

**Minutes of the Annual Meeting of Cwmbran Community Council held on Wednesday
17 May 2017**

Present Councillor KK Manneh (Chairman), Councillors: SWJ Ashley, Rh M Bennett, AL Bird, SJ Brooks, PJ Cathcart, JS Davenne, A Davies, M Day, LG Johnston, M Johnston, F Jones, R Jones, J Rees, M Villars and WJ Walker.

Also David Collins (Clerk to the Council) Clare Facey (Administration Officer)

(Councillor KK Manneh in the Chair)

CL17/001 Election of Chairman of the Council

Councillor SJ Brooks proposed and Councillor SWJ Ashley seconded that Councillor R Jones is appointed as Chairman of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor R Jones be appointed Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council.

(Councillor R Jones in the Chair)

CL17/002 Election of Vice-Chairman of the Council

Councillor SJ Brooks proposed and Councillor M Johnston seconded that Councillor PJ Cathcart be appointed as Vice Chairman of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor PJ Cathcart be appointed Vice Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council

CL17/003 Declarations of Acceptance of Office

All Members had delivered their signed Acceptances of Office, with the exception of Councillor C Powell, who was on holiday.

Councillor Jones signed the declaration of office of Chairman.

It was **Resolved** that Councillor C Powell sign his Declaration of Office in the presence of the Clerk by 30 May 2017.

CL17/004 Past Chairman's Badge

The Chairman presented a Past Chairman's Badge to Councillor KK Manneh and paid tribute to his year of office.

CL17/005 Chairman's Charity

The Chairman reported that his nominated charities for the year of office would be Noah's Ark and the Alzheimer's Society.

CL17/006 Apologies for Absence

No apologies for absence were submitted.

The Clerk reminded Members that apologies must be submitted in advance by the Member concerned. Reasons for absence should be given.

The Leader of the Majority Group (Councillor SJ Brooks) suggested that the Council could introduce a protocol along the lines used by Torfaen County Borough Council. The Clerk agreed to look into this.

CL17/007 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.

The Clerk reminded Members that any declarations of interest should be made in writing on the sheet provided. He also took the opportunity to remind Members about Code of Conduct training which had been arranged. Attendance was compulsory.

The Leader of the Majority Group referred to a protocol relating to Declarations of Interest used by Torfaen County Borough Council. He agreed to discuss the extent to which the Council could introduce such a protocol with the Clerk.

CL17/008 Outgoing Chairman's Address

Councillor KK Manneh reported that he had been proud to serve as the Council's Chairman for the past year. He paid particular tribute to the work of the Council's staff in supporting his fundraising on behalf of his chosen charity, the Multiple Sclerosis Society, Torfaen Branch. He reported that £1037.70 had been raised.

His most recent engagements included visiting Cwmbran Stadium when the Champions League trophy had been on display. He had also used the occasion to help commemorate Cwmbran Town's participation in the European Cup as the first representatives in the competition from Wales.

CL17/009 Banking and Audit Arrangements

It was **Resolved** that:

- a) that the Leader and Deputy Leader of the Majority Group (Councillors SJ Brooks and SWJ Ashley respectively), the Chairman and Vice-Chairman of the Council be appointed as the Council's signatories, authorised to sign all cheques and other bankers' orders on behalf of the Council (any two signatories being acceptable). This shall include cheques on behalf of the Chairman's charity.
- b) the above arrangements are reviewed as part of a wider forthcoming review of the Council's governance arrangements. (CL17/010 refers)
- c) that the Co-operative Bank shall continue to be the Council's Bankers for the ensuing year.
- d) that the Clerk to the Council, as Responsible Financial Officer (LGA s.151), and Administrative Officer be the Council's officers nominated to use the Co-operative Bank's Business Customer Services facilities for the purpose of transferring funds between the Council's accounts and making balance and other enquiries, as required.

- e) that Lyn Llewellyn continues to act as the Council's independent Internal Auditor for the ensuing year.

CL17/010 Other Constitutional and Governance Arrangements

The Clerk drew attention to various arrangements put in place by the Council in relation to governance and internal control. These included Standing Orders, Contract Standing Orders, Financial Regulations and the Code of Conduct. These could be viewed at www.cwmbran.gov.uk, along with other similar documents relating to governance etc. Hard copies were also available from the Clerk. All Members had been supplied with copies of the Code of Conduct, Standing Orders, Contract Standing Orders and Financial Regulations.

It was **Resolved** that the Council's constitutional and governance arrangements are brought forward to Members for review during the coming year

CL17/011 Ex Officio Members of Council Committees

Councillor SJ Brooks reported that Councillor SWJ Ashley had been appointed as Deputy Leader of the Majority Group. Councillor Brooks would continue to lead the Majority Group.

It was **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 the normal right to vote, on all council committees and sub-committees during their term of office.

CL17/012 Terms of Reference of Committees

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

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

CL17/013 Appointment of Members to serve on Council Committees and Appointment of Chairs of Committees

It was **Resolved** that the following members be appointed to serve on the following committees, until the next Annual Meeting of the Council and that the chairmanship of each committee be as indicated below:

(a) Events and Community Projects Committee (10 members)

- (i) Councillor M Day (Chairman)
- (ii) Councillor Rh M Bennett (Vice Chairman)
- (iii) Councillor AL Bird
- (iv) Councillor JS Davenne
- (v) Councillor AJ Davies
- (vi) Councillor LG Johnston
- (vii) Councillor M Johnston
- (viii) Councillor RD Kemp
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

Date of next meeting 30 May 2017 @ 6.00 pm

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

- (i) Councillor KK Manneh (Chairman)
- (ii) Councillor M Johnston (Vice Chairman)
- (iii) Councillor Rh Bennett
- (iv) Councillor A Davies
- (v) Councillor M Day
- (vi) Councillor LG Johnston
- (vii) Councillor F Jones
- (viii) Councillor C Powell
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

Date of next meeting 7 June 2017 at 6.00 pm

(c) Policy & Finance Committee (10 members)

- (i) Councillor A Bird (Vice Chairman)
- (ii) Councillor Rh Bennett
- (iii) Councillor M Day
- (iv) Councillor N Hopkins
- (v) Councillor LG Johnston
- (vi) Councillor M Johnston
- (vii) Councillor RD Kemp
- (viii) Councillor KK Manneh
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

Councillor Ashley to Chair the Policy & Finance Committee.

Date of next meeting 12 June 2017 at 6.00 pm

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

- (i) Councillor M Day (Chairman)
- (ii) Councillor AJ Davies (Vice Chairman)
- (iii) Councillor Rh M Bennett
- (iv) Councillor AL Bird
- (v) Councillor JS Davenne
- (vi) Councillor LG Johnston
- (vii) Councillor M Johnston
- (viii) Councillor RD Kemp
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

(Events & Community Projects Committee and Grants to Voluntary Organisations Committee to meet on the same evening.)

Date of next meeting 26 June 2017, following the meeting of the Events & Community Projects Committee.

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

(e) Historic Buildings and Landscape Register Working Group – Deferred

CL17/014 Appointment of Members to Serve on Outside Bodies

It was **Resolved** that

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

1. Armed Forces Community Covenant Task Group
Councillor WJ Walker

(The Leader of the Majority Group reported that he would make enquiries to ascertain the potential for former Councillor TA Matthews to assist with the work of this group.)
2. Congress Theatre Company
Councillor AL Bird
3. CCYP Management Committee
Councillors SWJ Ashley, Rh M Bennett, SJ Brooks, M Johnston, KK Manneh,
4. Friends of Bruchsal Society
Councillors R Jones and SJ Brooks
5. Friends of Bruschal Society Trust
Councillors R Jones and KK Manneh
6. Llantarnam Grange Arts Centre Management Committee
Councillor SJ Brooks
7. National Association of Councillors
Councillor SJ Brooks
8. One Voice Wales Larger Councils Network
Councillors SWJ Ashley and SJ Brooks (Councillor M Johnston as substitute)
9. Torfaen Access Forum
Councillor PH Cathcart
10. Torfaen Aids for the Disabled
Councillor F Jones
11. Torfaen Community Transport
Councillor R Jones.
12. Monmouthshire & Brecon Canal Trust
Councillor SWJ Ashley
13. Torfaen County Association of Local Councils ("TCALC")
Councillors SWJ Ashley and SJ Brooks (Councillor M Johnston as substitute)
14. Torfaen Environmental Trust & Association
Councillor SWJ Ashley
15. Torfaen Museum Trust
Councillor LG Johnston

Cwmbran Community Council

16. Gwent Valleys Partnership Area Committee One Voice Wales
Councillors SWJ Ashley and SJ Brooks (Councillor M Johnston as substitute)
17. Torfaen Local Councils Partnership Meeting
Councillors SWJ Ashley and SJ Brooks (Councillor M Johnston as substitute)
18. Greenmeadow & St Dials Community Association
Councillors F Jones and KK Manneh
19. Rural Action Group
Councillor M Villars

(2) Any Member attending a meeting of any of the above bodies is instructed to report back to the appropriate committee on issues arising.

Signed
(Chair, Cwmbran Community Council)