



20 November/Tachwedd 2025

Dear Sir/Madam, Annwyl Syr/Fadam

You are hereby summoned to attend a multi-location meeting of **PONTYPOOL COMMUNITY COUNCIL TO BE HELD AT 6.30 PM ON WEDNESDAY 26 NOVEMBER 2025.**

The meeting will be held remotely, using Microsoft Teams and physically for those who wish to attend the Council Chamber. Councillors have been provided with a link to attend the meeting. If any member of the public wishes to attend the meeting remotely, please contact the Clerk of the Council (by e-mail or telephone) at least 24 hours before the meeting.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

The agenda for the meeting is set out below and relevant papers are attached.

Gofynnir drwy hyn i chi fynychu rhith-gyfarfod **CYNGOR CYMUNED PONT-Y-PŴL AM 6.30 PM, DDYDD MERCHER 26 TACHWEDD 2025.**

Mae cynghorwyr wedi derbyn dolen i fynychu'r cyfarfod. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

*Lisa McMail*

Lisa McMail

**CLERK TO THE COUNCIL/ CLERC I'R CYNGOR**

## A G E N D A

1. **Recording of meeting**  
To approve the recording of the meeting.
2. **Questions from the Public**  
To receive any questions from the public.
3. **Apologies**  
To receive apologies for absence.
4. **Declarations of Interest**  
Members are required to declare any interests they may have in any items on the Agenda.
5. **Full Council Meeting – 22 October 2025**  
To confirm the minutes of the Full Council meeting held on 22 October 2025 (attached: page(s) 1 – 6)
6. **Finance, Governance & Policy Committee – 5 November 2025 - Minutes**  
To approve the minutes of the Finance, Governance & Policy Committee held on 5 November 2025 and adopt the recommendations of that committee (attached: page(s) 7 – 15)
7. **Planning & Environment Committee – 12 November 2025 - Minutes**  
To approve the minutes of the Planning & Environment Committee held on 12 November 2025 and adopt the recommendations of that committee (attached: page(s) 16 – 22)
8. **Events Committee – 12 November 2025 - Minutes**  
To approve the minutes of the Events Committee held on 12 November 2025 and adopt the recommendations of that committee (attached: page(s) 23 – 26)
9. **Regeneration Operational Working Group – 19 November 2025 - Minutes**  
To approve the minutes of the Regeneration Operational Working Group held on 19 November 2025 and adopt the recommendations of that working group (attached: page(s) 27 – 30)
10. **Youth Festival**  
To receive a report on plans for the Youth Festival in Bretten and the duration of future festivals (attached: page(s) 31 – 32)
11. **Bio verbal update**  
To receive a verbal update – refer to Vice-Chair.
12. **Welsh Government Consultation on the changes to Local Government Elections Rules in Wales**  
To receive the above consultation from OVW and to note the deadline date for responses of 6 January 2026 (attached: page(s) 33)

## GOVERNANCE

13. **Financial Regulations 2025**

To adopt the amended Financial Regulations 2025 of the Council (attached page(s) 34)

14. **Changes to the Constitution and Standing Orders**

To agree suggested changes to the Constitution and Standing Orders (attached: page(s) 35 – 36)

15. **Miscellaneous Correspondence**

To note the miscellaneous correspondence forwarded to Members during since last meeting (October - November 2025):

<b>Date Sent</b>	<b>Subject</b>	<b>Recipients</b>
16 October 2025	Carriageway Resurfacing WC 20/10/25	All Members
6 November 2025	Gwent PSB Annual Report 2024/25	All Members
6 November 2025	Submission of the Draft Annual Remuneration Report 2026-27	All Members
7 November 2025	GCN Weekly Newsletter	All Members
11 November 2025	The A4042 Trunk Road (Croes-y-Mwyalch Roundabout, Cwmbran to Mamhilad Park Estate Roundabout, Mamhilad, Torfaen) (Derestriction) Order 2025	All Members
13 November 2025	OVW Free Councillor Training	All Members
13 November 2025	GCN Weekly Newsletter	All Members

### **Recording of Meeting**

Recording of meeting to be stopped.

16. **EXCLUSION OF PRESS AND PUBLIC**

**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.**

17. **Staff Audit Initial Report**

To receive the staff audit report from P Egan, One Voice Wales (report to follow).

18. **Full Council Meeting – 22 October 2025**

To confirm the confidential minutes of the Full Council meeting held on 22 October 2025 (attached: page(s) 37 38)

19. **Establishment Committee – 5 November 2025**

To approve the confidential minutes of the Establishment Committee held on 5 November 2025 and adopt the recommendations of that committee (attached: page(s) 39 – 42)

20. **Accommodation Working Group – 19 November 2025 - Minutes**  
To approve the minutes of the Accommodation Working Group held on 19 November 2025 and adopt the recommendations of that working group (attached: page(s) 43 – 46)
21. **Local Voluntary Funding (LVF)**  
To discuss, review the criteria and agree a budget allocation for 2026/27 (attached: page(s) 47)
22. **Freedom of Information request**  
To receive an update from the Clerk following a Freedom of Information request.

---

All members

AGENDA ITEM 5

**MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL  
COMMUNITY COUNCIL HELD ON WEDNESDAY 22<sup>nd</sup> OCTOBER 2025**

**In attendance:**

Councillor: N Warren# (Chair)

Councillor(s): N Byrne\*, L Clarkson#, J Cox#, E Hunt\*,  
G James#, J James#, L Jones#, N Jones\*, S Lang#,  
J Martin#, R Matthews#, R Overton#

Officer(s): L McMail#, Clerk  
K Smith#, Deputy Clerk (Minute Taker)

Also attending: B McPherson#, S Read#, G Jones# - Torfaen County  
Borough Council (TCBC)

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

Min. no.	Subject and Decision	Action
256.	<b><u>Recording of meeting</u></b>  Members agreed that the meeting be recorded for minute taking purposes.	
257.	<b><u>Questions from the Public</u></b>  No questions received.	
258.	<b><u>Apologies for absence</u></b>  Apologies received from Councillor(s) A Gunter, J Horlor, A Peploe, C Price, S Senior and N Simons.	
259.	<b><u>Declarations of Interest</u></b>  Councillor(s) N Byrne, L Clarkson, G James, J James and R Matthews 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.  <b><u>RESOLVED:</u></b> that the declarations of interest be recorded.	KS

260.

**HDRC Project**

The Chair welcomed B McPherson, S Read and G Jones to the meeting.

Prior to the meeting Members were sent a copy of the Research Action Report that the Team had prepared which included and centred on the priorities highlighted at the Full Council meeting that the Team attended in July 2025:

1. What information is available around youth boredom and anti-social behaviour?
2. What information is available around domestic abuse?
3. What challenges do single parent families face, particularly around loneliness?

B McPherson recapped on what was discussed at the Full Council meeting in July 2025.

Discussions took place relating to the types of data that had been used and how this data had been provided, ie by different teams within TCBC which assisted in identifying the different trends etc.

Members are particularly keen to receive crime data and were asked to let TCBC know if there is a specific area or ward where there needs to be a specific focus as the aim of this project is to identify problematic areas.

Councillor S Lang advised that their ward falls in all 3 of the categories in the report.

Councillor L Clarkson informed the meeting that anti-social behaviour and lone parent families are areas within their ward that are being looked at.

These areas are inter-linked and these are the type of things that TCBC are looking at as part of the HDRC project.

B McPherson advised that the Community Capacity Building Team are already working in areas to try make improvements.

S Read asked if there was a particular singular contact within the Council that they could send information to on a regular basis in between attending future meetings.

Councillor N Byrne informed the meeting that a few years ago projects through music had been set up to try and alleviate

	<p>anti-social behaviour. Work was also done with the Fire Service, Police and Social Services and there had been a reduction in anti-social behaviour at that time and questioned if perhaps this could be something that could be resurrected.</p> <p>G Jones informed the meeting that feedback he was receiving when visiting Youth Clubs was that they would like 'gaming' groups to be set up along with other types of activities.</p> <p>If funding is required to help to set up any of these groups then G Jones will continue to contact the Clerk.</p> <p>The Chair thanked B McPherson, S Read and G Jones for attending the meeting.</p> <p><b>RESOLVED:</b> that Councillor S Lang would be happy to be the single point of contact going forward.</p>	
261.	<p><b><u>Chair's attendance at Events and Meetings</u></b></p> <p><b>RESOLVED:</b> that this item be deferred until Councillor A Peploe is available to provide an update.</p>	
262.	<p><b><u>Council Meeting – 24 September 2025 – Minutes</u></b></p> <p>Members were asked to approve the minutes of the Full Council meeting held on 24 September 2025.</p> <p><b>RESOLVED:</b> that the minutes of the Full Council meeting held on 24 September 2025 be confirmed as a true record.</p>	KS
263.	<p><b><u>Finance, Governance &amp; Policy Committee – 1 October 2025 – Minutes</u></b></p> <p>Members were asked to approve the Finance, Governance &amp; Policy Committee minutes held on the 1 October 2025 and approve the recommendations of that committee.</p> <p><b>RESOLVED:</b> that the minutes of the Finance, Governance &amp; Policy Committee held on 1 October 2025 be confirmed as a true record and the recommendations adopted.</p>	KS
264.	<p><b><u>Planning &amp; Environment Committee – 8 October 2025 – Minutes</u></b></p> <p>Members were asked to approve the Planning and Environment Committee minutes held on 8 October 2025 and approve the recommendations of that committee.</p>	

	<p><b>RESOLVED:</b> that the minutes of the Planning and Environment Committee held on 8 October 2025 be confirmed as a true record and recommendations adopted.</p>	KS
265.	<p><b><u>Accounting Statements and Annual Return for the year(s) ended 31<sup>st</sup> March 2024 and 31<sup>st</sup> March 2025</u></b></p> <p>Members were asked to receive the External Audit Reports from Audit Wales and note that the Council have received an unqualified audit for the year end 31 March 2024 and 31 March 2025.</p> <p>Councillor G James stated that she would like to thank the staff who had worked on these statements and returns.</p> <p>Councillor N Jones wished to make an observation based on the comparison for the two years staff costs have increased by £88,093 which equates to a 39% increase.</p> <p>The Chair advised this reflected changes in staffing levels, scale point increases and annual increments year on year.</p> <p><b>RESOLVED:</b> that the information is received and noted.</p>	
266.	<p><b><u>Pre Budget Day Preparations for 26/27</u></b></p> <p>Members were informed that the budget day is being held on Saturday 15 November 2025 from 10.00 am to 1.30 pm.</p> <p><b>RESOLVED:</b> that the Chair and Vice Chair of Committees look at their spend for this year and any bring ideas for new projects to the budget day to help assist with the day running smoothly.</p>	
267.	<p><b><u>Pontypool Public Toilets</u></b></p> <p>The Clerk informed the meeting that in 2023/2024 the Council agreed to offer £5,000 as a contribution to TCBC for the public toilets. In March 2025 Members agreed that the Council would no longer fund the public toilets and the Clerk advised TCBC. TCBC have asked that the Council honour the agreed contribution for 2023/2024 and 2024/2025.</p> <p><b>RESOLVED:</b> that £10,000 be paid to TCBC towards the running costs of Pontypool Public Toilets for 2023/24 and 2024/25 and this be funded from general reserves.</p>	LM
268.	<p><b><u>Summer Survey Feedback</u></b></p>	

	<p>The Chair advised that following the summer survey the community were given the option to add their personal details if they wanted to be contacted.</p> <p>Members were sent a copy of the responses and asked to make contact with the individual(s).</p> <p>Councillor(s) G James, L Jones and R Overton advised that they had contacted their residents.</p> <p><b><u>RESOLVED:</u></b> that the above information be noted.</p>	
269.	<p><b><u>Feedback from Members on the Community Engagement Training, One Voice Wales</u></b></p> <p>All Members were invited to attend Community Engagement training held by One Voice Wales on Wednesday 15 October 2025. Councillors L Clarkson, L Hunt, S Lang and A Peplow attended.</p> <p>Councillor S Lang informed the meeting that the training covered a wide range of things and that it was a good session and discussion had taken place relating to signposting so that people are pointed to the right places.</p> <p>Councillor E Hunt advised that they were disappointed that only 4 members attended the training especially considering that the decision to arrange the training was agreed at Full Council. The trainer said that some Councils charge Councillors for the training sessions if they are unable to attend. At the training Members were told that they should feedback on any surveys that the Council have undertaken and asked if staff could pull together an info-graphic on the outcome of the summer survey so that it can be put on social media.</p> <p>Councillor L Clarkson commented that in relation to feedback the Council needs to make sure that we have lessons learnt and any barriers the Council come against when these things are done.</p> <p><b><u>RESOLVED:</u></b> that:</p> <ul style="list-style-type: none"> <li>(i) the above feedback is noted;</li> <li>(ii) staff are asked to create an info-graphic on the outcome of the summer survey and for it to be put on social media.</li> </ul>	MW

270.	<p><b><u>Feedback from Members</u></b></p> <p>Councillor G James attended the Torfaen Play Sufficiency meeting which was a really good meeting and the Council were thanked for the support that they provide to the service.</p> <p><b><u>RESOLVED:</u></b> that the above information be noted.</p>	
271.	<p><b><u>Miscellaneous Correspondence</u></b></p> <p><b><u>RESOLVED:</u></b> that the information sent through to Members is noted.</p>	
272.	<p><b><u>Biodiversity and Sustainability</u></b></p> <p>How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote resilience of ecosystems.</p> <p><b><u>RESOLVED:</u></b> that</p> <ul style="list-style-type: none"> <li>(i) Hybrid meeting</li> <li>(ii) Paperless agenda for some</li> <li>(iii) Lift sharing to attend in person</li> </ul>	
	<p><b>The recording of the Council meeting was stopped at this point.</b></p>	
273.	<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>	

Signed by The Chair .....

AGENDA ITEM 6

**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 Peploe\*,  
Caroline Price\*, Nathan Warren\*

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

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

	<b><u>FINANCE ITEMS</u></b>	
289.	<b><u>Recording of Meeting</u></b>  Members agreed that the Council meeting could be recorded for minute taking purposes.	
290.	<b><u>Apologies for absence</u></b>  Apologies were received from Councillor(s) Lynda Clarkson and Jon Horlor.	
291.	<b><u>Declarations of Interest</u></b>  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.  <b><u>RECOMMENDED*</u></b> : that the declarations of interest be recorded.	KS



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

	<ul style="list-style-type: none"> <li>(ii) Cerebal Palsy Cymru is awarded £500.</li> <li>(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).</li> <li>(iv) Gwent Cardiac Rehabilitation is awarded £500.</li> <li>(v) Wales Air Ambulance is awarded £1,000.</li> </ul>	<p>CC/AA AA</p> <p>CC/AA CC/AA</p>
298.	<p><b><u>Foodbanks</u></b></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"> <li>(i) Helping Hands R Us 2021</li> <li>(ii) Garnsychan Partnership</li> <li>(iii) Cold Barn Farm</li> <li>(iv) Eastern Valley</li> <li>(v) Sharon Church</li> </ul> <p><b><u>RECOMMENDED*</u></b>: that:</p> <ul style="list-style-type: none"> <li>(i) Helping Hands R Us 2021 is awarded £1,000.</li> <li>(ii) Garnsychan Partnership is awarded £1,000.</li> <li>(iii) Cold Barn Farm is awarded £1,000.</li> <li>(iv) Eastern Valley is awarded £2,000.</li> <li>(v) Sharon Church is awarded £500 to provide hampers to 30+ local pensioners.</li> </ul>	<p>CC/AA</p>
299.	<p><b><u>Sponsorship of Mic Morris Trust 10k</u></b></p> <p>The Committee received a request from the Mic Morris Trust for 2026 sponsorship. The Committee agreed to sponsor £2,500.</p> <p><b><u>RECOMMENDED*</u></b>: that the payment of £2,500 is made to the Mic Morris Trust.</p>	<p>CC</p>
300.	<p><b><u>Internal Audit</u></b></p> <p>Members were asked to approve the renewal of the internal audit contract for a further 12 months.</p> <p><b><u>RECOMMENDED*</u></b>: that the renewal of the internal audit contract for a further 12 months be approved.</p>	<p>LM/CC</p>

301.	<p><b><u>Members' Additional Responsibility Payments</u></b></p> <p>Members were asked to authorise Members' additional responsibility payments in accordance with the Independent Remuneration Panel for Wales (IRPW) 2025.</p> <p><b><u>RECOMMENDED*</u></b>: that the Committee authorise payments in accordance with the IRPW determinations as follows:</p> <ul style="list-style-type: none"> <li>(i) Chair of Council - £1,500, Vice-Chair - £500 (per determination 7).</li> <li>(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&amp;P), Committee Chair (P&amp;E).</li> </ul> <p><b>NB: Only one payment per person, no matter how many senior position(s) they hold. [6 payments of £500 in 2025/2026].</b></p>	CC
302.	<p><b><u>IT Equipment</u></b></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><b><u>RECOMMENDED*</u></b>: 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><b><u>Thank you letter(s)/acknowledgements</u></b></p> <p>The Committee received and noted the thank you from Shelite Mother &amp; Baby Group.</p> <p><b><u>RECOMMENDED*</u></b>: that the information be noted.</p>	

304.	<p><b><u>GOVERNANCE ITEMS</u></b></p> <p><b><u>Financial Regulations</u></b></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><b><u>RECOMMENDED*</u></b>: that the section be re-worded and the Regulations be re-visited at Full Council.</p>	LM
305.	<p><b><u>Changes to the Constitution and Standing Orders</u></b></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><b><u>RECOMMENDED*</u></b>: that the suggested changes are approved.</p>	LM
306.	<p><b><u>POLICY ITEMS</u></b></p> <p><b><u>To review the following policies/criteria:</u></b></p> <p>The Committee reviewed the following policies:</p> <ul style="list-style-type: none"> <li>• Credit Card Policy</li> <li>• Business Continuity Plan</li> <li>• Investment Strategy</li> <li>• Investment Policy</li> </ul>	

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

\*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**

<b><u>Councillor</u></b>	<b><u>Requested Amount</u></b>	<b><u>Organisation</u></b>	<b><u>Reason</u></b>
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 <sup>st</sup> 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 Methodist 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	Cwmffrwdroer 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**

AGENDA ITEM 7

**MINUTES OF A MULTI-LOCATION MEETING OF THE PLANNING AND ENVIRONMENT COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD ON WEDNESDAY 12<sup>th</sup> NOVEMBER 2025**

**In attendance:**

Councillor: Jon James# (in the Chair)

and Councillor(s): Lisa Jones\*, Sarah Lang#, Jonathon Martin#, Richard Overton#

Officers: Kerrie Smith#, Deputy Clerk, (Minute Taker)  
Cathryn Drew#, Projects Officer

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

*The meeting was recorded for minute taking purposes as agreed by Members.*

Min No	Subject and Decision	Action
319.	<b><u>Recording of Meeting</u></b>  Members agreed that the Council meeting could be recorded for minute taking purposes.	
320.	<b><u>Apologies for Absence</u></b>  Apologies were received from Councillor(s) Nick Byrne, Anne Gunter and Gaynor James.	
321.	<b><u>Declarations of Interest</u></b>  Councillor Jon James declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they are a member of TCBC, as well as a member of Pontypool Community Council.  <b><u>RECOMMENDED:</u></b> that the declarations be noted.	KS

322.	<p><b><u>Biodiversity Sub-Committee – 22 October 2025 - Minutes</u></b></p> <p>Members were asked to approve the minutes of the Biodiversity Sub-Committee meeting held on 22 October 2025 subject to the following amendments.</p> <p>Minute No. B28 - “that all projects will be awarded £1,000 each.”</p> <p>Minute No. B29 - “that In Our Nature CIC be awarded £500”.</p> <p>The Committee were informed that the Live Tree in Talywain has been vandalised and asked to approve the purchase of a replacement tree at a cost of £504.00. The incident has been reported to the Police and enquiries are being carried out.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <ul style="list-style-type: none"> <li>(i) Minute Nos. B28 and B29 be amended as above;</li> <li>(ii) the purchase of a new tree for Talywain at a cost of £504.00 is approved;</li> <li>(iii) the minutes be confirmed as a true record and the recommendations adopted subject to the above amendments being made.</li> </ul>	CD CC/CD
323.	<p><b><u>Planning Applications</u></b></p> <p>Members received and considered the list of planning applications on which it was being consulted by Torfaen County Borough Council (TCBC).</p> <p><b><u>RECOMMENDED:</u></b> that the comments/observations stated be submitted to Torfaen County Borough Council.</p>	CP
324.	<p><b><u>Planning Determinations</u></b></p> <p>Members received and noted Torfaen County Borough Council planning determinations including reasons for approvals or refusals.</p> <p><b><u>RECOMMENDED:</u></b> that the planning determinations be noted.</p>	

325.	<p><b><u>Planning Applications: Plenary Powers</u></b></p> <p>Members noted observations on planning applications which had already been submitted between meetings.</p> <p><b><u>RECOMMENDED:</u></b> that the plenary powers applications be noted.</p>	
326.	<p><b><u>VJ80 Bench Update</u></b></p> <p>Members received a report on the VJ80 memorial bench project including spend to date and the unveiling ceremonies that took place on 6 November 2025.</p> <p>Consultation took place with all Members and relevant departments at Torfaen County Borough Council (TCBC) to ensure all the necessary protocols and due diligence checks were in place and a contractor was appointed to carry out the works at a cost of £15,000 (to be funded from general reserves).</p> <p>Following sign-off of the locations, TCBC's Highway Section advised that they would all need to be DDA complaint, the repercussions of which being that the cost for installation and certain locations being used were no longer viable.</p> <p>Site visits were held with relevant parties to identify suitable sites and installation commenced on 28 October and unveiling ceremonies held.</p> <p>Discussions are still being held in relation to the site in New Inn. The Chair stated that they would like this issue resolved by the next Committee meeting so that the match funding can be obtained from TCBC.</p> <p>The Committee expressed their thanks to the Projects Officer for ensuring that the project was delivered on time.</p> <p><b><u>RECOMMENDED*:</u></b> that the:</p> <ul style="list-style-type: none"> <li>(i) report be noted;</li> <li>(ii) Committee approve the revised spend of £17,656.66 and the funds to be taken from general reserves;</li> <li>(iii) location for the bench in New Inn in finalised so that match funding can be obtained from TCBC.</li> </ul>	<p>CC/MW/ CD</p> <p>CD</p>

<p>327.</p>	<p><b><u>Bench Audit</u></b></p> <p>The Committee received a report on the bench audit undertaken between Spring and Autumn 2025.</p> <p>The total number of benches recorded is 51 and they are plotted on the map attached to the report.</p> <p>The report detailed suggestions for future consideration by Full Council.</p> <p>This current financial year the remaining balance is £2,382, with 1 new bench request for Wainfelin ward.</p> <p>The Chair requested that a further report be brought to a future meeting following the budget day that is being held on 15 November 2025.</p> <p><b><u>RECOMMENDED*</u></b>: that</p> <ul style="list-style-type: none"> <li>(i) the report be noted</li> <li>(ii) a further report be brought to a future meeting following the budget day on 15 November 2025.</li> </ul>	<p>MW/CD</p>
<p>328.</p>	<p><b><u>Noticeboards, Bins and Benches</u></b></p> <p>The Committee received an update report on noticeboards bins and benches as follows:</p> <p><u>Noticeboards</u></p> <ul style="list-style-type: none"> <li>(i) The noticeboard in Snatchwood was installed on 22 October 2025.</li> <li>(ii) The noticeboard in Trevethin has been damaged beyond repair. Discussion took place as to whether it should be replaced and Councillor Lang will carry out consultations with residents.</li> </ul> <p><u>Bins</u></p> <p>Discussions have taken place with TCBC following the request for a new bin in New Inn Lower. The area suggested is in the ownership of Bron Afon and TCBC would not collect from this area and there has also been 2 new bins recently installed nearby.</p>	

	<p><u>Benches</u></p> <p>(i) The bench on the Pontypool stretch of the canal is still outstanding, still waiting a response from the Canal and River Trust.</p> <p>(ii) The Committee approved the request for a new bench opposite George Street Primary School</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <p>(i) the noticeboard in Trevethin be replaced when funding becomes available next financial year;</p> <p>(ii) the request for a bin in New Inn Lower be removed from the list;</p> <p>(iii) the request for a new bench opposite George Street Primary School is approved at a cost of £618.00.</p>	<p>CD</p> <p>CD/CC</p>
329.	<p><b><u>Varteg Community Wood Site Visit</u></b></p> <p>The Committee were informed that a stakeholder meeting has been arranged on 18 November with all relevant parties.</p> <p><b><u>RECOMMENDED*</u></b>: that the agenda and accompanying papers for the Stakeholder meeting will be sent out on 13 November 2025.</p>	<p>CD</p>
230.	<p><b><u>Varteg Community Wood Lease Renewal</u></b></p> <p>The Committee was asked to note the correspondence received from Pontypool Park Estate.</p> <p><b><u>RECOMMENDED</u></b>: that the information be noted.</p>	
231.	<p><b><u>Mynydd Maen Windfarm Hearing Notice</u></b></p> <p>Members received a copy of the latest update on the Mynydd Maen Wind Farm proposal from Planning and Environment Decisions Wales.</p> <p><b><u>RECOMMENDED</u></b>: that the information be noted.</p>	
232.	<p><b><u>Committee Budget</u></b></p> <p>Members received a copy of the budget within its remit including reserves.</p>	

	<p>No observations were made.</p> <p><b><u>RECOMMENDED:</u></b> that the information be noted.</p>	
233.	<p><b><u>Biodiversity and Sustainability</u></b></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><b><u>RECOMMENDED:</u></b> that the meeting was a multi-location meeting, the agenda had been sent electronically and discussions held on the Biodiversity Sub-Committee minutes as well as VJ80 benches, noticeboards, bins and benches.</p>	

\*This is a recommendation to Council, the final decision would be made by Council.

Signed by Chair .....

**Planning and Environment Committee**

**Wednesday 12<sup>th</sup> November 2025**

**Planning Applications to commented on**

<b>1</b>	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	<b>25/P/0506</b>	Wainfelin	Land Near Pantygasseg Road, Pantygasseg	

**PROPOSAL: Planning Application for the Restoration and Change of Use of Land as a Parking Area to be Associated with Tirpentwys Trails Mountain Bike Centre and Tirpentwys Local Nature Reserve.**

**This Council has no observations.**

---

<b>2</b>	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	<b>25/P/0616</b>	New Inn Lower	Lindisfarne, 38 Newport Road, New Inn	

**PROPOSAL: Removal of condition 4 (obscure glazing) of application 25/P/0047/VAR.**

**This Council has no observations.**

---

<b>3</b>	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	<b>25/P/0620</b>	Griffithstown East	St Johns Ambulance Hall, Greenway Drive	

**PROPOSAL: Removal of existing steps and installation of a disabled ramp to side elevation of the hall.**

**This Council has no observations.**

---

<b>4</b>	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	<b>25/P/0636</b>	Garndiffaith and Varteg	9 New Road, Garndiffaith, Pontypool	

**Proposed two storey part single storey rear extension.**

**This Council has no observations.**

---

**MINUTES OF A MULTI-LOCATION MEETING OF THE EVENTS  
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL  
HELD ON WEDNESDAY 12<sup>TH</sup> NOVEMBER 2025**

**In attendance:**

Councillor Caroline Price# (in the Chair)

And Councillors: Jon James\*, Gaynor James\* and Allan Peploe\*

Officers: Lisa McMail\* Clerk,  
Sarah Fussell# Events Officer, (Minute Taker)

\* *Attending remotely via Microsoft Teams*

# *Attending physically in the Council Chamber*

*The meeting was recorded for minute taking purposes as agreed by Members.*

Min. no.	Subject and Decision	Action
308.	<p><b><u>Recording of Meeting</u></b></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
309.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies received from Councillor(s) Nick Byrne and Rose Matthews.</p>	
310.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) Caroline Price, Jon James and Gaynor James 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 noted.</p>	KS
311.	<p><b><u>Community Grants Presentation Evening</u></b></p> <p>The committee received a report on the 2025 Community Celebration Evening Event which took place on Thursday 9<sup>th</sup> October 2025 and the proposed recommendations for the 2026 event.</p>	

	<p>The event went smoothly but it was noted that a significant amount of people did not reply or attend.</p> <p><b><u>RECOMMENDED*:</u></b></p> <p>(i) that the information contained within the report is noted.</p> <p>(ii) The event should continue in the same form as the previous year, however the grants will only be honoured if they attend or send a representative.</p>	SEF/MW
312.	<p><b><u>Christmas Cavalcade</u></b></p> <p>The Committee received a report with an update on the 2025 Christmas Cavalcade.</p> <p>The land train is unavailable for the event, and a suitable alternative supplier is not available. Additional roaming entertainment has been booked in its absence, as well as large Christmas props including a sit-on sleigh and gingerbread chair for family photographs and a children's scavenger hunt.</p> <p>The reports contents were agreed by all members present.</p> <p><b><u>RECOMMENDED*:</u></b></p> <p>(i) that the information contained within the report is noted.</p> <p>(ii) that the Financial Regulations Exemption stated in 4.1 relating to supplier quotations was approved.</p>	SEF/MW/ CC
313	<p><b><u>Winter Bus Trip</u></b></p> <p>The committee received a verbal update on the Winter Bus Trip to Bath.</p> <p>The bus trip is taking place on Tuesday 2<sup>nd</sup> December 2025. We have a 49-seater coach, 25 seats have been sold at £13 each and we also having another lady calling in this week to book.</p> <p>The Events and Projects Officers will attend so that they can check everyone on and off the coach.</p> <p>A raffle will be held on the day to raise funds for this year's Chairs Charities.</p> <p><b><u>RECOMMENDED*:</u></b> that the information is noted.</p>	

314.	<p><b><u>Eisteddfod</u></b></p> <p>The committee received a report on the organisation of the 2026 Eisteddfod.</p> <p>An Eisteddfod/Teachers meeting was held on Tuesday 21<sup>st</sup> October as we want to incorporate their ideas and suggestions for 2026.</p> <p>It was a useful fact finding meet up where we shared ideas and changes to be made around the song and recitation choices ensuring that they are suited to the specific age group. It was also suggested that we add an additional Creative Writing and Poetry off-stage category.</p> <p>The committee discussed the options for a compere and decided that it has worked well previously with Anne Gunter, especially as she is a Welsh speaker.</p> <p>The committee were asked to discuss the voucher amounts/prizes and decide to keep the same as last year.</p> <p>That the reports contents were agreed by all members present.</p> <p><b><u>RECOMMENDED*:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the information contained within the report is noted.</li> <li>(ii) the committee decided that they would like to invite Cllr AG to compere next year's Eisteddfod Event.</li> <li>(iii) The committee confirmed that they are happy with the voucher amounts including the addition of a Creative/Writing Poetry category.</li> <li>(iv) That the Financial Regulations Exemption stated in 6.4 relating to supplier quotations was approved.</li> </ul>	SEF/MW
315	<p><b><u>Annual Dinner &amp; Testimonials</u></b></p> <p>The committee received a verbal update on the Annual Dinner and Testimonials Event.</p> <p>Last year's dinner was held on the 21<sup>st</sup> of March 2025 at Pontypool Golf Club and was a successful event.</p> <p>Cllr AP would like to go ahead and keep everything the same as last year, however the committee have decided that</p>	

	<p>it would be easier and more cost effective to hold the event at The Comrades Club in Pontypool Town Centre.</p> <p><b><u>RECOMMENDED*</u></b>: that the change of venue to the Comrades Club be noted.</p>	
316	<p><b><u>Party in the Park 2026</u></b></p> <p>The committee received a proposal for market provisions from TGSB for next year's Party in the Park. Kat from TGSB has submitted a proposal to the council for next year's Party in the park 2026.</p> <p><b><u>RECOMMENDED*</u></b>: that the proposal to use TGSB be approved.</p> <p><b>Cllr GJ left the meeting as she had another meeting to attend.</b></p>	SEF/MW
317	<p><b><u>Committee Budget</u></b></p> <p>Members received a copy of the budget within its remit including reserves. No observations were made.</p> <p><b><u>RECOMMENDED*</u></b>: that the information be noted.</p>	
318.	<p><b><u>Biodiversity and Sustainability</u></b></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><b><u>RESOLVED:</u></b></p> <ul style="list-style-type: none"> <li>(i) That only one copy of the Events paper be available at the meetings.</li> <li>(ii) The meeting was a multi-location meeting and that the agenda had been sent electronically.</li> </ul>	

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

Signed by Chair .....

AGENDA ITEM 9

**MINUTES OF A MULTI-LOCATION ANNUAL MEETING OF THE  
PONTYPOOL REGENERATION OPERATIONAL WORKING GROUP  
HELD ON WEDNESDAY 19th NOVEMBER 2025**

**In attendance:**

Councillor            Jon James# (in the Chair)

And Councillors: Gaynor James#, Lizzie Hunt#, Rose Matthews\*, Nick  
Byrne\*

Officers:             Gillian Lewis\* TCBC, Lisa McMail# Clerk, Miriam Watts#  
(minute taker)

\* *Attending remotely via Microsoft Teams*

# *Attending physically in the Council Chamber*

*The meeting was recorded for minute taking purposes as agreed by Members.*

Min. no.	Subject and Decision	Action
	<i>Recording of the meeting began for minute taking purposes</i>	
R11	<b><u>To receive apologies</u></b>  Apologies received from Councillor(s) Alan Peplow and Jack Tenison	
R12	<b><u>Declarations of Interest</u></b>  Councillor(s) Gaynor James, Rose Matthews, Nick Byrne and John James 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.  <b><u>RECOMMENDED*</u></b> : that the declarations of interest be noted.	KS
R13	<b><u>Minutes</u></b>  The Group received the minutes of the previous meeting, held on 17th September 2025.  The minutes were accepted as a true record of the meeting and no comments were made.	

	<p><b>RECOMMENDED*:</b> that the minutes be recorded as a true reflection of the meeting.</p>	LM
R14	<p><b><u>Pontymoile Gates</u></b></p> <p>The Chair gave an update on the Pontymoile Gates progress, and is pleased to share that this is now at the point for work to commence, following 3 years of investigation and planning. This is subject to the Working Group recommending a chosen supplier and total budget to Full Council.</p> <p>Quotes were obtained from local businesses with the necessary experience and specialist skills, as well as from those further afield on the list of recommended suppliers from CADW.</p> <p>Supplier 1 £102,600 estimate Supplier 2 £35,000 estimate Supplier 3 £11,700 estimate</p> <p>It is also anticipated that separate welding would be required, with a local welding service estimating £2000 (Supplier 4).</p> <p>Following discussion it was agreed to award the contract to Supplier 3, and to progress with the welding quote (Supplier 4).</p> <p>As all quotes were estimates only, it was suggested that a total budget of £20,000 be set-aside to allow work to progress with Supplier 3 and the welding work company. This is on the understanding that the overall cost may be higher than the estimate, but will be within the total budget.</p> <p>The Chair stated that as TCBC had already funded approx. £15,000 towards getting the project up and running, it was right for this part to be funded by PCC's Regen fund only. TCBC were also arranging works to deal with flooding in the area.</p> <p>Cllr GJ state that this was a clear example of what can be achieved when TCBC and Community Councils work together.</p> <p><b><u>RECOMMENDED*:</u></b> that</p> <p>i. a budget of £20,000 is allocated from the PCC Regen fund to cover the works</p>	MW/LM/CC

	<p>ii. That Supplier 3 is awarded the contract</p> <p>iii. That Welding work is awarded to Supplier 4</p> <p>iv.</p>	
R15	<p><b><u>Pontypool Town Centre Benches</u></b></p> <p>The Chair stated that it was an interest of the Regen Group that the benches in Pontypool Town Centre be replaced. It had, however, been brought to the attention of PCC Councillors that there were potential plans being explored through the Tidy Towns initiative and TCBC officers about improving the Town Centre including replacing benches already.</p> <p>It was agreed that GL sources further information within TCBC on current plans to bring back to the next meeting.</p> <p><b><u>RECOMMENDED:</u></b> that GL sources further information and feedback to the next meeting.</p>	GL
R16	<p><b><u>Tirpentwys Trails CIC Funding request</u></b></p> <p>The group received a copy of a funding request from Tirpentwys Trails CIC for £3345.</p> <p>The Chair gave further detail on how the project had already received £5000 from the PCC Regen fund, however it was worthwhile they continued to be supported.</p> <p>Cllr EH stated that the trail was very popular with young people.</p> <p>It was suggested that GL take this request to the TCBC Executive Member to request it is funded from the TCBC Regen pot.</p> <p>MW will send original copy of documents to GL.</p> <p><b><u>RECOMMENDED:</u></b> that GL take Tirpentwys Trails CIC funding request of £3345 to the Executive Member to request funding from the TCBC Regen fund.</p>	MW/GL
R17	<p><b><u>Budget</u></b></p> <p>Members received a copy of the Income &amp; Expenditure Account 2024/25</p> <p>No comments were made.</p> <p><b><u>RECOMMENDED*:</u></b> that the information be noted.</p>	

R18	<p><b><u>Proposed date of next meeting</u></b></p> <p>The next meeting will be Wednesday 14th January 2026 at 3pm, as suggested at the September meeting.</p> <p><b><u>RECOMMENDED*</u></b>: that:</p> <p>(i) the next meeting be held on Wednesday 14<sup>th</sup> January 2026 at 3pm.</p>	MW
-----	--	----

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

Signed by Chair .....

**Full Council  
Wednesday 26 November 2025  
Plans for Youth Festival in Bretten and Future Festivals**

**1.0 Purpose of Report**

- 1.1 To receive an overview of plans for the Youth Festival in Bretten in 2026.
- 1.2 To receive recommendations for the duration of the Youth Festivals in future.

**2.0 Overview**

- 2.1 In 2025, Pontypool hosted the Youth and Twinning Festival between 20<sup>th</sup>-24<sup>th</sup> August. Delegates attended for the Conference, staying in Pontypool from Friday 22<sup>nd</sup> to Sunday 24<sup>th</sup> August.
- 2.2 In 2026, Bretten have proposed that the Conference weekend take place 14<sup>th</sup> – 16<sup>th</sup> August 2026.
- 2.3 Bretten are seeking views on the duration for the Youth-only element. Members are asked whether the Youth should arrive on either Monday 10<sup>th</sup>, Tuesday 11<sup>th</sup> or Wednesday 12<sup>th</sup> August (ie 7 days, 6 days or 5 days total stay).

**3.0 Thoughts from Youth Councillors and Staff**

- 3.1 Youth and Leaders attending the 2025 Pontypool Festival, and previous years have stated that:
  - When visiting host countries, being away for a total of 7 days is a long time, however if the schedule is more relaxed with time for youth to have their own time to recharge and get to know the other youth more informal manner then it makes it more manageable.
  - For hosting the Youth Festival – 5 days felt a good amount of time to create a quality experience, however due to location, one of those days was mostly spent travelling for the visitors. Having 6 days would allow for the same quality of activities whilst having a more relaxed travel day for our visitors.

**4.0 Budget**

- 4.1 It is anticipated that a budget £5000 is made available to cover flights and transfers for Youth and Delegates to attend the Festival in Bretten.
- 4.2 It is anticipated that £5000 will be put in an earmarked reserved each year in readiness for Pontypool hosting the event again in 2029.

## **5.0 Recommended**

- 5.1 That Members decide on the preferred length of stay for the Bretten Youth Festival – with youth arriving on either the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> August 2026
- 5.2 That Members decide on the preferred length of stay for Youth Festivals ongoing so that this can be shared with the other Twinned partners.

Projects & Events Manager - November 2025

**From:** Tracy Gilmartin <tgilmartin@onevoicewales.wales>  
**Sent:** 31 October 2025 13:52  
**To:** Tracy Gilmartin  
**Subject:** Welsh Government: Consultation on the changes to local government elections rules in Wales

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### Consultation on the changes to local government elections rules in Wales

Dear Chair and Clerk

Welsh Government is consulting on changes to local government elections rules in Wales. These are set out in the Local Elections (Principal Areas) (Wales) Rules 2021 ("the Principal Areas Rules") for county and county borough councils, and the Local Elections (Communities) (Wales) Rules 2021 ("the Communities Rules") for town and community councils. These are referred to in the consultation as "the 2021 Rules". The 2021 Rules were fully redrafted and modernised in 2021. They were updated further in 2023 to enable elections under the Single Transferable Vote system, should any principal council adopt that system under the power in the Local Government and Elections (Wales) Act 2021. Welsh Government is not proposing to make significant changes to the 2021 Rules, aside from some, largely technical, changes or those required to take account of changes to policy and other legislation.

Views are being sought on:

- updating the Rules to make sure they are bilingual
- updating the Rules to reflect recent changes in the Senedd Cymru (Representation of the People) Order 2025
- making the change to security-related cost exemptions that are in place for Senedd elections to local government elections
- proposals contained within the UK Government's strategy paper on electoral reform

A copy of the consultation document can be found here: [Changes to local government elections rules in Wales | GOV.WALES](#)

One Voice Wales will be preparing a response to this consultation, and the views of Community and Town Councils are invited by 6th January 2026.

Please email responses to the me [cjones@onevoicewales.wales](mailto:cjones@onevoicewales.wales)

Thanks very much  
Yours sincerely  
Catrin

Dr Catrin Jones  
Policy Officer / Swyddog Polisi  
One Voice Wales / Un Llais Cymru  
24c College Street / Stryd y Coleg  
Ammanford / Rhydaman  
SA18 3AF  
01269 595400

**PROPOSED CHANGES TO SECTION 5 OF THE  
FINANCIAL REGULATIONS 2025**

AGENDA

ITEM 13

**5 Procurement**

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **The Council may use the preferred list of suppliers approved by the Borough (Unitary/Principal) Authority where this represents best practice and provides value for money for the Community Council. Where the Council decides not to follow this approach or an exemption from the Financial Regulations is applied, the reason(s) for doing so must be clearly recorded in the Council minutes.**
- 5.5 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.6 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows.
- 5.7 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

**PROPOSED CHANGES TO SECTION 4 OF  
THE CONSTITUTION**

AGENDA

ITEM 14

**SELECTION PROCESS AND ROLE OF THE LEADER OF COUNCIL**

1. Each party group leader on the Council is elected by their group i.e. by councillors belonging to their political party or recognised group. After each ordinary Council election, the party or group with the most Council seats becomes the party/group in control, and the leader of that party/group becomes the Leader of the Council. The Leader and Deputy Leader will be appointed annually and the positions will be confirmed at the Annual meeting of the Council each year.
2. If the outcome of the election is that there is no overall control, a process of negotiation will be used to determine which party leader will lead the Council.
3. In some instances, a coalition will produce alternate Leaders; in others, one party (and therefore, Leader) will have overall control supported by other parties. If there is a very weak political party presence, the Leader will be agreed by other means as determined by the Council.
4. The position of leader of a party group or political Leader of the Council is not regarded as employment in the legal sense, therefore, the election of Leader of Council is not subject to employment or equal opportunities law in the same way as a staff appointment would be.
5. The Leader of Council, ex-officio, shall be a voting member of every committee and sub committee of the Council.
6. The Leader of Council will be the spokesperson for the Council on all matters. The Leader will be relatively visible to citizens and able to engage with them when appropriate.
7. The Leader of Council will partner with public officials and other politicians (both internal and external to the Council) and will work effectively with other public agencies as well as the private, voluntary and community sectors for the greater good of the community.
8. The Leader will attend at meetings, external events and or civic engagements as the role so demands as and when it is necessary or applicable to promote Council business and public relations generally within the wider community.
9. The annual performance appraisal of the Clerk to Council shall be conducted by the Chair of the Council and the Chair of the Establishment Committee. The review and appraisal must be reported in writing and are subject to approval by resolution of the Establishment Committee.
10. To support the Clerk's continuous development and ensure alignment of priorities set by Full Council resolutions, the Chair of the Council and the Chair of the Establishment Committee will hold a monthly feedback session with the Clerk.

**PROPOSED CHANGES TO SECTION 19 OF  
STANDING ORDERS 2023 (WALES)**

**19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Establishment Committee or the Disciplinary Panel or the Appeals Panel is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Establishment Committee or, if they are not available, the vice-chair (if there is one) of the Establishment Committee of absence occasioned by illness or other reason and that person shall report such absence to Establishment Committee at its next meeting.
- c The annual performance appraisal of the Clerk to Council shall be conducted by the Chair of the Council and the Chair of the Establishment Committee. The review and appraisal must be reported in writing and are subject to approval by resolution of the Establishment Committee.
- d To support the Clerk's continuous development and ensure alignment of priorities set by Full Council resolutions, the Chair of the Council and the Chair of the Establishment Committee will hold a monthly feedback session with the Clerk.
- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Appeals Panel or in their absence, the vice-chair of Appeals Panel in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Appeals Panel.
- f Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or vice-Chair of the Appeals Panel this shall be communicated to another member of the Appeals Panel which shall be reported back and progressed by resolution of the Appeals Panel.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).