



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Policy & Finance Committee

Monday 21 October 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. **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 \(August & September 2019\)](#)**

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).



4. [Quarterly Financial Monitoring 2019/20: Quarter 2 \(July, August, September 2019\)](#)

Quarterly financial monitoring of expenditure against budget is attached.

5. **Making Tax Digital**

To provide Members with an oral update on progress. (Minute CL19/035 refers)

Governance Items

6. [Charter: Torfaen County Borough Council and Town & Community Councils](#)

To consider the attached revised Charter, which governs the relationship between Torfaen County Borough Council and Town & Community Councils.

7. [Flexible Working Hours](#)

To consider the attached revised policy. The policy was last reviewed in 2017 and a review is therefore now timely. No significant changes are proposed.

8. [Standing Orders 2019/20](#)

To consider the attached revised Standing Orders.

9. [Standing Orders relating to Contracts 2019/20](#)

To consider the attached revised Standing Orders relating to Contracts.

Council House Matters

10. **Maintenance Matters**

To report recent initiatives to include the appearance and efficiency of the Council House. These include the replacement of curtains in the Council Chamber and a new electronic display screen to help promote the Council's services. These are funded from within existing resources.

It is **recommended** that the actions taken are endorsed.

11. **Website**

The Council's website is hosted and supported by SRS Shared Resource Service. However the Council has recently been informed that this support can no longer be continued. Discussions are taking place about different solutions and the level of support which can be provided in the meantime. A letter is to be sent from Torfaen County Borough Council as the decision maker, on the reasons for this and the support which can be provided until a move.

A meeting has been requested with SRS to discuss our business relationship with them.

Well-being Item (Standing Item)

12. **Torfaen Public Services Board (PSB)**

To provide an oral update on recent PSB activity, including in particular, issues arising from a Workshop on 15 October 2019 to inform the PSB's future Risk Register. The Chairman and Clerk attended, along with Councillor SJ Brooks, who represents Town & Community Councils on the PSB.

Other Items

13. **[Request for Funding: Llantarnam Grange Arts Centre – Saturday Art Club](#)**

To consider the attached report.

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) <u>South Wales Larger Council Forum</u> | 4 October 2019 |
| (ii) <u>Understanding Welsh Places: Website Launch</u> | 8 October 2019 |

It is **recommended** that the reports are noted.

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, which updates and consolidates the Council's current staffing arrangements.



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

15 October 2019 /15 October 2019

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