

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 2 SEPTEMBER 2026**

In attendance:

Councillor: Nathan Warren# (Chair)

and Councillors: Lizzie Hunt*, Jon Horlor*, Gaynor James#,
Lisa Jones*, Nick Jones*, Jonathon Martin#,
Rosemary Matthews#, Allan Peploe#, Caroline Price*

Officers: Cathryn Drew#, Clerk
Cindy Challenger#, Finance Manager

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

	<u>FINANCE ITEMS</u>	
152.	<u>Recording of Meeting</u> Members agreed that the Council meeting could be recorded for minute taking purposes.	
153.	<u>Apologies for absence</u> Apologies were received from Councillor(s) Nick Byrne, Lynda Clarkson and Richard Overton.	
154.	<u>Declarations of Interest</u> Councillor(s) Jon Horlor, Gaynor James, Rosemary Matthews and Caroline Price declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they are members of TCBC, as well as being members of Pontypool Community Council. <u>RECOMMENDED*:</u> that the declarations of interest be recorded.	KS/CP
155.	<u>Actions Log from previous minutes</u> Members were asked to note the minute actions log from the previous meetings. <u>RECOMMENDED*:</u> that the information be noted.	

	The Chair informed the meeting that at the Annual Council meeting it was agreed that the budget priorities day will be held on Saturday 14 November 2026.	ALL
156.	<u>Schedule of Receipts and Payments</u> The Committee was asked to approve the schedule of receipts and payments for June and July 2026. These payments have previously been authorised by the Committee Chair, Vice Chair and Councillor G James and checked for accuracy by the Clerk and Finance Manager. <u>RECOMMENDED*</u>: that the receipts and payments for June and July 2026 as shown in the report, be approved noting the information.	CC
157.	<u>Use of Credit Card</u> The Committee was requested to approve the credit card payments covering 10 June 2026 to 9 July 2026. <u>RECOMMENDED*</u>: that the payments made on the Council's credit card, as shown in the report for the above periods, be approved.	CC
158.	<u>Financial Comparison and Earmarked Reserves</u> The Committee was requested to consider the financial comparison report and earmarked reserves to the 30 July 2026. The Chair informed the meeting that the only thing to note was the new earmarked reserve for New Inn Scouts and the money needs to be spent this financial year. Cllr N Jones informed the meeting that this is pending a contract with Torfaen CBC and there is a possibility that it might not be resolved by the end of the financial year. The Chair asked would it be an issue if we carry that reserve over to the next financial year if we need to? The Finance Manager advised that as long as the Council has made the commitment, and it is definitely going towards that, then that should be fine. Cllr N Jones asked that if the roof works did not happen for whatever reason, then of course the money will come back to	CC

	the group, which is why it has been held in an earmarked reserve? The Chair confirmed that it will then go into general reserves. <u>RECOMMENDED*</u>: that the financial comparison reports and earmarked reserves be approved.	
159.	<u>Local Voluntary Funding (LVF)</u> The Committee was requested to approve the Local Voluntary Funding (LVF) application in agenda item 8. The Chair stated that the application had been checked and vetted by the Finance Manager. <u>RESOLVED</u>: that the LVF applications as outlined in agenda item 8 be approved.	CC/AA
160.	<u>Grounds Maintenance Grants</u> The Clerk informed the meeting that the email approval for the grounds maintenance payments was sufficient, however, on the understanding that we have a minute today to agree. So for minute purposes, it will be documented that we now have that minute and that will be ratified at Full Council at the end of the month. The Chair informed the meeting that when this was discussed at the last meeting, they just mentioned the new item on the agenda and didn't ask for all the subsequent pre-submitted requests to be approved so this was followed up on e-mail . <u>RECOMMENDED*</u>: that the grounds maintenance grant applications be approved retrospectively.	CC/AA
161.	<u>Junior Sports Club Grants</u> The Chair informed the meeting that an application has been received from Penygarn & Trevethin FC. <u>RECOMMENDED*</u>: that Penygarn & Trevethin FC be awarded £400.00.	CC/AA

162.	<u>Requests for Financial Assistance</u> The Chair informed the meeting that requests for financial assistance has been received from: (i) Garndiffaith Bowls Club (ii) EN Optimal Yoga (iii) Cerebal Palsy Cymru (iv) Community Library – Abersychan Ward <u>RECOMMENDED*</u>: that: (i) Garndiffaith Bowls Club – the Finance Manager has contacted the Club for further information. (ii) EN Optimal Yoga be awarded £750.00 for the first six months from the wellbeing budget. (iii) Cerebal Palsy Cymru be contacted to see if they support families in the Pontypool area. (iv) Community Library – Abersychan Ward be awarded £750.00 from the wellbeing budget.	CC/AA
163.	<u>IT Equipment</u> The Committee received a report to approve the purchase of 1 new laptop as there have been continued compatibility/technical issues with the existing laptop. The cost of the laptop is £976.04 with 3 year support at a cost of £66.36, totalling £1042.40. Cllr N Jones suggested that due to the fact that IT is fast moving that the specification of the equipment is checked. <u>RECOMMENDED*</u>: that the purchase of 1 laptop (with the appropriate up-to-date specification) be approved at a cost of £976.04 with 3 year support at a cost of £66.36, totalling £1042.40 and to be funded from the Office Equipment earmarked reserve.	RC/CC
164.	<u>Election Costs</u> The Clerk informed the meeting that due to there being two Councillor vacancies in the Abersychan Ward there is an anticipated cost of approximately £10,000 to £11,500 if there is going to be a by-election. The costs are so high because there are 4 polling stations in the areas which need to be manned.	

	Discussion took place regarding the distribution of polling cards and if the Committee wanted polling cards to be posted via Royal Mail or to be delivered by canvassers? <u>RECOMMENDED*:</u> that: (i) the approximate costs be noted; (ii) Polling cards be sent via Royal Mail.	CD
165.	<u>Acknowledgement(s)</u> The Committee received and noted the thank you letter(s)/acknowledgement(s) from: (i) After the Bell Club (ii) Cold Barn Farm (iii) St David's Hospice Care (iv) Torfaen Appeal Committee for the Urdd (v) Torfaen Museum Trust (vi) Torfaen Talks CIC (vii) Garndiffaith Bowls Club (viii) Griffithstown Junior AFC (ix) New Inn AFC (x) New Inn Juniors & Youth AFC (xi) Panteg AFC (xii) Panteg Cricket Club (xiii) Panteg Park Bowls Club (xiv) Pontnewynydd Cricket Club (xv) Pontypool United RFC (xvi) Race AFC (xvii) Sebastopol under 7s (xviii) Talywain RFC (xix) Tranch AFC (xx) West Mon RFC <u>RECOMMENDED*:</u> that the information be noted.	
166.	<u>POLICY ITEMS</u> <u>To review the following policies/criteria:</u> Members were asked to review the following:- (i) Artificial Intelligence and IT Policy (ii) Communication Policy (iii) Concerns and Complaints Policy (iv) Co-Option Policy	

	(v) Data Breach and Protection Policy – this policy has been amended as the General Data Protection Regulation and Data Protection Act 2018 is now called the UK General Data Protection Regulation and Data Protection Act 2018 “as amended by the Data Use of Data Use and Access Act 2025”. (vi) Document Retention and Disposal Policy (vii) Financial Procedures Manual The Clerk informed the Committee that all amendments/ changes have been highlighted yellow within the documents for ease of reference. <u>RECOMMENDED*</u>: that the above policies be adopted at Full Council.	
167.	<u>Biodiversity and Sustainability</u> How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems? <u>RESOLVED:</u> that it was a hybrid meeting with 50% members attending remotely, electronic paperwork and car sharing.	
	<u>Recording of Meeting</u> The recording of the Council meeting was stopped at this point.	

*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

2 SEPTEMBER 2026

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>	<u>Statutory Provision</u>
Councillor L. Jones	£1,000.00 (PROJECT)	Pontypool Town AFC	Storage unit to securely store equipment and resources.	Local Government (Miscellaneous Provisions) Act (1976) s.19
Councillor J. Horlor and Councillor N. Simons	£500.00 (£250.00 each) (PROJECT)	Pontnewynydd Sports and Social Club	A range cooker to help with kitchen sustainability.	Local Government (Miscellaneous Provisions) Act (1976) s.19
Councillor J. James	£500.00 (PROJECT)	Pantygasseg Residents Association	Purchase a defibrillator.	Local Government Act (1972), s137
Councillor C. Price	£200.00	Ysgol Feithrin Pontypŵl	We are revamping our reading corner.	Local Government Act (1972), s137