

Llanelly Community Council



End of Year Statement 31st March 2019

Llanelly Community Council Member Information

Elected, returned unopposed or co-opted

Community Council Chairman 2018/19	Ord meetings 18/19
Councillor Richard Dixon Gilwern Councillors	12 meetings
Councillor Anthony Carrington	Elected unopposed May 2017, resigned Sept 2018 1
Councillor Tony Corfield	Elected by co-option June 2017 5
Councillor Nigel Curtis	Elected by co-option June 2017 10
Councillor Richard Dixon	Elected unopposed May 2017 11
Councillor Leigh Dainton	Elected by co-option Sept 2018 7
Councillor Grahame Nelmes	Elected unopposed May 2017 10
Councillor Jacqueline Peacock	Elected by co-option Sept 2018 6
Councillor Jane Pratt	Elected unopposed May 2017 10
Councillor Keith Rose	Elected by co-option February 2019 2
Councillor Hazel Stockham	Elected unopposed May 2017 10
Councillor Archie Thomas	Elected unopposed May 2017 3
Clydach Councillors	
Councillor Robert Proctor	Elected unopposed May 2017 resigned Oct 2018 2
Councillor Gary Hill	Elected unopposed June 2017, resigned July 2018 0
Councillor Jackie Gregory-Davies	Elected by co-option Sept 2018 1
Llanelly Hill Councillors	
Councillor Pam Bell	Elected unopposed May 2017 9
Councillor Dean Williams	Elected by co-option August 2017 8

The community council convenes 12 ordinary meetings during the year 1 April to March 31. In 2018/19 the community council had a summer recess in August 2018. The community council also convened a further 38 meetings or sub-committee meetings during the same period. Members of the community council are not members of all committees.

Clerk to the Council

Mr Adrian Edwards

Internal Auditor

Mr L Llewellyn

External Auditors

BDO

Notes to accompany the accounts

Year ending 31st March 2019

Principals to Accounting Policies

- **Accounting Convention.**

The accounts have been prepared in accordance with proper practices as defined in the *Governance and Accountability for Local Councils in Wales A Practitioners Guide [2011] Published by One Voice Wales and SLCC following the consultation with the Local Councils Audit Liaison Group.*

- **Fixed Assets.**

This section covers expenditure on acquisition, creation or improvement which will have a useful life of more than one year:

Land, operational properties and other assets are reported in the notes affixed to the accounts; at current insurance values is approximating to the lower or net of current replacement cost and net realisable value/s. Some community assets are the subject of restrictive covenants as to their use and or future disposal. Such assets are therefore considered to have no appreciable value and are included at a nominal value only.

- **The Councils main responsibilities over the last twelve months.**

- ❖ The management of Gilwern Community Centre
- ❖ The management of Gilwern Playing Fields
- ❖ The management of Clydach Recreation Ground
- ❖ Responsible for the day to day running of the Public Conveniences in Gilwern Village
- ❖ The provision of dog waste collection in the community which is serviced on a weekly basis
- ❖ The provision of Christmas decorations in the community
- ❖ Supporting local groups and events
- ❖ Providing grants and financial assistance to groups and organisations in the community under various legislation
- ❖ Support to Gilwern Library

- **Debtors and Creditors.**

The revenue account of the Council is maintained on an accrual basis in accordance with the above guidance. Therefore, it will not have a material effect on the years account or the Councils annual budget.

- **Leases/Licences/Rents.**

Payments made under the operating leases, licences or rents are charged to the revenue on an accrual basis.

The Council holds a number of leases and licences with local groups and organisations. The Clerk informed the Council that a number of leases and licences needed to be revisited and amendments made following consultation. The council has a licence with Clydach Juniors AFC which will need to be re-negotiated in May 2019.

Llanelly Community Council has renewed a number of leases/licences and Service Level Agreements in the last financial year; the Community Council will need to review a number of other leases/licences and Service Level Agreements with the following interested groups:

- ❖ Monmouthshire County Council - the small play area situated at Gilwern Playing Fields.
- ❖ Monmouthshire County Council - the small play area situated at the recreation ground, Clydach South.
- ❖ Gilwern Bowls Club - Club House.
- ❖ Gilwern Bowls Club - green bowls rink adjacent to the Club House
- ❖ Gilwern 1st Scout Group - the land that the building is sited on.
- ❖ Gilwern AFC - shower block building & playing fields
- ❖ Clydach AFC - football pitch situated at Clydach South and a lease for the club house situated on the same parcel of land.
- ❖ Clydach Juniors AFC - Licence to play associated football on the pitch situated at Clydach South
- ❖ Clydach Village Hall Trustees, 'limited by guarantee' - the land which the building is sited on.
- ❖ Gilwern Eagles – disbanded in 2018 and the small amount of money was transferred to the community council.
- ❖ Service Level Agreement with MCC to provide Library Services
- ❖ Service Level Agreement with Gilwern Roots, that provides a community cafe one morning a week at present.

The community council have been supporting and working with Llanelly Hill Welfare Hall management committee, relating to the provision of a small carpark adjacent to the Welfare Hall. The community council convened several meetings with different departments from the county council, relating to the transfer of the Welfare Hall under the Community Transfer Assist (CAT) process. The community council agreed to have the building surveyed, so the management committee would have a formal report before committing itself to the transfer and ownership.

In 2014 the Community Council moved its administration centre from the Old School Community Centre to the former Adult Education Centre in Gilwern. The community council has continued to find it difficult to attract outside members to take up office on a management committee.

During 2018/19 the community council set up a sub-committee to manage the community centre. During the financial year 2018/19 the building has seen some new user groups formulate and started to use the building and the current trend is increasing.

The community council are in the process of revising the Service Level Agreement with MCC to extend the Library Services and the Library will be moving within the building so the Library will have more exposure to the general public at the front of the building.

The community council over the last several months has convened several meetings which a number of interested residents and centre users attended, but the community council is still working towards a management committee and the terms of reference.

During 2019/20 the trustees of Clydach Village Hall will be entering in to a sublease with the main contractors that have been appointed to dual the A465 that runs through the community. The community council will need to agree in principle to suspend sections of the current agreement the community council have with the trustees of Clydach Village Hall.

- **External loans.**

The Council has no long term borrowing or external loans

- **Bank Account as 31st March 2019.**

Current Assets	
Cash at bank and in hand	
Business Reserve	1,286.90
Co-operative Bank	9,735.63
Current Account	48,125.28
Instant Access (Co-Operative)	43,951.82
Petty Cash	<u>31.03</u>
Total Cash at bank and in hand	<u>103,130.66</u>
Total Current Assets	103,130.66
Other Current Liabilities	
VAT Liability	<u>-11,119.73</u>
Total Other Current Liabilities	<u>-11,119.73</u>
Total Current Liabilities	-11,119.73
NET CURRENT ASSETS	114,250.39

- **Reserves.**

The Council maintain certain reserves to meet general and specific future expenditure on projects and repairs to buildings they lease from the County Council and other properties in their portfolios. Over the next financial year, the community council will be undertaking:

- ❖ Resurfacing the towpath between bridge 102 and bridge 105.
- ❖ Relocation of the Library Service in the community centre, to allow expansion and more exposure to the general public at the front of the building

- ❖ Redecoration of the community centre internally
- ❖ Relocating the kitchen area and fitting new working areas.
- ❖ Improvements to the layout and design to the off-road cycle track

- **Interest Income.**

All interest is credited to the general investment accounts.

- **Grants.**

The Council made a number of grants in 2018/19 to a variety of groups in the community.

Organisation

Gilwern AFC	Ground maintenance
Gilwern AFC	Work to clubs shower block
Llanelly Hill Welfare Hall	Work still outstanding
Clydach AFC	Yearly agreement
Hope Church	Victorian Market
Gilwern Library	Books
Abergavenny Eisteddfod	Event
Gilwern Roots	Community Café
Gil-fest	Late summer event

During 2018/19 financial year the Community Council were awarded three grants from the section 106 funding from one development in the Gilwern ward. These projects will be going forward in the coming financial year. Several groups and organisations also received section 106 funding to undertake improvements to their premises.

During the financial year ending 31 March 2019, the community council installed a number of pieces of adult gym equipment and skate ramps on the former tennis courts within the Playing Fields in Gilwern. Since this equipment was installed it's been used and enjoyed by all ages. The community council has also been involved with the improvements to the towpath along the Brecon & Mon Canal, where the community council and the Canal & River Trust will be working in partnership to improve the Tow Path for local residents and visitors to the area.

- **Employers.**

The community council are employers that employ three people one being the Clerk and Proper Officer and two cleaners, one who works in Gilwern Community Centre and the public conveniences, and one who works on a service level agreement with Llanelly Hill Welfare Hall. The community council also has an agreement with a person who opens and closes the gate to the playing fields.

- **Amenities.**

Llanelly Community Council is the custodian of the Gilwern Playing Fields which comprises of an area of land approximately 7 acres. A large part of the area is used by Gilwern AFC during the football season.

Llanelly Community Council provides the Multi Use Games Area (MUGA) which is open for residents in the community to use. During 2018/19 the community council held a number of meetings with Gilwern AFC, to come to an agreement to sublet the MUGA to Gilwern AFC and they will be upgrading the surface area with a 3/4g play surface and this will be made available to the local junior school to use during school terms.

Llanelly Community Council are the owners of the public conveniences in Gilwern village, which were transferred several years ago. This amenity has seen an increase in usage since the dualling of the A465, but during the year there has been some vandalism.

Llanelly Community Council is the legal land owner of the bowls green which has been let to Gilwern Bowls Club located at the Playing Fields. Llanelly Community Council has a lease with the trustees of the Bowling Club that was renewed for the pavilion/club house in 2016.

Llanelly Community Council also maintains an off-road cycle track where children of any age can use this facility, and is used by a wide age range of individuals. The area also has a small area of self seeding oak trees which will be an asset to the community in years to come.

Llanelly Community Council is the free holder and custodians of the Clydach Recreation Ground which comprises of an area of land approximately 3.5 acres. Clydach AFC are the users of this land during the football season. The football club and the village hall also use the ground for village functions during the year. Situated at the recreation ground there are several items of play equipment, suitable for younger children which is maintained by Monmouthshire County Council.

During 2017 Llanelly Community Council entered into a licence agreement with Clydach Juniors for use of the Recreation Ground for playing junior football when the senior team are not using the ground. The licence agreement is valid to the end of the football season 2019.

- **Planning Applications.**

During the 2018/19 year the community council received twenty-three Planning Applications as a consultee. A number of representations from residents were made regarding some of these applications. Llanelly Community Council convened a Planning Committee to inspect a number of applications and site visits were convened to consider the proposed applications before submitting any observations.

- **A465 Dualling.**

During the last year the community council have held a number of meetings with the Welsh Government along with the main contractor that is undertaking the works. Over the last twelve months different communities have seen an increase in traffic when the A465 road has been closed to allow works to be undertaken in a safe way for the work force. Members of the community council have expressed concern over the continuing deterioration of the side roads in the county due the amount of vehicles using side roads as "rat runs". During the same period the community have seen an increase in HGV vehicles trying to use the side roads and lanes.

Since September 2018 the Welsh Government agreed to attend quarterly meetings where members of the public are able to address officers with their concerns and observations. Welsh Transport Secretary Ken Skates, said completion of the works was postponed from spring to autumn 2019. Welsh Government have extended the construction completion date to the end of 2019, and other works will continue over into 2020. The expected cost has increased by £51m more than the previously expected at £220m.

- **Community Plan.**

During 2017/18 the community council started the consultation process relating to a five-year community plan. The community council convened six consultations in the three main villages in the community, and the school pupils from the junior school were invited to be part of the consultation process, and they took part with enthusiasm. The community council have now moved onto the second stage of the process and a further consultation will be convened midsummer where residents will have the opportunity to view the findings, before the process goes into the final stage and publishing the five plan.

- **Member training.**

Member training is part of the Annual Audit Review Appendix 5: Under part 4 of the review members training should be carried out as necessary.

"The Government also hopes that elected members will avail themselves of relevant training wherever possible. Further guidance on training issues is given in the CIPFA Treasury Management Code".

Members from Llanelly Community Council are provided with a number of training courses throughout the year. These courses are run by One Voice Wales or other service providers or contracted in where specialised subjects are required. From May 2018 up to March 2019 there have been courses held on:

- New Councillor Induction
- Code of Conduct
- The Role of the Council
- The Role of the Councillor
- The Council as an Employer
- Understanding the Law
- The Council Meeting
- Local Government Finance
- Community Engagement

This training has been conducted in different locations in South East Wales. Several members showed an interest but only three members attended training provided by One Voice Wales in the

last financial year. Several members attended training relating to Planning run by Planning Aid Wales, which related to Local Development Plan (LDP). The National Park Planning Authority convened a planning seminar relating to the LDP review and two members along with the clerk attended this seminar convened in February 2019.

One Voice Wales training sessions are based on prices per person, per session. Training for Councils with over 200 dwellings costs £30 per member. The cost for non members is £40

- **Power of Wellbeing of Future Generations. (Wales) Act 2015**

Llanelly Community Council can be classed as a “public body” under this provision. The community council must be mindful of the WCFG Act and the sustainable development principles that make reference to a public body doing something “in accordance with the sustainable development principle” which means that the body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of “future generations to meet their own needs, the importance of balancing short-term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long-term”.

- **General Data Protection Regulation (GDPR).**

The House of Commons in May 2018, during a Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all Parish, Town and Community Councils, Parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer. All other obligations under the General Data Protection Regulation (GDPR), came into force on 25th May.

GDPR governs the use of personal data. It imposes important obligations on any persons or organisations, including Community Councils, which acquire, store, use or deal with personal data in any way. Failure to comply with any of the relevant Acts and any requirements within them can have serious legal consequences, including claims for compensation and possible criminal proceedings.

Community Councils are required to register with the Information Commissioner’s Office under the Data Protection Act and the GDPR. Organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless an exemption applies. The Information Commissioner has determined that Community Council’s do process personal data and, unless an exemption applies, are required to register (*eg. a Community Council would be exempt if no electronic records were kept ie. if everything was handwritten*).

Article 4 s8 states ‘processor’ which means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

What identifies an individual ie ‘data subject’ could be as simple as a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors. If it is

possible to identify an individual directly from the information you are processing, then that information may be personal data.

The community council have used corporate emails for the clerk and members for a number of years. All information is sent to those corporate emails. If emails need to be sent to personal email accounts those account holders will need to provide a Privacy Policy, to ensure the community councils processor complies with Article 4 s8 above.

- **The Local Government (Democracy) (Wales) Act 2013.**

Under the above Act, the Community Council publishes all minutes and other relevant documentation on their website www.lanelleycc.org.uk. In addition, the council publishes all its papers electronically, information includes a list of the council's members, each member's name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to within the Council. If the Community Council is divided into community wards, the ward the member represents is also published on the council's website. The council must also publish their annual audited accounts electronically. In both these cases, Councils are only required to publish material produced after the date when section 55 came into force, in May 2015. Community Councils are not required to publish any information they are prevented from disclosing by any other legislation.

Existing legislation requires Community Councils to give notice of forthcoming Council meetings three clear days before the meeting is to be held by displaying a notice in a conspicuous place in the community, in addition all such notices are published electronically. All this information is published three clear days before the meeting. There is also a requirement to publish electronically, so far as is reasonably practicable, any documents relating to the business to be transacted at the meeting.

Section 81 of the Local Government Act 2000 requires a Community Council to maintain and publish a register of members' financial and other interests as are specified in the model code of conduct (prescribed by Order under part 111 of the 2000 Act) including any amendments to any legislation and the Local (Democracy) (2016) Wales Bill and regulations made under the order in 2016/84.

Prior to commencement of section 58 of the Act, the register needed to be available for inspection at Council offices at all reasonable hours. Section 58 of the Act requires that the register is also published electronically. In addition, the Act transfers responsibility for establishing and maintaining the register of interests from the Principal Authority's monitoring officer to the 'Proper Officer' of each Community Council. The 'Proper Officer' in many cases being the clerk to the Council for this purpose.

Appendix 1

- 23 October 2014 Utility and environmental works have begun, and once legal and design matters have been finalised, a construction start is imminent.
- 24 December 2014 This scheme officially started on 10th December 2014
- 24 January 2015 Traffic Management has now started. Speed limit reduced from 50mph to 40mph. Only one lane in each direction in use.
- 14 October 2015 Buildings have been demolished along the side road, temporary Bailey Bridges have been installed, and tree removal is taking place. The flyover bridge foundations at Gilwern are taking shape. Rock blasting to commence fairly soon to create the east-bound carriageway.
- 4 January 2016 From 9th January 2016 the Glanbaiden Roundabout will be shut. Only 'through' traffic east-west or vice-versa, will be unaffected. Gilwern and Govilon traffic will have to travel to the next roundabout and 'U'-turn to get to their destination. This is to enable the flyover to be built at this junction.
- 4 September 2016 Glanbaiden Roundabout is now back open. The flyover is almost complete and is expected to be open to traffic by the end of the year. Various re-alignments of the road have taken place and pre-cast concrete structures are being put in place.
- 12 April 2018 The road has achieved several major milestones. The Brynmawr Gateway Bridge, the highest structure on the scheme is complete. Several other structures have also been completed. There have been several delays throughout this scheme, due to the geology in the area and also some severe weather issues.
- 13 September 2018 The Glanbaiden flyover opened in August, meaning the most easterly section of the scheme will open fully as a dual carriageway towards the end of 2018. This will allow the workforce to concentrate on the difficult section through the Clydach Gorge, finishing there by the end of 2019. Work will then begin on next scheme, [Dowlais Top - Hirwaun](/road-schemes/a465-dowlais-top-hirwaun-dualling).