



Cwmbran Community Council  
Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

**Policy & Finance Committee**

**13 June 2016 @ 6.00 pm**

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

**AGENDA**

To: Councillors: SWJ Ashley, D Daniels, M Day (Vice Chair), S Evans, WM Howell, M Johnston, R Kemp, WJ Walker, DJ Williams and TJ Winter

Councillors: KK Manneh, R Jones, SJ Brooks and TA Matthews (Chair)  
(Ex Officio Members)

To: ALL OTHER MEMBERS FOR INFORMATION

**1. Appointment of Chairman**

To note that, at a meeting held on 18 May 2016, Councillor TA Matthews was appointed Chairman of this committee for the Municipal Year 2016/17. Councillor M Day was appointed as Vice Chairman.

**2. Apologies for Absence**

**3. Members' Declarations of Interest**

**4. Itemised Schedule of Receipts & Payments (March & April 2016)**

Schedules of receipts & payments and bank reconciliations are attached for members only and Quarterly Financial Monitor (Quarter 4, 2015/16) (Members of the public may obtain this information from the Clerk to the Council)

Background papers will be brought to this meeting to allow members to scrutinise any transactions etc. in more detail, should they wish.

**5. [Annual Report 2016](#)**

To consider the attached reports. The [Annual Report](#) follows the successful format of the 2015 report. It describes the Council's achievements and goals.

**6. [Annual Pay Policy](#)**

At the One Voice Wales Larger Council's Meeting held on 13 April 2016, consideration was given to a policy statement recently released by the Welsh Government which suggested that the publication of an annual pay policy might be relevant to the larger town & community councils in Wales.



The attached statement was agreed by member councils who were present and is now submitted for formal approval by the Council. The statement will be published to the Council's website which would address the suggestion received from the Welsh Government.

It is **recommended** that the Pay Policy is adopted.

## 7. **Local Government Ethical Framework**

To consider the attached [letter](#) from Welsh Government, Local Government Democracy Division and revised [Local Government Model Code of Conduct](#).

The effect of these documents is to make minor changes to the model code of conduct. For example, responsibility for maintaining the register of interests of members of community councils is transferred from the Monitoring Officer to the 'proper officer' of each community council (i.e. the Clerk.). It is anticipated that the Monitoring Officer will arrange training sessions for Clerks on the new code. The Ombudsman will also adjust his guidance on the Code in due course.

The Council is required to adopt the revised Code of Conduct before 26 July 2016.

As soon as reasonably practicable after revising a code, the Council must publish in one or more newspapers circulating in the area a notice which states that it has adopted or revised the code and made it available for inspection etc. A copy must also be sent to the Ombudsman.

It is **recommended** that the revised Code of Conduct is adopted. (A Welsh language version is available from the Clerk)

## 8. **One Voice Wales Annual General Meeting 2016: Saturday 1 October 2016**

Member councils can propose up to two motions for debate at the AGM, which must be submitted by 12 noon on Friday 1 July 2016 for consideration by the Conference Agenda Committee.

For motions to be acceptable, the following requirements must be met

- A motion must reflect a national issue or problem. Motions that are only relevant to one particular area cannot be taken forward. (Local issues/matters can be dealt with at Area Committee meetings.)
- Each motion must be accompanied by an explanatory note in order that the Agenda Committee can fully understand the points being made.

The Motions Committee will sit in early July and councils will be notified of the Committee's decisions by the middle of July.

If a Council's motion is accepted then the name of both proposer and a seconder (who must be from another council) must be provided no later than three weeks prior to the AGM taking place. Both the proposer and seconder must be present at the AGM for the motion(s) to be debated.

It is **recommended** that the Council considers whether it wishes to submit any Motions for Debate to the AGM.

## 9. Seminars & Outside Bodies

To consider the attached reports in relation to seminars and meetings of outside bodies, attended by representatives of the Council.

- |       |   |               |
|-------|---|---------------|
| (i)   | <a href="#">One Voice Wales Larger Councils Network</a>                 | 13 April 2016 |
| (ii)  | <a href="#">SLCC Gwent Branch</a>                                       | 22 April 2016 |
| (iii) | <a href="#">Member Seminar re Torfaen Museum Trust (&amp; appendix)</a> | 25 April 2016 |
| (iv)  | <a href="#">WAO Seminar (&amp; appendix)</a>                            | 11 May 2016   |
| (v)   | <a href="#">Randomz Committee Meeting</a>                               | 19 May 2016   |

It is **recommended** that the reports are noted.

## 10. Exclusion of the Press & Public

The following item is not for publication because, in accordance with paragraphs 12 & 14 of schedule 12a of the Local Government Act 1972 (as amended by the Access to Information Variation Order Wales 2007), it contains information about a particular individual or individuals and information relating to the financial and business affairs of particular persons, including the council and, in all the circumstances of the case, the public interest in maintaining exemptions outweighs the public interest in disclosing information.

## 11. Task Force Review

To consider the attached report

## 12. 2016 & 2017 Pay Scales & Allowances: NJC Agreement

It is **recommended** that

- (i) the Council notes that agreement has been reached at NJC level for 1% pay increase for staff up to SCP 49. (Grades 1 to 3 increased by higher percentages.)
- (ii) the Council confirms that this 1% increase will also apply to the Clerk to the Council (SCP 48-51) for 2016 and 2017.



*David Collins, Clerk to the Council*

6 June 2016

[david@cwmbbran.gov.uk](mailto:david@cwmbbran.gov.uk)

tel. 01633 624154