

Minutes of a Meeting of the Policy & Finance Committee of Cwmbran Community Council held on Monday 16 April 2018

Present Councillor SWJ Ashley (in the Chair), Councillors AL Bird, Rh Bennett, SJ Brooks, PJ Cathcart, M Day, M Johnston, R Jones, RD Kemp, M Villars and WJ Walker.

Also David Collins (Clerk to the Council)

PF17/080 Apologies for Absence

Apologies for absence were accepted from Councillor KK Manneh (work commitments).

PF17/081 Declarations of Interest

Members were 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.

Councillor SWJ Ashley declared a personal interest in Minute PF17/094 (Requests for Financial Assistance) below.

PF17/082 Itemised Schedule of Receipts & Payments (February 2018)

Members considered the above information.

Issues raised by Members included:

Acknowledgement of the role played by Councillor M Johnston in relation to the information reported to Members.

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

PF17/083 Expenditure against Budgets

Members noted the following additional expenditure approved in accordance with Financial Regulation 4.6

- (i) Cleaning & Hygiene Materials (Code G11)
Overspend of £240.16 against budget of £2,000 arising from additional hygiene items required and improved cleaning. 2018/19 budget has been increased.
- (ii) Primary Schools Choral Festival (Code L04)
Overspend of £910 against budget of £3,360 arising from invoice for 2017 event not being received until April 2017. Invoice for 2018 was requested prior to year-end to prevent recurrence.
- (iii) Primary Schools Eco Quiz (Nett) (Code N09)
Expenditure is currently showing at £950 against a budget of £700. This would be offset by the donation of £500 from Knauf Insulation, which was awaited.

There was also a minor overspend in relation to Furniture, Fittings & Fittings (H03) following the Council's decision to repair the Vice Chairman's chain. An insurance claim had been submitted to help recover costs.

It was **recommended** that the above expenditure is noted and endorsed.

PF17/084 Refuse & Recycling Charges 2018/19

Members considered details of charges for 2018/19.

It was **recommended** that the charges are noted.

PF17/085 Standing Orders & Contract Standing Orders (Executive Summary)

On 12 March 2018, Members recommended approval of revised versions of the above. (Minute PF17/069 refers). The committee also recommended that an Executive Summary of the changes is presented to the next meeting. Members therefore considered a report which presented this information.

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

PF17/086 IRP Panel Report 2018

Members considered the above report. Section 13 of the Report related to town & community council. Determinations 44 to 53 were permissive powers.

The report related to the year 2018/19. Determinations 44 to 53 were permissive powers, each of which required a formal decision by the council. Where the council made such a decision, it must apply to all its members at the levels determined by the Panel. An individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the council (that is, the Clerk).

The Council was only required to adopt those determinations which affect it, not, for example, determinations affecting Group C.

It was **recommended** that

- (1) the Council adopt Determinations 44 to 53 of the above Report.
(Determinations 45 and 47 do not affect the Council)
- (2) in relation to Determination 46, the Council make available an annual payment of £500 to the each Committee Chairman (4) and the Leader of the Majority Group in view of the specific responsibilities of each post.

PF17/087 General Data Protection Regulation (GDPR)

Members considered a detailed report on the implications of the above, including information provided by the Society of Local Council Clerks on measures which the Council should put in place. The Clerk presented information to ensure that Members were aware of the new requirements and the implications for the Council. Members also noted that arrangements were being put in place to address matters such as Privacy Notices and considered a number of key policies which would help the Council comply with the GDPR requirements.

Members noted the Society of Local Council Clerks was continuing to discuss matters with the Information Commissioner's Office (ICO) and National Association of Local Councils (NALC), particularly regarding the specific point of whether a Clerk could, in certain cases, fulfil the role of the Data Protection Officer (DPO). Members noted that further advice on this was awaited and that it might be necessary to report additional matters direct to Full Council as further advice and clarification emerged. Members emphasised that the Council would keep its policies and procedures under review to ensure that the Council complied with advice as it emerged.

It was **recommended** that:

- (1) the above information is noted.
- (2) the Information & Data Protection Policy is approved.
- (3) the Retention and Disposal Policy is approved.
- (4) the Social Media & Electronic Communication Policy is approved
- (5) the Management of Transferrable Data Policy is approved
- (6) the Clerk is authorised to make any further changes necessary to the Council's existing documentation and procedures in order to comply with the above requirements.

PF17/088 Independent Review Panel on Community and Town Councils: National Pop-in Session

Members noted that the Independent Review Panel on Community and Town Councils was seeking views from members of the public. As the Council had been actively involved in the Review, the Panel had asked whether Cwmbran Community Council would help in supporting this by opening its doors to collect views and promote the event. Marketing material, feedback sheets and hard copies of the public survey would be provided along with reimbursement should we wish to offer refreshments for those who attend. Council staff would be on hand to support the event. As there were limited resource implications the offer to host a "Pop-in" session had been accepted in principle. A date of 24 May 2018 had been suggested to host the event.

It was **recommended** that the above arrangements are noted.

PF17/089 Consultation: Strengthening Local Government: Delivering for People

Members noted that Cabinet Secretary for Local Government and Public Services had launched a Green Paper consultation '*Strengthening Local Government: Delivering for People*'. The consultation period closed 12 June 2018. Details had been circulated to all Members on 22 March 2018.

It was **recommended** that Members forward any observations to the Clerk.

PF17/090 Guidance for Principal Councils on the Review of Communities

On 12 March 2018, Members considered updated guidance published by the Local Government Boundary Commission for Wales on the conduct of

community reviews by principal councils. The guidance supported greater consistency in the manner in which community reviews were conducted.

At the above meeting, Members asked to receive details of the responsibilities of the Council in relation to issues included within the guidance. (Minute PF17/077 refers).

Additional information provided by the Local Government Boundary Commission was therefore submitted to Members.

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

PF17/091 Vacancies on Governing Bodies

Members considered details of current vacancies on Primary School Governing Bodies.

(Councillor J Rees has expressed an interest in sitting on the Governing Body of Ysgol Gymraeg Cwmbran.)

It was **recommended** the information Councillor Rees is appointed to the Governing Body of Ysgol Gymraeg Cwmbran.

PF17/092 One Voice Wales: Motions for 2018 Annual General Meeting

Members considered the arrangements for submitting motions for debate at the above AGM on Saturday 29 September 2018.

It was **recommended** that the arrangements are noted.

PF17/093 Torfaen Draft Well-being Plan

Members noted that the final Plan was currently going through the approval stages and would be published on 3rd May 2018. The Council was required to demonstrate how it contributed to the Plan. This would be presented to a future meeting, following publication of the Plan.

It was **recommended** that the arrangements are noted.

PF17/094 Requests for Financial Assistance

(Councillor SWJ Ashley declared a personal interest in this item)

On 12 March 2018, Members gave initial consideration to requests for financial assistance for community projects in relation to the Monmouthshire, Brecon & Abergavenny Canal and a local Food Bag project (Co Star). Members discussed each project in detail on the basis of information available at the meeting but considered that further details were required in order to consider each project further. (Minute PF17/073 refers.)

Members therefore considered each request in detail and the potential opportunities to fund each project. Members also discussed recent changes in circumstances affecting each project. Members noted that local churches were considering matters relating to the Food Bag project and that an

opportunity for match funding in relation to the Canal project was no longer an option. Members did not consider that the Council was in a position to take either request forward for the time being.

It was **recommended** that no action is taken in relation to each request for financial assistance, as described above.

.PF17/095 Seminars & Outside Bodies

Members considered reports in relation to the following seminars and meetings of outside bodies, attended by representatives of the Council.

- (i) One Voice Wales 29 March 2018
Innovative Practice Annual Awards Ceremony

(Members were pleased to note that the Council was the recipient of two “Highly Commended” Awards as part of the above. A press release featuring the Chairman of the Council pictured with the awards had been published. The Clerk displayed the awards for Members to see.)

- (ii) One Voice Wales Gwent Valleys Area Committee 10 April 2018

(The Leader of the Majority Group highlighted issues arising from a speech given at the meeting by the Cabinet Secretary for Local Government & Public Services, Welsh Government.)

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

PF17/096 Exclusion of the Press & Public

In view of the confidential nature of the business to be transacted, it was agreed 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.

PF17/097 Task Force Vehicle

Members considered quotations received to obtain a replacement vehicle for use by the Task Force. Members considered information provided by potential suppliers and the business needs of the Council. Members agreed that the matter should be resolved as a matter of urgency in order that the Task Force was prepared for the coming gardening season. Members also discussed opportunities to brand the vehicle with the Council’s logo etc.

It was **recommended** that the quotation of Arval is accepted.

Signed (Chairman, Cwmbran Community Council)