



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Policy & Finance Committee

Monday 15 April 2019 at 6.00pm

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

To: Councillors:

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

Also Councillors:

Councillor PJ Cathcart
Councillor AL Bird
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)

Well-being Item (Standing Item)

3. **Torfaen Public Services Board.**

Sue Brown Partnerships and Policy Manager Torfaen County Borough Council will attend to update Members on the work of the Public Services Board and the Board's Annual Report.



(Councillor SJ Brooks represents all town & community councils in Torfaen on the Public Service Board.)

Finance and Audit Items

4. **[Itemised Schedule of Receipts & Payments \(December 2018, January & February 2019\)](#)**

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)

5. **Identification of Earmarked Reserves (EMR)**

To **approve** the transfer to EMR any balance on the following Budget Headings unspent at the year-end 2019/20

G10 Premises Maintenance/Asset Replacement.
H02 Furniture, Fixtures & Fittings.
I13 Regeneration Projects
L07 Playschemes

This will help the Council ensure that any unspent finance is set aside to help meet known or anticipated pressures in the year ahead, with particular reference to the condition of the Council House and its contents. "Regeneration Projects" could include community based events.

6. **Outstanding Debts**

As the Council is approaching the accounting year end, Members are asked to consider writing off any bad debts as part of the preparation of the Council's accounts 2018/19.

There are currently two debts in the total sum of £30.00 which relate to the Task Force. The Clerk will explain the action taken to secure payment but, despite repeated attempts, both debts have remained outstanding.

It is **recommended** that the above debts are written off.

7. **Internal Audit Report**

To note that this has been arranged for 1 May 2019.

The internal audit is an important part of the preparation of the Council's accounts 2018/19 and maintaining a sound internal control environment.

Governance Items

8. (i) **[Investment Strategy](#)**

To consider the attached draft strategy.

(ii) **CCLA Public Sector Research Fund**

In December 2018, Members considered new investment opportunities, such as the CCLA's Public Sector Deposit Fund. In considering this potential investment opportunity, Members asked to receive a further report. (Minute PF18/067(9))

The Fund is UK domiciled FCA Qualifying Money Market Fund managed by CCLA that offers benefits of cooperation between public sector bodies. It invests in a diverse portfolio of high quality sterling denominated deposits and instruments. It maximises the average yield on deposits whilst achieving the required security and liquidity.

It was especially suited to the Public Sector. Minimum Investment is £25,000. Local investors include Caerphilly CBC, Monmouthshire CC, Greater Gwent Pension Fund (Local Authorities' Property Fund client), Pontypool Community Council, Penarth Town Council, Chepstow Town Council and Barry Town Council, Neath Town Council, Llantrisant Community Council. Yield net of fees is 0.7649% at 3 April 2019. Further details can be seen here: <https://www.ccla.co.uk/investment-solutions/fund/the-public-sector-deposit-fund>. The fund delivers strong long-term returns and has experience in providing ethical and responsible investment to charities.

Members are asked to consider whether to invest a small sum in the fund. The Investment Strategy would be amended accordingly to reflect any such investment.

Council House Matters

9. **Annual Business Safety Inspection**

The above inspection was undertaken by the Council's Health & Safety consultants (Peninsula) on 18 February 2019. During this visit, the consultant reviewed the Council's documentation to ensure that it continues to meet business needs and statutory obligations. The consultant also discussed any areas of concern, advised on any new legislation and best practice and carried out an observational walk around the workplace and advised the Clerk accordingly.

The report of the Inspection is attached.

It is **recommended** that the Inspection report is noted.

Other Items

10. **Vacancies on Governing Bodies (GBs)**

There are currently vacancies for Cwmbran Community Council representation on the following GBs:

- Henllys Church in Wales Primary (1)
- Llantarnam Community Primary (1)
- Nant Celyn Primary (1)
- Our Lady of the Angels RC Primary (1)
- St David's RC Primary (1)

- Woodlands Community Primary (1)
- Greenmeadow Primary (1) (Jeff Williams' term of office expired in February 2019)

The vacancy at Henllys was reported to Members in March. Members have been encouraged to come forward if they wish to sit on the GB. Two other individuals have come forward in response to the vacancy. Details will be reported. The Council may appoint representatives who do not sit on the Council.

It is **recommended** that:

- (1) Members consider the above vacancies.
- (2) Vacancies on Governing Bodies is kept under regular review with regular reports to Members.

11. **Dates of Future Meetings 2019/20**

To consider the attached dates of future meetings of committees and Council.

12. **Seminars & Outside Bodies**

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

- Local Councils in Partnership Committee 24 January 2019 & 7 March 2019
- One Voice Wales Innovative Practice 28 March 2019
Annual Awards Ceremony

13. **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.

14. **Staffing Matters**

To consider the attached report.



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

9 April 2019 /9 Ebrill 2019

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