

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 4 SEPTEMBER 2024**

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Nick Byrne#, Matt Ford#, Anne Gunter*, Jon Horlor*,
Gaynor James#, Jonathon Martin*, Richard Overton#

Officers: Lisa McMail (Clerk)#, Kerrie Smith (Deputy Clerk, minute
taker)#, Cindy Challenger (Finance Manager)*

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

	<u>FINANCE ITEMS</u>	
164.	<p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
165.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) Caroline Price and Nathan Warren</p>	
166.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) Nick Byrne, Jon Horlor and Gaynor James declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.</p> <p>Councillor Gaynor James declared a personal interest in agenda item 11 as having requested the item.</p> <p><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p>	
167.	<p><u>The Ancient Horse Tradition/Y Fari Lwyd (The Grey Horse)</u></p> <p>The Committee welcomed Richard Morgan and Jonathan Perry from the Yr Hyddgen Folk History and Community Theatre Group who gave a presentation on the Ancient Horse Tradition.</p>	

	<p>The group have been trading for approximately 11 years and are based in Pontypool Museum. They have undertaken a number of events which explains Y Fari Lwyd/Ancient Horse Tradition and they would like to approach 3 schools in the area. The Group would like to request funding support of £150 per school to purchase the kits for the children to make masks etc. Photographs relating to the presentation will be sent to the Clerk.</p> <p>The Committee thanked Richard and Jonathan for attending the meeting.</p> <p><u>RECOMMENDED*</u>: that the:</p> <ul style="list-style-type: none"> (i) funding request be considered at a later date; (ii) the Clerk will forward the photographs relating to the presentation to Members. 	LM
168.	<p><u>One Voice Wales – Cost of Living</u></p> <p>The Committee welcomed Emma Goode from One Voice Wales (OVW) who gave a presentation on the cost of living crisis.</p> <p>This is a Welsh Government funded project to support Community and Town Councils. There is a financial strain on families which is leading to increased stress and anxiety which is negatively impacting on people’s wellbeing as they are facing difficult choices between necessities.</p> <p>OVW will provide support to Councils and they have delivered several webinars and have additional sessions arranged for September-December. A copy of the presentation will be emailed to Members for their information.</p> <p>The Committee thanked Emma Goode for attending.</p> <p><u>RECOMMENDED</u>: that the contents of the presentation be noted and a copy forwarded to Members.</p>	LM
169.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for June and July 2024. These payments have previously been authorised by the committee Chair and Cllr GJ and checked for accuracy by the Clerk.</p>	

	<p><u>RECOMMENDED:</u> that the receipts and payments for June and July 2024, as shown in the report, be approved noting the information.</p>	CC
170.	<p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 10 June 2024 to 9 July 2024.</p> <p><u>RECOMMENDED:</u> that the payments made on the Council's credit card, as shown in the report for the above periods, be approved.</p>	CC
171.	<p><u>Financial Budget Comparison and Earmarked Reserves</u></p> <p>The Committee was requested to consider the financial monitoring report and earmarked reserves to the 31 July 2024.</p> <p>It was noted that office furniture for the events office had recently been purchased resulting in an overspend of £183.78 which was agreed to be funded from the office equipment earmarked reserve.</p> <p>It was noted on review of the earmarked reserves that two reserve balances of £3,429 and £17,900 could be combined to equate to £21,329 for Youth Provision.</p> <p><u>RECOMMENDED*:</u></p> <ul style="list-style-type: none"> (i) that the financial monitoring report and earmarked reserves be approved; (ii) that the overspend of £183.78 relating to office furniture be funded from the office equipment reserve; (iii) that two reserve balances relating to Youth Provision of £3,429 and £17,900 could be combined to equate to £21,329 for future Youth Provision. 	CC CC
172.	<p><u>Budget Priorities Day</u></p> <p>The Committee was asked to consider a date for the Council to discuss budget priorities. It was unanimously agreed that a date be set for Saturday 12 October 2024 between 10.00 am and 2.00 pm in the Council Chamber. All members to be notified of date subject to Council approval.</p>	

	<p><u>RECOMMENDED</u>: that the date to discuss budget priorities be set for Saturday 12 October 2024, 10.00 am to 2.00 pm.</p>	LM/ CC
173.	<p><u>Local Voluntary Funding (LVF)</u></p> <p>The Committee was requested to approve the Local Voluntary Funding (LVF) applications in agenda item 10.</p> <p>The Chair stated that all applications had been checked and vetted by the Finance Manager.</p> <p><u>RECOMMENDED</u>: the LVF applications as outlined in agenda item 10 be approved. (attached as an appendix to the minutes).</p>	CC
174.	<p><u>Remembrance Day – Poppy Wreaths</u></p> <p>The Committee was asked to approve the purchase of Remembrance Day poppy wreaths and to introduce a budget line for the associated costs.</p> <p>Councillor Gaynor James advised that if any Members would like any wreaths that they contact the Clerk (maximum of 20 per Member).</p> <p><u>RECOMMENDED*</u>: that the request to purchase up to 20 poppy wreaths per member be approved and that the budget line be introduced.</p>	CC
175.	<p><u>Request for Financial Assistance</u></p> <p>The Committee received requests for financial assistance and agreed that a grant of:</p> <ul style="list-style-type: none"> (i) £568 be awarded to Art Regen for Plein Aire open air painting competition (ii) £200 be awarded to The Carers and Loved Ones Support Hub (CaLOSH) (iii) £200 be awarded to the Sparkle Appeal <p><u>RECOMMENDED*</u>: that the clubs listed above receive the relevant donations, subject to Council approval.</p>	CC
176.	<p><u>Feedback from Organisation’s who have received funding</u></p> <p>The Committee were asked to note the ‘thank you’ messages received from various organisations who have received Council funding.</p>	

	<p><u>RECOMMENDED:</u> that the `thank you` messages be noted and welcomed.</p>	
177.	<p><u>Mothers and Daughters Fitness</u></p> <p>The Committee received a report on the mothers and daughters' fitness sessions pilot that was held during May to July 2024 in Pontypool Active Living Centre on Fridays between 5.00pm and 6.00pm and run by Torfaen Sports Development Team.</p> <p>If the sessions are going to be run again it is recommended that a more accessible and streamlined process be agreed between the Council and the Sports Development Team to ensure a robust and user-friendly system is maintained as well as more detailed and thorough advertising.</p> <p><u>RECOMMENDED:</u> that if the sessions are run again a more accessible and streamlined system be agreed between the Council and Sports Development as outlined above.</p>	
178.	<p><u>GOVERNANCE ITEMS</u></p> <p><u>Finance & Governance Toolkit</u></p> <p>The Committee were asked to note the summary of key actions contained within the Finance and Governance Toolkit Action Plan.</p> <p>C1 – Community Engagement: One Voice Wales will only hold online training sessions. The Clerk will contact them to see if there is a possibility of holding a block booking session whereby Members could meet in the Council Chamber and undertake the online training.</p> <p>The Clerk will contact OVW regarding the updated Financial Regulations.</p> <p><u>RECOMMENDED:</u> that the Clerk contact OVW to see if they would hold a block booking training session on Community Engagement for Members.</p>	LM
179.	<p><u>Training on use of the Finance & Governance Toolkit</u></p> <p>The Committee was asked to note the training dates on the use of the Finance & Governance Toolkit being held on 17 and 23 September if they would like to attend.</p> <p><u>RECOMMENDED:</u> that the information be noted.</p>	

180.	<p><u>POLICY ITEMS</u></p> <p>The Committee was asked to approve and adopt the following policies:</p> <ul style="list-style-type: none"> (i) Investment Policy (ii) Investment Strategy <p><u>RECOMMENDED*</u>: that the above policy and strategy be approved and adopted.</p>	LM/ KS
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*This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Signed by the Chair.....