



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council, **Policy & Finance Committee** on Monday 29 November 2021

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:

- (i) Councillor Rh Bennett
- (ii) Councillor M Day
- (iii) Councillor LJ Chaney
- (iv) Councillor AL Bird
- (v) Councillor M Johnston
- (vi) Councillor M Villars
- (vii) Councillor WJ Walker
- (viii) Councillor DH Williams
- (ix) Councillor F Jones
- (x) Councillor S Morgan

Also Councillors:

Councillor SJ Brooks
Councillor LG Johnston (Vice Chairman)
Councillor KK Manneh
Councillor SWJ Ashley (Chairman)
(Ex Officio Members)

3 Members must be present for the meeting to be quorate.

To: ALL OTHER MEMBERS FOR INFORMATION

1. **Apologies for Absence**

(Must be submitted by the Member concerned in advance of the meeting)

2. **Members' Declarations of Interest**

(Must be declared in writing at the meeting)

3. **Membership**

To note the membership of the committee, as set out above. The membership was approved at Annual Council on 19 May 2021. Terms of Reference were also agreed at the meeting.



Finance and Audit Items

4. **Itemised Schedule of Receipts & Payments (October 2021)**

[Schedules of receipts & payments](#) and [bank reconciliation](#) are attached.

5. **Accounting Statements and Annual Return for the year ended 31 March 2021**

The results of the external audit of the above remain awaited from Audit Wales. The Council has enquired about progress. Appropriate notification has been published to explain the position.

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

Governance Items

6. **Standards & Ethics Committee**

Cllr SJ Brooks represented town and community councils on the local Standards & Ethics Committee.

His four-year term of office has now come to an end. The Monitoring Officer proposes to report to Torfaen County Borough Council in December to agree an extension to that term until the elections in May 2022.

Before doing so she is required to consult all the community councils. This consultation was received on 10 November 2021. Any comments on the proposal were required by 18 November 2021. Details were circulated to Members. No objections were received.

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

7. **Informal Resolution Protocol**

On 27 October 2021, the Council considered an amended version of the model informal resolution protocol for adoption. (Minute CL21/098 refers).

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.

The Council resolved that consideration is deferred to receive further information about complaints handling processes.

There is no time limit for adopting the protocol. It would be appropriate to spend time in developing a process for how it will be implemented. This information will therefore be reported to a future meeting.

8. **Contract Standing Orders**

To consider the attached draft Standing Orders relating to contracts. The Standing Orders have been amended to achieve consistency with Financial Regulations.

9. **The Local Elections (Principal Areas) (Wales) Rules 2021 and the Local Elections (Communities) (Wales) Rules 2021**

The Council has been notified of key decisions recently taken by Welsh Ministers in relation to the above. (Minute CL21/060 refers). Details are set out below:

- *Candidate's home address*

Candidates will be required to include with their nomination paper a separate home address form. This will allow a candidate to state that they do not want their home address to be made public or published.

- *Statement of political party affiliation*

A new draft rule was included in the consultation which required candidates to include, on nomination forms, details of political party membership in the preceding 12 months. This provision will remain in the final rules but is amended to make clear the intention that Returning Officers will not be required to check the information (which will be publically available) or to act on accusations of false information.

- *Personal statement for candidates*

Candidate statements will not be implemented for the local elections in 2022 but will be taken forward in the near future.

- *Electronic submission of candidate nomination forms*

The revised rule will make it a requirement for Returning Officers to enable candidates to submit nominations electronically.

- *Counting Agents and polling agents formula*

The draft Rules removed the current formulas associated with polling and counting agents and allowed numbers to be determined by the Returning Officer. However, in light of responses to the consultation and learning from the Senedd election the formulas are reinstated in the final Rules.

- *Independent/ Annibynnol*

Further provision has been made for an independent candidate to include on a nomination paper the term “Independent”, “Annibynnol” or both those words.

- *Timetable and Consequential rules*

In order that the current timetable can be met, certain consequential amendments arising from the changes will be made.

Council House Matters

10. **Council House Matters**

To note the following:

- (i) Cwmbran Photographic Society has hired accommodation at the Council House on a weekly basis for many years. This arrangement ceased during restrictions arising from the coronavirus crisis. As the club has now found alternative accommodation the arrangement has been permanently terminated
- (ii) Richard Davies commenced his role as Cleaner/Caretaker on 15 November 2021. Richard will play an important role in ensuring the health & safety of the building and maintaining hygiene standards.

Well-being Matters

11. **[Corporate Joint Committee \(General\) \(Wales\) Regulations 2022.](#)**

To consider the attached report.

12. **Torfaen County Borough Council: Christmas Play Resources**

Torfaen County Borough Council (Play Services) is in the process of putting together play and wellbeing packs to be given out to families across Torfaen as in 2020.

These consist of play resources such as art and craft materials, playdough, balls, frisbees etc.

Distribution will be undertaken in partnership with Cwmbran Community Council, with no additional costs falling on the Council. The resources could be distributed from the Council House or the town centre. Model "Santa Claus" figures will also be distributed for children to take away and decorate.

It is **recommended** that the arrangements are supported.

Other Matters

13. **Liaison Meeting with Torfaen County Borough Council Chief Executive**

To consider the attached report.

14. **Installation of Traffic Speed Signs ("Speed Indicator Devices"): Llantarnam Road, Station Road and Blenheim Road and other potential locations.**

To consider the attached report.

15. **Seminars & Outside Bodies**

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

- One Voice Wales Gwent Valleys Area Committee: 19 October 2021 & One Voice Wales Larger Councils Meeting 20 October 2021

16. **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.

17. **Insurance**

To consider the attached report.

18. **Appointment of Internal Auditor**

To consider the attached report.

19. **Staffing Matters**

To consider the attached report.



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

23 November 2021/23 Tachwedd 2021

david@cwmbbran.gov.uk

tel/ ffôn 01633 849073