



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

29 June/Mehefin 2023

Dear Sir/Madam,

You are summoned to attend a Multi-Location meeting of the **FINANCE, GOVERNANCE & POLICY COMMITTEE** at **6.30 PM** on **WEDNESDAY 5 JULY 2023**

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 **PWYLLGOR POLISI, LLYWODRAETHU A CHYLLID** yn **Rhith Gyfarfod** am **6:30 yf**, **DYDD MERCHER 5 GORFFENNAF 2023**

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

1. **Apologies for absence**
To receive apologies for absence.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**
To approve schedule of receipts and payments for May 2023 (attached: page(s) 1 – 3)
4. **Use of Credit Card**
To approve the credit card payments for April/May 2023 (attached: page(s) 4)
5. **Financial Budget Comparison with Reserves breakdown**
To receive and consider the financial monitoring report for May 2023 2023 (attached: page(s) 5 – 8)
6. **Local Voluntary Funding**
To approve the Local Voluntary Funding applications, table attached. (attached: page(s) 9). Copies of the applications are available on request.
7. **Running Costs Grants**
To consider the following applications
 - (i) St. David's Hospice Care (new applicant)
 - (ii) Torfaen Citizen's Advice
 - (iii) TOGs
 - (iv) Llantarnam Grange Arts Centre (new applicant)
 - (v) Age Connects (Widdershins)
 - (vi) Hope GB
 - (vii) Torfaen Museum
 - (viii) Pontypool Pacers Heart Support Club

(All applications have been vetted by the Chair and Vice-Chair of F,G&P, Clerk and Finance Manager. The Council awarded £3000 to each organisation in 2022/2023. There is £25,000 in budget for 2023/2024.
8. **Financial Requests:**
 - i. TCBC Social Care & Housing -- Family Support Request (attached: page(s) 10)
 - ii. West Mon School – Defib Funding Request (attached: page(s) 11 -- 12)

9. **Budget day**
 - a. To consider a date for the council to discuss budget priorities.
 - b. To initiate a discussion for the council to consider a financial plan for the next 3 – 5 years at our next budget day.

10. **Appointment of Internal Auditor**

To agree that an advert be placed on our website for the appointment of an internal auditor to the Council for the following three financial years 2023/24, 2024/25 and 2025/26.

11. **Estimate received for repainting of three internal rooms**

Three estimates have been requested from local companies for the repainting of office rooms on first floor – Refer Clerk.

GOVERNANCE

12. **Finance and Governance toolkit**

Theme B for review and completion attached (attached: page(s) 13 – 19)

POLICY

13. **Members Remuneration Policy**

To clarify the following points on the policy

 - a. If a resigning member should repay the allowance (proportionate to the term) if leaving position after it has been paid in October in any year
 - b. Should the newly elected member receive a proportionate amount of the allocated allowance after being elected into the new position for the remaining year after October in any year (if so budget allocation to be reviewed)(attached: page(s) 20 – 22)

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

FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JULY 2023

SCHEDULE OF RECEIPTS PAYMENTS - MAY

Income - May 2023

01/05/2023	7	H M Customs & Excise	Vat Return - Last Quarter 2022/23	9,978.53
01/05/2023	8	CCLA	Dividend Reinvested - May	2,650.55
				<hr/>
				12,639.08

Expenditure - May 2023

04/05/2023	31	DD	Cathedral Leasing	Hygiene Disposal Bins	41.59
20/05/2023	32	DD	British Gas	Gas Charges - Office	318.40
19/05/2023	33	DD	Barclaycard	Credit Card - Various (attached)	440.39
28/05/2023	34	DD	BT Payment Services	Mobile Phone	22.79
21/05/2023	35	DD	123 Telecom	Broadband/Telephone Charges	205.36
15/05/2023	36	SO	Torfaen County Borough Council	Salaries	14,000.00
04/05/2023	37	DD	Peninsula Business	Personnel Services	184.18
27/05/2023	38	DD	Torfaen County Borough Council	Rates - April - Office	803.00
27/05/2023	39	DD	Torfaen County Borough Council	Rates - April - Unit 8	187.57
09/05/2023	40	DD	British Gas	Gas Charges - Unit 8	5.43
12/05/2023	41	DD	British Gas	Gas Charges - Unit 8	19.77
04/05/2023	42	DD	Peninsula Business	H & S Services	159.43
02/05/2023	43	BP	Churches Fire & Security	CCTV / Alarm Maintenance	78.40
02/05/2023	44	BP	ICO	Data Protection Renewal	40.00
02/05/2023	45	BP	Torfaen County Borough Council	Salary Adjustment - March	8,310.28
02/05/2023	46	BP	Event Prop Shop	Entertainment - Party in the Park	190.50
02/05/2023	47	BP	Consortium	Stationery	18.60
02/05/2023	48	BP	T-Lighted	10 Wooden Plaques	100.00
02/05/2023	49	BP	Friends of Pontypool Town	Contribution - Easter Bonanza	2,500.00
				<hr/>	
				27,665.69	

AGENDA ITEM 3

FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JULY 2023 SCHEDULE OF RECEIPTS PAYMENTS - MAY

						Bal b/f
50	02/05/2023	BP	Torfaen County Borough Council	Annual Rent - Unit 8		27,665.69
51	02/05/2023	BP	Phoenix Aircon	Air Con Service		4,398.00
52	02/05/2023	BP	Edge IT Systems	End of Year Training Package		507.09
53	02/05/2023	BP	Eden Springs	Water Cooler		480.00
54	02/05/2023	BP	Twenty4	Emergency Lighting Repairs		88.27
55	02/05/2023	BP	Pontypool & Clytha Estates	Rent - Woods		174.00
56	02/05/2023	BP	Silent Disco Party	YP / Party In the Park		67.50
57	02/05/2023	BP	County Engraving	Water Plaque		220.00
58	02/05/2023	BP	Torfaen County Borough Council	Rent - May		7.40
59	02/05/2023	BP	Orbits IT	Monitor, Dock & Keyboard		655.67
60	02/05/2023	BP	Initial Washroom	Mat Service - May		516.00
61	02/05/2023	BP	Greenroom Power	Projection & Sound Equipment KC		23.50
62	02/05/2023	BP	Torfaen County Borough Council	Annual Payroll Fee - 2022/23		768.00
63	05/05/2023	BP	In Our Nature	Forest Fundays x 2 Pontypool Park		760.28
64	05/05/2023	BP	Hair By Sarah - S L Clark	Hairbraiding - Party in the Park		500.00
65	05/05/2023	BP	AT Creative Ltd	Poetry Trail App - Beta Apps		250.00
66	05/05/2023	BP	Torfaen Tigers	Junior Sponsorship		3,120.00
67	05/05/2023	BP	Face Painting - Irene Quelch	Facepainting - Party in the Park		1,000.00
68	05/05/2023	BP	SSE	Electricity Charges - Office		240.00
69	05/05/2023	BP	Mic Morris Memorial Sporting Trust	Sponsorship		711.06
70	05/05/2023	BP	TVA	Sponsorship - Volunteer Awards		1500.00
71	23/05/2023	BP	County Engraving	Flower Awards		550.00
72	23/05/2023	BP	Penthiwgyngi Bakery	Buffet - AGM		69.50
73	23/05/2023	BP	Go Local Magazine	14 ID Badges		200.00
74	23/05/2023	BP	J S Cleaning Services	Window Cleaner		161.28
75	23/05/2023	BP	Initial Washroom	Mat Service - June		108.00
76	23/05/2023	BP	Ricoh UK Ltd	Copy / Rental Charges - Copier		23.50
77	23/05/2023	BP	Consortium	Stationery / Cleaning Supplies		741.04
						154.07

45,659.85

FINANCE, GOVERNANCE & POLICY COMMITTEE - 5 JULY 2023
BREAKDOWN - CREDITCARD PURCHASES (14 April - 4 May 2023)

DATE	PAYEE	DETAILS	DEPARTMENT	SubTtl	Total	VAT
14/04/2023	Sainsbury's	Clerk's Meeting	Refreshments		13.75	
14/04/2023	Argos	Printer - Clerk	Office Equipment		59.99	10.00
17/04/2023	Amazon	Gift Cards Photo Comp	Additional Events		70.00	
17/04/2023	Photobox Ltd	Prints - Photo Comp	Additional Events		146.93	24.97
18/04/2023	HSE Books	Accident Book	Stationery		12.79	2.13
18/04/2023	Amazon	Frames	Office Equipment		7.49	1.25
19/04/2023	Tesco	Cleaning Products	Cleaning	3.50		
		Refreshments	Refreshments	9.75		
		Gift Cards Photo Comp	Additional Events	30.00	43.25	0.58
04/05/2023	Amazon	Certificate Paper	Eisteddfod		11.19	1.86
04/05/2023	Torfaen CBC	Street Trading License	Party in the Park		75.00	
TOTAL					440.39	40.79

AGENDA ITEM 5
Finance, Governance & Policy Meeting
5 July 2023

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 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	£238,608.00	£477,216.00
Total Council		£715,824.00	£0.00	£238,608.00	£477,216.00
Policy & Finance Committee					
301	Bank Interest (CCLA)	£12,000.00	£0.00	£5,457.94	£6,542.06
310	Barclaycard Rebate	£100.00	£0.00	£0.00	£100.00
Total Policy & Finance Committee		£12,100.00	£0.00	£5,457.94	£6,642.06
Youth Work Project					
701	Youth Project Misc Income	£0.00	£0.00	£250.00	£250.00
Total Youth Work Project		£0.00	£0.00	£250.00	£250.00
Total Income		£727,924.00	£0.00	£244,315.94	£483,608.06

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 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	£0.00	£28,000.00	£217,904.00
2005	Professional Membership	£320.00	£0.00	£0.00	£320.00
2008	HR Support Costs (Peninsular)	£0.00	£0.00	£322.67	-£322.67
2010	Conferences/Training	£5,000.00	£0.00	£400.00	£4,600.00
2015	Health and Safety & PPE	£1,500.00	£0.00	£486.38	£1,013.62
2020	Payroll Charges	£2,548.00	£0.00	£0.00	£2,548.00
Total Establishment Committee		£255,272.00	£0.00	£29,209.05	£226,062.95
Policy & Finance Committee					
3001	Rent, Rates & Water	£29,200.00	£0.00	£21,101.00	£8,099.00
3010	Fuel Charges	£7,500.00	£0.00	£942.54	£6,557.46
3015	Office Equipment & Consumables	£9,000.00	£0.00	£533.25	£8,466.75
3025	Cleaning	£9,100.00	£0.00	£870.84	£8,229.16
3030	Refuse/Disposal of waste	£600.00	£0.00	£30.00	£470.00
3035	Office Contracts	£11,470.00	£0.00	£4,215.63	£7,254.37
3040	Maintenance Costs	£3,000.00	£0.00	£0.00	£3,000.00
3110	Insurance	£5,800.00	£0.00	£0.00	£5,800.00
3120	Association Subscriptions	£6,500.00	£0.00	£0.00	£6,500.00
3122	Stationery	£1,500.00	£0.00	£74.48	£1,425.52
3125	Audit Fee	£4,200.00	£0.00	£0.00	£4,200.00
3130	Postages	£2,000.00	£0.00	£0.00	£2,000.00
3160	Photocopying Costs	£1,500.00	£0.00	£417.82	£1,082.18
3165	Advertising	£1,000.00	£0.00	£550.00	£450.00
3170	Publications & Licences	£750.00	£0.00	£40.00	£710.00
3175	Website Design	£4,500.00	£0.00	£0.00	£4,500.00
3180	Welsh Language Translation	£500.00	£0.00	£0.00	£500.00
3185	Bank Charges	£100.00	£0.00	£0.00	£100.00
3200	Local Voluntary Funding	£55,000.00	£0.00	£400.00	£54,600.00
3600	Election Expenses	£5,000.00	£0.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£0.00	£1,500.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£0.00	£6,000.00
3615	Repairs, Chain of Office	£500.00	£0.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£0.00	£500.00
3625	Conference Fees & Expenses	£500.00	£0.00	£0.00	£500.00
3630	Attendance Allowance	£500.00	£0.00	£0.00	£500.00
3635	Members Training	£2,000.00	£0.00	£0.00	£2,000.00
3640	Publicity Items	£1,000.00	£0.00	£134.40	£865.60
3645	Photographs	£150.00	£0.00	£0.00	£150.00
3650	Refreshments	£500.00	£0.00	£223.50	£276.50
4105	Playschemes/FoodisFun	£35,000.00	£0.00	£0.00	£35,000.00
6001	Running Costs Grants	£25,000.00	£1,500.00	£1,500.00	£25,000.00
6005	Grounds Maintenance	£10,000.00	£0.00	£0.00	£10,000.00

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6010	Junior Sponsorship Grant (Section 19)	£5,000.00	£0.00	£1,000.00	£4,000.00
6015	Grant Aid for Community Halls/Facilities	£10,000.00	£0.00	£0.00	£10,000.00
6020	Grants- Misc	£5,000.00	£0.00	£0.00	£5,000.00
6035	Community Hardship Fund	£5,000.00	£0.00	£0.00	£5,000.00
Total Policy & Finance Committee		£266,270.00	£1,500.00	£32,033.46	£235,736.54
Planning & Environment Committee					
4001	Environmental Awards/Projects	£4,000.00	£0.00	£0.00	£4,000.00
4005	Litter Bins / Doggy Bins	£4,000.00	£0.00	£0.00	£4,000.00
4006	Community Notice Boards	£9,000.00	£0.00	£0.00	£9,000.00
4015	Forest School	£3,300.00	£0.00	£0.00	£3,300.00
4025	Biodiversity Projects	£5,000.00	£0.00	£500.00	£4,500.00
4030	Poetry Trail	£0.00	£8,025.50	£8,025.50	£0.00
4035	Environmental Quiz	£800.00	£0.00	£57.92	£742.08
4055	Woodland Rent & Amazing Tree	£150.00	£0.00	£67.50	£82.50
4090	Playground Equipment	£0.00	£4,496.00	£4,496.00	£0.00
Total Planning & Environment		£26,250.00	£12,521.50	£13,146.92	£26,624.58
Events Committee					
3655	Annual Dinner	£2,500.00	£0.00	£0.00	£2,500.00
5001	Party in the Park	£30,000.00	£0.00	£4,758.81	£25,241.19
5020	Christmas Lights	£50,000.00	£0.00	£3,876.58	£46,123.42
5025	Christmas Trees	£2,500.00	£0.00	£0.00	£2,500.00
5030	Christmas Cavalcade	£15,000.00	£0.00	£157.71	£14,842.29
5050	Eisteddfod	£9,000.00	£0.00	£9.33	£8,990.67
5065	Additional Events	£12,500.00	£0.00	£3,361.96	£9,138.04
5085	Testimonials	£500.00	£0.00	£0.00	£500.00
5090	Chairman's Concert	£500.00	£0.00	£0.00	£500.00
5100	Youth Festival - Pontypool Festival	£2,000.00	£0.00	£0.00	£2,000.00
5105	Youth Festival - incl Oversea Airlines	£4,000.00	£0.00	£0.00	£4,000.00
5205	Twinning - Council's Visits	£1,000.00	£0.00	£0.00	£1,000.00
Total Events Committee		£129,500.00	£0.00	£12,164.39	£117,335.61
Youth Work Project					
7001	Youth Project	£65,000.00	£0.00	£135.82	£64,864.18
Total Youth Work Project		£65,000.00	£0.00	£135.82	£64,864.18
Total Expenditure		£742,292.00	£14,021.50	£86,689.64	£669,623.86
Total Income		£727,924.00	£0.00	£244,315.94	£483,608.06
Total Expenditure		£742,292.00	£14,021.50	£86,689.64	£669,623.86
Total Net Balance		-£14,368.00		£157,626.30	

Earmarked/Restricted Reserves - May 2023

Heading	Committee Responsible	31.03.2023	2023/24		Balance	Min No
		Balance b/f	In	Out		
Party In the Park 2022	Events	0				
Events		1,237.46			1,237.46	
Election Expenses	F, G & P	26,803.36			26,803.36	
Repairs		5,000.00			5,000.00	
Mic Moris April 23 £1500		1,500.00		1,500.00	-	
Office Equipment		4,944.58			4,944.58	
Twinning Youth Festival		21,305.57			21,305.57	
Sponsorship Grants c/f from 31.03.22 Min No 400		6,000.00			6,000.00	
Grant Aid - Halls Min No 247		-			-	
Play Equipment	P & E	54,164.00		4,496.00	49,668.00	Accrued 23
Notice Boards (purchase and installation)		4,000.00			4,000.00	
Litter/Doggy Bins replacment programme		-			-	
Environmental Awards/Projects 2022		-			-	
Play Equipment - Maintenance 2022 -2027		5,000.00			5,000.00	
Youth Project	Youth	3,429.00			3,429.00	
Youth Project Reserve		17,900.00			17,900.00	
Youth Council - Bank account closure		4,390.40			4,390.00	
MH Poetry Trail		12,000.00	8,000.00		20,000.00	
Earmarked Reserves Sub Total		167,674.37				
		-				
Pontypool Regeneration	F, G & P	200,000.00				
Total Earmarked Reserves		367,674.37				

FINANCE, GOVERNANCE & POLICY

5th JULY 2023

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>	<u>Power/Act to Ward Grant</u>
Councillor J. Horlor	£500 (PROJECT)	Cold Barn Farm	To build bird boxes with the young and elderly bringing everyone together but also to load them on the day making sure people can get a proper meal.	Power of Well Being s.2 Local Government Act 2000
Councillor J. Horlor	£500	DYT Dance	To purchase equipment to be used in class	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor J. Horlor	£500 (PROJECT)	Pleasant Court Senior Citizens Association	Replenishment of garden fixtures and fittings to supply residents with fresh vegetables	Power of Well Being s.2 Local Government Act 2000
Councillor A. Gunter Councillor E. Hunt Councillor N. Warren	£399	1 st Griffithstown Guides	To buy litter picking equipment and other resources	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor M. Ford	£500	St. Albans School	To expand on the sensory garden to create benches for pupils and staff to sit and relax	Power of Well Being s.2 Local Government Act 2000

Lisa McMail

From: Allen, Julian <Julian.Allen@torfaen.gov.uk>
Sent: 23 June 2023 11:25
Subject: School Uniform Events August 2023 - Request for Grant Funding

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

We are running two school uniform events this year in Torfaen, one on the 16th August in Pontypool Market and the other in Cwmbran at the Congress Theatre on 22nd August. The aim of this, is to support families through cost of living with support for school uniforms, PE kits, school equipment for children and School bags, these items will be given free to parents at no cost as the majority of the items are from donations.

The two events will run from 11am to 2pm on the dates mentioned above, we will also have other agencies available at these, such as Citizens Advice, Bron Afon Homes, Employment Team, Wellbeing Team and our Financial Crisis Support Officers. This will enable families to be able to access other support whilst attending these.

To support the event we would be looking to supply PE kits, Stationery for children (Pens, pencils, calculators, rulers etc), school bags and plain clothes to supplement the uniforms and we are seeking grant funding to be able to purchase these.

Therefore I would like to come and ask for a grant to help support this event to allow us to buy this additional to help families in your area who will be accessing this event. If possible we would like to ask for you to consider grant funding of £300-£500 to enable us to buy these additional items to support families through the current cost of living crisis and this will enable the children to make a positive start to the new education year in September.

Thank you kindly

Cofion Cynnes/Kind regards

Julian Allen

Mentor Arweiniol Cyngor ac Arweiniad / Lead Advice and Guidance Mentor

Rheolwr Adeiladu Cymunedau / Building Resilient Communities
Gofal Cymdeithasol a Thai/ Social Care and Housing
Torfaen County Borough Council/ Cyngor Bwrdeistref Sirol Torfaen
Phone/Ffon: 01495 742855
Mob/Sym: 07951 822017
Email/Ebost: julian.allen@torfaen.gov.uk

Become a facebook friend go to [\(20+\) Nifty Thrifty Torfaen | Facebook](#)

Lisa McMail

From: Defibrillators & Screening <rememberingjack96.12@gmail.com>
Sent: 24 June 2023 16:20
To: Lisa McMail
Cc: Phil Hill
Subject: Re: Defib at west mon

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lisa

The defibrillator we supply is a iPad which is suitable to be used on adults and children. The cost of this device is £821.

The cabinet is the defibsave II which cost £575.00. Both are not for profit cost price.

With regards to funding Jacks Appeal would help with the cost but unfortunately would not be in a position to pay for them in full.

Kindest regards

June Thomas
Jacks Appeal ABUHB
Mobile: 07817350673

On 19 Jun 2023, at 16:55, Lisa McMail <LMcMail@pontypoolcc.gov.uk> wrote:

Good afternoon, in response to my previous email regarding funding for a Defib at West Mon, I now have an answer to your enquiry as to if it would be available to the public 24/7, please see below.

Kind Regards

Lisa McMail

Ffon/tel: 01495 365952

My working days are Monday to Thursday 8.30am to 4.30pm

Ebost/email: lmcmal@pontypoolcc.gov.uk

From: Annette Ambrosen <AAmbrosen@pontypoolcc.gov.uk>
Sent: Tuesday, June 13, 2023 3:59 PM
To: Lisa McMail <LMcMail@pontypoolcc.gov.uk>
Subject: FW: Defib at west mon

Hi Lisa

Below is the response from Martyn from West Mon regarding the defib.

From: Lewis, Martyn <Martyn.Lewis@torfaen.gov.uk>
Sent: Monday, June 12, 2023 2:46 PM
To: Annette Ambrosen <AAmbrosen@pontypoolcc.gov.uk>
Subject: RE: Defib

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Afternoon Annette

Can you apologise to your colleague – I'm a bit late responding to this one. We were initially looking at putting inside school grounds for the school and our Sports Clubs using our pitches.

However I can see the value in putting it out externally. Have a look at the photo below, we were thinking it could go on external wall near the pedestrian gate. Thus it would be accessible to everyone. This is where people that are using the pitch enter the school so easily reached for them as well.



To be honest we have not done any fundraising, I was very much hoping it could be covered elsewhere.

Theme B – Leadership and people

The council should respect the values of openness and transparency and adhere to, and model, the behaviours and standards set for all councillors as contained in the code of conduct. In leading its community, the council should be committed to enhancing its capability and capacity as is commensurate with its range and scale of operations.

Employees are the principal asset of any council and it is important that they are given the trust and respect to perform their roles to their maximum ability within a safe working environment. Training and development of employees is vitally important as well as having appropriate systems in place to provide adequate reward, recognition and accountability within a framework of effective employment policies.

Statutory obligation

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
The council provides leadership to its members and staff			
B.1 The council has adopted a code of conduct		The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales	
B.2 All councillors have signed a formal declaration of acceptance of office		The council should formally record in minutes that they have adopted a code of conduct based on the model code of conduct. A formal declaration of acceptance of office must be signed before an individual is able to act as a member of a community and town council.	

AGENDA
ITEM 12

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Theme B – Leadership and people

Statement	In place (Yes/No)	Further information	Comments and actions
B.3 All councillors have been provided with a copy of the council's adopted code of conduct			
B.4 All councillors have a council email address or a separate email address for council business			
B.5 All councillors have received training on their role and training needs are regularly reviewed		One Voice Wales, Planning Aid Wales and principal councils provide a range of opportunities for training of members in relation to their roles. The council must develop a training plan and maintain a record of training received. A training plan template is available to One Voice Wales members on request.	
B.6 All payments to councillors are made in line with the levels set out by the Independent Remuneration Panel for Wales		The Independent Remuneration Panel for Wales Annual report and guidance on payments to elected members is available on its website.	
B.7 A statement of payments to councillors is published by 30		Community and town councils must publish a statement of payments detailing all payments made to elected members in the previous	

Theme B – Leadership and people

Statement	In place (Yes/No)	Further information	Comments and actions
September each year detailing payments made to elected members in the previous municipal year		municipal year. Nil returns must also be reported. See Independent Remuneration Panel for Wales guidance .	
The council carries out its employment duties			
B.8 All employees have a written employment contract setting out the terms of their employment		See ACAS – What an employment contract is One Voice Wales and SLCC have model contracts of employment for clerks which are available to members.	
B.9 All employees have an up-to-date job description		One Voice Wales and SLCC can provide guidance to member councils in relation to the preparation of a job description and person specification.	
B.10 Any changes to terms and conditions, including salary increments, are recorded and approved by the council		Councils must ensure that all changes to terms and conditions are properly approved and recorded.	
B.11 All staff have been given a copy of the employee code of conduct		The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001	
B.12 The council has core employment		One Voice Wales and SLCC can provide member councils with a suite of policies and procedures.	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
<p>policies in place, for example:-</p> <ul style="list-style-type: none"> • Adoption and Paternity Policy • Alcohol, Drugs and Substance Misuse Policy • Annual Leave Policy • Appraisal Scheme • Bullying and Harassment • Capability Policy • Code of Conduct for Employees • Dignity at Work Policy • Discipline and Grievance Policy and Procedure • Equality and Diversity Policy • Health and Safety at Work Policy • Maternity Leave Policy 		<p>The ACAS website also contains a range of model policies and procedures</p>	

Theme B – Leadership and people

Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> • Member / Officer Relations Protocol • Recruitment Procedure • Shared Parental Leave Policy • Attendance Management Policy • Stress Management Policy • Time off in Lieu Policy • Training Policy • Whistleblowing Policy 			
<p>B.13 The council is registered as an employer with HMRC</p>		<p>All councils must operate PAYE unless no staff:-</p> <ul style="list-style-type: none"> • earn above the lower national insurance threshold; and • have any other source of income. <p>In practice, this means that very few clerks, even of small councils, will fail to be exempt from PAYE. Other sources of income include income from pensions as well as other</p>	



Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
B.14 All overtime payments are paid through the normal payroll process and subject to PAYE		employments. See GOV.UK PAYE and payroll for employers All additions to salary must be subject to PAYE	
B.15 Any additional allowances paid to staff are subject to tax where appropriate		Fixed sum allowances for home working are limited by HMRC . Payments above this amount are taxable and should be taxed through PAYE or entered onto a P11D return. Mileage payments are also subject to tax when they exceed mileage allowances specified by HMRC – currently 45p per mile. See The Pensions Regulator website	
B.16 The council complies with pensions legislation			
The council gives its staff the resources and support to carry out their role			
B.17 All staff have received appropriate training for their role		The council must develop a training plan and maintain a record of training received. A training plan template is available to One Voice Wales members on request.	
B.18 All staff have council email addresses and access to council IT systems		Council staff should not use personal email addresses for council communications, or save council documents to personal computers, for reasons of information security.	

Theme B – Leadership and people – Summary of actions

Summary of actions	By who	By when
<ul style="list-style-type: none">•	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•

PONTYPOOL COMMUNITY COUNCIL MEMBER REMUNERATION POLICY

It is the policy of this council to pay its members in line with the Independent Remuneration Panel for Wales yearly review. This document is taken into consideration when setting the annual budget.

This policy will be reviewed annually in the Annual Meeting.

Payments to councillors will be paid as set out in Table 2¹, in line with the size of the electorate:

Extra costs payment: all members, mandatory
Senior role(s): £500, mandatory for 1 member, optional for up to 7
Chair: Optional, up to £1,500
Deputy Chair: Optional, up to a maximum of £500
Attendance allowance: optional
Financial loss: optional
Travel and subsistence: optional
Costs of care or personal assistance: mandatory

Level of extra costs payments

For the year 2023-2024 the extra costs payment to each member is £156 a year (equivalent to £3 a week)². These payments are mandatory, though members are allowed to decline them.

The council will also pay members £52 a year for the cost of office consumables required to carry out their role¹.

Timing of extra costs payments

These payments will be made once a year, in October, via BACS.

Members who leave in the financial year before the payment date will not receive the payment.

Members who leave in the financial year after the payment are not expected to repay any fund, unless it is a senior role, Chair or Deputy Chair role (see section: **payments to senior roles**).

¹ p17, Independent Remuneration Panel for Wales: annual report 2023 to 2024

² p16, Independent Remuneration Panel for Wales: annual report 2023 to 2024

A newly elected member would receive a proportionate amount of the allocated allowance after one month of being elected into the new position (after October in any year).

Payments to senior roles, Chair and Deputy Chair

The number and value of these payments is to be decided annually at the Annual meeting, when roles are assigned.

These payments will be made once a year, in October, via BACS.

Members who leave the role in the financial year before the payment will not receive the payment.

Members who leave the role in the financial year after the payment are expected to repay the money on a pro-rata basis.

Attendance Allowance

It is not the policy of Pontypool Community Council to pay members to attend meetings.

Financial loss

Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £57.20 for each period not exceeding 4 hours.
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

This remains unchanged from 2022³. Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

Travel and subsistence

Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motorcycles.
- 20p per mile for bicycles.

³ Determination 48: Independent Remuneration Panel for Wales: annual report 2022 to 2023

Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24 hour period allowance for meals, including breakfast where appropriate.
- £200: London overnight.
- £95: elsewhere overnight.
- £30: staying with friends and/or family overnight.

These rates remain unchanged from 2022⁴. Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

Costs of care or personal assistance

Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. This payment is mandatory to increase diversity amongst councillors and is unchanged from the guidance in 2022⁵.

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

It is important to note that care costs cannot be paid to someone who is a part of a member's household.

Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

⁴ Determination 46 and 47, Independent Remuneration Panel for Wales: annual report 2022 to 2023

⁵ p52, Independent Remuneration Panel for Wales: annual report 2022 to 2023

