



You are summoned to attend the following meeting:

Cwmbran Community Council

Monday 28 September 2020 at 6.00 pm

Venue: The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

AGENDA

To: Councillors: SWJ Ashley, RM Bennett, AL Bird, SJ Brooks, PJ Cathcart, JS Davenne, M Day, LG Johnston, PM Johnston, F Jones, RD Kemp, KK Manneh, 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.

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' or 'against'.

4 Chair's Announcements and Vice Chair's Announcements

To receive any announcements from Councillor AL Bird 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 Police and Fire & Rescue Update

- (1) To receive representatives from Gwent Police who will report to Members and answer Members' questions.
- (2) To receive representatives from the South Wales Fire & Rescue Service who will report to Members and answer Members' questions.

7 Council Meetings 9 September 2020

Enclosed are copies of the minutes of the above meetings, ([Council Meeting](#) and [Annual Council Meeting](#)).

- (1) 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 meeting in accordance with the Local Government Act 1972, Schedule 12, and paragraph 41.

- (2) In relation to Minute CL2020/6 (Appointment of Members to Serve on Outside Bodies), Councillor Fay Jones has indicated her wish to resign as the Council's representative of the Greenmeadow Community Farm Shadow Board. It is **recommended** that the Council consider appointing a replacement.
- (3) to report details of any decisions taken by the Clerk under delegated powers (Minute CL20/022 (3 refers.)) It is proposed 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.) (see also item 14 below)
 - IT: Website Accessibility Statement has been published. This can be viewed at www.cwmbran.gov.uk.
 - Premises: Torfaen County Borough Council have resumed the use of the first floor at the Council House. The accommodation is being used by the West Cwmbran Well-being Team with limited staff numbers and appropriate safety measures in place. The arrangement is anticipated to last until around Christmas.
 - Staffing: In order to manage the impact of Covid-19 whilst maintaining business continuity, a pragmatic approach is taken to time recording & management.

9 [Receipts & Payments July 2020](#)

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 approve 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 therefore attached as follows

9.1 Itemised Schedule of Receipts & Payments (July 2020)

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

10 [Financial Comparison 2019/20 & 2020/21](#)

To consider the attached report.

11 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 have been sent under separate cover.)

12 [Greenmeadow Ward: Co-option](#)

To consider the attached report.

13 Remembrance Sunday 2020

To consider an oral update from the Clerk. (Minute CL20/039 (2) refers)

14 [Play Provision 2020](#)

To consider the attached report (inc. [appendix](#))

15 [Grant Applications](#)

To consider the attached report in relation to an application from Greenmeadow Allotments Association

16 City Trees

To note that discussions are continuing with Torfaen County Borough Council in relation to potential sources of funding to assist with tree planting. (Minute CL20/040 refers)

17 Defibrillator

To note that discussions are continuing with Croesyceiliog & Llanyrafon Community Council about the provision of a defibrillator at Cwmbran Boating Lake. These discussions include obtaining landlord consent from Torfaen County Council for the siting of the defibrillator (Minute CL20/041 refers)

18 Date of Next Meeting

It is **recommended** that Members agree the following dates for Council meetings.

- Wednesday 4 November 2020
- Wednesday 16 December 2020

Each meeting to be held remotely via Zoom, commencing at 6.00 pm

19 Annual Return for the year ended 31 March 2020

The Council is responsible for the preparation of the accounting statements and an Annual Return which summarises the Council's accounting records and confirms and

provides assurances on these matters. The process is subject to external audit by BDO.

Given the number of councils that were likely not to have accounts available by the end of June 2020, Audit Wales set a new date for all councils across Wales. The new inspection period commenced on Tuesday 1 September and runs until 28 September inclusive. BDO closed their offices in response to COVID-19 and will not issue audit opinions until early October, following the completion of the inspection period. Therefore, by 30 September 2020, all councils will need to publish their unaudited annual return and a notice explaining that the audit opinion has not been issued.

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



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

22 September 2020/22 Medi 2020

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