

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 4 OCTOBER 2023**

NB: Full minutes will be published in due course

In attendance:

Councillor Nick Byrne# (in the Chair)

and Councillors: Matt Ford#, Gaynor James*, Jon James#, Caroline Price*

Officers: Lisa McMail (Clerk)#, and Jane Wright (Assistant Clerk and minute taker)#

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and Decision	Action
230.	<p>FINANCE</p> <p><u>Apologies for Absence</u></p> <p>Councillor Lizzie Hunt</p>	
231.	<p><u>Declarations of Interest</u></p> <p>Councillor Nick Byrne, Gaynor James, Jon 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>Councillor Matt Ford declared an interest in item 8 in relation to a financial request for St. Alban's School; he is a member of staff at the school.</p> <p><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p>	JW
232.	<p><u>Menter Iaith, Blaenau Gwent, Torfaen a Mynwy</u></p> <p>The Chair welcomed Sioned Davies, Prif Swyddog/Chief Officer and Lewis Barber, Swyddog Datblygu Cymunedol/Community Development Officer from Menter Iaith, Blaenau Gwent, Torfaen</p>	

	<p>a Mynwy. Presentations attached as Appendix A.</p> <p><u>RECOMMENDED:</u></p> <p>(i) that SD and LB be thanked for attending the meeting (ii) that an item be placed on Council to make a decision in relation to awarding a grant to promote the Welsh language through gaming workshops</p>	JW
233.	<p><u>Schedule of Receipts and Payments</u></p> <p>The committee was asked to approve the schedule of receipts and payments for August 2023.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for August 2023, as shown in the report, be approved noting the information.</p>	CC
234.	<p><u>Use of Credit Card</u></p> <p>The committee was requested to approve the credit card payments covering 12 July – 4 August 2023.</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
235.	<p><u>Financial Budget Comparison Reports with Reserves</u></p> <p>The committee was asked to approve the financial budget comparison reports along with the earmarked/restricted reserves to the end of August 2023. Following clarification from the Chair, the Clerk advised that budget line 6010 - £1000 which related to a sponsorship grant to Torfaen Tigers and secondly in relation to the amount of £3429 in relation to Youth Project earmarked/restricted reserves, this was an underspend in the first year that the Council ran the project hence being held in reserves.</p> <p><u>RECOMMENDED*:</u> that the financial monitoring report to the end of August 2023 be approved and the information outlined by the Clerk be noted.</p>	CC
236.	<p><u>Local Voluntary Funding.</u></p> <p>The Committee was requested to approve the Local Voluntary Funding applications (attached as Appendix B to the minutes).</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 the appendix be approved.</p>	CC
237.	<p><u>FINANCIAL Requests</u></p> <p>The Committee received requests for financial assistance from the following:</p> <ul style="list-style-type: none"> (i) Herbert Pierre, Coordinator of the Farmer's Organisation for the Advancement of the 2nd Section Commune d'Anse Rouge/Aritbonite Haiti (ii) St Alban's school (iii) The Pit Pony Sanctuary <p><u>RECOMMENDED*:</u> that:</p> <ul style="list-style-type: none"> (i) St Alban's School be awarded £1000 and this cost be taken out of the Council's advertising budget and that the Council consider school sponsorship as part of its remit going forward; (ii) the Pit Pony Sanctuary be awarded a financial donation of £200. 	CC
238.	<p><u>Thank you letter(s)</u></p> <p>The Committee received a thank you letter from St. David's Hospice Care. In relation to Noah's Ark the Assistant Clerk stated that this information would be placed as an agenda item on the November F,G&P meeting.</p> <p><u>RECOMMENDED:</u> that the thank you letter from St David's be welcomed and the information in relation to Noah's Ark be noted.</p>	
239.	<p><u>Junior Sponsorship</u></p> <p>The committee were asked to approve Junior sponsorship grants to the following clubs (deferred from Full Council) as follows:</p> <ul style="list-style-type: none"> (i) Griffithstown Junior Football Club (ii) New Inn AFC Junior & Youth 	

	<ul style="list-style-type: none"> (iii) Race Association Football Club (iv) Sebastopol Juniors AFC (v) PILCs FC (vi) Panteg Cricket Club (vii) Talywain RFC Mini and Juniors (viii) Garndiffaith RFC (ix) Penygarn & Trevethin FC (x) Cwmffrwdroer Junior Sports Club (xi) Fairfield United Junior FC (xii) Panteg AFC <p><u>RECOMMENDED</u>: that £4000 be divided equally between the 12 clubs (£333.00 each for junior sponsorship).</p>	
240.	<p><u>Grounds Maintenance</u></p> <p>The committee was asked to approve additional grounds maintenance grants (deferred from Full Council).</p> <ul style="list-style-type: none"> (i) Garndiffaith Rugby Club (ii) Pontypool Park Bowls (iii) Panteg Park Bowls Club (iv) PILCS FC (v) Abersychan Alexanders RFC (vi) New Panteg RFC (vii) Pontyfelin Bowls Club (viii) Panteg House Bowls Club (ix) Penygarn and Trevethin AFC (x) Talywain RFC Mini and Juniors (xi) Panteg AFC <p><u>RECOMMENDED</u>: that each club be awarded £500.00 with the additional £2500 being taken from general reserves as the budget for grounds maintenance was £10000.</p>	CC/ LM
241.	<p><u>GOVERNANCE</u></p> <p><u>FINANCE & GOVERNANCE TOOLKIT</u></p> <p>The Clerk stated that as part of the Finance & Governance Toolkit Theme D was Business Processes. The Clerk read out the statements to see if the Council had them in place or if there were any comments/actions needed in relation to each statement.</p> <p><u>RECOMMENDED*</u>: that the comments/actions as outlined on</p>	LM/

	the document be progressed and actioned.	staff
242.	<p>POLICIES</p> <p>The Committee was asked to adopt the following policies:</p> <ul style="list-style-type: none"> • Adoption Leave Policy • Alcohol and Drugs Policy • Bullying and Harassment Policy • Capability Policy • Code of Conduct Policy for Employees • Discipline and Grievance Policy and Procedures • Equality and Diversity Policy • Maternity Leave Policy • Paternity Leave Policy • Shared Parental Leave Policy • Stress Management Policy • Training Policy • Well-being Policy • Whistleblowing Policy <p><u>RECOMMENDED</u>*: that the policies be adopted and presented to Council following amendment.</p>	LM/ MW
243.		

Signed by the Chair

- * This is a recommendation to the Council. The Council will make the final decision at a future meeting.

PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL
Declarations of Interest Declared

MEETING: Finance, Governance and Policy

DATE: 4 October April 2023

<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 Caroline Price,	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.
Councillor Matt Ford	Any item on the agenda relating to St Alban's School as a member of staff	A personal and non-prejudicial interest in any agenda items relating to St Alban's as a member of staff, as well as a member of Pontypool Community Council