



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Policy & Finance Committee

Monday 10 June 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 PJ Cathcart
- (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 AL Bird
Councillor LG Johnston (Vice Chairman)
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. **Appointment of Chairman and Membership**

To note that, at a meeting of Cwmbran Community Council held on 15 May 2019, Councillor SWJ Ashley was appointed Chair of this Committee for the Municipal Year 2019/20. Councillor LG Johnston was appointed as Vice Chair. Membership was appointed as referred to above.

Terms of Reference for the Committee were also agreed at the above meeting.

Members were also appointed to outside bodies. Members who attend a meeting of bodies associated with the work of this committee (e.g. One Voice Wales) should report back to this committee.

2. **Apologies for Absence**

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

3. **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

4. **[Itemised Schedule of Receipts & Payments \(March 2019 & April 2019\)](#)**

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. **[Quarterly Financial Monitoring 2018/19: Quarter 4 \(January, February, March 2019\)](#)**

Quarterly financial monitoring of expenditure against budget is attached.

6. **Annual Return for the Year Ended 31 March 2019**

To consider the following (copies attached):

- (i) [Annual Return & Accounting Statement](#)
- (ii) [Financial Statement](#)
- (iii) [Report of Internal Auditor](#)
- (iv) A [Management Response](#) to the audit report is also attached.

(The Annual Return and Financial Statement must be approved by Full Council. Any audit recommendations should also be addressed by Full Council. These matters will therefore also be reported to the next Council meeting.)

It is **recommended**

- (1) that the Annual Return & Accounting Statements and Financial Statements are approved.
- (2) the report of internal auditor is received.
- (3) the response to the report of the internal auditor is approved.

Governance Items

7. **Forthcoming Challenges: Summary of Forthcoming Issues:**

(i) Website Accessibility Regulations

New regulations mean that the Council needs to examine its website to ensure compliance.

Most existing websites that were published before 23 September 2018 need to comply with the 2018 regulations by 23 September 2020. The Clerk will be attending an SLCC event on 20 June 2019 to examine what the Council needs to do to ensure compliance, including manual and automated website testing, publishing and accessibility statement and the important compliance dates. In the meantime, a short commentary about the requirements is [attached](#).

It is **recommended** that a further report is submitted.

(ii) Governance & Accountability for Local Councils in Wales: A Practitioners Guide 2019 Edition

The [current Guide](#) explains the regulatory requirements faced by local councils in Wales. Its 182 pages provide information about accounting and audit matters. The Guide is currently under review. The review will also be discussed at the SLCC event on 20 June 2019.

Any wide ranging review of the Council's existing financial procedures is probably premature in advance of the new Guide, but the following change is **recommended** to the existing Financial Regulations in order to make electronic payments and other payments easier.

Regulation 6 Instructions for the Making of Payments

To remove the requirement for payments made by Direct Debit, Standing Order, BACS/CHAPS and Internet Banking to be signed or evidenced by two Members.

To remove the words "If thought appropriate by the Council" from regulation 6 (Members have already confirmed their commitment to make payments easier and promote electronic payment wherever possible.)

Details of *all* payments will continue to be reported to the earliest possible meeting of the Council's Policy & Finance Committee in accordance with Regulation 4 above.

(iii) Making Tax Digital

HMRC is making a number of changes to the tax regime (see link above). This includes the introduction of Making Tax Digital for VAT by 1 October 2019.

The implications of this are currently being examined. A further report will be submitted. It may bring a need to acquire new software to respond to the requirements.

It is **recommended** that a further report is submitted.

Council House Matters

8. Relief Caretaker

The Council recently engaged the services of a local cleaning company to undertake cleaning of the Council's premises. The firm were also responsible for securing the buildings. The arrangement coincided with a four day period while the existing caretaker/cleaner was on holiday. It appeared to work successfully and will be reviewed to see if it can be used again to help cover holiday periods.

It is **recommended** that the success of the above arrangement is monitored.

Well-being Item (Standing Item)

9. **To consider the following.**

(i) **[Annual Report 2019](#)**

To consider the attached report. (Cover pictures will be updated to refer to 2018/19 events)

It is **recommended** that

- (a) the Annual Report is approved.
- (b) the Council continues to work towards the objectives referred to in the report during the coming year.

(ii) **Torfaen Public Services Board Annual Report**

Councillor SJ Brooks, represents town & community councils on the Torfaen Public Services Board (PSB). As part of this role, Councillor Brooks recently assisted with the making of a short film for the annual report. The film can be viewed at the Torfaen PSB website from 3 July 2019. A link will be circulated.

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

Other Items

10. **Motions for 2019 One Voice Wales Annual General Meeting (AGM)**

Councils are invited to propose a maximum of two motions for debate at the AGM on Saturday 5 October 2019. Motions must be submitted by noon on Thursday 20 June 2019 for consideration.

A motion must reflect a national issue or problem – One Voice Wales cannot take forward motions that are only relevant to one particular area. Each motion must be accompanied by a short explanatory note.

If a motion is accepted then the Council must provide the name of a proposer and a seconder (who must be from another council) no later than three weeks prior to the AGM taking place. Both the proposer and seconder must attend the AGM.

It is **recommended** that the Council consider whether it wishes to submit a motion to the AGM.

11. **[Cwmbran Celtic Football Club](#)**

To consider the attached letter requesting support for the club's bid for a grant to the Welsh Government Community Facilities Programme.

12. Greenmeadow Show 8 September 2019

To consider a request to sponsor the Jeff Williams Shield in the above show. The shield is awarded for the most points achieved in the children's classes. (£513 in total.)

13. Big Event 2019

To receive any initial observations from Members on the success of the 2019 Big Event, pending a full report to the Events & Community Projects Committee.

14. Seminars & Outside Bodies

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

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| (i) One Voice Wales Larger Councils Committee | 17 April 2019 |
| (ii) One Voice Wales Gwent Valleys Area Committee | 30 April 2019 |

15. 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.

16. 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

4 June 2019 /4 Mehefin 2019

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