

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 6 SEPTEMBER 2023**

In attendance:

Councillor Lizzie Hunt# (in the Chair)

and Councillors: Nick Byrne# Matt Ford#, Jon Horlor#, Gaynor James#,
Jon James#, Jonathon Martin*, Caroline Price#

Officers: Lisa McMail (Clerk)#, Cindy Challenger (Finance Manager)# 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.

Min. no.	Subject and Decision	Action
157.	<p>FINANCE</p> <p><u>Apologies for Absence</u></p> <p>No apologies received.</p>	
158.	<p><u>Declarations of Interest</u></p> <p>Councillors Nick Byrne, Jon Horlor, 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 Lizzie Hunt declared a personal interest in relation to the item on Grounds Maintenance in relation to Griffithstown AFC.</p> <p><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p>	JW
159.	<p><u>Schedule of Receipts and payments</u></p> <p>The Committee was asked to approve the Schedule of receipts</p>	

	<p>and payments for June and July 2023.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for June and July 2023, as shown in the report, be approved noting the information.</p>	
160.	<p><u>Use of Credit Card</u></p> <p>The committee was requested to approve the credit card payments covering:</p> <p>(i) 15 May – 7 June 2023 (ii) 12 June – 9 July 2023</p> <p><u>RECOMMENDED:</u> that the payments made on the Council’s credit card as shown in the report, for the above period, be approved.</p>	
161.	<p><u>Financial Budget Comparison Reports with Reserves</u></p> <p>The committee was asked to approve the financial budget comparison reports along with the earmarked/restricted reserves for July 2023. The Chair gave members the opportunity to ask any questions in relation to the report. None were asked.</p> <p><u>RECOMMENDED*:</u> that the financial monitoring report to the end of March and April 2023 be approved and the information contained in it be noted.</p>	CC
162.	<p><u>Youth Project Petty Cash</u></p> <p>The committee was asked to approve the petty cash payments for the Youth Project for 5th April to 5th May 2023. The Chair stated they were mostly food based.</p> <p><u>RECOMMENDED:</u> that the payments made from petty cash for the Youth Project be approved.</p>	
163.	<p><u>CCLA Account</u></p> <p>The Clerk gave a verbal update on the CCLA Account, stating that the Finance Manager had investigated alternative options of investing Council money, but the money would not have the same security it has with the CCLA account with the alternative options. The Clerk stated that although the Council had talked about the ethical background of the CCLA in the past, she had</p>	

	<p>undertaken research and consulted with other community councils, in conclusion the CCLA account is the safest option for the Council to invest in and one of the most ethical investments.</p> <p>In was further agreed that the Council readopt its Investment policy for the next three years.</p> <p><u>RECOMMENDED*</u>:</p> <p>(i) that the Council continues investing with the CCLA account for the reasons outlined above.</p> <p>(ii) that the Council readopt its Investment Policy for next three years.</p>	CC LM
164.	<p><u>Local Voluntary Funding.</u></p> <p>The Committee was requested to approve the Local Voluntary Funding applications (attached as appendix A to the minutes).</p> <p>The Chair stated that all applications had been checked and vetted by staff.</p> <p><u>RECOMMENDED:</u> that the LVF applications as outlined in the appendix be approved.</p>	CC
165.	<p><u>Council Vacancy - Cwmyrnyscoy</u></p> <p>The Clerk informed the Committee that she had been notified that there will be an election in relation to the above vacancy, which would involve a cost of approximately £5,000; this would need to be taken from general reserves, explaining to the Committee that as the Council already had an election earlier in the year the money within the election budget would be used for that, therefore the Council would need to bear this in mind when setting the budget for future years.</p> <p><u>RECOMMENDED*</u>:</p> <p>(i) that £5,000 be taken from the general reserves to cover the election cost for the Cwmyrnyscoy Council vacancy.</p> <p>(ii) the Council would need to review Election Expense(s) when setting the budget for future years.</p>	CC/ LM
166.	<p><u>Funding Request</u></p> <p>The Finance Manager informed the Committee that she had received a request from Torfaen County Borough Council in</p>	

	<p>relation to the Council funding Hanging Baskets which had previously been purchased out of the Pontypool Regeneration fund. The Chair stated that the Council had agreed to ring fence the Pontypool Regeneration money for strategic projects and enquired what the cost would be to purchase the Hanging Baskets. The Finance Manager stated around £3,000 plus but did not have the exact figure in front of her. It was agreed that the Council create a budget line called town improvement(s) and that the money be taken from this budget line, with a footnote being put in the minutes of the exact cost.</p> <p><u>RECOMMENDED*</u>: that a budget line be created called Town Improvements and the monies paid for hanging baskets for 2023/24.</p> <p>[Footnote: The exact figure for the hanging baskets is £4000]</p>	CC
167.	<p><u>Grounds Maintenance Grants</u></p> <p>The Chair stated there had been some process delays in relation to the Grounds Maintenance Grants applications, stating that Panteg Bowls House should be listed but were not on the list. The Committee was informed that there is £10,000 in the budget for Grounds Maintenance Grants. It was unanimously agreed for fairness that the grant be awarded by organisation and the £10,000 divided equally based on 20 clubs applying, so each club who had applied (and may further apply) would be awarded £500.00 as follows:</p> <ul style="list-style-type: none"> (i) Cwmffrwdoer Sports Club (ii) New Inn AFC Junior & Youth (iii) Garndiffaith Bowls Club (iv) West Monmouth RFC (v) Pontypool Town AFC (vi) Panteg Cricket Club (vii) Talywain RFC (viii) Fairfield United AFC (ix) Penygarn and Trevethin Junior AFC (x) Griffithstown Junior AFC (xi) Pontnewynydd Cricket Club (xii) Sebastopol Junior AFC (xiii) Race AFC (xiv) Pontnewynydd AFC <p>It was agreed that the Community Development Officer (CDO) make further enquiries with those clubs who had not yet applied</p>	

	<p>and those that she was awaiting further information from to ensure that all organisations had the opportunity be awarded a grant, with an update being given at Full Council.</p> <p><u>RECOMMENDED*</u>: that each club be awarded £500.00 as outlined above and that the CDO make further enquiries as outlined above.</p>	CC/ CJ
168.	<p><u>Junior Sponsorship</u></p> <p>It was agreed that this item be deferred to Full Council as it seemed several clubs had not submitted applications. The Chair stated that the clubs may be unaware that they are entitled to both a financial grant for Grounds Maintenance and Junior sponsorship, so they needed to be made aware of this. Unanimously agreed.</p> <p><u>RECOMMENDED*</u>: that Junior Sponsorship be deferred to Full Council for further consideration in order that Clubs can be informed by the CDO that they are entitled to both grants.</p>	CJ
169.	<p><u>Financial Requests</u></p> <p>The Committee received financial requests from the following organisations with the recommended amounts/decisions as follows:</p> <ul style="list-style-type: none"> (i) Menter Iaith, Blaenau Gwent, Torfaen a Mynwy – more information to be obtained in relation to this request (Clerk will invite this group to next FGP meeting to provide further information) (ii) Mic Morris 2024 Sponsorship - £2,500 unanimously agreed to sponsor Platinum award. - It is hoped that PCC will use some of its 20 free race entries in 2024, several Members and the Finance Manager expressed interest. (iii) Royal Ordnance Fellowship Retiree(s) Glascoed - £200.00 unanimously agreed. - Finance Manager to check how many of the members live in Pontypool. (iv) Severn Area Rescue Association (SARA) - £500.00 unanimously agreed. (v) Cerebral Palsy The Finance Manager stated that they had been recently awarded a financial donation in March 2023 	

	<p>so out of 2022/2023 budget, she stated a donation could be made out of the 2023/24 budget. It was agreed that a further grant of £200 be awarded out of 2023/2024 budget but they would then not be entitled to a grant until financial year 2024/25.</p> <p><u>RECOMMENDED*</u>: that the payments/decisions as outlined above be given subject to Council approval.</p>	CC
170.	<p><u>Thank you letter(s)</u></p> <p>The Committee received a thank you letter from TCBC Social Care and Housing in relation to grant funding for uniforms and stationery. The Chair stated that it was very nice that they had acknowledged the Council for the financial donation.</p> <p><u>RECOMMENDED</u>: that the Committee welcome the gratitude shown from Torfaen in relation to the financial donation awarded.</p>	
171.	<p><u>Community Development Officer (CDO) – Report on progress</u></p> <p>The Committee received a summary from Ms CJ, the Community Development Officer on the role and progress made to date.</p> <p><u>RECOMMENDED</u>: that the report be received.</p>	
172.	<p><u>GOVERNANCE</u></p> <p><u>Finance & Governance Toolkit</u></p> <p>The Chair stated that as part of the Finance & Governance Toolkit Theme C was Community Engagement & Partnership. The Chair 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 B to the minutes).</p> <p><u>RECOMMENDED*</u>: that the comments/actions as outlined on the document be progressed and actioned.</p>	All Staff
173.	<p><u>Member Training</u></p> <p>The Committee received a schedule of member training</p>	

	<p>completed to date. Firstly, in future it was agreed to list training undertaken by members by modules as this would be more useful, secondly, members to e-mail the Clerk to advise of any additional training that they had attended outside the training offered by the Council.</p> <p><u>RECOMMENDED*</u>:</p> <p>(i) that the training attended by members be noted, and that future training be listed by modules.</p> <p>(ii) members to e-mail the Clerk to advise of any additional outside training they had received.</p>	<p>LM Cllrs</p>
<p>174.</p>	<p>POLICIES</p> <p>The Committee was asked to re-adopt the following policies:</p> <p>(i) Code of conduct for members</p> <p>(ii) Concerns & Complaints Policy</p> <p>In relation to the Code of conduct for members the Clerk stated that following on from Theme B as agreed at last month's F, G & P meeting every member needed to be provided with a copy of the Code of Conduct.</p> <p>The Chair stated that she had updated the Concerns & Complaints policy very slightly by putting in the correct phone numbers and addresses but other than that it was very similar to how it was before. The Chair gave members the opportunity to add, change or correct anything within the policy.</p> <p><u>RECOMMENDED*</u>: that the Code of conduct for members and the Concerns & Complaints Policy be readopted by Council.</p>	<p>LM/ JW</p>
<p>175.</p>	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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.</p>	

Signed by the Chair

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

