Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

29 October/Hydref 2026

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 4 NOVEMBER 2026.**

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 y fynychu cyfarfod **PWYLLGOR CYLLID, LLYWIDLATHA & POLISI** am **6.30 PM**, **DYDD MERCHER 4 TACHWEDD 2026.**

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

C Drew

Cathryn Drew
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 the agenda.

4. **Actions Log from previous minutes**
   To note the actions arising from the minutes of the previous meeting (attached: page(s)1)

5. **Schedule of Receipts and Payments**
   To approve the schedule of receipts and payments for September 2026 (attached: page(s) 2 - 4)

6. **Use of Credit Card**
   To approve the credit card payments from 11 August 2026 to 8 September 2026 (attached: page(s) 5)

7. **Financial Comparison and Earmarked Reserves**
   To receive and consider the financial comparison report and earmarked reserves to the 30 September 2026 (attached: page(s) 6 - 11)

8. **Local Voluntary Funding (LVF)**
   To approve the list of Local Voluntary Funding (table as attached: page(s) 12 - 15) and copies of the applications are available on request.

9. **Foodbanks**
   To approve spending the £10,000 budget towards foodbanks as per the attached report (attached: page(s) 16 - 18)

10. **Grant Aid**
    To approve spending the £10,000 Grant Aid for Community Halls budget for:

    (i) Cwmavon Community Centre (Cwmavon Village Hall)
    (ii) Garndiffaith Community Association
    (iii) New Inn Community Hall
    (iv) Pontnewynydd Community Association
    (v) Pontymoile OAP Club
    (vi) The Family and Community Group (Pontymoile Hall)
    (vii) Talywain Community Hall
    (viii) Varteg Community Association
    (ix) Victoria Village Hall (awaiting form)
    (x) Panteg House (awaiting form)

(xi) Griffithstown Hall (awaiting form)
(xii) Coedwedd Community Hub (awaiting form)
(xiii) Cold Barn Farm (awaiting form)
(xiv) St. Hilda's Church (awaiting form)

11. **Requests for Financial Assistance**
To receive request(s) from the following organisation(s):

(i) Shelter Cymru (attached: page(s) 19 - 21)
(ii) If You Dink I Dink (attached: page(s) 22 - 23)
(iii) Friends of Pontypool Town – draft Memorandum of Understanding (attached: page(s) 24 – 26)

12. **New Meeting Equipment Quote**
To receive a proposal for replacing the meeting equipment (attached: page(s) 27 – 29)

13. **New Phone System Quote**
To receive a proposal for merging the telephone system with the current IT provider (attached: page(s) 30 – 33)

14. **Internal Audit Report**
To note the updated contents of the Internal Audit Report (attached: page(s) 34 - 48)

POLICY ITEMS

15. **To review the following policies/criteria:**

(i) Credit Card Policy
(ii) Investment Policy and Strategy
(iii) Overview of Personal and Prejudicial Interests
(iv) Training Policy
(v) Whistleblowing Policy

(Above policies e-mailed to members separately. Hard copies available on request).

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

17. **Recording of Meeting**
Recording of meeting to be stopped.

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

Agenda Item 4

Finance, Governance & Policy Committee
Wednesday 4 November 2026

Update on Minute Actions arising from previous Finance, Governance & Policy Committee Meetings

FOR INFORMATION ONLY

Minute No.	Minute Heading	Action	Officer	Date Completed	Notes
225(ii)	Financial Assistance Requests	Friends of Pontypool Town – meeting to be arranged to gather further information.	CD	21.10.2026	Project & Events Manager arranged and met with Friends of Pontypool Town on 26 October 2026 – draft MoU attached as agenda item 11(iii).
228	Community Events	The Chair requested that the Clerk identify whether other Community Councils have similar policies, or if not, to draft a policy based on the Wellbeing of Future Generations Act.	CD		Clerk to arrange for the policy to be included on January's F,G&P agenda

FINANCE, GOVERNANCE & POLICY COMMITTEE - 4 NOVEMBER 2026
SCHEDULE OF RECEIPTS & PAYMENTS - SEPTEMBER 2026

AGENDA ITEM 5

DATE	REC NO	SUPPLIER / ORGANISATION	DETAILS	AMOUNT
Income - September				
01/09/2026	18	CCLA	Dividend Reinvested - August	2,403.67
24/09/2026	19	St Alban's School	Refund - Grant (No Longer Required)	250.00
				2,653.67

2

FINANCE, GOVERNANCE & POLICY COMMITTEE - 4 NOVEMBER 2026
SCHEDULE OF RECEIPTS & PAYMENTS - SEPTEMBER 2026

Expenditure - September

DATE	VO NO	PAYS	SUPPLIER / ORGANISATION	DETAILS	AMOUNT	BUDGET HEAD
04/09/2026	274	DD	Cathedral Leasing	Hygiene Disposal Bins	49.39	3025
01/09/2026	275	DD	Webjects Ltd	Website Maintenance	105.60	3175
03/09/2026	276	DD	123 Telecom	Broadband/Telephone Charges	242.59	3035/8
15/09/2026	277	SO	TCBC	Salaries	27,200.00	2001
30/09/2026	278	DD	Peninsula Business	HR / H&S Services	272.08	2008
29/09/2026	279	DD	Peninsula Business	Services EAP	106.09	2008
17/09/2026	280	DD	Barclaycard	Credit Card - Various	424.36	
03/09/2026	281	DD	Twenty4 Fire & Security	Maint - Emergency Lighting	74.10	3040
17/09/2026	282	DD	British Gas	Gas Charges - Office	132.36	3010/2
17/09/2026	283	DD	CCSW	365 Licences	606.36	3015/4
29/09/2026	284	DD	TCBC	Rates - Office (September)	803.00	3001/2
21/09/2026	285	DD	SSE		-	3010/1
02/09/2026	286	BP	Audit Wales	Audit Fee - 2023/2024	1,578.33	3125
02/09/2026	287	BP	Severn Office Solutions	Cleaning Supplies	49.89	3025/2
02/09/2026	288	BP	Initial Washroom Hygiene	Mat Service	31.27	3025/3
02/09/2026	289	BP	TCBC	Postage Costs - Jul 2026	77.87	3130
02/09/2026	290	BP	SLCC	Membership Fee - CD	253.00	2005
02/09/2026	291	BP	K Smith	Eye Test / Prescription Glasses	100.00	2016
09/09/2026	292	BP	Joogleberry	Cavalcade - Elf Band (Deposit)	1,020.00	5030
09/09/2026	293	BP	Zurich	Annual Insurance Costs	4,826.46	3110
09/09/2026	294	BP	Ricoh	Photocopying Costs / Rental - Jun - Aug	695.86	3160/3035
09/09/2026	295	BP	TCBC	Postage Costs - August 2026	93.04	3130
09/09/2026	296	BP	TCBC	Maintenance Costs - Various	4,767.14	3040
09/09/2026	297	BP	Pontypool Town AFC	LVF Project - LJ	1,000.00	3200
09/09/2026	298	BP	Pontnewynydd Sports & Social Club	LVF Project - JH and NS	500.00	3200
					45,008.79	

3

FINANCE, GOVERNANCE & POLICY COMMITTEE - 4 NOVEMBER 2026
SCHEDULE OF RECEIPTS & PAYMENTS - SEPTEMBER 2026

				b/f	45,008.79	
09/09/2026	299	BP	Pantygasseg Resident Association	LVF Project - JJ	500.00	3200
09/09/2026	300	BP	Ysgol Feithrin Pontypool	LVF - CP	200.00	3200
22/09/2026	301	BP	PPL PPR	PIP - Music Licence	608.08	5001
22/09/2026	302	BP	J S Cleaning	Window Cleaner	108.00	3025
22/09/2026	303	BP	RPW Radon Wales Ltd	Maintenance / Installation - Annual Fee	474.00	3040
22/09/2026	304	BP	Dwr Cymru Welsh Water	Water Charges - Office	194.73	3001/3
24/09/2026	305	BP	Jons Sweet Box	Cavalcade - Chocolates Grotto (Deposit)	400.00	5030
25/09/2026	306	BP	The Willows of Usk	Hanging Baskets - 2026/27	5,100.00	4106
02/09/2026	307	BP	Initial Washroom Hygiene	Mat Service	31.27	3025
29/09/2026	308	BP	Joogleberry	Cavalcade - Bubbleologist deposit	378.00	5030
30/09/2026	309	DD	Peninsula Business	HR / H&S Services	272.08	2008
					53,274.95	

4

FINANCE, GOVERNANCE & POLICY MEETING - 4 November 2026

AGENDA ITEM 6

Credit Card Purchases - 11/08/2026 - 08/09/2026

Credit Card - Finance Manager

DATE	PAYEE	DETAILS	BUDGET HEAD	SUB TOTAL	TOTAL
11/08/2026	TV Licensing.co.uk	TV Licence 2026	Publications & Licences		180.00
13/08/2026	Facebook	Advertisement - Meet the Clerk	Advertising		40.69
27/08/2026	TCBC	Planning Application Fee	Noticeboard		124.00
08/09/2026	IPCAMLIVE	Camera - Swift Box	Swift Project		79.67
				Total	**424.36**

Financial Budget Comparison

AGENDA ITEM 7

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve Movements	Actual Net	Balance
INCOME					
Council					
101	Precept	£820,009.11	£0.00	£546,681.54	-£273,327.57
105	V.A.T.Refund	£0.00	£0.00	£4,183.74	£4,183.74
110	Chairman's Charity	£0.00	£0.00	£32.16	£32.16
Total Council		£820,009.11	£0.00	£550,897.44	-£269,111.67
Finance, Governance & Policy Committee					
301	Bank Interest (CCLA)	£30,000.00	£0.00	£14,123.50	-£15,876.50
310	Barclaycard Rebate	£0.00	£0.00	£103.33	£103.33
Total Finance, Governance & Policy Committee		£30,000.00	£0.00	£14,226.83	-£15,773.17
Planning & Environment Committee					
600	Planning & Environment	£0.00	£0.00	£250.00	£250.00
Total Planning & Environment Committee		£0.00	£0.00	£250.00	£250.00
Events Committee					
501	Party in the Park	£0.00	£0.00	£1,417.50	£1,417.50
510	Youth Festival	£0.00	£0.00	£218.00	£218.00
Total Events Committee		£0.00	£0.00	£1,635.50	£1,635.50
Total Income		£850,009.11	£0.00	£567,009.77	-£282,999.34

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve Movements	Actual Net	Balance	
EXPENDITURE						
Establishment Committee						
2001	Salaries	£369,000.00	£0.00	£163,708.38	£205,291.62	
2005	Professional Membership	£400.00	£0.00	£0.00	£400.00	
2008	HR Support Costs (Peninsular)	£1,500.00	£0.00	£1,220.19	£279.81	
2010	Conferences/Training	£2,000.00	£0.00	£668.00	£1,332.00	
2015	Health and Safety Peninsula	£1,500.00	£0.00	£688.84	£811.16	
2016	H & S & PPE	£750.00	£0.00	£346.80	£403.20	
2020	Payroll Charges	£900.00	£0.00	£0.00	£900.00	
2025	DBS	£100.00	£0.00	£0.00	£100.00	
Total Establishment Committee		£376,150.00	£0.00	£166,632.21	£209,517.79	
Finance, Governance & Policy Committee						
3001	Rent, Rates & Water	£30,150.00	£0.00	£24,514.73	£5,635.27	
3010	Fuel Charges	£7,550.00	£0.00	£2,652.10	£4,897.90	
3015	Office IT Equipment & Consumables	£8,000.00	£0.00	£884.07	£7,115.93	
3025	Cleaning	£7,500.00	£0.00	£1,496.78	£6,003.22	
3030	Refuse/Disposal of confidential waste	£1,200.00	£0.00	£647.94	£552.06	
3035	Office Contracts	£13,895.00	£0.00	£4,814.53	£9,080.47	
3040	Maintenance Costs	£6,000.00	£0.00	£2,686.74	£3,313.26	
3110	Insurance	£7,500.00	£0.00	£4,826.46	£2,673.54	
3120	Association Subscriptions	£7,400.00	£0.00	£7,649.00	-£249.00	Annual Increase - OVW
3122	Stationery	£1,500.00	£0.00	£820.24	£679.76	
3125	Audit Fee	£3,000.00	£0.00	£875.00	£2,125.00	
3130	Postages	£1,200.00	£0.00	-£70.87	£1,270.87	
3160	Photocopying Costs	£1,200.00	£0.00	£679.33	£520.67	
3165	Advertising / Publicity Items	£750.00	£0.00	£877.08	-£127.08	Increase - TVA Awards

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve Movements	Actual Net	Balance	
3170	Publications & Licences	£1,000.00	£0.00	£232.00	£768.00	
3175	Website Hosting	£1,500.00	£0.00	£538.13	£961.87	
3180	Welsh Language	£250.00	£0.00	£0.00	£250.00	
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	£10,650.00	£41,850.00	
3600	Election Expenses	£5,000.00	£0.00	£7,339.46	-£2,339.46	Election - Trevethin
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	£368.80	£131.20	
3635	Members Training	£500.00	£0.00	£70.00	£430.00	
3650	Refreshments	£1,000.00	£0.00	£99.35	£900.65	
3660	Chairman's charity payments	£0.00	£0.00	£0.00	£0.00	[Offset - Income]
3705	Wellbeing Projects	£5,000.00	£2,200.00	£7,200.00	£0.00	
4095	Community Safety	£2,000.00	£0.00	£0.00	£2,000.00	
4105	Playschemes/FoodisFun	£37,000.00	£0.00	£0.00	£37,000.00	
6001	Core Funding	£30,000.00	£0.00	£25,500.00	£4,500.00	
6005	Grounds Maintenance	£11,000.00	£0.00	£11,262.50	-£262.50	£1000 Transferred from General Reserve (Min 126)
6010	Junior Sponsorship Grant	£11,000.00	£0.00	£10,457.50	£542.50	
6015	Grant Aid	£15,000.00	£0.00	£0.00	£15,000.00	
6020	Grants- Misc	£7,500.00	£0.00	£5,100.00	£2,400.00	
6035	Community Hardship Fund	£10,000.00	£0.00	£0.00	£10,000.00	
Total Finance, Governance & Policy Committee		£296,255.00	£2,200.00	£132,170.87	£166,284.13	

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve Movements	Actual Net	Balance	
Planning & Environment Committee						
4001	Environmental Awards/Projects	£12,500.00	£0.00	£0.00	£12,500.00	
4005	Litter Bins / Doggy Bins	£2,000.00	£0.00	£0.00	£2,000.00	
4006	Community Notice Boards	£5,000.00	£0.00	£124.00	£4,876.00	
4015	Forest School	£4,500.00	£0.00	£0.00	£4,500.00	
4020	Benches	£2,500.00	£0.00	£0.00	£2,500.00	
4025	Biodiversity Projects	£10,000.00	£0.00	£2,775.50	£7,224.50	
4030	Poetry Trail	£650.00	£0.00	£700.00	-£50.00	Overspend
4035	Environmental Quiz	£850.00	£0.00	£74.20	£775.80	
4055	Woodland Rent	£200.00	£0.00	£98.50	£101.50	
4100	Pontypool Regeneration	£0.00	£4,230.00	£4,230.00	£0.00	
4106	Town Improvements	£5,000.00	£0.00	£4,250.00	£750.00	
Total Planning & Environment Committee		£43,200.00	£4,230.00	£12,252.20	£35,177.80	
Events Committee						
5001	Party in the Park	£29,000.00	£0.00	£24,858.56	£4,141.44	
5020	Christmas Lights - Pontypool	£16,750.00	£0.00	£8,004.51	£8,745.49	
5025	Christmas Tree	£2,500.00	£0.00	£0.00	£2,500.00	
5030	Christmas Cavalcade	£19,000.00	£0.00	£2,330.00	£16,670.00	
5050	[Offset - Income] Eisteddfod	£7,000.00	£0.00	£0.00	£7,000.00	
5065	Additional Events	£5,500.00	£0.00	£500.00	£5,000.00	
5100	Youth Festival - Pontypool	£5,000.00	£0.00	£287.68	£4,712.32	
5105	Youth Festival - Overseas	£5,000.00	£0.00	£5,000.00	£0.00	
5205	Twinning - Council's Visits	£1,000.00	£0.00	£1,000.00	£0.00	
5305	Youth Council	£0.00	£156.44	£156.44	£0.00	[Earmarked Reserve]
Total Events Committee		£90,750.00	£156.44	£42,137.19	£48,769.25	

0

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve Movements	Actual Net	Balance
Youth Provision					
7001	Youth Provision	£90,000.00	£0.00	£9,076.90	£80,923.10
Total Youth Provision		£90,000.00	£0.00	£9,076.90	£80,923.10
Total Expenditure		£896,355.00	£6,586.44	£362,269.37	£540,672.07
Total Income		£850,009.11	£0.00	£567,009.77	-£282,999.34
Total Expenditure		£896,355.00	£6,586.44	£362,269.37	£540,672.07
Total Net Balance		**-£46,345.89**		**£204,740.40**	

Earmarked/Restricted Reserves - 2026/2027

Sep-26

Heading	Committtee Responsible	Balc/fwd 31.03.26	TRANSFERS IN	TRANSFERS OUT	Bal c/fwd Balance	
Events	Events	971.77			971.77	
Twinning Youth Festival	Events	5,924.08			5,924.08	
Election Expenses	F, G & P	25,396.18			25,396.18	
Repairs (office)	F, G & P	1,235.93			1,235.93	
Office Equipment	F, G & P	4,944.58			4,944.58	
LVF - New Inn Scouts	F, G & P		19,800.00		19,800.00	
Wellbeing	F, G & P		10,000.00	2,200.00	7,800.00	
Accommodation	F, G & P	200,000.00			200,000.00	
Play Equipment	P & E	43,172.00			43,172.00	
Notice Boards (Purchase/Install/Repairs)	P & E	242.43			242.43	
Biodiversity	P & E	3,718.79			3,718.79	
Pilot Project - Biodiversity	P & E	373.58			373.58	
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	3,873.57		156.44	3,717.13	Water Cooler
Sub Total					**391,201.19**	
Pontypool Regeneration	F, G & P	179,240.00		4,230.00	175,010.00	
TOTAL EARMARKED RESERVES		**542,997.63**			**566,211.19**	

Agenda Item 8

FINANCE, GOVERNANCE & POLICY

4 NOVEMBER 2026

LOCAL VOLUNTARY FUNDING

Councillor	**Requested Amount**	**Organisation**	**Reason**	**Statutory Provision**
Councillor G. James	£300.00 **(PROJECT)**	Pontypool Town AFC	Preparing a new additional pitch area.	Local Government (Miscellaneous Provisions) Act (1976) s.19
Councillor J. Horlor	£450.00	After The Bell Childrens Centre	Halloween and Christmas decorations/ food for children's events and their families.	Local Government Act (1972), s.145
Councillor G. James	£500.00	Dove's Cat Welfare and Rescue	As a non-profit effort funded entirely through entirely community support and donations, all financial resources are directly allocated to essential care, medical treatment on going support for the cats in our care.	Local Government Act (1972), s.137

Councillor S. Lang	£500.00 **(PROJECT)**	Cold Barn Farm	To support the funding of Christmas food hampers for the local community, the hampers will contain items to make a family Christmas dinner.	Local Government Act (1972), s.137
Councillor L. Hughes and Councillor G. Davies	£1,000.00 £500.00 (each) **(PROJECT)**	Talywain Scouts	To supply and fit new LED lighting throughout Talywain Community Hall (main hall x 10, hallway x 1, kitchen x 1, men's toilet x 1 and back room x 3) as per the attached quote of £960. This will reduce energy bills and improve the facilities used by the Scouts and other community groups.	Local Government Act (1972), s.133
Councillor L. Clarkson and Councillor J. Cox	£250.00 £125.00 (each)	Talywain RFC	Help with running costs and equipment.	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£300.00 £150.00 (each)	Talywain RFC Mini and Juniors teams	Help with running costs and equipment. Winter training.	Local Government Act (1972), s.19

Councillor L. Clarkson and Councillor J. Cox	£400.00 £200.00 (each)	Coedwedd Community Hub.	Help with running costs.	Local Government Act (1972), s.133
Councillor L. Clarkson and Councillor J. Cox	£300.00 £150.00 (each)	Garndiffaith 1st Scouts Group	Help with running cost and activities.	Local Government Act (1972), s.133
Councillor L. Clarkson and Councillor J. Cox	£400.00 £200.00 (each)	Varteg Community Association	Help with running costs.	Local Government Act (1972), s.133
Councillor L. Clarkson and Councillor J. Cox	£400.00 £200.00 (each)	Talywain Community Hall	Help with running costs.	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£300.00 £150.00 (each)	Garndiffaith RFC mini and juniors	Help wit running costs, winter training and equipment/kit	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£250.00 £125.00 (each)	Garndiffaith RFC	Help with running costs.	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£250.00 £125.00 (each)	Fairfield United AFC	Help with running costs.	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£300.00 £150.00 (each)	Fairfield AFC Mini and Juniors	Help with running costs.	Local Government Act (1972), s.19

Councillor L. Clarkson and Councillor J. Cox	£400.00 £200.00 (each)	Garndiffaith Community Association	Help with running costs.	Local Government Act (1972), s.133
Councillor L. Clarkson and Councillor J. Cox	£100.00 £50.00 (each)	Old Time Dancers Club	Help with running cost and hall hire.	Local Government Act (1972), s.137
Councillor L. Clarkson and Councillor J. Cox	£100.00 £50.00 (each)	Nifty Knitters	Help with running costs such as hall hire.	Local Government Act (1972), s.137
Councillor L. Clarkson and Councillor J. Cox	£250.00 £125.00 (each)	Friends of Garnteg PTA	Help with extracurricular activities and equipment, environmental projects.	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£250.00 £125.00 (each)	Friends of Ysgol Bryn Onnen PTA	PTA group supporting out local Welsh Medium Primary School.	Local Government Act (1972), s.137
Councillor L. Clarkson and Councillor J. Cox	£250.00 £125.00 (each)	Garndiffaith Bowls Club	Help with running costs.	Local Government Act (1972), s.19
Councillor L. Clarkson and Councillor J. Cox	£400.00 £200.00 (each) **(PROJECT)**	Garndiffaith Community Association	Annual Children's Christmas pantomime.	Local Government Act (1972), s.145
Councillor L. Clarkson and Councillor J. Cox	£100.00 £50.00 (each)	Pontypool Retired Men's Society	Help with running costs and events.	Local Government Act (1972), s.133

Agenda Item 9

Finance, Governance and Policy Committee
Wednesday 4 November 2026

Foodbanks

1 Purpose of the Report

1.1 To inform the committee of the following information received from local foodbanks ahead of consideration for funding.

1.2 The following foodbanks were contacted by the Finance Assistant:

(i) Helping Hands R Us
(ii) Eastern Valley
(iii) Trac 2
(iv) Garnsychan Partnership
(v) Sharon Church
(vi) Panteg House – Verbal update from Finance Manager

2 Responses Received

Helping Hands R Us

- Currently support 50 families which averages around 100+ children within the Pontypool area.
- They provide on average 30 food parcels a week.

Eastern Valley

- Last year we helped 4682 people last year of which 1486 were children. This was done via 2212 emergency food parcels (approximately 20K meals).
- I'm not sure how much you know about Eastern Valley foodbank but as a quick outline, we opened in 2013 and have grown over the years to where we are today which is an organisation made up of a warehouse and 7 distribution hubs throughout Torfaen. The operation is overseen by a board of 5 trustees, led by a team of 3 part-time staff and supported by around 40 regular and a further 10-15 ad-hoc volunteers.
- We believe firmly in addressing the underlying causes of food poverty rather than just putting a sticking plaster on the problem and our aim is always to decrease the reliance on foodbanks by tackling the root causes and helping people to restore dignity and resilience.
- Following the pandemic, the number of people we were supporting had risen to 7K people a year, not only impossible to sustain as an organization but also completely unacceptable in

this day an age - that was roughly 1 in every 14 people in Torfaen relying on a foodbank to eat.

- Since then Our foodbank has become so much more than food.
- We have a comprehensive financial inclusion and wellbeing service at each of our hubs that offer: debt help, income maximization checks, advocacy services, funded counselling, warm hubs.
- Classes such as money management and budgeting, cooking classes and much more.
- In addition to this many of our partner agencies such as housing support services use our foodbanks to offer drop-in services of their own to help provide a one-stop-shop for our clients.
- A year-on-year decrease in reliance on emergency food parcels, followed, even against a backdrop of the cost-of-living crisis. The figure of 4682 people relying on emergency food last year was a 17% reduction from the year before and we are on target for a further 9% reduction this year.
- I realize you didn't ask for all that but i know only too well how tight funding is and how many worthy causes there are out there so i just wanted to reassure you that if you choose to fund us, that you are doing so much more than providing food, you are investing in transforming communities.

Trac 2

- Anyone can come to TRAC2 for emergency food support, especially when local food banks are closed or when someone is particularly vulnerable, disability, illness or difficult circumstances. We are here to help people get through those difficult days, providing food until a food bank is open again or until they can afford to buy food themselves.
- With the cost of food continuing to rise, more and more people are finding it difficult to afford enough food for themselves and their families. When this is combined with the rising costs of energy, rent and other household bills, people are being left with very little money to live on.
- So far this year, we have provided **129 emergency food parcels**, helping to make sure that adults, children and their pets have something to eat **(over 400 individuals so far and rising).** Where people need further support, we also make referrals to local food banks to help them through until their benefits or wages come in.
- We see every day just how much people are struggling, and unfortunately things do not seem to be getting any easier. As a charity, we cover much of the cost of these emergency food parcels ourselves, alongside all the other support we provide to people in our community.
- We are therefore incredibly grateful for any funding and donations we receive. It really does make a difference and helps us to be there for people when they are struggling and have nowhere else to turn.

Garnsychan Partnership

- We would be grateful to be considered for a possible donation from Pontypool Community Council please.
- The answers to your questions are as listed below:
- 206 families/residents in Pontypool have benefitted from using our foodbank since January 2026.
- Around 513 food parcels have been given out. And 1540 meals.

Sharon Church

- We have distributed 446 full grocery bags this year, alongside 744 cooked meals, and have 138 households (381 people) signed up to use our store. I have attached our most recent bank statement. Most of what we have in the bank is restricted grants for staff salaries, we currently have no money for any more food.

Panteg House

- Awaiting a response

Bank statements have been received from each charity/organisation.

3 Recommendation

3.1 That Members consider awarding funding to the foodbanks from the £10,000 hardship fund.

A Ambrosen
Finance Assistant

AGENDA ITEM 11(i)

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

APPLICATION FOR FINANCIAL ASSISTANCE FOR AN ORGANISATION

Name of Organisation: Email address:	Shelter Cymru rosab@sheltercymru.org.uk
Purpose of Organisation:	At Shelter Cymru, it is our mission to ensure that everyone in Wales has the support they need to secure and maintain a safe home. Our local community presence in every county of Wales means we provide immediate help, unpicking often complex issues to find long term solutions. Our national reach yet with local engagement means we are uniquely placed to collect large scale insight into the root causes of homelessness - which we use to drive national and long-term change. Our teams work vigorously to support people throughout Wales who are experiencing homelessness and poor housing with a particular focus on homeless prevention. Our emergency helpline, community-based surgeries and advice online mean our help is accessible in the way people need it – for as long as it is needed. Our housing advice and legal representation are always free. Recent statistics showed that 90% of our face-face advice cases prevented homelessness and only 10% of clients needed our help again in the first two years of receiving support.
No. of Members – Indicate how many live in the Pontypool area	We are a non-members organisation
Reason for application	We are seeking funding to maximise the delivery and impact of our services in the Pontypool area, ensuring that local households experiencing housing insecurities can access timely support from us, as we enter the colder months. Last year, in your area, we supported 254 households and 420 people. 28% of these cases were children. Our support is tailored to each household's circumstances and can include drop-in advice, practical assistance, advocacy, ongoing casework and, where necessary, free representation in court. This holistic approach enables us to work with individuals throughout their housing journey, from their initial point of contact through to achieving the best possible outcome.

	Currently, a new person reaches out to Shelter Cymru every 24 minutes, and our own data shows that we are needed now more than ever. The current cost-of-living crisis means that more people than ever across Wales and within Pontypool will be hit with housing insecurities. It is our mission to stop this, but we can only do this with support. Whilst our teams work tirelessly to reach and support everyone who needs our help, the current demand for our services is significantly greater than the resources available to us. This increasing demand means that additional funding is essential to enable us to respond to more people in need, provide timely specialist support and prevent housing difficulties from escalating into homelessness. It costs £252.61 to support one household in your area, a donation of £500 would help us reach two households. This donation would have a direct and measurable impact in Pontypool, helping us reach more households and provide the advice, advocacy and representation they need to protect their homes, understand their rights and secure a safer and more stable future.
Do you have a Safeguarding policy if dealing with children, young people or vulnerable adults	Yes (please delete as appropriate)
How much funding would you like to apply for?	£500
Does the organisation have a constitution and/or is it a registered charity If you are a registered charity please list the charity number.	It is a registered charity 515902
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes
Does your organisation have a Welsh Language Policy? FOR INFORMATION ONLY	No We can however provide all of our services in Welsh
What steps has your organisation taken or is going to take to reduce its environmental impact? Your answer could include but is not limited to: • encouraging people to car-	Our organisation is committed to reducing its environmental impact wherever possible. We operate a car share scheme to encourage employees to share journeys, reducing the number of vehicles on the road and associated emissions. Recycling facilities are available across our workplaces, and we encourage sustainable practices in our day-to-day activities. We also support working from home and using online meetings when communicating with teams across

share or use public transport • reducing the use of pesticides or leaving areas to grow wild • reducing heating and electricity bills by installing insulation or low energy light bulbs	Wales, helping to reduce unnecessary travel and emissions. In addition, we aim to purchase resources only when essential, including equipment and technology, reducing unnecessary consumption. We will continue to identify further opportunities to improve sustainability.

hall is in Abersychan Comprehensive School

£60 a week Hall costs.

Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

AGENDA ITEM 11 (ii)

APPLICATION FOR FINANCIAL ASSISTANCE FOR AN ORGANISATION

Name of Organisation:	If You Dink I Dink
Purpose of Organisation:	The purpose of If You Dink I Dink is to encourage women in Pontypool, Torfaen and the surrounding communities to become more physically active through affordable, fun and inclusive pickleball sessions. Our aim is to improve physical and mental wellbeing, build confidence, reduce social isolation and create opportunities for women to make new friendships in a welcoming, supportive environment. We want to make sport accessible to women of all abilities, including those returning to exercise, who may feel nervous about joining traditional sports or are looking for a new hobby and social connection.
No. of Members – Indicate how many live in the Pontypool area	Around 20 - all live in the Torfaen area 8 from Pontypool
Reason for application	If You Dink I Dink is a women-only community pickleball group established to encourage women in Torfaen to become more physically active, improve their mental wellbeing, build confidence and friendships, and reduce social isolation. We are applying for financial assistance from Pontypool Community Council to help cover the cost of hall hire and ensure we can continue providing affordable, accessible sessions for local women. Since starting in January 2026, we have welcomed many women to try pickleball, with a number continuing to attend our weekly sessions and forming friendships through the group. We currently charge just £3 per person per session to keep the activity affordable. However, our previous funding has now ended, and we are entirely reliant on session fees to cover our running costs. With attendance numbers fluctuating, particularly on Tuesdays, it is becoming increasingly difficult to cover hall hire and sustain both sessions. Financial assistance would help us continue offering these valuable community sessions, keep costs affordable for participants, encourage more women to get involved, and support the physical and mental wellbeing of women in the Pontypool and surrounding communities.
Do you have a Safeguarding policy if dealing with children, young people or vulnerable adults	Yes / No / NA (please delete as appropriate)
Does the organisation have a constitution and/or is it a registered charity If you are a registered charity please list the charity number.	Yes we have a constitution.
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / No (please delete as appropriate)
Does your organisation have a Welsh Language Policy? FOR INFORMATION ONLY	Yes / No (please delete as appropriate)

What steps has your organisation taken or is going to take to reduce its environmental impact? Your answer could include but is not limited to: • encouraging people to car-share or use public transport • reducing the use of pesticides or leaving areas to grow wild • reducing heating and electricity bills by installing insulation or low energy light bulbs	If You Dink I Dink aims to minimise its environmental impact by encouraging members to reuse their own water bottles, reduce single-use plastics and avoid unnecessary waste. We use digital communication and online booking systems through Spond to share information, manage sessions and reduce the need for printed paperwork. We also make use of shared sports equipment, including pickleball nets, paddles and balls, to reduce unnecessary purchases. Where possible, we encourage members to car-share when travelling to sessions. We will continue to look for practical ways to reduce waste and operate in a more environmentally friendly way.

Please return your completed application form and any other requested documents to:

Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

AGENDA ITEM 11(iii)

Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

Memorandum of Understanding

Between Pontypool Community Council and Friends of Pontypool Town

Project: Spring/Easter Eggstravaganza 2027 & Halloween Spooktackular 2027

1. Purpose

This Memorandum of Understanding records the parties' shared intention to deliver the Spring/Easter Eggstravaganza 2027 and Halloween Spooktackular 2027 for the benefit of the local community.

2. Funding

Pontypool Community Council intends to provide funding towards the projects, £6,000 (£3,000 for each event) to be awarded.

3. Responsibilities

Friends of Pontypool Town will:

- Plan and deliver the event
- Obtain all necessary permissions, music licences, insurance, safety advice
- Provide PCC with copies of SAG reports, compliance & liaison with TCBC road closures
- Make necessary road-closure arrangements
- Provide appropriate security and first-aid cover.
- Ensure the provision and delivery of:
    - A mixture of free and subsidised activities for children ranging from arts, crafts to physical activities
    - Face painters, entertainers and characters
    - Music, dancing and competitions
    - Food festival stalls featuring Welsh producers as much as possible
    - Local crafters
    - Vintage / interesting vehicles
    - Support from and collaboration with 4 other community groups
    - Local advertising plus wider social media adverts

Friends of Pontypool Town will provide the Council with a copy of its latest accounts and maintain clear records of project income and expenditure. Any unspent Council funding must be returned unless otherwise agreed in writing.

4. Publicity

All relevant publicity will acknowledge that the event has been funded by Pontypool Community Council. Publicity using the Pontypool Community Council's name or branding must be agreed in advance.

Friends of Pontypool Town will, where reasonably practicable, provide Pontypool Community Council with the opportunity to attend and exhibit at events delivered under this agreement through the provision of a gazebo, table, stall space or other suitable presence.

All publicity materials, promotional content, event information and other public-facing communications relating to activities supported through this agreement should, where reasonably practicable, be made available bilingually in Welsh and English.

5. Partnership Working and Support

Pontypool Community Council and Friends of Pontypool Town agree to work collaboratively in the planning and delivery of community projects and events for the benefit of Pontypool residents and visitors. Friends of Pontypool Town may seek advice, guidance and support from the Pontypool Community Council Projects and Events Team, who will endeavour to provide assistance where resources and capacity allow. Both parties will maintain open communication and a cooperative approach to support the successful delivery of activities undertaken through this agreement.

6. Required Documentation

Friends of Pontypool Town will provide Pontypool Community Council with the following documents and keep them updated throughout the duration of this agreement:

- Signed Memorandum of Understanding.
- Current Constitution or Governing Document.
- Latest Income and Expenditure Statement and/or Annual Accounts.
- Safety Advisory Group (SAG) documentation and reports where applicable.
- Relevant governance, safeguarding and health and safety documentation as reasonably requested.
- Public Liability Insurance Certificate.

7. Well-being of Future Generations (Wales) Act 2015

Both parties will seek to support the principles of the Well-being of Future Generations (Wales) Act 2015 by working collaboratively to improve the social, economic, environmental and cultural wellbeing of Pontypool and its communities. This will include promoting partnership working, supporting volunteering opportunities, encouraging community participation, and enhancing the attractiveness and vitality of Pontypool town centre, including collaboration with community facilities and organisations such as the Pontypool Indoor Market where appropriate.

Both parties recognise the value of volunteering in supporting community projects and events. Where appropriate, the Pontypool Taskforce may be utilised as an additional volunteer resource to support event delivery, environmental improvements, community initiatives and town centre activities, subject to the availability of volunteers and agreed responsibilities.

8. Review and status

The parties will cooperate in good faith and promptly discuss any significant change to the project, budget or delivery arrangements. This document records the parties' understanding and does not create a partnership, employment relationship or authority for either party to bind the other.

9. Signatures

For Pontypool Community Council

Name: _____ Position: _____

Signature: _____ Date: _____

For Friends of Pontypool Town

Name: _____ Position: _____

Signature: _____ Date: _____

Agenda Item 12

Finance, Governance & Policy Committee
Wednesday 4th November 2026

IT Equipment – Proposal for Teams Room System for Chamber

1.0 Purpose of Report

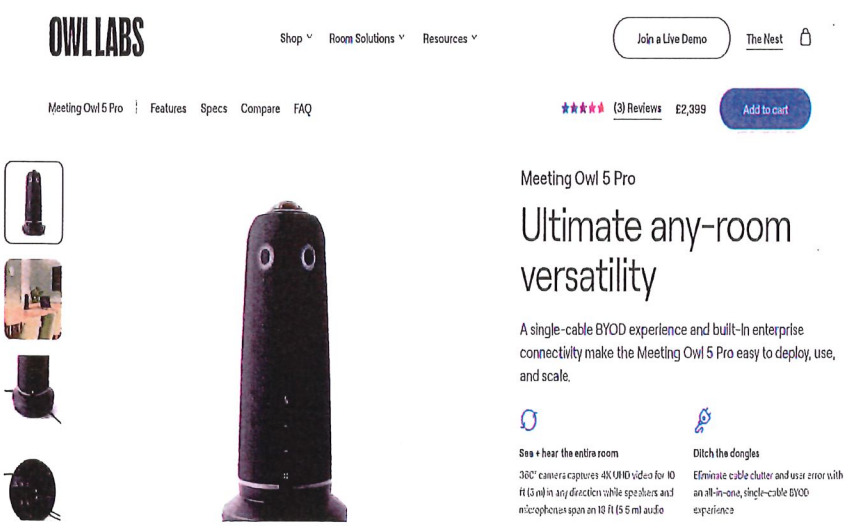
1.1 To provide the Committee with a proposal for replacing the Meeting Owl speaker used for Teams meetings with a Teams Room System

2.0 IT equipment background

2.1 The Meeting Owl was purchased in 2021 and at the time was an up to date system for holding meetings. During the last 5 years improvements have been made to systems – specifically Teams orientated systems that may suit the Council better.

2.2 Over the past few months there have been reports of various issues with the Owl system and one meeting had to be adjourned due to technical difficulties with the existing set up.

2.3 Research has been undertaken and to replace the existing Meeting Owl with the same type of system would cost £2,399.



MEETING OWL 5 PRO MTW505-1000

Meeting Owl® 5 Pro Specifications

Overview

Camera	Lens: Single custom-designed 360° panoramic fisheye camera lens to eliminate image distortion Output Resolution: 4K UHD Camera Sensor: 64MP Video Range: 10' (3m) Field of View: 360°
Microphones	# of Microphones: 8 omni-directional beamforming smart mics Audio Pickup Radius: 16' (5.5m) Features: Smart mics equalize speaker volume to amplify quiet voices Option to connect to Expansion Mic to extend audio range by 8' (2.5m)
Speakers	# of Speakers: Three built-in speakers for 360° coverage and clear in-room sound Speaker Output Level: 80 db SPL
Connectivity	# of USB-In: 1 x Type C USB 3.1, supports DisplayPort Alt Mode # of USB-Out: 1 x Type C USB 2.0 HighSpeed host port for future accessories # of HDMI-Out: 1 # of Ethernet: 2x RJ45 (10/100/1000 Base-T)

Usage

Software	AI-powered Owl Intelligence System™ to intelligently focus on whoever is speaking Intelligently auto focuses on the active speaker using vision, voice, and motion 5 different video Modes available to feature presenter, whiteboard, panoramic view of all participants, or grid view of all participants
Compatibility	SuperSpeed single-cable BYOD USB connection to host computer Compatible with all web-based video conferencing platforms, including Microsoft Teams, Zoom, Google Meet, Webex, and others Option to pair with a second Meeting Owl 5 Pro and/or add an Expansion Mic for video and audio coverage in larger spaces
Management	Meeting Owl App: Required for adjusting settings during meetings ▪ Desktop: Mac and Windows ▪ Mobile: iOS and Android ▪ Tablet: iPad The Nest: Remotely manage fleet of Owls through our web-based portal Owl 360 Services: Advanced analytics, priority onboarding and technical support, and extended device warranty

3.0 Alternative

3.1 CCSW have been asked to quote for a new system to be used in the Council Chamber for Council Teams meetings. The new Teams Room system proposal is attached. This system can be moved to new premises should it be needed.

3.2 A positive for this system is that no laptop needs to be attached, it is just a case of switching the speaker on to join a meeting. A drawback is that it can only be used for Teams meetings (Zoom etc will not work on the system).

4.0 Costs for purchasing Teams Room System

4.1

Prices are for hardware only and are shown before VAT unless stated.

Item	Qty	Unit	Total
Yealink MeetingBar A40 with CTP25 touch panel	1	£1,386.00	£1,386.00
Yealink VCM35 table microphone (wired)	1	£166.00	£166.00
Yealink PA20 presentation pod	1	£160.00	£160.00
Microsoft Teams Rooms Basic licence (free)	1	£0.00	£0.00
Hardware subtotal (ex VAT)			**£1,712.00**
VAT at 20%			£342.40
Hardware total (inc VAT)			**£2,054.40**
Installation, configuration and handover			£350+VAT

5.0 Budget

5.1 The current Office IT Equipment and Consumables budget (3015) is set at £8000. The budget is mainly used for CCSW IT provision (Microsoft licenses and support) which is approximately £7500. The budget leaves little room for IT equipment improvement.
There is no allocated budget for this improvement.

6.0 Recommended

6.1 That Members are asked to consider and agree to purchase a new user friendly Teams Room System to support consistent and uninterrupted Council meetings.

Rebecca Cronin
Environmental Health and Safety Lead
Oct 2026

Agenda Item 13

Finance, Governance & Policy Committee
Wednesday 4th November 2026

Phone System

1.0 Purpose of Report

1.1 To provide the Committee with a proposal for merging the telephone system with the current IT provider CCSW.

2.0 Background

2.1 The phone system is maintained by 123 Telecom and PCC have been in contract with them since 2020.

2.2 PCC are currently on a rolling 90 day contract with 123 Telecom.

2.3 CCSW the IT provider also now supports phone systems so a quote was asked for to compare with 123 Telecom.

3.0 Quotes

3.1 The quote received from 123 Telecom is:-

Business Fibre line - £45.00
8 x Cloud Voice licenses - £112.00
Total = £157.00 (exc VAT)

3.2 The monthly quote received from CCSW is:-

PCC Internet line – £33.50
CCSW CallOne Phone System (1 year contract) x8 - £97.84
(3 year contract) - £85.84
Total = 131.34 (exc VAT)

4.0 Reasons

4.1 The main benefit of transferring to CCSW is so that all systems are covered by one external provider. Any issues arising will be covered by one company. Switching to CCSW saves money on a monthly basis £25.46). There is currently no exit fee to leave the contract after 90 days with 123 Telecom. However, it should be noted that CCSW has a £75 cancellation fee within the first year and then drops to £25 after that. The monthly saving could be increased by entering into a 3 year contract for the phone with CCSW (£37.66).

5.0 Budget

5.1 The new costs will continue to come from the same budget line -

6.0 Recommended

6.1 Councillors are asked to discuss and determine whether to switch the phone system provider from 123 Telecom to CCSW with a monthly saving of £25.46 or £37.66.

Rebecca Cronin
Environmental Health and Safety Lead
Oct 2026

123 Telecom Quote



The internet service NEEDS to be converted to SoGEA which removes the Analogue Line. After this conversion, your invoice will look like this:

1 x SoGEA Business Fibre: £45
8 x Cloud Voice Licences (Seats) @ £14: £112
1 x Unlimited Calls Bundle: Included (All UK Calls to 01,02,03 & 07 Major Mobile Networks)
1 x Pre Call Announcement: Included

Total: £157 +vat

You already have access to unlimited system changes, two voicemail accounts, music on hold, multiple transfer and call routing options, and an IVR auto attendant to name a few.

As part of the Fibre conversion we will also upgrade the telephony platform which will open up more advanced features for you to try free of charge:

90 Day Call Recording
CRM Integration
Click2Dial
Softphone Apps for Laptop, PC, Mac, Tablet & Mobiles

CCSW Quote



FROM
CC SW Support
CC SW Ltd
Ynys House
Seigiron Close
Cardiff
CF24 5HS
www.ccsw.co.uk
PHONE
0333 014 4544
COMPANY NUMBER
03088720
VAT NUMBER
GB 888 8888 58

FOR
Pontypool Community Council
TO
Rebecca Cruren
EMAIL
REDACTED@pontypool-tc.gov.uk

QUOTE NUMBER
422
DATE
14 September 2025
EXPIRY DATE
21 September 2025 at 3:20 PM
Download PDF

Pontypool CC - Phone System

CC SW CallOne Phone System - 1 Year Contract

- 2000 UK landline and mobile minutes per user (Pooled)
- Free mobile, desktop, and web applications
- Integrated video meetings and Microsoft Teams voice
- Call recording with 90-day inclusive storage
- CRM and cloud storage integrations
- Instant messaging
- Multi-factor authentication and Single Sign-On for Google & Microsoft
- Conference call functionality
- Voicemail-to-email transcription
- Bulk SMS (up to 20,000 recipients)
- Customisable IVR menus and time-of-day call routing

12.23
x 8
97.84
per month
(for 12 months)

☐ CC SW CallOne Phone System - 3 Year Contract

- 2000 UK landline and mobile minutes per user (Pooled)
- Free mobile, desktop, and web applications
- Integrated video meetings and Microsoft Teams voice
- Call recording with 90-day inclusive storage
- CRM and cloud storage integrations
- Instant messaging
- Multi-factor authentication and Single Sign-On for Google & Microsoft
- Conference call functionality
- Voicemail-to-email transcription
- Bulk SMS (up to 20,000 recipients)
- Customisable IVR menus and time-of-day call routing

10.73
x 8
85.84
per month
(for 36 months)
Not selected

Subtotal	97.84
VAT 20%	19.57
Total GBP	**£117.41** per month (for 12 months)

Options selected	0 of 1
Subtotal	0.00
Total GBP	**£0.00** per month (for 36 months)

Pontypool CC - Internet Line - PN

Vodafone - SOGEA 80/20	33.50
	x 1
Rolling monthly contract - £75 cancellation within first 12 months, £25 after that.	33.50

AGENDA ITEM 14

Pontypool Community Council

Internal Audit 2025/26

Interim Report

JDH BUSINESS SERVICES LTD

The internal audit of Pontypool Community Council is carried out by undertaking the following tests as specified in the Annual Return for Local Councils:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues and recommendations overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Ltd

35

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2025/26 Interim Internal Audit			
1	A number of the expenditure items in our sample testing related to items in excess of the quotations requirements in the Financial Regulations. The council has provided the reason(s) for not securing quotations which relate directly to exemptions available in the FRs such as bespoke items. However, a description of the expenditure in the minutes linked to the exact exemption in the FRs is not provided.	*The council should link expenditure decisions where procurement exemptions are applied with the Financial Regulations for contracts.*	*Implemented*
2024/25 Year End Internal Audit			
1	The register of fixed assets has been migrated from an excel spreadsheet to the Edge system, however, we noted a substantial duplication item in the Edge asset register, so the correct figure from the spreadsheet has now been included in the fixed assets disclosure in the Annual Return.	*The Edge fixed asset register should be corrected to agree with the excel fixed asset register.*	*Implemented*

35

	ISSUE	RECOMMENDATION	FOLLOW UP
2	The total Staff Costs disclosed in the Annual Return includes payroll agent charges of £696 and professional membership fees of £357.	*The council should ensure in future that only payroll expenditure as defined in the Practitioners Guide is included in Staff Costs in the Annual Return accounts.*	*Implemented*
2024/25 Interim Internal Audit			
1	In 2023/24 we reported a payments internal control issue that the council was not currently complying with the authorisation requirements for payments as set out in the adopted council Financial Regulations as only certain payments were authorised in advance by council in the minutes such as grants and donations to voluntary bodies. For all other payments the clerk authorised the payments if they were within the approved council budget and the finance manager actually transacted the payment. Payment schedules were then put to Finance and General Purposes committee at a later date. 2024/25 payments review – We have checked payment authorisation controls against a sample of payments and although there is now evidence of pre-authorisation by email prior to a payment	*Authorisation by two nominated councillor signatories (or authorisation by appropriately delegated committee or full council) must be secured before payments are made.*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	being made, a small number of the sample payments were only supported by one Councillor email authorisation.		
2	There is currently no formal medium term corporate plan showing the medium term priorities, objectives and strategic direction of the council.	*The council should consider formalising its priorities and objectives into a medium term corporate plan.*	*Recommendation outstanding*
3	We were informed that no contingency arrangements are in place to maintain complete and accurate up to date accounting records if the RFO was absent for a significant period. Currently contingency arrangements only cover the clerk role.	*The council need to review its contingency arrangements for maintaining complete and accurate financial systems and controls in the absence of the RFO and ensure formal arrangements are in place.*	*Council feedback indicates this situation would be managed with internal staff resources*
4	Evidence of the quotation process for the following payments was not provided: • 12/08/24, Land Train Hire £2,034.00 • 17/07/24, Dinomania Ltd (Remaining Balance) £2,688.00 We were informed that these payments related to the events budget which is delegated, however, the requirement to comply with the procurement	*All council contract expenditure must comply with the procurement requirements of the adopted Financial Regulations.*	*See 2025/26 interim internal audit procurement issue*

	ISSUE	RECOMMENDATION	FOLLOW UP
	requirements of the Financial Regulations for expenditure under this budget heading had not been stipulated to officers.		
5	The council paid for playground equipment on 19/09/24 from Wicksteed Leisure for £10,165.20 (gross). We were informed that the purchase was organised by the unitary authority who selected the supplier for the equipment for a support group that did not have a bank account to complete the transaction. Therefore, the council does not own the play equipment and has purchased the items on behalf of a community group and reclaimed the VAT of £1,694.20.	*The council should secure VAT guidance from OVW as to whether the VAT element of this purchase is recoverable.*	*Officers have noted that One Voice Wales guidance has now been sought regarding this VAT issue.*
6	The council had to undertake a Radon mitigation contact due to measured high levels of emissions in the occupied premises. However, the description of the award of the contract in the minutes does not link to the Financial Regulations for contracts.	*The council should link procurement decisions, where exemptions can be applied, with the Financial Regulations for contracts. For instance, the radon emissions issue is presented in the council documentation as a health and safety emergency which could be referred to under the following Financial Regulation:* *11.1 Procedures as to contracts are laid down as follows:*	*Recommendation outstanding - See 2025/26 interim internal audit procurement issue*

	ISSUE	RECOMMENDATION	FOLLOW UP
		(a) Every contract shall comply with these financial regulations, and no exceptions shall be made ***otherwise than in an emergency.***	
2023/24 Year End Internal Audit			
1	The fixed asset register records a total asset value of £328,735 which includes a 'building improvements' item for £172,552 that has been recorded in the asset register for a significant number of years. We are informed this relates to building improvements carried out to the building that is not owned by the community council but is leased from the principal council.	*The council should in 2024/25 review the 'building improvements' category in the asset register relating to the leased building and determine whether this meets the definition of a fixed asset as prescribed in the Governance and Accountability Guide. Guidance could also be sought from One Voice Wales which jointly publishes the Guide.*	*2024/25 follow up – Issue reviewed by council and no changes made the fixed asset register*
2	Petty Cash A fundraising receipt of £195 was paid into petty cash in the year. Petty cash should only be used for defraying minor operational expenditure and Financial Regulations prohibit cash income being paid into petty cash as follows: 6.21.b) Income received must not be paid into the petty cash float but must be separately	*Cash incomes must not be paid into the petty cash account as stipulated by Financial Regulations.*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	banked, as provided elsewhere in these regulations.		
2023/24 Interim Internal Audit			
1	The council is not currently complying with the authorisation requirements for payments as set out in the adopted council Financial Regulations. Currently only certain payments are authorised in advance by council in the minutes such as grants and donations to voluntary bodies. For all other payments we are informed that the clerk authorises the payments if they are within the approved council budget and the finance manager actually transacts the payment. Payment schedules are then put to Finance and General Purposes committee at a later date. The requirements for authorisation of council payment in the FRs are specific and extensive as copied below: *5.2. The Finance Manager shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council [or finance committee]. The Council / committee shall review the schedule for*	*The council must comply with the authorisation requirements for payments as detailed in sections 5. and 6. in the adopted Financial Regulations.* *Financial Regulations should be updated to reflect the actual payment methods used at the council as section 5.1 states: 'Currently the Council pays by Cheque, Direct Debit, Credit Card and cash. The Accountant is investigating the simplest way to pay by BACS'. In actual fact, the vast majority of payments are now made via internet banking.* *Authorisation by two nominated councillor signatories (or authorisation by appropriately delegated committee or full council) must be secured before payments are made. This can be implemented using any of the following options:* • *A number of councillors are nominated as signatories of which two will access the bank account online and authorise the payments. In this effective system, officers*	*Pre- authorisation implemented, however, see 2024/25 interim internal audit issue.*

	ISSUE	RECOMMENDATION	FOLLOW UP
	compliance and, having satisfied itself shall approve payment by a recommendation of the Policy and Finance Committee and then resolution of the Council The approved schedule shall be ruled off and initialed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. *5.5. The Clerk/ RFO and Accountant shall have delegated authority to authorise the payment of items only in the following circumstances:* *a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998,* *b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or* *c) fund transfers within the Councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].* *6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of*	*are only able to set up a potential payment and then release it only after authorisation by two councillors* • *Authorisation by council before payment and this authorisation is recorded in the minutes.* • *Schedule of payments signed and dated by two nominated councillor signatories as authorisation before payment.* • *Emailed authorisation by two nominated councillor signatories.* *Any schedules of payment reviewed by council should, in compliance with the FRs, be 'initialed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.'*	

	ISSUE	RECOMMENDATION	FOLLOW UP
	the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years. *6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.*		
2	The fidelity cover is currently £500,000, however, fidelity insurance should aim to cover the maximum projected cash and bank and investment balances for the year which is estimated as the 2022/23 year end balances of £961,283 plus the next precept instalment of £238,608, which is an estimated maximum projected balances of £1,199,891. Financial Regulations require the following: *15.5. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance* ***which shall cover the maximum risk exposure as determined by the Council.*** *or duly delegated committee.*	*As part of risk assessment procedures, the council should annually estimate maximum projected cash and bank and investment balances as part of annual risk assessment and review of fidelity cover and set the level of fidelity insurance accordingly as required by s15.5 of the Financial Regulations* *The council need to review the current level of fidelity insurance as it does not cover maximum projected cash and bank and investment balances.*	*Implemented – fidelity cover increased to £2 million.*
3	The budgetary control reports presented to committee do not identify those variances in excess of the threshold in the Financial Regulations requiring written explanation.	*The budgetary control information provided to council should comply with Financial Regulation requirements by highlighting those variances in the report which are in excess of the threshold set in the Financial*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	Financial Regulations state the following: *4.8. The Clerk/RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.* ***These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of [£100] or [15%] of the budget.***	*regulations where a written explanation is needed.*	
4	A reimbursement of £2375.90 for expenditure incurred on a personal credit card was provided to an officer on August 31st 2023, Financial Regulations require the following: *6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and the Finance Manager and shall be subject to automatic payment in full at each month-end.* ***Personal credit or debit cards of members or staff shall not be used under any circumstances.***	*The council must comply with the Financial Regulations requirements in respect of use of personal credit cards.*	*Implemented*
5	The risk assessment does not address the risks of supplier fraud. Most standard local council insurance policies do not cover third party/supplier fraud. The supplier fraud risks can be managed via appropriately robust policies and	*The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.*	*Recommendation outstanding*

	ISSUE	RECOMMENDATION	FOLLOW UP
	procedures. Examples of prevention actions include: - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment		

HS

	ISSUE	RECOMMENDATION	FOLLOW UP
	has been made to the supplier bank account		
6	There is no evidence of member sample checks for online payments with supplier bank accounts. FR 6.17 states *'A programme of regular checks of standing data with suppliers will be followed.'*	*As part of ongoing probity controls over expenditure, the council should apply member checks to online payments during the year to satisfy themselves as to the validity of payments, including:* - *To provide assurance that the correct suppliers have actually been paid the amounts the council has approved, periodically a nominated councillor should select a small sample of payments from the actioned online payments and agree the online payment bank details to the bank account details of the supplier on the invoice* - *Supplier fraud prevention controls – A nominated councillor should check bank details for the first payment to a supplier to a signed confirmation letter from the supplier. The same procedure should apply where a supplier has purported to have changed bank accounts (particularly if the request is via email).*	*Implemented – member sample checks have been introduced.*

	ISSUE	RECOMMENDATION	FOLLOW UP
		All the above member checks should be evidenced by a signature and date.	
7	There was no evidence of periodic detailed member checks to source documentation of the monthly payroll.	*The council should apply member checks to payroll during the year to satisfy themselves as to the validity of payments. The monthly payroll should periodically be agreed on a sample basis back to source documentation such as authorised salary increases, timesheets and employment contracts.* *All the above member checks should be evidenced by a signature and date.*	*Implemented – member sample checks have been introduced.*
8	A checklist review of governance identified that the following policies were not in place: - gifts and hospitality - staff expenses	*The council should establish a gifts and hospitality policy, and a staff expenses policy.*	*Implemented*
9	Financial Regulations require the following: *2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the Accountant. The member shall sign the*	*The periodic review of the bank reconciliations and supporting information from the AdvantEdge system should be evidenced by a dated signature as required by FRs.*	*Recommendation Outstanding*

	ISSUE	RECOMMENDATION	FOLLOW UP
	reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee. Although the Chair reviews the bank reconciliations and supporting information from the AdvantEdge system, these reviews are not evidenced by a dated signature.		
10	The council is not currently provided with the Fixed Asset Register for review and approval annually.	*As part of year end procedures, the council should* be *provided with the Fixed Asset Register for review and approval.*	*Recommendation Outstanding*