

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND
FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD
ON WEDNESDAY 4th JANUARY 2023**

In attendance:

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Matt Ford# Gaynor James#, Jon Horlor* Jonathan Martin#,
and Caroline Price*

Also in attendance: Nick Byrne*, Jon James# Nick Jones*

Officers: Lisa McMail (Clerk)#, Mrs Cindy Challenger (Finance Manager)# and
Jane Wright (Assistant Clerk)#

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and decision	Action
	FINANCIAL ITEMS	
316.	<u>Apologies for Absence</u> No apologies.	
317.	<u>Declarations of Interest</u> Councillors Gaynor James, Jon Horlor 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.	JW
318.	<u>Schedule of Receipts and payments</u> The Committee were asked to approve the Schedule of receipts and payments for October 2022. In reference to Bacs payment 334 to Ms O.W, the Finance Manager clarified that this was reimbursement of purchases made in relation to activities/events of the Youth Project. <u>RECOMMENDED:</u> that the receipts and payments for October 2022, as shown in the report, be approved noting the information.	

319.	<p><u>Use of Credit Card</u></p> <p>The committee was asked to approve the credit card payments for October 2022.</p> <p><u>RECOMMENDED*</u>: that the payments made on the Council’s credit card for October 2022, as shown in the report, be approved.</p>	
320.	<p><u>Financial Budget Comparison Report with Reserves</u></p> <p>The Committee received and considered the financial monitoring report to the end of October 2022. The Chair gave members the opportunity to ask any questions in relation to the report. None were asked.</p> <p><u>RECOMMENDED*</u>: that the financial monitoring report to the end of October 2022 be approved and the information contained in it be noted.</p>	CC
321.	<p><u>Budget 2023/2024</u></p> <p>The Chair asked members if there were any comments they would like to make on the proposed budget for 2023/24. The Chair stated that at the budget meeting it had been agreed for the precept not to be increased for 2023/2024, in order to do this it was recommended that up to £110,000 of the Council’s general reserve as outlined in the notes of the budget day be used to accommodate the additional spend in 2023/24.</p> <p>Cllr NJ enquired as to how much of the reserves would be utilised to fund the budget for 2023/2024. The Clerk clarified that the budget set had a deficit of £14,367 and also £95,570 had been set aside from Reserves for specific projects during 2023/24. In total £110,000 had been allocated for 2023/24 from General reserves.</p> <p>Cllr NJ requested clarification as to how much of our reserves will remain should the full budget be utilised 23/24.</p> <p>The Clerk replied based on our current forecast £670,000 will be held in general reserve should the full budget be utilised.</p> <p><u>RECOMMENDED*</u>: that the budget and precept for 2023/2024 proposed in the report be recommended to the Full Council on 25 January 2023.</p>	LM/ CC/ JW

322.	<p><u>Movement of Reserves 2022/2023</u></p> <p>The Committee agreed to transfer the following budgeted amounts to the earmarked reserve(s):</p> <ul style="list-style-type: none"> (a) Election expenses 2022/23 - £5000 (b) Pontypool Regeneration 2022/23 - £30,000 (should any expenses be incurred they can be paid from the reserve balance) (c) Pontypool Regeneration – to top up fund with additional £9539 + £4620 = £14,159 to make up the balance of this earmarked reserve to £200,000. (d) Poetry Trail - £12,000 – set up a new Earmarked Reserve. (e) Musical Footpath/Stepping Stones at Pontypool Park- £6,000 – set up a new Earmarked Reserve. <p>In relation to Pontypool Regeneration an invoice payment of £4620.00 needed to be paid in relation to hanging baskets for financial year 2022/23.</p> <p>It was therefore unanimously agreed that this invoice be paid from the Pontypool Regeneration Fund ensuring the Earmarked reserve balance of £200,000 be maintained by transferring the funds from General Reserves.</p> <p><u>RECOMMENDED</u>.* that the Committee approve the above amounts be transferred to the earmarked reserve(s).</p>	CC
323	<p><u>Grants Information</u></p> <p>The Chair informed the meeting that a member had asked for details of grants awarded over the last several years. To this effect the Committee received grant payments that had been awarded to organisations from 2019 to 2022/23.</p> <p><u>RECOMMENDED</u>: that the information be received and noted.</p>	
324.	<p><u>Greater Gwent Pension Draft Actuarial Figures</u></p> <p>The Committee received the report of Draft Employer Results for PCC relating to a report from the Greater Gwent Pension Fund advising them of the amounts payable from the review for the following years. The Clerk had attended the pension forum and outlined the purpose of the valuation to assess the overall funding level of the Pension Fund to ensure that there are sufficient assets in the Pension Fund and to set the employer contribution rate for the three-year period</p>	

	<p>commencing on 1st April 2023.</p> <p>The Clerk explained that every 3 years after the valuation has been completed, we are provided with the amounts of which will need to be paid each year.</p> <p>New Draft Valuation figures 01/04/23 - 31/03/24 - £6,000 01/04/24 - 31/03/25 - £6,000 01/04/25 - 31/03/26 - £6,000</p> <p>Committee unanimously agreed to pay the amounts.</p> <p><u>RECOMMENDED</u>: that the amounts payable as outlined above be approved.</p>	LM/ CC
325.	<p><u>Renewal of AdvantEdge IT Systems Contract</u></p> <p>In relation to the renewal of AdvantEdge IT Systems Contract, the company had provided a quote to renew the contract at a reduced cost of £1469.30 per annum if the Council chose a 5 year period. An alternative quote had been received for a 3 year period of £1602.70 per annum. As the AdvantEdge system is catered for the Community Council it was unanimously agreed to renew for a 5 year period.</p> <p><u>RECOMMENDED*</u>: that the Council renew a 5 year contract with AdvantEdge IT systems at a cost of £1469.30 per annum.</p>	LM/ CC
326.	<p><u>Requests for Financial Assistance</u></p> <p>The Committee received requests for financial assistance from the following organisations:</p> <p>(a) Spinal Research This organisation had already received a financial donation from the Council this financial year so the request was declined.</p> <p>(b) Noah’s Ark Children’s Hospital It was unanimously agreed that £200.00 be awarded.</p> <p>(c) Wales Air Ambulance It was unanimously agreed that the same amount be awarded as the previous financial year - £500.00.</p>	

	<p>(d) Mic Morris The Committee unanimously agreed to a £500.00 Bronze Sponsorship. This sponsorship included publicity of PCC as well as the sponsor's name incorporated into the event logo to be used on all promotional material as well as a representative of the Council awarding the prize.</p> <p>(e) Torfaen Museum Trust As the Council had already given Core Funding of £3000.00 to Torfaen Museum it was agreed that this request be declined.</p> <p>(f) Wainfelin and Tranch Community Hall. Councillor CP informed the meeting that Ms A. Steed would like to turn the hall into a warm space for people to attend if they are struggling; she stated that Ms Steed had informed her that the cost to do this would be approximately £1000.00 and had informed her she would need to e-mail the costings to the Council.</p> <p>It was unanimously agreed that £1000.00 be awarded subject to the costings being provided by Full Council.</p> <p><u>RECOMMENDED*</u>: that the financial amounts as outlined above be awarded.</p>	CC
327.	<p><u>Grant Aid</u></p> <p>The Clerk referred to the applications for Grant Aid stating that Panteg Bowls Club and Victoria Village had been sent application forms; to date they had not been received so she was concerned whether the Council had the correct contact details and would not want them to miss out. The Chair would supply the Finance Manager with the contact details of Victoria Village Hall, and the Finance Manager would follow up on those outstanding. The Committee was advised that there was an allocation of £5,000 in the grant aid budget, however there had been an underspend of £1,150.00 in a previous year which was held in an earmarked reserve, therefore it was unanimously agreed that this be added to the £5,000 to give a total figure of £6,150.00 with each hall being awarded £500.00 subject to applications being received, which would leave enough in the budget if a late application came in.</p> <p><u>RECOMMENDED*</u>: that Grant Aid of £500.00 each be awarded to the following groups:</p>	

	<p>Cwmavon Village Hall New Inn Community Hall Garndiffaith Community Association Griffithstown Community Centre (subject to application form being received) Garndiffaith Bowls Panteg Bowls Club (subject to application form being received) Pontnewynydd Community Association Pontymoile Community Centre Pontymoile OAP Club Talywain Community Hall Victoria Village Hall (subject to application form being received)</p>	
328.	<p><u>Thank you letter – Griffithstown AFC</u></p> <p>The Committee received a thank you letter from Griffithstown AFC in relation to their Grounds Maintenance Grant.</p> <p><u>RECOMMENDED:</u> the Committee welcomed the letter.</p>	
	<p><u>POLICY ITEMS</u></p>	
329.	<p><u>Bullying and Harassment Guidance from One Voice Wales</u></p> <p>The Committee received guidance from One Voice Wales in relation to Bullying and Harassment. The Clerk clarified that Peninsula had also provided a policy and guidance, therefore this would be presented to the Policy & Finance meeting in February for approval.</p> <p><u>RECOMMENDED:</u> that the information be received and noted.</p>	

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

Signed by Chair

