

Correspondence File 1

Ordinary Meeting

7th October 2021

C39761018 - Abergele Ultrafast Fibre Broadband rollout via Openreach

victoria.kain@openreach.co.uk <victoria.kain@openreach.co.uk>

Fri 10/09/2021 10:24

To: ATC Clerk <clerk@abergele-towncouncil.co.uk>

Cc: infrastructuresolutions.cs@openreach.co.uk <infrastructuresolutions.cs@openreach.co.uk>;

iscomplaintssi@openreach.co.uk <iscomplaintssi@openreach.co.uk>

Hi there Mandy,

I hope you're well.

Thanks for your email to Clive, I'm sorry that you've had to contact us.

I've raised you a case (ref: C39761018) and allocated it to one of my colleagues who will be in touch later today to introduce themselves and discuss the next steps.

Kind regards,

Victoria Kain
Customer Service Operations Manager, Infrastructure Solutions
Openreach
Mobile: 07423 521272

Web: openreach.co.uk

We build and maintain the digital network that enables more than 600 providers to deliver broadband to homes, hospitals, schools and businesses large and small. Our engineers work in every community, every day, because we believe everyone deserves decent and reliable broadband.

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Openreach Limited

Registered Office: Kelvin House, 123 Judd Street, London WC1H 9NP

Registered in England and Wales no. 10690039

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

Sent: 09 September 2021 21:22

To: north wales dfe G; Selley,CJ,Clive,B R; philip.jansen@bt.com

Cc: mark.morgan932@btinternet.com; Cllr Charlie McCoubrey

Subject: FW: Abergele Ultrafast Fibre Broadband rollout via Openreach

You don't often get email from clerk@abergele-towncouncil.co.uk. [Learn why this is important](#)

Good evening

Members of the Town Council received the email below at the last meeting of the Council and have instructed me to write to you, to confirm that they are in support of the residents request for the Ultrafast fibre broadband cables to *not* be installed over ground on the Links estate, Abergele and that the estate should remain in keeping with the original plan.

Members understand that it is possible for this to be carried out on behalf of the residents and wished for it to be noted that the strength of public opinion with regard to this matter is strongly in favour of underground.

CFIP1.

RE: Abergele Clinic

ATC Clerk <clerk@abergele-towncouncil.co.uk>

Wed 15/09/2021 11:58

To: Adele Evans <adele.evans@conwy.gov.uk>

Cc: ATC Admin <admin@abergele-towncouncil.co.uk>

Hi Adele

Yes I am good thanks and hope you are too.

ERF are aware and I have also spoken to the operative who said that he would ensure that the area is kept clean and tidy. County Councillors also aware that there is litter been left as they visited the site over the weekend only to find this was also the case.

I will ask my Admin Officer to report to ERF as a matter of urgency and also take back to Council for their observations.

Kind regards

Mandy

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

From: Adele Evans <adele.evans@conwy.gov.uk>
Sent: 15 September 2021 09:56
To: Mandy Evans <mandy.evans@conwy.gov.uk>
Subject: FW: Abergele Clinic

Good morning Mandy

I hope you are well?

I am not sure if ERF have started to include Abergele Clinic in their rounds yet but just wanted to let you know that we are still experiencing problem with the litter being left.

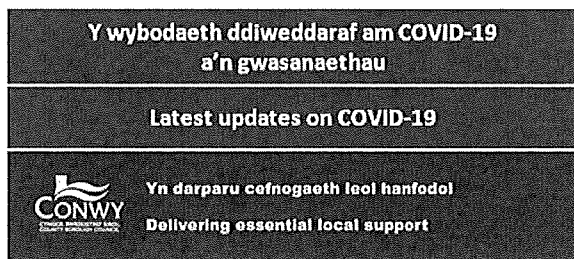
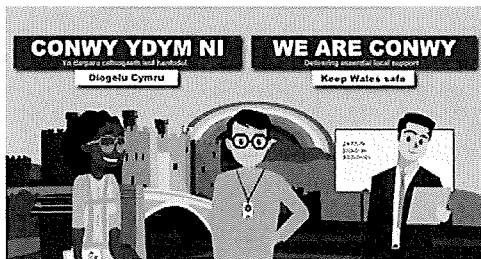
Please see the attached photo's. Please could I request the ERF are contacted again to ensure they have added the clinic to their schedules?

Many thanks

Adele

Adele Evans
Swyddog Cyswllt Gweinyddol / Administration Liaison Officer
Ar gyfer Cefnogaeth Oedolion a Chymuned Integredig / For Integrated Adults & Community Support
Busnes a Thrawsnewid/Business and Transformation
Gwasanaethau Gofal Cymdeithasol ac Addysg / Social Care and Education Services
Cyngor Bwrdeistref CONWY Borough Council
Ebost / Email adele.evans@conwy.gov.uk
Ffon / Tel: 01492 575110
Gwe / Web: www.conwy.gov.uk
Peidiwch â phrintio'r neges yma os nad oes angen / Please don't print this e-mail unless you really need to
Lleihau Ailddefnyddio Ailgylchu / Reduce Re-use Recycle

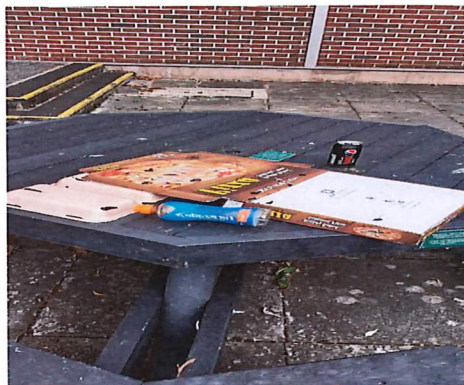
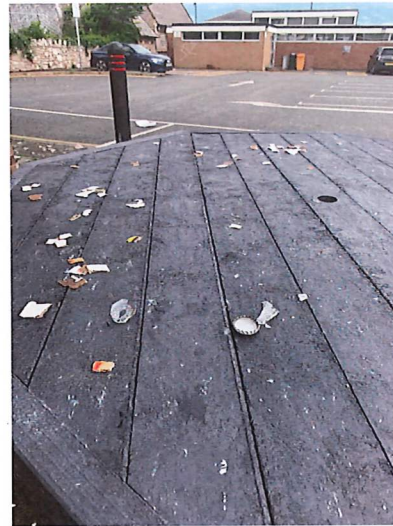
Cydweithio â'n cymunedau i alluogi pawb i gael y gorau allan o fywyd.
Working together with our communities to enable everyone to get the best out of life.
[Sefyllfa Bresennol Gwasanaethau'r Cyngor](#) | [Council Services Current Situation](#)



From: Adele Evans
Sent: 06 September 2021 07:54
To: clerk@abergele-towncouncil.co.uk
Subject: RE: Abergele Clinic

CF 1 P 2

Good morning Mandy



CF1P3

Mayor's Diary October 2021

Date	Time	Name of Organisation	Details	Venue	Invitation Sent	Reply		Confirmed
						Mayor	Deputy	
01/10/2021	8.00pm		Pensarn Prom lights switch on	Pensarn Promenade		Yes		01/10/2021
02/10/2021								
03/10/2021	10.00am	Rhyl TC	Civic Service	St Mary's Catholic Church, Rhyl.	24/08/2021	Yes		03/09/2021
04/10/2021								
05/10/2021								
06/10/2021								
07/10/2021								
08/10/2021								
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16/10/2021								
17/10/2021								
18/10/2021								
19/10/2021								
20/10/2021								
21/10/2021	11.30am	North Wales Superkid	Presentation	The Old Library, Raikes Lane, Mold CH7 6NW	28/09/2021	UTA	UTA	01/10/2021
22/10/2021								
23/10/2021	2.15pm	Tannery Court	100th birthday celebration	Tannery Court	20/09/2021	Yes		21/09/2021
24/10/2021								
25/10/2021								
26/10/2021								
27/10/2021								
28/10/2021								
29/10/2021								
30/10/2021								
31/10/2021								

CFI P4



Cyngor Tref Abergele Town Council

FORTHCOMING MEETINGS - OCTOBER

28/09/21

All meetings will be held in the Town Hall and Council Offices, Llanddulas Road unless otherwise stated below.

Date	Time / Venue	Meeting
Thursday 7 th October	6.45 p.m. Via Zoom	Ordinary Meeting
*Monday 11 th October	6:45pm Main Chamber, Town Hall	Executive Committee
Thursday 14 th October	6.45 p.m. Via Zoom	General Purposes & Planning Committee
*Monday 18 th October	6:45pm Via Zoom	Staffing Committee
Thursday 21 st October	6:45pm Via Zoom	Policy & Finance Committee
Thursday 28 th October	6:45pm Main Chamber, Town Hall	Marketing & Promotion Sub Committee

* Date/time to be confirmed.

Other meetings:

Dementia Training Monday 25th October @ 6:45pm by Remote attendance

CFIPS

SEPTEMBER/OCTOBER 2021 - Remote training sessions that are taking place in September/October

Wendi Patience <wpatience@onevoicewales.wales>

Wed 22/09/2021 12:59

To: Wendi Patience <wpatience@onevoicewales.wales>

Cc: Wendi Patience <wpatience@onevoicewales.wales>

Dear Colleagues,

Please find below details of Remote training sessions that are taking place in September/October, 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.

23/09/2021	Thursday	The Council as an Employer - Module 3	6.30-8.00
23/09/2021	Thursday	The Councillor - IN WELSH	6.30-8.00
23/09/2021	Thursday	Chairing Skills - Module 10	2.00-3.30
23/09/2021	Thursday	Code of Conduct - Module 9	6.30-8.00
27/09/2021	Monday	Local Government Finance - Module 6	6.30-8.00
28/09/2021	Tuesday	The Councillor - Module 2	6.30-8.00
28/09/2021	Tuesday	Chairing Skills - Module 10	2.00-3.30
28/09/2021	Tuesday	Information Management - Module 15	6.30-8.00
29/09/2021	Wednesday	The Council as an Employer - Module 3	6.30-8.00
29/09/2021	Wednesday	The Council Meeting - IN WELSH	2.00-3.30
29/09/2021	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00
29/09/2021	Wednesday	Information Management - IN WELSH	6.30-8.00
30/09/2021	Thursday	Understanding the Law - Module 4	6.30-8.00
30/09/2021	Thursday	Effective Staff Management - Module 18	6.30-8.00
30/09/2021	Thursday	Code of Conduct - Module 9	2.00-3.30
04/10/2021	Monday	The Council as an Employer - Module 3	2.00-3.30
05/10/2021	Tuesday	The Council Meeting - Module 5	6.30-8.00
05/10/2021	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00
05/10/2021	Tuesday	Understanding the Law - Module 4	2.00-3.30

06/10/2021	Wednesday	The Council - Module 1	6.30-8.00
06/10/2021	Wednesday	The Councillor - Module 2	6.30-8.00
06/10/2021	Wednesday	Chairing Skills - Module 10	2.00-3.30
06/10/2021	Wednesday	Local Government Finance - Module 6	6.30-8.00
07/10/2021	Thursday	Information Management - Module 15	6.30-8.00
07/10/2021	Thursday	Code of Conduct - Module 9	6.30-8.00
07/10/2021	Thursday	Equality and Diversity - Module 14	6.30-8.00
12/10/2021	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00
12/10/2021	Tuesday	Local Government Finance - Module 6	6.30-8.00
13/10/2021	Wednesday	Understanding the Law - Module 4	6.30-8.00
13/10/2021	Wednesday	The Council as an Employer - Module 3	6.30-8.00
14/10/2021	Thursday	Code of Conduct - Module 9	6.30-8.00
19/10/2021	Tuesday	Understanding the Law - Module 4	6.30-8.00
19/10/2021	Tuesday	Effective Staff Management - Module 18	6.30-8.00
20/10/2021	Wednesday	Local Government Finance - Module 6	6.30-8.00
20/10/2021	Wednesday	Chairing Skills - Module 10	6.30-8.00
21/10/2021	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00
21/10/2021	Thursday	The Council as an Employer - Module 3	6.30-8.00
21/10/2021	Thursday	The Council Meeting - Module 5	6.30-8.00
21/10/2021	Thursday	Code of Conduct - Module 9	6.30-8.00
25/10/2021	Monday	Code of Conduct - IN WELSH	2.00-3.30
26/10/2021	Monday	Advanced Local Government Finance - Module 21	6.30-8.00
26/10/2021	Tuesday	Chairing Skills - Module 10	6.30-8.00
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27/10/2021	Wednesday	The Council Meeting - Module 5	6.30-8.00
27/10/2021	Wednesday	Code of Conduct - Module 9	2.00-3.30
28/10/2021	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00
28/10/2021	Thursday	Local Government Finance - Module 6 <i>CFIA</i>	6.30-8.00

Cylch Meithrin Mwy, Abergele
(Abergele Nursery Group)

I've been leader of Cylch Meithrin Mwy Abergele for 25 years, and it is with sadness that I must say 'no' to parents, as the Cylch is full. There is plenty of land at Ysgol Glan Morfa and the Cylch has a special outside cabin and area, and I ask you, as Abergele Council, to support an idea, and I apply for the Cylch to receive a new cabin in which to hold Meithrin Mwy.

By January we, as Cylch, will have to refuse 15 + children whose parents wish for them to receive an education and care through the medium of Welsh.

Several good new homes are being built in the local area, which means that there will be more children who will wish to start in Meithrin Mwy.

We look forward to hearing from you. I would like to invite you to see our set-up and our register, so that you see the number of children who are waiting for child care.

You are welcome to phone us on

Thank you,

CF1P8

Cylch Meithrin Mwy, Abergele
(Abergele Nursery Group)

I've been leader of Cylch Meithrin Mwy Abergele for 25 years, and it is with sadness that I must say 'no' to parents, as the Cylch is full. There is plenty of land at Ysgol Glan Morfa and the Cylch has a special outside cabin and area, and I ask you, as Abergele Council, to support an idea, and I apply for the Cylch to receive a new cabin in which to hold Meithrin Mwy.

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We look forward to hearing from you. I would like to invite you to see our set-up and our register, so that you see the number of children who are waiting for child care.

You are welcome to phone us on

Thank you,

CF1P9

From: Info <info@abergele-towncouncil.co.uk>
Sent: 23 September 2021 14:00
To: ATC Clerk
Subject: Fw: Welsh Government Correspondence OC-01061-21

From: Andrew Wood <andrewwood@woodsmotorcycles.co.uk>
Sent: 23 September 2021 11:28
To: Dickon Fetherstonhaugh <dickon@kinmel-estate.co.uk>; Info <info@abergele-towncouncil.co.uk>
Subject: Fwd: Welsh Government Correspondence OC-01061-21

fyi regards Andrew

----- Forwarded Message -----

Subject: Welsh Government Correspondence OC-01061-21
Date: Tue, 21 Sep 2021 07:05:26 +0000
From: EST-NMDMailbox@gov.wales
To: webmaster@woodsmotorcycles.co.uk

Adran yr Newid Hinsawdd
Department for Climate Change

Our reference; OC-01061-21
Councillor A Wood

webmaster@woodsmotorcycles.co.uk



Llywodraeth Cymru
Welsh Government

21 September 2021

Dear Councillor Wood

Thank you for your email of the 27 August to Ken Skates the former Minister for the Economy, Transport and North Wales.

The Welsh Government and its Ministers are responsible for the Motorway and Trunk Road network in Wales and their associated assets. The A55 in Abergele is a trunk road.

Consultation on the WelTAG stage has been hampered by Covid, and the need to align the scheme with the new Wales Transport Strategy: Llwybr Newydd. As part of this, the scheme will be subject to the Roads Review announced by the Deputy Minister.

[Llwybr Newydd: the Wales Transport Strategy 2021 | GOV.WALES](#)

Announcement of the 15 September;

[Roads review | GOV.WALES](#)

There are multiple complex issues affecting the trunk road between junctions 23 and 24 and the situation at Sea Road Bridge will be considered holistically, along with the other connected issues in that location, as part of the Appraisal. You will be asked to engage with the Welsh Government at the public consultation event when proposals for the scheme are sufficiently advanced.

The structural assessment for Primrose Hill Overbridge has been carried out and the findings are being reviewed. The Welsh Government can confirm, the preliminary results indicate a reduction in carrying capacity of the damaged beams below that which is required for normal traffic conditions. Work to identify options for repair and reinstatement have commenced, however, to manage the risk and ensure safety of all road users, the existing traffic management arrangements will need to remain in place.

Yours sincerely
Richard Morgan

Pennaeth Cynllunio, Rheoli Asedau a Safonau / Head of Planning, Asset Management & Standards
Is-adran Rheoli'r Rhwydwaith / Network Management Division
Trafnidiaeth / Transport
Seilwaith yr Economi / Economic Infrastructure
Llywodraeth Cymru / Welsh Government

CF1 P10

Original enquiry

From: webmaster@woodsmotorcycles.co.uk <webmaster@woodsmotorcycles.co.uk> **On Behalf Of** Andrew Wood
Sent: 27 August 2021 13:44
To: ken.skates@senedd.wales; ES&T - NMD Mailbox <EST-NMDMailbox@gov.wales>
Cc: dickon@kinmel-estate.co.uk; ATC Clerk <clerk@abergele-towncouncil.co.uk>
Subject: Welsh Government Correspondence TO-KS-00391-21

Dear Richard & Minister Ken Skates,

Thank you for your correspondence of January 29th 2021, as you are aware the St George bridge is in my council Ward of 'Gele' within Abergele.

A review due in April has not been communicated to myself, nor any further information has been received into the WELTAG process for the area's A55 road and bridges between junctions 23 and 24.

As you are probably aware the 'temporary' closure of one lane of the Sea Road bridge has been in effect for 11 years! I find it **totally unacceptable that no** evidential progress has been made by NWTRA or the Welsh Government to repair this structure, please can you as a matter of urgency report back to our Councillors the appropriate detailed rectification information to finally bring back both lanes into use, by fixing the problem!

Best regards,

County Cllr Andrew Wood

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.

CAPII

NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS



Cllr J Butterfield MBE President: Cllr P Morton Chair: Cllr Alun Williams Vice Chair
R A Robinson MBE FRICS FSLCC Secretary
Crown House High Street Llanfair Caereinion SY21 0QY
Tel 01938 811378 Mobile 07767 267830 Email: supercommuter@mail.com

Date 16th September 2021

To
Abergele Town Council

From
Robert Robinson Secretary

RECEIVED

21 SEP 2021

BY ATC

Dear Sir

North & Mid Wales Association of Local Council

Good morning, I hope this letter finds you well.

I have been asked to send some copies of the booklets giving information about the Association and what it does and what it can do for you. — Sent to members 17/9/21

The Association currently represents over 30 Town and larger Community Councils in North and Mid Wales and has been in existence for over 45 years.

We do hope you will renew membership with us and I enclose the form for renewal.

I look forward to hearing from you.

Kind regards.

Robert

Robert A Robinson
Secretary

CA1P12

NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS



Cllr J Butterfield MBE President: Cllr P Morton Chair: Cllr Alun Williams Vice Chair
R A Robinson MBE FRICS FSLCC Secretary
Crown House High Street Llanfair Caereinion SY21 0QY
Tel 01938 811378 Mobile 07767 267830 Email: supercommuter@mail.com

RENEWAL OF MEMBERSHIP

To 31st July 2022

COUNCIL.....

AMOUNT PAYABLE

SMALL COUNCIL (up to 4999 population)	£50pa
MEDIUM COUNCIL (5,000 to 9,999 population)	£65pa
LARGER COUNCIL (10,000 plus population)	£90pa

Cheques :

Should be made payable to
North Wales Assoc of Town Councils

BAC details are:

Name of account North Wales Association of Town Councils
Sort Code 30 18 03
Account number 00520668

Thank you.

CF1P13

Abergele Town Council

The commencement hybrid and or face to face meetings within the Council
Chambers during Covid 19 (@ Level Zero)

CF1P14

The commencement hybrid and or face to face meetings within the Council Chambers during Covid 19 (@ Level Zero)

Aim: To provide a managed safe space for council meetings.

*Note: To those attending face to face meetings within the chamber and other rooms. With reduced mandatory protection from Welsh Government, the onus falls to the Townhall organisation and those wishing to have face to face meetings. That means that we all must give **respect** to the needs of each other and give sufficient space that is comfortable to each other. There is a requirement for ventilation to be at the fore. This will reduce the chance of infection to your fellows in the room, but this may reduce the temperature within the room so be prepared.*

Meetings could be in a small group of interested parties, sub-committees of the main council chamber or in the Zoom virtual/hybrid meeting space to negate some members and others attending the chamber in person. Those face-to-face meetings would depend on face coverings being worn and a respectful distance between attendees at all time

The following suggestions are designed to make the most efficient and safest use of the chamber within current restrictions.

Highest allowed attendance. 16 persons

- The Chair
- The Town Clerk or Deputy
- Councillors X 14

Using existing seating around the main table and side tables and chairs

Note: Guest/s or public are over and above the normal council meeting cohort. They should take the rear benches. They should be last to be seated and the first to leave the chamber at the end of the meeting.

- Those attending should double jabbed and be prepared to take a lateral test at least thirty minutes before the start of the meeting.
- All agendas and other texts for the meeting are to be sent by email well in advance of the meeting. Those attending in person should use a laptop/Tablet or print their own agendas and notes.
- The chambers surfaces and key touchpoints will be cleaned prior to the meeting and after the meeting.
- All surplus chairs are to be removed from the chamber or taped over.

- A hygiene station is to be set up before the meeting at both entrances.
- Those who wish to attend in person for a meeting must confirm attendance with the town clerk's office by email.
- The outer side doors will be opened 5 minutes prior to the start of the meeting
- All of those attending the meeting person can gather in the Town Hall car park Prior to the doors being opened and must maintaining social distance requirements.
- Each attendee will sign in as they arrive into the ground floor of the town hall using their own pen.
- Face coverings will be used, there will be an adequate supply of face coverings at the hygiene station. All used face coverings will be disposed of in the allocated waste bin at the end of the meeting.
- The attendees will be allocated a seat number.
- Attendees will file into the chamber and use the allocated/numbered seats only.
- There will be no sharing of stationary or pens
- There will be no provision for plugging electronic equipment. Please make sure devices are fully charged.
- The chair will call the meeting to come to order.
- At the end of the meeting, attendees will file out in reverse order maintaining social distancing.

CF1P16

Risk assessment

To be kept under review during the pandemic

Issue	Who is affected	Level of risk	Controls	Level of risk when controls are in place	By whom	By when
Face To Face & Social Distancing, In the chamber and other meeting rooms	All persons using the premises	High 6	<p>Carry out occupancy calculations to establish limits of colleague's clients/ Public and others who can be in the office at any one time.</p> <p>Councillors and others to meet in the council chamber or other suitable areas that can accommodate social distancing which has been physically adjusted to allow social distancing.</p> <p>Maintain a lock door policy.</p> <p>ALL persons wishing to attend meetings must arrange before being allowed to come into the meeting.</p> <p>A hygiene station is to be established outside the working office areas.</p> <p>All incoming visitors are to be invited to use the station before any meeting.</p> <p>Those who are vulnerable should not attend face to face meetings in the smaller restricted rooms.</p> <p>All rooms should be well ventilated.</p> <p>All attendees should wear face coverings unless medical exempt.</p> <p>A face-covering can be removed only to speak within the meeting.</p>	Low 3	Town Clerk and staff	Before and during colleagues returning to work
In-chamber Hygiene	All colleagues	High 6	<p>Carry out a "touch map" of the chamber and other meeting rooms to enable efficient and effective cleaning of areas after use.</p> <p>Prioritise heavy use areas for regular cleaning.</p> <p>All colleagues and councillors to be diligent.</p> <p>Where possible a period of 72 hours between meeting in any of the meeting rooms including the chamber</p>	Med 4	Town Clerk and staff	Ongoing

CF1P17

Entering meeting areas	All persons using the premises	High 6	Display clear signage of procedures for entering, exiting, and getting around the chamber and other meeting rooms. The first in should be last out. Last in should be the first out.	Low 2	Town Clerk and staff	Ongoing
Waste Materials:	All persons using the premises	High	Gloves to be worn when emptying bins and hands washed thoroughly after handling waste. Employees should avoid touching bins. Use pedal/ automatic bins where possible. Define clear waste disposal procedures for office waste disposal.	Med	Town Clerk and staff	Ongoing
Fire Safety	All persons using the premises	Med	Evacuation procedure reviewed to ensure that muster points will allow safe social distancing	Low	Town Clerk and staff	ongoing

CFIP18

2. RISK MATRIX		The potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3-day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life-threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

3. RISK EVALUATION

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as low risk.

1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes that may affect the risk, or after significant changes

3 to 4 = Medium risk

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined period. Risks on the lower end should be reduced if practicable.

6 = High risk

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.








CF1P19

HYBRID MEETING PROTOCOL

1. The Council will follow the guidance produced by Public Health Wales with regard to current Covid legislation.
2. Members of the Town Council are required to confirm that they have received two COVID jabs or will not be able to enter the building until the pandemic is over.
3. Members will be informed of the meeting by means of the normal process
4. Email will include a statement that members are required to confirm if they are attending the meeting in person by 3 p.m. on the previous/last working day.
5. If no members confirm by 3 p.m. on the previous/last working day that they will be attending in person, then it will be assumed that the meeting will take place entirely by remote attendance and officers will not be present in the Town Hall, in conjunction with the Town Council's Lone Working Policy.
6. If a member wishes to attend in person, the Clerk will inform the Chairman of that Committee that their physical presence will also be required at the meeting.
7. The public are requested to contact the Town Hall if they are considering attending a meeting either in person or by remote attendance and will be provided with a link to the meeting or confirmation that a face to face meeting will be taking place.
8. To note that any guests or public would need to complete a Health Questionnaire prior to the meeting and a lateral flow test either within four hours of the meeting or to be taken to be taken on arrival at the Town Hall. If the latter is required then the guest/public should arrive by 6pm on the evening of the meeting and will only be granted access upon a negative result.
9. The Clerk will ensure that the Chairman is informed of the most up to date information regarding a meeting no later than 4 pm on the previous/last working day.
10. Members and guests/public will be asked a series of questions prior to entry to the building. These will be the standard Covid questions attached to this protocol or as amended from time to time by Public Health Wales.
11. It is considered that a meeting lasting longer than one hour incurs higher risk and therefore it is best practice to endeavour that a face to face meeting does not last any longer than this time.

Visitor screening questions

This guidance is for staff to enable screening of members/visitors prior to, or upon entry to the building for a meeting of the Council.

Today or in the last 14 days	About the visitor	
		Have you had a high temperature?
		Have you had any of the following symptoms: a new, continuous cough or a loss of, or change to, your sense of smell or taste?
		Have you tested positive for COVID-19?
		Have you been contacted by the NHS test and trace services and asked to self-isolate?
		Are you self-isolating after returning or entering the UK?
	About the visitor's household and contacts	
		Has anyone in your household or your close contacts had (or does anyone currently have): a high temperature, a new continuous cough or a loss of, or change to, their sense of taste or smell?
	Has anyone in your household or your close contacts tested positive for COVID-19?	

If the answer to any of these questions is yes, the member/visitor cannot enter until they have completed their selfisolation requirements

CFIP21

Homeworking policy

Policy statement

Employees may undertake some of their duties away from one of the Town Council's workplaces or away from their normal place of work, for a number of reasons and with varying degrees of frequency.

The Town Council recognises that homeworking can be beneficial for individuals and, to this end, will seek to accommodate it wherever possible.

Homeworking is understood to mean working from home on an occasional, temporary or permanent basis. It simply means that employees conduct their job from home with the same contractual obligations, such as core working hours.

There are two main categories of homeworking:

- occasional/ad hoc homeworking: this arises in relation to specific pieces of work or for specific periods. It does not follow a regular pattern, is combined with working from the employee's normal Town Council workplace and is subject to the prior approval of a line manager. It may be granted as part of a phased return to work after maternity or sickness absence, or be a temporary arrangement due to family commitments or domestic circumstances
- regular homeworking: this is an agreement between the Town Council and the employee to work the working week from home, or a combination of homeworking and attendance at a Town Council workplace, on a regular and on-going basis.

Whatever the circumstances leading to a situation where Town Council employees have been granted permission or recruited to work from home, this policy applies and all employees must comply with the requirements set out below.

Please note that this policy should not be taken as forming an employment contract and may be updated at any time.

Eligibility

Employees are eligible to apply for homeworking in the following circumstances:

- where the employee has successfully completed the probationary period of 26 weeks
- only one application in 12 months can be made.
- where the employee's role does not involve supervisory duties that require undertaking in person alongside the team members involved
- where their home environment is suitable
- no aspect of the employee's recent appraisal was marked as unsatisfactory
- the employee's disciplinary record is clean.

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Applications for homeworking will be granted where the employee's line manager is satisfied that the needs of the business can continue to be met while the employee works from home.

Homeworking must be cost-effective and ensure that there is no significant increase in workload on colleagues. The work done by the employee must be capable of being done from home.

Making homeworking applications

Employees that wish to apply for homeworking, either permanently or on a temporary basis, should submit an application to their line manager.

Homeworking may invalidate an employee's home contents insurance policy. Employees are required to check the policy prior to applying and, if successful, provide a copy of the policy wording and schedule to their line manager if their application is granted.

It should be noted that Homeworking is not a substitute for suitable, permanent care arrangements. Dependants need to be looked after by someone other than the employee when they are working.

Occasional/ad hoc homeworking applications

The application should set out the reasons for requesting homeworking.

Examples may include a project or set of tasks that requires peace and quiet and a lack of interruptions. A backlog of tasks or a major project may also give rise to an employee wishing to request homeworking.

There may be family commitments such as the long term illness of a relative or dependant. In this situation, we would also ask that you refer to the Town Council's Family Friendly Policy for time off for dependants.

There could be issues relating to the recovery from mental or physical illnesses which may make a request for homeworking conducive to the smooth recovery of the employee.

Various transport considerations may give rise to a request for homeworking.

Regular homeworking applications

Prior to making an application, employees must discuss their proposed application with their line manager. In such a discussion, the employee should consider the following aspects of the formal application and discuss any issues arising from the points below with their line manager informally.

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Once a discussion has been held by the employee's line manager, the employee should submit a formal application, which should address the following points:

- confirmation that the employee meets the eligibility criteria for homeworking
- the date from which the arrangements are intended to start (at least one month from the date of the application)
- the proposed number of days to work from home - the whole working week, or only certain days
- proposed hours of work
- the proposed organisation of the home working environment - available separate room, security arrangements for Town Council equipment and Town Council materials/documentation
- extent of availability to attend the workplace, for meetings, cover colleague absences etc
- how the employee proposes that contact will be maintained with their line manager.

As part of the application, you should demonstrate how you will achieve the following:

- managing workload independently
- self-motivation and working to own initiative
- adapting to the different working practices involved
- problem-solving and different pressures associated with working alone
- adapting to different methods of being line managed and liaising with colleagues.

Application decisions

The Town Council aims to respond to formal applications for homeworking within one month of the application being received by your line manager.

The Line manager may need to meet with the employee to discuss the issues arising from the application. The Town Council's Health and Safety Officer will likely visit the employee's home to carry out a risk assessment.

Accepted applications

If the line manager accepts the employee's application, written confirmation will be provided and a Homeworking Agreement will be issued for the employee to sign and return.

Each request is considered on its own merits. The Town Council is under no obligation to permit a period of homeworking at a present time because it has agreed to it in the past.

CP1P24

Rejected applications

If the line manager is unable to accept the employee's application, the reasons for the rejection will be issued in writing to the employee. The employee may appeal the decision within 5 working days of the decision being issued. The reasons for the appeal should be set out in writing and sent to the senior manager specified on the rejection communication.

Homeworking agreements and trial period

Accepted applications will be subject to the signing of a Homeworking Agreement and the successful completion of a trial period.

The aim of the trial period is for both the employee and the Town Council to evaluate whether the new working arrangements set out in the Homeworking Agreement work as expected.

At the end of the trial period, the line manager will meet with the employee to evaluate the success of the trial. The line manager will determine whether the trial has been successful and confirm that the Homeworking Agreement may continue. During the trial period, or at the evaluation meeting, either side may propose reasonable amendments to the terms of the Homeworking Agreement to facilitate a smoother working arrangement. The Town Council reserves the right to terminate the Homeworking Agreement by declaring the trial has been successful if proposed amendments are unreasonable, unworkable, no amendments can be implemented or the employee's work output, quality, oversight etc suffered to the detriment of the Town Council.

Homeworking agreement

The homeworking agreement drawn up during the application process, and bespoke to the employee's circumstances, sets out the terms of the arrangement for the employee to work from home. It will reflect the following points, subject to any modification agreed during the trial, as well as the practical considerations to enable the homeworking to operate smoothly:

- the Town Council reserve the right to terminate the homeworking arrangement at any time for any reason on reasonable notice
- employees are required to be available during the core hours specified in their homeworking agreement
- if any issue arises that causes an employee to no longer meet the eligibility criteria at the outset of this policy, the Town Council will review the homeworking arrangement and may terminate it on reasonable notice
- the homeworking arrangements will be subject to regular review
- employees working from home will be expected to attend meetings and other office-based events as and when required by their line manager
- employees working from home are required to comply with Town Council policies, including holiday, performance targets, sickness, absence etc.

CRP25

Homeworking practical arrangements

The Town Council supplies homeworkers with the necessary equipment relevant to their job role. The equipment remains the Town Council's property and will be installed and removed at the Town Council's cost. The Town Council may need to attend the employee's home to update, maintain or repair/replace the equipment and will give the employee reasonable notice of the need for this.

Employees should take reasonable care of the Town Council equipment and only use it for Town Council business. IT and telephony equipment may only be used in accordance with the Town Council's IT, telephony, data protection and monitoring policies.

Personal equipment that an employee uses for work purposes remains their responsibility and the Town Council is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager.

Employees should maintain regular contact with their line manager so that the Town Council can work towards early resolution of any problems. This applies to problems with Town Council equipment and also in relation to the ongoing suitability of the homeworking arrangement; pressures and stress occur equally to homeworkers as they do to those working at the Town Council's offices and the Town Council encourages the early reporting of these issues so that practical steps can be considered and implemented to the mutual agreement of both the homeworker and the line manager.

The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by the Town Council. These costs will remain the employee's responsibility.

Employees must keep Town Council data and Town Council materials safe and secure at all times, ensuring reasonable precautions are being taken to maintain confidentiality in accordance with the Data Protection policy.

Employees should refrain from revealing to customers/clients that they work from home. Employees must not provide their personal address or personal contact details customers/clients or third parties associated with the Town Council. Meetings between customers/clients and employees at home are prohibited. All communications should be routed through the Town Council workplaces.

Health and safety for homeworkers

The Town Council's health and safety policy applies to homeworkers. Employees should refer to the separate health and safety policy for more details.

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Homeworkers are required to comply with a number of health and safety considerations in respect of the space utilised as their workplace in their home environment. Homeworkers are required to attend the office to undergo health and safety training.

Risk assessment

A risk assessment will be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements. The Town Council may need to check such workplaces from time to time as the homeworking arrangement proceeds. The Town Council may require self-assessment of the some aspects of the workplace and training may be provided as necessary. Any steps necessary from these various risk assessments will be undertaken to ensure the homeworker has a safe workplace.

A specific risk assessment will be done on employees who inform the Town Council that they are pregnant. In order for this to take place, homeworking employees who become pregnant should notify their line manager of their pregnancy immediately. More details about what to do are available in the Town Council's policy on Pregnancy and Maternity.

Moving home

If employees move home, the homeworking arrangement will be reassessed. If the Town Council considers that the house move would make, or has made, homeworking unsuitable, this may result in the homeworking period coming to an end.

Electrical equipment

Homeworkers are required to use all equipment supplied by the Town Council safely and in accordance with best practice and manufacturer's guidelines. The Town Council will check all Town Council electrical equipment for safety. Homeworkers will be responsible for any other electrical equipment used by them in their work activities and will continue to be responsible for the safety of electrical sockets and wiring in their home.

Working hours

Employees are responsible for ensuring they complete their working hours as defined in their contracts of employment. Each employee should complete at least 7:24 hours of work each day to be undertaken between the core hours of 9:00 am to 5:00 pm.

Working time

Employees are responsible for ensuring they take their rest breaks as defined in their contracts of employment. Working time should be monitored and rest breaks of at least 20 minutes for every six hours of working should be taken.

CF1P27

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First aid

First aid equipment will be provided by the Town Council for the homeworker. Employees are covered under the Town Council's accident insurance policy in their home. Accidents must be reported immediately to the nominated person set out in the Town Council's Health and Safety Policy. Employees are referred to this policy which contains details on the health and safety obligations including RIDDOR, HACCP and COSHH.

Hazardous substances

The safety of any substances provided by the Town Council to the homeworker will be suitably labelled with the appropriate information supplied in relation to any substances which are hazardous to health, so that employees can identify these.

Positioning of equipment

Training on the ergonomic positioning of IT equipment will be provided during the implementation of the homeworking arrangement, together with best practice guidance on breaks. The Town Council will provide checklists for this for the benefit of employees.

Employee conduct

If homeworking becomes unsuitable due to employee conduct or performance, the homeworking arrangement may be terminated immediately. Further disciplinary action may also be taken in line with Town Council policy.

CA1P28

Mandy Evans

From: Clerk <Clerk@llanddulascc.org.uk>
Sent: 29 September 2021 17:12
To: Mandy Evans
Subject: RE: Request to host a bug/ghost on the A55

Hi Mandy,

The Community Council has not raised any objections to such a bug being placed on the Diner on the A55.

Kind Regards
Helen Stewart BEM
Clerk to Llanddulas & Rhyd Y Foel Community Council
0771 785 8211

From: Mandy Evans <mandy.evans@conwy.gov.uk>
Sent: 23 September 2021 14:32
To: Clerk <Clerk@llanddulascc.org.uk>
Cc: Paul Sampson <paul.sampson@venuecymru.co.uk>
Subject: Request to host a bug/ghost on the A55

Hi Helen

I hope all is well with you.

I have had a request from a lady this morning whose husband has the Diner on the A55 near the slip road for Llanddulas, if there were any spare bugs or ghosts could they host one at that location. I have explained that it is probably out of the Abergele area and I would ask Paul the Curator from CCBC to see if he was able to assist. I have copied Paul into this email for his information. Would you be able to confirm if Llanddulas CC would have any objection to hosting a ghost/bug in your ward? I will also then ensure that Abergele members are in agreement.

Kind regards

Mandy

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

Seyllfa 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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