

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 7 JANUARY 2026**

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Lynda Clarkson*, Gaynor James#, Lisa Jones*, Sarah Lang*, Allan Peplow*, Caroline Price*, Nathan Warren*

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

Also attending: Holly Hinchey and Cerys Williams (Health, Sport and Fitness Team, TCBC)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

	<u>FINANCE ITEMS</u>	
389.	<p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
390.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) Nick Byrne and Nick Jones.</p>	
391.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) Gaynor James and Caroline Price declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they are 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

392.	<p><u>Torfaen Community Kit Rooms</u></p> <p>The Chair welcomed Holly and Cerys from Torfaen’s Health, Sport and Fitness Team to the meeting to provide an update on Community Kit Rooms.</p> <p>Primarily the drop-off and pick-up sites are:</p> <ul style="list-style-type: none"> • Cwmbran Community Council • Blaenavon Town Council • Circulate, Blaenavon <p>The Team have also contacted local foodbanks and arrangements have been made for fliers to be put in the foodbank parcels let people know what is available.</p> <p>The Chair asked if they were looking for additional sites within and around Pontypool and suggested that they contact the Canddo Project at Panteg House.</p> <p>Councillor Allan Peploe advised that he is the Chair at Panteg House and is happy to meet with the Team and the Canddo Team to discuss the possibility of providing space in Panteg House.</p> <p>An equipment lending library has been created and members of the public are able to go to Cwmbran Library to collect the items.</p> <p><u>RECOMMENDED:</u> the Chair thanked Holly and Cerys for attending the meeting.</p>	
393.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for October and November 2025. These payments have previously been authorised by the Committee Chair, Vice Chair and Councillor Gaynor James and checked for accuracy by the Clerk and Finance Manager.</p> <p><u>RECOMMENDED*:</u> that the receipts and payments for October and November 2025 as shown in the report, be approved noting the information.</p>	CC

394.	<p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 14 October 2025 to 6 November 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
395.	<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 October 2025.</p> <p><u>RECOMMENDED*</u>: that the financial comparison reports and earmarked reserves be approved.</p>	CC
396.	<p><u>Local Voluntary Funding (LVF)</u></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><u>RECOMMENDED*</u>: the LVF applications as outlined in agenda item 8 be approved.</p>	CC/AA
397.	<p>Cllr Lynda Clarkson experienced joining issues so joined the meeting at this point.</p> <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) Child Focused Families Services CIC (ii) Forces Fitness Education CIC (iii) Griffithstown Allotment Association (iv) St Albans RC High School (v) Stori Cymru (vi) Urdd Fund for All Appeal 	

	<p><u>RECOMMENDED*</u>: that</p> <ul style="list-style-type: none"> (i) Child Focused Families Services CIC (further information required). (ii) Forces Fitness Education CIC – the Committee agreed not to support this request. (iii) Griffithstown Allotment Association be awarded £500 from the wellbeing budget. (iv) St Albans RC High School be awarded £250 from the wellbeing budget. (v) Stori Cymru be awarded £350 from the wellbeing budget. (vi) Urdd Fund for All Appeal be awarded £230 each for 4 families from the wellbeing budget. 	<p>AA</p> <p>AA</p> <p>CC</p>
398.	<p><u>Financial Risk Assessment 2026/2027</u></p> <p>The Committee was asked to note the contents of the financial risk assessment 2026/2027.</p> <p><u>RECOMMENDED*</u>: that the information be noted.</p>	
399.	<p><u>Internal Audit Interim Report</u></p> <p>The Committee were asked to note the contents of the Internal Audit Interim Report.</p> <p><u>RECOMMENDED</u>: that the information be noted.</p>	
400.	<p><u>Thank you letter(s)/acknowledgement(s)</u></p> <p>The Committee received and noted the thank you letter(s)/acknowledgement(s) from:</p> <ul style="list-style-type: none"> (i) Cwmavon Village Hall (ii) New Inn Community Hall (iii) Cold Barn Farm (iv) St Mary’s Hall (v) St James’s Hall (vi) Garndiffaith Community Centre (vii) Coedwedd Community Hub (viii) Cerebal Palsy Cymru (ix) Panteg Cricket Club (U9’s softball) (x) Panteg House Foodbank (xi) Eastern Valley Foodbank (xii) Padre Pio Primary School (xiii) Cwmffrwdroer Primary School 	

	<p><u>RECOMMENDED*</u>: that the information be noted.</p>	
401.	<p><u>POLICY</u></p> <p><u>To approve and adopt the following policies/criteria:</u></p> <ul style="list-style-type: none"> (i) Lone Working (ii) Sexual Harassment Policy <p>Councillor Lynda Clarkson advised that the lone working policy needs to be amended so that the risk assessments are more specific.</p> <p>The Clerk advised that at the Pontypool Cavalcade there was not enough staff onboard and staff were left alone and felt vulnerable.</p> <p><u>RECOMMENDED*</u>: that the:</p> <ul style="list-style-type: none"> (i) Lone working policy be amended and approved at Full Council on 28 January 2026. (ii) Sexual Harassment Policy be approved. 	LM/KS
402.	<p><u>To review the following policies/criteria:</u></p> <ul style="list-style-type: none"> (i) Disciplinary and Grievance Procedures. (ii) Twinning Policy <p>The Chair informed the meeting that the disciplinary and grievance procedure should be amended as follows:</p> <ul style="list-style-type: none"> (i) Page 6 should include “or a Trade Union representative”. (ii) Page 7 “more Senior Manager” should be amended to “Chair of the Council”. <p><u>RECOMMENDED*</u>: that the:</p> <ul style="list-style-type: none"> (iii) Disciplinary and Grievance Procedure policy be amended and approved at Full Council on 28 January 2026. (iv) Sexual Harassment Policy be approved. 	KS

403.	<p><u>GOVERNANCE</u></p> <p><u>Financial Regulations</u></p> <p>The Chair informed the meeting that point 19(e) and 19(f) of the Council’s standing orders includes the words “Chair of the Appeals Panel”. The Council’s Appeals Panel does not have a Chair so this needs to be amended.</p> <p><u>RECOMMENDED*</u>: that the following amendments be made:</p> <ul style="list-style-type: none"> (i) Paragraph 19(e) - “Chair of the Council or Vice Chair of the Council” instead of Appeals Panel. (ii) Paragraph 19(f) - if it relates to the Chair of the Council it should be communicated to the Chair of Establishment. 	LM/KS
404.	<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 were sent via email rather than printed. <p><u>RECOMMENDED*</u>: that the</p>	
	<p><u>Recording of Meeting</u></p> <p>The recording of the Council meeting was stopped at this point.</p>	
405.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>By virtue of The Public Bodies (Admissions 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

7 JANUARY 2026

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor G. James and Councillor J. James	£200.00 (£100.00 each)	All Creatures Great and Small	Towards vet fees.
Councillor J. James	£300.00	Ladybugs Quilters & Stitchers	Need to buy some new equipment e.g. rotary cutters, cutting boards, cutting rulers. Training materials for members. Additional storage would be a huge benefit to the club.
Councillor J. James	£400.00	Pantygasseg Residents Association	To pay for a skip, to clear old fencing, old play equipment, and a community clear up.
Councillor C. Price	£50.00	Pantygasseg Residents Association	To pay for a skip, to clear old fencing, old play equipment and a community clear up.

PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL POWER OF COMPETENCE