



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Policy & Finance Committee

Monday 10 July 2017 @ 6.00pm

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

To: Councillors:

- (i) Councillor AL 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

Also Councillors:

Councillor R Jones
Councillor PJ Cathcart
Councillor SJ Brooks
Councillor SWJ Ashley (Chairman)
(Ex Officio Members)

3 Members must be present for the meeting to be quorate.

To: ALL OTHER MEMBERS FOR INFORMATION

1. **Apologies for Absence**

(Must be submitted by the Member concerned in advance of the meeting)

2. **Members' Declarations of Interest**

Members are asked to declare any personal and/or prejudicial interests that they may have and sign the Interests Sheet to give details of the nature of the interest.

(Must be declared in writing at the meeting)

Finance and Audit Items

3. **Itemised Schedule of Receipts & Payments (May 2017)**

Schedules of receipts & payments and bank reconciliation are attached for members only. (Members of the public may obtain this information from the Clerk to the Council).



4. **Payroll Services Admin Fees 2016/17**

Payroll Services are provided to the Council by Torfaen County Borough Council. This relationship is the subject of a Service Level Agreement.

In recent years, there has been uncertainty about the billing arrangements for the service but this has now been regularised. (Minute PF16/071 refers.) The Council is charged annually in arrears, plus VAT.

The Council has now been invoiced in the sum of £527.62 (gross) in relation to fees for running the 2016/17 Payroll. It is **recommended** that this sum is paid.

Governance Items

5. **[Constitutional and Governance Arrangements](#)**

At the Council meeting held on 17 May 2017, members agreed that the Council's constitutional and governance arrangements are brought forward for review during the year. (Minute CL17/010). To commence this process, a list of current governance matters is attached. These matters will be brought forward for review over the coming year.

It is **recommended** that the information is noted.

Other Items

6. **[Annual Report 2016/17](#)**

The attached Annual Report reviews the success of the Municipal Year 2016/17, expressed in relation to Wales-side sustainability goals. This has been the established format of the Report in recent years and has been the subject of considerable acclaim and recognition. The Report also looks ahead to future challenges and objectives.

It is **recommended** that the Annual Report is approved.

7. **Vacancies on School Governing Bodies: Community Council Representation**

Councillor Bird has indicated that he would like to take up the vacancy on the Governing Body at Maindy Primary School.

Members are asked to consider the request.

8. **Seminars & Outside Bodies**

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

(The meetings take place after the publication of this agenda but prior to the meeting of the committee. Any key issues arising will be reported orally.)

- (i) [Torfaen County Association of Local Councils \(TCALC\)](#) 4 July 2017
- (ii) [One Voice Wales Gwent Valleys Area Committee](#) 4 July 2017

9. **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.

10. **Fire Safety Risk Assessment**

To consider the attached report.

(The report includes details of costs submitted by prospective suppliers, which may be regarded as commercially sensitive.)

11. **Replacement of Council House Annex**

To consider the attached report.

(The report includes details of costs submitted by prospective suppliers in order that a tender can be accepted. This is information which may be regarded as commercially sensitive.)



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

4 July 2017/ 4 Gorffennaf 2017
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