

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD  
ON WEDNESDAY 2 APRIL 2025**

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

**In attendance:**

Councillor: Lizzie Hunt (in the Chair)#

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

also in attendance: Councillors Nick Jones#, Stephen Senior# and  
Judith Major\*, Tenovus Cancer Care

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

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

	<b><u>FINANCE ITEMS</u></b>	
582.	<p><b><u>Recording of Meeting</u></b></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
583.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies were received from Councillor(s) Nick Byrne, Anne Gunter, Jon Horlor, Bob Rogers and Jools Rogers.</p>	KS
584.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) Gaynor 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><b><u>RECOMMENDED:</u></b> that the declarations of interest be recorded.</p>	KS

585.	<p><b><u>Presentation from Tenovus Cancer Care</u></b></p> <p>The Chair welcomed Judith Major, Community Engagement Officer for Tenovus Cancer Care to the meeting who provided an overview of the services that they provide to people in the community.</p> <p>Cllr EH asked if there were any publicity materials that could be sent so that they could be put in the community notice boards?</p> <p>Judith will arrange for them to be sent out us along with some leaflets.</p> <p>The Committee thanked Judith for attending the meeting.</p> <p><b><u>RECOMMENDED:</u></b> that the information, when received is put in the community noticeboards.</p>	KS
586.	<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 February 2025. These payments have previously been authorised by the Committee Chair and Cllr G James and checked for accuracy by the Clerk.</p> <p><b><u>RECOMMENDED*:</u></b> that the receipts and payments for February 2025, as shown in the report, be approved noting the information.</p>	CC
587.	<p><b><u>Use of Credit Card</u></b></p> <p>The Committee was requested to approve the credit card payments covering 12 January 2025 to 6 February 2025.</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
588.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>The Committee was requested to consider the financial comparison report and earmarked reserves to the 28<sup>th</sup> February 2025.</p> <p><b><u>RECOMMENDED*:</u></b> that the financial comparison report and earmarked reserves be approved.</p>	CC

589.	<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) £200 be awarded to SSAFA – Armed Forces Charity</li> <li>(ii) £200 be awarded to Marie Curie Great Daffodil Appeal 2025</li> </ul> <p><b><u>RECOMMENDED*</u></b>: that the above organisations be awarded £200 each.</p>	CC
590.	<p><b><u>Acknowledgements</u></b></p> <p>The Committee received acknowledgements from:</p> <ul style="list-style-type: none"> <li>(i) St David’s Hospice Care</li> <li>(ii) Wales Air Ambulance</li> <li>(iii) Canddo Project (Men’s Shed)</li> </ul> <p>The Committee stated that it was very nice that they had acknowledged the Council for the financial donations.</p> <p>Cllr NW informed the meeting that they had spoken to a member of Canddo who said that they had been helping with a mental health and wellbeing garden in County Hospital.</p> <p><b><u>RECOMMENDED</u></b>: that the Committee welcome the gratitude shown in relation to the financial donations awarded.</p>	
591.	<p><b><u>Grant Forms</u></b></p> <p>Discussion took place regarding the grant forms. Cllr NW suggested the green grant application form to include an additional paragraph 6(a) – how much funding would you like to apply to the Council for?</p> <p>In relation to the school environmental grants it was agreed that the form should include an additional paragraph (9b) - how much funding would you like to apply to the Council for?</p> <p><b><u>RECOMMENDED</u></b>: that the green grant and environmental grant forms be amended as detailed above.</p>	CC
592.	<p><b><u>IT Equipment</u></b></p> <p>Members received a report on the IT equipment. Following discussions with the IT supplier it has been identified that some of the laptops will not be able to cope with Windows 11,</p>	

	<p>so we need to act on this faster than we thought we did. Therefore, the Committee needs to make a recommendation to Full Council.</p> <p>Cllr EH informed the meeting that there are two proposals for recommendations, that we either replace the laptops on a rolling basis as the older versions are too slow to respond or it is a case of need. The Finance Manager's laptop does not run the accounting software and their laptop should be a priority rather than just because of age.</p> <p><b><u>RECOMMENDED:</u></b> that the laptops are replaced on a need by need basis and funded from general reserves as a `one-off' as there is not enough money in the IT budget line.</p>	CC
593.	<p><b><u>Digital Guidance</u></b></p> <p>Members were asked to note the information received from One Voice Wales</p> <p><b><u>RECOMMENDED:</u></b> that the information contained within the reports is noted.</p>	
594.	<p><b><u>GOVERNANCE ITEMS</u></b></p> <p><b><u>Constitution</u></b></p> <p>Cllr EH informed the meeting that their main reason for amending the Constitution is to add flexibility in case the Council want to change any staffing structure in the future.</p> <p><b><u>RECOMMENDED:</u></b> that the Constitution be added to the Full Council agenda.</p>	KS
595.	<p><b><u>POLICY ITEMS</u></b></p> <p><b><u>To approve and adopt the following policies:</u></b></p> <ul style="list-style-type: none"> <li>(i) Carer's Leave Policy</li> <li>(ii) Neonatal Care Leave Policy</li> <li>(iii) Special and Additional Leave Policy</li> </ul> <p><b><u>RECOMMENDED:</u></b> that the above policies be approved and adopted.</p>	KS

596.	<p><b><u>To review the following policies</u></b></p> <p>(i) Artificial Intelligence Policy  (ii) Concerns and Complaints Policy  (iii) Emergency Call Out Policy</p> <p><b><u>RECOMMENDED:</u></b> that the above policies be reviewed and adopted.</p>	KS
	<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: 2 APRIL 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.	
Councillor Caroline Price	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.	