

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD ON WEDNESDAY 1 OCTOBER 2025**

**NB: Full minutes will be published in due course**

**In attendance:**

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Gaynor James#, Lisa Jones\*, Sarah Lang#, Allan  
Peploe#, Nathan Warren\*

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

\* Attending remotely via Microsoft Teams  
# Attending physically in the Council Chamber

	<b><u>FINANCE ITEMS</u></b>	
230.	<p><b><u>Recording of Meeting</u></b></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
231.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies were received from Councillor(s) Nick Byrne, Lynda Clarkson, Jon Horlor, Richard Overton and Caroline Price.</p>	
232.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) Gaynor James 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
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 July 2025. These payments have previously been authorised by the Committee Chair, Vice Chair and Councillor Gaynor James and checked for accuracy by the Clerk and Finance Manager.</p>	

	<p><b><u>RECOMMENDED*</u></b>: that the receipts and payments for July 2025 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 10 July 2025 to 5 August 2025.</p> <p>Cllr A Peploe asked who is authorised to use the credit cards. It was confirmed that the Clerk and Finance Manager are the cardholders.</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
235.	<p><b><u>Financial Comparison and Earmarked Reserves</u></b></p> <p>The Committee was requested to consider the financial comparison report and earmarked reserves to the 31 July 2025.</p> <p><b><u>RECOMMENDED*</u></b>: that the that the financial comparison reports and earmarked reserves be approved.</p>	CC
236.	<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 7.</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.</p>	CC/AA
237.	<p><b><u>Junior Sports Club Grants</u></b></p> <p>The Chair informed the meeting that the grants were awarded in July 2025 and a late application has been received from Pontypool Golf Club for their Junior Team.</p> <p><b><u>RECOMMENDED*</u></b>: that Pontypool Golf Club be awarded £965.00 for their Junior Team.</p>	CC/AA

238.	<p><b><u>Requests for Financial Assistance</u></b></p> <p>The Chair informed the meeting that requests for financial assistance has been received from:</p> <ul style="list-style-type: none"> <li>(i) Ffrindiau Panteg PTA</li> <li>(ii) Tirpentwys Trails CIC</li> <li>(iii) Cerebal Palsy Cymru Wales</li> <li>(iv) Shelter Cymru</li> <li>(v) Ysgol Panteg</li> <li>(vi) Coedwedd Community Hub</li> </ul> <p><b><u>RECOMMENDED*</u></b>: that:</p> <ul style="list-style-type: none"> <li>(i) the request from Tirpentwys Trails CIC is passed to the Regeneration Working Group for consideration;</li> <li>(ii) Officers contact Cerebal Palsy Wales to identify how that has helped families within Pontypool;</li> <li>(iii) Shelter Cymru be given £500 and to be funded from the grants budget;</li> <li>(iv) Ysgol Panteg be given £270.92 towards their sensory room;</li> <li>(v) Coedwedd Community Hub be given £1,000 to maintain the project for 12 months and to be funded from the wellbeing budget.</li> </ul>	<p>CC/AA</p> <p>CC/AA</p> <p>CC/AA</p> <p>CC/AA</p> <p>CC/AA</p>
239.	<p><b><u>Replacement of Catenary Wires, Pontypool Town Centre</u></b></p> <p>The Committee received a report and quotation for the replacement catenary wires in Pontypool Town Centre at a cost of £1,750.</p> <p><b><u>RECOMMENDED*</u></b>: that the cost of £1,750 be taken from general reserves.</p>	<p>MW/CC/AA</p>
240.	<p><b><u>Repairs to Chains of Office</u></b></p> <p>The Committee received a report for repairing and engraving the Chains of Office at a cost of £216.24.</p> <p><b><u>RECOMMENDED*</u></b>: that the repairs and engraving be approved at a cost of £216.24 and the funds taken from the advertising budget.</p>	<p>CC/AA</p>
241.	<p><b><u>POLICY ITEMS</u></b></p> <p><b><u>To review the following policies/criteria:</u></b></p> <p>The Committee reviewed the following policies:</p>	

	<ul style="list-style-type: none"> <li>• Data Breach Notification Policy</li> <li>• Overview of Personal and Prejudicial Interests</li> </ul> <p>The Clerk informed the meeting that CCSW will be in the office on 15 October 2025 and if Members have any IT issues they can come in and speak to them.</p> <p>The Chair asked the Clerk to send an email to all Members to advise them of the date.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <ul style="list-style-type: none"> <li>(i) the above policies be approved;</li> <li>(ii) the Clerk send an email to all Members to advise them of the date when CSSW will be in the office.</li> </ul>	KS LM
242.	<p><b><u>Biodiversity and Sustainability</u></b></p> <p>How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?</p> <p><b><u>RESOLVED:</u></b> N/A</p>	
	<p><b>The recording of the Council meeting was stopped at this point.</b></p>	

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

Signed by the Chair.....

**PONTYPOOL COMMUNITY COUNCIL  
CYNGOR CYMUNED PONT-Y-PŴL  
DECLARATIONS OF INTEREST DECLARED**

**MEETING: FINANCE, GOVERNANCE AND POLICY**

**DATE: 1 OCTOBER 2025**

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Gaynor James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	

**FINANCE, GOVERNANCE & POLICY**

**1 OCTOBER 2025**

**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 G. James And Councillor R. Matthews	£200  (£100 each)	Blaenavon Under 14's Girls Rugby 'Blaenavon Mini's and Junior's Rugby'	To buy the kit and equipment.
Councillor C. Price	£200	Pontypool Hurricanes U-13's	To fund the rising cost of winter training. The fees have risen unfortunately due to rising costs. Grant will allow team to train through the winter.
Councillor C. Price	£100	Penywain Terrace Allotments	Towards general maintenance for upkeep of area and plots benefiting all the members.
Councillor G. James	£200	Pontypool Park Bowls Club	Overall, our aim is to promote the game to our local community and sustain a positive, friendly and happy social environment.  The grant would be used towards the purchase of new club equipment, such as mats, jacks, scoring frames etc.
Councillor S. Lang	£500  (PROJECT)	Cold Barn Farm	Provide Christmas hampers for the community to have Christmas dinner and trimmings.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor J. James	£200	Tranch AFC	The grant will be used for purchasing essential items such as footballs, team kits, training equipment and cones. It will ensure players have the proper gear to train and play safely.
Councillor G. James	£100	Penywain Terrace Allotments	Will be used towards general maintenance and upkeep of plots for the benefit of all members.

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