

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 4 JUNE 2025**

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Jon Horlor*, Lynda Clarkson#, Gaynor James#,
Nick Jones#, Allan Peploe#, Richard Overton*,
Caroline Price*, Nathan Warren*

Officers: Kerrie Smith#, (Deputy Clerk, Minute Taker),
Cindy Challenger#, (Finance Manager)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

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| | <u>FINANCE ITEMS</u> | |
| 40. | <p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p> | |
| 41. | <p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) Nick Byrne and Lisa Jones.</p> | |
| 42. | <p><u>Declarations of Interest</u></p> <p>Councillor(s) Lynda Clarkson, Jon Horlor, Gaynor 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><u>RECOMMENDED:</u> that the declarations of interest be recorded.</p> | KS |
| 43. | <p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for March 2025 and April 2025. These payments have previously been authorised by the Committee Chair and Cllr G James and checked for accuracy by the Finance Manager.</p> | |

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| | <p>Cllr NJ raised a question regarding a reimbursement to TCBC.</p> <p>The Finance Manager advised that Torfaen Play Service had sent PCC a payment which was incorrect so it was paid straight back to them.</p> <p><u>RECOMMENDED*</u>: that the receipts and payments for March 2025 and April 2025, as shown in the report, be approved noting the information.</p> | CC |
| 44. | <p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 11 February 2025 to 5 March 2025 and 10 March 2025 to 9 April 2025.</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 |
| 45. | <p><u>Petty Cash</u></p> <p>The committee was requested to approve the petty cash payments from 25 September 2024 to 12 March 2025.</p> <p><u>RECOMMENDED</u>: that the petty cash payments from 25 September 2024 to 12 March 2025, as shown in the above report, be approved noting the information.</p> | CC |
| 46. | <p><u>Financial Comparison and Earmarked Reserves</u></p> <p>The Committee was requested to consider the financial comparison report and earmarked reserves to the 31 March 2025 and 30 April 2025.</p> <p>Cllr EH informed the meeting that a budget line had been omitted. A new line for grants miscellaneous (6020) needed to be added between (6015) grant aid community goals and (6035) community hardship fund and it was agreed that £10,000 be added from the general reserve into budget line 6020.</p> <p>Cllr NJ commented that due to the above amendment, the total net balance would now be -£47,617.08 instead of £37,617.08.</p> | |

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| | <p>Cllr EH commented that last year's proposed use of £35k from reserves to balance the budget had, at year end, proven that only £5k of reserves had been used.</p> <p>RECOMMENDED*: that the that the financial comparison reports and earmarked reserves be approved and that £10,000 be transferred from the general reserve to budget line 6020.</p> | CC |
| 47. | <p><u>Local Voluntary Funding (LVF)</u></p> <p>The Committee was requested to approve the Local Voluntary Funding (LVF) applications in agenda item 7.</p> <p>The Chair stated that all applications had been checked and vetted by the Finance Manager.</p> <p>RECOMMENDED*: the LVF applications as outlined in agenda item 7 be approved.</p> | CC |
| 48. | <p><u>Core Cost Applications</u></p> <p>The Committee received requests from the following organisation(s):</p> <ul style="list-style-type: none"> (i) Hope GB - £3,000 (ii) St David's Hospice Care - £1,000 (iii) Age Connects Torfaen - £3,000 (iv) Citizens Advice Torfaen - £3,000 (v) TOGs - £3,000 (vi) Torfaen Talks CIC - £1,000 (vii) Torfaen Museum Trust - £6,000 (viii) Llantarnam Grange Arts Centre - £3,000 (ix) Tidy Butt - £1,000 <p>There is £30,000 in the budget for this year.</p> <p>Discussion took place regarding an application that had been received from Pontypool Pacers. Following a review of the account information they had provided the Committee agreed that they would not be given any funding this year.</p> <p>Discussion took place relating to Torfaen Museum Trust and the amount of funding they should receive.</p> <p>RECOMMENDED*: that:</p> <ul style="list-style-type: none"> (i) the organisations listed be awarded the above payments; | |

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| | <p>(ii) that the Finance Manager contact Pontypool Pacers and advise them that they will not receive any funding this year;</p> <p>(iii) that Torfaen Museum Trust is awarded a further £6,000 in 6 months' time.</p> | CC |
| 49. | <p><u>Requests for Financial Assistance</u></p> <p>The Committee received requests for financial assistance and agreed that a grant of £1,000 be awarded to Kids Cancer Charity.</p> <p>Cllr GJ informed the meeting that the request for financial assistance that had been received for A-Sisterhood was no longer relevant as the event had already finished.</p> <p><u>RECOMMENDED*</u>: that Kids Cancer Charity be awarded £1,000.</p> | CC |
| 50. | <p><u>Thank you letter(s)</u></p> <p>The Committee received thank you letter(s) from:</p> <p>(i) Marie Curie (ii) Motor Neurone Disease Association (iii) Parkinsons UK</p> <p>The Committee stated that it was very nice that they had acknowledged the Council for the financial donations.</p> <p><u>RECOMMENDED</u>: that the Committee welcome the gratitude shown in relation to the financial donations awarded.</p> | |
| 51. | <p><u>Members Training</u></p> <p>Cllr EH reminded members to undertake the code of conduct training provided by One Voice Wales if they have not already done so.</p> <p><u>RECOMMENDED</u>: that members undertake the code of conduct training.</p> | |
| 52. | <p><u>GOVERNANCE</u></p> <p><u>Constitution</u></p> <p>Cllr NW informed the meeting that there is no formal system around putting forward preferences for Committees within the</p> | |

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| | <p>Standing Orders or Constitution to formalise the process. It was agreed to include:</p> <p>3.13 “To be considered for a Committee, Members must submit their committee preferences to the Clerk no later than 5 working days in advance of the Annual General Meeting.”</p> <p><u>RECOMMENDED*</u>: that the above amendment is included within Section 9 and to be approved at Full Council on 25 June 2025.</p> | |
| 53. | <p><u>POLICY ITEMS</u></p> <p><u>To approve the following policy</u></p> <p>(i) Internet Banking</p> <p><u>RECOMMENDED*</u>: that the that the above policy be approved and adopted.</p> | KS |
| 54. | <p><u>To review the following policies/criteria:</u></p> <p>The Committee reviewed the following policies:</p> <p>(i) Co-option Policy:</p> <ul style="list-style-type: none"> • 1.2 – adding in the co-option also takes place in the six months preceding a scheduled election • 2.4 – discussed but no changes made <p>(ii) Data Protection Policy:</p> <ul style="list-style-type: none"> • The word bases to be changed to basis in paragraph 7. <p>(iii) Fixed Asset Policy – agreed.</p> <p>(iv) Freedom of Information Policy – agreed.</p> <p>(v) Member/Officer Protocol and Policy:</p> <ul style="list-style-type: none"> • 10.4 – The first sentence to read “The process of gathering information to respond to councillors requests can be time consuming and expensive for the Council.” <p>(vi) Multi Location Meeting Policy:</p> <ul style="list-style-type: none"> • red asterisk to be removed from 2.3 and 2.4; | |

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| | <ul style="list-style-type: none"> • 2.4 - members of the public to contact the Clerk two working days before the meeting; • 2.12 - should Council wish or be required to hold a secret ballot vote, this will be done by Members individually emailing the Clerk. <p>(vii) Recording Meeting(s) – deferred until the next meeting.</p> <p>(viii) Reserves Policy –1.1 first sentence to read “This policy has been developed in accordance with the Local Government Finance Act 1992 which requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.”</p> <p>(ix) Retention and Disposal Policy – agreed.</p> <p><u>RECOMMENDED*</u>: that the above policies be amended prior to be adopted at Full Council.</p> | KS |
| 55. | <p><u>Biodiversity and Sustainability</u></p> <p>How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?</p> <p><u>RECOMMENDED*</u>: that the Core costs application has a biodiversity statement, the meeting was hybrid and the agenda was sent electronically.</p> | |
| | <p>The recording of the Council meeting was stopped at this point.</p> | |
| 56. | <p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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.....

FINANCE, GOVERNANCE & POLICY

4TH JUNE 2025

LOCAL VOLUNTARY FUNDING

| <u>Councillor</u> | <u>Requested Amount</u> | <u>Organisation</u> | <u>Reason</u> |
|--------------------------|--------------------------------|---|--|
| Councillor L. Jones | £200.00 | Pontymoile OAP Hall | To fund a 80 th anniversary celebration for the end of WW2 at the hall. |
| Councillor L. Jones | £300.00 | Pontymoile OAP Hall Cwmynyscoy | To aid with repairs that are badly needed to the hall. |
| Councillor L. Jones | £500.00 | Cold Barn Farm | Help families in need. |
| Councillor G. James | £200.00 | New Panteg Rugby Football Club | Training Equipment. |
| Councillor G. James | £200.00 | Team Davey Kickboxing (T/a Torfaen Dragons) | Rent/upkeep and kids going to world championships. |
| Councillor C. Price | £100.00 | Fowlers Fields Allotment Society | The grant will be used as follows:- <ol style="list-style-type: none">1. The specialist maintenance of machinery.2. The upkeep of toilets, sheds etc.3. The upkeep of paths.4. Address all health and safety issues. |
| Councillor C. Price | £150.00 | Pentwyn cricket field and Lethbridge Community Centre | To fund an after school club for primary aged children from the local community, encouraging them to look after their wellbeing through craft, team games |

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| | | | and nutritional/cooking sessions. |
| Councillor C. Price | £150.00 | West Monmouth School, Pontypool | Help fund activities for year 11 on their school trip to Canada in July. |
| Councillor C. Price | £200.00 | Team Davey Kickboxing (Torfaen Dragons) | Rent, equipment, competition fees for world championships. |
| Councillor N. Simons | £400.00 | Tranch AFC u11's | Running costs. |
| Councillor R. Matthews | £300.00 | Pontypool Art Club | To advertise the club. To try to gain new members, help to contribute to hire costs when we go on trips and exhibit members work. Hopefully we would like to run classes incorporating art therapy and wellbeing. |
| Councillor J. Horlor | £200.00 | Studio 77 | Purchase equipment, hire venue etc. for a low cost dance class ages 1 – 16. |
| Councillor G. James and Councillor R. Matthews | £400.00 (£200.00 each) PROJECT | TRAC 2 | Wheel barrows, spades, forks etc. |
| Councillor J. Horlor | £500.00 PROJECT | Cold Barn Farm | Seeds/plants, hire of machinery and purchase of equipment. |

PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL POWER OF COMPETENCE