

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND
FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD
ON WEDNESDAY 5 APRIL 2023**

In attendance:

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Gaynor James# Jon Horlor* John Killick#, Jonathon
Martin* Caroline Price*

Officers: Lisa McMail# (Clerk), Cindy Challenger* (Finance Manager) and Ms
J. Wright* (Assistant Clerk)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and decision	Action
477.	<u>Apologies for Absence</u> No apologies received.	
478.	<u>Declarations of Interest</u> Councillors Jon Horlor, 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.	JW
479.	<u>Schedule of Receipts and payments</u> The Committee were asked to approve the Schedule of receipts and payments for February 2023. The Chair noted that there was a lot of LVF payments on the expenditure. <u>RECOMMENDED:</u> that the receipts and payments for February 2023, as shown in the report, be approved noting the information.	CC
480.	<u>Use of Credit Card</u> The committee was asked to approve the credit card payments for January/February 2023	

	<p><u>RECOMMENDED:</u> that the payments made on the Council’s credit card for January/February 2023, as shown in the report, be approved.</p>	CC
481.	<p><u>Financial Budget Comparison Report with Reserves</u></p> <p>The Committee received and considered the financial monitoring report to the 28th of February 2023. 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 February 2023 be approved and the information contained in it be noted.</p>	CC
482.	<p><u>Independent Remuneration Panel for Wales</u></p> <p>The Committee received the IRP’s recent Annual Report. The Clerk stated that there was only a slight variation in relation to expenses – page 20 £156.00 a year for reimbursement of extra costs and £52.00 reimbursement for consumables.</p> <p><u>RECOMMENDED*:</u> that the IRPW Annual Report be received noting the information outlined by the Clerk.</p>	
483.	<p><u>Internal Auditor</u></p> <p>The Chair informed members that the Internal Auditor’s three-year agreement has come to an end after completion of year end 31.03.2023 and asked Committee for agreement to advertise for a new internal auditor for three years for year end 23/24, 24/25 and 25/26. Unanimously agreed. The Chair asked the Clerk how the position would be advertised.</p> <p>The Clerk stated that she would contact One Voice Wales and be guided by them, she knew that OVW are presently putting together a criteria for an internal auditor so that would be helpful and she knew they had been contacting other local community councils to see if they could gather a group of people who may be willing to carry out the Internal Audit, at present a lot of the community councils are struggling to find an Internal Auditor. The Chair stated it may help that PCC is a larger Community Council.</p> <p><u>RECOMMENDED*:</u> that the Council advertise for the position of Internal Auditor in liaison with One Voice Wales.</p>	LM

484.	<p><u>Renewal of One Voice Wales Membership</u></p> <p>The Committee was asked to consider renewing the Council’s annual membership of One Voice Wales at a cost of £6600. Members unanimously agreed to renew its membership referring to the fact that One Voice Wales had been invaluable this last year. The Chair recommended to increase the budget allowance by £100 to cover the cost. Agreed.</p> <p><u>RECOMMENDED*:</u></p> <ul style="list-style-type: none"> (i) that the Council renews its membership with One voice Wales for a cost of £6600. (ii) that an additional £100 be added to this budget line to cover the cost. 	CC
485.	<p><u>CCTV</u></p> <p>The Committee received a reply from Mr Lyndon Puddy in relation to CCTV funding. The Chair stated that he is essentially saying that if the Council do not pay for the replacement and maintenance of CCTV then the CCTV may be terminated. The Chair stated that if the Council were going to pay towards the costs of CCTV then they needed to have more decision-making powers. It was agreed that this item be deferred to Council for a full discussion, it was further agreed that the Clerk invite Mr Puddy to the next Council meeting in order that they could ask him a number of questions in relation to:</p> <ul style="list-style-type: none"> • Where all the cameras are • What state of repair the cameras are in • Does anyone check them • Why has Trevethin shops been added to the costs this year when the Council has never paid for these before • The Council has only ever agreed on a year-to-year basis to help fund CCTV costs, so why is it assumed that there is a rolling programme in place by the Council <p><u>RECOMMENDED*:</u> that the item on CCTV funding be deferred to Full Council and that Mr LP be invited to the next Council meeting.</p>	LM/ JW
486.	<p><u>Torfaen Community & Volunteer Awards 2023</u></p> <p>The Committee received a request from Torfaen Volunteer Alliance (TVA) to sponsor a Torfaen Community and Volunteer Award. The Committee agreed to sponsor a gold award at a cost of £550. The Chair asked members if they had any preference into which category they wished to sponsor from the list sent by TVA. As members had</p>	

	<p>no preference it was agreed that TVA be informed to this effect so they could choose the category for the Council to sponsor.</p> <p><u>RECOMMENDED*</u>: that the Council sponsor a Gold Torfaen Community & Volunteer Award for 2023 at a cost of £550 with TVA choosing the category for the Council to sponsor.</p>	CC
487.	<p><u>Mic Morris Torfaen 10K – Medals</u></p> <p>The Committee received an e-mail from Christine Philpott, Business Officer at TCBC asking if the Council would be willing to sponsor the medals at the Mic Morris run this year, following a conversation with the Finance Manager.</p> <p>The Finance Manager clarified that last year they were awarded £500 out of core funding and the previous year £350. Ms CP had informed the Finance Manager that they were really struggling for funding this year thus the request for the Council to sponsor the medals. All the ribbons attached to the medals would have the Council’s logo on. The total cost of the medals would be £1500. It was unanimously agreed that the Council sponsor the medals. The Clerk stated there are some unspent budget lines from this year and referred to the £1500 that had been earmarked for the presentation evening(s) which had not happened this financial year so that could be transferred to a reserve to cover this cost instead of using the Core Funding budget, The Finance Manager stated that Ms CP had stated that the ribbons and medals needed to go to print by the next day, it was therefore agreed that plenary powers be awarded on this occasion but that the Finance Manager inform Ms CP in future any requests in relation to Mic Morris be sent by January at the latest.</p> <p><u>RECOMMENDED*</u>:</p> <p>(i) that the Council sponsor the Mic Morris Torfaen 10K Medals at a cost of £1500 and plenary powers be awarded to inform Ms CP to go to print.</p> <p>(ii) that the £1500 that had been budgeted for presentation evening(s) for 2022/23 be transferred to an earmarked reserve to cover this cost in 2023/24.</p>	CC CC
488.	<p><u>Financial Requests</u></p> <p>The Committee received financial requests from the following:</p> <p>(i) Chairman of Torfaen Tigers RC in relation to their 20th Anniversary on the 4th May 2023.</p> <p>(ii) Ty Hafan</p> <p>(iii) Llangollen International Musical Eisteddfod</p>	

	<p>It was unanimously agreed that the following amounts be awarded:</p> <p>Torfaen Tigers RC - £1000.00 (to come out of Junior Sponsorship budget line) and that their organisation be added to the Council's Junior Sponsorship mailing list for the future.</p> <p>Ty Hafan and Llangollen International Musical Eisteddfod - £200 each (in line with the Council's grants policy on national organisations)</p> <p><u>RECOMMENDED*</u>: that the amounts as outlined above be awarded subject to Full Council approval.</p>	CC
	<u>POLICY ITEMS</u>	
489.	<p><u>Pontypool Community Council Investment Strategy</u></p> <p>The Committee received and reviewed the Investment Strategy, as the three-year review is now due.</p> <p>The Vice-Chair moved that the Committee approve the Investment Strategy, stating that the last time the investments were checked the Council ensured it was meticulously done ensuring that the investments the Council made were ethical after a couple of questions had been asked. The Chair proposed that the word ethical is added as number 4 in the list of the Council's investment priorities, so the Council are seen as taking a responsible approach.</p> <p><u>RECOMMENDED*</u>: that the Council's Investment Strategy be approved subject to the word "ethical" being added as number 4 as outlined above.</p>	LM
490.	<p><u>Fixed Asset Register Policy</u></p> <p>The Committee received and reviewed the Fixed Asset Policy, of which the three-year review was now due. The Chair gave members the opportunity to ask any questions in relation to the policy. None were asked.</p> <p><u>RECOMMENDED*</u>: that the Fixed Asset Register Policy be approved for the next three years subject to Council approval.</p>	
491.	<p><u>Harassment and Bullying Policy</u></p> <p><u>RECOMMENDED*</u>: that the Harassment and Bullying Policy attached to the agenda produced by One Voice Wales be adopted</p>	

	subject to Council approval.	
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Signed by the Chair

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