

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

30 Mai/May 2024

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 5TH JUNE 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 5th MEHEFIN 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

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. **Relay for Life**
To welcome Leanne Powell from The Relay for Life and receive a presentation.
4. **Schedule of Receipts and Payments**
To approve the schedule of receipts and payments for March and April 2024 (attached: page(s) 1 – 5)
5. **Use of Credit Card**
To approve the credit card payments from 11th March 2024 to 10th April 2024 (attached: page(s) 6)
6. **Petty Cash**
To note petty cash payments from April – November 2023 and December - March 2024 (attached: page(s) 7 – 9)
7. **Financial Comparison and Earmarked Reserves**
 - (i) To receive and consider the financial monitoring report and earmarked reserves to 31st March 2024 (attached: page(s) 10 – 13)
 - (ii) To receive and consider the financial monitoring report and earmarked reserves to 30th April 2024 (attached: page(s) 14 - 17)
8. **Review of all Grant Applications and Criteria**
 - (i) to review all grant applications and criteria see attached:
 - (a) Core Costs (attached: page(s) 18 – 20)
 - (b) Junior Sports Group Sponsorship (attached: page(s) 21 – 23)
 - (c) Grounds Maintenance (attached: page(s) 24 – 26)
 - (d) School Environment Grants (attached: page(s) 27 – 29)
 - (e) Grant Aid (attached: page(s) 30 – 32)
 - (ii) to receive and agree a schedule of dates for applications to be received by this committee (attached: page(s) 33)
9. **IT Provider**
To receive a comprehensive report from the Health, Safety & Environmental Lead in relation to alternative IT provider(s) as the Council IT supplier (attached: page(s) 34)

10. **Thank you letter(s)**

To receive thank you letter(s) from:

(a) Marie Curie (attached: page(s) 35 - 36)

(b) Varteg Old Time Dancing Club (attached: page(s) 37)

GOVERNANCE ITEMS

11. **Financial Procedures**

To review the updated financial procedures (attached: page(s) 38 – 54)

12. **Training on use of the Finance & Governance Toolkit**

To offer training to members on the Finance & Governance Toolkit.

POLICY ITEMS

13. **To approve and adopt the following policies:**

(a) Freedom of Information Policy

(b) Recording Meeting(s)

(c) Data Protection Policy

(d) Reserves Policy

(e) Investment Policy

(f) Fixed Asset Policy

(g) Co-option Policy

(h) Multi Location Meeting Policy

(i) Retention and Disposal Policy

(j) Member/Officer Protocol and Policy

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

14. **EXCLUSION OF PRESS AND PUBLIC**

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

15. **Year End to 31.03.2024**

(i) To receive and consider the Draft Annual Return as at 31st March 2024 (attached: page(s) 55 – 59)

(ii) To receive and consider the Internal Audit Report from 2023/24 (attached: page(s) 60 – 70)

Councillors: Lizzie Hunt (Chair) Nick Byrne (Vice-Chair), Matt Ford, Anne Gunter, Jon Horlor, Jonathon Martin, Richard Overton, Bob Rogers, Jools Rogers, Nathan Warren, Chair of Council (Councillor Caroline Price) and Leader (Councillor Gaynor James) Ex-officio.

FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JUNE 2024
SCHEDULE OF RECEIPTS & PAYMENTS - MARCH 2024

Date	Vo No	Name	Details	Amount
<u>Income - March 2024</u>				
01/03/2024	37	CCLA	Dividend Reinvested - March	3,734.52
31/03/2024	38	A Hunt	Donation - Chairman's Charity	100.00
				<u>3,834.52</u>
<u>Expenditure - March 2024</u>				
04/03/2024	698	Cathedral Leasing	Hygiene Disposal Bins	41.59
01/03/2024	699	Webjects Ltd	Website Maintenance - March	144.00
19/03/2024	700	Barclaycard	Credit Card - Various	1,362.86
20/03/2024	701	123 Telecom	Broadband/Telephone Charges	202.86
15/03/2024	702	Torfaen County Borough Council	Salaries	14,000.00
02/03/2024	703	Peninsula Business	H R Services	184.18
27/03/2024	704	Orbits IT	Additional Service	23.87
12/03/2024	705	British Gas	Gas Charges - Unit 8	74.10
16/03/2024	706	Twenty Four	Maint - Emergency Lighting	
04/03/2024	707			
24/03/2024	708	British Gas	Gas Charges - Office	479.59
06/03/2024	709	Newport and Gwent Samaritans	LVF - NB	200.00
05/03/2024	710	Pontnewynydd Friends for Life Community	LVF - NB	200.00
06/03/2024	711	Patchwork & Quilting Needles & Pins	LVF - CP	200.00
05/03/2024	712	Pantygasseg Residents	LVF - CP	500.00
06/03/2024	713	Hilicity Church	LVF - CP	500.00
06/03/2024	714	Dean Groves	LVF - CP (Project)	300.00
05/03/2024	715	New Inn Association Football Club	LVF - RO	500.00
06/03/2024	716	Pontypool Retired Men's Society	LVF - RO	400.00
06/03/2024	717	St. Johns Ambulance	LVF - RO	500.00
				<u>19,813.05</u>

AGENDA ITEM 7

FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JUNE 2024
SCHEDULE OF RECEIPTS & PAYMENTS - MARCH 2024

06/03/2024	718	BP	Pontypool Retired Bowls Club	LVF - RO	19813.05
06/03/2024	719	BP	Hope GB	LVF - NS	200.00
06/03/2024	720	BP	Merchants Hill Baptist Church Womens	LVF - NS	500.00
06/03/2024	721	BP	Ebenezer Ladies Group	LVF - NS	100.00
06/03/2024	722	BP	Ebenezer Community Hall	LVF - NS	100.00
06/03/2024	723	BP	Pontnewynydd Community Assoc	LVF - NS	200.00
06/03/2024	724	BP	Tidy Butt	LVF - NS	100.00
06/03/2024	725	BP	Pontnewynydd Cricket Club	LVF - NS	100.00
06/03/2024	726	BP	Cwmffrwdroer Sports Club	LVF - NS	200.00
06/03/2024	727	BP	Dean Groves	LVF - NS (Project)	300.00
06/03/2024	728	BP	Torfaen County Borough Council	Salary Adjustment	15,000.00
06/03/2024	729	BP	Menter Iatith BGTMI	Judge - Eisteddfod	150.00
06/03/2024	730	BP	Severn Office Solutions	Stationery	52.50
06/03/2024	731	BP	Sarah Fussell	H & S Eye Test	95.00
06/03/2024	732	BP	JS Cleaning Ltd	Window Cleaner	108.00
29/03/2024	733	BP	Jenson Travel	April Payment	500.00
29/03/2024	734	BP	Penygarn & Trevethin AFC	LVF J Horlor and M Ford	500.00
29/03/2024	735	BP	4th Gwent Boys Brigade	LVF - JH (Project)	250.00
29/03/2024	736	BP	Royal Naval Association	LVF - JH (Project)	500.00
29/03/2024	737	BP	4th Gwent Boys Brigade	LVF - MF	500.00
29/03/2024	738	BP	Cold Barn Farm	LVF - MF (Project)	500.00
29/03/2024	739	BP	TRAC 2	LVF - MF (Project)	500.00
29/03/2024	740	BP	After the bell club	LVF - MF (Project)	250.00
29/03/2024	741	116628	Thrifty Fifties Quilters	LVF - MF (Project)	100.00
29/03/2024	741a		Thrifty Fifties Quilters - 116624	LVF - LC BR JR JC	100.00
27/03/2024	742	BP	Phil Anslow Travel	LVF - LC BR JR JC - Replace by cheque no 116 -	2,200.00
27/03/2024	743	BP	Go Local	Coach Hire - Eisteddfod	28.80
27/03/2024	744	BP	Severn Office Solutions	Stickers	92.20
				Stationery	
					42,539.55

FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JUNE 2024
SCHEDULE OF RECEIPTS & PAYMENTS - MARCH 2024

27/03/2024	745	BP	Alison Lee Academy	Judge - Eisteddfod	42,539.55
27/03/2024	746	BP	Torfaen County Borough Council	Salary Adjustment	100.00
27/03/2024	747	BP	Welsh Water	Water Charges - Office	15,000.00
27/03/2024	748	BP	Torfaen Leisure Trust	Hire of Halls - Eisteddfod	131.59
27/03/2024	749	BP	Torfaen County Borough Council	Purchase and installation of Bench at Chestn	1,305.46
27/03/2024	750	BP	Torfaen County Borough Council	Installation - Noticeboard at Greenway Drive	778.80
27/03/2024	751	BP	M Watts	Reimbursement - Eisteddfod	120.00
28/03/2024	752	BP	The View Restaurant	Buffet - Annual Dinner	66.09
28/03/2024	753	BP	Canal and River Trust	Buffet - Annual Dinner	945.00
28/03/2024	754	BP	Pontypool Golf Club Ltd	Forest School Sessions	2,800.00
28/03/2024	755	BP	Ka's Ska Soul Band	Hire of Room - Annual Dinner	202.70
28/03/2024	756	BP	ACT	Entertainment - Annual Dinner	800.00
28/03/2024	757	BP	Marie Curie Great Daifodil Appeal 2024	Training - Health & Safety Level 2	288.00
28/03/2024	758	BP	Sparkle	Grant	200.00
28/03/2024	759	BP	Torfaen Music	Grant	200.00
28/03/2024	760	BP	SSE	Judge - Eisteddfod	400.00
28/03/2024	761	BP	Planning Aid Wales	Electricity Charges - Christmas Lights	2,344.13
28/03/2024	762	BP	Audit Wales	Training - Nathan Warren	50.00
28/03/2024	763	BP	Mrs L McMail	Audit Fees 2020/21	453.00
28/03/2024	764	BP	Torfaen County Borough Council	Reimbursement- Eye Examination	32.00
28/03/2024	765	BP	One Voice Wales	Recharge - Building Insurance	1,200.46
28/03/2024	766	BP	Torfaen County Borough Council	Awards Conference Fee	60.00
29/03/2024	767	BP	Mrs H C Challenger	Salary Adjustment	5,972.43
31/03/2024	768	116627	Cash	Reimbursement - Dongle CP (Jan - Mar)	93.00
				Reimbursement - Petty Cash	164.75
					<hr/>
					76,246.96

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FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JUNE 2024
SCHEDULE OF RECEIPTS & PAYMENTS - APRIL 2024

Date	Vo No	Name	Details	Amount
Income - April 2024				
30/04/2024	1	TCBC	Precept - 1st Quarter	246,168.04
				246,168.04
Expenditure - April 2024				
04/04/2024	1	DD	Cathedral Leasing	41.59
04/01/2024	2	DD	Webjacks Ltd	144.00
19/04/2024	3	DD	Barclaycard	1,045.42
20/04/2024	4	DD	123 Telecom	202.20
15/04/2024	5	SO	Torfaen County Borough Council	14,000.00
08/04/2024	6	DD	Peninsula Business	213.43
15/04/2024	6a	DD	Peninsula Business	397.57
04/27/2024	7	DD	British Gas	21.14
04/12/2024	8	DD	Twenty Four	74.10
04/16/2024	9	DD	British Gas	566.31
04/04/2024	10	DD	Torfaen County Borough Council	843.00
04/24/2024	11	DD	Torfaen County Borough Council	215.68
17/04/2024	12	BP	Torfaen County Borough Council	655.67
17/04/2024	13	BP	Torfaen County Borough Council	918.29
17/04/2024	14	BP	Eden Springs	76.86
17/04/2024	15	BP	Go Local	100.40
17/04/2024	16	BP	Torfaen County Borough Council	19,500.00
17/04/2024	17	BP	Torfaen County Borough Council	440.40
17/04/2024	18	BP	Intial	25.85
17/04/2024	19	BP	JS Cleaning Ltd	108.00
17/04/2024	20	BP	Restore Datasheed	106.52
				39,696.43

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**FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JUNE 2024
SCHEDULE OF RECEIPTS & PAYMENTS - APRIL 2024**

17/04/2024	21	BP	JPC			39,696.43
17/04/2024	22	BP	Paul's Pianos		Catering - Eisteddfod	420.20
17/04/2024	23	BP	Torfaen County Borough Council		Piano Hire	470.00
17/04/2024	24	BP	Severn Office Solutions		Charges - office cleaning	655.67
17/04/2024	25	BP	Treecare Consulting		Stationery / Cleaning	107.07
17/04/2024	26	BP	Torfaen County Borough Council		Tree survey	660.00
01/04/2024	27	BP	Jensons		Charges - Office Maintenance	1,194.27
					Transport - Eisteddfod	1,160.00
						44,363.64

48,610.65

**Finance, Governance & Policy Meeting - 5 June 2024
Breakdown of Credit Card Purchases 11/03/2024 - 10/04/2024**

AGENDA ITEM 5

DATE	PAYEE	DETAILS	DEPARTMENT	SUB TOTAL	Total
Credit Card - Finance Manager					
11/03/2024	Amazon	Credit - Adult Defib Pads on 8/3/24	H & S	-£	99.95
13/03/2024	Penrhwyngi Farm Bakery	Welsh Cakes - Judges	Eisteddfod	£	17.50
18/03/2024	Amazon	Laptop Stand	Equipment	£	25.38
18/03/2024	Amazon	Annual Dinner Decorations	Annual Dinner	£	41.84
18/03/2024	Amazon	Annual Dinner Decorations	Annual Dinner	£	39.17
18/03/2024	Amazon	Annual Dinner Decorations	Annual Dinner	£	20.93
18/03/2024	Amazon	Defib Pads - Adult	H & S	£	91.33
27/03/2024	solopress	stickers and labels	Eisteddfod	£	40.68
31/03/2024	Amazon	Cash Box	Equipment	£	18.24
10/04/2024	office furniture online	Office Chairs x 2	Equipment	£	444.00
			Sub Total	£	639.12
Credit Card - Clerk					
16/03/2024	HP Instant Ink	Printer Cartridges	Stationery	£	5.49
18/03/2024	Lebara Mobile	Mobile Sim	Mobile Phone	£	4.90
28/03/2024	Amazon	Pin Board	Stationery	£	23.50
28/03/2024	High Street Vouchers	High Street Vouchers	Photography Comp	£	102.99
31/03/2024	Amazon	Mousemats	Equipment	£	14.11
31/03/2024	Amazon	Equipment	Eisteddfod	£	35.62
31/03/2024	Amazon	Mousemat	Equipment	£	4.70
09/04/2024	Holiday Extras.com	Hotel - Bretten	Twining	£	214.99
			Sub Total	£	406.30
			Total	£	1,045.42

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AGENDA ITEM 6

PETTY CASH

April 2023 - November 2023

CASH Date		Ref.	Credit £	Debit £	TOTAL £	VAT £
	Balance B/fwd				9.69	
01-Apr-23	Reimbursement		190.31		200.00	
11-Apr-23	Max Spielman - Photos	30		18.00	182.00	3.00
24-Apr-23	Marks and Spencer - Refs	31		27.45	154.55	
26-Apr-23	Sainsburys - Refs	32		6.55	148.00	
02-May-23	Farmfoods - Refs	33		19.15	128.85	
25-May-23	Asda - Refs	34		1.25	127.60	
02-Jun-23	Michelle Bakery - Refs	35		25.60	102.00	
07-Jun-23	Wilko - Various	36		11.20	90.80	1.87
22-Jun-23	Iceland - Refs	37		2.50	88.30	
23-Jun-23	Timpson - Keys	38		15.00	73.30	2.50
29-Jun-23	Iceland - Refs	39		11.25	62.05	
29-Jun-23	Onestop - Refs	40		1.65	60.40	
04-Jul-23	Refs Various - Milk, Sugar, Toilet Roll	41		14.28	46.12	1.30
05-Jul-23	Post office - Postage	42		4.45	41.67	
09-Jul-23	Bookers - Twinning Refs	43		8.99	32.68	
12-Jul-23	Farmfoods - Refs	44		1.55	31.13	
20-Jul-23	Reimbursement - Warrens (Refs)		16.20		47.33	
26-Jul-23	Iceland - Refs	45		0.75	46.58	
26-Jul-23	Trussell Trust		195.00		241.58	
26-Jul-23	Iceland - Refs	46		12.55	229.03	
31-Jul-23	Garden Comp Judges - expenses	47		3.00	226.03	
31-Jul-23	Greggs Garden Comp - Refs	48		4.35	221.68	
31-Jul-23	Warrens Garden Comp - Refs	49		0.85	220.83	
31-Jul-23	Greggs Garden Comp - Refs	50		3.65	217.18	
25-Aug-23	Iceland - Refs	51		9.90	207.28	
29-Aug-23	Poundstretcher - Plates	52		8.85	198.43	1.48
29-Aug-23	Wilko - Forks	53		4.17	194.26	0.70
08-Aug-23	Tesco - Refs	54		1.20	193.06	
06-Sep-23	Warrens - Twinning Visit - Refs	55		3.30	189.76	
22-Jul-23	Penrhiw Bakery - MHPT	56		19.75	170.01	
05-Sep-23	Tesco - Twinning Visit	57		15.20	154.81	
13-Sep-23	Farmfoods - Refs	58		1.45	153.36	
18-Sep-23	Market Garden - Poetry Comp	59		17.98	135.38	
19-Sep-23	Farmfoods - Refs	60		2.35	133.03	
30-Sep-23	Sainsburys - Refs	61		5.20	127.83	
03-Oct-23	Poundstretcher - Refs	62		1.75	126.08	
09-Aug-23	Co-op - Refs	63		1.65	124.43	
26-Sep-23	Farmfoods - Refs	64		1.45	122.98	
01-Oct-23	Fairwater Dry Cleaners - Cavalcade	65		37.50	85.48	6.25
11-Oct-23	Poundland - Cleaning products	66		4.75	80.73	0.79
12-Oct-23	Farmfoods - Refs	67		5.49	75.24	
19-Oct-23	Poundland - Refs	68		8.70	66.54	
23-Oct-23	Farmfoods - Refs	69		2.49	64.05	
30-Oct-23	Tesco - Refs	70		1.20	62.85	
31-Oct-23	Post office - Postage	71		7.35	55.50	

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01-Nov-23	Iceland - Refs	72	7.20	48.30	
08-Nov-23	Co-op - Refs	73	1.35	46.95	
14-Nov-23	Morrisons - Refs	74	2.40	44.55	
21-Nov-23	WHSmith - Refs	75	1.20	43.35	
23-Nov-23	Post office - Postage	76	2.75	40.60	
28-Nov-23	Spar - Refs	77	1.35	39.25	
24-Nov-23	Poundland - Cleaning products	78	1.50	37.75	0.25
24-Nov-23	Farmfoods - Refs	79	2.50	35.25	
			<hr/>		
			401.51	375.95	18.14

IMPREST	200.00
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31-Mar-23	Reimbursement Due	164.75
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PETTY CASH

November 23 - March 24

CASH Date			Ref.	Credit £	Debit £	TOTAL £	VAT £
	Balance B/fwd					35.25	
06-Dec-23	Post Office	Postage	80		2.75	32.50	
21-Dec-23	Post Office	Postage	81		7.35	25.15	
02-Jan-23	Farmfoods	Refreshments	82		1.49	23.66	
03-Jan-24	Poundland	Refreshments	83		4.00	19.66	
09-Jan-24	Farmfoods	Refreshments	84		1.49	18.17	
08-Jan-24	Post office	Postage	85		7.35	10.82	
04-Feb-24	Tesco	Refreshments	86		5.50	5.32	
14-Feb-24	Youth Project	Petty Cash Remaining		63.59		68.91	
13-Feb-24	Co-op	Refreshments	87		1.65	67.26	
19-Feb-24	Farmfoods	Refreshments	88		1.19	66.07	
26-Feb-24	Aldi	Refreshments	89		1.45	64.62	
19-Mar-24	Poundland	Cleaning Supplies	90		2.00	62.62	0.33
19-Mar-24	Iceland	Refreshments	91		1.35	61.27	
19-Mar-24	Poundland	Cleaning Supplies	92		2.50	58.77	0.42
02-Mar-24	Rogue Welsh Cakes	Gifts - Eisteddfod	93		4.00	54.77	
28-Mar-24	Petty Cash	Reimbursement		164.75		219.52	
				228.34	44.07		0.75
	IMPREST					200.00	
31-Mar-23	Reimbursement Due					(19.52)	

FINANCE, GOVERNANCE & POLICY MEETING – 5 JUNE 2024

AGENDA

ITEM 7 (i)

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	
INCOME					
Council					
101	Precept	£715,824.00	£0.00	£715,824.00	£0.00
105	V.A.T.Refund	£0.00	£0.00	£38,968.70	£38,968.70
110	Chairman's Charity	£0.00	£0.00	£100.00	£100.00
115	Refreshments	£0.00	£0.00	£4.00	£4.00
Total Council		£715,824.00	£0.00	£754,896.70	£39,072.70
Finance, Governance & Policy Committee					
301	Bank Interest (CCLA)	£12,000.00	£0.00	£42,920.73	£30,920.73
305	Sub-lettings	£0.00	£0.00	£10.00	£10.00
310	Barclaycard Rebate	£100.00	£0.00	£125.19	£25.19
315	Grant Income	£0.00	£0.00	£400.00	£400.00
Total Finance, Governance & Policy		£12,100.00	£0.00	£43,455.92	£31,355.92
Events Committee					
501	Party in the Park	£0.00	£0.00	£3,606.79	£3,606.79
506	Christmas Cavalcade	£0.00	£0.00	£773.18	£773.18
507	Christmas Lights	£0.00	£0.00	£658.40	£658.40
520	Twinning Chairman's Visits	£0.00	£0.00	£87.59	£87.59
Total Events Committee		£0.00	£0.00	£5,125.96	£5,125.96
Youth Work Project					
701	Youth Project Misc Income	£0.00	£0.00	£1,550.00	£1,550.00
Total Youth Work Project		£0.00	£0.00	£1,550.00	£1,550.00
Total Income		£727,924.00	£0.00	£805,028.58	£77,104.58

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Establishment Committee					
2001	Salaries	£245,904.00	£18,345.00	£277,728.58	-£13,479.58
2005	Professional Membership	£320.00	£0.00	£296.00	£24.00
2008	HR Support Costs (Peninsular)	£1,848.00	£0.00	£6,683.88	-£4,835.88
2010	Conferences/Training	£5,000.00	£0.00	£2,289.25	£2,710.75
2015	Health and Safety & PPE	£1,500.00	£0.00	£2,721.16	-£1,221.16
2020	Payroll Charges	£700.00	£0.00	£0.00	£700.00
Total Establishment Committee		£255,272.00	£18,345.00	£289,718.87	-£16,101.87
Finance, Governance & Policy Committee					
3001	Rent, Rates & Water				
3001/1	Rent	£19,500.00	£0.00	£19,500.00	£0.00
3001/2	Rates	£9,000.00	£0.00	£8,025.00	£975.00
3001/3	Water	£700.00	£0.00	£260.28	£439.72
3001	Total	£29,200.00	£0.00	£27,785.28	£1,414.72
3010	Fuel Charges				
3010/1	Electricity	£4,000.00	£0.00	£2,107.03	£1,892.97
3010/2	Gas	£3,500.00	£0.00	£2,579.23	£920.77
3010	Total	£7,500.00	£0.00	£4,686.26	£2,813.74
3015	Office IT Equipment & Consumables				
3015/1	Office Furniture	£500.00	£0.00	£406.11	£93.89
3015/2	IT Equipment & IT Support	£6,000.00	£0.00	£5,541.67	£458.33
3015/3	Office Consumables/Ink Cartridges	£2,500.00	£45.16	£652.92	£1,892.24
3015	Total	£9,000.00	£45.16	£6,600.70	£2,444.46
3025	Cleaning				
3025/1	TCBC Cleaning Contract	£7,000.00	£546.39	£5,463.90	£2,082.49
3025/2	General Cleaning & Consumables	£750.00	£0.00	£593.00	£157.00
3025/3	Mat Service	£250.00	£0.00	£222.26	£27.74
3025/4	Window Cleaning	£1,100.00	£0.00	£1,080.00	£20.00
3025	Total	£9,100.00	£546.39	£7,359.16	£2,287.23
3030	Refuse/Disposal of waste	£500.00	£0.00	£1,194.21	-£694.21
3035	Office Contracts				
3035/1	Fire alarm/extinguishers/emerglighting	£1,500.00	£0.00	£1,698.64	-£198.64
3035/3	Gas Boiler Certificate	£500.00	£0.00	£129.60	£370.40
3035/4	Photocopier Rental	£800.00	£0.00	£798.88	£1.12
3035/5	Water Cooler costs	£500.00	£0.00	£413.32	£86.68
3035/6	Air Conditioning costs	£500.00	£0.00	£422.57	£77.43
3035/7	EdgeSupport & Maintenance Contract	£1,300.00	£0.00	£1,537.91	-£237.91
3035/8	Telephone/Internet Charges	£3,000.00	£0.49	£2,537.31	£463.18
3035/9	365 Licences for staff	£3,000.00	£0.00	£2,905.40	£94.60
3035/10	Security Alarm	£240.00	£0.00	£123.50	£116.50
3035/11	Office CCTV	£130.00	£0.00	£530.00	-£400.00

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3035	Total	£11,470.00	£0.49	£11,097.13	£373.36
3040	Maintenance Costs	£3,000.00	£0.00	£5,657.31	-£2,657.31
3110	Insurance	£5,800.00	£0.00	£5,327.24	£472.76
3120	Association Subscriptions	£6,500.00	£0.00	£6,625.00	-£125.00
3122	Stationery	£1,500.00	£0.00	£1,865.26	-£365.26
3125	Audit Fee	£4,200.00	£0.00	£1,781.00	£2,419.00
3130	Postages	£2,000.00	£0.00	£14.55	£1,985.45
3160	Photocopying Costs	£1,500.00	£0.00	£2,202.24	-£702.24
3165	Advertising	£1,000.00	£257.26	£975.24	£282.02
3170	Publications & Licences	£750.00	£0.00	£759.79	-£9.79
3175	Website Design	£4,500.00	£0.00	£6,045.25	-£1,545.25
3180	Welsh Language(incl translation)	£500.00	£0.00	£63.83	£436.17
3185	Bank Charges	£100.00	£0.00	£25.00	£75.00
3190	Mobile Telephone	£0.00	£0.00	£34.50	-£34.50
3195	Professional fees - lease	£0.00	£0.00	£1,700.00	-£1,700.00
3199	VAT Payments	£0.00	£0.00	£0.00	£0.00
3200	Local Voluntary Funding				
3200	Total	£55,000.00	£0.00	£45,089.99	£9,910.01
3600	Election Expenses	£5,000.00	£1,865.12	£6,865.12	£0.00
3605	Chairman's Allowance	£1,500.00	£0.00	£1,500.00	£0.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£6,244.00	-£244.00
3615	Repairs, Chain of Office	£500.00	£0.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£500.00	£0.00
3625	Conference Fees & Expenses	£500.00	£0.00	£343.20	£156.80
3630	Attendance Allowance	£500.00	£0.00	£0.00	£500.00
3635	Members Training	£2,000.00	£0.00	£240.00	£1,760.00
3640	Publicity Items	£1,000.00	£0.00	£645.70	£354.30
3645	Members Photographs	£150.00	£0.00	£60.00	£90.00
3650	Refreshments	£500.00	£33.74	£915.47	-£381.73
3660	Chairman's charity payments	£0.00	£0.00	£0.00	£0.00
3705	Wellbeing Projects	£0.00	£0.00	£3,000.00	-£3,000.00
4105	Playschemes/FoodisFun	£35,000.00	£0.00	£35,000.00	£0.00
6001	Running Costs Grants	£25,000.00	£1,500.00	£26,500.00	£0.00
6005	Grounds Maintenance	£10,000.00	£0.00	£12,500.00	-£2,500.00
6010	Junior Sponsorship Grant (Section 19)	£5,000.00	£0.00	£4,996.00	£4.00
6015	Grant Aid for Community Halls/Facilities	£10,000.00	£0.00	£9,300.00	£700.00
6020	Grants- Misc	£5,000.00	£85.00	£7,750.00	-£2,665.00
6035	Community Hardship Fund	£5,000.00	£0.00	£6,000.00	-£1,000.00
Total Finance, Governance & Policy Committee		£266,270.00	£4,333.16	£259,248.43	£11,354.73

Planning & Environment Committee

4001	Environmental Awards/Projects	£4,000.00	£0.00	£9,000.00	-£5,000.00
4005	Litter Bins / Doggy Bins	£4,000.00	£0.00	£0.00	£4,000.00
4006	Community Notice Boards	£9,000.00	£0.00	£6,718.70	£2,281.30
4015	Forest School	£3,300.00	£0.00	£3,960.00	-£660.00
4020	Benches	£0.00	£0.00	£649.00	-£649.00
4025	Biodiversity Projects				
4025/2	Nature Projects (Misc)	£0.00	£0.00	£1,691.25	-£1,691.25
4025/3	Ecologist Survey Com Wood	£0.00	£12.00	£12.00	£0.00
4025/4	Workshops / Promo	£0.00	£0.00	£193.00	-£193.00

4025/8	Great Big Green Week	£0.00	£0.00	£700.00	-£700.00
4025	Total	£0.00	£12.00	£2,596.25	-£2,584.25
4030	Poetry Trail	£0.00	£17,624.69	£18,318.60	-£693.91
4035	Environmental Quiz	£800.00	£0.00	£478.79	£321.21
4055	Woodland Rent	£150.00	£0.00	£135.00	£15.00
4090	Playground Equipment	£0.00	£4,496.00	£12,360.00	-£7,864.00
Total Planning & Environment Committee		£21,250.00	£22,132.69	£54,716.34	-£11,333.65

Events Committee

3655	Annual Celebration Dinner	£2,500.00	£0.00	£1,947.70	£552.30
5001	Party in the Park	£30,000.00	£0.00	£32,365.29	-£2,365.29
5020	Christmas Lights	£50,000.00	£0.00	£44,836.26	£5,163.74
5025	Christmas Trees	£2,500.00	£0.00	£2,000.00	£500.00
5030	Christmas Cavalcade	£15,000.00	£0.00	£14,814.24	£185.76
5050	Eisteddfod	£9,000.00	£0.00	£7,731.15	£1,268.85
5051	Eisteddfod March 2023	£0.00	£0.00	£756.25	-£756.25
5065	Additional Events				
5065/1	New Events	£5,000.00	£0.00	£4,824.00	£176.00
5065/2	Photography Competition	£500.00	£0.00	£305.63	£194.37
5065/3	Poetry Competition	£500.00	£0.00	£286.96	£213.04
5065/4	Presentation Evenings	£1,500.00	£0.00	£1,976.25	-£476.25
5065/5	Friends of Pontypool Town	£5,000.00	£0.00	£5,000.00	£0.00
5065/6	Garden Competition				
5065/6/1		£500.00	£0.00	£833.45	-£333.45
5065/6	Total	£500.00	£0.00	£833.45	-£333.45
5065/7	Testimonials	£500.00	£0.00	£105.83	£394.17
5065	Total	£13,500.00	£0.00	£13,332.12	£167.88
5100	Youth Festival - Pontypool Festival	£2,000.00	£0.00	£0.00	£2,000.00
5105	Youth Festival - incl Overseas Airfares	£4,000.00	£0.00	£3,341.01	£658.99
5205	Twinning - Council's Visits	£1,000.00	£84.04	£701.72	£382.32
Total Events Committee		£129,500.00	£84.04	£121,825.74	£7,758.30

Youth Work Project

7001	Youth Provision				
7001/1	Salaries	£57,500.00	£0.00	£34,106.09	£23,393.91
7001/2	General Expenses	£7,500.00	£0.00	£845.85	£6,654.15
7001/4	Resources (Equipment & Games etc)	£0.00	£77.98	£1,987.79	-£1,909.81
7001/5	Hall Hire	£0.00	£0.00	£683.00	-£683.00
7001/6	Mobile Phone	£0.00	£0.00	£56.97	-£56.97
7001/8	Training	£0.00	£0.00	£220.00	-£220.00
7001	Total	£65,000.00	£77.98	£37,899.70	£27,178.28
Total Youth Work Project		£65,000.00	£77.98	£37,899.70	£27,178.28

Total Expenditure	£737,292.00	£44,972.87	£763,409.08	£19,537.81
Total Income	£727,924.00	£0.00	£805,028.58	£77,104.58
Total Expenditure	£737,292.00	£44,972.87	£763,409.08	£18,855.79
Total Net Balance	-£9,368.00		£41,619.50	

FINANCE, GOVERNANCE & POLICY – 5 JUNE 2024

AGENDA

ITEM 9 (ii)

Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Actual Net	Balance
INCOME			
Council			
101 Precept	£738,504.12	£246,168.04	-£492,336.08
Total Council	£738,504.12	£246,168.04	-£492,336.08
Finance, Governance & Policy Committee			
301 Bank Interest (CCLA)	£20,000.00	£0.00	-£20,000.00
310 Barclaycard Rebate	£80.00	£0.00	-£80.00
Total Finance, Governance & Policy Committee	£20,080.00	£0.00	-£20,080.00
Total Income	£758,584.12	£246,168.04	-£512,416.08
EXPENDITURE			
Establishment Committee			
2001 Salaries	£300,000.00	£14,000.00	£286,000.00
2005 Professional Membership	£370.00	£0.00	£370.00
2008 HR Support Costs (Peninsular)	£3,000.00	£254.59	£2,745.41
2010 Conferences/Training	£3,000.00	£0.00	£3,000.00
2015 Health and Safety & PPE	£1,700.00	£247.41	£1,452.59
2020 Payroll Charges	£800.00	£0.00	£800.00
Total Establishment Committee	£308,870.00	£14,502.00	£294,368.00
Finance, Governance & Policy Committee			
3001 Rent, Rates & Water	£30,150.00	£20,343.00	£9,807.00
3010 Fuel Charges	£7,200.00	£0.00	£7,200.00
3015 Office IT Equipment & Consumables	£9,500.00	£601.31	£8,898.69
3025 Cleaning	£9,850.00	£737.01	£9,112.99
3030 Refuse/Disposal of waste	£1,000.00	£529.17	£470.83
3035 Office Contracts	£12,640.00	£61.75	£12,578.25
3040 Maintenance Costs	£3,000.00	£140.40	£2,859.60
3110 Insurance	£7,000.00	£0.00	£7,000.00
3120 Association Subscriptions	£7,000.00	£0.00	£7,000.00
3122 Stationery	£1,500.00	£44.80	£1,455.20
3125 Audit Fee	£3,500.00	£0.00	£3,500.00
3130 Postages	£1,000.00	£0.00	£1,000.00
3160 Photocopying Costs	£1,500.00	£0.00	£1,500.00
3165 Advertising	£1,500.00	£0.00	£1,500.00
3170 Publications & Licences	£750.00	£0.00	£750.00
3175 Website Design	£1,000.00	£0.00	£1,000.00

3180	Welsh Language(incl translation)	£500.00	£0.00	£500.00
3185	Bank Charges	£100.00	£0.00	£100.00
3190	Mobile Telephone	£60.00	£4.90	£55.10
3200	Local Voluntary Funding	£52,500.00	£0.00	£52,500.00
3600	Election Expenses	£5,000.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£1,500.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£6,000.00
3615	Repairs, Chain of Office	£500.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£500.00
3625	Conference Fees & Expenses	£500.00	£0.00	£500.00
3635	Members Training	£1,000.00	£0.00	£1,000.00
3640	Publicity Items	£1,000.00	£0.00	£1,000.00
3645	Members Photographs	£150.00	£0.00	£150.00
3650	Refreshments	£1,000.00	£0.00	£1,000.00
3705	Wellbeing Projects	£20,000.00	£0.00	£20,000.00
4095	Crime & Disorder - Maint of CCTV	£2,000.00	£0.00	£2,000.00
4105	Playschemes/FoodisFun	£35,000.00	£0.00	£35,000.00
6001	Running Costs Grants	£27,500.00	£0.00	£27,500.00
6005	Grounds Maintenance	£10,000.00	£0.00	£10,000.00
6010	Junior Sponsorship Grant (Section 19)	£6,000.00	£0.00	£6,000.00
6015	Grant Aid for Community Halls/Facilities	£10,000.00	£0.00	£10,000.00
6020	Grants- Misc	£5,000.00	£0.00	£5,000.00
6035	Community Hardship Fund	£5,000.00	£0.00	£5,000.00
Total Finance, Governance & Policy Committee		£288,900.00	£22,462.34	£266,437.66

Planning & Environment Committee

4001	Environmental Awards/Projects	£10,000.00	£0.00	£10,000.00
4005	Litter Bins / Doggy Bins	£4,000.00	£0.00	£4,000.00
4006	Community Notice Boards	£3,000.00	£0.00	£3,000.00
4015	Forest School	£4,500.00	£0.00	£4,500.00
4020	Benches	£3,000.00	£0.00	£3,000.00
4025	Biodiversity Projects	£5,000.00	£0.00	£5,000.00
4030	Poetry Trail	£1,000.00	£0.00	£1,000.00
4035	Environmental Quiz	£800.00	£0.00	£800.00
4055	Woodland Rent	£150.00	£0.00	£150.00
4106	Town Improvements	£4,000.00	£0.00	£4,000.00
Total Planning & Environment Committee		£35,450.00	£0.00	£35,450.00

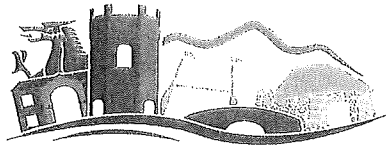
Events Committee

3655	Annual Celebration Dinner	£3,000.00	£84.41	£2,915.59
5001	Party in the Park	£30,000.00	£3,426.00	£26,574.00
5020	Christmas Lights	£15,000.00	£215.68	£14,784.32
5025	Christmas Trees	£2,500.00	£0.00	£2,500.00
5030	Christmas Cavalcade	£16,000.00	£0.00	£16,000.00
5050	Eisteddfod	£6,000.00	£51.40	£5,948.60
5065	Additional Events	£2,750.00	£102.99	£2,647.01

5100	Youth Festival - Pontypool Festival	£5,000.00	£0.00	£5,000.00
5105	Youth Festival - incl Overseas Airfares	£4,000.00	£0.00	£4,000.00
5205	Twinning - Council's Visits	£1,000.00	£214.99	£785.01
Total Events Committee		£85,250.00	£4,095.47	£81,154.53
Youth Work Project				
7001	Youth Provision	£72,500.00	£0.00	£72,500.00
Total Youth Work Project		£72,500.00	£0.00	£72,500.00
Total Expenditure		£790,970.00	£41,059.81	£749,910.19
Total Income		£758,584.12	£246,168.04	-£512,416.08
Total Expenditure		£790,970.00	£41,059.81	£749,910.19
Total Net Balance		-£32,385.88	£205,108.23	

Earmarked/Restricted Reserves - April 2024

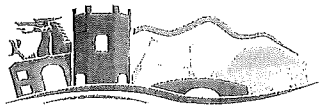
Heading	2024/25		Committee Responsible	Balance
	In	Out		
Events				1,237.46
Election Expenses				24,938.24
Repairs (office)			F, G & P	5,000.00
Mic Morris April 23 £1500		1,500.00		-
Office Equipment				4,944.58
Twinning Youth Festival				23,305.57
Sponsorship Grants c/f from 31.03.22 Min No 400	6,000.00	6,000.00		-
Play Equipment		4,496.00	P & E	49,668.00
Notice Boards (purchase and installation)				4,000.00
Biodiversity				2,100.00
Play Equipment - Maintenance 2022 -2027				5,000.00
Youth Project Youth				3,429.00
Youth Project Reserve 2022/23				17,900.00
Youth Council - Bank account closure				4,390.40
Youth Provision 2023/24				27,500.00
Pontypool Regeneration			F, G & P	200,000.00
<u>Total Earmarked Reserves</u>				<u>379,413.25</u>



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

CRITERIA FOR ORGANISATIONS OR GROUPS APPLYING FOR FINANCIAL ASSISTANCE FOR CORE COSTS

1. The organisation must be voluntary/charitable and not professional, business or commercial.
2. The organisation must be based and / or deliver a substantial part of its work in the Pontypool area to residents of Pontypool.
3. The organisation shall not have any restrictions in accordance with the Equality Act 2010
4. The organisation shall be run and organised in a recognised democratic manner having a constitution or Memorandum and Articles of Association.
5. The organisation shall state how a core grant benefits the organisation.
6. The organisation shall have had its accounts audited and the balance sheet, only, will be provided with the application. These accounts will meet the Charity Commission's requirements without which the application will NOT be considered. The accounts will accurately reflect the income and expenditure over the most recently available 12-month period.
7. The organisation will show the amount of unrestricted reserves it maintains which should neither be considerably more nor considerably less than the Charity Commission recommends unless the reason for this is explained. These reserves should not include assets such as buildings.
8. A grant for Core Costs will only be awarded once a year.
9. Application forms must be submitted no later than 10th May for consideration by the Policy & Finance Committee at its meeting in June and then by Council later that month.



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

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS CORE COSTS

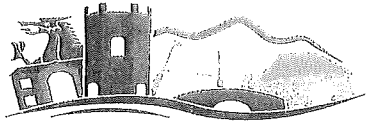
Name of Organisation:	
Contact Details Name: Role in the organisation: Address: Telephone number: Email address:	
Purpose of Organisation (max 100 words) Please also submit a copy of articles of association or constitution if not previously provided.	
What does the facility offer / what groups meet there?	
How is your facility managed? (e.g. a Management Committee)	
Are there other area of support your organisation needs?	

Who provides your organisation's main funding?	
A grant from Pontypool Community Council is unrestricted funding. What difference does unrestricted funding make to your organisation?	
Financial Position: Please submit your organisations Income and Expenditure and please include the balance sheet of your last audited accounts when submitting your completed application form.	
Do you have a Safeguarding policy if your facility welcomes children, young people or others who are vulnerable?	Yes / No / NA (please delete as appropriate)
How does your organisation meet the Well Being Objectives as set out in the Well Being Future Generations Act 2015	
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: <ul style="list-style-type: none"> • 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 	

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

Email: grants@pontypoolcc.gov.uk

Or
Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

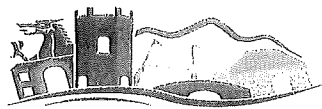


Pontypool Community Council
Cyngor Cymuned **Pont-Y-Pŵl**

CRITERIA FOR SPONSORSHIP OF JUNIOR SPORTS TEAMS

Pontypool Community Council sponsors a small number of junior sports teams every year. A budget is set for these grants at the annual budget meeting. The Council recognises the tremendous amount of work done by volunteers in sports clubs to give enjoyment to and develop the skills of children and young people in a variety of sports. Council tries to spread the benefit of this funding so the amount of money it is able to give is therefore based on the amount in the budget and the number of applications.

1. The organisation must be voluntary and not professional, business or commercial.
2. The organisation must play its sport based in the Pontypool Community Council area.
3. The organisation shall not operate or have any restrictions in respect of race, colour, creed religion or sexuality.
4. The organisation will be controlled and organised in a recognised democratic manner.
5. The organisation shall provide a statement of Income and Expenditure which is signed by the Secretary /Treasurer / Chair and countersigned by an independent person without which the application cannot be considered. The accounts will accurately reflect the income and expenditure over the most recently recorded 12 month period.
6. Only one team from each club can apply each year. While a club may apply more frequently a sponsorship will only be awarded, as a maximum, once in any four year period to any specific team.
7. Application forms must be presented no later than 24th June IN ANY YEAR for consideration by Policy and Finance Committee in early October and agreed by Full Council at the end of that month. It is the responsibility of the organisation to ensure that the completed form is returned as no reminders will be sent out.
8. To raise awareness of the work of the Council we would welcome photographs of the items purchased for us to use in publicity material.



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

APPLICATION FOR A JUNIOR SPORTS GROUP SPONSORSHIP

Name of Organisation:	
Purpose of Organisation:	
Contact Details Name: Email: Telephone Number:	
How many teams does your club run? Please state categories: e.g. women's, men's, boys/girls teams with their age groups, and teams with disabilities.	
How many coaches and other volunteers does your club have?	
Which team do you want us to sponsor?	
What do you want to buy with the Council's sponsorship e.g. kit/ equipment	
What is the cost of this kit or equipment? Please show your costs as accurately as possible.	

How will you show the sponsorship on the kit or equipment? e.g. a logo on team shirts	
Do you have a Safeguarding policy for dealing with children, young people or vulnerable adults	Yes / No (please delete as appropriate)
Does the organisation have a constitution and/or is it a registered charity	
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: <ul style="list-style-type: none"> • 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 	

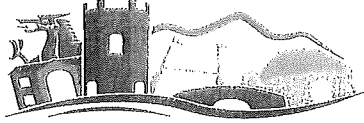
Please return your completed application form and any other requested documents to:

Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

<https://pontypoolcc.sharepoint.com/sites/PontypoolCCDocs/Documents/06 GRANTS/Junior Sponsorship/Junior Sports Group Sponsorship - Application Form.docx>

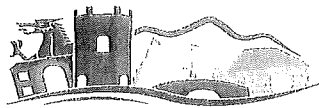


Pontypool Community Council
Cyngor Cymuned **Pont-Y-Pŵl**

CRITERIA FOR SPORTING ORGANISATIONS OR GROUPS APPLYING FOR A GRANT FOR GROUNDS MAINTENANCE

Pontypool Community Council awards grants to amateur sporting groups for grounds maintenance. A budget is set for these grants at the annual budget meeting. The Council recognises the tremendous amount of work done by volunteers in sports clubs to maintain their grounds and does not judge the relative levels of work done by different clubs. The amount of money the Council is able to give is therefore based on the amount in the budget and the number of applications.

1. The organisation must be voluntary and not professional, business or commercial.
2. The organisation must have its grounds in the Pontypool Community Council area.
3. The organisation shall not have any restrictions in respect of race, colour, creed or religion or sexuality.
4. The organisation will be controlled and organised in a recognised democratic manner.
5. The organisation shall provide the Income and Expenditure Account which is signed by the Secretary/Treasurer/Chair and countersigned by an independent person without which the application cannot be considered. The accounts will accurately reflect the income and expenditure over the most recently recorded twelve month period. We will not accept bank statements.
6. The organisation should show the costs of grounds maintenance in the above accounts.
7. A grant for Grounds Maintenance will only be awarded once a year.
8. Application forms must be presented no later than 15th August IN ANY YEAR for consideration by Policy and Finance Committee in early October and agreed by Full Council at the end of that month. It is the responsibility of the organisation to ensure that the completed form is returned as no reminders will be sent out.



Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

APPLICATION FOR A GRANT TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	
Purpose of Organisation:	
Where are your grounds?	
How many pitches does your club maintain?	
How many teams does your club run? Please state women's, men's, boys' and girls' teams with their age groups, and teams with disabilities	
How does your club maintain its grounds? For example, what is done by volunteers or are there elements of grounds maintenance where you have to bring in professional help?	
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	
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / No (please delete as appropriate)

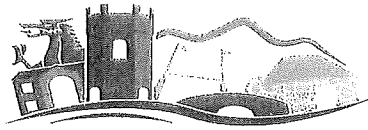
Does your organisation have a Welsh Language Policy? FOR INFORMATION ONLY	Yes / No (please delete as appropriate)
<p>What steps has your organisation taken or is going to take to reduce its environmental impact?</p> <p>Your answer could include but is not limited to:</p> <ul style="list-style-type: none"> • 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 	

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

Email: grants@pontypoolcc.gov.uk

Or

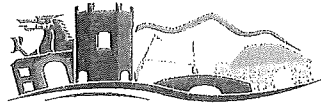
Pontypool Community Council
 35a Commercial Street
 Pontypool
 NP4 6JQ



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

CRITERIA FOR AWARDING SCHOOL ENVIRONMENTAL GRANTS

1. All schools in the Pontypool Community Council area will be invited to apply for an environmental grant which will be allocated annually.
2. At its annual budget setting Council will allocate an amount of money for these grants.
3. The number of grants and the amounts allocated will be made according to the quality of the application and the overall amount of money available.
4. Planning and Environment Committee will recommend to Full Council a grant to those schools which submit the applications it believes best fit the criteria of:
 - the environmental aims of the Council
 - the learning to be gained
 - the environmental gains to the school and / or local area
 - enhancement to the quality of school life
 - the extent to which learners have been involved in decisions about the project
5. Except in exceptional circumstances, no grant will exceed £1000.
6. Members of Planning and Environment, plus the local Councillor or School Governor, will visit the school to see the difference the project has made. This will be six months after the funds have been received by the School.
7. The school must agree to show Pontypool Community Council as having contributed towards the project in the Headteachers report to Governors.
8. In the event of the money not being spent in the way that the application described and without having had permission to vary, Pontypool Community Council may decide to not offer the opportunity for the school to apply for a future environmental grant.



Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

SCHOOL ENVIRONMENTAL GRANT APPLICATION FORM

(for all answers, 100 words maximum, please)

1. Name of school	
2. Name and email address of teacher making the application	
3. Description of the Project You can submit this info on a separate sheet if necessary.	
4. What are the benefits to the school and / or local area?	
5. How will it enhance the quality of school life?	
6. What will learners have learned, directly or indirectly?	
7. How have learners been involved in decision making about the project's development?	

8. What are the costs of the project for individual (e.g. equipment) or collective (e.g. seeds) items?	
9. What is the total cost of the project?	
<p>10. Where else are you going to seek funding for the project e.g., school budget/Children in Need?</p> <p>What steps has your school taken or is going to take to reduce its environmental impact?</p> <p>Your answer could include but is not limited to:</p> <ul style="list-style-type: none"> • 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 	

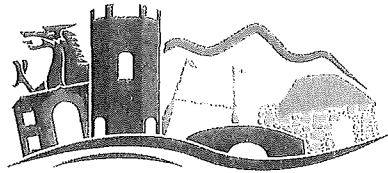
Please remember that Council members will want to visit the project with the local Councillor/Governor.

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

Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
 35a Commercial Street
 Pontypool
 NP4 6JQ



Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

COMMUNITY HALLS AND COMMUNITY FACILITIES FUNDING - GRANT AID

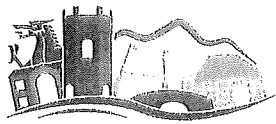
Pontypool Community Council is aware that some Community groups which look after a building are incurring costs such as utility bills, insurance, emergency repairs etc which have significantly increased over the past years. The Council wants to offer support to these organisations.

Please find enclosed a Community Halls and Facilities application form for you to complete and return. The questions which are not related to finance are to see if there is any other support the Council can offer or signpost to other organisations that may help. The questions are NOT to judge your application.

Alongside your completed application form please also submit your organisations Income and Expenditure and please include the balance sheet of your last audited accounts.

Please return the form no later than **20th November** for consideration at the January Full Council meeting. Applications submitted after this time will not be considered.

The Council sets a budget for these grants at its annual budget meeting. Council recognises the tremendous amount of work done by volunteers who run community halls and other facilities and does not judge the relative levels of work done by different organisations. The amount of money the Council can give is therefore based on the amount in the budget and the number of applications.



Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GRANT AID

Name of Organisation:	
Date of Application:	
Contact Details Name: Role in Organisation Address: Telephone number: Email address:	
Purpose of Organisation (max 100 words) Please also submit a copy of articles of association or constitution if not previously provided.	
What does the facility offer / what groups meet there?	
How is your facility managed? (eg a Management Committee)	
Is the organisation a Registered Charity?	
Are there other area of support your organisation needs?	
Who provides your organisation's main funding?	

<p>A grant from Pontypool Community Council is unrestricted funding. What difference does unrestricted funding make to your organisation?</p>	
<p>Financial Position: Please submit your organisations Income and Expenditure and please include the balance sheet of your last audited accounts when submitting your completed application form.</p>	<p>Income - £ Expenditure - £</p>
<p>Do you have a Safeguarding policy if your facility welcomes children, young people or others who are vulnerable?</p>	<p>Yes / No / NA (please delete as appropriate)</p>
<p>How does your organisation meet the Well Being Objectives as set out in the Well Being Future Generations Act 2015</p>	
<p>Does your organisation have a Welsh Language Policy? FOR INFORMATION ONLY</p>	<p>Yes / No (please delete as appropriate)</p>
<p>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:</p> <ul style="list-style-type: none"> • 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 	

Please return your completed application form and accounts to:
Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

<https://pontypoolcc.sharepoint.com/sites/PontypoolCCDocs/Documents/06 GRANTS/Grant Aid/Application Form - Grant Aid.docx>

Grants schedule of dates

AGENDA

ITEM 8 (ii)

Grant	Date sent out to community	Date to be considered at FGP
Core Funding	April	June
Junior Sponsorship	May	July
Grounds Maintenance	May	July
Environmental Grants	July	Oct (Biodiversity Sub Committee)
Grant Aid	Oct	Dec

Policy, Finance and Governance

Wednesday 5th June 2024

IT Proposal

1.0 Purpose of report

To provide the Councillors with a report for the proposed new IT provider

2.0 Background

Currently we are on a rolling monthly service agreement with Orbits IT, service blocks are purposed to cover any support requirements, however Orbits IT are no longer supplying the support blocks. It was decided to get 3 quotes, which include annual costs for Office 365 packages and basic security and also monthly costs for IT support. In addition, quotes were received from all companies for Cyber Security.

3.0 Quotes

See attached Excel print out of critical costs taken from the IT proposals (copies of proposals can be made available upon request). The quotes are based on 11 Staff and 5 Councillors accounts.

4.0 Budget

4.1 The 2024-25 IT budget of £6000 will be used to cover the costs of the monthly support and Microsoft license packages.

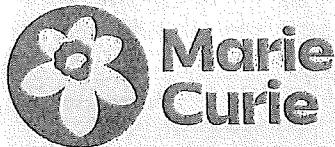
4.2 No new equipment has been included in the pricing – however it should be noted that current IT equipment is coming up to 4 years old and therefore replacements should be expected. Any new purchases of equipment would also need to come from the 2024-25 IT budget.

5.0 Recommendations

5.1 The Clerk and H&S Lead recommend that the Council proceed with CCSW as the new IT provider based on a 1 year contract.

Rebecca Cronin 28th May 2024

Health and Safety Lead



AGENDA ITEM
10 (a)

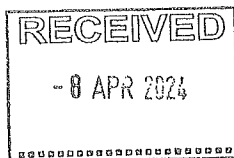
Pontypool Community Council
35a Commercial Street,
PONTYPOOL,
Gwent,
NP4 6JQ

Marie Curie
Hospice Cardiff and the Vale
Bridgeman Road
Penarth
Vale of Glamorgan
CF64 3YR

Thursday, 4th April 2024

Dear Annette

Re: Thank you for your Donation



Dear Annette,

We at Marie Curie Wales believe that every day of your life matters. When you are living with a terminal illness you feel that more than ever. Thanks to your donation from the Pontypool Community Council of £200.00 you will help more people to make the most of the time they have together.

Thanks to you and your friends someone living with a terminal illness will receive practical and emotional support from a Marie Curie Nurse. And most importantly, this vital support is given in the comfort of the person's own home or one of our nine hospices.

In these familiar and comforting environments, someone living with a terminal illness can enjoy the time they have left, surrounded by the people they love. The presence of a Marie Curie Nurse also means they can enjoy the simple things we so often take for granted, such as sitting in their favourite armchair, helping their children with homework, or being able to celebrate special family events.

Your act of kindness will make a difference to so many because without your support, Marie Curie Nurses simply couldn't do their amazing work. Thank you.

35

Thank you

to everyone who supports us
and makes our work possible.

To find out how we can help
or to make a donation, visit

mariecurie.org.uk

For more information on other ways to support or fundraise with Marie Curie please visit www.mariecurie.org.uk or contact myself, your local Community Fundraiser on 0775 3271543 or annamarie.weare@mariecurie.org.uk

Once again, thank you so much for your kindness and support.

Yours sincerely,

Anna-Marie

ANNA-MARIE WEARE

T: 029 20 426068

M: 0775 3271543

E: AnnaMarie.Weare@mariecurie.org.uk

36
Thank you

to everyone who supports us
and makes our work possible.

To find out how we can help
or to make a donation, visit
mariecurie.org.uk

Varteg Old Time Dancing Club

25 Heritage Gardens
Upper Hill Street
Blaenavon
NP4 9NQ

22nd April, 2024

Dear Linda

Re:- Donation from Community Council

A very big thank you for your donation of £100 to the above dance club.

We have recently had an increase in our rent, therefore, this donation will go a long way to help.

Regards



Warren Hindmash
Treasurer of Varteg Dance Club



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

FINANCIAL PROCEDURES MANUAL 2024

1 INTRODUCTION

- 1.1 These procedures should be read in conjunction with the Council's Standing Orders and Sections 4, 6, 8, 9, and 14 of the Financial Regulations to ensure that:
- all cash and income is handled and controlled in a proper manner and banked promptly;
 - all sums due to the Council arising from chargeable services are recovered when due. To regularly monitor all sums due and whenever necessary take appropriate action in cases where payment is overdue;
 - all requisitions for good, services and works are correctly authorised and ordered and that all receipts/works completed are properly recorded;
 - all payments to creditors are supported by invoices and that appropriate checks are carried out and authorisation received prior to payment;
 - claims for members' expenses and allowances are verified and processed promptly and efficiently and in accordance with existing Regulations;
 - claims for officers' expenses and allowances are verified and processed promptly and efficiently and in accordance with existing Regulations;
 - conformity with the procedure is followed for dealing with Local Voluntary Funding applications;
 - individual receipts and payments are properly recorded and that a procedure is in place to ensure that these records are correctly recorded within the Council's general ledger system;
 - the accounts held within AdvantEdge with the balances and movements on the Council's bank accounts and reconciled;
 - the procedure for constructing the annual budget of income and expenditure is formulated and to continually monitor the financial position throughout the year;
 - the Council has a robust risk management procedure and that it has sufficient insurance protection to cover it for any risks for which it may be held financially liable.

2 INCOME

2.1 General

2.1.1 All procedures involved in the handling of cash and other income will be under the general control of the Clerk/Responsible Finance Officer (RFO).

2.2 Receipt of Cash and Income

2.2.1 All post will be opened daily by the Administrative Officer or another member of staff in their absence.

2.2.2 Each item of post will be entered into the computer register (p:\excel\POST\Post-book) giving a brief description and the name of the person to whom it will be delivered.

2.2.3 Should post containing cash or cheques will be entered and recorded as above and deposited in a secure place prior to banking. A receipt will be made out for the amount received, quoting the invoice number where applicable.

2.2.4 Where possible a receipt will also be issued for payments received via the BACS system.

2.2.5 Wherever possible the top copy of the receipt will be forwarded to the payee. The second copy will remain in the book which is stored in the Administrative Officer's desk.

2.2.6 In the event of payment being made to the office, the Administrative Officer (or another member of staff in their absence) will provide the payee immediately with a receipt and the payment will be deposited in a secure place prior to banking.

2.2.7 The receipt number will be entered onto the appropriate copy invoice which will be held on a file in reception. The copy invoice will then be taken from the file and passed to the Finance Manager.

2.2.8 At the time of receipt, a record will be made in the Income Receipts Register giving the following information:

- Column 1 - Date of receipt
- Column 2 - Receipt book number
- Column 3 - Received from and details including invoice number (where appropriate)
- Column 4 - Amount
- Column 5 - Method of payment (cash, cheque and BACS)
- Column 6 - Initials of person receiving the cash or cheques

2.2.9 Receipt books will be sequentially numbered and the sequence checked for completeness at monthly intervals by the Finance Manager.

2.3 Recording Cash and Income Receipts

2.3.1 Bank paying-in slips will be completed by the person banking the income who will record the receipt numbers and amounts onto the reverse of the stub.

2.3.2 The Income Receipts Register will be updated to record the bankings:

Column 7	-	Will bracket together the receipts being banked and show the total banking
Column 8	-	The date of the banking
Column 9	-	The initials of the person paying in

2.3.3 The Income Receipts Register and bank paying-in book will be checked for completeness by another member of staff, who will initial the paying-in stub, prior to banking.

2.3.4 The Finance Manager will enter details of the receipt, together with any payments made directly to the Council's bankers, onto the cashbook income spreadsheet and into AdvantEdge. The receipt of income is given a reference.

2.3.5 Copies of paid invoices, together with proforma receipts and/or other documentation in respect of miscellaneous income will be held on a receipts file in cashbook receipt number order and be referenced to both the receipt book number and AdvantEdge transaction number.

2.4 Banking Cash and Income

2.4.1 Cash and cheques will be deposited promptly over the counter at the Post Office or the Council's bankers, using the official paying-in book.

2.4.2 Monies received after 3.30pm (cash or cheque) can be kept in the cash box in the Administrative Officer's office overnight and banked the following day.

2.4.3 Wherever possible routes taken and times of bankings will be varied.

2.5 Petty Cash

2.5.1 The Finance Manager and Finance Support Officer will be the only two officers to have access to the petty cash box, except in emergencies.

2.5.2 Money taken from the cash box will be signed for and witnessed.

- 2.5.3 Receipts will be provided for all purchases or a signed slip from the officer to confirm the transaction.
- 2.5.4 The petty cash is to be reconciled when requested by the Finance Manager, not exceeding £200.
- 2.5.5 The RFO will carry out 6-monthly spot checks on the petty cash.

3 DEBTORS AND DEBT RECOVERY

3.1 General

- 3.1.1 All procedures involved in the process of raising debtor invoices and debt collection will be under the general control of the Finance Manager.
- 3.1.2 An overview of the system for raising debtor invoices, collecting income.

3.2 Request to Raise an Invoice

- 3.2.1 Whenever the Council provides chargeable services an invoice must be raised including the appropriate percentage of VAT.
- 3.2.2 Sequentially-numbered invoices are utilised for the re-charging of work carried out.
- 3.2.3 The responsibility for the re-charging of work rests with the Finance Manager.

3.3 Raising and Amending an Invoice

- 3.3.1 Invoices in respect of services/provisions will be raised by the Finance Manager.
- 3.3.2 Invoices will be sent to the customer.
- 3.3.3 Details of the invoices will be entered into AdvantEdge/Excel by the Finance Manager and identified to the relevant income code.
- 3.3.4 Subsequent amendments to invoices must be fully documented and certified by the Finance Manager.

3.4 Debt Recovery

- 3.4.1 Outstanding debtor lists will be reviewed monthly by the Finance Manager.
- 3.4.2 First reminders will be sent out when invoices have been outstanding for more than 30 days.

- 3.4.3 Second and final reminders will be sent out 6 weeks after the invoice date.
- 3.4.4 Appropriate action will be taken if the invoice has not been paid 14 days after the second reminder, in accordance with the Council's policy in respect of bad debts.
- 3.4.5 Any sums found to be irrecoverable shall be reported by the Clerk to Full Council and written off in the year.

3.5 Invoicing for the use of the Council Chamber

- 3.5.1 The Administrative Officer will be responsible for accepting bookings from organisations wishing to make use of the Council Chamber and for organising refreshments etc.
- 3.5.2 At the end of each month the Administrative Officer will make a list of all users of the Council Chamber and send the list to the Finance Manager.

3.6 Ticket Sales for Events

- 3.6.1 There will be a clear audit trail for all tickets.
- 3.6.2 The number of tickets printed will correspond to the number of seats available.
- 3.6.3 Each ticket will be consecutively numbered.
- 3.6.4 A record will be kept of tickets distributed for sale to organisations/schools etc who will be required to provide details of numbers sold (Adults/Children/OAPs) and return unsold tickets well in advance of the date of the event.
- 3.6.5 All money received will be receipted in accordance with financial procedures and regulations.

3.7 Collections made at Events

- 3.7.1 At the conclusion of the event the amount collected will be counted by a representative of the Community Council and recorded.
- 3.7.2 The record will show the date and nature of the event and the amount collected. It will also indicate the procedure being followed for the security and eventual banking of the money.
- 3.7.3 The person who counted the money will sign to that effect and the record will be countersigned by the person who will be responsible for holding the money and ensuring that it is banked at the earliest opportunity.

4 ORDERINGS AND RECEIVING GOODS/SERVICES/WORKS

4.1 General

4.1.1 All procedures involved in the process of raising orders for the acquisition of goods, services and works will be under the general control of the Finance Manager.

4.2 Request to Raise an Order

4.2.1 The procedure for placing orders will be determined by the cost of goods or services being acquired, as follows:

- Contracts exceeding £25,000 in value will be subject to a tendering exercise with invitations being sent to at least 3 firms from the appropriate approved list (Financial Regulations 11.1(b))
- Contracts between £1,000 and £25,000 will require 3 quotations to be obtained and those between £100 and below £1,000 will require 3 estimates (Financial Regulations 11.1(i))

4.2.2 Whenever the Council requisitions goods, services or works from an outside supplier an order must be completed by the Finance Manager who will confirm that sufficient budget provision exists cover the cost.

4.2.3 Orders are created on the AdvantEdge database and are sequentially numbered. Selected officers have access to create orders on the system but can only be approved by the Finance Manager or the Clerk/RFO.

4.2.4 A monthly check will be made of outstanding orders to ensure that payments have been made against the correct orders and investigations/actions undertaken where appropriate.

4.3 Receiving Goods/Services/Works

4.3.1 When goods are received, or service/works completed wither a delivery note or another form of notification must be signed by the person accepting delivery. This must be given to the Finance Manager.

4.3.2 If deliveries (including stationery) cannot be checked at the time of delivery, the delivery note will be endorsed "received but not checked".

4.3.3 All deliveries will be packed away by the recipient within 2 day of receipt. Damaged items or discrepancies will be reported to the supplier within this time.

- 4.3.4 The Finance Support Officer will check that the delivery corresponds with the order and will attach the delivery note or other evidence of receipt to the order to await receipt of the invoice.
- 4.3.5 On receipt of a tangible asset acquired by the Council this will be added to the Asset Register by the Finance Support Officer with the actual net cost paid for the item. The Insurance Company will be informed if cover needs to be increased.

5 CREDITOR PAYMENTS

5.1 General

- 5.1.1 All procedures involved in making payments to suppliers for the goods, services and works will be under the general control of the Finance Manager.

5.2 Creditor Payments – Invoice Received

- 5.2.1 Invoices received for the supply of goods/services/works will be checked by the Finance Manager against the relevant orders to confirm receipt/completion and compliance with any agreed prices.
- 5.2.2 Periodical invoices, (regular direct debits) mainly for the provision of certain utilities (gas, electricity, telephones etc) will be checked by the Finance Manager for reasonableness and continuity and recurring payment will be presented regularly to be reviewed by the Chair of the Finance, Governance and Policy (FGP) Committee.
- 5.2.3 Invoices will be initialled appropriately by the Clerk/RFO and any **two** Members of the FGP Committee approved by a nominated signatory. Where there may be a discrepancy the Clerk will also initial to show that it has been checked.
- 5.2.4 Payments will be raised for invoices that have been certified for payment.
- 5.2.5 Details of payments will be entered onto the cashbook expenditure spreadsheets and each payment will be allocated a discrete voucher number that will be noted on the invoice.
- 5.2.6 AdvantEdge will be updated with the relevant information and the costs identified to the appropriate expenditure heading.
- 5.2.7 In the majority of cases BACS payments are the Council's preferred payment method. Cheques when required will be signed by 2 authorised signatories prior to posting, who will also initial the cheque stubs. Those authorised to sign cheques will be members of the Council and will be nominated annually at the Annual Meeting.

5.2.8 Paid invoices will be held on a payments file in voucher number order and, in addition, will be referenced to both cheque number/payment reference and AdvantEdge transaction number.

5.3 Creditor Payments – Invoice Received (direct debit)

5.3.1 Certain regular payments will be made by direct debit and covered by an invoice.

5.3.2 Bank statements will be examined monthly by the Finance Manager to ensure that all direct debits are covered by invoices and are correct and comply with agreed prices/rates previously authorised by two members.

5.3.3 Details of payments will be entered onto the cashbook expenditure spreadsheets and each payment will be allocated a discrete voucher number that will be noted on the invoice.

5.3.4 AdvantEdge will be updated with the relevant information and the costs identified to the appropriate expenditure heading.

5.3.5 Paid invoices will be held on a payments file in voucher number order and, in addition, will be referenced to the AdvantEdge transaction number.

5.4 Creditor Payments – No Invoice Received

5.4.1 Payments made in the absence of a supplier's invoice (eg grant payments) **must** be covered by a proforma invoice and relevant minute number.

5.4.2 The relevant committee minute reference will be quoted where a payment is made as a regular of a resolution of the Council.

5.4.3 Payment procedures will follow those indicated above.

5.4.4 Paid invoices will be held on a payments file in voucher number order and, in addition, will be reference to both cheque number and AdvantEdge transaction number.

5.4.5 AdvantEdge will be updated with the relevant information and the costs identified to the appropriate expenditure heading.

5.5. Creditor Payments – No Invoice Received (standing orders)

5.5.1 Payments made by standing order (eg payroll and bank charges) **must** be covered by a proforma invoice.

- 5.5.2 Bank statements will be examined monthly by the Finance Manager to ensure that all standing orders are correct and comply with agreed prices/rates.
- 5.5.3 The Finance Manager will enter details of payments onto the cashbook expenditure spreadsheets and each payment will be allocated a discrete voucher number that will be noted on the invoice.
- 5.5.4 Paid invoices will be held on a payments file in voucher number order and, in addition, will be referenced to the AdvantEdge transaction number.
- 5.6 Postages – Recording Costs of all Mail Out and details of all Mail In and Out
- 5.6.1 Internal and external mail received must be recorded daily on the spreadsheet (p:\excel\POST\post-book\in mail).
- 5.6.2 The following must be listed: date, received from, contents and recipient. The mail must be date stamped and passed to the appropriate officer as soon as possible.
- 5.6.3 Internal and external mail sent must be recorded daily on the spreadsheet (p:\excel\POST\post-book\out mail).
- 5.6.4 The following must be listed: date, posted to, description of item, number of items.

6 MEMBERS' EXPENSES AND ALLOWANCES

6.1 General

- 6.1.1 All procedures involved in the reimbursement of expenses and payment of allowances to members will be under the general control of the Finance Manager in conjunction with the Clerk.
- 6.1.2 Payments to members will be at prevailing rates in accordance with statutory provisions and Council policy.

6.2 Expenses

- 6.2.1 Members are allowed to claim for travelling and subsistence expenses when nominated to attend meetings/events as per the members' expenses policy.

6.3 Allowances

6.3.1 Attendance allowance is payable to members who have been nominated by the Council to:

- sit on outside bodies as representatives of the Council; or
- to attend conferences or events outside the Authority

6.3.2 Payment will be made as per members' expenses policy.

6.4 Claims

6.4.1 Claims are submitted using the appropriate claim form.

6.4.2 Receipts or tickets will be attached, where applicable, as proof of payment.

6.4.3 Provision is made on the members' claim form for the deduction of income tax on attendance allowances, where appropriate.

6.4.4 Deductions of tax will be paid over to the Inland Revenue periodically via Torfaen County Borough Council's Payroll Section.

6.4.5 A register of all expenses and allowances paid to members will also be maintained.

6.4.6 Once checked and authorised payments for allowances and expenses will be made through the creditor system (see Section 5).

7 OFFICERS' EXPENSES AND ALLOWANCES

7.1 General

7.1.1 All procedure involved in the reimbursement of expenses and payment of allowances to Officers will be under the general control of the Clerk/RFO.

7.1.2 Payments will be in accordance with nationally agreed rates.

7.2 Expenses

7.2.1 Officers are allowed to claim for travelling and subsistence expenses when requested to attend meetings/events in the course of their duties.

7.2.2 Travelling expenses may be claimed for the use of either:

- own vehicle at current mileage rates; or
- public transport, at cost on production of ticket or receipt

Subsistence allowances in line with current rates are payable according to the period of absence.

7.3 Claims

7.3.1 Claims will be submitted using the appropriate claim form – see Appendix 2.

7.3.2 Receipts or tickets will be attached where applicable as proof of payment.

7.3.3 Once checked and authorised by the Clerk in the case of all other officers and the Chair of Establishment in the case of the Clerk, these will be submitted to Torfaen County Borough Council's Payroll Section for processing with the monthly salaries.

8 **MEMBERS' LOCAL VOLUNTARY FUNDING SCHEMES**

8.1 General

8.1.1 All procedures involved in the making of payments relating to Local Voluntary Funding Schemes will be under the general control of the Finance Manager.

8.1.2 An annual allocation will be made to each member to fund specific projects in their ward according to the criteria. The amount of this allocation will be set each year when the budget is considered.

8.1.3 The criteria to be used when considering the approval of Local Voluntary Funding Schemes is shown in Appendix 1.

8.2 Applications

8.2.1 Applications for grants for Local Voluntary Funding need to be completed and signed by members and returned to the office at least 7 days before the FGP Committee meeting.

8.2.2 As the FGP Committee has been given plenary powers to approve these applications, they will be processed immediately following the meeting.

8.2.3 Applications can be considered by Full Council if there is not a FGP Committee meeting that month.

9 CASH BOOK MAINTENANCE

9.1 General

- 9.1.1 All procedures relating to the maintenance of the Council's cash book will be under the general control of the Finance Manager.
- 9.1.2 The Council's cash book will be maintained showing individual entries of receipts and payments.
- 9.1.3 The Clerk/RFO checks the receipts and payments along with other financial documentation on a monthly basis.

9.2 Receipts

- 9.2.1 Cash, cheques and receipts paid directly into the bank will be recorded on an Income spreadsheet (p:\Excel\Accounts\yyyy\Receipts yy-yy).
- 9.2.2 Entries are to be made as follows:
 - Column A - The date of receipt
 - Column B - The sequential number allocated to the record
 - Column C - The person/organisation from whom the payment was Received
 - Column D - Details relating to the receipt
 - Column E - The number of the receipt issued to the payee
 - Column F - The gross amount received
 - Column G - The amount of VAT to be paid over
 - Column H - The net income figure
 - Column I - The total gross income for the month
 - Column J - Where a month straddles two or more pages, the part-month total
 - Column K - The net amount on which VAT is chargeable

- 9.2.3 At the end of the month the Finance Manager will carry out the procedure necessary to approve these receipts within AdvantEdge.
- 9.2.4 The receipts will have been entered onto AdvantEdge by the Finance Manager (ref: Section 2, paragraph 2.3.2).
- 9.2.5 The Finance Manager will reconcile the cash book entries with the relevant vouchers on the receipts file and with the pending income transaction records held on AdvantEdge.
- 9.2.6 Once these records have been reconciled, the procedure will be carried out on AdvantEdge to move them from pending to reconciled.

9.2.7 A printout of reconciled records for the month will be obtained from AdvantEdge and reconciled with the monthly total on the cash book spreadsheet.

9.3 Payments

9.3.1 Cash, cheque and payments through the bank will be recorded on the payments spreadsheet (p:\Excel\Accounts\yyyy\Payments yy-yy).

9.3.2 Entries are to be made as follows:

- Column A - The date of payment
- Column B - The sequential number allocated to the record
- Column C - The cheque number or other reference to indicate the method of payment, eg DD (Direct Debit)
- Column D - The person/organisation to whom the payment has been made
- Column E - Details relating to the payment
- Column F - An indicator to identify those payments made Under Section 137 of the Local Government Act 1972
- Column G - The gross amount paid
- Column H - The amount of VAT reclaimable
- Column I - The net payment figure
- Column J - The total gross payments for the month
- Column K - Where a month straddles two or more pages, the part-month total
- Column L - The net amount on which VAT is payable

9.3.3 At the end of the month the Finance Manager will carry out the procedure necessary to `accept` these payments within the AdvantEdge ledger system.

9.3.4 The payments will have been entered onto AdvantEdge by the Finance Manager (ref: Section 2, paragraph 2.2.5) and discrete transaction numbers allocated to the system.

9.3.5 The Finance Manager will reconcile the cash book entries with the relevant vouchers on the payments file and with the `pending` payment transaction records held on AdvantEdge.

9.3.6 Once these records have been reconciled, the procedure will be carried out on AdvantEdge to move them from `pending` to `accepted` status.

9.3.7 A printout of `accepted` records for the month will be obtained from AdvantEdge and reconciled with the monthly total on the cash book spreadsheet.

9.4 Unpresented Cheques – over 6 months' old

- 9.4.1 Where cheques have been issued which have not been presented for payment within 6 months of the date they were issued, will not be accepted by the bank and should be cancelled.
- 9.4.2 The Finance Manager to report to Full Council if cheques have not been cashed after 3 months into the 6 months.
- 9.4.3 If the cheque was raised in the current financial year, then a contra entry can be created in AdvantEdge, which will be identical to the original transaction except that the amount will be changed to a negative amount (see AdvantEdge user manual).
- 9.4.4 Where a cheque was **not** raised in the current financial year a negative unpaid expenditure transaction will need to be created using the same information – including the original cheque number.
- 9.4.5 Details of the cancellation will be entered onto the cash book and the status in AdvantEdge changed to `paid`.
- 9.4.6 If it is necessary to re-issue the cheque, this is treated as a new payment, referencing it to the cancellation.

10 **BANK RECONCILIATION**

10.1 General

- 10.1.1 All procedures relating to the reconciliation of the Council's bank accounts will be under the general control of the Finance Manager.
- 10.1.2 The reconciliation of the Council's bank accounts will be undertaken monthly by the Finance Manager following procedures determined by the AdvantEdge ledger system.
- 10.1.3 An overview of the system for bank account reconciliation will be authorised by the Clerk and presented to the Chair of FGP Committee at least quarterly.

10.2 Reconciliation

- 10.2.1 On receipt of the bank statements for the end of the previous month the Finance Manager will carry out the reconciliation procedures laid down in the AdvantEdge manual.

10.2.2 Reconciliation reports showing cleared items together with a list of outstanding cheques and deposits and reconciling with the current balance on the accounts will be obtained from AdvantEdge and held on the monitoring file.

10.2.3 Any cheques that remain uncashed after a period of 6 months will be cancelled and the payee contacted, if appropriate.

11 BUDGETARY CONTROL

11.1 General

11.1.1 All procedures relating to the budgetary control of the Council's finances will be under the general control of the Finance Manager.

11.2 The construction and monitoring of the Council's budget will be undertaken by the Finance Manager in collaboration with the Clerk/RFO.

11.2 Budgeting

11.2.1 It is the statutory obligation of the Council to construct an annual budget and to make a precept on the County Borough Council.

11.2.2 An analysis of the current year's expenditure and income will provide a basis for the budget for the coming financial year.

11.2.3 Inflationary increases will be applied to a full year projection of current income and expenditure together with other known factors (eg annual increments).

11.2.4 Policy decisions of the Council regarding changes in service provision for the coming year will be reflected within the budget figures.

11.2.5 The budget will be constructed Committee by Committee and submitted for consideration and approval to Full Council in January each year.

11.2.6 Changes recommended by individual Committees will be reflected within the overall budget figures and the overall effect on the precept requirement discussed at the budget/priorities of the Finance Committee.

11.2.7 A budget/priorities meeting of the Council will discuss the implications of the proposals and, after due consideration and final adjustments will recommend approval of the budget and fix the precept to be levied for the ensuing financial year.

11.2.8 The Local Authority will be notified of the precept requirement and the percentage increase in Council Tax for a Band D property.

11.3 Budget Monitoring

- 11.3.1 A monthly report will be obtained from AdvantEdge identifying current and committed levels of expenditure and income.
- 11.3.2 A spreadsheet will be maintained showing the budget, profiled month by month.
- 11.3.3 Actual income and expenditure will be recorded and adjusted for any prior year accruals.
- 11.3.4 Any remaining funds expected to be received or available to be spent will be calculated and shown.
- 11.3.5 Where the amount spent or received varies substantially from the profile this will be highlighted and a note of explanation provided as detailed in the Financial Regulations.
- 11.3.6 Monitoring reports will be presented periodically to FPG Committee.

12 INSURANCE AND RISK MANAGEMENT

12.1 General

- 12.1.1 All procedures relating to the Council's insurance arrangements will be under the general control of the Finance Manager.

12.2 Risk Management

- 12.2.1 An annual review of risks will be carried out to ensure that the Council's risk management procedures are kept up to date and that all new risks are identified and evaluated.
- 12.2.2 During the year a detailed risk assessment will be undertaken for any new activity or event organised by the Council.

12.3 Arranging Insurance Cover

- 12.3.1 Following the annual assessment of risks all potential risks, properties or events for which insurance cover will be required during the coming 12 months will be identified.
- 12.3.2 Where new cover is required a judgement will be made as to the appropriate category of risk and level of indemnity.

12.3.3 In the case of a special event taking place a specific risk assessment will need to be carried out to identify the potential hazards that could be faced and to determine the type of insurance and level of indemnity necessary.

12.3.4 The Council's insurers will be contacted to effect the new insurance cover or to add new property to the insurance schedule.

12.4 Maintaining Insurance Cover

12.4.1 In addition to the annual assessments it will be necessary to consider the insurance implications of any unforeseen events or property acquisitions or disposals during the year.

12.4.2 It will also be necessary to regularly review the sums insured and limits of liability to ensure that adequate cover is maintained.

12.4.3 The Council's insurers will be contacted to effect or amend the insurance cover as appropriate.

12.4.4 A periodical review of the service provided, and premiums charged by the current insurance provider should be undertaken to ensure value for money.

12.5 Making an Insurance Claim

12.5.1 Any loss, damage, injury or event likely to result in a claim on the Council will be notified to the Clerk/RFO who will report this to the Full Council at the next available meeting.

12.5.2 Full details of the incident will be recorded as soon as possible after the event together with an estimate of the financial loss sustained (where known).

12.5.3 The Council's insurers will immediately be notified of the situation and details sent to them in the appropriate manner.

