



Cwmbran Community Council  
Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

**Policy & Finance Committee**

**23 January 2017 @ 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. **Apologies for Absence**
2. **Members' Declarations of Interest**
3. **Itemised Schedule of Receipts & Payments  
(November 2016 & December 2016)**

Schedules of receipts & payments and bank reconciliations are attached for members only. (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.

4. **Greater Gwent (Torfaen) Pension Fund Triennial Actuarial Valuation as at 31 March 2016**

The purpose of the above valuation is to assess the overall funding level of the Fund to ensure that there are sufficient assets in the Fund to cover the pension benefits due to members and set the employer Contributions for the three year period commencing on 1 April 2017. The Valuation has now been completed.

The Valuation has resulted in an increase in the level of the Primary Contribution Rate for future service required for the three year period commencing on 1<sup>st</sup> April 2017 from 18.7% to 19.1% of pensionable pay

In addition the Secondary Contribution cash amount in respect of the deficit will increase from £12300 per annum to £28000 per annum on 1<sup>st</sup> April 2017 for the year 2017/18, £29,000 in 2018/19 and £30,000 in 2019/20.

Members are asked to approve the payments.



5. **Payroll Services: Service Level Agreement and Admin Fees.**

- (i) To approve payment of invoices issued on 6 December 2016 from Torfaen County Borough Council for running the payroll for 2013/14, 2014/15 & 2015/16. The total value amounts to £1897.50.

These costs can be met from within the available budget of £3,000 allocated for Staffing Contingency Costs (C04).

- (ii) To note the signing of a Service Level Agreement for 2016/17 for Payroll Services for 2016/17.

6. **Governance Matters**

Members are asked to approve a minor amendment to the Council's Contract Standing Orders.

Standing Order 5.1 (e) states that tendering procedures need not be followed where "the value of the work to be executed, goods or materials to be supplied is less than £50,000 in which case the procedures in Financial Regulations, paragraph 12 must be followed."

This should read "paragraph 11." Members are asked to approve the amendment. (It is likely that revisions to the Standing Orders may not have kept pace with revisions to Financial Regulations, hence the discrepancy.)

Copies of all the Council's governance documents are available from the Clerk. Certain documents can also be viewed [on line](#). All key governance documents will be reviewed following the 2017 elections.

7. **[Review of Charges 2017](#)**

To consider the attached report.

8. **[Publication Scheme](#)**

To consider the attached report.

9. **Torfaen Public Services Board: Well Being Assessment**

Members received a presentation about the Assessment on 19 September 2016.

Torfaen Public Services Board has developed a draft assessment of well-being for Torfaen as required under the Well-being of Future Generations (Wales) Act 2015. The assessment draft looks at well-being taking a place based approach across Torfaen.

The Board is consulting on the draft assessment between 4 January and 23 February 2017 – the link below leads to a short promotional film, the draft assessment and a short questionnaire asking whether people agree with the draft assessment.

Consultation comments and feedback will be taken into account for the final assessment which will be published in May 2017. The assessment will then be used to inform the development of the Well-being Plan during 2017/18 and there will be further opportunities to engage during that period.

There will also be 3 sessions for members of the public or colleagues to drop into. Each session will run from 9:00am to 5:00pm.

31<sup>st</sup> January - Blaenavon World Heritage Centre

1<sup>st</sup> February – Pontypool Indoor Market

2<sup>nd</sup> February – Cwmbran Library (9:00am to 6:00pm)

<https://mysay.torfaen.gov.uk/consult.ti/system/listConsultations?type=O>

The Well-being Plan will be published in May 2018. Following its publication, Cwmbran Community Council will be required to report annually detailing its progress in meeting the objectives of the local plan.

**10. Independent Remuneration Panel for Wales: Remuneration Framework for Town & Community Councils.**

To consider nominating any representatives to attend a workshop in Abergavenny on 15 February 2017 on behalf of the Council

**11. Torfaen County Association of Local Councils (TCALC) & Local Councils Partnership Committee (LCP)**

On 12 September 2016, Members discussed a variety of matters relating to the Council's current governance arrangements. (Minute PF16/030 refers).

During these discussions, Members referred to the Charter which governed the relationship between Torfaen County Borough Council and Town & Community Councils. Members sought clarification about the current administrative arrangements for supporting the meetings which were an important part of this relationship.

Clerks from town & community councils subsequently met colleagues from Torfaen County Borough Council to discuss administrative arrangements relating to TCALC and the LCP. This informal discussion was hosted by the Executive Member for Communities.

There was consensus that these meetings still represented useful networks for sharing information and ideas were shared about potential ways forward. It was agreed that these ideas would be worked up into some firmer proposals for sharing with Members in the New Year.

Details of progress will be reported orally to Members at the meeting.

**12. Council House Annex Update:**

Oral report.

**13. Seminars & Outside Bodies**

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

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|-------|--|-----------------|
| (i)   | <a href="#">Torfaen Voluntary Alliance AGM</a>                                 | 8 December 2016 |
| (ii)  | <a href="#">Welsh Government Engagement Event:<br/>Local Government Reform</a> | 9 December 2016 |
| (iii) | <a href="#">One Voice Wales Gwent Valleys Area Committee</a>                   | 10 January 2017 |

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

14. **Exclusion of the Press & Public**

In view of the confidential nature of the business to be transacted, it is **recommended** that the following matter be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

15. **Internal Audit Services**

To consider the appointment of a new Internal Auditor (report attached0

16. **Staffing Matters**

To consider the attached report.

A handwritten signature in black ink, appearing to read 'D Collins', is positioned above the typed name of the signatory.

*David Collins, Clerk to the Council*

16 January 2017

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