

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE POLICY AND  
FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD  
ON WEDNESDAY 2<sup>nd</sup> NOVEMBER 2022**

**NB: Full minutes will be published in due course**

**In attendance:**

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Matt Ford# Gaynor James\*, Jon Horlor\* John Killick#,  
Jonathan Martin#, Jools Rogers\*, Bob Rogers\* and  
Caroline Price\*

Officers: Lisa McMail (Clerk)#, Mrs Cindy Challenger (Finance Manager)\* and  
Jane Wright (Assistant Clerk)#

\* 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 |
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| 243.     | <b><u>Apologies for Absence</u></b><br><br>No apologies.   |        |
| 244.     | <b><u>Declarations of Interest</u></b><br><br>Councillors Gaynor James, Jon Horlor 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     |
| 245.     | <b><u>Schedule of Receipts and payments</u></b><br><br>The Committee were asked to approve the Schedule of receipts and payments for September 2022.<br><br>The Chair referred to page 1 of receipts stating that the Council's interest has gone up significantly on our monthly dividend.<br><br><b><u>Recommended:</u></b> that the payments and receipts for September 2022, as shown in the report, be approved noting the information outlined by the Chair. | CC     |

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| 246. | <p><b><u>Use of Credit Card</u></b></p> <p>The committee was asked to approve the credit card payments for August 2022.</p> <p><b><u>Recommended:</u></b> that the payments made on the Council’s credit card for August 2022, as shown in the report, be approved.</p>  |  |
| 247. | <p><b><u>Financial Budget Comparison Report with Reserves</u></b></p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>(a) received and considered the financial monitoring report to the end of September 2022.</li> <li>(b) to note the under/overspends for the six months to 30<sup>th</sup> September 2022 and discuss actions that may be necessary.</li> </ul> <p>The Clerk stated that she had reviewed the six-monthly figures and there were some underspends in the areas of Training, Maintenance, Planning &amp; Environment which she relayed to the Committee.</p> <p><b><u>Recommended:</u></b> (i) that the financial monitoring report to the end of August 2022 be approved and the information contained in it be noted.</p> <p style="padding-left: 40px;">(ii) that the information outlined by the Clerk in relation to the Council’s under/overspends be noted and acted upon.</p>   |  |
| 248. | <p><b><u>Local Voluntary Funding</u></b></p> <p>The Chair stated that an excellent spreadsheet is now in place in relation to Local Voluntary Funding which turns red if too much money is allocated to any one organisation; if a member puts in an LVF application and it gets rejected it means the allocated amount has already been spent for that organisation.</p> <p>The Committee were asked to approve the following Local Voluntary Funding applications which had been vetted by staff.</p> <p><b>Councillor G. Davies</b><br/> Garndiffaith Community Association - £400<br/> Replacement Pads, Battery for Defib and funds towards Christmas Pantomine<br/> Varteg Community Association - £300<br/> Towards Christmas party for local children<br/> Fairfield AFC - £200<br/> Garnsychan Partnership Project - £500<br/> To help concert and food provision for Connecting with Friends and to enable elderly residents to meet up and spend time together in a</p> |  |

warm safe environment each week.

*All - Local Government (Miscellaneous Provisions) Act 1976, s.19*

Abersychan Comprehensive School - £600.00 (Project)

To help fund Christmas hampers for the families of children at need identified by school to ensure they are fed during the Christmas period. This is an annual event and covers all part of the ward

*Local Government Act 1972 s.137*

**Councillor G. James**

1<sup>st</sup> Pontypool Brownies - £150

Enable them to continue by helping with rent and equipment

Pontypool Park Girling Bowling Club - £200

Help with running costs

*All - Local Government (Miscellaneous Provisions) Act 1976, s.19*

**Councillor J. Killick**

Race Football Club - £400

To support junior football and help players

West Monmouth RFC - £400

To support the development of junior rugby through buying new equipment to support their development

Pontymoile OAP Hall - £400

To pay for utility bills so the group can provide activities and a meeting place for the elderly in the area at minimal cost to them.

Gypsy and Traveller Association - £500

To engage the young people in new activities and continue the development of their garden. This involves the young people directly in addressing both their own and their community's health and well-being.

Pontymoile Community Hall - £400

Towards the increasing utility costs

*Local Government (Miscellaneous Provisions) Act 1976, s.19*

**Councillors N. Byrne, G. James, J. James, R. Matthews, C. Price, N. Simons**

Dean Groves Painter and Decorator - £6000 (6 x £1000 each from Councillors LVF) for ongoing project

Complete refurbishment of the roofed bench in Pontypool Park with new paintwork

*Local Government Act 1972 s.137*

**Recommended:** that the Local Voluntary Funding applications as outlined above be approved.

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| 249. | <p><b><u>Foodbank</u></b></p> <p>The Committee was asked to consider allocating additional monies to Abersychan Food Bank as per the request and details outlined by Councillor G. Davies.</p> <p><b><u>Recommended:</u></b> that £2500 be allocated to Abersychan Food Bank as outlined above. *</p>   | CC |
| 250. | <p><b><u>Policy review/update</u></b></p> <p>The Committee reviewed and noted the information/amendments in relation to the following policies</p> <ul style="list-style-type: none"> <li>(a) Local Resolution Policy</li> <li>(b) Social Media Policy</li> <li>(c) Press Relations Policy</li> <li>(d) Recruitment and Selection Policy</li> </ul> <p><b><u>Recommended:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the Local Resolution Policy be placed as an agenda item on the January Policy &amp; Finance Committee</li> <li>(ii) that the remaining policies be taken to November Full Council for approval*.</li> </ul>   |    |
| 251. | <p><b><u>Independent Remuneration Panel - Draft</u></b></p> <p>The Committee was asked to provide feedback on the draft Independent Remuneration Panel report and discuss/answer and give feedback for the consultation questions as the end of the IRP report. The Chair read out each question as attached to the agenda. The Committee formulated the following answers:</p> <p><b><u>Question 1</u></b><br/>No opinion</p> <p><b><u>Question 2</u></b><br/>Yes – consumables to be paid for yearly.</p> <p><b><u>Question 3</u></b></p> <p>The IRPW should gather evidence from all Councils not just principal councils on how the role of Councils have changed.</p> <p><b><u>Question 4</u></b><br/>(Part a)</p> |    |

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|      | <p>The Council would like to access information and guidance from the IRPW as follows:<br/> Summary report with links to detailed guidance<br/> Easy to use guidance notes<br/> Frequently asked questions<br/> Website<br/> Information Events</p> <p>(Part b)<br/> When the IRPW refer the Council to detailed guidance it would be extremely helpful if they highlight the pages in relation to specific topics that link in with community councils for ease of reference.</p> <p><b>Question 5</b><br/> It is important that community councils who only have a small number of members are given the same opportunity as larger community councils to benefit from face-to-face meetings, therefore it would be helpful if the IRPW held a face-to-face meeting for several community councils in one venue as this would be far more beneficial to all.</p> <p><b>Recommended:</b> that feedback on the consultation document to the IRPW be sent as outlined above.</p> |           |
| 252. | <p><b><u>Quotes received for Emergency Lighting</u></b></p> <p>The Committee was informed that at the Council’s recent Fire Alarm service, it had been advised that the Emergency Lighting throughout the building was not fit for purpose and required total replacing. It was unanimously agreed that the Clerk be given plenary powers to deal with this matter.</p> <p><b>Recommended:</b> that the Clerk be given plenary powers to deal with the emergency lighting as outlined above.</p>  | LM/<br>CC |
| 253. | <p><b><u>Quotes received for Fire Risk assessment and Procedures review</u></b></p> <p>The Chair proposed to the Committee that the Clerk be given plenary powers to deal with this issue; unanimously agreed. She added that the Fire Brigade was very disappointed with the Council’s current risk assessments and the policies were very out of date and urgently needed updating. The Clerk informed the meeting that she had received one quote; a further two she hoped would be provided by the end of the week.</p>   | LM/       |

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|      | <p><b><u>Recommended:</u></b> that the Clerk be given plenary powers as outlined above to deal with this matter.</p>   | CC |
| 254. | <p><b><u>Flood Damage to basement</u></b></p> <p>The Clerk informed the meeting that Torfaen had been and cleared the basement of all the articles and boxes in the basement and had asked for a purchase order before they came to clear it. The Finance Manager clarified that most of the property belonged to Pontypool Community Council. The Clerk had left a message of thanks with Sian Watkins they had worked hard in clearing the basement. The Vice-Chair referred to the condition of the basement which was noted by the Committee.</p> <p><b><u>Recommended:</u></b> that the information in relation to the flood damage to the basement be noted and further action be taken if necessary.</p>  |    |
| 255. | <p><b><u>Use of Reserves</u></b></p> <p>The Chair informed the meeting that the use of Council reserves had been allocated as follows:</p> <ul style="list-style-type: none"> <li>(a) Election Expenses Invoice - £10834.09 Earmarked Reserve funds allocated.</li> <li>(b) Party in the Park - £12892.96 from 2020 had been fully allocated and spent on the 2022 Party in the Park.</li> <li>(c) Youth Festival Flights – Earmarked twinning Reserve to be allocated to cover cost of unbudgeted Twinning costs including flights.</li> <li>(d) Youth Project monies received from Summer of Fun £1820 to be allocated to cover equal spend.</li> </ul> <p><b><u>Recommended:</u></b> that the Committee note the use of allocated Council reserves.</p> |    |
| 256. | <p><b><u>Grants Review</u></b></p> <p>The Chair thanked the Vice-Chair Councillor JK who had undertaken a lot of work on these forms. The Committee went through each form in relation to:</p> <ul style="list-style-type: none"> <li>(a) Junior Sports Group Sponsorship</li> <li>(b) Groups applying for financial assistance for Core Costs</li> <li>(c) Grant Aid for Community Halls and Community Facilities Funding - Grant Aid</li> </ul>  |    |

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|      | <p>(d) Local Voluntary Funding (LVF) and Project Forms<br/> (e) Sporting Organisations or Groups applying for a grant for Grounds Maintenance<br/> (f) Application and Criteria for awarding School Environmental Grants</p> <p><b>Recommended:</b> that the amendments in relation to the new criteria and forms be made and taken to Full Council for approval.</p>  |  |
| 257. | <p><b><u>Health &amp; Safety in the Workplace</u></b></p> <p>The Committee were made aware of several contracts and works by the Clerk that have become outdated and require urgent review or renewal due to Health and Safety guidelines as follows:</p> <p>(a) Radon Gas &amp; Asbestos checks will be carried out in January by Torfaen CBC – Clerk awaiting costs<br/> (b) Annual PAT testing – Clerk awaiting costs from Torfaen and will look at some other companies to get quotes.<br/> (c) Legionella testing to be investigated – when the person comes to undertake the office/fire risk assessment they would be able to let the Clerk know if the Council needs to have this in place.</p> <p>The Clerk would keep the Council updated.</p> <p><b>Recommended:</b> that the information outlined by the Clerk in relation to Health &amp; Safety in the Workplace be noted; with further updates to follow.</p> |  |

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

Signed by Chair .....

**MEETING: POLICY & FINANCE**

**DATE: Wednesday 2 November 2022**

| <u>Name of Member</u>     | <u>Interest Declared</u>   | <u>Signed</u> |
|---------------------------|--|---------------|
| Councillor Jon Horlor     | A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council. | Yes           |
| Councillor Gaynor James   | A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council. | Yes           |
| Councillor Caroline Price | A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council. | Yes           |