

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 5 JUNE 2024**

NB: Full minutes will be published in due course

In attendance:

Councillor Lizzie Hunt (in the Chair)#

and Councillors: Nick Byrne*, Anne Gunter#, Jon Horlor*
Richard Overton#, Caroline Price#, Nathan Warren*

also in attendance: Councillor Lisa Jones#

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

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

**Technical difficulties (tried to join meeting)

41.	<p>FINANCE</p> <p><u>Apologies for Absence</u></p> <p>Councillor(s) Matt Ford and Gaynor James.</p>	
42.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) Jon Horlor 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><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p>	KS
43.	<p><u>Relay for Life</u></p> <p>The Committee received a presentation from representatives of the Relay for Life</p> <p><u>RECOMMENDED:</u> that the committee noted the content of the presentation and that the event be posted on social media.</p>	KS/ MW

44.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for March and April 2024.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for March and April 2024, as shown in the report, be approved noting the information.</p>	CC
45.	<p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 11 March 2024 – 10 April 2024.</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>	CC
46.	<p><u>Petty Cash</u></p> <p>The Committee was requested to approve the petty cash payments from April – November 2023 and December – March 2024.</p> <p><u>RECOMMENDED:</u> that the petty cash payments from April – November 2023 and December 2023 – March 2024, as shown in the above report, be approved noting the information.</p>	CC
47.	<p><u>Financial Comparison and Earmarked Reserves</u></p> <p>The Committee was requested to consider the financial monitoring report and earmarked reserves to 31 March 2024 and to 30 April 2024.</p> <p><u>RECOMMENDED:</u> that the financial monitoring reports and earmarked reserves be approved.</p>	CC
48.	<p><u>Review of all Grant Applications and Criteria</u></p> <p>The committee was requested to review all grant applications and the associated criteria and agree a schedule of dates for applications to be received,</p> <p><u>RECOMMENDED:</u> the committee confirmed that they were happy with all of the grant applications and criteria and agreed with the dates detailed within the schedule.</p>	CC/ AA

49.	<p><u>IT Provider</u></p> <p>The Committee received a report from the Health and Safety Lead in relation to the proposed new IT provider.</p> <p><u>RECOMMENDED*</u>: the committee agreed to proceed with CSSW as the new IT provider based on a one year contract at a cost of £5,534.40.</p>	RC/ CC
50.	<p><u>Thank you letter(s)</u></p> <p>The Committee received thank you letters from Marie Curie and Varteg Old Time Dancing Club.</p> <p><u>RECOMMENDED</u>: that the committee note the contents of the letters.</p>	
51.	<p>GOVERNANCE</p> <p><u>Financial Procedures</u></p> <p>The Chair advised that some minor changes need to be made to the procedures.</p> <p><u>RECOMMENDED*</u>: the committee agreed and approved the financial procedures subject to the changes being made.</p>	
52.	<p><u>Training on use of the Finance & Governance Toolkit</u></p> <p>The above training was brought out by One Voice Wales a few years ago and the committee were asked if they would like to receive any training on the Finance and Governance Toolkit.</p> <p><u>RECOMMENDED</u>: that the members let the Clerk know if they would like to attend training on the use of the Finance & Governance Toolkit.</p>	Cllrs/ LM
53.	<p>POLICIES</p> <p>The committee was asked to adopt the following policies:</p> <ul style="list-style-type: none"> (a) Freedom of Information Policy (b) Recording Meeting(s) (c) Data Protection Policy (d) Reserves Policy 	

	<p>(e) Investment Policy (f) Fixed Asset Policy (g) Co-option Policy (h) Multi Location Meeting Policy (i) Member/Officer Protocol and Policy</p> <p>The Clerk advised that the retention and disposal policy will need to be amended and this policy will be added to the agenda for the July meeting.</p> <p><u>RECOMMENDED*</u>: that the policies be adopted and presented to Council.</p>	LM/ KS
54.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> 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>	

*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: 5 June 2024

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Jon Horlor	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.	