

Correspondence File 1

Ordinary Meeting

3 June 2021

From: Info <info@abergele-towncouncil.co.uk>
Sent: 19 May 2021 09:38
To: ATC Clerk
Subject: Fw: Progress Update on Safe Routes in Communities scheme, Pentre Mawr, Abergele 2021
Attachments: ERTN2002S_101A sheet 1.pdf; ERTN2002S_102A sheet 2.pdf; ERTN2002S_103A sheet 3.pdf

From: Janine Clayton-Smith <janine.clayton-smith@conwy.gov.uk>
Sent: 18 May 2021 16:28
To: Info <info@abergele-towncouncil.co.uk>
Subject: Progress Update on Safe Routes in Communities scheme, Pentre Mawr, Abergele 2021

Good afternoon,

I wanted to update you with progress made toward providing improved safe routes in Pentre Mawr Ward, Abergele. You may recall, Victor Turner my colleague, contacted you last year to consult on proposed designs for a pedestrian/cyclist shared use route from Sea Road Abergele, through Pentre Mawr Park, along Maes Canol and Ffordd Y Morfa to the schools. We have been successful in our bid to Welsh Government for funding of £607, 000 through their Safe Routes in Communities competitive bidding process and we will deliver the scheme this year.

Following on from our design consultations last year with you, Abergele Town Council, the schools, Sustrans and other key stakeholders some amendments to the scheme were made to take on board the feedback we'd received. I've attached plans for your perusal, but in summary the main features of the scheme are:

- Removing a section of wall at Sea Road to improve accessibility for all to/ from the residential area
- Introducing a raised top crossing at Sea Road, re-spacing the calming features as needed to maintain effectiveness and creating new entrance to the Park
- Widening and improving the shared use path in Pentre Mawr Park along its western and southern sides, improving street lighting and providing cycle parking
- Creating a new woodland walk at the eastern side of Pentre Mawr Park, with a flexi pave surface suitable for all active travel journeys providing another safe attractive link to Dundonald Avenue, away from cars
- Improving the existing pedestrian crossing, upgrading it to a Toucan crossing (where "two-can" cross, cycles and pedestrians) – increasing the width of the footway where ever possible to prioritise people walking and cycling
- Introducing a new Toucan crossing at the north of Dundonald Avenue, adjacent to Pentre Mawr Residential Home. Narrowing the approaches from Pensarn direction and improving road markings to discourage vehicle speeds
- Introducing a wide shared use path through Maes Canol and Ffordd Y Morfa, improving street lighting and formalising parking arrangements. **Parking and parking restrictions are a feature of the scheme that is likely to attract attention from the residents and our consultation process will seek to resolve any contentious issues – parking is a "hot topic"! There are proposals shown to introduce lengths of double yellow lines, as well as traffic calming speed cushions, which we will be undertaking our statutory consultations with the general public about in June/ July.
- Side entry road treatments, providing a level walking/ cycling surface along the route where possible
- Raised crossing points at Maes Canol, Ffordd Y Morfa and Llwyn Morfa
- New parking bays adjacent to the schools

The scheme will be made available to the general public on our Active Travel Website <https://conwy.gov.uk/activetravel> and the parking restrictions, traffic calming features and Toucan crossings will undergo the necessary statutory consultation/ notification processes during June and July. We anticipate construction outside the schools will begin in August, during the summer holidays, the other works will be phased to be completed outside the summer season.

I will brief you again when we are about to letter drop residents and when notices to be advertised in the press.

Should you have any queries or comments please don't hesitate to contact me.

Regards

Janine

Janine Clayton Smith DipASM DipSocSci

Peirianydd Cynorthwyol / Assistant Engineer

ERF - Neighbourhood Services

Traffic and Network Management

Mochdre

☎ 01492 575492

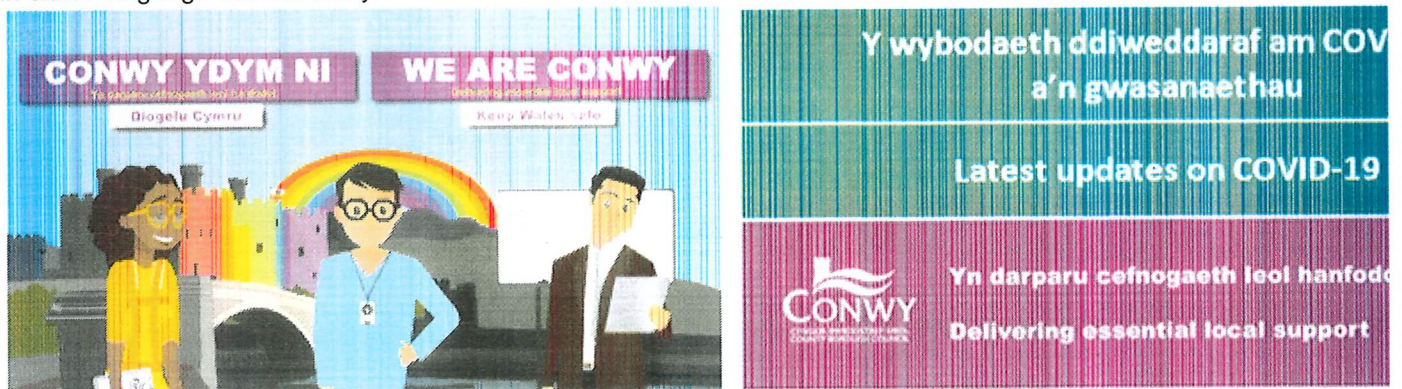
✉ janine.clayton-smith@conwy.gov.uk

[Sefyllfa Bresennol Gwasanaethau'r Cyngor](#) | [Council Services Current Situation](#)



[Sefyllfa Bresennol Gwasanaethau'r Cyngor](#) | [Council Services Current Situation](#)

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi. We welcome correspondence in both Welsh and English. We will respond to correspondence in either language without delay.



Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n

2
CFIP2

From: Janine Clayton-Smith <janine.clayton-smith@conwy.gov.uk>
Sent: 26 May 2021 10:15
To: clerk@abergele-towncouncil.co.uk
Cc: 'ATC Deputy Clerk'; Dyfed Thomas; Simon Bisset; Philip Vipond; Steven Roberts
Subject: RE: Progress Update on Safe Routes in Communities scheme, Pentre Mawr, Abergele 2021

Good morning Mandy,

Thanks for adding this to your next agenda.

I have forwarded your enquiry about flooding issues and street lighting to our design team who I am assured have liaised with Simon Bisset and Phil Vipond.

I have been made aware there is another project, Green Gele, which has been looking at upgrading parts of the parkland.

I can confirm that the extents of the street lighting as shown on our plans is as far as we are able to take it on this project. The existing concrete columns, identified, will be replaced and relocated (where necessary) to new low-carbon emission LED lighting. As you can appreciate this Safe Routes in the Community is extensive and the street lighting upgrades include works in the Maes Canol estate, which is a priority populated area in comparison with the path on the north side of the park. However, despite us not being able to include the upgrades requested there, I am hopeful it could be picked up by the Green Gele project in the future.

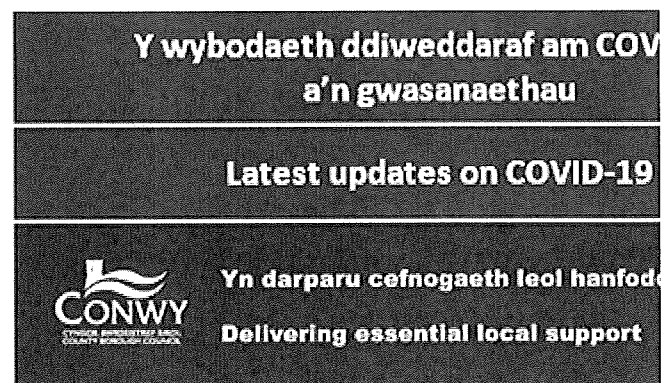
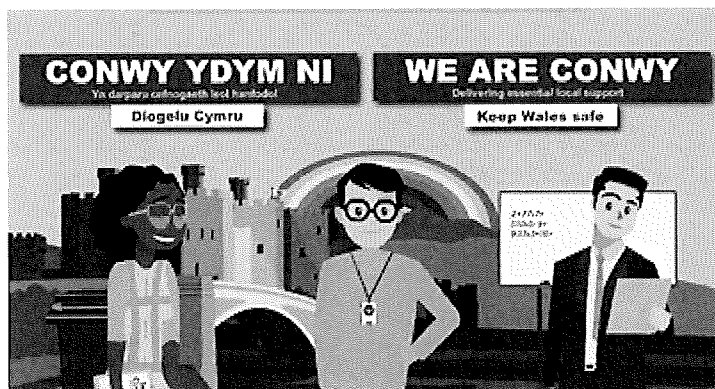
I look forward to receiving any comments the Community Council may have on the proposals in due course.

Kind regards

Janine

Janine Clayton Smith
Peirianydd Cynorthwyol / Assistant Engineer
ERF - Neighbourhood Services
Traffic and Network Management
Mochdre
☎ 01492 575492
✉ janine.clayton-smith@conwy.gov.uk

Sefyllfa Bresennol Gwasanaethau'r Cyngor | Council Services Current Situation



From: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>
Sent: 24 May 2021 15:41
To: ATC Clerk
Subject: Fw: Weight Limits St George

Flag Status: Flagged

Hi Mandy

Please see response below regarding weight limits in St George for the Ordinary meeting.

Lorraine Whalley
Deputy Clerk/Dirprwy Clerc
Cyngor Tref Abergele Town Council
Llanddulas Road
Abergele LL22 7BT
01745 833242

From: William Arwel Roberts <Wil.Roberts@conwy.gov.uk>
Sent: 19 May 2021 10:47
To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>
Cc: Dylan Jones <dylan.jones@conwy.gov.uk>; John Rowlands <john.rowlands@conwy.gov.uk>; Janine Clayton-Smith <janine.clayton-smith@conwy.gov.uk>
Subject: RE: Weight Limits St George

Hi Lorraine

About the consideration of a weight restriction through St George.

We are only able to consider weight restrictions where there is a structural reasons and it would be unsafe for heavy vehicles to use the road or an environmental weight restriction to preserve the amenity of an area. Consideration could possibly be given to the latter.

With environmental weigh restrictions we are only able restrict the road to vehicles with a maximum gross weight if 7.5 tonnes or 17 tonnes and must allow access to over weight vehicles to land or property on or adjacent to the restricted road, therefore. all vehicles exceeding the weight restriction would not be prohibited from using the road.

To introduce the restriction it would be necessary to make a Traffic Regulation Order that involves a lengthy legal process. We are not permitted to make a Traffic Regulation Order that has the effect of prohibiting access, hence the need provide an exception in the Order that allows overweight vehicle access. overweight vehicles.

Environmental weight restriction that we have introduce in the past have not been totally effective. It is remains a criminal offence to drive an overweight vehicle on the restricted road that can only be enforced by the Police. To enable them to enforce the restriction they will need to witness a driver contravening the regulations, which given the resources and priorities the Police have a high level of enforcement cannot be expected.

If you consider, given the limitations of a weight restriction, that it would be beneficial to introduce an environmental weight restriction of 7.5 tonnes I will draw up some proposals for consultation. However, we would not pursue the restriction without the full support of the Police and that funding was available.

I am sorry if this email sounds very negative, which was not the intention.

Regards

Wil Roberts

Peiriannydd Traffig / Traffic Engineer
Gwasanaethau Cymdogaeth / Neighbourhood Services
AFfC - Amgylchedd, Ffyrdd a Chyfleusterau / ERF - Environment, Roads and Facilities
Cyngor Bwrdeistref Sirol CONWY County Borough Council

From: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

Sent: 19 May 2021 09:39

To: ERF Service Requests & Enquiries <erf@conwy.gov.uk>

Cc: Dylan Jones <dylan.jones@conwy.gov.uk>

Subject: Weight Limits St George

Good afternoon

At the last Ordinary meeting of Abergele Town Council an issue concerning the passage of heavy vehicles through St George was raised due to more damage to one of the walls en-route.

It was reported that this issue has been of concern for many years and, despite, the installation of advisory signage at key points on the approaches to St George, HGV's continue to use the through route and consistently cause damage. The problem is also exacerbated by sat nav when the A55 becomes blocked

Members felt that weight limits should be introduced, and the councillor for St George, Cllr Fetherstonhaugh, has suggested the following three locations:

- 1) the bottom of Primrose Hill by the A55,
- 2) the crossroads of St George Road & Fardre Hill/Nant Ddu Road,
- 3) at Dinorben Lodge heading towards the village.



I would be grateful if Members could have your view on the suitability of these suggestions and, if not possible, what the alternative locations might be.

I look forward to hearing from you.

Kind regards
Lorraine

Lorraine Whalley
Deputy Clerk/Dirprwy Clerc
Cyngor Tref Abergele Town Council
Llanddulas Road
Abergele LL22 7BT
01745 833242

Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Ar gyfer yr amodau llawn ynglŷn â chynnwys a defnyddio'r neges e-bost hon ac unrhyw atodiadau, gweler www.conwy.gov.uk/ebost_ymwadiad

CFIP 6

This email and any attachments are confidential and intended for the named recipient only. The content may

From: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>
Sent: 26 May 2021 11:57
To: ATC Clerk
Subject: Fw: Traffic calming measures - Covid fund works

For the Ord

Lorraine Whalley
Deputy Clerk/Dirprwy Clerc
Cyngor Tref Abergele Town Council
Llanddulas Road
Abergele LL22 7BT
01745 833242

From: Paul Smith <paul.smith@conwy.gov.uk>
Sent: 25 May 2021 15:44
To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>
Subject: Traffic calming measures - Covid fund works

Dear Lorraine,


I have been asked to contact yourself to provide an update on the provision of traffic islands. I can confirm that the Council has been producing consultation documentation and fully intends to share these with the Town Council, local Councillors and frontages of any proposed works as well as other third parties in the near future.



If I can be of further assistance, please do not hesitate to contact.
Thank you for your interest in this matter.

Regards

Paul Smith
Peiriannydd Cynorthwyol / Assistant Engineer
Yr Amgylchedd, Ffyrdd a Chyfleusterau / Environment, Roads & Facilities
E-bost / E-mail: paul.smith@conwy.gov.uk
Gwe / Web: www.conwy.gov.uk
Est / Ext: 5529
Ffon: 01492 57 5529

Cyngor Bwrdeistref Sirol CONWY County Borough Council

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Sefyllfa Bresennol Gwasanaethau'r Cyngor | Council Services Current Situation

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi. We welcome correspondence in both Welsh and English. We will respond to correspondence

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CP1P73

clerk@abergele-towncouncil.co.uk

From: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>
Sent: 24 May 2021 15:43
To: ATC Clerk
Subject: Fw: Dog Waste Bins

Hi Mandy
Please see response below to the request for extra dog waste bins for the Ordinary

Regards
Lorraine

Lorraine Whalley
Deputy Clerk/Dirprwy Clerc
Cyngor Tref Abergele Town Council
Llanddulas Road
Abergele LL22 7BT
01745 833242

From: ERF Service Requests & Enquiries <erf@conwy.gov.uk>
Sent: 20 May 2021 11:27
To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>
Cc: ATC Admin <admin@abergele-towncouncil.co.uk>
Subject: RE: Dog Waste Bins

Dear Ms Whalley
Thank you for your email, 'there is no identified funding to introduce additional assets. Additionally, as all waste is processed through the same disposal stream we do not support the introduction of specific dog waste bins. Their capacity is limited and we are increasingly seeing people avoiding lifting the lids as they want to avoid contact with surfaces. Should the TC wish to fund additional assets we could accommodate their servicing.'

Thanks,

Simon Billington

Rheolwr Mannau Agored / Open Spaces Manager
Yr Amgylchedd, Ffyrdd a Chyfleusterau / Environment, Roads & Facilities
Cyngor Bwrdeistref Sirol CONWY County Borough Council

* simon.billington1@conwy.gov.uk
(01492 575299

: www.conwy.gov.uk

Sefyllfa Bresennol Gwasanaethau'r Cyngor | Council Services Current Situation

CM 1/28

from CW. G. Frost.

As you rightly pointed out we hopefully will be meeting again at the Town Hall again.

You referred to a Hybrid solution. Zoom has already anticipated this scenario. There are two options Webinar and individual participation. Webinar is really a seminar approach, where as Individual participation is as we currently conduct our meetings. Hope the items below assist you.

[Zoom On-Premise Deployment – Zoom Help Center](#)

This goes into a lot of detail, which will help if and when you talk to Conwy for your support.

In its most simple form all you need is a large screen, a camera looking at the room. (alternative is every member in chamber logs into zoom on their Ipad as they do now. So each chamber member is visible as individuals)

[Make Hybrid Meetings The Best Of Both Worlds \(forbes.com\)](#)

Nicked from the above link

Forethought is necessary because intentional design is a prerequisite for engagement. For example:

- Ensure the layout of the room allows for in-room participants to sit facing one another—yet socially distanced—so they can speak to each other while still facing their individual cameras.
- If you're holding breakout conversations, plan for multiple conference rooms so the in-person team members can participate along with their virtual counterparts. (Avoid the temptation to make the in-person group a single breakout.)
- Sometimes the best solution is to hold separate forums. For example, if you're holding a townhall, it may be better to have one for the in-person crew and one for the remote folks. This allows you to optimize for both groups, while sacrificing neither.

Discipline is needed because the in-person participants must stay perpetually conscious of the needs of remote teammates. Some best practices:

- Avoid side conversations; any sidebars should be made in the chat section of your video communications technology, so all are included.
- Have every live participant logged into the meeting and on-camera so virtual participants can see them individually (though, obviously, you'll want to have a single audio source).
- Make sure structure and strong facilitation are part of every meeting owner's toolkit. Open, unstructured discussions will favor the in-person crew, especially if the meeting has six or more participants.

Best Regards

George Frost

Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Ar gyfer yr amodau llawn ynglŷn â chynnwys a defnyddio'r neges e-bost hon ac unrhyw atodiadau, gweler

clerk@abergele-towncouncil.co.uk

From: Neil Payne <Neil.Payne@conwy.gov.uk>
Sent: 26 May 2021 09:08
To: clerk@abergele-towncouncil.co.uk
Cc: Andy Plumb; Will Valintine
Subject: RE: Zoom Hybrid Return To Chambers

Not a problem Mandy.

We use both now – Zoom is mainly used for the democratic meetings as it's the only system that can accommodate a translator and we can also stream / record with it. The expectation of this Logitech device we will test is that it will allow any meeting platform to connect to screens, speakers and mics in meeting rooms.

Just let us know – either option we have no issue with it's just the support side we can't deliver for non-Conwy kit but that maybe a minimal overhead in any case for you.

Thanks

Neil

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>
Sent: 26 May 2021 09:02
To: Neil Payne <Neil.Payne@conwy.gov.uk>
Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>; Will Valintine <Will.Valintine@conwy.gov.uk>
Subject: RE: Zoom Hybrid Return To Chambers

Hi Neil

Many thanks for the information, we currently use zoom, but as staff have teams but didn't find them as user friendly for meetings.

I will provide members with the information provided and then we can take any decision from there.

Kind regards

Mandy

Mandy Evans
Clerc y Dref/Town Clerk
Cyngor Tref Abergele Town Council

From: Neil Payne <Neil.Payne@conwy.gov.uk>
Sent: 25 May 2021 18:27
To: clerk@abergele-towncouncil.co.uk
Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>; Will Valintine <Will.Valintine@conwy.gov.uk>
Subject: RE: Zoom Hybrid Return To Chambers

Hi Mandy

CFIP10

Regarding the microphone / speaker system I really wouldn't know we would need to take a look at it. No problem with looking to see if that could be used first but it would depend on it's compatibility with the new Logitech kit we plan to test.

Yes you could still use CCBC laptops if you purchase the ccbc kit and equally there is nothing to stop you using ccbc laptops with the meeting kit provided by the third party contractor. It's purely a decision for yourselves re the support and what the different kit provides for your meetings. Do you stream / record them and are you using Zoom or Teams? Not a major issue either way but just so we understand better what you may wish to do ?

Thanks

Neil

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>
Sent: 25 May 2021 13:45
To: Neil Payne <Neil.Payne@conwy.gov.uk>
Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>; Will Valintine <Will.Valintine@conwy.gov.uk>
Subject: RE: Zoom Hybrid Return To Chambers

Thanks Neil

Many thanks for the information, it is invaluable as always.

Just a couple of questions for clarification if I could:

If we purchased the CCBC kit could we then use one of the existing CCBC laptops?
The Town Council have a microphone speaker system installed, could this be utilised or would it be obsolete?

I have not had a quote for an install to ATC, so not sure of the exact costs for the Town Hall as of yet, but it's all a good starting point for members to consider.

Kind regards

Mandy

Mandy Evans
Clerc y Dref/Town Clerk
Cyngor Tref Abergele Town Council

From: Neil Payne <Neil.Payne@conwy.gov.uk>
Sent: 25 May 2021 13:18
To: clerk@abergele-towncouncil.co.uk
Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>; Will Valintine <Will.Valintine@conwy.gov.uk>
Subject: RE: Zoom Hybrid Return To Chambers

Sorry for not coming back earlier Mandy.

If you'd like to order the meeting room kit then that's not a problem but please bear in mind we couldn't support it and the laptop would not connect to the corporate network (could connect as a guest) because it wouldn't be a ccbc build device. We are happy to run our eyes over the specification of the kit being offered to you if that helps though.

If you'd prefer for us to order we are just waiting on a new Logitech device for testing that allows any laptop to connect and run a meeting on any platform (be it Teams, Zoom etc) as we need to upgrade our own meeting rooms to support this so that maybe an option to consider but may be a few weeks.

Costs wise we are looking at around £1000 for the kit to do this (hoping this will reduce if we do go head and place a bulk order).

A screen and mobile stand would come in at around £900 but that would allow you to move the screen anywhere you want.

Speakers, camera and microphone we are looking at but I would expect that we can source for under £500.

So around £2400 for that set up but it wouldn't include the laptop you have within the separate offer.

So will leave with you to consider Mandy – either option is fine with us just need to bear in mind we can't support kit purchased separately.

Regards

Neil

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>
Sent: 24 May 2021 15:02
To: Neil Payne <Neil.Payne@conwy.gov.uk>
Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>
Subject: RE: Zoom Hybrid Return To Chambers

Hi Neil

I'm in the process of adding the email below to the next Agenda and one of the other council's has obtained costs from a local company to install a screen, sound system and laptop starting at around £2500. Would this be something that would be acceptable for ATC to do separately or would CCBC wish to be involved?

Translation not been a problem at this moment in time as the Council only hold their meetings through the medium of English. Any advice would be much appreciated.

Kind regards

Mandy

Mandy Evans
Clerc y Dref/Town Clerk
Cyngor Tref Abergele Town Council

From: Neil Payne <Neil.Payne@conwy.gov.uk>
Sent: 12 April 2021 10:34
To: clerk@abergele-towncouncil.co.uk
Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>
Subject: RE: Zoom Hybrid Return To Chambers

Morning Mandy

Yes Zoom may well work but you would need to invest in a Zoom rooms set up also.

[Zoom Rooms Video Conference Room Solutions - Zoom](#)

CFIP#12

Costs from what I can see start at £39 per month but you would also need to invest in hardware to run the meetings (probably a screen and conference unit) on top.

We are working to have hybrid meetings possible in the chamber but there is a fair amount more to that has whatever we use (Zoom currently for democracy because it is the only product that supports translation during the meeting). We are working with auditel and public-I who both provide equipment in the chamber to accommodate this whilst continuing streaming and translation.

As we move across to Teams as a Council that will become our standard for conferencing as we have licensing and our own meeting rooms will be set up to manage Teams meetings in a hybrid way. Bear in mind if you move across fully as a Town Council onto our tenancy you would also have access to this licensing.

So you have some choices but they maybe a little way off on the Teams side as we have so much work getting it rolled out corporately.

If you were to require assistance setting this up for Abergele we would want to levy a charge depending on the product you select as it's quite a bit of work to set up and wouldn't be included in the annual support fee currently. I can't offer an indication on costs from us just now as we don't know what would be involved as yet.

Thanks

Neil

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>

Sent: 12 April 2021 09:08

To: Neil Payne <Neil.Payne@conwy.gov.uk>

Cc: Andy Plumb <Andy.Plumb@conwy.gov.uk>

Subject: FW: Zoom Hybrid Return To Chambers

Good morning both

Hope you had a good Easter break.

I received the email below a member following the last meeting, where a question was raised as to whether the Council would be able to facilitate hybrid meetings. My reply was that I had anticipated that the question would be asked and have made tentative enquires with IT. Would you be able to offer any advice to the option suggested below?

Kind regards

Mandy

Mandy Evans

Clerc y Dref/Town Clerk

Cyngor Tref Abergele Town Council

From: gwf@georgefrost.org.uk <gwf@georgefrost.org.uk>

Sent: 02 April 2021 10:18

To: Clerk@abergele-towncouncil.co.uk

Subject: Zoom Hybrid Return To Chambers

Hi Mandy,

4
CFIP 13

Mayor's Diary June 2021

Date	Time	Name of Organisation	Details	Venue	Invitation Sent	Reply		Confirmed
						Mayor	Deputy	
01/06/2021								
02/06/2021								
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Cyngor Tref Abergele Town Council

FORTHCOMING MEETINGS - JUNE 2021

19th May 2021

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 meetings can be viewed on the council's website at abergele-towncouncil.co.uk, at the Library or on request from the Clerk.

Date	Time / Venue	Meeting
Thursday 3 rd June	6.45 p.m. By remote attendance	Ordinary
*Monday 7 th June	6.45 p.m. By remote attendance	Events Sub Committee
Thursday 10 th June	6.45 p.m. By remote attendance	General Purposes & Planning Committee
Thursday 17 th June	6.45 p.m. By remote attendance	Policy and Finance Committee

* Date/time to be confirmed.

Other meetings:

CAIPIS

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 26 May 2021 15:49
To: Wendi Patience
Cc: Wendi Patience
Subject: JUNE 2021 - Remote training sessions that are taking place in June / MEHEFIN 2021 - Sesynau hyfforddiant o bell a gynhelir ym mis Mehefin.
Attachments: New Free training places Form 2020 Cym.docx; New free training places form 2020.docx; Bursary letter up to Feb 2021-22 - £100.docx; Bursary letter up to Feb 2021-22 £100 Cym.docx

Dear Colleagues,

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

The cost of the training is £30 for members or £50 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.

01/06/2021	Tuesday	The Councillor Module 2	6.30-8.00
01/06/2021	Tuesday	Local Government Finance Module 6	6.30-8.00
01/06/2021	Tuesday	Code of Conduct Module 9	2.00-3.30
02/06/2021	Wednesday	The Council as an Employer Module 3	6.30-8.00
03/06/2021	Thursday	The Council Meeting Module 5	2.00-3.30
03/06/2021	Thursday	Local Government Finance Module 6	6.30-8.00
03/06/2021	Thursday	Advanced Local Government Finance Module 21	6.30-8.00
08/06/2021	Tuesday	Information Management Module 15	6.30-8.00
08/06/2021	Tuesday	The Council Module 1	2.00-3.30
09/06/2021	Wednesday	Understanding the Law Module 4	6.30-8.00
09/06/2021	Wednesday	Advanced Local Government Finance Module 21	6.30-8.00
09/06/2021	Wednesday	Local Government Finance Module 6	6.30-8.00
09/06/2021	Wednesday	Code of Conduct Module 9	6.30-8.00
10/06/2021	Thursday	Chairing Skills Module 10	2.00-3.30
10/06/2021	Thursday	The Council as an Employer Module 3	6.30-8.00

10/06/2021	Thursday	Local Government Finance Module 6	6.30-8.00
11/06/2021	Friday	Understanding the Law Module 4	6.30-8.00
14/06/2021	Monday	Advanced Local Government Finance Module 21	6.30-8.00
14/06/2021	Monday	Understanding the Law Module 4	2.00-3.30
16/06/2021	Wednesday	The Council as an Employer Module 3	2.00-3.30
16/06/2021	Wednesday	Understanding the Law Module 4	6.30-8.00
16/06/2021	Wednesday	Code of Conduct Module 9	6.30-8.00
17/06/2021	Thursday	The Council as an Employer Module 3	6.30-8.00
17/06/2021	Thursday	Effective Staff Management Module 18	6.30-8.00
17/06/2021	Thursday	Advanced Local Government Finance Module 21	6.30-8.00
17/06/2021	Thursday	Local Government Finance Module 6	6.30-8.00
21/06/2021	Monday	The Council Module 1	6.30-8.00
22/06/2021	Tuesday	Advanced Local Government Finance Module 21	6.30-8.00
23/06/2021	Wednesday	Understanding the Law Module 4	6.30-8.00
23/06/2021	Wednesday	The Council Meeting Module 5	6.30-8.00
23/06/2021	Wednesday	Local Government Finance Module 6	6.30-8.00
24/06/2021	Thursday	Advanced Local Government Finance Module 21	6.30-8.00
24/06/2021	Thursday	Equality & Diversity Module 14	6.30-8.00
25/06/2021	Friday	The Council as an Employer Module 3	6.30-8.00
28/06/2021	Monday	The Councillor Module 2	6.30-8.00
28/06/2021	Monday	Understanding the Law Module 4	6.30-8.00
28/06/2021	Monday	Chairing Skills Module 10	6.30-8.00
28/06/2021	Monday	Information Management Module 15	6.30-8.00
29/06/2021	Tuesday	Local Government Finance Module 6	6.30-8.00
30/06/2021	Wednesday	The Council as an Employer Module 3	6.30-8.00
30/06/2021	Wednesday	Code of Conduct Module 9	6.30-8.00
30/06/2021	Wednesday	Advanced Local Government Finance Module 21	6.30-8.00

Many thanks.
Wendi

CF1P17

From: Elen Edwards <Elen.Edwards@conwy.gov.uk>
Sent: 20 May 2021 17:52
To: Martin Hanks; ATC Clerk; 'clerk@tkbtc.co.uk'; Tina Earley ; Conwy Town Council; towncouncil@llandudno.gov.uk; Jayne Neal; clercllanrwst@outlook.com
Cc: Haf Jones
Subject: Transforming Towns Business Fund
Attachments: Transforming Towns Business Fund - Final Guidance Notes - v3.doc; TT BUSINESS SUPPORT GRANT PROPOSAL TEMPLATE.docx

Annwyl oll / Dear all

Gweler ynghlwm ac isod / Please find below and attached.

We have recently been informed of some Welsh Government Revenue funding which will be made available from Aug / Sept 2021 and will need to be spent before the 31st of March 2022. This revenue funding is to support the Transforming Town agenda and in summary:

- Whilst it's called "Business Fund" it is not direct funding for businesses. It's intended to contribute to activities that will increase footfall and vibrancy within town centres, and in turn support businesses.
- The use of the Fund is intended to promote a regional approach, selecting the most suitable projects that contribute to enhancing town centres, and that can achieve the intended outcomes within the timeframes that this grant is available. The preferred approach is to invite applications for funding through a lead Local Authority (Wrexham), mirroring current regional regeneration models. The grant scheme would be led and managed at a regional level, by the lead LA.
- The amount available is £583,000 for the region.
- WG don't want an apportionment of the fund for each LA, but are looking at a regional approach for the majority of the allocation and then some smaller, county specific interventions. Having spoken to Wrexham this morning it looks like Digital interventions and support will be the regional approach and then each LA to submit ideas on top.
- There is also an additional £250,000 (£100,000 revenue / £150,000 capital) for the whole of Wales towards the piloting of creative hubs. Within the application form there is a separate area of the form solely dedicated to the development of creative hubs within the town centre. These hubs are seen as pilot projects to test ways that enable creative opportunities for collaboration and diversification to contribute to an enhanced town centre experience. This is a competitive grant and applications will be assessed by a panel.

Obviously the £583k needs to go a very long way, and as we don't know what the regional Digital intervention amounts to, we don't either know what's left. Dependant on interest, we may have to prioritise initially for Conwy and we will then submit to Wrexham as Lead Authority and they in turn to WG.

- Please be mindful of the Business Grant Objectives – anything delivered must work towards one or more of those objectives.
- This is primarily a revenue only pot (the capital element only applies to the creative hubs).
- Any activity has to be delivered and completed within 6 months, and deliverability is key to the approval process.
- It's about increasing footfall and vibrancy within town centres.
- The steer from Ministers is that this is very much about the "doing" and not about scoping, feasibility studies, plans etc. – they want to see action and things happening on the ground.
- If you would prefer to submit one umbrella EoI across several TC's to deliver against a certain objective then please do so but you would need one TC to lead and claim the funding etc.
- Again, I stress it's a competitive process.

I will leave this with you as the guidance and EoI are self-explanatory.

If there is interest then please complete the attached EoI and return to me by no later than **5pm on Wednesday the 26th of May**. I can only apologise for the tight deadline but we don't set the timeframes and that's how it is these days – short windows of opportunities from both WG and UK Government!

I am writing to make you aware of arrangements for play provision over the school summer holidays 2021. As you may know, we were sadly unable to run provision last summer due to the on-going Covid -19 pandemic. We are feeling very hopeful that given all the developments over the past 12 months and the approach from the Welsh Government in regards to children's play opportunities we will be able to run this summer's provision as normal with slight changes to our practice and risk assessments to ensure the safety of your communities. Many Town and Community Councils have historically provided funding for 'Playing Out' summer holiday play provision and we hope to be back with a full timetable for summer 2021. You will have all received costings of sessions previously from my colleague Haf Jones but I wanted to take this opportunity to outline the arrangements.

'Playing Out' will offer free, open access play provision of high quality to enable children and young people to play, develop and socialise with their peers. Supporting positive mental health and well-being within families and communities.

To ensure that staff have adequate time for cleaning and preparing resources Playing Out sessions will run for 1 hour 30 minutes. Play sessions will still offer opportunities such as den building, arts and crafts, cooking on the fire, water slide, making tree swings, free play, sports, circus skills, dressing up and loose parts play.

If you feel the costings are prohibitive to your T&C Council, Haf is happy to help your council look for grant funding or different options to help with the cost.

Open Access Play Provision is a measure in the Play Sufficiency Assessment; your input would ensure children in your community have a happy, more active summer and assist in the wider recovery of children and young people who have felt isolated over the past 12 months.

Please contact Nathania Scyner – nathania.scyner@conwy.gov.uk as soon as possible to indicate if your council is able to fund this worthwhile and much appreciated provision.

If you require more information or would like a presentation to your council on Playing Out please don't hesitate to contact me.

Sefyllfa Bresennol Gwasanaethau'r Cyngor | Council Services Current Situation

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi. We welcome correspondence in both Welsh and English. We will respond to correspondence

CFIP19

From: Nathania Scyner <nathania.scyner@conwy.gov.uk>
Sent: 24 May 2021 15:57
To: clerk@abergele-towncouncil.co.uk
Subject: RE: Playing Out Summer 2021- Request for funding

We will be running playing out for 4 weeks in the holidays and one week we will hold events to celebrate Play Day.

Yes that would be fine as long as I know in advance to be able to draw up the timetable.

We usually (top of my head) run 4 sessions in Pentre Mawr Park and 3 sessions in Glan Gele Park.

Thanks	1 session	£270
	2 "	£540
	3 "	£810
	4 "	£1080
	5 "	£1350
	6 "	£1620
	7 "	£1890.

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>
Sent: 24 May 2021 15:53
To: Nathania Scyner <nathania.scyner@conwy.gov.uk>
Subject: RE: Playing Out Summer 2021- Request for funding

Hi Nathania

Many thanks for the information. Is the proposal for one a week for five weeks over the summer holidays and could the sessions be alternated between the two Abergele parks?

Budget = £1900

Kind regards

Mandy

Mandy Evans
Clerc y Dref/Town Clerk
Cyngor Tref Abergele Town Council

From: Nathania Scyner <nathania.scyner@conwy.gov.uk>
Sent: 24 May 2021 15:34
To: clerk@abergele-towncouncil.co.uk
Subject: RE: Playing Out Summer 2021- Request for funding

Thank you for your email.

The cost per session is £270.

We are hopeful that we will be able to provide you with details of a grant to help with costs towards the provision in due course I am just awaiting confirmation.

Many Thanks

From: clerk@abergele-towncouncil.co.uk <clerk@abergele-towncouncil.co.uk>
Sent: 24 May 2021 13:36
To: Nathania Scyner <nathania.scyner@conwy.gov.uk>
Subject: FW: Playing Out Summer 2021- Request for funding

Hi Nathania

Playing Out 2019 Evaluation and Report



CVSC



What is Playing Out?

Playing Out is a chance to play, have fun, get wet, messy and muddy and make friends.

Playing Out are fun, playful 2 hour sessions run by trained playworkers. The sessions are all about children playing freely and choosing what they want to do so playworkers are there to support rather than to lead.

The sessions are for children aged 5 to 14, they are open access which means children can come and go as they please however parents and carer's are welcome to stay with children if they want.

We aim to be as inclusive as possible, if a child has particular requirements we ask that parents/ carer's let us know so we can support them to attend.

Comparison to last year	2018 (98 sessions)	2019 (80 sessions)
Individual children attended	1529	1452
Adult visits to site	553	1786
Total child attendances	2052	2215
Average child attendance per session	21	28

Quick Facts

The Average attendance of children per session was= 28

There were 1786 adult visits to sites over the summer.

80 sessions were run across 23 sites.

The Playing Out Facebook page had 1780 followers over the summer.

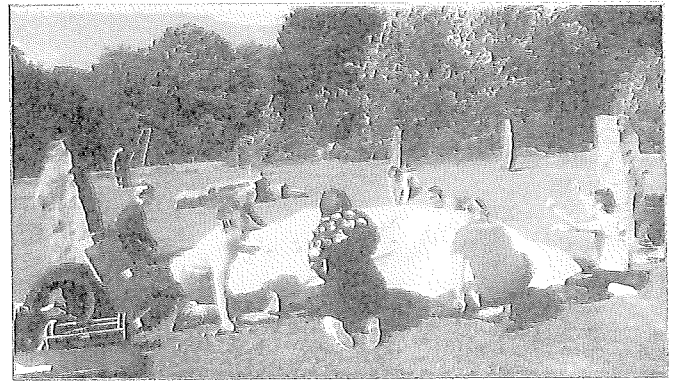
CF 1 P18 19 21

Delivery

Playing Out was delivered in partnership between Conwy County Borough Council (CCBC) and CVSC Play Development Team.

CCBC provided the overall responsibility for the scheme with CVSC providing the playwork training for staff, co-ordination and day-to-day management of Playing Out.

This partnership approach enhanced the provision as it brought together a range of skills and expertise from each organization to ensure that Playing Out provided best practice for communities.



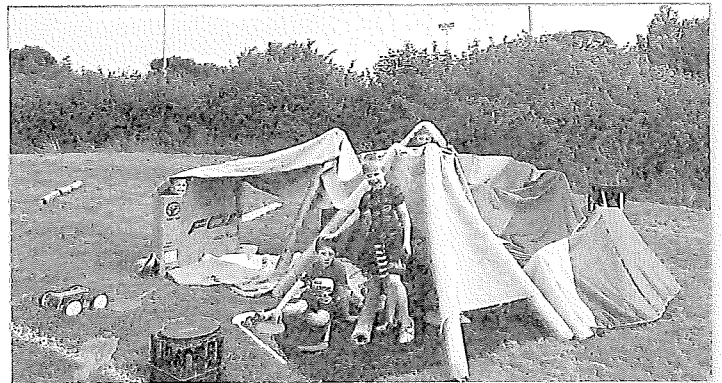
Town and Community Councils were invited to buy into the scheme to fund the operational costs. Eight Community Councils 'bought' into the scheme, which enabled the provision to run in 23 various sites.

Inclusion

Playing Out had a dedicated inclusion worker for children who needed additional support accessing the sessions. This enabled disabled children and children with extra requirements to enjoy Playing Out.

Case Study

Child A has an ASD diagnosis and although verbal, struggles to socialize with other children. As sessions progressed, Child A discovered some trees behind the park where other boys around his age were playing. Child A began building relationships with the other children; climbing the trees and playing their games. The inclusion playworker supported Child A to socialize with the other children and he became included in the play.

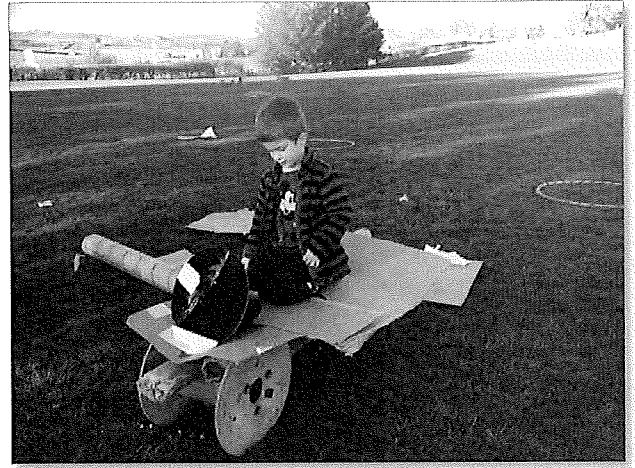


His mum said he would go home talking about his new friends and would say 'Am I seeing my friends?' throughout the week.



Children's feedback

- **98%** of children rated Playing Out as very good or excellent.
- **98%** of children reported trying different activities.
- **96%** of children stated that they felt happier after Playing Out additionally
- **96%** of children reported feeling better about themselves.
- **98%** of children told us that Playing Out gave them more time and space to play.
- **80%** of children felt that they had spoken to more people and
- **89%** felt they were able to get along better with people after Playing Out.



- **91%** of children reported that they felt able to join in activities and socialize more at Playing Out.
- **91%** of children also felt like they had more freedom during Playing Out sessions.
- **93%** of children felt more independent that they could do more things for themselves as a result of Playing Out.
- **100%** children reported that Playing Out gave them more opportunities to play.



- **94%** of children felt more resilient after Playing Out.

Parent Feedback

During this years project playworkers reported that families were visiting their local play session but also using the 'near by' area designed timetables to access other local sessions.

Playworkers reported lots of parents expressing that they didn't know about the other near by parks or play spaces until they saw them advertised on through Playing Out.

We asked parents if they would use the spaces more often after the playing out sessions, 76% of families said that they would use the spaces more often.

What does Playing Out do for your children?

- 78% of parents reported that Playing Out gave their children improved time and space to play.
- 98% of parents felt that their children were able to explore different types of activities at Playing Out.
- 82% of parents felt their children were more active as a result of Playing Out.
- 80% of parents felt that children were able to join in more at the Playing Out sessions.
- 67% of parents stated that their children were happier as a result of Playing Out.



What does Playing Out do for you?

- 51% of parents told us that they had met more people through the Playing Out project.
- 75% of parents reported that Playing Out gave them more time to socialize.
- 65% of adults who completed evaluations felt a better sense of community during Playing Out.
- 51% of parents felt that they had a better understanding of play and had learnt more about the importance of their children's play.

Children's Comments-

"Something else to do. Get out of the house"-
Elisha aged 11

"Its good for little and big children."-Maisey aged 11

"Attracts so much people, I can make friends easily"-
Lucus aged 6

"Always different things to play with"- Isabel aged
10

"Getting to know the playworkers and playing with
them. Having fun on the waterslide and using tools"-
Oliver aged 9

"I just like playing" -Dominic aged 6

"Having fun with your friends"- Louis aged 8

"Let us do what we want to do. Building dens.
Playing with friends. Normal Stuff"- George aged 5

"I can investigate'- Scarlett aged 6

"It's just like fun and I always make a HQ which my
little brother doesn't break because he can play with

Parent's Comments-

"My children attend a school out of the village, so it's an opportunity to
mix with children who live in the village- make new friends"- Parent

"Confident, calmer behavior and happier children!"- Parent of 3

"My granddaughter has been cripplingly shy and has found this difficult
initially but she has made great development strides socially- made
friends and interacted a lot!" -Grandmother

"Nice to have a community place to come and play"-Parent

"It just gives opportunity to do something the kids look forward to
without a cost implication"- Parent

"Helps my children access play that they otherwise couldn't, due to my
own disability."- Parent

"Fab session with a range of activity that all range and abilities can
access keep up the great work guys!"- Parent

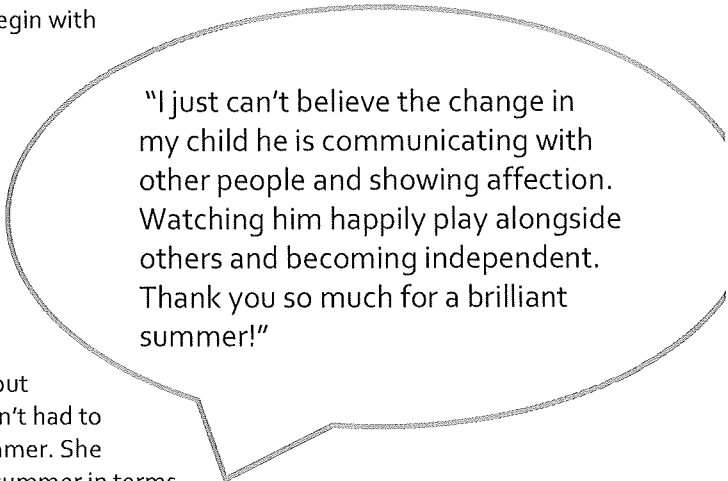
"Lots of activities- No two sessions are the same. Kids can play and get
messy together!"- Parent

"Brings children from the community together! Community!
Togetherness! Hands on! Brilliant..."- Parent

Case Study 1

Child A had a formal diagnosis of speech and sound disorder. To begin with the child attended Play sessions but remained close to his parents, they avoided getting involved with the activities we offered and any involvement they did display was alongside his older two siblings. His older siblings appeared frustrated as the child became disruptive to their play.

Mum found the sessions very helpful as she said the children needed to be outside, being indoors was difficult and she worries about the summer as many things available to do for children cost money – she said throughout the year she has to put money aside to make sure the children have plenty to do throughout the summer holidays and by being able to attend sessions she hasn't had to worry about the expense in ensuring her children have a good summer. She also was amazed by the progress her children had made over the summer in terms of socializing and speech development and put this down to the opportunities the sessions had given them.



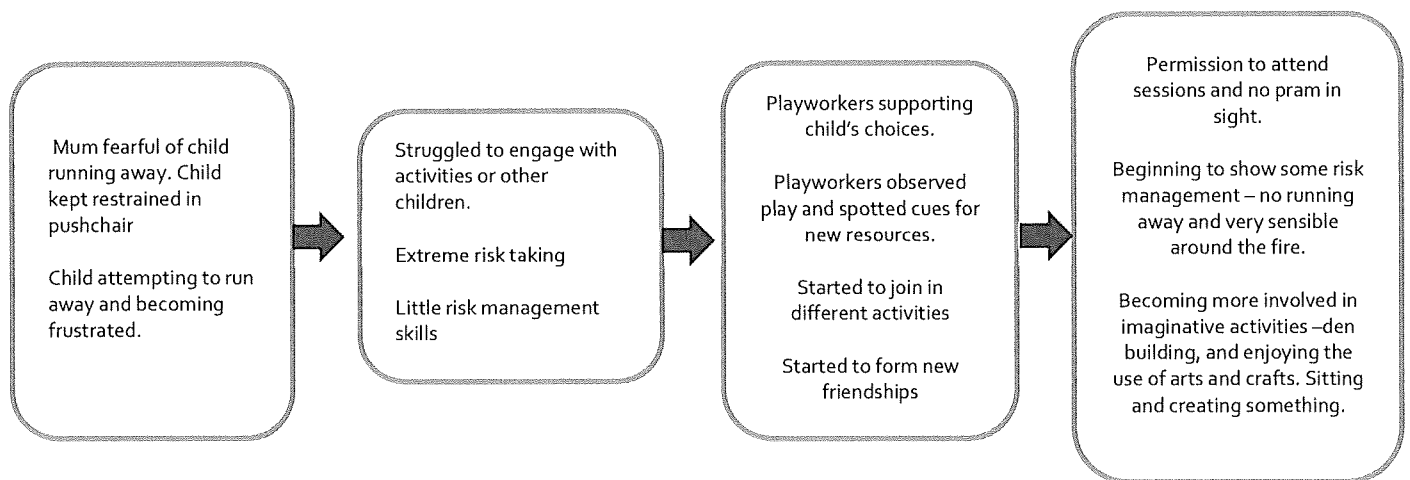
Over the weeks the Child A grew in confidence, he became familiar with staff, other children and his play environment (in more than one session) throughout the summer he began to integrate and play with playworkers and then towards the end of the summer he played freely with other children attending the sessions. Child A began to make more attempts to vocalize his desires to play and became less frustrated in his play, especially with the loose parts.

Case Study 2

At the start of the summer the child B attended sessions but remained in a pushchair, as mum was fearful he would try to run away. All playworkers were aware of this and looked out for the child during sessions. During the first session the child made a couple of attempts to run out of the gate and climb over the fence. However, when distracted by playworkers and supported to integrate into play opportunities on-going, the child appeared to really engage and stopped making attempts to run out of the gate.

After attending a couple of sessions the child stopped making attempts to run and would give cues to playworkers, often taking them to the van to get something new to play with and extend his play.

As sessions went on it appeared the child's mum became more comfortable with letting him play freely as she brought him without the pushchair and was able to sit back and allow him to engage with play opportunities as she watched on. This also allowed her the chance to focus her attention on her two other children without fear of the child running out of the gate.





Chairman: David Woodward 01745 823915
Treasurer: Susan Kent 01492 581288

RECEIVED
19 MAY 2021
BY ATC

Craig Dulas
Rhyd-y-Foel Road
Llanddulas
Conwy
LL22 8EG

17th May 2021

To:
Councillor Andrew Wood
Town Hall
Ffordd Llanddulas
Abergele
Conwy
LL22 7BT

Dear Councillor Wood,

Re: Abergele Bandstand

I am writing on behalf of Beulah Brass Band, the resident brass band in Abergele, to request that the Town Council examine the necessity for a permanent bandstand in Abergele. During the Christmas period, and prior to the recent lockdown, Beulah Brass entertained the residents of Abergele by a series of "pop-up" sessions to play Christmas carols. We understand that, whilst we were warmly appreciated by onlookers, there was also more general appreciation of the presence of a brass band in Abergele.

We respectfully request that consideration be given to the siting of a permanent bandstand. Whilst the band would commit to regular concerts during the summer it would also be available to local choirs, schools, and other groups for their performances. If the bandstand were sited in Pentre Mawr Park, we believe it would attract a regular and substantive audience and raise the profile of Abergele Town in general.

We understand that several groups in Abergele are in favour of such a development – Abergele Rotary Club, Abergele Dementia Friendly Group – and I suspect that, should this have the backing of the Town Council, many more groups would give their support to this venture. I would be quite happy to be personally involved in such a development,

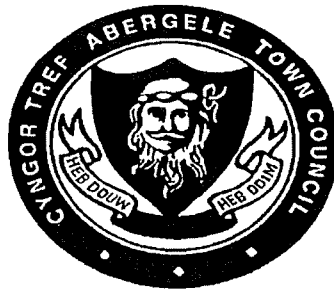
Yours sincerely,

A handwritten signature in black ink, appearing to read 'D. Gozzard'.

David Gozzard – on behalf of Beulah Brass.

Registered Charity Number 1095070
Beulah Brass Band – we support charities, perform community concerts, assist worship in church services and play music in care homes and hospitals

CFIP 26



Abergele Town Council

Statement of Accounts

1st April 2020

to

31st March 2021

Prepared in Accordance with the
Account and Audit (Wales) Regulations 2005 (as amended)
by Mrs M. J. Evans, Responsible Financial Officer
Abergele (01745) 833242

CF1P27

Abergele Town Council

Statement of Accounts for Year Ending 31st March 2021

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Page 3	Balance Sheet as at 31st March 2021
Page 4	Cumulative Funds as at 31st March 2021
Page 5	Accounts for year end as at 31st March 2021
Page 6	Continuation of Supporting Statement
Page 7	Bank Reconciliation
Page 8	Section 137 Expenditure

2019'20	<u>INCOME</u>	Income & Expenditure 2020'21
£270,000.00	Precept	£290,238.00
£372.00	Bank Interest: General Accounts & Hall & Development Reserve	£272.00
£1,262.00	Hire of Rooms	£0.00
£440.00	Newsletter (Advertising)	£0.00
£0.00	Grants/Donations	£12,376.00
£5,231.00	Other Income	£7,032.00
<u>£277,305.00</u>		<u>£309,918.00</u>
	<u>EXPENDITURE</u>	
£101,852.00	Staff Costs	£102,472.00
£10,685.00	Administration Costs	£9,798.00
£3,999.00	Mayoral & Civic Expenses	£3,182.00
£2,300.00	Members Allowances	£2,150.00
£22,066.00	Premises - Town Hall & Offices	£19,449.00
£3,389.00	Printing, Stationery & Supplies	£2,790.00
£806.00	Annual Audit	£829.00
£2,563.00	Subscriptions	£2,785.00
£0.00	Joint Burial Committee	£0.00
£0.00	War Memorials	£0.00
£7,882.00	General Maintenance	£13,525.00
£1,783.00	Conferences & Training	£952.00
£0.00	Election Expenses	£0.00
£65,751.00	Community Schemes	£63,866.00
£11,600.00	S137 Donations & Grants	£14,193.00
£7,650.00	Other Donations & Grants	£12,150.00
£745.00	Legal, Advertising & Publicity & Additional	£2,109.00
£115.00	Bank Charges	£107.00
<u>£243,186.00</u>		<u>£250,357.00</u>
£34,119.00	Variance of income to expenditure	£59,561.00

Abergele Town Council

Balance Sheet as at 31st March 2021

31/03/2020	<u>LONG TERM ASSETS</u>	31/03/2021
<u>£413,656.00</u>	Fixed Assets	<u>£413,656.00</u>
	<u>CURRENT ASSETS</u>	
£16,645.16	Debtors	£23,476.81
£1,875.00	Advance payments	£0.00
£251,572.88	Cash Balances	£286,099.24
£270,093.04	<u>TOTAL ASSETS</u>	£309,576.05
£40,548.35	Less Creditors	£15,419.46
£0.00	Receipts in Advance	£5,050.00
£40,548.35	<u>TOTAL LIABILITIES</u>	£20,469.46
£229,544.69	Total Assets less Liabilities	£289,106.59

Chairman Policy & Finance 2021/22

Town Mayor 2021/22

Responsible Financial Officer

Abergele Town Council

Cumulative Funds as at 31st March 2021

31/03/2020		31/03/2021
£604,731.17	Balance Brought Forward	£642,699.17
£3,849.00	Add Fixed assets purchased in 2020/21	£0.00
£608,580.17		£642,699.17
<u>£277,305.00</u>	Add Total Income	<u>£309,918.00</u>
£885,885.17		£952,617.17
£243,186.00	Less Total Expenditure	£250,357.00
<u>£642,699.17</u>	Balance Carried Forward:	<u>£702,260.17</u>

Abergele Town Council

Accounts for Year Ending 31st March 2021

SUPPORTING STATEMENT

Community Assets at Insurance Valuation:

Town Hall and Council Offices, Llanddulas Road	£170,000.00
Land at The Mount, Abergele (Nominal value)	£1,000.00
Town Hall Furniture, Fixtures & Fittings	£84,948.00
Noticeboards & Street Furniture	£18,246.00

Other Civic Assets:

Civic Regalia	£9,693.00
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Other Fixed Assets:

Christmas Decorations	£17,400.00
Office & IT Equipment	£15,143.00
Equipment & Furniture Elsewhere	£4,800.00
Other Contents and Stock	£8,533.00
War Memorials	£83,893.00

TOTAL ASSETS AS AT 31/3/2021	<u>£413,656.00</u>
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Abergele Town Council

Creditors at Year End:

North Wales Police - utilities recharge	8000.00
WAO (External Audit)	900.00
JDH Business Services Ltd (Internal Audit)	546.00
RBS	560.00
CCBC	4,350.36
DCK	103.00
Natures Way	300.00
North Clwyd Animal Rescure	300.00
BT	109.70
S. James	5.40
Waterloo	155.00
One Voice Wales	90.00
	<u>£15,419.46</u>

Debtors at Year End:

None	0.00
HM Revenue & Customs - VAT Refund	<u>23,476.81</u>
	<u>£23,476.81</u>

Payments in Advance:

None	
	<u>£0.00</u>

Receipts in Advance:

Gwynt y Mor Grant	£2,525.00
Rhyl Flats Grant	<u>£2,525.00</u>
	<u>£5,050.00</u>

Borrowings:

None	£0.00
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Tenancies:

none	£0.00
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Rent Commitments:

The Council has a five year Rental and Service agreement with Ricoh for a RICOH photocopier and accessories (Serial Number: 3100RA30612 - commenced February 2021). The quarterly rental is £197.68

Agency Work:

none

Advertising and Publicity:

The Council published the following documents during the year to 31st March 2021

Newsletter for residents with a net cost (after advertising revenue)	£0.00
Website and Advertising costs	£2,109.00

Total Net Publicity Costs: £2,109.00

Pensions:

The Council resolved to join the Gwynedd Local Government Pension Scheme (Min. 8035) in March 2004.

Employer's contributions at the rate of 19.1% - Total for the year =	<u>£14,384.35</u>
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Hall & Development Fund

Balance as at 31st March 2021 =	<u>£49,526.56</u>
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Abergele Town Council

Bank Reconciliation as at:

31st March 2021

£

Bank Statement Balances		
Current Account	1753.40	
Quarterly Interest Ac	156000.00	
Swansea b soc	78669.28	
Hall & Development Investment Ac	49526.56	
Regeneration Reserve	0.00	
Petty Cash	150.00	
		286,099.24

286,099.24

Current Account	1753.40	
Quarterly Interest Ac	156000.00	
Swansea b soc	78669.28	
Hall & Development Investment Ac	49526.56	
Regeneration Reserve	0.00	
Petty Cash	150.00	

286,099.24

Abergele Town Council

Section 137 Expenditure

** Section 137 of the Local Government Act 1972 gives Town & Community Councils the power to spend upto £8.32 per head of the electorate to benefit the area or it's inhabitants where no other specific powers are held.		
Total electorate as at December 2019=	8545	£71,094.40

Donations and Grants made under Section 137, Local Government Act 1972: ** **£**

Ysgol Glan Gele - annual grant		2,168.16
Ysgol Glan Morfa - annual grant		2,116.42
Ysgol St Elfod - annual grant		2,607.96
St George Primary school - annual grant		£1,107.46
Help for Heroes		500.00
Round Table - Annual Fireworks		600.00
Incredible Edible		300.00
Natures Way- Business grant		300.00
Abergele Blinds- Business grant		250.00
Pensarn Tackle & Bait- Business grant		300.00
Gwallia House- Business grant		300.00
The Veg Shop- Business grant		300.00
Prys Jones & Booth- Business grant		180.00
Aladin's Cave- Business grant		293.93
Peculiar Gallery- Business grant		236.74
The Sugar Den- Business grant		300.00
Locked in- Business grant		300.00
DPL- Business grant		277.40
Rainbows & Dragons- Business grant		300.00
North Clwyd Animal Rescue- Business grant		300.00
Hairaholic- Business grant		300.00
Paws 2 Water- Business grant		255.00
Abergele Insurance- Business grant		300.00
AJ Fish & Kebab House- Business grant		300.00
sub-total		14,193.07

Other Section 137 Expenditure:

Advertising / Publicity		2,109.00
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Total Section 137 Payments: **£16,302.07**

Other Donations / Grants: **£**

St. Micheals Clock	Parish Coun Act 1957 S.2	250.00
Soroptomist International		£100.00

Local Government (Miscellaneous Provisions) Act 1976 Sect. 19:

Donations to Sports Clubs		300.00
Donations to Voluntary Bodies Providing Social / Recreational Facilities		800.00
Youth		1,800.00
Donations to miscellaneous groups		1,150.00

Local Government Act 1972 Sect. 145 - Provision of Entertainment/Arts: 1,950.00

Total 'Other' Donations / Grants: **£6,350.00**

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

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

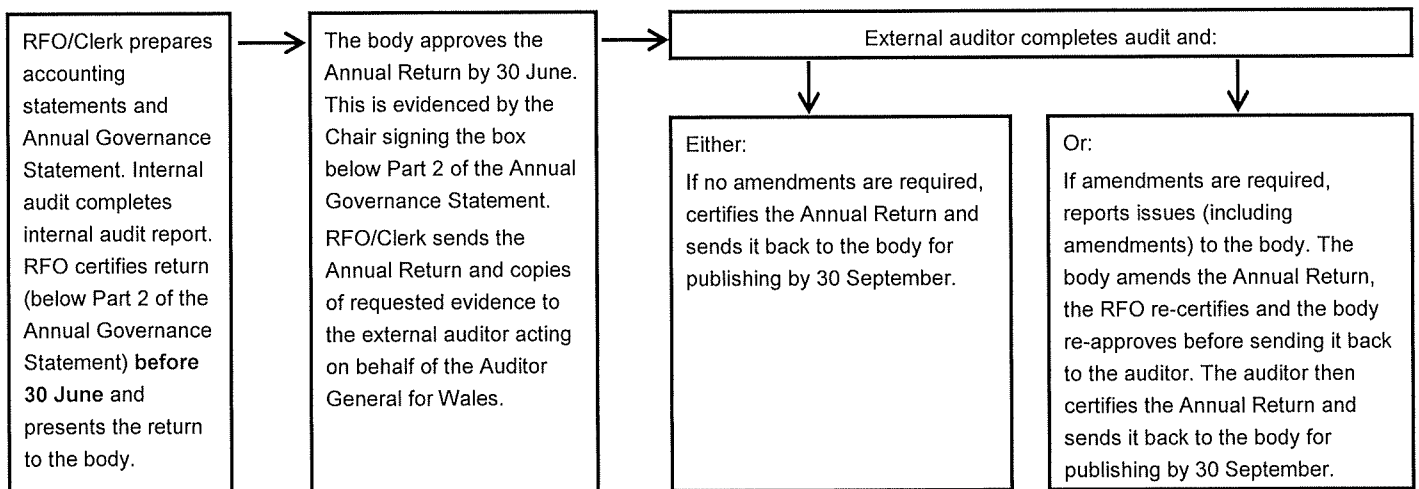
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

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 pink.

APPROVING THE ANNUAL RETURN

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 2020-21 for:

Name of body: Abergele Town Council

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	194926	229545	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	270000	290238	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	7806	19680	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	101852	102472	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	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	141334	147885	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	229545	289107	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors	18520	23477	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	251573	286099	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	40548	20469	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	229545	289107	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	413656	413656	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	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).
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

CF1P31

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 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

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

CF1P38

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £16302.07 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Board/Committee approval and certification

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

<p>Certification by the RFO</p> <p>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 2021.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref:</p>
<p>Name:</p>	<p>Chair of meeting signature:</p>
<p>Date:</p>	<p>Name:</p> <p>Date:</p>

CA1P39

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

--

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Abergele Town Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

CAIP4

	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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

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. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

* 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 _____.] * 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 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:
Signature of person who carried out the internal audit:
Date:

CAP42

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 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 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 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 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?		

CF1P43