

**“QUICK NOTES” OF A MEETING OF THE POLICY AND FINANCE COMMITTEE
OF PONTYPOOL COMMUNITY COUNCIL
HELD REMOTELY USING MICROSOFT TEAMS ON
WEDNESDAY 6 OCTOBER 2021 AT 6.30PM**

NB the full minutes will be published in due course

In attendance:

Councillor: Norma Parrish (in the Chair)

and Councillors: Lynda Clarkson, Gaynor James, John Killick and Richard Overton

Officers: Cindy Challenger (Finance and Events Manager) and Richard Gwinnell (Acting Clerk)

188.	<p><u>Apologies for absence</u></p> <p>Apologies for absence were received from Councillors Giles Davies and Elizabeth Hunt.</p> <p>Councillors Matt Ford, Adrian Lang and Barry Taylor JP were absent.</p>	
189.	<p><u>Declarations of Interest</u></p> <p>Councillors Lynda Clarkson, Gaynor James, John Killick and Norma Parrish 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 members of Pontypool Community Council.</p> <p><u>RECOMMENDED:</u> that the Declarations of Interest be recorded.</p>	
190.	<p><u>Schedule of Receipts and Payments</u></p> <p><u>RECOMMENDED:</u> that the schedule of receipts and payments for July 2021 be approved.</p>	
191.	<p><u>Use of Credit Card</u></p> <p><u>RECOMMENDED:</u> that the payments made with the Council’s credit card in July 2021 be approved.</p>	
192.	<p><u>Financial Budget Comparison (Monitoring Report)</u></p> <p><u>RECOMMENDED:</u> that the financial monitoring report to the end of July 2021 be approved and the information contained in it be noted.</p>	

193.	<p><u>Christmas Tree at Pontypool Park Gates (Hanbury Road)</u></p> <p><u>RECOMMENDED:</u> that the Community Council meet the costs of the Christmas tree on Hanbury Road (at the park gates opposite the Civic Centre) this year and going forward.</p>	
194.	<p><u>Budget Day</u></p> <p><u>RECOMMENDED:</u> that the Budget Day be held at 5pm on Tuesday 30 November 2021 (subject to notification to all members and a later start time if 5pm is too early for a large number of members).</p>	
195.	<p><u>Local Voluntary Funding (LVF)</u></p> <p><u>RESOLVED:</u> that the LVF applications above be approved.</p>	
196.	<p><u>Embedding the Youth Project</u></p> <p><u>RECOMMENDED:</u></p> <ol style="list-style-type: none"> (1) That, from 1 April 2022, the Youth Project is embedded into the service offering of Pontypool Community Council and Youth Project staff are employed within the staffing establishment of Pontypool Community Council (in the same way as all other staff are and as Task Force staff were previously) (2) That the budget for staffing for the Youth Project (£45,500 in 2021/22) be built into the general staffing budget heading for the start of the 2022/23 financial year (3) That the equipment and transport element of the Youth Project (£7,500 in 2021/22) be built into the Youth Project budget for 2022/23 and (4) That, in the budgetary discussions for 2022/23, Council considers increasing the training budget for Council staff, to ensure that Youth Project staff may also access the training they need. 	
197.	<p><u>Local Government and Elections (Wales) Act 2021: Local Impact Assessment and Action Plan</u></p> <p><u>RECOMMENDED:</u> that the information be noted.</p>	
198.	<p><u>Internal Audit 2020/21: Action Plan update</u></p> <p><u>RECOMMENDED:</u> that the update be noted.</p>	

199.	<p><u>Review of Council Policies</u></p> <p><u>RECOMMENDED</u>: that progress on the review of Council policies be noted.</p>	
200.	<p><u>Policies proposed for adoption</u></p> <p>The Committee considered the following policies which were proposed for adoption (subject to approval by the Council) by the Acting Clerk and the Governance Working Group:</p> <ul style="list-style-type: none"> (a) Health and Safety Policy (b) Pay Policy (c) Workplace Menopause Policy (d) Training and Development Policy (e) Pensions Policies and Discretions. <p><u>RECOMMENDED</u>: that the above policies be adopted (subject to Council approval).</p>	
201.	<p><u>Thank you letter</u></p> <p><u>RECOMMENDED</u>: that the letter be noted.</p>	

Publication date 13 October 2021