

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD  
ON WEDNESDAY 5 JUNE 2024**

**In attendance:**

Councillor Lizzie Hunt (in the Chair)#

and Councillors: Nick Byrne\*\*, Anne Gunter#, Jon Horlor\*  
Richard Overton#, Caroline Price#, Nathan Warren\*

also in attendance: Councillor Lisa Jones#

Officers: Lisa McMail (Clerk)# and Cindy Challenger (Finance  
Manager)#

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

\*\* Technical difficulties (tried to join the meeting)

<b>Min. no.</b>	<b>Subject and Decision</b>	<b>Action</b>
41.	<p><b>FINANCE</b></p> <p><b><u>Apologies for Absence</u></b></p> <p>Councillor(s) Matt Ford and Gaynor James.</p>	
42.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) Jon Horlor and Caroline Price declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.</p> <p><b><u>RECOMMENDED:</u></b> that the declarations of interest be recorded.</p>	KS
43.	<p><b><u>Relay for Life</u></b></p> <p>The Committee received a presentation from representatives of the Relay for Life (attached as an appendix to the minutes) to raise awareness of what Relay for Life is and what they</p>	

	<p>are about and the different events that are undertaken in Pontypool by local teams who raise funds for Cancer Research Wales. Relay for Life 2024 is being held on 6 July at 11.00am.</p> <p>The Chair requested that Relay for Life 2024 be advertised on PCC's social media page. A poster would be shared with the Clerk.</p> <p><b><u>RECOMMENDED:</u></b> that the committee note the content of the presentation and that the event be posted on social media.</p>	KS/ MW
44.	<p><b><u>Schedule of Receipts and Payments</u></b></p> <p>The committee was asked to approve the schedule of receipts and payments for March and April 2024. These payments have previously been authorised by the committee Chair and Cllr GJ and checked for accuracy by the Clerk.</p> <p><b><u>RECOMMENDED:</u></b> that the receipts and payments for March and April 2024, as shown in the report, be approved noting the information.</p>	CC
45.	<p><b><u>Use of Credit Card</u></b></p> <p>The committee was requested to approve the credit card payments covering 11 March 2024 – 10 April 2024.</p> <p><b><u>RECOMMENDED:</u></b> that the payments made on the Council's credit card, as shown in the report for the above period, be approved.</p>	CC
46.	<p><b><u>Petty Cash</u></b></p> <p>The committee was requested to approve the petty cash payments from April – November 2023 and December – March 2024.</p> <p><b><u>RECOMMENDED:</u></b> that the petty cash payments from April – November 2023 and December 2023 – March 2024, as shown in the above report, be approved noting the information.</p>	CC
47.	<p><b><u>Financial Comparison and Earmarked Reserves</u></b></p> <p>The committee was requested to consider the financial monitoring report and earmarked reserves to 31 March 2024 and to 30 April 2024.</p>	

	<p><b>RECOMMENDED:</b> that the financial monitoring reports and earmarked reserves be approved.</p>	CC
48.	<p><b>Review of all Grant Applications and Criteria</b></p> <p>The committee was requested to review all grant applications and the associated criteria for:</p> <ul style="list-style-type: none"> <li>i. Core Costs;</li> <li>ii. Junior Sports Group Sponsorship</li> <li>iii. Grounds Maintenance</li> <li>iv. School Environmental Grants</li> <li>iv. Grant Aid</li> </ul> <p>Cllr NW asked if the Community Green Grant was missing. The Clerk advised that the application form would be available at the Planning and Environment Committee meeting.</p> <p>The Chair advised that grant applications cannot be dealt with during the pre-election period and that the F,G&amp;P meeting has been delayed in July until after the election to enable a financial decision to be made.</p> <p>ii) The committee were asked to agree a schedule of dates for applications to be received.</p> <p><b>RECOMMENDED:</b> the committee confirmed that they were happy with all of the grant applications and criteria and agreed with the dates detailed within the schedule.</p>	LM       CC/ AA
49.	<p><b>IT Provider</b></p> <p>The Committee received a report from the Health and Safety Lead in relation to the proposed new IT provider in addition to an Excel print out of critical costs taken from the IT proposals. The Council are currently on a rolling monthly service agreement with Orbis IT and within the agreement they provided service blocks to support any IT issues and or requests. Orbits IT have informed us they are no longer supplying the support blocks, therefore it was decided to obtain 3 quotes which include annual costs for Office 365 packages, basic security and also monthly costs for IT support. In addition to this, quotes were received from all companies for Cyber Security.</p> <p>As outlined in the report the 2024-2025 the cost will be based on a one year contract at a cost of £5,534.40.</p>	

	<p>The cost would be funded from the following budgets:</p> <p>£2851.20 should be taken out of the Office Equipment &amp; IT Support budget.</p> <p>£2683.20 out of the 365 Licences budget.</p> <p>No new equipment has been included in the pricing – however it should be noted that current IT equipment is coming up to 4 years and therefore replacements should be expected.</p> <p>The Clerk outlined the earmarked reserve for Office Equipment could be used for future equipment purchases in 2024/25.</p> <p><b>RECOMMENDED*</b>: the Committee agreed to proceed with CCSW as the new IT provider based on a one year contract at a cost of £5,534.40.</p>	<p>CC</p> <p>CC</p> <p>RC/ CC</p>
50.	<p><b>Thank you letter(s)</b></p> <p>The Committee received thank you letters from Marie Curie and Varteg Old Time Dancing Club.</p> <p><b>RECOMMENDED</b>: that the Committee welcome and note the contents of the letters.</p>	
51.	<p><b>GOVERNANCE</b></p> <p><b>Financial Procedures</b></p> <p>The Chair advised that the following changes need to be made:</p> <ul style="list-style-type: none"> <li>• `good` needs to be amended to `goods` in the third bullet point on page 38;</li> <li>• 2.4.3 should read “routes taken <b>to</b> and times of bankings will be varied”;</li> <li>• paragraph 3.1.2 to be removed;</li> <li>• 3.4.5 should read “in the accounting year”;</li> <li>• 5.2.3 the words “Where there may be a discrepancy” needs to be removed and the sentence should read “The Clerk will also initial to show that it has been checked”</li> </ul> <p><b>RECOMMENDED*</b>: the Committee agreed and approved the financial procedures subject to the above changes being made and presented to Full Council for final approval.</p>	<p>CC</p>

52.	<p><b><u>Training on use of the Finance &amp; Governance Toolkit</u></b></p> <p>The Finance &amp; Governance Toolkit was brought out by One Voice Wales a few years ago but no training has been offered on its completion until recently. It was agreed that if any members of the Committee would like to receive any training on the Finance and Governance Toolkit they inform the Clerk to enable a booking to be made.</p> <p><b><u>RECOMMENDED:</u></b> that members let the Clerk know if they would like to attend training on the use of the Finance &amp; Governance Toolkit.</p>	Cllrs/LM
53.	<p><b><u>POLICIES</u></b></p> <p>The Committee was asked to adopt the following policies:</p> <ul style="list-style-type: none"> <li>a. Freedom of Information Policy</li> <li>b. Recording Meeting(s)</li> <li>c. Data Protection Policy</li> <li>d. Reserves Policy</li> <li>e. Investment Policy</li> <li>f. Fixed Asset Policy</li> <li>g. Co-option Policy</li> <li>h. Multi Location Meeting Policy</li> <li>i. Retention and Disposal Policy</li> <li>j. Member/Officer Protocol and Policy</li> </ul> <p>The Clerk advised that the retention and disposal policy will be postponed as changes need to be made and an amended version will be added to the agenda for the July meeting.</p> <p>Cllr NW asked if there should be a comment added to the investment policy around “do no harm or neutral investments”.</p> <p>The Clerk advised that this is something that has been looked at in the past and our current investment with CCLA is the most ethical investment that we could find with the least risk and best ethical background.</p> <p>Cllr NW suggested that “best efforts” be included within the policy. This was unanimously agreed.</p> <p><b><u>RECOMMENDED*:</u></b></p> <p>(i) that the retention and disposal policy be deferred to the July F, G &amp; P meeting as outlined above.</p>	LM

	(ii) that the Investment policy include the wording “best efforts” within the policy (iii) all policies noted (except retention and disposal policy) be adopted and presented to June Full Council for final approval.	LM/ KS
54.	<b><u>EXCLUSION OF PRESS AND PUBLIC</u></b> <b>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.</b>	

\*This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Signed by the Chair .....