Agenda Item No: 6

Meeting of:	Standards Committee
Date of Meeting:	Thursday, 26 November 2026
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Urgent Decision Procedure Used **(If yes, why)**	Not Applicable
Item Type	Part I
Report Title:	**Monitoring Officer Meetings with Clerks of Town and Community Councils.**
Portfolio Holder:	Executive Leader and Cabinet Member for Performance and Resources
Strategic Leadership Team:	Monitoring Officer/Head of Legal and Democratic Services
Lead Officer:	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 the 3rd September 2026 undertaken between the Monitoring Officer (MO) and Clerks of Town and Community Councils (TCCs).

2.0 What are the Recommendations?

	Recommendations – What and How?	**Reason for Recommendation – Why?**
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 the 3rd September 2026, particularly those relating to standards, member conduct, social media, member wellbeing and preparations for the 2027 local government elections.	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 and 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 Clerk 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 was intended to provide more regular opportunities for engagement, enable more responsive discussion of emerging issues, and strengthen the overall effectiveness of the forum. Previous meetings have been held on: 5th March 2026, 4th June 2026 and 3rd September 2026.

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 3rd September 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 3rd of September 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 most recent meeting between the MO and TCC Clerks was held on the 3rd September 2026. The meeting was attended by representatives from 13 TCCs together with officers of the Vale of Glamorgan Council. The meeting was held on a hybrid basis and continued the revised approach adopted earlier in the year, with the meeting chaired by a volunteer representative from the TCC sector.

4.2 The MO provided an update on recent developments relating to the Members' Code of Conduct, including relevant decisions issued by the Public Services Ombudsman for Wales. The session also included guidance on social media use, online conduct and personal safety considerations for elected members.

4.3 The purpose of the update was to support Clerks in their advisory role and to promote awareness of current standards issues affecting TCCs. Members welcomed the update and it was agreed that the presentation materials would be circulated to all Clerks following the meeting.

4.4 The meeting considered preparations for the 2027 local government elections and opportunities to support Councils in planning for the associated governance and democratic challenges.

4.5 Clerks were encouraged to participate in training and development opportunities being made available through One Voice Wales and the Society of Local Council Clerks. Areas of focus included the Members' Code of Conduct, governance matters, artificial intelligence, employment issues and future priorities for the community council sector.

4.6 The Committee may wish to note the importance of early preparation and training activity to support ethical standards and good governance ahead of the election period.

4.7 An update was provided in relation to the Review of Ways of Working with Town and Community Councils in the Vale of Glamorgan. Clerks welcomed arrangements for a subsequent workshop designed to strengthen engagement, communication and collaborative working between the Council and TCCs.

4.8 This work supports the wider objective of improving governance arrangements and strengthening relationships across all tiers of local government within the Vale of Glamorgan.

4.9 A significant discussion took place regarding member safety, wellbeing and Councillor engagement with communities.

4.10 Clerks received information regarding the increasing challenges facing Elected Members, including online abuse, harassment, misinformation and wider security concerns. Practical guidance was provided regarding personal security, social media use, reporting arrangements and wellbeing support.

4.11 The discussion highlighted increasing recognition nationally of the impact that abusive or inappropriate behaviour can have on Elected Members and the importance of promoting respectful standards of conduct across local government.

4.12 Members also requested that future discussions explore expectations and boundaries in officer and Member interactions to support wellbeing and constructive working relationships.

4.13 The meeting also considered a number of operational and governance matters affecting TCCs, including implications arising from planned community council boundary changes and governance arrangements associated with implementation; ongoing work to improve communication channels between the Vale of Glamorgan Council and TCCs; arrangements for future engagement and participation by Clerks; and opportunities to increase attendance and involvement through locally hosted meetings.

4.14 Communication between the MO and Clerks on these matters continues outside formal meetings where required.

4.15 The Council's Civil Protection Team provided an overview of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and its implications for qualifying premises and public events managed by TCCs.

4.16 Whilst not directly related to standards matters, the briefing formed part of wider support being provided to TCCs to assist them in understanding new responsibilities and governance requirements arising from legislative change.

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. The next meeting between the MO and TCC Clerks is scheduled for the 9th December 2026 at 2pm.

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 Town and Community Councils 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 coordinated 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 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:	Democratic Services Officer:
Victoria Davidson Monitoring Officer/Head of Legal and Democratic Services vdavidson@valeofglamorgan.gov.uk	Amy Rudman Principal Democratic and Scrutiny Services Officer. 07784 239 277 arudman@valeofglamorgan.gov.uk

Appendix

Appendix A – Meeting Agenda & Minutes: 3rd September 2026.

Appendix B – Meeting Resources: 3rd September 2026.

Background Documents

Report to Standards Committee – 30th July 2026 – MO & TCC Clerk Meeting of 4th June 2026.

Report to Standards Committee – 4th June 2026 – MO & TCC Clerk Meeting 5th March 3026.

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

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Barry CF63 4RU

Cyngor Bro Morgannwg
Swyddfeydd Dinesig, Heol Holton,
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VALE of GLAMORGAN
BRO MORGANNWG

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

Date and time of Meeting: **THURSDAY, 3RD SEPTEMBER 2026 AT 2.00PM**

Type/Venue: **HYBRID MEETING: EASY CONF / COUNCIL CHAMBER, CIVIC OFFICES, BARRY**

AGENDA

1. **Election of Chair for the meeting, from TCC Representatives.**
2. **Apologies for absence.**
3. **Minutes of the Previous Meeting held on Thursday, 4th June 2026.**
4. **Forward Work Programme.**
5. **Update on Member Code of Conduct Issues.**
6. **2027 Election Planning/Preparation.**
7. **Outcomes and Council Feedback following the 'Review of Ways of Working with Town and Community Councils in the Vale of Glamorgan' report presented to the 2nd July Community Liaison Committee meeting.**
8. **Continued discussion on Town and Community Councils and Vale of Glamorgan Officer Communication Channels/Methods/Information.**
9. **Member Safety and Security.**
10. **Councillor Engagement with Communities.**
11. **Implications of Martyn's Law for Events and Public Activities.**
12. **Any Other Business.**
13. **Date of Next Meeting (proposal): Wednesday, 9th December 2026, Time TBC, Hybrid Meeting.**

Rob Thomas
Chief Executive

28th August 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).
J. Langridge-Thomas (Head of Democratic Services).
R. Starr (Electoral Registration Services Manager).

A. Rudman (Principal Democratic and Scrutiny Services Officer)
arudman@valeofglamorgan.gov.uk
07784 329 277

MONITORING OFFICER AND TCC CLERK MEETING

Minutes of a Hybrid Meeting held on 3rd September 2026.

The meeting papers were circulated in advance via email on Friday 28/08/2026 13:26.

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:

Town & Community Council Representatives		
Barry Town Council	Rachel Honey-Jones	In-person Attendee
Colwinston Community Council	Karen Bowen	Remote Attendee
Cowbridge with Llanblethian Town Council	Natasha Alexander	In-person Attendee
Ewenny Community Council	Steve Harris	In-person Attendee
Llandough Community Council	Paul Egan	Remote Attendee
Llangan Community Council	Stephen Sykes	Remote Attendee
Llantwit Major Town Council	Ruth Quinn	Remote Attendee
Peterston Super Ely Community Council	Victoria Andrew	Remote Attendee
Penarth Town Council	Emma Boylan	In-person Attendee
Penarth Town Council	Peter Newton	Remote Attendee
Pendoylan Community Council	Judith Roberts	Remote Attendee
Wenvoe Community Council	D. Barrett-Plows	Remote Attendee
Wick Community Council	Conway Hawkins	Remote Attendee

Vale of Glamorgan Officers		
Monitoring Officer	Victoria Davidson	In-person Attendee
Head of Democratic Services	James Langridge-Thomas	In-person Attendee

Principal Democratic & Scrutiny Services Officer	Amy Rudman	In-person Attendee
Electoral Registration Services Manager	Rachel Starr	Remote Attendee
Principal Civil Protection Officer	Debbie Spargo	In-person Attendee
Civil Protection Officer	Carl Culverwell	In-person Attendee

(1) ELECTION OF CHAIR FOR THE MEETING, FROM TCC REPRESENTATIVES –

The Representative from Cowbridge with Llanblethian Town Council, Natasha Alexander, volunteered to Chair the meeting and the Group indicated it was happy to proceed as such.

The Group also agreed to a suggestion raised at the meeting that the Chair position be rotated amongst the TCC Representatives for future meetings. Representatives that had kindly chaired to date being:
05.03.26 - Paul Egan – Llandough Community Council.
03.09.26 – Natasha Alexander – Cowbridge with Llanblethian Town Council.

(2) APOLOGIES FOR ABSENCE–

Town & Community Council	
Dinas Powys Community Council	Janette Haigh
Llancarfan Community Council	Jo Western
Llanfair Community Council	Jackie Griffin
Llanmaes Community Council	Wendy Allin
Llandow Community Council	D.L Jones
Michaelston Le Pit and Leckwith Community Council	Matthew Evans
Penllyn Community Council	Tony Williams and Phil Summers
St. Athan Community Council	Maria Stevens
St. Brides Major Community Council	Heidi Morris
St. Donats Community Council	Jackie Griffin
St. Georges and St. Brides Super Ely Community Council	Nadine Dunseath

St. Nicholas and Bonvilston Community Council	K. Jefferies
Sully and Lavernock Community Council	Steve Oaten
Welsh St Donats Community Council	Clerk position Vacant

(3) PREVIOUS MINUTES: 4TH JUNE 2026.

The previous minutes were moved and seconded as an accurate and therefore accepted record, with no comments raised.

(4) FORWARD WORK PROGRAMME.

A proposal report was provided in advance as part of the agenda papers for the Group's consideration. The Head of Democratic Services welcomed any suggestions for future items to be included within the proposed Forward Work Programme and drew the Group's attention to the draft FWP at Appendix A to the report.

The Group indicated that it was content to approve the Forward Work Programme as presented.

(5) UPDATE ON MEMBER CODE OF CONDUCT ISSUES.

The Monitoring Officer provided a brief PowerPoint presentation in relation to recent case decisions of the Public Service Ombudsman for Wales (PSOW) that may be of particular interest to TCCs, as well as advice in relation to Social Media principals and safety and indicated that future content would be more thematically focused, which was welcomed by all members.

It was agreed that the PowerPoint slides be circulated to all TCC Clerks following the meeting.

(6) 2027 ELECTION PLANNING/PREPARATION.

The Monitoring Officer advised of the One Voice Wales and the Society of Local Council Clerks (SLCC) remote joint event to be held on 18 November 2026 and encouraged all Clerks to attend. This event was an especially important one for councils given that it focused on key topic areas such as future priorities for the local council sector, addressing the democratic health deficit, employment law update, code of conduct issues, artificial intelligence and the cost-of-living crisis.

It was agreed that the event booking link and page be shared with all Clerks following the meeting. As below:
JOINT ONE VOICE WALES/SLCC EVENT – Wednesday 18 NOVEMBER 2026 – BOOK YOUR PLACE - One Voice Wales

(7) OUTCOMES AND COUNCIL FEEDBACK FOLLOWING THE 'REVIEW OF WAYS OF WORKING WITH TOWN AND COMMUNITY COUNCILS IN THE VALE OF GLAMORGAN' REPORT PRESENTED TO THE 2ND of JULY COMMUNITY LIAISON COMMITTEE MEETING.

No additional comments were raised by the Group in relation to the Community Liaison Committee Report directly but it welcomed the subsequent in-person workshop arranged for Tuesday 6th October, 6 – 8pm, in the Cosmeston Room, Civic Offices, Barry.

The Head of Democratic Services encouraged each TCC to send a Representative to the workshop and clarified that the representative could be a Councillor or Clerk from their respective Council, and that participation was encouraged as it was key that all Town and Community Councils were represented. Each Clerk was requested to register their Representatives attendance via the following link: Town and Community Council and VOGC Ways of Working Session – Fill out form

(8) CONTINUED DISCUSSION ON TOWN AND COMMUNITY COUNCILS AND VALE OF GLAMORGAN OFFICER COMMUNICATION CHANNELS/METHODS/INFORMATION.

Vale officers present advised that this area of work was still in the scoping stage and would also be essential to the newly appointed elected members of the Vale of Glamorgan Council after the May 2027 election. Therefore, it was a fundamental piece of organisational cultural work that would require significant investigation to find a long term and sustainable solution.

It was noted that the topic would continue to be considered by the Group as part of it Forward Work Programme and Vale Officers agreed to update all TCC Clerks, at the appropriate time, once there had been developments.

(9) MEMBER SAFETY AND SECURITY, AND
(10) COUNCILLOR ENGAGEMENT WITH COMMUNITIES.

The Head of Democratic provided a series of PowerPoint slides, provided in advance as part of the agenda, which highlighted the increasing challenges faced by councillors, including online abuse, harassment, misinformation and security risks at public meetings, and set out practical guidance on personal safety, social media use, incident reporting and supporting member wellbeing. The presentation also encouraged TCCs to adopt proactive measures such as training, mentoring, and clear safety procedures.

The information provided in relation to member wellbeing was of particular interest to the Group and it queried whether TCCs would be able to utilise the Vale of Glamorgan Council's Employee Assistance Programme (EAP) referred to. The Head of Democratic Services advised that that was feasible at a cost for the TCC subject to the number of employees/councillors. The purchased support would be in the form of an Advice and Information Line which had access to telephone counselling,

nurses etc. They also noted around Cardiff and Vale Recovery Well-being College being a positive resource and agreed to share details, which are as below:

https://cavuhb.nhs.wales/our-services/welcome-to-the-cardiff-and-vale-recovery-wellbeing-college/

It was agreed that the Head of Democratic Services to circulate contact details for the most appropriate officer in the Vale of Glamorgan Council Employee Services Team for TCCs to make enquiries independently. As below:

Tracy Pimm
Occupational Health Administrator
tpimm@valeofglamorgan.gov.uk
01446 709121

A suggestion was also raised and agreed that the following topic be added to a future Group meeting agenda to explore in more detail:
- Setting Officer and Member Contact Boundaries in the context of promoting personal wellbeing.

(11) IMPLICATIONS OF MARTYN'S LAW FOR EVENTS AND PUBLIC ACTIVITIES.

The Vale of Glamorgan Principal Civil Protection Officer, Debbie Spargo, and their colleague, Carl Culverwell, Civil Protection Officer, were present at the meeting and provided a PowerPoint presentation in support of the guidance already provided in advance of the meeting within the agenda papers.

The presentation provided an overview of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and its implications for Town and Community Councils. It explained that the legislation aimed to improve public safety by requiring certain premises and events to be better prepared for the risk of a terrorist attack, with different requirements applying according to venue capacity. The Act introduced standard and enhanced tiers, with organisations responsible for qualifying premises or events expected to implement proportionate public protection procedures such as evacuation, lockdown, communication, and security measures.

Clerks were encouraged to use EmergencyPlanning@valeofglamorgan.gov.uk to contact the Vale of Glamorgan's Protective Security and Preparedness Group (PSPG) who would provide local oversight and support, and signpost councils to further guidance, statutory resources, FAQs, scope assessments, and compliance information available through ProtectUK and GOV.UK in relation to any future public events.

It was agreed that the PowerPoint slides be shared with all TCC Clerks following the meeting.

(12) ANY OTHER BUSINESS –

A suggestion was raised and subsequently agreed to explore alternative venues, hosted by the TCCs themselves, for future meetings of the Group.

It was also suggested that it would be helpful to have a rota of Chairs from Town and Community Council Clerks.

The Representative for Colwinston Community Council, Karen Bowen, highlighted a query that they had already submitted to the Monitoring Officer in relation to whether any information had been drafted as of yet regarding how the Vale intended to manage the precepts later this year in light of the pending merger of some Community Councils in May 2027. The Monitoring Officer advised that they had prepared a response that would be circulated to all Clerks following the meeting (as attached).

(13) DATE OF NEXT MEETING –

A date was proposed and subsequently agreed by parties present. Arrangements would be made by the Principal Democratic and Scrutiny Services Officer to hold a future hybrid meeting on Wednesday 9th December 2026, 2 – 4pm.

Suggested items of future business, aligned to the Group's Forward Work Programme:

- **2027 Election Planning/Preparation**, including consideration of:
  - The Electoral Boundaries Report due to be considered by the Vale of Glamorgan Council on 5th October 2026.
  - Candidate information and engagement, any joined up efforts or thinking to promote the role of the Council and Councillors at both levels.
  - Any information from the Vale of Glamorgan Council that can be provided to TCCs for sharing on their respective websites and media channels?
- **Outcomes of the 6th of October 'Ways of Working' Workshop.**
- **Setting Officer and Member Contact Boundaries,** in the context of promoting personal wellbeing.

Meeting concluded at 15:37pm.

T&CC Clerks Meeting ‘Working Together’



Strong Communities with a Bright Future

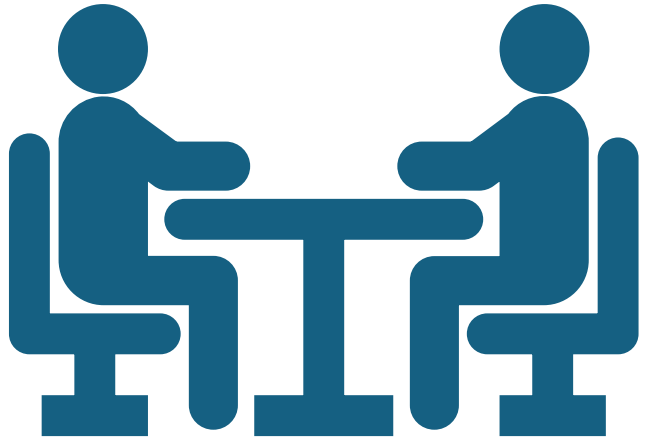


PSOW – recent decisions

- Magor with Undy Town Council 2026

- Hirwaun and Pendery Community Council 2026

- Clyne and Melincourt Community Council 2026



Social media do’s and don’t

Do Be respectful courteous and professional	Engage positively with citizens, colleagues and stakeholders	Be transparent and accountable about what you post	Think before posting and consider the impact on others
Follow the Member Code of Conduct at all times	Use social media to inform, engage and support	**Don’t** post abusive, derogatory or offensive comments	Bully, harass or target individuals
Share confidential or sensitive information	Escalate arguments or respond impulsively to criticism	Make allegations you cannot substantiate	Publish anything which could damage public confidence in the Council or your office

Tackling online abuse

1. Recognise the signs – trolling, bullying, harassment, threats and smear campaigns
2. Distinguish abuse from legitimate challenge and political debate
3. Respond professionally – stay calm and respectful, use positive language, focus on facts and avoid being drawn into lengthy arguments
4. Take action – keep screen shots and records of abuse; ignore or block trolls where appropriate; report abuse to the platform, the police or the Proper Officer
5. Protect yourself – use moderation and privacy tools; take a break from social media if needed; prioritise your well-being and mental health

Key Principles



Use of information – treat confidential information appropriately and do not disclose it unless authorised or legally required; respect public's right to access information where there is a legal entitlement; check facts before sharing information, consider whether information is accurate, complete and presented in the correct content



Social media and online content – check the source and reliability of information; be alert to misinformation, disinformation and misleading content; consider how posts may affect individuals, communities and public confidence; avoid amplifying unverified allegations or rumours



Artificial Intelligence (AI) – AI can help draft, summarise and research information, AI generated content may be inaccurate, incomplete or biased; always verify information before replying on it or sharing it; you remain personally responsible for any content you publish or use in decision-making



Possible next topics



Diolch



Civil Protection Unit (CPU)

Principle
Civil Protection Officer
Debbie Spargo

Civil Protection Officer
Carl Culverwell

Emergency Planning

Protection of Premises Act 2025: Martyn’s Law Overview

Civil Protection/Emergency Planning for Terrorism (Protection of Premises) Act 2025: Martyn's Law

Home Office

Terrorism (Protection of Premises) Act 2025: Martyn's Law

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, will require certain public premises and events to be prepared and ready to keep the public safe in a terrorist attack. The Act applies to England, Wales, Scotland and Northern Ireland and establishes a minimum legal security standard of protective security at larger premises and events for the first time.

Scope

For premises and events to be in scope, they must meet specific conditions and be used for activities listed in the Act. They are separated into two categories.

- **The standard tier** is for premises that host between **200 and 799 people** at the same time.
- **The enhanced tier** is for premises and events that host **800 or more people**. Qualifying events will always be in the enhanced tier where they host 800+ people and are accessible to the public and have measures in place to control access, like checking tickets or taking payments.

Requirements

When the Act comes into force, those responsible for qualifying premises and events must:

1. **notify** the regulator, the Security Industry Authority (SIA), that they are responsible for their premises
2. have in place so far as reasonably practicable, appropriate **public protection procedures** that could be reasonably expected to reduce the risk of physical harm if an attack occurs there or nearby.

These procedures relate to:

- ☑ **Evacuation**
- ☑ **Invacuation**
- ☑ **Lockdown**
- ☑ **Communication**

Those responsible for **enhanced tier** premises and qualifying events must comply with the above requirements and also:

3. have in place, so far as reasonably practicable, appropriate **public protection measures** that could be reasonably expected to reduce both the vulnerability of the premises or event to an act of terrorism occurring and the risk of physical harm being caused to individuals if an attack occurs there or nearby.

These measures relate to:

- ☑ **Monitoring**
- ☑ **Movement control**
- ☑ **Physical Security**
- ☑ **Security of Information**

4. document the public protection procedures and measures in place, and give this information to the SIA
5. where the responsible person for enhanced duty premises or a qualifying event is not an individual (e.g. company) they must designate a senior individual.

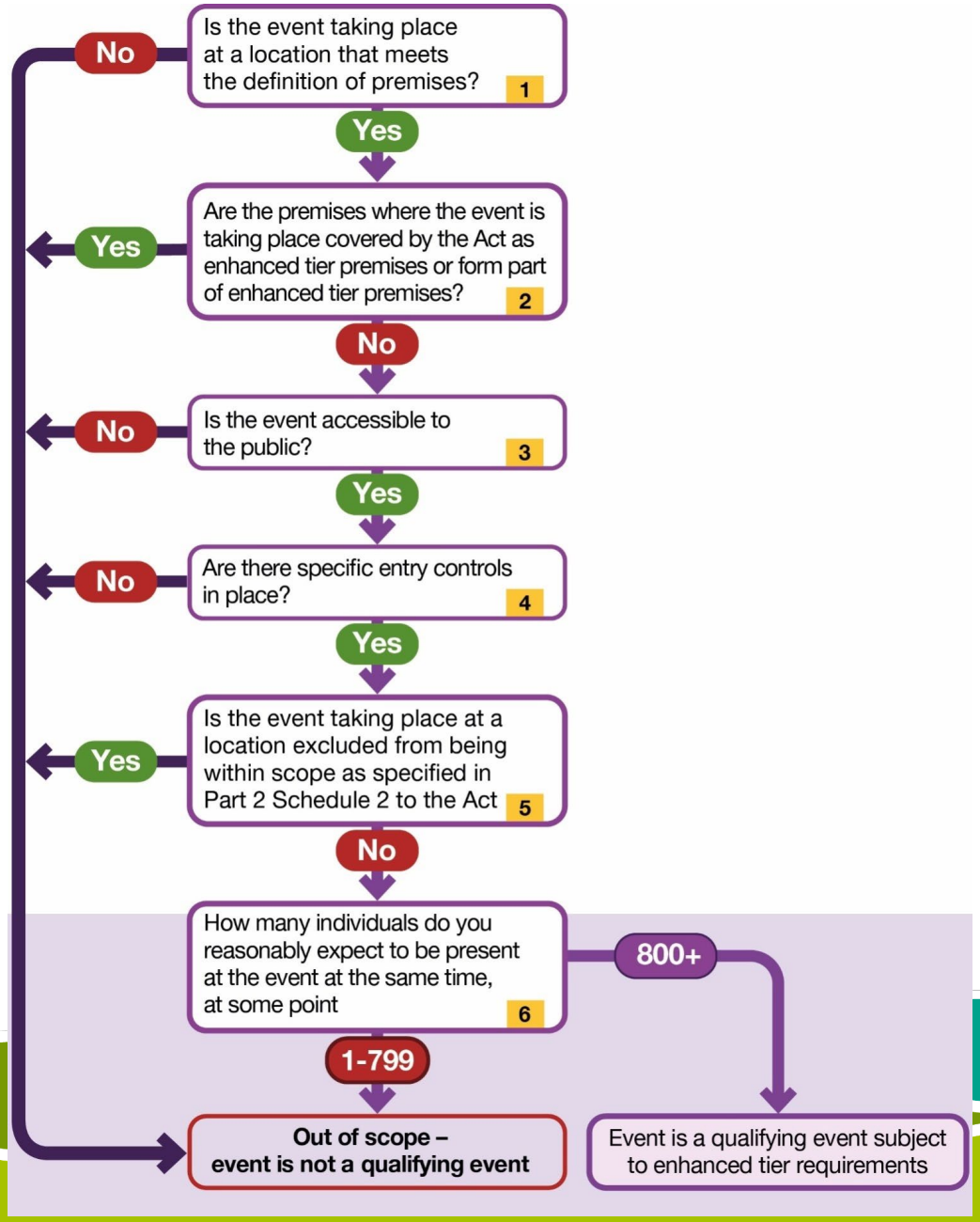
Civil Protection/Emergency Planning for Terrorism (Protection of Premises) Act 2025: Martyn's Law

What does Martyn's Law Mean?

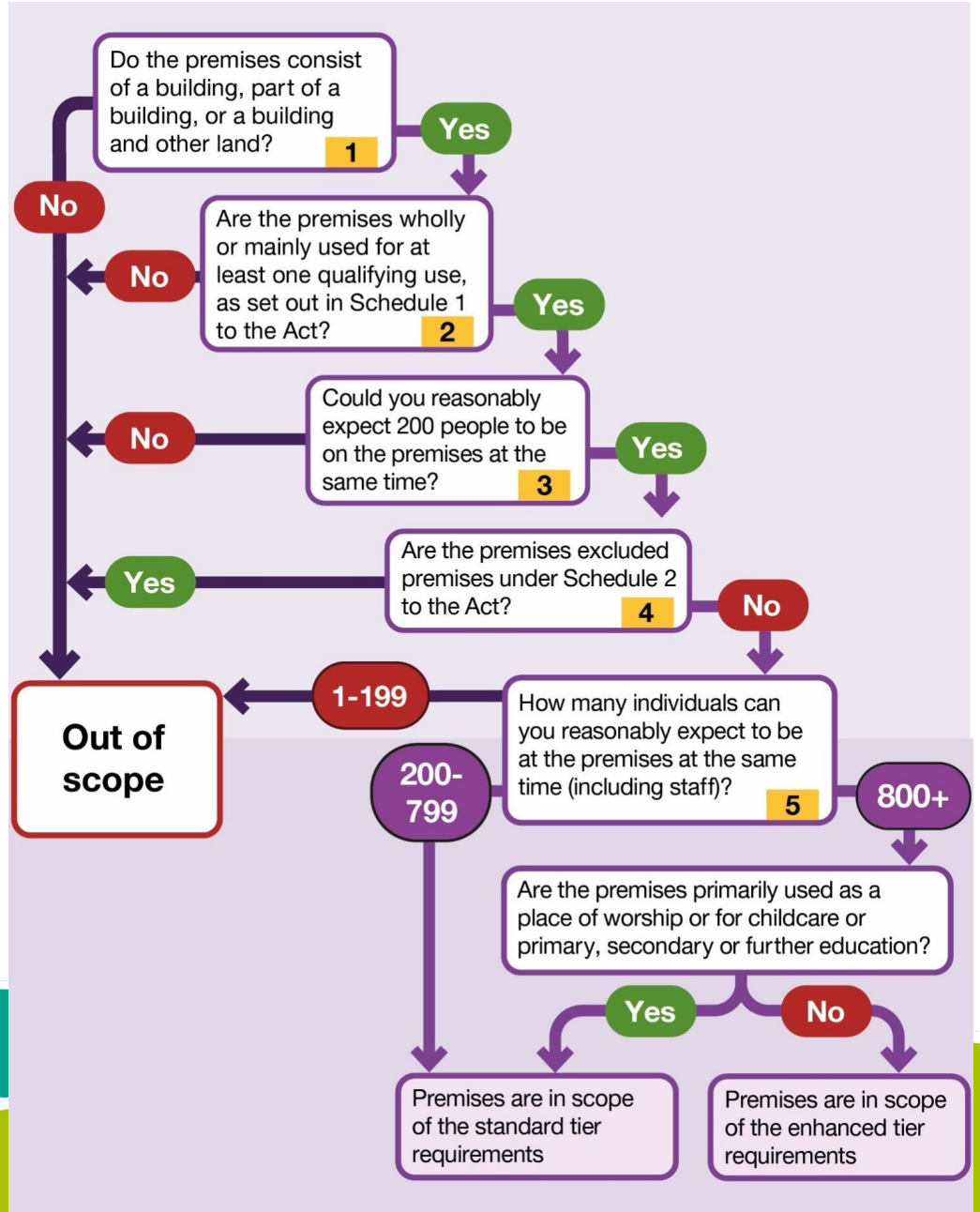


Click photo to play video or the below Video Hyperlink

Events in Scope



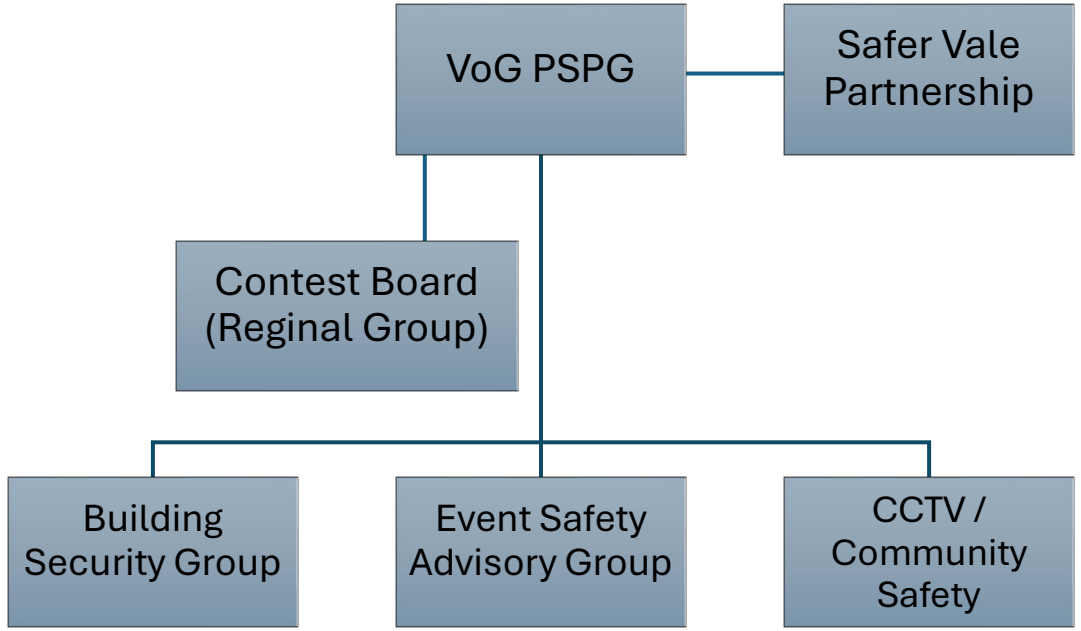
Premises in Scope



Civil Protection/Emergency Planning for Terrorism (Protection of Premises) Act 2025: Martyn's Law

Protective Security & Preparedness Group (PSPG)
(Martyn's Law oversight)

Vale of Glamorgan PSPG structure;
ESAG, BSG, CCTV

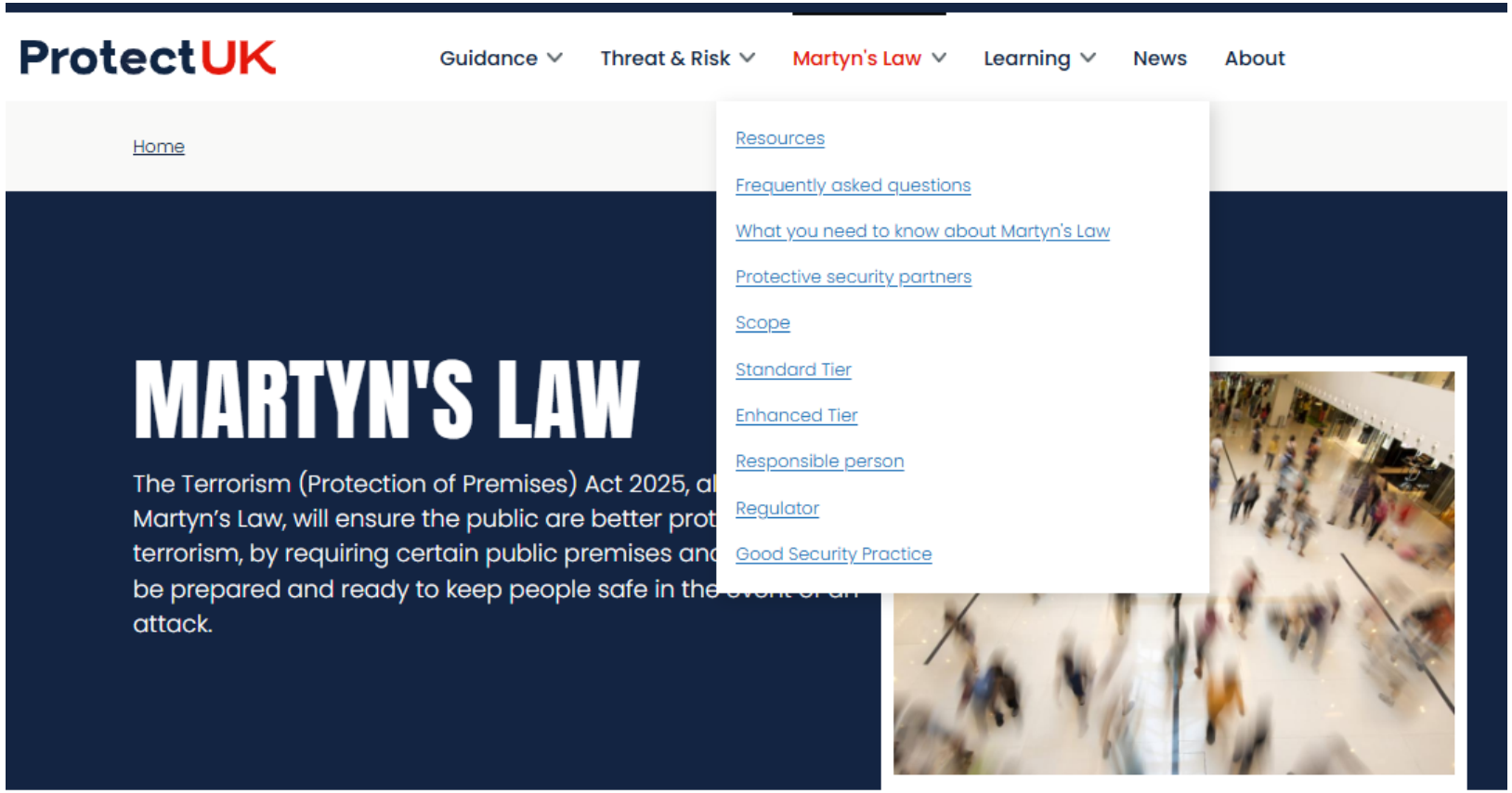


Civil Protection/Emergency Planning for Terrorism (Protection of Premises) Act 2025: Martyn's Law

Further information and resources are available at ProtectUK

Centralised location for

- Resources
- FAQ's
- What you need to know
- What's in Scope
- Guidance



Civil Protection/Emergency Planning for Terrorism (Protection of Premises) Act 2025: Martyn's Law

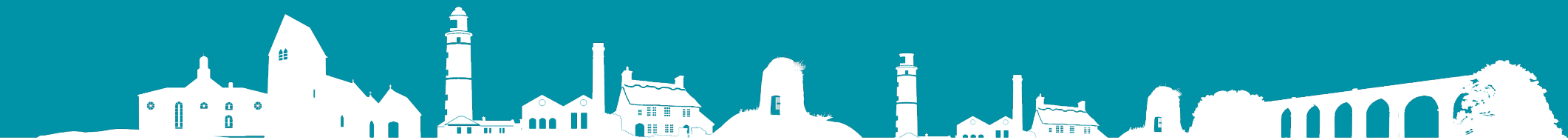
Further Resources

ProtectUK continue to publish new material about the Act on GOV.UK and ProtectUK and to date have published:

- Section 27 statutory guidance which offers a detailed explanation of the Act's scope and requirements, and how to go about complying with them
- One-page leaflet explaining the Act's scope and requirements
- The Myth buster addresses misconceptions about the Act; discourages the use of third-party providers; and encourages organisations to put effective protective security in place.
- Scope infographics for Premises and Events supporting users in determining whether their organisation will be in scope of the Act
- Top Tips document to support users in preparing to comply with the requirements of the Act
- Animations offering a short overview of the scope, tiers and legal requirements of the Act
- Responsible person infographic outlining the legislative definition

Thank You

EmergencyPlanning@valeofglamorgan.gov.uk



From:	Rudman, Amy
To:	All Community Councils
Cc:	Davidson, Victoria; Langridge-Thomas, James; Starr, Rachel
Bcc:	Rudman, Amy
Subject:	FW: Precepts for merging TCC"s
Date:	07 September 2026 13:56:00
Attachments:	Key considerations for community or town councils affected by a community or electoral review - Version 2 (En).pdf image001.png

Hello Karen

Thank you for your message below and for also raising this point at the recent Monitoring Officer and Town and Community Council Clerk Meeting.

As agreed at that meeting, I am sharing this response with yourself and all other Clerks for their information.

On behalf of the Monitoring Officer, I would draw your attention to:

- The County Borough of the Vale of Glamorgan (Communities) Order 2026, and in particular Section 165: Initial Expenses etc. of new community councils, and
- Key considerations for community or town councils affected by a community or electoral review (as attached).

In simple terms, Section165 sets out how the new community councils created by the Order will be funded in their first financial year (2027/28) and provides special financial arrangements to allow them to operate before they can set their own precepts in the normal way.
Key points:

- The article applies to the financial year beginning 1st April 2027.
- The Vale of Glamorgan Council is designated as the ‘prospective billing authority’ for these purposes.
- The Welsh Ministers will determine and notify an amount for each new community council. This amount effectively provides the basis for the council's initial funding.
- When the Vale of Glamorgan Council calculates its budget and council tax requirements for 2027/28, it must treat the amount notified by Welsh Ministers as though it were a normal community council precept.
- The new community councils must set their budget requirements so that they do not exceed the amount notified by Welsh Ministers for that first year.
- Special modifications are made to the normal Local Government Finance Act 1992 procedures and the Local Authorities (Precepts) (Wales) Regulations 1995 to accommodate these start-up arrangements.

The practical effect, for 2027/28, the new community councils will not be entirely reliant on setting their own precepts through the usual process. Instead, the Welsh Ministers will specify a funding amount, and the Vale of Glamorgan Council must incorporate that amount into its council tax calculations and budgeting arrangements. This ensures the new councils have funds available to meet their

initial expenses and establish operations from day one.
From a governance perspective, this is a transitional funding mechanism designed to facilitate the establishment of the new councils following the community review changes.
For additional context, this is the advice that the Vale of Glamorgan Council has provided to its elected members and twin hatted members thus far:
Financial and Council Tax implications
The Order makes specific provision for financial and precepting arrangements, which may be of particular relevance to twin-hatted members involved in community council budgeting or finance.
Key points include:

- *Special transitional financial arrangements apply for the 2027/28 financial year.*
- *Budget requirement calculations will be adjusted to reflect new or restructured community councils.*
- *Community council precepts are expressly addressed, including:*
  - *Issuing,*
  - *Billing,*
  - *Collection, and*
  - *Accounting.*
- *Costs relating to new community councils will be treated as 'special items' for Council Tax purposes:*
  - *ensuring charges apply only to residents of the relevant community area.*

These arrangements are intended to provide fairness, transparency and financial stability during the transition.
I hope this helps to answer your query.

Many thanks
Amy

Amy Rudman
Principal Democratic & Scrutiny Services Officer / Swyddog Gwasanaethau Democrataidd a Chraffu
Democratic Services / Gwasanaethau Democrataidd
Vale of Glamorgan Council / Cyngor Bro Morgannwg
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Correspondence is welcomed in Welsh or English / Croesewir Gohebiaeth yn y Gymraeg neu yn Saesneg.



From: Colwinston Clerk <colwinstoncc@gmail.com>
Sent: 25 August 2026 08:08
To: Davidson, Victoria <VDavidson@valeofglamorgan.gov.uk>; Rudman, Amy <arudman@valeofglamorgan.gov.uk>
Subject: Precepts for merging TCC's

Hi both

Can you advise if any info has been drafted yet re how the Vale intend managing the precepts later this year in light of the pending merger of CC's in May 2027.

Both Llangan CC and Colwinston are concerned about the differing precepts that each Council sets but in particular how the Vale intends managing them.

If you are not aware of anything can you advise me of a contact name in the Finance department that I can consult with please.

Hope your both keeping well.

Kind regards

Karen

Clerk to Colwinston CC

Key considerations for community or town councils affected by a community or electoral review

Introduction

This document sets out some key considerations for community and town councils whose area will be subject to change following a community or electoral review.

The information included here is intended to help councils navigate through preparing for whatever change they are facing as a result of a community or electoral review. It does not provide legal advice, definitive guidance, or answers, as much will depend on the specific circumstances of the councils concerned. There may be matters, particular to individual councils, which need to be considered but are not covered here. Councils should consider their own circumstances and make arrangements locally, seeking legal advice as appropriate and ensure that any arrangements made are both reasonable and proportionate.

Electoral, boundary and community reviews

A community or town council might be subject to change as a result of:

- A review of electoral arrangements for the principal area, which results in consequential changes for community boundaries and community electoral arrangements within the principal area.
- A review of principal area boundaries, which results in consequential changes for community boundaries and community electoral arrangements.
- A review of community boundaries.
- A review of community electoral arrangements.

Reviews may be undertaken by the Democracy and Boundary Commission Cymru (‘the Commission’) or, in the case of reviews of community boundaries and community electoral arrangements, the principal council for the area or the Commission.

The outcome of such reviews may be brought into effect by an Order. Depending on the type of review, an Order may be made by the relevant principal council, the Commission, or the Welsh Ministers.

This document sets out key considerations following a community or electoral review where:

- Section 1 - A community or town council is being dissolved – see pages 3-9
- Section 2 - A community or town council is being combined with another community or town council – see pages 10-16
- Section 3 - A community or town council's community area external boundaries are changing – see pages 17-21
- Section 4 - A community council is being created – see pages 22-25

A community or electoral review may also result in changes to internal ward boundaries or electoral arrangements in community areas. However, these are not considered here as they do not in themselves materially alter the community or town council area.

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
What property does the council have?	If the council is to be dissolved, its property will be transferred to its "residuary successor" as specified in the relevant Order. If no "residuary successor" is specified in the Order, an agreement should be entered into to transfer property. What fixed assets (such as land, allotments, buildings, furniture, vehicles, machinery, office equipment, ICT equipment, play equipment) does the council have? Check the council's asset register for details. The council must ensure this is up-to-date and accurate. What other assets (such as cash, investments and debts owed to the council) does the council have? Is the council, or its property or assets, subject to any covenants? The council can make agreements relating to transfer of its property and assets. It is important that these agreements are reasonable and fair for all councils involved.	The Local Government Area Changes Regulations 1976 ("the 1976 Regulations") (see regulation 62(3)) make provision for the automatic transfer of the following from a dissolved community council to their residuary successor (as specified in the Order):- 1. all property and liabilities vested in or attaching to a dissolved authority; 2. all contracts, deeds, bonds, agreements, and other instruments subsisting in favour of, or against, a dissolved authority; 3. all notices in force which were given, or have effect as if they had been given, by, or to, a dissolved authority; 4. any action or proceeding or any cause of action or proceeding, pending, or existing at the appointed day, by, or against, a dissolved authority. There are some exceptions – see regulation 62(1) of the 1976 Regulations, which sets out that this does not apply to property held for the purposes of, and liabilities incurred in relation to any charitable trust, smallholdings, and cottage holdings. Regulation 62(4) of the 1976 Regulations also provides that whilst a transfer is automatic in these cases, a community council to which any property other than land is transferred

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
		by virtue of regulation 62(3) may by resolution agree that the property shall not be transferred, or that it shall be transferred to another authority named in the resolution. Councils affected by the alteration, abolition or constitution of any area by Order have the power to enter agreements about any property, income, rights or liabilities affected by the change, and expenses arising as a result of the change, and any financial relations between the parties to the agreement – see section 44 of the Democracy and Boundary Commission Cymru etc. Act 2013 ("the 2013 Act"). If the transfer happens automatically, where there is a specified successor, such agreements can supplement the automatic transfer. Where an Order dissolves a council without specifying a successor authority, an agreement should be reached between the relevant authorities. Agreements should be fair, reasonable, and proportionate. Where the changes to the council are being made by an Order under the 2013 Act, see section 44 of the 2013 Act. Where the parties involved cannot reach agreement, the matter can be referred to an arbitrator agreed on by the parties, or failing such agreement, appointed by the Welsh Ministers. Any costs incurred as a result of referring the matter to an arbitrator must be met by the bodies concerned.

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
Does the dissolving council need to set a precept?	Check the Order which provides for the dissolution of the council for clarity on the point at which the council is dissolved. The council should calculate its budget and precept requirements taking account of the point in the year that it will be dissolved. If the council is to be dissolved part way through the financial year, it may be that it does not need to raise a precept for that year and could instead rely on reserves or other income between the start of the financial year and the point in the financial year when it will be dissolved.	The Order will have a section which sets out the commencement of the provisions in it. The Local Government Finance Act 1992 section 50 requires a council to calculate its budget requirement for the year and specifies how the budget requirement is to be calculated. The budget and the precept requirement must be approved by the council. See also Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) – chapter 6
What happens to the dissolved council's reserves?	Councils should be prudent with use of reserves prior to dissolution and operate in line with existing financial guidance. If the council is to be dissolved, its reserves will be transferred to the successor council(s) for the area. If no "residuary successor" is specified in the Order, an agreement should be entered into to transfer reserves to the appropriate council(s). Audit fees should also be covered by the reserves. Consider whether any of the council's reserves are earmarked for a particular area of the community that	Regulation 62(3) of the 1976 Regulations transfers liabilities automatically if a successor authority is identified in the Order, but an agreement could still be entered into to supplement those provisions. If the area the existing community council serves is to be split amongst a number of community council areas, the transfer of reserves will be more complicated. Consideration will be needed as to how to transfer reserves in a proportionate way. Arrangements for the transfer of reserves can be made as part of an agreement outlined above, made under section 44 of the 2013 Act.

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
	may be transferring to another existing community council area or a new community council area.	
What liabilities does the council have?	What outstanding liabilities does the council have? For example, contracts for goods and services, borrowings? Check the council's record of liabilities for details. The council must ensure this is up-to-date and accurate.	The 1976 Regulations (see regulation 62(3)) make provision for the automatic transfer of all liabilities vested in or attaching to a dissolved community council, as well as all contracts, deeds, bonds and agreements subsisting in favour of, or against, a dissolved community council, to its residuary successor where one is identified in the Order. Arrangements for transfer of liabilities can also be made as part of, or supplemented by, an agreement made under section 44 of the 2013 Act.
Is the council in receipt of any grants?	The council will need to notify the grant provider and agree any action required.	
Does the council have any service agreements with the principal council?	Consider whether the council has any agreements to provide or receive services and any action required in the light of dissolution of the council.	
What staff does the council employ directly including any on short term or limited hour contracts?	The council needs to assure itself that it is acting at all times in line with employment law, seeking further advice where necessary. If there is a residuary successor for the area specified in the Order, the staff of the dissolving council will automatically transfer to the employment of the successor council.	The fair treatment of staff is an essential part of effective public service and democratic engagement. There should be a clear and consistent policy for the treatment of any staff affected by the dissolution or combination of a community council. See regulations 67, 69 and 70 of the 1976 Regulations.

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
	If the council is to be dissolved and its area not transferred as a whole to the area of another community council, a scheme for the allocation of all the council's officers must be made by the dissolving council. If all but one of the councils to which the dissolving council's area is being transferred notify the council to be dissolved that no officers need be allocated for transfer to them, no scheme will be required. Every officer allocated by a scheme will be transferred to the employment of that council. Regulation 69 of the 1976 Regulations sets out things the community council must consider when making a scheme. The treatment of staff should be guided by the provisions of the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector. The Statement of Practice expects a clear and consistent policy for the treatment of staff founded on the principles of the Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE). In broad terms TUPE protects employees' continuity and terms and conditions of service where there is a change of employer.	

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
	The council should be mindful of the welfare of any staff it employs during this process.	
What arrangements does the council need to make for papers, records or other information held by the council?	Check the Order which provides for the dissolution of the council. The Order may specify the dissolving council's residuary successor. This is where papers of the dissolved council are to be held. The council will need to ensure the council's papers, records and other information are deposited with the residuary successor, or another community council or with the principal council and communicate where the papers are held. The council should also consider what happens to information published electronically by the council on a website.	Where a council is to be dissolved and there is a clear residuary successor, this will be set out in the relevant Order. If the Order does not specify a residuary successor, it is likely that the dissolving council's area is moving to more than one other community council area. If so, the successor(s) for the purposes of papers or other information can be determined locally and specified in an agreement made under section 44 of the 2013 Act.
Insurance	Consider what insurance policies the council has in place and the appropriate point to cancel that insurance.	
What arrangements does the dissolving council need to make for audit?	The council's accounts should be made up to the day the council is dissolved ready to be audited in the usual way. There should be clarity on who will be responsible for the dissolving council's final accounts. This may be a named residuary successor. If no residuary successor	Audit Wales will report audit findings to the body identified as the successor to the dissolved council (either the residuary successor or the council identified as the successor for this purpose in an agreement made under section 44 of the 2013 Act. This body may be responsible for closing the accounts for the dissolved council.

Section 1 - Council is being dissolved		
Key considerations	**Action you may need to take**	**Notes**
	is specified in the Order, a written agreement should be prepared to clarify who finalises the dissolving council's accounts. When dispersing reserves the cost of audit fees should be covered.	
Are there any local acts, orders, and byelaws in place in the dissolving council's area?	The dissolving council does not need to take any action.	See regulation 41 and regulation 42 of the 1976 Regulations. Any local acts, orders, and byelaws in force throughout the community area cease to have effect in relation to any area of that community that is transferred out of that community to another community.
What happens to elected members?	Check the Order which dissolves the council. If the council is to be dissolved at the point of the next ordinary election of councillors to community councils, the elected members will retire at that point.	
Is the community aware of the changes?	Liaise with the principal council to agree how the changes will be communicated. The billing authority will need to inform the electorate of all changes within the local authority area.	

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
How will this combination be achieved?	Check the Order which provides for the council to be combined with another council. The Order making changes to the community council arrangements tend to dissolve the existing councils and create a new council for the new combined community area.	
What is the new community council called?	The Order will specify the name of the new community area and by definition the new community council.	
What property does the council have?	If the council is to be combined with another council, what property will need to be transferred to the new council for the area? What fixed assets (such as land, allotments, buildings, furniture, vehicles, machinery, office equipment, IT equipment, play equipment) does the council have? Check the council's asset register for details. The council must ensure this is up-to-date and accurate. What other assets (such as cash, investments and debts owed to the council) does the council have? Is the council, or its property or assets subject to any covenants?	If the area the existing community council serves is to be transferred in its entirety to another community council, that community council would be the successor (and defined in the Order as 'residuary successor'). The 1976 Regulations (see regulation 62(3)) make provision for the automatic transfer of the following from a dissolved community council to its residuary successor:- 1. all property and liabilities vested in or attaching to a dissolved authority; 2. all contracts, deeds, bonds, agreements, and other instruments subsisting in favour of, or against, a dissolved authority; 3. all notices in force which were given, or have effect as if they had been given, by, or to, a dissolved authority;

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
	The council can make agreements relating to property and assets.	4. any action or proceeding or any cause of action or proceeding, pending, or existing at the appointed day, by, or against, a dissolved authority. There are some exceptions to this in regulation 62(1) of the 1976 Regulations, which sets out that this does not apply to property held for the purposes of, and liabilities incurred in relation to any charitable trust, small holdings, and cottage holdings. Regulation 62(4) of the 1976 Regulations also provides that whilst a transfer is automatic in these cases, a community council to which any property other than land is transferred by virtue of regulation 62(3) of the 1976 Regulations may by resolution agree that the property shall not be transferred, or that it shall be transferred to another authority named in the resolution. Councils affected by the alteration, abolition or constitution of any area by Order have the power to reach agreements about any property, income, rights or liabilities affected by the change, and expenses arising as a result of the change, and any financial relations between the parties to the agreement. If the transfer happens automatically, where there is a specified residuary successor in the Order, such agreements can supplement the automatic transfer. Where

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
		an Order dissolves a council without specifying a successor authority, an agreement should be reached between the relevant authorities. Where the changes to the council are being made by an Order under the 2013 Act, see section 44 of the 2013 Act.
Do the existing councils need to set a precept? What about the precept for the new council for the area?	Check the Order which provides for the combining of the councils for clarity on timings for coming into force. The council should calculate the budget and precept requirements taking account of the point in the year the existing councils will be dissolved and the new council will be created. It may be that the existing councils do not need to raise a precept for the financial year in which they are to be dissolved/combined and could instead rely on reserves or other income between the start of the financial year and the point in the financial year when they will be dissolved. The Order which provides for the dissolution/combination of the councils will make provision for initial expenses of the new community council for the area.	The Order will have a section which sets out the commencement of the provisions in it. The Local Government Finance Act 1992 section 50 requires a council to calculate its budget requirement for the year and specifies how the budget requirement is to be calculated. The budget and the precept requirement must be approved by the council. The new council for the area will also require a budget for any portion of the financial year for which it comes into existence until the time it can calculate its own budget for the first full financial year. The Order which creates the new council will set out provisions for the initial expenses. The exact amount will either be specified in the Order or Welsh Government will notify the billing authority and the new community council in writing.
What happens to the existing council's reserves?	If the council is to be combined with another council to form a new community council area, its reserves will be	

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
	transferred to the new council for the area if the new council is specified as the residuary successor in the Order. If not, an agreement should be entered into to transfer reserves. Audit fees should also be covered by the reserves. Councils should be prudent with reserves prior to dissolution and operate in line with existing financial guidance.	
What liabilities does the council have?	What outstanding liabilities does the council have? For example, goods and services, borrowings? Check the council's record of liabilities for details. The council must ensure this is up-to-date and accurate.	Regulation 62(3) of the 1976 Regulations makes provision for the automatic transfer of all liabilities vested in or attaching to a dissolved community council, as well as all contracts, deeds, bonds and agreements subsisting in favour of, or against, a dissolved community council, to its residuary successor where a residuary successor is identified in the Order. Arrangements for transfer of liabilities can also be made as part of, or supplemented by, an agreement made under section 44 of the 2013 Act.
Is the council in receipt of any grants?	The council will need to notify the grant provider and agree any action required.	
Does the council have any service agreements with the principal council?	Consider whether the council has any agreements to provide or receive services, and any action required in the light of the council combining with another council.	

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
What staff does the council employ directly including any on short term or limited hour contracts?	The council needs to assure itself that it is acting at all times in line with employment law, seeking further advice where necessary. If there is a successor council for the area specified in the Order, the staff of the dissolving council would automatically transfer to the employment of the successor council. The treatment of staff should be guided by the provisions of the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector. The Statement of Practice expects a clear and consistent policy for the treatment of staff founded upon the Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE). In broad terms TUPE protects employees' continuity and terms of service where there is a change of employer. The council should be mindful of the welfare of any staff it employs during this process.	The fair treatment of staff is an essential part of effective public service and democratic engagement. There should be a clear and consistent policy for the treatment of any staff affected by the dissolution or combination of a community council. See regulations 67 and 70 of the 1976 Regulations. See also regulation 71, 'Protection of officers transferred' of the 1976 Regulations.
What arrangements does the council need to make for papers, records or other	The council will need to ensure the council's papers are deposited with the residuary successor, if one is identified in the Order. The council should also	See also regulation 62(3) of the 1976 Regulations.

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
information held by the council?	communicate where the papers are held. The council should also consider what happens to information published electronically by the council on a website.	
Insurance	Consider what insurance policies the council has in place and the appropriate point to cancel that insurance. Consider what insurance arrangements need to be made for the new council.	
What arrangements does the council need to make for audit?	The council's accounts should be made up to the day the council is dissolved to be audited in the usual way. There should be clarity on who will be responsible for the dissolving council's final accounts. This may be a named residuary successor. If no residuary successor is specified in the Order, a written agreement should be prepared to clarify who finalises the dissolving council's accounts. When dispersing reserves the cost of audit fees should be covered. The new council will be expected to follow the process for submitting the annual return for audit in accordance with The Accounts and Audit (Wales) Regulations 2014, regulation 15	Successor councils may be responsible for closing the accounts for the dissolved councils if the council(s) is identified as the successor for this purpose in an agreement made under section 44 of the 2013 Act. Normal audit arrangements will apply.

Section 2 - Council is combining with another council		
Key considerations	**Action you may need to take**	**Notes**
What is the status of the General Power of Competence (GPOC) for councils that were able to exercise the power before councils were combined by a review?	When two or more community councils combine to form a new community council following a review, the new council must meet the eligibility criteria of the Local Government and Elections (Wales) Act 2021 in order to resolve itself as eligible to exercise GPOC. The new council will not automatically inherit eligibility from the previous councils.	See Statutory guidance on governance for community and town councils | GOV.WALES on eligibility criteria for GPOC.
Are there any local acts, orders, and byelaws in place in the area?	Assess what local acts, orders and byelaws are in place in the area of the existing councils. Consider what local acts, orders and byelaws are required in the new council area.	See regulation 41 and regulation 42 of the 1976 Regulations. Any local acts, orders, and byelaws in force throughout the community area cease to have effect in relation to any area of that community which is transferred out of that community to another community, even where communities are being combined.
What happens to elected members of the existing councils?	Check the Order which dissolves the council. If the council is to be dissolved at the point of the next ordinary election of councillors to community councils, the elected members will retire at that point.	
What about elections to the new council for the area?	The principal council will be responsible for making the arrangements for elections to the new council.	
Is the community aware of the changes?	Liaise with the principal council to agree how the changes will be communicated. The billing authority will need to inform the electorate of all changes within the local authority area.	

Section 3 - Council's community area external boundaries are changing		
Key considerations	**Action you may need to take**	**Notes**
Does the change to the boundary affect any property? Will property transfer into or out of your council area? Or both?	Consider whether any property is impacted by the changes to the council's community area. For example, what fixed assets (such as land, allotments, buildings, furniture, vehicles, machinery, office equipment, play equipment etc) are held in relation to the specific area to be transferred? Are there any broader impacts of changes to the community council area which need to be taken into account? For example, is there any impact on other assets (such as cash, investments and debts owed to the council)? Is the council, or its property subject to any covenants? The council can make agreements relating to property. It is important that these agreements are proportionate, reasonable, and fair for all councils involved.	Check the Order which provides for the boundary changes of the council's community area. The 1976 Regulations (see regulation 62(2)) make provision for the automatic transfer of the following, from a community council from which an area is being transferred, to the community council for the community to which the area is transferred:- (a) property situated in the area (b) the fittings, furniture, equipment and records of the building; any stores in the building which have been provided for the discharge of functions therein; any vehicle or other mobile equipment used wholly or mainly in the performance of the functions carried out in the building: in relation to buildings or other land in the area, except in so far as such property is excluded by the agreement of the transferee authority; (c) other property held exclusively in respect of the area; (d) liabilities incurred exclusively in respect of the area;

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Key considerations	**Action you may need to take**	**Notes**
		(e) contracts, deeds, bonds, agreements and other instruments, and notices, such instruments subsisting and notices given exclusively in respect of the area; (f) such actions and proceedings pending or causes existing exclusively in respect of the area. Councils affected by the alteration, abolition or constitution of any area by Order have the power to reach agreements about any property, income, rights or liabilities affected by the change, and expenses arising as a result of the change, and any financial relations between the parties to the agreement. Those agreements can be used to supplement the automatic transfer of property etc under regulation 62(2) of the 1976 Regulations. Where the changes to the council are being made by an Order under the 2013 Act, see section 44 of the 2013 Act. Where the parties involved cannot reach agreement, the matter can be referred to an arbitrator agreed on by the parties, or failing such agreement, appointed by the Welsh Ministers. Any costs incurred as a result of referring the matter to an arbitrator must be met by the bodies concerned.

Section 3 - Council's community area external boundaries are changing		
Key considerations	**Action you may need to take**	**Notes**
How should the boundary change be taken into account when calculating the council's budget and setting a precept?	Check the Order which provides for the boundary changes of the council for clarity on when the boundary change will take place. The council should calculate its budget and precept requirements for the year, taking account of the boundary change and when it will take effect.	The Local Government Finance Act 1992 section 50 requires a council to calculate its budget requirement for the year and specifies how the budget requirement is to be calculated. The council will need to take into account the new boundaries in setting its budget requirements for the year.
What about reserves?	Consider whether any of the council's reserves are earmarked for a particular area of the community that is to be transferred to the community council now responsible for that area. Explore whether any areas being transferred to your community council area have any reserves allocated to them.	Councils have the power to reach agreements with regard to certain matters, including property and finance. If the changes to the council are being made by an Order under the 2013 Act, see section 44 of the 2013 Act. Where the parties involved cannot reach agreement, the matter can be referred to an arbitrator agreed on by the parties, or failing such agreement, appointed by the Welsh Ministers. Any costs incurred as a result of referring the matter to an arbitrator must be met by the bodies concerned.
What about liabilities?	Consider whether any of the council's liabilities relate to a particular area of the community that will be transferring to a different community council area. Consider whether any areas being transferred into your area may have any liabilities associated with them.	Regulation 62(2) of the 1976 Regulations makes provision for the automatic transfer of liabilities incurred exclusively in respect of the area. Arrangements for transfer of liabilities can also be made as part of, or supplemented by, an agreement made under section 44 of the 2013 Act.

Section 3 - Council's community area external boundaries are changing		
Key considerations	**Action you may need to take**	**Notes**
		Where the parties involved cannot reach agreement, the matter can be referred to an arbitrator agreed on by the parties, or failing such agreement, appointed by the Welsh Ministers. Any costs incurred as a result of referring the matter to an arbitrator must be met by the bodies concerned.
Are there any grants relating to the area to be changed?	The council will need to notify the grant provider and agree any action required.	
Does the council have any service agreements with the principal council?	Consider whether the council has any agreements to provide or receive services, and any action required in the light of the boundary change.	
What staff does the council employ directly including any on short term or limited hour contracts?	Are any staff affected by the boundary change? Consider whether any staff of the community council have a role directly associated with the area being transferred. If so, the council needs to assure itself that it is acting at all times in line with employment law, seeking further advice where necessary. The council should be mindful of the welfare of any staff it employs during this process.	The fair treatment of staff is an essential part of effective public service and democratic engagement. There should be a clear and consistent policy for the treatment of any staff affected. The council is not required to, but could, under regulation 67(6) of the 1976 Regulations, make a scheme for the allocation of some staff to the council to which an area is transferred.
Audit	No additional action required. Usual audit arrangements will apply.	
What local acts, orders and byelaws are in place in the	No action needed.	See regulation 41 and regulation 42 of the 1976 Regulations.

Section 3 - Council's community area external boundaries are changing		
Key considerations	**Action you may need to take**	**Notes**
area affected by the boundary change?		Any local Act, any order made under any Act, or any byelaws in force immediately before the date of the boundary change throughout a community area which is altered by the order, continue to be in force throughout that area as altered. However, they cease to have effect in relation to any area of that community which is transferred out of that community to another community. The area transferred will become subject to local acts, orders, and byelaws in force in relation to that other community.
Is the community aware of the changes?	Liaise with the principal council to agree how the changes will be communicated. The billing authority will need to inform the electorate of all changes within the local authority area.	

Section 4 - Council is being created		
Key considerations	**Action you may need to take**	**Notes**
What property will be transferred to the new council?	If the council is being created for an area that previously had a community council(s), some property may transfer automatically from the existing council(s) to that new council. The existing community council(s) may be being dissolved or seeing changes to their boundaries as part of the wider change to their community area. The incoming council will need to take stock of the assets and property it has inherited and form an asset register.	The 1976 Regulations (see regulation 62(2) and 62(3)) make provision for the transfer of property from a community council from which an area is being transferred, to the council for the community to which the area is transferred (see Section 3 above) and for the transfer of property from a dissolved council to its residuary successor (see Section 1 above). Councils affected by the alteration, abolition or constitution of any area by Order have the power to reach agreements about any property, income, rights or liabilities affected by the change, and expenses arising as a result of the change, and any financial relations between the parties to the agreement. If the transfer happens automatically, where there is a specified successor, such agreements can supplement the automatic transfer. Where an Order dissolves a council without specifying a successor authority, an agreement should be reached. Where the council is being created by an Order under the 2013 Act, see section 44 of the 2013 Act. Where the parties involved cannot reach agreement, the matter can be referred to an arbitrator agreed on by the

Section 4 - Council is being created		
Key considerations	**Action you may need to take**	**Notes**
		parties, or failing such agreement, appointed by the Welsh Ministers. Any costs incurred as a result of referring the matter to an arbitrator must be met by the bodies concerned.
What about the precept for the new council?	Check the Order which provides for the creation of the council for clarity on timings for coming into force. The Order which provides for the creation of the council will make provision for initial expenses of the new council.	The new council will require a budget for any portion of the financial year for which it comes into existence until the time it can calculate its own budget for the first full financial year. The Order which creates the new council will set out provisions for the initial expenses of the new community council. The exact amount will either be specified in the Order or Welsh Government will notify the billing authority and the new community council in writing.
What liabilities will the new council have?	Consider whether any of the new community area has any liabilities attached to it (this will link in with considerations under Sections 1, 2 and 3 above). The new council will need to take stock of the liabilities in their area.	The 1976 Regulations (see regulation 62(3)) make provision for the automatic transfer of all property and liabilities vested in or attaching to a dissolved community council to its residuary successor where a residuary successor is identified in the Order. Regulation 62(2) of the 1976 Regulations also provides for the transfer of property and liabilities relating to an area being transferred. Arrangements for the transfer of liabilities can also be made as part of the agreements outlined above, under section 44 of the 2013 Act.
What about staffing arrangements for the new council?	The council needs to assure itself that it is acting at all times in line with employment law, seeking further advice where necessary.	The fair treatment of staff is an essential part of effective public service and democratic engagement. There must be a clear and consistent policy for the treatment of any staff.

Section 4 - Council is being created		
Key considerations	**Action you may need to take**	**Notes**
	Consider whether any staff would transfer to the new community council. At the first meeting, the council will need to determine how it will be staffed and make arrangements for the appointment of a proper officer.	See regulations 67, 69 and 70 of the 1976 Regulations If a council is to be dissolved and its area not transferred as a whole to the area of another community council, a scheme for the allocation of all the council's officers may need to be made by the dissolving council. Such a scheme may provide for the transfer of staff to a new community council. If the new council is specified in the Order as the residuary successor for a dissolved council, the staff of the dissolving council will transfer to the employment of the successor council.
What arrangements does the new council need to make for audit?	The new council will be expected to follow the process for submitting the annual return for audit in accordance with The Accounts and Audit (Wales) Regulations 2014, regulation 15 Notify Audit Wales of contact details.	The new council may also be responsible for closing the accounts of a dissolved council which forms part of their area, if an agreement has been reached that they are the appropriate successor for this purpose.
Insurance	Consider any insurance that needs to be in place for property or assets that have been transferred to the new council.	
What about elections to the new council?	The principal council will be responsible for making the arrangements for elections to the new council.	

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Key considerations	**Action you may need to take**	**Notes**
What arrangements need to be made for the first meeting of the new council?	Check the Order which provides for the creation of the council for clarity on arrangements for first meetings.	The Order will normally set out the arrangements for the first meeting of the new council, specifically who will be responsible for convening it. There is a process for community council meetings set down in law, including notices and paperwork to be provided.
Is the community aware of the changes?	The billing authority will need to inform the electorate of all changes within the local authority area.	