



8 May/Mai 2025

Dear Sir/Madam/Annwyl Syr/Fadam

You are hereby summoned to attend a **MULTI-LOCATION ANNUAL MEETING OF PONTYPOOL COMMUNITY COUNCIL TO BE HELD AT 6.00 PM ON WEDNESDAY 14 MAY 2025.**

The meeting will be held remotely, using Microsoft Teams and physically for those who wish to attend the Council Chamber. Councillors have been provided with a link to attend the meeting. If any member of the public wishes to attend the meeting remotely, please contact the Clerk of the Council (by e-mail or telephone) at least 24 hours before the meeting.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

The agenda for the meeting is set out below and relevant papers are attached.

Gofynnir drwy hyn i chi fynychu yn **PWYLLGOR POLISI A CHYLLID** yn **RHITCH GYFARFOD** am **6:00 PM, DYDD MERCHER 14 MAI 2025.**

Mae cynghorwyr wedi derbyn dolen i fynychu'r cyfarfod. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/Yr eiddoch yn gywir

*Lisa McMail*

Lisa McMail

**CLERK TO THE COUNCIL/CLERC I'R CYNGOR**

## A G E N D A

1. **Recording of meeting**

To approve recording of meeting.

2. **ELECTION OF CHAIR**

- (a) To elect a Chair of the Council for the 2025/26 Civic Year.
- (b) The retiring Chair to hand the Chain of Office to the incoming Chair and to give a brief statement on their term of office.
- (c) Incoming Chair to sign the Declaration of Acceptance of Office.
- (d) Incoming Chair to inform members of the charities that they have decided to support during their year of office.

3. **APOLOGIES**

To receive apologies for absence.

4. **DECLARATIONS OF INTEREST**

Members to declare any interests they may have on any of the items to be discussed.

5. **ELECTION OF VICE CHAIR**

- a) To elect a Vice-Chair of the Council for the 2025/26 Civic Year.
- b) Vice-Chair to sign the Declaration of Acceptance of Office.

6. **LEADER AND DEPUTY LEADER**

To appoint a Leader and a Deputy Leader of the Council for the 2025/26 Civic Year.

7. **COMMITTEE STRUCTURE**

To appoint Committees, Panels and Working Groups as follows and decide the membership thereof. The Chair and Leader are ex officio members of each body, except for Disciplinary and Appeals, and are included in the total number:

- Finance, Governance and Policy Committee (12)
- Planning and Environment Committee (12 members)
- Events Committee (12 members)
- Establishment Committee (10 members)
- Biodiversity Sub Committee (8 members)
- Disciplinary Panel (3 members)
- Appeals Panel (3 members)
- Grievance Lead (Clerk/Deputy Clerk)

[Members of Disciplinary and Appeals Panels are not to be members of the Establishment Committee].

NB: Terms of reference for each of the committees are contained in the Council's Constitution.

8. **CHAIRS AND VICE CHAIRS**  
To appoint Chairs and Vice-Chairs to the above Committees (with Panels and Working Groups electing their own Chairs).
9. **DATES AND TIMES OF MEETINGS 2025/26**  
To:  
(i) Confirm the dates and times of meetings as per the attached schedule (attached: page(s) 1 – 4)  
(ii) Discuss the date/time and frequency of the Biodiversity Sub Committee meetings – Refer Cllr N Warren  
(iii) Award the Biodiversity Sub Committee executive powers  
(iv) Discuss recording of meeting minutes.
10. **REPRESENTATION ON OUTSIDE BODIES AND INTERNAL ROLES**  
To appoint member representatives on outside bodies and to internal roles (attached: page(s) 5 – 6)
11. **PRESS LIAISON MEMBER**  
To nominate a member to liaise with the press and (alongside the Clerk) to issue press statements on behalf of the Council.
12. **CHEQUE SIGNATORIES/BANK AUTHORITY**  
To confirm signatories of cheques for 2025/26 (attached: page(s) 7)
13. **OFFICIAL SIGNATORIES**  
To appoint and authorise three Members to sign official documents on behalf of the Council.
14. **MEMBERS' REMUNERATION**  
(a) To reapprove the Remuneration Policy (attached (page(s) 8 – 11)  
(b) To authorise payments to Members in accordance with the Independent Remuneration Panel for Wales determinations for 2025 and decide what allowances to pay to whom, where there is local choice.
15. **GENERAL POWER OF COMPETENCE**  
To confirm the Council continues to meet the three criteria as detailed in the Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils (Section 30 (2)-(4) for General Power of Competence (attached: page(s) 12)

**RECORDING OF MEETING**

Recording of meeting to be stopped.

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All: Councillors

# AGENDA ITEM 9(i)



**Pontypool Community Council**  
Cyngor Cymuned **Pont-Y-Pŵl**

## DATES FOR COMMITTEES 2025-2026

### MAY 2025

<u>MEETING</u>	<u>DATE</u>
Annual Meeting	14 May 2025 at 6.00 pm
Full Council	14 May 2025 at 6.30 pm

Half Term: 26 May to 30 May 2025

### JUNE 2025

<u>MEETING</u>	<u>DATE</u>
Establishment	4 June 2025 at 5.30 pm
Finance, Governance & Policy	4 June 2025 at 6.30 pm
Events	11 June 2025 at 5.30 pm
Planning & Environment	11 June 2025 at 6.30 pm
Full Council	25 June 2025 at 6.30 pm

\*Events & Planning & Environment Committees are held on the same evening, for efficiency of administration (minute and agenda deadlines)

### JULY 2025

<u>MEETING</u>	<u>DATE</u>
Biodiversity Sub Committee	2 July 2025 at 5.00 pm
Finance, Governance & Policy	2 July 2025 at 6.30 pm
Planning & Environment	9 July 2025 at 6.30 pm
Full Council	23 July 2025 at 6.30 pm

## August – No meetings

### SEPTEMBER 2025

<u>MEETING</u>	<u>DATE</u>
Establishment	3 September 2025 at 5.30 pm
Finance, Governance & Policy	3 September 2025 at 6.30 pm
Events	10 September 2025 at 5.30 pm
Planning & Environment	10 September 2025 at 6.30 pm
Full Council	24 September 2025 at 6.30 pm

### OCTOBER 2025

<u>MEETING</u>	<u>DATE</u>
Biodiversity Sub-Committee	1 October 2025 at 5.00 pm
Finance, Governance & Policy	1 October 2025 at 6.30 pm
Planning & Environment	8 October 2025 at 6.30 pm
Full Council	22 October 2025 at 6.30 pm

### Half term: 27 October – 31 October 2025

### NOVEMBER 2025

<u>MEETING</u>	<u>DATE</u>
Establishment	5 November 2025 at 5.30 pm
Finance, Governance & Policy	5 November 2025 at 6.30 pm
Events	12 November 2025 at 5.30 pm
Planning & Environment	12 November 2025 at 6.30 pm
Full Council	26 November 2025 at 6.30 pm

### DECEMBER 2025

<u>MEETING</u>	<u>DATE</u>
Full Council	10 December 2025 at 6.30 pm

**JANUARY 2026**

<b><u>MEETING</u></b>	<b><u>DATE</u></b>
Establishment	7 January 2026 at 5.30 pm
Finance, Governance & Policy	7 January 2026 at 6.30 pm
Events	14 January 2026 at 5.30 pm
Planning & Environment	14 January 2026 at 6.30 pm
Full Council	28 January 2026 at 6.30 pm

**FEBRUARY 2026**

<b><u>MEETING</u></b>	<b><u>DATE</u></b>
Biodiversity Sub-Committee	4 February 2026 at 5.00 pm
Finance, Governance & Policy	4 February 2026 at 6.30 pm
Planning & Environment	11 February 2026 at 6.30 pm
Full Council	25 February 2026 at 6.30 pm

**Half term: 16 February to 20 February 2026**

**MARCH 2026**

<b><u>MEETING</u></b>	<b><u>DATE</u></b>
Establishment	4 March 2026 at 5.30 pm
Finance, Governance & Policy	4 March 2026 at 6.30 pm
Events	11 March 2026 at 5.30 pm
Planning & Environment	11 March 2026 at 6.30 pm
Full Council	25 March 2026 at 6.30 pm

**APRIL 2026**

<b><u>MEETING</u></b>	<b><u>DATE</u></b>
Biodiversity Sub-Committee	1 April 2026 at 5.00 pm
Finance, Governance & Policy	1 April 2026 at 6.30 pm
Planning & Environment	8 April 2026 at 6.30 pm
Full Council	22 April 2026 at 6.30 pm

**Easter School Holidays: 30 March – 10 April 2026**  
(Good Friday 3 April + Easter Monday 6 April 2026)

**MAY 2026**

<b><u>MEETING</u></b>	<b><u>DATE</u></b>
Annual Meeting	13 May 2026 at 6.00 pm
Full Council	13 May 2026 at 6.30 pm

All meetings will take place on a Wednesday at times listed above.

Members of the public are invited to attend, and agendas will be posted online the week before the meeting and will be placed in the notice board with 3 clear working days' notice.

Copies of agendas are available on request in Welsh.

AGENDA ITEM 10



**Pontypool** Community Council  
Cyngor Cymuned **Pont-Y-Pŵl**

**REPRESENTATION ON OUTSIDE BODIES AND INTERNAL POSITIONS 2025-2026**

Organisation:	Councillor:
Art Regen (1)	
Biodiversity & Environment Lead (1)	
Communities Lead (in liaison with Dave Leech, Placement Planning Team) (1)	
Cymraeg Champion (1)	
Gwent Valleys Area/One Voice Wales (2) plus Clerk	
General Data Protection Regulations (2)	
Wellbeing of Future Generations (2)	
Health and Safety Reps (2)	
Innovative Practice Conference, Royal Welsh Showgrounds, Builth Wells – 2 July 2025	
Knowledge Partnership (1)	
Larger Local Councils (OVW) meet quarterly on a Wednesday 10.30 am to 1.00 pm (1) plus Clerk	
Llantarnam Grange Local Council Partnership (LCP) (2) plus Clerk	
National Executive Committee (OVW)	
Mic Morris Memorial Trust (1)	
Pontypool Park Friends Group (1)	
Pontypool Regeneration Partnership Group (10)	
South Sebastopol Environmental Steering Group	

Organisation:	Councillor:
Torfaen Association of Local Councils (TCALC) (2)	
Torfaen Local Access Forum (1)	
Torfaen Community Enterprises Association and Torfaen Community Transport (1)	
Torfaen Environmental Association (1)	
Torfaen Museum Trust (1) + (1 reserve)	
Torfaen Network Meetings North Representative (1) Pontypool Representative (1)	
Torfaen Opportunity Group (TOGS) (1)	
Torfaen Play Sufficiency Action Planning Group (1 + 1 Reserve)	
Torfaen Canal Strategic Partnership Board	
TCBC Ethics & Standards Committee (1)	One position for a Torfaen Community Councillor on the Committee who is nominated for a 4 year period – no need to nominate until 2026.
Wellbeing Champion (1)	
Youth Project Working Group (5) plus Clerk	
Youth Festival 2025 (Pontypool) Working Party (4) plus Projects and Events Manager	

**BANK SIGNATORIES**

<u>Accounts</u>	<u>Current Signatories</u>	<u>Proposed Signatories</u>	<u>Officer(s)</u>
CCLA Account (These funds can only be transferred to current account)	Councillor Gaynor James Councillor Rose Matthews	Chair of Council Leader Deputy Leader	Lisa McMail
Co-op Current Account	Councillor Lizzie Hunt Councillor Gaynor James Councillor Rose Matthews	F, G&P Chair Leader Deputy Leader	Lisa McMail (online access) Cindy Challenger (online access)
Gateway Credit Union	Councillor Gaynor James Councillor Rose Matthews	Leader Deputy Leader	Lisa McMail



## MEMBER REMUNERATION POLICY

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It is the policy of this Council to pay its members in line with the Independent Remuneration Panel for Wales yearly review. This document is taken into consideration when setting the annual budget.

This policy will be reviewed annually in the Annual Meeting.

Payments to councillors will be paid as set out in Table 2<sup>1</sup>, in line with the size of the electorate:

Extra costs payment:	All members, mandatory
Senior role(s):	£500, mandatory for 1 member, optional for up to 7
Chair:	Optional, up to £1,500
Deputy Chair:	Optional, up to a maximum of £500
Attendance allowance:	Optional
Financial loss:	Optional
Travel and subsistence:	Optional
Costs of care or personal assistance:	Mandatory

### Level of extra costs payments

For the year 2024-2025 the extra costs payment to each member is £156 a year (equivalent to £3 a week)<sup>2</sup>. These payments are mandatory, though members are allowed to decline them.

The Council will also pay members £52 a year for the cost of office consumables required to carry out their role<sup>1</sup>.

### Timing of extra costs payments

These payments will be made once a year, in October, via BACS.

Members who leave in the financial year before the payment date will not receive the payment.

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<sup>1</sup> p17, Independent Remuneration Panel for Wales: annual report 2023 to 2024

<sup>2</sup> p16, Independent Remuneration Panel for Wales: annual report 2023 to 2024

Approved: May 2024

Review: May 2025

Members who leave in the financial year after the payment are not expected to repay any fund, unless it is a senior role, Chair or Deputy Chair role (see section: **payments to senior roles**).

A newly elected member would receive the full amount of the allocated allowance after one month of being elected into the new position (after October in any year).

### **Payments to senior roles, Chair and Deputy Chair**

The number and value of these payments is to be decided annually at the Annual meeting, when roles are assigned.

These payments will be made once a year, in October, via BACS.

Members who leave the role in the financial year before the payment will not receive the payment.

Members who leave the role in the financial year after the payment are expected to repay the money on a pro-rata basis.

### **Attendance Allowance**

It is not the policy of Pontypool Community Council to pay members to attend meetings.

### **Financial loss**

Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £57.20 for each period not exceeding 4 hours.
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

This remains unchanged from 2022<sup>3</sup>. Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

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<sup>3</sup> Determination 48: Independent Remuneration Panel for Wales: annual report 2022 to 2023

[https://pontypoolcc.sharepoint.com/sites/pontypoolccdocs/documents/14 policies procedures & governance/agreed policies word/pcc remuneration policy 202425.docx](https://pontypoolcc.sharepoint.com/sites/pontypoolccdocs/documents/14%20policies%20procedures%20&%20governance/agreed%20policies%20word/pcc%20remuneration%20policy%20202425.docx)

## **Travel and subsistence**

Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motorcycles.
- 20p per mile for bicycles.

Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where appropriate.
- £200: London overnight.
- £95: elsewhere overnight.
- £30: staying with friends and/or family overnight.

These rates remain unchanged from 2022<sup>4</sup>. Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

## **Costs of care or personal assistance**

Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. This payment is mandatory to increase diversity amongst councillors and is unchanged from the guidance in 2022<sup>5</sup>.

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.

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<sup>4</sup> Determination 46 and 47, Independent Remuneration Panel for Wales: annual report 2022 to 2023

<sup>5</sup> p52, Independent Remuneration Panel for Wales: annual report 2022 to 2023

[https://pontypoolcc.sharepoint.com/sites/pontypoolccdocs/documents/14 policies procedures & governance/agreed policies word/pcc remuneration policy 202425.docx](https://pontypoolcc.sharepoint.com/sites/pontypoolccdocs/documents/14%20policies%20procedures%20&%20governance/agreed%20policies%20word/pcc%20remuneration%20policy%20202425.docx)

Approved: May 2024

Review: May 2025

- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the [Living Wage Foundation](#) at the time the costs are incurred.

It is important to note that care costs cannot be paid to someone who is a part of a member's household.

Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

AGENDA ITEM 15

FULL COUNCIL

WEDNESDAY 15<sup>TH</sup> MAY 2023

GENERAL POWER OF COMPETENCE

The three conditions specified in the Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils for Councils to adopt General Power of Competence (Act section 30 (2)-(4) are as follows:

- At least two-thirds of the total number of members of the council have been declared to be elected (including unopposed), whether at an ordinary election or at a by-election (section 30 (2))
- The clerk to the council holds such named qualification or certification as may be specified by the Welsh Ministers by regulations (section 30 (3)).
- The two most recent Auditor General for Wales (AGW) opinions on the council's accounts are unqualified. The most recent must have been received in the previous 12 months (section 30(4)).

