



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Cwmbran Community Council

Annual Meeting

21 May 2014 @ 6.00 pm

Venue: Council Chamber Council House, Ventnor Road, Cwmbran NP44 3JY

AGENDA

To: Councillors: SWJ Ashley, SJ Brooks, LC Chaney, D Daniels, J Davenne, M. Day, S Evans, M Howell, M Johnston, R Jones, R Kemp, KK Manneh, TA Matthews, JC Powell, J Rees, N Salkeld, D Standing, WJ Walker, DJ Williams, PJ Williams and TJ Winter

1 Election of Chairman and Vice-Chairman of the Council

*(The first business of the meeting must be the election of the chairman:
Local Government Act 1972, ss 15 (2) and 34(2))*

(i) Nominations for Chairman of the Council

- (a) Nominations are invited for the role of Chairman of the Council.

Following the election of the new Chairman, the new Chairman and the Clerk to the Council will leave the chamber in order to vest the Councillor with the Chairman's chain of office.

Upon re-entering the chamber, all present be asked to stand to receive the Chairman of the Council.

- (b) The Chairman will deliver his signed acceptance of office form (unless the Council resolves for this to be done at a later date).
- (c) The Chairman of the Council will present a Past Chairman's Badge to Councillor WJ Walker and pay tribute to his year of office.
- (d) The Chairman of the Council will respond to comments made by colleagues and address members and guests regarding his aspirations for his year of office.
- (e) The Chairman of the Council will inform members of the charity or charities he has decided to support during his term of office.



(ii) Nominations for Vice Chairman of the Council

- (a) Nominations are invited for the role of Vice Chairman of the Council.

Following the election of the Vice Chairman, the Chairman of the Council will invest the Councillor with the Vice-Chairman's Chain of Office.

- (b) The Vice-Chairman of the Council will respond to comments made by colleagues and address members and guests regarding his aspirations for the coming year.

2. Apologies for absence

To receive any apologies for absence from members.

3. Declarations of Interest

4. Outgoing Chairman's Address

To receive a brief address from Councillor WJ Walker on his year as Chairman of the Council, including details of his fundraising activities during the year.

5. Banking and Audit Arrangements

- (a) To appoint four members of the Council to sign all cheques and other banker's orders on behalf of the Council. (Any two from the four are required to sign cheques and banker's orders.)

- (b) To confirm that the Co-operative Bank shall continue to be Cwmbran Community Council's Bankers for the ensuing year and to confirm that the Clerk (as Responsible Financial Officer) and Administrative Officer be the officers allowed to use the Co-operative Bank's Business Customer Services facilities for the purpose of the transfer of funds between Council accounts and for making balance and other enquiries, as necessary.

- (c) To confirm that Nicola Eyre, on behalf of One Voice Wales, shall act as the Council's Independent Internal Auditor for the ensuing year.

6. Ex officio members of Council Committees

To appoint the Chairman and Vice-Chairman of the Council, together with the Leader and Deputy Leader of the Majority Group, to serve as ex-officio members (with normal voting rights) on all Council Committees during their term of office.

7. Review of the Terms of References, Membership and Chairmanship of Committees.

- (a) Terms of Reference of Committees

To review the terms of reference for committees, including any delegated powers.

(b) Appointment of Members to serve on Council Committees

To nominate and appoint members to serve on the Council's 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)

(Ex Officio members will also sit on each committee)

(c) Chairmanship of Committees

To appoint a Chairman and Vice-Chairman of each of the above committees to serve until the next Annual Meeting of the Council.

8. Diary of Meetings

Details of the dates, times and places of ordinary meetings of the full Council and committees for the year ahead will follow.

(On 24 February 2014, the Grants to Voluntary Organisations Committee recommended that, in future, meetings of the committee take place on a quarterly basis, with two Grants Presentations Evenings each year. (Minute GL13/102 (2) refers)

9. Appointment of Members to Serve on Outside Bodies

(a) To appoint members to represent the Council on the following bodies:

- | | |
|--|-----------|
| 1. Armed Forces Community Covenant Task Group | 1 Member |
| 2. Congress Theatre Company | 1 Member |
| 3. Cwmbran Festival ("Big Event") | 1 Member |
| 4. CCYP Management Committee | 5 Members |
| 5. Cwmbran Regeneration Strategy Partnership | 5 Members |
| (note – clarification of the future of this body is awaited from Torfaen County Borough Council) | |
| 6. Friends of Bruchsal Society | 2 Members |
| 7. Friends of Bruchshal Society Trust Fund | 2 Members |
| 8. Greenmeadow Community Farm Management Committee | 2 Members |
| 9. Llantarnam Grange Arts Centre Management Committee | 1 Member |

10. National Association of Councillors	1 Members
11. One Voice Wales Larger Councils Network	1 Member
12. Torfaen Access Forum	1 Member
13. Torfaen Aids for the Disabled	1 Member
14. Torfaen Consumer Support Network	2 Members
15. Torfaen County Association of Local Councils ("TCALC")	2 Members
16. Torfaen Local Councils Partnership Meeting ("LCP")	2 Members
<i>(Note: it has been agreed at TCALC that the representatives on the above committee should be the same 2 members as on TCALC)</i>	
17. Gwent Valleys Partnership Area Committee (One Voice Wales Area Meeting)	2 Members
18. Torfaen County Borough Council & Community Council Planning & Public Protection Focus Group	2 Members
19. Torfaen Museum Trust	1 Member
20. Torfaen Opportunity Group	1 Member
21. Torfaen Access Forum	1 Member
22. Torfaen Environmental Trust & Association	1 Member
23. Torfaen Community Transport	1 Member

- (b) To confirm that, any members attending meetings of the above bodies are required to report back to the Council on issues arising.

10. Appointment of Members to Serve on Community Associations

To appoint members to represent the Council on the following bodies:

1. Coed Eva & Hollybush	2 Members
2. Court Farm & Oakfield	2 Members
3. Greenmeadow Community Association	1 Member



David Collins, Clerk to the Council

13 May 2014

david@cwmbbran.gov.uk

tel. 01633 624154

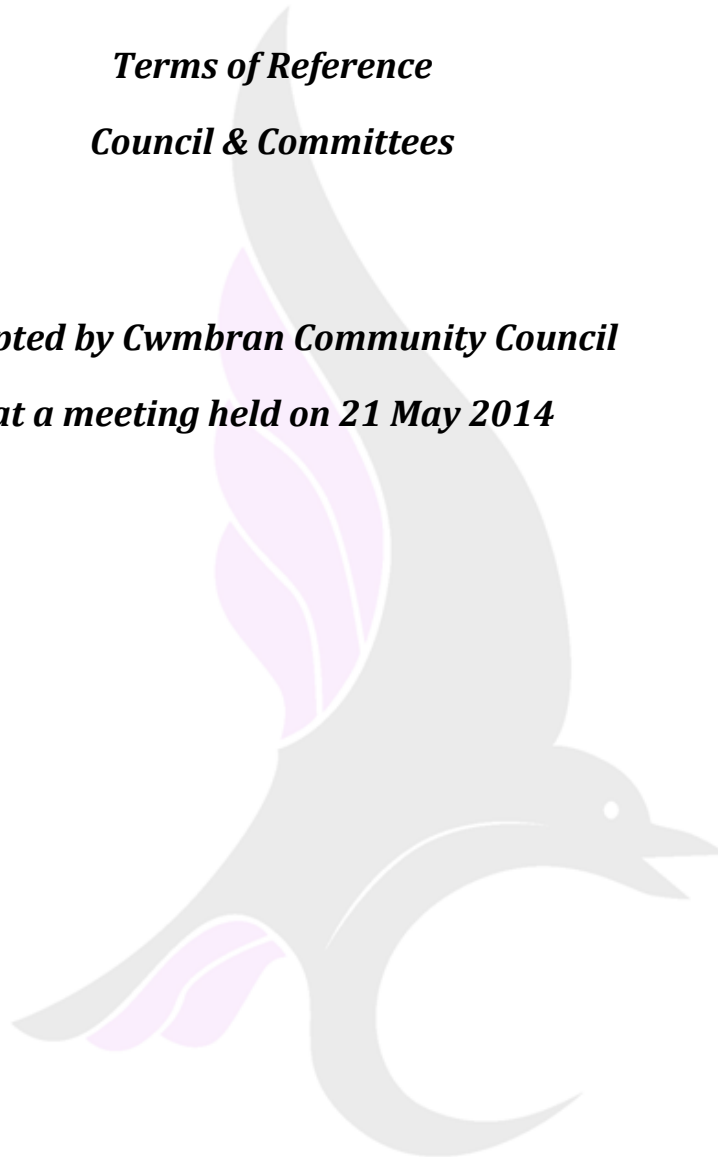
Note: Light refreshments will be served following the meetings for members and guests. There will also be an opportunity for members and guests to make a voluntary contribution to the Chairman's nominated charity for 2014/15 as a way of demonstrating their appreciation for this hospitality.



Cwmbran Community Council
Cyngor Cymuned Cwmbrân

Terms of Reference
Council & Committees

Adopted by Cwmbran Community Council
at a meeting held on 21 May 2014



David Collins

Clerk to the Council



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The Terms of Reference of the committees are as follows:-

POLICY AND FINANCE COMMITTEE

1. To determine the financial resources required by the Council to enable it to fulfil its statutory obligations and provide services for the well being of its community, namely:
 - a) Preparing the annual budget and making recommendations to Council for the precept required.
 - b) Deciding upon borrowing requirements, establishing reserve funds and investments and overseeing the council's banking arrangements.
 - c) Approving the Council's charging policy for services.

2. To monitor the effectiveness and adequacy of the internal financial control environment by:
 - a) Ensuring compliance with Statutes, Contract Standing Orders and Financial Regulations.
 - b) Ensuring a sound system of internal audit is operational on receipt of the annual report.
 - c) Monitoring income and expenditure against budget.
 - d) Ensuring that accounts are properly maintained, and reflect current best practice.
 - e) Authorising the writing off of bad debts and other items in accordance with approved financial procedures.
 - f) Ensuring that bank reconciliations are undertaken regularly.
 - g) Ensuring compliance with financial instructions.

3. To monitor financial transactions of both receipts and payments, bank transfers etc.

4. To identify and manage business risks which may prevent the Council achieving its aims and objectives.

5. To affect necessary insurance cover on all buildings and property owned by the Council and such other insurances relating to members and officers, and in respect of any other matters as may be necessary.

6. To receive and approve the Council's Annual Statement of Accounts in accordance with the current Accounts and Audit Regulations.
7. To determine the strategy and operational matters relating to information technology.
8. To review constitutional issues and make recommendations to the Council.
9. To deal with corporate or other issues not otherwise within the terms of reference of any other committees.
10. To monitor the overall effectiveness of the Council's services.
11. To develop partnerships with other authorities, agencies and organisations for the effective delivery of services and the provision of facilities consistent with the aims, objectives, policies and programmes of the Council.
12. To determine, review, monitor and oversee the Council's Welsh Language Policy.
13. To consider all matters relating to the operation of the Council's Task Force.
14. To consider correspondence from Parliamentary, Assembly, Local Authorities and other bodies in respect of consultative and other documents.
15. To consider and make recommendations to the Council upon electoral matters; review of local government areas and alterations in boundaries.
16. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
17. To manage and monitor the budget of the Committee. (Budget Code I)
18. Any other matters, which for reasons of expediency, are referred to this committee.

ENVIRONMENT, SUSTAINABILITY AND PLANNING COMMITTEE

1. To consider and respond to the relevant body in all matters relating to planning, development control and development.
2. To consider and respond to the relevant body in respect of highway matters, including footpaths.
3. To consider and respond to the relevant body in respect of conservation, sustainability and environmental matters.
4. To consider and respond to the relevant body in respect of tree preservation.
5. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
6. To manage and monitor the budget of the Committee (Budget Code I)
7. Any other matters, which for reasons of expediency, are referred to this committee.

EVENTS & COMMUNITY PROJECTS COMMITTEE

1. To consider and make recommendations with regard to the organisation of all events organised by the Council, including the Summer Playschemes and all Christmas activities.
2. To approve the purchase and installation of the Christmas lights and the Christmas trees.
3. To manage and monitor the budget of the Committee. (Budget Code N)
4. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
5. Any other matters, which for reasons of expediency, are referred to this committee.

GRANTS TO VOLUNTARY ORGANISATIONS COMMITTEE

1. To consider and make in recommendations in respect of all requests for financial assistance submitted to the Council.
2. To manage and monitor the budget of the Committee. (Budget Code K)
3. To receive reports in relation to external meetings, seminars and other events attended by members of the Council or its officers.
4. Any other matters, which for reasons of expediency, are referred to this committee.

COUNCIL

1. To approve the minutes of Council and Committees
2. To delegate responsibility for certain matters to the Clerk and/or a committee in accordance with s.101 Local Government Act 1972.
3. To approve the final budget and set the annual precept.
4. To receive and consider motions from members.
5. To receive reports on Community Safety initiatives from police and fire representatives.
6. To consider any other matters as directed by the Council and in accord with Standing Orders.