

21 May 2014

**Minutes of a Meeting of Cwmbran Community Council held on Wednesday 21 May 2014**

**Present** Councillor WJ Walker (in the Chair)

Councillors SWJ Ashley, SJ Brooks, LJ Chaney, M Day, S Evans, WM Howell, M Johnston, R Jones, R Kemp, KK Manneh, TA Matthews, J Rees, N Salkeld, D Standing, DJ Williams, PJ Williams and TJ Winter

Also David Collins (Clerk to the Council) and Liz Edwards

**CL14/001 Election of Chairman of the Council**

Councillor S Brooks proposed and Councillor WM Howell seconded that Councillor S Evans be appointed as Chairman of the Council to serve until the next Annual Meeting of the Council.

**Resolved** that Councillor S Evans be appointed Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council.

(Following the election of the new Chairman, the new Chairman and the Clerk to the Council left the Council Chamber in order to vest the member with the Chain of Office. All members of the Council rose to welcome the new Chairman of the Council back into the Chamber.)

*Councillor S Evans in the Chair*

**CL14/002 Acceptance of Office**

The Chairman of the Council delivered his signed Acceptance of Office form.

**CL14/003 Past Chairman's Badge and Chairman's Announcements**

The Chairman presented a Past Chairman's Badge to Councillor WJ Walker and paid tribute to his year of office. He outlined his aspirations for his own year of office, indicating his wish to represent the Council with dignity at all times. He also announced that his nominated charity for the year would be the Soldiers' and Sailors' Families Association (SSAFA).

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**CL14/004 Election of Vice Chairman of the Council**

Councillor S Brooks proposed and Councillor DJ Williams seconded that Councillor M Johnston be appointed as Vice Chairman of the Council to serve until the next Annual Meeting of the Council.

**Resolved** that Councillor M Johnston be appointed Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council.

**CL14/005 Vice Chairman's Announcements**

Councillor Johnston outlined his aspirations for his year of office, indicating his intention to be a strong source of support for the Chairman.

**CL14/006 Apologies for Absence**

The Council accepted apologies for absence from Councillors J Davenne and JC Powell (work commitments).

**CL14/007 Declarations of Interest**

Members were asked to declare any personal and/or prejudicial interests they had and sign the Interests Sheet to give details of the nature of their interest.

**CL14/008 Outgoing Chairman's Address**

Councillor Walker described some of the many interesting events and venues he had attended during his year of office. He paid particular tribute to the many volunteers he had met in all parts of the community and the valuable work they all undertook. He was pleased at the partnerships which the Council had developed during the year and the improved dialogue with key partners. He explained how events such as the Big Event, Schools Choral Festivals and Summer Playschemes had showcased the work of the Council. He also referred to important decisions taken during the year, such as the decision to settle the Council's mortgage, which would release important funds for future projects. He also looked ahead to future events, such as arrangements to commemorate Armed Forces Day in Cwmbran, on 28 June 2014.

Councillor Walker referred to the support and contribution of individual members and also paid tribute to the Council's staff, who had provided him with excellent support during the year. He concluded by wishing the new Chairman well.

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Members paid tribute to the manner in which Councillor Walker had undertaken his responsibilities during the year.

**CL14/009 Banking and Audit Arrangements**

**Resolved** that

- (1) Councillors Brooks, Howell, Evans and Johnston be appointed as the Council's signatories, authorised to sign cheques and other banker's orders on behalf of the Council (Any two from the four are required to sign cheques and bankers orders).
- (2) The Co-operative Bank shall continue to be Cwmbran Community Council's Bankers for the ensuing year.
- (3) The Clerk to the Council (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.
- (4) Nicola Eyre, on behalf of One Voice Wales continues to act as the Council's independent Internal Auditor for the ensuing year.

**CL14/010 Ex Officio members of Council Committees**

**Resolved** that the Chairman and Vice Chairman of the Council, together with the Leader and Deputy Leader of the majority group be appointed to serve as ex-officio members (with normal voting rights) on all Council Committees during their term of office.

**CL14/011 Terms of Reference of Committees**

Members reviewed the Terms of Reference for Committees, details of which had been included with the agenda.

**Resolved** that the Terms of Reference are approved.

**CL14/012 Appointment of Members to serve on Council Committees**

**Resolved** that the following members be appointed to serve on the following committees, until the next Annual Meeting of the Council.

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

Councillors SWJ Ashley, J Davenne, M Day (Chair), KK Manneh, R Jones (Vice Chair), N Salkeld, D Standing, WJ Walker, DJ Williams and TJ Winter

(2) Events & Community Projects Committee (10 members)

Councillors LJ Chaney (Chair), D Daniels,, M Day, R Jones, KK Manneh, TA Matthews, JC Powell, J Rees, WJ Walker (Vice Chair), and P Williams

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

Councillors SWJ Ashley (Chair), J Davenne, KK Manneh, R Kemp, TA Matthews, JC Powell, D Standing (Vice Chair), WJ Walker, DJ Williams and TJ Winter

(4) Policy & Finance Committee (10 members)

Councillors SWJ Ashley, LJ Chaney, D Daniels, M Day, R Jones, R Kemp, TA Matthews (Vice Chair), J Rees WJ Walker, and DJ Williams

(Councillor WM Howell, ex officio member was appointed to Chair the Policy & Finance Committee)

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

**CL14/0113 Diary of Meetings**

Members noted that a diary of meetings for the year would be circulated in the near future.

In view of the small amount of business likely to be discussed at the next meeting of the Events & Community Projects Committee, members considered that this Committee could meet on the same day as the Environmental, Sustainability & Planning Committee on this occasion (11 June 2014). Members asked the Clerk to keep this under review, in consultation with members.

**Resolved** that the position is noted.

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**CL14/014 Appointment of Members to serve on Outside Bodies**

**Resolved**

- (1) That the following appointments be made to serve until the next Annual Meeting of the Council

<u>Organisation</u>	<u>Councillor</u>
1. Armed Forces Community Covenant Task Group	Councillor TA Matthews
2. Congress Theatre Company	Councillor TJ Winter
(Councillor PJ Williams proposed himself as the Council's representative. This was not seconded and no vote took place)	
3. Cwmbran Festival ("Big Event")	Councillor JC Powell
4. CCYP Management Committee	Councillors SWJ Ashley, S Brooks, J Davenne, M Johnston, KK Manneh and TJ Winter
5. Cwmbran Regeneration Strategy Partnership	Councillors S Brooks, J Davenne, WM Howell, TA Matthews and TJ Winter
6. Friends of Bruchsal Society	Councillors S Brooks and DJ Williams
7. Friends of Bruchshal Society Trust Fund	Councillors S Evans and DJ Williams
8. Greenmeadow Community Farm Management Committee	Councillors S Evans and DJ Williams

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| 9. Llantarnam Grange Arts Centre Management Committee | Councillor S Brooks   |
| 10. National Association of Councillors               | Councillor S Brooks   |
| 11. One Voice Wales Larger Councils Network           | Councillor TA Matthews  |
| 12. Torfaen Access Forum                              | Councillor DJ Williams  |
| 13. Torfaen Aids for the Disabled                     | Councillor LJ Chaney  |
| 14. Torfaen Consumer Support Network                  | Councillors WM Howell and TA Matthews   |
| 15. Torfaen County Assoc. of Local Councils (TCALC)   | Councillors WM Howell and TA Matthews<br><br>(Councillor Evans to continue as substitute) |

(Councillor PJ Williams proposed himself as the Council's representative. This was not seconded and no vote took place)

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| 16. Torfaen Local Councils Partnership Meeting (LCP) | Councillors WM Howell and TA Matthews<br><br>(Councillor Evans to continue as substitute) |
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(Councillor PJ Williams proposed himself as the Council's representative. This was not seconded and no vote took place)

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| 17. Gwent Valleys Partnership Area Committee (One Voice Wales Area Meeting)                     | Councillors TA Matthews and TJ Winter |
| 18. Torfaen County Borough Council & Community Council Planning & Public Protection Focus Group | Councillors WM Howell and TA Matthews |
| 19. Torfaen Operational Group   | Councillor S Brooks                   |
| 20. Torfaen Museum Trust  | Councillor TJ Winter                  |
| 21. Torfaen Environmental Trust & Association   | Councillor SWJ Ashley                 |
| 22. Torfaen Community Transport   | Councillor TA Matthews                |

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- (2) Any members attending meetings of the above bodies are required to report back to the Council on issues arising.

**CL14/015 Appointment of Members to Serve on Community Associations**

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

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|---------------------------|--------------------------------------|
| 1. Court Farm & Oakfield  | Councillor PJ Williams and WJ Walker |
| 2. Greenmeadow & St Dials | Councillors LJ Chaney and KK Manneh  |

(Members noted that, due to changes in the governance arrangements of other Community Associations, no other appointments were required.)

**CL14/016 Welcome**

The Chairman closed the meeting by welcoming the Mayor of Torfaen, Councillor Mandy Owen and other Civic guests, who had been invited to attend the meeting.

Signed .....

Chairman, Cwmbran Community Council