

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 6 SEPTEMBER 2023**

NB: Full minutes will be published in due course

In attendance:

Councillor Lizzie Hunt# (in the Chair)

and Councillors: Nick Byrne# Matt Ford#, Jon Horlor#, Gaynor James#,
Jon James#, Jonathon Martin*, Caroline Price#

Officers: Lisa McMail (Clerk)#, 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
157.	<p>FINANCE</p> <p><u>Apologies for Absence</u></p> <p>No apologies received.</p>	
158.	<p><u>Declarations of Interest</u></p> <p>Councillors Nick Byrne, Jon Horlor, Gaynor James, Jon James 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.</p> <p>Councillor Lizzie Hunt declared a personal interest in relation to the item on Grounds Maintenance in relation to Griffithstown AFC.</p> <p><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p>	JW

159.	<p><u>Schedule of Receipts and payments</u></p> <p>The Committee was asked to approve the Schedule of receipts and payments for June and July 2023.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for June and July 2023, as shown in the report, be approved noting the information.</p>	
160.	<p><u>Use of Credit Card</u></p> <p>The committee was requested to approve the credit card payments covering:</p> <p>(i) 15 May – 7 June 2023 (ii) 12 June – 9 July 2023</p> <p><u>RECOMMENDED:</u> that the payments made on the Council’s credit card as shown in the report, for the above period, be approved.</p>	
161.	<p><u>Financial Budget Comparison Reports with Reserves</u></p> <p>The committee was asked to approve the financial budget comparison reports along with the earmarked/restricted reserves for July 2023. The Chair gave members the opportunity to ask any questions in relation to the report. None were asked.</p> <p><u>RECOMMENDED*:</u> 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
162.	<p><u>Youth Project Petty Cash</u></p> <p>The committee was asked to approve the petty cash payments for the Youth Project for 5th April to 5th May 2023. The Chair stated they were mostly food based.</p> <p><u>RECOMMENDED:</u> that the payments made from petty cash for the Youth Project be approved.</p>	
163.	<p><u>CCLA Account</u></p> <p>The Clerk gave a verbal update on the CCLA Account.</p> <p><u>RECOMMENDED*:</u> that the Council continues investing with the CCLA account for the reasons outlined above.</p>	LM/ CC

164.	<p><u>Local Voluntary Funding.</u></p> <p>The Committee was requested to approve the Local Voluntary Funding applications (attached as appendix A to the minutes).</p> <p>The Chair stated that all applications had been checked and vetted by staff.</p> <p><u>RECOMMENDED:</u> that the LVF applications as outlined in the appendix be approved.</p>	CC
165.	<p><u>Council Vacancy - Cwmynyscoy</u></p> <p>The Clerk informed the Committee that she had been notified that there will be an election in relation to the above vacancy, detailing costings.</p> <p><u>RECOMMENDED*:</u></p> <ul style="list-style-type: none"> (i) that £5,000 be taken from the general reserves to cover the election cost for the Cwmynyscoy Council vacancy. (ii) the Council would need to review Election Expense(s) when setting the budget for future years. 	CC/ LM
166.	<p><u>Funding Request</u></p> <p>The Finance manager informed the Committee that she had received a request from Torfaen County Borough Council in relation to the Council funding Hanging Baskets.</p> <p><u>RECOMMENDED*:</u> that a budget line be created called Town Improvements and the monies paid for hanging baskets for 2023/24.</p>	CC
167.	<p><u>Grounds Maintenance Grants</u></p> <p>The Chair stated there had been some process delays in relation to the Grounds Maintenance Grants applications, stating that Panteg Bowls House should be listed but were not on the list. The Committee was informed that there is £10,000 in the budget for Grounds Maintenance Grants. It was unanimously agreed for fairness that the grant be awarded by organisation and the £10,000 divided equally based on 20 clubs applying.</p> <p>It was agreed that the Community Development Officer (CDO) make further enquiries with those clubs who had not yet applied</p>	

	<p>and those that she was awaiting further information from to ensure that all organisations had the opportunity be awarded a grant, with an update being given at Full Council.</p> <p><u>RECOMMENDED*</u>: that each club be awarded £500.00 as outlined above and that the CDO make further enquiries as outlined above.</p>	CJ
168.	<p><u>Junior Sponsorship</u></p> <p>It was agreed that this item be deferred to Full Council as it seemed several clubs had not submitted applications. The Chair stated that the clubs may be unaware that they are entitled to both a financial grant for Grounds Maintenance and Junior sponsorship, so they needed to be made aware of this. Unanimously agreed.</p> <p><u>RECOMMENDED*</u>: that Junior Sponsorship be deferred to Full Council for further consideration in order that Clubs can be informed by the CDO that they are entitled to both grants.</p>	CJ
169.	<p><u>Financial Requests</u></p> <p>The Committee received financial requests from the following organisations with the recommended amounts/decisions as follows:</p> <ul style="list-style-type: none"> (i) Menter Iaith, Blaenau Gwent, Torfaen a Mynwy – more information to be obtained in relation to this request (Clerk will invite this group to next FGP meeting to provide further information) (ii) Mic Morris 2024 Sponsorship - £2,500 unanimously agreed to sponsor Platinum award. (iii) Royal Ordnance Fellowship Retiree(s) Glascoed - £200.00 unanimously agreed. (iv) Severn Area Rescue Association (SARA) - £500.00 unanimously agreed. (v) Cerebral Palsy <p>The Finance Manager stated that they had been recently awarded a financial donation in March 2023 so out of 2022/2023 budget, she stated a donation could be made of out of the 2023/24 budget. It was agreed that a further grant of £200 be awarded out of 2023/2024 budget but they would then not be entitled to a grant until financial year 2024/25.</p> <p><u>RECOMMENDED*</u>: that the payments/decisions as outlined</p>	

	above be given subject to Council approval.	CC
170.	<p><u>Thank you letter(s)</u></p> <p>The Committee received a thank you letter from TCBC Social Care and Housing in relation to grant funding for uniforms and stationery. The Chair stated that it was very nice that they had acknowledged the Council for the financial donation.</p> <p><u>RECOMMENDED</u>: that the Committee welcome the gratitude shown from Torfaen in relation to the financial donation awarded.</p>	
171.	<p><u>Community Development Officer (CDO) – Report on progress</u></p> <p>The Committee received a summary from Ms CJ, the Community Development Officer on the role and progress made to date.</p> <p><u>RECOMMENDED</u>: that the report be received.</p>	
172.	<p>GOVERNANCE</p> <p><u>Finance & Governance Toolkit</u></p> <p>The Chair stated that as part of the Finance & Governance Toolkit Theme C was Community Engagement & Partnership. The Chair read out the statements to see if the Council had them in place or if there were any comments/actions needed in relation to each statement (attached as appendix B to the minutes).</p> <p><u>RECOMMENDED*</u>: that the comments/actions as outlined on the document be progressed and actioned.</p>	All staff
173.	<p><u>Member Training</u></p> <p>The Committee received a schedule of member training completed to date.</p> <p><u>RECOMMENDED*</u>:</p> <p>(i) that the training attended by members be noted, and that future training be listed by modules.</p> <p>(ii) members to e-mail the Clerk to advise of any additional outside training they had received.</p>	LM Cllrs

174.	<p>POLICIES</p> <p>The Committee was asked to re-adopt the following policies:</p> <p>(i) Code of conduct for members</p> <p>(ii) Concerns & Complaints Policy</p> <p><u>RECOMMENDED*</u>: that the Code of conduct for members and the Concerns & Complaints Policy be readopted by Council.</p>	LM/ JW
175.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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

- * 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

MEETING: FINANCE, GOVERNANCE & POLICY

DATE: Wednesday 6 September 2023

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor 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.	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 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.	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

