



28 August/Awst 2025

Dear Sir/Madam, Anwyl Syr/Fadam

You are summoned to attend a multi-location meeting of the **FINANCE, GOVERNANCE & POLICY COMMITTEE TO BE HELD** at **6.30 PM** on **WEDNESDAY 3 SEPTEMBER 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 **CYFARFOD Y CYNGOR** yn yn Rhith Gyfarfod am **6:30 PM, DYDD MERCHER 3 MEDI 2025**.

Cynhelir y cyfarfod o bell ar Microsoft Teams. 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

## AGENDA

### FINANCE ITEMS

1. **Recording of Meeting**  
To approve recording of meeting.
2. **Apologies for absence**  
To receive apologies for absence.
3. **Declarations of Interest**  
Members to declare any interests in any items on Agenda.
4. **Schedule of Receipts and Payments**  
To approve the schedule of receipts and payments for June 2025 (attached: page(s) 1 – 3)
5. **Use of Credit Card**  
To approve the credit card payments from 10 June to 9 July 2025 (attached: page(s) 4 – 5)
6. **Financial Budget Summary Report – Quarter 1**  
To receive and consider the financial budget summary report for Quarter 1 (April 2025 to June 2025) (attached: page(s) 6 – 9)
7. **Financial Comparison and Earmarked Reserves**  
To receive and consider the financial comparison report and earmarked reserves to the 30 June 2025 (attached: page(s) 10 – 13)
8. **Local Voluntary Funding (LVF)**  
To approve list of Local Voluntary Funding (table as attached: page(s) 14 - 15) and copies of the applications are available on request.
9. **Annual Internal Audit Review Checklists**  
To agree and approve the:
  - (i) meeting the standards checklist (attached: page(s) 16 - 17
  - (ii) financial year end checklist (attached: page(s) 18 – 19)
10. **Photocopier Rental**  
To receive a report on the photocopier rental (attached: page(s) 20 – 21)
11. **Cyber Package Insurance Policy**  
To receive and approve the Cyber Package Insurance Policy quotation (attached: page(s) 22)
12. **CitizenAid**  
To discuss the funding request from CitizenAid (attached: page(s) 23 – 25)

13. **Thank you letter(s)/acknowledgements**

To receive thank you letter(s)/acknowledgements from (attached: page(s) 26 - 27)

- (i) TOGs
- (ii) Age Connects Torfaen
- (iii) St David's Hospice Care
- (iv) Llantarnam Grange Art Centre
- (v) Tidy Butt
- (vi) Citizens Advice Torfaen
- (vii) Torfaen Talks
- (viii) Hope GB
- (ix) Pontypool Indoor Market and Friends of Pontypool
- (x) Kids Cancer Charity
- (xi) New Inn Junior and Youth FC
- (xii) Fairfield United
- (xiii) Talywain RFC
- (xiv) Tranch AFC
- (xv) Garndiffaith RFC
- (xvi) West Mon RFC

14. **Churches, Charities and Local Authorities (CCLA)**

To note the change to CCLA's corporate ownership (attached: page(s) 28 – 29)

15. **Biodiversity and Sustainability**

How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?

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*Councillors: Lizzie Hunt (Chair), Jon Horlor (Vice-Chair), Nick Byrne, Lynda Clarkson, Lisa Jones, Nick Jones, Richard Overton, Caroline Price and Nathan Warren. Chair of Council (Councillor Allan Peploe) and Leader (Councillor Gaynor James) Ex-officio.*

AGENDA ITEM 4

FINANCE, GOVERNANCE & POLICY COMMITTEE - 3 SEPTEMBER 2025  
SCHEDULE OF RECEIPTS & PAYMENTS - JUNE 2025

DATE	REC NO	SUPPLIER / ORGANISATION	DETAILS	AMOUNT
<u>Income - June 2025</u>				
03/06/2025	7	CCLA	Dividend Reinvested - May	2937.46
05/06/2025	8	Barclaycard	Rebate - Creditcard	105.69
				<u>3,043.15</u>

**FINANCE, GOVERNANCE & POLICY COMMITTEE - 3 SEPTEMBER 2025**  
**SCHEDULE OF RECEIPTS & PAYMENTS - JUNE 2025**

Expenditure - June

DATE	VO NO	PAYS	SUPPLIER / ORGANISATION	DETAILS	AMOUNT
04/06/2025	72	DD	Cathedral Leasing	Hygiene Disposal Bins	41.59
02/06/2025	73	DD	Webjects Ltd	Website Maintenance -	96.00
20/06/2025	74	DD	123 Telecom	Broadband/Telephone Charges	210.60
16/06/2025	75	SO	TCBC	Salaries	14,000.00
30/06/2025	76	DD	Peninsula Business	HR / H&S Services	339.66
17/06/2025	77	DD	Barclaycard	Credit Card - Various	233.45
03/06/2025	78	DD	Twenty4 Fire and Security	Maint - Emergency Lighting	74.10
17/06/2025	79	DD	British Gas	Gas Charges - Office	241.09
	80		Void		
04/06/2025	81	DD	SSE Energy Solutions	Electricity Charges - Office	416.05
27/06/2025	82	DD	TCBC	Rates - Office	852.00
11/06/2025	83	BP	TCBC	Youth Provision - Salary Costs (April)	675.11
11/06/2025	84	BP	JS Cleaning	Window Cleaner	108.00
11/06/2025	85	BP	Eden Springs	Water Cooler - Office/Market	303.80
11/06/2025	86	BP	Joobleberry	PIP - Bubbleologist (Deposit)	330.00
11/06/2025	87	BP	TCBC DEDU14088125 - CLEANING	Building cleaning	655.67
11/06/2025	88	BP	One Call Wales	Swift Project - Cameras	338.40
11/06/2025	89	BP	TCBC	Bench - Canal (Bridge 49)	778.80
20/06/2025	90	BP	JM Entertainment	PIP - Entertainment	912.00
20/06/2025	91	BP	Cardiff Cruises	Twinning Festival - Boat Trip	354.90
20/06/2025	92	BP	Griffithstown Primary	Eco Quiz - 1st Prize	200.00
20/06/2025	93	BP	Gwent Wildlife Trust	Trust Project	3,000.00
20/06/2025	94	BP	TCBC	Youth Provision - Salary Costs (May)	2,293.50
20/06/2025	95	BP	CCSW	IT Equipment - Docking Station	264.82
20/06/2025	96	BP	CCSW	Office 365 Licences - June	581.52
					<u>27,301.06</u>

**FINANCE, GOVERNANCE & POLICY COMMITTEE - 3 SEPTEMBER 2025**  
**SCHEDULE OF RECEIPTS & PAYMENTS - JUNE 2025**

20/06/2025	97	BP	JS Cleaning	Window Cleaner	b/f	27,301.06
20/06/2025	98	BP	One Voice Wales	Conference - IPC		108.00
20/06/2025	99	BP	Torfaen Voluntary Alliance	Sponsorship		67.00
20/06/2025	100	BP	One Voice Wales	F & G Tool Kit - NW		700.00
20/06/2025	101	BP	TCBC	Postages - May		40.00
20/06/2025	102	BP	Nigel Bloomer Photography	Members Photographs		123.77
20/06/2025	103	BP	TCBC	Hire of Gwladys Hall - Twinning		80.00
20/06/2025	104	BP	TCBC	Litter Bin - Pontymoile Basin x 2		198.00
20/06/2025	105	BP	TCBC	Litter Bin - East View		732.00
20/06/2025	106	BP	TCBC	Litter Bin - Cwrddy Walk		305.00
20/06/2025	107	BP	Go Local	PIP - Advertising		305.00
30/06/2025	108	BP	Jenson Travel Ltd	Coach Hire - Weston		647.51
30/06/2025	109	BP	Severn Office Solutions	Stationery / Refreshments		360.00
30/06/2025	110	BP	Initial	Mat Service		152.06
30/06/2025	111	BP	TCBC	Noticeboard - Pontymoile (Installation)		28.43
30/06/2025	112	BP	Pontymoile OAP Hall	LVF - LJ		120.00
30/06/2025	113	BP	Pontymoile OAP Hall	LVF - LJ		200.00
30/06/2025	114	BP	Cold Barn Farm	LVF - JH		300.00
30/06/2025	115	BP	New Panteg Rugby Football Club	LVF - GJ		500.00
30/06/2025	116	BP	Team Davey Kickboxing	LVF - GJ		200.00
30/06/2025	117	BP	Fowlers Fields Allotment Society	LVF - CP		200.00
30/06/2025	118	BP	Pentwyn and Lethbridge Comm centre	LVF - CP		100.00
30/06/2025	119	BP	West Monmouth School	LVF - CP		150.00
30/06/2025	120	BP	Team Davey Kickboxing	LVF - CP		150.00
30/06/2025	121	BP	Tranch AFC U11's	LVF - GJ		200.00
30/06/2025	122	BP	Pontypool Art Club	LVF - NS		400.00
30/06/2025	123	BP	Studio 77	LVF - RM		300.00
30/06/2025	124	BP	Trac 2	LVF - JH		200.00
30/06/2025	125	BP	Cold Barn Farm	LVF - GJ		400.00
				LVF - LJ		500.00
						<b>35,067.83</b>

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Finance, Governance & Policy Meeting - 3 September 2025  
Credit Card Purchases - 10/6/25 - 09/07/2025

Credit Card - Finance Manager

DATE	PAYEE	DETAILS	BUDGET HEAD	SUB TOTAL	TOTAL
10/06/2025	IPCAMLIVE	Service - Bird Box	Swift Project		13.89
11/06/2025	Amazon	Oak Picture Frame x 1	Office Furniture	9.15	
11/06/2025	Amazon	Cable Ties	Party in the Park	5.51	14.66
11/06/2025	Amazon	Oak picture frame x 2	Office Furniture		18.32
11/06/2025	Amazon	Oak Picture Frame x 1	Office Furniture		9.16
16/06/2025	Amazon	Desk Cable	H & S	11.99	
16/06/2025	Amazon	Ethernet Cable	IT Equipment	6.64	23.62
24/06/2025	Warrens	Refreshments	Twinning		5.00
24/06/2025	T Lighted	Gift	Twinning		20.00
24/06/2025	Heyzine.com	Brochure Platform	Publications & Licences		39.00
24/06/2025	Ebay	Paper Lanterns	Party in the Park	29.98	42.80
24/06/2025	Amazon	Paper Lanterns	Party in the Park		
24/06/2025	Amazon	Lantern Sticks	Party in the Park	3.39	
24/06/2025	Amazon	Bubbles x 10	Party in the Park	60.7	
24/06/2025	Amazon	Music Instruments	Party in the Park	13.18	
24/06/2025	Amazon	Music Instruments	Party in the Park		114.08
24/06/2025	Amazon	Sweets	Party in the Park	6.83	66.05
25/06/2025	Tesco	Refreshments	Refreshments		34.09
01/07/2025	Amazon	Printer Cartridge	Office Consumables		40.78
07/07/2025	Canva	Annual Subscription	Publications & Licences		99.99
08/07/2025	Amazon	Water Dispenser Pump x 2	Party in the Park		13.62
09/07/2025	Amazon	High Vis vests x 3	H & S - PPE		46.84
09/07/2025	Amazon	High Vis vests x 2	H & S -PPE		31.23
				<b>Total</b>	<b>633.13</b>

DG 300 ITEM 5

Finance, Governance & Policy Meeting - 3 September 2025  
Credit Card Purchases - 10/6/25 - 09/07/2025

Credit Card - Clerk

DATE	PAYEE	DETAILS	BUDGET HEAD	SUB TOTAL	TOTAL
18/06/2025	TCBC	Noticeboard Consent	Noticeboards		60.00
18/06/2025	TCBC	Noticeboard Consent	Noticeboards		60.00
07/07/2025	AGA Print LTD	PCC Stickers	Party in the Park		53.35
07/07/2025	Booker Ltd	Supplies	Party in the Park		88.30
08/07/2025	Wristbands24.co.uk	Supplies	Youth Festival		70.80
09/07/2025	IPCAMLIVE	Swift Project cameras	Swift Project		42.36
				<b>Total</b>	<b>374.81</b>
				<b>Total</b>	<b>1,007.94</b>

# AGENDA ITEM 6



## Finance, Governance & Policy Committee

3<sup>rd</sup> September 2025

### Financial Budget Summary Report

01 April 2025 – 30 June 2025

This report summaries Pontypool Community Council's financial performance for Q1 of the 2025/2026 financial year.

Note: comparing actual income and expenditure to the annual budget. It includes due and unpaid transactions within the reporting period.

#### Income Overview (Qtr1)

Income Source	Budget (£)	Actual (£)	Variance (£)
Precept	774,890.92	258,314.15	-516,576.77
Bank Interest (CCLA)	35,000.00	9,103.15	-25,896.85
Barclaycard Rebate	0.00	105.69	+105.69
Grant Income	0.00	100.00	+100.00
<b>Total Income</b>	<b>809,890.92</b>	<b>267,622.99</b>	<b>-542,267.93</b>

#### Summary of Income

The Quarter 1 precept was received as expected. Full receipt is anticipated in future quarters.

#### Expenditure Overview (Qtr1)

Committee	Budget (£)	Actual (£)	Variance (£)
Establishment	361,208.00	42,857.10	-318,350.90
Finance, Governance & Policy	301,950.00	47,546.99	-254,403.01

Planning & Environment	36,850.00	3,833.29	-33,016.71
Events	75,000.00	11,480.30	-63,541.75
Youth Provision	72,500.00	4,738.08	-67,761.92
<b>Total Expenditure</b>	<b>847,508.00</b>	<b>110,455.76</b>	<b>-737,074.29</b>

### **Summary of Expenditure**

All committees are significantly underspent compared to budget. This is to be expected at the beginning of the financial year but requires monitoring to ensure planned delivery of budgeted spend is achieved.

#### **Establishment :**

**Salaries:** There are invoices due for salaries circ £26k which have been paid after the financial comparison report was produced which brings spend in line with budget.

#### **Community Grants:**

**Local Voluntary Funding** £3,800 has been disbursed to date.

**Grounds maintenance** grants have been allocated and £700 additional (vired from Junior sponsorship) to equal 11,700 has been allocated for payment in August 25.

**Junior Sponsorship** has been allocated for payment later in August 25.

**Misc Grants** (previously unbudgeted, approved via Min No 46) £10,000 was transferred from general reserves.

#### **Planning & Environment**

**Environmental Projects:** (£3,270.83) has been spent in Biodiversity Projects. Most other initiatives remain unspent.

#### **Events**

**Party in the Park:** Total expenditure for the event is expected to be £27,800.

£24000 of the original budget, with £3000 vired from the events earmarked reserve (min. 63).

Income received from the TGSB stall fee and Hedyn of approximately £1600 will offset the costs overspend.

**Christmas Lights:** the total anticipated spend for Christmas Lights in Pontypool Town Centre is £14,789.

Other Event budget lines remain largely unspent to date

**Youth Provision:** Expenditure (£4,738.08) underspent against a total budget allocation of £72,500.00, current spend is primarily on Torfaen Youth partnership salary costs, Play Services invoices have now been received for Qtr 1 and will show in Qtr2 reporting.

### Over-budget lines:

Association Subscriptions: OVW subscription overspent by £298.00

Members Photographs spent with no allocated budget (overspent by £80.00)

Chairman's Charity Payments: £1,002.00 related to last year's income line, this line will be set up as either an accrual or an earmarked reserve going forward.(Action CC)

### Reserves

#### General Reserves as at 30<sup>th</sup> June 2025 £490k

#### Earmarked Reserve as at 30<sup>th</sup> June 2025

		Bal c/fwd at 31.03.25	Trfs In	Trf out	Bal c/fwd
	<b>Committee</b>				
<b>Heading</b>	<b>Responsible</b>				<b>Balance</b>
Events	Events	4,971.77		3,000.00	1,971.77
Election Expenses	F, G & P	25,396.18			25,396.18
Repairs (office)	F, G & P	5,000.00			5,000.00
Office Equipment	F, G & P	4,944.58			4,944.58
Twinning Youth Festival	F, G & P	26,057.16			26,057.16
Play Equipment	P & E	34,701.00	8,471.00		43,172.00
Notice Boards (purchase and installation)	P & E	4,000.00			4,000.00
Biodiversity	P & E	4,457.12			4,457.12
Pilot Project - Biodiversity	P & E	1,300.14			1,300.14
Hanging Baskets	P & E	250.00			250.00
Play Equipment - Maintenance 2022 -2027	P & E	5,000.00			5,000.00
Youth Provision	Youth Provision	68,904.72			68,904.72
Youth Council	Youth Provision	4,390.40		379.49	4,010.91
<b>Sub Total</b>					<b>194,464.58</b>
Pontypool Regeneration	F, G & P	181,250.00			181,250.00
<b>Total Earmarked Reserves</b>		<b>370,623.07</b>			<b>375,714.58</b>

### Notes:

£3k transferred to fund the overspend on PIP (Min.63)

£8471 Play equipment grant received increasing the earmarked reserve  
£379 has been allocated from Earmarked reserves for the Youth Council - water  
machine located in Pontypool Indoor Market.

**Conclusion & Recommendations**

The financial position as of 30 June 2025 reflects expected Quarter 1 patterns in both  
income and expenditure. Committees should begin delivering planned projects to  
ensure the budgets are fully utilised.

Lisa McMail

Clerk/RFO

Pontypool Community Council

# Financial Budget Comparison

AGENDA ITEM 4

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Council</b>					
101	Precept	£774,890.92	£0.00	£258,314.15	-£516,576.77
<b>Total Council</b>		£774,890.92	£0.00	£258,314.15	-£516,576.77
<b>Finance, Governance &amp; Policy Committee</b>					
301	Bank Interest (CCLA)	£35,000.00	£0.00	£9,103.15	-£25,896.85
310	Barclaycard Rebate	£0.00	£0.00	£105.69	£105.69
315	Grant Income	£0.00	£0.00	£100.00	£100.00
<b>Total Finance, Governance &amp; Policy Committee</b>		£35,000.00	£0.00	£9,308.84	-£25,691.16
<b>Total Income</b>		£809,890.92	£0.00	£267,622.99	-£542,267.93

# Financial Budget Comparison

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Establishment Committee</b>					
2001	Salaries	£352,000.00	£0.00	£42,000.00	£310,000.00
2005	Professional Membership	£400.00	£0.00	£0.00	£400.00
2008	HR Support Costs (Peninsular)	£1,704.00	£0.00	£428.55	£1,275.45
2010	Conferences/Training	£3,000.00	£0.00	£0.00	£3,000.00
2015	Health and Safety Peninsula	£1,704.00	£0.00	£428.55	£1,275.45
2016	H & S & PPE	£1,500.00	£0.00	£0.00	£1,500.00
2020	Payroll Charges	£800.00	£0.00	£0.00	£800.00
2025	DBS	£100.00	£0.00	£0.00	£100.00
<b>Total Establishment Committee</b>		<b>£361,208.00</b>	<b>£0.00</b>	<b>£42,857.10</b>	<b>£318,350.90</b>
<b>Finance, Governance &amp; Policy Committee</b>					
3001	Rent, Rates & Water	£30,150.00	£0.00	£22,056.00	£8,094.00
3010	Fuel Charges	£7,550.00	£0.00	£1,405.63	£6,144.37
3015	Office IT Equipment & Consumables	£11,500.00	£0.00	£3,830.65	£7,669.35
3025	Cleaning	£10,000.00	£0.00	£2,207.87	£7,792.13
3030	Refuse/Disposal of confidential waste	£1,000.00	£0.00	£541.67	£458.33
3035	Office Contracts	£12,340.00	£0.00	£2,387.11	£9,952.89
3040	Maintenance Costs	£6,000.00	£0.00	£0.00	£6,000.00
3110	Insurance	£7,150.00	£0.00	£0.00	£7,150.00
3120	Association Subscriptions	£7,000.00	£0.00	£7,298.00	-£298.00
3122	Stationery	£1,500.00	£0.00	£408.55	£1,091.45
3125	Audit Fee	£3,500.00	£0.00	£0.00	£3,500.00
3130	Postages	£1,100.00	£0.00	£224.73	£875.27
3160	Photocopying Costs	£1,500.00	£0.00	£533.41	£966.59
3165	Advertising	£1,500.00	£0.00	£0.00	£1,500.00
3170	Publications & Licences	£1,000.00	£0.00	£52.00	£948.00
3175	Website Hosting	£1,000.00	£0.00	£0.00	£1,000.00
3180	Welsh Language	£500.00	£0.00	£0.00	£500.00
3185	Bank Charges	£100.00	£0.00	£0.00	£100.00
3190	Mobile Telephone	£60.00	£0.00	£0.00	£60.00
3200	Local Voluntary Funding	£52,500.00	£0.00	£3,800.00	£48,700.00
3600	Election Expenses	£5,000.00	£0.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£0.00	£1,500.00
3610	Members Remuneration IRPW	£6,500.00	£0.00	£0.00	£6,500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£0.00	£500.00
3625	Conference Fees & Expenses	£500.00	£0.00	£262.00	£238.00
3635	Members Training	£750.00	£0.00	£40.00	£710.00
3640	Publicity Items	£250.00	£0.00	£69.38	£180.62
3645	Members Photographs	£0.00	£0.00	£80.00	-£80.00
3650	Refreshments	£1,000.00	£0.00	£65.54	£934.46
3660	Chairman's charity payments	£0.00	£0.00	£1,002.00	-£1,002.00

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# Financial Budget Comparison

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
3705	Wellbeing Projects	£20,000.00	£0.00	£0.00	£20,000.00
4095	Community Safety	£2,000.00	£0.00	£0.00	£2,000.00
4105	Playschemes/FoodisFun	£35,000.00	£0.00	£0.00	£35,000.00
6001	Core Funding	£30,000.00	£0.00	£2,500.00	£27,500.00
6005	Grounds Maintenance	£11,000.00	£0.00	-£700.00	£11,700.00
6010	Junior Sponsorship Grant	£11,000.00	£0.00	£700.00	£10,300.00
6015	Grant Aid for Community Halls/Facilities	£10,000.00	£0.00	£0.00	£10,000.00
6020	Grants- Misc	£0.00	£0.00	£1,800.00	-£1,800.00
6035	Community Hardship Fund	£10,000.00	£0.00	£0.00	£10,000.00
<b>Total Finance, Governance &amp; Policy</b>		<b>£301,950.00</b>	<b>£0.00</b>	<b>£50,564.54</b>	<b>£251,385.46</b>
<b>Planning &amp; Environment Committee</b>					
4001	Environmental Awards/Projects	£10,000.00	£0.00	£0.00	£10,000.00
4005	Litter Bins / Doggy Bins	£2,000.00	£0.00	£0.00	£2,000.00
4006	Community Notice Boards	£2,000.00	£0.00	£100.00	£1,900.00
4015	Forest School	£4,500.00	£0.00	£0.00	£4,500.00
4020	Benches	£3,000.00	£0.00	£0.00	£3,000.00
4025	Biodiversity Projects	£10,000.00	£0.00	£3,270.83	£6,729.17
4030	Poetry Trail	£600.00	£0.00	£0.00	£600.00
4035	Environmental Quiz	£600.00	£0.00	£394.96	£205.04
4055	Woodland Rent	£150.00	£0.00	£67.50	£82.50
4106	Town Improvements	£4,000.00	£0.00	£0.00	£4,000.00
<b>Total Planning &amp; Environment Committee</b>		<b>£36,850.00</b>	<b>£0.00</b>	<b>£3,833.29</b>	<b>£33,016.71</b>
<b>Events Committee</b>					
3655	Annual Celebration Dinner	£3,000.00	£0.00	£0.00	£3,000.00
5001	Party in the Park	£24,000.00	£0.00	£13,161.36	£10,838.64
5020	Christmas Lights - Pontypool Town	£15,000.00	£0.00	£8,004.51	£6,995.49
5025	Christmas Tree	£2,500.00	£0.00	£0.00	£2,500.00
5026	Live Trees	£2,000.00	£0.00	£0.00	£2,000.00
5030	Christmas Cavalcade	£18,000.00	£0.00	£0.00	£18,000.00
5050	Eisteddfod	£6,000.00	£0.00	£0.00	£6,000.00
5065	Additional Events	£3,500.00	£0.00	£593.06	£2,906.94
5100	Youth Festival - Pontypool Festival	£0.00	£0.00	£552.90	-£552.90
5205	Twining - Council's Visits	£1,000.00	£0.00	£637.47	£362.53
5305	Youth Council	£0.00	£22.05	£22.05	£0.00
<b>Total Events Committee</b>		<b>£75,000.00</b>	<b>£22.05</b>	<b>£22,971.35</b>	<b>£52,050.70</b>
<b>Youth Provision</b>					
7001	Youth Provision	£72,500.00	£0.00	£4,738.08	£67,761.92
<b>Total Income</b>		<b>£809,890.92</b>	<b>£0.00</b>	<b>£267,622.99</b>	<b>-£542,267.93</b>
<b>Total Expenditure</b>		<b>£847,508.00</b>	<b>£22.05</b>	<b>£124,964.36</b>	<b>£722,565.69</b>
<b>Total Net Balance</b>		<b>-£37,617.08</b>		<b>£142,658.63</b>	

**Earmarked/Restricted Reserves - 2025/2026**

Balc/fwd at 31.03.25 Trfs In Trf out Bal c/fwd Reason Reason

Jun-25

Heading	Committee Responsible	Balance	Trfs In	Trf out	Bal c/fwd	Reason
Events	Events	1,971.77			PIP	
Election Expenses	F, G & P	25,396.18		3,000.00		
Repairs (office)	F, G & P	5,000.00				
Office Equipment	F, G & P	4,944.58				
Twinning Youth Festival	F, G & P	26,057.16				
Play Equipment	P & E	34,701.00	8,471.00		Grant	
Notice Boards (purchase and installation)	P & E	4,000.00				
Biodiversity	P & E	4,457.12				
Pilot Project - Biodiversity	P & E	1,300.14				
Hanging Baskets	P & E	250.00				
Play Equipment - Maintenance 2022-2027	P & E	5,000.00				
Youth Provision	Youth Provision	68,904.72				
Youth Council	Youth Provision	4,390.40		379.49	4,010.91	Water Cooler Indoor Market
<b>Sub Total</b>		<b>194,464.58</b>				
Pontypool Regeneration	F, G & P	181,250.00			181,250.00	
<b>Total Earmarked Reserves</b>		<b>375,714.58</b>				

AGENDA ITEM 8

**FINANCE, GOVERNANCE & POLICY**

**3 SEPTEMBER 2025**

**LOCAL VOLUNTARY FUNDING**

<b><u>Councillor</u></b>	<b><u>Requested Amount</u></b>	<b><u>Organisation</u></b>	<b><u>Reason</u></b>
Councillor G. James	£200	Artregen	The grant will be used for our current work as above.
Councillor G. James and Councillor C. Price	£200 (£100 each)	Blaendare Allotment Society (Association)	To develop a communal area and a mini orchard with seating, plus some paving/patio.
Councillor G. James and Councillor C. Price	£200 (£100 each)	Ysgol Feithrin Pontypŵl	The children have asked for: 1. A set of walkie talkies to use indoors and outdoors. These would be chargeable.  2. New dressing up clothes and accessories. These will be purchased via second hand shops and chosen by the children.
Councillor R. Matthews	£200	Pontypool Veterans Club	To help elderly veterans.
Councillor J. James	£400	Torfaen Silver Belles	Speakers etc.
Councillor G. James	£500	Pontypool Indoor Market Traders Association	To purchase things that would be free for families in an event.
Councillor C. Price	£200	Blaenavon Girl's Under 14's Rugby (Blaenavon mini's and junior's rugby)	To help buy jersey's and short's.

Councillor C. Price	£200	Pontnewynydd History Society	Admission fees, cost of coach travel to places of historical interest. National Trust properties, Imperial War Museum, National Armed Forces, Highgate Cemetery Day.
Councillor C. Price	£500	Pontypool United RFC	Maintenance of Albion Field pitches for sole use of Mini and Junior Section

**PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL  
POWER OF COMPETENCE**

PONTYPOOL COMMUNITY COUNCIL  
 Appendix 2: Annual internal audit  
 review

Checklist 1 – meeting the standards

Expected standard	Evidence of achievement	Yes/No	Areas for development
1. Scope of Internal audit	Terms of reference for internal audit were (re)approved by full council on [date]	Yes	
	Internal audit work takes into account both the council's risk assessment and wider internal control arrangements	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Scope of Internal audit	Internal audit has direct access to those charged with governance (see Financial Regulations).	Yes	
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the council/board.	Yes	
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	The Clerk and Responsible Financial Officer (RFO) are consulted on the internal audit plan. (Evidence is on audit files).	Yes	
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).	Yes	OVW training regularly offered to members.

# Appendices

5. Planning and reporting      The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date]. Internal audit has reported in accordance with the plan on [date]
- see attached action plan.
- Yes  
June 2025

## Checklist 2 – Characteristics of effectiveness

Expected standard	Evidence of achievement	Yes/No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered.  Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes	
Be challenging	Internal audit focuses on the risks facing the council.  Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work.  Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

L McMoil - Clerk/RFO      24/07/2025

PONTPOOL COMMUNITY COUNCIL  
**Appendix 3: Checklist for financial year end**

This checklist is provided for use by the Chair as a final check for completeness of the council's annual accounting and reporting cycle.

Answering 'Yes' to the questions below should provide assurance that the necessary steps have been taken during the year and that the process is now complete and may be signed off. Any 'no' answers indicate that further work may need to be carried out.

References to relevant sections of the Practitioners' Guide (PG) are included.

Governance		Yes	No
1	During the year, has the council reviewed its system of internal control, including internal audit, risk management and measures designed to prevent fraud and corruption, and assessed it as adequate and effective?	Yes	
2	Has the council only done what it has the legal powers to do and in doing so acted in accordance with the codes of conduct and practice it has agreed to abide by?	Yes	
3	Has the council appointed a Responsible Financial Officer who has ensured that the council's accounting system has been observed and that the accounts and supporting records have been maintained in accordance with proper practices and kept up to date?	Yes	
4	Has the council arranged for internal audit to be carried out and reported upon?	Yes	
5	Has the council reviewed its income and spending against the approved budget during the year and as at 31st March?	Yes	
The accounts			
6	Has the cashbook been balanced? (Bank balance at end of previous year plus total receipts less total payments equals bank balance at end of current year after adjusting for un-presented cheques and credits).	Yes	
7	Have the bank balances in the Accounts been reconciled with the bank statements at 31 March?	Yes	
8	Have the Accounts been prepared on the proper basis (income and expenditure over £200,000) and is this consistent with last year	Yes	
9	Have all debtors, stocks, creditors, receipts in advance, payments in advance and accruals been identified? (income and expenditure only)	Yes	

# Appendices

10	Are the accounts in balance and has all the necessary information been included in any supporting notes?	Yes	
11	If the council's income or expenditure is approaching a threshold (£200,000 or £1,000,000) have the implications of this been considered and acted upon?	Yes	
<b>The annual return</b>			
12	Has Section 1 of the Annual Return been completed, and page 1 signed by the Responsible Financial Officer? Has the Council approved the Annual Return and has the Chair signed page 1, including the minute reference and date?	Yes	
13	Has a copy of the bank reconciliation at 31 March been included with the Annual Return?	Yes	
14	Has a written and full explanation of any significant variances between last year's and this year's figures, or any unusual or unexpected amounts shown in the statement of accounts on Section 1?	Yes	
15	Do the figures in Section 1 of the annual return balance? (Balance b/fwd plus all receipts/income less all payments/expenditure equals balance c/fwd.)	Yes	
16	Has the Annual Governance Statement (Section 2) been completed and approved by the Council, signed and dated by the Chairman and Clerk and the minute reference recorded?	Yes	
17	Has internal audit work been completed and the Certificate signed (Section 4 of the Annual Return)?	Yes	
18	Has the Council considered and acted on any items appearing on the internal audit report for the financial year just ended?	Yes	
19	Has the Council considered and acted on any items appearing on the external auditor's report for the previous year?	Yes	
20	If the answer to any of the questions above is 'No': Does the clerk of the council/RFO need further advice or help in finalising the annual return? (contact SLCC/One Voice Wales audit help)	No	

LISA McMAIC Clerk/RFO 24/07/2025

**Finance, Governance and Policy Committee**

**Wednesday 3 September 2025**

**Photocopier Rental**

**1.0 Purpose of Report**

- 1.1 To consider options for the lease of a new photocopier from the current Ricoh IMC3000 with a brand new IMC4510A fitted with high speed document feeder, 4 paper trays and booklet feeder.

**2.0 Background**

- 2.1 Pontypool Community Council has been using the services of Ricoh over the last 6 years for their photocopying needs. Although the photocopier has proved very useful and an excellent maintenance service has been provided by Ricoh, it has now been brought to our attention by our service engineers that our current photocopier is coming towards the end of its life span.
- 2.2 As Ricoh are part of the Welsh Government Framework and also Welsh Government and Local Authority preferred supplier it is recommended we continue with them as our supplier due to their excellent local support services. Other suppliers have been considered but are not local and offer an online service rather than face to face.

**3.0 Charges**

- 3.1 The charge for renting of the current photocopier (which is black and white copying only) is £199.72 per quarter, the new model is offered at £205. This is still within the budget set.
- 3.2 Per paper copy charges are in addition and have been analysed and changes to printing of all PCC staffs laptops will be made to ensure black and white copies are the default setting. Cost savings compared to current charges will also be made.

**4.0 Recommendation**

- 4.1 That the current contract with Ricoh be continued as this would be much easier to continue with the current contract ensuring a high level of after-service is maintained.
- 4.2 That the new brand new five year lease of the IMC4510A fitted with high speed document feeder, 4 paper trays and booklet feeder at a quarterly cost of £205 be approved. Total cost of lease £4100.

**Pontypool Community Council**  
**Ricoh Managed Print Solution - 5 Year Agreement**  
**NPS Framework Pricing**

Qty	Description	Lease Cost
<b>Print Room</b>		
1	IM C4510A 45ppm A3 Colour MFP. Copy, Print & Scan. Includes 10.1" Smart Operation Panel (adjustable), ACT, RSI & intelligent support. 220 sheet SPDF, 2 x 550 sheet paper banks, 100 sheet bypass, Duplex. Std 256GB SSD (extendable), 8GB memory, Gigabit ethernet, USB 2.0, PCL & PS emulation. Operating instructions & developer included. Please order relevant mandatory items.	
1	Toner Bottle Lock Type M52 (Complete unit for all 4 toners) MANDATORY when ordering EXCEPT for: IM C2010, IM C2010A, IM C3010A, IM C3510A, IM C4510, IM C4510A and IM C5510A. (Toner Lock is included in these devices as standard)	
1	POWER SUPPLY CORD 250V:10A UK (10 Amp Kettle-lead type power lead)	
1	Welsh/English Bilingual Service Sticker - Mandatory when sold into Wales	
1	Paper Feed Unit PB3320 (550 x 2 sheets) 60 - 300gsm paper. Cannot be fitted with LCIT PB3330 or low cabinet 77.	
1	Bridge Unit BU3100 - Required for all EXTERNAL Finishers only. CANNOT BE USED with Internal finishing.	
1	SR3330 1000 sheets Booklet Finisher A multi-purpose booklet finisher. Collates and staples document sets and saddle stitch booklets. Includes 1,000-sheet shift tray, a 250-sheet proof tray and can staple up to 50-sheets (conventional stapler) or 15 sheets (saddle stitch). A 2/4 hole punch is available as an option (PU3080). Bridge Unit BU3100 must be ordered with all External Finishers.	

<b>Rental Cost Per Quarter</b>	<b>£220.00</b>
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**Service Contract Click Rates**

Qty	Description	Cost
1	Ricoh IMC4510A - Mono Click Rate	£0.0023 (0.23p)
1	Ricoh IMC4510A - Colour Click Rate	£0.0229 (2.29p)
1	Ricoh Smart Meter - Automatic Meter Reads, Auto Toner Ordering and Auto Fault Notification	Included
<b>A3 Click Contract - 4 Hour Average Response. Toners, Staples, Parts, Labour and Servicing Included. Click Rate Fixed for Contract Period</b>		

**Lisa McMail**  
**Clerk**

Blenheim House  
1-2 Bridge Street  
Guildford  
Surrey  
GU1 4RY

Tel: 01483 462 860

[www.ajg.com/uk](http://www.ajg.com/uk)

**Private & Confidential**

Ms Cindy Challenger  
Pontypool Community Council

Pontypool Community Council  
35A Commercial Street  
Pontypool  
Gwent  
NP4 6JQ  
United Kingdom

20th August 2025

Dear Cindy,

**Insurance Policy: Cyber Package**  
**Client Name: Pontypool Community Council**  
**Client Reference Number: 63684984**  
**Quote Reference: 812114209 Effective**  
**Date: 01/09/2025**

Following our recent discussions, we are delighted that you have requested a quotation from Gallagher.

Enclosed is your quotation, which is valid for 60 days from the date of this letter. This is based on your requirements which you disclosed to us in our recent discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your Premium(s) for the forthcoming year are detailed as follows:

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Insurer Fee(s)	Total Due
Cyber Package	Coalition Risk Solutions Ltd via Coalition Risk Solutions Ltd	£491.00	£58.92	£50.00	£50.00	£649.92
<b>Total</b>		<b>£491.00</b>	<b>£58.92</b>	<b>£50.00</b>	<b>£50.00</b>	<b>£649.92</b>

**Cyber Package**

**Your Requirements and Our Recommendations**

**From:** ksmith@pontypoolcc.gov.uk  
**Subject:** FW: CitizenAid

**Sent:** 07 August 2025 14:41  
**To:** Kerrie Smith <ksmith@pontypoolcc.gov.uk>  
**Subject:** Re: CitizenAid

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Kerrie

Thank you for your email. We have had a meeting with Pontypool Community council and asked them for funding as well as Cwmbran community Council. We have filled in a Grant application and will be sending it off this week, for a Bleed Box outside Croesyceiliog Secondary school/CrownBridge school.

Cwmbran High School has been identified to hold Training for "Train the Trainer" course in Stop the Bleed, with the aid of Kathryn Ayling. We wish to add that Train the Train Course is to help Torfaen become more self efficient and cost effective. The course is different to the general First Aid course as it teaches how to deal with more than one casualty and to Triage differently to normal First Aid in the event of an incident.

We have asked Pontypool Community council to look at funding for a Bleed box for Abersychan Secondary school as the aim is to have facilities outside the 5 secondary schools in Torfaen with Knife crime being popular amongst teenagers. By having the boxes outside the school it also gives the general public access to the Boxes via the emergency services.

Torfaen is leading the way in ways for this and setting the standard making it a safer place to live, as we are the first area in Wales to not only have boxes made available to the general public but with the aid of MP Nick Thomas-Symonds all boxes in Wales can now be registered with the Ambulance service.

If you have any further questions please do not hesitate to contact us.

Thank you  
Simon & Lynnemichelle Sayle

## FULL COUNCIL MEETING

23 JULY 2025

126.	<p><b><u>CitizenAid</u></b></p> <p>The Chair welcomed Simon and Lynnemichele Sayle from CitizenAid to the meeting.</p> <p>SL and LL gave some background to themselves, and how as coordinators of a Neighbourhood Watch area in Cwmbran, attending a CitizenAid emergency first aid course highlighted the need for more specialised emergency first aid training and equipment locally, Torfaen-wide and across Wales. “Stop the Bleed” Bleed Boxes contain additional equipment designed for multiple bleed casualties, sadly a risk that is more prevalent in current times.</p> <p>Some funding has already been provided by Cwmbran Community Council, and discussions are in hand with Blaenavon and Croesyceiliog &amp; Llanyrafon.</p> <p>SL and LL overall aim is for:</p> <p>A Stop the Bleed Box (containing first aid equipment to deal with bleeds and multiple bleed casualties) to be situated in key public locations across Torfaen, with Secondary Schools being the priority. These boxes would be located near current Defib units and work in the same process regarding lock boxes, and form part of a national register.</p> <p>Grab Bags (an extension to Secondary School First Aid kits) would be available as a resource specifically for treating multiple casualties within the school, such as in a knife attack.</p> <p>A Train the Trainer course to take place at Cwmbran High School to teach individuals in “Stop the Bleed” training so that it can be filtered down and knowledge passed on.</p> <p>The scheme is supported by Nick Thomas-Symmonds, with further help and support from Gwent Police, Cwmbran High School and contact made with various Torfaen Councillors.</p> <p>From Pontypool Community Council, SL and LL are requesting:</p> <ul style="list-style-type: none"><li>• Donation of £120 to support a Train the Trainer Course. The total cost would be £400 to enable a trainer to visit and provide 4 sessions of up to 30 people per session. The remaining £280 would be covered by donations from other Community Councils.</li></ul>	
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- Funding for 3-4 Stop the Bleed Boxes at a cost of £425 per box, located at West Mon High, St Albans, Abersychan High and PALC/Halo Leisure Centre and.

It is noted that the 3 schools are the priority however, due to boundary confusion, Blaenavon Community Council have already been approached about supporting the Abersychan High box. There is thus some uncertainty as to who would be supporting this specific location.

- Funding for a Grab Bag at a cost of £155 per bag in every secondary school within PCC's area so that this is a Torfaen School wide extension to the standard school first aid provision.

Further discussion was had including questions regarding the maintenance of boxes/bags (replaced every 5 years depending on usage) and the most suitable public locations.

LL and SL also clarified that though they had consent from individual schools, direct discussions with TCBC's Education Department and Exec Member Cllr Richard Clarke had yet to take place, though they had been made aware.

**RESOLVED:** the Chair thanked Simon and Lynnemichele Sayle for attending the meeting.

Acknowledgements

Core Funding

**TOGS** – That is wonderful news please pass on our thanks to members.

**Age Connects Torfaen** – We are absolutely delighted to hear that Pontypool Community Council have awarded us £3000. We are incredibly grateful for the continued support which makes a real difference in helping us deliver vital services to older people in our Community.

**St David's Hospice Care** – Thank you so much for this wonderful news please pass on our thanks to members.

**Llantarnam Grange Arts Centre** - That is wonderful news, please pass on our thanks to the councillors.

**Tidy Butt** - This is amazing thank you so much we really appreciate the support. Thank you so much for this generous donation! We are so grateful!

**Citizens Advice Torfaen** - That's great, thank you.

**Torfaen Talks** - We're absolutely delighted to hear that Pontypool Community Council has awarded Torfaen Talks CIC £1,000 in core funding. We are incredibly grateful for your support, which will make a meaningful difference to our work in the community.

**Hope GB** - That is wonderful news, please pass on my thanks to the whole of the Council.

Grants

**Pontypool Indoor Market and Friends of Pontypool** - That's great news, I'm sure both groups will be very happy with it!

**Kids Cancer Charity** - it's lovely to hear from you, and WOW!! with such wonderful news. Thank you so much.

Grounds Maintenance and Junior Sponsorship

**New Inn Junior and Youth FC** - please could you pass on our club's thanks to the Community Council. Please be assured that these funds will very much help us to improve the facilities and support to the boys and girls playing football with New Inn Junior & Youth FC

**Fairfield UTD** - Thank you

**Talywain RFC** - Thank you

**Tranch AFC** - That's great thank you very much

**Garndiffaith RFC** - Wonderful news! Thank you

**West Mon RFC** - Many thanks for this, it is much appreciated by all at the club.

**Panteg Cricket Club** - Please could you pass on our thanks to the Council for the 2 Grants we were awarded. You can be assured that they will be put to good use.



# Kids Cancer Charity

Pontypool Community Council

10th July 2025

Dear Annette and Councillors

I wanted to thank you All for the fabulous donation we've received. You have been so incredibly kind and extremely generous. You're helping the children and families that we support in Pontypool, giving them hope, and something exciting they can focus on. I think you are All Truly Amazing.

Your donation will help children with cancer and their families, people you've never met, people who will always be grateful to you for caring enough to make a difference to their lives.

By helping us, you have been such a huge support to our families when they have needed it most. I can't begin to tell you the difference you will make to them. You are responsible for helping families going through unimaginable stress & putting Loads of smiles on lots of faces.

Every year we lose children and gain children, but you will have given them precious time together, in lovely surroundings that will help them forget the agonies they're going through for a short while.

We really can't thank you enough for your support; it means the absolute world to us and the children and families will be over the moon!!!

**Thank you from the bottom of our hearts.**

*With Kind Regards & Best Wishes*

*Rose*

*Rosemarie Davies*

*Community Engagement Officer. Email: [rosemarie.davies@kidscancercharity.org](mailto:rosemarie.davies@kidscancercharity.org)*

**Established in 1989 as Christian Lewis Trust**

Charity Registration Number: 1113821 and a company limited by guarantee No: 5536898

Registered Office, Waunarwydd Road. Cockett, Swansea. SA2 0GB Tel: 01792 480500 Fax: 01792 480700

Website: [www.kidscancercharity.org](http://www.kidscancercharity.org)

Email: [enquiries@kidscancercharity.org](mailto:enquiries@kidscancercharity.org)

**From:** Lee Jagger <Lee.Jagger@ccla.co.uk>  
**Sent:** 10 July 2025 08:57  
**To:** Lisa McMail  
**Subject:** CCLA News

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Mrs Mcmail

I hope you are keeping well.

You will have received an email this morning from CCLA's Chief Executive, Peter Hugh Smith, regarding a change to our corporate ownership. If you haven't received the email, please check your junk mail folder. For ease, I have also copied Peter's email below along with some questions we anticipate clients may ask clients initially.

This is the conclusion of a process that has taken many months and has been undertaken to position CCLA for the future so that as a company we can continue to offer our clients the best possible investment products, services and support.

It is incredibly important to all at CCLA that it remains business as usual and we do not expect this news to affect our clients or staff in a negative way. Quite to the contrary, we believe this will be a very positive move forward for the business.

I appreciate that this is a significant change to CCLA and that you may have some questions. If you would like to discuss this news further, please contact either myself or Jamie.

Kind regards

**Lee Jagger**  
**Relationship Manager**  
CCLA  
One Angel Lane, London EC4R 3AB  
+44 (0)207489 6077  
[www.ccla.co.uk](http://www.ccla.co.uk)

**Jamie Charters**  
**Relationship Manager**  
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# CCLA

## GOOD INVESTMENT

Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.

We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

**Peter Hugh Smith**  
Chief Executive