

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD ON WEDNESDAY 7 FEBRUARY 2024**

**In attendance:**

Councillor: \*E Hunt (in the Chair)

and Councillors: #G James, #J James, \*N. Byrne, \*Jon Horlor & \*Nick Jones

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

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

The meeting was recorded for minute taking purposes as agreed by Members.

<b>Min. no.</b>	<b>Subject and Decision</b>	<b>Action</b>
425.	<p><b>FINANCE</b></p> <p><b><u>Apologies for Absence</u></b> There were no apologies received.</p>	
426.	<p><b><u>Declarations of Interest</u></b> Councillors: Nick Byrne, Gaynor James, Jon James and Jon Horlor 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 style="text-align: center;"><b><u>RECOMMENDED:</u></b> that the above declarations be noted.</p>	
427.	<p><b><u>Schedule of Receipts and Payments</u></b> The committee was asked to approve the Schedule of receipts and payments for November and December 2023</p> <p style="text-align: center;"><b><u>RECOMMENDED:</u></b> that the receipts and payments for November and December 2023, as shown in the report, be approved noting the information.</p>	CC
428.	<p><b><u>Use of Credit Card</u></b> The committee was requested to approve the credit card payments for the period of 10 November to 7 December 2023.</p> <p style="text-align: center;"><b><u>RECOMMENDED:</u></b> that the credit card payments</p>	CC

	covering 10 November – 7 December 2023, as shown in the report, be approved noting the information.	
429.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>The committee received and considered the financial monitoring report and earmarked reserves to the 31 December 2023.</p> <p>It was noted that there was an overspend on grants misc and it was agreed that an additional £2000 be taken from the general reserve.</p> <p><b><u>RECOMMENDED:</u></b></p> <p>(i) that the financial monitoring report to the end of December 2023 be approved and the information contained in it be noted.</p> <p>(ii) an additional £2000 for grants misc be taken from the general reserve due to the overspend.</p>	CC
430.	<p><b><u>Local Voluntary Funding (LVF)</u></b></p> <p>The Finance Manager informed the committee that a deduction of £200 for Dean Groves funded by Councillor CP needed to be amended to read £300. The committee were asked to approve the attached Local Voluntary Funding applications. (attached as an appendix to the minutes)</p> <p><b><u>RECOMMENDED:</u></b> that the LVF applications as outlined in the appendix be approved subject to the appropriate amendment as outlined above.</p>	CC
431.	<p><b><u>Request for Financial Assistance</u></b></p> <p>The committee received the following financial requests from:</p> <p>Marie Curie Great Daffodil Appeal 2024 Sparkle Appeal - Mums &amp; Daughter’s Project from Aneurin Bevan University Health Board Torfaen Warrior</p> <p>It was unanimously agreed that £200.00 be awarded to both the Marie Curie Great Daffodil Appeal and Sparkle Appeal. The Sparkle Appeal be asked to reapply again in the new financial year 2024/25. Mum &amp; Daughter’s Project from Aneurin Bevan University Health Board £1201.50 to be awarded in 2024/2025 for the provision of the service from April 2024. Torfaen Warriors Boxing be asked to complete a financial assistance form.</p>	CC LM CC

	<p><b><u>RECOMMENDED*</u></b>: that the above financial amounts/information as outlined be approved subject to Council approval.</p>	
432.	<p><b><u>GOVERNANCE</u></b></p> <p><b>(i) Finance and Governance Toolkit</b>  The Committee reviewed the summary actions of Theme A – Vision, Purpose &amp; Community Planning and Theme B – Leadership &amp; People.</p> <p>The Clerk informed the committee that the actions for Theme A had been addressed and that it was the annual review.</p> <p>The Clerk also stated that within Theme B a new formal code of conduct for staff would be reviewed in March.</p> <p><b>(ii) To consider the following for submission to Full Council</b></p> <p><b>(a) Standing Orders</b>  The Chairman suggested that page 3, paragraph 3 referring to model standing orders be removed and page 11 - 4V – 3 days be inserted as part of the Standing Orders.</p> <p><b>(b) Terms of Reference</b>  The Chairman stated that in relation to the composition of committees that Full Council should also be included stating a quorum of at least 7 members out of the 21 members on Council.</p> <p><b><u>RECOMMENDED*</u></b>: that the documents be updated accordingly as outlined above and presented to Full Council for approval.</p>	LM
433.	<p><b><u>POLICIES</u></b></p> <p>The Committee were asked to approve the following policies:</p> <p><b>(i) Eye Test</b>  The committee considered the policy and agreed that standard eye test for staff be continued to be offered including the cost of spectacles required for work up to a total cost of £75.</p> <p><b>(ii) Confidentiality Agreement – Employees</b>  The Chair of Establishment welcomed this policy and stated that it was very important policy.</p> <p>All members unanimously agreed to both of the above and they would be presented to Council for final approval.</p>	

	<p><b><u>RECOMMENDED*</u></b>: that the above policies be received and noted and presented to Full Council.</p>	
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\* This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Signed by the Chair .....

**PONTYPOOL COMMUNITY COUNCIL**  
**CYNGOR CYMUNED PONT-Y-PŴL**  
**Declarations of Interest Declared**

**MEETING: Finance, Governance & Policy**

**DATE: Wednesday 7 February 2024**

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Nick Byrne	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	
Councillor Jon Horlor	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	
Councillor Gaynor James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	
Councillor Jon James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	

