

Minutes of the Annual Meeting of Cwmbran Community Council held on Wednesday 15 May 2024 at 6pm

These minutes are subject to confirmation at the Council Meeting to be held on Wednesday 19 June 2024.

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: R Bennett, A Bird, L Chaney, M Day, F Jones, G Lloyd-Tolman, L Lloyd-Tolman, K Manneh, C Morgan (Chair), S Morgan, P Seabourne, M Villars & WJ Walker

(Councillors SWJ Ashley & D Thomas participated in the meeting via remote means)

Also Gareth Davies (Clerk to the Council) & Andy Smith (Deputy Clerk & RFO)

Absent: Councillors J Davenne, L Johnson, P Jones & S Wharton

CL24/01 Election of Chair of the Council

Councillor A Bird proposed and Councillor WJ Walker seconded that Councillor C Morgan is elected as Chair of the Council to serve until the next Annual Meeting of the Council.

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

(Councillor C Morgan in the Chair)

CL24/002 Election of Vice-Chair of the Council

Councillor C Morgan proposed and Councillor M Villars seconded that Councillor R Bennett is elected as Vice Chair of the Council to serve until the next Annual Meeting of the Council.

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

CL24/003 Declarations of Acceptance of Office

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

CL24/004 Chair's Charity

The Chair advised that their chosen charity this year would be Ty Hafan Children's Hospice.

CL24/005 Apologies for Absence

Apologies for absence were accepted from Councillors J Davenne (Work), P Jones (Illness) & S Wharton (Work)

CL24/006 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.

There were no Declarations of Interest.

CL24/007 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.”

CL24/008 Chair’s Address

The Chair of the Council, Councillor C Morgan thanked members for the honour of electing him as The Chair of the Council and thanked Councillor L Lloyd-Tolman for her sterling work during last year. The Chair also thanked the officers of the Council Gareth Davies (Clerk to the Council), Andy Smith (RFO/Deputy Clerk) and Stephanie Kopec (Events & Outreach Officer), for their hard work throughout the year.

The Chair outlined the challenging times we are now living in with members being the grass route contact for the community, deeply embedded in their wards with excellent local knowledge to make a real difference in the community.

This year will be both a challenging and exciting one, with plenty of innovations including Senior School Talent Contest, Music Festival, Mindfulness Classes, Family Fitness, Mother and Daughter classes amongst others. The Council will continue to support groups and individuals through Grants, Task Force and Events.

CL24/009 Banking and Audit Arrangements

It was **Resolved** that:

- (1) Councillors SWJ Ashley, RM Bennett, KK Manneh and M Villars 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) Andy Smith and Blair Mwendo 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 Ryan Redman Troubleshooters Accountants 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.

CL24/010 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 L Lloyd-Tolman) and Deputy Leader (Councillor M Day) be appointed to serve as ex-officio members (with full voting rights) on all Council committees and Sub-Committees during their term of office.

CL24/011 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 F Jones
 - (iv) Councillor P Jones
 - (v) Councillor L Johnston
 - (vi) Councillor K Manneh
 - (vii) Councillor S Morgan

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- (viii) Councillor P Seabourne
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

Councillor M Day to Chair the Policy & Finance Committee
Vice Chair – Councillor P Jones

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

- (i) Councillor SWJ Ashley (Chair)
- (ii) Councillor A Bird
- (iii) Councillor L Chaney
- (iv) Councillor F Jones
- (v) Councillor L Johnston
- (vi) Councillor G Lloyd-Tolman
- (vii) Councillor K Manneh
- (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
- (v) Councillor K Manneh
- (vi) Councillor S Morgan
- (vii) Councillor P Seabourne
- (viii) Councillor M Villars
- (ix) Councillor WJ Walker
- (x) Councillor S Wharton

Councillor J Davenne to Chair the Events & Community Projects
Committee
Vice Chair – Councillor R Bennett

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

- (i) Councillor SWJ Ashley
- (ii) Councillor A Bird (Vice-Chair)
- (iii) Councillor L Chaney (Chair)
- (iv) Councillor J Davenne
- (v) Councillor K Manneh
- (vi) Councillor S Morgan
- (vii) Councillor P Seabourne
- (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 P Jones
- (v) Councillor G Lloyd-Tolman
- (vi) Councillor K Manneh (Chair)
- (vii) Councillor S Morgan (Vice-Chair)
- (viii) Councillor D Thomas
- (ix) Councillor WJ Walker
- (x) Councillor M Villars

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

CL24/012 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 G Lloyd-Tolman
2. Congress Theatre Company
Councillor A Bird
3. CCYP Management Board
Councillors R Bennett, J Davenne, L Lloyd-Tolman, S Morgan & S Wharton
4. Friends of Bruchsal Society
Councillors S Ashley & C Morgan
5. Friends of Bruchsal Society Trust
Councillors S Ashley & C Morgan
6. Llantarnam Grange Arts Centre Management Board
Councillor G Lloyd-Tolman
7. Mon, Brecon & Abergavenny Canal Trust
Councillors F Jones & WJ Walker
8. National Association of Councillors
Councillor L Lloyd-Tolman
9. One Voice Wales Larger Councils Network
Leader and Chair of the Council - Councillors L Lloyd-Tolman & C Morgan
10. South Sebastopol Environmental Steering Group
Councillors C Morgan & S Wharton
11. Torfaen Community Transport
Councillor L Chaney
12. Torfaen County Association of Local Councils (“TCALC”)
Leader & Chair of the Council - Councillors L Lloyd-Tolman and C Morgan

13. Torfaen Environmental Trust & Association
Councillor S Ashley
14. Gwent Valleys Partnership Area Committee One Voice Wales
Leader & Chair of the Council – Councillors L Lloyd-Tolman and
C Morgan
15. Torfaen Local Councils Partnership Meeting (LCP)
Councillors A Bird & L Lloyd-Tolman
16. Torfaen Museum Trust Executive Board
Councillor S Morgan
17. Torfaen Aids for the Disabled
Councillor L Chaney
18. Torfaen Rural Local Action Group
Councillor F Jones
19. Mynydd Maen Wind Farm Community Liaison Group
Councillor G Lloyd-Tolman
20. Torfaen Play Services
Councillors F Jones & C Morgan
21. Ethics & Standards (5 year appointment)
Councillor A Bird
22. Public Service Board (5 year appointment)
Councillor A Bird
23. Lead Councillor for Volunteering
Councillor D Thomas
24. Steering Group for Equalities
Councillors P Jones, S Morgan & S Wharton

CL24/013 Dates of Future Meetings

It was **Resolved** that:-

- a) 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.

CL24/014 Annual Report

The Clerk informed members that the annual report will be completed ready for the next Environmental & Sustainability Committee meeting.

It was **Resolved** that:-

- a) the annual report is added to the next ESP Committee meeting.
- b) the position is noted.

CL24/015 Armed Forces Week 2024

Councillor L Lloyd-Toman asked members to support Pride month during June 2024.

It was **Resolved** that the flying of flags at The Council House on 29 June 2024 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*)