

<b>Meeting of:</b>	Standards Committee
<b>Date of Meeting:</b>	Thursday, 04 June 2026
<b>Relevant Scrutiny Committee:</b>	No Relevant Scrutiny Committee
<b>Urgent Decision Procedure Used (If yes, why)</b>	Not Applicable
<b>Item Type</b>	Part I
<b>Report Title:</b>	Monitoring Officer Meetings with Clerks of Town and Community Councils.
<b>Portfolio Holder:</b>	Executive Leader and Cabinet Member for Performance and Resources
<b>Strategic Leadership Team:</b>	Monitoring Officer/Head of Legal and Democratic Services
<b>Lead Officer:</b>	Principal Democratic and Scrutiny Services Officer.

**1.0 What is this report about?**

1.1 To provide the Committee with an update of the meeting held on 5<sup>th</sup> March 2026 undertaken between the Monitoring Officer (MO) and Clerks of Town and Community Councils (TCCs).

**2.0 What are the Recommendations?**

	<b>Recommendations – What and How?</b>	<b>Reason for Recommendation – Why?</b>
2.1	T H A T the Standards Committee notes the content of the report, including the matters discussed at the Monitoring Officer meeting with Town and Community Council Clerks held on 5th March 2026.	To ensure the Committee is informed of recent engagement with Town and Community Councils, including any emerging issues, themes, and guidance provided in relation to the Code of Conduct, in support of its oversight role.

**3.0 What is the background to this report?**

3.1 MO & TCC meetings are held to support improved communication, governance practice and understanding of ethical standards across the sector. Meetings focus on strengthening early intervention in member conduct issues, improving complaint handling at the local level, and supporting TCC Clerks in their advisory role. Meetings also provide opportunities for discussion on matters of mutual concern, to have regard to the principles of standards in public

life and to provide networking opportunities.

- 3.2 The role of the Standards Committee is to promote and maintain high standards of conduct by Councillors (county and local level), Co-opted Members and Church and Parent Governor representatives. As such, the Chair of the Standards Committee is invited to attend meetings between the MO and TCCs in order to support effective communication, provide oversight, and reinforce the consistent application of the Members' Code of Conduct across all tiers of local government.
- 3.3 Historically, meetings between the MO and TCC Clerks have been arranged on a biannual basis, with the most recent meeting prior to March 2026 having taken place in November 2025. Under this previous cycle, the next meeting would ordinarily have been scheduled for the early part of the following Municipal year (May 2026). However, feedback received at the November meeting highlighted a number of emerging pressures affecting TCCs, most notably the implications of the Boundary Commission Community Area Review. At that time, the MO indicated a willingness to convene an additional, more focused session should this be of assistance, and it was subsequently considered appropriate to bring forward the next meeting to ensure timely engagement on these matters.
- 3.4 In parallel, further feedback was received regarding the format and effectiveness of the Clerks and MO meetings, including observations around engagement levels and the extent to which the meetings reflected the priorities of TCCs. Taking this into account, a revised approach has been introduced, moving from biannual meetings to a quarterly cycle (March, June, September and December). This change is intended to provide more regular opportunities for engagement, enable more responsive discussion of emerging issues, and strengthen the overall effectiveness of the forum.
- 3.5 The revised arrangements also reposition the Council's role from that of facilitator to host, with a greater emphasis on enabling TCCs to shape agendas and contribute directly to discussions. Meetings are now chaired by a volunteer from among the attendees and are held on a hybrid basis to maximise accessibility. These changes are designed to improve participation, increase relevance to Clerks, and ensure that the meetings operate as a more collaborative and responsive forum going forward.
- 3.6 The last MO and TCC Meeting was held on the 5th March 2026. The agenda for that meeting is set out in Appendix A to this report. Resources delivered by the MO during and/or following the meeting are also available at Appendix B to this report. The 5<sup>th</sup> March 2026 meeting was held on a hybrid basis, and a copy of the meeting recording and minutes was shared with all TCC Clerks after the fact.
- 3.7 The Standards Committee receives a report following each meeting between the MO and TCC Clerks in order to support its oversight role in promoting and maintaining high standards of conduct across all tiers of local government. Regular reporting ensures that the Committee is kept informed of emerging issues, recurring themes, and any guidance or advice issued in relation to the Code of Conduct. This, in turn, assists the Committee in identifying training needs, informing its work programme, and ensuring a consistent and proactive approach to ethical standards throughout the Authority.

#### **4.0 What issues are there to be considered?**

- 4.1 The meeting of TCC Clerks held on the 5<sup>th</sup> March commenced with the election of a Chair for the meeting. Following a nomination and seconding, Mr Paul Egan (Llandough Community Council) was appointed to chair the session. Representatives were then invited to consider proposals from the MO regarding future arrangements for TCC Clerks and MO meetings. These proposals, which had been circulated in advance, were discussed and broadly supported. A clear consensus was reached that the revised arrangements should be implemented for future meetings.
- 4.2 The MO subsequently delivered a presentation outlining Welsh Government guidance in relation to community review implementation, drawing attention to the resources, templates and supporting material available through One Voice Wales. Key legal and practical considerations were highlighted to assist councils in preparing for implementation. It was agreed that the presentation materials, together with a recording of the meeting and the minutes, would be circulated to all Clerks. Clerks were also encouraged to contact the MO directly where further, council-specific advice was required.
- 4.3 Due to time constraints, a planned item relating to collaboration, existing frameworks and relationships between TCCs and the Vale of Glamorgan Council was deferred for consideration at a future meeting. It was agreed that this would be brought forward as an agenda item by the MO at the next session.
- 4.4 Communication between the MO and TCC Clerks regarding the implementation of the Boundary Commission changes is ongoing.

#### **5.0 How has evidence been used to inform the report, including the views of others?**

- 5.1 The revised arrangements for engagement between the MO and TCC Clerks represent a shift towards a more structured, responsive and collaborative approach. The move from a biannual to a quarterly meeting cycle is intended to improve the frequency and timeliness of engagement, ensuring that emerging issues can be addressed more proactively and that Councils are better supported in responding to ongoing changes, including those arising from national policy developments and local government reorganisation.
- 5.2 The changes introduced to the format and governance of the meetings, including the adoption of a hybrid model, the rotation of the Chair from amongst attendees, and increased opportunities for TCCs to shape agendas and lead discussions, are designed to enhance participation and ensure that the meetings remain relevant and of practical value. Early feedback from the March 2026 meeting indicates general support for these revised arrangements, and it is anticipated that continued engagement under this model will further strengthen relationships and information sharing between the Vale of Glamorgan Council and TCCs.

- 5.3 The MO will continue to review the effectiveness of these arrangements in consultation with Clerks and stakeholders, with a view to making any further refinements as necessary. The Standards Committee is invited to note the revised approach and the outcomes of the most recent meeting, and to support the continuation of this enhanced engagement framework.

## **6.0 What are the next steps if the recommendations are approved?**

- 6.1 Subject to the approval of the recommendations set out within this report, the MO will proceed with the implementation of the revised arrangements for engagement with TCC Clerks. This will include maintaining the agreed quarterly programme of meetings and ensuring that appropriate administrative arrangements are in place to support their delivery, including advance circulation of agendas, collation of items from Clerks, and dissemination of supporting documentation and meeting outputs.
- 6.2 The MO, supported by Democratic Services, will also continue to embed the revised operating model, including the adoption of a host role for the Council, the facilitation of volunteer chairing arrangements, and the delivery of meetings on a hybrid basis to maximise accessibility and participation. Ongoing liaison will take place with Clerks and relevant stakeholders to ensure agendas remain focused on matters of operational relevance and emerging priority issues.
- 6.3 In addition, the MO will keep the effectiveness of the revised arrangements under review, including consideration of attendance levels, feedback from participants and the extent to which the meetings are meeting their intended objectives. Any further refinements considered necessary will be brought forward as part of future updates to the Standards Committee.

## **7.0 How does this report support Vale 2030 and Reshaping?**

- 7.1 The proposals set out within this report support the delivery of the Vale of Glamorgan Council's Vale 2030 ambitions by strengthening partnership working, enhancing engagement with TCCs, and supporting more effective local governance arrangements. By introducing a more structured and frequent programme of engagement, the Council is better positioned to work collaboratively with TCCs in addressing shared challenges, responding to policy developments and supporting community resilience at a local level. This aligns with the broader corporate objective of working in partnership to deliver sustainable, inclusive and locally responsive services.
- 7.2 The move to a quarterly meeting cycle, alongside the revised approach to agenda setting and meeting facilitation, contributes to improved communication, transparency and shared understanding between the Council and TCCs. This supports the principles of Vale 2030 by enabling earlier identification of issues, encouraging joint problem-solving and ensuring that local perspectives are reflected in decision-making processes.

7.3 The proposals also support the Council's Reshaping Services Programme by promoting more efficient and effective ways of working, reducing duplication, and making better use of officer and Member time. By establishing a clearer framework for engagement, including defined roles, improved planning and a centralised administrative approach, the revised arrangements help to ensure that resources are used proportionately and that engagement activity delivers maximum value. In doing so, the report contributes to the ongoing objective of delivering sustainable services within a challenging financial and operational environment while maintaining strong relationships with key partners.

## 8.0 **How does this demonstrate the Five Ways of Working**

### 8.1 **Long-term:**

The move to a structured quarterly engagement framework supports a more sustainable and forward looking approach to engagement with TCCs. By embedding regular and consistent dialogue, the Council is better positioned to anticipate emerging issues, respond to longer-term policy developments (including community governance changes), and support TCCs in planning for future challenges.

### 8.2 **Prevention:**

More frequent engagement creates opportunities to identify and address issues at an earlier stage, reducing the risk of escalation and the need for more reactive or resource intensive interventions. By facilitating early discussion of operational, governance and legislative matters, the revised model supports proactive problem solving and helps mitigate potential risks before they fully materialise.

### 8.3 **Integration:**

The revised arrangements support the integration of corporate priorities, including Vale 2030 and the Reshaping Services Programme, with local governance arrangements. The strengthened forum enables better alignment between the Council's strategic objectives and the work of TCCs, ensuring that local issues, service delivery considerations and governance matters are considered in a joined up and co-ordinated manner.

### 8.4 **Collaboration:**

A key feature of the revised approach is the enhanced emphasis on collaboration. By repositioning the Council as a host rather than a facilitator, and by enabling Clerks to shape agendas and contribute directly to discussions, the model promotes shared ownership of the forum. This encourages greater partnership working, knowledge sharing and mutual support between the Council and TCCs.

### 8.5 **Involvement:**

The move to hybrid meetings and the introduction of more flexible arrangements for participation are intended to widen accessibility and encourage greater involvement from Clerks. The ability for TCCs to influence agenda content and lead on items ensures that the

meetings are more reflective of their priorities and needs, supporting meaningful participation and engagement across the sector.

## **Resources**

### **9.0 Finance**

9.1 None as a direct result of this report.

### **10.0 Workforce**

10.1 None as a direct result of this report.

### **11.0 Legal and Equalities**

11.1 Does an Equalities Impact Assessment need to be completed? If not, why?

An Equalities Impact Assessment has not been completed because this report relates solely to the Committee's statutory responsibilities and does not propose any changes to policy, service delivery, or operational practices that would give rise to identifiable equality impacts.

11.2 TCCs in the Vale of Glamorgan who subscribe to One Voice Wales are able to obtain legal and generic advice as required as a result of their subscription.

### **12.0 Key Contacts**

12.1 Who are the primary officers to contact with any comments and/or queries on the report?

Lead Officer:  Victoria Davidson Monitoring Officer/Head of Legal and Democratic Services <a href="mailto:v davidson@valeofglamorgan.gov.uk">v davidson@valeofglamorgan.gov.uk</a>	Democratic Services Officer:  Amy Rudman Principal Democratic and Scrutiny Services Officer. 07784 239 277 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>
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## **Appendix**

Appendix A – Meeting Agenda & Minutes: 5<sup>th</sup> March 2026.

Appendix B – Meeting Resources: 5<sup>th</sup> March 2026.

## **Background Documents**

[The County Borough of the Vale of Glamorgan \(Communities\) Order 2026](#)

[Written Statement: Review of community arrangements of the County Borough of the Vale of Glamorgan \(16 May 2025\) | GOV.WALES](#)

[Vale of Glamorgan Community Review - Final Recommendations | DBCC](#)

Notice of Meeting: **CLERKS OF TOWN AND COMMUNITY COUNCILS**

Date and time:  
of meeting **THURSDAY, 5<sup>TH</sup> MARCH, 2026 AT 2.00 P.M.**

Venue: **HYBRID MEETING; EASY CONFERENCE CONNECT /  
COUNCIL CHAMBER, CIVIC OFFICES, BARRY**

### AGENDA

- 1. Election of Chair for the meeting, from TCC Representatives.**
- 2. Apologies for absence.**
- 3. Comments and Feedback on the Monitoring Officer's Proposal for holding TCC Clerk and Monitoring Officer meetings going forward (as per previous email from Amy Rudman).**
- 4. Boundary Commission Community Review Advice: Welsh Government guidance on implementation, highlighting the documentation, templates, and resources available via One Voice Wales and flagging key legal and practical issues that councils should be planning for as implementation progresses. (as per previous email from Victoria Davidson).**
- 5. Any Other Business.**
- 6. Date of Next Meeting –  
Thursday, 4<sup>th</sup> June, 2026, 2.00pm – 4.00pm, Hybrid Meeting.**

Rob Thomas  
Chief Executive

27<sup>th</sup> February, 2026

#### Distribution:

All Vale of Glamorgan Town and Community Council Clerks  
V. Davidson (Monitoring Officer / Head of Legal and Democratic Services)  
J. Cass (Deputy Monitoring Officer)  
R. Hendicott (Chair of Standards Committee)  
J. Langridge-Thomas (Head of Democratic Services)  
R. Starr (Electoral Services Manager)  
A. Rudman (Principal Democratic and Scrutiny Services Officer)  
[arudman@valeofglamorgan.gov.uk](mailto:arudman@valeofglamorgan.gov.uk)  
07784 329 277

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**From:** Rudman, Amy  
**Sent:** 29 January 2026 16:34  
**To:** All Community Councils  
**Cc:** Davidson, Victoria; Langridge-Thomas, James; Starr, Rachel  
**Subject:** Message from VoG Monitoring Officer: Next TCC Clerks and Monitoring Officer Meeting  
**Attachments:** Community Area Review - implementation  
**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Clerks

I'm writing in relation to your next collective meeting with the Vale of Glamorgan Council Monitoring Officer. The last meeting was held on the 11<sup>th</sup> of November 2025, and we were very grateful for those of you that were able to attend.

Based on the current biannual cycle, the next meeting would have ordinarily been arranged for the start of the next municipal year, meaning May 2026.

However, based on the feedback we received during the last meeting in relation to the impact on some councils as a consequence of the Boundary Commission Community Area Review, and the Monitoring Officer's offer at that time to arrange a tailored meeting on the specific topic, we felt it would be beneficial and timely to arrange the next collective meeting sooner than expected.

Since the last meeting, we've also received independent feedback in relation to how the meetings are currently operated and the usefulness of these in relation to your needs.

As such, we would like to propose a new approach to hopefully improve engagement and impact for yourselves.

#### New Proposal

- Quarterly Clerk and MO Meetings: March, June, September and December.
- The Vale of Glamorgan Council takes more of a 'host' role rather than 'facilitator.' Allowing TCCs more control over agenda content and ability to present/lead on items during the meeting itself.
- Meetings are Chaired by a volunteer attendee rather than the Vale of Glamorgan Monitoring Officer.
- Meetings will be held on a Hybrid basis as standard, giving attendees the option to attend either the Council Chamber at the Civic Offices, Barry, or from a remote location.

#### Arrangements to stay in place

- The Vale of Glamorgan Council will continue to co-ordinate responses to confirm attendees.
- In preparation for each quarterly meeting the Democratic Services Team at the Vale will continue to email all Clerk's asking for any business they would like to consider at the next meeting.
- Democratic Services Officers at the Vale will continue to collate and disseminate relevant papers in advance of each meeting.
- The Vale of Glamorgan Council Monitoring Officer and Principal Democratic Services Officer will continue to attend and offer advice as necessary.
- A One Voice Wales Representative will be invited to attend each meeting.
- Meetings will be recorded to allow any invited attendees who provide apologies to watch back on-demand.

**Therefore, based on the points stated above, we would be grateful if you could kindly let us know your availability for Thursday the 5th of March 2026 and any agenda items you feel should be included within the next meeting agenda, by completing the following Microsoft Form: [Town & Community Council Clerk & Monitoring Officer Meeting – Fill out form](#)**

The Monitoring Officer would like to propose the following items for inclusion within the next agenda:

1. Comments and Feedback on the Monitoring Officer's Proposal for holding TCC Clerk and Monitoring Officer meetings going forward (as per this email).  
The Head of Democratic Services will also be in attendance for this item.
2. Boundary Commission Community Review Advice: Welsh Government guidance on implementation, highlighting the documentation, templates, and resources available via One Voice Wales and flagging key legal and practical issues that councils should be planning for as implementation progresses. (as per the earlier attached email).  
The Vale of Glamorgan Electoral Registration Manager will also be in attendance for this item.

I look forward to hearing from you.

Kind regards


Amy Rudman  
Principal Democratic and Scrutiny Officer / Prif Swyddog Gwasanaethau Democrataidd a Chraffu  
Democratic Services / Gwasanaethau Democrataidd  
Vale of Glamorgan Council / Cyngor Bro Morgannwg  
tel / ffôn: 890074  
mob / sym: 07784 239 277  
e-mail / e-bost: [arudman@valeofglamorgan.gov.uk](mailto:arudman@valeofglamorgan.gov.uk)

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Ewch i'n gwefan yn [www.bromorgannwg.gov.uk](http://www.bromorgannwg.gov.uk)

[Find us on Facebook / Cewch ddod o hyd i ni ar Facebook](#)

Correspondence is welcomed in Welsh or English / Croesewir Gohebiaeth yn y Gymraeg neu yn Saesneg.

 Book time to meet with me

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**From:** Rowlands, Victoria  
**Sent:** 19 January 2026 15:45  
**To:** co; Penllyn CC; Llantwit Major Town Council; Wick Community Council; clerk@llanfaircommunitycouncil.gov.uk; St Donats CC; Llanmaes CC; St Brides Major Community Council; Colwinston CC; Pendoylan CC; St Nicholas and Bonvilston Community Council; Peterston Super Ely Community Council; Llandough CC; St Athan CC; Llanmaes CC; St Donats CC; Ewenny  
**Cc:** Rudman, Amy  
**Subject:** Community Area Review - implementation

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Clerks,

I am writing to you as a number of Community Councils are now moving into the initial stage from April onwards of implementing the outcomes of the community area reviews.

I appreciate that this is a challenging and uncertain period, particularly for Clerks and Members who are being asked to manage governance, staffing, and asset related issues alongside their day-to-day responsibilities.

To provide some support at this early stage, I am proposing to hold a session in early March for clerks of affected community councils. The session will focus on working through the Welsh Government guidance on implementation, highlighting the documentation, templates, and resources available via One Voice Wales and flagging key legal and practical issues that councils should be planning for as implementation progresses

The aim is to help councils understand what is required, what support is available, and where there may be limits on what can reasonably be provided.

While resources within the Principal Council are limited, we are keen to support councils where we can and to work constructively through this process. As part of that support, the Council is considering the provision of legal advice to Town and Community Councils under a Service Level Agreement, subject to in-house capacity. This would be intended to support councils in managing specific legal issues arising from implementation, rather than to replace councils' own responsibilities.

We are also liaising closely with One Voice Wales, the WLGA, and Monitoring Officers in other authorities who are in a similar position, to share learning and promote a consistent approach across Wales.

I was informed last week that the WLGA are facilitating a webinar and those impacted by the review will be invited to attend as I understand from a conversation, I had with Paul Egan last week. I will update on that in more detail when I have the information to hand

Further details, including the date and format of the session, will follow shortly. In the meantime, if there are particular issues you feel would be helpful to cover, please feel free to let me know.

Kind regards,

Victoria

**Victoria Davidson**

Monitoring Officer/Head of Legal & Democratic Services/ Swyddog Monitro/Pennaeth Gwasanaethau Cyfreithiol a Democrataidd  
Director's Office - Resources / Swyddfa'r Cyfarwyddwr - Adnoddau  
Vale of Glamorgan Council / Cyngor Bro Morgannwg  
tel / ffôn: 01446 709407  
mob / sym: 07891 449715  
e-mail / e-bost: [VDavidson@valeofglamorgan.gov.uk](mailto:VDavidson@valeofglamorgan.gov.uk)

***Sent on behalf of Victoria Davidson***

Victoria Rowlands  
Legal Assistant, Legal Services  
Vale of Glamorgan Council / Cyngor Bro Morgannwg  
tel / ffôn: 01446 709471  
e-mail / e-bost: [vrowlands@valeofglamorgan.gov.uk](mailto:vrowlands@valeofglamorgan.gov.uk)

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Correspondence is welcomed in Welsh or English / Croesewir Gohebiaeth yn y Gymraeg neu yn Saesneg.



No.

## MONITORING OFFICER AND TCC CLERK MEETING

Minutes of a Hybrid Meeting held on 5<sup>th</sup> March 2025.

The meeting papers were circulated in advance via email on Tue 24/02/2026 at 17:26.

The recording of the meeting is available [here](#).

**To view the Monitoring Officer's presentation and subsequent discussion, please click the hyperlink above.**

### **PERSONS PRESENT:**

<b>Town &amp; Community Council Representatives</b>	
Barry Town Council	Rachel Honey-Jones
Cowbridge with Llanblethian Town Council	Clair Davies
Llantwit Major Town Council	Ruth Quinn
Penarth Town Council	Emma Boylan
Colwinston Community Council	Karen Bowen
Dinas Powys Community Council	J. Haigh
Ewenny Community Council	Ron Carrie
Llandough Community Council	Paul Egan
Llanfair Community Council	Jackie Griffin
Llangan Community Council	Stephen Sykes
Llanmaes Community Council	Wendy Allin
Michaelston Le Pit and Leckwith Community Council	Matthew Evans
Pendoylan Community Council	Judith Roberts
Peterston Super Ely Community Council	Val Harvey
St. Athan Community Council	Maria Stevens
St. Brides Major Community Council	Heidi Morris
St. Donats Community Council	Jackie Griffin

No.

St. Georges and St. Brides Super Ely Community Council	Nadine Dunseath
Wick Community Council	Conway Hawkins

<b>Vale of Glamorgan Officers</b>	
Monitoring Officer	Victoria Davidson
Deputy Monitoring Officer	Justine Cass
Head of Democratic Services	James Langridge-Thomas
Principal Democratic & Scrutiny Services Officer	Amy Rudman

<b>Other Guests</b>	
Chair of Vale of Glamorgan Standards Committee	Richard Hendicott
Penllyn Community Councillor	Phil Summers

### **ELECTION OF CHAIR FOR THE MEETING, FROM TCC REPRESENTATIVES –**

A nomination was raised and subsequently seconded for Mr Paul Egan, Representative for Llandough Community Council, to Chair the meeting. With no other nominations presented, Mr Egan was duly appointed as Chair for the meeting in question.

### **APOLOGIES FOR ABSENCE–**

<b>Town &amp; Community Council</b>	
Llancarfan Community Council	Jo Western
Llandow Community Council	D.L Jones
Penllyn Community Council	Tony Williams
St. Nicholas and Bonvilston Community Council	K. Jefferies
Sully and Lavernock Community Council	Steve Oaten
Welsh St Donats Community Council	Clerk position Vacant
Wenvoe Community Council	D. Barrett-Plows

No.

<b>Vale of Glamorgan Officers</b>	
Electoral Registration Manager	Rachel Starr

**COMMENTS AND FEEDBACK ON THE MONITORING OFFICER'S PROPOSAL FOR HOLDING TCC CLERK AND MONITORING OFFICER MEETINGS GOING FORWARD –**

Representatives were directed to the email previously sent (and included within the papers in advance) from the Principal Democratic and Scrutiny Services Officer on the proposed changes to arrangements going forward.

Several representatives advised of their agreement for the proposals and the consensus of the meeting was that the proposed arrangements be agreed and implemented for future meetings.

**BOUNDARY COMMISSION COMMUNITY REVIEW ADVICE –**

The Monitoring Officer provided a comprehensive PowerPoint presentation on Welsh Government guidance on implementation, highlighting the documentation, templates, and resources available via One Voice Wales and flagging key legal and practical issues that councils should be planning for as implementation progresses.

It was subsequently agreed that:

- All resources used during the meeting be forwarded to all TCC Clerks following the meeting, alongside the meeting recording and minutes.
- That TCC Clerks reach out to the Monitoring Officer for any Council specifics that require further in-depth discussion.

**ANY OTHER BUSINESS –**

Due to time constraints, it was agreed that the second set of presentation slides due for presentation at the meeting in relation to collaboration, existing frameworks and relationships between TCCs and the Vale of Glamorgan Council be included within the next meeting agenda as a proposed item from the Monitoring Officer.

**DATE OF NEXT MEETING –**

A date was proposed and subsequently agreed by parties present. Arrangements would be made by the Principal Democratic & Scrutiny Services Officer to hold a future hybrid meeting on Thursday 4<sup>th</sup> June 2026, 2 – 4pm.

Meeting concluded at 15:51pm.



# Community & Electoral Reviews

Practical actions for clerks of town and community councils  
(Changes to community areas / boundaries)

A quick, clerk-focused checklist of what to prepare and what decisions to record when an Order changes a community area.

This is practical guidance only (not legal advice). Always read the relevant Order and seek advice where needed.



# Today's session

What a review can change (and who makes the Order)Your "first 30 days" preparation checklist

Four common scenarios and what to do:

Council dissolved

Councils combined into a new council

External boundary changes (area transfers in/out)

New council created

Agreements, disputes and communications

Timeline and clerk's one-page checklist



# What can change and who does what?

- A review may lead to changes brought into force by an Order (with an “appointed day”).
- Change can arise from:
  - Principal area electoral review → consequential community boundary / electoral changes
  - Principal area boundary review → consequential community changes
  - Community boundary review
  - Community electoral arrangements review
- Reviews may be led by the Democracy & Boundary Commission Cymru or the principal council (depending on review type).
- This pack focuses on changes that materially alter the community area (not internal ward tweaks).

## Tip

Start with the Order: it usually tells you timings, the residuary successor (if any), and arrangements for elections / first meeting.



# Early Actions – First Checklist

Read the Order carefully: commencement, appointed day, successor arrangements, elections / first meeting.

Identify which scenario applies: dissolved / combined / boundary change / new council.

Build an evidence pack (keep it current):

Asset register (land, buildings, equipment, vehicles, play equipment, ICT)

Cash, investments, debtors; and any covenants or restrictions

Liabilities register (contracts, borrowings, commitments)

Grants and service agreements with the principal council

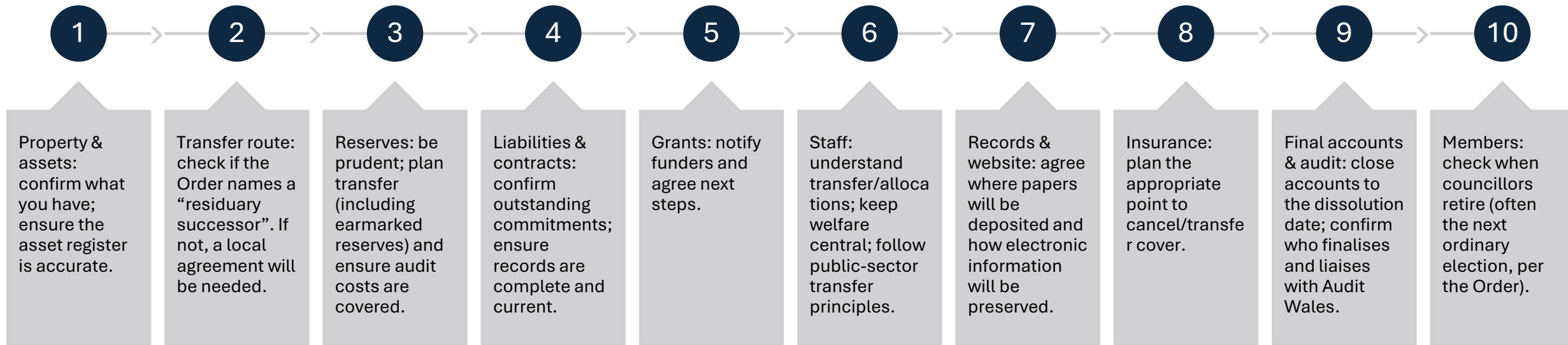
Staffing list (contracts, hours) and key HR dates

Records: paper files, electronic records, website / social channels

Agree a communications plan with the principal council (billing authority will notify electors).



# Scenario 1: Council is Being Dissolved



## Record it

Ensure key decisions are minuted: transfer arrangements, responsible body for final accounts, records location, and any agreements made.



# Scenario 2: Councils are Combining (New Councils Are Being Created)

Combination is often delivered by dissolving existing councils and creating a new council for the combined area.

The Order will specify: the new council name, timing, initial expenses, and election arrangements.

Transfers to the new council / residuary successor: assets, liabilities, contracts, records and reserves.

Budget & precept planning: align to timing—existing councils may rely on reserves for a part-year if appropriate.

Staff: transfer protections apply; keep a clear and consistent approach.

Audit: close old councils' accounts; new council follows standard annual return processes.


GPOC: the new council does not automatically inherit eligibility—must meet criteria and resolve afresh.


Byelaws: review what applies across the new area; some may cease where areas transfer.





# Scenario 3: External boundary change (area transfers in/out)


**Aim** Make the change feel seamless for residents: clear ownership of assets, clear responsibilities, and clear contact routes.


 Map what is transferring: land/buildings, equipment, play areas, allotments, records, and any area-specific contracts.


 Identify area-specific liabilities (e.g., maintenance commitments, leases, service contracts).

 Budget & precept: take account of when the boundary change takes effect and the new taxbase / service footprint.

 Reserves: consider whether earmarked reserves should follow the area (agree a proportionate approach).

 Staff: consider whether any roles are directly associated with the transferring area.

 Byelaws/local orders: they continue in the altered area but cease in areas transferred out (new area's rules apply).

 Comms: coordinate messages with the principal council so residents know who is responsible after change.

# Scenario 4: A new community council is created

Confirm what property and liabilities the new council will inherit (may be via automatic transfer and/or agreements).

Create an asset register from day one; confirm insurance coverage for inherited assets and activities.

Budget & precept: the Order provides for initial expenses; build a part-year budget until the first full budget cycle.

Staffing: decide how the council will be staffed and appoint a proper officer at the first meeting.

Audit: notify Audit Wales contact details; follow annual return processes.

First meeting: the Order normally sets out who convenes it and required notices/papers.

Elections: arranged by the principal council.

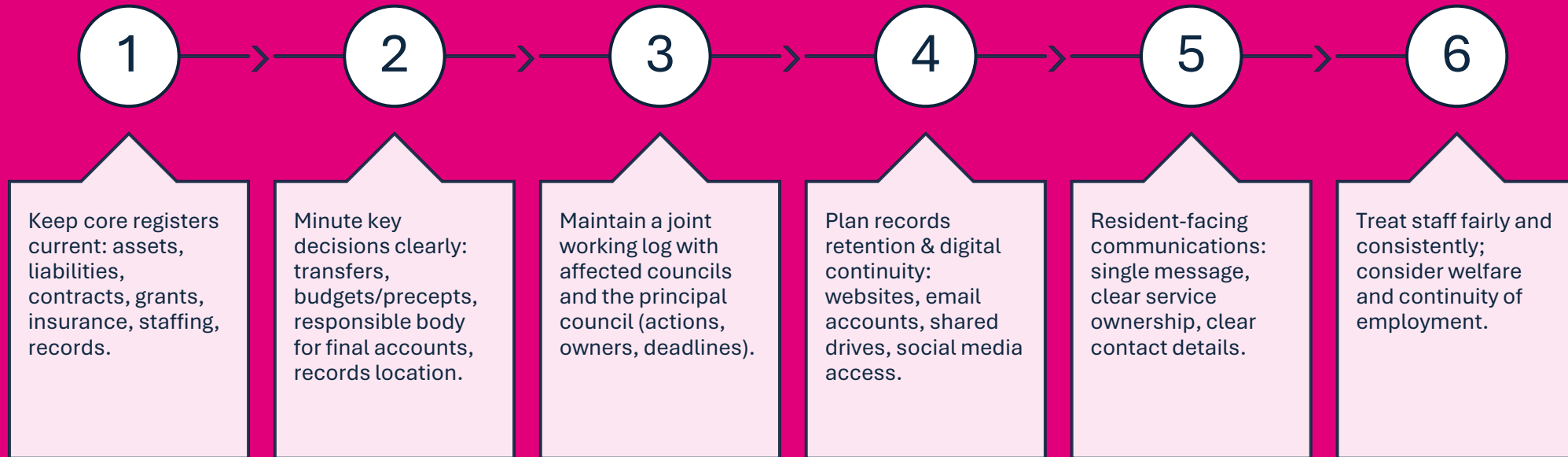


# Agreements Disputes and Escalations

- Councils can enter local agreements about:
- Property, income, rights and liabilities affected by the change
- Expenses arising from the change
- Financial relationships between the parties
- Use agreements to supplement any automatic transfers and to fill gaps where the Order does not specify a successor.
- Principles: agreements should be fair, reasonable and proportionate.
- If agreement cannot be reached: refer to an agreed arbitrator, or Welsh Ministers can appoint one. Costs fall on the bodies concerned.



# Good practice: governance, transparency, comms



## Clerk's focus

Documentation + clarity. If it's written down, agreed and minuted, everything else becomes easier.



# Suggested timeline (adjust to the Order)

<b>90+ days before</b>	Read Order; identify scenario; start evidence pack; open talks on agreements; start comms planning.
<b>60–30 days before</b>	Confirm transfer lists (assets/liabilities/contracts); staff consultations as needed; draft records & website plan; confirm audit responsibility.
<b>Final month</b>	Finalise agreements/resolutions; notify grant funders; insurance changes; prepare closing accounts steps; resident comms agreed.
<b>Appointed day</b>	Transfers take effect; ensure records deposit; confirm banking/authorities; publish updated contacts and governance details.
<b>Post-change (0–90 days)</b>	Complete audits/annual returns; stabilise contracts; review byelaws/policies; confirm GPOC position (if new/combined council).



# Clerk's one-page checklist (handout slide)

## Documents to have ready

- The Order (commencement + appointed day)
- Asset register (incl. land/buildings/equipment)
- Cash/investments/debtors
- Liabilities register (contracts/borrowings)
- Grants and service agreements
- Staffing list + contracts
- Insurance schedule
- Records map (paper + electronic + website)
- List of ongoing disputes/claims

## Decisions to minute

- Successor/residuary successor (if not in Order, route to agreement)
- Transfer lists (assets/liabilities/contracts/records)
- Budget + precept approach for transition period
- Reserves transfer approach (incl. earmarked funds)
- Responsibility for final accounts + audit liaison
- Records deposit location + digital continuity plan
- Insurance cancellation/transfer dates
- Communications plan (with principal council)

