



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to attend the following meeting:

Policy & Finance Committee

Monday 2 March 2020 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.

3.1 Itemised Schedule of Receipts & Payments (December 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).



[3.2 Quarterly Financial Monitoring 2019/20: Quarter 3 \(October, November, December 2019\)](#)

Quarterly financial monitoring of expenditure against budget is attached

4. **Interim Internal Audit**

To note that the Interim Internal Audit took place on 10 February 2020. The audit revealed a generally satisfactory position. Some matters will be examined further at year end. The auditor's report will follow.

Governance Items

5. **Independent Remuneration Panel For Wales (IRPW) Annual Report 2020**

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the Council has received a link to the IRPW's Annual Report, February 2020 and a covering letter from the Chair, Mr John Bader. Members can find the report by using the following [link](#). Hard copies of the report are available from the Clerk. (81 pages)

Independent Remuneration Panel for Wales: annual report 2020 to 2021

The report will have effect for the financial year 2020 / 2021. Section 13 of the Report relates specifically to Community and Town Councils.

Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.

The Council must discuss and vote on all of the determinations relevant to Community & Town Councils in Section 13. (Determinations 43, 44, 45, 46, 47, 49 and 50). These are summarised well in Table 10 within the report ([attached](#)) which sets out each of the determinations and explains if a decision is required by the council in respect of each one.

An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to the proper officer to do so (ie the Clerk). The Council has also received an electronic copy of the Independent Remuneration Panel for Wales draft Supplementary Report – the principles relating to the reimbursement of costs of care, together with a covering letter from the Chair, Mr John Bader. The report is also on the IRP website at [Independent Remuneration Panel for Wales](#) . Hard copies are available from the Clerk.

It is **recommended** that members consider whether or not to adopt the Determinations shown on the attached table and identify any members to receive the payment of £500 in recognition of specific responsibilities. (Some of the Determinations are mandatory.)

The Council must also specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. It is **recommended** that a time limit of one month is set from the date on which an entitlement to travelling or

subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

6. **“Twin Hatted Members”**: Declarations of Interest

The Monitoring Officer (Torfaen County Borough Council) has provided the following advice in relation to Members who sit on Cwmbran Community Council and Torfaen County Borough Council, often referred to as “Twin Hatted” Members. The advice relates to occasions when members of this Council are debating matters affecting Torfaen County Borough Council.

“With regard to dual hatted members the community councillor would automatically have a personal interest pursuant to paragraph 10(2)(a) (ix) (aa) – any public authority or body exercising functions of a public nature. It would not normally be a prejudicial interest because the code (paragraph 12(2) (a) (i)) states that it will not be prejudicial if it relates to “ another relevant authority of which you are also a member” . The member however would still have to consider if he or she had a prejudicial interest arising from the impact of the proposals on another declarable interest e.g. if it affected his or her wellbeing or financial position or any person with whom he or she has a close personal association. The community councillor should make it clear at the meeting of the community council that he or she will reconsider the matter at County Borough Council level taking into account all relevant evidence and representations . That should be recorded in the minutes.”

The form used by the Council to record declarations of interest is being reviewed to improve the way in which declarations of interest are recorded.

It is **recommended** that the advice of the Monitoring Officer is implemented.

7. **Contract Standing Orders**

The Council continues to keep its governance documentation under review to ensure that they meet the Council’s business needs and do not impose unnecessary burdens. As part of this review, it has emerged that some elements of the Council’s [Contract Standing Orders](#) would benefit from clarification.

Contract Standing Orders include requirements in relation to Assignment (SO12) and Cancellation (SO15.). It is **recommended** that Contract Standing Orders are amended to confirm that these controls apply to contracts exceeding £10,000 in value, which is consistent with SO 11 (Contracts in Writing).

A wider review of Contract Standing Orders, Financial Regulations and Standing Orders will be undertaken during 2020/21 as normal.

Well-being Item (Standing Item)

8. To note that work will shortly commence on the preparation of the Council’s Annual Report, which will include details of progress towards wider Well-being goals. Members are invited to suggest any matters for inclusion.

Other Items

9. **[One Voice Wales Membership 2020/21](#)**

To consider the attached letter from One Voice Wales. The letter is accompanied by an invoice for the Council's membership of One Voice Wales for 2020/21 in the sum of £5497, together with a list of Frequently Asked Questions which further explains the work of One Voice Wales. Hard copies are available from the Clerk.

It is recommended that the Council renews its membership of One Voice Wales for 2020/21

10. **[Community Awards & Grants Presentation Evening 30 January 2020](#)**

To consider the attached report.

11. **Cwmbran Park Bowls Club**

To consider a £50.00 request to take out an advertisement in the club's Handbook.

(The Club has also been asked to consider advertising in the Council's Residents Handbook.)

12. **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>One Voice Wales Gwent Valleys Area Committee</u> | 21 January 2020 |
| (ii) <u>South Wales Larger Councils Forum</u> | 24 January 2020 |
| (iii) <u>Local Councils in Partnership Committee</u> | 2 February 2020. |

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

13. **Exclusion of the Press & Public**

In view of the confidential nature of the business to be transacted, it is **recommended** that the following matters 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. **Outstanding Debts**

Members are asked to consider writing off any bad debts as part of the preparation of the Council's accounts 2019/20. There is currently one debt in the sum of £50.00 which relates to work undertaken by the Task Force in September 2018 in the sum of £50.00 (Invoice 00732). The Clerk will explain the action taken to secure payment but, despite repeated attempts the debt remains outstanding.

It is **recommended** that the above debt is written off.

15. **Staffing Matters: Maternity Cover.**

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

26 February 2020 / 26 Chwefror 2020

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