

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND FINANCE
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD
ON WEDNESDAY 7 SEPTEMBER 2022 AT 6.30PM**

In attendance:

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Gaynor James#, Jon Horlor# John Killick#, Giles Davies*, Jools Rogers*, Bob Rogers* and Caroline Price*

Officers: Lisa McMail (Finance Manager)# and Rebecca Cronin (Events Officer)#

* 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
147.	<p><u>Apologies for Absence</u></p> <p>Councillor Matt Ford sent apologies for absence.</p>	
148.	<p><u>Declarations of Interest</u></p> <p>Councillors Gaynor James, Jon Horlor and Giles Davies 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 Lizzie Hunt declared a personal and prejudicial interest in agenda item 11 (running costs grant applications) as her sons play for Griffithstown Junior AFC, Fairfield Utd AFC and Panteg Cricket club.</p> <p>Councillor Giles Davies declared a personal and prejudicial interest in agenda item 10 (foodbanks) as he is the Chair of the organisation.</p> <p>Councillors Giles Davies, John Killick and Jon Horlor declared a personal and prejudicial interest in agenda item 18 (Greater Gwent (Torfaen) Pension Fund) as they are members.</p>	
149.	<p><u>Schedule of Payments and Receipts</u></p> <p>The Chair asked for clarification regarding a payment on page 5 made to Alison Instone – Eisteddfod – donation. The Finance Manager</p>	

	<p>confirmed that it was an historical payment made to and that Alison Instone was a judge for the folk dancing section of the Eisteddfod. Ms Instone has her own dance school and a query was made as to whether donations in the future could be paid into her business account.</p> <p><u>RECOMMENDED*</u>: that the payments and receipts for April and May 2022, as shown in the report, be approved. (ii) that future donations be clarified</p>	LM
150.	<p><u>Use of Credit Card</u></p> <p>Councillor John Killick mentioned that currently there are a lot of small amount/payments for the Youth Project. But if the Youth Project becomes an organisation there would be no need to do an individual breakdown.</p> <p><u>RECOMMENDED*</u>: that the payments made on the Council's credit card in May to June 2022, as shown in the report, be approved.</p>	
151.	<p><u>Petty Cash</u> <i>Cllrs Bob Rogers and Jools Rogers joined the meeting at this stage</i></p> <p><u>RECOMMENDED*</u>: that the petty cash movements from 1 May to 19 May 2022, as shown in the report, be approved.</p>	
152.	<p><u>Financial Budget Comparison (Monitoring Report)</u></p> <p>Councillor John Killick commented that the precept is received in three parts, however Torfaen receives the income at the beginning of the year. If PCC were to receive in a lump sum the money could be invested until needed.</p> <p>The Chair recommended that Budget heading 6035 Foodbank be adjusted from £11,117 to £15,000 with the money taken from general reserves. Agreed by All.</p> <p><u>RECOMMENDED*</u>:</p> <ul style="list-style-type: none"> (i) That budget heading 6035 Foodbank be adjusted from £11,117 to £15,000 with the money taken from general reserves. (ii) that the financial monitoring report to the end of July 2022 be approved and the information contained in it be noted. 	LM
153.	<p><u>Committee Budgets</u></p> <p>The Chair asked that this information held within these reports be shared at pre-agenda with the chairs of the committees to ensure they are aware and understand the data.</p>	

	<p><u>RECOMMENDED*</u>: that the committee budgets report to the end of July 2022 be approved and the information contained in it be noted.</p>	
154.	<p><u>Council Reserves</u></p> <p>The Finance Manager confirmed that the reserves for Party in the Park 2022 would be used this year.</p> <p><u>RECOMMENDED*</u>: to note that the reserves for Party in the Park 2022 will be used.</p>	
155.	<p><u>Local Voluntary Funding</u></p> <p>The Chair and Finance Manager confirmed that all LVF forms would need to be returned by 31st December 2022, for the year funding 2022-23. This would ensure sufficient processing time before financial year end.</p> <p><u>RESOLVED</u>: that the LVF applications set out in the appendix to these minutes above be approved.</p> <p><u>RECOMMENDED*</u>: that all members be notified that 2022-2023 LVF requests need to be received by 31st December 2022. To ensure sufficient processing time before year end in April 2023.</p>	LM
156.	<p><u>Foodbanks/Community Hardship Fund</u></p> <p>Councillor Giles Davies declared a personal and prejudicial interest in this agenda item as he is Chair to Garnsychan Partnership.</p> <p>It was proposed that all listed Foodbanks be given an equal share of the £15,000 budget. All agreed.</p> <p>It was proposed that the Foodbanks are asked for feedback when they receive the funding so that PCC can collect data on the number of families with the Pontypool area that had benefitted from the funding. No personal data would be collected.</p> <p><u>RECOMMENDED*</u>:</p> <ul style="list-style-type: none"> (i) that all six Local foodbanks as recorded in Agenda item 10 be awarded an equal payment of £2500 from the £15,000 Foodbank budget (note: budget value amended in minute number 152(i)) (ii) When funding is given, the organisations should be asked to supply information on the number of families that benefitted from the funding. 	LM
157.	<p><u>Grounds Maintenance Applications</u></p> <p>It was noted that two organisations were missing from the list,</p>	

	<p>Abersychan Alexanders based at Pentwyn field and also Pontypool Bowls Club.</p> <p>Councillor Bob Rogers and John Killick will ask the two organisations if they wish to apply.</p> <p>A discussion was held as to whether funding should be based on the number of pitches that a club own. However, it had been fed back from clubs that sometimes one pitch may be used by multiple teams and therefore need more maintenance than clubs that had more than one field and could share the teams out between pitches.</p> <p>It was agreed that the funding should be an amount per club rather than per pitch (this was the process a few years ago).</p> <p>14 clubs had applied and therefore the budget of £7000 could be split equally, leaving sufficient for the 2 extra clubs should they choose to apply. This equates to £500 per club.</p> <p><u>RECOMMENDED*</u>:</p> <ul style="list-style-type: none"> (i) that Abersychan Alexanders at Pentwyn field and Pontypool Park bowls be contacted to ask if they would like to apply for grounds maintenance. (ii) That all clubs be awarded an equal grant of £500 regardless of the number of pitches. 	<p>Cllrs BR & JK LM</p>
<p>158.</p>	<p><u>Financial Requests</u></p> <p>Financial requests were considered from Tenovus Cancer Care and Pit Pony Sanctuary. After a short discussion it was agreed given the current climate with rising energy bills and members of the public not being able to donate to charities, that an equal amount of £200 be given to each organisation.</p> <p><u>RECOMMENDED*</u>: that both Tenovus Cancer care and the Pit Pony Sanctuary be awarded £200 each</p>	<p>LM</p>
<p>159.</p>	<p><u>Welsh Language Scheme Review</u></p> <p>The Welsh Language Scheme has not been reviewed for a few years. However, PCC do have bilingual noticeboards, with some of the existing boards in disrepair and a project ongoing for the renovation/purchase of new boards. It was agreed that Welsh must be visible on the new noticeboards.</p> <p>PCC send out posters and notices in Welsh which complies with the requirement. It was agreed that at this time due to the noticeboard project, old boards should not be updated.</p> <p>Cllr Jon Horlor stated that no complaints had been received to PCC regarding the Welsh language and that we should continue to offer the service of Welsh translation for people who may require it.</p> <p>Cllr John Killick suggested that perhaps Cllr Anne Gunter could be asked to check google translated documents were required as Cllr Gunter is a fluent Welsh speaker.</p>	

	<p><u>RECOMMENDED*</u>: that PCC continue to make Welsh Language documents available upon request. New community noticeboards must be bilingual.</p>	
160.	<p><u>Multi Location Meeting Report & Statement</u></p> <p><u>RECOMMENDED*</u>: that the multi-location meeting report and statement be approved, and the information contained in it be noted.</p>	
161.	<p><u>Audit Wales – Consultation on Fee Scales 2023/24</u></p> <p>Cllr John Killick suggested that One Voice Wales be asked if there is a general response for this, which PCC can use.</p> <p><u>RECOMMENDED*</u>: that One Voice Wales be approached and asked if there is a general response that can be used.</p>	LM
162.	<p><u>Policy Review Schedule</u></p> <p><u>RECOMMENDED*</u>: As the Acting Clerk was not in attendance, the members agreed to move to October Policy and Finance meeting</p>	
163.	<p><u>Greater Gwent (Torfaen Pension Fund)</u></p> <p>Councillors Giles Davies, John Killick and Jon Horlor declared a personal and prejudicial interest in this agenda item.</p> <p><u>RECOMMENDED*</u>: that the Greater Gwent (Torfaen Pension Fund) report be approved and the information contained in it be noted.</p>	
164.	<p><u>Preparing for Budget</u> <i>Cllr Caroline Price joined the meeting at this stage</i></p> <p>The Chair and Finance Manager stated that there would need to be a staff review first before budgeting so that any staff changes could be taken into account. 18th October 2022 was proposed and agreed for the first meeting (staffing and funding vision). It was discussed that during the pre-budget meetings questions needed to be asked to find out what the Community Council want to achieve in the next year and a vision for moving forwards. 8th November 2022 was proposed and agreed for pre-budget day. It was decided that the budget day date should be decided at Full Council in September.</p> <p>It was agreed that meeting invites should be sent as soon as possible. <u>RESOLVED*</u>:</p> <p>(i) that an initial meeting to review staffing and funding vision to take place on 18th October 2022. (ii) That a pre-budget day be arranged for 8th November 2022.</p>	LM LM

	(iii) Full Council to decide a date for the budget day.	
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* This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Chair