

**MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL
COMMUNITY COUNCIL HELD ON WEDNESDAY 28TH JUNE 2023**

In attendance:

Councillor: Matt Ford# (in the Chair)

and Councillors: Nick Byrne*, Lynda Clarkson*, John Cox#, Anne Gunter#,
Jon Horlor*, Gaynor James#, Jon James#, Nick Jones*,
John Killick*, Sue Malson#, Rose Matthews#, Jonathon
Martin*, Richard Overton*, Caroline Price*, Nick Simons*,
Nathan Warren#

Officers: Mrs Lisa McMail, Clerk#, Ms Jane Wright, Assistant Clerk#

Also in attendance: Lyndon Puddy, Head of Public Services Support Unit at
Torfaen County Borough Council (Teams)*

* 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
76.	<u>Questions from the Public</u> There were no questions from the public	
77.	<u>Apologies for absence</u> Apologies received from Councillor Lizzie Hunt	JW
78.	<u>Declarations of Interest</u> Councillors Nick Byrne, Lynda Clarkson, Jon Horlor, Gaynor James, Jon James, Rose Matthews, Caroline Price, Sue Malson 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.	JW
79.	<u>CCTV</u> The Chair welcomed Mr Lyndon Puddy, Head of Public Services Support Unit at Torfaen County Borough Council to talk on CCTV	JW

	<p>funding. (Presentation attached as an appendix to the minutes).</p> <p>RESOLVED:</p> <p>(i) that the Council would pay the full costs this year of £4603.50 plus 25% on costs on CCTV maintenance for Pontypool and £930.00 plus 25% on costs for Trevethin CCTV.</p> <p>(ii) that going forward a yearly meeting to be arranged between Pontypool Community Council and Mr L. Puddy and that both TCBC and PCC look at sourcing sponsors/partners to help with future costs bearing in mind that both have no budget line in relation to this item.</p>	<p>LM/CC</p> <p>JW/LP</p> <p>CJ</p>
80.	<p><u>Annual Council meeting – 17 May 2023 – Minutes</u></p> <p>[Councillor Jonathon Martin joined the meeting at this point]</p> <p>The Chair of Council moved the minutes. Unanimously agreed.</p> <p>RESOLVED: that the minutes of the Council meeting held on 17 May 2023 be confirmed as a true record and signed by the Chair.</p> <p>[Footnote: The Chairman has chosen Tidy Butt to be his chosen charity for his year in office 2023-2024].</p>	<p>JW</p>
81.	<p><u>Council Meeting – 17 May 2023 – Minutes</u></p> <p>The Chair of Council moved the minutes. Unanimously agreed. The Clerk referred to minute 21 recommendation (i) the Bretten visit coming to Pontypool in July, stating that the arrangements now would be that instead of attending the Youth Club in the evening, they would be walking part of the Myfanwy Haycock Poetry Trail in Pontypool Park in the morning, then visiting Big Pit in the afternoon which had already been booked.</p> <p>RESOLVED: that the minutes of the Council meeting held on 17 May 2023 be confirmed as a true record and signed by the Chair, and the information outlined by the Clerk noted.</p>	<p>JW</p>
82.	<p><u>Finance, Governance & Policy Committee - 7 June 2023 – Minutes</u></p> <p>The Leader moved the minutes in the absence of the F, G and P Chair. These were unanimously agreed subject to a second recommendation being added to item 47 - Notice board policy:</p> <p>(ii) that staff would be authorised to remove material that is not in line with the protocol from all notice boards.</p>	

	<p>RESOLVED: that the minutes of the Finance, Governance and Policy Committee meeting held on 7 June 2023 be confirmed as a true record and signed by the Chair subject to the above recommendation being added to minute 47.</p>	CC
83.	<p><u>Events Committee – 14th June 2023 - Minutes</u></p> <p>The Chair of Events moved the minutes, referring to minute number 57 Party in the Park, in relation to an additional cost for an extra security guard, which if overbudget would be able to be taken out of reserves. See footnote from Projects & Events Manager below.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> (i) that the minutes of the Events Committee meeting held on 14th June 2023 be confirmed as a true record and signed by the Chair. (ii) that any additional costs would be taken out of the Additional Events budget line. <p>[Footnote: Upon review of our Event Management Plan, Hayley at Comet Security had requested an additional Supervisor for the day, to de-escalate any activity that requires security to intervene and provide instruction to all other stewards and cover breaks etc. The additional cost would be £200. This now takes us over budget, by £188. However, the true final figure is unknown until we receive the money from stall holders and the Fun fair on the day of the event. Therefore, an actual figure cannot be relayed until the next Events meeting. If the final costs are over budget – we have reserves in the Additional Events budget line that can be used to cover this].</p>	
84.	<p><u>Planning & Environment Committee – 14th June 2023 - Minutes</u></p> <p>The Chair of Planning & Environment moved the minutes. The Chair of the Biodiversity working Group stated that in relation to the item on notice boards the wards were listed the wrong way around in relation to the siting of them.</p> <p>RESOLVED: that the minutes of the Planning and Environment meeting held on 14 June be confirmed as a true record and signed by the Chair, subject to the appropriate amendment(s) as outlined above being made to the minutes.</p>	AA
85.	<p><u>Sebastopol West Vacancy</u></p> <p>The Clerk informed members that following the recent election for</p>	

	<p>the Sebastopol West vacancy Allan Peplow had been elected; he would be attending the office on Monday to sign his Declaration of Office.</p> <p>RESOLVED: that Council note that Allan Peplow is the new Councillor for Sebastopol West ward; he would be attending the office on Monday to sign his Declaration of office.</p>	
86.	<p><u>Accounts for the year ending 31 March 2023</u></p> <p>Council received the Final Accounts, the Annual Return and the Annual Governance Statement as well as the Internal Audit Report for 2022/23. The Clerk informed members that the Annual Governance Statement was the responsibility of the Council to ensure that there was a sound system of internal controls within the Council, including the preparing of the accounting statements with several boxes to be ticked subject to the Council agreeing with all statements. The Clerk outlined the requirements of the annual Governance Statement, and all members agreed.</p> <p>Cllr NW stated that the Internal Auditor seemed to have made a few recommendations and asked the Clerk would these be taken forward.</p> <p>The Clerk confirmed that these recommendations would be taken to the Finance, Governance and Policy Committee to work through.</p> <p>RESOLVED:</p> <p>(i) that the Council approves the final accounts 2022/23 (ii) that the Council approves the Annual Return and the Annual Governance statement for 2022/23.</p>	
87.	<p><u>Annual (Well-Being) Report 2022/23</u></p> <p>Members were asked to approve the Council's Annual Report for 2022/23. The Chair thanked all staff for the work that had been undertaken on the Annual Report, which was very thorough and an excellent report. The Clerk stated that a copy of the Annual Report would be sent with the Final Accounts so if any members had any comments before they are sent to let her know.</p> <p>RESOLVED: that the Annual (Well-Being) Report for 2022/23 be approved, with all staff being thanked for their hard work in producing the report.</p> <p>[Councillor John Killick joined the meeting at this point]</p>	LM/ Staff

88.	<p><u>Myfanwy Haycock Poetry Trail</u></p> <p>RESOLVED: that the minutes of the Myfanwy Haycock Poetry Trail meeting held on 4th June be received and noted.</p>	
89.	<p><u>Torfaen Replacement Local Development Plan</u></p> <p>The Council received notice of withdrawal of Torfaen Replacement Local Development Plan (2018-2033) and consultation on Torfaen Replacement Local Development Plan Draft Delivery Agreement (2022-2037).</p> <p>RESOLVED: that the information be received.</p>	
90.	<p><u>Twinning Policy</u></p> <p>It was unanimously agreed that this item be moved to under the Exclusion of Press and Public.</p>	
91.	<p><u>Community Review</u></p> <p>The Council received information from Caroline Genever-Jones, Elections and Business Manager regarding the Community Review.</p> <p>RESOLVED: that the information be received and noted.</p>	
92.	<p><u>One Voice Wales – Innovative Practice Conference</u></p> <p>It was agreed that the Clerk and Assistant Clerk be nominated to attend the Conference. The Clerk stated that she was unable to attend due to conflicting meetings. It was agreed that the Assistant Clerk attend if she was available.</p> <p>RESOLVED: that the Assistant Clerk attends the Conference on behalf of the Council if she was available.</p>	JW
93.	<p><u>One Voice Wales – New Communications Officer</u></p> <p>The Council received an e-mail from Emyr John, the newly appointed Communications Officer within One Voice Wales. Councillor LC proposed that he be invited to a future meeting of the Council to give a presentation and explain his role to the Council.</p> <p>RESOLVED: that the Council invite Mr E. John to a future meeting of the Council.</p>	LM

94.	<p><u>Torfaen Community & Volunteer Awards 2023 (T, C & V)</u></p> <p>The Council received information from Torfaen Voluntary Alliance relation to nominating a person(s) for the categories outlined in the relation to the above. The closing date for nominations is midnight on Sunday 30th July 2023.</p> <p>The Leader informed the meeting that she would be compiling a short video on behalf of the Council on why the Council are sponsoring the category they have chosen in liaison with TVA on the 18th July. (Trustee of the Year category).</p> <p><u>RESOLVED</u>: that the information in relation to the T,C & V Awards 2023 be noted.</p>	
95.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> By virtue of The Public bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	

Signed by the Chair