

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 3 APRIL 2024**

In attendance:

Councillor: E. Hunt# (in the Chair)

and Councillors: J. Horlor*, N. Jones#, A. Peploe*

Officers: Cindy Challenger# (Finance Manager) and Annette Ambrosen# (Finance Support Officer – Minute Taker)

Also, in attendance Councillor A. Gunter*

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

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

Min. no.	Subject and Decision	Action
473.	<p><u>FINANCE</u></p> <p><u>Apologies for Absence</u> Apologies were received from the following Councillors: N. Byrne, M. Ford, G. James, J. James and C. Price.</p>	LMc
474.	<p><u>Declarations of Interest</u> Councillors: J. Horlor declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council. Also a Member of the Greater Gwent Pensions Committee.</p> <p style="text-align: center;"><u>RECOMMENDED:</u> that the above declarations be noted.</p>	LMc
475.	<p><u>Schedule of Receipts and Payments</u> The Committee was asked to approve the schedule of receipts and payments for January 2024.</p> <p style="text-align: center;"><u>RECOMMENDED:</u> that the receipts and payments for January 2024, as shown in the report, be approved noting the information.</p>	CC

476.	<p><u>Use of Credit Card</u></p> <p>The Committee was asked to approve the credit card payments for the period of 18 December 2023 to 9 January 2024.</p> <p><u>RECOMMENDED:</u> that the credit card payments covering 18 December 2023 to 9 January 2024, as shown in the report, be approved noting the information.</p>	CC																
477.	<p><u>Financial Budget Comparison and Earmarked Reserves</u></p> <p>(i) The Committee received and considered the financial monitoring report and earmarked reserves to the 31 January 2024.</p> <p>(ii) To consider that specific unused budgets be allocated to earmarked reserves for specific projects.</p> <p><u>RECOMMENDED:</u></p> <p>(i) that the financial monitoring report to the 31 January 2024 be approved and the information contained in it be noted.</p> <p>(ii) that specific unused budget be deferred to Full Council.</p>	CC LMc/ CC																
478.	<p><u>Local Voluntary Funding (LVF)</u></p> <p>The Committee were asked to approve the attached Local Voluntary Funding applications.</p> <table border="1" data-bbox="320 1290 1374 1883"> <thead> <tr> <th>Councillor</th> <th>Requested Amount</th> <th>Organisation</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Councillor J Horlor Councillor M Ford</td> <td>£250 £250 (Project)</td> <td>Penygarn & Trevethin AFC</td> <td>A start up requiring all the basic kit football requires for 4 teams from under 7's upwards</td> </tr> <tr> <td>Councillor J Horlor</td> <td>£500 (Project)</td> <td>4th Gwent Boys Brigade</td> <td>Summer camping project for youngsters. Learning all necessary skills.</td> </tr> <tr> <td>Councillor J Horlor</td> <td>£250 (Project)</td> <td>Royal Naval Association</td> <td>Start-up of a new branch with the necessary costs incurred.</td> </tr> </tbody> </table> <p>The Finance Manager stated that more LVF applications would be presented to March Council.</p>	Councillor	Requested Amount	Organisation	Reason	Councillor J Horlor Councillor M Ford	£250 £250 (Project)	Penygarn & Trevethin AFC	A start up requiring all the basic kit football requires for 4 teams from under 7's upwards	Councillor J Horlor	£500 (Project)	4 th Gwent Boys Brigade	Summer camping project for youngsters. Learning all necessary skills.	Councillor J Horlor	£250 (Project)	Royal Naval Association	Start-up of a new branch with the necessary costs incurred.	
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	<p><u>RECOMMENDED:</u> that the LVF applications as outlined in the appendix be approved.</p>	CC/A A
479.	<p><u>Interim Internal Audit Report</u> The Committee received and noted the internal audit report and recommendations. The Chair went through each recommendation listed in the report and gave Members an update on the Council's position for each one. Members received and noted the report and the update from the Chair.</p> <p><u>RECOMMENDED:</u> that the Interim Internal Audit Report and the update from the Chair be noted.</p>	LMc/ CC
480.	<p><u>Audit Wales Fee Scales</u> To receive notification of Audit Wales Fee Scales. The Committee discussed the fees and the Chair stated that the Community Council comes under band 5 and the scale fees are budgeted for.</p> <p><u>RECOMMENDED:</u> that the Audit Wales Fee Scale be noted.</p>	LMc/ CC
481.	<p><u>Greater Gwent Pension Investment Strategy</u> The Committee received a copy of the draft Greater Gwent Pension Investment Strategy. Councillor J. Horlor declared an interest in this item as he is a Member of the Greater Gwent Pensions Committee. The Committee received and noted the information.</p> <p><u>RECOMMENDED:</u> that the draft Greater Gwent Pension Investment Strategy be noted.</p>	
482.	<p><u>Request for Financial Assistance</u> The Committee received the following financial requests from:</p> <p>(a) Torfaen Warriors – Boxing (awaiting response) (b) Making and Memories funding request.</p> <p>a) The Chair stated that information from Torfaen Warriors had not yet been received. It was recommended that this was deferred to March Full Council.</p> <p>b) The Chair stated that if agreed this funding would come out of the Wellbeing budget line in April. A Member asked how much the Wellbeing budget was. The Finance Manager stated that she did not have that information to hand. It was decided to defer the item to March Full Council in order that the Wellbeing budget amount can be available to Members</p>	

	<p>when considering the funding request from Making Memories.</p> <p><u>RECOMMENDED:</u> a) that the Torfaen Warriors funding request be deferred to March Full Council. b) that the funding application from Making Memories be deferred to March Full Council and the Wellbeing budget amount be made available to Members.</p>	CC
483.	<p><u>Review of Grant Application Form</u> The Committee received a copy of the updated grant application form. Members approved the updated form.</p> <p><u>RECOMMENDED:</u> that the update grant application from be approved.</p>	LMc
484.	<p><u>Thank you notes received from organisations.</u></p> <p>(a) Thank you notes received in February 2024 received via email. (b) St. John’s Ambulance.</p> <p><u>RECOMMENDED:</u> that the thank you notes be received.</p>	
485.	<p><u>GOVERNANCE</u></p> <p><u>Finance and Governance Toolkit</u></p> <p>(a) To review an update on outstanding actions for theme C.</p> <p>(b) To consider and approve the following for submission to Full Council: Draft Council Constitution</p> <p>(a) The Committee discussed the outstanding actions from the Finance and Governance Toolkit Theme C community engagement and partnerships. The Chair stated that for point C.1 - until Members had undertaken the relevant training the Council could not have in place an agreed community engagement strategy. It was recommended that in house training for Members be requested if possible. Point C. 3 the Chair stated that the Welsh Language Policy was an ongoing process.</p> <p>(b) The Chair stated that the document was a large piece of work and recommended that each Member of the Finance, Governance and Policy Committee be given a section of the</p>	

	<p>Council's Constitution to look through and that the item be deferred and placed on April's agenda.</p> <p>RECOMMENDED: i) that the Finance and Governance Toolkit updates be noted. That Member inhouse training be requested to have in place an agreed community engagement strategy.</p> <p>b) That the draft Council Constitution be deferred and placed on April Finance, Governance and Policy Agenda and that each Member of the Committee be given a section to read through prior to April's meeting.</p>	<p>LMc</p> <p>LMc/ CC</p>
486.	<p><u>POLICIES</u></p> <p>The Committee were asked to approve/adopt the following policies:</p> <ul style="list-style-type: none"> (i) Call Out Policy (ii) Code of Conduct – Staff (iii) Data Breach Policy <p>To consider the following policy:</p> <ul style="list-style-type: none"> (iv) Staff Hospitality Policy <p>The Committee approved the above policies, and it was recommended that the staff hospitality policy be reviewed every three years.</p> <p>RECOMMENDED: that the above policies be approved, and the Staff Hospitality Policy be reviewed every three years.</p>	<p>LMc</p>

Signed by the Chair