

**MINUTES OF A MULTI-LOCATION ANNUAL MEETING OF
PONTYPOOL COMMUNITY COUNCIL HELD ON
WEDNESDAY 18 MAY 2022 AT 6.00 PM**

In attendance:

Councillor: Matt Ford# (in the Chair)

and Councillors: Anne Gunter*, Jon Horlor#, Lizzie Hunt#, Keith James#, Gaynor James#, Jon James#, Nick Jones#, John Killick#, Rose Matthews#, Jonathon Martin*, Richard Overton#, Caroline Price#, Ben Rapier*, Bob Rogers#, Jools Rogers#, Nick Simons#, Nathan Warren#

Officers: Richard Gwinnell# (Acting Clerk) and Jane Wright# (Assistant Clerk)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

The meeting was recorded for minute taking purposes as agreed by Members.

Min No	Subject and Decision	Action
1.	<p><u>Election of Chair for 2022/2023 Civic Year</u></p> <p>The Acting Clerk opened the meeting and called for nominations for a new Chair (in the absence of the outgoing Chair).</p> <p>The Council unanimously voted for Councillor Matt Ford to be Chair of Council. He welcomed all new and returning members, received the Chain of Office and signed his Declaration of Acceptance of Office.</p> <p><u>RESOLVED</u>: that Councillor Matt Ford be elected Chair of the Council for the 2022/23 Civic Year.</p> <p>The Chair read out a letter from Councillor Giles Davies, the previous Chair of Council, in relation to his year of office as follows:</p> <p><i>“Sorry I can’t be with you this evening to welcome in the new Chair due to work commitments. This term of office has been a very strange year as Chair with no engagements due to the Covid Pandemic but what it has shown us is how resilient our wonderful staff have been during these strange times, home working was the new norm, we have all been thrust</i></p>	

into the online world via Teams, Zoom and ways of working that only a few years ago would have been deemed impossible! As Chair I have been totally impartial and been as fair with everyone as possible during meetings, I would like to thank the outgoing members and current members for their support and hard work during the term. Special thanks must be given to Councillor John Killick for his vision in improving the way the council runs and his outstanding work in bringing the youth project into fruition along with his compassionate approach with the outgoing Clerk. In all my years as a Community Councillor I have never looked up to someone with so much respect. Thanks also to the Acting Clerk for his support during the year and for the leadership shown. Finally, thanks to Ruth Tucker and I hope you enjoy your retirement.”

The Chair welcomed new and returning members, stating that he felt honoured to be chosen a third time to Chair Pontypool Community Council and thanked the Council for this opportunity. He was looking forward to working with everyone through the next year with fresh ideas and a fresh drive for the Council; he was looking forward to more face to face meetings, which he had really missed; stating that now that functions/events were starting back up it should be a really good year for the community council to get back on track post Covid. He confirmed that his chosen charities for the year would be TRAC 2 and Crownbridge School.

2. **Apologies for absence**

Apologies for absence were received from Councillors Nick Byrne, Lynda Clarkson and Giles Davies.

The Acting Clerk informed the meeting that two members had yet to sign their Declarations of Acceptance of Office. The Council unanimously agreed that the two members be given until the June Council meeting to sign their declarations.

[Councillor Nick Jones joined the meeting at this point].

3. **Declarations of Interest**

Councillors Jon Horlor, Gaynor James, Jon James, Rose Matthews and Caroline Price declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.

4. **Election of Vice Chair**

RESOLVED: that Councillor Jon Horlor be elected Vice-Chair of Pontypool Community Council for the Civic year 2022/2023.

The Vice-Chair thanked members, received the Badge of Office and signed his Declaration of Acceptance of Office.

[Councillor Richard Overton joined the meeting at this point].

5. **Leader and Deputy Leader**

It was proposed that Councillors Gaynor James and Rose Matthews be appointed as Leader and Deputy Leader respectively. In relation to the Deputy Leader position, Councillor John Killick also put himself forward. A secret ballot took place, with the result eleven votes to five in favour of Councillor Rose Matthews.

RESOLVED: that Councillors Gaynor James and Rose Matthews be confirmed as the Leader and Deputy Leader respectively of Pontypool Community Council for 2022/2023.

[Councillor Nick Simons joined the meeting at this point].

6. **Committee Structure**

RESOLVED: that members be appointed to Committees as follows:

Policy & Finance Committee

Councillors: Lizzie Hunt, John Killick, Giles Davies, Jon Horlor, Jonathon Martin, Caroline Price, Ben Rapier, Bob Rogers, Jools Rogers and (ex-officio) Chair (Matt Ford) and Leader (Gaynor James).

Planning & Environment Committee

Councillors: Nick Byrne, Jon James, Lynda Clarkson, Anne Gunter, Richard Overton, Caroline Price, Jools Rogers, Nick Simons, Nathan Warren and (ex-officio) Chair (Matt Ford) and Leader (Gaynor James).

Events Committee

Councillors: Rose Matthews, Ben Rapier, Anne Gunter, Lizzie Hunt, Nick Jones, Bob Rogers, Jools Rogers, Nick

Simons, Nathan Warren and (ex-officio) Chair (Matt Ford) and Leader (Gaynor James)

Establishment Committee

Councillors: Gaynor James, Matt Ford, Nick Byrne, Lizzie Hunt, Jon James, Keith James, Rose Matthews, John Killick, Ben Rapier.

Governance Working Group

Councillors: Giles Davies, Lizzie Hunt, Gaynor James, Lynda Clarkson and John Killick.

Youth Working Party

Councillors: Matt Ford, Gaynor James, John Killick.

Disciplinary Panel

Councillors: Caroline Price, Richard Overton, Nick Simons.

Appeals Panel

Councillors: Anne Gunter, Nick Jones, Jools Rogers.

7.

Chairs and Vice-Chairs

It was proposed that the following members be Chairs and Vice-Chairs of the said committees. In relation to the Chair of Establishment Committee, Councillor John Killick also put himself forward and stated that he felt he had done a good job in the same position over the last four years. A secret ballot took place, with the vote thirteen votes to four in favour of Councillor Gaynor James.

RESOLVED: that the Chairs and Vice-Chairs of the Council's Committees be as follows (with all other committees and bodies choosing their own Chairs):

Policy and Finance Committee:

Chair: Councillor Lizzie Hunt

Vice-Chair: Councillor John Killick

Planning and Environment Committee:

Chair: Councillor Nick Byrne

Vice-Chair: Councillor Jon James

Events Committee:

Chair: Councillor Rose Matthews

Vice-Chair: Councillor Ben Rapier

Establishment Committee:
Chair: Councillor Gaynor James
Vice-Chair: Councillor Matt Ford.

8. **Dates and Times of Meetings 2022/23**

The Acting Clerk informed members that, in the past year, Establishment and Policy and Finance Committee meetings were held on the first Wednesday of the month, Planning and Environment Committee meetings were held on the second Wednesday of the month, Events Committee on the third Wednesday of the month and Full Council on the fourth Wednesday of the month. Full Council papers needed to go out on the day after the Events Committee had taken place, which meant the Assistant Clerk would not only be collating and sending out papers for Council but would also producing the minutes of the Events Committee (to include in the Council packs). To avoid this difficulty and improve efficiency and effectiveness in future, the proposed dates and times of Planning and Environment and Events Committee meetings had been changed, to build in a week's gap before Council meetings. The Council unanimously agreed with this proposal.

RESOLVED: that the dates and times of meetings for the civic year 2022/23 be approved, as set out in the schedule attached to the agenda.

[Councillor Ben Rapier joined the meeting on Teams at this point].

9. **REPRESENTATION ON OUTSIDE BODIES AND INTERNAL ROLES**

It was proposed and agreed that member representation be as follows (those shown in italics, the Acting Clerk was asked to find out, if they were still operating):

Art Regen: Councillor Rose Matthews
Gwent Valleys/One Voice Wales - Leader, Deputy Leader
General Data Protection Regulations - Councillor Lizzie Hunt
Wellbeing of Future Generations – Chair of Council and Councillor Nick Byrne.
Local Council Partnership (LCP/Torfaen County Association of Councils (TCALC) – Leader and Deputy Leader
Mic Morris Memorial Trust – Councillor Giles Davies
Pontypool Park Friends Group – Councillor Rose Matthews

Pontypool Regeneration Partnership Group - Councillors Jon James, John Killick, Rose Matthews, Nick Jones, Nick Simons, Caroline Price

Pontypool Twinning Association - Chair of council

Public Services Board – Appointed by TCALC

South Sebastopol Environmental Steering Group - No appointment

Torfaen Local Access Forum – Councillor Lynda Clarkson

Torfaen Community Enterprises Association and Torfaen Community Transport – No appointment

Torfaen Environmental Association – Councillor Lynda Clarkson

Torfaen Museum Trust – Councillor Keith James

Torfaen Opportunity Group (TOGS) – Councillor Nick Byrne

Torfaen Play Sufficiency Action Planning Group – Councillor John Killick, Reserve: Councillor Lizzie Hunt

TCBC Ethics and Standards Committee – No appointment

Wellbeing Champion – Councillor Matt Ford

Environment and Biodiversity Champion – Councillor Nathan Warren

Health and Safety Reps – Chair and Vice-Chair of Council, Deputy Leader.

RESOLVED: that member representation for 2022/2023 be confirmed as above.

10. **Press Liaison Member**

RESOLVED: that Councillor Bob Rogers be the Council's nominated Press Liaison Member.

11. **Cheque Signatories**

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

Gaynor James (Leader), Rose Matthews (Deputy-Leader) and Lizzie Hunt (Chair of Policy and Finance Committee).

12. **Official Signatories**

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

Matt Ford (Chair), Gaynor James (Leader) and Rose Matthews (Deputy Leader).

13. **Members' Remuneration**

The Council decided upon the following four members to receive the senior members allowance of £500.00 for specific responsibilities as per determination 45 of the Independent Remuneration Panel for Wales 2022: Chair and Vice-Chair of Council, Leader and Deputy Leader.

It was also agreed that £1500 and £500 be awarded to the Chair and Vice-Chair of Council respectively as per determination 50.

The Council also decided to pay travel costs, subsistence expenses and financial loss compensation allowance for approved duties (determinations 46, 47 and 48) if claimed throughout the year.

RESOLVED: that the payments outlined above be made in accordance with the Independent Remuneration Panel for Wales Annual Report 2022.

Signed by Chair

|

|