

**Minutes of the Policy & Finance Committee of Cwmbran Community Council held on Monday 28 February 2022 at 6.00 pm.**

**Venue: The meeting was held remotely and at the Council House, Ventnor Road, Cwmbran NP44 3JY in accordance with the Local Government and Elections (Wales) Act 2021**

The recommendations below will be submitted to the Council Meeting to be held on 16 March 2022.

These minutes are subject to confirmation at the meeting to be held on a date to be agreed.

**Present:** Councillor SWJ Ashley (Chairman), Councillors Rh Bennett, AL Bird, LJ Chaney, M Day, LJ Johnston, F Jones, S Morgan, M Villars and WJ Walker.

*(Councillors Bennett, Chaney and Day participated in the meeting via remote means.)*

**.Also:** David Collins (Clerk) and Clare Facey (Administration Officer.)

**Absent:** Councillors SJ Brooks. KK Manneh and DH Williams

*(No Public Participation Session was held at this meeting.)*

**PF21/038 Apologies for Absence**

Apologies for Absence were accepted from Councillor SJ Brooks (personal), KK Manneh (personal) and DH Williams (personal)

**PF21/039 Declarations of Interest**

Members were asked to declare any personal and/or prejudicial interests that they may have and sign the Interests Sheet to give details of the nature of the interest.

Councillors AL Bird and S Morgan declared a non-prejudicial interest in Minute PF21/048 below (Community Alcohol Partnership (CAP) for Cwmbran) as an employee of a company who funds the Partnership and an independent director of Community Alcohol Partnerships respectively.

They remained in the meeting during the discussions.

**PF21/040 Minutes**

The minutes of the meeting held on 17 January 2022 were confirmed as a correct record subject to the addition of a non-prejudicial declaration of interest by Councillor S Morgan in relation to Minute PF21/031 (Community Alcohol Partnership for Cwmbran) as an independent director of Community Alcohol Partnerships the minutes of the above meeting are received. (Councillor Morgan remained in the meeting for the discussion.) Minute CL21/127 refers.

The Chairman signed the minutes.

**PF21/041 Itemised Schedule of Receipts & Payments (December 2021 & January 2022)**

Members considered the above information, including bank reconciliation. The Clerk confirmed that corresponding statements and reconciliation had been verified by Councillor M Villars, in accordance with financial regulations. No issues stood referred to the committee as a result of this process.

Councillor Villars elaborated on his role for Members' information.

Issues raised by Members included:

- Business Rates (G03)

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

**PF21/042 Quarterly Financial Monitoring 2021/22: Quarter 3 (October, November, December 2021)**

Members considered quarterly monitoring information of expenditure against budget for Quarter 3 (October, November, December 2021)

Issues raised by Members included:

- Explanations of Variances.

It was **Resolved** that the information is approved.

**PF21/043 Unity Trust Bank**

Members noted the Unity Trust Bank had reviewed interest rates following the increase in the Base Rate by the Bank of England on 3 February 2022. The rate on the Council's account had now increased to 0.25% as of 4 February 2022.

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

**PF21/044 Interim Internal Audit Report y/e 31 March 2022**

Members considered the above report. There were no issues which the Clerk wished to raise in response to the report.

It was **recommended** that the report is noted.

**PF21/045 Investment Strategy 2022/23**

Members considered a draft strategy.

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

**PF21/046 Independent Remuneration Panel for Wales Annual Report**

The Draft Annual Report was considered by the Council on 27 October 2021 (Minute CL21/090 refers.).

The final report had been received on 24 February 2022. It would take effect from 9 May 2022.

It was **recommended** that the report is submitted to Full Council to allow the Council to adopt the determinations contained in it.

**PF21/047 Council House Matters**

Members noted that arrangements had been made to move the defibrillator at the Council House to the outside of the building, where it would be more of an asset to the community.

A new cabinet has been obtained and a local electrician would assist with the works. Costs would be met from Code G10 (Premises Maintenance & Asset Replacement.)

Members discussed the cost of the original defibrillator and the importance of raising awareness of the new location. Members also discussed the potential for a mapping exercise of similar facilities and referred to locations where there was a defibrillator in place.

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

**PF21/048 Community Alcohol Partnership (CAP) for Cwmbran**

Councillors AL Bird and S Morgan declared a non-prejudicial interest in Minute PF21/048 below (Community Alcohol Partnership (CAP) for Cwmbran.) as an employee of a company who funds the Partnership and an independent director of Community Alcohol Partnerships respectively.

They remained in the meeting during the discussions.

Members noted that a meeting had been held remotely on 15 February 2022 to discuss the above. (Minute PF21/031 refers.) Matthew Knight, Regional CAP Coordinator attended along with representatives of Cwmbran Community Council, Henllys Community Council, Torfaen County Borough Council and Gwent Police. A note of the meeting would be produced, with copies available from the Clerk. The discussion had proved helpful in helping to shape the way forward for the CAP. A further meeting would take place before the start of the pre-election period.

It was **recommended** that details of issues discussed at further meetings are reported back to Members.

**PF21/049 One Voice Wales Membership 2022/23**

Members noted receipt of an invoice in relation to the Council's membership of One Voice Wales. A letter describing the services of One Voice Wales had also subsequently been received. The letter would be reported to Full Council.

Members were disappointed at the increased fee but acknowledge the advantages of members of One Voice Wales. Members discussed the basis on which the fee was calculated.

It was **recommended** that the Council renews its membership of One Voice Wales for 2022/23

**PF21/050 Model Local Resolution Protocol for Community and Town Councils**

Members considered a revised Protocol along with information on complaint handling. Members discussed issues associated with the procedure including the role of the Public Services Ombudsman for Wales.

Following a vote, adoption of the revised Protocol was supported (7 votes to 3.).

It was **recommended** that the revised Protocol is adopted.

**PF21/051 Seminars and Outside Bodies**

Members considered reports in relation to seminars and meetings of outside

bodies, attended by representatives of the Council:

- |      |   |                  |
|------|---|------------------|
| (i)  | Local Councils in Partnership Committee   | 27 January 2022  |
| (ii) | One Voice Wales Larger Councils Committee | 16 February 2022 |

It was **recommended** that the reports are noted.

**PF21/052 Exclusion of the Press & Public**

In view of the confidential nature of the business to be transacted, it was agreed 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.

**PF21/053 Staffing Matters**

(The Administration Officer left the meeting for this item and the remainder of the meeting.)

Members considered a detailed report which consolidated a number of current issues relating to staffing.

The Clerk agreed to circulate an Organisation Chart to Members.

It was **recommended** that the arrangements described in the report are approved.

**PF21/054 Cwmbran Big Event 11 June 2022**

Members considered a series of arrangements in relation to the above,

It was **recommended** that

- (1) the operating model for delivery of the 2022 Big Event is approved.
- (2) the Council accepts the quotation of MB Safety and Security Ltd as described.
- (3) Financial Regulations, Standing Orders & Standing Orders Relating to Contracts are suspended for all aspects of this project (including budgetary control), should this prove necessary.
- (4) in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, expenditure up to £2,500 is approved in relation to the commemoration of the Platinum Jubilee of HM The Queen as part of the Big Event (Code L05 Big Event contribution & L05a Big Event ccc Stall).

Signed .....(Chairman, Policy & Finance Committee)