Cwmbran Community Council
Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Cwmbran Community Council

Annual Meeting

18 May 2016 @ 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, WM Howell, M Johnston, R Jones, R Kemp, KK Manneh, TA Matthews, JC Powell, J Rees, R Seabourne, 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.

(b) The Chairman will deliver his signed acceptance of office form (unless the Council resolves for this to be done at a later date).

(ii) Nominations for Vice Chairman of the Council

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

Following the election the Vice Chairman will be invested 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.

(iii) A Past Chairman's Badge will be presented to Councillor Mike Johnston in tribute to his year of office.

(iv) To inform members of the charity or charities the Chairman has decided to support during his term of office.

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 Johnston 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 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 attached 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. Appointment of Members to Serve on Outside Bodies

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

1. Congress Theatre Company
   1 Member

2. CCYP Management Committee
   5 Members

3. Friends of Bruchsal Society & Trust

   2 Members

5. Llantarnam Grange Arts Centre Management Committee
   1 Member

6. National Association of Councillors
   1 Member

7. One Voice Wales Larger Councils Network
   2 Members

8. Torfaen Access Forum
   1 Member

9. Torfaen Aids for the Disabled
   1 Member

10. Torfaen Community Transport
    1 Member

11. Torfaen County Association of Local Councils (“TCALC”)
    2 Members plus a substitute

12. Torfaen Environmental Trust & Association
    1 Member

13. Torfaen Museum Trust
    1 Member

14. Gwent Valleys Partnership Area Committee One Voice Wales
    2 Members

15. Torfaen Local Councils Partnership Meeting (LCP)
2 Members plus a substitute

David Collins, Clerk to the Council
11 May 2016
david@cwmbran.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 2016/17 as a way of demonstrating their appreciation for this hospitality.

Terms of Reference

Council & Committees

Adopted by Cwmbran Community Council

at a meeting held on 18 May 2016

Note:

In relation to the quoracy of committee meetings, the Council relies upon Standing Orders (point 1.24), which states that no business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

In relation to membership, each committee consists of 10 members, appointed at the Annual Meeting of the Council, plus 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.

David Collins

Clerk to the Council

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 mange 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.