



Cwmbran Community Council

Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Policy & Finance Committee

16 June 2014 @ 6.00 pm

Venue: Council Chamber Council House, Ventnor Road, Cwmbran NP44 3JY

AGENDA

To: Councillors SWJ Ashley, LJ Chaney, D Daniels, M Day, R Jones, R Kemp, TA Matthews (Vice Chair), J Rees, WJ Walker and DJ Williams

Councillors S Evans, M Johnston, S Brooks and WM Howell (Chair)
(Ex Officio Members)

To: ALL OTHER MEMBERS FOR INFORMATION

1. Appointment of Chair

To note that, at a meeting of the Council held on 21 May 2014, Councillor WM Howell was appointed Chair of this committee for the current municipal year. Councillor TA Matthews was appointed Vice Chairman.

2. Apologies for Absence

3. Members' Declarations of Interest

4. Itemised Schedule of Receipts & Payments (April & May 2014)

Schedules of receipts & payments and bank reconciliations are attached for members only. (Members of the public may obtain this information from the Clerk to the Council) Background papers will be brought to this meeting to allow members to interrogate any transactions etc. in more detail, should they wish.

Details of the Quarterly Financial Monitoring (Quarter 4) are also attached. (Members of the public may also obtain this information from the Clerk to the Council)

5. [Internal Audit Report](#)

A copy of the report of the Council's internal auditor is attached.



6. **Statement of Accounts 2013/14 and Annual Return**

The Council's Annual Statement of Accounts for the year ending 31 March 2014 has now been prepared. A copy is enclosed.

The Annual Return is also due for completion around this time. This involves completion of the Annual Return itself, which must be presented to the Council and sent to the Council's external auditor along with any requested documents. This is a two stage process:

Stage 1

By 30 June 2014 and prior to the external audit,

- The Responsible Financial Officer (RFO) (the Clerk) must sign and date the "Responsible Financial Officer" certificate before 30 June 2014 to certify that the accounting statements fairly present the financial position of the Council for the year in question. (This has been carried out already).
- The internal audit for the year must be finalised and the internal auditor must complete, sign and date the Return. (This has been carried out already).
- The Annual Return must be formally presented to the Council. The Chair and Clerk must complete, sign and date the "Council confirmation prior to audit" section of the Annual Return
- Following this, a copy of the Annual Return and accompanying information must be sent to the External Auditor by 4 July 2014.

Stage 2 (after the external audit)

The external auditor will write formally to the Council, highlighting any matters arising. After this letter has been received:-

- The RFO must complete and sign the "Certification by the RFO" statement in Section 3 of the Annual Return.
- The Council must meet to formally approve the Annual Return and the Chairman must sign and date the "Approval by the Council" statement in section 3. The minute reference must also be provided.
- Once approved, the Annual Return (original document) must be sent back to the external auditor so that the external audit certificate and report can be issued.

Members are asked to note the two-stage approach with regard to the external audit and consider the attached Statement of Accounts in readiness for consideration and certification at the Council Meeting to be held on Wednesday 25 June 2014.

7. **Standing Orders Sub Committee**

At the last meeting of this committee, members noted that the sub committee established to review Standing Orders etc. had almost completed it's work. The sub committee has now concluded its review and a draft set of Standing Orders is attached for the committee's approval.

8. **Governance Arrangements**

Arising from the recent review of Standing Orders etc. members have indicated that it would be helpful to prepare a complete list of the council's policies in relation to governance, to include dates on which those policies are due for review.

Members are therefore asked to consider the attached list.

9. **Publication of statutory notice in respect of Proposal to remove surplus secondary school places in the south of Torfaen.**

Torfaen County Borough Council has decided to proceed with the above mentioned proposal. The Council must now publish this proposal by way of a statutory notice. A copy of the statutory notice is attached. Anyone wishing to make an objection to this proposal must do so in writing or by email within 28 days from Monday 2 June 2014.

10. **Pensions Policy**

The Council is under a statutory obligation to publish a Pensions Policy by 30 June 2014. A draft policy is therefore attached. The policy follows discussion with officers of the Greater Gwent Pensions Scheme and benchmarking with other similar sized community councils.

11. **Remembrance update (including Armed Forces Day: 28 June 2014)**

Councillor Matthews and Clerk to report.

12. **Seminars & Meetings of Outside Bodies**

To consider the attached reports in relation to seminars and meetings of outside bodies, attended by representatives of the Council.

(a) [Local Councils in Partnership Committee 29 April 2014.](#)

(b) [Torfaen Museum Trust 27 May 2014](#)



David Collins, Clerk to the Council

9 June 2014

david@cwmbrian.gov.uk

tel. 01633 624154