



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council

Wednesday 21 July 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.

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 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.
- (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,

7 Council Meeting 23 June 2021

To receive and, if approved, confirm the above minutes (attached).

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 pragmatic approach continues to be taken to working arrangements and office cover to reflect business needs, staff circumstances and annual leave/sickness absence.

9 Receipts & Payments May 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 May 2021

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

10 Strategic Business Planning

To consider the attached report, which describes several initiatives designed to improve business planning and effectiveness within the Council.

11 Financial Regulations 2021/22

It is important that the Council keeps its systems of internal control, such as Financial Regulations under review

Draft Financial Regulations are therefore attached. These reflect model regulations used throughout the town & community council sector.

The only significant change is a recommended increase in the threshold for the need to obtain three competitive quotations from £5,000 to £6,000. This has not been reviewed for some time. Other related regulations are adjusted accordingly. Contract Standing Orders should also be amended to ensure consistency.

It is recommended that:

- (1) the attached draft Financial Regulations are approved.
- (2) Contract Standing Orders are amended as reported above.

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 next Welsh Government announcement is due 14 July 2021. The timing of the announcement is unknown. Details of any key issues will be reported. Continuing to meet outdoors and encouraging home working seem likely to continue.

14 National Play Day: 4 August 2021

To report on the arrangements for working with Torfaen County Borough Council to distribute play resources packs to the community in support of the above. (Minute CL21/026 refers.)

15 Cwmbran “Virtual” Big Event 18 September 2021

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

16 Remembrance Sunday 2021

It is unlikely that a parade will take place on Remembrance Sunday. A simple Act of Remembrance could take place at Cwmbran Park.

An act of Remembrance is expected to take place in Pontnewydd. A wreath will be laid at the clock tower (Council House) on 11 November 2021 by the Chairman of the Council. Additional large scale Event Poppies could be purchased to help commemorate Remembrance via a donation of £3.50 per poppy to the Royal British Legion. The Council is required to approve the use of Section 137 of the Local Government Act 1972 for such purposes.

It is **recommended** that, in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, expenditure up to £2,250 is approved in relation of the above event (Code L10 Remembrance), to include the

costs of hiring a PA system (if required), wreaths, Event Poppies and any other associated expenditure.

Other Matters

17 Local Government & Elections (Wales) Act 2021

One Voice Wales have advised that if Councils wish to meet in public, they must provide remote access for any members of the public wishing to participate. The implications of this are under consideration.

18 One Voice Wales/Planning Aid Wales On-line Seminar: Regenerating Welsh Towns and Communities Post Covid-19. 23 June 2021

To receive an oral report from Councillor Ashley, who participated in the above.

Details of the event have also been circulated to Members separately. Copies are available from the Clerk.

19 Consultation on Qualifications of Clerks in Wales Regulations

The Minister for Finance and Local Government has published the consultation: 'Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021'

The Local Government and Elections (Wales) Act 2021 sets out the intention of Welsh Ministers to specify, in regulations, the qualifications or description of qualifications that the clerk to a community council must hold in order for the community council to meet the second of the three eligibility conditions to become an 'eligible community council'.

The consultation runs between 28 June 2021 and 24 September 2021.

The link to the consultation and how to respond can be found here:
<https://gov.wales/community-council-clerk-qualifications-regulations>

The consultation documents currently propose that the Clerk should hold one of the following qualifications.

- the Certificate in Local Council Administration (CiLCA)
- the Certificate of Higher Education in Community Governance
- the Certificate of Higher Education in Community Engagement and Governance
- the Certificate of Higher Education in Local Policy.

The Clerk to Cwmbran Community Council currently holds the Certificate in Local Council Administration (CiLCA).

It is **recommended** that Members submit any views in response to the consultation exercise to the Clerk in order that a corporate response can be submitted, if necessary.

20 Date of Next Meeting

It is **recommended** that the next Council meeting is held on 15 September 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 Cwmbran Centre for Young People. Refurbishment Works

To consider the attached report

A handwritten signature in black ink, appearing to read 'D Collins', is positioned above the printed name and title.

David Collins DMS

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

14 July 2021/14 Gorffennaf 2021

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