



26 October/Hydref 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 1st NOVEMBER 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 1 TACHWEDD 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

pp 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 September (attached: page(s) 1 – 3)
4. **Use of Credit Card**
To approve the credit card payments for 11th August – 6th September (attached: page(s) 4)
5. **Financial Budget Comparison (Monitoring Report) with Reserves**
To receive and consider the financial monitoring report to the end of September and the Council's Reserves (attached: page(s) 5 -- 7)
6. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding applications (attached: page(s): 8 – 9)
7. **Financial Requests**
To receive financial request(s) from the following organisations:
 - (a) Wales Air Ambulance 2023 Community Council Appeal (attached: page(s) 10 – 12)
 - (b) George Street Primary School (attached: page(s) 13)
 - (c) Dragons Wheelchair RC (attached: page(s) 14)
 - (d) Cwmbran Senior Netball (attached: page(s) 15 – 17)
8. **Grant Aid**
To receive a report from the Projects and Events Manager on the Community Halls that have been contacted so far in relation to the Grant Aid funding available to them and to ask Councillors to check for any omissions (attached: page(s) 18 -- 19)
9. **Thank you letter(s)**
To receive thank you letter(s) from the following organisations:
 - (a) Ty Hafan (attached: page(s) 20)
 - (b) Pontypool Pacers (attached: page(s) 21)
 - (c) Age Connects (attached: page(s) 22 - 23)
 - (d) St. David's Hospice Care (attached: page(s) 24)

- (e) Llantarnam Grange (attached: page(s) 25)
- (f) Togs (attached: page(s) 26)
- (g) Hope GB (attached: page(s) 27)
- (h) Torfaen Muscum (attached: page(s) 28)

GOVERNANCE

10. **Finance and Governance toolkit**

To review Theme E Resources and Financial Management (attached: 29
– 42)

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

**FINANCE, GOVERNANCE & POLICY COMMITTEE - 1 NOVEMBER 2023
SCHEDULE OF RECEIPTS & PAYMENTS - SEPTEMBER**

Income - September 2023

9/1/2023	21	CCLA	Dividend Reinvested - September	3,781.23
				<u>3,781.23</u>

Expenditure - September 2023

9/4/2023	294	DD	Cathedral Leasing	Hygiene Disposal Bins	41.59
9/8/2023	295	DD	British Gas	Gas Charges - Office	54.04
9/19/2023	296	DD	Barclaycard	Credit Card - Various	582.65
9/21/2023	297	DD	123 Telecom	Broadband/Telephone Charges	206.30
9/15/2023	298	SO	Torfaen County Borough Council	Salaries	14,000.00
9/4/2023	299	DD	Peninsula Business	Personnel Services	184.18
9/27/2023	300	DD	Torfaen County Borough Council	Rates - April - Office	803.00
9/27/2023	301	DD	Torfaen County Borough Council	Rates - April - Unit 8	192.00
9/12/2023	302	DD	British Gas	Gas Charges - Unit 8	24.79
9/6/2023	303	DD	Twenty Four	Maint - Emergency Lighting Monthly test	74.10
9/4/2023	304	DD	Peninsula Business	H & S Services	199.43
9/24/2023	305	DD	Orbits IT	Additional IT Services	24.00
9/6/2023	306	116620	Cash - Warren's	Lunches - Twinning Visit	298.50
9/5/2023	307	BP	Rachel's Café	Buffet - Plaque Unveiling RT	320.00
9/5/2023	308	BP	S G & S E Warman	Services Provided - PIP	1,036.00
9/5/2023	309	BP	Cliff Warner	Waste Disposal	30.00
9/7/2023	310	BP	Taiywain OAP Hall	LVF - BR (2022/23)	200.00
9/7/2023	311	BP	Taiywain OAP Hall	LVF - JR (2022/23)	200.00
9/7/2023	312	BP	Torfaen County Borough Council	Services Provided - Various	216.47
9/8/2023	313	BP	Race AFC	LVF - JK	300.00
9/8/2023	314	BP	Pontymoile OAP Hall	LVF - JK	300.00
					<u>19,216.75</u>

FINANCE, GOVERNANCE & POLICY COMMITTEE - 1 NOVEMBER 2023
SCHEDULE OF RECEIPTS & PAYMENTS - SEPTEMBER

					Bal b/f
9/8/2023	BP	Pontymoile Community Centre	LVF - JK		19,216.75
9/8/2023	BP	Blaendare Allotment Association	LVF - JK		500.00
9/8/2023	BP	West Mon RFC	LVF - JK		300.00
9/8/2023	BP	Pontymoile Community Centre	LVF - JK (Project)		300.00
9/8/2023	BP	Gypsy & Traveller Association	LVF - JK		400.00
9/8/2023	BP	Penywin Terrace Allotments Assoc	LVF - JJ		400.00
9/8/2023	BP	Team Davey Kickboxing	LVF - JJ / RM / CP		200.00
9/8/2023	BP	Pontypool Retired Men's Bowls	LVF - JJ		600.00
9/12/2023	BP	Abersychan Alexander's RFC	LVF - CP		300.00
9/8/2023	BP	Pontypool Retired Men's Bowls	LVF - CP		100.00
9/8/2023	BP	St David's Hospice Care	Annual Funding - Running Costs		1,000.00
9/8/2023	BP	Torfaen Citizen's Advice Bureau	Annual Funding - Running Costs		3,000.00
9/8/2023	BP	TOGS	Annual Funding - Running Costs		3,000.00
9/8/2023	BP	Llantarnam Grange Arts Centre	Annual Funding - Running Costs		3,000.00
9/8/2023	BP	Age Connects	Annual Funding - Running Costs		3,000.00
9/8/2023	BP	Hope GB	Annual Funding - Running Costs		3,000.00
9/8/2023	BP	Pontypool Pacers Heart Support Group	Annual Funding - Running Costs		1,000.00
9/8/2023	BP	Torfaen Museum Trust	Annual Funding - Running Costs		8,000.00
9/14/2023	BP	Phoenix Hire Sales	Annual Funding - Running Costs		1,404.48
9/14/2023	BP	Torfaen County Borough Council	Porta Loos / Generators - PIP		655.67
9/14/2023	BP	T Lighted - C Owen	Building Cleaning - September		58.00
9/14/2023	BP	Chris Langford	Gifts - Twinning Gifts		345.00
9/14/2023	BP	Vision ICT	Gazebos - PIP		85.50
9/14/2023	BP	J S Cleaning Services	Website Hosting (Nov - Jan 2024)		108.00
9/20/2023	BP	SLCC	Window Cleaner		24.00
9/21/2023	BP	Restore Datasheed	Event Fee - LMI		105.64
9/21/2023	BP	Eden Springs UK Ltd	Disposal - Confidential Papers		47.12
9/21/2023	BP	Ty Hafan	Water Cooler Charges		200.00
			Grant		
					50,550.16

FINANCE, GOVERNANCE & POLICY COMMITTEE - 1 NOVEMBER 2023
SCHEDULE OF RECEIPTS & PAYMENTS - SEPTEMBER

					Bal: b/f
9/21/2023	BP	Llangollen Int Music Eisteddfod	Grant		50,550.16
9/21/2023	BP	Amazon	Art / Craft Supplies - YP		200.00
9/20/2023	BP	The Trussell Trust	Donation - Proceeds Afternoon Tea		43.87
9/20/2023	BP	PSM Sportswear	Sweatshirts - Youth Festival		195.00
9/21/2023	BP	Torfaen Pension Service	Employers Lump Sum 2023/24		130.56
9/29/2023	BP	Dwr Cymru Welsh Water	Water Charges - Office		6,000.00
9/29/2023	BP	Initial Washroom Hygiene	Mat Service		128.69
9/29/2023	BP	Greenbarnes Ltd	Notice Boards x 2		23.50
9/29/2023	BP	Go Local	Various Invoices		4,129.25
					1,184.20
					67,585.13

W

**FINANCE, GOVERNANCE POLICY MEETING - 1 NOVEMBER 2023
BREAKDOWN - CREDITCARD PURCHASES (11 August - 6 SEPTEMBER)**

DATE	PAYEE	DETAILS	DEPARTMENT	SUB TOTAL	Total
					<u>AGENDA</u>
					<u>ITEM 4</u>
Credit Card - Finance Manager					
15/08/2023	Land Registry	Land Search	Bio Diversity		6.00
15/08/2023	Land Registry	Land Search	Bio Diversity		6.00
23/08/2023	Amazon	Accetates	Office Supplies		24.99
31/08/2023	Facebook	Advertising	MHPT		27.70
05/09/2023	Amazon	Craft Boxes	Youth Project		42.19
05/09/2023	Amazon	Magazine Holders	Youth Project		28.48
06/09/2023	Amazon	Metal File Box	Youth Project		22.49
06/09/2023	Iceland	Refreshments	Refreshments	13.75	
06/09/2023	Iceland	Batteries	Office Supplies	1.00	14.75
					<hr/>
					172.60
Credit Card - Clerk					
11/08/2023	TCBC	Plaque - RT	Advertising		222.00
15/08/2023	Amazon	Refund	Office Supplies		34.19
15/08/2023	Booker Ltd	Refreshments	Twinning	100.14	
15/08/2023	Booker Ltd	Refreshments	Twinning	19.99	120.13
19/08/2023	Amazon	Tools	Office Supplies		38.40
20/08/2023	Amazon	Cork Board	Office Supplies		24.99
21/08/2023	Lebara Mobile Sim	Sim Contract	Telephone		0.49
04/09/2023	Solarpress	Banner	Advertising		38.23
					<hr/>
					410.05
					<hr/>
TOTAL					582.65

Finance, Governance & Policy Meeting

1 November 2023

AGENDA

ITEM 5

COMPARISON REPORT

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance
INCOME				
Council				
101 Precept	£715,987.00	£715,824.00	£477,216.00	-£238,608.00
105 V.A.T.Refund	£35,763.65	£0.00	£15,101.24	£15,101.24
115 Refreshments	£0.00	£0.00	£4.00	£4.00
Total Council	£752,301.11	£715,824.00	£492,321.24	-£223,502.76
Finance, Governance & Policy Committee				
301 Bank Interest (CCLA)	£16,080.64	£12,000.00	£19,780.72	£7,780.72
305 Sub-lettings	£17.00	£0.00	£10.00	£10.00
310 Barclaycard Rebate	£79.92	£100.00	£125.19	£25.19
Total Finance, Governance & Policy	£16,217.56	£12,100.00	£19,915.91	£7,815.91
Events Committee				
501 Party in the Park	£1,211.00	£0.00	£1,606.79	£1,606.79
505 Christmas Trees	£1,887.02	£0.00	£0.00	£0.00
506 Christmas Cavalcade	£356.00	£0.00	£0.00	£0.00
520 Twinning Chairman's Visits	£188.64	£0.00	£0.00	£0.00
Total Events Committee	£3,642.66	£0.00	£1,606.79	£1,606.79
Youth Work Project				
701 Youth Project Misc Income	£17,524.55	£0.00	£1,550.00	£1,550.00
Total Youth Work Project	£17,524.55	£0.00	£1,550.00	£1,550.00
Total Income	£789,685.88	£727,924.00	£515,393.94	-£212,530.06

Finance, Governance & Policy Meeting

1 November 2023

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance
EXPENDITURE				
Establishment Committee				
2001 Salaries	£221,460.32	£245,904.00	£127,802.18	£118,101.82
2005 Professional Membership	£344.00	£320.00	£0.00	£320.00
2008 HR Support Costs (Peninsular)	£770.00	£1,848.00	£1,170.13	£677.87
2010 Conferences/Training	£1,320.16	£5,000.00	£1,137.00	£3,863.00
2015 Health and Safety & PPE	£1,273.99	£1,500.00	£1,185.72	£314.28
2020 Payroll Charges	£677.84	£700.00	£0.00	£700.00
Total Establishment Committee	£225,846.31	£255,272.00	£131,295.03	£123,976.97
Finance, Governance & Policy Committee				
3001 Rent, Rates & Water	£28,806.98	£29,200.00	£24,441.69	£4,758.31
3010 Fuel Charges	£5,919.53	£7,500.00	£2,911.37	£4,588.63
3015 Office Equipment & Consumables	£3,504.50	£9,000.00	£3,059.33	£5,940.67
3025 Cleaning	£8,937.17	£9,100.00	£4,279.22	£4,820.78
3030 Refuse/Disposal of waste	£513.69	£500.00	£348.73	£151.27
3035 Office Contracts	£12,518.57	£11,470.00	£5,635.00	£5,835.00
3040 Maintenance Costs	£281.63	£3,000.00	£0.00	£3,000.00
3110 Insurance	£4,987.90	£5,800.00	£417.36	£5,382.64
3120 Association Subscriptions	£6,086.00	£6,500.00	£6,896.00	-£396.00
3122 Stationery	£1,847.71	£1,500.00	£697.72	£902.28
3125 Audit Fee	£0.00	£4,200.00	£0.00	£4,200.00
3130 Postages	£797.99	£2,000.00	£0.00	£2,000.00
3160 Photocopying Costs	£1,747.54	£1,500.00	£1,055.81	£444.19
3165 Advertising	£1,037.24	£1,000.00	£1,310.24	-£310.24
3170 Publications & Licences	£523.00	£750.00	£439.99	£310.01
3175 Website Design	£320.00	£4,500.00	£3,655.65	£844.35
3180 Welsh Language Translation	£3.64	£500.00	£38.22	£461.78
3185 Bank Charges	£25.00	£100.00	£25.00	£75.00
3190 Mobile Telephone	£0.00	£0.00	£18.96	-£18.96
3195 Professional fees - lease	£0.00	£0.00	£1,700.00	-£1,700.00
3200 Local Voluntary Funding	£50,050.00	£55,000.00	£12,639.99	£42,360.01
3600 Election Expenses	£11,439.64	£5,000.00	£4,244.89	£755.11
3605 Chairman's Allowance	£1,500.00	£1,500.00	£0.00	£1,500.00
3610 Members Remuneration IRPW	£4,500.00	£6,000.00	£0.00	£6,000.00
3615 Repairs, Chain of Office	£0.00	£500.00	£0.00	£500.00
3620 Vice-Chairman's Allowance	£500.00	£500.00	£0.00	£500.00
3625 Conference Fees & Expenses	£0.00	£500.00	£0.00	£500.00
3630 Attendance Allowance	£210.26	£500.00	£0.00	£500.00
3635 Members Training	£799.00	£2,000.00	£38.00	£1,962.00
3640 Publicity Items	£1,288.18	£1,000.00	£330.70	£669.30
3645 Photographs	£0.00	£150.00	£0.00	£150.00
3650 Refreshments	£542.02	£500.00	£634.93	-£134.93
4105 Playschemes/FoodisFun	£29,000.00	£35,000.00	£35,000.00	£0.00
6001 Running Costs Grants	£18,000.00	£25,000.00	£26,500.00	-£1,500.00
6005 Grounds Maintenance	£8,206.00	£10,000.00	£0.00	£10,000.00
6010 Junior Sponsorship Grant (Section 19)	£6,000.00	£5,000.00	£1,000.00	£4,000.00

		Previous Year's Net	2023/2024	Actual Net	Balance
6015	Grant Aid for Community Halls/Facilities	£5,000.00	£10,000.00	£500.00	£9,500.00
6020	Grants- Misc	£4,810.00	£5,000.00	£1,955.00	£3,045.00
6035	Community Hardship Fund	£15,000.00	£5,000.00	£0.00	£5,000.00
Total Finance, Governance & Policy		£236,743.19	£266,270.00	£139,673.80	£126,596.20
Planning & Environment Committee					
4001	Environmental Awards/Projects	£6,960.00	£4,000.00	£0.00	£4,000.00
4005	Litter Bins / Doggy Bins	-£668.00	£4,000.00	£0.00	£4,000.00
4006	Community Notice Boards	£6,739.66	£9,000.00	£3,541.04	£5,458.96
4015	Forest School	£1,250.00	£3,300.00	£0.00	£3,300.00
4025	Biodiversity Projects	£0.00	£5,000.00	£1,628.25	£3,371.75
4030	Poetry Trail	£1,300.00	£0.00	£18,298.85	-£18,298.85
4035	Environmental Quiz	£530.10	£800.00	£478.79	£321.21
4055	Woodland Rent	£135.00	£150.00	£67.50	£82.50
4090	Playground Equipment	£0.00	£0.00	£4,496.00	-£4,496.00
Total Planning & Environment Committee		£34,986.76	£26,250.00	£28,510.43	-£2,260.43
Events Committee					
3655	Annual Dinner	£247.04	£2,500.00	£0.00	£2,500.00
5001	Party in the Park	£30,271.33	£30,000.00	£27,616.54	£2,383.46
5020	Christmas Lights	£50,365.30	£50,000.00	£21,012.54	£28,987.46
5025	Christmas Trees	£22,000.00	£2,500.00	£0.00	£2,500.00
5030	Christmas Cavalcade	£14,599.32	£15,000.00	£4,575.21	£10,424.79
5050	Eisteddfod	£4,773.70	£9,000.00	£9.33	£8,990.67
5065	Additional Events	£3,278.60	£13,000.00	£4,297.56	£8,702.44
5085	Testimonials	£0.00	£500.00	£0.00	£500.00
5090	Chairman's Concert	£0.00	£500.00	£0.00	£500.00
5100	Youth Festival - Pontypool Festival	£0.00	£2,000.00	£0.00	£2,000.00
5105	Youth Festival - incl Overseas Airfares	£3,519.33	£4,000.00	£3,341.01	£658.99
5205	Twinning - Council's Visits	£410.55	£1,000.00	£674.23	£325.77
Total Events Committee		£134,087.36	£130,000.00	£61,526.42	£68,473.58
Youth Work Project					
7001	Youth Project	£77,277.83	£65,000.00	£2,462.86	£62,537.14
Total Youth Work Project		£77,277.83	£65,000.00	£2,462.86	£62,537.14
Total Expenditure		£708,941.45	£742,792.00	£363,468.54	£379,323.46
Total Income		£789,685.88	£727,924.00	£515,393.94	-£212,530.06
Total Expenditure		£708,941.45	£742,792.00	£363,468.54	£379,323.46
Total Net Balance		£80,744.43	-£14,868.00	£151,925.40	

ay

AGENDA ITEM 6

FINANCE, GOVERNANCE & POLICY

WEDNESDAY 1ST NOVEMBER 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 S. Malson	£150	Torfaen Men's Indoor Bowls Club	Disabled Equipment	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor C. Price	£300	Tranch A.F.C.	For general maintenance, upkeep of ground and buildings etc.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor N. Simons	£200	Abersychan Alexander's R.F.C.	Funding will contribute to improving our facilities. Projects include step and ramp access to our changing area as they are in disrepair and vital for disabled. Stud walling to create a hygienic segregated medical area.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor J. James	£350	Dean Groves Painter and Decorators	Repaint the white masonry wall around the Bandstand As they are now gone	Power of Well Being s.2 Local Government Act 2000

			black as it has been a few years since done last.	
Councillor J. James	£300 (PROJECT)	Cold Barn Farm	Pantomime for Boys Brigade.	Power of Well Being s.2 Local Government Act 2000

Cindy Challenger

From: Pontypool
Sent: 06 October 2023 13:28
To: Lisa McMail; Jane Wright
Subject: FW: Community Council Appeal 2023 / Apêl Cyngor Cymuned 2023

Forwarding from PCC account
Thanks
Bec

From: Wales Air Ambulance <hannah.mitchell@walesairambulance.com>
Sent: Friday, October 6, 2023 11:00 AM
To: Pontypool <Pontypool@pontypoolcc.gov.uk>
Subject: Community Council Appeal 2023 / Apêl Cyngor Cymuned 2023

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.



Eithen | WALES
Ambywlans | Air
Awyr | Ambulance
CYMRU | Charity

Community Council Appeal 2023

Dear friends,

Please follow this link to the [Wales Air Ambulance 2023 Community Council Appeal letter](#). We would be grateful if you could consider it at your next council grant/donation application meeting.

If you require the Charity to fill out a grant application form, please provide the details and I will complete and return it.

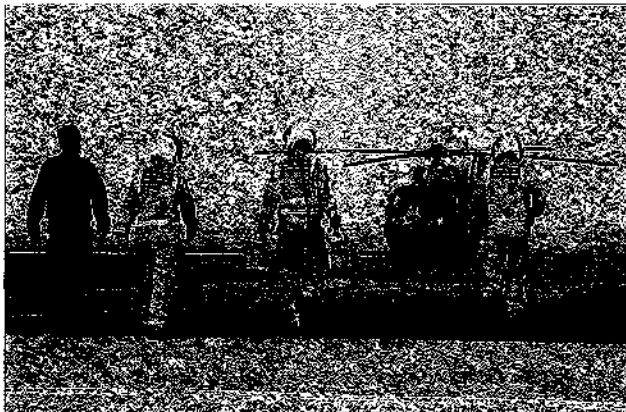
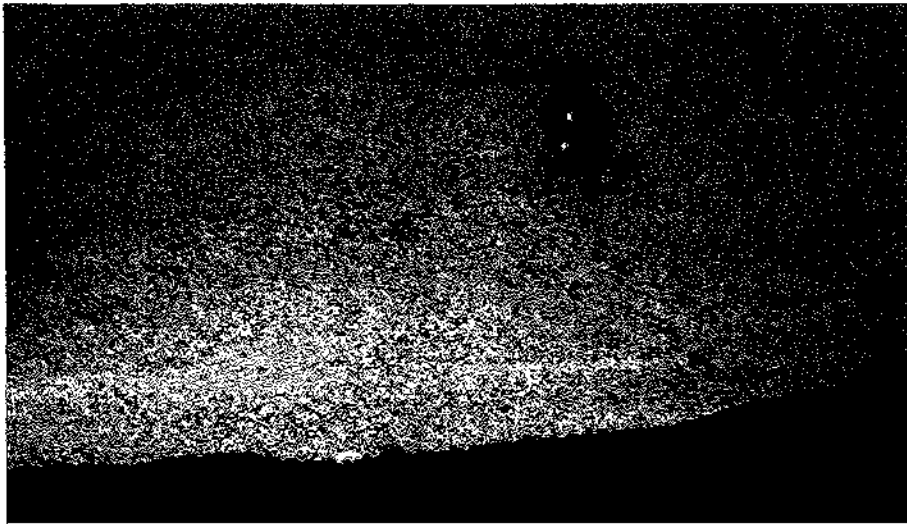
Our most recent [Financial Report and Accounts](#) can be found [here](#).

Any contribution you can make towards the costs of providing our lifesaving service will be greatly appreciated and we **thank you** for considering us. You will find our bank details at the foot of this e-mail.

Best wishes,

Hannah Mitchell

Grants and Trusts Fundraiser



Click on the image above to watch our video, where you can jump on board with our crew for a mission

Our bank details:



Elusen | WALES
Ambiwlans | Air
Awyr | Ambulance
CYMRU | Charity

Ambiwlans Awyr Cymru
Wales Air Ambulance
Tŷ Elusen
Ffordd Angel
Llanelli Gate
Dafen
Llanelli
SA14 8LQ

Phôn/Tel: 0300 0152 999
enquiries@walesairambulance.com

Community Council Appeal 2023

05/10/2023

Dear friends,

At Wales Air Ambulance, our mission is to deliver lifesaving advanced medical care to people across Wales whenever and wherever they need it. **We are on standby 24/7, 365 days a year and in 2022 we attended 3368 missions, with 112 in your region of Torfaen.**

Like all charities, we are feeling the impact of the global increase in the cost of goods and services. As a result, the amount required to deliver our lifesaving service has risen significantly, and we need your help. We need to raise £11.2 million to keep our helicopters in the air and rapid response vehicles on the road.

With your support, we are able to help those who are critically ill or injured. This includes people like David, who whilst getting ready for bed suffered a cardiac arrest and was left fighting for his life. Wales Air Ambulance was dispatched and provided emergency department-standard treatments in his home. Our onboard medics gave David a general anaesthetic and placed him on a ventilator to breathe for him. This course of treatment not only saved David's life but also protected his brain from long-term injury.

Speaking about David's treatment, Jo Yeoman, Wales Air Ambulance Patient Liaison Nurse, said: "The procedure is delicate, complex and time-critical. It is only possible outside of a hospital environment through the Wales Air Ambulance and the fact that we have experienced consultants on board. David had the best possible care before reaching the specialists at hospital." Following his recovery, David said: "I am forever grateful to the Wales Air Ambulance Charity and I really appreciate everything they've done for me. **If it wasn't for them, I wouldn't be here.**"

Please help us to continue serving the people of Wales and saving lives in your community by considering us for a community or town council grant. No matter how big or small, your donation will help to save lives.

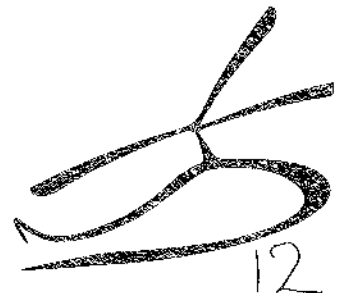
Yours sincerely,
Hannah Mitchell

Grants and Trusts Fundraiser
Hannah.mitchell@walesairambulance.com
Tel: 07973882440



Wedi cofrestru yng Nghymru a Lloegr
Registered in England and Wales
Rhif Elusen/Charity Number: 1083645

www.ambiwlanawyrcymru.com
www.walesairambulance.com



Jane Wright

From: Pontypool
Sent: 16 October 2023 11:39
To: Jane Wright
Subject: FW: George Street Primary School

From: Pontypool <Pontypool@pontypoolcc.gov.uk>
Sent: Thursday, October 5, 2023 9:32 AM
To: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Rebecca Cronin <RCronin@pontypoolcc.gov.uk>
Subject: FW: George Street Primary School

Hi Ladies

This e-mail was on the Pontypool account.

Kind Regards

Carol

From: GSP.CWoods <Christina.Woods@gsp.schoolsedu.org.uk>
Sent: Wednesday, October 4, 2023 5:03 PM
To: Pontypool <Pontypool@pontypoolcc.gov.uk>
Subject: George Street Primary School

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 Afternoon,

My name is Christina Woods and I am the leader for Inclusion at George Street Primary School in Pontypool. This year we are aiming to develop links with our local community and this Christmas we will be holding a Christmas Festival. The aim of our festival is to provide a free experience for our families to come into school and enjoy an evening of festive fun, whilst at the same time raising awareness of Autistic Spectrum Disorder and forging strong relationships with businesses, community groups, sports clubs and volunteer organisations across the Pontypool area.

To that end, we were wondering if your company would like to get involved with our Christmas Festival. We are welcoming expressions of interest from the community to contribute to our free raffle, donate to our refreshments stall, or possibly even holding a stall or hosting an experience in school. The festival will be held across three evenings (times and dates to be confirmed) and our desire is that it will be totally free for our families to attend and take part. As a result we would not be able to pay you but you would be able to promote and advertise your business to the families of our 450 children that would attend across the three days.

If you would like to contribute in any way to the festival that would be fantastic and we would be so grateful. Please do not hesitate to get in touch.

Thank you for your time.

Christina Woods
Inclusion Lead
George Street Primary.

13



AGENDA
ITEM 7 (C)

APPLICATION FOR FINANCIAL ASSISTANCE FOR AN ORGANISATION

1. Name of Organisation:

Dragons Wheelchair Rugby Club

2. Purpose of Organisation

Provides physical and mental health benefits for disabled male and female club members - age range from 6 - 67. The club is based on disabled sport but cannot function without support staff creating volunteering opportunities for all.

3. No of Members – (please indicate how many live in the Pontypool area)

35+ members, 10 reside within the Pontypool area

4. Reason for Application:

It is an expensive sport. The club is community based and does not exclude anyone because of the inability to pay. Wheelchairs start at £3600 each! The club strives to provide all equipment and therefore this request is for some funds for consumable items - gloves £2.50, tape, £4.50, inner tubes £8.50, tyres £20. Any grant helps.

5. Please indicate if there is a Safeguarding policy in place if dealing with children, young

People and vulnerable adults YES

Yes/No/Not applicable. (please delete as appropriate)

6. Please indicate if this is the first application and/or if this is a new organisation.

FIRST APPLICATION

NEW ORGANISATION

First application

7. Is the organisation a registered charity - No

Yes (Please delete as appropriate)

Please return completed form to include a current balance sheet or statement of accounts duly signed by the Treasurer and an independent person as specified in the criteria which is attached..

The Clerk
Pontypool Community Council
35A Commercial Street, Pontypool, Torfaen, NP4 6JQ
Tel: 01495 742805

14



AGENDA
ITEM 7 (d)

APPLICATION FOR FINANCIAL ASSISTANCE FOR AN ORGANISATION

1. Name of Organisation:

Cwmbran Senior Netball Club

2. Purpose of Organisation

To provide a safe and enjoyable environment
where players can enjoy the sport along
with learning and developing.

3. No of Members – (please indicate how many live in the Pontypool area)

~~20~~ 20 members in Pontypool area approx
40 members in the club

4. Reason for Application:

To request funds to help towards to cost of the netball club.
Please see attach document.

5. Please indicate if there is a Safeguarding policy in place if dealing with children, young People and vulnerable adults

Yes/No/Not applicable. (please delete as appropriate)

6. Please indicate if this is the first application and/or if this is a new organisation.

FIRST APPLICATION

NEW ORGANISATION

7. Is the organisation a registered charity

Yes/No (Please delete as appropriate)

Please return completed form to include a current balance sheet or statement of accounts duly signed by the Treasurer and an independent person as specified in the criteria which is attached..

The Clerk
Pontypool Community Council
35A Commercial Street, Pontypool, Torfaen, NP4 6JQ
Tel: 01495 742805

Cwmbran Netball Club have 4 teams who play in the Southeast Women's league. The teams are split across:

> Premiership Division

> Division 2

> Division 3

> Division 4

The clubs' prides itself on the motivation of improving our game and involving everyone who wishes to play the sport to develop skills.

We do have some very exciting news to share. Cwmbran Netball Club are thrilled to announce we have our very own youth players joining us for our upcoming season. These young ladies are under the age of 18 and will be placed into our division 4 and division 3 teams. These young ladies have not played in a senior league yet, but we know they will slot into the league with ease. These young players will be a great addition to the club, and we cannot wait to see how these young ladies progress and develop in the senior league. These ladies will be the roots of Cwmbran and grow and become part of our future growth.

We also have new over 18 yrs players joining us this coming season due to some players leaving for pastures new, family reasons and general attrition. Some of the new ladies are new or coming back to the sport where they have not played for a few years or generally want to try something new. We cannot wait to see these new players grow and develop alongside existing members.

Funds will be used to benefit the players. The club has increasing costs due to court fees increasing and equipment costs. The club wishes to keep fees off the players as reasonable as possible due to the increase in the cost of living. We do not want to lose players because of increasing costs. We feel the sport should benefit all players regardless of their financial background. This is in line with our inclusion approach. We want the club to be open to all ladies aged 14 yrs and over (this is the age category from Wales Netball for adult netball) and we cannot wait to see our new team on court in the next few weeks. We are diverse by attracting younger players, but we understand the impact this can have on parents which is one of the reasons we are asking for a little support. We see how playing sport helps with health and mindfulness. With an increase of players supporting family members, here at Cwmbran Netball we provide a safe environment where players can enjoy being in a social but competitive, enjoyable space for 3/4 hours a week. This takes their mind off other matters in their lives and this time is theirs, playing a sport they enjoy. Cwmbran Netball Club operates out of Cwmbran Stadium for training and our games are played at Cwmbran Stadium and Pontypool Leisure Centre.

Any funds which can be granted will be used for desperately needed new equipment and to cover increases in court fees and to subsidy member fees and help with coaching pathway to develop players and grow the club further.

We do need new equipment – unfortunately netballs do not last especially when we are training 3/4 hours a week. With a new team coming in bibs are a must. Ice packs and first aid kits require replenishments along with kit.

Netballs x 20 = £250

Match balls x4= £51.80

Bibs = £30

Bibs = £30

Ice packs x 40 = £89.95

First aid kit refills x 4 = £100

Electric pump = £25

The club also encourages development of players into coaching roles, leader roles, safeguarding roles, first aid roles and umpiring roles. These skills are transferable into every day life and the work environment.

Some of the courses we are aiming to book are:

Netball Leaders 2 x £35 = £70

Coaching pathway role for players who wish to develop into this and help with coaching the teams to provide structure and positive engagement.

Level 1 leaders x 3 £150 each = £450

Safeguarding 2 x £25 = total £50

Umpiring level C £50

Court Fees subsidy:

£1000

We thank you for taking the time to read our application and we look forward to hearing from you. If you are able to provide any funds it would be appreciated. We also invite you to come along and see us train on a Wednesday evening at Cwmbran Stadium.

AGENDA ITEM 8

Finance, Governance and Policy

Wednesday 1st November 2023

Grant Aid for Community Halls

1.0 Purpose of Report

- 1.1 To provide a list of all Community Halls that have been contacted in regards to applying for Grant Aid by the Projects and Events Team, using contact information on file.

	<u>Name of Community Hall/Facility</u>	<u>Application Received</u>
1.	Brynteg Community Hall	
2.	Cwmavon Village Hall	
3.	Garndiffaith Millenium Hall	
4.	Victoria Village Community Hall	
5.	Pontymoile Community Hall	Yes
6.	Talywain OAP Hall	
7.	Varteg Community Centre	
8.	Griffithstown Community Hall	
9.	St John's Ambulance Hall	
10.	Panteg House	Yes-pending accounts
11.	New Inn Community Hall	
12.	Zion Hill Community Centre (Pontnewynydd Community Centre)	
13.	Ebenezer Centre	
14.	The Log Cabin - Woodlands Field	
15.	Cold Barn Farm	
16.	Trevethin & Penygarn Community Centre	
17.	Pontymoile OAP Club	Yes

1.2 To provide a list of venues that should be checked for eligibility and that PCC do not hold contact details for. Also to request if applicable that Councillors provide contact details if they have them.

<u>Name of Community Hall/Facility for Councillors to provide details/confirmation on</u>	
1.	St Hilda's Church Hall
2.	Griffithstown Labour Hall
3.	P.I.L.C.S
4.	St James (Lower Mill)

2.0 Recommendations

That Councillors review the above lists and provide any omissions to the Projects and Events team in order that they be sent an application and criteria form. Noting that the deadline for submissions is 1st December 2023.

Rebecca Cronin

Projects and Events Manager

Oct 2023

Dear Cindy -

we just wanted to say thank you

So much for your recent very kind

donation of £200 to Ty Hafan -

Please pass on our thanks to

all the members of Pontypool

Community Council!

Thank you ♥ Diolch

The money will help us continue providing
our essential support services to

families in Torfaen & across South
Wales, & your donation is

greatly appreciated.

Kind regards,

Helen Morgan

(Senior fundraiser)



Tŷ Hafan

CHILDREN'S HOSPICE
HOSBIS I BLANT

AGENDA

ITEM 9 (a)

Carol Peterson

From: John Palmer <johnpalmer922@outlook.com>
Sent: 06 October 2023 10:42
To: Carol Peterson
Subject: Re: ANNUAL FUNDING

AGENDA

ITEM 7 (b)

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.

Dear Carol,

Thank you so much on behalf of Pontypool Pacers. This funding means so much to us. It enables us to continue helping people who have had heart attacks, strokes etc. [REDACTED] and have benefitted from our organisation for nearly 30 years and know the difference this money makes. I actually received our bank statement this morning and £1000 is a very welcome addition.

Thank you so much.

John Palmer
Pontypool Pacers Heart Support Group.

From: Carol Peterson <CPeterson@pontypoolcc.gov.uk>
Sent: 05 October 2023 13:48
To: Johnpalmer922@outlook.com <Johnpalmer922@outlook.com>
Cc: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Subject: ANNUAL FUNDING

Dear John,

Re: Annual Funding

I am pleased to inform you that the Council has awarded Pontypool Pacers Heart Support Club a grant of £1000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Kind Regards

Carol Peterson,
Administration Officer
Pontypool Community Council

Carol Peterson

From: angela.reed <angela.reed@ageconnectstorfaen.org>
Sent: 05 October 2023 14:13
To: Carol Peterson
Subject: RE: ANNUAL FUNDING

AGENDA
ITEM 9 (c)

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..

Thank you Carol, our accounts dept has notified me ,of the amount being received in our Bank .

Kind Regards

Angela Reed


Chief Executive

Tel / Fax 01495 769264

Widdershins: East Avenue, Off Greenhill Road, Sebastopol, Torfaen, NP4 5AB, 01495 769264

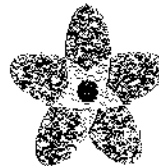
Find Age Connects on Facebook / Follow Age Connects on Twitter

Widdershins Centre
East Avenue
Sebastopol
Torfaen
NP4 5AB
01495 769264



age connects
torfaen.
Independent • Local • Listening

www.ageconnectstorfaen.org



**Dementia
Friends**

An Alzheimer's Society initiative

Click on the link to learn more about our 30th Anniversary Appeal www.localgiving.com/thirty

Age Connects Torfaen is the operating title for Age Concern Torfaen.

Age Connects Torfaen is an independent local charity. The support or donations you give us will only be used locally to provide services for older people in the Torfaen area. Help raise money for Age Connects Torfaen to continue supporting older people living in Torfaen by taking a look at our range of products and services. For more details why not visit our website www.ageconnectstorfaen.org

This message is confidential. It may not be disclosed to, or used by, anyone other than the addressee, without the consent of the sender. If you receive this message in error, please advise the sender immediately.
Age Concern Torfaen is an Introducer Appointed Representative of PrimeCare Insurance Services Ltd which is authorised and regulated by the Financial Conduct Authority, company reference number 300218; this may be verified by checking on the FCA

website or by contacting the FCA on 0845 606 9966. The FCA is an independent body which regulates General Insurance, Mortgages and the Financial Services Industry.
Age Concern Torfaen (Trading) Ltd is a company limited by guarantee. Registered in Wales. Registered Company No: 05823444. Registered Charity No: 1172466
. DISCLAIMER: Any views or opinions presented within this e-mail are solely those of the author and do not necessarily represent those of Age Connects Torfaen, unless otherwise specifically stated.

From: Carol Peterson <CPeterson@pontypoolcc.gov.uk>
Sent: Thursday, October 5, 2023 1:42 PM
To: angela.reed <angela.reed@ageconnectstorfaen.org>
Cc: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Subject: ANNUAL FUNDING

Dear Angela,

Re: Annual Funding

I am pleased to inform you that the Council has awarded Age Connects, a grant of £3000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Kind Regards

Carol Peterson,
Administration Officer
Pontypool Community Council

23

Carol Peterson

From: Sarah Robey <Sarah.Robey@stdavidshospicecare.org>
Sent: 05 October 2023 13:43
To: Carol Peterson
Cc: Lisa McMail; Cindy Challenger
Subject: RE: ANNUAL FUNDING

AGENDA
ITEM 9(d)

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.

Dear Carol

Many thanks for your email. We are very grateful and have acknowledged receipt.

We are also very pleased to have been invited to the Community Event on 26th October, thank you. Abi Hughes will be attending on behalf of St David's Hospice Care.

Best wishes

Sarah

Sarah Robey
Corporate Secretary

e: Sarah.Robey@stdavidshospicecare.org
t: 01633 851051
w: www.stdavidshospicecare.org

Become a regular giver online - <https://lottery.stdavidshospicecare.org/donate>



St David's Hospice Care, Blackett Avenue, Newport NP20 6NH
Registered Charity No: 1010576 | Company No: 2700097

This e-mail is confidential and for use by the addressee only.
If you are not the intended recipient of this email and have received it in error, please return the message to the sender by replying to Internet e-mails are not necessarily secure. St David's Hospice Care do not accept responsibility for changes made to this message after

From: Carol Peterson [mailto:CPeterson@pontypoolcc.gov.uk]
Sent: 05 October 2023 13:29
To: Sarah Robey <Sarah.Robey@stdavidshospicecare.org>
Cc: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Subject: ANNUAL FUNDING

Dear Sarah,

Re: Annual Funding

I am pleased to inform you that the Council has awarded St. David's Hospice Care a grant of £1000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Carol Peterson

From: Louise Jones-Williams <louisejw@llantarnamgrange.com>
Sent: 10 October 2023 12:22
To: Carol Peterson
Subject: RE: ANNUAL FUNDING

AGENDA
ITEM 9 (e)

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.

Dear Carol,

Many thanks for sending the confirmation of funding and I can confirm we have received it. Can you pass on our huge thanks to the council.

Best wishes
Louise

From: Carol Peterson <CPeterson@pontypoolcc.gov.uk>
Sent: Thursday, October 5, 2023 1:38 PM
To: Louise Jones-Williams <louisejw@llantarnamgrange.com>
Cc: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Subject: ANNUAL FUNDING

Dear Louise,

Re: Annual Funding

I am pleased to inform you that the Council has awarded Lantarnam Grange Arts Centre a grant of £3000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Kind Regards

Carol Peterson,
Administration Officer
Pontypool Community Council

Carol Peterson

From: Rebecca Driscoll <rebecca.driscolltogs@gmail.com>
Sent: 09 October 2023 11:06
To: Carol Peterson
Subject: Re: ANNUAL FUNDING

AGENDA
ITEM 9 (F)

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 Carol,

That is amazing news!

Thank you so much for your support.

Becky

Rebecca Driscoll MA, BA Hons

On Mon, Oct 9, 2023 at 11:03 AM Carol Peterson <CPeterson@pontypoolcc.gov.uk> wrote:

Dear Rebecca

Re: Annual Funding

I am pleased to inform you that the Council has awarded TOGs Centre a grant of £3000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Kind Regards

Carol Peterson,

Administration Officer

Pontypool Community Council

26

Carol Peterson

From: Sarah Robinson <sarahrobinson@hopegb.co.uk>
Sent: 06 October 2023 10:15
To: Carol Peterson
Subject: RE: ANNUAL FUNDING

AGENDA

ITEM 9 (g)

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 Carol

That is wonderful news, thank you so very much!
Best wishes

Sarah

*Sarah Robinson
Chairperson
Hope GB*

*Hope GB Activity Centre c/o Nant Bran Centre, Upper Cwmbran Road, Cwmbran, NP44 1SN
Tel: 07595455067 / 01633 495824
Email: admin@hopegb.co.uk
www.hopegb.co.uk
Registered charity 1157519*

Thank you for your support: <https://hopegb.enthuse.com/cp/52e58/donate>



From: Carol Peterson <CPeterson@pontypoolcc.gov.uk>
Sent: Thursday, October 5, 2023 1:46 PM
To: Sarah Robinson <sarahrobinson@hopegb.co.uk>
Cc: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Subject: ANNUAL FUNDING

Dear Sarah,

Re: Annual Funding

I am pleased to inform you that the Council has awarded Hope GB, a grant of £3000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Kind Regards

Carol Peterson,
Administration Officer
Pontypool Community Council

Carol Peterson

From: Amgueddfa Torfaen Museum <TorfaenMuseum@outlook.com>
Sent: 10 October 2023 15:10
To: Carol Peterson
Cc: Lisa McMail
Subject: Re: ANNUAL FUNDING

AGORON

ITEM 9 (b)

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 Carol,

I have checked our bank statement and I can confirm that we have received the funding from yourselves.

Many thanks indeed.

Sarah Parsons

(she/her)

Assistant Curator

Torfaen Museum Trust | Ymddiriedolaeth Amgueddfa Torfaen

Saving & telling the history of the Eastern Valley Wales.

Office open Tuesday - Thursday 10am-4pm

Ymddiriedolaeth Amgueddfa yn arbed ac yn adrodd hanes y Dyffryn Dwyrain Cymru.

Swyddfa ar agor Dydd Mawrth - Dydd Iau 10yb-4yp

01495 752036

www.torfaenmuseum.org.uk

From: Carol Peterson <CPeterson@pontypoolcc.gov.uk>
Sent: 05 October 2023 16:04
To: TorfaenMuseum@outlook.com <TorfaenMuseum@outlook.com>
Cc: Lisa McMail <LMcMail@pontypoolcc.gov.uk>; Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Subject: ANNUAL FUNDING

F.A.O Sarah Parsons

Dear Sarah,

Re: Annual Funding

I am pleased to inform you that the Council has awarded Torfaen Museum Trust, a grant of £8000 towards running costs.

Please note this amount was credited into your account on the 12th September 2023.

Kind Regards

Carol Peterson
Administration Officer
Pontypool Community Council

Theme E – Resources and financial management

Community and town councils are entrusted with management of public funds and assets. All councils should have appropriate financial governance arrangements in place to ensure the security of these resources and to ensure that they achieve economy, efficiency and effectiveness in the use of those resources.

This theme considers the arrangements the council has put in place to manage its resources and covers both assets held and the council's finances. The questions here will provide confidence that the statutory and non-statutory procedures for good financial management are in place, or highlight areas where the council needs to make improvements.

Statutory obligation

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
<p>The council has suitable accounting and audit systems</p> <p>E.1 The council has a formally appointed responsible financial officer</p>		<p><u>Local Government Act 1972 section 151</u> requires the council to make arrangements for the proper administration of its financial affairs and to secure that one of its officers, the responsible finance officer, has responsibility for administration of those affairs.</p> <p>See chapter 4 of <u>Governance and Accountability for Local Councils in Wales – A Practitioners Guide</u> for further guidance.</p>	

30

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
<p>E.2 The council has a complete and up to date ledger/cashbook</p>		<p><u>Accounts and Audit (Wales) Regulations 2014</u> - regulation 6 requires the Council's accounting records to:</p> <p>(a) be sufficient to show and explain a relevant body's transactions and to enable the responsible financial officer to prepare the accounting statements; and</p> <p>(b) contain—</p> <p>(i) entries from day to day of all sums of money received and expended by the body and the matters to which the income and expenditure or receipts and payments accounts relate;</p> <p>(ii) a record of the assets and liabilities of the body; and</p> <p>(iii) a record of income and expenditure of the body in relation to claims made, or to be made, by it for contribution, grant or subsidy.</p>	
<p>E.3 The council has clearly documented accounting procedures including any segregation of duties and a schedule of key records</p>		<p><u>The Accounts and Audit (Wales) Regulations 2014</u> require the responsible financial officer to determine the council's accounting control systems and ensure that the accounting control systems are observed.</p> <p>The accounting control systems must include—</p>	

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
E.4 The council has a schedule of its key accounting records		<p>(a) measures to ensure that financial transactions are recorded as soon as reasonably practicable and as accurately as reasonably possible, measures to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records;</p> <p>(b) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;</p> <p>(c) procedures to ensure that uncollectable amounts, including bad debts, are not written off except with the approval of the responsible financial officer, or such member of that person's staff as is nominated for this purpose, and that the approval is shown in the accounting record; and</p> <p>(d) measures to ensure that risk is appropriately managed</p>	
		Councils should ensure that they are fully aware of all key accounting records including for example, burial register, cheque books, invoices, payroll records, contracts (including employment contracts)	

3

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
E.5 There are documented arrangements for transfer of documents on change of responsible financial officer		Councils must ensure that all accounting records including contracts, payroll records, invoices etc are held securely and proper arrangements are in place for the transfer of records on changes in the clerk/responsible financial officer. This is particularly important where the council does not have its own office. The council's copy of the clerk's employment contract should not be retained by the clerk where the council does not have its own office.	
E.6 The council has and monitors a record of its earmarked reserves and balances and ensures that precept is not raised unnecessarily		See <u>Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 22 for guidance</u>	
E.7 There is an agreed timetable for the preparation and approval of the Annual Return/statement of accounts		Preparing and agreeing a timetable for the preparation and approval of the annual return will enable the council to meet the statutory approval date of 30 June each year. Documenting these arrangements also assists in handover of responsibilities between outgoing and incoming responsible financial officers.	
E.8 The approval of the Annual Return is a set		See <u>The Accounts and Audit (Wales) Regulations 2014, regulation 15</u>	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
agenda item on the council meeting schedule to be approved by 30 June		<p>Members will need to be mindful of the statutory timetable for approving the accounts and where the statutory dates are not met, establish why there is a delay and make arrangements to approve the accounts as soon as possible thereafter.</p> <p>Members must receive the full annual return 3 days before the meeting.</p> <p>The Accounts and Audit (Wales) Regulations 2014 requires that the council as a whole approve the accounting statements (contained in the Annual Return)</p>	
E.9 Councillors receive appropriate evidence to support the governance assertions made in the annual governance statement as included in the annual return		Councils should not approve the annual return until they are satisfied that the assertions made in the annual governance statement are supported by sufficient evidence to justify the answers given.	
E.10 The council has a risk register which is reviewed at least annually		See <u>Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 3 for guidance</u>	

33

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
		<p>The council should have a risk management scheme which highlights every significant risk in terms of the council's activities and makes clear how such risks will be managed. This includes investing in adequate insurance to protect employees, buildings, cash and members of the public.</p>	
<p>E.11 Appointment of the internal auditor and internal audit terms of reference are approved by the council</p>		<p>See <u>Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition)</u> – chapter 11 and appendix 2</p>	
<p>E.12 The effectiveness of internal audit is reviewed at least once in each year</p>		<p><u>Accounts and Audit (Wales) Regulations 2014</u> - regulation 7 requires that the council maintain an adequate and effective system of internal audit.</p>	
<p>E.13 Councillors examine the audit pack to be sent to the Auditor General for Wales to confirm the accuracy of the information provided</p>			
<p>E.14 The rights of the public in relation to the accounts are</p>		<p>See <u>Accounts and Audit (Wales) Regulations 2014</u> – regulation 17</p>	

34

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
<p>advertised at the appropriate times</p> <p>E.15 The council allows inspection of the annual return or statement of accounts and the supporting accounting records and other documents once the statement of accounts has been approved by the council</p>		<p>See <u>Accounts and Audit (Wales) Regulations 2014</u> – regulation 17</p>	
<p>E.16 Councillors receive a copy of the Auditor General's final audit report and a copy of the Auditor General for Wales' certified annual return</p>		<p>The council should ensure they are aware of the outcome of the statutory audit and any issues identified so that its arrangements can be improved or errors corrected for future years</p>	
<p>E.17 The statement of accounts is published after the annual external audit, together with the auditor's report</p>		<p>See <u>Accounts and Audit (Wales) Regulations 2014</u> – regulation 18</p>	
<p><u>The council has suitable financial management and financial assistance processes</u></p>			
<p>E.18 The council prepares a detailed</p>		<p>The <u>Local Government Finance Act 1992</u> section 50 requires the council to calculate its budget requirement for the year and</p>	

35

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
budget each year prior to setting the precept		specifies how the budget requirement is to be calculated	
E.19 The budget and the precept requirement are approved by the council		See <u>Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition)</u> – chapter 6	
E.20 The council receives periodic (monthly/quarterly) reports comparing income and expenditure against the approved budget, and where there are differences between actual and budget figures, the council ensures it receives detailed explanations of the differences		Regular monitoring of income and expenditure can help councils to identify financial issues before they become problems.	
E.21 The council receives and reviews periodic		The bank reconciliation is an important internal control as it provides evidence of the completeness and accuracy of the amounts recorded in the council's	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
(monthly/quarterly) bank reconciliations		accounting records. Reconciliations should be prepared whenever a bank statement is received and should be reviewed to confirm they have been properly prepared. Reviewers should seek evidence and explanations for reconciling items.	
E.22 Welsh Government consent is obtained before entering into long term borrowing to finance capital expenditure		Councils must obtain Welsh Government consent before entering into long term borrowing arrangements. Welsh Government publishes <u>guidance</u> on applying for borrowing approvals and an <u>application form</u> on its website.	
E.23 Arrangements are in place for internal audit of the council's accounting records and of its system of internal control, and for receipt of the internal audit report prior to the council's approval of the annual return		<u>Accounts and Audit (Wales) Regulations 2014</u> - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	
E.24 Standing orders are in place specifically for the procurement of the supply of goods,		<u>Local Government Act 1972</u> section 135 requires all councils to make standing orders covering contracts for the supply of	

37

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
materials, works and services		goods, materials and the execution of works. The standing orders must make provision to secure competition and to regulate the way in which tenders are invited. Section 135 of the Local Government Act 1972 allows for small contracts to be exempt and to make an exemption in a particular case.	
E.25 The council reviews procurement thresholds in its standing orders and financial regulations to ensure they remain relevant		One Voice Wales and SLCC can provide model standing orders to members. Model standing orders and financial regulations need to be tailored to fit the needs of the council.	
E.26 Significant items of expenditure and all contracts are reviewed to ensure compliance with the standing orders / financial regulations			
E.27 Exemptions to the standing orders / financial regulations are		Standing orders / financial regulations must be followed as a matter of course, any exceptions are expected to be rare and the	48

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
<p>only applied in exceptional circumstances</p> <p>E.28 Documented procedures are in place for making payments to third parties and employees.</p>		<p>reasons for departure should be documented / recorded in the minutes of the council.</p> <p>The council should have clearly documented procedures for authorising and making payments. This is required to ensure:</p> <ul style="list-style-type: none"> • Bank accounts are only opened with consent of the council • Direct debits and standing orders are properly authorised • Appropriate authorisation limits and procedures are in place to ensure that only approved payments are made • Access to council funds is safeguarded in case of departure of members/officers 	
<p>E.29 Payments are periodically reviewed to ensure that the appropriate procedures have been followed</p>		<p>Independent review of payments processes is an important control to limit the risk of fraud or other error arising.</p>	
<p>E.30 The establishment and ongoing payments made by bank standing order/direct debit are monitored</p>		<p>Bank standing orders and direct debits result in an ongoing series of payments and the council should ensure that it understands what the payments are for and the current level of payments made.</p>	

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
E.31 There is a documented policy and procedure for the award of grants		Adoption of a policy and specified procedure for the award of grants will help councils to decide between competing requests for support. Councils can set key criteria for eligibility, limits on the assistance that may be awarded and specify evidence required to support applications for funds. It also provides a clear trail from the application to the award of grant.	
E.32 The council calculates annually the maximum sum it is allowed to spend under the <u>section 137</u> power		<p>The amount councils are permitted to spend is limited to a multiple of registered electors as at January immediately before the start of the financial year. Councils need to ensure that they do not spend more than the allowed sum. The allowable amount is published annually by Welsh Government.</p> <p>Note - Once a council resolves itself an eligible community council for the purposes of the general power of competence, section 137 of the Local Government Act 1972 no longer applies to the council. Unlike section 137 there is no financial limitation on what an eligible community council can spend if they are exercising the general power of competence.</p>	

40

Theme E – Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
<p>E.33 Before making a decision to award a grant for financial assistance under s137 of the Local Government Act, the council considers if the grant awarded is commensurate with the benefit that will be accrued to the community</p>		<p>See chapter 1 of <u>The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</u></p> <p><u>Section 137 of the Local Government Act 1972</u> requires that the financial assistance awarded is commensurate with the benefit accrued to the community.</p> <p>Where a council has resolved itself to be an eligible community council under the Local Government and Elections (Wales) Act 2021 and the general power of competence is intended to be exercised, the conditions under section 137 do not apply. See chapter 1 of <u>The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</u></p>	
<p>E.34 Before making a decision to award a grant under s137 of the Local Government Act 1972, the council considers if it has a specific power to incur</p>		<p>The miscellaneous power cannot be applied to incur expenditure where there is an existing statutory provision that would allow the expenditure to be incurred. In addition these powers cannot be applied to circumvent a statutory prohibition on the expenditure being incurred.</p>	

71

Theme E -- Resources and financial management

Statement	In place (Yes/No)	Further information	Comments
<p>the expenditure rather than applying the section 137 power, or if there is a statutory prohibition on making such a payment.</p>			
<p>E.35 The council keeps a separate account of all section 137 payments</p>		<p><u>See section 137 of the Local Government Act 1972</u></p>	
<p>E.36 For eligible community councils, which are therefore able to exercise the general power of competence, the council ensures it acts in accordance with the relevant sections of the Local Government and Elections (Wales) Act 2021 and associated guidance.</p>		<p><u>See Part 2 of the Local Government and Elections (Wales) Act 2021 and chapter 1 of The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</u></p>	

