



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Cwmbran Community Council

Annual Meeting

Wednesday 17 May 2017 @ 6.00 pm

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

AGENDA

To: Councillors: SWJ Ashley, RM Bennett, AL Bird, SJ Brooks, PJ Cathcart, JS Davenne, AJ Davies, M Day, N Hopkins, LG Johnston, PM Johnston, R Jones, F Jones, RD Kemp, KK Manneh, C Powell, J Rees, M Villars, WJ Walker

1 Election of Chairman and Vice-Chairman of the Council, Declarations of Acceptance of Office

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

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

- (iii) Declarations of Acceptance of Office

It is anticipated that all Members will have delivered their Declarations of Acceptance of Office following the recent election, prior to the meeting.

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

- (iv) A Past Chairman's Badge will be presented to Councillor KK Manneh in tribute to his year of office.

- (v) 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 an address from the new Chairman on his/her year as Chairman of the Council, including details of proposed 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. This shall include cheques on behalf of the Chairman's charity. (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 Lyn Llewellyn shall act as the Council's Independent Internal Auditor for the ensuing year.

6. Other Constitutional and Governance Arrangements

To note that the Council has put in place various arrangements in relation to governance and internal control. These include Standing Orders, Contract Standing Orders, Financial Regulations and the Code of Conduct. These can be viewed at www.cwmbran.gov.uk, along with other similar documents relating to governance etc. Hard copies are available from the Clerk. All Members have been supplied with copies of the Code of Conduct, Standing Orders, Contract Standing Orders and Financial Regulations.

It is proposed to bring these arrangements forward to Members for review during the coming year.

7. 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 and Sub Committees during their term of office.

8. 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 and other Groups

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)

For meetings of Full Council the Quorum shall be at least a third of the total membership, that is, 7.

For all other committee and sub-committee meetings, the quorum shall be 3.

- (v) Historic Buildings & Landscape Register Working Group

(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.

9. Appointment of Members to Serve on Outside Bodies

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

- 1. Armed Forces Community Covenant Task Group
1 Member
- 2. Congress Theatre Company
1 Member
- 3. CCYP Management Committee
5 Members
- 4. Friends of Bruchsal Society
2 Members
- 5. 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
 16. Torfaen Rural Local Action Group
1 Member



David Collins DMS, FILCM
Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)

10 May 2017
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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 2017/18 as a way of demonstrating their appreciation for this hospitality.



Cwmbran Community Council
Cyngor Cymuned Cwmbrân

Terms of Reference

Council & Committees

Adopted by Cwmbran Community Council

at a meeting held on 17 May 2017

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 manage 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 exercise overall supervision of the Community Awards.
10. To deal with corporate or other issues not otherwise within the terms of reference of any other committees.
11. To monitor the overall effectiveness of the Council's services.
12. 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.
13. To determine, review, monitor and oversee the Council's Welsh Language Policy.
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 consider all matters relating to the operation of the Council's Task Force.
7. To manage and monitor the budget of the Committee (Budget Code I)
8. 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.
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 receive and consider the minutes of Council and Committees and consider all recommendations from 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.