



cwmbran community council cyngor cymuned cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council Wednesday 27 October 2021 at 6.00 pm

The meeting will commence at 6.00 pm at the Council House, Ventnor Road, Cwmbran NP44 3JY.

Members of the Council, members of the press and the public may attend in person.

The meeting will also take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

Members of the Council, press or public wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the video conference.

AGENDA

To: Councillors: SWJ Ashley, RM Bennett, AL Bird, SJ Brooks, LJ Chaney, JS Davenne, M Day, LG Johnston, PM Johnston, F Jones, RD Kemp, KK Manneh, S Morgan, J Rees, LM Ryan, M Villars, WJ Walker, DH Williams and LE Williams

For meetings of the Full Council, the Quorum shall be at least a third of the total membership.

1 Apologies for absence

To receive any apologies for absence from members.

Apologies must be submitted in advance by the Member concerned.

(Members are reminded that failure to attend at least one relevant meetings within six months will result in automatic disqualification from holding office unless the absence is approved.)

2 Declarations of Interest

Members are asked to declare any personal and/or prejudicial interests they may have and to give details of the nature of the interest.

3 Voting

To agree that the manner of any voting at this meeting will be by calling each name alphabetically with a response of 'for,' 'against' or 'abstain.'

4 Chair's Announcements and Vice Chair's Announcements

To receive any announcements from Councillor SJ Brooks and Councillor LG Johnston.

5 Public Question Time

In accordance with the Council's Standing Orders, the opportunity for public questions is hereby included as an item on each Council agenda. Details of any questions submitted will be reported.



(Note: Questions must be submitted to the Clerk in writing within 3 clear working days of the date of the meeting by 12 noon. The period designated for public participation shall not exceed 10 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and not for more than 10 minutes. A speaker may ask a supplementary question. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response. A record of any public participation session will be included in the minutes of the meeting.)

6 Gwent Police Update/ South Wales Fire & Rescue Service Update

- (i) To receive representatives from Gwent Police who will report to Members and answer Members' questions.
- (ii) To receive representatives from the South Wales Fire & Rescue Service who will report to Members and answer Members' questions.

Members are requested to submit any questions to the Clerk in advance,

7 [Council Meeting 15 September 2021](#)

To receive and, if approved, confirm the above minutes (attached).

The Chairman will be asked to sign and initial or authenticate the minutes of the above meetings in accordance with the Local Government Act 1972, Schedule 12 paragraph 41.

8 Delegated Powers

To report details of decisions taken by the Clerk under delegated powers (Minute CL20/022 (3 refers.)

9 Receipts & Payments August and September 2021

Financial Regulations require details of receipts & payments and comparisons of expenditure against budget to be reported to the Council's Policy & Finance Committee. The regulations also require that bank reconciliations are verified by a member (Councillor M Villars) and that details are reported to the Council's Policy & Finance Committee. (Financial Regulations 4 and 2 refer.) Councillor Villars has verified and signed the information.

Due to the current Covid-19 outbreak, Council is recommended to confirm the suspension of these regulations to allow these matters to be reported direct to Council for the foreseeable future. This avoids the risk of the activity not being reported to Members in a timely manner. The risk of not doing so would cause a delay and a risk accountability, sound financial management and effective scrutiny.

A schedule of receipts & payments and bank reconciliation is attached as follows:

- (i) [Schedule of Receipts & Payments Itemised August 2021](#)
- (ii) [Itemised Schedule of Receipts & Payments September 2021](#)

It is **recommended** that the information is approved.

10 Quarterly Financial Monitor

- (i) [Quarter 1 \(April, May June 2021\)](#)
- (ii) [Quarter 2 \(July, August, September 2021\)](#)

To consider the attached Quarterly financial monitoring information.

11 Transfer of Funds

In accordance with Financial Regulations, funds have been transferred from the Council's Monmouthshire Building Society Account to its Co-operative Bank Account. A transfer of £100,000 will take effect on 28 October 2021. A similar transfer will take place on 29 October 2021. This will provide sufficient funds to enable payments to be paid to the Council's usual partners, as set out in the approved Estimates.

It is **recommended** that the transfer of funds is noted.

12 Internal Audit

On 1 September 2021, the Council's internal auditor, Mr Lyn Llewellyn, announced his retirement from undertaking the audit of larger councils. Arrangements are being introduced to identify a successor. Details will be reported to a future meeting

13 Independent Remuneration Panel Draft Annual Report 2022

The above report has now been published for consultation and is available on the website below. Due to current restrictions the Council has not been sent hard copy versions by post.

[Independent Remuneration Panel for Wales Draft Annual Report - February 2022](#)

Section 13 relates specifically to Community and Town Councils. Some payments are mandatory and some are discretionary, as explained in Table 12 of the report.

Draft determinations for 2022 - 2023 include:

- Community and Town Council Groupings - five groups established based on the size of the council's electorate, replacing the three current groups. Cwmbran Community Council is within Group 1.
- Continuation of the mandatory payment of £150 as a contribution to costs and expenses for members of community and town councils, except for those councils in Group 5 where it will be optional.
- The introduction of an attendance allowance which is optional for all Councils.

For the period 1 April 2022 to 8 May 2022, all of the determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/2022 will continue to apply in respect of principal councils and community and town councils.

With effect from 9 May 2022, the determinations set out in this Report will apply to principal councils and community and town councils,

Observations are due 26 November 2021.

It is **recommended** that Members consider the draft report.

14 Governance Documents: [Investment Strategy](#)

It is important that the Council keeps its internal systems, such as the Investment Strategy under review. A draft Investment Strategy is attached

It is **recommended** that the draft Investment Strategy is approved.

15 [Risk Register](#)

To consider the attached report and [Executive Summary](#). (Note: the report follows the usual format of the Risk Register rather than the recently introduced corporate report template.)

16 Torfaen Replacement Local Development Plan

Members were recently invited to participate in an Online 'Green Issues' Workshop re the Torfaen Replacement Local Development Plan (RDLP).

Torfaen County Borough Council has been asked to ensure that Members are provided with details of other opportunities to make observations on matters relating to the RDLP. (Minute CL21/066 refers)

It is **recommended** that the information is noted.

17 Planning Consultations

To deal with any outstanding planning consultations from Torfaen County Borough Council. (Details of recent planning decisions taken by Torfaen County Borough Council are sent to Members separately.)

Events & Community Projects

18 [Cwmbran “Virtual” Big Event 18 September 2021](#)

To consider the attached report on the success of the above.

19 [Christmas Lights Switch On Ceremonies](#)

To consider the attached report.

Other Matters

20 [Request for Funding: Llantarnam Grange & Arts Centre](#)

To consider the attached report.

21 [Informal Resolution Protocol](#)

To consider the attached amended version of the model informal resolution protocol adoption.

The amendment made to the existing protocol adopted by the Council is that repetitive low level and frivolous complaints should now be considered for informal resolution.

22 [Installation of Traffic Speed Signs](#)

To consider the attached report

23 Date of Next Meetings

It is **recommended** that that Members consider the attached provisional programme of meetings.

Each meeting will commence at 6.00 pm at the Council House, Ventnor Road, Cwmbran NP44 3JY. Members of the Council, members of the press and the public may attend in person. The meetings will also take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

It is also **recommended** that Standing Orders are amended to confirm that minutes may take place in hybrid form, as described above.

24 **Exclusion of the Press & Public**

In view of the confidential nature of the business to be transacted, it is **recommended** that the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

25 **Renewal of Lease: Task Force Vehicle**

To consider the attached Quotation to renew the lease on the above.

This action is taken forward as an exception to Financial Regulations and Contract Standing Orders in order to preserve the business continuity of the Council during the uncertainty arising from current restrictions around Covid-19. This will provide a short-term solution to the Council's business needs, reducing the risk of loss of continuity from High to Medium. Longer term options, including electric vehicles, will be examined for the future.

26 **Staffing**

The vacant post of Cleaner/Caretaker has recently been advertised. The closing date was extended to 15 October due to the level of interest in the post. Candidates are to be interviewed 28 October 2021. Details will be reported to a future meeting.



David Collins DMS
Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)
Cwmbran Community Council/Cyngor Cymuned Cwmbrân

20 October 2021 / 20 Hydref 2021

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