

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND FINANCE
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD
ON WEDNESDAY 6 JULY 2022 AT 6.30PM**

In attendance:

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Caroline Price#, Gaynor James*, John Killick#, Jonathon Martin#
and Bob Rogers*

Officers: Richard Gwinnell (Acting Clerk)# and Lisa McMail (Finance Manager)*

* 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
88.	<p><u>Apologies for absence</u></p> <p>Councillors Jon Horlor and Jools Rogers sent apologies for absence.</p>	
89.	<p><u>Declarations of Interest</u></p> <p>Councillors Gaynor James 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.</p> <p>Councillor John Killick declared a personal and prejudicial interest in agenda item 11 (running costs grant applications) as he was a member of the Citizen's Advice Bureau and of Torfaen Opportunities Group (TOGS), which had both applied for these grants.</p>	
90.	<p><u>Schedule of Payments and Receipts</u></p> <p><u>RECOMMENDED*</u>: that the payments and receipts for April and May 2022, as shown in the report, be approved.</p>	

91.	<p><u>Use of Credit Card</u></p> <p><u>RECOMMENDED*</u>: that the payments made on the Council’s credit card in March to May 2022, as shown in the report, be approved.</p>	
92.	<p><u>Petty Cash</u></p> <p><u>RECOMMENDED*</u>: that the petty cash movements from 1 August 2021 to 31 March 2022, as shown in the report, be approved.</p>	
93.	<p><u>Financial Budget Comparison (Monitoring Report)</u></p> <p><u>RECOMMENDED*</u>: that the financial monitoring report to the end of May 2022 be approved and the information contained in it be noted.</p>	
94.	<p><u>Council Reserves</u></p> <p>The Chair outlined the schedule attached to the agenda, proposing changes to reserves (removing some earmarked reserves, renaming others and increasing the general reserve as a result). She and other members commented that the Council’s balances were healthy and the Council needed to spend more of its reserves.</p> <p><u>RECOMMENDED*</u>:</p> <p>(1) that the movements and changes in reserves and earmarked reserves outlined in the schedule attached to the agenda be approved and actioned (subject to “Environmental Awards/Projects 2020” in column 5 being amended to “Environmental Awards/Projects 2022”) and</p> <p>(2) that the LVF earmarked reserve be removed and the funds (£11,117) be placed in the general reserve, with the intention of using that money to help fund foodbanks, and, in addition, a new line be inserted in the Council’s budget entitled “foodbanks” (for further consideration by the Council at a later date).</p>	<p>LM</p> <p>LM</p>
95.	<p><u>Youth Project – Petty Cash</u></p> <p><u>RECOMMENDED*</u>: that the Youth project be allocated a petty cash float of £200, to purchase supplies, materials etc for Youth project activities, in line with the process and safeguards outlined in the report.</p>	LM

<p>96.</p>	<p><u>ACT Lease Extension</u></p> <p>The committee received a request from ACT to extend their lease of the Youth Project room on the top floor of the Community Council building for a further 3 months from 1 July (as there was a delay with the availability of their new office space). They had offered to pay for the days they occupied the room (Mon, Wed and Fri every week).</p> <p><u>RECOMMENDED*:</u></p> <p>(1) that ACT be offered a further 3 months lease of the top floor Youth Project room (Mon, Wed and Fri every week) (2) that ACT be charged £50 per day (of occupation) for the use of the room and (3) that the income from this be reinvested in the Youth Project.</p>	<p>OW/ LM</p>
<p>97.</p>	<p><u>Local Voluntary Funding</u></p> <p>The committee considered the LVF applications listed in the appendix to these minutes (noting that all LVF applications had been checked by the Finance Manager and other staff to ensure, for example, that no organisation received more than the non-project limit of £500). The committee noted also that the powers under which LVF and other grants could be made had changed, since the Power of Well-being (Local Government Act 2000) had been repealed. Members welcomed the installation of the new defibrillator at Wainfelin and Tranch Community Hall in particular and referred to other contributions made to this project (e.g. from Unite).</p> <p><u>RESOLVED:</u> that the LVF applications set out in the appendix to these minutes above be approved.</p>	<p>LM</p>
<p>98.</p>	<p><u>Running Costs Applications</u></p> <p>Councillor John Killick declared a personal and prejudicial interest in this agenda item as he was a member of the Citizen's Advice Bureau and of Torfaen Opportunities Group (TOGS). He left the room for this item of business.</p> <p>Members discussed the budget (£18,000) and the fact that six applications had been received. It was traditional to split the budget equally between applicants, and this was proposed. It was also suggested that the criteria be examined for future years.</p>	

	<p>The Finance Manager pointed out that the accounts of Pontypool Pacers Heart Support Group had not yet been received, so this grant should be held back until they were received.</p> <p><u>RECOMMENDED*:</u></p> <p>(1) that £3000.00 be awarded to each of:</p> <ul style="list-style-type: none"> (a) TOGS Centre (b) Pontypool Pacers Heart Support Group (only when their accounts have satisfactorily been received and checked) (c) Hope GB (d) Torfaen Citizens Advice (e) Age Connects Torfaen and (f) Torfaen Museum. <p>Councillor John Killick returned to the room after the above decisions had been taken.</p>	LM
99.	<p><u>Financial Requests</u></p> <p>The Committee received requests from Llantarnam Grange Arts Centre and Torfaen Museum Trust. Members discussed the fact that they had just agreed a £3,000 grant for the Museum and that the Museum had very healthy reserves. It was proposed and agreed:</p> <p><u>RECOMMENDED*:</u></p> <p>(1) that £500.00 be granted to the Llantarnam Grange Arts Centre</p> <p>(2) that no further grant be made to Torfaen Museum Trust (beyond the £3,000 recommended in minute 98 above).</p>	LM
100.	<p><u>Torfaen Holiday Play Provision</u></p> <p>The committee received a request from the Torfaen Play Service Manager to release the funds allocated in the budget for playschemes and hunger clubs. Discussion ensued on where the budget sat (under which committee's control). The Finance Manager stated that the budget could easily be moved to sit under the Policy and Finance Committee in future (rather than the Planning and Environment Committee).</p> <p><u>RECOMMENDED*:</u> that the budget allocated for the Playschemes (£26,000) and Hunger Clubs (£3,000) be released for spending for</p>	LM

	those purposes.	
101.	<p><u>Policy Review Schedule</u></p> <p>The Committee received an update on the policy review started in summer 2021. The Chair stated that this had stalled somewhat recently and needed to be reinvigorated. The Acting Clerk explained that reviewing policies was a priority, albeit service delivery and running key council events for example were higher, more immediate priorities than policy work. It was not always easy to find existing policies. A number of model policies had been purchased from One Voice Wales (OVW) in 2021 and some of these may be capable of adoption without too much delay. The Chair stated that members should take on more policy review work themselves and the burden should be shared.</p> <p>The Committee discussed the list in detail as follows:</p> <ul style="list-style-type: none"> • Covid Policy: the goalposts keep moving; this should now be removed from the list • Financial Regulations: national model awaited; need to look at timescale again in October • Welsh Language Scheme; Chair to approach Councillor AG to ask if she could review this • Annual Leave Policy; Acting Clerk to look at OVW model policy • Flexi Policy; TCBC Policy largely not relevant to PCC; this needs to be looked at as soon as possible • Sickness Absence Management Policy; this needs to be a priority later in 2022 • Anti-Fraud and Corruption Policy; JM volunteered to review this and submit to the Committee in September 2022 • Dignity at Work Policy; under review by the Chair (EH) • Disciplinary Policy and Procedure; CP volunteered to review • Grievance Policy and Procedure; JK volunteered to review • Reporting Injuries, Diseases and Dangerous Occurrences; Chair (EH) volunteered to review. <p><u>RECOMMENDED*</u>:</p> <p>(1) that the policy review list be amended as above</p> <p>(2) that the Acting Clerk send available policies and models to members, to enable them to review policies as listed above and report back to the Committee as soon as possible.</p>	<p>RG RG Members</p>

102.	<p><u>Committee Budgets</u></p> <p>The Chair expressed the view that all committees should be more involved in and responsible for managing and reviewing their own budget lines (and reserves) in future, so that (for example) the committee with responsibility for doggy bins and spring flowers could see what had been spent to date, when funds had last been spent, what funds were left in the budget and what could be done to prioritise future action (e.g. to spend more on those things). All committees should have “their” budget and reserves on the agenda for every committee meeting from September. She also suggested that the budget for community noticeboards should be placed under the remit of the Planning and Environment Committee and that the budget for playschemes/hunger clubs should be placed under the remit of the Policy and Finance Committee in future.</p> <p>Discussion took place on the need to prioritise community noticeboards renewal; this would be discussed by the Planning and Environment Committee in the near future.</p> <p><u>RECOMMENDED*:</u></p> <p>(1) that the budgets and reserves under the remit/control of all committees be on the agenda of those committees from September 2022, to improve budget knowledge and service delivery</p> <p>(2) that responsibility for the budgets for noticeboards and playschemes/hunger clubs be moved as shown above.</p>	LM/ RG/ JW LM
103.	<p><u>CLA Public Administration Licence – Copyright</u></p> <p>The Committee received correspondence from the Copyright Licensing Authority. These had been referred to One Voice Wales (OVW) for their advice. OVW had referred the issue onto NALC (the National Association of Local Councils) for their advice. A reply was awaited.</p> <p><u>RESOLVED:</u> that further deliberations be deferred, until advice is received (and reported back to the Committee) from NALC/OVW.</p>	RG

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

Chair

Appendix to 6 July P&F minutes

POLICY AND FINANCE COMMITTEE - 6 JULY 2022

LOCAL VOLUNTARY FUNDING APPLICATIONS

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>	<u>Power/Act to Ward Grant</u>
Cllr. B. Rogers	£250	Cwmavon Village Hall and Residents Committee	To support events in the hall	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Rogers	£250	Cwmavon Village Hall and Residents Committee	To support events in the hall	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Simons	£500	Pontypool and District Schools RFU. Under 11's	To purchase new resources	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Simons	£500	Hope GB	Running costs	Local Government Act 1972 s.137
Cllr. N. Simons	£500	George Street Primary School	Funding towards nursery equipment	Local Government Act 1972 s.111
Cllr. G. E. James	£50	Friends of the New Breast Unit NHS	Prize for Best Dressed pink window on October 7 th	Local Government Act 1972 s.111
Cllr. J. James	£500	Lilly Rose Ivy at Wainfelin and Tranch Hall	Help to pay for a defibrillator at Tranch Community Hall	Local Government Act 1972 s.133