

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD  
ON WEDNESDAY 4 OCTOBER 2023**

**In attendance:**

Councillor Nick Byrne# (in the Chair)

and Councillors: Matt Ford#, Gaynor James\*, Jon James#, Caroline Price\*

Officers: Lisa McMail (Clerk)#, and Jane Wright (Assistant Clerk and minute taker)#

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

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

<b>Min. no.</b>	<b>Subject and Decision</b>	<b>Action</b>
230.	<p><b>FINANCE</b></p> <p><b><u>Apologies for Absence</u></b></p> <p>Councillor Lizzie Hunt.</p>	
231.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillors Nick Byrne, Gaynor James, Jon James and Caroline 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>Councillor Matt Ford declared an interest in item 8 on the agenda in relation to a financial request for St. Alban's School, as an employee of the school.</p> <p><b><u>RECOMMENDED:</u></b> that the declarations of interest be recorded.</p>	JW
232.	<p><b><u>Menter Iaith, Blaenau Gwent, Torfaen a Mynwy</u></b></p> <p>The Chair welcomed Sioned Davies, Prif Swyddog/Chief Officer</p>	

	<p>and Mr Lewis Barber, Swyddog Datblygu Cymunedol/Community Development Officer from Menter Iaith, Blaenau Gwent, Torfaen a Mynwy. Presentation (attached as Appendix A to the minutes).</p> <p><b><u>RECOMMENDED:</u></b></p> <p>(i) that SD and LB be thanked for attending the F, G &amp; P meeting.</p> <p>(ii) that an item be placed on Council to make a decision in relation to awarding a grant to promote the Welsh language through gaming workshops.</p>	JW
233.	<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 August 2023.</p> <p><b><u>RECOMMENDED:</u></b> that the receipts and payments for August 2023, as shown in the report, be approved noting the information.</p>	CC
234.	<p><b><u>Use of Credit Card</u></b></p> <p>The committee was requested to approve the credit card payments covering:</p> <p>12 July – 4 August 2023</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 period, be approved.</p>	CC
235.	<p><b><u>Financial Budget Comparison (Monitoring Report) with Reserves</u></b></p> <p>The Committee was asked to approve the financial budget comparison reports along with the earmarked/restricted reserves to the end of August. The Clerk stated that the Chair of F, G, &amp; P Cllr EH had asked for clarification firstly in relation to budget line 6010 - £1000; this related to a sponsorship grant to Torfaen Tigers. Secondly in relation to the amount of £3429 in relation to Youth Project earmarked/restricted reserves, the Clerk stated this was an underspend in the first year that the Council ran the Youth Project hence being held in reserves.</p> <p><b><u>RECOMMENDED:</u></b> that the financial monitoring report to the end of August be approved and the information outlined by the</p>	

	Clerk noted.	CC
236.	<p><b><u>Local Voluntary Funding</u></b></p> <p>The Committee was requested to approve the Local Voluntary funding applications (attached as Appendix B to the minutes). All applications had been checked and vetted by staff.</p> <p><b><u>RECOMMENDED:</u></b> that the LVF applications as outlined in the appendix be approved.</p>	CC
237.	<p><b><u>Financial Requests</u></b></p> <p>The committee received the following financial requests from</p> <ul style="list-style-type: none"> <li>(i) Herbert Pierre, Coordinator of the Farmer's Organisation for the Advancement of the 2<sup>nd</sup> Section Commune d'Anse Rouge/Aritbonite Haiti.</li> <li>(ii) St. Alban's School.</li> <li>(iii) The Pit Pony Sanctuary.</li> </ul> <p>In relation to the first request members felt that as this was a request for international aid then the Council would be opening the floodgates to thousands of international organisations applying for aid. Although the Council fund national charities these benefit not only people who live in the Pontypool area, but they also do vital work in the area.</p> <p>In relation to the request from St. Alban's school Cllr MF gave information subject to the Chair's agreement but was unable to vote. St. Alban's School has a £1000 shortfall in their budget to put on their school production, in liaison with the Clerk an item was placed on the agenda in relation to this shortfall. If the Council were to sponsor the production the Council's logo would be advertised around the school, included in the school brochure/programme and mentioned at the event.</p> <p>A member stated that if the Council was to sponsor this school, would other schools expect the council to sponsor them as well. It was felt that as the Council sponsor sports clubs and sports facilities, that school sponsorship within Pontypool should be part of the Council's remit going forward. Schools are struggling with budget cuts and where cuts are made it is always school productions and plays bearing the brunt of these cuts which then has a detrimental effect on children's well-being. It was also pointed out that if the Council sponsor local schools, then the advertising for the council would be huge, similar to the Poetry Trail.</p>	

	<p>It was proposed and unanimously agreed that £1000 be awarded to St. Alban's school. The Clerk advised that this be taken out of the advertising budget line, however asked for Committee approval for an overspend in that line as there was presently not enough in the budget.</p> <p>In relation to the Pit Pony Sanctuary, it was unanimously agreed that a financial donation of £200.00 be awarded as in previous years.</p> <p><b><u>RECOMMENDED*:</u></b></p> <ul style="list-style-type: none"> <li>(i) that £1000 be awarded to St. Alban's School and this cost be taken out of the Council's advertising budget; and that the Council consider school sponsorship as part of its remit going forward.</li> <li>(ii) that the Pit Pony Sanctuary be awarded a financial donation of £200.00.</li> </ul>	CC
238.	<p><b><u>Thank you letter(s)</u></b></p> <p>The Committee received a thank you letter from St. David's Hospice Care. In relation to Noah's Ark the Assistant Clerk stated that this information would be placed as an agenda item on the November F, G &amp; P meeting.</p> <p><b><u>RECOMMENDED:</u></b> that the thank you letter from St. David's be welcomed and the information in relation to Noah's Ark noted.</p>	
239.	<p><b><u>Junior Sponsorship</u></b></p> <p>The committee was asked to approve Junior sponsorship grants to the following clubs (deferred from Full Council) as follows:</p> <ul style="list-style-type: none"> <li>(i) Griffithstown Junior Football Club</li> <li>(ii) New Inn AFC Junior &amp; Youth</li> <li>(iii) Race Association Football Club</li> <li>(iv) Sebastopol Juniors AFC</li> <li>(v) PILCs FC</li> <li>(vi) Panteg Cricket Club</li> <li>(vii) Talywain RFC Mini and Juniors</li> <li>(viii) Garndiffaith RFC</li> <li>(ix) Penygarn and Trevethin FC</li> <li>(x) Cwmffrwdor Junior Sports Club</li> <li>(xi) Fairfield United Junior FC</li> <li>(xii) Panteg AFC</li> </ul>	

	<p>The Clerk confirmed that all applications and audited accounts had been received for each of the Clubs listed above, stating that there was £4,000 remaining in the budget for Junior Sponsorship.</p> <p>It was unanimously agreed that the £4,000 be divided equally between the 12 clubs.</p> <p><b><u>RECOMMENDED</u></b>: that each club be awarded a grant of £333.00 for Junior Sponsorship.</p> <p>[Footnote: plenary powers had been awarded at Full Council for the above payments to be made]</p>	CC
240.	<p><b><u>Grounds Maintenance</u></b></p> <p>The Committee was asked to approve additional Grounds Maintenance grants (deferred from Full Council). The Clerk stated that Griffithstown Junior AFC and Panteg Cricket Club had already been awarded a grant at the last F, G &amp; P meeting so these needed to be removed from the list, however four additional applications with audited accounts had been received in addition to those listed; these were Panteg House Bowls Club, Penygarn and Trevethin AFC, Talywain RFC Mini and Juniors and Panteg AFC.</p> <p>It was proposed that as the previous 14 clubs had been awarded £500.00 which had been ratified by Full Council in September that the additional 11 clubs also be awarded £500.00 which would mean a total cost of £12,500 for 25 clubs. As the budget for Grounds Maintenance was £10,000 it was proposed that the additional £2,500 be taken from general reserves in order that each club would be allocated the same amount. Unanimously agreed.</p> <ul style="list-style-type: none"> <li>(i) Garndiffaith Rugby Club</li> <li>(ii) Pontypool Park Bowls</li> <li>(iii) Panteg Park Bowls Club</li> <li>(iv) PILCS FC</li> <li>(v) Abersychan Alexanders RFC</li> <li>(vi) New Panteg RFC</li> <li>(vii) Pontyfelin Bowls Club</li> <li>(viii) Panteg House Bowls Club</li> <li>(ix) Penygarn and Trevethin AFC</li> <li>(x) Talywain RFC Mini and Juniors</li> <li>(xi) Panteg AFC</li> </ul> <p><b><u>RECOMMENDED</u></b>: that each club be awarded £500.00 with the</p>	

	<p>additional £2,500 being taken from general reserves.</p> <p>[Footnote: plenary powers had been awarded at Full Council for the above payments to be made]</p>	CC/ LM
241.	<p><b><u>GOVERNANCE</u></b></p> <p><b><u>Finance and Governance toolkit</u></b></p> <p>The Clerk stated that as part of the Finance &amp; Governance Toolkit Theme D was Business Processes. The Clerk read out the statements to see if the Council had them in place or if there were any comments/actions needed in relation to each statement (attached as appendix C to the minutes).</p> <p><b><u>RECOMMENDED*</u></b>: that the comments/actions as outlined on the document be progressed and actioned.</p>	LM/ Staff
242.	<p><b><u>POLICIES</u></b></p> <p><b><u>POLICIES</u></b></p> <p>The Committee was asked to adopt the following policies:</p> <ul style="list-style-type: none"> <li>• Adoption Leave Policy</li> <li>• Alcohol and Drugs Policy</li> <li>• Bullying and Harassment Policy</li> <li>• Capability Policy</li> <li>• Code of Conduct Policy for Employees</li> <li>• Discipline and Grievance Policy and Procedures</li> <li>• Equality and Diversity Policy</li> <li>• Maternity Leave Policy</li> <li>• Paternity Leave Policy</li> <li>• Shared Parental Leave Policy</li> <li>• Stress Management Policy</li> <li>• Training Policy</li> <li>• Well-being Policy</li> <li>• Whistleblowing Policy</li> </ul> <p>It was agreed that the above policies be adopted and presented to Council. The Clerk stated that some policies needed to be amended to read Council instead of company, and a few others needed minor amendments. It was agreed that subject to the amendments being made that all the above policies be adopted</p>	

	<p>subject to Council approval.</p> <p><b>RECOMMENDED*:</b> that the above policies be adopted by Council subject to the appropriate amendments being made as outlined by the Clerk.</p>	<p>LM/ MW</p>
<p>243.</p>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b>  <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 .....