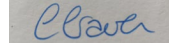


COUNCIL SUMMONS

You are summoned to attend the next meeting of Peterston-super-Ely Community Council to be held on Monday 3 October 2022 remotely at 19:30 pm for the purpose of transacting the following business;

Yours sincerely,



Catherine Craven
Clerk to the Council



AGENDA

1. To receive apologies for absence in accordance with the Local Government Act 1972, section 85
2. To receive Disclosures if Personal Interest from Members in accordance with the Code of Conduct.
 - i. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest; and
 - ii. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest, they must notify the Chair when they leave
3. To receive in person request from the public and press
4. To receive a report from Councillor Michael Morgan and other correspondence from the Vale of Glamorgan Council
5. To receive a report from the Neighbourhood Policing Team
6. To confirm as a correct record the minutes of the meeting held on the 11 July 2022 (pages 3-6)
7. Finance; To receive, accept and approve the
 - i. Receipts and Payments (page 7)
 - ii. Budget Review (pages 8-9)
 - iii. Bank Reconciliation (pages 10-12)
8. To consider planning applications (pages 13-17)
9. To consider correspondence received from One Voice Wales (pages 18-84)
10. To receive the Clerk reports (page 85)
 - i. Finance (pages 86-87)
 - ii. Banking (page 88)
 - iii. Risk Assessment (pages 89-90)
 - iv. Annual Report (page 91)
 - v. Training Plan (page 92)
 - vi. General Power of Competence (pages 93-94)
 - vii. Biodiversity and Ecosystem Resilience (page 94)
 - viii. Remuneration (page 95)
 - ix. Remembrance Sunday (page 96)
 - x. Operation London Bridge (pages 97-98)
 - xi. Playground Inspection Report (pages 99-106)
 - xii. Starleaf meeting platform (page 107)
 - xiii. Accountancy Software (pages 108-110)
 - xiv. Code of Conduct Training (pages 111-114)
 - xv. Arrangements for Internal Audit (pages 115-118)
 - xvi. Arrangements for storing documents (pages 119-120)
 - xvii. Arrangements for when the Clerk is on Annual Leave
11. To consider the draft policy for Procedures for Conducting Co-options (pages 121-122)
12. To review applications and consider co-option to fill the one vacancy that exists in the office of Councillor
13. To receive feedback from the Chair on the opening event of the Short Mat Bowls
14. To consider renewing the annual subscription to Fields in Trust
15. To receive the TfW Bulletin (*email with link was forwarded to Members*)

16. To receive the Vale Health Social Care Wellbeing e-bulletin (*email with link was forwarded to Members*)
17. To consider ways to make progress on the outstanding MUGA issues including lighting
18. To receive an update on the Allotments
19. To receive the Community Review Guidance published by the Local Democracy and Boundary Commission for Wales (page 123)

Peterston-super-Ely Community Council Cyngor Cymuned a Llanbedr-y-Fro



Minutes of the remote Council Meeting held
at 19:00pm on 11 July, 2022

Present: Councillors: David Moody-Jones CHAIR
David Cross, Darren Meir, Abigail Phillips, Huw Potter,

Also Present: Catherine Craven, Clerk, Councillor Michael Morgan, Vale of Glamorgan and a member of the public.

Absent: Councillor Diana Powell.

76. An apology from Councillor J Drysdale was noted.
77. No declarations of interest were made.
78. The Clerk reported no applications for co-option to fill the one vacancy that exists in the office of Councillor had been received.
It was **AGREED** that the vacancy be readvertised.
79. Mr Ian Pearson was invited to address the Council. Mr Pearson raised his concerns over vegetation encroaching onto footpaths and highways in and around the village. Councillor M Morgan noted agreed to take forward those areas of particular concern. It was noted that matters can be reported on-line. The Chair thanked Mr Pearson for his contribution.
80. Councillor Michael Morgan reported that two questions had been put to the Vale of Glamorgan Council regarding the implementation of a Fflecsi transport service and Traffic Management and Road Safety Policy. The Chair thanked Councillor Morgan for his contribution.
Councillor Morgan left the meeting 19:51pm
81. The following unitary authority correspondence was;
 - a) Publication of the Development Plans Community Guide (Edition 2): Noted
 - b) Call for Candidate Sites Poster: Noted
 - c) Copied into a report made by the Wyndham Park Residents Association for vegetation clearance on a highway: Noted
 - d) No expressions of interest for the position of the Town and Community Council's representative to sit on the Vale of Glamorgan Council's Standards Committee were made
 - e) June 2022 Neighbourhood Manager for the Vale of Glamorgan Council Housing Department: Noted
 - f) Candidate survey - Local Government Election. Data Cymru on behalf of Welsh Government request if Members haven't already replied to the survey, could they please go on line and complete the same: Noted
 - g) It was **AGREED** that the proposed Community Play Session programme be granted approval to use the Memorial Field on the scheduled dates in August .

The Council welcomed this exiting programme being prepared for Summer 2022.

h) It was **AGREED** that the proposed Adoption Services Closed event on 17 July 20 be granted approval to use the Memorial Field. The Council was pleased to be working in partnership with the service.

i) Active travel route: Noted

j) Rhondda Cynon Taf County Borough Council – Revised Local Development Plan (2022 – 2037) Call for Candidate Sites: Noted

k) Audit Wales Survey: Your town or community council's relationship with your local authority: Noted, no response

l) It was **AGREED** that delegated powers were given to Councillors A Phillips, D Meir and the Chair to respond to the Vale of Glamorgan Council Section 106 Annual Report.

m) Applications for dispensations to be submitted to the Special Standards Committee no later than the 14 July: Noted

82. It was **AGREED** that the minutes of the previous meeting held on the 13 June 2022 were confirm as a correct record and duly signed by the Chair.

83. It was **AGREED** that the accounts presented were accepted and approved.

Receipts

13-Jun	Church Yard Maintenance fee	£500.00
--------	-----------------------------	---------

Payments

11-July	Edenvale Memorial Field grass cutting	£375.00
11-July	4 Seasons	£675.60
11-July	HMRC	£ 46.20
11-July	T Trudle Salary and expenses	£187.46
11-July	C Craven Salary and expenses	£442.64

84. It was **AGREED** that delegated powers be given to the Clerk, in consultation with the Chair, to pay staff salaries, HMRC, pension contributions and the two contractors Edenvale and 4Seasons during the month of August when no Council meetings have been scheduled.

85. It was **AGREED** that the accounts presented were accepted and approved.

13-May	Edenvale Memorial Field grass cutting	£ 250.00
13-May	J Howells Internal Audit	£160.00
13 May	HMRC	£ 42.20
13-May	T Trudle Salary and expenses	£221.24
13-May	C Craven Salary and expenses	£984.36
13 May	4 Seasons Churchyard and playground grass cutting	£513.60
13-May	S Firth Jubilee Event Consumables	£110.61
13-May	G Jones Jubilee Event Consumables	£239.40

86. It was **AGREED** that budget virements for/to;

- a) Churchyard and playground gardening services reduced by £2,062.19
- b) Field Mowing increased by £400 to £2,400
- c) Playground Maintenance increased by £500 to £1,500
- d) Churchyard, non-gardening increase by £800 to £1000
- e) Administration increase by £150 to £450

- f) Insurance increase by £62.19 to £1,232.19
87. It was **AGREED** that the bank reconciliation shown in the report for end of June was accepted and approved.
88. The Clerk reported banking arrangements for setting up an account with Unity Bank were underway.
89. The Future Audit Arrangements for Community and Town Councils in Wales was noted.
90. No comments were made for planning applications;
 Planning Application No. 2022/00688/FUL
 Location: 34, Cory Crescent, Peterston Super Ely
 Proposal: Ground floor rear extension
 Planning Application No. 2021/01443/FUL (HW)
 Location : Llanwensan Farm, Groes Faen, Pontyclun
 Proposal : The removal of the existing 15m monopole and the installation of a replacement 20m monopole supporting 6No. antennas and 1No. 0.3m dish.
 The development, refreshing and installation of associated ancillary equipment
91. The following One Voice Wales correspondence was;
 a) Places for Nature grant scheme; Noted
 b) Local Places for Nature Office; Noted
 c) #WalesNatureWeek; Noted
 d) Assets Collaboration Programme Wales Phase 3 (ACPW3) Grant Scheme; Noted
 e) Age Cymru newsletter; Noted
 f) Bridgend/Cardiff/Vale Area Committee Annual & ordinary meeting ; Noted
 g) Consultation Shaping Wales' Future; Noted
 h) The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils; Noted
 i) The Good Councillor's Guide for Community and Town Councillors; Noted
 j) The Finance & Governance Toolkit for Community and Town Councils; Noted
 k) Governance and Accountability for local practitioners in Wales - A Practitioners Guide (2019); Noted
 l) Training calendar. Members were reminded to book a place on the Code of Conduct training through the Clerk.
 m) SE Wales Regional Engagement Team Weekly Bulletin; Noted
 n) Cardiff and the Vale UHB CEO Connects; Noted
 o) Introduction of the OVW National CPR & Defibrillation Manager; Noted
92. It was **AGREED** that the Memorial Field Hire Agreement be adopted.
93. It was noted for Members to send their details to the Clerk to enable the Clerk to arrange payments of remuneration through the HMRC software.
94. The Clerk reported the details of the inspection had not been received. were It was **AGREED** that Delegated Powers were given to the Chair, Vice Chair

and Clerk to address any matters arising in the report during the month of August and report any expenditure at the next full council meeting.

95. It was **AGREED** that four trees identified in the Clerks report to undergo crown lifting work carried out by Edenvale at a cost of £175
96. It was **AGREED** that an annual subscription to the meeting platform StarLeaf costing £108 be purchased.
97. It was **AGREED** that a Working Party to be formed to undertake an evaluation of the public rights of ways with the newly appointed Vale of Glamorgan Footpath Officer, Mr D Hunt. Councillors H Potter and D Cook were appointed to serve on the Working Party.
98. It was **AGREED** that a Working Party to be formed to undertake an evaluation of the riverbank area and consideration on how it could be used and improved a. Councillors H Potter, D Cook and the Chair were appointed to serve on the Working Party.

Meeting was closed at 21:14 pm

Signed: Chair

Date:

7. i Clerks Report August 2022

Report of Receipts and Payments

Receipts 2022

03-Aug	Burial Fee, purchase and maintenance	1550.00
08-Aug	Refund SLCC overpayment	167.00
12-Aug	Burial Fee, internment and maintenance	650.00
13-Aug	Precept	7667.00

Payments 2022

Payments made		
12-Aug	VoG Playground repairs	471.11
12-Aug	HMRC	13.80
12-Aug	4seasons - June	492.00
12-Aug	Incoming Clerk CC - July 22	487.02
12-Aug	Edenvale - July	250.00
	Total due	1713.93

Payments due		
12-Sep	Audit Wales for 2021-22	301.00
12-Sep	Incoming Clerk CC - Aug 22	380.25
12-Sep	Edenvale - August	125.00
	4seasons - August	expected
	Total due	806.25

	Budget 2022- 2023	Actual year end 2023	Expected Year End (31/03/22)	Difference	Reason for difference	
Cash at start of year(cash book)	32,941.00	32,941.00	32,941.00	-	N/A	
RECEIPTS						
Precept receipts	23,000.00	15,334.00	23,000.00	- 7,666	N/A	
Grants	1,250.00	0.00	3,752.00	- 1,250	SCGF & Wind turbine	
MUGA receipts	1,500.00	0.00	1,500.00	-		
Churchyard Memorial Inscription Fees	150.00	0.00	150.00	-		
Funeral Fees	250.00	550.00	250.00	-		
Allotments income	210.00	30.00	210.00	-		
Maintenance fees (upon burial)	500.00	1,500.00	500.00	-	N/A	
Additional Churchyard Fees	800.00	800.00	800.00	-	N/A	
Use of playing fields	85.00	0.00	85.00	-	N/A	
Jubilee	650.00	817.00	650.00	-	No exceptionation at setting of budget	
VAT	500.00	1,473.17	2,200.00	- 1,700		
TOTAL RECEIPTS	28,895.00	20,504.17	33,097.00			
PAYMENTS						
Field Mowing	2,400	1,375.00	2,355.00	45	N/A	Increased
Subscriptions	350.00	507.00	340.00	10	N/A	
Churchyard and playground Gardening services	6,464	2,424.33	3,545.00	2,919	N/A	Increased
Fencing/signs/gates	500.00	0.00	500.00	-		
Playground Maintenance	1,500	952.59	1,220.00	280	N/A	Increased
Training	90.00	0.00	90.00	-	N/A	
Churchyard non gardening	1,000	340.00	680.00	320	N/A	Increased
Hire of hall	200.00	0.00	200.00	-	N/A	
Election costs	0.00	0.00	0.00	-	N/A	
Clerks salary	4,500.00	3,662.35	4,500.00	-		
Clerks other costs	600.00	458.77	600.00	-		
Administration - stamps/paper/ink	450	181.78	350.00	100	N/A	Increased
Xmas tree costs	250.00	0.00	250.00	-	N/A	
Grants / Gifts	2,000.00	0.00	2,000.00	-		
MUGA Costs	0.00	14.88	0.00	-	N/A	
Misc	0.00	0.00	0.00	-	N/A	
Insurance	1,232	1,232.19	1,232.19	-	N/A	Increased
Audit	600.00	461.00	600.00	-		

Riverbank work	500.00	0.00	500.00	-	N/A
Salt Bins	100.00	0.00	100.00	-	N/A
Parking	0.00	0.00	0.00	-	N/A
Contribution to traffic calming	0.00	0.00	0.00	-	N/A
Legal fees	0.00	0.00	0.00	-	N/A
Flowers/troughs	350.00	0.00	350.00	-	
Allotments	0.00	0.00	0.00	-	
VAT	500.00	609.22	500.00	-	More VAT expenditure than predicted
General Maintenance of Village	2,000.00	0.00	2,000.00	-	N/A
Cllr Allowance	1,200.00	0.00	0.00	1,200	N/A
Jubilee event	500.00	1,143.51	1,143.51	- 644	N/A
Playground/Playing Field/Community Benefit reserve	2,000.00	0.00	2,000.00	-	
Tree Cutting	500.00	0.00	175.00	325	N/A
	29,786.00	13,362.62	25,230.70		
	Budget 2022-2023	Actual Year end 2023	Expected Year End (31/03/23)		
Balance at end of year	32,050.00	40,082.55	40,807.30		

Cash at start of year(Cash book)	32,941	
RECEIPTS		
Precept receipts	15,334	
Grants	0	
Churchyard	0	<u>O/s Cheques</u>
Funeral Fees	550	
Allotments income	30	
Maintenance fees (upon burial)	1,500	
Pre purchase churchyard plots	800	
Use of playing fields	0	
Jubilee	817	
MUGA Grants or Investment	0	
VAT	1,473	20,504.00
PAYMENTS		
Field & Playground Mowing	1,250.00	<u>Lodgements not cleared</u>
Subscriptions	507.00	
Churchyard Gardening services	2,424.33	
Fencing/signs/gates	0.00	
Playground equipment Maintenance	952.59	
Training	0.00	
Churchyard non gardening	340.00	
Hire of hall	0.00	
Election costs	0.00	
Clerks salary	3,662.35	
Clerks other costs	458.77	
Xmas tree costs	0.00	
Grants / Gifts	0.00	
Misc	0.00	
Insurance	1,232.19	
Audit	160.00	
Riverbank Clearance	0.00	
Salt Bins	0.00	
Defibrillator	0.00	
Road safety	0.00	
legal fees	0.00	
Flowers/troughs	0.00	
Allotments	0.00	
General Maintenance of Village	0.00	
Tree cutting	0.00	
MUGA Capital Payments	14.88	
Admin	181.78	
Jubilee Event	1,143.51	
Community Benefit grant	0.00	
telephone	5.00	
VAT	609.22	12,941.62
Balance at end of year		40,503
		0
Payments not cashed		0
Receipts not cleared		0
Reconciled CB		40,503
Balance at Bank		40,503
Dif		0
Current for MUGA Reserve	347	
SCGF	-1,220	
Jubilee Event	0	
Community Benefit	2,000	

Your Account Statement



Miss Catherine Craven
11 Lilac Drive
Llantwit Fardre
Pontypridd
CF38 2PH

Unity Trust Bank
PO Box 7193,
Planetary Road,
Willenhall,
WV1 9DG

0345 140 1000

Date: 31/08/2022

Account Name: Peterston Super Ely Community Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

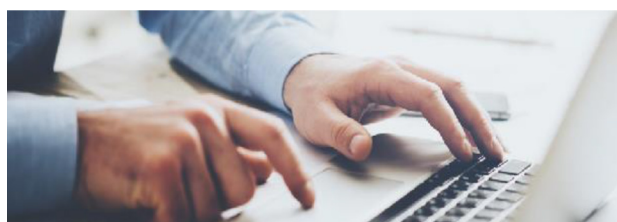
Sort Code: 608301

Account Number: 20463261

Your arranged overdraft limit is £0.00

Switch to paperless statements

As part of our commitment to sustainability, you can choose to receive online statements and we'll notify you by email when they're available. If you haven't already switched to paperless statements visit <https://www.unity.co.uk/online-statements/>.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2022		Balance brought forward	£0.00	£0.00	£32,855.09
08/08/2022	Transfer	SOCIETY OF LOCAL C	£0.00	£167.00	£33,022.09
09/08/2022	Credit	Credit 000001	£0.00	£1,550.00	£34,572.09
11/08/2022	Cheque Debit	Cheque 001245	£672.00	£0.00	£33,900.09

Bank with us.
Bank on us.

Page number 1 of 3

Statement number 002

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
12/08/2022	Faster Payment Debit	B/P to: C T Craven	£487.02	£0.00	£33,413.07
12/08/2022	Faster Payment Debit	B/P to: Vale of Glamorgan	£471.11	£0.00	£32,941.96
12/08/2022	Faster Payment Debit	B/P to: Edenvale	£250.00	£0.00	£32,691.96
12/08/2022	Faster Payment Debit	B/P to: HMRC Cumbernauld	£13.80	£0.00	£32,678.16
12/08/2022	Credit	Lindsay Kennedy Preene	£0.00	£650.00	£33,328.16
15/08/2022	Faster Payment Debit	B/P to: 4 Seasons Tree and	£492.00	£0.00	£32,836.16
31/08/2022	Credit	VALE OF GLAM	£0.00	£7,667.00	£40,503.16

Bank with us.
Bank on us.

7. i Clerks Report

Planning applications – see attached

Date/Dyddiad: 27 July 2022

Ask for/Gofynwch am: Mr. Peter D.J. Thomas

Telephone/Rhif ffon: (01446) 704628

Your Ref/Eich Cyf:

My Ref/Cyf: P/DC/PDJT/2021/01171/FUL

e-mail/e-bost: Planning@valeofglamorgan.gov.uk

The Vale of Glamorgan Council
Dock Office, Barry Docks, Barry CF63 4RT
Tel: (01446) 700111

Cyngor Bro Morgannwg
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT
Ffôn: (01446) 700111

www.valeofglamorgan.gov.uk



The Clerk,
Peterston Super Ely Community Council,
10 Manor Park
Llantwit Major
CF61 1RS

Dear Sir/Madam

Town and Country Planning Act, 1990 (as amended)
Application No. 2021/01171/FUL
Location : 6, Pwll Y Min Crescent, Peterston Super Ely
Proposal : Replacement of timber windows with UPVC

With reference to the above application for planning permission, I can advise that all representations received in respect of this application were considered in the determination of this proposal, and the application was **Refused** on the 27 July 2022.

A copy of the decision notice can be viewed at <http://vagonline.planning-register.co.uk/PlaRecord.aspx?AppNo=2021/01171/FUL>.

Should you require any further information in relation to this proposal please do not hesitate to contact my officer on the above line.

Yours faithfully

Vale of Glamorgan Council
(Local Planning Authority)

Date/Dyddiad: 17 August 2022

Ask for/Gofynwch am: Mr. Shafqut Zahoor

Telephone/Rhif ffon: (01446) 704608

Your Ref/Eich Cyf:

My Ref/Cyf: P/DC/SZ/2022/00813/FUL

e-mail/e-bost: Planning@valeofglamorgan.gov.uk

The Vale of Glamorgan Council
Dock Office, Barry Docks, Barry CF63 4RT
Tel: (01446) 700111

Cyngor Bro Morgannwg
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT
Ffôn: (01446) 700111

www.valeofglamorgan.gov.uk



The Clerk,
Peterston Super Ely Community Council,
10 Manor Park
Llantwit Major
CF61 1RS

Dear Madam

Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2022/00813/FUL (S□)

**Location : □ubilee Fields Campsite, □ubilee Scout Campsite,
St. Brides Super Ely**

Proposal : Erection of 3no. ancillary buildings, new access and exit to site, amended car park and associated hard and soft landscaping at the □ubilee Scout Campsite

The above planning application has been received and I should be obliged if you would advise me whether you wish to make any observations on the proposal.

You can view the proposals on-line and comment on the application at the following web address: <https://vagonline.planning-register.co.uk/Planning/Display/2022/00813/FUL?cuuid=4A28CBBB-84ED-43EF-A4EB-C7A9683EF466>. By pressing the **documents** tab you will be able to view all the submitted applications forms and plans and other related information.

In accordance with statutory requirements, it is necessary to determine the application within a specified period, and it is essential, therefore, that any observations should be submitted by 7 September 2022. Observations should be made via the Council's on line register and the case officer would be happy to talk to you through the process if you have any concerns. If, however, you are unable to forward your observations by that date, please inform the case officer. In the event of no reply being received, it will be assumed that you have no observations and the planning application will be determined accordingly. Under the provisions of the Local Government (Access to Information) Act, 1985, any representations you make will be open to public inspection. In the event of an appeal being lodged against the decision of the Local Planning Authority, copies of your representations will be forwarded to The Planning Inspectorate at the Welsh Government and be made available for the appellant's inspection.

There is a provision for Public Speaking when an application is reported to Planning Committee. Details of how to register to speak and the determination method are available on the Council's website (see above). The date on which a planning application is to be considered by the Planning Committee will generally be made known approximately a week before the meeting.

Yours faithfully

Vale of Glamorgan Council
(Local Planning Authority)

Date/Dyddiad: 13 September 2022

Ask for/Gofynwch am: Guy Watkins

Telephone/Rhif ffon: (01446) 704627

Your Ref/Eich Cyf:

My Ref/Cyf: P/DC/GW/2022/00982/FUL

e-mail/e-bost: Planning@valeofglamorgan.gov.uk

The Vale of Glamorgan Council
Dock Office, Barry Docks, Barry CF63 4RT
Tel: (01446) 700111

Cyngor Bro Morgannwg
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT
Ffôn: (01446) 700111

www.valeofglamorgan.gov.uk



The Clerk,
Peterston Super Ely Community Council,
10 Manor Park
Llantwit Major
CF61 1RS

Dear Madam

Town and Country Planning Act, 1990 (as amended)

Planning Application No. 2022/00982/FUL (GW)

Location : The Mill, Peterston Super Ely

Proposal : Alter existing front light wells to allow light to basement to be glazed over. Rear elevation to have 1 new additional window to first floor and existing lower ground floor windows, one to be enlarged another to form door opening

The above planning application has been received and I should be obliged if you would advise me whether you wish to make any observations on the proposal.

You can view the proposals on-line and comment on the application at the following web address: <https://vonline.planning-register.co.uk/Planning/Display/2022/00982/FUL?cuuid=92F2AFB4-4E7F-4A7D-96FC-89056B7D1F24>. By pressing the **documents** tab you will be able to view all the submitted applications forms and plans and other related information.

In accordance with statutory requirements, it is necessary to determine the application within a specified period, and it is essential, therefore, that any observations should be submitted by 4 October 2022. Observations should be made via the Council's on line register and the case officer would be happy to talk to you through the process if you have any concerns. If, however, you are unable to forward your observations by that date, please inform the case officer. In the event of no reply being received, it will be assumed that you have no observations and the planning application will be determined accordingly. Under the provisions of the Local Government (Access to Information) Act, 1985, any representations you make will be open to public inspection. In the event of an appeal being lodged against the decision of the Local Planning Authority, copies of your representations will be forwarded to The Planning Inspectorate at the Welsh Government and be made available for the appellant's inspection.

There is a provision for Public Speaking when an application is reported to Planning Committee. Details of how to register to speak and the determination method are available on the Council's website (see above). The date on which a planning application is to be considered by the Planning Committee will generally be made known approximately a week before the meeting.

Yours faithfully

Vale of Glamorgan Council

Date/Dyddiad: 15 September 2022

Ask for/Gofynwch am: Mrs. Helen Winsall

Telephone/Rhif ffon: (01446) 704743

Your Ref/Eich Cyf:

My Ref/Cyf: P/DC/HW/2021/00317/FUL

e-mail/e-bost: Planning@valeofglamorgan.gov.uk

The Vale of Glamorgan Council
Dock Office, Barry Docks, Barry CF63 4RT
Tel: (01446) 700111

Cyngor Bro Morgannwg
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT
Ffôn: (01446) 700111

www.valeofglamorgan.gov.uk



The Clerk,
Peterston Super Ely Community Council,
10 Manor Park
Llantwit Major
CF61 1RS

Dear Sir/Madam

Town and Country Planning Act, 1990 (as amended)

Application No. 2021/00317/FUL

Location : The Villa, Trehedyn Lane, Peterston Super Ely

Proposal : Proposed extension to first floor including removal of flat roof and new first floor bedroom

With reference to the above application for planning permission, I can advise that all representations received in respect of this application were considered in the determination of this proposal, and the application was **Approved** on the 14 September 2022.

A copy of the decision notice can be viewed at <http://vagonline.planning-register.co.uk/PlaRecord.aspx?AppNo=2021/00317/FUL>.

Should you require any further information in relation to this proposal please do not hesitate to contact my officer on the above line.

Yours faithfully

Vale of Glamorgan Council
(Local Planning Authority)

Item 9: List of correspondence received from One Voice Wales

- a) Innovative Practice Conference – Wednesday 14 September 2022 was postponed
- b) Extending the Well-being of Future Generations Act's well-being duty consultation [Additional public bodies subject to the well-being duty \(Part 2\) of the Well-being of Future Generations \(Wales\) Act 2015 | GOV.WALES](#)
- c) A Fairer Council Tax Consultation [A Fairer Council Tax | GOV.WALES](#)
- d) Audit Wales Consultation on Fee Scales 2023-24
<https://www.audit.wales/about-us/consultations>
- e) Its for them
- f) Cardiff and Vale UHB - CEO Connects
- g) RCP language and accessibility requirements
<https://forms.office.com/r/2tPb9p9Sb6>
- h) Request for Candidate Venues/Sites for National Contemporary Art Gallery
- i) Ystadau Cymru - Awards and Conference 2022
- j) News bulletin
- k) Welsh Government Ministerial Advisory Forum on Ageing (MAFA)
- l) SE Wales Regional Engagement Team Weekly Bulletin – email was forwarded on to Members
- m) St David Awards – The national awards of Wales
- n) Woodland Creation Grant Schemes
- o) 'It's for Them' campaign update
- p) Training Dates
- q) Biodiversity Conference 27 October
- r) Area Committee Meeting 10 October

Item 9: List of correspondence received from One Voice Wales

- a) Innovative Practice Conference – Wednesday 14 September 2022
- b) Extending the Well-being of Future Generations Act's well-being duty consultation [Additional public bodies subject to the well-being duty \(Part 2\) of the Well-being of Future Generations \(Wales\) Act 2015 | GOV.WALES](#)
- c) A Fairer Council Tax Consultation [A Fairer Council Tax | GOV.WALES](#)
- d) Audit Wales Consultation on Fee Scales 2023-24
<https://www.audit.wales/about-us/consultations>
- e) Its for them
- f) Cardiff and Vale UHB - CEO Connects
- g) RCP language and accessibility requirements
<https://forms.office.com/r/2tPb9p9Sb6>
- h) Request for Candidate Venues/Sites for National Contemporary Art Gallery
- i) Ystadau Cymru - Awards and Conference 2022
- j) News bulletin
- k) Welsh Government Ministerial Advisory Forum on Ageing (MAFA)
- l) SE Wales Regional Engagement Team Weekly Bulletin – email was forwarded on to Members
- m) St David Awards – The national awards of Wales
- n) Woodland Creation Grant Schemes
- o) 'It's for Them' campaign update
- p) Training Dates

From: [Tracy Gilmartin](#)
To: [Tracy Gilmartin](#)
Subject: Innovative Practice Conference – Wednesday 14 September 2022 / Ffurflen Archebu ar gyfer Cynhadledd Arfer Arloesol – Dydd Mercher 14 Medi 2022
Date: 30 August 2022 13:51:27
Attachments: [image001.jpg](#)
[image002.png](#)
[Agenda Innovative Practice Conference 14 September 2022.docx](#)
[Agenda Innovative Practice Conference September 2022Cym.docx](#)
[Booking Form attendees Cym 2022.doc](#)
[Booking Form attendees English 2022.doc](#)

Dear Chair/Clerk,

INNOVATIVE PRACTICE CONFERENCE – WEDNESDAY 14 SEPTEMBER 2022

I am writing to advise you that the Conference will take place remotely on Wednesday 14 September 2022, and I am pleased to enclose the Conference programme for your attention.

The theme of this year's conference will be 'Gearing Ourselves Up to Provide for Successful and Vibrant Towns and Communities.' Rebecca Evans MS the Minister for Finance and Local Government will be opening the Conference and in addition we have a wide range of presenters from other organisations including from our sector which will provide delegates with a highly informative opportunity designed to help develop planning at the local level in support of our communities.

I am hopeful that there will be a record attendance level at this remote Conference and I would encourage all Councils to consider booking a place(s) at the earliest opportunity.

I am attaching a booking form for your use and I look forward to welcoming your Council to this year's Conference.

Yours faithfully,
Lyn Cadwallader
Chief Executive

Annwyl Gadeirydd/Clerc,

CYNHADLEDD ARFER ARLOESOL – DYDD MERCHER 14 MEDI 2022

Ysgrifennaf atoch i roi gwybod ichi y cynhelir y Gynhadledd o bell ar ddydd Mercher 14 Medi 2022, ac rwyf yn falch o atodi'r raglen y Gynhadledd er gwybodaeth ichi.

Thema cynhadledd eleni fydd 'Paratoi Ein Hunain i Ddarparu Trefi a Chymunedau Llwyddiannus a Bywiog.' Bydd Rebecca Evans AoS, y Gweinidog Cyllid a Llywodraeth Leol yn agor y Gynhadledd ac mae gennym hefyd ystod eang o gyflwynwyr o sefydliadau eraill

gan gynnwys o'n sector ein hunain fydd yn cynnig cyfle llawn gwybodaeth i gynadleddwyr er mwyn helpu datblygu gwaith cynllunio ar y lefel leol i gefnogi ein cymunedau.

Rwyf yn obeithiol y bydd mwy o bobl nac erioed o'r blaen yn mynychu'r Gynhadledd o bell hon a byddwn yn annog pob Cyngor i ystyried archebu lle(oedd) cyn gynted ag y gallant.

Atodaf ffurflen archebu ar eich cyfer ac edrychaf ymlaen at groesawu eich Cyngor i Gynhadledd eleni.

Yn gywir,
Lyn Cadwallader
Prif Weithredwr

One Voice Wales / Un Llais Cymru
24c College Street / Stryd y Coleg
Ammanford / Rhydaman
SA18 3AF
01269 595400
07917 846510
tgilmartin@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

On leaving One Voice Wales, this email was scanned for all known viruses. We take the protection of your data seriously. For our Privacy Notice please click on the following link: http://www.onevoicewales.org.uk/OVWeb/privacy_policy-7450.aspx This will explain 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.

This email is for the sole use of the intended recipient and contains information that may be privileged and/or confidential. If you are not an intended recipient, please notify the sender by return email and delete this email and any attachments.

Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd gwasgwch ar y ddolen ganlynol: http://www.unllaiscymru.org.uk/OVWeb-CYM/polisi_preifatrwydd-16738.aspx Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb. Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r



INNOVATIVE PRACTICE CONFERENCE

AGENDA

WEDNESDAY 14 September 2022 TO BE HELD REMOTELY USING ZOOM

‘GEARING OURSELVES UP TO PROVIDE FOR SUCCESSFUL AND VIBRANT TOWNS AND COMMUNITIES’

10.00am Welcome by Councillor Mike Theodoulou, Chair of One Voice Wales

10.05 am Setting the Scene for Today’s Conference – Lyn Cadwallader, Chief Executive of One Voice Wales

10.30am The future for community and town councils in a Post Covid world – Rebecca Evans, Minister for Finance and Local Government, Welsh Government

11.00am Focus on a Net Zero Public Sector – Removing the barriers (Stephen Lisle, Audit Wales).

11.40am Short Break

11.50am Focussing on the development of green infrastructure at the local level (Dr Tim Peppin, WLGA and Rachel Carter, Local Places for Nature Officer, One Voice Wales).

12.50pm Break for Lunch

1.20pm Creating opportunities for local food production (Lucie Taylor, Social Farms and Gardens)

1.50pm Community Engagement and Resilience – Case Study (Emily Forbes and Robyn Walsh, Barry Town Council)

2.30pm Break

2.45pm Development of Business plans by local councils (Patricia Marks, Somerset Business Agency).

3.30pm Public Access Defibrillators – Action to be taken (Phil Hill, Community CPR and Defibrillator Manager, One Voice Wales).

4.00pm Conclusion of Conference (Councillor Mike Theodoulou, Chair of OVW)

From: [Wendi Patience](#)
To: [Wendi Patience](#)
Cc: [Wendi Patience](#)
Subject: FW: Extending the Well-being of Future Generations Act's well-being duty / Ymestyn dyletswydd llesiant Deddf Llesiant Cenedlaethau'r Dyfodol
Date: 14 July 2022 16:53:47

Am eich gwybodaeth / For your information:

Subject: Extending the Well-being of Future Generations Act's well-being duty / Ymestyn dyletswydd llesiant Deddf Llesiant Cenedlaethau'r Dyfodol

Extending the Well-being of Future Generations Act's well-being duty

Dear Forum colleagues,

Many thanks for your contributions at our Forum meeting on Friday 27 May. As discussed, today we have published a [consultation](#) which seeks views on extending the well-being duty on named public bodies in Part 2 of Well-being of Future Generations (Wales) Act 2015. The consultation also seeks views on the opportunities for public bodies not subject to the Act.

The consultation will run from 14 July to 20 October 2022.

The Minister for Social Justice has published a [Written Statement](#) to launch the consultation.

It is important that we draw on the views and experiences of organisations and people from across Wales as we carry out this work and we invite you to contribute.

Thanks again,

Sustainable Futures Division

Ymestyn dyletswydd llesiant Deddf Llesiant Cenedlaethau'r Dyfodol

Annwyl gydweithwyr y Fforwm,

Diolch yn fawr am eich cyfraniadau i'n cyfarfod Fforwm ddydd Gwener 27 Mai. Fel y trafodwyd, rydym wedi cyhoeddi [ymgyngoriad](#) sy'n ceisio barn ar ymestyn y ddyletswydd llesiant yn Rhan 2 o Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 i'r cyrff cyhoeddus a enwir. Mae'r ymgynghoriad hefyd yn ceisio barn ar y cyfleoedd i gyrff cyhoeddus nad yw'r Ddeddf yn berthnasol iddynt.

Cynhelir yr ymgynghoriad rhwng 14 Gorffennaf a 20 Hydref 2022.

Mae'r Gweinidog Cyfiawnder Cymdeithasol wedi cyhoeddi [Datganiad Ysgrifenedig](#) i lansio'r ymgynghoriad.

Mae'n bwysig ein bod yn manteisio ar farn a phrofiadau sefydliadau a phobl ar draws Cymru wrth inni wneud y gwaith hwn, ac felly rydym yn eich gwahodd i gyfrannu.



Llywodraeth Cymru
Welsh Government

OPEN CONSULTATION

Consultation on the additional public bodies subject to the well-being duty (Part 2) of the Well-being of Future Generations (Wales) Act 2015

We are seeking your views on extending the well-being duty on 8 named devolved public bodies in Part 2 of the Act.

First published: 14 July 2022

Last updated: 14 July 2022

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Contents

Key terms

Introduction to the Well-being of Future Generations Act

Review of the public bodies subject to the WFG Act

Supporting new public bodies subject to the WFG Act

Impact on new bodies

Consultation questions

How to respond

Your rights

Further information and related documents

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Key terms

Well-being of Future Generations (Wales) Act 2015

The **Well-being of Future Generations Act** (Wales) 2015 aims to improve the social, economic, environmental, and cultural well-being of Wales.

Sustainable Development

Sustainable development means the process of improving the economic, social, environmental, and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals.

Well-being goals

The seven well-being goals show the kind of Wales we want to see. Together they provide a shared vision, and describe the economic, social, environmental, and cultural well-being outcomes that will make Wales a more sustainable nation.

Sustainable Development Principle

The sustainable development principle means acting 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. This means thinking about the future in what we do.

The principle is made up of 5 ways of working that public bodies are required to

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

take into account when applying sustainable development. These are:

- looking to the long term so that we do not compromise the ability of future generations to meet their own needs
- taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives
- involving a diversity of the population in the decisions that affect them
- working with others in a collaborative way to find shared sustainable solutions
- understanding the root causes of issues to prevent them from occurring

Individual Well-being Duty on public bodies

Certain public bodies in Wales have a legal duty to carry out sustainable development; this is the well-being duty in the Well-being of Future Generations (Wales) Act. In carrying out this duty public bodies must set and publish objectives designed to maximise their contribution to achieving each of the well-being goals and take all reasonable steps in meeting their objectives.

Collective well-being duty on public services boards

Each public services board must improve the economic, social, environmental, and cultural well-being of its area by contributing to the achievement of the well-being goals. This must include assessing the state of well-being, setting local well-being objectives, and taking all reasonable steps to meet those objectives.

Well-being duty on community councils

Some community and town councils have a duty to take all reasonable steps towards meeting the local objectives included in the local well-being plan that

has effect in their areas.

National Well-being Indicators and Milestones

To help us know whether progress is being made towards the seven well-being goals we have 50 national indicators. The national milestones are a series of measures against the national indicators that set out our expectations of what the indicators should show in the future.

Introduction to the Well-being of Future Generations Act

In Wales we are doing things differently. We have a law in Wales that helps us all work together to improve our environment, our economy, our society, and our culture. For people, for our planet. For now, and for our future.

This is called the Well-being of Future Generations (Wales) Act 2015 (from here on referred to as ‘the WFG Act’). Wales is the first country in the world to legislate for the well-being of current and future generations in a way that ties in with the United Nations Sustainable Development Goals.

The WFG Act is designed to facilitate positive outcomes for the people of Wales and our planet, for current and future generations.

The WFG Act is about improving the social, economic, environmental, and cultural well-being of Wales. The WFG Act provides us with 7 well-being goals which aim to build a more equal, prosperous, healthier, resilient, and globally responsible Wales with more cohesive communities and a vibrant culture and Welsh language.

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Well-being duty on individual public bodies

The WFG Act places a duty on each public body to carry out sustainable development.

Public bodies must, when they are carrying out sustainable development, set and publish their well-being objectives. The well-being objectives must be designed to maximise the contribution of the public body to achieving each of the well-being goals.

Certain public bodies will have greater capacity and capability to contribute to achieving some or all of the well-being goals than others. However, the duty relates to the contribution that a public body can make. The WFG Act gives flexibility to public bodies when setting well-being objectives to do so in a way that suits their role and functions.

Public bodies are required to take all reasonable steps (in the exercise of their functions) to meet the well-being objectives they set. There will always be a limit to the amount of finance, people, time, and assets that are available to take the necessary action. But the consideration of these factors needs to be reviewed through the 5 ways of working provided by the sustainable development principle balanced with the contribution made by the well-being objectives.

Further details regarding the specific requirements placed on public bodies can be found in the [statutory guidance](#).

Which public bodies are currently listed?

There are 48 public bodies currently listed in section 6 of the WFG Act and are required to meet the well-being duty. These are as follows:

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

- Local authorities (the 4 Corporate Joint Committees established in 2021 have been included since December 2021)
- Local Health Boards
- Public Health Wales NHS Trust
- Velindre NHS Trust
- National Park Authorities
- Fire and Rescue Authorities
- Natural Resources Body for Wales (Natural Resources Wales)
- the Higher Education Funding Council for Wales (the Tertiary Education and Research (Wales) Bill establishes a new Commission for Tertiary Education and Research as an arms-length body, and dissolves the Higher and Education Funding Council for Wales)
- the Arts Council of Wales
- the Sports Council for Wales (Sport Wales)
- the National Library of Wales
- the National Museum of Wales (National Museum Wales)
- the Welsh Ministers

What have public bodies been doing under the WFG Act?

The Future Generations Commissioner has been collecting **case studies** of how the WFG Act is being implemented on the ground across Wales. The **Future Generations Report 2020** prepared and published by the Commissioner also provided examples of bodies and other organisations working to deliver sustainable outcomes.

Brecon Beacons National Park Authority

Involved people in new innovative ways – Shaping My Brecon Beacons –

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

through Minecraft, adopting a 20-minute neighbourhood local development plan.

Mid and West Wales Fire and Rescue Service

Have introduced hydrogen powered vehicles and electric bikes to encourage staff to walk, cycle or take public transport through incentives like 'Healthy Travel Charters'.

Amgueddfa Cymru

Have teamed up with health boards to have art in pandemic field hospitals, adopt social prescribing for example offering museum collections for dementia sufferers.

Hywel Dda University Health Board

Has looked at the potential environmental and community benefits of their estates and a new hospital.

Source: Future Generations Commissioner for Wales Performance Report 2021 to 2022 Summary.

Review of the public bodies subject to the WFG Act

Why are we reviewing the list of public bodies subject to the WFG Act?

Since the WFG Act was passed into law, the public sector landscape in Wales has changed and it is right that we assess whether additional public bodies warrant designation to be subject to the Act.

The decision to conduct a review has been informed and promoted by:

The Auditor General for Wales' report [So, what's different? Findings from the Auditor General's Sustainable Development Principle Examinations](#) (May 2020), which noted that new public bodies have been established since 2015 but have not been designated under the WFG Act and that other pre-existing bodies (such as the Wales Ambulance Service NHS Trust) may also warrant designation.

The Public Accounts Committee's (5th Senedd) report [Delivering for Future Generations: the story so far](#) (March 2021). Recommendation 7 of the report states "The Welsh Government must carry out a review of the public bodies that are subject to the Act. The findings of that review should be implemented in sufficient time for any newly added public bodies to receive their funding allocations and associated remit letters for the 2022-23 financial year."

The [Welsh Government](#) has accepted the recommendations from the reports above and in late 2021 committed to undertake a review of the public bodies covered by the WFG Act.

Social Partnership and Public Procurement (Wales) Bill

This review is taking place alongside the development and introduction of the Social Partnership and Public Procurement (Wales) Bill (“the SPPP Bill”) introduced in the Senedd on 7 June 2022 and provides for a framework to enhance the well-being of the people of Wales by improving public services through social partnership working, promoting fair work, and carrying out socially responsible procurement.

The SPPP Bill places a new Social Partnership duty on certain public bodies and on Welsh Ministers. Certain public bodies will be required to seek consensus or compromise with their recognised trade unions or (where there is no recognised trade union) other representatives of their staff, when setting their well-being objectives and delivering on those objectives under section 3(2) of the WFG Act.

The bodies that will be subject to the proposed Social Partnership duty will be those bodies subject to the well-being duty listed in Section 6 of the WFG Act.

The SPPP Bill will make an amendment to the WFG Act to replace the reference to “decent work” in the “A prosperous Wales” well-being goal with a reference to “fair work”. As a result, all public bodies subject to the WFG Act, including the Welsh Ministers, will need to consider fair work in pursuing the “A prosperous Wales” well-being goal. The Explanatory Memorandum for the SPPP Bill proposes non-statutory guidance on fair work, which is currently not defined.

Criteria for adding new public bodies

In reviewing the list of public bodies, we have considered the reports and

recommendations identified above. We have also considered the response to the consultation on the SPPP Bill.

Public bodies who are enabled by the well-being duty (part 2) of the WFG Act were selected on the basis that their remit or functions have the greatest impact on the economic, social and environmental well-being of Wales, and those who have the strategic policy and corporate planning functions.

As set out in the revised Explanatory Memorandum for the Well-being of Future Generations (Wales) Bill, the public authorities that are subject to the provisions of the WFG Act were identified following consideration of a set of four criteria covering funding, impact on well-being, functions and whether they are auditable.

An updated criteria has been used for this review which reflects the inclusion the statutory test in Section 52 of the WFG Act, and whether the Auditor General as the authority to audit the bodies.

Criteria for selecting public bodies to be subject to the well-being duty (Part 2) of the WFG Act

Criteria	Statutory (s.52)
Public body	Only bodies that have public functions may be added to the list.
Criteria	Non-statutory.
Funding	The authority is over 50% public funded.
Impact on	The authority undertakes functions or activities that impact on the economic,

Criteria	Statutory (s.52)
-----------------	-------------------------

Well-being: social and environmental well-being of Wales or their local area.

Functions: The authority has strategic functions.

Auditable: The Auditor General for Wales has the authority to audit the body.

Power to change the list

Section 52 of the WFG Act enables Welsh Ministers to amend the list of public bodies. This includes adding or removing a public body or amending the description. Only bodies that have public functions may be added to the list.

Proposed list of public bodies

We have worked with policy officials across Welsh Government to undertake an initial assessment of which organisations meet the criteria set out in paragraph 6 above. This looked at new devolved public bodies established since 2015. We has identified 8 new bodies to which we propose to extend the well-being duty (Part 2) of the WFG Act.

Proposed list of public bodies	Year
Qualifications Wales	2015
Social Care Wales	2016

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Proposed list of public bodies	Year
Health Education and Improvement Wales	2018
Welsh Revenue Authority	2018
Transport for Wales	2016
Centre for Digital Public Services	2020
Digital Health and Care Wales	2021

Other bodies proposed:

- Welsh Ambulance Service NHS Trust.

Advisory bodies and inspectorates

Advisory bodies, tribunals and inspectorate bodies are not included as they do not have executive functions and are not considered to pass the functions test of having strategic functions relevant to the WFG Act. This includes Estyn, Care Inspectorate Wales and Healthcare Inspectorate Wales.

Higher Education Institutions and Further Education Corporations

HEI and FECs are excluded because they are Non-profit institutions serving households independent of government control and they are not auditable.

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

The Tertiary Education and Research (Wales) Bill (“the Bill”) provides for the establishment of a new Commission for Tertiary Education and Research. The Commission for Tertiary Education and Research will be the regulatory body responsible for the funding, oversight and regulation of tertiary education and research in Wales. The Bill provides for the dissolution of the Higher Education Funding Council for Wales which is one of the existing public bodies subject to the individual body well-being duty. These duties will transfer to the new Commission.

In addition, the Bill creates a duty for the Commission to promote the pursuit of a civic mission by tertiary education providers in Wales that are institutions within the higher and further education sectors. “Civic mission” is defined in subsection (3) as, “action for the purpose of promoting or improving the economic, social, environmental or cultural well-being of Wales (including action aimed at achieving any of the well-being goals in section 4 of the Well-being of Future Generations (Wales) Act 2015 (anaw 2))”.

Registered Social Landlords

Registered Social landlords are not included because of the varied level of public funding they receive.

Many of the organisations referred to above have embraced the Well-being of Future Generations approach in their work and we will continue to look at ways in which this practice can be shared and upscaled across Wales. We are asking views through this consultation on what the opportunities are for these organisations to make their contribution to the well-being goals and making sustainable development their central organising principle.

Timescales

We propose that the new bodies would be subject to the well-being duty from 1 April 2023, and that bodies would be expected to set their well-being objectives within 12 months (by March 2024).

Once objectives are set, bodies will be required to review these on an annual basis. After the publication of the first well-being objectives, public bodies may decide they want to change one or more of their well-being objectives. There is no deadline or fixed point in time by when this should happen.

Public Services Boards

The extension of the well-being duty (part 2 – individual public body duty) to the 8 new bodies does not change the statutory membership of a Public Services Board, nor does it change the list of bodies the Public Services Board must invite to participate in the activity of the board. However, we would encourage these new bodies to engage in the work of Public Services Boards where it is relevant to the achievement of the well-being goals.

Arrangements for adding bodies

This consultation seeks views on the bodies we want to extend the duty to in April 2023. As new public bodies are not automatically added to Section 6 of the WFG Act we will ensure that when new bodies are developed that we consider at the relevant time whether they pass the above tests and should also be subject to the WFG Act.

Supporting new public bodies subject to the WFG

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Act

The Welsh Government will continue to lead the change and support public bodies in carrying out sustainable development.

It will do this through the many levers and relationships it has with public bodies, and on a national level convene the Well-being of Future Generations National Stakeholder Forum to provide advice on the continued implementation of the WFG Act.

Since the WFG Act was introduced, the current public bodies have developed their understanding and knowledge of the requirements of the legislation.

The Welsh Government has also published and developed a range of guidance documents alongside the ongoing work of the Future Generations Commissioner for Wales to support and monitor the existing public bodies' implementation of the WFG Act's well-being duty.

As there is a lot of learning and experience within the existing public bodies the Welsh Government will convene bodies together to share best practice, connect colleagues up and share learning. We are inviting existing bodies to share their experience and lessons in transitioning to the well-being duty when it first came into force in April 2016.

Through the One Welsh Public Service, the WFG Act provides for a legal-binding shared purpose and common ways of working and values that will help us improve the well-being of people and our planet.

Future Generations Commissioner for Wales

Given the change needed in how public bodies work to embed sustainable

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

development as a central organising principle, it was recognised that an independent source of support was needed to help promote sustainable development, share good practice, and inspire the transformation needed. In recognition of these challenges a new institution was established under the WFG Act – the Future Generations Commissioner for Wales.

The Commissioner's role is to be the guardian of future generations. This means helping public bodies and those who make policy in Wales to think about the long-term impact their decisions have. Their general duty is to promote the sustainable development principle.

You can find further information about the role of the Commissioner on the [GOV.WALES website](#) as well as on the Commissioner's [website](#).

The Future Generations Commissioner, through her [Annual Reports](#) and the [Future Generations Report](#) has detailed the improvements public bodies should make in carrying out their duties.

Auditor General for Wales

The Auditor General for Wales, through their individual examination reports, and reports to the Senedd have identified good practice and areas for improvement in how public bodies discharge their duties. This draws on their examination duties. Audit Wales also delivers a programme of shared learning events ([Good Practice Exchange](#)) on topics that are common across public services and which are underpinned by the ways of working and well-being goals in the WFG Act.

Sustainable Development Coordinators Cymru Plus

SDCC+ (Sustainable Development Coordinators Cymru Plus) is a network of

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

policymakers and practitioners embedding sustainable development in our public sector organisations, responding to the WFG Act.

Policy support

The well-being goals cover a range of policy outcomes which public bodies may require expert advice on. Public bodies will be able to draw on national policy and existing sources of evidence to support their work.

For example, the **Wales Centre for Public Policy** collaborates with leading policy experts to provide ministers, the civil service and public services with high quality evidence and independent advice that helps them improve policy decisions and outcomes. This includes working with public services to access, generate, evaluate and apply evidence about what works in addressing key economic and societal challenges.

Centre for Digital Public Services

The Centre for Digital Public Services plays a key role in the delivery of the Digital Strategy for Wales. Digital service standards that are common across all public service organisations in Wales will embed user centred service design and deliver better services and outcomes for users. The Centre ensures that these standards are designed, adopted, promoted and sustained. The standards are used to help organisations consider all the elements that lead to better services for the people of Wales. The first of these standards is to focus on current and future well-being of people in Wales.

Academi Wales

There is a leadership challenge for people across the public service in Wales to

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

think about the long term and lead the way in working differently both within the spirit and letter of the WFG Act. Academi Wales' programmes and masterclasses are underpinned by the Wellbeing of Future Generations Act. Academi Wales supports future and current public and third sector leaders across Wales through a wide range of leadership development interventions, including its annual One Welsh Public Service Summer and Winter Schools, a 'Leadership for Future Generations' masterclass, and Learn and Share events delivered through its All Wales Continuous Improvement Community (AWCIC).

Future Generations Xchange

The Welsh Government runs exchange events to bring together practitioners across the public sector and others to share examples and learning on putting the WFG Act into practice. We will be holding a dedicated Xchange webinar for the new bodies listed above during the consultation period. For further details please email sustainable.futures@gov.wales.

Impact on new bodies

The WFG Act requires the public bodies to which it applies to carry out sustainable development, which is an ongoing duty shaped to ensure that sustainable development is the central organising principle.

Public bodies must consider the well-being goals as an integrated set to ensure the fundamental links between improving the economic, social, environmental, and cultural well-being of Wales are recognised. Where it appears that a course of action is consistent with one goal but may not be consistent with other goals, applying the sustainable development principle will help to find a solution which strikes an appropriate balance between the goals and other relevant factors.

In following the sustainable development principle, public bodies must follow the five ways of working by taking account of the factors described in the Act (the five ways of working). A duty to take account of matters is a duty to consider them alongside other matters before taking a decision.

A public body's duty to take account of the importance of those ways of working does not dictate the decision they must reach in any given situation: it sets out factors they must consider before making a decision to which the well-being duty applies. Public bodies taking such decisions need to ensure they have a clear documentary record of their considerations, setting out a narrative of how the factors were considered and the conclusions the bodies reached, having weighed up the factors against each other and any other factors relevant to the decision. Failure to take account of these factors may lead to a judicial review challenge on the grounds that the public body failed to take relevant considerations into account.

Relationship with other duties

The WFG Act's well-being duty and the sustainable development principle do not displace or override public bodies' duties and powers under other legislation, such as local authorities' duties relating to development control planning, education or social services or local health boards' powers and duties over delivery of healthcare. Instead, the provisions rely on and assume the existence of public bodies' existing powers and duties and put a structure around how public bodies use those powers and duties to seek to meet their objectives

Central organising principle

To make sustainable development the central organising principle of public bodies in Wales, the WFG Act provides for three essential building blocks to ensure that sustainable development is at the heart of how public bodies operate

and how they exercise their functions. These building blocks are:

- what an organisation is focused on
- how an organisation works
- communicating the difference made

Benefits

The benefits to organisations in acting in accordance with the sustainable development principle in what they do and how they work includes:

- resilience: organisations will be better prepared and able to respond to and recognise threats
- shared contribution: improved understanding of where their impact may overlap with those of other organisations, recognising that public sector delivery is more than the sum of its parts, fostering collaborative arrangements; Improved risk management – better identification of the long term risks that may emerge to the delivery of public services
- efficiency: promoting preventative spend
- reputation: safeguarding and enhancing the reputation of organisations, and in particular the opportunities that may arise from a clear commitment to sustainable development
- integrated reporting: fostering the conditions for organisations to better integrate their reporting arrangements in order to communicate how they are contributing to the well-being goals in the short and long-term
- better transparency: leading to better performance and better relationships with stakeholders and organisations
- accountability: recognising that the audit profession is increasingly embedding sustainable development thinking into their practice

The Public Accounts Committee (5th Senedd) held an inquiry into the barriers to the implementation of the WFG Act. As part of this inquiry, the Committee asked

public bodies whether it was clear to them what good implementation of the WFG Act looked like in practice. Their report, **Delivering for Future Generations: the story so far**, found that overall public bodies did have this clarity. It also made several recommendations to address the barriers to implementation which the Welsh Government is responding to.

Future Generations Commissioner for Wales monitoring and reviewing

The Future Generations Commissioner for Wales' role is to act as a guardian for the interests of future generations in Wales, and to support the public bodies listed in the WFG Act to work in a more sustainable way – as defined by the sustainable development principle.

In delivering this purpose they will monitor and assess the extent to which well-being objectives set by public bodies are being met. The Commissioner can provide advice to public bodies and Public Services Boards and promote and encourage them to work to meet their well-being objectives.

The Commissioner may conduct a review into how public bodies are taking account of the long-term impact of their decisions and make recommendations based on the findings. The Commissioner can make recommendations to a public body about the steps it has taken or proposes to take to set and then meet its well-being objectives.

The Commissioner must publish, a year before a Senedd election, a **Future Generations Report** containing the Commissioner's assessment of the improvements public bodies should make to achieve the well-being goals. The Annual Report by the Commissioner may also include the Commissioner's assessment of the improvements that public bodies should make in order to meet their well-being objectives in accordance with the sustainable development

principle.

The WFG Act does not dictate a decision a public body should reach in any given situation and does not confer rights onto individuals. The Future Generations Commissioner for Wales is not a regulator of individual decisions by public bodies subject to the WFG Act. The Commissioner does not investigate complaints or provide financial support to individual seeking remedy for their specific cases. It is not an extra layer of appeal on specific issues. It is designed to stimulate discussion, support, and drive improvements to how things are done in Wales so that sustainable development is the central organising principle that guides what bodies do and how bodies work.

Auditor General for Wales examinations

Bodies added to section 6 of the WFG Act would be subject to sustainable development principle examinations by the Auditor General for Wales under Section 15 of the WFG Act.

The Wales Audit Office may need to charge fees to cover the cost of sustainable development principle examinations, however, generally, its current practice is that examinations are absorbed into existing programmes of work without additional fees being charged. This is particularly the case where the Auditor General's existing audit duties include a requirement to be satisfied that the body has made proper arrangements for securing value for money in its use of resources. However, not all bodies are subject to such existing duties, and there is consequently an increased need to rely on the willingness of the Senedd to allow funding from the Welsh Consolidated Fund in place of fees. It is not therefore possible to guarantee that the Wales Audit Office will be in position to avoid charging fees for examinations over the longer term.

Integrated Impact Assessment and Regulatory Impact

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Assessment

The revised [Explanatory Memorandum](#), published for Stage 2 of the Well-being of Future Generations (Wales) Bill's passage through the then National Assembly for Wales in February 2015, set out the regulatory impact assessment for the WFG Act, along with the [assessment of impact documents](#) that accompanied the Bill.

We recognise there will be modest additional costs for the Future Generations Commissioner if we increase the number of public bodies. We will continue to work with public bodies and the Commissioner to consider and refine the potential costs of extending the well-being duty to additional public bodies. This work will inform the explanatory memorandum which will be published and available for scrutiny if we bring forward secondary legislation to extend the WFG Act's well-being duty to further public bodies.

The impacts of extending the well-being duty to additional public bodies will be carefully considered. We will publish details of the integrated impact assessment if we bring forward secondary legislation to extend the WFG Act's well-being duty to further public bodies.

Consultation questions

General

Question 1

What are your views on extending the well-being duty to the additional public

bodies listed in this consultation document?

Questions for the proposed additional public bodies

Question 2

What guidance and support would you need in preparing for, and discharging, the well-being duty in your organisation?

Question 3

What do you anticipate the resource implications will be in preparing for, and discharging, the well-being duty in your organisation?

Questions for existing public bodies – learning from others

We are keen to use this consultation to gather insight on the experience of public bodies in embedding the WFG Act in their day-to-day work.

Question 4

What are your key lessons learned in both preparing for, and discharging, the well-being duty that you would want to share with new public bodies subject to the WFG Act?

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Question 5

What guidance and support did you find helpful in carrying out sustainable development?

Question 6

What are the opportunities for sharing experiences between bodies currently listed in the WFG Act and those proposed to be included?

Question 7

We would like your views on the possible effects that extending the WFG Act's well-being duty could have on the Welsh language, specifically on:

- opportunities for people to use Welsh
- on treating the Welsh language no less favourably than English

Question 8

Please also explain how you think extending the WFG Act's well-being duty could be undertaken so as to have:

- positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language
- no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language

Question 9

Do you have any other views on extending the WFG Act's well-being duty in relation to Welsh language considerations?

Question 10

Do you have any other comments on extending the WFG Act's well-being duty to the proposed bodies listed in the consultation?

How to respond

Submit your comments by **20 October 2022**, in any of the following ways:

- complete our [online form](#)
- download, complete our [response form](#) and email Sustainable.Futures@gov.wales
- download, complete our [response form](#) and post to:

Sustainable Futures Division
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Your rights

Under the data protection legislation, you have the right:

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

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

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

E-mail: data.protectionofficer@gov.wales

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

Information Commissioner's Office

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: ico.org.uk

UK General Data Protection Regulation (UK GDPR)

The Welsh Government will be data controller for any personal data you provide as part of your response to the consultation. Welsh Ministers have statutory powers they will rely on to process this personal data which will enable them to make informed decisions about how they exercise their public functions. Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about or planning future consultations. Where the Welsh Government undertakes further analysis of consultation responses then this work may be commissioned to be carried out by an accredited third party (e.g. a research organisation or a consultancy company). Any such work will only be undertaken under contract. Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data. In order to show that the consultation was carried out properly, the Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. If you do

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

not want your name or address published, please tell us this in writing when you send your response. We will then redact them before publishing.

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

Further information and related documents

Number: WG45502

You can view this document in [alternative languages](#). If you need it in a different format, please [contact us](#).

- [Well-being of Future Generations](#)
- [Shaping Wales' Future Blog](#)
- [The Well-being of Future Generations \(Wales\) Act 2015](#)
- [The Well-being of Future Generations \(Wales\) Bill: Explanatory Memorandum](#)
- [Future Generations Commissioner for Wales](#)
- [Public Accounts Committee: Delivering for Future Generations: The story so far \(March 2021\)](#)
- [Audit Wales](#)

This document may not be fully accessible.

For more information refer to our [accessibility statement](#).

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

Go to <https://gov.wales/consultation-additional-public-bodies-subject-well-being-duty-part-2-well-being-future-generations> for the latest version.

Get [information on copyright](#).

From: [Wendi Patience](#)
To: [Wendi Patience](#)
Cc: [Wendi Patience](#)
Subject: FW: Ymgynghoriad Treth Gyngor Decach / A Fairer Council Tax Consultation
Date: 13 July 2022 16:51:37

Am eich gwybodaeth / For your information:

From: Dominic.Evans015@gov.wales <Dominic.Evans015@gov.wales> **On Behalf Of**
LocalGovernmentFinanceReform@gov.wales

Sent: 13 July 2022 14:25

Cc: LocalGovernmentFinanceReform@gov.wales

Subject: Ymgynghoriad Treth Gyngor Decach / A Fairer Council Tax Consultation

<p>Prynhawn da,</p> <p>Mae Llywodraeth Cymru wedi cyhoeddi'r ymgynghoriad, 'Treth Gyngor Decach'. Mae'r ymgynghoriad hwn yn fyw rhwng 12 Gorffennaf a 4 Hydref 2022.</p> <p>Rydym yn ceisio barn pobl a sefydliadau ar ein huchelgeisiau eang i gyflawni ein hymrwymiad i system decach a mwy blaengar.</p> <p>Gall sefydliadau ymateb i'r arolwg drwy ddilyn y cyfarwyddiadau ar y ddolen isod:</p> <p>Treth Gyngor Decach LLYW.CYMRU</p> <p>Cofion cynnes,</p> <p>Yr Is-Adran Diwygio Cyllid Llywodraeth Leol Llywodraeth Cymru</p>	<p>Good afternoon,</p> <p>The Welsh Government has published the consultation, 'A Fairer Council Tax'. This consultation is live between 12 July and 4 October 2022.</p> <p>We are seeking views from people and organisations on our broad ambitions to meeting our commitment to a fairer and more progressive system.</p> <p>Organisations can respond to the survey by following the instructions on the below link:</p> <p>A Fairer Council Tax GOV.WALES</p> <p>Best wishes,</p> <p>Local Government Finance Reform Division Welsh Government</p>
---	---

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.

From: [Wendi Patience](#)
To: [Wendi Patience](#)
Cc: [Rachel Carter](#)
Subject: Iddyn Nhw/ It's for Them - Pecyn Cymorth i Randdelliaid/Stakeholder Toolkit
Date: 12 July 2022 13:42:02
Attachments: [44340 It's for Them Stakeholder Toolkit Welsh.pdf](#)
[44340 It's for Them Stakeholder Toolkit English.pdf](#)

Am eich gwybodaeth / For your information

Iddyn Nhw

Amcan yr ymgyrch 'Iddyn Nhw' yw codi ymwybyddiaeth y cyhoedd a'r bobl sy'n gyfrifol am dorri porfa, am fanteision torri porfa'n llai aml. Rydyn ni wedi creu pecyn o adnoddau sy'n cynnwys ffeiliau PDF, JPG a PNG i chi eu defnyddio ac i ychwanegu'ch logos a'ch manylion cyswllt atynt.

Pecyn Cymorth i Randdelliaid: Plis gwelwch atodwyd.

Adnoddau: [Published Assets \(assetbank-server.com\)](#)

Mae'r pecyn yn cynnwys negeseuon posibl ar gyfer y cyfryngau cymdeithasol. A fydddech cystal â rhannu negeseuon â'ch rhwydweithiau ac ar eich sianeli cyfathrebu.

Diolch yn fawr i bawb sydd wedi'n helpu i gynhyrchu'r deunyddiau hyn ac am eu hymateb.

Hefyd, rydyn ni wrthi'n llunio llyfryn o gwestiynau cyffredin. Byddwn am i sefydliadau allu golygu'r llyfryn hwn ac ond defnyddio'r cwestiynau sy'n berthnasol iddyn nhw. Rydyn ni'n gobeithio ei gael yn barod cyn hir a byddwn yn ei anfon atoch pan fydd yn barod.



It's for Them

The 'It's for Them' campaign aims to increase the awareness of the public, and people who manage grass cutting, of the benefits of mowing less. We have created a toolkit with assets as PDF files, JPG and PNG image files for you to use and add your own logos and contact details to.

Stakeholder Toolkit: Please see attached.

Assets: [Published Assets \(assetbank-server.com\)](#)

The toolkit also includes suggested social media messages. We would be grateful if you could share messages with your networks and on your communication channels.

Thank you to everyone who helped us produce these materials and provided feedback.

We are also developing a longer frequently asked questions (FAQ) booklet. We would like organisations to be able to edit this booklet and choose the questions that are appropriate to them from a longer list of FAQs. We plan to make it available as soon as possible and will send it on when it's ready.



Cofion cynnes

Kathleen

Kathleen Carroll

Cangen Polisi Natur a Defnydd Tir
Nature Policy and Land Use Branch
Is-Adran y Tir, Natur a Choedwigaeth
Land, Nature, and Forestry Division
Y Grŵp Newid Hinsawdd a Materion Gwledig
Climate Change and Rural Affairs Group
Llywodraeth Cymru
Welsh Government
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UR
Ffôn/ Tel: 0300 062 2290
ebost/ email: kathleen.carroll@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.

It's for them

Stakeholder Toolkit



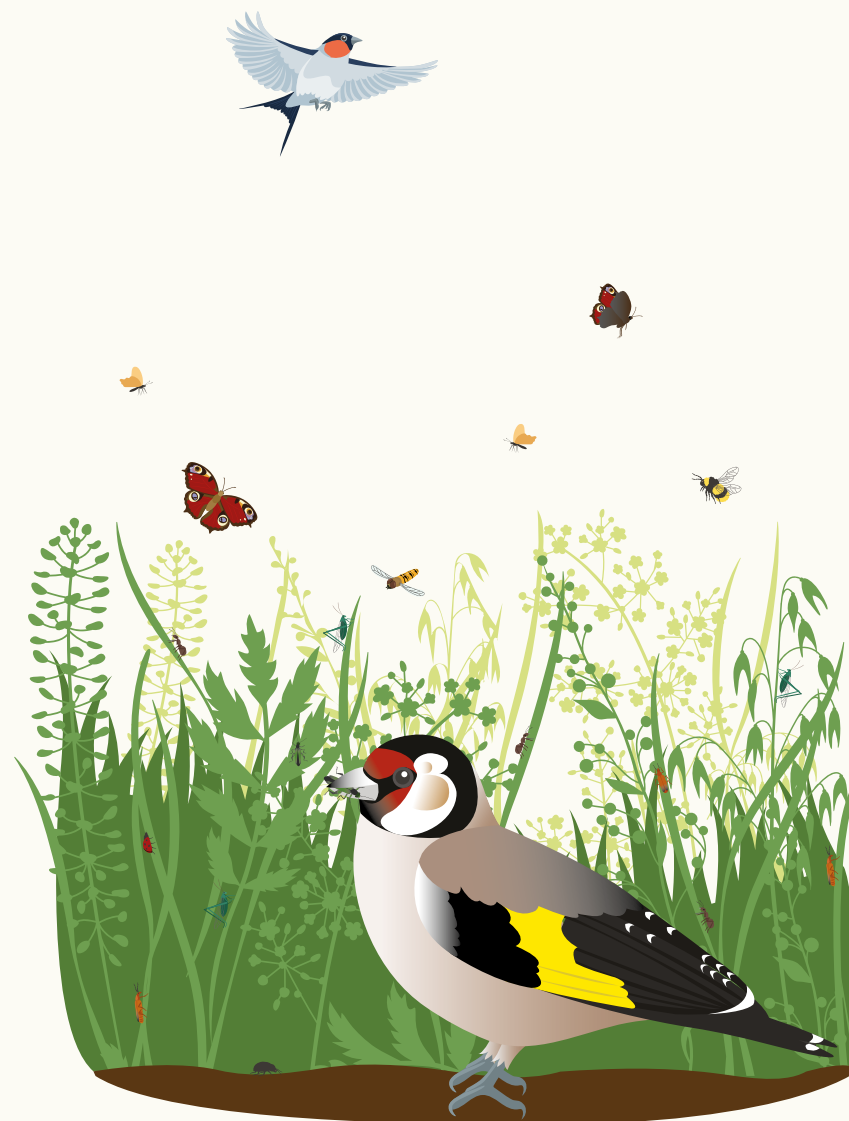
Llywodraeth Cymru
Welsh Government



Introduction

Regularly cut, closely mown grass may look tidy - but it has little benefit for wildlife. Reducing mowing on road verges and amenity grasslands will allow grasses and wildflowers to grow. This creates a better habitat for 'Them': invertebrates, birds, small mammals, amphibians and reptiles.

This is why we are launching our 'It's For Them' campaign. Our aims are to increase the awareness of people who manage grass cutting and the public of the benefits of mowing less and creating healthy biodiversity. We need your support to make this a success and we've created this toolkit and the assets in it to for you to use to promote the campaign.



Why is this important?

Nature is beautiful and we cannot survive without it. Our natural environment is in decline and so are the benefits that it delivers. Biodiversity is an essential underpinning element of all resilient ecosystems and is fundamental to our economic, social, environmental and cultural wellbeing.

We are in a nature emergency. Our wildlife is decreasing and we need to act now to save it. Biodiversity is declining globally at rates unprecedented in human history. 1 in 6 species assessed in Wales are at risk of extinction. 97% of traditional lowland grassland meadows in Wales and England were lost between 1930-87.

Changing how grass is cut, over time, can create more native wildflower-rich meadows in amenity areas and along roadsides. This will help combat both the nature and climate emergencies by supporting wildlife, enhancing ecological connectivity, storing more carbon in our soils and building more resilience to environmental change.

Road verges or amenity grasslands may be the only regular contact some people in Wales have with nature. Having more native wildflower areas will enhance local character, visual interest and our health and wellbeing.

Changing how public authorities cut grass can help meet legal obligations under the section 6 biodiversity duty of the Environment (Wales) Act 2016.



How you can help

We would like you to get on board with the 'It's for Them' campaign and modify how you cut your grass to make road verges and amenity grasslands more wildlife friendly.

We want your help to spread the word about the 'It's for them' campaign by sharing content with your networks. With your support, we can encourage more people to reduce mowing and help save our biodiversity.

We have included suggested social media messaging in this pack. If you share messages, please tag us and include our hashtag #WildWales.

Also, if you are not doing so already, you could follow and like us on these social media channels:

 **@WGClimateChange**

 **@welshgovernment**



Campaign Materials

We have a suite of materials to promote the campaign and encourage people to get involved.

Campaign promotional resources for stakeholders can be downloaded from: <https://wales.assetbank-server.com/assetbank-wales/images/assetbox/a99b726b-6860-449f-831a-59ca9bc77e1d/assetbox.html>

Many organisations across Wales can be responsible for managing road verges and green spaces. The resource material allows you to add your logo/s, web links and contact details. It is important that you add your details as this will help people understand who is managing their local grasslands.

Resources include:

- Social media posts
- Printable sign templates (to add your logos and details to) suitable for a variety of situations and available in portrait or landscape, at a number of sizes:
 - Road verge (A4, A3 and A2)
 - Smaller green space (A4, A3 and A2)
 - Larger green space with varied grassland management (A3, A2 and A1)
 - Larger green space managed as a meadow (A3, A2 and A1)
- Infographic template (to add your logos and details to)
- Short leaflet with a few Frequently Asked Questions (FAQs) template (to add your logos and details to)

Local Places for Nature is a Welsh Government programme, creating 'nature on your doorstep'. One of Local Places for Nature's aims is to improve grassland areas for biodiversity. It provides funding for capital projects for not-for-profit land managers in Wales, for example:

- local authorities
- community and town councils
- housing associations
- schools
- NHS
- others who manage not-for-profit grassland

To help people to take action, Local Nature Partnership (LNP) coordinators operate Local Places for Nature funded actions in your area. Funding for signage and interpretation is an eligible cost for Local Places for Nature projects led by an LNP coordinator. Please discuss with your LNP coordinator to see if this is applicable for your project.

Campaign Messaging

Noticed your local road verge and amenity grasslands haven't been cut? There's a reason! It's for them – to protect and support wildlife [#WildWales](#)



Seen one of these signs on your local road verge or amenity grasslands? It's for them – to protect our wildlife these areas may not be cut until late summer [#WildWales](#)[\[link to sign image\]](#)

{Add website URL}



To protect and support wildlife, your local road verges and amenity grasslands may not be mown until late summer [#WildWales](#)

Find out more here [\[infographic\]](#)



Did you know regularly cut, closely mown grass on our road verges has very little benefit for wildlife? That's why you may have seen your local verge hasn't been mown this month [#WildWales](#)



Regularly cut grass may look tidy but it does very little to protect our wildlife. Over the summer, we are not cutting some road verges to help wildlife [#WildWales](#)



We are in a nature emergency and have to act now. That is why you'll see road verges and amenity grasslands in your local area uncut at the moment so we create better habitats for wildlife [#WildWales](#)





Dear Colleague,

22/08/2022

Last week I thoroughly enjoyed a visit to Cardiff Edge Life Sciences Park in Coryton which will be home to a national genomic health, research and innovation hub. Welsh Government has funded this new state-of-the-art centre which will bring together Cardiff University's Wales Gene Park, the All Wales Medical Genomics Service and Public Health Wales' Pathogen Genomics Unit. This new facility is set to open next year and will be a huge step towards driving forward innovation in precision medicine, which will in turn bring huge benefits for the future health of the Welsh population, as well as the economy.

Thank you to also to Mr Ravi Nannapaneni, Consultant Neurosurgeon, for inviting me to visit the Neurosurgery Department at B4 in UHW last week to join him, Mr John Martin, Clinical Director Neurosurgery and the team who are treating and looking after many patients with highly complex needs, both with acute and longer term care. As the only Neurosciences Department in Wales it was a great opportunity to see the work the team are doing to provide services for this cohort of patients but also to understand some of the challenges the team are having to navigate and reflect on opportunities to resolve a range of issues.

I also had a really interesting meeting with Dr Karen Pardy, Community Director for Cardiff

South West Cluster who kindly invited me to visit Lansdowne Surgery in Canton to hear about the work they are doing with social prescribing in their local community alongside work with colleagues from general paediatrics within the acute setting to build relationships and share expertise and best practice. Great to see such effective collaboration.

Please be aware that Royal Mail services will be affected by strike action on 26 and 31 August and 8 and 9 September. They will be prioritising the delivery of medical prescriptions and of COVID test kits where they can but, please plan ahead if you rely on their services. [For more information, read here on their website.](#)

I want to end by mentioning a former patient Margaret Perkins who was admitted to the Major Trauma Centre at UHW with a traumatic brain injury following an accident at a restaurant in the city-centre last year.



Having spent 12 days in ITU, Margaret, who has made an incredible recovery, wanted to personally thank the teams who supported her during her time in hospital. Reliving her journey, Margaret met the Senior Nurses of the Emergency Unit and Major Trauma Centre, as well as Jamie, the healthcare support worker who was by her side when she was first admitted.

During her visit Margaret commented "There is not a word that is big enough to express my thanks and gratitude to the teams who helped to save my life that day and those who continued to support me throughout my recovery. I wanted to come and say thank you in person, to meet the teams who provided me with exceptional care – without them, I wouldn't be here.

"From the EMERTS staff, through to EU, Major Trauma, Intensive Care, B4 Neuro and everyone who supported my recovery, thank you will never be enough,"

It was a great opportunity for the teams at each stage of the patient journey to see Margaret, hear her recovery story and see the progress she has made. This is just one example of the incredible work you all do to make a difference to patients. Thank you to Team CAV, who continue to deliver high quality patient care in exceptionally challenging times. I hope that stories like this bring a little sunshine into your day as we are all reminded of the amazing achievements that are delivered despite all the challenges. Thank you and well done to everyone.

Celebrating our colleagues from South Asia

Cardiff and Vale University Health Board has proudly supported South Asian Heritage Month which ran from 18th July to 17th August.

Now in its third year, South Asian Heritage Month commemorates, marks and celebrates the cultures of South Asian nations – Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.

Chaplain Sangkhuma Hmar and Youth Board member Athika Ahmed spoke about what the month means to them and why it's important we all learn about different cultures and heritages. [You can read about Sangkhuma and Athika here.](#)



Pictured is Suzanne Rankin (CEO), Rachel Gidman (Executive Director of People & Culture), Charles Janczewski (Chair of Cardiff and Vale University Health Board), Glynis Mulford (Co-chair of OneVoice), Andrea Liu (Co-chair of OneVoice). One Voice is one of the Health Board's lived experience networks and aims to give a voice to colleagues from Black, Asian or Ethnic Minority groups.

NHS Wales Awards 2022

Congratulations to our staff at Cardiff and Vale University Health Board Health who have been shortlisted twice in the NHS Wales Awards 2022 for the following awards:

Enriching the wellbeing, capability and engagement of the health and care workforce

- Virtual remote occupational skin health clinics for Cardiff and Vale UHB staff: 2-year experience and lessons learnt.

Delivering higher value health and care

- Supportive Care: a Value-Based Approach to Palliation in Advanced Heart Failure.

The Awards recognise how innovative ideas for change can make a significant difference to the patients who need care, the organisations who provide care, and the health and care system as a whole.

The winners will be announced at a ceremony on 10 October 2022. For a full list of finalists please visit www.nhsawards.wales.

Musical memories made at Health Charity's outdoor cinema events

On Sunday 14th August, Cardiff & Vale Health Charity hosted an [outdoor cinema event](#) at Our Health Meadow.

Despite the soaring temperatures of the heatwave, many came along to enjoy the three free films on offer throughout the day. At 10am we kicked off with some Disney magic and watched Encanto, followed by the story of P. T. Barnum in the Greatest Showman, and finished with a hearty sing-a-long to Mamma Mia.



Thank you to everyone who came along, donated, and baked in the heat with us; the ice lollies were the most popular snack of the day! A big thank you to our sponsors Advantage Healthcare, M & M catering equipment, and Willmott Dixon.

EXECUTIVE CONNECTS



Dear Colleague,

05/09/2022

I am very proud that hundreds of NHS Wales colleagues gathered in Cardiff over August bank holiday weekend to march in the Pride Cymru 2022 Parade. Pride Cymru is a wonderful celebration of our LGBTQ+ community and as a Health Board we are proud to promote and foster inclusion.

The incredible bed used in this year's Pride Cymru parade was dressed by artist Caroline Richards and the different ribbons that adorned the bed represent the different LGBTQ+ communities and cultures. It was lovely to see all of the images, videos and posts across news channels and social media to celebrate the day and it made me feel so proud to be part of the NHS. I really enjoyed soaking up the atmosphere in the centre of Cardiff.



It was also great to read some stories from our staff on why they were marching at Pride and you can read more [here](#).

On the 1st September our Mass Vaccination Teams started delivering the Autumn Booster programme to adult care homes through our community vaccination teams and adults aged 80 and over will also start to receive invites to attend their GP Practice, Community Pharmacy or one of our Mass Vaccination Centres. Today, our new MVC at Woodland House opens following the closure of both Bayside and Splott MVCs. The new centre was built in just 4 weeks and will be able to deliver 12,600 doses a week depending on supply and will complement the existing MVC at Holm View in Barry. If you are invited for your vaccination please attend as the vaccine is the best way to enable us to protect the local population against Covid 19 as we head into the Winter months.

Delivery of the flu vaccination is also due to start later in September and again if eligible you will be invited to receive it so again please take up the offer as we are anticipating a bad season of flu and it is the best way to prevent serious illness.

More details on the Covid 19 vaccination programme can be found [here](#).

Mental health settings to become smoke-free across Wales

From 1st September 2022, Welsh Government legislation requires all mental health settings to be entirely smoke-free. This includes all residential units, wards, buildings, grounds and vehicles on our site.

Since March 2021 it has been illegal to smoke on hospital grounds, however, under this regulation mental health settings were allowed to identify designated smoking areas in enclosed courtyards. In the interest of patient health, these exceptions have been removed from the regulation with effect from 1st September 2022. Mental health settings in England have been smoke-free since 2018.



Based on best practice and the evidence available around implementation, Cardiff and Vale University Health Board will be adopting a phased approach to support the transition with a view to fully implement the change by winter. This will allow us to best support existing inpatients and continue to tailor our approach based on learning and feedback.

Cardiff and Vale UHB recognises how important smoking can be to patients. However, there are significant health benefits to giving up smoking. Our staff will be on hand to provide advice and support through

the implementation of the new requirements – as well as on an ongoing basis. Support for smokers is going to be an increasingly important part of patients' individual care plans.

[Find more information about our plans, including frequently asked questions and Easy Read information on our web](#)

Healthcare Job Fair

The Heath Board will be attending the Healthcare Job Fair on Saturday 10th September 2022 at the International Convention Centre, Newport.

Anyone who is interested in a job in health and social care are invited to come and meet us at the UK's largest recruitment event for medical, nursing, and health and social care employment opportunities.

Attendees will be able to find out about the wide range of exciting career opportunities we have available across the Health Board, including Nursing, Midwifery, and Health Care Support Workers.

[Find out more and register to attend here.](#)

Become the RPB Representative for Unpaid Carers

Cardiff and Vale Regional Partnership Board (RPB) is looking for an unpaid carer to join their Board to influence and plan long-term support and services across the region.

The RPB would love to hear from you if you feel you can use your knowledge and links to other

carers to ensure our work reflects the views and experiences of unpaid carers.

We know how hard it can be to find help when people need it the most and that the challenges unpaid carers face have become even harder over the last few years. This is an exciting opportunity to look to the future by becoming a member of the Regional Partnership Board and shared Chair of the Unpaid Carers Board, which oversees the development of services we fund to support unpaid carers.

To give you a flavour of our work, we will be:

- Publishing an Unpaid Carers Charter to help people understand if they are carers and the support they can expect;
- Publicising the Carers Gateway, which supports unpaid carers and helps them access financial advice, grants and other services. [Please click here to watch a film about their work;](#)
- Developing our plans for the next five years - shaping services around what matters most to people and bringing them as close to home as possible.



[Please click here to read more about the role and complete the Expression of Interest.](#) This will need to be returned to lani@gvs.wales by 23 September 2022. Interviews will take place on 19 and 20 October 2022.

If you would like an information or have any questions, please contact Lani Tucker by emailing lani@gvs.wales or calling 01446 741706.

AWMSG publishes Annual Report 2021–2022

The All Wales Medicines Strategy Group (AWMSG) has published their annual report for 2021-2022 which highlights the key work they have delivered over the last year. The report compiled by the All Wales Therapeutics and Toxicology Centre (AWTTC), highlights the outputs from the nine virtual AWMSG meetings held during the year, including:

- 21 medicines appraised (8 full submissions, 4 limited submissions and 9 paediatric licence extensions)
- 17 Statements of Advice issued
- 14 medicine optimisation resources published
- 15 national prescribing indicators monitored throughout the year
- 9 Wales Patient Access Schemes processed.

The report also outlines the important work AWMSG carries out with the three main partner groups – patients and the public, healthcare professionals and the pharmaceutical industry – as it and AWTTC

continues to respond to the challenges of the pandemic while supporting the safe and prudent prescribing of medicines.

[Read the full 2021–2022 AWMSG Annual Report](#)

Cardiff & Vale Health Charity launches 'Nominate for a Portrait' competition

On 5th July 2023 the NHS celebrates 75 years of service. It's our hard-working staff who make the NHS, so to celebrate this milestone renowned artist Harry Holland will work in partnership with Cardiff & Vale Health Charity to paint a portrait of one member of staff.

Staff are invited to nominate a colleague that they think should be celebrated with a portrait. Everyone working in Cardiff and Vale UHB is eligible.

[Staff can complete this form to nominate a colleague.](#)

Welsh 3 Peaks Challenge

There's still time to sign up to the Welsh 3 Peaks Challenge! Find out more by visiting our [webpage](#) or contact us with any questions you have: fundraising.cav@wales.nhs.uk

A promotional poster for the Welsh 3 Peaks Challenge. The background is a scenic view of Snowdonia mountains under a blue sky with clouds. The text is in white and blue. At the top, it says 'WELSH 3 PEAKS CHALLENGE' in large white letters. Below that, 'SNOWDON - CADAIR IDRIS - PEN Y FAN' in smaller white letters. Then 'SUNDAY 16 OCTOBER 2022' in blue. In the center, 'REGISTER ONLINE' in white, with the website 'WWW.HEALTHCHARITY.WALES/EVENTS' below it. On the left, a blue circle contains '£250 MINIMUM SPONSORSHIP'. On the right, a white circle contains '£110 REGISTRATION FEE'. At the bottom, there are logos for GIG NHS, Cardiff and Vale University Health Board, and Health Charity Elusen Iechyd, along with social media handles and the email fundraising.cav@wales.nhs.uk.

Art for SARC

The Staff Lottery Bids Panel recently approved a bid to brighten up the space of Ynys Saff at the Sexual Assault Referral Centre ([SARC](#)) at Cardiff Royal Infirmary in an aim to create a safe and nurturing environment for those who come to use the Sexual Assault Service.

From: [Tracy Gilmartin](#)
To: [Tracy Gilmartin](#)
Subject: Anghenion iaith a hygyrchedd aelodau'r BCD // RCP language and accessibility requirements
Date: 26 August 2022 09:27:57
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

For your information / Ar gyfer eich gwybodaeth

From: Rachel Williams <Rachel.Williams@socialcare.wales>
Sent: 26 August 2022 08:48
Subject: Anghenion iaith a hygyrchedd aelodau'r BCD // RCP language and accessibility requirements



<p>Bore da,</p> <p>Dyma arolwg i'n helpu ni ddeall anghenion iaith a hygyrchedd aelodaeth y Bartneriaeth Cymunedau Dyfeisgar. Gwerthfawroqwn os allech dreulio ychydig funudau i nodi eich anghenion drwy ymateb i'r arolwg hwn.</p> <p>Diolch am eich amser, ac edrychem ymlaen at qwrdd â chi yn ein cyfarfod nesaf rhwng 1yp a 3.30yp ar y 21ain o Fedi.</p> <p>Dyma ddolen i'r arolwg: https://forms.office.com/r/2tPb9p9Sb6</p> <p>Diolch</p>	<p>Good morning,</p> <p>Here is a survey to help us better understand the language and accessibility requirements of members of the Resourceful Communities Partnership. We would appreciate if you could please take a few minutes to note your needs by responding to this survey.</p> <p>Thank you for your time, and we look forward to meeting with you at our next meeting, held at 1pm-3.30pm on September 21st.</p> <p>Here is a link to the survey: https://forms.office.com/r/2tPb9p9Sb6</p> <p>Thank you</p>
---	--

Rachel Williams
Cydlynnydd Datblygu a Gwellu
Improvement and Development Coordinator

Ffon: 01745 530 826
E-bost: rachel.williams@socialcare.wales



Gwefan/Website: [@GofCymdeithasol/@SocialCareWales](http://gofalcymdeithasol.cymru/socialcare.wales)

Mae Gofal Cymdeithasol Cymru yn newid eu chanolfan gwaith i weithio o adref ar gyfer bob aelod o staff. Mae hyn yn golygu y gallwn gymryd ychydig mwy o amser i ddod yn ôl atoch chi yn y tymor byr, ond byddwch yn ymwybodol ein bod yma o hyd, i weithio gyda chi i gefnogi'r sector.

Social Care Wales is changing its work base to home working for all staff.

This means that we may take a little longer in the short term to get back to you, but be assured we are all still here and working with you to support the sector.

Mae'r e-bost hwn ac unrhyw ffeiliau cysylltiedig yn gyfrinachol gyda'r bwriad o fod at ddefnydd yr unigolyn neu'r endid y cyfeirir ato. Dylai derbynwyr anawdurdodedig gadw at y cyfrinachedd yma a dylent hysbysu'r anfonwr yn syth ac yna dileu'r neges. Nid yw'r farn a fynegir yn yr e-bost hwn o anghenraid yn farn Gofal Cymdeithasol Cymru ac nid ydym yn derbyn atebolrwydd am unrhyw weithred ar sail cynnwys y neges hon.

Mae'r e-bost hwn wedi ei archwilio gan sustem diogelwch e-bost Libraesva ESG

Am wybodaeth bellach, ewch i <https://www.libraesva.com/>

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. Unauthorised recipients must preserve this confidentiality and should please notify the sender immediately and then delete this email. The views expressed in this e-mail are not necessarily those held by the Social Care Wales and we do not accept liability for any action taken in reliance on the contents of this message.

This email has been scanned by the Libraesva ESG cloud service.

For more information please visit <https://www.libraesva.com/>



ANCHOR SITE FOR NATIONAL CONTEMPORARY ART GALLERY – REQUEST FOR CANDIDATE VENUES/SITES

As part of its Programme for Government and the Cooperation Agreement with Plaid Cymru, Welsh Ministers are examining options for the creation of a new anchor site for the National Contemporary Art Gallery for Wales. This is not aimed at replacing existing gallery facilities but is to provide a central hub to complement provision in up to 10 existing venues that collectively will form a distributed National Contemporary Art Gallery.

Making new use of surplus public sector property is a strong starting point for the environmental sustainability of any new facility. In line with Ystadau Cymru best practice, this request for candidate sites is to scope out what properties may be available within the public sector or public sector partners.

This would be an important anchor site, a ‘magnet’ for visitors and a significant contributor to growth of the local visitor economy, the cultural and creative industries and related sectors. It could be an opportunity for town centre regeneration and certainly the “town centre first” initiative will be a strong consideration. Democratic access to the collection is of paramount importance with the intention to make the visitor experience as rich and fulfilling as possible. The new venue will enshrine principles contained within the Well-being of Future Generations (Wales) Act 2015 and focus on improving the social, economic, environmental, and cultural well-being of the area and Wales as a whole.

Clearly, there are a mix of key determining factors and at this stage we are putting out a call for candidate sites for further examination. Some early work has already identified possible locations.

If after consideration you believe an existing asset in your portfolio (or within the portfolio of partner organisations) could meet the draft criteria below we would very much like to hear from you.

Submissions should include:

- high-level details of the property and how it aligns with the criteria (maximum 4 pages)
- a location and boundary plan, together with photographs if available; and
- a key contact (name, position, email and telephone details) should further information be required.

Although this project will take time to develop an indication of when it might be available for transfer will be necessary.

The request centres on existing buildings which will require adaption or reconfiguration which may include an extension or annex or some other additional construction work. However, if you have an undeveloped site that you wish to be considered for a new build, which could meet the key locational requirements, then please also include these details.

Depending upon the submissions the intention is that a short list would be drawn up, from which fuller (detailed) information may be sought.

The deadline for submissions to the Land Division inbox (yris-adrantir.landdivision@gov.wales) will be 12noon 31.08.2022.

If you require further information, please contact culture@gov.wales putting National Contemporary Art Gallery Anchor Site in the subject line.

The table below sets out the draft high-level criteria to assist identification of potential properties:

Key Criteria	Essential	Desirable
Museum and exhibition criteria:		
7,500-15,000m ² , with at least 2-3 rd gallery space and with at least one single gallery 1000m ² plus potential to extend further in the future.	7,500m ²	12,000m ² (more if possible) Extend further at future point
For main gallery areas height of 6m would be required and some gallery areas it would be 10m eg for sculpture or major installations. (Some gallery space could be less than this, but a significant proportion will need to be this height or have the potential to become this height)	6m	10m
Tenure	Very long Leasehold	Freehold
Capable of accommodating significant annual footfall.	750k (average 2k/day)	1m (average 3k/day)
Potential to coordinate/facilitate touring exhibitions.		x
External display area for specific installations.	x	
Access, infrastructure and location:		
Transport Infrastructure (road and rail) will be required to enable sufficient access for large numbers of people. Transport links to the site may be a trade-off balancing between <ul style="list-style-type: none"> urban sites with different transport options; or more rural/isolated locations with transport links. 	x	
Tourism Infrastructure (i.e. sufficient hotels, places to stay overnight, restaurant offer).	x	
Ample Parking for Visitor Numbers. (c500 spaces)		x
Availability of digital connections.	x	
Location should include regeneration potential.	x	
Proximity to major urban centres or other visitor attractions Could consider rural location if suitable transport links. Ideally rail and road.	x	
Building features:		
Landmark building, perhaps existing heritage, significant piece of architecture in its own right, balancing it as a 'magnet' and potential cost envelope - could be new or repurposed building.		x
Extensive storage space for collections, including suitable security and environmental conditions.	x	
Lift access within the building infrastructure (or space to incorporate it) for goods and visitors.	x	
Adequate and separate areas for exhibition build and change over.	x	
Policy considerations:		

Supports and promotes wider national and local culture offer in Wales and does not detract from existing culture offer.	x	
Potential to explore art in the outdoors such as sculpture especially if a venue came with land and had the potential to use sculpture part as a different way to bring art and nature together.		x
Need to ensure digital access options as keyway to democratise and promote access to the national collection.	x	

Dear All

August 2022

St David Awards – The national awards of Wales

I am writing to you to ask for your support in raising awareness of the St David Award 2023 in your Communities.

Now in their tenth year, the **St David Awards** are the national awards for Wales and reflect and celebrate the aspirations of Wales and its citizens as a modern, vibrant country that values innovation, community spirit and above all, its people.

They also offer an opportunity for you to raise the profile of people in your regions and communities; those who are doing exceptional things in Wales.

There are nine publicly nominated categories, giving us the opportunity to recognise and celebrate people from all walks of life in Wales.

Please consider nominating any people or groups in your area that you think deserve national recognition, and to encourage others to nominate too.

Nominations close at midnight on 20 October 2022.

Full details on the awards and nomination process can be found on the St David Awards website

<https://gov.wales/st-david-awards>

The finalists in each category will be announced on 09 March 2023 and winners will be announced on 20 April 2023, along with the winner of First Minister's Special Award.

With many thanks once again for your support,

Elaine Cripps
On behalf of the St David's Awards Team

From: [Tracy Gilmartin](#)
To: [Tracy Gilmartin](#)
Subject: Gynllun Grant Creu Coetir / Woodland Creation Grant Schemes
Date: 05 September 2022 10:15:34

For your information / Ar gyfer eich gwybodaeth

From: [Lucy.Birch@gov.wales](#) <[Lucy.Birch@gov.wales](#)> **On Behalf Of**
[PolisiCoedwigaeth.ForestryPolicy@gov.wales](#)
Sent: 05 September 2022 09:29
To: [PolisiCoedwigaeth.ForestryPolicy@gov.wales](#)
Subject: Gynllun Grant Creu Coetir / Woodland Creation Grant Schemes

Rwyf yn ysgrifennu i'ch hysbysu am ddau gynllun Grant Creu Coetir newydd sydd ar agor ar gyfer ceisiadau a hefyd i roi gwybod i chi am ddiweddariad i'r cynllun Cynllunio Creu Coetir. Mae'r cynlluniau wedi eu datblygu yn dilyn trafodaethau gyda ffermwyr, coedwigwyr a thirfeddianwyr a byddant yn rhoi cymorth ariannol i ffermwyr, rheolwyr tir a sectorau gwledig cysylltiedig dros y 3 blynedd nesaf ac yn cefnogi'r broses o drosglwyddo i'r Cynllun Ffermio Cynaliadwy. Y gyllideb ddangosol ar gyfer y ddau gynllun yw £2m ar gyfer y ffenestr ymgeisio gyntaf eleni, gyda £30m ar gael am y ddwy flynedd ganlynol.

Bydd y ffenestr ymgeisio gyntaf yn agor ar 30 Awst 2022 ac yn cau ar 14 Hydref 2022 ar gyfer plannu dethol a gwaith cyfalaf i'w cwblhau a'i hawlio erbyn 31 Mawrth 2023. Bydd y cynllun yna'n agor ar gyfer ceisiadau bob 3 mis.

Mae **Grant Creu Coetir** yn cynnig arian ar gyfer plannu coed a ffensio i ffermwyr a rheolwyr tir. Mae yna hefyd daliadau cynnal a phremiwm i sicrhau bod y coed yn sefydlu. Mae angen Cynllun Creu Coetir ac unwaith bydd y Cynllun yn cael ei ddilysu gan Gyfoeth Naturiol Cymru gellir gwneud cais am **Grant Creu Coetir**. Mae rhagor o wybodaeth am y cynllun grantiau hwn ar gael drwy edrych ar [Grant Creu](#)

I am writing to inform you of two new Woodland Creation Grant schemes which are open for applications and also to let you know of an update to the Woodland Creation Planning scheme. The schemes have been developed following discussions with farmers, foresters and landowners and will provide funding support for farmers, land managers and associated rural sectors over the next 3 years and support the transition to the Sustainable Farming Scheme. The indicative budget for the two schemes is £2m for the first application window this year, with £30m being available for the following two years.

The first application window will open on 30 August 2022 and close on 14 October 2022 for selected planting and capital works to be completed and claimed by 31 March 2023. The scheme will then open for applications every 3 months.

The **Woodland Creation Grant** offers funding for tree planting and fencing to farmers and land managers. There are also maintenance and premium payments to ensure the trees establish. A Woodland Creation Plan is required and once the Plan is verified by Natural Resources Wales an application for a **Woodland Creation Grant** can be made. Further information on this grant scheme can be found by visiting [Woodland](#)

[Coetir | Is-bwnc | LLYW.CYMRU](#)

Mae'r **Cynllun Grantiau Bach - Creu Coetir** wedi ei gynllunio ar gyfer ffermwyr a thirfeddianwyr sy'n dymuno plannu llai na 2 hectar o dir mewn ardal sydd wedi gwella'n amaethyddol neu mewn ardal gwerth amgylcheddol isel. Nid oes angen Cynllun Creu Coetir ar gyfer hyn - mae manylion llawn rheolau'r cynllun a meini prawf ar gael drwy edrych ar [Grantiau Bach - Creu Coetir | Is-bwnc | LLYW.CYMRU](#)

Mae Cynllun Cynllunio Creu Coetir yn cynnig grantiau rhwng £1,000 a £5,000 i ddefnyddio cynllunydd coetiroedd cofrestredig i ddatblygu cynllun coetir. Mae manylion llawn y Cynllun Cynllunio yn WCPS: [Cynllun Cynllunio Creu Coetir | Is-bwnc | LLYW.CYMRU](#) ac yn cynnwys rhestr o Gynllunwyr cofrestredig.

[Creation Grant | Sub-topic | GOV.WALES](#)

The **Small Grants – Woodland Creation Scheme** has been designed for farmers and landowners who wish to plant less than 2 hectares of land in an agriculturally improved or in a low environmental value area. A Woodland Creation Plan is not required for this – full details of scheme rules and criteria can be found by visiting: [Small Grants - Woodland Creation | Sub-topic | GOV.WALES](#)

The **Woodland Creation Planning scheme** offers grants of between £1,000 and £5,000 to use a registered woodland planner to develop a woodland plan. Full details of the Planning Scheme is at [Woodland Creation Planning Scheme | Sub-topic | GOV.WALES](#) and includes a list of registered Planners.

Cofion Cynnes | Kind Regards

Lucy

[Is-adran y Tirweddau, Natur a Choedwigaeth | Landscapes, Nature and Forestry Division](#)
[Llywodraeth Cymru | Welsh Government](#) [Rhodfa Padarn, Aberystwyth](#)

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.

From: [Tracy Gilmartin](#)
To: [Tracy Gilmartin](#)
Subject: Y diweddraf yn yr ymgyrch 'Iddyn Nhw' / 'It's for Them' campaign update -
Date: 05 September 2022 09:48:56
Attachments: [image001.png](#)

Y diweddraf yn yr ymgyrch 'Iddyn Nhw'	'It's for Them' campaign update
<p>Nod ymgyrch Iddyn Nhw yw codi ymwybyddiaeth y bydd torri gwair ar ymyl ffyrdd a glaswellt amwynderau yn llai aml yn caniatáu i laswellt a blodau gwyllt dyfu. Mae hyn yn creu gwell cynefin iddyn 'Nhw': infertebratau, adar, mamaliaid bach, amffibiaid ac ymlusgiaid.</p> <p>Rydym wedi creu animeiddiad byr yr ydym wedi ei rannu ar twitter @WGClimateChange. Rhannwch/ail-drydar os gwelwch yn dda:</p> <p>(1) Llywodraeth Cymru Newid Hinsawdd on Twitter: "Ydych chi wedi sylwi nad yw'r gwair ar ymylon eich ffyrdd ac yn eich parciau lleol ac ati wedi'i thorri'n ddiweddar? Mae rheswm am hynny! Sef Iddyn nhw – i ddiogelu a helpu bywyd gwyllt #IddynNhw https://t.co/LdNrHhrg79" / Twitter</p> <p>Mae angen eich cefnogaeth arnom i wneud yr ymgyrch 'Iddyn Nhw' yn llwyddiant.</p> <p>Er mwyn eich helpu i ddefnyddio asedau 'Iddyn Nhw' fe wnaethon ni greu tudalen we newydd yn ddiweddar:</p> <p>Iddyn Nhw: pecyn cymorth i randdeiliad LLYW.CYMRU</p> <p>Ar y dudalen fe welwch:</p> <ul style="list-style-type: none">Pecyn Cymorth Rhanddeiliaid - Iddyn Nhw. Mae hyn yn esbonio pam ei fod mor	<p>The It's for Them campaign aims to raise awareness that reducing mowing on road verges and amenity grasslands will allow grasses and wildflowers to grow. This creates a better habitat for 'Them': invertebrates, birds, small mammals, amphibians and reptiles.</p> <p>We have produced a short animation which we have shared on twitter @WGClimateChange. Please share/retweet:</p> <p>Welsh Government Climate Change on Twitter: "Noticed your local road verge and amenity grasslands haven't been cut? There's a reason! It's for them – to protect and support wildlife #WildWales https://t.co/S5phZYsAhj" / Twitter</p> <p>We need your support to make the 'It's for Them' campaign a success.</p> <p>To help you use the 'It's for Them' assets we recently created a new web page:</p> <p>It's for Them campaign: stakeholder toolkit GOV.WALES</p> <p>On the page you will find:</p> <ul style="list-style-type: none">It's for them Stakeholder Toolkit. This explains why it is so important. It also provides some suggested Campaign Messaging for social media.Printable sign templates for you to add your logos and details to. These signs are suitable for a

bwysig. Mae hefyd yn awgrymu rhai negeseuon ar gyfer yr ymgyrchar ar y cyfryngau cymdeithasol.

- Templeddi arwyddion argraffadwy i chi ychwanegu eich logos a'ch manylion atyn nhw. Mae'r arwyddion hyn yn addas ar gyfer amrywiaeth o sefyllfaoedd ac ar gael ar ffurf portread neu tirlun ac mewn nifer o feintiau (A3, A2, A1).
- Templedd infograffig i chi ychwanegu eich logos a'ch manylion atyn nhw.
- Templedd taflen fer gydag ychydig o Gwestiynau Cyffredin (i ychwanegu eich logos a'ch manylion ato).
- Taflen hirach y gellir ei golygu gyda mwy o Gwestiynau Cyffredin. Gallwch ychwanegu eich logos a manylion at hyn a dewis y cwestiynau sy'n briodol i chi o restr hirach o Gwestiynau Cyffredin.

I helpu pobl i weithredu, mae Cydgysylltwyr Partneriaethau Natur Lleol (LNP) yn cynnal gweithgareddau gyda chymorth Lleoedd Lleol ar gyfer Natur yn eich ardal. Mae darparu arwyddion a gwybodaeth yn gost gymwys ar gyfer prosiectau Lleoedd Lleol ar gyfer Natur sydd o dan arweiniad cydgysylltydd LNP. Trafodwch â'ch cydgysylltydd LNP chi i weld a yw hyn yn gymwys i'ch prosiect chi.

Rhaglen gan Lywodraeth Cymru yw Lleoedd Lleol ar gyfer Natur i greu 'natur ar stepen eich drws'. Un o amcanion Lleoedd Lleol ar gyfer

variety of situations and available in portrait or landscape and in a number of sizes (A3, A2, A1).

- Infographic template for you to add your logos and details to.
- Short leaflet with a few Frequently Asked Questions (FAQs) template (to add your logos and details to).
- Longer editable leaflet with more FAQs. You can add your logos and details to this and choose the questions that are appropriate to you from a longer list of FAQs.

To help people to take action, Local Nature Partnership (LNP) coordinators operate Local Places for Nature funded actions in your area. Funding for signage and interpretation is an eligible cost for Local Places for Nature projects led by an LNP coordinator. Please discuss with your LNP coordinator to see if this is applicable for your project.

Local Places for Nature is a Welsh Government programme, creating 'nature on your doorstep'. One of Local Places for Nature's aims is to improve grassland areas for biodiversity. It provides funding for capital projects for not-for-profit land managers in Wales, for example: local authorities; community and town councils; housing associations; schools; NHS and others who manage not-for-profit grassland.

Please let us know if you are using 'It's for Them' signage by e-mailing: NatureConservation@gov.wales

From: [Wendi Patience](#)
To: [Wendi Patience](#)
Cc: [Wendi Patience](#)
Subject: REMINDER - SEPTEMBER & OCTOBER TRAINING DATES / ATGOFFA - DYDDIADAU HYFFORDDIANT MIS MEDI & MIS HYDREF
Date: 21 September 2022 16:38:01
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](#)
[Overview Modules Jan 2018 ENG.doc](#)

Dear Colleagues,

Please find below details of Remote training sessions that are taking place in September & October 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
22/09/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8pm
22/09/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
22/09/2022	Thursday	Introduction to community Engagement Module 8	2.00-3.30pm
22/09/2022	Thursday	Understanding the Law Module 4	6.30-8pm
26/09/2022	Monday	Local Government Finance - Module 6	6.30-8pm
26/09/2022	Monday	Understanding the Law Module 4	6.30-8pm
26/09/2022	Monday	The Council as an Employer - Module 3	6.30-8pm
27/09/2022	Tuesday	New Councillor Induction	2.00-3.30pm
27/09/2022	Tuesday	Health & Safety Module 7	6.30-8pm
27/09/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
28/09/2022	Wednesday	The Councillor - Module 2	6.30-8pm
28/09/2022	Wednesday	Code of Conduct - Module 9 - WELSH	2.00-3.30pm
28/09/2022	Wednesday	Chairing Skills Module 10	6.30-8pm
28/09/2022	Wednesday	The Council - Module 1	6.30-8pm
29/09/2022	Thursday	The Council Meeting Module 5	6.30-8pm
29/09/2022	Thursday	Understanding the Law Module 4	6.30-8pm

03/10/2022	Monday	The Council - Module 1	6.30-8pm
03/10/2022	Monday	Local Government Finance - Module 6	6.30-8pm
04/10/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
05/10/2022	Wednesday	Understanding the Law - Module 4	6.30-8pm
05/10/2022	Wednesday	New Councillor Induction	6.30-8pm
05/10/2022	Wednesday	Local Government Finance Advanced - Module 21	6.30-8pm
05/10/2022	Wednesday	The Councillor - Module 2	6.30-8pm
06/10/2022	Thursday	The Council as an Employer - Module 3	6.30-8pm
06/10/2022	Thursday	Chairing Skills - Module 10	6.30-8pm
06/10/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
10/10/2022	Monday	The Council as an Employer - Module 3	6.30-8pm
10/10/2022	Monday	The Council Meeting - Module 5	6.30-8pm
11/10/2022	Tuesday	Understanding the Law - Module 4	6.30-8pm
11/10/2022	Tuesday	New Councillor Induction	2.00-3.30pm
11/10/2022	Tuesday	The Council - Module 1	6.30-8pm
11/10/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
12/10/2022	Wednesday	The Councillor - Module 2	6.30-8pm
12/10/2022	Wednesday	Equality and Diversity - Module 14	6.30-8pm
12/10/2022	Wednesday	Chairing Skills - Module 10	6.30-8pm
12/10/2022	Wednesday	Information Management - Module 15	6.30-8pm
13/10/2022	Thursday	The Council Meeting - Module 5 IN WELSH	6.30-8pm
13/10/2022	Thursday	Local Government Finance - Module 6	6.30-8pm
13/10/2022	Thursday	Local Government Finance Advanced - Module 21	6.30-8pm
13/10/2022	Thursday	Creating a Community Place Place - Module 12	2.00-3.30pm
17/10/2022	Monday	Local Government Finance - Module 6	6.30-8pm
17/10/2022	Monday	Code of Conduct - Module 9	6.30-8pm
18/10/2022	Tuesday	Health & Safety - Module 7	6.30-8pm
18/10/2022	Tuesday	The Council as an Employer - Module 3	6.30-8pm
18/10/2022	Tuesday	The Council Meeting - Module 5	6.30-8pm
19/10/2022	Wednesday	New Councillor Induction	6.30-8pm
19/10/2022	Wednesday	The Council - Module 1	6.30-8pm

19/10/2022	Wednesday	Effective Staff Management - Module 18	6.30-8pm
20/10/2022	Thursday	Understanding the Law - Module 4	6.30-8pm
20/10/2022	Thursday	Local Government Finance - Module 6 - In Welsh	6.30-8pm
24/10/2022	Monday	New Councillor Induction	6.30-8pm
24/10/2022	Monday	Tha Councillor - Module 2	6.30-8pm
25/10/2022	Tuesday	Advanced Local Government Finance - Module 21	6.30-8pm
25/10/2022	Tuesday	The Council Meeting - Module 5	6.30-8pm
26/10/2022	Wednesday	Understanding the Law - Module 4	6.30-8pm
26/10/2022	Wednesday	Local Government Finance - Module 6	6.30-8pm
26/10/2022	Wednesday	The Council as an Employer - Module 3	6.30-8pm
27/10/2022	Thursday	Use of IT, Social Media and Websites - Module 16	6.30-8pm
27/10/2022	Thursday	Introduction to Community Engagement - Module 8	2.00-3.30pm
27/10/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
27/10/2022	Thursday	Chairing Skills - Module 10	6.30-8pm

Please contact me via email to place a booking.

Many thanks.

Wendi

Mobile – 07929 715990

Annwyl Gyfaill,

Wele isod fanylion sesiynau hyfforddiant o bell a gynhelir yn mis Medi & Mis Hydref2022.

Cost yr hyfforddiant yw £35 i aelodau neu £55 y person i unrhyw un arall. Danfonir anfoneb atoch ar ôl i'r hyfforddiant ddigwydd.

Mae bwrsari ar gael i gynghorau cymwys – gofynnwch am fanylion.

Rhestrir amserau sesiynau ar gyfer dyddiadau'r modylau..

Sylwch fod pob sesiwn hyfforddi yn Saesneg oni nodir yn wahanol.

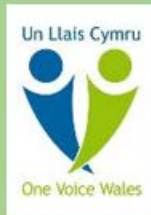
Dyddiad	Dydd	Modiwl	Amser
22/09/2022	Thursday	Cyllid Llywodraeth Leol Estynedig - Modiwl 21	6.30-8pm
22/09/2022	Thursday	Cod Ymddygiad - Modiwl 9	6.30-8pm

22/09/2022	Thursday	Cyflwyniad i Ymgysylltiad Cymunedol - Modiwl 8	2.00-3.30pm
22/09/2022	Thursday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
26/09/2022	Monday	Cyllid Llywodraeth Leol - Modiwl 6	6.30-8pm
26/09/2022	Monday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
26/09/2022	Monday	Y Cyngor Fel Cyflogydd - Modiwl 3	6.30-8pm
27/09/2022	Tuesday	Gynefino i Gynghorwyr Newydd	2.00-3.30pm
27/09/2022	Tuesday	Iechyd a Diogelwch - Modiwl 7	6.30-8pm
27/09/2022	Tuesday	Cod Ymddygiad - Modiwl 9	6.30-8pm
28/09/2022	Wednesday	Y Cynghorydd - Modiwl 2	6.30-8pm
28/09/2022	Wednesday	Cod Ymddygiad - Modiwl 9 Yn Gymraeg	2.00-3.30pm
28/09/2022	Wednesday	Sgiliau Cadeirio - Modiwl 10	6.30-8pm
28/09/2022	Wednesday	Y Cyngor - Modiwl 1	6.30-8pm
29/09/2022	Thursday	Cyfarfod Y Cyngor - Modiwl 5	6.30-8pm
29/09/2022	Thursday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
03/10/2022	Monday	Y Cyngor - Modiwl 1	6.30-8pm
03/10/2022	Monday	Cyllid Llywodraeth Leol - Modiwl 6	6.30-8pm
04/10/2022	Tuesday	Cod Ymddygiad - Modiwl 9	6.30-8pm
05/10/2022	Wednesday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
05/10/2022	Wednesday	Gynefino i Gynghorwyr Newydd	6.30-8pm
05/10/2022	Wednesday	Cyllid Llywodraeth Leol Estynedig - Modiwl 21	6.30-8pm
05/10/2022	Wednesday	Y Cynghorydd - Modiwl 2	6.30-8pm
06/10/2022	Thursday	Y Cyngor Fel Cyflogydd - Modiwl 3	6.30-8pm
06/10/2022	Thursday	Sgiliau Cadeirio - Modiwl 10	6.30-8pm
06/10/2022	Thursday	Cod Ymddygiad - Modiwl 9	6.30-8pm
10/10/2022	Monday	Y Cyngor Fel Cyflogydd - Modiwl 3	6.30-8pm
10/10/2022	Monday	Cyfarfod Y Cyngor - Modiwl 5	6.30-8pm
11/10/2022	Tuesday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
11/10/2022	Tuesday	Gynefino i Gynghorwyr Newydd	2.00-3.30pm
11/10/2022	Tuesday	Y Cyngor - Modiwl 1	6.30-8pm
11/10/2022	Tuesday	Cod Ymddygiad - Modiwl 9	6.30-8pm
12/10/2022	Wednesday	Y Cynghorydd - Modiwl 2	6.30-8pm

12/10/2022	Wednesday	Cydraddoldeb a Amrywiaeth - Modiwl 14	6.30-8pm
12/10/2022	Wednesday	Sgiliau Cadeirio - Modiwl 10	6.30-8pm
12/10/2022	Wednesday	Rheoli Gwybodaeth - Modiwl 15	6.30-8pm
13/10/2022	Thursday	Cyfarfod Y Cyngor - Modiwl 5 - Yn Gymraeg	6.30-8pm
13/10/2022	Thursday	Cyllid Llywodraeth Leol - Modiwl 6	6.30-8pm
13/10/2022	Thursday	Cyllid Llywodraeth Leol Estynedig - Modiwl 21	6.30-8pm
13/10/2022	Thursday	Creu Cynllun Cymunedol - Modiwl 12	2.00-3.30pm
17/10/2022	Monday	Cyllid Llywodraeth Leol - Modiwl 6	6.30-8pm
17/10/2022	Monday	Cod Ymddygiad - Modiwl 9	6.30-8pm
18/10/2022	Tuesday	Iechyd a Diogelwch - Modiwl 7	6.30-8pm
18/10/2022	Tuesday	Y Cyngor Fel Cyflogydd - Modiwl 3	6.30-8pm
18/10/2022	Tuesday	Cyfarfod Y Cyngor - Modiwl 5	6.30-8pm
19/10/2022	Wednesday	Gynefino i Gynghorwyr Newydd	6.30-8pm
19/10/2022	Wednesday	Y Cyngor - Modiwl 1	6.30-8pm
19/10/2022	Wednesday	Rheolaeth Effeithiol ar Staff - Modiwl 18	6.30-8pm
20/10/2022	Thursday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
20/10/2022	Thursday	Cyllid Llywodraeth Leol - Modiwl 6 - Yn Gymraeg	6.30-8pm
24/10/2022	Monday	Gynefino i Gynghorwyr Newydd	6.30-8pm
24/10/2022	Monday	Y Cynghorydd - Modiwl 2	6.30-8pm
25/10/2022	Tuesday	Cyllid Llywodraeth Leol Estynedig - Modiwl 21	6.30-8pm
25/10/2022	Tuesday	Cyfarfod Y Cyngor - Modiwl 5	6.30-8pm
26/10/2022	Wednesday	Dealltwriaeth o'r Gyfraith - Modiwl 4	6.30-8pm
26/10/2022	Wednesday	Cyllid Llywodraeth Leol - Modiwl 6	6.30-8pm
26/10/2022	Wednesday	Y Cyngor Fel Cyflogydd - Modiwl 3	6.30-8pm
27/10/2022	Thursday	Defnyddio TG, Gwefannau & Chyfyngau Cymdeithasol - Modiwl 16	6.30-8pm
27/10/2022	Thursday	Cyflwyniad i Ymgysylltiad Cymunedol - Modiwl 8	2.00-3.30pm
27/10/2022	Thursday	Cod Ymddygiad - Modiwl 9	6.30-8pm
27/10/2022	Thursday	Sgiliau Cadeirio - Modiwl 10	6.30-8pm

Diolch,

Wendi Patience
Administration Officer / Swyddog Gweinyddol



***Pwysigrwydd o Gyngorau Cymuned & Thref wrth
adeiladu lleoedd cydnerthedd ar gyfer natur***

Cynhadledd Ar-Lein

Dydd Iau Hydref 27

10am - 4pm

***The importance of Community & Town councils in building
resilient spaces for nature***

Online conference

Thursday October 27th

10am - 4pm

Item 10: List of reports for October

- i. Finance
- ii. Banking
- iii. Risk Assessment
- iv. Annual Report
- v. Training Plan
- vi. General Power of Competence
- vii. Biodiversity and Ecosystem Resilience
- viii. Renumeration
- ix. Remembrance Sunday
- x. Operation London Bridge
- xi. Play Area Inspection Report
- xii. Starleaf meeting platform
- xiii. Accountancy Software
- xiv. Code of Conduct Training
- xv. Arrangements for Internal Audit
- xvi. Arrangements for storing documents
- xvii. Arrangements for Remembrance Sunday
- xviii. Arrangements for when the Clerk is on Annual Leave

Clerks Report– October 2022

ITEM 10 (i) Finance Committee

Purpose

To ensure has Council adequate arrangements in place to meet its legal obligations.

Recommendation

To agree a Finance Committee with Terms of Reference be appointed

Background

As custodians of public finances Community Councils have many duties that must be performed in accordance with the requirements of Financial Regulations.

A Finance Committee could be formed to oversee the financial management of Peterston Super Ely Community Council and report back to full Council with its recommendations.

MEMBERSHIP AND TERMS OF REFERENCE: Finance Committee

Membership

The Finance Committee shall be appointed at the Annual meeting of the Community Council.

The Chairman shall be appointed at the first Committee meeting held following the Annual Council meeting.

Membership: Numbers are limited to four serving Community Councillors. The presiding Chair or Vice-Chairman each year shall automatically be a member of the Committee. All other serving Councillors may request to be appointed to the Committee.

Quorum: Three

Meetings – Will be held on 2 occasions each year unless otherwise agreed by the Council/Committee.

All members of the Committee will be required to attend the One Voice Wales trainings: Module 6 – Local Government Finance and Module 21 – Understanding Local Government Finance (Advanced), within three months of their appointment

TERMS OF REFERENCE

- a) The main objective of the Finance Committee is to assist the Community Council in overseeing the proper financial management and proper governance, financial risks, management strategy, internal and external audit, policy and financial transactional matters in accordance with [Governance and Accountability for Local Councils in Wales](#). This includes the preparation of the annual budget, delegated to it by the Community Council and in reviewing and making recommendations on major financial transactions including the annual Precept to the Full Council
- b) The Finance Committee has no decision-making powers but instead makes recommendations to full council for agreement

Clerks Report– September 2022

ITEM 10 (ii) Banking Arrangements

Purpose

To update Members of the banking arrangements since decision to switch accounts was agreed in June 2022.

Recommendation

To agree for more signatures to be added to the Councils banking arrangement to authorise agreed payments.

Background

Following the May 2022 election measures for authorising payments needed to be addressed. Several desperate attempts to move progress with Lloyd Bank over the ensuing months failed.

After careful consideration the Council agreed to move its business to a sector specific bank and decided to use the 'switch account' facility with Unity Trust Bank. On the 28 July 2022 the 'switch' was activated.

Attached are the closing statement at Lloyds Bank and an opening statement from Unity Trust Bank.

It was agreed at the Annual Meeting, Minute 34, for all present Members to be added as signatories for banking purposes. This included Councillors David Moody-Jones, John Drysdale, Abigale Phillips and Huw Potter.

Councillor Diana Powell was co-opted at the 25 May and was a signatory on the Lloyds Bank Mandate.

In accordance with this Councils Financial Regulations, two Members are required to authorise its agreed payments.

The Council may consider it prudent to expand the number of authorised signatories and share the responsibility.

ITEM 10 (iii) Risk Assessment

Purpose

To inform the Council of its duty to have suitable and sufficient risk assessments in place.

Recommendation

A committee is set up to oversee and manage the Council's risk management strategies and ensure adequate actions and insurance are in place.

Background

The Council has a duty to ensure the public can access the facilities in a safe manner and has legal obligations to put in place processes to enable this.

MEMBERSHIP AND TERMS OF REFERENCE: Risk Assessment

Membership

The Risk Assessment shall be appointed at the Annual meeting of the Community Council.

The Chairman shall be appointed at the first Committee meeting held following the Annual Council meeting.

Membership: Numbers are limited to four serving Community Councillors. The presiding Chair or Vice-Chairman each year shall automatically be a member of the Committee. All other serving Councillors may request to be appointed to the Committee.

Quorum: Three

Meetings – Will be held on 2 occasions each year unless otherwise agreed by the Council/Committee.

All members of the Committee will be required to attend the One Voice Wales training: Module 7 - Health & Safety within three months of their appointment.

TERMS OF REFERENCE

- a) Assess the Council's risk and make a recommendation to full council regarding strategies and management to minimise these risks
- b) Assess the Council's insurance cover and ensure that all necessary information is gathered from third parties to ensure adequate and appropriate insurance cover is being received and that all material facts are disclosed to the Council's insurers.
- c) The Finance Committee has no decision-making powers but instead makes recommendations to full council for agreement

Clerks Report - September 2022

ITEM 10 (iv) Annual Report reporting requirement

Purpose

To inform the Council of its duty under Section 52 of The Local Government and Elections (Wales) Act 2021 to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year and thinking ahead to future priorities.

Recommendation

A working group is delegated the responsibility to draft a report for full Council to consider.

Background

The Council published its first annual report for the 2021-2022 financial year in June 2022.

Future reports should be published as soon as reasonably practicable after the end of each financial year.

Guidance has been published by Welsh Government to support community and town councils to implement the relevant provisions from the 2021 Act.

A link to the guide can be found [here](https://gov.wales/sites/default/files/publications/2022-08/statutory-guidance-for-community-and-town-councils.pdf).

<https://gov.wales/sites/default/files/publications/2022-08/statutory-guidance-for-community-and-town-councils.pdf>

Clerks Report– September 2022

ITEM 10 (v) Training Plan reporting requirement

To inform the Council of its duty under Section 67 of The Local Government and Elections (Wales) Act 2021 to prepare and publish a training plan.

Recommendation

A working group is delegated the responsibility to draft a report for full Council to consider.

Background

Town and community councils must make and publish a plan about the training provision for its members and staff.

The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force.

Councils should assess needs, agree its training budget and adopt a plan within that timeframe.

Guidance has been published by Welsh Government to support community and town councils to implement the relevant provisions from the 2021 Act.

A link to the guide can be found [here](https://gov.wales/sites/default/files/publications/2022-08/statutory-guidance-for-community-and-town-councils.pdf).

<https://gov.wales/sites/default/files/publications/2022-08/statutory-guidance-for-community-and-town-councils.pdf>

Clerks Report - September 2022

ITEM 10 (vi) General Power of Competence

Purpose

To inform the Council of its eligibility to use the General Power of Competence.

Recommendation

A working group is delegated the responsibility to draft a report for full Council to consider.

Background

Part 2 of the [Local Government and Elections \(Wales\) Act 2021](#) makes provision for eligible community and town councils to exercise a general power of competence, with the aim of bringing about more effective, capable and innovative local government.

The general power will allow eligible councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes. They will also be able to raise money by charging for discretionary services and to trade.

The conditions which community councils must meet to be able to resolve themselves an 'eligible community council' are:

- at least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election;
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations; and
- the council satisfies the audit condition.

Peterston Super Ely Community Council does not meet the prescribed tests of competency;

Democracy: It has three elected and four co-opted Members therefore does not meet the required ratio of at least two-thirds of the total number of elected members.

Capability: Its Clerk does have the CiLCA qualification and therefore meets the relevant professional qualification requirement.

Governance: For 2019-20 it received a qualified opinion and in 2020-21 an unqualified opinion was received therefore it does not meet the audit conditions.

ITEM 10 (7) Section 6 biodiversity and ecosystem resilience duty

Purpose

To inform the Council of its duty under Section 6 of Environment (Wales) Act 2016 to prepare and publish a biodiversity report in which it details the steps it is taking to benefit biodiversity, and to also consider potential additional actions.

Recommendation

A working group is delegated the responsibility to draft a report for full Council to consider.

Background

[Section 6 biodiversity and ecosystem resilience duty](#) was introduced under the Environment (Wales) Act 2016 and requires that public authorities maintain and enhance biodiversity and in so doing promote the resilience of ecosystems throughout all their functions.

The duty includes a three yearly requirement that all public authorities must publish a report detailing the actions taken to help maintain and enhance biodiversity.

The second round of reports are due at the end of 2022.

The Minister for Climate Change, Julie James AS has published a resources sheet to assist Town and Community Councils in preparing their report.

Clerks Report– September 2022

ITEM 10 (viii) Remuneration

Purpose

To ensure the Members communicate the necessary details to the Clerk to enable remuneration to be processed.

Background

At its May meeting the Council agreed to the determinations set out in the Independent Review Panel Report.

[Independent Remuneration Panel for Wales: annual report 2022 to 2023 \[HTML\] | GOV.WALES](#)

Members should note under;

13.29 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.

13.38 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

In order to process due payment through the HMRC system the Clerks needs details to create an entry.

The Clerk has received notice as per 13.38 from
Councillors D Moody Jones, J Drysdale, A Phillips, H Potter and D Cross.
Outstanding are Councillors D Muir and D Powell

Clerks Report– September 2022

ITEM 10 (ix) Remembrance Sunday 13 November

Purpose

To plan the commemoration of Remembrance Sunday

Recommendation

A representative nominated to attend the service and lay a wreath on its behalf

Background

Remembrance Sunday is a national opportunity to remember the service and sacrifice of all those that have defended our freedoms and protected our way of life. It will be held on Sunday 13 November this year.

A commemoration service is usually organised by the Church Committee of St Peter's and wreaths are purchased for nominated representative to lay on behalf of the Council.

Clerks Report– September 2022

ITEM 10 (x) Protocol for marking the death of a senior national figure

Purpose

For Councillors to consider the Llantrisant Community Council's draft plan for Operation London Bridge and to suggest any amendments subject to national guidance.

What is Operation London Bridge?

Operation London Bridge is the codename for the plan for what will happen in the days after the death of Queen Elizabeth II. The phrase "London Bridge is down" will announce the death of the Queen to the Prime Minister and key personnel, setting the plan into motion.

With the exception of the aspects around the Proclamation, this protocol should be used as a basis of marking the death of senior national figures other than the Sovereign.

Part 1: Implementing the protocol

In the case of the death of the Sovereign or another senior member of the Royal Family the decision to implement the plan will be delegated to the Clerk or Chair and Vice Chair in their absence

Plans to mark a death should be implemented when a formal announcement has been made

On receipt of the formal announcement of death the Clerk will advise the Chair, Vice Chair and all Councillors that Operation London Bridge is being implemented

Once we have official confirmation that there has been a death the following announcement will be made by the Chairperson on the Council's website and via social media to say: "It has been announced by Buckingham Palace that".

Part 2: Mourning Front Page to Website

The Council will activate a website holding page with a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Condolence Books, Flowers, Council and Church Services The holding page can be closed, for visitors to then access the main homepage. Each of the links will lead to a website page with the relevant information.

Part 3: Books of Condolences

The website will direct people to links to official e-books of Condolences

Part 4: Letter of Condolence

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case,

other than exceptional local circumstances, one letter of condolence only should be sent.

Part 5: Flowers

A designated area will be allocated as a place for residents and visitors to lay flowers during the period of mourning

Should residents wish to lay flowers during this time, they may do so at/on the xx

The Chair will visit the location and lay a bouquet of flowers.

It is important to note that all the plastic wrap should be removed before laying flowers

Part 6: Events

Consideration will need to be given to any pre-planned council events or meetings during the period of mourning as to whether they should be cancelled or rescheduled.

The Clerk and the Chairperson will make the decision as to what events or meetings will require cancelling or rescheduling

Any event or meeting which does take place should sit comfortably within the mood of the nation and not be celebratory. It would be appropriate for a silence to take place at any event during the mourning period

Part 7: Dress Code

All Councillors and employees will be required to wear a black tie, black armband or a black rosette when attending Council business

Part 8: Proclamation Day Protocol

Query with council if/how this is to be marked?

Adopted by full Council on the

Clerks Report– September 2022

ITEM 10 (xi) Playground Inspection

Purpose

To report to the Council on the finding of the inspection

Recommendation

To delegate responsibility of considering the report with powers to implement actions and incur expenditure up to the sum of £500 using the earmarked reserve budget to a Committee.

Background

Regular inspections are an essential aspect of managing the Councils assets. As part of this cycle the reports must be carefully considered and action plans put in place to address all issues raised. Sufficient budgets should be allocated to finance expenditure.



I.P.I.



INDEPENDENT PLAYGROUND INSPECTIONS LIMITED
9 THE BAULK, WORKSOP, NOTTS, S81 0HU
TEL: 01909 484847
MOBILE: 07970 925898
EMAIL: gary.ipiplay@gmail.com

**ANNUAL INSPECTION REPORT FOR
PETERSTON SUPER ELY PLAYING FIELD**

Site address:-

Fford-yr-Eglwys, Peterston Super Ely, Vale of Glamorgan

Date of inspection:-

7/7/2022

Inspected by:

Gary Watkinson
RPII Certificate No 1041A



PETERSTON SUPER ELY PLAYING FIELD

INSP. DATE 7.7.2022
(Page 1 of 3)

<u>Item Make</u>	<u>Compliance Condition</u>	<u>Surface</u>
1. Kompan Supernova Medium Risk: 8	BS EN 1176-1, Sec. 4.2.7.6, replace missing outer seal beneath hoop (potential finger trap at gap)	Green Artificial Turf Satisfactory
2. Hags Cableway Low Risk: 6	Satisfactory	Green Artificial Turf Satisfactory
3. Hags Group Swing Medium Risk: 2	BS EN 1176-2, Sec. 4.2, seat too low (actually 385mm above surface, should be at least 400mm from underside of rigid part of seat in its most onerous position) – requires attention Replace worn rapid links at seat end of chains	Green Artificial Turf Satisfactory
4. Unknown Make Multi-use Games Area with Lighting Medium Risk: 8	Satisfactory <u>Lighting not inspected</u>	Green Artificial Turf Satisfactory
5. Unknown Make Nine-item Trim Trail Low Risk: 5	Splits in logs – <u>monitor</u>	Grass Satisfactory
6. Wicksteed Junior Multi Unit Medium Risk: 8	BS EN 1176-1, Sec. 4.2.7.6, finger trap between frame □ panel on tunnel	Green Artificial Turf Satisfactory
7. Wicksteed Rocking Horse Medium Risk: 9	BS EN 1176-6, Sec. 4.4, potential pinching/crushing hazard at mechanism BS EN 1176-6, Sec. 4.5, recommend motion restrictor fitted No taper block fitted beneath foot boards	Green Artificial Turf Satisfactory
8. Hags 2260 2 Bay Swing 2 Cradle Seats 1 Group Seat Low Risk: 5	Satisfactory	Green Artificial Turf Satisfactory
9. Steel Line Embankment Slide □ Tunnel Low Risk: 6	BS EN 1176-1, Sec. 4.2.7.4, diameter of tunnel should be at least 750mm (actually 580mm)	Soft Bond Satisfactory

PETERSTON SUPER ELY PLAYING FIELD

INSP. DATE 7.7.2022
(Page 2 of 3)

<u>Item Make</u>	<u>Compliance Condition</u>	<u>Surface</u>
10. Kompan Spring Bike Very Low Risk: 2	Satisfactory	Green Artificial Turf Satisfactory
11. Kompan Spinning Bowl Very Low Risk: 2	Satisfactory	Green Artificial Turf Satisfactory
12. Kompan Spring Cra□y Daisy Very Low Risk: 3	Satisfactory	Green Artificial Turf Satisfactory



(Missing outer seal beneath hoop at supernova)



(Seat at group swing 385mm above surface)



(Worn rapid link at group swing)



(Potential finger trap at junior multi unit)

Item Make

Compliance Condition

Surface

Ancillary items Comments

Picnic Tables x three satisfactory. **(Very Low Risk)**

Seats x three satisfactory. **(Very Low Risk)**

Litter Bin x one satisfactory. **(Very Low Risk)**

☐ Signs – “No Dogs” sign only – remove sign from gate ☐ reposition on wall. **(Low Risk)**

Fence satisfactory. **(Very Low Risk)**

Pedestrian Gates x three – clearance of between 60mm ☐ 110mm should be maintained at bottom of gates. **(Low Risk)**

Vehicular Access Gate x one satisfactory. **(Very Low Risk)**

Path satisfactory. **(Very Low Risk)**

General area – good condition. Tidy.

N.B. When minor wear/damage has been identified, the recommended action is to monitor. Maintenance issues that could be routinely rectified have been identified in red print to aid identification.

Medium Risk Site

☐ BS EN 1176-7, Sec. 8.2.4 (General Safety Measures) recommends that on a playground there should be a sign (pictogram) giving the following information:

- General emergency telephone number
- Telephone number to contact maintenance personnel
- Name of the playground
- Address of the playground
- Other relevant local information, if applicable



Vale of Glamorgan Visual Inspection of Play Areas

Daily/Weekly Checklist for Children's Outdoor Play Areas & Equipment

Site Name **Peterston-Super-Ely** Date **19/7/22**...Time **15:10-15:42**.....

Print Name...**W Hughes**.....

Site General	Good		
--------------	------	--	--

Ancillary Items	Condition	Remedial Action Required	Action Taken
Benches Bin Sign Fence Gates	Good Good Good Good Fair	Self-closure springs not operating	

Surfacing	Condition	Remedial Action Required	Action Taken
Notts Safety Carpet Rubber Mulch Surface	Fair Good	Surfaces require sand dressing	

Swings	Condition	Remedial Action Required	Action Taken
Two Bay Swing	Good		

Slides		Remedial Action Required	Action Taken
Bank Slide	Good		

Rotating Items	Condition	Remedial Action	Action Taken
Small Bow	Good		
Cantilever Swing	Good		
Supernova	Good		
MUGA	Good		
Trim Trail	Good		

Rocking & Spring items	Condition	Remedial Action Required	Action Taken
Spring Units	Good	Corrosion affecting internal areas Recommend painting unit	
Rocking Horse	Fair		

Multi Units	Condition		Action Taken
Toddler Multi-Unit	Good		
Zip Wire	Good		

From: support@starleaf.com
To: pseccc@hotmail.co.uk
Subject: 00246028: sales enquiry
Date: 05 September 2022 09:32:11

Hi,

This is no longer possible, please see the statement below.

StarLeaf Ltd ("the Company") was placed into Joint Administration by the UK courts on 1 June 2022. This process provides legal protection from creditors for companies who are insolvent – the Joint Administrators ("Administrator") is however able to continue trading the company while they attempt to restructure costs and/or sell the business to a 3rd party. StarLeaf is continuing to operate under the control of the Administrator while a buyer for the Company's business and assets is sought.

The Administrator has confirmed that they intend to continue to operate the Starleaf services until 30 September 2022.

During this period:

- The look, feel, and operation of the service is the same.
- It will use the same datacentres and there are no changes to data jurisdiction.
- We will aim to maintain our current 99.999% availability but would not be able to process service credits where the Company fails to meet this SLA.
- There is limited technical support, or RMAs for hardware faults.

In order to maintain Starleaf services until 30 September 2022 the Administrator requires payment for all expiring services pro rata to the earlier of the date on which you wish to cancel your StarLeaf service, or 30 September 2022. While we continue to seek a buyer of the business to provide continuity of service after this date, there is no guarantee that this will happen.

If you would like to continue your StarLeaf service, please advise the period you would like it to cover, and we will prepare a quote by pro-rating the equivalent annual service cost to the number days you require.

I hope this helps. Thanks for your ongoing support, and apologies again for the uncertainty.

If you have any further queries, please do not hesitate to contact the Joint Administrators staff on:

- Megan Urquhart Megan.Urquhart@Kroll.com
- Elisha Goldring Elisha.Goldring@kroll.com
- Charlotte Tasker Charlotte.Tasker@kroll.com

Kind Regards,

Clerks Report– October 2022

ITEM 10 xiii Council Accounts

Purpose

To change the financial operation to a sector specific software package

Recommendation

To agree the purchase of the Rialtas Suite Alpha Financial Management Software and the minimum three-year Annual Support and Maintenance single user licence.

Background

The current method of recording the Council's accounts uses excel spreadsheets. Rialtas offer an accounting software package that is specifically designed for Town and Parish Councils. It has two different packages and this Council would be eligible for the smaller Alpha Package.

The software enables compliant accounts to be produced easily with its purpose-built package.

Alpha Features

- Both Income and Expenditure and Receipts and Payments systems are available, allowing you the choice of which to use
- Single entry through a simple cash book updates all reports
- VAT reclaim compiled as you go in a form acceptable to HM Revenue & Customs
- All payments automatically marked off against estimates
- Ability to set up next year estimates during the current year
- All year-end accounts guaranteed acceptable to audit
- Unique on-line training

More information can be found using the link here: [Rialtas Alpha Accounts - Accounting Solution for smaller Town, Parish and Community Councils.](#)



QUOTATION

Prepared for Pertterston Parish Council

Dated 7th September 2022

1a. Purchase of Rialtas Suite Alpha Financial Management Software

Purchase Installation of the following:

Alpha Financial Management Software	£ 295
75% Discount for Council with Precept under 25k	-£221.25
Online install, setup of Chart of Accounts and training	£ 225
Purchase of Software	£298.75
1 st Year Annual Support and Maintenance Single User Licence	£ 129
Total Costs 1st Year for Purchase of Software	£427.75

1b. Ongoing costs

Annual Support and Maintenance Single User Licence	£129 per annum
Making Tax Digital for VAT	
MTD for VAT (if required) Annual Support and Maintenance (Only Applicable if the Council is registered for VAT)	£59 per annum

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions attached.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

Clerks Report– October 2022

ITEM 10 (viii) Code of Conduct Training

Purpose

To ensure the Members abide by the Council's Standing Orders

Background

Under Section B of the Standing Orders "All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.

Councillors D Moody- Jones and J Drysdale were booked onto the Vale of Glamorgan Council training session on the 30th May.

Councillors D Cross, D Meir, A Phillips, H Potter and D Powell have not, as yet undertaken the required Code of Conduct training.

Dates for training can be accessed on the One Voice Wales website [Home - One Voice Wales](#)

From: [catherine craven](#)
To: [Abigale Phillips](#); [Darren Meir](#); [David Cross](#); [dianajpowellpsecc@gmail.com](#); [Huw Potter](#); [John Drysdale](#); [mjpsecllr@btinternet.com](#)
Subject: FW: REMINDER - SEPTEMBER & OCTOBER TRAINING DATES / ATGOFFA - DYDDIADAU HYFFORDDIANT MIS MEDI & MIS HYDREF
Date: 23 September 2022 10:15:51
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](#)
[Overview Modules Jan 2018 ENG.doc](#)
Importance: High

Please see attached...for those Members still to complete the Code of Conduct training there are 7 dates listed below.

In accordance with Standing Orders this training needs to be completed within six months of your election/co-option.

Councillors J Drysdale and D Moody-Jones I note that you completed your training with the Vale.

Regards

Catherine

Catherine Craven
Clerk to the Council

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 21 September 2022 16:36
To: Wendi Patience <wpatience@onevoicewales.wales>
Cc: Wendi Patience <wpatience@onevoicewales.wales>
Subject: REMINDER - SEPTEMBER & OCTOBER TRAINING DATES / ATGOFFA - DYDDIADAU HYFFORDDIANT MIS MEDI & MIS HYDREF

Dear Colleagues,

Please find below details of Remote training sessions that are taking place in September & October 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
22/09/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8pm

22/09/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
22/09/2022	Thursday	Introduction to community Engagement Module 8	2.00-3.30pm
22/09/2022	Thursday	Understanding the Law Module 4	6.30-8pm
26/09/2022	Monday	Local Government Finance - Module 6	6.30-8pm
26/09/2022	Monday	Understanding the Law Module 4	6.30-8pm
26/09/2022	Monday	The Council as an Employer - Module 3	6.30-8pm
27/09/2022	Tuesday	New Councillor Induction	2.00-3.30pm
27/09/2022	Tuesday	Health & Safety Module 7	6.30-8pm
27/09/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
28/09/2022	Wednesday	The Councillor - Module 2	6.30-8pm
28/09/2022	Wednesday	Code of Conduct - Module 9 - WELSH	2.00-3.30pm
28/09/2022	Wednesday	Chairing Skills Module 10	6.30-8pm
28/09/2022	Wednesday	The Council - Module 1	6.30-8pm
29/09/2022	Thursday	The Council Meeting Module 5	6.30-8pm
29/09/2022	Thursday	Understanding the Law Module 4	6.30-8pm
03/10/2022	Monday	The Council - Module 1	6.30-8pm
03/10/2022	Monday	Local Government Finance - Module 6	6.30-8pm
04/10/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm
05/10/2022	Wednesday	Understanding the Law - Module 4	6.30-8pm
05/10/2022	Wednesday	New Councillor Induction	6.30-8pm
05/10/2022	Wednesday	Local Government Finance Advanced - Module 21	6.30-8pm
05/10/2022	Wednesday	The Councillor - Module 2	6.30-8pm
06/10/2022	Thursday	The Council as an Employer - Module 3	6.30-8pm
06/10/2022	Thursday	Chairing Skills - Module 10	6.30-8pm
06/10/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
10/10/2022	Monday	The Council as an Employer - Module 3	6.30-8pm
10/10/2022	Monday	The Council Meeting - Module 5	6.30-8pm
11/10/2022	Tuesday	Understanding the Law - Module 4	6.30-8pm
11/10/2022	Tuesday	New Councillor Induction	2.00-3.30pm
11/10/2022	Tuesday	The Council - Module 1	6.30-8pm
11/10/2022	Tuesday	Code of Conduct - Module 9	6.30-8pm

12/10/2022	Wednesday	The Councillor - Module 2	6.30-8pm
12/10/2022	Wednesday	Equality and Diversity - Module 14	6.30-8pm
12/10/2022	Wednesday	Chairing Skills - Module 10	6.30-8pm
12/10/2022	Wednesday	Information Management - Module 15	6.30-8pm
13/10/2022	Thursday	The Council Meeting - Module 5 IN WELSH	6.30-8pm
13/10/2022	Thursday	Local Government Finance - Module 6	6.30-8pm
13/10/2022	Thursday	Local Government Finance Advanced - Module 21	6.30-8pm
13/10/2022	Thursday	Creating a Community Place Place - Module 12	2.00-3.30pm
17/10/2022	Monday	Local Government Finance - Module 6	6.30-8pm
17/10/2022	Monday	Code of Conduct - Module 9	6.30-8pm
18/10/2022	Tuesday	Health & Saftey - Module 7	6.30-8pm
18/10/2022	Tuesday	The Council as an Employer - Module 3	6.30-8pm
18/10/2022	Tuesday	The Council Meeting - Module 5	6.30-8pm
19/10/2022	Wednesday	New Councillor Induction	6.30-8pm
19/10/2022	Wednesday	The Council - Module 1	6.30-8pm
19/10/2022	Wednesday	Effective Staff Management - Module 18	6.30-8pm
20/10/2022	Thursday	Understanding the Law - Module 4	6.30-8pm
20/10/2022	Thursday	Local Government Finance - Module 6 - In Welsh	6.30-8pm
24/10/2022	Monday	New Councillor Induction	6.30-8pm
24/10/2022	Monday	Tha Councillor - Module 2	6.30-8pm
25/10/2022	Tuesday	Advanced Local Government Finance - Module 21	6.30-8pm
25/10/2022	Tuesday	The Council Meeting - Module 5	6.30-8pm
26/10/2022	Wednesday	Understanding the Law - Module 4	6.30-8pm
26/10/2022	Wednesday	Local Government Finance - Module 6	6.30-8pm
26/10/2022	Wednesday	The Council as an Employer - Module 3	6.30-8pm
27/10/2022	Thursday	Use of IT, Social Media and Websites - Module 16	6.30-8pm
27/10/2022	Thursday	Introduction to Community Engagement - Module 8	2.00-3.30pm
27/10/2022	Thursday	Code of Conduct - Module 9	6.30-8pm
27/10/2022	Thursday	Chairing Skills - Module 10	6.30-8pm

Please contact me via email to place a booking.

Clerks Report– October 2022

ITEM 10 xv Internal Audit

Purpose

To agree the appointment of an Internal Auditor and agree the terms of reference.

Recommendation

To appoint Jo Howells for the 2022-23 financial year at a cost of £180

Background

Under the Accounts and Audit (Wales) Regulations 2014 (as amended) the Council must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal controls.

The appointment of the internal auditor and agreement of the terms of reference must be approved by the Council.

Jo Howells, a former Clerk of this Council, has good knowledge of its business and has undertaken the internal audits for a number of years.

A quote of £180 has been obtained.

Peterston-super-Ely Community Council
Cyngor Cymuned a Llanbedr-yr-Fro

11 Lilac Drive
Llantwit Fardre
Pontypridd
CF38 2PH

Xx October 2022

Dear Mrs Howells

Appointment of Internal Auditor to Peterston super Ely Community Council
Engagement Letter

I should like to confirm your appointment as Internal Auditor to the Council and set out below the terms of your engagement. If you agree, I should be grateful if you would sign and return one copy for my records.

1. Roles and responsibilities

Of the Council:

1.1 The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions including arrangements for the management of risk.

1.2 The Council is required to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control as set out in the Joint Practitioners Advisory Group publication: Governance and Accountability for Local Councils: A Practitioners Guide and the attached schedule of audit checks produced by One Voice Wales.

Of the Internal Auditor:

1.3 The Internal Auditor is responsible for reviewing whether the Council's financial management is adequate and effective, and that it has a sound system of internal control. The Internal Auditor will liaise with the Clerk to the Council on all assignments and will report to the Council at least once a year.

2. Audit Planning

2.1 The Council has in place a strategic audit plan covering the main governance and financial systems and this is reviewed annually. Further guidance, including a description of the minimum level of audit, is set out in the Practitioners Guide.

2.2 The Internal Auditor will carry out the audit to enable him to provide assurance to members and the Clerk, and to enable him to complete and sign off Section 4 of the Annual Return in advance of its submission to the Council and the External Auditor.

2.3 The programme of work for the year will be determined annually between the Clerk and the Internal Auditors prior to the commencement of work.

3. Reporting Requirements

3.1 The Internal Auditor will report to the Council at least once a year, setting out the results of the work carried out during the previous twelve months. In the event of a serious matter coming to light during the year, the Internal Auditor may report to the Council at other times.

3.2 During the year, the Internal Auditor will report the provisional results of his work to the Clerk as she considers appropriate.

3.3 To enable the Internal Auditor to fully complete Section 4 of the Annual Return, he will carry out work relating to the year-end in April/May. The results of such work will be reported alongside the presentation of the Annual Return to the Council.

4. Independence & Competence

4.1 It is essential that the internal audit function is sufficiently independent of other financial controls and procedures of the Council.

4.2 The Internal Auditor will inform the Clerk immediately he becomes aware of any conflict of interest that may adversely affect his ability to carry out the audit objectively and independently.

4.3 The Internal Auditor will carry out the internal audit competently and in compliance with proper practice in a way that will meet the business needs of the Council. In the event that the Internal Auditor becomes aware of matters that may affect his competence, he will inform the Clerk or the Chairman immediately.

5. Access to Information, Members & Officer(s)

5.1 The Internal Auditor shall have the right to access during the audit to such accounts, vouchers, correspondence, accounting systems, minutes and other records as are necessary for the performance of the audit.

5.2 The Internal Auditor shall have the right to access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

6. Period of Engagement

6.1 The Internal Auditor is appointed for the 2022-23 financial year.

7. Remuneration

7.1 It is agreed between the Internal Auditor and the Council that the fee shall be £180 (based on the information being prepared to a suitable standard and there being no exceptional audit findings which will incur extra work and hence an additional fee which will be negotiated ahead of the work being performed). Travelling expenses of 45p/mile will also be payable.

7.2 The rate is fixed for the year ending 31st March 2021. Payment will normally be made on invoice (payment terms are 30 days).

7.3 In the event that additional work is required, the terms of this will be agreed between the Clerk and the Internal Auditor in advance of the assignment and invoiced separately.

Yours sincerely,

Catherine Craven
RFO and Clerk to the Council

Internal Auditor's agreement:

Signed _____ Mrs Jo Howell

Date _____

Clerks Report– October 2022

ITEM 10 xvi Council Document and village related memorabilia and historical artefacts

Purpose

To ensure safe keeping of documents at Glamorgan Archives

Recommendation

To agree for the listed document to be placed at Glamorgan Archives

Background

Glamorgan Archives collect records relating to the history of Glamorgan and its people. It preserves and conserve records, ensuring that items deposited, donated and transferred to the record office are held in the best environmental conditions and are packaged in appropriate materials.

Any deposited items can be viewed in a public searchroom during opening hours. Glamorgan Archives operate an appointment system, full details of which are available are on the its website <https://glamarchives.gov.uk/>

Records of the Peterston-super-Ely Parish/Community Council have previously been deposited with Glamorgan Archives. Details of these as shown in the table below.

Document reference	P48
Level of description	<u>Fonds</u>
Title	Peterston-super-Ely Civil Parish/Community Council Records
Date	1772-2009
Background	Civil parishes were established by the Local Government Act 1894. The civil parishes took over some responsibilities previously administered by the (ecclesiastical) parish vestry.
Description	Records of Peterston-super-Ely parish comprising overseers account book, 1772-1800; bastardy bond, 1810; parish meeting minute book, 1894-1911; assistant overseers rate book, 1926-1927; assistant overseers receipt and payment book, 1916-1927; tithe plan and apportionment, 1845; general account book of receipts and payments, 1935-1952; poor rate book, 1875-1876; parish/community council minutes, 1934-2006; playing fields management committee minutes, 1954-1958; parish/community council financial statement receipts and

	payments, 1954-1984; community council receipts and payments book, 1986-2009
Arrangement	Chronological within record series.
Language	English
Extent	13 volumes, 1 paper, 1 plan and 1 file
Physical characteristics	Good to fair condition
Appraisal	All records which meet the collection policy of the Glamorgan Archives have been retained.
Source of Acquisition	Deposited at the Glamorgan Record Office from various sources, [1948]-[2009]
Related material	Glamorgan Archives P48CW Peterston-super-Ely ecclesiastical parish records
Conditions of access	No restrictions

There Clerk has further files at home and requests the Council to agree for these to be added to the above. These include: -

Receipts and Payments Book 2009-2012

Audit Annual Returns Years Ending 2002-16

War Memorial Fund

Ministry Circulars and Conference Reports

Playing Fields Completed Actions 1947-1957

PSE Literary and Debating Society 1957

D C Jones Challenge Cup 1954-57

General Correspondence 1954-58

Deed of Dedication 13 July 2017 Nant y Wern Playing Fields

Lease of Memorial Playing Fields 20 September 2016

Agreement for Sale and Purchase of Telephone Kiosk 18 November 2014

Lease Agreement of Recreation Ground 3 December 1984

Copy of Conveyance 17 July 1952

Grant application and play equipment receipts 2012-13

Register of Pecuniary Interests and Disclosures 1983-2014

Allotment book 1957-2016

Minute Book no 7: 2006-2012

Community Action Plan Survey 2017 – note some forms have names and addresses.

PSE Burial Receipt Books 2012 and 1986-93 and older ones and a diagram

CD's – various shows and events

POLICY ON PROCEDURE FOR CONDUCTING CO-OPTIONS

**For Approval By Full Council
at the September 2022 Monthly Meeting of the Council**

**Adopted by Full
Council xx
Monthly Meeting
(Minute No. xx)**

Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, A Notice of Vacancy should be put up forthwith by the Clerk unless the vacancy has occurred through a death of a Councillor then the Clerk will usually wait until after the funeral.

The Clerk will post a notice on the Notice Board in the ward for which there is a vacancy and the notice will also be displayed on the Council's Website and on the Council Face Book page notifying there is a vacancy and confirming there is to be a co-option. There will be a deadline for responses of not less than 3 weeks from the date of the insertion.

In the case of a casual vacancy occurring in the last six months before the ordinary elections, the council is required to give a notice of the casual vacancy to the Electoral Department of RCTCBC but an election is not held. A resolution of the Council can decide whether or not to co-opt or leave any unfilled vacancies to be filled at the ordinary elections.

At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination and the vote will follow. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote, and if there is an equality of votes they may exercise their casting vote. Members must vote by show of hands unless the council has standing orders that provides otherwise. (Signed Ballot)

The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

After the full Community Council Elections

In the event of vacancies following the close of nominations for the full Community Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Community Council meeting.

Standing Order: Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

From: [Rhydian Fitter](#)
To: [Rhydian Fitter](#)
Subject: Canllawiau Arolygon Cymunedol | Community Review Guidance
Date: 26 September 2022 12:10:52
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

English below

Annwyl Glerc,

Mae Comisiwn Ffiniau a Democratiaeth Leol Cymru heddiw wedi cyhoeddi ei **Ganllaw Arolygon Cymunedol** wedi'i ddiweddaru.

[Gallwch ddod o hyd i'r Canllawiau wedi'u diweddaru, fersiwn Hawdd ei Ddarllen, a fideo yn esbonio Cymunedau, ar wefan y Comisiwn.](#)

Mae angen Arolygon Cymunedol i sicrhau bod Cymunedau yn parhau i adlewyrchu eu hardal leol yn gywir, yn enwedig mewn sefyllfaoedd lle, er enghraifft, y mae stad o dai newydd wedi'i hadeiladu sy'n croesi ffin bresennol y Gymuned.

Dylai Arolygon Cymunedol helpu Cyngorau Tref a Chymuned i gyflawni eu dyletswyddau hyd eithaf eu potensial.

Fodd bynnag, mae'r Comisiwn yn cydnabod y gallai unrhyw newidiadau posibl i ffiniau Cymunedol neu drefniadau etholiadol achosi pryder i chi neu'ch cyngorwyr.

Mae'r Canllawiau'n nodi'r sawl cyfnod o ymchwilio ac ymgynghori sydd eu hangen yn ystod Arolwg Cymunedol, lle gall eich cyngor chwarae rhan ganolog.

Dros y blynnyddoedd nesaf, bydd ysgrifenyddiaeth y Comisiwn ar gael i'ch cynorthwyo chi, a'r Prif Gyngorau wrth iddynt gynnal Arolygon Cymunedol.

Os oes gennych unrhyw gwestiynau neu bryderon ar hyn o bryd, cysylltwch â'r Comisiwn yn ymholiadau@ffiniau.cymru.

Dear Clerk,

The Local Democracy and Boundary Commission for Wales has today published its updated **Community Review Guidance**.

[You can find the updated Guidance, an Easy Read version, and a video explaining Communities, on the Commission's website.](#)

Community Reviews are necessary to ensure that Communities continue to accurately reflect their local area, especially in situations where for example a new housing estate has been built which crosses a current Community boundary.

Community Reviews should help Town and Community Councils to undertake their duties to the fullness of their potential.

The Commission recognises however that any potential changes to Community boundaries or electoral arrangements may cause concern for yourselves or your councillors.

The Guidance sets out the several periods of investigation and consultation required during a Community Review, in which your council may play a central role.

Over the coming years, the Commission's secretariat will be available to assist you, and the Principal Councils as they undertake Community Reviews.

Should you have any questions or concerns at this stage please do get in touch with the Commission at enquiries@boundaries.wales.