

**Minutes of the Annual Meeting of Cwmbran Community Council held on Wednesday 17<sup>th</sup> May 2023 at 6pm**

These minutes are subject to confirmation at the Council Meeting to be held on Wednesday 21 June 2023.

**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, LJ Chaney, F Jones, P Jones, G Lloyd-Tolman, L Lloyd-Tolman, KK Manneh, C Morgan, S Morgan, PJ Seabourne, M Villars & WJ Walker

*(There were no remote members)*

Also Gareth Davies (Clerk to the Council)

**Absent:** Councillors JS Davenne, M Day, LG Johnston, L Simmonds & S Wharton

**CL23/01 Election of Chair of the Council**

Councillor A Bird proposed and Councillor K Manneh seconded that Councillor L Lloyd-Tolman is elected as Chair of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor L Lloyd-Tolman is elected as Chair of Cwmbran Community Council to serve until the next Annual Meeting of the Council.

*(Councillor L Lloyd-Tolman in the Chair)*

**CL23/002 Election of Vice-Chair of the Council**

Councillor K Manneh proposed and Councillor L Chaney seconded that Councillor C Morgan is elected as Vice Chair of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor C Morgan is elected as Vice Chair of Cwmbran Community Council to serve until the next Annual Meeting of the Council

**CL23/003 Declarations of Acceptance of Office**

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

**CL23/004 Chair's Charity**

The Chair advised that her chosen charity this year would be Hope GB.

**CL23/005 Apologies for Absence**

Apologies for absence were accepted from Councillor L Simmonds (personal)

**CL23/006 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.

**CL23/007 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.”

**CL23/008 Chair’s Address**

The Chair of the Council, Councillor L Lloyd-Tolman thanked Councillor A Bird for his dedication and commitment to the roll of Chair over the past two years.

The Chair outlined her aspiration for the Council during her term of office and is looking forward to getting out and about in the community to meet the residents. The big event is taking place next month which will be an amazing day for residents. The pressure of the cost of living crisis is still looming large and together as a Council we are in a good position to offer support.

**CL23/009 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) Blair Mwendo be the officer 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.

**CL23/010 Ex officio members of Council Committees**

It was **resolved** that the Chair and Vice-Chair 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.

**CL23/011 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.
- (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)
  - (v) Regeneration & Major Grants (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 A Bird
    - (iii) Councillor LJ Chaney
    - (iv) Councillor M Day
    - (v) Councillor L Johnston
    - (vi) Councillor F Jones
    - (vii) Councillor S Morgan
    - (viii) Councillor P Seabourne
    - (ix) Councillor M Villars
    - (x) Councillor W Walker

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 (Chair)
- (ii) Councillor A Bird
- (iii) Councillor LJ Chaney
- (iv) Councillor M Day
- (v) Councillor L Johnston
- (vi) Councillor F Jones
- (vii) Councillor G Lloyd-Tolman
- (viii) Councillor P Seabourne
- (ix) Councillor M Villars (Vice-Chair)
- (x) Councillor WJ Walker

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

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

e) Regeneration & Major Grants Committee (10 members)

- (i) Councillor SWJ Ashley
- (ii) Councillor A Bird
- (iii) Councillor L Chaney
- (iv) Councillor M Day
- (v) Councillor G Lloyd-Tolman
- (vi) Councillor S Morgan (Vice-Chair)
- (vii) Councillor L Simmonds (Chair)
- (viii) Councillor M Villars
- (ix) Councillor WJ Walker
- (x) Councillor S Wharton

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

**CL23/012 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, F Jones
4. Friends of Bruchsal Society  
Councillors G Lloyd-Tolman & L Lloyd-Tolman
5. Friends of Bruchsal Society Trust  
Councillors G Lloyd-Tolman & L Lloyd-Tolman
6. Greenmeadow Community Farm Shadow Board  
Councillors J Davenne, L Chaney & S Ashley
7. Llantarnam Grange Arts Centre Management Board  
Councillor Gareth Lloyd-Tolman
8. Mon, Brecon & Abergavenny Canal Trust  
Councillors F Jones & WJ Walker
9. National Association of Councillors  
Councillor L Lloyd-Tolman
10. One Voice Wales Larger Councils Network  
Leader and Chair of the Council - Councillors KK Manneh and L Lloyd-Tolman, plus Councillors R Bennett & C Morgan as substitutes
11. South Sebastopol Environmental Steering Group  
Councillors C Morgan & S Wharton
12. Torfaen Community Transport  
Councillor L Chaney
13. Torfaen County Association of Local Councils (“TCALC”)  
Leader & Chair of the Council - Councillors KK Manneh and L Lloyd-Tolman, plus Councillor RM Bennett & C Morgan as substitutes
14. Torfaen Environmental Trust & Association  
Councillor SWJ Ashley
15. Gwent Valleys Partnership Area Committee One Voice Wales  
Leader & Chair of the Council - Councillors KK Manneh and L Lloyd-Tolman, plus Councillors C Morgan & RM Bennett as substitutes
16. Torfaen Local Councils Partnership Meeting (LCP)  
Councillors A Bird & KK Manneh

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 F Jones
20. Mynydd Maen Wind Farm Community Liaison Group  
Councillor G Lloyd-Tolman
21. Torfaen Play Services  
Councillors C Morgan & F Jones
22. Ethics & Standards (5 year appointment)  
Councillor A Bird
23. Public Service Board (5 year appointment)  
Councillor A Bird
24. Lead Councillor for Volunteering  
Councillor Luke Simmonds
25. Steering Group for Equalities  
Councillors P Jones, S Morgan & S Wharton

**CL23/013 Child Protection & Safeguarding Policy**

It was **Resolved** that the Child Protection & Safeguarding Policy is approved.

**CL23/014 Dates of Future Meetings**

The ECP, GVO and R&MG meetings proposed for Monday 1 April 2024 be amended to Wednesday 3 April 2024 due to falling on Easter Monday.

It was **Resolved** that:-

- a) the ECP, GVO and R&MG meeting of the 1 April 2024 is amended to 3 April 2024.
- b) 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.

**CL23/015 Annual Report**

Councillor K Manneh proposed that the front cover of the Annual Report has a photograph of the Council members. Members suggested that the individual photographs of Councillors are also updated if required. Members approved the proposal.

It was **Resolved** that:-

- a) the photograph on the front page is amended.
- b) the Annual Report is approved.

**CL23/016 Armed Forces Week 2023**

It was **Resolved** that the flying of flags at The Council House on 24 June 2023 at 10am to commemorate Armed forces week is approved. Representatives of the Armed Forces and Veterans to be invited to attend.

Signed ..... (*Chair, Cwmbran Community Council*)