

**MINUTES OF A MULTI-LOCATION ANNUAL MEETING OF
PONTYPOOL COMMUNITY COUNCIL ANNUAL MEETING
HELD ON WEDNESDAY 13 MAY 2026 AT 6.00 PM**

In attendance:

Councillor: A Peploe# (in the Chair)

Councillors: N Byrne*, L Clarkson*, J Cox#, E Hunt#, G James#, J James*,
L Jones#, N Jones#, S Lang*, J Martin#, R Matthews#,
C Price*, N Warren*

Officer(s): C Drew, Clerk#
K Smith, Deputy Clerk#, (minute taker)

The meeting was recorded for minute taking purposes as agreed by Members.

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and Decision	Action																																								
1.	<p><u>Recording of meeting</u></p> <p>Members agreed that the meeting be recorded for minute taking purposes.</p>																																									
2.	<p><u>Election of Chair</u></p> <p>The Chair opened the meeting and invited nominations for a new Chair of Pontypool Community Council.</p> <p>It was proposed, seconded and a vote took place, with the majority of members voting in favour of Councillor A Peploe being re-appointed to serve as Chair of Pontypool Community Council for the Civic year 2026/2027.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Approved</th> <th style="text-align: center;">Not Approved</th> <th style="text-align: center;">Abstained</th> </tr> </thead> <tbody> <tr> <td>N Byrne</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>L Clarkson</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>J Cox</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>E Hunt</td> <td style="text-align: center;">✓ (seconded)</td> <td></td> <td></td> </tr> <tr> <td>G James</td> <td style="text-align: center;">✓ (proposed)</td> <td></td> <td></td> </tr> <tr> <td>J James</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>L Jones</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>N Jones</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>S Lang</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Approved	Not Approved	Abstained	N Byrne	✓			L Clarkson	✓			J Cox	✓			E Hunt	✓ (seconded)			G James	✓ (proposed)			J James	✓			L Jones	✓			N Jones			✓	S Lang	✓			
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3.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) A Gunter, J Horlor, R Overton and N Simons.</p> <p>RESOLVED: that the apologies be noted.</p>	KS/CP																																
4.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) N Bryne, L Clarkson, G James, J James, R Matthews and C 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>RESOLVED: that the declarations of interest be recorded.</p>	KS/CP																																
5.	<p><u>Election of Vice Chair</u></p> <p>It was proposed, seconded and a vote took place, with the majority of members voting in favour of Councillor E Hunt being nominated to serve as Vice-Chair of Pontypool Community Council for the Civic year 2026/2027.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Approved</th> <th>Not Approved</th> <th>Abstained</th> </tr> </thead> <tbody> <tr> <td>N Byrne</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>L Clarkson</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>J Cox</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>G James</td> <td>✓ (proposed)</td> <td></td> <td></td> </tr> <tr> <td>J James</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>L Jones</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>N Jones</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Approved	Not Approved	Abstained	N Byrne	✓			L Clarkson	✓			J Cox	✓			G James	✓ (proposed)			J James	✓			L Jones	✓			N Jones	✓			
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	<p>RESOLVED: that Councillor E Hunt be elected Vice-Chair of Pontypool Community Council for the 2026/2027 Civic Year.</p>		CD/KS																								
6.	<p><u>Leader and Deputy Leader</u></p> <p>It was proposed that Councillor G James be appointed as Leader and Councillor E Hunt be appointed as Deputy Leader.</p> <p>RESOLVED: that Councillors G James and E Hunt be confirmed as the Leader and Deputy Leader respectively of Pontypool Community Council for Civic year 2026/2027.</p>		CD/KS																								
7.	<p><u>Committee Structure</u></p> <p>It was proposed and unanimously agreed that members be appointed to Committee(s) as follows:</p> <p>Finance, Governance & Policy Committee Councillors: N Byrne, L Clarkson, J Horlor, E Hunt, L Jones, N Jones, R Matthews, R Overton, C Price, N Warren and ex-officio Chair of Council (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Planning & Environment Committee Councillors: N Byrne, A Gunter, J James, L Jones, S Lang, J Martin, R Overton, B Rogers, J Rogers, N Simons and ex-officio Chair of Council (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Events Committee Councillors: N Byrne, A Gunter, J James, L Jones, S Lang, R Matthews, C Price, N Simons, N Warren, (Vacancy) and ex-officio Chair of Council (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Establishment Committee The Establishment Committee will consist of the following Members: N Byrne, L Clarkson, E Hunt, G James, J James, N Jones, R Matthews, C Price, N Warren and ex-officio Chair of Council (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Biodiversity Sub-Committee The Biodiversity Sub-Committee will consist of the following Members: N Byrne, L Clarkson, J Cox, A Gunter, E Hunt, S. Lang,</p>																										

	<p>R Overton, N Warren and ex-officio Chair of Council (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Disciplinary Panel Councillors: S Lang, J Martin, N Simons.</p> <p>Appeals Panel Councillors: L Jones, R Overton, J Rogers.</p> <p>Grievance Lead – Clerk and Deputy Clerk.</p> <p>RESOLVED: that the named members above be appointed to the said positions as outlined above.</p>	CD/KS
8.	<p><u>Chairs and Vice-Chairs</u></p> <p>It was proposed and unanimously agreed that the following member(s) be appointed as the Chair and Vice-Chair of each Committee as detailed below:</p> <p>Finance Governance & Policy Committee: Chair: Councillor N Warren Vice-Chair: Councillor E Hunt</p> <p>Planning and Environment Committee: Chair: Councillor J James Vice-Chair: Councillor N Byrne</p> <p>Events Committee: Chair: Councillor R Matthews Vice-Chair: Councillor C Price</p> <p>Establishment Committee: Chair: Councillor G James Vice-Chair: Councillor L Clarkson</p> <p>Biodiversity Sub-Committee Chair: Councillor J Cox Vice-Chair: Councillor N Warren</p> <p>RESOLVED: that the Chairs and Vice-Chairs of the Council’s Statutory Committees be as outlined above.</p>	CD/KS
9.	<p><u>Dates and Times of Meetings 2026/2027</u></p> <p>The Council was asked to confirm the dates and times of Council/Committee meetings as per attached (agenda item 9) to the minutes. Unanimously agreed.</p> <p>RESOLVED: that:</p> <p>(i) the dates and times of Council/Committee meetings for 2026/2027 be approved;</p>	

	(ii) the Committee meetings are recorded for minute taking purposes.																																													
10.	<p><u>Representation on Outside Bodies and Internal Roles</u></p> <p>In relation to representation on Outside Bodies and Internal positions for 2026/2027 it was:</p> <p><u>RESOLVED</u>: that Member representation be as follows:</p>																																													
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	Torfaen Local Access Forum (1)	R Matthews													
	Torfaen Museum Trust (1) + (1 reserve)	R Matthews R Overton													
	Torfaen Opportunity Group (TOGS) (1)	E Hunt													
	Torfaen Play Sufficiency Action Planning Group (1 + 1 Reserve)	G James E Hunt													
	Wellbeing Champion (1)	A Peploe													
	Wellbeing of Future Generations (2)	L Clarkson A Peploe													
	Youth Project Working Group (5) plus Clerk	G James L Hunt L Clarkson A Peploe													
	<p>The Clerk informed the meeting that the Accommodation Task and Finish Group meetings are open for all Members to attend.</p> <p>RESOLVED: that Member representation for 2026/2027 be confirmed as above.</p>		CD/KS												
11.	<u>Press Liaison Member</u>														
	<p>RESOLVED: that Councillor G James be the Council's nominated Press Officer Liaison Member alongside the Clerk.</p>														
12.	<u>Cheque Signatories/Bank Authority</u>														
	<p>Members agreed that the following Members/Officer(s) be authorised to be cheque signatories/bank authority signatories in relation to the following accounts:</p>														
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	<p><u>RESOLVED:</u> that the Members/Officer(s) detailed above be authorised to be cheque signatories/bank authority signatories on behalf of the Council.</p>	CD/CC
13.	<p><u>Official Signatories</u></p> <p><u>RESOLVED:</u> that the following Members be authorised to sign official documents on behalf of the Council:</p> <p>Chair of Council: Councillor A Peploe Vice Chair : Councillor E Hunt Leader: Councillor G James</p>	CD/CC
14.	<p><u>Members' Remuneration</u></p> <p>Members re-approved the Council's Remuneration Policy.</p> <p>Members decided upon the following allowances:</p> <p>Chair of Council - £1500, Vice Chair of Council - £500 as per determination 6/2026 of the Democracy and Boundary Commission Cymru's Annual Remuneration Report 2026-27 determinations.</p> <p>Senior members allowances of £500 for specific responsibilities as per determination 6/2026 of the Democracy and Boundary Commission Cymru's Annual Remuneration Report 2026-27: 7 possible payments to members: Leader, Committee Chair (Events), Committee Chair (F,G&P), Committee Chair (P&E).</p> <p>NB: Only one payment per person, no matter how many senior position(s) they hold. (6 payments of £500.00 in 2025/2026).</p> <p><u>RESOLVED:</u> that:</p> <p>(i) the remuneration policy be re-approved; (ii) the payments outlined above be approved and made in accordance with the Democracy and Boundary Commission Cymru's Annual Remuneration Report for 2026-27.</p>	CC
15.	<p><u>Constitution</u></p> <p>The Clerk informed the meeting that the Constitution is currently under review along with the committee structure</p> <p><u>RESOLVED:</u> that the information is noted.</p>	
16.	<p><u>Standing Orders</u></p> <p>Members were asked to approve and re-adopt the Council's Standing Orders.</p>	

	<u>RESOLVED:</u> that the above be approved and re-adopted.	CD/KS
17.	<p><u>Terms of Reference</u></p> <p>Members were asked to approve and re-adopt the Council’s Terms of Reference.</p> <p><u>RESOLVED:</u> that the terms of reference be approved and re-adopted.</p>	CD/KS
18.	<p><u>Scheme of Delegation</u></p> <p>Members were asked to review and approve the Council’s Scheme of Delegation. The Clerk informed the meeting that the only addition to the document is on page 4 regarding the appointment of the Clerk/Proper Officer as well as the RFO.</p> <p><u>RESOLVED:</u> that the Scheme of Delegation be approved.</p>	CD/KS

Signed by the Chair