

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD  
ON WEDNESDAY 3 SEPTEMBER 2025**

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

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Lynda Clarkson#, Lisa Jones\*, Nick Jones#,  
Caroline Price\*, Nathan Warren#

also attending: Councillor(s) Sarah Lang#, Stephen Senior#

Officers: Kerrie Smith#, (Deputy Clerk),  
Sarah Fussell#, (Events Officer Minute Taker)

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

	<b><u>FINANCE ITEMS</u></b>	
156.	<b><u>Recording of Meeting</u></b>  Members agreed that the Council meeting could be recorded for minute taking purposes.	
157.	<b><u>Apologies for absence</u></b>  Apologies were received from Councillor(s) Nick Byrne, Jon Horlor, Gaynor James, Richard Overton and Allan Peploe.	
158.	<b><u>Declarations of Interest</u></b>  Councillor(s) Lynda Clarkson 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.  <b><u>RECOMMENDED:</u></b> that the declarations of interest be recorded.	KS
159.	<b><u>Schedule of Receipts and Payments</u></b>  The Committee was asked to approve the schedule of receipts and payments for June 2025. These payments have	

	<p>previously been authorised by the Committee Chair, Vice Chair and Councillor Gaynor James and checked for accuracy by the Finance Manager.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <p>(i) the receipts and payments for June 2025 as shown in the report, be approved noting the information</p>	CC
160.	<p><b><u>Use of Credit Card</u></b></p> <p>The Committee was requested to approve the credit card payments covering 10 June to 9 July 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
161.	<p><b><u>Financial Budget Summary Report – Quarter 1</u></b></p> <p>The Committee received the financial budget summary report for quarter 1 April - June 2025.</p> <p>Cllr SS queried the wording in the summary of expenditure paragraph.</p> <p>Cllr NW asked for a year on year comparison to be provided going forward.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <p>(i) the information be noted and that Committees begin to deliver planned projects to ensure the budgets are fully utilised;</p> <p>(ii) that the final sentence in the summary of expenditure paragraph be removed;</p> <p>(iii) that a year on year comparison be provided.</p>	CC LM LM
162.	<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 30 June 2025.</p> <p><b><u>RECOMMENDED*</u></b>: that the that the financial comparison reports and earmarked reserves be approved.</p>	CC

163.	<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 8.</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
164.	<p><b><u>Annual Internal Audit Review Checklists</u></b></p> <p>The committee has been asked to agree and approve the Annual Internal Audit Review Checklist.</p> <p><b><u>RECOMMENDED*</u></b>: the Committee approved and agreed the checklist.</p>	LM
165.	<p><b><u>Photocopier Rental</u></b></p> <p>The Committee received a report to renew the photocopier lease. The new photocopier is slightly higher in cost but has additional functions and is able to print booklet style which could save money on professional printing costs.</p> <p><b><u>RECOMMENDED*</u></b>: the Committee approved the new lease to continue with the same supplier as they are a market leader and also provide a local call-out service.</p>	LM
166.	<p><b><u>Cyber Package Insurance Policy</u></b></p> <p>The Committee received a renewal quotation for the cyber package and insurance policy which is higher than the allocated budget.</p> <p>Cllr(s) NJ and SS asked why we need this insurance. The Chair explained that it will protect us against hackers and will also protect all our clients' information.</p> <p><b><u>RECOMMENDED*</u></b>: the Committee approved the renewal cost and agreed that the extra funds be vired from general reserves.</p>	CC
167.	<p><b><u>CitizenAid</u></b></p> <p>The Committee discussed the funding request from CitizenAid following their attendance at Full Council in July 2025.</p>	

	<b><u>RECOMMENDED*</u></b> : the Committee agreed to provide funding of £120.00 for the training and to be funded from the well-being budget.	CC/AA
168.	<b><u>Thank you letter(s)/acknowledgements</u></b>  The Committee received and noted the thank you letters and acknowledgements.  <b><u>RECOMMENDED*</u></b> : that the information be noted.	
169.	<b><u>Churches, Charities and Local Authorities (CCLA)</u></b>  The Committee were asked to note the changes to the CCLA's corporate ownership.  Cllr NW asked for further information on their aims and if all investments are ethical.  <b><u>RECOMMENDED*</u></b> : that the changes be noted and that CCLA are contacted to find out who they invest in and if all investments are ethical.	LM
170.	<b><u>Biodiversity and Sustainability</u></b>  How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?  <b><u>RESOLVED:</u></b> that the meeting was a multi-location meeting, that the agenda had been sent electronically and car sharing is in place with the Councillors.	
	<b>The recording of the Council meeting was stopped at this point.</b>	

\*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 SEPTEMBER 2025**

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Lynda Clarkson	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.	

**FINANCE, GOVERNANCE & POLICY**

**3 SEPTEMBER 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	£200	Artregen	The grant will be used for our current work as above.
Councillor G. James and Councillor C. Price	£200 (£100 each)	Blaendare Allotment Society (Association)	To develop a communal area and a mini orchard with seating, plus some paving/patio.
Councillor G. James and Councillor C. Price	£200 (£100 each)	Ysgol Feithrin Pontypŵl	The children have asked for: 1. A set of walkie talkies to use indoors and outdoors. These would be chargeable.  2. New dressing up clothes and accessories. These will be purchased via second hand shops and chosen by the children.
Councillor R. Matthews	£200	Pontypool Veterans Club	To help elderly veterans.
Councillor J. James	£400	Torfaen Silver Belles	Speakers etc.
Councillor G. James	£500	Pontypool Indoor Market Traders Association	To purchase things that would be free for families in an event.
Councillor C. Price	£200	Blaenavon Girl's Under 14's Rugby (Blaenavon mini's and junior's rugby)	To help buy jersey's and short's.

Councillor C. Price	£200	Pontnewynydd History Society	Admission fees, cost of coach travel to places of historical interest. National Trust properties, Imperial War Museum, National Armed Forces, Highgate Cemetery Day.
Councillor C. Price	£500	Pontypool United RFC	Maintenance of Albion Field pitches for sole use of Mini and Junior Section.

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