



# **AGENDA**

For the Quarterly Meeting of the Association to be held on  
**Friday 18<sup>th</sup> January 2019 at 10.30am in**  
Coleg Ilandrillo, Llandudno Road, Rhos on Sea, LL28 4HZ

**1. Welcome by the Mayor of Llandudno Town Council**

To receive a welcome from the Mayor of Llandudno Town Council.

**2. To receive the Notice of the meeting**

To receive notice of the meeting.

**3. Record of attendance**

To record attendance and any apologies for absence.

**4. Transport for Wales**

To receive a presentation from Ben Davies from Transport for Wales.

**5. Minutes of the last meeting**

To approve the minutes of the last quarterly meeting. (see appendix A)

**6. Actions taken since the last meeting**

To note actions taken since the last meeting:

No	Action	By
1	Welsh Language to be added to next agenda being deferred from this meeting.	Secretary
2	Letter to Tina Ealey on service delivery.	Secretary
3	Letter to Welsh Government on CAT guidance.	Secretary
4	Contact Welsh Government and County Councils over school meals situation	Secretary
5	Follow up on homeless report	Secretary
6	Consultation on minimum pricing for alcohol	Secretary
7	Issue of press release on meeting news.	Secretary

**7. Financial Report**

To receive a financial report. (see appendix B)

**8. Executive**

To receive the minutes of the Executive Meeting. (see appendix C)



## **9. Future of Local Councils**

To consider the Panel Report issued – see link at

**<https://gov.wales/docs/dsjlg/publications/localgov/181003-independent-panel-report%20-en.pdf>**

To consider the recommendations and if any comment should be made at this stage to the Minister. See appendix D.

### **1. Community and Town Councils – What they are**

The case has been made to retain Community and Town Councils on the basis that they are very local, are democratically accountable and are able to raise resources. All areas should be supported by a Community and Town Council and should be established in all areas that haven't currently got one.

### **2. We would expect Welsh Government to make every effort to encourage,**

Promote and support local communities which do not currently have Community or Town Councils to establish them.

We believe there should be a comprehensive review of boundaries of Community and Town Councils without delay. These boundaries should then be reviewed on a regular basis to make sure they continue to make sense as areas (and needs) change and develop.

### **3. We believe that every council should play the same place based delivery role that we outline elsewhere but have the scope to play that role differently.**

### **4. Community and Town Councils – What they do**

We expect place based services to become the responsibility of Community and Town Councils. We recognise there will be need for a transition period however we believe this process should start as soon as possible.

### **5. Community and Town Councils have a clear role to improve the well-being of people in their areas and should not be constrained from doing anything they deem required by their community.**

We call upon all Community and Town Councils to be working towards meeting the criteria to be able to exercise the General Power of Competence and think it is reasonable to expect them to achieve this within the next three years.

### **6. We recommend that an explicit duty to represent is explored to give formal weight to the voice of Community and Town Councils, subject to any relevant protocols.**

All Community and Town Councils should be required to act in line with the Sustainable Development Principle (the five ways of working).



**7. We recommend that Community and Town Councils – or a representative of them should become a statutorily invited participant on all Public Service Boards.**

We recommend that Community and Town Councils have a duty to engage and are supported in doing this appropriately.

**8. Community and Town Councils – How they do it**

We do not believe we should prescribe how Community and Town Councils choose to take on the place based service delivery role we envisage for them. They should have the flexibility to determine which delivery model works best for them.

**9. We recommend that Welsh Government should explore how a Welsh network of clerks would operate.**

**We recommend all clerks must hold or be working towards a professional qualification and CILCA should be the expected minimum qualification.**  We recommend that clerks should be appointed from an approved national list.  We believe there is a need for expert advice and support to be provided on a national basis to ensure consistency, accuracy and efficiency of advice.

**10. Community and Town Councils should be made aware of, and have increased access to, alternative sources of funding.**

In addition, we recommend the Welsh Government should explore how the transfer of funding and income related to place based services taken on by Community and Town Councils can be achieved

**11. A core package of training should be mandatory for all councillors and that mandatory training is repeated regularly (every election term)**

**12. We recommend against having dual members, regardless of the types of Councils and that County councillors should regularly attend Community and Town Councils within their wards (in ex officio capacity) to ensure engagement**

**13. We recommend that Community and Town Councils should look to share back office functions.**

**14. Community and Town Councils - How they are held to account**

We recommend that Welsh Government support vibrant elections with a national campaign encouraging people to step forward to represent their communities. We also recommend Welsh Government explore a free post for Community and Town Councils

We believe that elections should be called regardless of whether seats are contested.

We recommend that councillors cannot be co-opted for more than a one consecutive term.



**15. We believe more should be done to encourage diversity as part of the national campaign.**

We recommend that if the national voting age is lowered, the age you can become a Community and Town Council Councillor should be lowered to the same age.

Community and Town Councils should follow a cycle of engage, plan, undertake and report.

We recommend that all Community and Town Councils should provide an information leaflet with their precept notification

**16. All Community and Town Councils should have a duty to report annually**

We believe, all Community and Town Councils should be legally required to hold at least one public (community / town) meeting per year.

We recommend Community and Town Councils utilise social media as a key mechanism by which to involve their community on an on-going basis.

**17. We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils.**

We recommend more support is provided to smaller Community and Town Councils in order to help them fulfil audit requirements.

**18. We believe that the existing process for complaints about code of conduct is sufficient, but sufficient resources need to be in place to ensure these complaints are dealt with promptly.**

We recommend that for the protection of other councillors, and of staff and for conducive running of the council that current behaviour is considered as being a factor in 'Qualification for Office'.

We believe, if Community and Town Councils take on the role we envisage for them, there should be some degree of safeguarding measures in place.

**19. We recommend Community and Town Councils explore digital mechanisms to aid ways of meeting, engaging and sharing information.**

We recommend all Local Authorities should have regular partnership forums with Community and Town Councils and that all Local Authorities should have a dedicated liaison officer for liaising with Community and Town Councils in the region.



**20. We recommend that Community and Town Councils – or a representative of them should become a statutorily invited participant on all Public Service Boards.**

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**31. We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils.**

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**32. We believe that the existing process for complaints about code of conduct is sufficient, but sufficient resources need to be in place to ensure these complaints are dealt with promptly.**

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### **9. Hospital reports**

To receive a report on the hospitals as follows:

North Wales	Ian Jones
Mid Wales	Robert Robinson

### **10. Any other item as decided at the Executive Meeting**

### **11. To note Dates of future meetings**

To note the dates of the next meetings as follows:

#### **Quarterly Meetings**

Friday 20th April 2018 Bay of Colwyn Town Council

Friday 20th July 2018 the Civic Halls of Connah's Quay.

All meetings start at 10.30am

#### **Executive Meetings**

Friday 9th March 2018

Friday 8th June 2018

10.30am start in all cases. Meetings held at Rhyl Town Council Offices.



**APPENDIX A**

**MINUTES**

of the Quarterly Meeting of the Association held on  
Friday 26<sup>th</sup> October 2018 at  
The Royal Oak Hotel Welshpool Powys

Record of attendance

Council	Attending	Apologies received
Officers	Cllr B Roberts Cllr H Chave Cllr J Butterfield R A Robinson	Cllr H Meredith
Abergele Town Council	Cllr S Jones-Roberts	Cllr R Waters
Argoed Community Council	Cllr R Hampton-Jones	
Bangor City Council	Cllr D Hainge Cllr J Martin	Ian Jones
Bagillt Community Council	Cllr C Williams	
Bay of Colwyn Town Council	Cllr B Barton	Cllr S Williams
Broughton and Bretton Town Council		
Buckley Town Council	Cllr V B Iondek Cllr A Woolley	
Caersŵs Town Council		
Cia Park Community Council		
Connaught Quay Town Council	Cllr P Davies Cllr E Faulkner Cllr G Faulkner S Goodrum	
Conwy Town Council		
Denbigh Town Council		
Flint Town Council	Cllr S Liverse	
Hawarden Community Council		
Holywell Town Council	Cllr P Johnson Cllr J Baker	Cllr K Davies Cllr P York
Llanfair Caereinion Town Council		V Griffiths
Llandudno Town Council		Cllr B Bertola Cllr M Lyon
Llanesha Town Council		
Llanfairfechan Community Council		





Llandrinio & Ardleen Com Council		Cllr C Davies
Llandysillio Community Council	Cllr F Buckingham	Cllr C Davies
Llangollen Town Council		
Meirai Bridge Town Council	Cllr M Davies	
Penmaenmaur Town Council		
Prestatyn Town Council		
Rhuddlan Town Council	Cllr M Komode	
Rhyl Town Council	Cllr A James Cllr B Mellor	Cllr Chamberlain Jones Cllr G Nickels
Ruthin Town Council	Cllr K Alsop Cllr P Rokson Cllr S Beach	
Shotton Town Council		
St Asaph City Council		
Towyn & Kinnell Bay Town Council		Cllr B McLoughlin
Welshpool Town Council	Cllr J Ellis Cllr F Veenstra	

#### 1. Record of attendance

The meeting noted that Cllr H Meredith was in hospital and that Cllr B Bertola was also not well at this time.

#### 2. Welcome by the Deputy Mayor of Welshpool Town Council

The meeting was welcomed to Welshpool by the Deputy Mayor Cllr H Chave.

#### 2. Betsi Cadwaladr Hospital Trust

The meeting received a presentation from J Truman and S O'Donnell. Following this there was a question and answer session.

The following items were of note:

##### Bed blocking in hospitals

It was not accepted that there was bed blocking but it was accepted that beds were empty due to lack of staffing.

##### Ambulance standing time in Hospitals

It was accepted that ambulances were waiting outside hospitals and that this was unacceptable.



**A and E waiting times**

The A and E waiting times was not covered in the presentation other than reference to the efforts made to reduce them.

**New Chair and Board Members**

A booklet was issued listing the current board.

**Start date for the upgrade of the Royal Alexandra in Rhyl**

A programme for completion of the works to the hospital was given as follows:

- i) January 2019-March 2020 – Preparation of business case etc.
- ii) Project completed by December 2022.

**Will the new arrangements increase the number of available beds?**

The answer is yes, the estimate is by 28.

**The main focus is to be:**

- a) Demand – Managing demand for all health services.
- b) Flow - Getting people through the system more efficiently.
- c) Discharge – better planning both in discharging patients but also the care for when they get home.

**The strategy is to be:**

The strategy put forward was:

- a) The whole service needs to be a partnership between everyone.
- b) Units working together – not happening at present.
- c) Financial deficit needs to be tackled.

**Other points of note:**

- i) More nurses are needed, there are changes in recruiting policy to help with this.
- ii) The Trust is seeking to reduce agency nursing when it can.
- iii) Obesity is a real issue in affecting health care with 1 in 4 in this category in children alone.
- iv) Emphasis on prevention to aid the overload in health care.
- v) Looking to move care closer to home.



- v) The way forward with details of what was being done was presented and accepted as good news, assuming that it all happens as planned.
- vii) The members were of the view that there needed to be less 'boards, meetings and discussion' and more actual delivery of results. The Trust said that they would take this back to their managers.

3. The Notice of the meeting.  
The meeting received the notice.

4. Minutes of the last meeting  
The meeting approved the minutes of the last quarterly meeting.

5. Actions taken since the last meeting  
The meeting noted the actions taken since the last meeting.

No	Activity	By
1	Place the Welsh Language on the next agenda	Completed
2	Write a letter of support to Llanfairfechan Town Council as per minute no 8 of the last meeting	Completed
3	Follow up letters to the Ministers Office	Reported on during the meeting

6. Financial Report  
The meeting received a financial report.

7. Executive  
The meeting received the minutes of the Executive Meeting.

8. Welsh Language  
Due to the Member raising the subject not being in attendance this item is to be held over to the next meeting in January 2019.

9. Request for provision of a service delivery survey  
To consider a request to provide a survey of delivery of services by Town and Community Council taking them over from the Principal Authority.  
The meeting **RESOLVED** that each Member Councils should respond directly to Tina Early if they wished to.



#### 10. Community Asset Transfer

There was some discussion around CAT. There were very different approaches to this from County to County Council.

The meeting RESOLVED that the Secretary should write to Welsh Government seeking clearer guidance.

#### 11. Rail Services into the future

The meeting considered an update on train services planned under the new arrangements for rail services from 14<sup>th</sup> October 2018.

The meeting noted the investment proposed and the new train information.

For full information members can see details at <http://tfn.gov.uk>

#### 12. Health

The meeting received a short update on the following:

##### a) North Wales Hospital Services

Ian Jones was not present but an update was given under the heading of visiting speaker.

##### b) Mid Wales Hospital Services

A short update was given on the Mid Wales situation. The consultation has been completed with an announcement on the future plans being due in March 2019.

#### 13. Homeless provision in Wales

The meeting considered a report from the Secretary on his visit to Welsh Government

There appears to be a difference in approach between the Welsh Government and County Councils.

The position as it is understood is that even if someone makes themselves homeless the authority has a responsibility. There were examples given where this is not the case.

The question of 'what can Town and Community Councils do to help' was asked. It appears that at local level volunteers could be used to identify homeless, visit them and advise them what to do and help them make contact with the County Council.

The secretary will report further at the next meeting.



#### 14. Children and school meals

To consider the following issues and what might the Association do about them:

- a) The new payment by card system in schools where a child does not have enough money on the card and therefore do not get fed.
- b) The lack of out of school help with children and food.
- c) The effect of being hungry whilst learning.
- d) Lack of free milk in schools due to change in system.

The meeting discussed this subject at some length.

There were clear examples where things were going very wrong.

Two examples given were:

##### Example one

Children queue up a meal, if they have no money when they arrive at the till their meal is put in the bin and they were given a cheese sandwich with some water in front of everyone else in the room.

##### Example two

A meal card had money put on it, however the authority had taken the money in the bank account but not put it on the card, when the child went for dinner it was binned and the child offered nothing at all.

There were similar examples in other areas including Bangor.

The meeting **RESOLVED** to follow these issues up and to make representations to Welsh Government and the County Council on this subject.

The item to be on the next agenda for an update.

#### 15. Future of Town and Community Councils

The meeting considered the panel report on the future of Town and Community Councils. The report said very little that we did not know. The report did include recommendations with regards to a review of boundaries and the Town Clerk being appointed from an approved list.

The Committee also noted the lack of balance in the makeup of the panel with only one Clerk.

Reference to training was made. One Voice Wales offers training, in some areas this often does not take place due to lack of support. Some members were also not impressed with the quality of some training sessions.



**16. Anglesey – Pylon Lines**

The meeting considered an email regarding the objection to a new pylon line in Anglesey seeking Association support. The meeting **AGREED** that responses should be completed by individual Councils.

**17. Consultation on Alcohol minimum pricing**

The members considered the Welsh Government Consultation on the introduction of minimum pricing of alcohol.

After some discussion the meeting **AGREED** to respond objecting to the proposal on the grounds as set out below:

- a) The introduction of a minimum pricing would not have any effect.
- b) The introduction of minimum pricing would be difficult to police.
- c) The introduction of minimum pricing could lead to increased crime rates.

**18. To note Dates of future meetings**

The meeting noted the dates of the next meetings as follows:

**Quarterly Meetings**

Friday 18 <sup>th</sup> January 2019	Llandudno Town Council
Friday 12 <sup>th</sup> April 2019	Bay of Colwyn Town Council
Friday 19 <sup>th</sup> July 2019	The Civic Halls of Connah's Quay.

All meetings start at 10.30am

**Executive Meetings**

Friday 7<sup>th</sup> December 2018  
Friday 8<sup>th</sup> March 2019  
Friday 7<sup>th</sup> June 2019

10.30am start in all cases. Meetings held at Rhyl Town Council.

**19. Actions taken forward:**

The following actions are to be taken forward:

No	Action	By
1	Welsh Language to be added to next agenda being deferred from this meeting.	Secretary
2	Letter to Tina Ealey on service delivery.	Secretary
3	Letter to Welsh Government on CAT guidance.	Secretary
4	Contact Welsh Government and County Councils over school meals situation	Secretary
5	Follow up on homeless report	Secretary
6	Consultation on minimum pricing for alcohol	Secretary
7	Issue of press release on meeting news.	Secretary



**APPENDIX B**

**Financial Report**

<b>NORTH &amp; MID WALES ASSOCIATION OF LOCAL COUNCILS</b>								
<b>ANNUAL ACCOUNTS YEAR TO 31.3.2019</b>								
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
<b>INCOME</b>	Membership & Meals	144.00	256.00	16.00	1098.00	206.00	120.00	161.50
	Interest							
	Debtors							
	Other							
	<b>TOTAL</b>	<u>144.00</u>	<u>256.00</u>	<u>16.00</u>	<u>1098.00</u>	<u>206.00</u>	<u>120.00</u>	<u>161.50</u>
<b>COSTS</b>	Meals		704.10				560.00	
	Expenses							
	Administration							
	Bank charges							
	Gavel							
	Web hosting							
	Web site							
	Translation							
	Other							
	<b>TOTAL</b>	<u>0.00</u>	<u>704.10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>560.00</u>	<u>0.00</u>
	<b>BALANCE</b>	144.00	-448.10	16.00	1098.00	206.00	-440.00	161.50
<b>BANK</b>	<i>Start</i>	5900.30	6044.30	5596.20	5612.20	6710.20	6916.20	6476.20
	<i>End</i>	6044.30	5596.20	5612.20	6710.20	6916.20	6476.20	6637.70
	<i>Balance</i>	-144.00	448.10	-16.00	-1098.00	-206.00	440.00	-161.50



**APPENDIX C****MINUTES**

of the Executive Meeting of the Association  
held on  
Friday 7<sup>th</sup> December 2018 at 10.30am  
at the offices of Rhyl Town Council

<b>Committee</b>	Cllr B Roberts (Chair), Cllr H Chave, Cllr H Meredith, Cllr B Barton, Cllr J Butterfield, Cllr J Ellis, Cllr B Hainge, Cllr R waters and Robert Robinson (secretary)
<b>Remit</b>	To discuss the agenda for the main meetings and do deal with any urgent business which cannot wait for a normal meeting.

**1. Record of attendance**

<b>Committee</b>	Cllr B Roberts (Chair), Cllr H Chave, Cllr H Meredith, Cllr B Barton, Cllr J Ellis, Cllr B Hainge and Robert Robinson (secretary)
<b>Remit</b>	Cllr J Butterfield and Cllr R waters.

**2. Minutes of the last meeting**

The meeting approved the minutes of the last meeting. (see attached at appendix A)

**3. Actions taken since the last meeting**

The meeting actions taken since the last quarterly meeting which were:

**School meals**

The research into the school meals provision has been completed. A press release can now be issued to be approved by the Chair.

**Homeless**

A meeting has been held with Welsh Government. A new scheme involving volunteers is being put in place in Welshpool. Once this has happened a report will be issued on how it worked.

**4. Financial**

The meeting note the monthly accounts to 31.10.2018 – see appendix B of the agenda.

**5. Quarterly Meeting Agenda**

The meeting considered the quarterly meeting agenda as per enclosed at appendix C of the agenda. This was approved subject to the following alterations:



It was agreed that the following items should be added:

- a) Transport for Wales
- b) Hospital reports
- c) Planning matters for the July meeting

**6. Future of local councils**

The meeting noted the paper issued by the Minister. See appendix D of the agenda.

**7. Next quarterly meeting in Llandudno**

The meeting considered the menu for the above. There is to be a set menu with an alternative if notified before the meeting.

**8. Date of the next meeting**

The date of the next meeting is to be Friday 9th March 2018 10.30am held at Rhyl Town Council Offices.



## APPENDIX D

### WELSH GOVERNMENT STATEMENT – 30.11.2018

A Review of the Community and Town Council Sector was established in July 2017 by the Welsh Government to consider how community and town councils can be strengthened so they are best able to support their communities. The independent cross-party Review Panel included representation from Labour, Plaid Cymru, the Welsh Conservative and Welsh Liberal Democrats and was jointly chaired by Gwenda Thomas and Rhodri Glyn Thomas.

The Panel spent around a year gathering evidence and listening to views of a range of stakeholders. They submitted their final report to me on 3 October. I am grateful to them for the time and consideration they have given to the Review and for their report on Community and Town Councils in Wales. It has provided a good basis on which to move forward and has informed the policy approach I am setting out today.

I have read and considered the Panel's report and I believe their analysis of the sector and the opportunities and challenges it faces is sound. They make the case for both retaining the community and town council sector and for significantly enhancing the contribution it makes.

I agree with the direction of travel set out in the report which calls for an expanded role for the sector. After careful consideration and discussion at Cabinet, I believe an enabling approach is the right way to deliver this expanded role – strengthening community councils, and encouraging change to happen naturally by creating an environment for community and town councils to expand their activities where they could, and should, play a greater role, based on local need.

The emphasis should be on encouraging and enabling the sector to develop; providing an element of choice for community and town councils to decide how far and how quickly they progress, particularly in terms of their role in commissioning and delivering services. This provides a clear, national statement of ambition which recognises the diversity of the sector and the communities they serve.

There are key actions we can take now to strengthen community councils and support them through changes they may wish to make. Where there is broad agreement – and where we are building on what is already happening – there is no need to delay. For example, the Local Government and Elections (Wales) Bill, which I intend to introduce early next year, will provide additional powers and flexibilities for community councils by enabling those which meet certain conditions to exercise the General Power of Competence.



I intend to increase the accountability and transparency of the sector by encouraging better use of digital tools to engage communities and, through the Local Government and Elections (Wales) Bill, ensuring people have the right to make representations on any business conducted at a council meeting. I also intend to require, through legislation, community and town councils to report annually. I believe this will increase visibility of their work, improve local accountability and lead to better engagement with and interest from, local communities in the work of community councils.

Strengthening the capability of the sector will continue to be a priority and I will be supporting through continuing to make bursaries available to both councillors and their staff to undertake training. In addition, the Local Government and Elections (Wales) Bill will place an obligation on community councils to consider and plan for their training needs and review this plan regularly.

Some of the issues identified by the Review Panel merit further consideration and consultation on how to proceed. For example, further consideration is required as to whether a clearer distinction between what communities councils are responsible for and what principal councils are responsible for would help clarify the role of the sector; and whether additional, proportionate, intervention and support arrangements should be put in place.

I also want to facilitate a conversation between community and town councils and local authorities about how services are funded and sustained – recognising that this is a key determinate of community councils' capacity to play an expanded role.

I look forward to exploring these wider ranging and, in some cases, more contested ideas with local government and wider stakeholders.

I see this as a start of a conversation about how an expanded role for community councils can be achieved - with community councils, principal councils and others that work with communities.

In setting out Welsh Government policy it should also be remembered that the findings of the Review Panel are not only for Government to reflect on but for all partners in local government to consider and respond to, including community councils, principal councils and their representative bodies; taking responsibility for the role each of us play in improving local communities.



I believe the policy approach I have outlined is considered, proportionate and measured and forms the starting point of a conversation with the sector itself and those it works with. It responds to the calls in the report for greater clarity for the sector; provides opportunity for councils to strengthen through building their capacity and capability; and puts in place processes to increase accountability and increase participation.