

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

28 March/Mawrth 2024

Dear Sir/Madam,

You are summoned to attend a Multi-Location meeting of the **FINANCE, GOVERNANCE & POLICY COMMITTEE** at **6.30 PM** on **3 APRIL 2024**.

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 3RD EBRILL 2024**.

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

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

AGENDA

FINANCE ITEMS

1. **Apologies for absence**
To receive apologies for absence.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**
To approve the schedule of receipts and payments for February 2024 (pages 1 to 4)
4. **Use of Credit Card**
To approve the credit card payments from 13th February 2024 to 8th March 2024 (page 5)
5. **Financial Budget Comparison and Earmarked Reserves**
(i) To receive and consider the financial monitoring report and earmarked reserves to the 29th of February 2024 (to follow)
6. **Local Voluntary Funding (LVF)**
To approve list of Local Voluntary Funding (page 6) and copies of the applications are available on request.
7. **CCTV Report**
To receive a report from the Finance Support Officer in relation to CCTV feedback following presentation given by Mr Lyndon Puddy at February's Council meeting (pages 7 & 8)
8. **TVA sponsorship package**
To receive information regarding the Torfaen Community and Volunteer Awards 2024 (pages 9 to 11)
9. **Request(s) for financial assistance**
To receive requests from the following organisations:
 - (a) Torfaen Tourism Association (attached: pages 12 to 17)
 - (b) Gwent Federation of Women's Institutes (attached: pages 18 & 19)
 - (c) Ysgol Panteg (attached: pages 20 & 21)

GOVERNANCE ITEMS

10. **Draft Council Constitution**
To receive constitution review feedback from all FG&P members as agreed at the FG&P meeting in March.

POLICY ITEMS

12. **Medical appointment Policy**

To approve and adopt the attached medical appointment policy for staff (attached: pages 22 & 23)

Councillors: Lizzie Hunt (Chair) Nick Byrne (Vice-Chair), Jon Horlor, Jon James, Nick Jones, Jonathon Martin, Allan Peplow, Caroline Price, Bob Rogers, Jools Rogers, Chairman (Councillor Matt Ford) and Leader (Councillor Gaynor James) Ex-officio.

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**FINANCE, GOVERNANCE & POLICY COMMITTEE - 3 APRIL 2024
SCHEDULE OF RECEIPTS & PAYMENTS - FEBRUARY 2024**

| Date | Vo No | Name | Details | Amount |
|------------------------------------|-------|--------|---------------------------------|------------------|
| Income - February 2024 | | | | |
| 01/01/2024 | 34 | HMRC | VAT Refund Qtr to 30/09/23 | 5,543.66 |
| 01/02/2024 | 35 | CCLA | Dividend Reinvested - January | 3,974.20 |
| 01/02/2024 | 36 | CCLA | Dividend Reinvested - February | 3,991.13 |
| | | | | 13,508.99 |
| Expenditure - February 2024 | | | | |
| 04/02/2024 | 614 | DD | Cathedral Leasing | 41.59 |
| 01/02/2024 | 615 | DD | Webjects Ltd | 144.00 |
| 19/02/2024 | 616 | DD | Barclaycard | 1,342.27 |
| 20/02/2024 | 617 | DD | 123 Telecom | 203.52 |
| 15/02/2024 | 618 | SO | Torfaen County Borough Council | 14,000.00 |
| 02/02/2024 | 619 | DD | Peninsula Business | 184.18 |
| 27/02/2024 | 620 | DD | Torfaen County Borough Council | 192.00 |
| 27/02/2024 | 621 | DD | Torfaen County Borough Council | 26.09 |
| 12/02/2024 | 622 | DD | British Gas | 74.10 |
| 16/02/2024 | 623 | DD | Twenty Four | 199.43 |
| 04/02/2024 | 624 | DD | Peninsula Business | 603.14 |
| 24/02/2024 | 625 | DD | British Gas | 300.00 |
| 19/02/2024 | 626 | BP | Ysgol Bryn Onnen | 300.00 |
| 01/02/2024 | 627 | BP | Friends of Garnteg PTA | 200.00 |
| 01/02/2024 | 628 | BP | Royal Ord Retirement Fellowship | 250.00 |
| 01/02/2024 | 629 | BP | George Street Primary School | 500.00 |
| 01/02/2024 | 630 | BP | Severn Area Rescue Association | 100.00 |
| 01/02/2024 | 631 | BP | Nifty Knitters | 500.00 |
| 01/02/2024 | 632 | 116624 | Coedwedd Community Hub | |
| | | | | 19,160.32 |

FINANCE, GOVERNANCE & POLICY COMMITTEE - 3 APRIL 2024
SCHEDULE OF RECEIPTS & PAYMENTS - FEBRUARY 2024

| | | | | | | |
|------------|-----|----|--|------------------------------------|-----------|-----|
| 07/02/2004 | 661 | BP | Garndiffaith Community Association | Grant Aid | 52,806.06 | b/f |
| 07/02/2024 | 662 | BP | Victoria Village Hall | Grant Aid | 800.00 | |
| 07/02/2024 | 663 | BP | Pontymoile Community Hall | Grant Aid | 800.00 | |
| 07/02/2024 | 664 | BP | Talywain Community Hall | Grant Aid | 800.00 | |
| 07/02/2004 | 665 | BP | Varteg Community Centre | Grant Aid | 800.00 | |
| 07/02/2024 | 666 | BP | St John Ambulance | Grant Aid | 800.00 | |
| 07/02/2024 | 667 | BP | Panteg House | Grant Aid | 800.00 | |
| 07/02/2024 | 668 | BP | New Inn Community Hall | Grant Aid | 800.00 | |
| 07/02/2024 | 669 | BP | Pontymoile OAP Club | Grant Aid | 800.00 | |
| 07/02/2024 | 670 | BP | Urdd Eisteddfod | Grant | 200.00 | |
| 28/02/2024 | 671 | BP | Eden Springs | Water Charges - Market / Office | 121.40 | |
| 28/02/2024 | 672 | BP | Greenbarnes | Notice Board - Replacement Glazing | 159.49 | |
| 28/02/2024 | 673 | BP | Dance Stars Academy | Xmas Cav - Services Provided | 50.00 | |
| 28/02/2024 | 674 | BP | Initial | Mat Service | 25.85 | |
| 28/02/2024 | 675 | BP | Torfaen County Borough Council | Building Insurance - Unit 8 | 89.56 | |
| 28/02/2024 | 676 | BP | Severn Office Solutions | Stationery | 52.50 | |
| 28/02/2024 | 677 | BP | Torfaen County Borough Council | Various Invoices | 3,437.16 | |
| 28/02/2024 | 678 | BP | Crane Street Baptist & Utd Reformed Church | Hire of hall - Cavalcade | 100.00 | |
| 28/02/2024 | 679 | BP | Ricoh UK Ltd | Photocopier - Rental/Copies | 817.51 | |
| 28/02/2024 | 680 | BP | Severn Office Solutions | Cleaning Supplies | 26.66 | |
| 28/02/2024 | 681 | BP | Torfaen County Borough Council | Salary Adjustment - Part Payment | 15,000.00 | |
| 28/02/2024 | 682 | BP | Tidy Butt | Wellbeing Days | 3,000.00 | |
| 28/02/2024 | 683 | BP | Menter Iatith BGTM | Eisteddfod Judging | 250.00 | |
| 28/02/2024 | 684 | BP | Old Time Dancers Club | LVF - LC/JC/BR/JR | 100.00 | |
| 28/02/2024 | 685 | BP | Twenty Four | Replacement - Emergency Light | 108.00 | |
| 28/02/2024 | 686 | BP | Ebenezer Ladies Hall | LVF - NB | 100.00 | |
| 28/02/2024 | 687 | BP | Victoria Village Pensioners Club | LVF - LC/JC/BR/JR | 100.00 | |

83,744.19

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Finance, Governance & Policy Meeting

Breakdown of Credit Card Purchases 13/02/2024 - 08/03/2024

| DATE | PAYEE | DETAILS | DEPARTMENT | SUB TOTAL | Total |
|--------------------------------------|----------------------|-------------------------------|-----------------------|-----------|------------------------|
| Credit Card - Finance Manager | | | | | |
| 13/02/2024 | Amazon | Year Planners | Stationery | | 11.98 |
| 15/02/2024 | Amazon | 2 Reams of Card | Stationery | | 11.86 |
| 15/02/2024 | Amazon | Door Mat | Furniture & Equipment | | 15.99 |
| 23/02/2024 | Amazon | Lever Arch Files | Stationery | | 17.02 |
| 27/02/2024 | EIF / Purple Guide | The Purple Guide Subscription | Subscriptions | | 30.00 |
| 27/02/2024 | Solopress | Roller Banner | Eisteddfod | | 57.01 |
| 27/02/2024 | Amazon | Handheld Decoration Flags | Eisteddfod | | 138.35 |
| 27/02/2024 | Amazon | TRS Cable | Furniture & Equipment | | 9.18 |
| 29/02/2024 | Chemiphase | Anti Graffiti Coating | Notice Boards | | 20.41 |
| 04/03/2024 | Amazon | Handheld Decoration Flags | Eisteddfod | | 20.04 |
| 05/03/2024 | Amazon | Handheld Decoration Flags | Eisteddfod | | 80.16 |
| 06/03/2024 | T-Lighted | Trophies | Eisteddfod | | 100.00 |
| 07/03/2024 | Farmfoods | Refreshments | Refreshments | 5.49 | |
| | | Cleaning Supplies | Cleaning | 3.50 | |
| 08/03/2024 | Amazon | Cardiac Adult Difib Pads | H & S | | 99.95 |
| | | | | | <u>597.22</u> |
| Credit Card - Clerk | | | | | |
| 14/02/2024 | High Street Vouchers | Vouchers | Eisteddfod | | 756.25 |
| 16/02/2024 | HPI Instant Ink | Ink Cartridges | IT Consumables | | 4.49 |
| 17/02/2024 | Lebara Mobile Ltd | Mobile Phone Sim | Mobile Phone | | 4.90 |
| | | | | | <u>765.64</u> |
| | | | TOTAL | | <u><u>1,362.86</u></u> |

FINANCE, GOVERNANCE & POLICY

WEDNESDAY 3rd APRIL 2024

LOCAL VOLUNTARY FUNDING

PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL
POWER OF COMPETENCE

| <u>Councillor</u> | <u>Requested Amount</u> | <u>Organisation</u> | <u>Reason</u> |
|-------------------------|-----------------------------|---------------------|--|
| Councillor S. Malson | £600 (PROJECT | Dean Groves | Steps from Osbourne Road to Doctors Surgery. |

Finance, Governance and Policy Committee

Wednesday 3rd April 2024

CCTV update

1.0 Purpose of report

Members to receive information requested from Mr Lyndon Puddy, Torfaen County Borough Council and One Voice Wales regarding CCTV in Pontypool.

2.0 Report

At February Full Council the Council requested that Mr Lyndon Puddy be asked to provide a full breakdown of costs of CCTV plus contingency plans he expects the Council to put in place for breakages. Mr Puddy was also asked for more information on the subsidisation of the monitoring costs and the expected costs for the next five years.

Mr Puddy sent over the following information:

- *There are a total number of 9 Cameras in Pontypool Town Centre and 2 in Trevechin. 11 in total*
- *This years maintenance costs are £4603.50 and £930.00 plus VAT with VAT the total maintenance cost is £6,640.20*
- *The contract ends the 31st October 2024 and if not renewed to a price via tender I won't have a cost for ongoing adhoc maintenance and this is a current risk.*
- *There is no current cost to the monitoring of CCTV linked to the Control Room, however, as I reported at Council there are ongoing conversations on this topic but nothing to report as yet.*
- *The maintenance costs will rise with inflation per annum, if we take the Government target of 2% as a guide then over 5 years the maintenance costs if there was no other uplift or increase in costs would be as a guide only*
2024/25 - £5,533.50
2025/26 - £5,644.17
2026/27 - £5,757.05
2027/28 - £5,872.19
2028/29 - £5,989.63
- *Breakages and damages I have assumed over time to be 25% of the annual maintenance. The cameras are relatively new and should not need replacing in the next 5 years, but infrastructure and breakages will occur and some more expensive to repair than others and there will be more repairs in one year than another that has been the experience here.*
- *For 24/25 I would assume a budget of £5,533.50 plus 25% £1,383.37 breakages plus VAT on both so for 24/25 that's £8,300.25.*

This would then be multiplied as above over the 5 years as a general guide

The one item I hope I was very clear on, in that the Council will not be providing resources post 31 October to CCTV but I think it worth ensuring Members are clear on that point when discussing at Committee.

The Council also requested that One Voice Wales be contacted to ask if to ascertain whether they would know if other Community/Town Councils are paying for CCTV in their areas and if it would be prudent spending of the Councils precept.

Below is the reply from Mr Paul Egan:

I assume that if you took on this responsibility then the County Borough Council would train staff in its use and provide you with the documentation required by the Data Protection Act 2018.

The Council would have the legal power to provide this service (Local Government and Rating Act 1997, Section 31) which states that:

Crime prevention. (1) A parish council or community council may, for the detection or prevention of crime in their area— (a) install and maintain any equipment, (b) establish and maintain any scheme, or (c) assist others to install and maintain any equipment or to establish and maintain any scheme.

'There is a scheme in Conwy CBC where Councils such as Colwyn Bay and Penmaenmawr contribute money to the ConwyCBC/Police CCTV but don't directly run their own system.'

I am waiting to hear about a scheme that may be managed in Llangefni (Anglesey) – I will forward information when received.

You can conclude that there are unlikely to be any Town Councils in Wales that manage CCTV in their town centres.

It is a really a matter for the Town Council to assess the costs vs benefits of the proposal.

3.0 Recommended

The Committee note the information received and discuss.

Mrs Annette Ambrosen
Finance Support Officer
March 2024

Lisa McMail

From: Caroline Andrews <caroline@tvawales.org.uk>
Sent: 14 March 2024 14:59
To: Lisa McMail
Cc: Clare Taylor
Subject: Torfaen Community and Volunteer Awards 2024
Attachments: Sponsorship Packages 24.pdf

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.



Torfaen Community & Volunteer
Awards 2024



Good Afternoon Lisa

Thank you very much for the support you gave at Torfaen Community & Volunteer Awards 2023.

Planning has started for this year's Torfaen Community & Volunteer Awards, and we wanted to let you know that the date has been set, and the venue confirmed for the 2024 celebrations!

- Sponsor packages range from £300 to £600 – see attached.
- Category selection comes on a first request basis (Gold package)

The event will be held on Friday, 18th October 2024 at the Parkway Hotel, Cwmbran Drive, Torfaen.

We would love to secure your support again this year and would be happy to talk through the proposal if you require further information.

We look forward to hearing from you.

Regards

Torfaen Community & Volunteer

Awards 2024



Sponsorship Packages 2024

It's that time of year again, the planning has started to recognise the amazing contribution that community groups, volunteers and businesses provide within Torfaen. To enable the celebrations to happen, we have been fortunate in previous years to secure the financial support of generous local businesses and organisations and are looking for support again this year.

Torfaen Community and Volunteer Awards 2024 celebrations will be held on Friday, 18th October 2024 at the Parkway Hotel, Cwmbran and we would be delighted to have you join us.

We have multiple advertising opportunities to promote your business or organisation, and offer a range of sponsorship packages:

Gold Package £600

- ✓ Sponsor a specific award category of your choice (see categories below)
- ✓ Presentation of award to finalist
- ✓ Invitation for 2 people to the Awards, includes a 2-course meal
- ✓ Promotional video of your company or organization, wishing nominations "Good Luck" on social media and on the evening, **(produced by a local professional company, ProLX Productions Ltd)**
- ✓ Advertise your business or organisation in the Awards programme
- ✓ Recognition as a sponsor, including your logo on all promotional materials and social media
- ✓ Display your popup banner at the Awards evening
- ✓ Discounted hotel room rate at the Parkway Hotel

Silver Package £400

- ✓ Recognised sponsor of the Awards
- ✓ Invitation for 2 people to the Awards, includes a 2-course meal
- ✓ Promotional video of your company or organization, wishing nominations "Good Luck" on social media on the run up to the event, **(produced by a local professional company, ProLX Productions Ltd)**
- ✓ Advertise your company or organisation in Award programme
- ✓ Recognition as a sponsor, including your logo on all promotion materials and social media
- ✓ Discounted hotel room rate at the Parkway Hotel

Bronze Package £300

- ✓ Recognised sponsor of the Awards
- ✓ Invitation for 1 person to the Awards, includes a 2-course meal (second ticket can be purchased at a discounted rate)

If you are interested or would like to discuss further, please contact Torfaen Voluntary Alliance:

✉ communications@tvawales.org.uk ☎ 01495 365610

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- ✓ Advertise of your business or organisation in Award programme
- ✓ Recognition as a sponsor, including of your logo on all promotion materials and social media
- ✓ Discounted hotel room rate at the Parkway Hotel

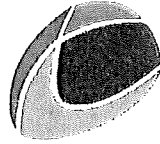
| Category | Award Description |
|---|--|
| Adult Volunteer 2024 | Recognising an individual who is 26 years and over who has shown a real commitment to their volunteering. |
| Young Volunteer 2024 (Assigned) | Recognising a young person aged between 11 and 25 years who has shown a real commitment to their volunteering. |
| Trustee 2024 | Recognising an exceptional and influential trustee who demonstrates outstanding dedication and commitment to an organisation, often behind the scenes. |
| Sports Volunteer/Group 2024 | Recognising an individual, volunteer led club, or a team in Torfaen, whose contribution to sport has made a real difference by providing their time to support sport & recreational activities. |
| Health Volunteer 2024 | Recognising an individual that has actively contributed to improving the health and wellbeing of others, or has supported the promotion and improvement of health and wellbeing in their community. |
| Environmental Volunteer or Group 2024 (Assigned) | Recognising an individual or group whose commitment and enthusiasm for creating and improving our green and blue spaces, not only for environmental benefits but also for the enjoyment of the local community. |
| Heart of the Community 2024 (Assigned) | Recognising a team of volunteers or community group, whose support and dedication has resulted in a positive impact on their local community. |
| Business 2024 | Recognising a business that encourages and supports its workers to volunteer in the community, providing skills and expertise to support or mentor local groups, or supporting and sponsoring local organisations. |
| Arts, Culture & Heritage Volunteer /Group 2024 | Recognising those who contribute to the cultural life of Torfaen, through encouraging and providing engagement with music, arts, creative writing, dance, history, or heritage. |
| Children Youth Group 2024 (Assigned) | Recognising a team of volunteers or community group who encourage, support and give guidance to children and young people. |

If you are interested or would like to discuss further, please contact Torfaen Voluntary Alliance:

✉ communications@tvawales.org.uk ☎ 01495 365610

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Torfaen Tourism Association

Application for Funding from Torfaen Tourism Association

Torfaen Tourism Association is a voluntary group comprising a membership of local venues, accommodation and activity providers. The Association seeks to promote the area of Torfaen as a desirable place to visit and to support the members who offer tourist services in the region.

Following a quiet few years due to the pandemic, Torfaen Tourism Association has sought to reinvigorate its work. A key strand of this is to create a map with pick and mix tours and activities to be promoted via social media. This will link in with Visit Wales' Year of Trails thus gaining nationwide publicity. The main funding for this work is coming from the Shared Prosperity Fund via Torfaen County Borough Council. For your information a copy of the proposal is provided. This will launch the Torfaen Trail with an interactive digital and physical map to draw visitors to Torfaen.

Torfaen Tourism Association wishes to apply for a grant from Pontypool Community Council which would be used as match funding against this proposal. The next phase is to launch the Trail at an 'on your doorstep' event in Cwmbran Centre on 11th May 2024. This will be a showcase of Tourism businesses & activities provided within Torfaen.

This activity will support local businesses who are local employers. It will raise awareness among Cwmbran residents of the range of venues in their vicinity many of which are free to access. Utilising such spaces can enrich an individual's quality of life especially in the current cost of living crisis. As well as reminding local people of the great attractions and days out on their doorstep the promotion undertaken by Torfaen Tourism Association will be designed to instil pride in our local area.

As an Association and a collection of local businesses we believe that Torfaen has much to offer and a great deal to be proud of. We hope that Pontypool Community Council is able to offer us financial support to enable us to promote the great opportunities for days out and leisure activities in Torfaen the benefit of which will extend throughout our communities.

Torfaen Tourism Association Contacts:

Secretary: Kim Colebrook - kim@kimcolebrook.com

Chair: Louise Jones-Williams - louisejw@llantarnamgrange.com

Treasurer: Sarah Higgs - shiggs@theparkwayhotel.co.uk

Background

Torfaen Tourism Association (TTA) was formed over 15 years ago, initially supported by the local authority. Key activities that the TTA have undertaken in the past include:

- News and leaflet share at meetings.
- Annual Showcase event in Cwmbran Town Centre.
- Campaigning re issues and responding to Visit Wales/ Welsh Government issues.
- Set up and used Twitter and Facebook accounts.

TCBC removed support for the TTA (and for tourism in general) around 5 years ago since when the TTA has:

- Supported The Valleys campaign (in kind) until 2019 – when it merged into Southern Wales.
- Contributed to the Southern Wales campaign (post Visit Wales RTF funding which ran 2019 - 2021) using legacy funds which are now all spent. This has included:
 - Contributing to the decision making and management of the campaign.
 - Attending the Travel Trade Showcase.
 - Being represented with in all Southern Wales activities including:
 - Travel Trade and consumer films.
 - Photography.
 - Website and social media.
 - Travel Trade fam visits – and Torfaen businesses involved in Travel Trade webinar.
 - Blogger/influencer visits.
 - Website – consumer and Travel Trade.
 - Social media activity – Instagram, Facebook and Twitter – with films also on YouTube channel.
- Managed and utilised the Facebook and Twitter pages to promote tourism and leisure products in the area.
- During Covid the TTA communicated with the membership list, ensuring that they had relevant information from the Welsh Government/Visit Wales and TBC.

The activities undertaken since the loss of the TCBC Tourism Team have been undertaken on a voluntary basic by various TTA members and interested individuals.

TTA have agreed to contribute £1000 to the Southern Wales campaign for the 2023 activity (which focuses on Travel Trade, website and social media) – this is half of what other local authority areas contribute. It is also the last year that the TTA will be in a position to contribute – and so the benefits to the area that businesses have been used to for the last 4 years will be lost.



Examples of Southern Wales activities featuring Torfaen.

Visit Wales – Year of Trails 2023

Visit Wales have used thematic years since around 2015 as the focus for their mainstream marketing activities. Visit Wales are focused on promoting Wales as a year round destination and have designated 2023 as The Year of Trails. Trails can be any sort of route or connection between locations – so things like walk trails, food trails, heritage trails (telling a story), etc. The relevant section of the recent presentation delivered to the Tourism Officers is attached at the end of this paper.

Visit Wales want and need to see areas of Wales being part of this campaign, and having learnt from the 10th anniversary of the Wales Coast Path, have recognised the benefits of creating a logo, etc for area to add to their Trails.

Torfaen Tourism Proposal

Year of Trails is an ideal promotional vehicle for tourism in the Torfaen area – specifically because:

- It is a compact area, mainly within the single valley so the tourism and leisure businesses are close together.
- There are a few very strong themes re the tourism/leisure products, namely:

- Heritage (based around the industrial revolution – and with the most visited industrial heritage attraction at its heart – i.e. Big Pit National Coal Museum).
- Countryside.
- Activities.
- There are 3 communities that act as hubs for Trails/exploring the area and which provide the refreshment, hospitality and retail opportunities to optimise the economic benefits of visitors in the area.

With the current economic situation the key markets for Torfaen over the coming year or so are:

- Residents in a 1 – 2 hour travel distance.
- Family groups (multigenerational) looking to explore what's on their doorstep – price is also going to be a key consideration for many. Torfaen has a high proportion of free of low cost attractions and activities.
- Those wanting to explore by bike, walking and on public transport – re environmental concerns.
- Adventure individuals looking to explore new areas.

The TTA would like to:

- Create a quirky/unique picture map of tourism, leisure and hospitality sites across Torfaen – using colours/designs to link products and experiences for visitors. Whilst the plan needs refining, it is envisaged that themes/trails would follow this sort of theme:
 - Towns – so one each for Blaenavon, Pontypool and Cwmbran
 - Views
 - Food
 - Walks and Exploring by Bike
 - Nature
 - Children's activities
 - History
 - Experiences – for instance foraging, courses and adventures
- This would be:
 - Printed and distributed across Torfaen and around South Wales
 - Thematic and localised trails would be used on social media throughout the year.
 - Digital versions would be available for businesses across Torfaen to add to their website – so a businesses may select a number of themed trails that would appeal to their audience.
- The aim would be to launch the map at the Days Out event in the centre of Cwmbran – reminding people shopping of what a great area it is to live in and visit.

- Large printed versions of the maps would be placed in Blaenavon, Pontypool and Cwmbran in places to reach local residents.
- Regularly posting trail ideas on social media – linking themes to target audiences (audience personas) – using natural and paid for reach.
- The idea of exploring the area would be promoted to social media influencers from South Wales and Bristol – encouraging them to visit and promote their experiences to their followers. A target would be to invite Laura Side Street and her boys to explore the area and to link with Bristol and Cardiff Influencer/Blogger groups. The aim of this is to reach new audiences through the recommendation of the influencers.
- Social media competition(s) may also be run, for instance Best Views, unique experiences, etc.

Whilst the members of the TTA want to contribute to the creation of a dynamic, responsive campaign, it recognises that to be most effective there is a need to employ somebody to manage the campaign, especially in order to get the very best for the area from the social media activity.

Who would Feature

The aim would be to include as many businesses and products as possible – those who are currently active members of the TTA as well as using this as a means of encourage new membership of the TTA. So it would include:

- Attractions and Museums
- Galleries
- Pubs, restaurants and hotels/accommodation
- Unusual retail
- Walk routes
- Activity/sport venues
- Town centres

Budget

The TTA members will coordinate the project and gather information, etc. but aim to appoint a project manager to create the map, organise the launch and monitor the impact. A key part of the campaign is the running of the social media activity so a freelancer would be appointed to undertake this work.

Costs:

| | |
|--|----------------|
| • Map Design – commission artist | £2,500 |
| • Design and print leaflet including large panel production and installation | £5,500 |
| • Launch event in Cwmbran | £1,500 |
| • Social media influencers and paid for social media activity | £2,000 |
| • Social media management (£550 per month) - Freelancer | £5,500 |
| • Project Management | £4,000 |
| Total | £21,000 |

Funding

The TTA members have not, of late, contribute to the funds – but for this project they would be approach for small contributions.

Community Councils will be approached for funds.

Torfaen CBC will be approach as the main funders.

- | | |
|----------------------|---|
| • TTA members | £1,000 |
| • Community Councils | £1,500 |
| • Torfaen CBC | £18,500 plus £2,000 re contribution to Southern Wales Tourism for Travel Trade activity*. |

** We would also ask Torfaen CBC for ongoing funding towards Torfaen continuing to be part of Southern Wales Tourism (£2,000 per annum) as the benefits across the area are significantly more than the investment.*

Dear xxxxx,

I am contacting you on behalf of the Gwent Federation of Women's Institutes (GFWI), a registered Charity which has been operating in Gwent (and across Wales) for over 100 years.

We currently have around 1350 members across 43 separate WIs in Gwent. Of course, there is the 'wider' membership of the friends and family of each WI member.

Our objectives are to advance the education of women and girls, to promote sustainable development and to advance health and well-being for the public benefit. As you may also be aware, the Women's Institute is also very much about fun, friendship, meeting up at craft and social events and trips out.

The charity rents an office premises in Mamhilad, which we use to provide services to our members and for Federation business. We host craft, well-being, sports, and other educational events across Gwent, mainly in village halls or community centres in the Gwent area.

The WI is cognisant of the drive to reduce the impact of climate change, encourage households to reduce their energy and fuel consumption, grow their own food and to source and eat produce grown locally. Some of our work and activities are linked to the objectives of this, to work with people, communities and with each other. We work with other networks to prevent persistent problems such as poverty, health inequalities and through our sub committees we encourage sport and leisure activities.

We have three sub committees, who organise well-being events, walks, sport, social activities, as well as our public affairs campaigns which focus on education, environment, health, agriculture and food and social policy. In addition, our Membership Committee take the WI into communities forming new WIs for the benefit of all women.

To facilitate meeting the aims and objectives of our charity with good governance, we employ a part time secretary /administrator and indeed we rely heavily on the goodwill of our volunteers who hail from a diverse range of backgrounds.

The last few years have been extremely challenging both in retention of members and financially. We have worked proactively to recover, downsizing to smaller office accommodation but despite this, we have encountered deficit balances at each year end. Annual subscriptions paid by the members do not cover all the costs incurred and again this year we have a shortfall of almost £8,000. This is usually bridged by the hard work of the Board of Trustees and the Sub Committees who work tirelessly to organise and facilitate events to raise money to mitigate the shortfall.

We would like to buy a new Projector as ours is very old and is not compatible with most modern laptops/iPads etc. The cost of a good quality projector can be in the region of £1000. The trustees would normally work hard to raise these funds but because of our current circumstances all their efforts are concentrated on running events to raise funds to cover the shortfall.

The projector is not only used by the Federation but is also available to the wider WI community under the Gwent umbrella to use at their monthly meetings if they wish to do so.

Deferred from F.G.A.P in March - requested further into re. numbers in Pontypool.
- There are 35 Members from the Pontypool area.

We are always trying to open new WIs and encourage new members to enjoy the fun and friendship the WI can offer and a new projector for our educational speakers to use would help immensely and make our meetings far more professional. The WI tries to keep the annual subscriptions as low as possible as it realises that many members are currently facing financial challenges.

Gwent Federation asks that you consider making a charitable donation towards the cost of a new projector or make a grant to us, in order that we may continue with our good work in supporting the women of your area and the women of Wales as a whole.

If you require further supplementary information, please contact me.
I look forward to hearing from you.

Judith Meese
Gwent Federation of Women's Institutes - Treasurer

April

Cindy Challenger

From: Pontypool
Sent: 27 February 2024 14:02
To: Miriam Watts; Cindy Challenger
Subject: FW: Ysgol Panteg Laser show
Attachments: image0.jpeg; Video.MOV

Hi Ladies

This was on the Pontypool account.

Kind Regards

Carol

From: Ffrindiau Panteg <ffrindiau.panteg@outlook.com>
Sent: Monday, February 26, 2024 8:44 PM
To: Pontypool <Pontypool@pontypoolcc.gov.uk>
Subject: Ysgol Panteg Laser show

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.

Hello,

I have been given your email and recommended to speak with you regarding support for the Lasershow being arranged by our school PTA Ffrindiau Panteg.

The show will take place on the 9th November and has been given the green light by Torfaen licensing. The aim is to engage our local community, provide an alternative to Fireworks (thereby supporting People with sensory differences, environmentally conscious people and Pet owners). It seems the

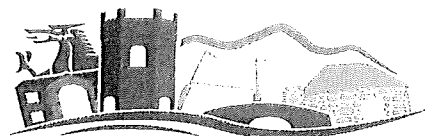
community is now more vocal than ever about the negative impacts fireworks have on them and hopefully we can provide an alternative solution whilst bringing the community together. Any funds raised by this event will be put towards our goal of building a new Playground for our pupils.

The company we are hiring have put on a number of displays for local businesses (such as lounge bay Cardiff, trago mills, Abercedin primary school), and have brilliant feedback from these events. We've also had good feedback from our school and wider community and hope this event can be the first of many. I've popped some of their promotional material below, it looks pretty phenomenal.

Would it be possible to meet to talk more about the event and look at any support the community council can offer? I am available either daytime or evening and am happy to be flexible around you.

Thank you for your help with this,

Catherine Mogg
Chair of Ffrindiau Panteg



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

MEDICAL APPOINTMENT POLICY

This policy applies to all employees of Pontypool Community Council.

The purpose of this policy is to ensure consistent application in requesting and approving time off for dental or medical appointments for staff of Pontypool Community Council, as per the staff handbook.

Routine appointments

By virtue of the wide variety of working arrangements within Pontypool Community Council most employees have the opportunity to book routine medical and dental appointments outside of work time.

In circumstances where this is not possible, the Clerk (or in the case of the Clerk, the Chair of Establishment) shall have sole discretion to grant paid time off to attend for medical or dental appointments. Approval for such time off should not be unreasonably refused.

Unlike appointments with the doctor or dentist, it is recognised that staff have less control over arrangements for routine hospital appointments.

Provided sufficient notice is given, leave to attend such appointments will, in most cases, be granted during working hours on application to the Clerk (or in the case of the Clerk, the Chair of Establishment) and will normally be 2 hours per appointment as paid time upon receipt of confirmation of appointment.

Where an employee requests time off for more than five appointments per annum, or where the period of time required is greater than 2 hours, the Clerk should discuss with the employee, or in the case of the Clerk, the Chair of Establishment whether the additional time off requested could be taken by other means.

Emergency appointments

Pontypool Community Council appreciates that staff may have urgent medical or dental problems on occasion, which may require time off during working hours with minimal notice. Paid time off will be granted in these circumstances, on the understanding that permission must be obtained from the Clerk (or in the case of the Clerk, the Chair of Establishment), to attend the medical or dental appointment for urgent treatment, and confirmation of that appointment given to the Clerk (or in the case of the Clerk, the Chair of Establishment) after the staff member has attended that appointment.

Occupational Health Appointments

Employees who are referred and required to attend the Occupational Health Service will receive paid time off to attend appointments where these take place during the employee's normal working hours, subject to confirmation of that appointment.