

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,  
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY  
COUNCIL HELD ON WEDNESDAY 8 JANUARY 2025**

**In attendance:**

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Anne Gunter#, Jon Horlor\*, Gaynor James#,  
Richard Overton\*, Caroline Price\* and  
Nathan Warren\*

also in attendance: Councillor Allan Peplow#

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

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

	<b><u>FINANCE ITEMS</u></b>	
405.	<p><b><u>Recording of Meeting</u></b></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
406.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies were received from Councillor(s) Nick Byrne and Matt Ford.</p>	
407.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) 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><b><u>RECOMMENDED:</u></b> that the declarations of interest be recorded.</p>	KS
408.	<p><b><u>Presentation from Tenovus Cancer Care</u></b></p> <p>The Committee were informed that due to unforeseen circumstances representatives from Tenovus Cancer Care had sent apologies.</p>	

	<b><u>RECOMMENDED:</u></b> that arrangements be made for them to attend a future meeting.	KS
409.	<p><b><u>Schedule of Receipts and Payments</u></b></p> <p>The Committee was asked to approve the schedule of receipts and payments for October 2024 and November 2024. These payments have previously been authorised by the Committee Chair and Cllr G James and checked for accuracy by the Clerk.</p> <p><b><u>RECOMMENDED*:</u></b> that the receipts and payments for October 2024 and November 2024, as shown in the report, be approved noting the information.</p>	CC
410.	<p><b><u>Use of Credit Card</u></b></p> <p>The Committee was requested to approve the credit card payments covering 10 October 2024 to 5 November 2024.</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
411.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>The Committee was requested to consider the financial monitoring report and earmarked reserves to the 30 November 2024.</p> <p>It was noted that there was an overspend on photocopying costs and the budget line would need to be increased for next year.</p> <p><b><u>RECOMMENDED*:</u></b> that:</p> <ul style="list-style-type: none"> <li>(i) the budget line for photocopying costs be reviewed and if necessary increased for next year;</li> <li>(ii) the financial monitoring report and earmarked reserves be approved subject to recommendations (i).</li> </ul>	CC
412.	<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>RECOMMENDED*:</b> the LVF applications as outlined in agenda item 8 be approved.</p>	CC
413.	<p><b><u>Grant Aid Applications</u></b></p> <p>The Committee was requested to approve the grant Aid applications for:</p> <ul style="list-style-type: none"> <li>(i) Cold Barn Farm</li> <li>(ii) New Inn Community Hall</li> <li>(iii) Pontymoile OAP Club</li> <li>(iv) Pontymoile Community Centre</li> <li>(v) Varteg Community Association</li> <li>(vi) Cwmavon Village Hall (Cwmavon Community Association)</li> <li>(vii) Talywain Community Hall (1st Garndiffaith Scout Group)</li> <li>(viii) St Hilda's Church Hall</li> <li>(ix) Garndiffaith Community Association</li> <li>(x) Pontnewynydd Community Association</li> <li>(xi) Treveithin and Penygarn Community Centre*</li> <li>(xii) Victoria Village Senior Citizens*</li> <li>(xiii) Panteg House*</li> <li>(xiv) Coedwedd Community Hall*</li> <li>(xv) St John's Ambulance Hall*</li> <li>(xvi) St Mary's Church Hall, New Inn*</li> <li>(xvii) Griffithstown Community Hall*</li> </ul> <p>*Awaiting applications</p> <p>(Budget available of £10,000).</p> <p><b>RECOMMENDED*:</b> that £550 be given to the following:</p> <ul style="list-style-type: none"> <li>(i) Cold Barn Farm</li> <li>(ii) New Inn Community Hall</li> <li>(iii) Pontymoile OAP Club</li> <li>(iv) Pontymoile Community Centre</li> <li>(v) Varteg Community Association</li> <li>(vi) Cwmavon Village Hall (Cwmavon Community Association)</li> <li>(vii) Talywain Community Hall (1st Garndiffaith Scout Group)</li> <li>(viii) St Hilda's Church Hall</li> <li>(ix) Garndiffaith Community Association</li> <li>(x) Pontnewynydd Community Association</li> </ul> <p>Applications from any of the other organisations will be considered when they are received.</p>	CC

414.	<p><b><u>Miscellaneous Grants Budget</u></b></p> <p>The Committee received a verbal update from the Finance Manager regarding the miscellaneous grants budget. There is an overspend of £1,168.00, so the budget will need to be increased for the current year 24/25.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <ul style="list-style-type: none"> <li>(i) the grants budget be increased to £8,000</li> <li>(ii) that the additional funds required be taken from general reserves for the revised budget.</li> </ul>	CC
415.	<p><b><u>Requests for Financial Assistance</u></b></p> <p>The Committee received requests for financial assistance and agreed that a grant of:</p> <ul style="list-style-type: none"> <li>(i) £500 be awarded to Wales Air Ambulance</li> <li>(ii) £500 be awarded to Torfaen Community Transport</li> </ul> <p><b><u>RECOMMENDED*</u></b>: that the Wales Air Ambulance and Torfaen Community Transport be awarded £500 each.</p>	CC
416.	<p><b><u>Acknowledgements of Financial Donations</u></b></p> <p>The Committee received acknowledgements from:</p> <ul style="list-style-type: none"> <li>(i) Piping Hot Bagpipe and Drum Band</li> <li>(ii) After the Bell</li> <li>(iii) Griffithstown Primary</li> <li>(iv) Padre Pio RC Primary</li> <li>(v) Penygarn Community Primary</li> <li>(vi) Ysgol Gymraeg Gwynllyw</li> <li>(vii) Ysgol Panteg</li> <li>(viii) Torfaen Traveller Education Service</li> <li>(ix) Ysgol Feithrin Pont-y-pwl</li> <li>(x) Garnsychan Partnership Foodbank</li> <li>(xi) Eastern Valley Foodbank</li> <li>(xii) Noddfa Foodbank</li> <li>(xiii) Panteg House Foodbank</li> </ul> <p>The Committee stated that it was very nice that they had acknowledged the Council for the financial donations.</p> <p><b><u>RECOMMENDED</u></b>: that the Committee welcome the gratitude shown in relation to the financial donations awarded.</p>	

417.	<p><b><u>POLICY ITEMS</u></b></p> <p><b><u>To approve and adopt the following policy</u></b></p> <p>(a) Communication Policy</p> <p><b><u>RECOMMENDED*</u></b>: that the above policy be approved and adopted.</p>	KS
418.	<p><b><u>To review the following policies</u></b></p> <p>(a) Artificial Intelligence Policy (b) Public Relations Policy</p> <p>In relation to the Artificial Intelligence Policy the Chair advised that there are other interfaces that can be used and therefore the policy will need to be updated.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <p>(i) the Artificial Intelligence policy be reviewed; (ii) the public relations policy be re-adopted.</p>	EH/KS KS
	<p><b>The recording of the Council meeting was stopped at this point.</b></p>	
419.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>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.</b></p>	

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

Signed by the Chair.....