

**Minutes of the Annual Meeting of Cwmbran Community Council held on Wednesday 14 May 2025 at 6pm**

These minutes are subject to confirmation at the Council Meeting to be held on Wednesday 18 June 2025.

**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: S Ashley, R Bennett, A Bird, L Chaney, J Davenne, P Jones, G Lloyd-Tolman, L Lloyd-Tolman, C Morgan, S Morgan, P Seabourne, D Thomas, M Villars, WJ Walker & S Wharton

*(Councillors M Day participated in the meeting via remote means)*

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

**Absent:** Councillors L Johnson, F Jones & K Manneh

**CL25/01 Election of Chair of the Council**

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

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

*(Councillor R Bennett in the Chair)*

**CL25/002 Election of Vice-Chair of the Council**

Councillor WJ Walker proposed and Councillor L Chaney seconded that Councillor G Lloyd-Tolman is elected as Vice Chair of the Council to serve until the next Annual Meeting of the Council.

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

**CL25/003 Declarations of Acceptance of Office**

The Chair of the Council signed their Acceptance of Office form, witnessed and countersigned by the Clerk as proper officer.

**CL25/004 Chair's Charity**

The Chair advised that their chosen charities this year would be Cyfannol Women's aid and Torfaen Talks CIC.

**CL25/005 Apologies for Absence**

Apologies for absence were accepted from Councillors F Jones & K Manneh.

**CL25/006 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.

**CL25/007 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.”

**CL25/008 Chair’s Address**

- (i) Councillor C Morgan thanked members for their support and the privilege of being elected as the Chair of the Council, it has been a joy and honour to represent the Council for the past year. During the year the Council has supported Community projects, groups and individuals along with running a number of successful events.
- (ii) The Past Chair’s badge of Office was presented to the outgoing Chair.

**CL25/009 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 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 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.

**CL25/010 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 C Morgan) be appointed to serve as ex-officio members (with full voting rights) on all Council committees and Sub-Committees during their term of office.

**CL25/011 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 M Day
    - (iv) Councillor F Jones
    - (v) Councillor P Jones
    - (vi) Councillor K Manneh
    - (vii) Councillor S Morgan
    - (viii) Councillor P Seabourne
    - (ix) Councillor M Villars
    - (x) Councillor WJ Walker

Councillor C Morgan to Chair the Policy & Finance Committee  
Vice Chair – Councillor P Jones

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

- (i) Councillor SWJ Ashley (Vice-Chair)
- (ii) Councillor A Bird
- (iii) Councillor L Chaney
- (iv) Councillor M Day
- (v) Councillor F Jones
- (vi) Councillor P Jones
- (vii) Councillor K Manneh
- (viii) Councillor P Seabourne
- (ix) Councillor M Villars (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 A Bird

(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 K Manneh (Vice-Chair)
- (vi) Councillor S Morgan
- (vii) Councillor D Thomas
- (viii) Councillor WJ Walker
- (ix) Councillor S Wharton (Chair)
- (x) Councillor M Villars

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

**CL25/012 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 & M Villars
8. One Voice Wales Larger Councils Network  
Leader and Chair of the Council - Councillors L Lloyd-Tolman & R Bennett
9. South Sebastopol Environmental Steering Group  
Councillors C Morgan & S Wharton
10. Torfaen Community Transport  
Councillor L Chaney
11. Torfaen Environmental Trust & Association  
Councillor S Ashley
12. Gwent Valleys Partnership Area Committee One Voice Wales  
Leader & Chair of the Council – Councillors L Lloyd-Tolman and R Bennett
13. Torfaen Local Councils Partnership Meeting (LCP)  
Councillors R Bennett & L Lloyd-Tolman
14. Torfaen Museum Trust Executive Board  
Councillor S Morgan
15. Torfaen Aids for the Disabled  
Councillor L Chaney

16. Torfaen Rural Local Action Group  
Councillor F Jones
17. Mynydd Maen Wind Farm Community Liaison Group  
Councillor G Lloyd-Tolman
18. Play Sufficiency Action Group  
Councillors F Jones & C Morgan
19. Ethics & Standards (5 year appointment)  
Councillor A Bird
20. Public Service Board (5 year appointment)  
Councillor A Bird
21. Lead Councillor for Volunteering  
Councillor D Thomas
22. Steering Group for Equalities  
Councillors P Jones, S Morgan & S Wharton

**CL25/013 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.

**CL25/014 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.

**CL25/015 Armed Forces Week 2025**

It was **Resolved** that the flying of flags at The Council House on Saturday 28<sup>th</sup> June 2025 at 10am to commemorate Armed forces week is approved. Representatives of the Armed Forces and Veterans to be invited to attend.

**CL25/016 Council Logo**

Members considered and approved the updated logo for the Community Council.

It was **Resolved** that:-

- a) the updated logo is approved.
- b) the position is noted

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