

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE POLICY AND FINANCE 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><br/>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><b>RECOMMENDED:</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><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>   |               |

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| 38 | <p><b><u>Financial Budget Comparison Reports with Reserves</u></b></p> <p><b><u>RECOMMENDED*</u></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><b><u>RECOMMENDED:</u></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><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><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><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>  | LM /<br>CC |

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| 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><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 |
| 44 | <p><b><u>GOVERNANCE</u></b></p> <p><b><u>FINANCE &amp; GOVERNANCE TOOLKIT</u></b></p> <p><b><u>RECOMMENDED:</u></b> that the information be received and noted.</p>   |    |
| 45 | <p><b><u>POLICIES</u></b></p> <p><b><u>SOCIAL MEDIA</u></b></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><b><u>RECOMMENDED:</u></b> that the information be received and noted and that the policy be amended accordingly.</p>   |    |
| 47 | <p><b><u>NOTICE BOARD POLICY</u></b></p> <p><b><u>RECOMMENDED:</u></b> that the notice board policy be received and noted.</p>  |    |
| 48 | <p><b><u>DIGNITY &amp; RESPECT POLICY STATEMENT</u></b></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><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.

**PONTYPOOL COMMUNITY COUNCIL**  
**CYNGOR CYMUNED PONT-Y-PŴL**  
**Declarations of Interest Declared**

**Finance, Governance and Policy**

**7 June 2023**

| <b><u>Name of Member</u></b> | <b><u>Interest Declared</u></b>  | <b><u>Signature</u></b> |
|------------------------------|--|-------------------------|
| Councillors Nick Byrne       | 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. | Signed                  |
| 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. | Signed                  |

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|-----------------------|--|--------|
| 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. | Signed |
| Councillor Jon 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. | Signed |