

Summary (Notes) of the Annual Meeting of Cwmbran Community Council held on Wednesday 18th May 2022 at 6pm

These minutes are subject to confirmation at the Council Meeting to be held on 22nd June 2022.

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.

Present: Councillors: SWJ Ashley, RM Bennett, AL Bird, SJ Brooks, LJ Chaney, JS Davenne, M Day, LG Johnston, G Lloyd-Tolman, L Lloyd-Tolman, KK Manneh, C Morgan, S Morgan, PJ Seabourne, P Thomas & WJ Walker

(There were no remote members)

Also Clare Facey (Interim Clerk to the Council), Abbie Gillard (Clerical Officer), Laura Grey (Clerical Officer) and Sophie Johnston (Clerical Officer)

Absent: Councillors F Jones, P Jones, M Villars & S Wharton

1 Election of Chairman of the Council

Councillor KK Manneh proposed and Councillor SWJ Ashley seconded that Councillor A Bird is elected as Chairman of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor A Bird is elected as Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council.

(Councillor A Bird in the Chair)

2 Election of Vice-Chairman of the Council

Councillor KK Manneh proposed and Councillor SWJ Ashley seconded that Councillor F Jones is elected as Vice Chairman of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor F Jones is elected as Vice Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council

3 Declarations of Acceptance of Office

It was **Resolved** that the Chairman of the Council sign and deliver his Acceptance of Office form prior to the next Council meeting.

4 Chairman's Charity

The Chairman advised that his chosen charities this year would be supporting foodbanks throughout the Cwmbran Community Council area.

5 Apologies for Absence

Apologies for absence were accepted from Councillors F Jones (holiday), P Jones (holiday), M Villars (holiday) & S Wharton (work commitments).

6 Declarations of Interest

Members were asked to declare any personal and/or prejudicial interests they had and give details of the nature of their interest.

7 Voting

It was **Resolved** that the manner of any voting at this meeting would be by calling each name alphabetically with a response of “for” or “against” or “abstain.”

8 Chairman’s Address

Councillor Bird invited the former Chairman, Councillor S Brooks, to address the meeting. Councillor Brooks identified his highlights of his term of office and of his many years at Cwmbran Community Council. Councillor Bird presented the Past Chairman’s Badge of Office to the outgoing Chairman, Councillor S Brooks.

(Councillor S Brook left the meeting)

The Chairman of the Council, Councillor A Bird, outlined his aspirations for the Council during his term of office. He described the way in which he proposed to undertake the role of Chairman, noting that members had a degree of responsibility for future generations and by working together, the council could make a huge difference to the lives of the people living in Cwmbran.

9 Banking and Audit Arrangements

It was **Resolved** that:

- (1) Councillors SWJ Ashley, Rh Bennett, LG Johnston and KK Manneh are appointed as the Council’s signatories, authorised to sign all cheques and other bankers’ orders etc. (Co Operative Bank, Unity Bank and Monmouthshire Building Society) on behalf of the Council (any two signatories being acceptable). This shall include cheques on behalf of the Chairman’s charity account.
- (2) that the Co-operative Bank shall continue to be the Council’s Bankers for the ensuing year.
- (3) the Clerk (as Responsible Officer), Emma Clare Facey and Blair Mwendu 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.
- (4) that Andrew Smith acts as the Council’s independent Internal Auditor for the ensuing year.
- (5) Councillor M Villars is appointed to verify bank reconciliations etc. in accordance with Financial Regulation 2.2.

10 Ex officio members of Council Committees

It was **resolved** that the Chairman and Vice-Chairman of the Council together with the Leader of the Majority Group (Councillor KK Manneh) and Deputy Leader (Councillor Rh Bennett) be appointed to serve as ex-officio members (with full voting rights) on all Council committees and Sub-Committees during their term of office.

11 Review of the Terms of References, Membership and Chairmanship of Committees.

It was **Resolved** that.

- (1) Terms of Reference of Committees and Full Council are agreed. (These can be viewed [here](#).)
- (2) the Council appoints Members to serve on Council 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 as described above)

(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 three.)
- (3) the Membership of the committees be as set out below for the remainder of the current Municipal Year.
- (4) the Chairs & Vice-Chairs of the committees be as indicated below:-

(a) Policy & Finance Committee (10 members)

- (i) Councillor SWJ Ashley
- (ii) Councillor LJ Chaney
- (iii) Councillor M Day
- (iv) Councillor L Johnston
- (v) Councillor P Jones
- (vi) Councillor L Lloyd-Tolman
- (vii) Councillor C Morgan
- (viii) Councillor S Morgan
- (ix) Councillor P Seabourne
- (x) Councillor M Villars

Councillor Rh Bennett to Chair the Policy & Finance Committee
Vice Chair – Councillor F Jones

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

- (i) Councillor SWJ Ashley (Chairman)
- (ii) Councillor LJ Chaney
- (iii) Councillor M Day
- (iv) Councillor L Johnston

- (v) Councillor G Lloyd-Tolman
- (vi) Councillor L Lloyd-Tolman
- (vii) Councillor C Morgan
- (viii) Councillor P Seabourne
- (ix) Councillor M Villars (Vice-Chairman)
- (x) Councillor WJ Walker

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

- (i) Councillor SWJ Ashley
- (ii) Councillor M Day (Chair)
- (iii) Councillor L Chaney
- (iv) Councillor J Davenne
- (v) Councillor L Lloyd-Tolman
- (vi) Councillor S Morgan (Vice-Chair)
- (vii) Councillor P Seabourne
- (viii) Councillor M Villars
- (ix) Councillor WJ Walker
- (x) Councillor S Wharton

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

- (i) Councillor SWJ Ashley
- (ii) Councillor M Day
- (iii) Councillor L Chaney (Vice-Chairman)
- (iv) Councillor J Davenne
- (v) Councillor L Lloyd-Tolman
- (vi) Councillor S Morgan
- (vii) Councillor P Seabourne (Chairman)
- (viii) Councillor M Villars
- (ix) Councillor WJ Walker
- (x) Councillor S Wharton

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

12 Appointment of Members to Serve on Outside Bodies

It was **Resolved** that the following appointments be made to serve until the next Annual Meeting of the Council.

1. Armed Forces Community Covenant Network ("Armed Forces Champion")
Councillor WJ Walker. (Councillor G Lloyd-Tolman as substitute)
2. Congress Theatre Company
Councillor AL Bird.
3. CCYP Management Board
Councillors SWJ Ashley, RM Bennett, L Lloyd-Tolman, KK Manneh, S Wharton
4. Friends of Bruchsal Society
Councillors A Bird & F Jones
5. Friends of Bruchsal Society Trust
Councillors A Bird & F Jones

6. Greenmeadow Community Farm Shadow Board
Councillors KK Manneh & F Jones
7. Llantarnam Grange Arts Centre Management Board
Councillor S Morgan
8. Mon, Brecon & Abergavenny Canal Trust
Councillor F Jones
9. National Association of Councillors
Councillor A Bird
10. One Voice Wales Larger Councils Network
Leader and Chairman of the Council - Councillors KK Manneh and A Bird, plus Councillors R Bennett & S Ashley as substitutes
11. South Sebastopol Environmental Steering Group
Councillors SWJ Ashley, C Morgan & S Morgan
12. Torfaen Community Transport
Councillor C Morgan
13. Torfaen County Association of Local Councils ("TCALC")
Leader & Chairman - Councillors KK Manneh and A Bird, plus Councillor RM Bennett & SWJ Ashley as substitutes
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 A Bird, plus Councillor SWJ Ashley & RM Bennett as substitutes
16. Torfaen Local Councils Partnership Meeting (LCP)
Leader & Chairman - Councillors KK Manneh and A Bird plus Councillors RM Bennett & SWJ Ashley as substitutes
17. Torfaen Museum Trust Executive Board
Councillor S Morgan
18. Torfaen Aids for the Disabled
Councillor L Chaney
19. Torfaen Rural Local Action Group
Councillor A Bird
20. Mynydd Maen Wind Farm Community Liaison Group
Councillor A Bird

13 **Dates of Future Meetings**

It was **Resolved** that the timetable of future meetings for the ensuing year is accepted.

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

14 Annual Report

It was **Resolved** that the Annual Report is approved.

15 Armed Forces Week 2022

It was **Resolved** that the Armed Forces week event and flag raising at The Council House on 22nd June 2022 is approved.

Exclusion of the Press & Public

Due to the confidential nature of the business the remaining matters were considered in private.

Formal minutes of the above meeting will follow. These will be subject to confirmation at the Council meeting to be held at on 22 June 2022.