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**Minutes of the Policy & Finance Committee of Cwmbran Community Council held on Monday 17 April 2023 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 10 May 2023.

These minutes are subject to confirmation at the meeting to be held on: Date to be confirmed

**Present:** Councillor R Bennett (Chair), A Bird, F Jones (Vice Chair), L Lloyd-Tolman, KK Manneh, M Villars & WJ Walker

*(Councillors L Chaney, M Day & S Seabourne participated in the meeting via remote means)*

**Also:** Gareth Davies (Clerk)

**Absent:** Councillors SWJ Ashley, L Johnston, P Jones, C Morgan & S Morgan

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

**PF22/084 Apologies for Absence**

Apologies for Absence were accepted from Councillors P Jones (Personal) & S Morgan (Work Commitments)

**PF22/085 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 L Chaney and M Villars declared a non-prejudicial interest in Minute PF22/090 Council House Matters. They remained in the meeting during the discussions.*

**PF22/086 Minutes**

The minutes of the meeting held on 6 March 2023 were confirmed as a correct record of the meeting and are approved and actioned therein.

**PF22/087 Itemised Schedule of Receipts & Payments (February 2023) and Bank Reconciliation for February 2023**

Members considered the above information, including bank reconciliations. The Clerk confirmed that corresponding statements and reconciliations had been verified by Councillor M Villars, in accordance with financial regulations.

It was **recommended** that:-

- a) that the Itemised Schedule of Receipts & Payments and Bank Reconciliation for February 2023 are noted
- b) that Councillor Villars is thanked for verifying the accounts.

**PF22/088 Interim Internal Audit**

Members have received the Interim Internal Audit report with the Clerk's responses. The clerk updated members on the items highlighted in the report, some are procedural with it not always clear that the Council have recorded decisions in an order which can be tracked by the auditor.

Items highlighted included VAT returns not available at the time but are available now and to ensure the appropriate account details are included in the payment authorisation slips this has been resolved. The Council is also approving minutes but not mentioning that they have approved the actions, this will be amended in the minutes going forward.

The contact details for the Clerk were also not available at the time this has now been updated and is available. All items highlighted have been dealt with or in the process of being resolved.

Moving forward to look at recording more financial detail of where funds are being spent, with financial records and payments being broken down more clearly in the accounts. Members discussed swapping from excel to using a suitable electronic accounting software package when the new Financial Officer/Deputy Clerk has been appointed.

It was **recommended** that:-

- a) Decisions to be recorded more clearly and approved and actioned therein in the minutes.
- b) To look at an accounting software package when the new Financial Officer/Deputy Clerk has been appointed.
- c) The position is noted.

**PF22/089 Independent Remuneration Panel For Wales**

The report has been sent to members and the Clerk advised members of an increase of £6.00, increasing the payment from £150 to £156 per year plus £52 payment for consumables. Members have the option to opt out.

It was **recommended** that:-

- a) Members who would like to opt out to inform the Clerk after the AGM.
- b) The position is noted.

**PF22/090 Council House Matters**

*Councillors L Chaney and M Villars declared a non-prejudicial interest in Minute PF22/090 Council House Matters. They remained in the meeting during the discussions.*

The Clerk updated members on a visit to the Council House by Torfaen Access Forum to assess the current building layout and accessibility. They have made some initial recommendations but will come back at a later date to speak to members. A few areas were highlighted in the initial visit including the disabled toilet which is too small for electric wheelchairs and some changes to the fire exit.

Members also discussed and agreed that staff should also be included in the plans for the alterations to The Council House. Councillor Chaney will meet with the Clerk to look at the accessibility issues.

It was **recommended** that:-

- a) Torfaen Access Forum attend a meeting.
- b) The position is noted.

**PF22/091 Community Alcohol Partnership (CAP) for Cwmbran**

No updates or reports received.

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

**PF22/092 Seminars & Outside Bodies**

Members noted the following meetings had taken place:-

- i. The Joint Council Meeting – Councillor Bird updated members on the meeting held last week with Croesyceiliog & Llanyrafon Community Council. The meeting went very well with plans moving forward for the 75<sup>th</sup> Anniversary.

- ii. CCYP – Councillor Bennett attended the CCYP Management Committee. They have had excellent engagement over the Easter period with over 80 young people attending some evenings and staff going out to hotspots meeting young people and encouraging them to come to the Centre. The Centre would appreciate support with sharing social media posts.

Members enquired if the Centre would be able to attend a meeting and give a presentation. Councillor Bennett suggested that it could also be arranged for CCYP to invite members to visit the centre.

- iii. Friends of Cwmbran Park – The leader updated members on recent discussions held and confirmed that they will be happy to work with the Council.

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

*Signed .....*(Chair, Policy & Finance Committee)