



# Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Cwmbran Community Council

## Annual Meeting

Wednesday 19 May 2021 at 6.00 pm

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

## 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.*

Members of the 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.

### 1. Election of Chairman and Vice-Chairman of the Council, Declarations of Acceptance of Office

(any vote will be undertaken by calling each name alphabetically with a response "for," "against" or "abstain.")

- (i) Nominations for Chairman of the Council
  - (a) Nominations are invited for the role of Chairman of the Council.
- (ii) Nominations for Vice Chairman of the Council
  - (a) Nominations are invited for the role of Vice Chairman of the Council.
- (iii) Declarations of Acceptance of Office

It is **recommended** that the Chairman signs the declaration of acceptance of office in the presence of the Proper Officer before the next meeting of the Council.

- (iv) To inform members of the charity or charities the Chairman has decided to support during his/her term of office.



## **2. Apologies for absence**

To receive any apologies for absence from members.

## **3. Declarations of Interest**

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

## **4. 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.”

## **5. Chairman’s Address**

- (i) To receive an address from the Chairman on his/her year as Chairman of the Council, including details of proposed fundraising activities during the year.
- (ii) Presentation of the Past Chairman’s Badge of Office to the outgoing Chairman will take place on a future occasion.

## **6. Banking and Audit Arrangements**

- (a) To appoint four members of the Council to sign all cheques and other banker’s orders on behalf of the Council. This shall include cheques on behalf of the Chairman’s charity. (Any two from the four are required to sign cheques and banker’s orders.). The existing signatories are Councillors SWJ Ashley, SJ Brooks, LG Johnston and PM Johnston.
- (b) To confirm that the Co-operative Bank shall continue to be Cwmbran Community Council’s Bankers for the ensuing year.
- (c) to confirm that the Clerk (as Responsible Officer), Emma Clare Facey and Blair Mwendo be the officers allowed to use the Co-operative Bank’s Business Customer Services, Unity Trust Bank and Monmouthshire Building Society facilities for the purpose of the transfer of funds between Council accounts and for making balance and other enquiries and payments (including on line payments), as necessary
- (d) To confirm that Lyn Llewellyn shall act as the Council’s Independent Internal Auditor for the ensuing year.
- (e) To appoint a Member to verify bank reconciliations in accordance with Financial Regulation 2.2.

## **7. Ex officio members of Council Committees**

To appoint the Chairman and Vice-Chairman of the Council, together with the Leader of the Majority Group (Councillor Manneh and Deputy Leader (Councillor SWJ Ashley), to serve as ex-officio members (with normal

voting rights) on all Council Committees and Sub Committees during their term of office.

## **8. Review of the Terms of References, Membership and Chairmanship of Committees.**

### **(a) Terms of Reference of Committees**

To review the attached terms of reference for committees, including any delegated powers.

### **(b) Appointment of Members to serve on Council Committees and other Groups**

To nominate and appoint members to serve on the Council's Committees, as follows:-

- (i) Policy & Finance (10 Members)
- (ii) Environment, Sustainability & Planning (10 Members)
- (iii) Events & Community Projects (10 Members)
- (iv) Grants to Voluntary Organisations (10 Members)

(Ex Officio members will also sit on each committee)

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

For all other committee and sub-committee meetings, the quorum shall be 3.

Proposed Committee Membership is attached. It is **recommended** that the Membership of the committees be as set out on the attached for the remainder of the current Municipal Year.

### **(c) Chairmanship of Committees**

Proposed Committee Membership is attached. It is **recommended** that the Chairs & Vice-Chairs of the committees be as set out on the attached for the remainder of the current Municipal Year.

## **9. Appointment of Members to Serve on Outside Bodies**

To appoint the following members to represent the Council on the following bodies:

- 1. Armed Forces Community Covenant Network ("Armed Forces Champion")  
Councillor WJ Walker. (Councillor DH Williams as substitute.)
- 2. Congress Theatre Company  
Councillor AL Bird.

3. CCYP Management Board  
Councillors SWJ Ashley, RhM Bennett, SJ Brooks, M Johnston, KK Manneh.
4. Friends of Bruchsal Society  
Councillors SJ Brooks. LG Johnston.
5. Friends of Bruchsal Society Trust  
Councillors SJ Brooks, LG Johnston.
6. Greenmeadow Community Farm Shadow Board  
Councillors LJ Chaney, KK Manneh.
7. Llantarnam Grange Arts Centre Management Board  
Councillor SJ Brooks.
8. Mon, Brecon & Abergavenny Canal Trust  
Councillor SWJ Ashley.
9. National Association of Councillors  
Councillor SJ Brooks
10. One Voice Wales Larger Councils Network  
Leader & Deputy of Majority Group - Councillors KK Manneh and SWJ Ashley plus Councillor M Johnston as substitute.
11. South Sebastopol Environmental Steering Group  
Councillors SWJ Ashley and DH Williams
12. Torfaen Community Transport  
Councillor LE Williams
13. Torfaen County Association of Local Councils ("TCALC")  
Leader & Deputy of Majority Group - Councillors KK Manneh and SWJ Ashley plus Councillor M Johnston as substitute.
14. Torfaen Environmental Trust & Association  
Councillor SWJ Ashley
15. Gwent Valleys Partnership Area Committee One Voice Wales  
Leader & Deputy of Majority Group - Councillors KK Manneh and SWJ Ashley plus Councillor M Johnston as substitute.
16. Torfaen Local Councils Partnership Meeting (LCP)  
Leader & Deputy of Majority Group - Councillors KK Manneh and SWJ Ashley plus Councillor M Johnston as substitute.
17. Torfaen Museum Trust Executive Board  
Councillor AL Bird
18. Torfaen Aids for the Disabled  
Councillor LE Williams

19. Torfaen Rural Local Action Group  
Councillor M Villars
  
20. Greenmeadow & St Dials Community Association  
Councillors LJ Chaney, F Jones, KK Manneh.



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

*13 May 2021/13 Mai 2021*  
*[david@cwmbra.gov.uk](mailto:david@cwmbra.gov.uk)*  
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Cwmbran Community Council  
Cyngor Cymuned Cwmbrân

***Terms of Reference  
Council & Committees***

***Adopted by Cwmbran Community Council  
at a meeting held on 19 May 2021***

In relation to membership, each committee consists of 10 members, appointed at the Annual Meeting of the Council, plus the Chairman and Vice-Chairman of the Council, together with the Leader and Deputy Leader to serve as ex-officio members (with normal voting rights) on all Council Committees during their term of office.

(Membership can be reviewed by the Council at any time)

1. *Adopted by Cwmbran Community Council at a meeting held on 19 May 2021.*
2. *Review due Annual Council 2022*
3. *Document Reference 1.3.1*

**David Collins**

**Clerk to the Council**



The Terms of Reference of the committees are as follows:-

### **POLICY AND FINANCE COMMITTEE**

*To make recommendations to Full Council in relation to the following:*

1. To determine the financial resources required by the Council to enable it to fulfil its statutory obligations and provide services for the well being of its community, namely:
  - a) Preparing the annual budget and making recommendations to Council for the precept required.
  - b) Deciding upon borrowing requirements, establishing reserve funds and investments and overseeing the council's banking arrangements.
  - c) Approving the Council's charging policy for services.
2. To monitor the effectiveness and adequacy of the internal financial control environment by:
  - a) Ensuring compliance with Statutes, Contract Standing Orders and Financial Regulations.
  - b) Ensuring a sound system of internal audit is operational on receipt of the annual report.
  - c) Monitoring income and expenditure against budget.
  - d) Ensuring that accounts are properly maintained, and reflect current best practice.
  - e) Authorising the writing off of bad debts and other items in accordance with approved financial procedures.
  - f) Ensuring that bank reconciliations are undertaken regularly.
  - g) Ensuring compliance with financial instructions.
3. To monitor financial transactions of both receipts and payments, bank transfers etc.
4. To identify and manage business risks which may prevent the Council achieving its aims and objectives.
5. To affect necessary insurance cover on all buildings and property owned by the Council and such other insurances relating to members and officers, and in respect of any other matters as may be necessary.
6. To receive and approve the Council's Annual Statement of Accounts in accordance with the current Accounts and Audit Regulations.
7. To determine the strategy and operational matters relating to information technology.
8. To review constitutional issues and make recommendations to the Council.
9. To exercise overall supervision of the Community Awards.
10. To deal with corporate or other issues not otherwise within the terms of reference of any other committees.
11. To monitor the overall effectiveness of the Council's services.

12. To develop partnerships with other authorities, agencies and organisations for the effective delivery of services and the provision of facilities consistent with the aims, objectives, policies and programmes of the Council.
13. To determine, review, monitor and oversee the Council's Welsh Language Policy.
14. To consider correspondence from Parliamentary, Assembly, Local Authorities and other bodies in respect of consultative and other documents.
15. To consider and make recommendations to the Council upon electoral matters; review of local government areas and alterations in boundaries.
16. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
17. To manage and monitor the budget of the Committee.
18. Any other matters, which, for reasons of expediency, are referred to this committee.

### **ENVIRONMENT, SUSTAINABILITY AND PLANNING COMMITTEE**

*To make recommendations to Full Council in relation to the following:*

1. To consider and respond to the relevant body in all matters relating to planning, development control and development.
2. To consider and respond to the relevant body in respect of highway matters, including footpaths.
3. To consider and respond to the relevant body in respect of conservation, sustainability and environmental matters.
4. To consider and respond to the relevant body in respect of tree preservation.
5. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
6. To consider all matters relating to the operation of the Council's Task Force.
7. To manage and monitor the budget of the Committee.
8. Any other matters, which, for reasons of expediency, are referred to this committee.

### **EVENTS & COMMUNITY PROJECTS COMMITTEE**

*To make recommendations to Full Council in relation to the following:*

1. To consider and make recommendations with regard to the organisation of all events organised by the Council.
2. To approve the purchase and installation of the Christmas lights and the Christmas trees.
3. To manage and monitor the budget of the Committee.

4. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
5. Any other matters, which, for reasons of expediency, are referred to this committee.

#### **GRANTS TO VOLUNTARY ORGANISATIONS COMMITTEE**

*To make recommendations to Full Council in relation to the following:*

1. To consider and make in recommendations in respect of all requests for financial assistance submitted to the Council.
2. To manage and monitor the budget of the Committee.
3. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
4. Any other matters, which, for reasons of expediency, are referred to this committee.

#### **COUNCIL**

1. To receive and consider the minutes of Council and Committees and consider all recommendations from committees.
2. To delegate responsibility for certain matters to the Clerk and/or a committee in accordance with s.101 Local Government Act 1972.
3. To approve the final budget and set the annual precept.
4. To receive and consider motions from members.
5. To receive reports on Community Safety initiatives from police and fire representatives.
6. To approve the Annual Return, Financial Statement and address any audit recommendations.
7. To consider any other matters as necessary and in accord with Standing Orders.

## **Committee Membership**

(a) Policy & Finance Committee (10 members)

- (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

Councillor Ashley to Chair the Policy & Finance Committee.  
Vice Chairman – Councillor LG Johnston.

(b) Environment, Sustainability & Planning Committee (10 members)

- (i) Councillor AL Bird (Chairman)
- (ii) Councillor M Johnston (Vice Chairman)
- (iii) Councillor Rh Bennett
- (iv) Councillor M Day
- (v) Councillor DH Williams
- (vi) Councillor F Jones
- (vii) Councillor J Rees
- (viii) Councillor LM Ryan
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

(c) Events and Community Projects Committee (10 members)

- (i) Councillor M Day (Chair)
- (ii) Councillor Rh M Bennett (Vice Chair)
- (iii) Councillor JS Davenne
- (iv) Councillor LJ Chaney
- (v) Councillor M Johnston
- (vi) Councillor AL Bird
- (vii) Councillor LM Ryan
- (viii) Councillor LE Williams
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

(d) Grants to Voluntary Organisations Committee (10 members)

- (i) Councillor WJ Walker (Chairman)
- (ii) Councillor Rh M Bennett
- (iii) Councillor JS Davenne
- (iv) Councillor M Day
- (v) Councillor LJ Chaney
- (vi) Councillor M Johnston
- (vii) Councillor AL Bird
- (viii) Councillor LM Ryan
- (ix) Councillor LE Williams (Vice Chair)
- (x) Councillor M Villars

(Ex Officio Members will also sit on each Committee, as described above).