

CORRESPONDENCE FILE 1 (Pages 1 – 23)

Ordinary Meeting

1st December 2022

ATC Clerk

From:

Martin Hanks < Martin. Hanks@bangorcitycouncil.com>

Sent:

22 November 2022 12:42

To:

ATC Clerk

Cc:

Dylan Thomas (clerk@tkbtc.co.uk)

Subject:

RE: Burial Committee

Hi Mandy

Things are still progressing, albeit slowly.

The bank account signatories have changed and the final cheques have all been paid in accordance with the last meeting and have cleared the bank account.

The Ombudsman's office, which requested information regarding its investigation, has now confirmed that it requires no further information from the Board.

The paperwork to transfer the residual balance of the bank account to CCBC and close the final bank account has been completed and sent to the Chair last week. By now, she should have signed them and sent them on to the bank (but I have not yet confirmed this).

On confirmation that the bank account has been closed, I will forward the final Statement to the WAO (and copy you and Dylan in).

Cofion / Regards

Martin Hanks PhD., MA, BA (Hons), PSLCC Cyfarwyddwr Dinesig / Swyddog Ariannol Cyfrifol City Director / Responsible Financial Officer

Martin.Hanks@bangorcitycouncil.com

Telephone: 01248 352421

Mae'r e-bost hwn ac unrhyw atodiad iddo yn gyfrinachol ac fe'i bwriedir ar gyfer y sawl a enwir arno yn unig. This email and any attachments are confidential and intended for the named recipient only.

Pan fyddwch yn cysylltu â ni

Bydd yr wybodaeth a roddwch (gwybodaeth bersonol e.e. enw, cyfeiriad, cyfeiriad e-bost, rhif ffôn, sefydliad) yn cael ei phrosesu a'i storio i'n galluogi ni i gysylltu â chi ac ymateb i'ch gohebiaeth, rhoi gwybodaeth a/neu fynediad i'n cyfleusterau a'n gwasanaethau. Ni fydd eich gwybodaeth bersonol yn cael ei rhannu na'i rhoi i unrhyw drydydd parti. Fodd bynnag gall eich gwybodaeth gael ei chyhoeddi yn y parth cyhoeddus oes yw'n destun trafodaeth i'r Cyngor, cysylltwch â ni i gael gwybod mwy. Am ragor o wybodaeth gweler ein hysbysiad preifatrwydd llawn ar ein gwefan www.bangorcitycouncil.gov.wales

When you contact us

The information you provide (personal information e.g. name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. Your information may however be published in the public domain if you require the Council to discuss please contact us.

For further information please see our full privacy notice on our website www.bangorcitycouncil.gov.wales

From: ATC Clerk

Sent: 22 November 2022 11:13

To: Martin Hanks

Cc: Dylan Thomas (clerk@tkbtc.co.uk)

Subject: Burial Committee

Hi Martin

CFIRI

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01/12/2022 02/12/2022 03/12/2022	Start lime		Organisation	Details	Venue	Sent Mayor	100000	
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03/12/2022								
N/A	To be seated in the chuch for 10.45am service then refreshmnents		Colwyn Bay Town Council	Civic Service	St Paul's Church	21.11.22 Y	<u> </u>	
06/12/2022								
07/12/2022								The state of the s
08/12/2022								C Manuar Wanter & Contract
	Arrive 6pm for start of 6.30pm	9pm	ATC Christmas concert		Mynydd Seion, Chapel St Abergele	N/A		Cividyol studies & College
Commence of the second	Arrive from 4pm parade form Knight shop 5.45pm	7pm	Conwy Events	Conwy Torch lit parade				
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Cyngor Tref Abergele Town Council

FORTHCOMING MEETINGS - DECEMBER 2022

22nd November 2022

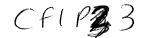
All meetings will be held in the Town Hall and Council Offices, Llanddulas Road unless otherwise stated below. Members of the public are welcome to attend to observe the proceedings at these meetings.

Date	Time / Venue	Meeting
Thursday 1 st December	6.45 p.m.	Ordinary Meeting
	Hybrid Attendance	
*Monday 5 th December	6:45 p.m.	Estimates Committee
	Remote Attendance	
Thursday 8 th December	6.45 p.m.	General Purposes and Planning Committee
	Hybrid Attendance	
*Monday 13 th December	6.45 p.m.	Special Ordinary Committee - Grants
	Remote Attendance	
Thursday 15 th December	6:45 p.m.	Policy and Finance Committee
	Hybrid Attendance	

^{*} To Be Confirmed

Other meetings/events:

Town Council Christmas Concert - Friday 9th November 2022 at 6:30pm in Capel Mynydd Seion







Tracy Gilmartin <tgilmartin@onevoicewales.wales> From:

14 November 2022 15:08 Sent:

Tracy Gilmartin To:

Bullying and Harassment in Councils / Bwlïo ac Aflonyddu mewn Cynghorau Subject: **Attachments:**

Bullying and Harassment in Councils 2022_NB (1)Cym.docx; Bullying and

Harassment in Councils 2022_NB.docx

This Message Is From an External Sender

This message came from outside your organization.

Dear Chair/Clerk,

I am attaching for your attention a copy of new guidance on bullying and harassment which your Council should find of use in relation to the handling of any issues that occur in such matters. One Voice Wales (OVW) and the Society of Local Council Clerks (SLCC) are committed to improving the performance of local councils in Wales. One aspect of improvement is around the behaviour of members and employees. Whilst serious issues of behaviour are limited to a small number of cases, the impact is significant for those involved. Unacceptable behaviour can impact on Council effectiveness undermining loyalty and commitment and a souring of relationships which is in no one's interests. At its very worse it can result in ill-health which is clearly unproductive and costly to those Councils experiencing relationship issues.

The guide includes reference to the following:

- Steps needed to develop effective councillor and officer relationships
- Description of bullying and harassment
- Findings from SLCC's research on the ethical framework
- Explanation of differences between employee grievances and Code of Conduct complaints and how such matters should be approached
- Complaint handling by the Public Services Ombudsman for Wales (PSOW)
- The role of the Council and Chair
- The Council's position on values and beliefs
- Support available for Councils and Clerks
- Checklist for making a complaint to the PSOW

Lyn Cadwallader, Chief Executive of One Voice Wales gives his full support to the production of this guide which he considers will help all Councils and employees to understand the nature of unacceptable behaviour and have a toolkit to help everyone ensure that Councils foster effective governance and employment practice. In his view, it is essential that Councils take all necessary actions to root out poor behaviour on the part of members and/or officers so that together a cohesive and focussed approach is adopted in achieving the best outcomes for local people.

SLCC is similarly pleased to support the development of this guide. Rob Smith, Chief Executive of SLCC, gives his full support to the production of the guide and notes the value of its aims of improving behaviours, engendering positive relationships and helping Councils and employees to deliver for their communities.'

Regards,

CFIPA

Y Grŵp Addysg a Gwasanaethau Cyhoeddus Education and Public Services Group



To: Directors of Finance in Wales & Clerks of Town and Community Councils in Wales Copied to: WLGA, Audit Wales, One Voice Wales

14 November 2022

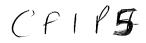
Dear colleagues,

Preparation and Publication of Statutory Financial Accounts for 2021-22

Further to my letter of 6 April 2022 I thought it may be helpful to write to confirm the Welsh Government's revised expectation for the timescales of the preparation and publication of statutory financial accounts for 2021-22 following our extensive discussions on the impact of the outcome of the CIPFA LASSAC consultation on the treatment of Infrastructure Assets.

The current expectation is that the statutory instrument amending the Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003 will be in force from [3 December 2022] and the amendment to the Code will be approved by mid November. Accordingly I am writing to suggest colleagues should seek to achieve publication of final audited accounts by 31st January 2023.

The Accounts and Audit (Wales) Regulations 2014 already make provision for an authority having to delay preparing and publishing their annual financial accounts. By virtue of regulation 10(4) authorities are able to include a note on websites to say why they haven't prepared or published their accounts within existing deadlines to comply with legislation. As such there has been no need for us to make amendments to the regulations to change the statutory deadlines as was required in England.







Clerks of Community and Town Councils,

Directors of Finance,

County and County Borough Councils

November 2022

Dear Clerk,

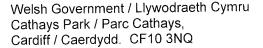
Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 - Section 137 Expenditure Limit for 2023-24

This is to notify you that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2023-24 is £9.93.

Section 137(1) of the 1972 Act permits each Community or Town Council to incur expenditure for purposes 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 incurred. Community and Town Councils are also permitted under section 137(3) 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 2023-24 will be £9.93 per elector.

For the financial year 2023-24, the appropriate sum for the purposes of section 137(4)(a) is calculated by applying the formula set out in Schedule 12B to the 1972 Act. The Retail Prices Index increased by 12.6% between September 2021 and September 2022. This means that, by application of the formula, the appropriate sum for the financial year 2023-24 increases from £8.82 to £9.93 per elector.

For clarity, the Local Government and Elections (Wales) Act 2021 includes provision which enables 'eligible community councils' to exercise the General Power of Competence. The power for Community and Town Councils to exercise the General Power of Competence came into force on 5 May 2022.



CFIP6



The relevant <u>statutory guidance for community and town councils</u> explains the interaction between the two powers (i.e. the general power of competence and the power under s.137 of the 1972 Act). Community and town councils exercising the General Power of Competence are not subject to an expenditure limit, but other conditions apply. For all other community and town councils, the limit set out in this letter will apply.

Yours sincerely

Martin Bull Local Government Finance Policy & Sustainability Division

ATC Clerk

From:

Neil Payne

Sent:

07 November 2022 16:42

To:

ATC Clerk; IT Service Desk

Cc:

ATC Admin: Andy Plumb; Tim Lovell-Smith

Subject:

RE: Technical issues at hybrid meeting

Hi Mandy

Regarding use of the equipment to present and in particular one consultant's laptop not working - if connecting his or her laptop by cable to the HDMI port a I really do not know why that wouldn't work for them - all I can suggest is it could have been linked to a driver on the laptop.

With regard to connecting to Zoom - we only offer very limited support with Zoom (purely because of the need for it in our democratic meetings for translation) but Teams is our standard. There is an extender microphone available for the Logitech unit did we bring that over?

For larger open rooms to be honest we aren't sure ourselves whether the Logitech devices (the camera) are ideal for that function. We have had mixed results in larger rooms ourselves and are looking at another device for larger rooms to see how that works. If you had issues with the connection though that could be down to the laptop connection to your Wi-Fi, the software, zoom any number of things it is difficult for us to comment with any significant confidence without seeing what was happening. Is the Wi-Fi connectivity in the chamber good?

Our own thoughts so far is that hybrid meetings only tend to work well if very structured around an agenda without a lot of mixed conversation - more informal meetings certainly we have found people connecting remotely can struggle to hear or feel part of the actual meeting because there can be a lot of 'chat' in the meeting room which makes it harder to hear who is saying what.

So - my only suggestion for now is for maybe you guys to continue to have a play and test the equipment maybe prior to your meetings (as committees do here albeit with very different equipment in the chamber).

As we learn more we can maybe offer further advice. Certainly it may be worth not committing to spending on the Logitech meet now unit with us just yet but wait to see how the other digital meeting unit we are going to test for larger rooms works - although we won't really have these even if we do order more to offer for trial. Regarding your funding question Mandy should you wish to pay for keeping the kit permanently we would have to check with Debbie - there is huge pressure on all the Council's budgets at the moment. Maybe see if you are happy to keep the kit first or to go for the units we are going to test in the next week or two.

Regards

Neil

From: ATC Clerk <clerk@abergeletowncouncil.gov.wales>

Sent: 04 November 2022 11:19

To: IT Service Desk <IT.ServiceDesk@conwy.gov.uk>

Cc: ATC Admin <Assistantclerk@abergeletowncouncil.gov.wales>; Neil Payne <Neil.Payne@conwy.gov.uk>

Subject: Technical issues at hybrid meeting

Importance: High

Dear Helpdesk



ATC Clerk

From:

Tracy Gilmartin <tgilmartin@onevoicewales.wales>

Sent:

24 November 2022 09:42

To:

Tracy Gilmartin

Subject:

Dyfodol Cymunedau Cymraeg: galwad am dystiolaeth / The Future of Welsh

Communities: call for evidence.

This Message Is From an External Sender

This message came from outside your organization.

Annwyl Gadeirydd a Chlerc

Mae'r Comisiwn Cymunedau Cymraeg yn gofyn am sut y gellir cryfhau cymunedau Cymraeg. Mae cryfhau cymunedau Cymraeg yn ganolog i strategaeth Llywodraeth Cymru o ddyblu defnydd dyddiol o'r Gymraeg erbyn 2050. Sefydlwyd y Comisiwn Cymunedau Cymraeg gan Lywodraeth Cymru er mwyn gwneud argymhellion a allai helpu cyflawni hyn.

Mae yna gwestiynau ymgynghori ac mae ymatebion yn cael eu gwahodd erbyn 13 Ionawr 2023.

Mae copïau o ddogfennau'r ymgynghoriad a'r ffurflen ymateb i'w cael yn:

Dyfodol cymunedau Cymraeg: galwad am dystiolaeth [HTML] | LLYW.CYMRU

Bydd Un Llais Cymru yn paratoi ymateb i'r ymgynghoriad hwn. **Byddwn yn ddiolchgar i dderbyn** eich ymateb neu ymateb ddrafft erbyn diwedd y dydd, dydd Gwener 16 Rhagfyr 2022.

Edrychaf ymlaen i glywed gennych.

Diolch yn fawr iawn

Yn gywir Catrin

Dear Chair and Clerk

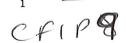
The Commission for Welsh-speaking Communities is keen to receive evidence about how Welsh-speaking communities can be strengthened. Strengthening Welsh-speaking communities is central to the Welsh Government's strategy of doubling the daily use of Welsh by 2050. The Commission for Welsh-speaking Communities was established by the Welsh Government in order to make recommendations that would help achieve this.

There are consultation questions and responses are invited by 13 January 2023.

A copy of the consultation documents and the response form can be found at:

The future of Welsh-speaking communities: call for evidence [HTML] | GOV.WALES

One Voice Wales will be preparing a response to this consultation. I would appreciate your response or draft response by the end of the day, Friday 16 December 2022.





This document was downloaded from GOV.WALES and may not be the latest version.

Go to https://gov.wales/future-welsh-speaking-communities-call-evidence-html (https://gov.wales/future-welsh-speaking-communities-call-evidence-html) for the latest version.

Get information on copyright (https://gov.wales/copyright-statement).

OPEN CONSULTATION

The future of Welshspeaking communities: call for evidence

The Commission for Welsh-speaking Communities is keen to receive evidence about how Welsh-speaking communities can be strengthened.

First published: 8 November 2022

Last updated: 8 November 2022

CF 1190

A description of the call for evidence

The call for evidence aims to:

- bring together information and evidence in relation to Welsh-speaking communities
- · collect ideas and views about how they might be strengthened
- assist the Commission for Welsh-speaking Communities in its work of drawing up recommendations to the Welsh Government

The work of the Commission for Welsh-speaking Communities

Strengthening Welsh-speaking communities is central to the Welsh Government's strategy of doubling the daily use of Welsh by 2050.

The Commission for Welsh-speaking Communities was established by the Welsh Government in order to make recommendations that would help achieve this.

The commission will make its recommendations in the form of a report.

The communities concerned

Welsh is a national language which belongs to us all. The Commission for Welsh-speaking Communities believes the use of Welsh should be increased in

every part of Wales.

In order to reflect this, there will be two stages to the work of the commission: the first stage will be to make recommendations about communities where Welsh is the language of the majority (or where this has been true until relatively recently); the second stage will look at the use of the Welsh language as a community language in other parts of Wales.

In this document, we are seeking evidence about communities where Welsh is the language of the majority (or where this has been true until relatively recently). We refer to these communities in this document as 'Welsh-speaking communities'.

Why ask for evidence?

Receiving evidence will help the Commission prepare a report and make recommendations.

We are keen to hear from members of the public, organisations and stakeholders.

How can I submit evidence?

Submit your comments by 13 January 2023, in any of the following ways:

- complete our online form (https://gov.wales/node/51133/respond-online)
- download, complete our response form (https://gov.wales/sites/default/files/consultations/2022-11/call-evidence-the-future-welsh-speaking-communities-

How should we respond to recent changes in Wales?

In recent years Wales has undergone many far-reaching changes. The United Kingdom left the European Union, coronavirus (COVID-19) impacted our communities, new social practices took hold (such as working from home), and there is a crisis in energy and in the cost of living. It is possible that some of these changes will affect the sustainability of Welsh-speaking communities.

 Question 1: What steps should be taken in order to strengthen Welshspeaking communities (or the Welsh language in Welsh-speaking communities) as a consequence of any of these developments?

How can we target support for Welsh-speaking communities in the most effective way?

The Welsh language is under pressure in some parts of Wales. We are keen to hear ideas about how to provide support for Welsh-speaking communities in the most effective way.

- Question 2: How can we provide support effectively for Welsh-speaking communities?
- Question 3: How can we use regional or local policies in order to strengthen Welsh-speaking communities?
- Question 4: What role should local government have in strengthening Welshspeaking communities?

Policy fields

The future of the Welsh language in Welsh-speaking communities depends to a large extent on the sustainability of these communities. This means that

measures to support the Welsh language must be 'holistic' – they must relate to many aspects of the life of society, and encompass many policy fields.

The commission is keen therefore to receive evidence about the relationship of Welsh with different policy areas.

A number of policy fields have been noted below. Not every field has been mentioned, and you are welcome to submit evidence about fields which have not been named.

In the following areas, what policies should be introduced in order to strengthen Welsh-speaking communities?

- Question 5: Regeneration
- · Question 6: Education
- · Question 7: Agriculture / Land Use
- · Question 8: Town and country planning
- Question 9: Community development
- · Question 10: Economic development
- Question 11: Housing
- Question 12: Any other field

Direct language policy

The commission is keen to receive evidence about direct language policy in Welsh-speaking communities.

By 'direct language policy', we mean policies which attempt to strengthen Welsh as a language within Welsh-speaking communities, rather than policies which aim to strengthen the communities themselves.

CFIP14

- Question 13: How effective is direct language policy in Welsh-speaking communities?
- Question 14: How can we strengthen direct language policy in Welshspeaking communities?

How can we strengthen Welsh-speaking communities in harmony with other Welsh Government policies?

The Commission for Welsh-speaking Communities is keen to receive evidence about how to strengthen Welsh-speaking communities in a way that intersects with other Welsh Government objectives. This is important because policies in support of Welsh-speaking communities encompass many areas. As a result, they need to work in the context of wider public policy, including the Well-being of Future Generations Act.

For example, the Welsh Government is keen to strengthen Welsh as a community language and also wishes to adopt beneficial environmental policies. In this example, we would have an interest in hearing about policies which as well as strengthening Welsh-speaking communities are beneficial to the environment.

- Question 15: How can we strengthen Welsh-speaking communities in a way that intersect with some of the Welsh Government's other objectives?
- Question 16: How can we strengthen Welsh-speaking communities in accordance with the Well-being of Future Generations Act?

Young people and young families in Welsh-speaking communities

There is an age imbalance in many Welsh-speaking communities. A failure to keep young people or young families in these communities, or to attract young

people or families to live there, undermines Welsh as a community language.

 Question 17: How can we ensure a better age balance in Welsh-speaking communities, creating a situation in which more young people and young families live there?

Equality and diversity

The Commission for Welsh-speaking Communities wishes to see Welsh-speaking communities that are diverse, inclusive and supportive of equality.

 Question 18: How can we strengthen Welsh-speaking communities in a way that promotes equality and diversity?

Your rights

Under the data protection legislation, you have the right:

- · to be informed of the personal data held about you and to access it
- · to require us to rectify inaccuracies in that data
- · to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- · to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tell us.

For further details about the information the Welsh Government holds and its

as part of your response to the consultation. Welsh Ministers have statutory powers they will rely on to process this personal data which will enable them to make informed decisions about how they exercise their public functions.

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about or planning future consultations.

Where the Welsh Government undertakes further analysis of consultation responses then this work may be commissioned to be carried out by an accredited third party (e.g. a research organisation or a consultancy company).

Any such work will only be undertaken under contract. Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data.

In order to show that the consultation was carried out properly, the Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full.

Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. If you do not want your name or address published, please tell us this in writing when you send your response. We will then redact them before publishing.

You should also be aware of our responsibilities under Freedom of Information legislation. If your details are published as part of the consultation response then these published reports will be retained indefinitely. Any of your data held otherwise by Welsh Government will be kept for no more than 3 years.

This document may not be fully accessible.

For more information refer to our accessibility statement (https://gov.wales/accessibility-statement-govwales).

Questions to help you respond

How should we respond to recent changes in Wales?

In recent years Wales has undergone many far-reaching changes. The United Kingdom left the European Union, coronavirus (COVID-19) impacted our communities, new social practices took hold (such as working from home), and there is a crisis in energy and in the cost of living. It is possible that some of these changes will affect the sustainability of Welsh-speaking communities.

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Question 10: Economic development

Question 11: Housing

Question 12: Any other field

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Question 14: How can we strengthen direct language policy in Welsh-speaking communities?

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