

**MINUTES OF A MULTI-LOCATION MEETING OF THE FULL COUNCIL OF
PONTYPOOL COMMUNITY COUNCIL
HELD ON TUESDAY 12 APRIL 2022 AT 11.30am**

NB three members and all staff attended the meeting physically in the Council Chamber. All other members attended the meeting remotely via Microsoft Teams.

In attendance:

Councillor: Giles Davies (in the Chair)

and Councillors: Elaine Chilcott JP, Matt Ford, Lizzie Hunt, Gaynor James, Nick Jones, Rose Matthews, Richard Overton and Norma Parrish

Officers: Richard Gwinnell (Acting Clerk), Cindy Challenger (Finance and Events Manager), Lisa McMail (Accountant) and Olivia Williams (Youth Worker)

| Min No | Subject and Decision | Action |
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| 441. | <p><u>Apologies for absence</u></p> <p>Apologies for absence were received from Councillors Nick Byrne, Keith James, Janet Jones, John Killick, Barry Taylor JP and Jackie Taylor.</p> | |
| 442. | <p><u>Declarations of Interest</u></p> <p>No interests were declared.</p> | |
| 443. | <p><u>Youth Project</u></p> <p>OW outlined a request from ACT (the training provider which was taking over training young people from Torfaen Training) to use the Council offices temporarily, as ACT were relocating to Pontypool and needed accommodation in the short term, until their premises were ready.</p> <p>In answer to questions, OW and RG explained that this would involve a small number of young people and a supervisor working upstairs in the Youth Project rooms on Mondays, Wednesdays and Fridays (when the fewest staff were in the building), writing CVs and other desk-based work between undertaking training placements and so on. A named person would have access to the building, with a key and security alarm codes, when no staff were present.</p> | |

Office doors were code-locked so they would not be open and a written agreement would be in place to control access to and the security of the building and its contents.

OW stated that she would write to all members with further details of ACT and the arrangements to be put in place.

OW also outlined the proposed Youth Project sleepover in the Council offices, planned for 13 April and the Millennium Hall (proposed for 21 April). She answered questions specifically about the sleepover in the Council offices, about toilet and washing facilities, where male and female young people would sleep, how many staff and which staff would supervise them, what they would eat (takeaway pizzas), the hours involved, insurance cover and risk assessments.

RESOLVED:

- (1) That the arrangements outlined for ACT to use the building short term for training purposes be approved (NB 8 members voting for, 1 abstaining) and OW/RG
- (2) That the arrangements outlined for the Youth Project sleepover in the Council offices on 13 April 2022 be approved (NB 7 members voting for, 2 abstaining). OW/RG

Signed by Chair

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