

**Minutes of the Annual Meeting of Cwmbran Community Council held on Wednesday 15 May 2019 at 6.00pm in the Council Chamber, Cwmbran Community Council, Ventnor Road, Cwmbran NP44 3JY**

**Present** Councillors: SWJ Ashley, Rh M Bennett, AL Bird, SJ Brooks, PJ Cathcart, , M Day, N Hopkins, LG Johnston, M Johnston, KK Manneh, J Rees, M Villars, WJ Walker and DH Williams

Also David Collins (Clerk to the Council) Clare Facey (Administration Officer), Laura Gray, Sophie Johnson Sian Redwood and Abbie Gillard (Clerical Officers)

*(No Public Participation Session was held at this meeting)*

**CL19/001 Election of Chairman of the Council**

Councillor SJ Brooks proposed and Councillor KK Manneh seconded that Councillor AL Bird is elected as Chairman of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor AL Bird is elected as Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council.

*(Councillor PJ Cathcart in the Chair)*

**CL19/002 Election of Vice-Chairman of the Council**

Councillor SJ Brooks proposed and Councillor SWJ Ashley seconded that Councillor LG Johnson is elected as Vice Chairman of the Council to serve until the next Annual Meeting of the Council.

It was **Resolved** that Councillor LG Johnson is elected as appointed Vice Chairman of Cwmbran Community Council to serve until the next Annual Meeting of the Council

**CL19/003 Declarations of Acceptance of Office**

The Chairman of the Council signed and delivered his Acceptance of Office form.

**CL19/004 Chairman's Charity**

The Chairman reported that his nominated charities for the year of office would be Trac 2 and the British Legion in Pontnewydd.

**CL19/005 Apologies for Absence**

Apologies for absence were accepted from Councillor RD Kemp (personal) and LE Williams (personal).

Apologies for absence were also subsequently received from Councillor JS Davenne.

**CL19/006 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.

**CL19/007 Chairman's Address & Past Chairman**

The Chairman expressed his pride at being asked to undertake the role of Chairman of the Council. He paid tribute to the hard work carried out by his predecessor Councillor Cathcart and made particular reference to the challenges faced by the Council. He also referred to the 70<sup>th</sup> anniversary of Cwmbran as a New Town in 2019.

The Chairman presented Councillor PJ Cathcart with a Past Chairman's Badge of Office. Councillor Cathcart read a short poem and described how much he had enjoyed his term of office. He also paid tribute to the support he had received during the year from the Council's staff.

**CL19/008 Banking and Audit Arrangements**

It was **Resolved** that:

- a) Councillors SWJ Ashley, SJ Brooks, LG Johnston and M Johnston are appointed as the Council's signatories, authorised to sign all cheques and other bankers' orders etc. (Co Operative Bank, Unity Bank and Monmouthshire Building Society) on behalf of the Council (any two signatories being acceptable). This shall include cheques on behalf of the Chairman's charity account.
- b) that the Co-operative Bank shall continue to be the Council's Bankers for the ensuing year.
- c) the Clerk to the Council, as Responsible Financial Officer (Local Government Act 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.
- d) that Lyn Llewellyn continues to act as the Council's independent Internal Auditor for the ensuing year and the following year
- e) Councillor M Villars is appointed to verify bank reconciliations etc. in accordance with Financial Regulation 2.2.

**CL19/009 Review of the Chairmanship, Membership and Terms of Reference for Committees (including Ex Officio Members of Council Committees)**

It was **Resolved** that

- (1) the Chairman and Vice-Chairman of the Council, together with the Leader (Councillor SJ Brooks) and Deputy Leader (Councillor SWJ Ashley) 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.

The Clerk referred to observations submitted by a Member about the use of the term "Leader of the Council."

- (2) 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) Policy & Finance Committee (10 members)

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

Councillor Ashley to Chair the Policy & Finance Committee.  
Vice Chairman – Councillor LG Johnston.

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

- (i) Councillor KK Manneh (Chairman)
- (ii) Councillor M Johnston (Vice Chairman)
- (iii) Councillor Rh Bennett
- (iv) Councillor M Day
- (v) Councillor DH Williams
- (vi) Councillor F Jones
- (vii) Councillor J Rees
- (viii) Councillor LM Ryan
- (ix) Councillor M Villars
- (x) Councillor WJ Walker

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

- (i) Councillor M Day (Chairman)
- (ii) Councillor Rh M Bennett (Vice Chairman)
- (iii) Councillor JS Davenne
- (iv) Councillor LG Johnston
- (v) Councillor M Johnston
- (vi) Councillor LM Ryan
- (vii) Councillor LE Williams
- (viii) Councillor M Villars
- (ix) Councillor WJ Walker
- (x) Councillor RD Kemp

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

- (i) Councillor WJ Walker (Chairman)
- (ii) Councillor Rh M Bennett
- (iii) Councillor JS Davenne
- (iv) Councillor M Day
- (v) Councillor PJ Cathcart (Vice Chairman)
- (vi) Councillor M Johnston
- (vii) Councillor R Kemp
- (viii) Councillor LM Ryan
- (ix) Councillor LE Williams
- (x) Councillor M Villars

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

- (i) the Terms of Reference for committees are approved. All committee proceedings are recommendations to Full Council.

**CL19/010 Appointment of Members to Serve on Outside Bodies**

The Chairman referred to the nominations submitted in relation to the above. Any additional nominations were also invited.

It was **Resolved** that 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.
2. Congress Theatre Company  
Councillor AL Bird
3. CCYP Management Board  
Councillors SWJ Ashley, RhM Bennett, SJ Brooks, M Johnston, KK Manneh.
4. Friends of Bruchsal Society  
Councillors AL Bird, SJ Brooks.
5. Friends of Bruchsal Society Trust  
Councillors SJ Brooks, PJ Cathcart
6. Greenmeadow Community Farm Shadow Board  
Councillors F Jones, KK Manneh
7. Llantarnam Grange Arts Centre Management Board  
Councillor SJ Brooks
8. Mon, Brecon & Abergavenny Canal Trust  
Councillor SWJ Ashley.
9. National Association of Councillors  
Councillor SJ Brooks
10. One Voice Wales Larger Councils Network  
Councillors SWJ Ashley, SJ Brooks plus Councillor M Johnston as substitute.
11. South Sebastopol Environmental Steering Group  
Councillors SWJ Ashley and PJ Cathcart
12. Torfaen Community Transport  
Councillor LE Williams
13. Torfaen County Association of Local Councils ("TCALC")  
Councillors SWJ Ashley, SJ Brooks plus Councillor M Johnston as substitute.
14. Torfaen Environmental Trust & Association  
Councillor SWJ Ashley
15. Gwent Valleys Partnership Area Committee One Voice Wales

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Councillors SWJ Ashley, SJ Brooks plus Councillor M Johnston as substitute.

16. Torfaen Local Councils Partnership Meeting (LCP)  
Councillors SWJ Ashley, SJ Brooks plus Councillor M Johnston as substitute.
17. Torfaen Museum Trust Executive Board  
Councillor AL Bird
18. Torfaen Aids for the Disabled  
Councillor LE Williams
19. Torfaen Rural Local Action Group  
Councillor M Villars
20. Greenmeadow & St Dials Community Association  
Councillors F Jones, KK Manneh

(Members noted that Councillor N Hopkins would also continue to attend meetings of this association and that Councillor M Villars and WJ Walker would continue to attend meetings of the Court Farm & Oakfield Association.)

Signed ..... (*Chair, Cwmbran Community Council*)