

Correspondence File 1

Ordinary Meeting

7th July 2022

PROTOCOL FOR ADDRESSING COUNCILLORS IN THEIR CAPACITY AS A TOWN COUNCILLOR & OTHER PUBLIC FIGURES

This protocol is for any requests from the public for guidance on how to write or address a member of the Council, and also best practice for Town Council staff.

1. The correct form of address when writing to the Mayor is as follows:
 - 'The Worshipful Mayor of Abergele, Cllr
 - Salutation: 'Dear Mr Mayor' or in the case of a female Mayor, 'Dear Madam Mayor'
 - A female Mayor **should not** be referred to as 'The Mayoress'. This title is given to a male Mayor's escort/consort and is not necessarily the Mayor's wife.

2. All Councillors when addressed in their capacity as a Councillor when writing should be Cllr.'

3. Verbal address to Councillors should be Cllr.'

4. When addressing a County Councillor
 - 'Cllr.'
 - Chairman of / Cabinet member for'

5. When addressing an Assembly Member
 - Mr./Mrs'AM
Cabinet Member for .../Shadow Cabinet Member etc..
 - Salutation 'Dear Mr/Mrs'

6. When addressing a Member of Parliament
 - Mr./Mrs'MP
 - Salutation 'Dear Mr/Mrs'

When they are or have been a Cabinet Member

 - Rt Hon Mr./Mrs'MP
 - Salutation 'Dear Mr/Mrs'

Cabinet Member for .../Shadow Cabinet Member etc. if applicable

Policy for the commencement times of Town Council meetings

- 1) The Town Council meet for the Ordinary (full Council) meeting of the Council on the first Thursday of the month at 6:45pm, as defined in the Standing Orders of the Council. This date may change from time to time due to other factors (i.e. Christmas/Easter/Elections).
- 2) The Standing Committees of the Council meet on the second, third and fourth* Thursday each month at 6:45pm, as defined in the Standing Orders of the Council. This date may change from time to time due to other factors (i.e. Christmas/Easter/Elections).
- 3) The Town Council will also hold regular meetings of Sub Committees to consider items deferred from the main Committees as defined in the Standing Orders of the Council. These meetings will normally take place on Monday and Thursday's at 6:45p.m. in order for continuity for members and a work life balance for staff. On occasions meetings may take place on an alternative day/evening or a slightly earlier time by mutual agreement with the Clerk and Chairman of the Committee.

* Indicates bi-monthly

CF1P2

Adopted under Min No:

676/17 (d) (ii)

ADVICE NOTE: The Role of the Clerk And Proper Officer

The clerk is employed by the council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the council's activities. Any other staff, although employed by the council, answer to the clerk who is their manager and is responsible for their performance.

The clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices. The clerk has a wide range of other responsibilities which are set out in his / her job description.

The clerk must recognise that the council is responsible for all decisions and that he / she takes instructions from the council as a body. The clerk is not answerable to any individual councillor - not even the Chairman. The Council must be confident that the clerk is, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In town, parish and community councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the Responsible Financial Officer.

ATC Clerk

From: Fiona Taggart on behalf of ATC Admin
Sent: 29 June 2022 16:04
To: ATC Clerk; ATC Deputy Clerk; ATC Placeplan
Subject: FW: Abergele Joint Burial Board

Please see email below FYI

From: Martin Hanks <clerk@penmaenmawr.org>
Sent: 29 June 2022 15:59
To: Cllr Nigel Smith <cldr.nigel.smith@conwy.gov.uk>; Cllr Charlie McCoubrey <cldr.charlie.mccoubrey@conwy.gov.uk>; Cllr Alan Hunter <cldr.alan.hunter@conwy.gov.uk>; cllr.n.williams@abergele-towncouncil.co.uk; Anna Macauley <a.macauley@tkbtc.co.uk>; Bernice McLoughlin <bernice.mcloughlin@tiscali.co.uk>
Cc: ATC Admin <admin@abergeletowncouncil.gov.wales>; T&KBTC <clerk@tkbtc.co.uk>
Subject: Abergele Joint Burial Board

Good afternoon Chair and Members

Firstly, a very warm welcome to the new Members of the Burial Board.

It has been some time since the Board last met and one of the reasons is that, despite quite a bit of work going on in the background, there has been little real progress to report on. However, we are now witnessing some progress:

1. All the Boards funds have been collated in the same bank account, for which we have a chequebook.
2. The Annual Statement and financial audit for 2021 – 2022 have been completed.
3. The draft Annual Statement for 2022 – 2023 has been prepared subject to the final cheques being approved.
4. An Auditor has audited the Annual Statement/finances and we have a completed auditor's Report.
5. I have been in continuous liaison with Steve Teale over recent months and CCBC has, since the 1st April, taken over all the operating functions of the cemetery.
6. We have received an apology from Steve Teale that delays at his end resulted in us having to undergo an additional audit process.
7. A meeting of the Board will be held on Friday the 22nd July to approve the Annual Statement and Audit Report etc. (unfortunately, we cannot hold the meeting any earlier as I am on annual leave for two weeks from this Friday).
8. Because of the personnel changes caused by the May elections, we have had to change the names on the bank authorisations. This is in hand and the paperwork has been sent to the bank.

I believe this brings you up to date with the situation and I look forward to seeing you all on the 22nd,

Cofion/regards

Martin Hanks PhD., MA, BA (Hons), PSLCC.
Clerc y Dref / Town Clerk
Swyddog Cyllid / Finance Officer
Cyngor Dre Penmaenmawr / Penmaenmawr Town Council

clerk@penmaenmawr.org

Telephone: 01492 623221

<http://penmaenmawr.org>

Mae'r e-bost hwn ac unrhyw atodiad iddo yn gyfrinachol ac fe'i bwriedir ar gyfer y sawl a enwir arno yn unig.

Mayor's Diary July 2022

Organisation and Contact Details				Details				
Date	Fee	Start Time	Expected End Time	Name of Organisation	Venue	Invitation Sent	Mayor & Consort Deputy	Confirmed(C)/TBC
01/07/2022								
02/07/2022								
03/07/2022								
04/07/2022								
05/07/2022								
06/07/2022								
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17/07/2022	1hr	3pm	5pm	Dembligh Town Council	St Mary's Church, Dembligh	13.06.2022	14.06.2022	C
18/07/2022								
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28/07/2022								
29/07/2022								
30/07/2022								
31/07/2022								

Beihann Webber Tel: 01745 915984



Cyngor Tref Abergele Town Council

FORTHCOMING MEETINGS - July/August 2022

29 June 2022

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

Date	Time / Venue	Meeting
Monday 4 th July	5pm - 7pm Remote attendance	CCBC Code of Conduct for Town Councils
Thursday 7 th July	6.45 p.m. Remote attendance	Ordinary Meeting
Monday 11 th July	6.45 p.m. Remote attendance	Marketing & Promotion Sub Committee
Thursday 14 th July	6:45 p.m. Remote attendance	General Purposes and Planning Committee
Thursday 21 th July	6.45 p.m. Remote attendance	Policy and Finance Committee
Friday 22 nd July	TBC	Abergele Joint Burial Committee
Thursday 28 th July	6.45 p.m. Remote attendance	Place Plan Committee
Thursday 18 th August	6.45 p.m. Remote attendance	Executive Committee

* Date/time to be confirmed.

Other:

CFIP6

ATC Info

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 27 June 2022 11:56
To: Wendi Patience
Cc: Wendi Patience
Subject: JUNE/JULY TRAINING DATES / DYDDIADAU HYFFORDDIANT MIS MEHEFIN/GORFFENNAF
Attachments: Free Places Form 2022-2023.docx; Free Places Form 2022-2023 Cym.docx; Bursary letter up to Feb 2022-23 - £100.docx; Bursary letter up to Feb 2022-23 £100 Cym.docx
Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender

This message came from outside your organization.

Dear Colleagues,

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

The cost of the training is £35 for members or £55 per person for non-members. You will be invoiced after the training has taken place.

There is a bursary available to eligible councils.

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

Date	Day	Module	Time
27/06/2022	Monday	Understanding the Law - Module 4	6.30-8.00
27/06/2022	Monday	Code of Conduct - Module 9	6.30-8.00
28/06/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00
28/06/2022	Tuesday	New Councillor Induction	2.00-3.30
29/06/2022	Wednesday	The Council meeting - Module 5	6.30-8.00
29/06/2022	Wednesday	The Council - Module 1	6.30-8.00
30/06/2022	Thursday	Code of Conduct - Module 9	6.30-8.00
30/06/2022	Thursday	The Councillor - Module 2	6.30-8.00
30/06/2022	Thursday	Chairing Skills - Module 10	2.00-3.30

04/07/2022	Monday	Understanding the Law Module 4	6.30-8.00
04/07/2022	Monday	The Council as an Employer - Module 3	6.30-8.00
05/07/2022	Tuesday	Code of Conduct Module 9	2.00-3.30
06/07/2022	Wednesday	The Council Meeting - Module 5	6.30-8.00
06/07/2022	Wednesday	Code of Conduct Module 9	6.30-8.00
06/07/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00
07/07/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8.00
07/07/2022	Thursday	Chairing Skills - Module 10 in Welsh	2.00-3.30
07/07/2022	Thursday	The Councillor - Module 2	6.30-8.00
11/07/2022	Monday	Advanced Local Government Finance Module 21	6.30-8.00
11/07/2022	Monday	The Council - Module 1	6.30-8.00
12/07/2022	Tuesday	Health and Safety Module 7	6.30-8.00
12/07/2022	Tuesday	Code of Conduct Module 9	6.30-8.00
12/07/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00
12/07/2022	Tuesday	New councillor Induction	2.00-3.30
13/07/2022	Wednesday	New councillor Induction	6.30-8.00
13/07/2022	Wednesday	Understanding the Law Module 4	6.30-8.00
13/07/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00
13/07/2022	Wednesday	Code of Conduct Module 9	2.00-3.30
13/07/2022	Wednesday	The Council as an Employer - Module 3	6.30-8.00
14/07/2022	Thursday	Understanding the Law Module 4	6.30-8.00
14/07/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8.00
14/07/2022	Thursday	The Council Meeting - Module 5	6.30-8.00
14/07/2022	Thursday	The Councillor Module 2	6.30-8.00
18/07/2022	Monday	Code of Conduct Module 9	6.30-8.00
18/07/2022	Monday	Understanding the Law Module 4	6.30-8.00
19/07/2022	Tuesday	The Council Meeting - Module 5	6.30-8.00
19/07/2022	Tuesday	Local Government Finance - Module 6	6.30-8.00
19/07/2022	Tuesday	Code of Conduct Module 9	2.00-3.30

20/07/2022	Wednesday	Advanced Local Government Finance Module 21	6.30-8.00
20/07/2022	Wednesday	The Council as an Employer - Module 3	6.30-8.00
20/07/2022	Wednesday	The Council Module 1	6.30-8.00
20/07/2022	Wednesday	Chairing Skills - Module 10	6.30-8.00
21/07/2022	Thursday	Understanding the Law Module 4	6.30-8.00
21/07/2022	Thursday	The Councillor Module 2	6.30-8.00
21/07/2022	Thursday	New councillor Induction	2.00-3.30
21/07/2022	Thursday	The Council as an Employer - Module 3	6.30-8.00
25/07/2022	Monday	Local Government Finance - Module 6	6.30-8.00
25/07/2022	Monday	New councillor Induction	6.30-8.00
25/07/2022	Monday	Understanding the Law Module 4	6.30-8.00
26/07/2022	Tuesday	The Council as an Employer - Module 3	6.30-8.00
26/07/2022	Tuesday	Introduction to Community Engagement - Module 8	2.00-3.30
26/07/2022	Tuesday	Code of Conduct Module 9	6.30-8.00
27/07/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00
27/07/2022	Wednesday	The Council Meeting - Module 5 - In Welsh	6.30-8.00
27/07/2022	Wednesday	Understanding the Law Module 4	6.30-8.00
27/07/2022	Wednesday	Effective Staff Management Module 18	6.30-8.00
27/07/2022	Wednesday	Code of Conduct in Welsh	2.00-3.30
28/07/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8.00
28/07/2022	Thursday	Community/ Place Planning Module 12	2.00-3.30
28/07/2022	Thursday	The Council Meeting - Module 5	6.30-8.00
28/07/2022	Thursday	Chairing Skills - Module 10	6.30-8.00

Please contact me via email to place a booking.

Many thanks.
Wendi

Mobile – 07929 715990

Annwyl Gyfaill,

ONE VOICE WALES

APPLICATION FOR FREE WEBINAR TRAINING PLACES

Name of Council.....

E-Mail address of the Clerk: _____

My Council would like to apply to have two free training places on each of the courses listed below:

Training Webinar	Number of Places (Up to a maximum of 2 places on each module)
Council as an Employer (Module 3)	
Understanding Local Government Finance (Basic) – Module 6	
Understanding Local Government Finance (Advanced) – Module 21	
Understanding the Law – Module 4	
Code of Conduct – Module 9	

Please state the name and e-mail address of the Councillor(s) and whether they are the current Chair of the Council or Chair of the Finance Committee. You should note that we can now offer free places to Councillors who do not hold these positions.

Name	Position on Council	E-Mail Address

Please return the completed form to Wendi Patience when you book your Councillors on the free webinars that you are eligible for.

CAPIO

ATC Clerk

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 14 June 2022 12:10
To: Tracy Gilmartin
Subject: Statutory guidance relating to the Local Government and Elections (Wales) Act 2021 / Canllawiau statudol ar gyfer Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021
Attachments: LG&E Act 2021 Welsh Gov statutory-guidance 13.06.22.pdf; LG & E Act 2021 canllawiau-statudol-ar-gyfer-ctc 13.10.22.pdf

This Message Is From an External Sender

This message came from outside your organization.

Wele'n atodedig y canllawiau statudol ar gyfer Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021.

Please find attached the statutory guidance relating to the Local Government and Elections (Wales) Act 2021.

Regards/Cofion
Paul

Paul R. Egan BA, Chartered MCIPD, CiLCA, F.Inst LM, FIPSM
Deputy Chief Executive and Resources Manager / Dirprwy Brif Weithredwr a Rheolwr Adnoddau

One Voice Wales/Un Llais Cymru
24c College Street/Stryd y Coleg
Ammanford/Rhydaman
SA18 3AF
01269 595400
pegan@onevoicewales.wales



The principal representative body for Community and Town Councils in Wales/

Y prif gorff cynrychioli ar gyfer Cyngorau Cymuned a Thref yng Nghymru

Website/Gwefan: www.onevoicewales.org.uk



@onevoicewales

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http://www.onevoicewales.org.uk/OVWeb/privacy_policy-7450.aspx This will explain how we use your

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 Chairs of Community and Town Councils

16 June 2022

Dear Colleague,

The Finance & Governance Toolkit for Community and Town Councils was recently shared with councils across Wales by your sector representative bodies, One Voice Wales and the Society of Local Council Clerks (SLCC).

I am proud that the toolkit is the product of co-development between One Voice Wales, SLCC and Welsh Government, supported by commentary from Audit Wales. Some of your community and town council colleagues also tested the toolkit to further shape it and ensure it delivers what councils need, in the way they need it.

I would like to put on record my thanks to members of the group who developed the toolkit and all individuals and councils who contributed to this important work. I commend and welcome the positive and constructive approach taken by all involved to make this excellent and practical toolkit for the sector.

Using the toolkit will help your council ensure that it has high standards of governance, accountability and financial management, and delivers the best for your community. I encourage you to use it, and also to share your learning with your networks and representative bodies. This will enable continuous development of the toolkit and the ongoing strengthening of financial management and governance arrangements.

I hope you find this toolkit of value, particularly as you move forward as a council in a new term of office.

Yours sincerely,

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

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.

CF1P12

To: Chairs and Clerks of Community and Town Councils

Dear Chair and Clerk

We are delighted to announce the publication of *The Finance & Governance Toolkit for Community and Town Councils* and encourage you to use this practical tool with your council. The toolkit is attached to this letter and can also be accessed through the websites of One Voice Wales and the Society of Local Council Clerks.

Jointly developed by One Voice Wales, the Society of Local Council Clerks and Welsh Government, supported by commentary from Audit Wales, the toolkit has been designed to support all councils to meet their statutory responsibilities, have strong financial management and governance, and to deliver the best outcomes for your communities.

The toolkit will support your council to:

- review the financial management, governance and accountability arrangements you have in place; and
- consider how effective these arrangements are, and how they might be improved.

It will highlight what you are doing well and give you peace of mind. It will also help you to identify where improvements need to be made and guide you with information on what needs to be done, so you can best focus your time and resources.

The toolkit is made up of two parts:-

Part 1 – The health check – practical and easy to use. This would be completed by the clerk, working with the chair or a small group of members as appropriate, to assess whether fundamental governance and financial management arrangements are in place.

Part 2 – The self-assessment – enabling councillors to reflect more deeply on how the council is operating, managing its finances and governing itself. The questions will help the council think through how it is working for, and with, the local community to achieve the greatest impact for their area.

The toolkit contains links to a comprehensive set of training, guidance and support that can be drawn upon to address any areas for improvement. While this is not an audit tool, it will help you assess whether your council is meeting certain statutory requirements that external auditors and the public would expect to see.

The toolkit has been designed to be used flexibly, your council can choose where to prioritise attention and split the toolkit into 'bite-size chunks' that are manageable for you and your council to work through to suit your needs and priorities.

Llais Cynghorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales

Ebost/Email: gweinydd@unllaiscymru.cymru / admin@onevoicewales.wales

Gwefan/Website: www.unllaiscymru.org.uk / www.onevoicewales.org.uk

CF1013

We strongly encourage you to use this toolkit with your councils. What better time than now, at the beginning of a new term of office? You may, for example, find the 'Vision, purpose and community planning' theme in the toolkit an excellent place to start discussions as a new team.

Other resources are available to support you on our websites: a frequently asked questions document and a 'quick start' guide to give you all the information you need to help you start using the toolkit immediately.

Please let us know your experience of using the toolkit in practice as we are keen to continue to refine the toolkit. Please also take the opportunity to discuss this toolkit amongst your networks, share your experience and learn from others.

Yours faithfully,



Lyn Cadwallader
Chief Executive One Voice Wales

Yours faithfully,



Rob Smith
Chief Executive SLCC

SLCC

For Local Council Professionals

CF1214

The Finance & Governance Toolkit for Community and Town Councils: Frequently asked questions

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The toolkit – general

Why should my council use the toolkit?

This toolkit will help your council in a number of ways. It will help you to review the financial management, governance and accountability arrangements you have in place to ensure you keep on top of all of your statutory responsibilities. Over and above this, it will help you ensure you are achieving the best outcomes for your community.

It is not an audit tool, but it will help you assess whether your council is meeting certain statutory requirements that external auditors and the public would expect to see. The Auditor General for Wales supports its use across the sector to help address issues he has identified in his annual financial management and governance reports and public interest reports.

I am a clerk, what is my role in completing the toolkit?

As clerk, you will, in conjunction with the Chair / Leader, complete Part 1 – The health check. This will help you to highlight issues and areas for action for the attention of, and decisions by, councillors. You will also play a key role in supporting councillors as they undertake the reflection required by Part 2 – The self-assessment.

I am a councillor, what is my role in completing the toolkit?

Part 1 – The health check, is designed to be completed by the clerk in conjunction with the Chair / Leader, and councillors should agree the action to be taken as a result of the findings. Councillors should also play an active role and take primary responsibility for the reflection required by Part 2 – The self-assessment, thinking through the issues and deciding on priorities, supported by the clerk as appropriate.

Where does overall responsibility lie in completing the toolkit?

Ultimately, the whole council is responsible for decisions about completing the toolkit and the action plan that results from it. In practice, a working group of councillors might oversee the process for decisions to then be taken by the full council.

How do I access the resources contained in the toolkit?

Click on any underlined text in the further information sections to access additional resources on the internet. You can either hold down the ctrl key on your keyboard and click the left mouse button, or hold down the ctrl key on your keyboard and click the enter button. This will open up the relevant web page.

The toolkit also references some model policies or case studies and where to obtain these from. These documents may only be available to councils in membership of One Voice Wales or the Society of Local Council Clerks and you will not be able to view them directly from the toolkit.

How do I navigate around the toolkit on screen?

You can navigate to anywhere in the toolkit from the detailed contents page (page 2) – simply click on the title of the section you want to move to, hold down the ctrl key and click on the mouse.

At the bottom of each page is an option 'Return to top'. If you click on this, hold down the ctrl key and click on the mouse, you will return to the contents page.

Each page in the themes in both Part 1 – The health check and Part 2 – The self-assessment has a heading to show you which theme you are currently working on. Each theme in the toolkit has an alphabetical reference, and each statement in the health check has a numerical character for ease of reference.

Does the council have to complete the toolkit in one go?

No. How you complete the toolkit is up to your council.

You may decide to complete the whole toolkit in a single exercise. You may decide to work through all themes in Part 1 – The health check first, then work through all themes in Part 2 – The self-assessment. Or you may decide to look at a theme in the health check, then immediately undertake the more in-depth reflection on that theme in the self-assessment.

You may decide to look at the themes in a different order to that in the toolkit, depending on where you want to prioritise attention.

You may find it helpful to work through the toolkit over the course of several months, and begin again on an annual cycle.

My council is very small, does the toolkit apply to us?

Yes. The statutory obligations in the health check are the same whatever the size of your council. For those items which are not statutory, you may apply the toolkit in a proportionate way and in accordance with your council's circumstances. When considering the self-assessment, you may find this takes less time than you thought as you will have fewer details to consider. Councils' responses to issues identified by the toolkit will be proportionate to the size of the council and the breadth of its activities.

Is there a shorter version for smaller councils?

No. The toolkit is relevant to all councils, regardless of size.

Does the toolkit create extra duties or burdens for community and town councils?

No. The toolkit covers the financial management, governance and accountability arrangements every community council should have in place. In particular, the health

check will make clear the responsibilities the council must meet. It will provide a solid basis for completing the council's annual audit.

What do we do with our findings from using the toolkit?

Completing the toolkit should be considered the start of the process, not an end in itself. Through the health check and self-assessment parts of the toolkit, the council will identify priority areas for action. The council can then decide what it wants to do next based on that evidence. The toolkit contains links to further information, guidance and training that will help you address the actions you identify.

Is using the toolkit a one-off event or should the council review it in time?

The council should review the toolkit periodically after completing it for the first time, to identify where improvement action has been taken or where anything has changed. You may find this would be a suitable item for discussion at the annual meeting, or the meeting in June to approve the annual governance statement.

Why can't we access some of the policies, procedures and documents referenced in the toolkit?

Some things referenced in the toolkit are only available to members of One Voice Wales or the Society of Local Council Clerks.

What support is available to help us to complete the toolkit?

One Voice Wales, the Society of Local Council Clerks and Welsh Government are keen to support councils to make effective use of the toolkit. We would like to hear from you about your ideas for training or further guidance. You may also like to work with neighbouring councils to share experience of completing the toolkit or work with your One Voice Wales Area Committees or Society of Local Council Clerks branch networks.

What support is there to address any areas for improvement?

There are lots of ideas in the toolkit itself for how you can address any areas for improvement. This may be a link to some guidance documents or training on certain topics. If you are seeking specific training or guidance on an item that does not have a training course already in place, please contact Paul Egan at One Voice Wales (pegan@onevoicewales.wales) for councillor training or Helen Quick at the Society of Local Council Clerks (Helen.Quick@slcc.co.uk) for clerks' training.

The health check

How should the council complete the health check?

The health check, is designed to be completed by the clerk, working with the chair and / or a small group of councillors. The health check is split into five themes, which can be worked on sequentially or as your council wishes to prioritise attention.

Work through each statement in a theme, answering either 'Yes' if the statement applies to the circumstances in your council, or 'No' if it doesn't. For example, if the statement is *'The council has prepared an annual report'*, and your council hasn't, you would record 'No' on the toolkit next to that statement.

Next, write any comments and actions next to the statement. In the example given here, if there is already an annual report in place, the action would be something *like 'Annual report in place, next report due...'*. If there is no annual report in place, you may record actions such as *'read the guidance on preparing annual reports, review other councils' reports, prepare an annual report for agreement by the full council and publish'*.

Does the council only need to ensure it is meeting the statutory obligations shaded in blue in the health check?

The statements shaded in blue in the health check are statutory obligations. The council **MUST** ensure that these things are in place. The other statements are also important and an effective council will want to confirm these things are in place to ensure they are best serving their community.

Can the council use a RAG (Red, Amber, Green) rating to identify which statements are already being met, need action immediately or in the medium term?

You may decide to use a 'RAG' (Red, Amber, Green) rating in your council, for instance to help identify whether something is in place, not in place, or partially complete. The council are the main users of the health check and can tailor it – although the questions must not be amended.

The self-assessment

How should the council complete the self-assessment?

Councillors should play an active role and take primary responsibility for the reflection required by 'Part 2 – The self-assessment', thinking through the issues and deciding on priorities, supported by the clerk as appropriate.

The self-assessment is split into six themes, which can be worked on sequentially or as your council wishes to prioritise attention. You might wish to set up one or more working groups to discuss each of the themes and the governance statements within them (shaded in grey).

For example, in 'Theme A – Vision', purpose and community planning', the governance statement is "The council has a clear vision and plan for its community". Councillors would consider, and potentially debate, this statement, guided by the questions in the 'Questions to consider' box in the self-assessment. To help you answer the questions, the toolkit suggests some evidence sources which you can look at to inform your assessment.

A further information section in the self-assessment explains councils' responsibilities in relation to the theme and statement, and contains links to legislation, guidance, support and training.

The council can summarise the discussion about the statement and record any action it will take to address any areas for improvement you identify through discussion.

Decisions and actions can be referred to full council for agreement.

[Is the self-assessment the responsibility of the clerk or councillors?](#)

The self-assessment should be led by councillors. The clerk will have an integral role in supporting councillors in undertaking the self-assessment, for example by arranging meetings and recording a summary of discussions and agreed actions.

[Does the council need to undertake the self-assessment in a public meeting?](#)

The self-assessment discussions can be conducted as part of a working group, outside of a full meeting. The recommendations regarding findings and actions can then be taken to a full council meeting for agreement. You may also wish to publish a summary of the findings and actions you intend to take on your website and / or in your annual report.

Pentre Mawr Park

Proposed picnic table location

Abergele Community

Author:

Date: 30/06/2022



CF1 P21

ATC Clerk

From: Gwyn Hughes <gwyncctv@gmail.com>
Sent: 29 June 2022 15:24
To: ATC Clerk
Subject: RE: Request

This Message Is From an External Sender

This message came from outside your organization.

Pnawn Da,

As I said to you I may well be barking up the wrong tree on this issue/subject!!

My rationale is simply that local authorities (Town, County, Devolved Governments) have to wake up to the realities that, regrettably, we are all facing and cannot ignore the realities of where we are at present & I suspect for some time to come.

We must therefore start addressing the issue(s) of funding NOW and prepare for what is possibly in front of us.

I personally believe there is a responsibility on us all & whilst TC are a very small fish in the pond, it could demonstrate a way forward for all.

The reality is that there would have to be a firm commitment of zero growth.

Cofion

Gwyn Hughes.

Abergele,
Gogledd Cymru/North Wales.
gwyncctv@gmail.com

From: ATC Clerk <clerk@abergeletowncouncil.gov.wales>
Sent: 28 June 2022 17:10
To: Gwyn Hughes <gwyncctv@gmail.com>
Subject: RE: Request

Good afternoon

Many thanks for your email. Ruth will forward the plans to you for the paths.

With regard to your request for an item to be added to the Policy & Finance Committee could you provide an overview the details of your proposal and I will add it to a future Agenda.

Kind regards

Mandy

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

I have a new email address – please save this email address for future use

ATC Clerk

From: Cllr Charlie McCoubrey <cldr.charlie.mccoubrey@conwy.gov.uk>
Sent: 24 March 2022 19:48
To: ATC Clerk
Subject: Welsh lessons

Hi Mandy,

I would be grateful if you would include on a future agenda for members discussion a proposal to look at the possibility of organising Welsh lessons for Town councillors.

Kind regards Charlie

Sefyllfa Bresennol Gwasanaethau'r Cyngor | Council Services Current Situation

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



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

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Sefyllfa Bresennol Gwasanaethau'r Cyngor | Council Services Current Situation

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

ATC Clerk

From: Zoë Kelly <kelly1z@gllm.ac.uk>
Sent: 13 April 2022 15:49
To: ATC Clerk
Subject: Welsh Classes - Evening course.

This Message Is From an External Sender

This message came from outside your organization.

Hi Mandy,

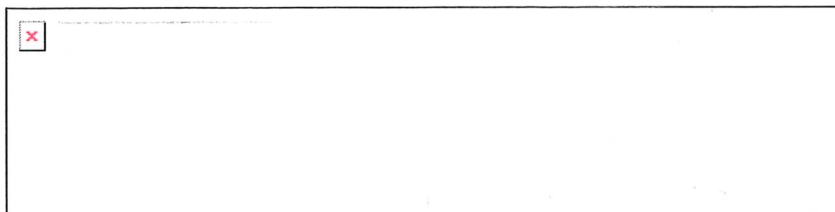
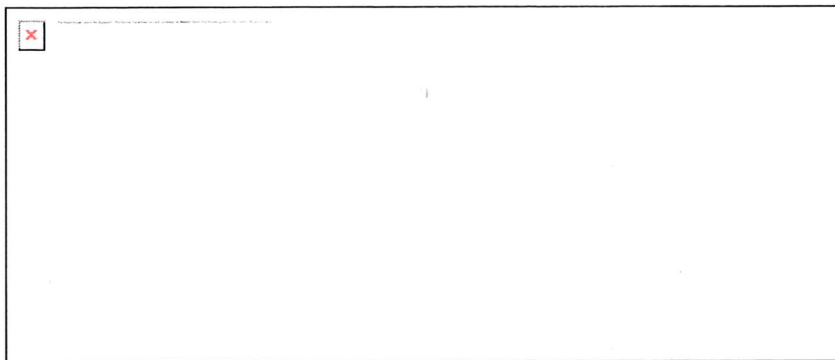
Sorry for the delay in getting back to you, I have just returned from annual leave.
Yes, we do offer Welsh classes and can usually arrange evening courses.
Can I ask how many learners you have please and what level they would need the course at and I will speak to the tutor to see what we have available or can schedule.

Thanks

Zoë Kelly
Business Development Adviser
Cynghorydd Datblygu Busnes
Busnes@LlandrilloMenai

M: 07811 028 054
T: 08445 460 460

<https://www.gllm.ac.uk/busnes/>



Terms of Reference

Marketing & Promotion Sub-Committee

Membership (2022/23): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee (unless they signify that they do not wish to serve)

Cllrs T Brennan; D Fetherstonhaugh; J Jones;
S Jones-Roberts; N Williams; A. Wood; (Vacancy – Cllr. Heap-Williams interested)

Chairman (2022/23): Cllr. N. Williams

Quorum: One Third of the Members of the Sub-Committee or three members whichever is the greater

Reporting: The Sub-Committee reports to the Policy & Finance Committee

The Marketing & Promotion Sub-Committee has delegated responsibility to consider and approve the content (articles and photographs), layout, printing and delivery arrangements for the Town Council's biennial Town Guide and Newsletter, within the budget approved by the Council. Any expenditure over and above the approved budget must be approved beforehand by the Policy & Finance Committee.

In carrying out these duties, the Sub-Committee will adhere to the current policy of the Council regarding the use of the Welsh language and any statutory requirements of the Welsh Language Wales Measure Act 2011 which apply to Town and Community Councils and the power to provide information relating to matters affecting Local Government under the Local Government Act 1972, s. 142.

The Committee is also responsible for overseeing the Town Council's website, Twitter, E-mail host, and any other tool that the Town Council may use in the marketing and promotion of the Town and the Council in line with legislation as set out by the Wales Measures Act 2012.

Terms of Reference

Events Sub-Committee

Membership (2022/23): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee
(unless they signify, they do not wish to serve)

Cllrs. T Brennan; D Green; D Fetherstonhaugh; A Hunter;
S Jones-Roberts; N. Williams; A. Wood;

Chairman (2022/23): Cllr A Wood

Quorum: One third of the Members of the Sub-Committee (three members)

Reporting: The Events Sub-Committee reports to the Policy & Finance Committee.

It has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Christmas Lighting and Events.

The Sub-Committee advises the Council and oversees and arranges Events that the Town Council is involved with or wishes to organise, with a delegated budget for this purpose under the Local Government Act 1972, s.142.

The sub-Committee advises the Council on all matters in connection with the provision of Christmas Lighting, which uses the power given in S.144 of the Local Government Act 1972 to attract visitors to the town.

The sub-Committee reports to the Policy & Finance Committee

Approved Min No 18/22
Date 12/05/2022

CF1P26

Abergele Town Council

Representation on Outside Bodies 2022/23

Abergele Royal British Legion (Branch)	A Wood
Abergele Dementia Friends	A Hunter, S Jones-Roberts
Abergele Fairtrade Coalition	T Brennan
Abergele Regeneration Board	T. Brennan
Canolfan Dewi Sant	A Hunter; N Williams; T Brennan
Conwy County Access Group	A Wood
Community Council Forum	The Mayor; A Wood
Charity of Robert Roberts	T Brennan; D Fetherstonhaugh; S Jones-Roberts; (3 ATC Members)
East Promenade Consultative Group	A Hunter; A Wood; N Williams
Joint Burial Committee	A Hunter; C McCoubrey; N Williams (4 ATC Members) Vacancy
Llandrillo College Council	Vacancy
Morfa Rhuddlan West Flood Partnership Group	A Hunter
North Wales Mid Wales Association of Town & Larger Community Councils	S Jones-Roberts (3 ATC members) 2 Vacancy
North Wales Association – Transport Liaison Committee	A Wood
One Voice Wales	2 representatives
<u>SCHOOL GOVERNING BODIES</u>	
St George	Vacancy – Cllr. Heap-Williams interested
Glan Gele	A Hunter
Glan Morfa	Vacancy – require Welsh speaker
St Elfod	S Jones-Roberts
St George Quarry Liaison	A Hunter
St George Village Hall Trust	A Wood
Menter Iaith	A Hunter

CF1P27