



Cwmbran Community Council Cyngor Cymuned Cwmbrân

You are summoned to participate in the following meeting:

Cwmbran Community Council

Wednesday 12 May 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, 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

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.

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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: Lowlands & Avondale Ward

Details of the process to fill the above vacancy by co-option were published on 6 April 2021. One candidate responded. The candidate, Susan Morgan, was interviewed on 29 April 2021 by a panel of Members appointed by the Council.

It is **recommended** that Susan Morgan is co-opted to the Council for the Lowlands & Avondale Ward:

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. (To include discussion re. off-road biking and electric bikes.)
- (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 Meeting 24 March 2021](#)

Enclosed are copies of the minutes of the above meeting.

- (i) 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 paragraph 41.

- (ii) 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.)

9 Receipts & Payments March 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 \(March 2021\)](#)

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

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

To consider the attached Quarterly financial monitoring information.

11 **Transfer of Funds**

In accordance with Financial Regulations, funds have been transferred from the Council's Monmouthshire Building Society Account to its Co-operative Bank Account. A transfer of £100,000 will take effect on 8 May 2021. A similar transfer will take place on 30 May 2021. This will provide funds to enable core funding and other payments to be paid to the Council's usual partners, as set out in the approved Estimates.

It is **recommended** that the transfer of funds is noted.

12 **Outstanding Debts: Invoices 1055 and 1098**

The above invoices relate to work undertaken by the Task Force. Invoice 1055 is in the sum of £90.00. Invoice 1098 is in the sum of £10.00. In each case, the Task Force customer has passed away. The Chairman of the Council's Policy & Finance Committee has been consulted on the most appropriate action to take.

It is **recommended** that the above debts are written off as part of the preparation of the Council's end of year accounts.

13 **Reserves**

On 16 December 2020 the Council approved the transfer to Earmarked Reserves (EMR) of any balance on the following Budget Headings unspent at the year-end 2020/21. (Minute CL20/107 refers)

- G10 Premises Maintenance/Asset Replacement.
- H02 Furniture, Fixtures & Fittings.
- I13 Regeneration Projects
- O02 Cwmbran Centre for Young People Building Maintenance Fund

It is **recommended** that any balance on the following Budget Headings is also transferred to EMR for the appropriate cost headings.

- K01 Grants & Contributions
- L Events & Community Projects Committee
- N05 Environmental Projects/New Projects

14 **Audit Arrangements**

- (i) An interim, internal audit of the Council's financial arrangements 2020/21 has been undertaken. A report of the Council's internal auditor is attached. Due to Covid-19 restrictions it was not possible to conduct the interim audit by 31 March 2020 as set out in the Council's Audit Plan. The audit was undertaken remotely during April 2021. The report describes a satisfactory position.

It is **recommended** that:

- (1) the arrangements for carrying out the Interim Audit are confirmed.
 - (2) [the report of the Council's Internal Auditor is noted.](#)
- (ii) [To note the attached letter relating to revised external audit arrangements.](#)

15 **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.)

16 Coronavirus Update

Welsh Government has further relaxed some of the restrictions which had been in place though, for the time being, these arrangements are unlikely to impact on the Council's normal working arrangements.

Staff will continue to work from home as far as possible, though a limited amount of office attendance is being piloted, with suitable controls in place. The Task Force have recommenced gardening duties, again with controls in place. Details of arrangements for forthcoming events appear below.

17 2021 Events

To note the following and receive an oral update on progress from the Clerk.

- (i) VE Day Saturday 8 May 2021. (Flags will be flown at the Council House.)
- (ii) Armed Forces Day Wednesday 23 June 2021.
- (iii) Merchant Navy Day Friday 3 September 2021

It is **recommended** that the Council fly flags on 23 June and 3 September 2021, in accordance with any restrictions relating to Covid-19 in force at the time.

- (iv) [Cwmbran "Virtual" Big Event 18 September 2021](#)

To consider the attached report which sets out a notional format for the above.

Requests for Financial Assistance

18 Grants to Voluntary Organisations:

To consider reports on the attached applications:

- (i) [RPD of Gwent \(Retired Police Dogs\)](#)

Other Matters

19 [School Governor Vacancy – Woodlands Community Primary School](#)

To consider the attached application for a community governor, which is supported by the Headteacher of the school.

20 Local Government and Elections (Wales) Act 2021

This Act 2021 gives qualifying local authorities a general power of competence. Authorities may use the general power to do things for a commercial purpose. Welsh Government is currently consulting on Regulations which require authorities to prepare a business case before using the general power in this way.

Welsh Government is also consulting on the proposal that a community council eligible to exercise the general power be provided a power to trade in their ordinary functions. The consultation document and draft Regulations can be accessed via the following link: <https://gov.wales/local-authority-power-trade>

Comments are requested by 11 June 2021. (Details of the consultation exercise have also been forwarded to Members in advance)

It is **recommended** that the Clerk continue to prepare for the implementation of the above act and report progress to Members.

21 [Annual Report 2020/2021](#)

As part of the external audit of accounts 2020/21, the Council is required to provide Audit Wales with its report on how it is contributing to the wellbeing of its area. The enclosed Annual Report describes how Cwmbran Community Council is contributing to local wellbeing of its area. The requirement to produce an Annual Report (from April 2022) also features in the Local Governments and Elections (Wales) Act 2021.

It is **recommended** that the Annual Report is approved.

22 **Joint Working with Torfaen County Borough Council**

It has been suggested that there could be areas where the Council could increase its engagement with Torfaen County Borough Council to add value to some work, notably within the Neighbourhoods, Planning and Public Protection service area. This could include Active Travel improvements, environmental and ecological improvement schemes. Details are currently discussed and will be reported to a future meeting.

23 [Community Venues Lottery Funding](#)

To consider the attached report.

24 **Date of Next Meetings**

The Annual Council meeting will take place on 19 May 2021.

It is **recommended** that that the next (ordinary) meeting is held on 23 June 2021 at 6.00 p.m.

25 **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.

26 **Council House Heating & Plumbing Update**

To consider the attached report. (Minute CL20/180 refers)

27 **Renewal of Lease: Task Force Vehicle BT18GWA**

- (i) To consider the attached quotation to renew the above vehicle. The current arrangement ends in June 2021.
- (ii) Information is also enclosed about options to utilise and electric vehicle (Minute CL20/182 refers)

It is **Recommended** that the lease is continued for six months.

28 **Staffing Matters**

To consider the attached report



David Collins DMS CL20/180
Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)
Cwmbran Community Council/Cyngor Cymuned Cwmbrân