

Clerk to the Council/
Clerc i'r Cyngor:

MRS. R.V. TUCKER, B.A.

20th October 2020

Dear Sir/Madam
Annwyl Syr/Fadam

You are hereby summoned to attend a virtual meeting of the Council, at **6:30 PM** on **WEDNESDAY 28th October 2020**

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days notice in writing of the question has been provided to the Clerk.

ofynnir drwy hyn i chi fynychu **CYFARFOD Y CYNGOR yn Rhith Gyfarfod AM 6:30 PM, DYDD MERCHER 28 HYDREF 2020.**

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Yours faithfully/ Yr eiddoch yn gywir

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

A G E N D A

1. **Questions from the Public**
To receive any questions from the public.
2. **Apologies**
To receive and accept apologies

35A, Commercial Street, Pontypool, Torfaen, NP4 6JQ Tel: (01495) 742805

35A, Stryd Masnach, Pont-y-pŵl, Tor-faen NP4 6JQ Ffôn: (01495) 742805

TWINNED WITH LONGJUMEAU, FRANCE, BRETEN, GERMANY & CONDEIXA, PORTUGAL
GEFEILLIWIYD Â LONGJUMEAU, FFRAINIC, BRETEN, YR ALMAEN & CONDEIXA, PORTUGAL

3. **Declarations of Interest**
Members are invited to declare any interests they may have in any items on the Agenda.
4. **Council Meeting**
To confirm the Minutes of the Council meeting held on 23rd September (attached: pages 1 – 5)
5. **Policy & Finance**
To approve minutes of the Policy & Finance Committee held on the 14th October 2020 (attached: pages 6 – 12)
6. **Planning & Environment**
To approve minutes of the Planning & Environment Committee held on the 21st October 2018 (to follow)
7. **Budget Day**
To consider a date and time for the budget day. Refer Chair of Policy & Finance.
8. **Appointment of Adjudicator for the LGPS**
For the Council to appoint an Adjudicator for the Local Government Pension Scheme as per the e-mail from Mr A. Brooks, Senior Pensions Support Officer at Torfaen (attached: pages 13 – 14)
9. **Motion**
The following motion has been given due notice for consideration at full Council:
To debate and identify how unspent Community Council funds can be used within the Community Council's remit to support Community Halls, local organisations and Sports Clubs to weather these extraordinary times. Refer Cllr Clarkson

All Members

MINUTES OF PONTYPOOL COMMUNITY COUNCIL
VIRTUAL FULL COUNCIL MEETING
WEDNESDAY 23RD SEPTEMBER 2020

In attendance:

Councillor: Mrs R. Matthews (In the Chair)

Councillors in attendance: Mrs E. Chilcott JP, Ms L. Clarkson, D.K. James, Mrs G.E. James, N. Jones, J. Killick, A. Lang, R. Overton and B. Rapier.

Officers: Mrs R. Tucker, Ms J. Wright, Mrs R. Cronin,

410 **Questions from the Public**

There was no public in attendance.

411. **Apologies**

Apologies were received from Councillors: Mrs K. Arthur, G. Davies, Mrs E. Hunt, Mrs J. E. Jones, R. Mills, Mrs N. P. Parrish, N. Simons, B.M. Taylor JP and Mrs J. Taylor.

412. **Declarations of Interest**

Councillors Mrs G. James, N. Jones and R. Overton declared an interest on any item on the agenda relating to Torfaen County Borough Council.

RESOLVED: that the declarations of interest be recorded.

JW

413. **Full Council**

The Council received the minutes of the Council meeting held on Wednesday 12th August 2020. These were agreed as a true record subject to minutes being amended to show that Councillor Overton declared an interest at this meeting under the item on Declarations of Interest as a Torfaen County Borough Councillor.

RESOLVED: that the minutes of the Full Council Meeting held on the 12th August 2020 be confirmed as a true record

subject to the appropriate amendment being made.

414. **Policy & Finance**

The Council received the minutes of the Policy & Finance meeting held on the 2nd September 2020. The Chair of Events made reference to minute 392 regarding the policy on recording of virtual Council meetings. The Assistant Clerk clarified that if a Council/Committee meeting has agreed to be recorded then once the minutes of that particular meeting are approved by the Chair of that meeting the recording can then be deleted subject to their approval. She also made reference to minute 397 where it stated that another member had requested that the Finance & Events Officer send his LVF cheque direct to his home as she had been informed that all her LVF payments would be paid by Bacs and asked for clarification. The Events Officer informed the meeting that in respect of the cheque for Councillor Davies they did not have the financial information to be able to make this payment by Bacs that was why the cheque was sent, however in future all payments would be made by Bacs.

RESOLVED: that the minutes of the Policy & Finance meeting held on the 2nd September 2020 be confirmed as a true record and the information relating to the recording of meetings be noted.

[Footnote: Since this meeting the Finance & Events Manager has clarified that if a member still requests a cheque to be sent to themselves or to an organization for distribution this can still be done. In addition Councillor Davies LVF was paid by Bacs and not sent by cheque].

415. **Events**

The Council received the minutes of the Events meeting held on the 16th September 2020. These were agreed as a true record.

RESOLVED: that the minutes of the Events meeting held on the 16th September 2020 be confirmed as a true record.

416. **Planning Applications**

Members received and considered Torfaen County Borough Council Planning Applications.

RESOLVED: that observations as outlined be submitted to Torfaen County Borough Council.

417. **Plenary Powers**

Members received planning observations made in conjunction with the Clerk.

RECOMMENDED: that the Plenary Power observations be noted.

418 **Planning Determinations**

Members received and noted Torfaen County Borough Council planning determinations including reasons for approvals or refusals.

RESOLVED: that the planning determinations be noted.

419. **EXCLUSION OF PRESS AND PUBLIC**

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

420. **Establishment**

The Council received the minutes of the Establishment meeting held on Wednesday the 12th August 2020. These were approved subject to the Chair of Events being included as being present as she had been omitted from those members in attendance.

The Clerk made reference to minute 388 and stated that as these minutes were produced before the First Minister's speech this week Council was asked to agree a delay in the opening of the offices to the public until the 1st November. This was unanimously agreed.

RESOLVED: (i) that the minutes of the Establishment Committee held on the 12th August be confirmed as a true record subject to the Chair of Events being included in those in attendance.

(ii) that the Council delay opening the Community Council offices to the public until the 1st November.

Chair

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Full Council Meeting

Wednesday 23rd September 2020

Planning applications commented on

1 *Plan Number* *District reference* *Site reference* *Other reference*
18/P/0532 GARNDIFFAITH AND VARTEG Land opposite 2 Pembroke Place

Change of use of land for the keeping of horses including retention of stable and horse walker (retrospective)

This Council has no objections.

2 *Plan Number* *District reference* *Site reference* *Other reference*
20/P/0396 WAINFELIN Lorcano Tranch Road

Excavate part of the front garden to create a hardstanding. New retaining walls to be erected and finished with stonework. New steps to be constructed to access the house and a dropped kerb to provide vehicle access

This Council has no objections

3 *Plan Number* *District reference* *Site reference* *Other reference*
20/P/0510 WAINFELIN 15 Fairfield Terrace

Ground floor rear extension

This Council has no objections

4 *Plan Number* *District reference* *Site reference* *Other reference*
20/P/0524 GARNDIFFAITH AND VARTEG Crown Hotel Varteg Road

Removal of existing chimney stacks (2 in total) to roof level with the reinstatement of the roof with like for like slates and materials

This Council has no objections.

5 *Plan Number* *District reference* *Site reference* *Other reference*
20/P/0528 NEW INN UPPER 161 The Highway

Proposed rear extension, rear patio and associated internal alterations

This Council has no objections

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MINUTES OF PONTYPOOL COMMUNITY COUNCIL
VIRTUAL POLICY & FINANCE COMMITTEE HELD ON
WEDNESDAY 14th OCTOBER 2020

In attendance:

Councillor: Mrs N. P. Parrish (In the Chair)

Councillors in attendance: J. Killick, Mrs L. Clarkson, Mrs E. Hunt,
Mrs G. E. James, R. Overton

Also in attendance: Councillors Mrs E. Chilcott JP, N. Jones

Officers: Mrs R. V. Tucker, Ms J. Wright, Mrs C. Challenger, Mrs L. McMail,
Mrs R. Cronin

421. **Apologies**

Apologies were received from Councillors Mrs R. Matthews
and B. Taylor JP

RECOMMENDED: that the apologies be noted.

422. **Declarations of Interest**

Councillors G. Davies, Mrs G. E. James, R. Overton and Mrs
N. P. Parrish declared an interest on any item on the agenda
relating to Torfaen County Borough Council.

Councillor Mrs N. P. Parrish declared an interest in item 9 on
the agenda as a Trustee of Age Connects Torfaen.

RECOMMENDED: that the declarations of
interest as outlined above be recorded.

423. **Schedule of Receipts and Payments**

The Committee received and considered the schedule of
receipts and payments for August 2020. Councillor Jones
made reference to voucher number 113 for monthly payment
of mobile phone £24.00 to British Telecom which seemed
quite high. The Finance Manager informed the meeting that
this was one of the old task force phones that was kept in the
office for members to use if they went to a Conference or
abroad or out of the Pontypool area. It was agreed that she
would contact the current provider to see when the contract

came to an end and make enquiries with Orbits 123 regarding a cheaper alternative. It was also confirmed by the Clerk that it was a necessity for the Council to have a TV Licence.

RECOMMENDED: that the schedule of receipts and payments for August 2020 be received and approved and the information in relation to voucher number 113 be acted upon as outlined by the Finance Manager and the information in relation to the TV License noted.

CC

424. **Use of Council Credit Card**

The Council approved all credit card payments made in August/September (attached as an appendix to the minutes)

RECOMMENDED: that the credit card payments as attached to the minutes be approved.

CC

425. **Financial Budget Comparison (Monitoring Report)**

The Council received the Financial Budget Comparison report to the end of July 2020.

RECOMMENDED: that the Financial Budget Comparison to the end of July be received.

LM

426. **Desktop Computer**

The Committee considered purchasing an additional desktop Computer for the Clerk at a cost of £475.00. The Clerk informed members she is having extreme difficulty carrying her laptop to and from the office with her present mobility issues and it would much easier if she had a desktop computer in the office; she added that this would not only make it easier for herself but it would mean that there would also be a spare computer in the office if a member of the Council wished to come in and use it or if another member of staff ran into difficulties with their laptop there would be a backup computer in the office. The Committee unanimously agreed with the request.

RECOMMENDED: that an additional desktop Computer be purchased for the Clerk's Office at a cost of £475.00.

CC

427. **Local Voluntary Funding**

[Councillor Killick joined the meeting at this point]

The Committee received and considered requests received for Local Voluntary Funding. Local Voluntary Funding was confirmed as follows. The Chair confirmed that all appropriate checks had been undertaken by the Finance Manager:

Cllr Mrs G. E. James

Pontypool Retired Men's Society - £100.00
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr Mrs J. E. Jones

Rectorial Benefice of Pontypool - £500.00
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr G. Davies

Ward Christmas Competition Project - £350.00
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr R. Mills

3rd Panteg Brownies - £300.00
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr Mrs R. Matthews

Penygarn Junior Football Club - £500.00
Woodlands Field Neighbourhood Learning Centre -
£250.00
s.19 LGA 1972 (Miscellaneous Provisions)

4th Gwent Boys Brigade - £250.00
Woodlands Camera Club - £200.00
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

RECOMMENDED: that the Committee approve the applications for Local Voluntary Funding as outlined above.

CC/CP

428. **Running Costs**

The Committee considered applications for Running Costs for the following organisations:

- (i) Torfaen Museum Trust
- (ii) Citizens Advice Bureau

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(iii) Age Connects Torfaen
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

[The Chair of Policy & Finance took part in no discussion relating to the application for financial assistance to Age Connects Torfaen and the Vice-Chair took over in respect of this item]

It was unanimously agreed that £3000.00 be awarded to each organisation as outlined above.

RECOMMENDED: that £3000.00 Annual Funding be awarded to the organisations as stated.

CC/CP

429. **Grant Aid**

(Councillor G. Davies joined the meeting at this point)

The Council noted in the first instance that consideration to award additional funding to public halls as agreed at the Policy & Finance meeting held on the 2nd September 2020 (minute 399) be deferred to the Policy & Finance meeting on the 4th November.

Reference was made as to why grant aid/grounds maintenance had not been put on to this agenda. The Chair informed the meeting that the Clerk had asked her to defer them to the next meeting. The Clerk informed the meeting that the reason she had done this was that she wanted to update the policy in relation to grant aid with accurate information and she would not have been able to do that within the timescale that this agenda was sent out. In respect of the Grounds Maintenance for Garndiffaith Bowls and Garndiffaith RFC she was now able to confirm that they would be able to go on to the November Policy & Finance meeting for approval; she added that there would be a separate item on the Grant Aid Policy.

A member stated that all of the Council policies should be able to be accessed on-line by members through a private link on the Council's website as well as ensuring a hard copy of Council policies is in the Council Chamber ready for when meetings are able to resume normally. The Clerk said unfortunately they were not all up-to-date and said this is something she is presently working on. The Chair of Establishment said that this was something that the Administration Officer could assist the Clerk with. Another

member made reference to standing orders and the Clerk said she was presently updating these and as soon as she had reviewed them, she would ensure all members received a copy.

In relation to members having a private link to access the website it was agreed that the Finance Manager make enquiries with Orbits in relation to the 365 Licence. [Only members with PCC Licence are able to access council documents – unless a private link could be sourced].

RECOMMENDED:

(i) that the Grounds Maintenance applications for Garndiffaith Bowls and Garndiffaith RFC will be placed on Policy & Finance in November as well as a separate item in relation to Grants/Grant Aid.

(ii) Clerk to send out revised Standing Orders to all members once she has completed them.

(iii) Finance Manager to contact Orbits regarding members having a private link to access website documents and policies.

(iv) Administration Officer to assist Clerk with updating all Council policies.

All staff to assist Clerk with updating Grants Policy

CC

RT/CP/
JW

430. **Fixed Asset Policy**

The Committee received a report on the Fixed Asset Policy as agreed at the August Council meeting. The Chair of Events felt that this should be deferred as members needed to be made aware of the current assets the Council own before approving the document, this was agreed by the Chair of Committee and members. To this effect it was agreed that this item be deferred to the next Policy & Finance meeting in order that the Finance & Events Manager and Accountant could provide the necessary information requested in order for the Fixed Asset Register Policy Document to be approved at the next meeting.

RECOMMENDED: that the Fixed Asset Policy be deferred to the November Policy & Finance Committee as outlined above.

LM/CC

431. **Covid 19 Policy**

The Committee received and approved the Covid 19 Policy for the office produced by Mrs R.C. Events Officer. In the first

instance the Chair and members thanked Mrs R.C for producing a very informative comprehensive report. Secondly it was agreed that as this was an ongoing issue that this be placed as a rolling item on future Policy & Finance meetings in order for the Council to continual update the policy in line with guidance from Welsh Government.

RECOMMENDED: that the Covid 19 Policy as produced by Mrs R.C be approved and that a standard item be placed on future Policy & Finance agendas as outlined above.

RC

432. **Torfaen Play Service**

The Committee considered a request from Torfaen Play Service to support another play pack project for Christmas at a cost of £28.00 per pack. The Clerk and Deputy Leader who had distributed some of these packs at the Leisure Centre said that these play resource packs had been extremely well received over the summer with families stating that they had been an important lifeline during the pandemic. A member queried the cost of £28.00 asking was it value for money as it seemed quite high. Councillor Davies informed members that he had seen what was included in the packs and each pack was made up of a selection of arts and crafts, board games, materials, plates, balls, cups, glue, child friendly scissors, chalk and activities. Each pack was able to offer enough activities for two children from one family to last a period of time so he felt they were excellent value for money. It was therefore unanimously agreed that 150 play packs be purchased at a cost of £28.00 total value £4,200.00.

Some members felt that with unused money not spent in this financial year in relation to Youth Project, Events, Spring Flowers etc that there may be an opportunity to purchase more play packs and support other good causes to promote Pontypool Community Council. It was agreed before any decision could be made in relation to this that an item be placed on the next Policy & Finance meeting with a breakdown from the Finance & Events Manager and Accountant on what had not been spent in this financial year so that the Council could then make an informed decision.

RECOMMENDED:

(i) that 150 play pack projects be purchased at a cost of £28.00 per pack – total value £4,200.00 for Torfaen’s Youth Service.

CC

(ii) that an item be placed on the next Policy & Finance Agenda with a breakdown from the Accountant in relation to monies unspent in this financial year as outlined above.

LM/CC

Chair of Policy & Finance

To: Ruth Tucker <RTucker@pontypoolcc.gov.uk>
Cc: Griffiths, Joanne <joanne.griffiths@torfaen.gov.uk>; Bull, Alexander <Alexander.Bull@torfaen.gov.uk>
Subject: RE: Pension Adjudicator

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Hi Ruth,

I understand that the Fund is currently asking Scheme Employers to confirm who their LGPS Adjudicator is.



In a nutshell, in the event that an LGPS member should complain about a decision that their employer has made about their pension rights or liabilities, such as through the Internal Disputes Resolution Procedure, the role of the LGPS Adjudicator is to consider the facts of the issue, relevant LGPS rules, and make a decision.

The Fund cannot tell a Scheme Employer who they should appoint as their LGPS Adjudicator as such; however, in terms of general advice, my thoughts are that an appropriate person would be someone relatively senior within the organisation, with the capacity to understand facts around what has happened in respect of an issue, with the ability to evaluate and make decisions, and ideally with some level of knowledge about the LGPS.

Many of the larger Scheme Employers have appointed people like their Head of HR, Head of Finance or their Chief Exec as their LGPS Adjudicator. Community Councils have taken a variety of approaches; some have appointed their Clerk, or their Chair as their LGPS Adjudicator, while some others have appointed Chairs of finance or staffing sub-committees, or an external adviser.

Kind regards,

Andy

 <p>Greater Gwent (Torfaen) Pension Fund Cronfa Bensiwn Gwent Fwyaf (Torfaen)</p> <p>Andy Brooks Senior Pensions Support Officer Swyddog Cymorth Pensiynau 01495 742690 andrew.brooks@torfaen.gov.uk</p> <p>Torfaen Council Civic Centre, Pontypool Torfaen, Gwent NP4 6TB</p> <p>Cyngor Torfaen Canolfan Ddiwydiol, Pontypŵl Torfaen, Gwent NP4 6TB</p> <p>www.gwentpensionfund.co.uk</p>	<h2>My Pension Online</h2> <p>Have you signed up to see your own pension account?</p> <p>To sign up go to our website www.gwentpensionfund.co.uk and click on My Pension Online (at the top of the screen)</p> 
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You must ensure that this data is handled according to the principles of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679. Please take appropriate steps to keep this data secure and only use it for the purposes for which it is supplied.

From: Ruth Tucker [<mailto:RTucker@pontypoolcc.gov.uk>]
Sent: 14 October 2020 12:04
To: Brooks, Andrew <andrew.brooks@torfaen.gov.uk>
Subject: Pension Adjudicator

Hi Andrew

I've received an email asking for an appointment of an adjudicator (Attached) Can you advise how I do this please and who I or the Council should be appointing??

Mrs Ruth V. Tucker
Clerc i'r Cyngor/ Clerk to the Council
Cyngor Cymuned Pont-y-pŵl / Pontypool Community Council
35
A Stryd Masnach/ 35A Commercial Street
Pont-y-pŵl / Pontypool
Torfaen
NP4 6JQ

01495 365952/1



**The Greater Gwent
(Torfaen) Pension Fund**
administered by Torfaen County Borough Council



Appointment of Adjudicator for the LGPS

Statutory Responsibilities of the Adjudicator

Under the Local Government Pension Scheme Regulations 2013 (Statutory Instrument 2013 No. 2356) the Scheme Employer's Adjudicator must consider applications from any person whose rights or liabilities under the Scheme are affected by –

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by the Scheme Employer

and make a decision on such applications, in the manner prescribed in the LGPS Regulations.

Name of Scheme Employer

Name of Adjudicator

Job Title

Office Address

Direct Phone Number

Mobile Phone Number

Email Address*

* this email address must be monitored by an authorised contact of the Scheme Employer in the absence of the Adjudicator

Adjudicator's Signature

Authorisation of Adjudicator Appointment

I hereby appoint the above-named to be Adjudicator for the LGPS*

Name

Job Title

Signature

Date

* this section must be signed by an officer of the Scheme Employer of Director level, or equivalent

Please return the completed form to: The Greater Gwent (Torfaen) Pension Fund, Torfaen County Borough Council, Civic Centre, Pontypool, Torfaen, Gwent NP4 6YB.

Or by email to pensions.communications@torfaen.gov.uk