



You are summoned to attend the following meeting:

Policy & Finance Committee

15 September 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. **Apologies for Absence**

2. **Members' Declarations of Interest**

3. **Itemised Schedule of Receipts & Payments (June & July 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 1) are also attached. (Members of the public may also obtain this information from the Clerk to the Council)

4. **Investment Opportunities**

To consider options for investing Council funds in more than one bank or Building Society.

Details of a potential solution from HSBC are [attached](#).



5. **Health & Safety Action Plan**

On 31 July 2014, the Council's Annual Health & Safety Evaluation was undertaken by the Council's consultants, Peninsula.

Almost all the specific areas, working practices and safety arrangements examined were considered to be satisfactory. Further action is required only in relation to recording the servicing of emergency lighting and Risk Assessments of Display Screen Equipment.

The Evaluation confirms the Council's commitment to Health & Safety standards and shows progress since the 2013 visit.

A copy of the Evaluation Report is available from the Clerk.

6. **Remembrance Update**

Councillor Matthews to report on the outcome of a planning meeting held on 20 August 2014 in relation to Remembrance Sunday 2014 in Cwmbran

7. **Support to Croesyceiliog & Llanyrafon Community Council**

The Clerk to the Council will report on progress.

8. **"An Evening to Celebrate Cwmbran and its Communities"**

In consultation with the Chairman of the Council, the 2015 event (previously described as the Civic Dinner) has been provisionally arranged for the evening of Sunday 1 March 2015 at "Irie Shack", a Caribbean restaurant in Cwmbran Shopping Centre.

The format for the event would be along the lines of previous years, with invitations sent to local organisations and community partners. There would be an opportunity for speeches, a raffle/auction and some entertainment.

There may also be scope to extend the Caribbean Theme by inviting guests to wear suitable attire to match the theme of the venue!

9. **Regeneration Sub Committee**

The Council's approved estimates for 2014/15 includes a sum of £35,200 allocated to the Cwmbran Regeneration Partnership. (Code I13) This allocation falls within the remit of this committee.

Since the preparation of the estimates, the Council has been advised that, from 31 March 2014, the Regeneration Partnership would cease to exist. The finance, however, remains allocated for "regeneration" in the Council's estimates.

At a meeting of this committee held on 7 July 2014, it was recommended that an item is included on the agenda for the September meeting committee to consider the establishment of a sub committee to manage the regeneration budget, with responsibility for agreeing criteria for schemes to support. It was also recommended that Torfaen County Borough Council is invited to send officers along to meetings of this sub committee to advise on potential schemes.

These recommendations were approved by the Council on 23 July 2014.

Any sub committee established would report to the Policy & Finance Committee.

10. **Governor Vacancies**

The Education Achievement Service has notified the Council that Councillor Matthews' term of office as a Community Council Representative at Woodlands Community Primary School came to an end on 31/08/14. The Council can nominate Councillor Matthews to serve a further term if it wishes.

Details have also been received of older vacancies that remain open. Members may wish to consider these vacancies.

School	Date Previous Governor Finished	Previous Governor	Comments
Greenmeadow Primary	01/08/2008	Michelle Day	Term of Office Ended
Henllys CiW	10/03/2014	Natalie Salkeld	Disqualified for non-attendance
Llantarnam Community Primary	01/09/2003	Jack Hughes	Term of Office Ended
Maendy Primary	01/08/2012	Thomas Winter	Term of Office Ended

11. **Publication of Agendas**

It has become the Council's common practice to serve agendas and accompanying documents electronically. This is in order provided the e-mail contains the electronic signature and title of the Proper Officer (ie the Clerk to the Council) and the Council has first passed a resolution authorising service of the summons by electronic means.

There is no record of such a resolution having been passed by this Council. In order to regularise the position it is **recommended** that the Council authorise the service of the Council summons and agendas by electronic means. Hard copies will still be provided to members who request them. (All summonses and agenda already include an electronic signature and title of the Proper Officer, this will also be added to any covering e-mail)

It is also **recommended** that this is recorded in Standing Orders as permanent record of the arrangement for serving notice of meetings.

12. **Code of Conduct Complaints: Adoption of a Protocol**

In conducting a recent review of the Council's Standing Orders, members asked that consideration is given to the development of a local protocol to encourage dialogue and early resolution of complaints. Members noted that a similar protocol was already in place at Torfaen County Borough Council.

On 7 July 2014 (minute PF 14/018) the Clerk to the Council reported on the outcome of discussions with the Monitoring Officer about the potential for adopting such a Protocol at Cwmbran Community Council. However the procedure was particular to Torfaen County Borough Council and so closely linked to the various processes and individuals of that Council that it would not easily "translate." Further, the Monitoring Officer had advised that she did not have the resources to deal with community council complaints through this process.

However, the Monitoring Officer had provided advice about encouraging good relationships between Members & Officers and Members & Other Members. This *is* capable of being adapted by Cwmbran Community and a draft is therefore [attached](#).

Adoption of this protocol would help to reinforce good relationships and may avoid some complaints escalating to a more formal level.

13. **Society of Local Council Clerks: Annual Subscription Renewal**

The Clerk's subscription to the Society of Local Council Clerks is due for renewal in the sum of £279. The Council has previously paid for the Clerk's subscription and benefited from the Clerk's membership. The Society is a reliable source of advice & support to its membership. The current Clerk has attended a number of events hosted by the society such as seminars, regional meetings and training events. The Clerk has completed the "Working With Your Council" course and pursuing the Certificate in Local Council Administration (Wales) qualification through the Society. The Society's magazine "The Clerk" has also featured the work of the Council, helping to raise the profile of the Council within the sector.

Members are asked to make a recommendation.

14. **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) [One Voice Wales Larger Councils Conference 8 July 2014](#)
- (b) [One Voice Wales Gwent Valleys Partnership Meeting \(AGM and Ordinary Meeting\) 8 July 2014](#)
- (c) [CCYP \(AGM and Management Committee\) 10 July 2014](#)
- (d) [Torfaen Community Transport AGM 11 July 2014](#)
- (e) [Torfaen Armed Forces Community Covenant 24 July 2014](#)



David Collins, Clerk to the Council
8 September 2014
david@cwmbbran.gov.uk
tel. 01633 624154