

**QUICK NOTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 4 MARCH 2026**

NB: Full minutes will be published in due course

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: L Clarkson*, G James*, L Jones*, N Jones*,
S Lang#, R Overton*, A Peploe*, C Price*, N Warren*

Officers: Cathryn Drew, Clerk#
Cindy Challenger, Finance Manager#

* Attending remotely via Microsoft Teams
Attending physically in the Council Chamber

	<u>FINANCE ITEMS</u>	
508.	<p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
509.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) N Byrne and J Horlor.</p>	
510.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) L Clarkson, G James and C 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
511.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for January 2026. 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 January 2026 as shown in the report, be approved noting the information.</p>	CC
512.	<p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 14 December 2025 to 8 January 2026 and 15 January 2026 to 25 January 2026.</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
513.	<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 January 2026.</p> <p>The Chair informed the meeting that on page 9, line 6001 there is a £2,500 overspend as they did not consider the fact that the Mic Morris funding had already been allocated when the core funding was given out. The Chair proposed that this be taken from the wellbeing budget.</p> <p><u>RECOMMENDED*</u>: that:</p> <ul style="list-style-type: none"> (i) the £2,500 overspend be taken from the wellbeing budget; (ii) the financial comparison reports and earmarked reserves be approved. 	CC
514.	<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>Cllr N Jones informed the meeting that he was not at the Full Council meeting but understood that there was an issue with a request that the New Inn Upper Members had submitted for funding and thought that they would have received an email following the meeting.</p> <p>The Clerk advised that they had sent an email to the Members on 3 March 2026.</p>	

	<p><u>RECOMMENDED*</u>: the LVF applications as outlined in agenda item 7 be approved.</p>	CC/AA
515.	<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) TOGs Centre (ii) Torfaen Tigers Rugby Club (iii) ArtREGEN (iv) Padre Pio School (v) Llanyrafon Community Golf Course <p><u>RECOMMENDED*</u>: that</p> <ul style="list-style-type: none"> (i) TOGs Centre be awarded £1,000 from the wellbeing budget. Finance staff to investigate signposting the organisation to other funding streams. (ii) Torfaen Tigers Rugby League be awarded £1,800 from the junior sponsorship budget. (iii) ArtREGEN be awarded £600 from the wellbeing budget. (iv) Padre Pio School be advised that they will need to delay until the next financial year and apply for the environmental grant. (v) Llanyrafon Community Golf Course. Finance staff to contact them for further information, how many people from Pontypool use the course etc. 	CC/ AA CC/AA
516.	<p><u>CCLA Account</u></p> <p>The Chair informed the meeting that this item had been referred to the Committee from the Regeneration Working Group meeting in that a Member questioned in the meeting why the regeneration fund itself does not get any interest. The interest is paid to Pontypool Community Council and does not get divided up into different budget pots.</p> <p>The Chair asked the Finance Manager if it would be possible to take a percentage of the interest from the CCLA account in line with the amount of money in the regeneration fund so that the regeneration fund tops itself up as well as the Council topping it up.</p> <p><u>RECOMMENDED*</u>: that the Finance Manager identifies the possibility of taking a percentage of the CCLA interest in line with the amount of money in the regeneration fund and</p>	

	report back to the next Finance, Governance and Policy Committee meeting.	CC
517.	<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) Beehive Group (ii) Griffithstown Allotment (iii) St Alban's After School Dance Club (iv) Torfaen Museum Trust (v) Urdd 2025-2026 Fund for All <p><u>RECOMMENDED*</u>: that the information be noted.</p>	
518.	<p><u>Community Engagement Strategy</u></p> <p>The Chair informed the meeting that a Draft Community Engagement Strategy has been prepared by the Projects and Events Manager and if the Committee were happy for this to be taken to Full Council for approval.</p> <p><u>RECOMMENDED*</u>: that:</p> <ul style="list-style-type: none"> (i) the dates stated in bullet point 3 be removed and the wording to read “annual gathering of grant recipients”; (ii) the strategy is added to the Full Council agenda for March 2026. 	CC/ KS
519.	<p><u>POLICY</u></p> <p><u>To review the following policies/criteria:</u></p> <p><u>Business Continuity Plan:</u></p> <p>Cllr N Warren reiterated that if there are any changes to the policies we need to have the Constitution changed to reflect those changes.</p> <p><u>RECOMMENDED:*</u> that:</p> <ul style="list-style-type: none"> (i) paragraph 3.2 includes “refunds to stall holders will be considered on an individual basis”; <p><u>Recruitment and Selection Policy:</u></p> <p>Cllr N Jones suggested that there ought to be a set period for advertising especially senior positions.</p>	KS

	<p>The Chair advised that there is a spelling mistake in paragraph 9.3 (the number 3 needs to be removed).</p> <p><u>RECOMMENDED*</u>: that:</p> <ul style="list-style-type: none"> (i) the Clerk to contact OVW and ask them if setting a minimum bar is in line with what other Councils around the country are doing and report back to the next meeting and how many references be requested; (ii) the number 3 needs to be deleted in paragraph 9.3; <p><u>IT Policy:</u></p> <p>There were no changes or amendments made to the IT Policy.</p> <p><u>RECOMMENDED*</u>: that the IT policy be approved.</p> <p><u>LVF Policy and Criteria:</u></p> <p>Members reviewed and approved the LVF policy.</p> <p>The Chair informed the meeting that there is separate criteria for projects and that they would like to include the following wording in point (l) going forward “that such reserve funds should be spent in the following financial year or they will also be returned to the General Fund”.</p> <p>The Chair advised that for a project Members can give more than £500.</p> <p>It was agreed that the following wording replace point (a) in the criteria - “Project funding would be part of a Member’s allocation of £2500 per annum”.</p> <p><u>RECOMMENDED*</u>: that the criteria be amended as follows:</p> <ul style="list-style-type: none"> (i) the following sentence be included in point (l) - “that such reserve funds should be spent in the following financial year or they will also be returned to the General Fund” (ii) the following wording replace point (a) - “Project funding would be part of a Member’s allocation of £2500 per annum”. 	<p>CD</p> <p>KS</p> <p>KS</p> <p>KS</p> <p>KS</p>
--	--	---

520.	<p><u>GOVERNANCE ITEMS</u></p> <p><u>Constitution</u></p> <p>The Chair informed the meeting that Section 5, parts 4 and 6 of the Constitution needs to be reviewed.</p> <p>It was agreed that this be approved by Full Council.</p> <p><u>RECOMMENDED*:</u> that Members are asked for any suggestions they would like to make for this part of the Constitution and for them to be emailed to the Clerk on the Clerk's email address so that they be added in so that the document is ready to be looked at which what the potential changes could be at Full Council.</p>	
521.	<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 it was a hybrid meeting and paperless.</p>	
	<p><u>Recording of Meeting</u></p> <p>The recording of the Council meeting was stopped at this point.</p>	

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

Signed by the Chair.....

PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL
DECLARATIONS OF INTEREST DECLARED

MEETING: FINANCE, GOVERNANCE AND POLICY

DATE: 4 MARCH 2026

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Lynda Clarkson	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	
Gaynor James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	
Caroline Price	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	

FINANCE, GOVERNANCE & POLICY

4 MARCH 2026

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor S. Lang	£495.00 (PROJECT)	After the bell children's centre (ATBCC)	Providing for the community families trips/day trips, events /family.
Councillor S. Lang	£1,010.00 (PROJECT)	Trevethin and Penygarn Community Centre	To expand local community wellbeing side of hub with private space.
Councillor N. Byrne	£250.00	Family's Need Fathers	To continue the charity's work.
Councillor N. Byrne	£250.00	TOG's	To help with running costs.
Councillor N. Byrne	£250.00	Helping hands r us	To help with running costs and continue with the charity's good work.
Councillor N. Byrne	£250.00	Cwmffrwdroer Sports Group	To help with running costs.
Councillor N. Byrne	£250.00	Newport and Gwent Samaritans	To allow the charity to continue its good work.
Councillor N. Byrne	£250.00	Torfaen Mind	To continue the charity's good work.
Councillor N. Byrne	£250.00	Merchant's Hill Baptist Church Women's Guild	To help with running costs.
Councillor N. Byrne	£250.00	4 Mind's Ltd	To continue the organisation's work.
Councillor N. Byrne	£250.00	New Inn Stroke Group	To help with running costs.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe and Councillor N. Warren	£50.00 (£12.50 each)	Knit & Natter	Equipment and hall rent.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe and Councillor N. Warren	£250.00 (£62.50 each)	Vitalise Radio	Maintenance and equipment.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe and Councillor N. Warren	£499.00 £124.75 each)	Tidy Butt	Maintenance costs.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe and Councillor N. Warren	£100.00 (£25.00 each)	Cwmbran Carving	Upkeep and maintenance, equipment.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe and Councillor N. Warren	£150.00 (£37.50 each)	Panteg House Archery	Equipment and maintenance
Councillor S. Senior & N. Jones	£500 (£250 each)	New Inn Neighbourhood Watch	Help with running costs
Councillor N. Byrne	£50	Pontypool Retired Men's Society	Help with running costs

PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL POWER OF COMPETENCE