

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND FINANCE
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL
ON WEDNESDAY 1 JUNE 2022 AT 6.30PM**

In attendance:

Councillor: Lizzie Hunt* (in the Chair)

and Councillors: John Killick#, Matt Ford#, Gaynor James#, Jon Horlor#,
Jonathon Martin# Ben Rapier* Bob Rogers*

Also in attendance: Councillors Richard Overton#, Jools Rogers*

Officers: Cindy Challenger# (Finance & Events Manager) 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
37.	<u>Apologies for absence</u> Councillors Giles Davies	
38.	<u>Declarations of Interest</u> Councillors 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 members of Pontypool Community Council. Councillor Lizzie Hunt declared an interest in item 9 on the agenda Junior sponsorship; one son plays for Fairfield United Juniors, the other son for Griffithstown AFC.	
39.	<u>Schedule of Payments and Receipts</u> <u>RECOMMENDED*</u> : that the schedule of payments and receipts for January to March 2022 be approved.	
40.	<u>Use of Credit Card</u> <u>RECOMMENDED*</u> : that the payments made in December 2021 – March 2022 with the Council’s credit card, shown in the report, be approved.	

<p>41.</p>	<p><u>Request for additional Credit Cards</u></p> <p>The Committee received a report to request authorisation for the (Temporary) Clerk and Finance Manager to have credit cards issued for business use of the council with specified spend limits.</p> <p>The previous Clerk in the past had a credit card with a £5000 limit spend to purchase high value items i.e. flights for Twinning, therefore it is proposed that a new credit card would need to be obtained in the name of the (Temporary) Clerk and Finance Manager. The Projects & Events Manager clarified that the name of the person and the amount could be changed at any time.</p> <p>The Projects & Events Manager currently has a credit card with a £1000 limit, this is to be retained for future purchases, particularly projects and events expenditure. The Finance Manager will require a credit card to pay for everyday purchases i.e Amazon purchases and Youth Project spend. It should also be noted that the previous clerks credit card has been cancelled.</p> <p><u>RECOMMENDED*</u>: that the committee agree to additional credit cards being issued with spend limits as detailed:</p> <ul style="list-style-type: none"> • The (Temporary) Clerk - £5000 spend limit • Finance Manager - £1000 spend limit 	<p>LM/ RG</p>
<p>42.</p>	<p><u>Financial Budget Comparison (Monitoring Report)</u></p> <p>The Committee received and considered the financial monitoring report to the end of 31 March 2022. The Chair informed the meeting that she would like to make a number of comments as follows:</p> <ul style="list-style-type: none"> • Page 18 – under 2001 Salaries – there is an overspend on salaries which was expected. • Page 19 – there is a figure of £134,539.90 which the Council did not spend last year that had been budgeted to spend so the Council need to think of possible ways to spend this money in the future. • Page 20 – there is a list of reserves of which some of the lines are really out of date so she and the Vice-Chair are going to arrange a meeting with the Finance Manager where they will discuss which of those reserves are no longer relevant and talk about combining them into a general reserve; in addition, thinking about other reserves the Council may want to earmark. <p>The Vice-Chair stated that following that meeting and supported by the Chair a report would be compiled to be presented to the next Policy & Finance Committee for an intensive discussion on what the council wishes to do with the reserves for two reasons, the Council needs to be looking at beneficial ways of utilising the reserve fund</p>	

	<p>and in preparation for audit next year.</p> <p><u>RECOMMENDED*</u>: (i) that the financial monitoring report to the end of March 2022 be approved and the information outlined by the Accountant be noted.</p> <p>(ii) that a meeting be arranged with the Finance Manager and Chair and Vice-Chair of Policy & Finance as outlined above with a report being presented to the July Policy & Finance as outlined above.</p>	<p>LM/ Cllrs LH JK</p>
43.	<p><u>Reserves</u></p> <p>The Committee was asked to consider and approve the following:</p> <p>(i) that an amount of £5,000 be transferred as at 31.03.2022, to the earmarked Election Expenses reserve to meet the Torfaen County Borough council administrative costs, as in previous years, associated with future Community council elections.</p> <p>(ii) that a further £5,000 be transferred as at 31.03.2022 to the earmarked Twinning Youth Festival Reserve and that this amount, together with the previous balance be used toward future Twinning expenditure in 2024.</p> <p><u>RECOMMENDED*</u>: that the amounts as outlined above be transferred to the earmarked Election Expenses reserve and the Twinning Youth Festival Reserve.</p>	<p>LM</p>
44.	<p><u>Torfaen Community & Volunteer Awards 2022 (TCVA)</u></p> <p>The Chair informed the meeting that the Policy & Finance Committee had already agreed to sponsor a Gold Torfaen Community and Volunteer Award. The confirmed cost of this award was £550.00. The Chair asked the Committee to pick a category to sponsor from the three gold awards remaining: Arts, Culture & Heritage Volunteer or Group of the Year, Civic Award of the Year and Trustee Volunteer of the Year. It was agreed that if still available that the Council sponsor the Trustee Volunteer of the Year, if that category was no longer available then Arts, Culture & Heritage Volunteer or Group of the year would be their second choice followed by Civic Award of the Year as their third choice.</p> <p>It was further agreed that an item be placed on Council to nominate a representative(s) to attend the event which is part of the sponsorship package.</p> <p><u>RESOLVED:</u> that TVA be informed of the Council's choice and an item placed on Council as outlined above.</p>	<p>JW</p>
45.	<p><u>Junior Sponsorship</u></p> <p>The Committee received a report on Junior Team Sponsorship which</p>	

	<p>had been deferred from the March Policy & Finance Committee. The Chair informed the meeting that the budget of £6000 was unused in 2021/22 and therefore carried over to an Earmarked reserve so for clarification this is last year's money. An item would be placed on next month's Policy & Finance agenda in relation to this year's Junior sponsorship money.</p> <p>The Council had agreed to sponsor junior team(s) from various areas of Pontypool. The sponsorship is usually in the form of a kit. The chair stated that she was unable to vote as she has a personal interest but suggested as £6,000 was available and six teams have responded that this amount be divided equally to award £1000.00 to each team who had responded as referenced on page 25.</p> <p>The Vice-Chair wished to add an additional proposal in that there are other sporting clubs such as cricket teams who may have their own kit but may need help with other equipment in the form of bats, balls etc. Whilst he appreciated Council supporting the sporting organisations listed, he felt that that the Council should be looking at supporting other sporting associations in order to be more inclusive especially those sports involving girls. Cllr JM gave an example of netball.</p> <p>It was agreed that Officers research what other sporting clubs are in the Pontypool area that would benefit from junior sponsorship. The Chair of Council stated that an Officer(s) could contact the Community Chest Sport Grant team at Torfaen County Borough Council as they have a full list of sporting groups which would save a lot of work.</p> <p><u>RECOMMENDED*</u>: (i) that £1000.00 junior sponsorship be awarded to each of the following teams:</p> <ul style="list-style-type: none"> (i) Garndiffaith RFC (ii) Fairfield United Junior (iii) Griffithstown Junior AFC (iv) New Inn Junior and Youth AFC (v) Talywain RFC (vi) Cwmffrwdor FC <p>and (ii) an Officer(s) contact the Community Chest Sport Grant team at TCBC as they have a full list of sporting groups; this item to be considered further at the next P & F meeting.</p>	LM/ CP JW
46.	<p><u>CCTV</u></p> <p>The Committee was asked to consider e-mails from Torfaen County Borough Council about Pontypool Community Council's contribution to CCTV. As a background the Chair informed the meeting that last year the Council agreed to pay for the upkeep of CCTV cameras but not for the maintenance and repair. The Chair proposed that as the Council had saved money during the last year that the Council pay the bill this time but it be emphasised that the</p>	

	<p>Council do not plan on paying it next year so there would be no expectation from TCBC.</p> <p><u>RECOMMENDED*</u>: that the Council pay the CCTV costs for this year only subject to Council approval at a cost of £2,040.00 including vat.</p>	<p>RG LM</p>
<p>47.</p>	<p><u>Local Voluntary Funding</u></p> <p>The committee considered the following LVF applications (noting that all LVF applications had been checked by the Finance Manager):</p> <p><u>Cllr L. Clarkson</u> Garndiffaith RFC - £100.00 (Support with costs of centenary kit for adult team Local Government Act (Miscellaneous Provisions) Act 1976, s.19</p> <p><u>Cllr G. Davies</u> Garndiffaith RFC - £100.00 (support with costs of centenary kit for adult team Local Government Act (Miscellaneous Provisions) Act 1976, s.19</p> <p><u>RESOLVED</u>: that the LVF applications above be approved.</p>	<p>LM</p>
<p>48.</p>	<p><u>Financial Requests</u></p> <p>The Chair stated that the Committee had received requests from the following organisations for financial assistance. All had provided detailed information in relation to the charities.</p> <p>The Chair of Council referred to the Grants Policy in relation to awarding money to national charities. He asked that it be updated and presented to a future Policy & Finance meeting.</p> <p><u>RECOMMENDED*</u>: that £200.00 be awarded to each charity as listed:</p> <ul style="list-style-type: none"> (a) Teenage Cancer Trust (b) Kids Cancer Charity (c) Spinal Research <p>Signed by Chair</p>	<p>LM</p>

* This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Chair