

**MINUTES OF PONTYPOOL COMMUNITY COUNCIL ANNUAL MEETING  
HELD VIRTUALLY THROUGH TEAMS ON WEDNESDAY 12<sup>th</sup> MAY 2021**

**In attendance:**

Councillor: G. Davies (In the Chair)

Councillors in attendance: M. Ford N. Byrne, Mrs E. Chilcott JP, Miss L. Clarkson, Mrs E. Hunt, Mrs G. E. James, N. Jones, Mrs R. Matthews, J. Killick, R. Overton, Mrs N. P. Parrish, B. Rapier, N. Simons

Officers: Mrs R. Tucker (Clerk), R. Gwinnell (Acting Clerk), Ms J. Wright (Assistant Clerk)

1 **Apologies:**

Apologies were received from Councillor Mrs J. E. Jones, K. James, B. M. Taylor JP and Mrs J. Taylor. All reasons for apologies were accepted.

**RESOLVED:** that the apologies be received and reasons accepted.

The Acting Clerk was introduced to the Council.

2 **Declarations of Interest**

Cllrs Miss L. Clarkson, G. Davies, Mrs G. E. James, N. Jones, J. Killick, R. Overton and Mrs N. P Parrish declared personal interests on any matters relating to Torfaen County Borough Council, as they were members of that Council as well as of this Council.

Cllrs G. Davies and Mrs G. E. James declared a personal interest in item (15 Allowances) in relation to senior salaries for members. The Clerk stated she would need to check the legal position regarding these allowances before any payments were made, especially in relation to the Chair's allowance, as he was a senior member of the County Borough Council.

**RESOLVED:** that the Clerk establishes the legal position regarding allowances as outlined above.

**To be  
actioned  
by:**

**JW**

**RT/RG**

3 **Election of Chairman**

It was proposed and unanimously agreed that Councillor G. Davies be appointed as Chairman of Council until the Annual meeting in May 2022.

The outgoing Chair Councillor Mrs Matthews informed the meeting that it had been a privilege serving as Chair for the last two years and that she thanked the Council for nominating her.

Councillor Mrs Matthews stated that she had thoroughly enjoyed her first year in office and met some very nice people through the various functions and events that she had attended as Chair. She thanked her fellow councillors and staff for all the support they had shown her whilst Chair of Council which made her job as Chair a lot easier when chairing meetings and attending outside events. She had raised just over £1000.00 for her chosen charity Torfaen Parkinson's. She thanked all those members and staff who had attended fundraising events throughout her term in office.

The last year, she sated, was unprecedented as this was when the Covid 19 Global Pandemic hit the world therefore she, her fellow Councillors and staff wished to thank all those key workers who had and continued to work beyond expectations during these extraordinary times to save individual lives, wanting them to know how much Pontypool Community Council appreciated and valued their continued hard work and dedication as well as remembering those families who had lost loved ones to Covid 19.

Councillor G. Davies thanked the outgoing Chair and informed the meeting that his consort for the year would be his daughter Miss G. Davies. His chosen charity for the year would be the South East Wales Motor Neurone Disease Association which was based in Pontypool as it is a charity very close to his heart after his father sadly passed aware from the illness four year ago. He further added that he would do his utmost to represent the Council in a dignified manner.

**RESOLVED:** (i) that Councillor G. Davies be appointed as Chairman of Pontypool Community Council for the year 2021/2022.

**RT/RG**

(ii) Councillor G. Davies agreed the declaration of office, which he would sign at a later date, as this was a remote meeting.

4 **Election of Vice-Chairman**

It was proposed and unanimously agreed that Councillor M. Ford be appointed as Vice-Chairman of Pontypool Community Council for 2021/2022 until the Annual meeting in May 2022. Councillor Ford thanked the Council for appointing him as Vice-Chairman and looked forward to working in close partnership with the Chairman of Council and fellow members and staff.

**RESOLVED:** (i) that Councillor M. Ford be appointed Vice-Chairman of Pontypool Community Council for the year 2021/2022.

(ii) Councillor M. Ford agreed the declaration of acceptance of office, which he would sign at a later date, as this was a remote meeting.

RT/RG  
JW

5 **Leader and Deputy Leader**

It was proposed, seconded and unanimously agreed that Councillor Mrs G. James and J. Killick remain as Leader and Deputy Leader of the Council respectively for 2021/2022.

**RESOLVED:** that Councillors Mrs Gaynor James and J. Killick be confirmed as the Leader and Deputy Leader respectively of Pontypool Community Council for 2021/2022.

RT/RG  
JW

6 **Committee Structure**

The Deputy Leader proposed a motion to reduce the membership of Committees from 12 members to 9 members (in addition to the Chair and Leader) who would be on each committee on an ex officio basis for this year only. The Deputy Leader stated that this was due to the difficulties in members attending meetings due to Covid over the last year and so that meetings become more manageable. The motion was seconded by Councillor Mrs E. Hunt and unanimously agreed by Council. Councillor N. Jones asked what the

quorum would be if membership were reduced to 9, to which the Deputy Leader confirmed it would be 3 members.

The Deputy Leader enquired if all members were happy with the Committees they had been nominated to. Councillor Overton informed the meeting that that he had been attending the Planning & Environment meetings as an observer for some time and the Deputy Leader had suggested that he be placed on the Planning and Environment Committee instead of Events. The Council agreed that Councillor Overton be moved from the Events Committee to the Planning and Environment Committee.

The Chair of Events informed the meeting that if this were the case then another member would need to be nominated on to her committee. It was agreed that this be placed as an item on the May Council meeting.

**RESOLVED:** that members be appointed to Committees as follows:

**RT/RG  
JW**

#### **Policy & Finance Committee**

*Councillors: Mrs N. Parrish, J. Killick, Miss L. Clarkson, M. Ford, Mrs E. Hunt, A. Lang, R. Overton and B. Taylor JP (as well as on ex-officio basis) Chairman Councillor G. Davies and Leader Councillor Mrs G. James.*

#### **Planning & Environment Committee**

*Councillors: Mrs G. James, Miss L. Clarkson, N. Byrne Mrs E. Chilcott JP, D. K. James, J. Killick, R. Overton B. Rapier, and Mrs J. Taylor (as well as on ex-officio basis) Chairman Councillor G. Davies and Leader Councillor Mrs G. James.*

#### **Events Committee**

*Councillors: Mrs E. Chilcott JP, Mrs R Matthews, Mrs E. Hunt, N. Jones, Vacancy, Mrs N. P. Parrish, B. Rapier and N. Simons (as well as on ex-officio basis) Chairman Councillor G. Davies and Leader Councillor Mrs G. James.*

#### **Establishment Committee**

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

(as well as on ex-officio basis) Chairman Councillor G. Davies and Leader Councillor Mrs G. James.

**Youth Project Working Party**

Councillors: Leader (Councillor Mrs G. E. James), Deputy Leader Councillor (J. Killick) and Vice-Chair of Council (M. Ford)

**Disciplinary Panel**

Councillors: B. Rapier, N. Jones and N. Simons.

**Appeals Panel:**

Councillors: Mrs E. Hunt, A. Lang and N. Byrne

7 **Chairs and Vice Chairs**

**RESOLVED:** that the Chairs and Vice-Chairs of said Committees be 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 Mrs R. Matthews.*

8. **DATES OF MEETINGS 2021 – 2022**

The dates of meetings for 2021 - 2022 as per the schedule attached to the agenda schedule were approved subject to noting that the Annual meeting should state 12<sup>th</sup> May 2021 and Full Council the 26<sup>th</sup> May 2021. In addition, the

Establishment meetings to state 6.00 pm every other month instead of 5.30 pm, prior to Policy & Finance meetings.

**RESOLVED:** that the dates of meetings for 2021/2022 be confirmed subject to above amendments.

9. **Representation on Outside Bodies and internal positions**

**RESOLVED:** that member representation for 2021/2022 be confirmed as above.

**Art Regen (1)** – Cllr Mrs R. Matthews

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

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

**Wellbeing of Future Generations (2)** Chair of Council and Councillor Miss L. Clarkson

**Health and Safety Reps (3)** – Deputy Leader, Chair and Vice-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)** - Cllr J Killick

**Pontypool Regeneration Partnership Group (6)** – Cllrs Mrs E. Chilcott JP, Miss L. Clarkson, Mrs R. Matthews, N. Jones, 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)** – Cllr Mrs N. P. Parrish and Cllr B. Rapier (Reserve)

**Torfaen Local Access Forum (1)** – Cllr Miss L. Clarkson

**Torfaen Community Enterprises Association and Community Transport** (1) – Cllr Mrs N. P. Parrish

**Torfaen Environmental Association** (1) – Cllr Miss L. Clarkson

**Torfaen Museum Trust** (1) – Cllr K. James

**Torfaen Opportunity Group (TOGS)** (1) – Cllr M. Ford

**Torfaen Play Sufficiency Action Planning Group** (1 plus 1 reserve) – Cllr J. Killick, Reserve: Cllr Mrs E. Hunt

**Youth Project Working Party** – Leader, Deputy Leader and Vice-Chair of Council

10. **PRESS OFFICER**

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

11. **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 (Vice-Chair of Events) and Mrs N. P. Parrish (Chair of Policy & Finance)

12. **Official Signatories**

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

Chairman:	Councillor G. Davies
Vice Chairman:	Councillor M. Ford
Leader:	Councillor Mrs G E. James
Deputy Leader:	Councillor J. Killick

13. **Standing Orders**

The Council received the Standing Orders. The Vice-Chair of Planning informed the meeting there were several notable missing timescales on page 9, 24 and 25. She also referred to standing orders 22 and asked if the Council had a press policy. Councillor N. Jones enquired how often Standing Orders should be reviewed. The Clerk stated they should be reviewed on a yearly basis. Councillor Mrs E. Hunt proposed that these be taken back to the Policy & Finance meeting so that they could be looked at in more detail. This was unanimously agreed.

**RESOLVED:** that standing orders be placed on the next Policy & Finance Committee agenda.

**RT/RG  
JW**

14. **Power of Well Being s.126 Local Government (Wales) Measure 2011/s.137 Local Government Act 1972**

**RESOLVED:** to make payments under the Power of Well Being (s.126 Local Government (Wales) Measure 2011) and s.137 Local Government Act 1972 in accordance with the guidance issued from the Welsh Government following the Local Government Measure 2011.

15. **ALLOWANCES**

It was unanimously agreed to authorise payments to members in accordance with the Independent Remuneration Panel for Wales determinations for 2021 as previously approved. (minute 213 of Policy & Finance Committee on the 7th April 2021 ratified by minute of Full Council on the 28<sup>th</sup> April 2021) as follows:

**Determination 43**

The Council decided upon the following 4 members to receive the senior members allowance of £500.00 for specific responsibilities as per Determination 43 of the Independent Remuneration Panel for Wales 2021: Chair and Vice-Chair of Council, Leader and Deputy Leader.



Determination 48  
Chair of Council - £1500

Determination 49  
Vice-Chair of Council £500.00

**RESOLVED:** that the payments as outlined above be made in accordance with the Independent Remuneration Panel for Wales in respect of members who also serve on the County Borough Council subject to the Clerk establishing the legal position.

Chair of Council

**RT/RG**  
**LM**  
**CC**