

Correspondence File 1

Ordinary Meeting

6th January 2022

From: Clerk Abergele Town Council <clerk@abergeletowncouncil.gov.wales>

Sent: 24 November 2021 15:17

To: ES&T - NMD Mailbox <EST-NMDMailbox@gov.wales>

Subject: Closure of Footpath over the A55

Good afternoon

Apologies if I have emailed the incorrect address. If this is the case please advise and I will resubmit my email.

At the last meeting of the Town Council members discussed the closure of a footpath over the A55 in an area known as Middle Gate, Abergele and expressed concern that the bridge had been closed due to the possibility of crowds gathering on the bridge during the 'I'm a Celebrity' programme taking place. The bridge is closed between the 1st November and the 20th December 2021. It was understood that the bridge has a weight restriction of 15 tons. Members of the Town Council are concerned that the closure of the bridge involves the general public having to take an alternative route which is not only much longer but also a hazardous walk along an unlit road.

I look forward to your observations in due course.

Regards

Mandy Evans

Clerc y Dref/Town Clerk

Cyngor Tref Abergele Town Council

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.

(7a) Ord.

Clerk Abergele Town Council

From: Rhys.Ryland@gov.wales on behalf of EST-NMDMailbox@gov.wales
Sent: 08 December 2021 11:55
To: Clerk Abergele Town Council
Subject: Welsh Government Correspondence OC-01467-21

Yr Adran Newid Hinsawdd Department for Climate Change



Llywodraeth Cymru
Welsh Government

Our reference: OC-01467-21

Ms M Evans
Abergele Town Council

clerk@abergeletowncouncil.gov.wales

08 December 2021

Dear Ms Evans

Thank you for your email enquiry of the 24 November.

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

The Welsh Government have requested the temporary fencing on the Hen Wrych footbridge crossing the A55, which was placed there because of safety concerns, to be removed on the morning of the 13 December.

The Welsh Government would like to apologise for any inconvenience caused to local residents and thank them for their patience in this matter.

Yours sincerely

Richard Morgan

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

Original enquiry

1
CF1P2

Lee Waters AS/MS
Y Dirprwy Weinidog Newid Hinsawdd
Deputy Minister for Climate Change



Llywodraeth Cymru
Welsh Government

Ein cyf/Our ref LW/11917/21

Darren Millar MS

Darren.millar@senedd.wales

30 November 2021

Dear Darren,

Thank you for your email of 27 October to the Minister for Climate Change on behalf of Councillor Andrew Wood regarding Sea Road Bridge in Abergele and Primrose Hill Bridge in St George. I am responding in view of my portfolio responsibilities.

There are multiple complex issues affecting the trunk road between junctions 23 and 24 on the A55. The situation at Sea Road Bridge will be considered holistically, along with the other connected issues in that location, as part of the Welsh Transport Planning and Appraisal Guidance Process.

The structural assessment for Primrose Hill Overbridge has been carried out and the findings are being reviewed. We can confirm that 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.

My officials have been in contact with Councillor Wood about these matters and have invited him to attend a virtual meeting in December to explain the current position of the A55 Junction 23 to 24 WeITAG Stage 1 corridor study and other related projects which impact this area of Abergele. This meeting will also provide an opportunity for key stakeholders to discuss any issues of concern and the emerging list of possible solutions.

Yours sincerely,

Lee Waters AS/MS
Y Dirprwy Weinidog Newid Hinsawdd
Deputy Minister for Climate Change

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400

Gohebiaeth.Lee.Waters@llyw.cymru
Correspondence.Lee.Waters@gov.wales

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SN

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

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.

CF1P3

Mayor's Diary January 2022

Date	Fee	Start Time	Expected End Time	Name of Organisation	Details	Venue	Invitation Sent	Mayor	Reply & Consort Deputy	Confirmed(C)/(TBC)
01/01/2022										
02/01/2022										
03/01/2022										
04/01/2022										
05/01/2022										
06/01/2022										
07/01/2022										
08/01/2022										
09/01/2022										
10/01/2022										
11/01/2022										
12/01/2022										
13/01/2022										
14/01/2022										
15/01/2022										
16/01/2022										
17/01/2022										
18/01/2022										
19/01/2022										
20/01/2022										
21/01/2022										
22/01/2022	Tickets £20 each	7pm		Mayor's Charity Event - Cabaret Jazz		Denbigh Town Hall	15.12.2021	15.12.2021		TBC
23/01/2022										
24/01/2022										
25/01/2022										
26/01/2022										
27/01/2022										
28/01/2022										
29/01/2022										
30/01/2022	FREE	11am / 3pm 7pm (Arrive 6.45pm)	9pm	Abergele Mayoral Civic Service Holocaust Memorial Day Holywell TC - Civic Service	FORMAL	Canoifan Dewi Sant Centre, Pensarn Craig-Y-Don Community Centre, Llandudno	18.10.2021 26.08.2021			TBC
31/01/2022								06.09.2021		

CFIP4.



Cyngor Tref Abergele Town Council

FORTHCOMING MEETINGS - JANUARY 2022

15th December 2021

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 6 th January	6.45 p.m. Remote Attendance	Ordinary
Thursday 13 th January	5:30pm Remote Attendance	Special Ordinary Meeting (Recruitment)
Thursday 13 th January	6.45 p.m. Remote Attendance	General Purpose & Planning Committee
*Monday 17 th January	6.45 p.m. Remote Attendance	Staffing Committee
Thursday 20 th January	5:30 p.m. Remote Attendance	Executive Committee
Thursday 20 th January	6.45 p.m. Remote Attendance	Policy & Finance Committee
Thursday 27 th January	6:45 p.m. Remote Attendance	Place Plan Committee

* Date/time to be confirmed.

Other meetings:

*Civic Sunday - Sunday 30th January - Canolfan Dewi Sant

CFIPS

Clerk Abergele Town Council

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 15 December 2021 13:26
To: Wendi Patience
Cc: Wendi Patience
Subject: TRAINING - JANUARY, FEBRUARY & MARCH 2022 / HYFFORDDIANT - IONAWR, CHWEFROR & MAWRTH 2022
Attachments: Application for free training place Cym.docx; Application for free training place.docx; Letter in relation to free training places November 2020.docx; Letter in relation to free training places November 2020Cym.doc; 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 January, February and March, 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 – Please note all training sessions are in English unless otherwise stated.

18/01/2022	Tuesday	Health & Safety - Module 7	6.30-8.00pm
18/01/2022	Tuesday	Effective Staff Management - Module 18	6.30-8.00pm
18/01/2022	Tuesday	Creating a Community Plan - Module 12	2.00-3.30pm
19/01/2022	Wednesday	Understanding the Law - Module 4	6.30-8.00pm
19/01/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00pm
19/01/2022	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
20/01/2022	Thursday	Chairing Skills - Module 10	6.30-8.00pm
20/01/2022	Thursday	The Council as an Employer - Module 3	2.00-3.30pm
20/01/2022	Thursday	The Council - Module 1	6.30-8.00pm
24/01/2022	Monday	The Councillor - Module 2	6.30-8.00pm
25/01/2022	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
25/01/2022	Tuesday	The Council as an Employer - Module 3	2.00-3.30pm
25/01/2022	Tuesday	Equality & Diversity - Module 14	6.30-8.00pm
26/01/2022	Wednesday	Chairing Skills - Module 10 - IN WELSH	6.30-8.00pm

26/01/2022	Wednesday	Introduction to Community Engagement - Module 8	2.00-3.30pm
26/01/2022	Wednesday	Information Management - Module 15	6.30-8.00pm
27/01/2022	Thursday	Understanding the Law - Module 4	6.30-8.00pm
27/01/2022	Thursday	Local Government Finance - Module 6	6.30-8.00pm
31/01/2022	Monday	The Council - Module 1 - IN WELSH	2.00-3.30pm
01/02/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00pm
01/02/2022	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
01/02/2022	Tuesday	Local Government Finance - Module 6	6.30-8.00pm
02/02/2022	Wednesday	The Council Meeting - Module 5	6.30-8.00pm
02/02/2022	Wednesday	Community Engagement Part II - Module 13	2.00-3.30pm
03/02/2022	Thursday	Code of Conduct - Module 9	6.30-8.00pm
03/02/2022	Thursday	Understanding the Law - Module 4	6.30-8.00pm
07/02/2021	Monday	Advanced Local Government Finance - Module 21	6.30-8.00pm
08/02/2022	Tuesday	Health & Safety - Module 7	6.30-8.00pm
08/02/2022	Tuesday	Understanding the Law - Module 4	2.00-3.30pm
09/02/2022	Wednesday	Chairing Skills - Module 10	6.30-8.00pm
09/02/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00pm
09/02/2022	Wednesday	The Council - Module 1	2.00-3.30pm
10/02/2022	Thursday	Effective Staff Management - Module 18	6.30-8.00pm
10/02/2022	Thursday	The Councillor - Module 2 - IN WELSH	6.30-8.00pm
10/02/2022	Thursday	The Council as an Employer - Module 3	6.30-8.00pm
15/02/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00pm
15/02/2022	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
16/02/2022	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
16/02/2022	Wednesday	The Council Meeting - Module 5 - IN WELSH	2.00-3.30pm
17/02/2022	Thursday	The Councillor - Module 2	6.30-8.00pm
17/02/2022	Thursday	Local Government Finance - Module 6	6.30-8.00pm
17/02/2022	Thursday	Introduction to Community Engagement - Module 8	2.00-3.30pm

21/02/2022	Monday	Local Government Finance - Module 6	6.30-8.00pm
21/02/2022	Monday	Code of Conduct - Module 9	2.00-3.30pm
22/02/2022	Tuesday	Information Management - Module 15	6.30-8.00pm
22/02/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00pm
23/02/2022	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
23/02/2022	Wednesday	Creating a Community Plan - Module 12	6.30-8.00pm
24/02/2022	Thursday	The Council Meeting - Module 5	6.30-8.00pm
24/02/2022	Thursday	Community Engagement Part II - Module 13	2.00-3.30pm
24/02/2022	Thursday	Understanding the Law - Module 4	6.30-8.00pm
28/02/2022	Monday	Advanced Local Government Finance - Module 21	6.30-8.00pm
01/03/2022	Tuesday	Health & Safety - Module 7	6.30-8.00pm
01/03/2022	Tuesday	Local Government Finance - Module 6	6.30-8.00pm
01/03/2022	Tuesday	Chairing Skills - Module 10	2.00-3.30pm
02/03/2022	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm
02/03/2022	Wednesday	The Council - Module 1	6.30-8.00pm
02/03/2022	Wednesday	Understanding the Law - Module 4	2.00-3.30pm
03/03/2022	Thursday	Equality & Diversity - Module 14	6.30-8.00pm
03/03/2022	Thursday	Effective Staff Management - Module 18	6.30-8.00pm
03/03/2022	Thursday	Code of Conduct - Module 9	6.30-8.00pm
08/03/2022	Tuesday	The Councillor - Module 2	6.30-8.00pm
08/03/2022	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
08/03/2022	Tuesday	Creating a Community Plan - Module 12	2.00-3.30pm
09/03/2022	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
09/03/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00pm
10/03/2022	Thursday	The Council as an Employer - Module 3	6.30-8.00pm
10/03/2022	Thursday	The Council Meeting - Module 5	6.30-8.00pm
10/03/2022	Thursday	Code of Conduct - Module 9 - IN WELSH	6.30-8.00pm
14/03/2022	Monday	Understanding the Law - Module 4	6.30-8.00pm
15/03/2022	Tuesday	Local Government Finance - Module 6	6.30-8.00pm

15/03/2022	Tuesday	Community Engagement Part II - Module 13	2.00-3.30pm
16/03/2022	Wednesday	Effective Staff Management - Module 18	6.30-8.00pm
16/03/2022	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm
17/03/2022	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00pm
17/03/2022	Thursday	Code of Conduct - Module 9	6.30-8.00pm
17/03/2022	Thursday	The Councillor - Module 2	2.00-3.30pm
21/03/2022	Monday	The Council Meeting - Module 5	6.30-8.00pm
21/03/2022	Monday	Advanced Local Government Finance - Module 21	6.30-8.00pm
22/03/2022	Tuesday	Health & Safety - Module 7	6.30-8.00pm
22/03/2022	Tuesday	The Council - Module 1	6.30-8.00pm
22/03/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00pm
23/03/2022	Wednesday	Introduction to Community Engagement - Module 8	2.00-3.30pm
24/03/2022	Thursday	Equality & Diversity - Module 14	6.30-8.00pm
24/03/2022	Thursday	Chairing Skills - Module 10	2.00-3.30pm
24/03/2022	Thursday	Understanding the Law - Module 4	6.30-8.00pm
28/03/2022	Monday	Local Government Finance - Module 6	6.30-8.00pm
28/03/2022	Monday	The Council as an Employer - Module 3	6.30-8.00pm
29/03/2022	Tuesday	Effective Staff Management - Module 18	6.30-8.00pm
29/03/2022	Tuesday	Understanding the Law - Module 4	2.00-3.30pm
30/03/2022	Wednesday	Information Management - Module 15	6.30-8.00pm
30/03/2022	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
31/03/2022	Thursday	The Councillor - Module 2	6.30-8.00pm
31/03/2022	Thursday	The Council Meeting - Module 5	2.00-3.30pm

Please contact me via email to place a booking.

Many thanks.
Wendi

Mobile – 07929 715990

Clerk Abergele Town Council

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 14 December 2021 16:57
To: Tracy Gilmartin
Subject: FW: Laying of the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021
Attachments: GPoC - Qualifications of Clerks Regulations 2021 - Letter to community and town council sector - W.pdf; GPoC - Qualifications of Clerks Regulations 2021 - Letter to community and town council sector - E.pdf

For your information / Er eich gwybodaeth

From: Tim.Donegani@gov.wales <Tim.Donegani@gov.wales>
Sent: 14 December 2021 15:32
To: Lyn Cadwallader <lcadwallader@onevoicewales.wales>
Subject: Laying of the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021

Prynhawn da

Gweler ynghlwm lythyr gan y Gweinidog Cyllid a Llywodraeth Leol am Reoliadau Cyngorau Cymuned Cymwys (Pŵer Cymhwysedd Cyffredinol) (Cymwysterau Clercod) (Cymru) 2021. Allai Un Llais Cymru anfon y llythyr hwn at gynghorau cymuned a thref ar ran Llywodraeth Cymru, os gwelwch chi'n dda?
Cofion gorau

Good afternoon

Please find attached a letter from the Minister for Finance and Local Government about the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021. Please can One Voice Wales colleagues issue this letter to Community and Town councils on behalf of Welsh Government?

Cofion/Regards

Tim

Tim Donegani
Swyddog cymorth polisi partneriaethau a gweddnewid LG/ LG Transformation and Partnerships Policy Support Officer
Llywodraeth Leol: Perfformiad a Phartneriaethau / Local Government: Performance and Partnerships Grwp Addysg a Gwasanaethau Cyhoeddus/Education and Public Services Group
Llywodraeth Cymru / Welsh Government
Parc Business Rhydycar / Rhydycar Business Park
Merthyr Tydfil / Merthyr Tydfil
CF48 1UZ
Ffôn/Tel: 03000253720
E-bost / E-mail: tim.donegani@gov.wales

[Hysbysiad preifatrwydd Llywodraeth Cymru / Welsh Government Privacy Notice](#)

Rydym yn croesawu gohebiaeth Gymraeg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

Rebecca Evans AS/MS
Y Gweinidog Cyllid a Llywodraeth Leol
Minister for Finance and Local Government



Llywodraeth Cymru
Welsh Government

Eich cyf/Your ref
Ein cyf/Our ref

To: Community and Town Councils in Wales
One Voice Wales
The Society of Local Council Clerks

13 December 2021

Dear Colleague

In June 2021, I published a consultation on draft regulations to be made under section 30(3) of the Local Government and Elections (Wales) Act 2021 ("the 2021 Act"), specifying the qualifications a clerk to a community council must hold in order to satisfy one of the three conditions for a council to resolve itself to become an eligible community council for the purpose of exercising the general power of competence.

I am grateful to all who took time to respond to the formal consultation. An analysis of consultation responses has been undertaken and a summary published on the [Welsh Government website](#).

The majority of respondents to the consultation agreed that the qualifications specified in the draft regulations would give confidence that a clerk has the core knowledge, skills and understanding to support a community council in the exercise of the general power of competence. There is clear confidence particularly from the main sector representative bodies, that the Certificate in Local Council Administration (CiLCA) provides the appropriate sector-specific certified training for clerks to enable them to support their council. The other qualifications specified in the draft regulations also meet that requirement.

While some respondents put forward alternative qualifications for consideration for inclusion, there was no significant support for other suitable, sector-specific qualifications. The extent to which the content of the other qualifications put forward would be applicable to the sector would vary. A number of respondents to the consultation also suggested that experience in a clerk role should be taken into account. While I acknowledge and value this experience, I am not persuaded that it can be objectively measured to provide assurance that a clerk is suitably equipped to support a council in exercising the general power of competence.

Following this formal consultation, I am pleased to confirm that I have now laid the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales)

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SN

Correspondence.Rebecca.Evans@gov.wales
Gohebiaeth.Rebecca.Evans@llyw.cymru

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

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.

CAIPU

Regulations 2021 before the Senedd, with a coming into force date of 5 May 2022. The regulations are unchanged from the draft issued for consultation and can be found on the [Senedd Cymru website](#).


Some of the responses to the consultation appeared to be of the understanding that the qualifications would be a requirement for **all** community council clerks. It is important to emphasise that a community council does **not** have to meet the conditions for the general power of competence unless it wishes to resolve itself an eligible council. The qualification requirement detailed in the regulations is only for councils, regardless of size, that wish to resolve themselves an eligible community council for the purposes of exercising the general power of competence.

The general power under section 137(1) of the Local Government Act 1972 has been retained for community councils that do not wish to resolve themselves to become an eligible community council, or are not yet able to satisfy the eligibility conditions.

A number of consultation responses noted the importance of ongoing development of clerks. This is something that the Welsh Government supports, with [bursary funding](#) provided to enable clerks to undertake the full CiLCA certificate, as well as broader training such as the Introduction to Local Council Administration (ILCA), Society of Local Council Clerks training courses, conferences and continuing professional development opportunities. This funding is reviewed on an annual basis and I would encourage councils and clerks to take advantage of this opportunity.

Statutory guidance is currently being developed for community and town councils on all their new powers and duties under the 2021 Act. This will include a section on exercising the general power of competence and questions raised in this consultation will be reflected in the guidance. The guidance will be subject to consultation later this year and I look forward to considering feedback on this. My officials will continue to work closely with sector partners through implementation of the 2021 Act, and ensuring that the guidance meets the needs of community and town councils in Wales.

Yours sincerely,



Rebecca Evans AS/MS

Y Gweinidog Cyllid a Llywodraeth Leol
Minister for Finance and Local Government

CF1P12

Clerk Abergele Town Council

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 15 December 2021 09:41
To: Tracy Gilmartin
Subject: FW: Rhaglen Llundio Dyfodol Cymru/Shaping Wales Future - National Stakeholder Forum

For your information and attention / Ar gyfer eich gwybodaeth a'ch sylw

From: David.Garside@gov.wales <David.Garside@gov.wales> **On Behalf Of** ShapingWalesFuture@gov.wales
Sent: 14 December 2021 15:58
To: ShapingWalesFuture@gov.wales
Subject: Rhaglen Llundio Dyfodol Cymru/Shaping Wales Future - National Stakeholder Forum

Prynhawn da,

Heddiw, fel rhan o'r rhaglen Llundio Dyfodol Cymru, mae Llywodraeth Cymru wedi cyhoeddi'r cam cyntaf o gerrig milltir cenedlaethol i Gymru o dan y saith nod llesiant, cyfres wedi'i diweddarau o ddangosyddion llesiant cenedlaethol, a'r ail rifyn o Adroddiad Tueddiadau'r Dyfodol Cymru.

Mae'r rhain yn dair rhan bwysig o Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 sy'n rhoi gwybod inni am y cynnydd rydyn ni'n ei wneud tuag at gyrraedd ein nodau llesiant; yn ein helpu i ddeall yn well unrhyw heriau y byddwn efallai'n dod ar eu traws ar y ffordd; ac yn sicrhau ein bod yn manteisio ar y cyfleoedd sydd gennym i wneud pethau'n well. Gallwch weld y cyhoeddiadau yma:

[Cerrig milltir cenedlaethol](#)

[Dangosyddion cenedlaethol wedi'u diweddarau](#)

[Adroddiad Tueddiadau'r Dyfodol Cymru 2021](#)

Hoffem ddiolch i aelodau sydd wedi rhoi mewnbwn gwerthfawr i'r rhaglen Llundio Dyfodol Cymru. Byddwn yn defnyddio cyhoeddiad y cerrig milltir cenedlaethol, dangosyddion wedi'u diweddarau, ac Adroddiad Tueddiadau'r Dyfodol fel llwyfan i ganolbwyntio o'r newydd ar yr

Good afternoon,

Today, as part of the Shaping Wales' Future programme, the Welsh Government has published the first wave of Wales' national milestones under the seven well-being goals, an updated suite of national well-being indicators, and the second edition of the Future Trends Report Wales.

These are three important parts of the Well-being of Future Generations (Wales) Act 2015 that tell us about the progress we're making towards our well-being goals, help us better understand any challenges we might face on the way and ensure we seize the opportunities we have to do things better. You can access the publications here:

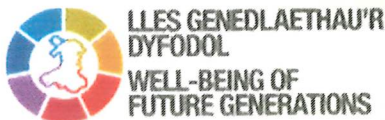
[National Milestones](#)

[Updated national indicators](#)

[Future Trends Report Wales 2021](#)

We would like to thank members who have provided valuable input to the Shaping Wales' Future programme. We will use the publication of the national milestones, updated indicators, and Future Trends Report as a platform to bring renewed focus on what matters to

<p>hyn sy'n bwysig i Gymru a lle mae angen cynnydd, ac i sicrhau ein bod wedi ein paratoi'n well i ymateb i'r heriau a manteisio ar y cyfleoedd niferus sydd o'n blaenau.</p>	<p>Wales and where progress is needed, and to ensure that we are better prepared to meet the challenges and seize the many opportunities that lie ahead.</p>
<p>Diolch yn fawr</p>	<p>Many thanks</p>
<p>Is-adran Dyfodol Cynaliadwy</p>	<p>Sustainable Futures Division</p>



Llywodraeth Cymru | Welsh Government
 Llunio Dyfodol Cymru | Shaping Wales' Future
 Gwefan: <https://lluniodyfodolcymru.blog.llyw.cymru> | Website:
<https://shapingwalesfuture.blog.gov.wales>

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.

CA1P14

Clerk Abergele Town Council

From: Tim.Donegani@gov.wales on behalf of LGPartnerships@gov.wales
Sent: 17 December 2021 13:07
To: LGPartnerships@gov.wales
Subject: Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: Canllawiau Statudol Drafft ar gyfer Cynghorau Cymuned a Thref/The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

<p>Annwyl Glerc</p> <p>Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: Canllawiau Statudol Drafft ar gyfer Cynghorau Cymuned a Thref</p> <p>Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: canllawiau statudol Cynghorau Cymuned a Thref LLYW.CYMRU</p> <p>Mae'r ymgynghoriad hwn yn ceisio barn ar ganllawiau statudol drafft ar gyfer cynghorau cymuned a thref.</p> <p>Ymgynghoriad ysgrifenedig, electronig yw hwn. Byddwch cystal ag ymateb drwy:</p> <ul style="list-style-type: none">• Gwblhau'r ffurflen ymateb i'r ymgynghoriad; neu• Anfon e-bost neu bostio eich ymateb gan ddefnyddio'r manylion cyswllt isod. <p>Daw'r ymgynghoriad i ben ar 17 Mawrth 2022</p> <p>Oddi wrth: Yr Is-adran Llywodraeth Leol a Phartneriaethau Llywodraeth Cymru LGPartnerships@gov.wales</p>	<p>Dear Clerk</p> <p>Please find attached link to the consultation The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils</p> <p>Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance GOV.WALES</p> <p>This consultation is seeking views on draft statutory guidance for community and town council.</p> <p>This is a written, electronic consultation. Please respond by:</p> <ul style="list-style-type: none">• Completing the consultation response form; or• Emailing or posting your response to the contact details below. <p>The consultation closes on 17 March 2022</p> <p>From: The Local Government and Partnerships Division Welsh Government LGPartnerships@gov.wales</p>
---	---

Llywodraeth Leol: Perfformiad a Phartneriaethau / Local Government: Performance and Partnerships

[Hysbysiad preifatrwydd Llywodraeth Cymru](#) / [Welsh Government Privacy Notice](#)

Rydym yn croesawu gohebiaeth Gymraeg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not involve any delay.

Clerk Abergele Town Council

Over

From: Deryck Evans <Deryck.Evans@audit.wales>
Sent: 25 November 2021 15:06
To: - abergeleceemetery@gmail.com
Cc: clerk@abergele-towncouncil.co.uk; clerk@tkbtc.co.uk
Subject: Abergele Joint Burial Board Report
Attachments: PAWA2004 s25 - s27.docx; 2572A2021-22_ Abergele_ Joint_ Burial_ Board_ Final_ 2021_ Cym.pdf; 2572A2021-22_ Abergele_ Joint_ Burial_ Board_ Final_ 2021_ Eng.pdf

From: Deryck Evans
Sent: 25 November 2021 14:49
To: Scott Allin <scottallin495@gmail.com>
Subject: Ogmore Vally CC Report

Dear all

I have copied to the 2 councils and to the burial board.

Please see attached our final audit report for the Council. After consideration of the Council's response we have decided not to issue a report in the public interest. However, we have made written recommendations under s25 of the Public Audit (Wales) Act 2004.

This means that the Council will need to take some specific steps to consider the recommendations. You may consider the recommendations at a normal meeting of the Council. However, there are some specific requirements related to the way in which the Council must give notice of the meeting. The Council must place a notice in a newspaper at least seven clear days before the meeting. This is different to the normal process of calling a meeting. The Act also requires the meeting to take place within one month of the date of issue of the report. This timescale can be extended at the Auditor General's discretion. Due to the time of year, you may extend the deadline to 25 January 2022.

I enclose an extract from the Act to assist you. You should refer to this when preparing the notice. We will now arrange for the completion of the outstanding audits and aim to do this before Christmas. Our audit fee invoice will follow shortly thereafter. If you need any further assistance, please feel free to contact me.

Gweler ein hadroddiad archwilio terfynol ar gyfer y Cyngor. Ar ôl ystyried ymateb y Cyngor, rydym wedi penderfynu peidio â chyhoeddi adroddiad er budd y cyhoedd. Fodd bynnag, rydym wedi gwneud argymhellion ysgrifenedig o dan adran 25 o Ddeddf Archwilio Cyhoeddus (Cymru) 2004. Mae hyn yn golygu y bydd angen i'r Cyngor gymryd rhai camau penodol i ystyried yr argymhellion. Gallwch ystyried yr argymhellion mewn cyfarfod arferol o'r Cyngor. Fodd bynnag, mae rhai gofynion penodol yn gysylltiedig â'r ffordd y mae'n rhaid i'r Cyngor roi hysbysiad o'r cyfarfod. Rhaid i'r Cyngor roi hysbysiad mewn papur newydd o leiaf saith diwrnod clir cyn y cyfarfod. Mae hyn yn wahanol i'r broses arferol o law cyfarfod. Mae'r Ddeddf hefyd yn ei gwneud yn ofynnol i'r cyfarfod gael ei gynnal o fewn mis i ddyddiad cyhoeddi'r adroddiad. Gellir ymestyn yr amserlen hon yn ôl disgrisiwn yr Archwilydd Cyffredinol. Oherwydd yr adeg o'r flwyddyn, gallwch ymestyn y dyddiad cau i 25 Ionawr 2022. Amgaeaf ddarn o'r Ddeddf i'ch cynorthwyo. Dylech gyfeirio at hyn wrth baratoi'r hysbysiad. Byddwn yn awr yn trefnu cwblhau'r archwiliadau sy'n weddill ac yn anelu at wneud hyn cyn y Nadolig. Bydd ein anfoneb ffioedd archwilio yn dilyn yn fuan wedi hynny. Os oes angen rhagor o gymorth arnoch, mae croeso i chi gysylltu â mi.

Cofion

CFIP 16

Deryck Evans

Rheolwr Archwilio - Datblygiad a Chanllawiau Archwilio || Audit Manager – Audit Development and Guidance Ffôn ||

Tel: 02920 320559 / 07780 554874

www.archwilio.cymru || www.audit.wales



Cysylltwch â ni || Connect with us



[Twitter](#)



[Facebook](#)



[LinkedIn](#)



[YouTube](#)



Am y newyddion diweddaraf, cofrestrwch i'n cylchlythyr [yma](#)

For the latest news, sign up to our newsletter [here](#)

Ysgrifennwch atom yn Gymraeg neu'n Saesneg

Please write to us in Welsh or English

Clare@localia.com

Clare

Public Audit (Wales) Act 2004 c. 23

s. 25 Procedure for consideration of reports and recommendations

25 Procedure for consideration of reports and recommendations

(1) This section applies if a body is required under section 24(2)(b) to take a report into consideration in accordance with this section.

(2) This section also applies if [the Auditor General for Wales, in auditing]¹ any accounts of a local government body in Wales—

(a) sends to the body a written recommendation, and

(b) states in the document containing the recommendation that in his opinion the recommendation should be considered in accordance with this section.

(3) But subsection (2) does not apply if the body is—

(a) a port health authority;

(b) a conservation board;

(c) an internal drainage board;

(d) a local probation board [;]²

[

(e) a probation trust.

]²

(4) If this section applies, the body must consider the report or recommendation at a meeting held by it before the end of the period of one month starting with the day on which [the Auditor General for Wales]¹ sends the report or recommendation to it.

(5) At the meeting the body must decide—

(a) if a report under section 22 is considered at the meeting, whether the report requires it to take any action;

(b) if a recommendation within subsection (2) is considered at the meeting, whether the recommendation is to be accepted;

(c) what action (if any) to take in response to the report or recommendation.

(6) [The Auditor General for Wales]¹ may extend the period of one month mentioned in subsection (4) in relation to a report or recommendation if he is satisfied that it is reasonable to allow the body more time to comply with its duties under subsections (4) and (5) in relation to the report or recommendation.

(7) A period may be extended under subsection (6) more than once.

(8) Nothing in section 101 of the Local Government Act 1972 (c. 70) (delegation of functions) applies to a duty imposed on a body by this section.

[

(8A) Where a duty imposed on a body by this section is imposed on a corporate joint committee, the duty may not be discharged on behalf of the corporate joint committee by—

- (a) a sub-committee of the corporate joint committee, or
- (b) any other person.

]

(9) This section does not affect any duties (so far as they relate to the subject-matter of a report or recommendation) imposed by or under—

- (a) this Act;
- (b) sections 114 to 116 of the Local Government Finance Act 1988 (c. 41) (reports by chief finance officers);
- (c) section 5 of the Local Government and Housing Act 1989 (c. 42) (functions of monitoring officers);
- (d) any other enactment.

s. 26 Publicity for meetings under section 25

26 Publicity for meetings under section 25

(1) This section applies if a body is required under section 25(4) to hold a meeting.

(2) The meeting may be held on a particular day only if, at least seven clear days before that day, a notice complying with subsection (3) has been published in a newspaper circulating in the area of the body.

(3) A notice complies with this subsection if it—

(a) states the time and place of the meeting [(but where the meeting is to be held by a body mentioned in subsection (3A) through remote means only, there is no need for the notice to state the place of the meeting)]¹,

[

(aa) in the case of a meeting held through remote means by a body mentioned in subsection (3A), also gives details of how to access the meeting;

]²

(b) indicates that the meeting is to be held to consider [the Auditor General for Wales's]³ report or recommendation (as the case may be), and

(c) describes the subject-matter of the report or recommendation.

[

(3A) The bodies referred to in subsection (3)(a) and (aa) are—

(a) a local authority in Wales;

(b) a committee of a local authority in Wales (including a joint committee of two or more local authorities in Wales);

(c) a National Park authority for a National Park in Wales;

(d) a fire and rescue authority in Wales constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 (c. 21) or a scheme to which section 4 of that Act applies.

(3B) In subsection (3)(a) and (aa) the references to a meeting of a body held through remote means are to a meeting held by means of equipment or other facility which enables persons who are not in the same place to speak to and be heard by each other (whether or not the equipment or facility enables those persons to see and be seen by each other).

]⁴

(4) As soon as practicable after the meeting the body must—

(a) ensure that [the Auditor General for Wales]³ is notified of the decisions made by the body under section 25(5),

(b) obtain the approval of [the Auditor General for Wales]³ to a written summary of those decisions (“the approved summary”), and

(c) ensure that a notice containing the approved summary is published in one or more newspapers circulating in the area of the body.

(5) The approved summary need not summarise any decision made at the meeting while the public were excluded—

(a) under section 100A(2) of the Local Government Act 1972 (confidential information);

(b) in pursuance of a resolution under section 100A(4) of that Act (exempt information);

(c) in pursuance of a resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (c. 67) (protection of public interest).

(6) But if sections 100C and 100D of the Local Government Act 1972 (c. 70) (availability for inspection [and publication]⁵ after meeting of minutes, background papers and other documents) apply in relation to the meeting the approved summary must indicate the documents in relation to the meeting which are [published electronically or]⁶ open for inspection under those sections.

(7) This section does not affect any provisions made in relation to meetings of a body by section 24(4) to (7) or by or under—

(a) the Local Government Act 1972;

(b) the Public Bodies (Admission to Meetings) Act 1960;

(c) any other enactment.

Other Application

In relation to Coronavirus SI 2020/442:[

26 Publicity for meetings under section 25

(1) This section applies if a body is required under section 25(4) to hold a meeting.

(2) The meeting may be held on a particular day only if, at least seven clear days before that day, a notice complying with subsection (3) has been published in a newspaper circulating in the area of the body.

(3) A notice complies with this subsection if it—

- (a) states the time [and place of the meeting]⁸,
- (b) indicates that the meeting is to be held to consider the Auditor General for Wales's report or recommendation (as the case may be), and
- (c) describes the subject-matter of the report or recommendation.

(4) As soon as practicable after the meeting the body must—

- (a) ensure that the Auditor General for Wales is notified of the decisions made by the body under section 25(5),
- (b) obtain the approval of the Auditor General for Wales to a written summary of those decisions (“the approved summary”), and
- (c) ensure that a notice containing the approved summary is published in one or more newspapers circulating in the area of the body.

(5) The approved summary need not summarise any decision made at the meeting while the public were excluded—

- (a) under section 100A(2) of the Local Government Act 1972 (confidential information);
- (b) in pursuance of a resolution under section 100A(4) of that Act (exempt information);
- (c) in pursuance of a resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (c. 67) (protection of public interest).

[

(6) But if section 100C of the Local Government Act 1972 applies in relation to the meeting, the approved summary must indicate the documents in relation to the meeting which have been published electronically under that section.

] [

(6A) Subsection (6B) applies in relation to a meeting which is not open to the public other than by virtue of—

- (a) section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, or
- (b) section 100A(2) or (4) of the Local Government Act 1972.

(6B) The reference in subsection (5) to a decision made at a meeting while the public were excluded includes a reference to a decision made while, in the proper officer's opinion, it is likely the meeting would not have been open to the public by virtue of—

- (a) section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, had section 1(1) of that Act applied;

(b) section 100A(2) or (4) of the Local Government Act 1972, had section 100A(1) of that Act applied.

]¹⁰

(7) This section does not affect any provisions made in relation to meetings of a body by section 24(4) to (7) or by or under—

- (a) the Local Government Act 1972;
- (b) the Public Bodies (Admission to Meetings) Act 1960;
- (c) any other enactment.

CE 1877

s. 27 Additional publicity for immediate reports

27 Additional publicity for immediate reports

(1) This section applies where under section 22(5)[the Auditor General for Wales]¹ has sent a report made under section 22(3) to a body.

(2) From the time when the report is received by the body any member of the public may—

- (a) inspect the report at all reasonable times without payment;
- (b) make a copy of the report or any part of it at all reasonable times without payment;
- (c) require the body to supply him on payment of a reasonable sum with a copy of the report or any part of it.

(3) On receiving a report sent to it under section 22(5) a body must immediately—

- (a) ensure that a notice is published in one or more newspapers circulating in the area of the body, and
- ✗ (b) supply a copy of the report to every member of the body.

(4) The notice published under subsection (3) must—

- (a) identify the subject-matter of the report, and
- (b) state that any member of the public may inspect the report and make a copy of it or any part of it between such times and at such place or places as are specified in the notice.

(5) [The Auditor General for Wales]¹ may—

- (a) notify any person that he has made the report;
- (b) supply a copy of the report or of any part of it to any person.

(6) A person who has custody of a report made under section 22(3) commits an offence if—

- (a) he obstructs a person in the exercise of a right conferred by subsection (2)(a) or (b), or
- (b) he refuses to comply with a requirement under subsection (2)(c).

(7) A person guilty of an offence under subsection (6) is liable on summary conviction to a fine not exceeding level 3 on

the standard scale.

(8) A body commits an offence if it fails to comply with a requirement of subsection (3).

(9) A body guilty of an offence under subsection (8) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(10) Nothing in this section affects the operation of section 24(4) to (7).

Failures in Financial Reporting and Unlawful Decision Making – Abergele Joint Burial Board

Audit year: 2017-18 and 2018-19

Date issued: November 2021

Document reference: 2572A2021-22

CFIP25

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and Audit Wales are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to Audit Wales at infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg. This document is also available in Welsh

CFIP26

Contents

This report draws attention to inadequacies in governance arrangements, financial management and internal control at Abergele Joint Burial Board and a failure by its constituent councils, Abergele Town Council and Towyn and Kinmel Bay Town Council to establish proper scrutiny arrangements over the Burial Board. It contains written recommendations made under section 25 of the Public Audit (Wales) Act 2004.

Summary report

Introduction	4
From mid-2016 the Burial Board has failed to ensure that its accounts are prepared and submitted for audit in accordance with statutory requirements	6
Notwithstanding the Burial Board's responsibilities, a lack of understanding of the roles of the Burial Board and the town councils has led to a lack of oversight of the Burial Board by Abergele Town Council and Towyn and Kinmel Bay Town Council	8
The employment of a serving councillor in a paid role by the Burial Board will render unlawful any remuneration paid to the councillor in her role as the Clerk to the Burial Board	11
Information required to be disclosed publicly has not been disclosed by the Committee or the Councils	12

Summary report

Introduction

- 1 This report summarises the findings and conclusions arising from my audit of the Abergele Joint Burial Board for the 2016-17 to 2018-19 financial years. In the course of the audit, matters were brought to my attention indicating deficiencies in financial governance and decision making, particularly in relation to the loss of funding for a Community Voice project and issues related to the former Clerk's terms and conditions of employment. My report draws the Council's attention to these failures in financial governance and decision making.
- 2 Under section 22 of the Public Audit (Wales) Act 2004 (the 2004) Act, I must consider whether in the public interest I should make a report on any matter which comes to my notice in the course of my audit in order for it to be considered by Abergele Joint Burial Board (the Burial Board), Abergele Town Council and Towyn and Kinmel Bay Town Council (the Councils) or be brought to the attention of the public. I must also consider whether or not I should issue written recommendations under section 25 of the 2004 Act.
- 3 In considering whether or not to issue a report in the public interest or to issue statutory recommendations, I take into account the scale and impact of the issues I have identified and the action the Burial Board and the Councils have subsequently taken to improve arrangements and minimise the risk of such failures recurring.
- 4 In view of the actions already taken by the Burial Board and the Councils during 2020 and 2021 and the nature and overall impact of the issues I report on, I have decided not to issue a report in the public interest and that statutory recommendations will be sufficient.
- 5 Therefore, to assist the Burial Board and the Councils to avoid similar issues recurring in the future, and acting under delegated arrangements, I am making written recommendations under section 25 of the Public Audit (Wales) Act 2004 (the 2004 Act).

Abergele Joint Burial Board

- 6 The Burial Board serves the two communities of Abergele and Towyn and Kinmel Bay, providing burial services on behalf of the two Councils. Its annual income and expenditure are variable due to the nature of the services provided. It funds these services from contributions provided by the Councils and from burial fees charged for services to the public. **Exhibit 1** provides an overview of the Burial Board's income and expenditure over recent years.

Exhibit 1: receipts and payments

	2015-16	2016-17	2017-18 ¹
Opening balance	£74,963	£77,433	£82,949
Levy from constituent councils (+)	£7,250	£4,311	£0
Other receipts including burial fees (+)	£8,454	£11,641	£3,759
Staff costs (-)	£4,130	£0	£0
Other payments (-)	£9,104	£10,436	£9,473
Closing balances	£77,433	£82,949	£77,235

Source: Abergele Joint Burial Board annual accounts

- 7 The Committee derives its funding from the public purse, either from fees charged for burials or by levies on Abergele Town Council and Towyn and Kinmel Bay Town Council. The two town councils are themselves funded by precept from Conwy County Borough Council. The precept is funded from additional council tax charges to council tax payers in Abergele and Towyn and Kinmel Bay. The Committee is, therefore, accountable to the local electorate.
- 8 Small local government bodies, such as the Burial Board, normally rely on one key officer, the Clerk, to manage their administrative affairs. Ordinarily, the Clerk is also appointed in the capacity of Responsible Financial Officer (RFO). The RFO is responsible for administering the financial affairs of the Council on a day-to-day basis. In particular, this involves receiving and recording income, preparing cheque payments for signing by members, maintaining the accounting records and preparing the annual accounting statements.
- 9 The Burial Board's Clerk/RFO is Councillor Delyth McRae. Councillor McRae is a serving councillor of Abergele Town Council. Mrs McRae is referred to as the Clerk for the remainder of this document.
- 10 Notwithstanding the role of the Clerk/RFO, by law (the Accounts and Audit (Wales) Regulations 2014 (the 2014 Regulations)), the responsibility for the stewardship of the Burial Board funds, including ensuring that it has effective and efficient financial management, rests with the Burial Board (that is, the members). This includes such things as establishing an appropriate system of internal control, including internal audit, and approving the annual accounting statements prior to submission to the external auditor for examination.

¹ Accounts have not yet been provided for 2018-19 and 2019-20.

- 11 As a committee of two town councils, the town councils also have a significant role to play in the governance of the Burial Board. This report is therefore addressed to Abergele Town Council and Towyn and Kinmel Bay Town Council in addition to the Burial Board.

From mid-2016 the Burial Board has failed to ensure that its accounts are prepared and submitted for audit in accordance with statutory requirements

The Burial Board is required by law to prepare its accounts each year, to have those accounts audited by the Auditor General for Wales and to make arrangements for public inspection of its accounts

- 12 Section 13 of the Public Audit (Wales) Act 2004 (the 2004 Act) states that all local government bodies in Wales (including joint committees of community councils) must make up accounts to 31 March each year and must ensure that those accounts are audited by the Auditor General for Wales. The Burial Board must publish audited accounts by 30 September each year.
- 13 The 2004 Act also makes provision for local electors to inspect the accounts and to ask questions or make objections to the accounts to the Auditor General.

The Burial Board was referred to me due to delays in producing accounts for audit for 2015-16 and 2016-17

- 14 My audit work on town and community councils focusses on an annual return completed by the councils and submitted to auditors working on my behalf. The annual return contains the annual accounting statements that the Council is required by law to prepare, and an annual governance statement which sets out how the council has managed its financial affairs.
- 15 My audit work is normally carried out by BDO, an accounting firm on my behalf. Delays in receiving the annual returns for 2016-17 and delays in receiving responses to audit queries arising from the 2015-16 audit, led BDO to refer the Burial Board to me in May 2018.
- 16 My audit work has identified significant non-compliance with audit requirements.

Exhibit 2: submission of accounts

The Burial Board has failed to provide accounts for audit on a timely basis each year since 2015-16.

	2015-16	2016-17	2017-18	2018-19	2019-20
Certified by RFO	29.06.2016	30.07.2018	30.07.2018	February 2020	Not submitted
Approved by Burial Board	29.06.2016	30.07.2018	30.07.2018	February 2020	Not submitted
Audit status	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Required notices published	No	No	No	No	No

Source: Abergele Joint Burial Board annual returns and correspondence with BDO and Audit Wales

- 17 I have been provided with a copy of a letter from the Clerk addressed to BDO dated 30 July 2018 stating the 'I enclose Annual Governance Forms for the years 2016-7 & 2017/8... The supporting documents will be sent under separate cover in due course.' BDO did not receive this letter or the annual returns. The Clerk provided me with a copy of the annual returns under cover of a letter dated 1 August 2018.
- 18 No further information was provided by the Clerk to BDO and, therefore, in December 2018, I decided that the audit would be completed by Audit Wales. The Clerk attended an audit meeting in December 2018 and provided documentation to allow me to carry out the audit of the 2015-16 to 2017-18 accounts. The 2018-19 accounts were provided for audit in February 2020. To date I have not received the 2019-20 accounts. I am informed that these will be provided shortly and that the 2020-21 accounts will be available by June 2021.

The Burial Board did not operate and meet for a period of almost two years leading to delays in submitting accounts

- 19 My audit established that the Burial Board did not hold any meetings between 29 June 2016 and 11 May 2018. I am informed that meetings were called but that these meetings were not quorate due to illness and lack of representation from one council. During this time, it was unable to make any decisions as every decision made by the Burial Board must be made by a majority of members present and voting at a meeting.

- 20 The minutes of the meeting held on 11 May 2018 refer to the approval of the minutes of the last meeting held on 29 June 2016. The minutes also refer to the provision of information on bank balances and notes, under 'Clerk's report', that 'the cemetery has seen a tremendous change over the past two years'.
- 21 I have not seen any evidence to suggest that the Burial Board made any decisions during this two-year period.
- 22 It is imperative that in order to exercise proper governance, the Burial Board meets on a periodic basis. The Burial Board approves fees and charges, items for payment and the annual accounts. In the absence of any meetings, the Burial Board is unable to properly discharge the burial functions it has been delegated with delivering.
- 23 I am informed that, since 2018, the Board has met on a regular basis.

Notwithstanding the Burial Board's responsibilities, a lack of understanding of the roles of the Burial Board and the town councils has led to a lack of oversight of the Burial Board by Abergele Town Council and Towyn and Kinmel Bay Town Council

The Burial Board has been acting as an autonomous body without oversight by the two town councils

- 24 I have been provided with a copy of correspondence between the Clerk and the clerk of Towyn and Kinmel Bay Town Council regarding the status of the Burial Board. In this correspondence, the Clerk asserts the following:
- 'Abergele Joint Burial Board has been in existence since 1886 and as we have our own standing orders, terms of reference and do annual returns there is conflicting advice, and as you are aware the rules for England and Wales do vary.
- 'At no time over the years has the [the Burial Committee] been required to forward copies of agendas, minutes, returns to the member councils in order for them to be discussed and reviewed with other councillors who are not part of the Burial Board, some information contained which is sometimes very sensitive information due to the very nature of the Burial Board.'
- 25 At an audit meeting in December 2018, the Clerk and member representatives of the Burial Board from each of the two councils, expressed their understanding that the Burial Board, while primarily made up of members of the two councils, was an entirely separate and independent body. The Clerk and members confirmed that no minutes or reports from the Burial Board are presented to the two town councils.

- 26 Council members have been informed that the Burial Board is not accountable to the town councils:
- The minutes of the September 2019 meeting of Abergele Town Council record the receipt of an email enquiry by Cllr Wood with a request for an update regarding the Abergele Joint Burial Board. The minutes record that "Cllr Wood expanded on his reasons for making this request but was informed that the AJBC has not received any precept for four years and was therefore not accountable to the Town Council."
 - The minutes of the Towyn and Kinmel Bay Town Council meeting of 26 September 2018 record:
 - a) Draft minutes relating to Abergele Joint Burial Board should not be shared with either of the two Town Councils, until they have been approved by the Abergele Joint Burial Board.
 - c) There are only three Independent Burial Boards in Wales, and the Abergele Joint Burial Board is one of them.
- 27 Reference to the Burial Board in the town councils' minutes since 2018 has been limited to reference to my ongoing audit.
- 28 Notwithstanding the assertions made by the Clerk and members of the Burial Board, I have been provided with a draft report prepared by the then Chief Legal Officer at Conwy County Borough Council from 1998. The report was prepared to address a dispute that had arisen over the contributions to be paid by the then constituent councils. This draft report clearly states that 'The Abergele Joint Burial Committee ('the Joint Committee') is a Joint Committee established under section 102 of the Local Government Act 1972 to run the cemetery at Abergele. The members of the Joint Committee are the Community Councils of Abergele Town Council, Towyn and Kinmel Bay Town Council, Llanddulas and Rhyd y Foel Community Council and Llanfair Talhaiarn Community Council.
- 29 This draft report indicates that the Burial Board had in the past been aware of its status under the Local Government Act 1972 (LGA 1972).
- 30 The Burial Board was asked to provide further evidence to support its assertion that it is a separate, independent body, not subject to oversight by the town councils. No such additional evidence has been provided.

The Burial Board is established under the Local Government Act 1972 as a joint committee delivering burial responsibilities for the constituent community councils and is therefore subject to oversight by the constituent councils

- 31 In my view, the understanding of the Burial Board's status held by the Burial Board and the town councils is flawed.

- 32 The LGA 1972 provides the statutory basis for the provision of burial functions by local government bodies. Section 214 Cemeteries and crematoria states that:
- (1) The following authorities, that is to say, the councils of Welsh counties, county boroughs... and communities... shall be burial authorities for the purposes of, and have the functions given to them by, the following provisions of this section and Schedule 26 to this Act, and—
 - (a) the powers conferred by the Burial Acts 1852 to 1906 to provide burial grounds shall cease to be exercisable; and
 - (b) any existing burial board, joint burial board or joint committee with the powers of such a board established under the Burial Act 1852 or section 53(2) of the Local Government Act 1894 or by any local statutory provision shall cease to exist.
 - (2) Burial authorities may provide and maintain cemeteries whether in or outside their area.
- 33 Section 214 of the LGA 1972 therefore makes it clear that:
- a. the community (town) councils are the burial authorities;
 - b. statutory functions conferred under previous legislation cease to apply; and
 - c. the pre-existing burial boards and committees were abolished.
- 34 Further detail relating to the discharge of functions of burial authorities are provided by Schedule 26 of the LGA 1972. Paragraph 1 states:
- 'In relation to a cemetery or crematorium maintained immediately before 1st April 1974 by a burial board, joint burial board or committee which ceases to exist by virtue of section 214 above the functions conferred by the said section 214 and this Schedule shall, subject to the provisions of any order made under section 254 above, be exercised on and after that date by whichever of the following burial authorities is relevant:—
- (a) where the area of the board or committee becomes wholly comprised on that date in a... community having a... community council, whether separate or common, that council;
 - (b) where that area becomes comprised in two or more such... communities, the councils of those... communities, acting jointly;'
- 35 Therefore, in this instance Abergele Town Council and Towyn and Kinmel Bay Town Council are both burial authorities for the purpose of the Act and jointly exercise burial functions. These functions are exercised by the Burial Board, being a joint committee of the two town councils and not an independent body. It then follows that the Burial Board is accountable to the two town councils and is subject to oversight by the town councils.
- 36 I am informed that Llanddulas and Rhyd y Foel Community Council withdrew from the Board following the 1996 local government reorganisation and Llanfair Talhaiarn Community Council withdrew as no residents of the Council had been buried in the cemetery for some time.

There has been a lack of oversight of the Burial Board by the constituent town councils

- 37 My review of the minutes of both town councils suggests that there is limited oversight of the Burial Board by the town councils. Reference to the Burial Board in the town councils' minutes since 2018 has been limited to reference to my ongoing audit.
- 38 As a consequence of this, there has been a lack of oversight of the Burial Board and insufficient attention drawn to the delays in completion of the statutory accounts.
- 39 In its response to my initial findings, Towyn & Kinmel Bay Town Council drew my attention to previous correspondence with the Burial Board, in which the Burial Board asserted it was not accountable to the town councils. The Council highlighted that the Burial Board had failed to provide information to the Council when requested to do so.
- 40 Both Abergele Town Council and Towyn and Kinmel Bay Town Council also identified the steps they intend to take to address the weaknesses identified in this report including receiving minutes, annual accounts and regular reports from the Burial Board.
- 41 The Board itself has resolved to work with the two councils to provide sufficient information and reports to improve transparency and facilitate scrutiny by the councils.

The employment of a serving councillor in a paid role by the Burial Board will render unlawful any remuneration paid to the councillor in her role as the Clerk to the Burial Board

- 42 Section 112 of the LGA 1972 establishes the statutory power for councils to appoint staff and states:
- (1) Without prejudice to section 111 above but subject to the provisions of this Act, a local authority shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them...
 - (2) An officer appointed under subsection (1) above shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the authority appointing him think fit...
 - (5) Without prejudice to the provisions of subsection (1) above, a... community council may appoint one or more persons from among their number to be officers of the council, without remuneration.

- 43 Section 116 of the LGA 1972 explicitly prohibits councils from employing serving members as paid officers:
'A person shall, so long as he is, and for twelve months after he ceases to be, a member of a local authority, be disqualified for being appointed [or elected] by that authority to any paid office, other than to the office of chairman or vice-chairman...'
- 44 On this basis, while I accept that Councillor McRae has been fulfilling the role of Clerk to the Committee and has entered into a contract of employment in good faith, it is inappropriate for her to be employed in paid office to support the Committee. I consider it is important to also highlight that that this has been an historic practice with serving councillors employed as the clerk before Councillor McRae.
- 45 Based on the information provided for audit, it does not appear that the Clerk has received remuneration for the 2016-17 and 2017-18 financial years. However, any expenditure thus incurred in subsequent years, would in my opinion be contrary to section 116 of the LGA 1972.

Information required to be disclosed publicly has not been disclosed by the Committee or the Councils

- 46 The Local Government (Democracy) (Wales) Act 2013 (the 2013 Act) requires the council to make available various documents via its website. The changes introduced by the 2013 Act are designed to enhance the accountability of local councils and their committees to their electorates.
- 47 My audit identified that the Burial Board has not established a website of its own and has not made arrangements with one of the constituent town councils to publish the information it is required to publish electronically.
- 48 **Exhibit 3** sets out some of the information the Council is required to publish by law and my audit assessment of compliance.

Exhibit 3: information required to be published electronically in addition to the annual accounts

The Burial Board has not published the majority of the information it is required to publish by law.

Publication requirement	Audit assessment of compliance	Comment
Public notices including notices setting out the public rights of inspection of accounts under the 2004 Act	Not compliant	No evidence of publication
Annual accounts	Not compliant	No evidence of preparation for 2018-19 or publication for any year
Register of members' interests	Not compliant	No evidence of publication
Contact details for members	Not compliant	No evidence of publication
Minutes, agendas and papers of formal meetings	Not compliant	No online publication of any committee meetings

Source: Audit Wales assessment

49 In my view, the Burial Board and the town councils have failed to meet the basic transparency and accountability standards required of community councils in Wales.

Statutory recommendations and next steps

Statutory recommendations

50 I draw the Burial Board's and the Councils' attention to the following recommendations to address the deficiencies identified during the audit. In my opinion, the Council should consider these recommendations in accordance with the requirements of section 25 of the Public Audit (Wales) Act 2004.

Exhibit 4: statutory recommendations

The Burial Board and the Councils should consider the following four recommendations in accordance with section 25 of the Public Audit (Wales) Act 2004:

Statutory recommendations

- R1 The Burial Board should ensure that the annual accounts are brought up to date as soon as possible and for 2020-21 onwards are prepared and approved in accordance with the Regulations.
- R2 The Burial Board should ensure that the annual accounts are provided to the Auditor General immediately after approval along with the information required for the audit.
- R3 The Burial Board should ensure when making decisions that concern its normal processes eg employment of staff, it ensures that it understands the relevant statutory framework and seeks external advice where appropriate to do so.
- R4 The Councils should ensure that they exercise appropriate scrutiny over the activities of the Burial Board including receiving regular reports on the Board's activities.

Next steps

- 51 The Burial Board and the Councils have already considered a draft of my report and taken some steps to address the recommendations made. However, notwithstanding any action already taken, section 25 of the 2004 Act now requires the Burial Board and the Councils to consider the recommendations made in this report at a meeting held within one month of the date that I issue the recommendations.
- 52 At these meetings, the Burial Board and the Councils will need to decide:
- whether the recommendations in the report are to be accepted; and
 - what action (if any) to take in response to the report and recommendations.
- 53 Each body will then need to prepare a written response and agree the wording of that response with me before publishing its response.

54 I also draw attention to the publicity requirements for the meeting that are set out in section 26 of the 2004 Act.

Ann-Marie Harkin
Executive Director – Audit Services
Audit Wales



Audit Wales
24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

We welcome correspondence and
telephone calls in Welsh and English.
Rydym yn croesawu gohebiaeth a
galwadau ffôn yn Gymraeg a Saesneg.

Abergele Town Council

Summary of Fees & Charges - Applicable from 1/4/2022 (reviewed annually)

1. Room Hire – Monday-Friday

a) *Main Chamber - ½ day session** or evening	£59.95
- Full day	£119.95
b) *Room 4 - ½ day session ** or evening	£49.95
- Full day	£99.95
c) *Room 5 or 6 - ½ day session** or evening	£42.50
- Full day	£84.95
d) *Main Chamber, plus rooms 4,5 and 6 - full day	£219.95
e) *Saturday Room hire by special arrangement	
- ½ day session**	£79.95
- Full day	£179.95
f) *Sunday Room hire by special arrangement	
- ½ day session**	£164.95
- Full day	£329.95

Cancellation fee (25% of the overall booking above) with less than 7 days' notice

* Refreshments are included in the cost

(please note on the booking form how many refreshments will be required)

** Please note a session is AM (up to four hours), PM (up to four hours) or evening (up to four hours)

2. Photocopying

A4 - single sided - per copy	b/w	15 pence
A3 - single sided - per copy	b/w	20 pence
A4 - single sided - per copy	colour	25 pence
A3 - single sided - per copy	colour	30 pence

3. Advertising (TOWN COUNCIL NEWSLETTER)

Charges for a single issue :-

⅛ page	£18.00
¼ page	£35.00
½ page	£69.00
Full page	£98.00

(Discounts may be agreed by the Newsletter Committee for advertising in multiple issues)

4. Information Requested under Freedom of Information Act 2000

Further to guidance in The Freedom of Information and Data Protection (Appropriate Limit and Fees)

Regulations 2004, any time taken in undertaking chargeable activities will be estimated at a rate of £25 per hour. All chargeable requests will be referred to the Council, who has the option of waiving fees.

Approved Min No: 401/21/ (ii)

CFI P40

Abergele Town Council

ANNUAL INVESTMENT STRATEGY 2022/23

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

All cash, bank balances, financial assets, borrowing and credit arrangements are defined as a part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporarily surplus resources (or other financial assets it holds) and the investment it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In drafting this Annual investment Strategy the Council has made appropriate arrangements for:

- identification, management and control of risks in the investments/treasury management activities it undertakes,
- budgeting, accounting and audit arrangements,
- its cash flow management requirements,
- segregation of responsibilities, organizational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities,
- corporate governance,
- procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.

All investments undertaken by this Council will be made and repaid in Sterling.

SUMS TO BE INVESTED

1. The Council's temporarily surplus balances, which remain after the day to day operating financial requirements of the Council. Immediate access is required for these funds.
2. Balances held for premises related expenditure and future developments, known as the 'Hall and Development Reserve'. These funds may need to be accessed at short notice.

CF1 P17

LISTING OF INVESTMENTS UNDERTAKEN

The Council will undertake the following categories of investment for the financial year 2022/23:

- Deposits in Interest Earning Accounts, with instant access, up to a maximum of £150,000.
- Deposits in Interest Earning Accounts of up to one month's notice to a maximum of £60,000 for Hall and Development Reserve Funds.

The rate of return on these deposit / reserve accounts will be reviewed annually, to ensure they remain competitive.

Signed _____

Town Mayor

Responsible Finance Officer

CAP 1342

Abergele Town Council

POLICY ON RESERVES

1. GENERAL RESERVES

The Town Council's policy on General Reserves, recommended by the Internal Auditor for the Annual Audit carried out at the end of the financial year 2016/17 and to be ratified at the Annual meeting in May 2018:

A minimum figure of 25% to a maximum figure of 100% of the precept shall be held in reserve balances at the financial year end

2. EARMARKED RESERVES

The Council may, from time to time, allocate funds to one or more earmarked reserve(s), to be used for a future specified purpose. Any balances remaining at the financial year end over and above the amount required for the General Reserve to be used for future capital expenditure programmes. Funds will only be allocated to support revenue expenditure in exceptional circumstances.

CFIP 1943
Approved
Min. 594/19(g)