



cwmbran community council cyngor cymuned cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council

Wednesday 23 June 2021 at 6.00 pm

Venue: The meeting will be held remotely in accordance with the Local Government and Elections (Wales) Act 2021

AGENDA

To: Councillors: SWJ Ashley, RM Bennett, AL Bird, SJ Brooks, LJ Chaney, JS Davenne, M Day, LG Johnston, PM Johnston, F Jones, RD Kemp, KK Manneh, S Morgan, J Rees, LM Ryan, M Villars, WJ Walker, DH Williams and LE Williams

For meetings of the Full Council, the Quorum shall be at least a third of the total membership.

Members of the public wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the video conference.

1 Apologies for absence

To receive any apologies for absence from members.

Apologies must be submitted in advance by the Member concerned.

(Members are reminded that failure to attend at least one relevant meeting within six months will result in automatic disqualification from holding office unless the absence is approved.)

2 Declarations of Interest

Members are asked to declare any personal and/or prejudicial interests they may have to give details of the nature of the interest.

3 Voting

To agree that the manner of any voting at this meeting will be by calling each name alphabetically with a response of 'for,' 'against' or 'abstain.'

4 Chair's Announcements and Vice Chair's Announcements

(i) To receive any announcements from Councillor SJ Brooks and Councillor LG Johnston.

(ii) To report details of proposed fundraising activities by the Chairman during his term of office. (Minute CL21/004 refers.)

5 Public Question Time

In accordance with the Council's Standing Orders, the opportunity for public questions is hereby included as an item on each Council agenda. Details of any questions submitted will be reported.



(Note: Questions must be submitted to the Clerk in writing within 3 clear working days of the date of the meeting by 12 noon. The period designated for public participation shall not exceed 10 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and not for more than 10 minutes. A speaker may ask a supplementary question. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response. A record of any public participation session will be included in the minutes of the meeting.)

6 Membership

On 16 December 2020, the Council approved the continued absence up until 29 July 2021 of Councillor M Johnston. (Minute CL20/103).

Councillor Johnston attended a Council meeting on 12 May 2021. It will not therefore be necessary to implement the above decision.

7 Gwent Police Update/ South Wales Fire & Rescue Service Update

- (i) To receive representatives from Gwent Police who will report to Members and answer Members' questions. *(Inspector George is unable to attend.)*
- (ii) To receive representatives from the South Wales Fire & Rescue Service who will report to Members and answer Members' questions.

Members are requested to submit any questions to the Clerk in advance,

8 Council Meetings [12 May](#) and [19 May 2021 \(Annual Council Meeting\)](#)

To receive and, if approved, confirm the above minutes.

The Chairman will be asked to sign and initial or authenticate the minutes of the above meetings in accordance with the Local Government Act 1972, Schedule 12 paragraph 41.

- (i) To report details of decisions taken by the Clerk under delegated powers (Minute CL20/022 (3 refers.)) It is **recommended** that these delegated powers remain in place until the next Council meeting. (Note: under this delegation any reference to a specific statute includes any statutory extension or modification or re-enactment of such statute and any regulations, orders or bylaws made there under.)

A flexible approach continues to be taken to staff working arrangements (days and hours) to ensure business continuity. (Minute CL20/061 refers)

- (ii) To approve the removal of Blair Mwendo from the Council's banking arrangements. (Minute CL21/009 (3) refers.) Blair has now left the Council's employment.

9 Receipts & Payments March 2021 (amended) and April 2021

Financial Regulations require details of receipts & payments and comparisons of expenditure against budget to be reported to the Council's Policy & Finance Committee. The regulations also require that bank reconciliations are verified by a member (Councillor M Villars) and that details are reported to the Council's Policy & Finance Committee. (Financial Regulations 4 and 2 refer.) Councillor Villars has verified and signed the information.

Due to the current Covid-19 outbreak, Council is recommended to confirm the suspension of these regulations to allow these matters to be reported direct to Council for the foreseeable future. This avoids the risk of the activity not being reported to Members in a timely manner. The risk of not doing so would cause a delay and a risk accountability, sound financial management and effective scrutiny.

A schedule of receipts & payments and bank reconciliation is attached as follows:

- (i) [Itemised Schedule of Receipts & Payments March 2021 \(amended\)](#)
- (ii) [Itemised Schedule of Receipts & Payments April 2021](#)

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

10 [Quarterly Financial Monitor; Quarter 4 January, February, March 2021 \(amended\)](#)

To consider the attached Quarterly financial monitoring information.

11 Accounting Statements and Annual Return for the year ended 31 March 2021.

- (i) [A copy of the Annual Return and Accounting Statements 2020/21 is attached](#)
- (ii) [A copy of the Financial Statements for the year ended the 31 March 2021 is attached.](#)
- (iii) [A report of the Council's internal auditor dated 4 June 2021, is attached.](#) In relation to the "Audit Opinion," a review of existing systems of internal control is undertaken annually.

It is **recommended** that the Annual Return, Accounting Statements and Financial Statement is approved and that the Clerk, as Responsible Financial Officer, together with the Chairman on behalf of the Council, signs the appropriate sections of the Annual Return for submission to the Council's external auditor.

12 Planning Consultations

To deal with any outstanding planning consultations from Torfaen County Borough Council. (Details of recent planning decisions taken by Torfaen County Borough Council are sent to Members separately.)

Events & Community Projects

13 Coronavirus Update

The Council continues to share key messages relating to coronavirus and monitor any changes to restrictions. The current conditions will not bring significant changes to existing working practices though the position will continue to be closely monitored, particularly as far as Council events are concerned.

14 National Play Day: 4 August 2021

Due to the success of national play day last year, the Council worked in partnership with Torfaen County Borough Council to distribute play resources packs to the community. Torfaen County Borough Council is keen on working in partnership again this year in the same manner.

Pontypool Community Council are participating and packs will be handed out at Pontypool Park with Council Members on the 4 August 2021 to promote this special day.

Members are asked to consider whether this is a project which they wish to support. Packs could be distributed at the Council House or from an outside venue such as Cwmbran Centre.

15 [Cwmbran “Virtual” Big Event 2021](#)

To consider the attached report on progress and a notional format for the above.

Requests for Financial Assistance

18 Grants to Voluntary Organisations

To consider further information in relation to the following application:

- (i) [RPD of Gwent \(Retired Police Dogs\) \(Minute CL20/201 refers.\). Report attached.](#)
- (ii) To consider any other issues arising from consideration of this application.

Other Matters

19 School Governor Vacancies – Llantarnam Community Primary School

- (i) [To consider the attached application](#) for a community governor at Llantarnam Community Primary School, which is supported by the Headteacher of the school.
- (ii) To consider a vacancy for a community governor at Greenmeadow Primary School.

20 Date of Next Meetings

It is **recommended** that the next Council meeting is held on 21 July 2021 at 6.00 p.m. The meeting to take place remotely via Zoom.

21 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.

22 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

11 June 2021/11 Mehefin 2021
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