

**Minutes of the Policy & Finance Committee of Cwmbran Community Council held on Monday 11 September 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 27 September 2023.

These minutes are subject to confirmation at the meeting to be held on: 16 October 2023

**Present** Councillors A Bird, R Bennett (Chair), M Day, F Jones (Vice Chair), P Jones, L Lloyd-Tolman, C Morgan & W Walker

*(Councillors SWJ Ashley & LJ Chaney participated in the meeting via remote means)*

Also Gareth Davies (Clerk) & Andy Smith (RFO/Deputy Clerk)

**Absent** Councillors L Johnston, KK Manneh, S Morgan, P Seabourne & M Villars

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

**PF23/019 Apologies for Absence**

Apologies for Absence were accepted from Councillors KK Manneh (TUC), S Morgan (Personnel) & M Villars (Holiday)

**PF23/020 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.

There were no Declarations of Interest.

**PF23/021 Minutes 10 July 2023**

The minutes of the meeting held on 10 July 2023 were confirmed as a correct record of the meeting and are approved and actioned therein.

**PF23/022 Itemised Schedule of Receipts & Payments (June & July 2023) and Bank Reconciliation for June & July 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 June & July 2023 are noted.
- b) that Councillor Villars is thanked for verifying the accounts.

**PF23/023 Finance System**

The RFO/Deputy Clerk reported to members that the new electronic finance system is progressing well and they were now working with the IT Company to upload balances and make sure everything is working correctly. The next step would be staff training and the old system would be kept in place until we are happy that the new system is operating correctly. The RFO would also be producing a report on the coding structure as some items do not have codes at present.

Planning for the budget needs to be started soon and the RFO asked members how they would like to proceed. Members discussed the options and agreed that the budget should be included on the agenda for the meeting of each committee.

It was **recommended** that:

- a) a report on the coding structure is presented to a future meeting.
- b) the budget is to be added as an item to each committee agenda.
- c) the position is noted.

**PF23/024 Council House Matters**

The Clerk updated members on the work carried out at The Council House, including the completion of the new lighting and a new projector has also been installed in the Council Chamber. Repairs and improvements have also been carried out to the buildings plumbing including new water heaters for the hot water taps and replacing the outside downpipe which was continually blocking.

Members discussed the plans going forward to alter the layout of the building and agreed that staff should be consulted as they work in the building on a daily basis. Members expressed concerns with the fire exits especially for anyone with mobility issues and Councillor Chaney suggested he visit the building to look at the access issues. The Clerk confirmed one of the main issues highlighted was with the disabled toilet in the main building.

Members also enquired if the building was listed and the Clerk confirmed that the building is not listed. Concerns were also expressed at the damp in the corridor and reception area which would need to be looked at by a surveyor.

The clerk confirmed that no correspondence had been received from DAP concerning the hiring of accommodation.

Councillor Bird suggested that the room hire fee could be waived for the Camera Club if they would be interested in photographing the future events.

Members discussed the use of the demountable and suggested holding a competition to name the building.

It was **recommended** that:

- a) Councillor Chaney visits the Council House to look at the disability access.
- b) the Clerk speaks to staff concerning improvements to the building layout and reports back to the next meeting.
- c) the Camera Club is contacted concerning photographing events.
- d) organise a competition to name the demountable building.
- e) the position is noted.

**PF23/025      GDPR Issues**

The clerk reported concerns with GDPR for correspondence to members and requested that all correspondence going forward be sent only to Councillors @Cwmbran.gov.uk email addresses and not personal email addresses. Members approved the proposal.

It was **recommended** that:-

- a) all correspondence to be sent to members @Cwmbran.gov.uk email addresses.
- b) the position is noted.

**PF23/026      Seminars & Outside Bodies**

Councillor Walker enquired why members were not invited this year to visit the Play Scheme sites in the wards which had taken place in previous years, as this was very useful for members to report back on the progress of the Scheme.

Councillor Bird attended a recent meeting of the Friends of Bruchsal and members suggested inviting them to attend a meeting to discuss the Societies plans and any assistance which can be provided.

Councillor Bird confirmed that a meeting had been held recently with the Arm Forces to discuss plans for Remembrance Day, which would follow a similar plan to last year.

It was **recommended** that:-

- a) the clerk contacts Play Schemes to enquire why members were not invited to visit sites during the summer.
- b) the Friends of Bruchsal are invited to the next meeting.
- c) the position is noted.

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