

# TREDEGAR TOWN COUNCIL

Minutes of the Ordinary Meeting of Council held in the Council Chamber, Bedwellty House on Wednesday, 19<sup>th</sup> June, 2019 at 6.00 p.m.

**Present:** Councillors E. Jones (Chair)  
M. Cross  
G. James  
A. Jones  
K. Phillips  
P. Prosser  
D. Rowberry  
J. Thomas  
H. Trollope  
S. Trollope  
B. Willis

**In attendance:** Clerk – Ms. C. Price  
RFO – Ms. A. Jones

**By invitation:** *ABUHB / HWB Representatives:*  
Andrew Walker - Capital Project Director  
Lorraine Morgan - Programme Manager  
Claire Harding - Associate Director of Engagement  
Claire Waters - Head of Service – BGCBC  
Rhian Lees- RPS Group  
Jack Davies - Architect IBI  
  
Internal Auditor, Mr. S. Bees

**066) Apologies.** Councillors D. Jones, T. Smith, A.E. Tippings, D.W.A. Howells, S. Rees and M. Turner

The Chair informed Council of the success of Sue Woodward in being named in the Queen's Birthday Honours List for 2019 and offered the congratulations of Tredegar Town Council.

## **067) Declarations of Interest**

The Chair reminded Members to make their declarations as and when necessary.

**068) To receive a presentation from Aneurin Bevan University Health Board representatives in respect of the proposed Tredegar Health & Well-being Centre, Tredegar**

The Chair extended a welcome to the ABUHB representatives, together with representatives of partner agencies, who were in attendance to present information to Council, with the aid of presentation slides, highlighting the following:

- Key Project dates – July 2019, planning application to be made to the Local Authority; July 2020, construction work to commence on site; April 2020, full Business Case to Welsh Government, and if no cost increase, this should go through relatively smoothly; December 2021, completion of building works; and, early 2022, opening of Health and Well-being Centre.  
Pre-consultation four-week period, when individuals would have an opportunity to view and comment, initially to RPS and again at the second stage when submitted to the Local Authority BGCBC.
- The Health and Well-being Centre will form part of a community, together with the Local Authority and third sector partners, e.g. a dental practice and pharmacy, Citizen's Advice and Flying Start.
- The topography allowed for a split-level development with an upper and lower ground floor, with site access to vehicular and pedestrian traffic, and green space to the rear of the site offering a connection with Bedwelty House and Park.
- Development Strategy – existing building, retention of 'heart' building; full new build integrating existing building into design; and, flexibility of new build area for 21<sup>st</sup> Century health care planning.
- Next steps – planning application submitted July 2019; followed by Outline Business Case to Aneurin Bevan Board July 2019; Outline Business Case to Welsh Government for approval of Capital Funding in August 2019; BGCBC confirmation of purchase of land October 2019; and Welsh Government approval of Outline Business Case in November 2019.

The representatives thereupon invited the observations of Council and responded to questions raised:

- Keir had been successful in being awarded the main contractor of the site and there were no concerns at this stage of the development.
- Current car parking capacity aimed at providing ninety spaces, with a proposal to purchase an area of land from Blaenau Gwent CBC; this was under discussion.
- Residents of Market Street acknowledged there would be disruption during construction but Members emphasised there was a need for discussions with those living in that area – the Associate Director of Engagement said that contact details had been collected at the Exhibition and a coffee morning / evening would be arranged to engage and also a newsletter was to be produced.
- During the Contractor's time on site, over several years, it was recognised there could be parking issues and the representatives were aware this was an emotive issue – within the Planning Consent, parking arrangements could be included as a Condition and enforcement should be rigid. Parking was available to the front of the recreation ground and the contractor had been in discussions with the Rugby Club.
- Casket / Foundation Stones – it was anticipated that during development, a small Heritage Working Group could be established to consider such matters.
- Green Energy – clean energy would rely on power from the grid; the site had Breeam status, classed as 'excellent', utilising solar panels on the southern view.
- The existing Health Centre would remain operational during the development; however, the representatives recognised the complexity of this process and would keep in

contact and continue to be supportive.

The Chair extended the thanks of Council to the ABUHB representatives, BG Officer, the RPS Group representative and the Architect for attending, and providing a comprehensive update; who thereupon left the meeting.

**069) To consider the exclusion of the Press and public by virtue of the matters to be discussed under the provisions of the LGA 1972, Schedule 12A**

Moved, the meeting was closed to the public.

Councillor J. Thomas left (6.40 p.m.) and the Internal Auditor joined the meeting at this juncture.

**070) To receive:**

**a) report of the Internal Auditor;**

The Chair extended a welcome to the Internal Auditor, who was in attendance to present his report for the Internal Audit for the year.

The Internal Auditor thereupon spoke to the report, explaining the purpose of the audit was to review the financial propriety and governance arrangements of the Town Council in accordance with proper practices, as set out in "Governance and accountability for local councils in Wales – A Practitioner's Guide (as amended December 2014)" and highlighted the following:

- He suggested Governance and Accountability would be revised;
- External audit in the future would be undertaken directly by the Wales Audit Office – therefore, standards could be even higher for future years.

Section 3 of the report related to the Audit opinion and was based on a 'sample' of tests conducted; the template utilised the previous year could prove useful as evidence that any issues identified had been addressed.

- 3.2a) the Auditor urged Council to maintain a consistent approach of review and compliance with Financial Regulations, in keeping with current practice, as councils not following their own Financial Regulations could be subject to criticism on the Financial Return. He spoke briefly to the Thematic Assurances for 2019 / 2020, reminding Council to be vigilant in respect of arrangements for making payments, as the appropriate framework was already in place to address any urgent matters.
- 3.2b) OVW was pursuing advice of the HMRC in respect of processing of certain payments; Council would ensure the Internal Auditor was kept advised of any progress.
- 3.2c) continue to be diligent in addressing matters relating to the overall budget.
- Town and community councils had been advised there would not be a requirement for a dedicated officer to be appointed in respect of the GDPR; however, staff should ensure continued compliance and he highlighted that a toolkit had been established, which Clerks could refer to for guidance / clarity.

The Internal Auditor thereupon expressed his grateful thanks to the Clerk and RFO in promptly providing information requested, which had been most helpful to him in undertaking

his role, and invited the observations of Members.

A Member highlighted the precept had not increased for ten years and was no longer the highest in Blaenau Gwent, which was a credit to not only the Council but to the RFO. He enquired, however, of arrangements in respect of the contractual employee relating to short-term / temporary contracts to ensure all staff were treated fairly. He suggested that advice could be sought from OVW on an agency-basis.

**b) confirm the Annual Accounts and agree the Annual Governance Statements on the Return for 2018/2019, prior to External Audit; and**

The RFO read parts 1 – 9 of the Annual Governance Statement; Parts 1 – 8 were agreed as 'Yes', whereupon the Officer highlighted that the Notice had been displayed promptly by 12<sup>th</sup> June, 2019, before the deadline of 16<sup>th</sup> June and No. 9 (Trust Funds) as 'not applicable'. The Officer thereupon read statements 1 – 3 on Annual Governance Part 2 and these also were agreed as 'Yes'.

The RFO advised that any town / community councils late in submitting the Annual Return could be at risk as a 'test' selection. However, Tredegar Town Council had a good team in-house and should continue to keep on target.

Members of the Council therefore agreed, to approve by resolution, to submit the Annual Return to the External Auditor.

The Internal Auditor left the meeting at this juncture.

**c) Internal Audit 2018/2019: to undertake a review of the Internal Audit Process for the year ended 2018/2019;**

The RFO presented her report of the Internal Audit Service 2018 / 2019, which was a thematic approach to be reviewed every year. The Officer referred Members' attention to an amendment under 'General' which should indicate the completion of the Annual Return before 30<sup>th</sup> June, 2019.

The Internal Auditor had undertaken his assessment on being appointed (as agendaed); the Officer confirmed he had been very thorough in this process.

In respect of the performance of the Internal Auditor, Members said there were no queries or comments; therefore, the statements outlined within the report were formally accepted and approved accordingly.

Members thereupon expressed their thanks to the RFO for her work, and also expressed appreciation to the Internal Auditor, Mr. S. Bees.

**d) Council approval and certification of Annual Return to be signed by Mayor**

The Annual Return was approved and certified, being duly signed by the Mayor in the presence of Council.

- Contracts : additional information had been provided for the External Auditors, who were looking at contracts; the RFO had used the range of £1,500 - £5,000,. This included tenders and approval recorded within Minutes; specification and number of quotes sought / received; official waivers, etc. A way forward, could be for Town Council to consider a 'Specified Supplier List', which could be publicised on the TTC

website for use in the case of emergency only. (Agenda for consideration of Finance and Staffing Sub-Committee)

**071) To re-open the Meeting to the Public**

Moved, the meeting was re-opened to the public.

**072) Accounts: to consider a Schedule of Accounts for payment in June 2019**

The RFO spoke to the report and explained that the bank reconciliations were available for Members to view.

- Microsoft Office One-year Subscription – this was reimbursement to the Officer, who had met the cost of the annual subscription that could only be paid by a card payment.
- Bandstand Concerts 2019 – all cheques had been written in readiness for payment for concert performances in June; however, the cheques would not be released until the appropriate invoice had been received.

There being no further queries regarding the Schedule of Accounts, all presented items were approved for payment. Transfer of funds would be undertaken in the presence of the appropriate Member and Town Clerk, which was noted accordingly.

The RFO left the meeting at this juncture.

**073) To receive and adopt the following Minutes of Council:**

- a) Annual General Meeting of Council - 1<sup>st</sup> May, 2019
- b) Events Sub-Committee - 15<sup>th</sup> May, 2019
- c) Ordinary Meeting of Council - 15<sup>th</sup> May, 2019

It was agreed that all Minutes presented be moved en bloc as a true record, with any matters arising to follow.

**074) Matters arising from the Minutes**

**Events Sub-Committee - 15<sup>th</sup> May, 2019**

- The Bevan Festival polo shirts – a Member said that if no date was printed on the polo shirt, these could be re-used each year, suggesting every four years in line with elections. The Clerk highlighted that this had been a subject of discussion at the Events meeting; however, following consideration, the majority of Members had felt it appropriate for the date to be included and the shirts to again be ordered for 2019.

**Ordinary Meeting of Council - 15<sup>th</sup> May, 2019**

- Mayor's Appeal 2018 / 2019 – the former Mayor's appeal had been finalised, raising £4,000 for the two designated charities, which Members congratulated.
- Council extended thanks to Councillor Allan Jones for volunteering to deliver the Orvault gift to the coach on the departure day.
- Award in Memory of Lindsay Bryan – Councillor Malcolm Cross extended the grateful thanks of the family to Council for this kind gesture, which had given the family a boost in Lindsay being considered for such an Award.

## 075) Chair to sign Minutes

Minutes approved were duly signed by the Mayor in the presence of Council.

## 076) Correspondence

- 1) BGCBC
- a) i) T. Griffin Re: Public Consultation. Public space protection orders – Dog Control. *Consultation period 06.06.2019 to 05.07.2019.*
  - ii) T. Griffin Re: Public Consultation. Public space protection orders – Dog Control – DEIGHTON SPORTS GROUND, STOCKTON WAY. *Consultation period 06.06.2019 to 05.07.2019.*
- Noted; as requested, copy to be forwarded to Councillor G. James.  
Councillors had attended Deighton playing field on sheep being reported on site and informed Council this had been a result of the bars being damaged.

*Councillor B. Willis declared an interest in the following item and took no part in discussion or voting thereon.*

- b) i) List of Licensing Applications, week ending 07.06.2019
    - 1) N. Powles – Temporary event notice St. George's Church.
    - ii) List of Licencing Applications, week ending 14.06.2019
  - Noted.
  - c) A. Parker Re: Blaenau Gwent PSB Annual Stakeholder Conference Monday, 15<sup>th</sup> July, 2019 at General Offices, Ebbw Vale.
  - Noted this was an important opportunity for Town Council; email to Members.
- 2) One Voice Wales
- a) Revised Blaenau Gwent Local Development Plan Strategy Option workshop.  
Dates available are 8<sup>th</sup>, 16<sup>th</sup> and 18<sup>th</sup> July, but attendance is permitted to one date only and booking essential.
  - Noted this was an important event relating to a five-year plan; email to Members.
  - b) Is there a tree in your community you would like to champion? Tree of the year competition open for nominations until Noon 19<sup>th</sup> July, 2019.
  - Noted.

- c) Future Generations Commissioner for Wales. Our Future: Come to an event in your area, Tuesday, 2<sup>nd</sup> July, Ebbw Vale Works Museum from 2.30 p.m. to 5.30 p.m. - *Need to book to secure a place (limited spaces).*

- Noted; email to Members.

- d) Caring in Welsh awards scheme.

- Noted; to be placed on TTC website.

3) Welsh  
Government

The stopping up of highways (land at Tafarnaubach Industrial Estate, Tredegar) Order 2019, coming into force 12<sup>th</sup> June, 2019.

- Noted.

4) Audit Wales

Internal Audit Arrangements at Town & Community Councils: Free Webinar for Clerks and Councillors on 02.07.2019 at 6.00 p.m., required to register prior to event – **RFO registered**

- Noted.

5) Gwent Police

- a) Nicholas Thomas' responses to concerns raised by Council.

- Noted; response resulting from non-attendance at a previous meeting of Council, when only a PCSO had been available to respond to Members' concerns: -

Punch House: a Member had been advised squatting was not against the law;

a drunk individual had incurred the attention of two police cars and one van (twelve Officers), which appeared an excessive use of resources; Officers had not yet received appropriate training on use of drones.

- b) K. Williams' response to concerns regarding Temporary Events notices for The Loft.

- Members highlighted the following: Temporary Event Notices should not be used to operate the premises, although it was understood this was being looked at by the Licensing Officers.

Also, a survey in respect of CCTV cameras throughout Blaenau Gwent was being conducted and a written request, that this area be prioritised, was needed.

- 6) Ynyshir Band Invoice for march at Sunday, 7<sup>th</sup> July, 2019.
- Expenditure ratified by Council, with expenditure delegated to 'Top 4' for approval.
- 7) Cllr A.E. Tippings Asking whether TTC can work in conjunction with BHP / BGCBC / schools to find the old tree in the park.
- Noted; agenda for Climate Sub-Committee.
- 8) Brigadier  
R. Aitken, C.B.E. Re: Queen's Honours List. Will be contacting Mrs. Woodward shortly to make the arrangements for the BEM presentation in line with her wishes and extended thanks for offer of Bedwellty House.
- Noted.
- 9) S. Morgan Keep Wales Tidy: Outline to their new approach due to funding changes.
- Noted.
- 10) Nantyglo and  
Blaina  
Town Council Copy of BGCBC civil parking enforcement letter as per meeting 05.06.2019.
- Noted; circulate to all Members.
- 11) Tredegar  
Horse Show Thanks for support and copy of newspaper reports on their show.
- The Horse Show had been very good, thanks to the Organisers for a marvellous day; congratulations to Councillor Malcolm Cross.
- 12) GAVO
- a) Deadline for Volunteer Achievement Awards 19.07.2019.
    - Two nominations were proposed for consideration and agreed accordingly.
  - b) Be Proud of your Community awards. Closing date for entries 31.07.2019 (4.00 p.m.) – **added to website**
    - Noted; Clerk to check criteria to ascertain if the Town Clock could be nominated in the 'My Favourite Place' category.
- 13) Nick Smith, M.P. Copy of email sent to Licencing at BGCBC supporting TTC's concerns regarding Temporary Events notices for The Loft.
- Noted.



#### 14) PUBLICATIONS

BGCBC Roadworks report week ending 14.06.2019 & 21.06.2019; One Voice Wales - Renewing our Democracy: Update on the Assembly Reform programme; BGCBC L Bull Re: Cardiff Capital Region Graduate Scheme; Older People's Commissioner for Wales Spring 2019 Newsletter  
– ***distributed to Members***: Received.

#### 15) AGENDA

Blaenau Gwent Heritage Forum agenda meeting to be held Friday, 21<sup>st</sup> June, 2019 at 10.00 a.m. Tredegar Library – **available for Members**: received.

*Councillor B. Willis declared an interest in the following item and took no part in discussion or voting thereon.*

#### 077) Planning:

a) **To consider an Officer's Report (if received)** - None received.

b) **Verbal report of the Planning Committee, if any**

- ii) a) List of planning applications received in week 22.
- b) List of planning applications received in week 23.

c) **To consider Planning Applications submitted for Council's observations**

<b>App. No.</b>	<b>Applicant</b>	<b>Proposal</b>
C/2019/0133	Mrs. K. Cross 41 Commercial Street Tredegar	Retain the use A3 (hot food takeaway) from A1 for ground floor only, Pound Pantry, 41 Commercial Street.

***No objections***

C/2019/0138	Mr. P. Bevan A J Building and Roofing Ltd. 34 Bethel Avenue Tredegar	Detached dwelling, Plot 14 Maes Morgan, Nantybwhch
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***No objections***

d) **To consider other planning matters** None received.

#### 078) Matters of Local Interest or Concern (by prior notice)

**To receive verbal recommendations of the Finance and Staffing Sub-Committee held 17<sup>th</sup> June, 2019**

*To discuss query raised by existing employee* - It was agreed that a Finance and Staffing Sub-Committee meeting be convened as soon as possible in order to take this request

forward.

*Christmas Illuminations*: Option 1 agreed in principle, i.e.:

- The contract be sought over a three-year period;
- On comparison, Company A be approved, with a view to a further meeting being convened with the LITE representative in attendance, to review all costings and, if considered appropriate, undertake renegotiations;
- Company B be retained on file as contingency, rather than re-tendering, if renegotiations were unsuccessful with Company A.

The recommendations of the Finance and Staffing Sub-Committee were approved unanimously by Council.

Clerk to pursue response to previous query of Council in respect of the use of a corridor in Nevill Hall Hospital being utilised as a Ward.

Annual Film Night Festival, Little Theatre – Tuesday, doors open 5.30 p.m.

There being no other business, the meeting closed at 8.20 p.m.

\_\_\_\_\_ Chair