

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD  
ON WEDNESDAY 7 JUNE 2023**

**In attendance:**

Councillor Lizzie Hunt# (in the Chair)

and Councillors: Nick Byrne#, Gaynor James#, Matt Ford#, Jon Horlor#,  
Jon James# and Nick Jones\*

Officers: Lisa McMail (Clerk)# and Cindy Challenger (Finance Manager)#

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

<b>Min. no.</b>	<b>Subject and Decision</b>	<b>Action</b>
34	<p><b>FINANCE</b></p> <p><b><u>Apologies for Absence</u></b> Councillor John Killick</p>	
35	<p><b><u>Declarations of Interest</u></b></p> <p>Councillors Nick Byrne, Gaynor James, Jon Horlor and Jon James 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>	JW
36	<p><b><u>Schedule of Receipts and payments</u></b></p> <p>The Committee were asked to approve the Schedule of receipts and payments for March and April 2023.</p> <p><b><u>RECOMMENDED:</u></b> that the receipts and payments for March and April 2023, as shown in the report, be approved noting the information.</p>	
37	<p><b><u>Use of Credit Card</u></b></p> <p>The committee was requested to approve the credit card</p>	

	<p>payments for January to March 2023.</p> <p><b>RECOMMENDED:</b> that the payments made on the Council's credit card for January to March 2023, as shown in the report, be approved.</p>	
38	<p><b><u>Financial Budget Comparison Reports with Reserves</u></b></p> <p>The committee was asked to approve the financial budget comparison reports along with the earmarked/restricted reserves for March and April 2023.</p> <p><b>RECOMMENDED*:</b> that the financial monitoring report to the end of March and April 2023 be approved and the information contained in it be noted.</p>	CC
39	<p><b><u>Local Voluntary Funding</u></b></p> <p>The Committee were requested to approve the Local Voluntary Funding applications (attached as an appendix to the minutes).</p> <p>The Chair stated that if members wished to see a copy of any of the LVF application forms that had been submitted, they would be available on request from the office. The Chair confirmed that all applications had been checked and vetted by staff.</p> <p>Councillor Gaynor James requested to amend amounts to Tranch Ladies Association from £200 to £110 and Team Davey Kick Boxing from £300 to £200.</p> <p><b>RECOMMENDED:</b> that subject to the amendments from Councillor Gaynor James for:</p> <ul style="list-style-type: none"> <li>(i) Tranch Ladies Association reduced from £200 to £110;</li> <li>(ii) Team Davey Kick Boxing reduced from £300 to £200;</li> <li>(iii) the LVF applications as outlined in the appendix be approved.</li> </ul>	CC
40	<p><b><u>MAINTENANCE OF BUILDING</u></b></p> <p>The committee considered a quotation from Kim Rogers for Construction Management Services in respect 345A</p>	

	<p>Commercial Street. He was previously contracted to undertake works when the building underwent significant refurbishment in 2015.</p> <p>The front of the building has listed building status and therefore permission from TCBC is required for any external maintenance works to the front of the building to progress.</p> <p>A discussion pursued and it was agreed that the Council would not contract the work out externally, but would contact Torfaen County Borough Council for guidance from the Conservation Officer and permission to proceed with the work.</p> <p><b><u>RECOMMENDED:</u></b> that the Council would not contract the work out externally, but would contact Torfaen County Borough Council for guidance from the Conservation Officer and permission to proceed with the work.</p>	LM
41	<p><b><u>FINANCIAL ASSISTANCE</u></b></p> <p>The Committee received a request for financial assistance from the SSAFA Armed Forces.</p> <p>The Committee agreed that a grant of £200 be awarded to this organisation.</p> <p><b><u>RECOMMENDED:</u></b> that £200 be awarded to the SSAFA Armed Forces.</p>	CC
42	<p><b><u>WEBSITE</u></b></p> <p>Members received a report along with one quotation (other two providers were unable to submit quotations – one could not, due to time restrictions and the other could not, due to budget allowance) to consider a new website for the Council - the existing website does not deliver what the Council desires.</p> <p>It was agreed that the Council would use Webjects to create the new website and start at the beginning of November 2023 at a one-off cost of £5899 and then £75 bi-annually.</p> <p><b><u>RECOMMENDED:</u></b> that Webjects create a new website for the Council at a one-off cost of £5899 and then £75 bi-annually.</p>	RC/ LM / CC

43	<p><b><u>CCLA</u></b></p> <p>The Committee received a letter from the CCLA Investment Management Ltd regarding changes due to be made in the way the investment account is managed.</p> <p>The Clerk sort clarification from CCLA as to what would be the outcome of CCLA appointing FNZ TA Services Ltd. The response below was received:</p> <p>“CCLA are making changes to some administrative and back-office processes, and this is to include a change of the bank account, where investors will send future monies. The other change would be that all investors would be given an alternative account number/reference to support this switch to a new process provider”.</p> <p>The members discussed their concerns regarding the safety and security of the Council’s investment made and agreed that the Clerk source other investors to invest in and report back to Finance, Governance and Policy meeting in July.</p> <p><b><u>RECOMMENDED:</u></b> that the Clerk source other investors to invest in and report back to Finance, Governance and Policy meeting in July.</p>	LM/ CC
44	<p><b><u>GOVERNANCE</u></b></p> <p><b><u>FINANCE &amp; GOVERNANCE TOOLKIT</u></b></p> <p>The Chair informed the meeting that the toolkit had been reissued from One Voice Wales in November 2022.</p> <p>Members received Theme A of the report which contained four parts as below:</p> <p>A1 – Vision Statement</p> <ul style="list-style-type: none"> <li>- ‘To proactively engage with our local residents to identify their priorities and aspirations, ensuring the work of the Council and its partners makes a positive difference, empowering our community’.</li> </ul> <p>A2 – Biodiversity Plan – on our website  A3 – Wellbeing Report (Completed as part of our Annual Report)  A4 – Annual Report (Currently being prepared)</p>	

	<p>The four parts of Theme A of the toolkit have all been put in place by the Council.</p> <p><b><u>RECOMMENDED</u></b>: that the information be received and noted.</p>	
45	<p><b>POLICIES</b></p> <p><b><u>SOCIAL MEDIA</u></b></p> <p>The Committee reviewed the social media policy and agreed that there were no amendments required at this time. The policy be reviewed again in six months.</p> <p><b><u>RECOMMENDED</u></b>: that the information be received and noted and that the policy be reviewed again in six months.</p>	
46	<p><b><u>TWINNING POLICY</u></b></p> <p>The Committee reviewed the twinning policy and it was agreed that the policy be updated under the youth conference heading at the start of the third paragraph to replace this paragraph the wording “Youth workers will be paid for 8 hours every day of the conference, including days spent travelling. It is not anticipated or expected that additional hours or time in lieu will be granted for accompanying youth workers, this should be seen as a positive opportunity within their role and is undertaken willingly. There may be, extenuating circumstances that need to be agreed prior to the trip and these must be agreed by the Establishment Committee”.</p> <p><b><u>RECOMMENDED</u></b>: that the information be received and noted and that the policy be amended accordingly.</p>	LM/ JW
47	<p><b><u>NOTICE BOARD POLICY</u></b></p> <p>The Committee received a protocol for the use of community notice boards to ensure that no commercial, political or profit-making advertisements are advertised in the notice boards. It was agreed that staff would be authorised to remove material that is not in line with the protocol.</p> <p><b><u>RECOMMENDED</u></b>: (i)that the notice board policy be received and noted.</p>	

	(ii) that staff would be authorised to remove material from notice boards that is not in line with the protocol.	All staff
48	<p><b><u>DIGNITY &amp; RESPECT POLICY STATEMENT</u></b></p> <p>The Committee received and agreed the dignity and respect policy statement.</p> <p><b><u>RECOMMENDED:</u></b> that the dignity and respect policy statement be received and agreed.</p>	
49	<p><b><u>CIVILITY &amp; RESPECT PLEDGE</u></b></p> <p>The Committee received the civility and respect pledge in consultation with the national Association of Local Councils, Society of Local Council Clerks and One Voice Wales.</p> <p><b><u>RECOMMENDED:</u></b> that the civility and respect pledge be received and noted.</p>	

Signed by the Chair .....

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