



You are summoned to participate in the following meeting:

Cwmbran Community Council, **Policy & Finance Committee** on Monday 17 January 2022

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 RhM 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. **Minutes**

To confirm the attached minutes of the meeting held on 29 November 2021 as a true record, subject to the deletion of the words "Greenmeadow Drive/" from Minute P&F21/014 (Installation of Traffic Speed Signs.)



The Minutes to be signed by the Chair.

Finance and Audit Items

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

[Schedules of receipts & payments](#) and [bank reconciliation](#) are attached. Councillor Villars has verified the reconciliation and bank statements in accordance with Financial Regulations. No issues stand referred to the committee as a result of this process,

5. **[Review of Internal Audit and Audit Plan](#)**

To consider the attached report.

6. **[Review of Fees & Charges 2022/23](#)**

To consider the attached report.

7. **[Financial Reserves: Review & Risk Assessment](#)**

To consider the attached report.

8. **[Estimates 2022/23](#)**

To consider the attached for submission to Council on 9 February 2022. The information includes estimates for the work of this committee and all other matters.

Governance Items

9. **Governance & Constitutional Documents**

The Council's key documents are now available on the council's [website](#) in an improved format. Members are encouraged to familiarise themselves with the documents.

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

10. **[Pay Policy](#)**

To consider the attached.

Council House Matters

11. **Council House Matters**

(i) To note that internal decoration work has recently been undertaken at the Council House.

(ii) To note that improvements to external lighting are also under examination.

Well-being Matters

12. **[Community Alcohol Partnership for Cwmbran](#)**

To consider the attached report.

(See also item 18 below)

Other Matters

13. **Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils**

To consider the consultation exercise in relation to the above. Details can be accessed in the link below. Hard copies are available from The Clerk (26 pages).

[Local Government and Elections \(Wales\) Act 2021: Community and Town Councils statutory guidance | GOV.WALES](#)

This consultation seeks views on the draft statutory guidance for community and town councils on a number of provisions in the Local Government and Elections Act ("the 2021 Act").

The 2021 Act was passed on 20 January 2021 and provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affects the community and town council sector and the key changes are explained in this draft statutory guidance.

The 2021 Act gives qualifying local authorities, including eligible community councils, a general power of competence. This guidance supports community and town councils to consider the requirements should they wish to become eligible community councils.

This guidance also provides information to help all community councils discharge their new duties in relation to the following requirements:

- accessing meetings from multiple locations
- providing opportunity for public participation at public council meetings
- preparing and publishing an annual report
- preparing and publishing a training plan to support training for councillors and council staff
- other provisions which impact on community and town councils

This consultation is seeking views on draft statutory guidance for community and town councils. This is a written, electronic consultation. Responses can be submitted by:

- Completing the consultation response form; or
- Emailing or posting your response to the contact details below.

The consultation closes on 17 March 2022

14. [Eligible Community Councils \(General Power of Competence\) \(Qualifications of Clerks\) \(Wales\) Regulations 2021.](#)

To consider the attached letter from the Minister for Finance and Local Government about the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021, The Council responded to consultation on the proposals on 22 July 2021.

The Clerk currently holds CiLCA. The Administration Officer has applied for bursary funding to complete the qualification.

15. **Governance and Financial Management: A Self-Evaluation Toolkit for Community and Town Councils in Wales**

The Council has assisted with a pilot exercise in relation to the above. (Minute CL21/110 (2) refers.

Participating Councils were invited to self-assess different key themes of activity. Cwmbran Community Council was asked to assess its performance in relation to Resources & Financial Management.

This theme considers the arrangements the council has in place to manage its resources and covers both assets held and the council's finances. The questions will ultimately provide

confidence that the statutory and non-statutory procedures for good financial management are in place or highlight areas where the council needs to make improvements.

The exercise was undertaken by the Clerk and Administration Officer using a Traffic Light system. Councillors SWJ Ashley, DH Williams and S Morgan assisted with the exercise (Minute CL21/092 (2) refers). Councillor M Villars also assisted in view of his role under Financial Regulation 2.2.

Feedback on the process will be forwarded to One Voice Wales via feedback sessions to be held in the next month or so. Invitations to remote focus group sessions will be e-mailed out later this month.

The exercise confirmed that the Council has generally sound processes in place to manage its resources, One or two areas for improvement were highlighted and these will be addressed in due course. Members can obtain a copy of the results from the Clerk if they wish.

Other themes within the Pilot are also being used to informally assess other areas of activity, pending the roll out of the final Toolkit.

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

16. **Employees Code of Conduct**

Members are asked to adopt the code referred to in the link below. Hard copies are available from the Clerk. Details have been shared with office staff.

[The Code of Conduct \(Qualifying Local Government Employees\) \(Wales\) Order 2001](#)

17. **Seminars & Outside Bodies**

To note that a meeting of the Local Councils in Partnership Committee due to take place on 30 November 2021 did not go ahead as the meeting was inquorate. (Councillor SWJ Ashley and the Clerk were present but there were insufficient other members available for the meeting to take place. Agenda items will now roll over to the next meeting due to take place on 27 January 2022.

18. **Gwent Draft Well-being Assessment - Consultation Period**

The newly established Gwent PSB has been working to write a Wellbeing Assessment for the region. The first draft of the assessment has now been completed and is open for consultation. Please see below link you to the assessment (374 pages). (Received 10 January 2022.) Comments are invited by 31 January 2022.

<https://www.gwentpsb.org/wp-content/uploads/2021/12/Draft-Gwent-Well-being-Assessment-Dec-2021.pdf>



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

11 January 2022/11 Ionawr 2022

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