

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD ON WEDNESDAY 3 APRIL 2024**

**In attendance:**

Councillor: E. Hunt# (in the Chair)

and Councillors: J. Horlor\*, N. Byrne\*, G. James#

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

Also in attendance: Councillor J. James#

\* 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>
533.	<p><b><u>FINANCE</u></b></p> <p><b><u>Apologies for Absence</u></b> Apologies were received from the following Councillors: A. Peplow, M. Ford and C. Price</p>	LMc
534.	<p><b><u>Declarations of Interest</u></b> Councillors: J. Horlor, N. Byrne, G. James and J. 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 style="text-align: center;"><b><u>RECOMMENDED:</u></b> that the above declarations be noted.</p>	LMc
535.	<p><b><u>Schedule of Receipts and Payments</u></b> The Committee was asked to approve the schedule of receipts and payments for February 2024.</p> <p style="text-align: center;"><b><u>RECOMMENDED:</u></b> that the receipts and payments for February 2024, as shown in the report, be approved noting the information.</p>	CC

536.	<p><b><u>Use of Credit Card</u></b></p> <p>The Committee was asked to approve the credit card payments for the period of 13 February 2024 to 8 March 2024.</p> <p><b><u>RECOMMENDED:</u></b> that the credit card payments covering 13 February 2024 to 8 March 2024, as shown in the report, be approved noting the information.</p>	CC								
537.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>The Committee received and considered the financial monitoring report and earmarked reserves to the 29 February 2024.</p> <p><b><u>RECOMMENDED:</u></b></p> <p>(i) that the financial monitoring report to the 29 February 2024 be approved and the information contained in it be noted.</p>	CC								
538.	<p><b><u>Local Voluntary Funding (LVF)</u></b></p> <p>The Committee were asked to approve the attached Local Voluntary Funding applications.</p> <table border="1" data-bbox="320 1014 1374 1189"> <thead> <tr> <th>Councillor</th> <th>Requested Amount</th> <th>Organisation</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Councillor S Malson</td> <td>£600 (Project)</td> <td>Dean Groves</td> <td>Steps from Osbourne Road to Doctors Surgery</td> </tr> </tbody> </table> <p><b><u>RECOMMENDED:</u></b> that the LVF application as outlined in the appendix be approved.</p>	Councillor	Requested Amount	Organisation	Reason	Councillor S Malson	£600 (Project)	Dean Groves	Steps from Osbourne Road to Doctors Surgery	CC/A A
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539.	<p><b><u>CCTV Report</u></b></p> <p>The Committee received and noted the information received from Mr Lyndon Puddy following the request from Full Council in February to provide a full breakdown of costs of CCTV plus contingency plans he expects the Council to put in place for breakages.</p> <p><b><u>RECOMMENDED:</u></b> that the Committee note the information received.</p>	LMc/ CC								
540.	<p><b><u>TVA Sponsorship Package</u></b></p> <p>To receive notification of Torfaen Community &amp; Volunteer Awards on 18 October 2024. The Committee discussed the fees and the Chair stated that the Community Council comes under band 5 and the scale fees are budgeted for. It was agreed that the Council would support the Arts, Culture and Heritage Volunteer/Group 2024 Category.</p>									

	<p><b><u>RECOMMENDED*</u></b>: that the Committee note the date of the Awards and that necessary support be provided to the Arts, Culture &amp; Heritage Volunteer/Group 2024.</p>	LMc/ CC
541.	<p><b><u>Request for Financial Assistance</u></b> The Committee received the following financial requests from:</p> <p>(a) Torfaen Tourism Association (TTA) (b) Gwent Federation of Women’s Institutes (GFWI) (c) Ysgol Panteg Laser Show</p> <p><b><u>RECOMMENDED*</u></b>: a) that the TTA funding request be approved once further information is received in relation to the contributions of other organisations. b) that the funding application from GFWI be supported with a donation of £200, subject to Full Council approval c) that this item be deferred to a later meeting to so that further information can be sought</p>	LMc/ CC
542.	<p><b><u>GOVERNANCE</u></b> <b><u>Draft Council Constitution</u></b></p> <p>(a) The Chair has made some amendments to the Constitution.</p> <p><b><u>RECOMMENDED:</u></b> i) that the Constitution is updated with the Chair’s amendments and presented to Full Council for final approval.</p>	LMc
543.	<p><b><u>POLICIES</u></b></p> <p>The Committee were asked to approve and adopt the following policy:</p> <p>(i) Medical Appointment Policy</p> <p>The Committee agreed to adopt the above policy</p> <p><b><u>RECOMMENDED*</u></b>: that the Medical Appointment Policy be adopted by Council.</p>	LMc

**\*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: 3<sup>rd</sup> April 2024**

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Nick Byrne	Any item on the agenda relating to Torfaen County Borough Council as a Torfaen member	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 Jon Horlor,	Any item on the agenda relating to Torfaen County Borough Council as a Torfaen member	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 Gaynor James,	Any item on the agenda relating to Torfaen County Borough Council as a Torfaen member	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 Jon James	Any item on the agenda relating to Torfaen County Borough Council as a Torfaen member	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.