

**MINUTES OF A MULTI-LOCATION ANNUAL MEETING OF
PONTYPOOL COMMUNITY COUNCIL ANNUAL MEETING
HELD ON
WEDNESDAY 17 MAY 2023 AT 6.00 PM**

In attendance:

Councillor: Matt Ford# (in the Chair)

and Councillors: Nick Byrne*, Jon Cox#, Anne Gunter#, Jon Horlor#, Lizzie Hunt#, Gaynor James#, Jon James#, Nick Jones*, John Killick#, Sue Malson# Rose Matthews#, Richard Overton#, Caroline Price#, Bob Rogers#, Jools Rogers#, Nick Simons#, Nathan Warren#.

Officers: Jane Wright# (Assistant Clerk), Annette Ambrosen# (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	<u>Subject and Decision</u>	Action
	<p>Before the meeting commenced a minute's silence was held in memory of the late Mrs Ruth Tucker, who had previously been Clerk to the Council for 37 years (1985 – 2022) before her retirement in March 2022.</p> <p>It was agreed that the Council would close the Pontypool Community Council offices on Wednesday 14th June, as a mark of respect, and in order that staff and members who wished to attend her funeral could do so.</p> <p>The Council was informed that unfortunately the Clerk to the Council was poorly so the Assistant Clerk would be clerking the meeting.</p>	
1.	<p><u>Election of Chair for 2023/2024 Civic Year</u></p> <p>In the absence of the Clerk, the Assistant Clerk opened the meeting and called out for a nomination for a new Chair.</p> <p>The Council unanimously voted for Councillor Matt Ford to be Chair of Council.</p>	

It was agreed by Council that as the Declarations of Office for both the Chair and Vice-Chair of Council could only be signed by the Proper Officer of the Council (the Clerk) that a deadline of Wednesday 24 May be given for the forms to be signed.

The Chair thanked the Council for supporting him again as Chair of Council for 2023/2024 stating that a lot of changes had taken place over the last year including the appointment of a new Clerk, so it was important that the Council had continuity going forward thus why there was very few changes to committee membership for the Civic Year 2023/2024. The Chair informed members that he would give details of his chosen charities at the next Council meeting.

RESOLVED: that Councillor Matt Ford be elected Chair of the Council for the 2023/24 Civic Year.

2. **Apologies for absence**

Apologies for absence were received from Councillor Lynda Clarkson.

3. **Declarations of Interest**

Councillors Nick Byrne, Jon Horlor, Gaynor James, Jon James, Sue Malson, Rose Matthews, Caroline Price and Nick Simons 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.

4. **Election of Vice Chair**

RESOLVED: that Councillor Jon Horlor be elected Vice-Chair of Pontypool Community Council for the Civic year 2023/2024

5. **Leader and Deputy Leader**

It was proposed that Councillors Gaynor James and Rose Matthews be appointed as Leader and Deputy Leader.

RESOLVED: that Councillors Gaynor James and Rose Matthews be confirmed as the Leader and Deputy Leader

respectively of Pontypool Community Council for 2023/2024.

[Councillor Nick Simons joined the meeting at this point].

6. **Committee Structure**

RESOLVED:

- (i) that the Committee that had previously gone by the name Policy & Finance would now be known as the Finance, Governance & Policy Committee.
- (ii) that members be appointed to Committee(s) as follows:

Finance, Governance & Policy Committee

Councillors: Lizzie Hunt, Nick Byrne, Jon Horlor, Jon James, Nick Jones, John Killick, Jonathon Martin, Caroline Price, Bob Rogers, Jools Rogers and (ex-officio) Chair (Councillor Matt Ford) and Leader (Councillor Gaynor James)

Planning & Environment Committee

Councillors: Jon James, Nathan Warren, Nick Byrne, Lynda Clarkson, Jon Cox, Anne Gunter, Richard Overton, Caroline Price, Jools Rogers, Nick Simons and (ex-officio) Chair (Councillor Matt Ford) and Leader (Councillor Gaynor James).

Events Committee

Councillors: Rose Matthews, Caroline Price, Anne Gunter, Jon Horlor, Lizzie Hunt, Nick Jones, Sue Malson, Bob Rogers, Jools Rogers, Nick Simons and (ex-officio) Chair (Councillor Matt Ford) and Leader (Councillor Gaynor James).

Establishment Committee

Councillors Gaynor James, Matt Ford, Nick Byrne, Lizzie Hunt, Jon Horlor, Jon James, Jonathon Martin, Rose Matthews, Caroline Price, Nathan Warren.

Biodiversity (Formalised as a sub-committee) of the Planning & Environment Committee

Councillors: Nathan Warren (Chair), Lynda Clarkson, Jon Cox, Anne Gunter, John Killick, Rose Matthews and (ex-

officio) Chair and Leader of Council (Councillor Matt Ford)
(Councillor Gaynor James).

Disciplinary Panel

Councillors: Sue Malson, Richard Overton, Nick Simons.

Appeals Panel

Councillors: Anne Gunter, Nick Jones, Jools Rogers.

7. **Chairs and Vice-Chairs**

It was proposed that the following members be chairs and vice-chairs of the said committees.

RESOLVED: that the Chairs and Vice-Chairs of the Council's Statutory Committees be as follows:

Finance Governance & Policy Committee:

Chair: Councillor Lizzie Hunt

Vice-Chair: Councillor Nick Byrne

Planning and Environment Committee:

Chair: Councillor Jon James

Vice-Chair: Councillor Nathan Warren

Events Committee:

Chair: Councillor Rose Matthews

Vice-Chair: Councillor Caroline Price

Establishment Committee:

Chair: Councillor Gaynor James

Vice-Chair: Councillor Matt Ford

8. **Dates and Times of Meetings 2023/24**

The Council was asked to confirm the dates and times of meetings as per the schedule attached to the agenda.

The Assistant Clerk informed the meeting that as the office would now be closed on June 14th when the scheduled Events and Planning & Environment meetings were due to take place would the Council be agreeable to move them forward to Tuesday 13th June. Agreed.

RESOLVED: that the dates and times of meetings for 2023/24 be approved subject to the Events & Planning & Environment meeting(s) being brought forward to Tuesday

13th June, with the schedule being amended to this effect.

9. REPRESENTATION ON OUTSIDE BODIES AND INTERNAL ROLES

In relation to representation on Outside Bodies and Internal positions for 2023/2024 it was agreed that member representation be as follows:

Art Regen	Member(s)/Officers appointed
Biodiversity & Environment Lead (1)	Councillor Nathan Warren
Communities Lead (in liaison with Dave Leech, Placement Planning Team) (1)	Councillor Matt Ford
Gwent Valleys Area/One Voice Wales (2) plus Clerk	Leader Deputy Leader Clerk
General Data Protection Regulations (2)	Leader Deputy Leader
Well Being of Future Generations (2)	Chair of Council Councillor Nick Byrne
Health and Safety Reps	Councillor Matt Ford (Lead) Councillor Jon Horlor
Innovative Practice Conference	
Knowledge Partnership	Councillor Gaynor James
Larger Local Councils (OVW) meet quarterly on a Wednesday 10.30 am to 1.00 pm (1) plus Clerk	Councillor John Killick Clerk
Local Council Partnership (2) plus Clerk	Councillor Gaynor James Councillor Rose Matthews Clerk
National Executive Committee (OVW) plus Clerk	Member elected through Gwent Valleys Area Clerk
Torfaen Association of Local Councils (2)	Councillor Matt Ford Councillor Gaynor James
Mic Morris Memorial Trust (1)	Councillor Rose Matthews
Pontypool Park Friends Group (1)	Councillor Rose Matthews
Pontypool Regeneration Partnership (6)	Councillors: Matt Ford (Lead), Jon James, Nick Jones, John

	Killick, Rose Matthews, Nick Simons
Torfaen Local Access Forum (1)	Councillor Jon Horlor
Torfaen Community Enterprises Association and Torfaen Community Transport (1)	Councillor Rose Matthews
Torfaen Environmental Association (1)	Councillor Nathan Warren
Torfaen Museum Trust (1)	Councillor Richard Overton
Torfaen Opportunity Group (TOGS) (1)	Councillor Nick Byrne
Torfaen Play Sufficiency Action Planning Group (1) plus Reserve	Councillor John Killick Reserve: Councillor Lizzie Hunt
TCBC Ethics & Standards Committee (1)	Councillor Nathan Warren
Well Being Champion (1)	Councillor Matt Ford
Youth Project Trustee Board (2)	Councillor John Killick Councillor Anne Gunter
Youth Festival Working Party (3)	Councillors Matt Ford, Gaynor James and John Killick

RESOLVED: that member representation for 2023/2024 be confirmed as above.

10 Press Liaison Officer

RESOLVED: that Councillor Bob Rogers be the Council's nominated Press Officer Liaison Member.

11 Cheque Signatories

RESOLVED: that the following Members/Officer(s) be authorised to be bank signatories on behalf of the Council in relation to the following accounts:

Accounts	Signatories
CCLA Account (These funds can only be transferred to current account)	Chair of Council (Cllr MF) Leader (Cllr GJ) Deputy Leader (Cllr RM) Clerk (LM)
Co-op Current Account	F, G & P Chair (Cllr LH) Leader (Cllr GJ)

	Deputy Leader (Cllr RM) Officers with Online Banking Access Clerk (LM) Finance Manager (CC)
Gateway Credit Union	Leader (Cllr GJ) Deputy Leader (Cllr RM) Clerk (LM)

12.

Official Signatories

RESOLVED: that the following Members be authorised to sign official documents on behalf of the Council:

- Chair: Councillor Matt Ford
- Leader: Councillor Gaynor James
- Deputy Leader: Councillor Rose Matthews

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Members' Remuneration

The Council considered a draft remuneration policy.

The Council decided upon the following allowances:

Allowances as per determination 50:

Chair of Council - £1500, Vice Chair - £500 (as per determination 50 of the Independent Remuneration Panel for Wales)

Senior members allowances of £500 for specific responsibilities as per determination 45 of the Independent Remuneration Panel for Wales 2022: 8 possible payments to members: Chair and Vice-Chair of Council, Leader, Deputy Leader, Committee Chair (Estab), Committee Chair (Events), Committee Chair (F, G & P), Committee Chair (P & E).

NB: Only one payment per person, no matter how many senior position(s) they hold. (6 payments of £500.00 in 2023/2024]

The Chair of F,G & P informed the Council that members are entitled to a mandatory fee of £156.00 as outlined in the Remuneration report and new for 2023 is £52.00 for the cost of office consumables.

Cllr NJ asked would the members expenses be paid pro rata if a member were to leave/resign during the year. The Chair of F,G & P stated that this would be a Council decision as outlined in the policy. The Clerk had recommended once it is paid in October of each year it is not recovered should the member resign after this date. The Chair of F,G & P suggested that a new member coming in to fill a vacancy would receive a proportionate allowance until the following year subject to Council approval.

Cllr N Jones made a further query in respect of the Financial Loss section of the draft member remuneration policy. Cllr E Hunt confirmed that this related to when a member is attending official business on behalf of the council and have been nominated to attend, the only time would be if a member goes abroad and then they would be covered under the twinning policy for flights.

RESOLVED: that the payments as outlined above be made in accordance with the Independent Remuneration Panel for Wales Annual Report 2023 be approved.

[Footnote: The Draft Member Remuneration policy will be updated and presented to the June F, G & P meeting for final approval in agreement with Chair of Council and Chair of F,G and P].

Signed by Chair