

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD ON WEDNESDAY 6 NOVEMBER 2024**

**In attendance:**

Councillor: Nick Byrne (in the Chair)#

and Councillors: Anne Gunter\*, Gaynor James\*, Richard Overton#,  
Caroline Price\*, Nathan Warren\*

Also in attendance: Councillor Nick Jones\*

Officers: Kerrie Smith#, (Deputy Clerk, Minute Taker),  
Cindy Challenger#, (Finance Manager)

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

	<b><u>FINANCE ITEMS</u></b>	
313.	<p><b><u>Recording of Meeting</u></b></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
314.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies were received from Councillor(s) Matt Ford, Lizzie Hunt and Lisa McMail (Clerk).</p>	
315.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) N Byrne, G James and C Price 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><b><u>RECOMMENDED:</u></b> that the declarations of interest be recorded.</p>	KS
316.	<p><b><u>Schedule of Receipts and Payments</u></b></p> <p>The Committee was asked to approve the schedule of receipts and payments for September 2024. These payments have previously been authorised by the Committee Chair and Cllr GJ and checked for accuracy by the Clerk.</p>	

	<p><b><u>RECOMMENDED*</u></b>: that the receipts and payments for September 2024, as shown in the report, be approved noting the information.</p>	CC
317.	<p><b><u>Use of Credit Card</u></b></p> <p>The Committee was requested to approve the credit card payments covering 22 August to 3 September and 11 September to 8 October 2024.</p> <p><b><u>RECOMMENDED</u></b>: that the payments made on the Council's credit card, as shown in the report for the above periods, be approved.</p>	CC
318.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>The Committee was requested to consider the financial monitoring report and earmarked reserves to the 30 September 2024.</p> <p><b><u>RECOMMENDED*</u></b>: that the financial monitoring report and earmarked reserves be approved.</p>	CC
319.	<p><b><u>Internal Controls Checklist</u></b></p> <p>The Committee was requested to consider the internal control checklist for completeness of the Council's annual accounting and reporting cycle.</p> <p><b><u>RECOMMENDED</u></b>: that the internal control checklist be received and noted.</p>	
320.	<p><b><u>Local Voluntary Funding (LVF)</u></b></p> <p>The Committee was requested to approve the Local Voluntary Funding (LVF) applications in agenda item 8.</p> <p>The Chair stated that all applications had been checked and vetted by the Finance Manager.</p> <p><b><u>RECOMMENDED*</u></b>: the LVF applications as outlined in agenda item 8 be approved. (attached as an appendix to the minutes).</p>	CC
321.	<p><b><u>Grant Funding Application</u></b></p> <p>The Committee was requested to approve the grant funding application for Penygarn and Trevethin FC.</p>	

	<p>The Finance Manager advised that a late application for grounds maintenance from Tranch AFC had been received. There is no budget available for grounds maintenance so the funds would need be taken from general reserves.</p> <p>Cllr NW informed the meeting that Pontyfelin Bowls Club had contacted him on 5 November 2024 as they would like to submit an application for grounds maintenance and asked the Committee to consider approving this request.</p> <p>The Finance Manager stated that the Council’s website had been updated advising that the deadline for applications has passed.</p> <p>The Committee agreed that they would like all of the above Clubs to receive funding and noted that the website had been updated.</p> <p><b><u>RECOMMENDED*</u></b>: the following awards be made from general reserves:</p> <ul style="list-style-type: none"> <li>(i) Penygarn and Trevethin FC be awarded £1,000 for junior sponsorship</li> <li>(ii) Tranch AFC be awarded £450 for grounds maintenance from general reserves</li> <li>(iii) Pontyfelin Bowls Club/Pontnewynydd Cricket Club be awarded £450 each for grounds maintenance (when the applications are received) from general reserves</li> </ul>	CC
322.	<p><b><u>Requests for Financial Assistance</u></b></p> <p>The Committee received requests for financial assistance and agreed that a grant of:</p> <ul style="list-style-type: none"> <li>(i) £500 be awarded to Tidy Butt</li> <li>(ii) £200 be awarded to Urdd Eisteddfod and Arts</li> <li>(iii) £200 be awarded to Fforest Uchaf Horse &amp; Pony Rehabilitation Centre</li> </ul> <p><b><u>RECOMMENDED*</u></b>: that the clubs listed above receive the relevant donations.</p>	CC
323.	<p><b><u>Sponsorship of Mic Morris Trust 10k</u></b></p> <p>The Committee received a request from the Mic Morris Trust for 2025 sponsorship.</p>	

	<p>The Committee agreed to sponsor £2,500 (the Platinum award).</p> <p><b><u>RECOMMENDED:</u></b> that the payment outlined above be made.</p>	CC
324.	<p><b><u>Council Chamber Charges</u></b></p> <p>The Committee were asked to consider increasing the hourly charge for the Council Chamber to £10.00 per hour and refreshments to remain £1.00 per cup</p> <p>The Committee agreed that charitable organisations would be charged £7.50 and external organisations would be charged £10.00.</p> <p><b><u>RECOMMENDED*:</u></b> that the charges outlined above be made.</p>	CC
325.	<p><b><u>Food Banks</u></b></p> <p>The Committee were asked to consider funding for the following foodbanks. The budget allocation is £5,000:</p> <ul style="list-style-type: none"> <li>(i) Trac 2</li> <li>(ii) Eastern Valley</li> <li>(iii) Garnsychan Partnership</li> <li>(iv) Helping Hands</li> <li>(v) Noddfa Church</li> <li>(vi) Jayne's Baby Bank</li> <li>(vii) Panteg House</li> </ul> <p><b><u>RECOMMENDED*:</u></b> that the above foodbanks each receive £1,000 and the additional £2,000 be taken from general reserves.</p>	CC
326.	<p><b><u>Christmas Lights</u></b></p> <p>The Committee received a report on additional infrastructure work relating to the Christmas lights installation. Following the anchor point testing, the report identified necessary remedial works at a cost of £588.00+VAT.</p> <p>Following a site visit by the installer, additional infrastructure work was deemed necessary:</p> <ul style="list-style-type: none"> <li>• H&amp;S requirements – estimated that 25 new RCBO units would be required at £1,540.75+VAT (the final cost will be based on the exact amount required);</li> </ul>	

	<ul style="list-style-type: none"> <li>Timers – if these need to be installed the cost would be £115.86+VAT per unit (estimated up to 5 could be required)</li> </ul> <p><b><u>RECOMMENDED*</u></b>: that the above quotations be approved and the Clerk and Chair of Finance, Governance &amp; Policy be given plenary powers to approve the payments.</p>	LM/ MW/ CC
327.	<p><b><u>Thank you letter/acknowledgements</u></b></p> <p>The Committee received a thank you letter from Sparkles and acknowledgements from ArtRegen and TVA Wales in relation to grant funding.</p> <p>The Committee stated that it was very nice that they had acknowledged the Council for the financial donations.</p> <p><b><u>RECOMMENDED</u></b>: that the Committee welcome the gratitude shown in relation to the financial donations awarded.</p>	
328.	<p><b><u>IT Equipment and License Update</u></b></p> <p>The Committee received an update report on IT equipment and licenses.</p> <p>CCSW have provided a report detailing the age and condition of the office IT equipment.</p> <p>Discussion took place regarding the recycling of the old laptops and docking stations.</p> <p>The Finance Manager stated that the laptops will only be replaced one at a time, all information will be wiped and they will remain in PCC’s ownership.</p> <p><b><u>RECOMMENDED</u></b>: that:</p> <ul style="list-style-type: none"> <li>(i) an update be provided at the next Finance, Governance &amp; Policy meeting regarding the recycling of the laptops and the need for new docking stations;</li> <li>(ii) all Councillors adopt a PCC email address, with a monthly increase to budget line 2035/9 of £83.30.</li> </ul>	RC  RC/CC
329.	<p><b><u>Cyber Essentials Self-Certification</u></b></p> <p>The Committee received a report on the proposed Cyber Essentials self-certification. Cyber Essentials certification is a way to show the public, partners and businesses that PCC</p>	

	<p>take keeping information secure seriously and once the Essentials certificate is achieved then the logo can be displayed on the Council's website.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <p>(i) the costs of £2,260 for the Council to achieve the Cyber Essentials certification be taken from the office IT equipment and IT support budget (3015/2)</p> <p>(ii) the Cyber Essentials certification be renewed yearly and the cost of £840 be budgeted for on an annual basis.</p>	<p>RC/CC</p> <p>RC/CC</p>
330.	<p><b><u>GOVERNANCE ITEMS</u></b></p> <p><b><u>Financial Regulations 2024</u></b></p> <p>The Committee received a copy of the updated Financial Regulations for 2024.</p> <p>Cllr NW stated that local or responsible sourcing is not included and asked is this covered anywhere else. Should this be included in the financial regulations or is it covered elsewhere?</p> <p><b><u>RECOMMENDED:</u></b> that the information be noted and the Clerk/Deputy Clerk to feedback on local or responsible sourcing.</p>	<p>LM/KS</p>
331.	<p><b><u>POLICY ITEMS</u></b></p> <p><b><u>To approve and adopt the following policies:</u></b></p> <p>(a) Business Continuity Plan</p> <p>(b) Credit Card Policy</p> <p><b><u>RECOMMENDED*</u></b>: that the above policies be approved and adopted.</p>	<p>KS</p>
332.	<p><b><u>To review the following policy/criteria</u></b></p> <p>(a) Social Media Policy</p> <p>(b) Criteria for Sponsorship of Junior Sports Teams</p> <p><b><u>RECOMMENDED*</u></b>: that the above policy and criteria be approved.</p>	<p>KS</p>
333.	<p><b><u>One Voice Wales Practice Development Notices</u></b></p>	

	<p>The Committee received copies of the practice development notes issued by One Voice Wales:</p> <ul style="list-style-type: none"> <li>(i) Annual Financial Timetable of Actions</li> <li>(ii) Members' Allowances Timetable of Actions</li> <li>(iii) Pre-election Period Timetable of Actions</li> <li>(iv) Annual Report Timetable of Actions</li> <li>(v) Multi-location Meetings Timetable of Actions</li> <li>(vi) Policies and Powers</li> <li>(vii) Attendance by Members – the 6 Month Rule</li> <li>(viii) Code of Conduct – Members and Officers</li> <li>(ix) Terms of Reference for Council Meetings</li> </ul> <p><b><u>RECOMMENDED:</u></b> that the information be noted.</p>	
	<p><b>The recording of the Council meeting was stopped at this point.</b></p>	
<p>334.</p>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>By virtue of The Public bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</b></p>	

\*This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Signed by the Chair.....

**FINANCE, GOVERNANCE & POLICY**  
**6<sup>TH</sup> NOVEMBER 2024**  
**LOCAL VOLUNTARY FUNDING**

<b><u>Councillor</u></b>	<b><u>Requested Amount</u></b>	<b><u>Organisation</u></b>	<b><u>Reason</u></b>
Councillor C. Price	£100	Pontypool Amateur Boxing Club	To replace and renew training equipment used by the gym.
Councillors L. Clarkson, J. Cox, B. Rogers and J. Rogers	£700 (£175 x 4) (PROJECT)	Garndiffaith Community Association	Children's Christmas pantomime funding.
Councillor L. Jones	£400	Blaendare Road Allotments	Compost and equipment.

**PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL  
POWER OF COMPETENCE**