

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD
ON WEDNESDAY 5 JULY 2023**

NB: Full minutes will be published in due course

In attendance:

Councillor Lizzie Hunt# (in the Chair)

and Councillors: Gaynor James#, Matt Ford*, John Killick*, Jonathon Martin*, Allan Peploe#

Also in attendance: Councillor Anne Gunter#

Officers: Lisa McMail (Clerk)#, Cindy Challenger (Finance Manager)# and Jane Wright (Assistant Clerk)* Ceri Jones (Community Development Officer)#

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and Decision	Action
97.	<p>FINANCE</p> <p><u>Apologies for Absence</u></p> <p>Councillors Nick Byrne and Jon James</p>	
98.	<p><u>Declarations of Interest</u></p> <p>Councillor 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 Matt Ford declared an interest in item 6 Local Voluntary Funding in relation to his LVF Project Funding application for St. Alban's School; he is a member of staff at the school. (He had also declared it on the LVF application form)</p> <p>Councillor Lizzie Hunt declared an interest in item 8(ii) of the agenda – Financial Request from West Monmouth School; son is a pupil at the school.</p>	JW

	Councillor John Killick – Citizens Advice and TOGs.	
99.	<p><u>Schedule of Receipts and payments</u></p> <p>The Committee was asked to approve the Schedule of receipts and payments for May 2023.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for May 2023, as shown in the report, be approved noting the information.</p>	
100.	<p><u>Use of Credit Card</u></p> <p>The committee was requested to approve the credit card payments for April/May 2023.</p> <p><u>RECOMMENDED:</u> that the payments made on the Council’s credit card for April/May 2023, as shown in the report, be approved.</p>	
101.	<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 for March and April 2023. In relation to the miscellaneous income for the Youth the Clerk believed this was from their previous broadband provider. The Chair stated that as it was early in the year everything within the report looked good.</p> <p><u>RECOMMENDED*:</u> that the financial monitoring report to the end of March and April 2023 be approved and the information contained in it be noted.</p>	CC
102.	<p><u>Local Voluntary Funding.</u></p> <p>The Committee were requested to approve the Local Voluntary Funding applications (attached as an appendix 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>	

103.	<p><u>Running Cost Grants</u></p> <p>The Chair informed the meeting that the Council had received 8 applications from different organisations this year for Running Cost Grants informing members that last year the Council had divided the budget equally, however this year there was a massive difference in the situations and the size of the organisations, of which members had received the financial details and particulars of each organisation on pink papers. [There is £25,000 in the budget for 2023/2024).</p> <p>The Chair asked members if they were all in accord with the amounts proposed. All unanimously agreed.</p> <p><u>RECOMMENDED*</u>: that the payments proposed by the Chair be given to each organisation subject to Council approval.</p>	CC
104.	<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) TCBC Social Care – Housing – Family Support Request £500.00 agreed. (ii) West Monmouth School – Defib Funding Request £575.00 agreed for defib cabinet. <p><u>RECOMMENDED*</u>: that the Council fund the TCBC Social Care request for £500 and the West Monmouth School Defib Funding request at a cost of £575.00 for the defib cabinet.</p>	
105.	<p><u>Budget Day</u></p> <p>The Committee was asked to consider a date for the council to discuss budget priorities. The Chair stated that the 2 Vision Days that had taken place last year on a Saturday had proven successful so recommended having a priorities day on a Saturday in September to discuss the Council’s financial plan for the next 3 – 5 years. It was unanimously agreed that a date be set for Saturday 30th September between 10.00 am and 2.00 pm. All members to be notified of date once Council has approved minutes.</p> <p><u>RECOMMENDED</u>: that the date to discuss budget priorities be set for Saturday the 30th of September 10.00 am to 2.00 pm.</p>	

106.	<p><u>Appointment of Internal Auditor</u></p> <p>The committee agreed that an advert be placed on the Council’s website for the appointment of an Internal Auditor to the Council for the following three financial years 2023/24, 2024/2025 and 2025/2026.</p> <p><u>RECOMMENDED</u>: that an advert be placed on the Council’s website for the appointment of an Internal Auditor as outlined above.</p>	
107.	<p><u>Estimate received for repainting of three internal rooms</u></p> <p>The Clerk informed the meeting that three estimates had been requested from local companies for the repainting of three internal office rooms on the first floor.</p> <p><u>RECOMMENDED</u>: that Mr Dean Groves be awarded the contract to repaint the three internal office rooms on the first floor at a cost of</p>	
107.	<p>GOVERNANCE</p> <p><u>FINANCE & GOVERNANCE TOOLKIT</u></p> <p>The Chair stated that as part of the Finance & Governance Toolkit Theme B was Leadership and People. The Chair 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 the document be progressed and actioned.</p>	
108.	<p>POLICIES</p> <p><u>Members Remuneration Policy</u></p> <p>The Committee was asked to clarify the following points on the policy:</p> <ul style="list-style-type: none"> (a) If a resigning member should repay the allowance (proportionate to the term) if leaving position after it has been paid in October in any year (b) Should the newly elected member receive a proportionate amount of the allocated allowance after 	

	<p>being elected into the new position for the remaining year after October in any year (if so budget allocation to be reviewed).</p> <p>After discussion it was unanimously agreed that the Council would not ask a leaving member to pay any allowance back and that a new member would receive the full allowance; this to be stated in the Members Remuneration Policy.</p> <p><u>RECOMMENDED</u>*: that the Members Remuneration Policy be adopted.</p>	<p>LM/ CC</p>
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Signed by the Chair

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