

**QUICK NOTES OF A MULTI-LOCATION ANNUAL MEETING OF
PONTYPOOL COMMUNITY COUNCIL HELD ON
WEDNESDAY 13 MAY 2025 AT 6.00 PM**

NB: Full minutes will be published in due course

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> <p><u>RESOLVED:</u> that:</p> <ul style="list-style-type: none"> (i) Councillor A Peploe be re-elected Chair of Pontypool Community Council for the 2026/2027 Civic Year; (ii) Tenovus Sing With Us Choir and Dragons Kickboxing are the Chair's chosen charities for 2026/2027. 	CD/KS

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><u>RESOLVED:</u> 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><u>RESOLVED:</u> 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> <p><u>RESOLVED:</u> 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><u>RESOLVED:</u> 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, 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> <ul style="list-style-type: none"> (i) the dates and times of Council/Committee meetings for 2026/2027 be approved; (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>RESOLVED: that Member representation be as follows:</p>																																			
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		N Byrne J Horlor E Hunt L Jones C Price N Jones										
	South Sebastopol Environmental Steering Group	N Warren										
	Torfaen Association of Local Councils (TCALC) (2)	G James										
	Torfaen Canal Strategic Partnership Board	E Hunt										
	Torfaen Community Enterprises Association and Torfaen Community Transport (1)	A Gunter										
	Torfaen Environmental Association (1)											
	Torfaen Integrated Wellbeing Network (IWN)	A Peploe										
	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.	<p><u>Press Liaison Member</u></p> <p>RESOLVED: that Councillor G James be the Council's nominated Press Officer Liaison Member alongside the Clerk.</p>											
12.	<p><u>Cheque Signatories/Bank Authority</u></p> <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> <table border="1"> <thead> <tr> <th>Accounts</th> <th colspan="2">Signatories</th> </tr> </thead> <tbody> <tr> <td>CCLA Account (these funds can only be transferred to current account)</td> <td>Councillor A Peploe Councillor G James Councillor E Hunt C Drew</td> <td>Chair of Council Leader Deputy Leader Clerk</td> </tr> <tr> <td>Co-op Current Account</td> <td>Councillor N Warren Councillor G James Councillor E Hunt</td> <td>F,G&P Chair Leader Deputy Leader</td> </tr> </tbody> </table>		Accounts	Signatories		CCLA Account (these funds can only be transferred to current account)	Councillor A Peploe Councillor G James Councillor E Hunt C Drew	Chair of Council Leader Deputy Leader Clerk	Co-op Current Account	Councillor N Warren Councillor G James Councillor E Hunt	F,G&P Chair Leader Deputy Leader	
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		C Drew	Clerk (online access) Finance Manager (online access)	
	Gateway Credit Union	Councillor G James Councillor R Matthews C Drew	Leader Events Chair Clerk	
	<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><u>RESOLVED:</u> that:</p> <p>(i) the remuneration policy be re-approved;</p>			
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> <p><u>RESOLVED:</u> that the above be approved and re-adopted.</p>			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.</p> <p><u>RESOLVED:</u> that the Scheme of Delegation be approved.</p>	CD/KS
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Signed by the Chair

PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL
DECLARATIONS OF INTEREST DECLARED

MEETING: ANNUAL MEETING

DATE: WEDNESDAY 13 MAY 2026

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
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
Lynda Clarkson	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
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
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
Rosemary Matthews	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
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