023	Tuesday	Use of IT, Websites and Social Media - Module 16	6.30-8.00pm
21/03/2023	Tuesday	Effective Staff Management - Module 18	6.30-8.00pm
21/03/2023	Tuesday	Information Management - Module 15	6.30-8.00pm
22/03/2023	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm
22/03/2023	Wednesday	Understanding the Law - Module 4	6.30-8.00pm
22/03/2023	Wednesday	The Council - Module 1	2.00-3.30pm
22/03/2023	Wednesday	Code of Conduct - Module 9	6.30-8.00pm
23/03/2023	Thursday	New Councillor Induction	6.30-8.00pm
23/03/2023	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00pm

23/03/2023	Thursday	Code of Conduct - Module 9	2.00-3.30pm
27/03/2023	Monday	The Councillor - Module 2	6.30-8.00pm
27/03/2023	Monday	The Council as an Employer - Module 3	6.30-8.00pm
28/03/2023	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
28/03/2023	Tuesday	The Council Meeting - Module 5	6.30-8.00pm
28/03/2023	Tuesday	Creating a Community Plan - Module 12	2.00-3.30pm
29/03/2023	Wednesday	Equality & Diversity - Module 14	6.30-8.00pm
29/03/2023	Wednesday	Local Government Finance - Module 6	6.30-8.00pm
29/03/2023	Wednesday	Introduction to Community Engagement - Module 8	2.00-3.30pm
30/03/2023	Thursday	Health & Safety - Module 7	6.30-8.00pm
30/03/2023	Thursday	Code of Conduct - Module 9	6.30-8.00pm
30/03/2023	Thursday	Understanding the Law - Module 4	6.30-8.00pm
03/04/2023	Monday	The Council as an Employer - Module 3	6.30-8.00pm
03/04/2023	Monday	The Council Meeting - Module 5 - WELSH	6.30-8.00pm
04/04/2023	Tuesday	Code of Conduct - Module 9	6.30-8.00pm
04/04/2023	Tuesday	Local Government Finance - Module 6	6.30-8.00pm
04/04/2023	Tuesday	Introduction to Community Engagement - Module 8	2.00-3.30pm
04/04/2023	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
05/04/2023	Wednesday	Chairing Skills - Module 10	6.30-8.00pm
05/04/2023	Wednesday	The Councillor - Module 2	6.30-8.00pm
05/04/2023	Wednesday	The Council - Module 1	6.30-8.00pm
06/04/2023	Thursday	Health & Safety - Module 7	6.30-8.00pm
06/04/2023	Thursday	Use of IT, Websites and Socail Media - Module 16	6.30-8.00pm
06/04/2023	Thursday	Creating a Community Place Plan - Module 12	2.00-3.30pm
10/04/2023	Monday	Creating a Community Place Plan - Module 12	6.30-8.00pm
10/04/2023	Monday	The Council - Module 1	6.30-8.00pm
11/04/2023	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
11/04/2023	Tuesday	New Councillor Induction	6.30-8.00pm
12/04/2023	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm

12/04/2023	Wednesday	The Council Meeting - Module 5	6.30-8.00pm
12/04/2023	Wednesday	Local Government Finance - Module 6	6.30-8.00pm
13/04/2023	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00pm
13/04/2023	Thursday	The Councillor - Module 2	6.30-8.00pm
13/04/2023	Thursday	Code of Conduct - Module 9	6.30-8.00pm
17/04/2023	Monday	The Councillor - Module 2	6.30-8.00pm
18/04/2023	Tuesday	Community Engagment Part II - Module 13	2.00-3.30pm
18/04/2023	Tuesday	Chairing Skills - Module 10	6.30-8.00pm
19/04/2023	Wednesday	The Council Meeting - Module 5	6.30-8.00pm
19/04/2023	Wednesday	Understanding the Law - Module 4	6.30-8.00pm
19/04/2023	Wednesday	Code of Conduct - Module 9	6.30-8.00pm
19/04/2023	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm
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20/04/2023	Thursday	Local Government Finance - Module 6	6.30-8.00pm
20/04/2023	Thursday	Creating a Community Place Plan - Module 12	2.00-3.30pm
20/04/2023	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00pm
24/04/2023	Monday	Local Government Finance - Module 6	6.30-8.00pm
24/04/2023	Monday	Health & Safety - Module 7	6.30-8.00pm
24/04/2023	Monday	Equality & Diversity - Module 14	6.30-8.00pm
25/04/2023	Tuesday	Effective Staff Management - Module 18	6.30-8.00pm
25/04/2023	Tuesday	Community Engagment Part II - Module 13	6.30-8.00pm
25/04/2023	Tuesday	The Council Meeting - Module 5	6.30-8.00pm
26/04/2023	Wednesday	Devolution of Services / Community Asset Transfer - Module 19	6.30-8.00pm
26/04/2023	Wednesday	Chairing Skills - Module 10	2.00-3.30pm
26/04/2023	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
27/04/2023	Thursday	Code of Conduct - Module 9	6.30-8.00pm
27/04/2023	Thursday	The Council - Module 1	6.30-8.00pm
27/04/2023	Thursday	The Council as an Employer - Module 3	6.30-8.00pm
27/04/2023	Thursday	Information Management - Module 15	6.30-8.00pm

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## ATC Clerk

**From:** Tracy Gilmartin <tgilmartin@onevoicewales.wales>  
**Sent:** 10 March 2023 12:14  
**To:** Tracy Gilmartin  
**Subject:** Polisi Cynllunio Cymru: Budd net ar gyfer bioamrywiaeth a chadernid ecosystemau / Planning Policy Wales: Net benefit for biodiversity and ecosystems' resilience

### This Message Is From an External Sender

This message came from outside your organization.

For your information / Er gwybodaeth i chwi

**From:** Stacey.Playle@gov.wales <Stacey.Playle@gov.wales> **On Behalf Of** PrifSwyddogCynllunio@gov.wales  
**Sent:** Friday, March 10, 2023 9:49 AM  
**Subject:** Polisi Cynllunio Cymru: Budd net ar gyfer bioamrywiaeth a chadernid ecosystemau / Planning Policy Wales: Net benefit for biodiversity and ecosystems' resilience

<p>Annwyl gyfeillion,</p> <p>Hoffem gael eich barn ar y newidiadau polisi sydd wedi'u targedu i <a href="#">Bolisi Cynllunio Cymru ynghylch buddion net ar gyfer bioamrywiaeth a chadernid ecosystemau</a> (gan ymgorffori newidiadau i gryfhau polisiâu ar Safleoedd o Ddiddordeb Gwyddonol Arbennig, coed a choetiroedd a seilwaith gwyrdd).</p> <p>Disgrifiad o'r ymgynghoriad Cynigir newidiadau sydd wedi'u targedu er mwyn cryfhau a chadarnhau'r polisiâu o ran sicrhau buddion net ar gyfer bioamrywiaeth ac ar gyfer cadernid ecosystemau. Mae hyn yn cynnwys polisiâu sydd wedi'u cryfhau o ran seilwaith gwyrdd, gwarchod Safleoedd o Ddiddordeb Gwyddonol Arbennig a Safleoedd o Bwysigrwydd er Cadwraeth Natur a Choed. Mae diweddariadau ffeithiol wedi'u gwneud i'r geiriad polisi ynghylch safleoedd gwarchoddedig a gwneir newidiadau canlyniadol i'r adrannau Dŵr a Mwynau er mwyn adlewyrchu'r buddion net ar gyfer polisi bioamrywiaeth. I gloi, gwneir newid ffeithiol mewn perthynas â Pharciau Cenedlaethol.</p> <p>Bydd yr ymgynghoriad hwn yn llywio diweddariad i Bolisi Cynllunio Cymru yn ddiweddarach yn y flwyddyn.</p> <p>Cyflwynwch eich ymatebion gan 31 Mai 2023.</p>	<p>Dear colleague,</p> <p>We want your views on the targeted policy changes to <a href="#">Planning Policy Wales on net benefit for biodiversity and ecosystems resilience</a> (incorporating changes to strengthen policy on Sites of Special Scientific Interest, trees and woodlands and green infrastructure).</p> <p>Targeted changes are proposed to strengthen and clarify the policy around securing a net benefit for biodiversity and the resilience of ecosystems. This includes strengthened policy on green infrastructure, the protection of SSSIs, Sites of Importance for Nature Conservation and Trees. Factual updates have been made to the protected sites policy wording and consequential changes are made to the Water and Minerals sections to reflect the net benefit for biodiversity policy. Finally, a factual change is made in relation to National Parks.</p> <p>This consultation will inform an update to Planning Policy Wales later in the year.</p> <p>Please submit your responses by 31 May 2023.</p> <p>Yours faithfully,</p> <p><b>Neil Hemington</b> <b>Prif Gynllunyydd, Y Gyfarwyddiaeth Gynllunio</b> <b>Chief Planner, Planning Directorate</b></p>
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CFI Pk 7



Yn gywir,

**Neil Hemington**  
**Prif Gynllunydd, Y Gyfarwyddiaeth Gynllunio**  
**Chief Planner, Planning Directorate**

Sganiwyd y neges hon am bob feirws hysbys wrth iddi adael Llywodraeth Cymru. Mae Llywodraeth Cymru yn cymryd o ddifrif yr angen i ddiogelu eich data. Os cysylltwch â Llywodraeth Cymru, mae ein [hysbysiad preifatrwydd](#) yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn diogelu eich preifatrwydd. Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn anfon ateb yn Gymraeg i ohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. On leaving the Welsh Government this email was scanned for all known viruses. The Welsh Government takes the protection of your data seriously. If you contact the Welsh Government then our [Privacy Notice](#) explains how we use your information and the ways in which we protect your privacy. We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

## Consultation Response Form

Your name:	
Preferred contact details (email/phone/post)	
Organisation (if applicable):	

Q1 Do you agree with the proposed changes in section 6.2? Please explain where you disagree with the change.

Agree

Neither agree or disagree

Disagree

Q2 Do you agree with the proposed changes to the step wise policy in section 6.4 paragraph 6.4.21? Please explain where you disagree with the proposed changes.

Agree

Neither agree or disagree

Disagree

Q3 Do you agree with the proposed changes to designated sites in paragraphs 6.4.10–6.4.20. Please explain where you disagree with the proposed changes.

Agree

Neither agree or disagree

Disagree

Q4 Do you agree with the proposed changes to trees and woodland in paragraphs 6.4.24-27? Please explain where you disagree with the proposed changes.

Agree

Neither agree or disagree

Disagree

Q5 Do you agree with the consequential changes to section 5.14 paragraph 5.14.37? Please explain where you disagree with the proposed changes.

CFIPB9

Agree

Neither agree or disagree

Disagree

Q6 Do you agree with the consequential changes to section 6.6 paragraphs 6.6.1, 6.6.5 and 6.6.6? Please explain where you disagree with the proposed changes.

Agree

Neither agree or disagree

Disagree

Q7 The proposed changes will provide a framework for the development of further guidance on the DECCA framework and a potential means of measuring whether a net benefit for biodiversity has been achieved and the resilience of ecosystems promoted. Do the proposed changes provide a sufficient framework to enable this or are there omissions which would need to be included with PPW itself? Please explain further if you consider there to be omissions which would prevent the effective development of further guidance.

Agree

Neither agree or disagree

Disagree

Q8 It is considered that the order of paragraphs in section 6.4 could be changed so that the stepwise approach comes before the paragraphs on designated sites. The order of the paragraphs has been changed in the proposed changes document; do you agree with this suggestion? Please explain if you do not agree.

Agree

Neither agree or disagree

Disagree

Q9 Please also explain how you believe the proposed policy could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language, and on treating the Welsh language no less favourably than the English language.

CFI P10

Q10 We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them:

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tick here:	
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## ATC Clerk

**From:** Tracy Gilmartin <tgilmartin@onevoicewales.wales>  
**Sent:** 08 March 2023 13:32  
**To:** Tracy Gilmartin  
**Subject:** Energy Champion Service  
**Attachments:** Energy Champion Service.pdf

### This Message Is From an External Sender

This message came from outside your organization.

Dear Member for your information and attention / Annwyl Aelod er gwybodaeth a'ch sylw

Daw'r wybodaeth hon oddi wrth drydydd parti i'w dosbarthu, ac fe'i danfonwyd atom yn Saesneg yn unig

This information is from a third party for distribution and has only been provided to us in English

**From:** Emily Berry <[Eberry@utility-aid.com](mailto:Eberry@utility-aid.com)>  
**Sent:** Tuesday, March 7, 2023 5:51 PM  
**Subject:** Energy Champion Service

Good Evening,

Please find attached our newest leaflet, showcasing our Energy Champion Service.

As part of a programme to reduce energy, organisations should appoint "Energy Champions" for each of their properties. The role of the energy champion is to advocate energy efficiency throughout your organisation and encourage co-workers, building users and stakeholders to adopt greener practices.

If you have any questions or want to discuss this service in more detail, please reach out.

Kind Regards



**Emily Berry**

Partnerships Manager



m: 07913519358  
t: 0808 178 2021  
e: [eberry@utility-aid.com](mailto:eberry@utility-aid.com)  
w: <https://utility-aid.co.uk>  
ADR: C35UTIL23

[+ Partners](#)

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[+ FAQs](#)

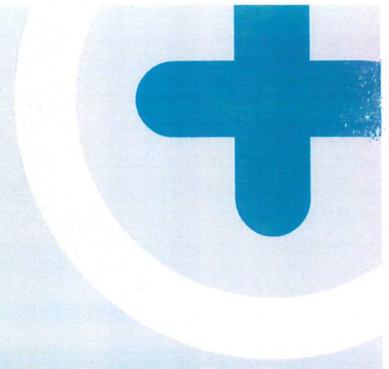
[+ Bill Upload](#)



Certificate  
No: 397842022



# Group Energy Champion



As part of a programme to reduce energy, organisations should appoint "Energy Champions" for each of their properties. The role of the energy champion is to advocate energy efficiency throughout your organisation and encourage co-workers, building users and stakeholders to adopt greener practices.

The Group Energy Champion Service is designed to

- ⊕ Increase energy awareness and create impactful education campaigns
- ⊕ Consider the impacts our environment and behaviour has on energy use
- ⊕ Educate on environmental regulations and policy
- ⊕ Educate on building energy use and methods for improvement
- ⊕ Identify building energy waste and methods for control.

Utility Aid provide will appoint an experienced energy assessor to provide a bespoke educational resource for your Building energy champions. The programme lasts 12 months and includes

- ⊕ Consumption analysis on appointment
- ⊕ Monthly online group sessions to educate on energy, methods for control/reduction, and the role of the energy champion.
- ⊕ One to one sessions with each energy champion and access to ongoing professional discussion with the Group Energy Champion.
- ⊕ Consumption analysis on completion of the 12-month programme
- ⊕ Continuing performance management and targeting.

Between each online session, Utility Aid will provide a questionnaire for each Energy Champion to complete before the next group session. These will usually take between 30 mins and an hour to complete and will be about the building they are responsible for.

At the end of each quarter, Utility Aid will provide a review of energy use and the impact made by the Energy Champion

The cost to enrol in the service starts from £400+ VAT per delegate\*.

To find out all you need to do now is get in touch  
[rglackin@utility-aid.co.uk](mailto:rglackin@utility-aid.co.uk).

Once this has been returned you will receive an Energy Services Contract, this will confirm the cost and payment arrangements and a start date for the programme to begin.

**To pay for itself our Group Energy Champion programme needs to save on average 1,300kWh of electricity per delegate per year**

Ruarie Glackin  
Accredited Commercial Energy Assessor EES/024616  
UTILITY AID LTD, NET ZERO Dept, Suite 10, Cockburn Place, Irvine, KAT1 5DA



CFIP 13



# POPPY APPEAL

Patron: Her Majesty The Queen



RECEIVED

21 FEB 2023

BY ATC

Mr IR Martin  
Asst Sec  
Abergele Branch. RBL

To. ~~ABERGELE~~ TOWN CLERK

## 100<sup>th</sup> ANNIVERSARY of ABERGELE BRANCH

This letter is to inform you that we, the Abergele (Toywn & Kinmel Bay) Branch, RBL, are pleased to inform you that as at 16<sup>th</sup> February 2024, we will celebrate our 100<sup>th</sup> Anniversary as a Branch of the RBL.

To celebrate, we are endeavouring to organise events throughout the year, 2024, in which the communities within which we operate, can join us and help celebrate.

There will be Church Services, held at Abergele and Towyn in which local participation will be welcomed and the format for these services is already in hand.

One of the things which will be happening is the entitlement for this branch to fly the 100th Anniversary Pennant from the Standard. The Branch has to offset this cost.

As a Branch, we cover two Council areas. After some thought, we have decided that we would approach you to see if you would honour us with a "Streamer" from your Council, to be placed on the Standard to depict our united front in the work we do.

This is a suggestion and we hope it will be accepted in the manner given.

Your Town Clerk will be given addresses of suppliers of these "Streamers" so as perusal can be made to ascertain whether or not it is viable to you.

As a Branch, we have taken great pleasure and much honour in the years we have worked together and hope to be able to support your council in future years as we have in the past.

Thank you for your time and patience. We look forward to hearing from you.

Contact with your Town Clerk is ongoing, any queries, questions or anything that is needed, please do not hesitate to call.

IR Martin, Asst Sec. Abergele RBL

CFIP#14



## ATC Clerk

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**From:** Royal British Legion Industries <coronation@rbli.co.uk>  
**Sent:** 28 March 2023 12:20  
**To:** ATC Clerk  
**Subject:** Is Abergele Town Council ready to celebrate the Coronation?

### This Message Is From an External Sender

This message came from outside your organization.



## Celebrating the Coronation of King Charles III

Dear Ms Evans,

I hope that you are keeping well at Abergele Town Council? I am writing to you from **Royal British Legion Industries** about the provision of decorations for the upcoming Coronation of King Charles III on 6th May 2023.

As the nation prepares to celebrate the Coronation, I wanted to introduce our veterans' **new range of celebratory signage, bunting and flags** specifically designed for Parish Councils like yours to decorate for this momentous occasion. Every product has been made or fulfilled by veterans supported by RBLI in the UK.

**Every penny from the proceeds of these decorations will fund the employment and support for veterans, their families and people with disabilities.**

This collection includes:

- Coronation Lamp Post Signs
- Coronation Union Jack Bunting
- Coronation Large Flags

<sup>1</sup>  
CFIP# 15





### King Charles III Coronation 2023 Lamp Post Sign

Available in English and Welsh with bulk discounts of up to 35%.

**£4.99**

[Shop Now](#)



### King Charles III Coronation 2023 Union Jack Bunting

Reusable weatherproof bunting, sold in 5m lengths for easy installation. Bulk discounts of up to 35% available.

**£12.99**

[Shop Now](#)



### King Charles III Coronation 2023 Flag

Large 5ft x 3ft flag, made of weatherproof polyester with metal eyelets.

**£15.99**

[Shop Now](#)

## ATC Clerk

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**From:** Deryck Evans <Deryck.Evans@audit.wales>  
**Sent:** 29 March 2023 16:57  
**Subject:** Annual return 2022-23  
**Attachments:** CTCs\_Annual\_Return\_2023\_Electronic\_Cy.docx; CTCs\_Annual\_Return\_2023\_Electronic\_Eng.docx; CTCs\_Annual\_Return\_2023\_Print\_Cy.docx; CTCs\_Annual\_Return\_2023\_Print\_Cy.pdf; CTCs\_Annual\_Return\_2023\_Print\_Eng.docx; CTCs\_Annual\_Return\_2023\_Print\_Eng.pdf

### This Message Is From an External Sender

This message came from outside your organization.

Please see attached the proforma annual return for 2022-23. We have provided copies in both 'Word (docx) and Acrobat (pdf) formats. Please do not amend the page breaks.

We are continuing to clear the 2021-22 audits as quickly as we can. Once we have issued the audit opinions, we pass a schedule of completed audits to our finance team, who will then issue invoices.

We are not yet in a position to issue the audit notices for the 2022-23 audits. Given the issues we have had with resourcing in the last year or two and an ongoing backlog of older audits that we are still clearing, we have decided not to issue the notices until we have confirmed the date from which our audit team will be in place. The community and town council audit programme is being slotted into our wider work programme. We will write to you again as soon as the timing is confirmed.

In the meantime, we recommend that you prepare and approve the annual returns as soon as you are able to. We will provide the dates for the exercise of electors' rights under the 2004 Act with the audit notice.

The format of the annual return is much like previous years. Some additional narrative has been included in the Accounting Statement related to staff costs and the Trust Funds disclosures have been consolidated into one item in the annual governance statement.

Gweler ynghlwm y ffurflen flynyddol proforma ar gyfer 2022-23. Rydym wedi darparu copïau ar fformatau 'Word (docx) ac Acrobat (pdf). Peidiwch â diwygio'r seibiannau tudalen os gwelwch yn dda.

Rydym yn parhau i glirio archwiliadau 2021-22 mor gyflym ag y gallwn. Ar ôl i ni gyhoeddi barn yr archwiliad, rydym yn pasio amserlen o archwiliadau wedi'u cwblhau i'n tîm cyllid, a fydd wedyn yn cyhoeddi anfonebau.

Nid ydym eto mewn sefyllfa i gyhoeddi'r hysbysiadau archwilio ar gyfer archwiliadau 2022-23. O ystyried y materion yr ydym wedi'u cael gyda rhoi adnoddau yn ystod y flwyddyn neu ddwy ddiwethaf ac ôl-groniad parhaus o archwiliadau hŷn yr ydym yn dal i'w clirio, rydym wedi penderfynu peidio â chyhoeddi'r hysbysiadau nes ein bod wedi cadarnhau'r dyddiad y bydd ein tîm archwilio ar waith. Mae rhaglen archwilio cyngor cymuned a thref yn cael ei slotio i'n rhaglen waith ehangach. Byddwn yn ysgrifennu atoch eto cyn gynted ag y bydd yr amseru'n cael ei gadarnhau.

Yn y cyfamser, rydym yn argymhell eich bod yn paratoi ac yn cymeradwyo'r ffurflenni blynyddol cyn gynted ag y gallwch chi. Byddwn yn rhoi'r dyddiadau ar gyfer arfer hawliau etholwyr o dan Ddeddf 2004 gyda'r hysbysiad archwilio.

<sup>1</sup>  
CFIP 17

## Conwy

Council	2021-22	2022-23	2023-24
Abergele Joint Burial Committee	Basic	-	-
Abergele Town Council	Basic	Full	Basic
Bay of Colwyn Town Council	Basic	Full	Basic
Betws-y-Coed Community Council	Basic	Basic	Full
Betws-yn-Rhos Community Council	Basic	Basic	Full
Bro Garmon Community Council	Basic	Basic	Full
Bro Machno Community Council	Full	Basic	Basic
Caerhun Community Council	Full	Basic	Basic
Capel Curig Community Council	Basic	Basic	Full
Cerrigydrudion Community Council	Full	Basic	Basic
Conwy Town Council	Basic	Basic	Full
Dolgarrog Community Council	Full	Basic	Basic
Dolwyddelan Community Council	Basic	Basic	Full
Eglwysbach Community Council	Full	Basic	Basic

## ATC Clerk

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**From:** Tracy Gilmartin <tgilmartin@onevoicewales.wales>  
**Sent:** 20 February 2023 13:06  
**To:** Tracy Gilmartin  
**Subject:** Important information - Section 6 reports 📌  
**Attachments:** Reporting guidance s6 eng 6-11-19 (1).pdf; Section 6 Reporting Template for C&TCs 2022.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### This Message Is From an External Sender

This message came from outside your organization.

Dear Clerks,

As you are aware your Community or Town council has a statutory duty under Section 6 of the Environment Act (2016) which states that every public body...

*...must seek to maintain and enhance biodiversity in the exercise of their functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.*

To comply, a council should:

*embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes, and projects, as well as their day to day activities.*

Every public authority (including all C&TCs) must publish a report on what they have done to comply with the duty. The first report was due at the end of December 2019, further reports must then be published before the end of every third year. A report was due to be published by the end of December 2022. Reports provide transparency, accountability and are a communication tool.

Reports can be published on a website or alternatively made available on request if needed.

In my role as Local Paces for Nature officer at One Voice Wales I am working with the Welsh Government to keep a record of the reports and this will allow us to create a

Group	Description of organisation relative to biodiversity.	Minimum Actions	Examples	NRAP objectives for Action Reporting (see template Annex 1)
	<b>Organisations:</b>			
1	<ul style="list-style-type: none"> <li>that own or occupy an office building only and</li> <li>whose functions are not directly connected to biodiversity and/or land management.</li> </ul>	Actions related to buildings management, procurement, sustainability, awareness raising, training, or in partnership with other organisations	Commissions, DVLA	NRAP objectives 1, 4, 6
2	<ul style="list-style-type: none"> <li>that own, occupy or manage land their own buildings and grounds,</li> <li>whose functions are connected with biodiversity and/or land management, or</li> <li>that can influence those who own or manage land.</li> </ul>	As per Group 1 above PLUS grounds management, cascading funding criteria, providing education and training	Public Health Wales, Universities, Sport Wales	NRAP objectives 1,4,6 as above NRAP objectives 2, 3, 5 relating to own grounds
3	<ul style="list-style-type: none"> <li>that own or manage land beyond their own grounds, whether their functions are connected with biodiversity and/or land management or not.</li> </ul>	As per Groups 1 and 2 above PLUS land management to maintain and enhance biodiversity, and promote the resilience of ecosystems.	Dŵr Cymru, Local Authorities, NRW, Welsh Government	All NRAP objectives

database across our sector and share best practice, helping all of you complete robust Biodiversity Action Plans (BAPs) and any future S6 reports (2025)

**Please could you respond and attach your completed report** to help us develop this useful resource. Your S6 report can take any form but please find attached to this email a handy S6 report template specifically for C&TCs.

Email: [Rcarter@onevoicewales.wales](mailto:Rcarter@onevoicewales.wales)

Please note that the report should be in proportion to the scope of each council. The table below will help you understand which sections of the report you should need to complete

The **Nature Recovery Action Plan for Wales (NRAP)** sets out six objectives for reversing the decline of biodiversity which should be used to help develop and guide actions to comply with the section 6 duty:

The 6 objectives to maintain and enhance biodiversity are:

**Objective 1:** Engage and support participation and understanding to embed biodiversity throughout decision making at all levels

**Objective 2:** Safeguard species and habitats of principal importance and improve their management

**Objective 3:** Increase the resilience of our natural environment by restoring degraded habitats and habitat creation

**Objective 4:** Tackle key pressures on species and habitats

**Objective 5:** Improve our evidence, understanding and monitoring

**Objective 6:** Put in place a framework of governance and support for delivery

Further information and advice is included in the guidance which is attached to this email. If you would like any help and advice on completing the 2022 report, please do get in touch so I can give you further information and guidance:

[Rcarter@onevoicewales.wales](mailto:Rcarter@onevoicewales.wales)

Cofion gorau,

**Rachel Carter**

Swyddog lleoedd lleol ar gyfer Natur  
Local Places for Nature Officer

Un Llais Cymru  
24c Stryd y Coleg Rhydaman  
Sir Gaerfyrddin  
SA18 3AF

Ffôn symudol: 07392 803323  
Ffôn swyddfa: 01269 595400  
[rcarter@unllaiscymru.cymru](mailto:rcarter@unllaiscymru.cymru)

One Voice Wales  
24c College Street  
Ammanford  
Carmarthenshire

***Environment (Wales) Act 2016 Part 1 - Section 6***

***The Biodiversity and Resilience of Ecosystems Duty***

***Report 2022***

**Abergele Town Council:**

Approved 27/03/23 Min No: 620/22

CF122

## **Introduction and Context**

- A short description of the Council, its functions and context in relation to
  - how it could help biodiversity (through functions with regard to land management, grant funding, education activities, for e.g.)
  - spatial scale and place (e.g. how much land does it cover, population, precept?)
  - public service delivery (e.g. is it subject to the Well-being of Future Generations (WFG) Act?)

### **Mission Statement:**

*As a democratic voice for the community of Abergele, the Council will work towards securing a sustainable and economically vibrant future and a society which is healthy, safe and socially inclusive.*

### **Aims:**

- *To promote and represent the community's views*
- *To serve those who live and work in Abergele and those who visit the town*
- *To enhance the historic and cultural heritage of Abergele and safeguard its natural and built environment in conjunction with the Power of Wellbeing Act*
- *To work in partnership with all other bodies, whether statutory, public, private, voluntary or community, in order to improve the quality of life and well-being of the community and to promote the town in an active and positive manner.*

### **To achieve these aims, Abergele Town Council has agreed the following Objectives:**

- *To consult with the community to establish its aspirations for the future*
- *To promote the vitality and viability of Abergele*
- *To encourage and participate in partnership and agency working with the public, private and voluntary sectors to achieve quality services in all areas for the betterment of Abergele and its residents and visitors*
- *To promote sustainable policies that strive to improve the environment to meet the needs of residents and visitors for both the present and future*
- *To help create a socially inclusive and caring community that embraces all residents and which seeks to develop their wellbeing, knowledge and understanding and mutual co-operation*
- *To strive for a pleasant, clean and safe environment*
- *To deliver quality services that provide value for money and to review those services on regular basis*
- *To support local voluntary groups that seek to assist residents and visitors to Abergele*



<b>Action Report</b>		
Action carried out to:		Monitored by:
-embed biodiversity into decision making & procurement	<ul style="list-style-type: none"> <li>• Reflected the commitment to biodiversity and natural areas in the Council's 2022 Annual Report</li> <li>• Take into account biodiversity considerations when considering planning applications and other associated matters, such as footpath diversion orders and neighbourhood services matters. Developing adaptation &amp; mitigation responses to the impacts of climate change.</li> <li>• The Council will consider changing mowing regimes by reducing the frequency of cuts to encourage wildflowers and other pollinator friendly plants, also providing cover for small mammals and reptiles.</li> <li>• No mow May</li> </ul>	<p>Commitments made in documents</p> <p>Consideration of biodiversity demonstrated in decisions on planning applications.</p> <p>Not implemented</p>
-raise awareness of biodiversity & its importance	<ul style="list-style-type: none"> <li>• awareness raising training sessions for members and staff.</li> <li>• encourage the community as a whole to volunteer in the context of nature/green spaces.</li> <li>• post details of the actions taken to help biodiversity on the website, social media platforms</li> <li>• waymarker project pending funding</li> </ul>	<p>Members to attend training</p> <p>PlacePlan Facilitator is encouraging this</p> <p>Placeplan Facilitator</p>

<p>-safeguard principal species and habitats</p>	<ul style="list-style-type: none"> <li>• contributed to the management of protected sites and species, including Local Wildlife Sites/Sites of Importance for Nature Conservation (SINCs)</li> <li>• Ensured that Green Gele project work takes into account principal species and habitats and creates beneficial additions</li> </ul>	<p>Records of any sites or species safeguarded Placeplan Facilitator to collate</p>
<p>-restore &amp; create habitats and resilient ecological networks</p>	<ul style="list-style-type: none"> <li>• Planted hanging baskets and planters with native pollinator friendly flowers.</li> <li>• Railway station has 8 new pollinator friendly planters installed and maintained by a newly formed Friends of Abergele Train station Community group</li> <li>• Contributed to the planning of a community growing space in the train station.</li> </ul>	<p>Area of habitat increased. Placeplan Facilitator</p>
	<ul style="list-style-type: none"> <li>• Provided wildlife friendly garden design lessons to St George's primary school. Resulted in a new designed space that the school are working with our Place Plan Facilitator to implement.</li> <li>• Provided 300 trees to begin the project through the Queens Jubilee Planting scheme</li> <li>• This same planting scheme has provided an additional 400 trees to be planted at St Michaels church and Pentre Mawr Park</li> </ul>	

	<ul style="list-style-type: none"> <li>• Worked on plans with TFW and Cartrefi Conwy to plant a tree trail on Maes Canol estate.</li> <li>• This will be educational for the 3 local primary schools and provide fantastic new wildlife habitat</li> <li>• Planted 10,000 daffodil bulbs as part of the scheme</li> </ul>	
<p>-tackle negative factors: for e.g. reduce pollution, use nature-based solutions, address invasive species</p>	<ul style="list-style-type: none"> <li>• Sustainable procurement policy which includes ensuring office supplies such as paper, cleaning products and office furniture are sustainably sourced (e.g. locally and/or made from recycled material).</li> <li>• Purchasing a composting bin for our green waste. In time this will be used in our planters and hanging baskets, replacing peat based compost.</li> <li>• Reduced the use of pesticides to only where absolutely necessary such as to control invasive non- native species such as Japanese Knotweed and Himalayan balsam</li> <li>• Water Butt agreed</li> </ul>	<p>Areas of invasive species tackled</p> <p>Amount of pesticide applied?</p> <p>Place Plan Facilitator</p> <p>Place Plan Facilitator</p> <p>To be implemented 2023</p>
<p>-use improve and share evidence</p>	<ul style="list-style-type: none"> <li>• work with the Biodiversity Officer at Conwy County Borough Council to ensure use of best practice and to increase knowledge of local issues</li> </ul>	<p>Placeplan Facilitator</p>

<p>-support capacity and/or other</p>	<ul style="list-style-type: none"> <li>• launch an annual award scheme to recognise the achievements of either a resident or local organisation who is championing environmental issues including schools and individuals who have both provided substantial help in maintaining a local nature reserve.</li> <li>• Abergele in Bloom</li> <li>• Require any organisations receiving grant from us to demonstrate how this will contribute to supporting biodiversity as part of their project.</li> </ul>	<p>Small budget will provide positive biodiversity benefits</p> <p>Partnerships formed to deliver biodiversity benefit.</p> <p>To be implemented</p>
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## Review of s6 duty

- What has worked well?  
The creation of wildflower and plant areas has been a success, especially as it has proved attractive to residents in addition to helping biodiversity. Also, there have been cost saving through the reduction of mowing. Design work and practical planting sessions have engaged community groups and created a spark of interest in biodiversity projects.
- What have the barriers been?  
Lack of expertise to identify changes needed or best practice, Placeplan Facilitator has only been in post 18 months and has a large remit. Lack of time to implement all elements. Difficult to work collaboratively with the County council as they are undergoing funding cuts. Community groups are in need of a coordinator that can provide support on events and to establish regular working patterns.
- What will you change?  
Work with Local Environmental Records Centre and the local Biodiversity Officer to seek advice.  
Place Plan Facilitator is leading on many biodiversity projects.  
Consolidate a variety of smaller objectives and projects into a larger single project with clearer aims.  
Work with community groups to deliver smaller projects.

- How and when will the s6 duty be monitored and the s6 plan reviewed?

The duty will be monitored through the Placeplan Committee and individual officers reporting back to the Council on the success or otherwise of the actions taken through the usual weekly, monthly and annual inspections. The S6 Plan will be reviewed in light of these reports and any other evidence or information that is made available to the Council. At the time of this report's publication, there is no specific time or date set for the next plan to be reviewed, but this will be done within the next six months