

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 4 SEPTEMBER 2024**

NB: Full minutes will be published in due course

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Nick Byrne#, Matt Ford#, Anne Gunter*,
Jon Horlor*, Gaynor James#, Jonathon Martin*,
Richard Overton#

Officers: Lisa McMail (Clerk)#, Kerrie Smith (Deputy Clerk,
minute taker)#, Cindy Challenger (Finance
Manager)*

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

	<u>FINANCE ITEMS</u>	
164.	<p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
165.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) Caroline Price and Nathan Warren</p>	
166.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) Nick Byrne, Jon Horlor and 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>Councillor Gaynor James declared a personal interest in agenda item 11.</p> <p><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p>	

167.	<p><u>The Ancient Horse Tradition/Y Fari Lwyd (The Grey Horse)</u></p> <p>The Committee welcomed representatives from the Yr Hyddgen Folk History and Community Theatre Group who gave a presentation on the Ancient Horse Tradition.</p> <p><u>RECOMMENDED*</u>: that the:</p> <ul style="list-style-type: none"> (i) funding request be considered at a later date; (ii) the Clerk will forward the photographs relating to the presentation to Members. 	LM
168.	<p><u>One Voice Wales – Cost of Living</u></p> <p>The Committee welcomed a representative from One Voice Wales (OVW) who gave a presentation on the cost of living crisis.</p> <p><u>RECOMMENDED*</u>: that the contents of the presentation be noted and a copy forwarded to Members.</p>	LM
169.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for June and July 2024. These payments have previously been authorised by the committee Chair and Cllr GJ and checked for accuracy by the Clerk.</p> <p><u>RECOMMENDED*</u>: that the receipts and payments for June and July 2024, as shown in the report, be approved noting the information.</p>	CC
170.	<p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 10 June 2024 to 9 July 2024.</p> <p><u>RECOMMENDED*</u>: that the payments made on the Council’s credit card, as shown in the report for the above periods, be approved.</p>	CC
171.	<p><u>Financial Budget Comparison and Earmarked Reserves</u></p> <p>The Committee was requested to consider the financial monitoring report and earmarked reserves to the 31 July 2024.</p>	

	<p>It was noted that office furniture for the events office had recently been purchased resulting in an overspend of £183.78 which was agreed to fund from office equipment earmarked reserve.</p> <p>It was noted on review of the earmarked reserves that two Youth Provision reserve balances of £3,429 and £17,900 could be combined to equate to £21,329 for Youth Provision.</p> <p><u>RECOMMENDED*:</u></p> <ul style="list-style-type: none"> (i) that the financial monitoring report and earmarked reserves be approved; (ii) that the overspend of £183.78 relating to office furniture be funded from the Office Equipment reserve; (iii) that two reserve balances relating to Youth Provision of £3,429 and £17,900 could be combined to equate to £21,329 for future Youth Provision. 	<p>CC</p> <p>CC</p>
172.	<p><u>Budget Priorities Day</u></p> <p>The Committee was asked to consider a date for the Council to discuss budget priorities. It was unanimously agreed that a date be set for Saturday 12 October 2024 between 10.00 am and 2.00 pm in the Council Chamber. All members to be notified of date subject to Council approval.</p> <p><u>RECOMMENDED:</u> that the date to discuss budget priorities be set for Saturday 12 October 2024, 10.00 am to 2.00 pm.</p>	<p>LM/ CC</p>
173.	<p><u>Local Voluntary Funding (LVF)</u></p> <p>The Committee were requested to approve the Local Voluntary Funding (LVF) applications in agenda item 10.</p> <p>The Chair stated that all applications had been checked and vetted by staff.</p> <p><u>RECOMMENDED*:</u> that the LVF applications as outlined in agenda item 10 be approved.</p>	<p>CC</p>
174.	<p><u>Remembrance Day – Poppy Wreaths</u></p> <p>The Committee were asked to approve the purchase of Remembrance Day poppy wreaths and to introduce a budget</p>	

	<p>line for the associated costs.</p> <p>If any Members would like any wreaths, they will need to contact the Clerk (maximum of 20 per Member).</p> <p><u>RECOMMENDED*</u>: that the request to approve up to 20 remembrance poppy wreaths be approved per member and that the budget line be introduced.</p>	CC
175.	<p><u>Request for Financial Assistance</u></p> <p>The Committee received requests for financial assistance from:</p> <ul style="list-style-type: none"> (i) Art Regen for Plein Aire open air painting competition (ii) The Carers and Loved Ones Support Hub (CaLOSH) (iii) The Sparkle Appeal <p><u>RECOMMENDED*</u>: that the clubs listed above receive the relevant donations.</p>	CC
176.	<p><u>Feedback from Organisation’s who have received funding</u></p> <p>The Committee were asked to note the ‘thank you’ messages received from various organisations who have received Council funding.</p> <p><u>RECOMMENDED*</u>: that the ‘thank you’ messages be noted.</p>	
177.	<p><u>Mothers and Daughters Fitness</u></p> <p>The Committee received a report on the mothers and daughters’ fitness sessions pilot that was held during May to July 2024 in Pontypool Active Living Centre on Fridays between 5.00pm and 6.00pm and run by Torfaen Sports Development Team.</p> <p><u>RECOMMENDED*</u>: that the information be noted.</p>	
178.	<p><u>GOVERNANCE ITEMS</u></p> <p><u>Finance & Governance Toolkit</u></p> <p>The Committee were asked to note the summary of key actions contained within the Finance and Governance Toolkit Action Plan.</p> <p>The Clerk will contact OVW regarding the updated Financial Regulations.</p>	LM

	<p><u>RECOMMENDED:</u> that the Clerk contact OVW to see if they would hold a block booking training session on Community Engagement for Members.</p>	LM
179.	<p><u>Training on use of the Finance & Governance Toolkit</u></p> <p>The Committee were asked to note the training dates on the use of the Finance & Governance Toolkit being held on 17 and 23 September if they would like to attend.</p> <p><u>RECOMMENDED*:</u> that the information be noted.</p>	
180.	<p><u>POLICY ITEMS</u></p> <p>The Committee were asked to approve and adopt the following policies:</p> <ul style="list-style-type: none"> (i) Investment Policy (ii) Investment Strategy <p><u>RECOMMENDED*:</u> that the above policy and strategy be approved and adopted.</p>	LM/ KS

*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: 4 SEPTEMBER 2024

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Nick Byrne	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	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	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	Councillor Gaynor James declared a personal interest in agenda item 11.	