

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 5 NOVEMBER 2025**

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Nick Byrne*, Gaynor James#, Lisa Jones*,
Nick Jones*, Sarah Lang#, Allan Pelloe*,
Caroline Price*, Nathan Warren*

Officers: Lisa McMail#, (Clerk)
Cindy Challenger#, (Finance Manager)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

	<u>FINANCE ITEMS</u>	
289.	<p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
290.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) Lynda Clarkson and Jon Horlor.</p>	
291.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) Nick Byrne, 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

295.	<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><u>RECOMMENDED*</u>: the LVF applications as outlined in agenda item 7 be approved.</p>	CC/AA
296.	<p><u>Grant Aid Applications</u></p> <ul style="list-style-type: none"> (i) Cold Barn Farm (ii) Cwmavon Community Hall (iii) Garndiffaith Community Association (iv) Griffithstown Community Hall (v) New Inn Community Hall (vi) Pontnewynydd Community Association (vii) Pontymoile Community Centre (viii) St. Hilda's Hall (ix) St. James Hall (x) St. Mary's Hall (xi) Talywain Hall (xii) Varteg Community Association (xiii) Victoria Village Hall <p>The budget allocation is £10,000.</p> <p><u>RECOMMENDED*</u>: that the above organisations are awarded £550 each.</p>	CC/AA
297.	<p><u>Requests for Financial Assistance</u></p> <p>The Chair informed the meeting that requests for financial assistance has been received from:</p> <ul style="list-style-type: none"> (i) For Dads by Dads (ii) Cerebal Palsy Cymru (iii) Forces Fitness Education CIC (iv) Gwent Cardiac Rehabilitation (v) Wales Air Ambulance <p><u>RECOMMENDED*</u>: that:</p> <ul style="list-style-type: none"> (i) Cllr N Warren to contact For Dads by Dads for further information. 	NW

	<ul style="list-style-type: none"> (ii) Cerebal Palsy Cymru is awarded £500. (iii) Finance Support Officer to contact Forces Fitness Education CIC for further information on how they are planning to recruit people and a specific date when they are looking to carry out the session(s). (iv) Gwent Cardiac Rehabilitation is awarded £500. (v) Wales Air Ambulance is awarded £1,000. 	<p>CC/AA AA</p> <p>CC/AA CC/AA</p>
298.	<p><u>Foodbanks</u></p> <p>The Committee were asked to consider funding for the following foodbanks. The budget allocation is £10,000:</p> <ul style="list-style-type: none"> (i) Helping Hands R Us 2021 (ii) Garnsychan Partnership (iii) Cold Barn Farm (iv) Eastern Valley (v) Sharon Church <p><u>RECOMMENDED*</u>: that:</p> <ul style="list-style-type: none"> (i) Helping Hands R Us 2021 is awarded £1,000. (ii) Garnsychan Partnership is awarded £1,000. (iii) Cold Barn Farm is awarded £1,000. (iv) Eastern Valley is awarded £2,000. (v) Sharon Church is awarded £500 to provide hampers to 30+ local pensioners. 	<p>CC/AA</p>
299.	<p><u>Sponsorship of Mic Morris Trust 10k</u></p> <p>The Committee received a request from the Mic Morris Trust for 2026 sponsorship. The Committee agreed to sponsor £2,500.</p> <p><u>RECOMMENDED*</u>: that the payment of £2,500 is made to the Mic Morris Trust.</p>	<p>CC</p>
300.	<p><u>Internal Audit</u></p> <p>Members were asked to approve the renewal of the internal audit contract for a further 12 months.</p> <p><u>RECOMMENDED*</u>: that the renewal of the internal audit contract for a further 12 months be approved.</p>	<p>LM/CC</p>

301.	<p><u>Members' Additional Responsibility Payments</u></p> <p>Members were asked to authorise Members' additional responsibility payments in accordance with the Independent Remuneration Panel for Wales (IRPW) 2025.</p> <p><u>RECOMMENDED*</u>: that the Committee authorise payments in accordance with the IRPW determinations as follows:</p> <ul style="list-style-type: none"> (i) Chair of Council - £1,500, Vice-Chair - £500 (per determination 7). (ii) Senior Members' allowances of £500 for specific responsibilities as per determination 45: 8 possible payments to Members – Chair and Vice-Chair of Council, Leader, Deputy Leader, Committee Chair (Estab), Committee Chair (Events), Committee Chair (F,G&P), Committee Chair (P&E). <p>NB: Only one payment per person, no matter how many senior position(s) they hold. [6 payments of £500 in 2025/2026].</p>	CC
302.	<p><u>IT Equipment</u></p> <p>The Committee received a report to approve the purchase of 4 new laptops as there have been continued issues with laptops failing to update, running too slowly and failing to load integral programmes. The cost of each laptop is £740.04 with a 3 year support warranty at a cost of £98.92 (total £838.96 per laptop).</p> <p>Prior to the meeting an urgent order had to be placed as the Clerk's laptop stopped working.</p> <p><u>RECOMMENDED*</u>: that the purchase of 4 laptops be approved at a cost of £740.04 with a three year support warranty at a cost of £98.92 totalling £838.96 per laptop (total = £3,355.84) and to be funded from the Office Equipment earmarked reserve.</p>	CC/KS
303.	<p><u>Thank you letter(s)/acknowledgements</u></p> <p>The Committee received and noted the thank you from Shelite Mother & Baby Group.</p> <p><u>RECOMMENDED*</u>: that the information be noted.</p>	

304.	<p><u>GOVERNANCE ITEMS</u></p> <p><u>Financial Regulations</u></p> <p>The Committee were asked to adopt the Financial Regulations 2025 of the Council, as supplied by One Voice Wales. The only change is in Section 5.4 which relates to the Council being permitted to utilise the preferred list of suppliers held by TCBC.</p> <p>Cllr N Jones asked if TCBC have to put out tenders to 3 companies that are on TCBC's preferred list of suppliers that have been vetted by TCBC.</p> <p>Cllr E Hunt advised that if TCBC have a preferred supplier then we use that supplier instead of having to ask for quotes every time work is required.</p> <p>Cllr N Warren commented that it was not clear and that perhaps that section needs to be re-worded.</p> <p><u>RECOMMENDED*</u>: that the section be re-worded and the Regulations be re-visited at Full Council.</p>	LM
305.	<p><u>Changes to the Constitution and Standing Orders</u></p> <p>The Committee were asked to approve suggested changes to the Constitution and Standing Orders in relation to the Clerk's annual performance appraisal and continuous development and that this will be carried out by the Chair of the Council and the Chair of Establishment Committee will be able to fill either of the positions.</p> <p><u>RECOMMENDED*</u>: that the suggested changes are approved.</p>	LM
306.	<p><u>POLICY ITEMS</u></p> <p><u>To review the following policies/criteria:</u></p> <p>The Committee reviewed the following policies:</p> <ul style="list-style-type: none"> • Credit Card Policy • Business Continuity Plan • Investment Strategy • Investment Policy 	

	<u>RECOMMENDED*</u> : that the above policies be approved.	KS
307.	<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>RESOLVED:</u> that:</p> <ul style="list-style-type: none"> (i) Hybrid meeting (ii) All policies include a question about sustainability 	
	The recording of the Council meeting was stopped at this point.	

*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

5 NOVEMBER 2025

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor C. Price	£100.00	Tranch AFC	The grant will help fund staff training, kit and essential equipment.
Councillor C. Price	£50.00	Pontymoile OAP Association	Christmas tea.
Councillor C. Price	£100.00	1 st Pontypool Brownies	Any grant money will be used towards the running costs i.e. rent, equipment and resources.
Councillor C. Price	£100.00	Ambulance Support Service	Running costs.
Councillor C. Price	£100.00	Pentwyn Cricket Field and Lethbridge Community Centre	It will be used to fund a community Christmas event.
Councillor J James, Councillor N. Byrne and Councillor R. Matthews	£450.00 (£150.00 each)	Pontypool Retired Men's Society	To help pay for guest speakers for our weekly meetings.
Councillor N. Simons	£250.00	Ambulance Support Service	Help with any costs.
Councillor N. Simons	£250.00	Pontnewynydd Community Centre	Running costs.
Councillor N. Simons	£400.00	Pontnewynydd Methodise Church	Help with running costs especially now with prices rising.
Councillor N. Simons	£500.00	Hope GB	Running costs.
Councillor N. Simons	£200.00	Ebenezer Community Centre	Running costs.
Councillor N. Simons	£200.00	Pontnewynydd Cricket Club	Running costs.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor N. Simons	£150.00	Pentwyn Cricket and Lethbridge Community Centre	Running costs.
Councillor N. Simons	£250.00	Cwmffrwdoer Primary School	Support projects.
Councillor S. Lang	£495.00	Dragons Wheelchair Rugby Club	To support our Junior Initiative. No one has to pay to play, low subs, children free. Wheels cost £300, tyres £22, inner tubes £8, gloves £2.50, hall fees £42 an hour.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers and Councillor J. Rogers	£100.00 (£25.00 each)	All Starz Netball Club	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers and Councillor J. Rogers	£700.00 (£175.00 each)	Garndiffaith Community Association	Children's Christmas Pantomime Funding.

PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL POWER OF COMPETENCE