

**MINUTES OF THE ANNUAL MEETING HELD VIRTUALLY THROUGH
TEAMS ON WEDNESDAY 28TH OCTOBER**

In attendance:

Councillor: Mrs R. Matthews (In the Chair)

Councillors in attendance: Mrs E. Chilcott JP, G. Davies, Miss L. Clarkson, Mrs E. Hunt, Mrs G. E. James, K James, N. Jones, A. Lang, R. Overton, Mrs N. P. Parrish, B. Rapier

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

1 **Apologies:**

Councillors Ms K. Arthur, Mrs J. E. Jones, N. Simons, B. M. Taylor JP and Mrs J. Taylor.

2 **Declarations of Interest**

Cllrs G. Davies, Mrs G. E. James, N. Jones, R. Overton and Mrs N. P Parrish declared personal interests on any matters ascertaining to Torfaen County Borough Council.

3 **Election of Chairman**

It was proposed and unanimously agreed that Councillor Mrs R. Matthews be re-appointed as Chair of Council until the Annual meeting in May 2021.

RESOLVED: that Councillor Mrs R. Matthews be appointed as Chairman of Pontypool Community Council for the year 2020/2021

4 **Election of Vice-Chairman**

It was proposed and unanimously agreed that Councillor Ms. K. Arthur be appointed as Vice-Chair of Pontypool Community for 2020/2021 until the Annual meeting in May 2021

**To be
actioned
by:**

JW

RT/JW

RESOLVED: that Councillor Mrs K. Arthur be appointed the Vice-Chairman of Pontypool Community Council for the year 2020/2021.

RT/JW

5 **Leader and Deputy Leader**

It was re-confirmed that Councillor Mrs G. James and J. Killick remain as Leader and Deputy Leader for 2020/2021.

RESOLVED: that Councillors Mrs Gaynor James and J. Killick be confirmed as the Leader and Deputy Leader of Pontypool Community Council for 2020/2021 respectively.

6 **Committee Structure**

It was agreed to approve membership rollover for all Committees from 2019/2020 to 2020/2021 as follows except vacant position on Establishment Committee which the Council unanimously agreed to be filled by Councillor K. James.

The Clerk informed the meeting that a member of the Establishment meeting cannot be a member of the Disciplinary or Appeals panel, therefore it was unanimously agreed that Councillor A. Lang replace Councillor K. James as the member on the Appeals panel.

It was further proposed and agreed that the Leader, Deputy Leader and Chair of Council be the nominated members to serve on the Youth Project Working Party.

Policy & Finance Committee

Councillors: Mrs N. Parrish, J. Killick, Mrs K. Arthur, Miss L. Clarkson, G. Davies, M. Ford, Mrs E. Hunt, A. Lang, R. Overton and B. Taylor JP
Chairman and Leader ex officio.

Planning & Environment Committee

Councillors: Mrs G. James, Miss L. Clarkson, N. Byrne Mrs E. Chilcott JP, D. K. James, Mrs J. E. Jones, J. Killick, B. Rapier, N. Simons and Mrs J. Taylor
Chairman and Leader ex officio.

Events Committee

Councillors: Mrs E. Chilcott JP, M. Ford, Mrs K. Arthur, N. Byrne, Mrs E. Hunt, Mrs J. E. Jones, N. Jones, Vacancy, Mrs N. P. Parrish and N. Simons.

Chairman and Leader ex officio

Establishment Sub-Committee

Councillors: J. Killick, Mrs N. Parrish, Mrs K. Arthur, Mrs E. Chilcott JP, Miss L. Clarkson, M. Ford, D. K. James

Chairman and Leader ex officio

Youth Project Working Party

Councillors: Mrs G. E. James, J. Killick, Mrs R. Matthews

Disciplinary Panel

Councillors: G. Davies, N. Jones and N. Simons.

Appeals Panel:

Councillors: Mrs E. Hunt, A. Lang and B. Rapier

RESOLVED: that the above members would serve on the said committees/Sub-Committees.

JW

7 **Chairs and Vice Chairs**

RESOLVED: that the Chairs and Vice Chairs of the Council's Statutory Committees be re-confirmed as follows:

Policy and Finance Committee:

Chairman: Councillor Mrs N. P. Parrish

Vice Chairman: Councillor J. Killick

Planning and Environment Committee:

Chairman: Councillor Mrs G. James

Vice Chairman: Councillor Miss L. Clarkson

Establishment Committee

Chairman: Councillor J. Killick

Vice Chairman: Councillor Mrs N. P. Parrish

Events Committee:

Chairman: Councillor Mrs E. Chilcott JP

Vice Chairman: Councillor M. Ford

8 **Representation on Outside Bodies and internal positions**

In relation to representation on Outside Bodies and Internal positions for 2020/2021 it was agreed that member representation be re-confirmed as they were appointed at the Annual meeting in May 2019 as follows until the next Annual meeting in May 2021.

Art Regen (1) – Mrs R. Matthews

Trevethin Activity Barn (2) - Mrs J. E. Jones

Gwent Valleys/One Voice Wales (2) - Leader, Deputy Leader. Reserve: Chair of Council

General Data Protection Regulations – J. Killick, Mrs E. Hunt

Wellbeing of Future Generations - Leader, Chair of Council and N. Byrne

Health and Safety Reps (3) - Leader, Deputy Leader and Chair of Council

Local Council Partnership (LCP)/Torfaen County Association of Local Councils (TCALC) (2) - Leader, Deputy Leader, Reserve Chair of Council

Mic Morris Memorial Trust (1) – Chair of Council

Pontypool Park Friends Group (1) - J Killick

Pontypool Regeneration Partnership Group (6) – Mrs E. Chilcott JP, Miss L. Clarkson, J. Killick, Mrs R. Matthews, Mrs N. P. Parrish, N. Simons

Pontypool Twinning Association (1) – Chair of Council

Public Service Board (1) – Appointed by TCALC

South Sebastopol Environmental Steering Group (1) - Mrs N. P. Parrish and B. Rapier (Reserve)

Torfaen Local Access Forum (1) - Miss L. Clarkson

Torfaen Community Enterprises Association and Torfaen Community Transport (1) - Mrs N. P. Parrish

Torfaen Environmental Association (1) - Miss L. Clarkson

Torfaen Museum Trust (1) – Open to Council

Torfaen Opportunity Group (TOGS) (1) – Chair of Council

Torfaen Play Sufficiency Action Planning Group (1) - J. Killick, Reserve: Mrs E. Hunt

RESOLVED: that member representation for 2020/2021 be re-confirmed as above.

9. **PRESS OFFICER**

It was proposed and unanimously agreed that the Leader Councillor Mrs G. E. James be nominated as the Council's Press Officer.

RESOLVED: that Councillor Mrs G. E. James be the Council's nominated Press Officer.

10 **Cheque Signatories**

RESOLVED: that the following Members be authorised to sign cheques on behalf of the Council.

Cllrs Mrs G. E. James (Leader), J. Killick (Deputy Leader), Mrs R. Matthews (Chair of Council) and Mrs N. P. Parrish (Chair of Policy & Finance

11 **Official Signatories**

RESOLVED: that the following Members be authorised to sign official documents on behalf of the Council:

Chairman: Councillor Mrs R. Matthews
Vice Chairman: Councillor Mrs K. Arthur
Leader: Councillor Mrs G. E. James

12 **Standing Orders**

The Council noted that Standing Orders will be reviewed as part of the general review of the Constitution, which is ongoing, the Clerk stated she is working in conjunction with One Voice Wales regarding this. A member reminded the Clerk that she was still waiting for a copy of the current standing orders that she had requested at the last meeting.

RESOLVED: that the Council note the information in relation to Standing Orders and that the Clerk sends a current copy to the member(s) as requested.

RT

13 **Resignation**

The Council received notification of the resignation from Councillor R. Mills, New Inn Upper Ward and that the casual vacancy has been advertised. The Council formally accepted his resignation and the Leader stated that he would be greatly missed, this was endorsed by all other members present. It was unanimously agreed that the Clerk sends a letter to Mr Mills thanking him for his immense input over the time he had spent as a Community Councillor at Pontypool Community Council.

RESOLVED: that a thank you letter be sent to R. Mills as outlined.

RT

14 **ALLOWANCES**

The Council received a draft report of the IPRW 2020 in relation to members expenses and to consider allowances to the Chair and Vice-Chair of Council for 2020-2021. The Clerk stated that all other allowances in relation to members were previously approved at June Council (minute number 364).

It was therefore proposed and agreed after the Clerk's advice that the Chair and Vice-Chair be given 50% of their normal allocated allowance for 2020/2021 due to the unprecedented circumstances this financial year in relation to Covid 19, therefore £750.00 for the Chair and £250.00 for the Vice-Chair.

RESOLVED: that £750.00 and £250.00 be awarded to the Chair and Vice-Chair of the Council respectively in relation to IPRW allowances.

CC

Chair of Council