

# Pontypool-Pont-y-pŵl

Community Council-Cyngor Cymuned

Striving to promote a positive cohesive community  
Ymdrechu i hyrwyddo cymuned gadarnhaol a chydlynol

01495 365 951



www.pontypoolcc.gov.uk



17 February/Chwefror 2023

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 23 FEBRUARY 2023**

The meeting will be held remotely, using Microsoft Teams. 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 **CYFARFOD Y CYNGOR** yn yn Rhith Gyfarfod am **6:30 PM, DYDD MERCHER 23 CHWEFROR 2023**

Cynhelir y cyfarfod o bell ar Microsoft Teams. 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

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

1. **Questions from the Public**  
To receive any questions from the public on matters on the agenda.
2. **Apologies for absence**  
To receive apologies for absence.
3. **Declarations of Interest**  
Members are required to declare any interests they may have in any items on the agenda.
4. **Engagement with Torfaen County Borough Council**  
To welcome Ms Caroline Genever Jones, Elections and Business Manager at Torfaen County Borough Council to talk on Community Review and feedback on the Task and Finish group.
5. **Council Meeting – 25 January 2023 – Minutes**  
To confirm the minutes of the Council meeting held on 26 January 2022 as a correct record (attached: page(s) 1 – 21)
6. **Policy & Finance Committee – 1 February 2023 - Minutes**  
To approve the minutes of the Policy and Finance Committee held on 2 February 2022 and adopt the recommendations of that committee (attached: page(s) 22 – 40)
7. **Planning & Environment Committee - 8 February 2023 – Minutes**  
To approve the minutes of the Planning & Environment Committee held on 9 February and adopt the recommendations of that committee (attached: page(s) 41 – 47)
8. **Completion of Audit**  
To receive notice that the Audit for the last year to 31<sup>st</sup> March 2022 has been received with no matters arising and are unqualified (attached: page(s) 48 – 54)
9. **Co-option**  
To receive an update from the Clerk in relation to co-option for the Garndiffiath & Varteg ward vacancy.
10. **Council Logo**  
To receive a report from the Clerk on the Council logo (attached : (page(s) 55 – 57)
11. **Governor Representation on Penygarn Primary School**  
To receive an e-mail from Governor Support (attached: page(s) 58 – 59)
12. **Absence Policy**  
To adopt the above policy (attached: page(s) 60 – 69)

13. **EXCLUSION OF PRESS AND PUBLIC**

**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.**

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All members

MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL  
COMMUNITY COUNCIL HELD ON WEDNESDAY 25<sup>TH</sup> JANUARY 2023

NB: Full minutes will be published in due course

In attendance:

Councillor: Matt Ford# (in the Chair)

and Councillors: Nick Byrne#, Lynda Clarkson\*, Anne Gunter\*, Jon Horlor\*  
Lizzie Hunt#, Gaynor James#, Jon James# John Killick#,  
Rose Matthews#, Jonathon Martin#, Nick Jones\*, Caroline  
Price\*, Nick Simons\*, Nathan Warren\*

Officers: Lisa McMail (Clerk)#, Jane Wright (Assistant Clerk)#

Also in attendance: Julian Davenne – Torfaen Play service Manager  
Teagan – Torfaen Youth Play Volunteer

\* 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
347.	<b><u>Questions from the public</u></b>  There were no questions from the public.	
348.	<b><u>Apologies for absence</u></b>  Apologies for absence were received from Councillors	JW
349.	<b><u>Declarations of Interest</u></b>  Councillors Nick Byrne, Lynda Clarkson, Jon Horlor, Gaynor James, Jon James, Rose Matthews, Caroline Price and Nick Simons 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.	JW

**Torfaen Playservice**

The Council welcomed Mr Julian Davenne, Torfaen Playservice Manager and Teagan a play service volunteer to the Council meeting to talk on the findings of the recent play sufficiency assessment, and the action plan where it links to the communities of Pontypool and their plans going forward.

Mr Davenne thanked the Council for offering him and Teagan the opportunity to attend the meeting. He stated that Torfaen Play Service is about supporting children and families as a mechanism of early intervention through the medium of play 7 days a week. He stated that he has been in his position for 20 years and loved the job as much as when he first started.

Mr Davenne introduced Teagan a young person who has volunteered as a play leader for the last 3 years. Teagan informed the meeting what she had got out of volunteering for the Play Service informing members that she had learnt from others, developed new skills which would help her going forward in her chosen career path of working with children. Mr Davenne stressed the importance of young people like Teagan volunteering and the valuable contribution they make to the service.

Mr Davenne explained that their work is governed through the councils Play Sufficiency Action Plan which is fed back to Welsh Government on an annual basis. He explained that currently there are five themes of work delivered by the Play Services as follows:

- Inclusive Play
- Play in the Community
- Play in Schools
- Holiday Play Provisions
- Additional Play Support

He gave facts and figures in relation to the above five themes (information attached as an appendix to the minutes).

Torfaen Play Service has worked in partnership with Pontypool Community Council and other Town and Community Councils across Torfaen, Blaenau Gwent and Monmouthshire to deliver safe staffed play scheme provision for children and young people.

Mr Davenne informed the meeting how the play schemes are creating safe environments for children to play within the communities. The model across Torfaen has been recognised by the Welsh Government as a model of good practice and the Service has been contacted by many authorities to give advice and

	<p>knowledge as to how to use the disability and volunteering module.</p> <p>Mr Davenne concluded by stating that The Torfaen Play Service Team won the COVID response accolade award at the National Play work Awards ceremony in Eastbourne. The team were nominated by Swansea University who had undertaken a study. The team was recognised for the work they did throughout the pandemic, with more than 60 playworkers working daily at community hubs to engage with key worker children and vulnerable pupils which has meant teachers in a number of schools in Pontypool have learnt and carried on with the work that was undertaken in the hubs during lockdown.</p> <p>Mr Davenne extended a big thank you to Pontypool Community Council for their continued support. The Chair on behalf of the Council extended thanks to Mr Davenne and Teagan for their attendance and excellent presentation.</p> <p><b>RESOLVED:</b> that Mr Davenne and Teagan be thanked for attending the Council meeting.</p>	LM/ JW
351.	<p><b><u>Council Meeting – 14 December 2022 - Minutes</u></b></p> <p><b>RESOLVED:</b> that the minutes of the Council meeting held on 14 December 2022 be confirmed as a true record and signed by the Chair.</p>	JW
352.	<p><b><u>Policy &amp; Finance Committee – 4 January 2023 - Minutes</u></b></p> <p>The Chair of Policy &amp; Finance referred to minute 322 in relation to movement of reserves stating that a request had been received for funding for musical steps at Pontypool Park (cost approximately £6,000). She asked if this amount could be added to the earmarked reserves in principle subject to the request being approved at Planning &amp; Environment and resolved by February Council with a minute to this effect. This was unanimously agreed.</p> <p>In relation to minute 326 the financial request from Wainfelin &amp; Pentraeth to offer Warm Spaces it was unanimously agreed that now the financial information had been received that the full amount requested of £1100 be awarded.</p> <p><b>RESOLVED:</b> (i) that the minutes of the Policy &amp; Finance Committee held on 4 January 2023 be confirmed as a correct record and the recommendations of the meeting be approved subject to £6,000</p>	

	being added to the earmarked reserves as outlined above. (ii) that a financial donation of £1100.00 be awarded to the Wainfelin and Tranch Community Hall for warm spaces.	LM/CC
353.	<b><u>Events Committee – 11 January 2023 – Minutes</u></b>  <b><u>RESOLVED:</u></b> that the minutes of the Events Committee held on 11 January 2023 be confirmed as a correct record and the recommendations of the meeting be approved.	JW/RC
354.	<b><u>Planning &amp; Environment Committee – 11 January 2023 – Minutes</u></b>  <b><u>RESOLVED:</u></b> that the minutes of the Planning & Environment Committee held on 11 January 2023 be confirmed as a correct record and the recommendations of the meeting be approved.	JW/RC
355.	<b><u>Myfanwy Poetry Trail</u></b>  The Council received the minutes of the Myfanwy Poetry Trail held on the following dates:  (a) Thursday 17 November 2022 (b) Tuesday 13 December 2022  <b><u>RESOLVED:</u></b> that the minutes be received and noted.	
356.	<b><u>Budget and Precept 2023/24</u></b>  The Chair informed members that the budget had been well discussed at previous meetings and asked members if they were happy to approve the budget for 2023/24. Unanimously agreed.  <b><u>RESOLVED:</u></b> that the Council approve a budget and precept of £715,824 for 2023/24 (this equates to a 0% increase in Council Tax at Band D, with a Band D equivalent charge of £54.33 per household) and Torfaen County Borough Council be informed to this effect.	LM
357.	<b><u>Biodiversity &amp; Environment 3-year plan</u></b>  The Council received and approved the Biodiversity and Resilience of Ecosystems Action Plan 2023 along with costings. The Chair and members thanked Councillor Nathan Warren for his phenomenal work in producing this Plan. Cllr NW thanked	

	<p>members for their contribution and gave a special thank you to Mrs AA, Events Officer who had been extremely supportive.</p> <p><b>RESOLVED:</b> that the Biodiversity and Resilience of Ecosystems 3 year Plan with costings be approved and that Cllr NW be thanked for his outstanding work.</p>	
358.	<p><b><u>Garndiffaith &amp; Varteg Vacancy</u></b></p> <p>The Clerk informed Council that in relation to the Garndiffaith &amp; Varteg vacancy Caroline Genever-Jones, Elections Manager at Torfaen had informed her that they had not received 10 signatures requesting an election therefore the Council was free to co-opt.</p> <p>It was agreed that a co-option advert for the Garndiffaith &amp; Varteg Vacancy be advertised until the 20<sup>th</sup> February 2023.</p> <p><b>RESOLVED:</b> that a co-option advert for the Garndiffaith &amp; Varteg vacancy be displayed as outlined above with the closing date being 20<sup>th</sup> February 2023.</p>	LM
359.	<p><b><u>Co-option for New Inn Upper</u></b></p> <p>The Clerk informed members that two letters of Expression of Interest had been received; one from a Mrs S. Malson and one from a Mr C Scriven. It was agreed by a vote of 13:2 that Mrs S. Malson be co-opted on to the Council for the New Inn Upper ward.</p> <p><b>RESOLVED:</b> that Mrs S. Malson be co-opted on to the Council for the New Inn Upper ward.</p>	LM
360.	<p><b><u>Planning Applications</u></b></p> <p>Members received and considered details of planning applications submitted to TCBC, on which the Community Council was being consulted. No observations were raised on any of the applications.</p> <p><b>RESOLVED:</b> that the observations (or absence of observations, as the case may be) outlined in appendix B attached to these minutes be submitted to Torfaen County Borough Council.</p>	CP
361.	<p><b><u>Outside Representative(s)</u></b></p> <p>The Council was asked to nominate a representative to sit on the Torfaen Community Enterprise Association and Transport. The</p>	

	<p>Clerk informed members that the previous member who sat on this organisation and stood down in May 2022 had indicated they no longer wanted to attend. It was clarified that the organisation meets once a year, the last meeting being via Teams. Councillor Rose Matthews said she would be happy to represent the Council on this organisation until the Annual meeting in May. Unanimously agreed.</p> <p><b>RESOLVED:</b> that Councillor Rose Matthews be the Council's nominated representative to sit on the Torfaen Community Enterprise Association and Transport.</p>	LM/JW
362.	<p><b><u>Armed Forces Covenant</u></b></p> <p><b>RESOLVED:</b> to note that the Armed Forces Covenant was signed by Councillor Gaynor James on 25 October (copy of Covenant distributed).</p>	LM
363.	<p><b><u>Community Engagement Survey Winter 2022/23</u></b></p> <p>The Chair of Policy &amp; Finance informed the meeting that the Engagement Survey Winter 2022/23 is still open, and she had e-mailed everyone again with the link asking to share with as many people as possible. A small amount of people had responded and she was pleased with how the Youth Council had engaged with the survey and responded.</p> <p><b>RESOLVED:</b> that the information in relation to the Community Engagement Survey Winter 2022/23 be noted.</p>	LM
364.	<p><b><u>Annual (Well-Being) Report 2021/22</u></b></p> <p>Members were asked to approve the Council's Annual Report for 2021/22. The Chair stated that there had been a considerable delay in this being presented to Council so wanted to thank the Clerk and Assistant Clerk for all their hard work in compiling the report, which was echoed by members. The Clerk stated that the 2022/23 report was in progress so it would be presented to June Council.</p> <p>The Vice-Chair of Policy &amp; Finance referred to page 8 a resilient Pontypool. It was agreed that subject to the amendment in relation to the public toilets in Pontypool that the Annual Report for 2021/2022 be approved.</p> <p><b>RESOLVED:</b> that the Annual (Well-Being) Report for 2021/22 be approved subject to the amendment being made as outlined.</p>	LM/JW

365.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b>  <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>	
366.	<p><b><u>Youth Project</u></b></p> <p>The Council received:</p> <ul style="list-style-type: none"> <li>(a) Pontypool Youth Project Business Plan and Articles of Association</li> <li>(b) Minutes of the following Youth Project meetings: <ul style="list-style-type: none"> <li>3<sup>rd</sup> October 2022</li> <li>7<sup>th</sup> November 2022</li> </ul> </li> </ul> <p>It was agreed that in future only minutes of the Youth Project meetings be presented to Council and the Business Plan once it is fully formulated and finalised.</p> <p><b><u>RESOLVED:</u></b> that the minutes be received and the information as outlined noted.</p>	LM
367.	<p><b><u>Establishment Committee – 4 January 2023 – confidential minutes</u></b></p> <p><b><u>RESOLVED:</u></b> that the minutes of the Establishment Committee held on 4 January 2023 be confirmed as a correct record and the recommendations of the meeting be approved.</p>	LM

Signed by Chair .....



# TORFAEN PLAY SERVICE

## PORTFOLIO OF PROVISIONS



*Supporting children and families as a mechanism of early intervention through the medium of play 7 days a week*

TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

Torfaen Play and Service provides a variety of inclusive services for children and young people of all ages and abilities. Additionally, support is provided to complex families as a mechanism of early intervention. We are a service that works 7 days a week to meet the needs of communities across Torfaen.

Strong partnerships have been formed with key partners to enable us to provide a robust inclusive service to all. Our partners include Cwmbran Community Council, Pontypool Community Council, Croesyceiliog and Llanyrafon Community Council, Herilys Community Council, Blaenavon Town Council, Families First, WLGA, SEWAS, Schools and many more.

Our work is governed through the councils Play Sufficiency Action Plan which is fed back to Welsh Government on an annual basis. Currently, there are five themes of work delivered by the Play Service: -

<p><b>Inclusive Play</b></p>	<ul style="list-style-type: none"> <li>* 160 children receiving support all year round</li> <li>* Looked after children and young people</li> <li>* Adopted children and young people</li> <li>* Young Carers</li> <li>* Weekend Play and Respite Sessions</li> <li>* Play Assessment Centre</li> </ul>
<p><b>Play in the Community</b></p>	<ul style="list-style-type: none"> <li>* Family Play and Engagement Sessions</li> <li>* Community Play Clubs</li> <li>* Let's Play with LEGO</li> <li>* Family Activity Clubs</li> <li>* Dad and Me Forum</li> <li>* Play, Wellbeing and Mindfulness Club</li> <li>* Nerf Club</li> <li>* Discos</li> </ul>
<p><b>Play in Schools</b></p>	<ul style="list-style-type: none"> <li>* Play and Wellbeing Sessions</li> <li>* Inclusive Play in Schools Support</li> <li>* Wrap Around Play Provisions</li> <li>* Play on the Playground</li> <li>* Early Bird and Breakfast Sessions</li> <li>* LEGO Think Bricks/Build to Express</li> </ul>
<p><b>Holiday Play Provisions</b></p>	<ul style="list-style-type: none"> <li>* Half Term and Summer Playschemes</li> <li>* Summer Food and Fun</li> <li>* Summer Transitional Project</li> <li>* Half Term and Summer Play and Activity Camps</li> <li>* Half Term and Summer Play and Respite</li> </ul>
<p><b>Additional Play Support</b></p>	<ul style="list-style-type: none"> <li>* Volunteering Project</li> <li>* Play Lending Library</li> <li>* Families First</li> <li>* Community Events</li> <li>* Safer Routes to Play</li> <li>* Consultation and Participation Projects</li> <li>* Work Based Placements</li> </ul>

## Inclusive Play Support



Torfaen Play Services model of Inclusive Play has been identified as sector leading. Provisions are open to all children regardless of ability and social background. Play volunteers and Play care workers are trained to provide support individual needs. We work in close partnership with several organisations including Social Care, Education, Health and Families First to ensure that suitable support is in place. Our inclusive model helps to reduce social barriers and is vital for both parents/ carers as well as children and young people. Currently over **160** children and young people are supported through the Play and Inclusion model on a yearly basis to access both term time, holiday, and weekend provisions.

<b>Children and Young People with Disabilities</b>	160+ per year – varying needs	A significantly large number of children with disabilities access our provisions. This includes children and young people with mild additional needs to complex needs and challenging behaviours along with children with profound disabilities and medical needs.
<b>Looked After Children and Young People</b>	Over 100 LAC children and young people per year	A significant number of Looked After Children (LAC) are supported each year by Torfaen Play and Short Break Service. LAC children and young people are supported each year to engage in play provision or volunteer.
<b>Young Carers</b>	25 young carers per holiday time  15 young carers every week	Many Young Carers are supported to attend play provision or to volunteer. All workers have a key understanding of the needs of Young carers. Approximately <b>25</b> Young Carers are engaging with the service. We are currently working in partnership with Torfaen Young Carers Service to run a weekly provision that supports 25 young carers every week, alternating between North and South of the borough.

<p><b>Weekend Play and Respite Sessions</b></p> <p><i>Saturdays and Sundays</i></p>	<p>65 children per weekend</p>	<p>We currently deliver weekend provisions for children and young people with disabilities and/or behavioural and emotional difficulties. The sessions take place at various community settings. This includes supporting children to access play, sport, and recreational provision. Access to the short break sessions is through referral only. These provisions are fully booked each week with an average of <b>250</b> children and young people attending per week, there is a high demand for this support. Many families state that without the respite sessions they would go into crisis.</p>
<p><b>Play Assessment Centre</b></p>	<p>Open 4 sessions a week.</p> <p>with allocation for 1 child referred to access play services.</p>	<p>A venue has been identified to allow for assessment sessions to take place with parents and children on new referrals for 1-1 support. These sessions will enable the service to gauge a full understanding of a child's needs and identify the correct level of support to be put in place and a suitable venue to be identified. It will also provide a safe welcoming environment for children to play and get to know support workers. This will also be an opportunity for parents/carers to ask any questions and to provide any further information on their child's needs.</p>
<p><b>Let's Play Together</b></p> <p><i>Monthly</i></p>	<p>1 session per month, supporting 15 children per session.</p>	<p>Torfaen Play Service is working in partnership with SEWAS to create a fun play space for children who have been or are in the process of being adopted to socialise and have fun, whilst helping children to understand their story. This session will be prebooked for children aged 5-11 years old.</p>



## Play in the Community



Community based play provisions are traditionally at the core of our work. Developing and promoting every child's right to access regular play activities where they live is a key component of our Play Sufficiency Action Plan. Over **700** children and young people access our community play projects each week.

<p><b>17 Community play clubs</b></p> <p><i>Weekly</i></p>	<p>375 children per week. (Average)</p>	<p>15 Community Play Provisions weekly across Torfaen. These are free daily community clubs offering a range of activities. Some take place in schools, others within community halls. The age range for these sessions are 5-11 years – all sessions are free of charge.</p>
<p><b>Lets Play with LEGO</b></p> <p><i>Weekly</i></p>	<p>15 children per week</p>	<p>We run a weekly LEGO club from a community hall in Torfaen. The sessions aim to increase social skills, confidence and wellbeing. These sessions are free of charge but must be referred.</p>
<p><b>Play, Wellbeing and Mindfulness Club</b></p> <p><i>Weekly</i></p>	<p>2 sessions per week supporting 24 children per week.</p>	<p>A club that focuses on improving children and young people's mindfulness amongst fun play activities, which in turn can improve a sense of wellbeing. This session will be pre booked for children aged 8-12 years old.</p>
<p><b>Nerf Club</b></p> <p><i>Weekly</i></p>	<p>15 Children per week.</p>	<p>This club is a fun and active provision for children with lots of energy. The club aims to improve young person's coordination, resilience, teamwork skills. This club will be pre-booked for 8-12-year olds.</p>
<p><b>3 Family Activity Clubs</b></p> <p><i>Weekly</i></p>	<p>300 attendees per week</p>	<p>Torfaen Play run open access, free sessions for children to access Soft Play Areas in Cwmbran, alongside other family members such as siblings, cousins, grandparents and Parents/Carers.</p>

<p><b>7 Family and Play Engagement sessions</b></p> <p><i>Weekly</i></p>	<p>165 Attendees per week.</p>	<p>Family Play Sessions were set up as part of the Play Sufficiency Assessment consultation which identified the importance for families to find time to play together. The aim of the sessions is to provide a safe, warm, and welcoming environment for families to embrace play. The sessions are very popular with over 400 families attending each week. This has demonstrated a definite need for this type of provision in the community.</p> <p>7 sessions of the Family and Play Sessions are now delivered across the borough each week. Parents and Carers have fed back that day times are often lonely when you are looking for after young children. Family and Play sessions provide a focus and somewhere to go.</p>
<p><b>Dad and me Forum</b></p> <p><i>Monthly</i></p>	<p>40 Members Registered</p> <p>25 attendees per session</p>	<p>We run a monthly Saturday play forum for Dads and their children. Traditionally Mothers access parent and toddler groups, resulting in father's being unable to access support to develop positive bonds with their child/children. The session provides Dad's (or other male relatives) the chance to come together and spend quality time with their children supported by a small team of experienced staff.</p>
<p><b>Discos</b></p> <p><i>Termly</i></p>	<p>We run more than 30 discos per year, across 4 schools.</p>	<p>Our workers provide a fun filled dance and games day with music and challenges that are inclusive for all children. Worker's tailor the disco to the theme of the year and encourage all children to take part in the games and dancing.</p>



## Play in Schools



Since the pandemic our role within schools has intensified. The numbers of play projects delivered within schools has increased with the acknowledgement that playworkers can enhance and support children and young people's wellbeing through play. We currently provide over **250** hours of support each week to local schools through the play projects detailed below. Positive feedback received from schools with over **1000** children engaging in projects on weekly basis

<p><b>3 Breakfast clubs and Early bird sessions</b></p> <p><i>Daily</i></p>	<p>15 per week in 3 different schools.</p> <p>Supporting over 150 children per day.</p>	<p>Torfaen Play Service supports several breakfast provisions each week in schools across the borough providing stimulating activities to engage children in preparation for the school day. By supporting these breakfast provisions, we are ensuring that children have the best possible start to the school day which will lead to a positive and productive day in school.</p>
<p><b>14 Play on the playgrounds project</b></p> <p><i>Daily</i></p>	<p>37 Sessions take place weekly, across 14 Schools.</p>	<p>There are currently a significant number of Primary schools participating in this project. Torfaen Play works in partnership with local schools to provide safe and stimulating play activities on lunch time breaks, allowing children to experience different kinds of play activities. Activities include team games, parachute games, sport, nature trails and play in the natural environment. The Play on the playground project benefits children from the play experiences they encounter socially, physically, intellectually, creativity, culturally and emotionally.</p>

<p><b>Inclusive Play in Schools project</b></p> <p><i>Daily</i></p>	<p>20 sessions take place every week, supporting 9 children.</p>	<p>This project supports pupils who are displaying challenging behaviours in school to those on a modified timetable. Additionally, those pupils going through exclusion or already excluded from school are also supported through the project.</p> <p>Some workers provide short play sessions with the pupils within the school setting. Workers will also take the child out within the community for a short period of time to participate in play and recreational activities at an identified community setting. Within these sessions the worker will encourage the child or young person to engage within activities that interest them. These sessions are vital as they protect vulnerable pupils who are struggling in school and give them support and help to develop hobbies and interests outside of school and the home.</p>
<p><b>13 Play and Wellbeing Sessions</b></p> <p><i>Daily</i></p>	<p>31 sessions take place each week, across 13 schools, supporting 300 children per day.</p>	<p>As a service we run sessions in schools across the borough providing physical, emotional social support and sessions. These sessions are catered to individuals and groups depending on what schools or children request and require. Games and support are tailored to each need.</p>
<p><b>2 Wrap Around Play Clubs</b></p> <p><i>Daily</i></p>	<p>5 sessions per week in Nant Celyn Primary School and Coed Eva Primary School</p> <p>Supporting 160 children per week.</p>	<p>Torfaen Play Service are currently supporting Nant Celyn Primary School and Hollybush ICC to provide a wraparound service for children at the school after there was a gap in childcare provider. Torfaen Play Service has also begun to support Coed Eva Primary School in setting up their wrap around service. These sessions are pre-booked, with attendance confirmed daily, at a reduced rate of £5 per session, per child. Activities such as sports, crafts and group games take place daily, as well as a healthy snack provided at no additional charge.</p>
<p><b>LEGO Think Bricks</b></p>	<p>We are able to support approx. 20 children per term. Currently there is a waiting list.</p>	<p>Within our team we currently have 6 staff members trained in using Lego: Think Bricks (also known as LEGO: Build to Express). We are seeing real success in using this within our Families-First work as well as referrals from schools. We are also able to create our own lesson plans to use with the children and young people, therefore tailoring the sessions more towards their individual needs. LEGO Think Bricks is a process of using therapeutic techniques and a non-judgemental process for solving problems, expressing personal feelings, and breaking down barriers to achievement.</p>

## Holiday Play Provisions



Provisions run during half term and summers including both Easter and Christmas. A variety of provisions take place from Play and Wellbeing Camps, Active Camps, Open Access Playschemes, Play and Activities Camps, Play in the Park Sessions and specialist play provisions for children and young people with disabilities. Over **2000** children and young people were registered this summer.

<p><b>40 Summer Play Provisions</b> <i>Summer Holidays</i></p>	<p>2000 children per day</p>	<p>The summer playschemes run over summer school holidays. Last summer 40 provisions were delivered across Torfaen. Provisions allow children to access play in a safe staffed environment and children are encouraged to be active. 1-1 workers are available to support children with additional needs to access provisions. A mixture of camps and open access play settings are run each summer.</p>
<p><b>13 Food and Fun Camps</b> <i>Summer Holidays</i></p>	<p>1200 Children per day fed this summer</p>	<p>WLGA's Food and Fun Project funded sites in Torfaen this summer. The project provides children with a healthy, well-balanced meals alongside structured play and learning opportunities. Skilled and experienced workers will deliver structured sessions for the children based on the National Curriculum. This will include covering a variety of skills and subjects such as literacy, music, drama, sports and art. Torfaen Play worked closely with Dieticians to enhance the children's knowledge of nutrition and healthy eating and provided them with the knowledge to make healthy choices with their food. In Addition, Torfaen Play also worked in partnership with Torfaen Leisure Trust for The Fit and Fed Programme to provide free healthy food on all playscheme</p>

		sites in Torfaen Our workers are trained on nutrition and provide education for the children upon healthy eating.
<b>9 Half term Play Provisions</b>	600 children per day (Average)	Playschemes take place during October, February, Easter, and Whitsun half terms as well as additional Christmas sessions in December, offering opportunities for all children to play in safe staffed environments. Activities include play and wellbeing camps and play and activities camps. Activities include team games, sports and arts and crafts. Play workers and volunteers encourage children to play in the natural environment as well as engaging them in new experiences. Play and respite sessions also take place during half terms enabling children of all abilities to participate in regular play opportunities.
<i>Half Term Holiday Times</i>	70 Children with disabilities (Average)	
<b>Open Access Provisions (Play in the Park)</b>	300 per day in certain periods	Open access camps are majority of the time run throughout the summer months. These sites are non-booking and are based upon high numbers turning up and running active camps. The stadium site is our busiest involving the sports halls, football pitches and swimming pools. Our play in the park settings are very busy during the summer periods we have lots of these sites dotted around the borough.
<i>All Holiday Times</i>		
<b>Transitional project</b>	2 sites in Secondary schools Summer 2023 This will support 200 young people.	We are currently working in partnership with Education and the counselling service to support pupils through the transition process. Year 6 pupils are supported throughout the summer to gain familiarity and confidence in attending secondary school. To date, projects have been delivered with pupils from Croesyceiliog and Cwmbran High School. The projects place and emphasis on encouraging friendships, developing social skills, and breaking down any barriers or concerns linked to the transition into secondary school.
<b>Play lending library</b>	200 Members	We are fortunate to host a Play Lending Library as an active resource to promote play opportunities. The lending library has members ranging from Early Years providers, schools, parents/carers as well as community groups. A wide plethora of equipment is available to hire at a reasonable cost. This includes resources for community events as well as specialist equipment for children and young people with disabilities.

<b>Volunteering project</b>	180 Young people	Torfaen Service are proud to support a large number of volunteers to gain a wealth of experience supporting the delivery of play activities and enabling children and young people with additional needs to access sessions. Experiences gained empower volunteers to become active citizens within their local community as well as preparing them for future avenues such as employment and attendance at university. Additionally, many volunteers based with Torfaen Play Service utilise their volunteer hours to contribute to the Welsh Baccalaureate. All volunteers are supported to achieve two accredited qualifications.
<b>Work based placements</b>	We are currently supporting 6 young people on this project.	We work closely with agencies such, IIEC, Rathbone, Coleg Gwent and the University of South Wales, to deliver placement opportunities for young people studying a variety of courses such as Playwork level 1 and Youthwork Degree. Placements are tailored to suit the need of the individual and course to provide the experience needed to continue in their respective field.
<b>Consultation and participation projects</b>		In 2013 Torfaen Play and Service achieved the National children and Young Peoples Participation Kite Mark for Wales. The Play Services leads on consultation for all children aged 12 and under. This includes carrying out consultation linked to schools. A wide variety of methods are used to consult with children of all ages and abilities. This includes using games as well as debates and discussions
<b>Families First</b>	200 families a year	A large percentage of our time is spent supporting complex families. As part of the Families First initiative, we support over 200 families per year through the Disability strand.
<b>Safer routes to play</b>	16 Makeovers for Subways and Community Places and Walkways	Playworkers and volunteers have come together to improve and artistically enhance the subways around- the Southeast area of Cwmbran. The Local Authorities Play Sufficiency Plan highlights how partners should work together to create safer routes to play around the community. We have also improved a building in Abersychan and the bridge at the Park Run in Cwmbran.
<b>Community Events</b>	Annual engagement of 5000 plus	Each year we support a substantial amount of community events to promote and deliver play opportunities. In addition to this, we also provide interactive inclusive discos to schools and community groups. Our support for community events continues all year round with a very busy period over the summer months.

<p><b>Torfaen's Play Sufficiency Assessment</b></p>	<p>Updated every 3 years. Action plan updated every year</p>	<p>The Play Team lead on both the consultation and collection of data for the Play Sufficiency Assessment which is statutory requirement for every local authority in Wales. The assessment focuses on a broad scope of topics and agendas linked to play and play and recreational provision. The Play Sufficiency Action Plan is monitored by a strategic group that meets quarterly with representatives from the key areas within the assessment</p>
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For more information regarding any of our provisions and services, please contact the **Play Team**

Phone: **01495 742206 / 01495 742951**

Email: [julian.davenne@torfaen.gov.uk](mailto:julian.davenne@torfaen.gov.uk)  
**(Play Service Manager)**

[andrea.sysum@torfaen.gov.uk](mailto:andrea.sysum@torfaen.gov.uk)  
**(Play Policy Officer)**

[torfaenplay@torfaen.gov.uk](mailto:torfaenplay@torfaen.gov.uk)

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Full Council

Wednesday 25<sup>th</sup> January 2023

Planning Applications commented on

- 1    *Plan Number*    *District reference*    *Site reference*    *Other reference*  
22/P/0811    Pontnewynydd    Merivale, 19 Mount Pleasant,  
Pontnewynydd

**PROPOSAL: Replacement of existing garage with a new block construction garage**

**This Council has no observations**

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- 2    *Plan Number*    *District reference*    *Site reference*    *Other reference*  
22/P/0813    Sebastopol East    13/ Parc Panteg, Griffithstown,  
Pontypool

**PROPOSAL: Erection of black metal railings along shared driveway**

**This Council has no observations**

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- 3    *Plan Number*    *District reference*    *Site reference*    *Other reference*  
22/P/0847    Pontypool    10A & 11 Osborne Road,  
Pontypool, Torfaen

**Proposed change of use of disused premises into three apartments with associated external works**

**This Council has no observations**

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- 4    *Plan Number*    *District reference*    *Site reference*    *Other reference*  
22/P/0856    New Inn Lower    L'ensaler, Shuvad Road, New Inn

**PROPOSAL: Ground floor extension to the rear of the garage with first floor extension to create new bedroom with balcony**

**This Council has no observations**

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5	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	<b>23/P/0010</b>	New Inn Lower	Brookside, Sluvad Road, New Inn	

**Proposed conversion of existing garage to residential annex in  
connection with existing dwelling**

**This Council has no observations**

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**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD ON WEDNESDAY 1<sup>st</sup> FEBRUARY 2023**

**In attendance:**

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Matt Ford# Gaynor James#, Jon Horlor\* John Killick#, Jonathan Martin#, Bob Rogers\* and Jools Rogers\*

Also in attendance: Nick Byrne\*

Officers: Mrs Cindy Challenger# (Finance Manager) and Jane Wright# (Assistant Clerk)

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

Min. no.	Subject and decision	Action
	<b>FINANCIAL ITEMS</b>	
368.	<b><u>Apologies for Absence</u></b>  Apologies received from Councillors Nick Jones and Caroline Price	
369.	<b><u>Declarations of Interest</u></b>  Councillors Gaynor James and Jon Horlor 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.  Councillor Matt Ford declared an interest in the item on Local Voluntary Funding in relation to St. Alban's RC School.  Councillor John Killick declared an interest in the item on Local Voluntary Funding in relation to Citizens Advice, TOGs and Cwmffrwdroer Primary School.	JW
370.	<b><u>Schedule of Receipts and payments</u></b>  The Committee were asked to approve the Schedule of receipts and payments for November & December 2022.  <b><u>RECOMMENDED:</u></b> that the receipts and payments for November & December 2022 as shown in the report, be approved noting the information.	

371.	<p><b><u>Use of Credit Card</u></b></p> <p>The committee was asked to approve the credit card payments for November/December 2022.</p> <p><b><u>RECOMMENDED*</u></b>: that the payments made on the Council's credit card for November/December 2022, as shown in the report, be approved.</p>	
372.	<p><b><u>Financial Budget Comparison Report with Reserves</u></b></p> <p>The Committee received and considered the financial monitoring report to the end of 31<sup>st</sup> December 2022. The Chair gave members the opportunity to ask any questions in relation to the report. None were asked.</p> <p><b><u>RECOMMENDED*</u></b>: that the financial monitoring report to the end of December 2022 be approved and the information contained in it noted.</p>	CC
373.	<p><b><u>Earmarked Reserves 2022/2023</u></b></p> <p>The Committee received a report of Earmarked Reserves available as at 30.11.22. The Chair stated that as the report was to the 30<sup>th</sup> November, changes have been made since then.</p> <p><b><u>RECOMMENDED*</u></b> that the report of Earmarked Reserves be received and the information outlined by the Chair noted.</p>	CC
374.	<p><b><u>Local Voluntary Funding (LVF)</u></b></p> <p>The Committee was asked to approve the Local Voluntary Funding applications (attached as an appendix to the minutes).</p> <p>The Chair stated that if any members wished to see a copy of any of the LVF applications forms that had been submitted they would be available on request from the office. She confirmed that all applications had been checked and vetted by staff.</p> <p><b><u>RECOMMENDED:</u></b> (i) that the LVF applications as outlined in the appendix be approved.</p>	CC
375.	<p><b><u>Table of LVF funding awarded to date</u></b></p> <p>The Committee received a list of LVF funding that had been spent to date. The Chair asked members if they had any queries in relation to this item. None were raised.</p> <p>The Chair stated that the information was provided for members in</p>	

order that they could note what organisations/groups money had been awarded to; she explained that the highlighted red text meant the financial limit had been reached in line with LVF criteria unless it was specifically for a project, giving the example of Pontypool Retired Men's Society; where the limit of £500.00 had been reached in relation to LVF (page 28), but money had been awarded separately to them (page 30) for a project.

Cllr JM referred to an LVF project in relation to a speed sign signal being erected at New Inn that Mr Keith James (previous Councillor for New Inn) in conjunction with two fellow Councillors at that time had submitted towards the installation and erection of the speed sign. Cllr JM believed the money had been paid out but the sign had not been installed and he and his fellow Councillors wanted to do another LVF project to have another speed sign signal on the opposite side of the road. It was agreed that enquiries be made in relation to this LVF with a footnote being added to the minutes.

**RECOMMENDED:**

- (i) that the LVF applications as outlined in the appendix be approved.
- (ii) that enquiries be made in relation to the LVF Project Application for the installation and erection of the speed sign for New Inn.

[Footnote: Refer Finance Manager/Clerk]

376. **Request for a Laptop for New Role**

The Committee received a report on additional IT equipment requirement in relation to a new laptop for the new Community Development role at a cost of £675.00 plus vat. The Chair stated that there was money available in the budget and secondly it would be a necessity for the postholder who would be commencing the role in April. It was unanimously agreed that a laptop be purchased.

**RECOMMENDED\*:** that a laptop be purchased at a cost of £657.00 plus vat.

377. **Pontypool Public Toilets Contribution**

The Committee was informed that an invoice for £20,000 (£5,000 per year running costs) had been received from Torfaen for the agreed contribution to Pontypool Public toilets.

The Chair stated that the Council does have monies earmarked for this which had already been budgeted for. The invoice related to the following years: 2019/20, 2020/21, 2021/22 and 2022/23. It was unanimously agreed that the invoice be paid.

	<p><b>RECOMMENDED*</b>: that the Council agree and pay the invoice for £20,000.</p>	
378.	<p><b><u>Request for Annual Maintenance of CCTV in Pontypool</u></b></p> <p>The Committee received an e-mail from Mr L. Puddy, Head of Public Services Support Unit in relation to CCTV maintenance for the period 1<sup>st</sup> November 2022 to 31<sup>st</sup> October 2023. in relation to Pontypool Town Centre and Trevethin shops. The Chair of Council stated that although the Council had previously helped towards the costs only for the CCTV in the Town Centre a resolution had been passed by Council the previous year stating that PCC would make no commitment to contribute to similar costs for replacement or repairs in future of which TCBC were informed. He therefore proposed that a letter be sent to TCBC stating that the Council's position remained the same with a copy of the e-mail that was sent last year attached to the letter.</p> <p><b>RECOMMENDED*</b>: that TCBC be informed of the Council's decision as outlined above.</p>	LM/ JW
379.	<p><b><u>Grants Distribution Lists</u></b></p> <p>The Chair informed members that the Grants Distribution Lists would be sent out by e-mail to all members to inform them when grants are due to be distributed. The Chair referred to the grant aid list stating that there may be a lot more halls/associations that would be eligible to apply who were not on the list so they would not have been sent a letter informing them that they could apply, so if any member(s) knew of any organisation(s) in their region that could be eligible, to let the office know so the list could be updated, likewise for Junior Team Sponsorship.</p> <p>In relation to Core Funding, she stated that the same organisations had been given financial assistance over several years so members may know of other groups that could benefit from this funding. The Chair was confident that the Schools Environmental Grant list was up to date.</p> <p>The Vice-Chair of Policy &amp; Finance asked that staff be thanked for the well-presented report with the criteria clearly being shown in relation to the respective grant applications.</p> <p>The Chair of Council proposed that the Council reintroduce the Grants Presentation Evening(s) as not only were they an excellent opportunity to showcase the work of the Council they also give the organisations/groups that the Council awards money to a chance to say how this money is helping them. This was unanimously agreed. The Chair stated asked that an item be put on the next</p>	

	<p>Events Committee as this is now in their remit.</p> <p><b><u>RECOMMENDED:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the information conveyed by the Chair be noted; with:</li> <li>(ii) Grants Distribution Lists are sent to all members by e-mail as above.</li> <li>(iii) that the staff be thanked for the well-presented report.</li> <li>(iv) that an item on Grants Presentation Evenings be placed on the next Events Meeting.</li> </ul>	<p>CC</p> <p>JW/ RC</p>
380.	<p><b><u>Grant Aid</u></b></p> <p>The Committee was asked to consider an additional application for Grant Aid from Varteg Community Association. The Chair proposed £500.00 in line with the previous organisations that had been awarded this amount. This was unanimously agreed.</p> <p><b><u>RECOMMENDED*</u></b>: that £500.00 be awarded to Varteg Community Association.</p>	<p>CC</p>
381.	<p><b><u>Grants to be awarded in this financial year due to budget capacity.</u></b></p> <p>The Chair informed members that Junior Sponsorship had been awarded the previous financial year, however due to a delay this financial year it is recommended to the Committee that Junior Sponsorship of £6,000 be transferred to an earmarked reserve as of 31.03.23 and the new Community Development Role have this budget for April 2023 as a first allocation. Members felt that this made a lot of sense as it would give the Officer a positive foundation when being introduced to local groups.</p> <p><b><u>RECOMMENDED*</u></b>: that £6,000 be transferred to an earmarked reserved and be allocated as a first task to the new Community Development role.</p>	<p>LM/ CC</p>
382.	<p><b><u>Feedback from food banks</u></b></p> <p>The Committee received and noted the feedback report from the Food Banks that the Council had supported and who the Clerk had been in touch with. The Chair stated that information had been sent by Panteg House that day and members should have had an e-mail to this effect. The Chair read it out as follows:</p> <p><i>Panteg Community Foodshare provide support for families in the Griffithstown, Sebastopol, New Inn Cwmfields areas. Requests for support are made via a Facebook link or dedicated telephone helpline 07395 945697.</i></p> <p><i>From November 2022 to date (24<sup>th</sup> January 2023) the service has</i></p>	

	<p><i>provided 224 food and hygiene parcels to families. This equates to supporting around 700 people of which approximately 360 were children of school age.</i></p> <p><i>The support group spends approximately £150 weekly on basic food items. This is through grants the Foodshare is able to access, along with donations from the public and organisations, all of which is needed to make a vital contribution to the items that families need and receive.</i></p> <p>The Chair added that families had added some testimony at the end of how important these foodbanks were to them.</p> <p>Members felt that it was important to continue to support these foodbanks, stating it was alarming how many people had now come to depend on them.</p> <p><b><u>RECOMMENDED:</u></b> that the report on foodbanks be received with the updated information from Panteg House being noted.</p>	
383.	<p><b><u>Levelling up Funding</u></b></p> <p>The Leader informed the meeting that Pontypool had been awarded a £7.6 million grant, one of only 11 projects in Wales to receive grants from the UK Government's Levelling Up Fund which aims to create jobs and grow the local economy. She stated that the investment would help transform St. James Church, a derelict Grade II listed building into a thriving cultural hub; convert public toilets into a landmark café/restaurant and renovate an existing car park into safe and secure parking for users of these facilities and the town, stating that the work needed to be completed by the end of 2024 which was one of the conditions. The Vice-Chair of Policy &amp; Finance stated that he thought the time scale was rather ambitious in view of the amount of work to be undertaken. It was agreed that Torfaen be contacted for an Officer to attend a Council meeting to discuss this further.</p> <p>The Chair and members referred to the Pontypool Regeneration Partnership meetings and it was agreed that these meetings be reconvened subject to Council approval in order that there is better partnership working going forward, by reconvening the meetings it means that Officers involved with the Regeneration of the town including the transformation would be able to answer queries/discuss ideas going forward at these meetings.</p> <p><b><u>RECOMMENDED:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the information outlined by the Leader in relation to the Levelling up Fund be noted; and that Torfaen be contacted for an Officer to attend a Council meeting to discuss the transformation.</li> <li>(ii) that Pontypool Regeneration Partnership meetings be reconvened subject to Full Council approval.</li> </ul>	LM/ JW

384.	<p><b><u>Financial Request(s) for Financial Assistance</u></b></p> <p>The Committee received requests for financial assistance from the following organisations:</p> <p>(a) Bullics Out (b) Cerebral Palsy</p> <p>The Chair stated that these were both national charities. It was unanimously agreed that in line with Council policy that £200.00 be awarded to each charity.</p> <p><b><u>RESOLVED*</u></b>: that £200.00 be awarded to each charity as outlined above.</p>	
	<p><b><u>POLICY ITEM(S)</u></b></p>	
385.	<p><b><u>Absence Policy</u></b></p> <p>The Committee was asked to review the Absence Policy for approval. The Chair stated that this policy would link into the staff handbook which is currently being formulated and will go to the next Establishment meeting. The Chair of Council proposed that the Council adopt it stating that it was very well written.</p> <p><b><u>RECOMMENDED*</u></b>: that the Absence Policy be put forward to Full Council for adoption.</p>	

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

Signed by Chair .....

# POLICY AND FINANCE

1<sup>st</sup> February 2023

## LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>	<u>Power/Act to Ward Grant</u>
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£500 (£125 each)	Panteg Cricket Club	To subsidise the cost of training and equipment, removing barriers to access	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£400 (£100 each)	Sebastopol Junior AFC	To maintain the pitch and provide kit for the teams	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25 each)	Torfaen Qigong	Running costs including hall hire	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and	£300 (£75.00 each)	New Panteg Junior RFC	To maintain the pitch and provide kit for the team(s)	Local Government (Miscellaneous Provisions) Act 1976, s.19

Councillor B. Rapier				
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£400 (£100 each)	Griffithstown Junior AFC	To subsidise kit and maintain grounds and changing rooms	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25 each)	Pontypool Retired Mens Society	Running costs	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£150 (£37.50 each)	Nidus Childrens Choir	To subsidise the cost of hall hire	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£200 (£50 each)	Torfaen Male Voice Choir	Running costs, ties and music	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and	£400 (£100 each)	Golliwopsies	Running costs and new toys	Power of Well Being s.2 Local Government Act 2000

Councillor B. Rapier				
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25.00 each)	Pontypool Chrysanthemum Society	Running costs	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£300 (£75.00 each)	New Panteg RFC	To maintain the pitch and provide kit for the team(s)	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£250 (£62.50 each)	Panteg Park Bowls	To repair, improve and maintain the grounds and club house	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£400 (£100 each)	Panteg AFC	To be put towards funding winter training	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and	£100 (£25 each)	Congregational Church Women's Guild	Running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19

Councillor B. Rapier				
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier Griffithstown Ladies Club	£150 (£37.50 each)	Griffithstown Ladies Club	To subsidise running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£350 (£87.50 each)	St. John Ambulance, Griffithstown	Repairs to the ceiling of the hall, after water damage from a leak	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£250 (£62.50 each)	Pontyfelin Bowls Club	Repairs to and maintenance of the green and site in general	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25.00 each)	Linden Singers	Running costs	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter,	£350 (£87.50)	Griffithstown Allotments Association	Upkeep of allotment sites, support for allotment holders	Power of Well Being s.2 Local Government Act 2000

Councillor N. Warren and Councillor B. Rapier				
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£300 (£75 each)	Griffithstown Community Hall	To subsidise running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25.00 each)	Ennicroft Crafting Club	It would go towards the rent for the use of Griffithstown Community Hall since, some weeks we don't take in enough to pay the rental, due to low numbers attending. We only charge £3 per head	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25.00)	Mello 'D'	To subsidise music costs	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£200 (£50 each)	Griffithstown Primary School	To buy outdoor play equipment	Power of Well Being s.2 Local Government Act 2000

Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£200 (£50 each)	Ysgol Panteg	To go towards Christmas gifts for those in need	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£400 (£100 each)	1 <sup>st</sup> Griffithstown Guides	Go towards census fees	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£400 (£100 each)	1 <sup>st</sup> Griffithstown Scouts	Repair and maintain the scout hall on Hill Street	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£500 (£125 each)	Panteg Foodshare	Running costs	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25 each)	Fruit & Veg Share at St. Oswalds	To help underpin and expand our activities within Sebastopol. Developing warm spaces and coffee mornings	Power of Well Being s.2 Local Government Act 2000

Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25 each)	Renew GBC	To buy some activities for people to join in with and supply refreshments	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£200 (£50 each)	West Monmouth School	To help repay the debts of free school meals children who have overspent and whose parents can't afford to pay	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£250 (£62.50 each)	Panteg House Bowls Club	The grant will be used to assist in the maintenance of the club and green, which we provide the labour and materials for	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£150 (£37.50 each)	Griffithstown Communal Gardens	Running costs	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£100 (£25 each)	Thrifty Fifties Quilters	To fund a speaker to teach a new skill at a meeting or a trip to a sewing place	Power of Well Being s.2 Local Government Act 2000

Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£1,000 (£250 each) PROJECT	Friends of Fishpond Park Panteg	To go towards a new pump and filter for the fish pond to be renewed before the park's centenary in 2024	Power of Well Being s.2 Local Government Act 2000
Councillor E. Hunt, Councillor A. Gunter, Councillor N. Warren and Councillor B. Rapier	£1,000 (£250 each) PROJECT	Panteg House Sports & Social Club	To go towards planting a summer meadow to improve biodiversity and an area for wildlife and towards tree maintenance	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor M. Ford	£1,000 PROJECT	St. Alban's RC School	We plan to take FSM children to Portugal for an international youth event. This will be their first experience abroad. This is a once in a life time trip for twelve days to experience other cultures meet with other youth that share the same faith and circumstances	Power of Well Being s.2 Local Government Act 2000
Councillor R. Matthews	£300	All Creatures Great and Small	To help look after animals	Power of Well Being s.2 Local Government Act 2000
Councillor G. James	£100	All Creatures Great and Small	To help look after animals	Power of Well Being s.2

				Local Government Act 2000
Councillor J. James	£100	All Creatures Great and Small	To help look after animals	Power of Well Being s.2 Local Government Act 2000
Councillor R. Overton	£500	Torfaen Scouts Active Support Unit	To assist with running costs of the club	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor R. Overton	£500	New Inn Pensioners	To assist with running costs of the club	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor R. Overton	£500	St. John Ambulance Pontypool Division	To assist with running costs of the organisation	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor R. Overton	£500	New Inn AFC	To assist with running costs of the club	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor R. Overton	£200	New Inn Youth and Junior AFC	To assist with running costs of the club	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor M. Ford	£500	Pontypool United	This is to support the under 16s on their tour to France	Local Government (Miscellaneous Provisions) Act 1976, s.19

Councillor M. Ford	£300	Pontypool United mini and Junior RFC	The money will be used to put volunteers through training and safe guard training to be able to train young children	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor C. Price	£50	Pontymoile OAP Club	Running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor C. Price	£300	Tranch AFC	Running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor C. Price	£500	Torfaen Museum Trust	Story telling equipment	Power of Well Being s.2 Local Government Act 2000
Councillor C. Price	£300	Pontypool AFC	Help with kits etc.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor C. Price	£350	Pontypool 1 <sup>st</sup> Brownies	Craft items	Power of Well Being s.2 Local Government Act 2000
Councillor L. Clarkson	£50	Nifty Knitters	Running costs and equipment	Power of Well Being s.2 Local Government Act 2000
Councillor L. Clarkson	£200	Garndiffaith RFC minis and juniors	Additional running costs and equipment	Local Government

				(Miscellaneous Provisions) Act 1976, s.19
Councillor I. Clarkson	£200	Fairfield AFC	Help with running costs and equipment	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor L. Clarkson	£50	Paws and Cake	Additional running costs and equipment	Power of Well Being s.2 Local Government Act 2000
Councillor I. Clarkson	£50	Victoria Village Pensioners Club	Running costs and equipment	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor L. Clarkson	£150 PROJECT	Varteg Community Association	Help with costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor L. Clarkson	£100	Noddfa Food Bank	Food bank stock	Power of Well Being s.2 Local Government Act 2000
Councillor I. Clarkson	£100	Garnsychan Partnership lunch club	Additional running costs and equipment	Local Government (Miscellaneous Provisions) Act 1976, s.19
Councillor N. Byrne	£200	Stroke Association -- New Inn Support Group	To provide a variety of activities to help with stroke survivors recovery including	Power of Well Being s.2 Local Government Act 2000

			planned coach trips in the summer	
Councillor J. Horlor	£400 PROJECT	Pontypool Retired Men's Society	<p>The organisation provided interesting and varied, weekly speakers who entertain with varied talks to stimulate interaction within the group.</p> <p>As technology has changed so much, we need to replace our own 10 years old laptop which has become incompatible with today's technology and therefore our attending guest Speaker equipment.</p> <p>Thus, causing a little embarrassment to all present!</p>	Power of Well Being s.2 Local Government Act 2000
Councillor J. Horlor	£500 PROJECT	Cold Barn Farm	Provide a warm safe space and offer hot drinks and warm snacks/light meals	Power of Well Being s.2 Local Government Act 2000
Councillor J. Horlor	£500 PROJECT	4 <sup>TH</sup> Gwent Boys Brigade	Start up camping Project for youngsters	Power of Well Being s.2 Local Government Act 2000

**MINUTES OF A MULTI-LOCATION MEETING OF THE PLANNING AND ENVIRONMENT COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD ON WEDNESDAY 8<sup>th</sup> FEBRUARY 2023**

**In attendance:**

Councillor: Nick Byrne# (In the Chair)

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

Officers: Lisa McMail (Clerk)#, Jane Wright (Assistant Clerk)#

\* *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
385.	<b><u>Apologies for absence</u></b>  Apologies from Lynda Clarkson and Matt Ford	
386.	<b><u>Declarations of Interest</u></b>  Councillors Gaynor James, Jon James, Caroline Price and Nick Simons 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 members of Pontypool Community Council.	JW
387.	<b><u>Biodiversity Action Plan/Working party</u></b>  Cllr NW informed the meeting that they had a quick catch up at the biodiversity meeting before the Planning meeting. He stated that the group are going to put forward Shane, the Pontypool Market Manager for the bee keeping course which is part of the biodiversity plan, not only is he very keen to undertake the course but he wants to get a hive going at the top of the market, so some pollinating planting may need to be undertaken at the same time.  He stated that he and Mrs AA had met with Rachel Carter who is the Local Places for Nature Officer at One Voice Wales who had looked at the Council's Biodiversity plan in relation to its statutory obligations. Ms Carter had stated	

	<p>it is over and above what the Council need to achieve in relation to legislation and she gave extremely positive feedback in relation to the plan. He also referred to Nature Wise Training which Cllr AG had attended and said if anyone else wanted to attend this training which was over two mornings to let Mrs AA know as there were spaces available.</p> <p><b>RECOMMENDED:</b> that the information outlined by Councillor NW in relation to the points raised be noted and acted upon where necessary.</p>	AA
388.	<p><b>Planning Applications</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>RECOMMENDED:</b> that the observations (or absence of observations as the case may be) as outlined in the appendix to these minutes be submitted to Torfaen County Borough Council.</p>	CP
389.	<p><b>Planning Determinations</b></p> <p>Members received and noted Torfaen County Borough Council planning determinations including reasons for approvals or refusals.</p> <p><b>RESOLVED:</b> that the planning determinations as outlined be noted.</p>	CP
390.	<p><b>Pontypool Park Play Area</b></p> <p>The Committee received an e-mail from Ms. H. Lucas, Senior Landscape Officer at Torfaen County Borough Council giving an update regarding works to Pontypool Park Play area, and asking if the Council would be able to fund musical stepping stones in the new play area that the Chair of Policy and Finance had referred at Full Council. The Committee unanimously agreed to fund the musical stepping stones at Pontypool Park for £5,395.20 including VAT.</p> <p><b>RECOMMENDED*:</b> that the Council pay for the Musical stepping stones at Pontypool Park at a cost of £4496 + VAT.</p>	LM/CC

391. **School Environmental (Grant(s))**

The committee received and considered awarding a school environmental grant to the following schools who have submitted applications including the amounts applied for:

School	Amount
Ysgol Bryn Onnen	£994.35
Padre Pio	£2,300 (approximately)
George Street Primary	£1,000 (approximately)
Penygarn Community	£1,000
St. Alban's RC	£1,500
West Monmouth	Awaiting application form

The Clerk stated that West Monmouth School had indicated to Mrs AA, Events Officer they would also be submitting an Environmental Grant application.

Cllr NW stated that some schools had asked for more than others and would it be better to proportionate the amount considering there was only £4,000 in the Environmental Grants Budget. The Clerk referred to the Committee Budget Report stating that there was a reserve of unspent money of £3,000 in environmental awards/projects for 2022 so she would recommend that this be added to the £4,000 to give a total amount of £7,000 to be allocated between the six schools.

It was agreed that subject to West Monmouth's application being submitted to Council that the £7,000 be awarded equally between the six schools.

**RECOMMENDED\***: that £7,000 be split equally between the six schools subject to West Monmouth's Environmental Grant application being submitted to Full Council.

346. **Litter Hub/Keep Wales Tidy**

The Committee received a report on the opening of a litter hub in Pontypool. Pre-covid the Council agreed to Pontypool community Council becoming a litter picking

hub, where equipment is available, unfortunately this did not happen due to Covid. Councillor NW informed the meeting that he and Mrs AA, Events Officer met with Mr Thomas Board from Keep Wales tidy this week as he was unable to attend the January meeting due to injury. Councillor NW stated that Mr Board had provided enough equipment for 10 people to litter pick; stating that the Events Officer would be training the staff on the administrative side in relation to the booking system in order for it to go "live". Cllr AG informed the meeting that a gentleman had been kind enough to donate snow shovels to her which would be ideal for litter picking as they were lightweight so these could be added to the equipment.

Cllr NW added that Mr Board had mentioned a Spring Clean that would shortly be coming up and an activity day in Pontypool Park with the aim of getting people to come along making them aware that the Community Council is now a litter hub so they may be interested in becoming more involved. Cllr NS also indicated that schools in the Pontypool area may be interested in knowing that the Community Council was now a litter hub.

**RECOMMENDED:**

- (i) that the litter hub goes "live" this month.
- (ii) All staff to be trained on the booking process by Mrs AA.
- (iii) Mrs AA to inform schools that PCC was now a litter hub.

AA

347.

**Committee Budget**

The Committee received the budget (and reserves) within its remit and the spend to date. The Clerk informed the Committee of where they were in relation to budget line.

***Environmental Awards***

As discussed in previous item on Environmental Grants.

***Litter/Doggy bins***

This was an ongoing project with the Council looking to install a few new litter bins and check on the conditions of the current bins to plan a replacement programme.

***Community Notice Boards***

4 notice boards had been delivered to the office recently. The Clerk stated that she would speak to Mrs RC, Projects & Events Manager in relation to a query by Councillor AG in relation to a resiting of one of the notice board(s) in the Griffithstown/Sebastopol ward.

**Spring Flowers**

Budget unused.

**Forest Schools**

This is an ongoing project with the schools.

**Environmental Quiz**

This happens once a year and that budget is underspent.

**Woodland Rent**

There was nominal amount left over in relation to this budget line.

**Playground Equipment**

The Clerk stated that as there was £16,000 in the budget the cost for the musical stepping stones would be able to come out of this budget line rather than reserves; she had spoken with Torfaen to confirm that the Council would not incur any maintenance costs for the stepping stones going forward and Torfaen had clarified they would be responsible for the ongoing maintenance cost for this equipment. Torfaen had also indicated to the Clerk that the Community Council would receive publicity for the funding of this project.

**Pontypool Regeneration**

Ongoing Reserve.

**Public Toilets**

The Clerk stated that the invoice for this had now been received so the £20,000 would now be paid out from this budget line.

**RECOMMENDED\*:**

- (i) that the information relayed by the Clerk in relation to the budget lines for Planning & Environment Committee be noted.
- (ii) that the Musical Stepping Stones be funded out of the play equipment budget instead of reserves.

LM

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

Signed by Chair .....

Planning and Environment Committee

Wednesday 8<sup>th</sup> February 2023

Planning Applications commented on

1	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	22/P/0464	New Inn Upper	106 Chester Close, New Inn, Pontypool	

**PROPOSAL: Retention of 980mm fence to front of dwelling**

**This Council has no observations**

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2	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	23/P/0021	Scbastopol West	Gippeswyk, 1 Maple Road, Griffithstown	

**PROPOSAL: Replacement roof with raised eaves and ridge. New dormer extension to rear with bedroom and en suite accommodation. Materials and finishes to match existing property**

**This Council has no observations**

---

3	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	23/P/0027	Wainfelin	Sunnyside Bungalow, Crumlin Road, Old Furnace	

**Proposed new car parking hardstanding with railings and crossover.  
Proposed extension to garage and associated external works**

**This Council has no observations**

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4	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	23/P/0034	New Inn Upper	139 Chester Close, New Inn, Pontypool	

**PROPOSAL: Rear single storey extension**

**This Council has no observations**

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**NOTICE OF CONCLUSION OF AUDIT  
AND RIGHT TO INSPECT THE ANNUAL RETURN  
FOR THE YEARS ENDED  
31 MARCH 2022**

AGENDA  
ITEM 8

**Public Audit (Wales) Act 2004 Section 29  
Accounts and Audit (Wales) Regulations 2014**

- |   |  |
|---|--|
| (a) Insert name, position and address of person to whom local government electors should apply to inspect the annual return | 1. The audit of accounts for the Pontypool Community Council for the year ended 31 March 2022 has been concluded.<br><br>2. The annual return is available for inspection by any local government elector for the area of the Pontypool Community Council on application to:<br><br>Lisa McMail<br>Clerk/Responsible Finance Officer<br>Pontypool Community Council<br>35a Commercial Street<br>Pontypool<br>NP4 6JQ |
| (b) Insert the times between which a local government elector may apply to inspect the annual return                        | between 9 am and 3pm on Mondays to Wednesday (excluding public holidays), when any local government elector may make copies of the annual return.  |
| (c) Insert a reasonable sum for copying costs   | 3. Copies will be provided to any local government elector on payment of £3 for each copy of the annual return.  |
| (d) Insert name and position of person placing the notice   | Lisa McMail<br>Clerk/RFO   |
| (e) Insert date of placing of the notice  | 13 <sup>th</sup> February 2023   |

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2022

## Accounting statements 2021-22 for:

Name of body: **Pontypool Community Council**

	Year ending		Notes and guidance for compliers													
	31 March 2021 (£)	31 March 2022 (£)														
<b>Statement of income and expenditure/receipts and payments</b>																
1. Balances brought forward	562281	783849	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.													
2. (+) Income from local taxation/levy	307462	588000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.													
3. (+) Total other receipts	18324	24753	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.													
4. (-) Staff costs	199563	240766	Total expenditure or payments made to and on behalf of all employees. Include salary and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.													
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).													
6. (-) Total other payments	317645	372375	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).													
7. (=) Balances carried forward	783849	634366	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).													
<b>Statement of balances</b>																
8. (+) Debtors	13813	16977	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.													
9. (+) Total cash and investments	542841	984007	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.													
10. (-) Creditors	32605	100576	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.													
11. (=) Balances carried forward	783849	169460	Total balances should equal line 7 above: Enter the total of (8+9-10).													
12. Total fixed assets and long-term assets	270711	252740	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.													
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).													
14. Trust funds disclosure note	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Yes	No	N/A	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
Yes	No	N/A	Yes	No	N/A											
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											

## Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed?		YES means that the Council/Board/Committee	PG/Ref	
	Yes	No			
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	✓	○	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓	○	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	✓	○	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓	○	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	○	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓	○	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether those meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓	○	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓	○	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	○	○	NA	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement:

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £ 40,750 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

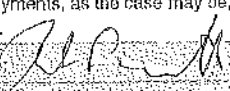
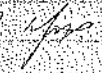
2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

## Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: 82
Name: RICHARD GUINNESS	Chair of meeting signature: 
Date: 22 June 2022	Name: Mubhen Soal
	Date: 22 June 2022

## Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Pontypool Town Council

### Auditor General's report

#### Audit opinion – Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

#### Other matters arising and recommendations

There are no further matters that I wish to draw to the Council's attention



Deryck Evans, Audit Manager, Audit Wales  
For and on behalf of the Auditor General for Wales

Date: 06/02/2023

\* Delete as appropriate.

# Annual internal audit report to:

Name of body: **Pontypool Community Council**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered†	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEE INTERNAL AUDIT REPORT ATTACHED
2. Financial regulations have been met, payments were supported by Invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No	N/A	Not covered*	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEE INTERNAL AUDIT REPORT ATTACHED
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No	N/A	Not covered**	
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 22 JUNE 2022.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	H.N. O'SULLIVAN	CPFA
Signature of person who carried out the internal audit:	<i>H.N. O'SULLIVAN</i>	
Date:	9/6/2022	



**FULL COUNCIL MEETING**

**22 February 2023**

**Update of Council Logo**

**1.0 PURPOSE OF REPORT**

- 1.1 A logo is a combination of text and visual imagery that serves two purposes. It tells people the name of the council and it creates a visual symbol that represents the business.
- 1.2 The Clerk proposes that we update our logo from a shield design to a more modern, colourful and visual explanation of our surroundings.

**2.0 FINDINGS/COST TO THE COUNCIL**

- 2.1 Difficulty in identifying/copying the logo due to small printed writing and ribbon.
- 2.2 The current logo is quite out dated.
- 2.3 The Clerk contacted a local company Go Local in Pontypool town centre and they have been extremely helpful in providing designs.
- 2.4 The cost to the Council would be £50 per logo adopted.
- 2.4 The Clerk asked the Youth Council for ideas and feedback – see below.

**3.0 RECOMMENDED**

- 3.1 To update the logo for future use for our new updated website, promotional items and letterheads.

OPTIONS:

1.



2.





youth council  
feedback on new logo

### Youth councillors feedback on logo

Youth councillors were excited to see a new logo for Pontypool Community Council, they agreed that the current logo is out-dated. The youth councillors liked both the logos and was happy for change with bright colours and a more modern feel. However, from comparison the two draft images, youth councillors agreed the first logo was their preferred choice. They said the first logo was nicer to look at, easier to identify each image in the logo and each image was representative to Pontypool. Youth councillors loved that the images were spread out on the wave that they compared to the Afon Lwyd.

#### **Logo 1: Youth Council Preferred Option for Council Logo**

- Spread out
- Eye catching
- Easy to see what each image is and what it is representing.
- Bright and colourful
- Different
- Likes the wave- like the river
- Liked the writing

#### **Logo 2:**

- Bright
- Likes the circle
- Squished up
- Not easy to see each image
- Modern

1.



**Pontypool** Community Council  
Cyngor Cymuned **Pont-Y-Pwl**

2.



Cyngor Cymuned  
**Pont-y-pŵl**  
**Pontypool**  
Community Council

Jane Wright

AGENDA ITEM 11

**From:** Lisa McMail  
**Sent:** 26 January 2023 18:53  
**To:** Jane Wright  
**Subject:** FW: Penygarn Community Primary School - Governor Representation

FULL COUNCIL

Kind Regards

Lisa McMail

Ffon/tel: 01495 365952

My working days are Monday to Thursday 8.30am to 4.30pm

Ebost/email: [lmccmail@pontypoolcc.gov.uk](mailto:lmccmail@pontypoolcc.gov.uk)

**From:** Pontypool <[Pontypool@pontypoolcc.gov.uk](mailto:Pontypool@pontypoolcc.gov.uk)>  
**Sent:** 26 January 2023 11:47  
**To:** Lisa McMail <[LMcMail@pontypoolcc.gov.uk](mailto:LMcMail@pontypoolcc.gov.uk)>  
**Subject:** FW: Penygarn Community Primary School - Governor Representation

Hi Lisa

This was on the Pontypool e-mail account.

Kind Regards

Carol

**From:** Mike Fisher <[mike.fisher@sewaleseas.org.uk](mailto:mike.fisher@sewaleseas.org.uk)>  
**Sent:** 24 January 2023 08:35  
**To:** Pontypool <[Pontypool@pontypoolcc.gov.uk](mailto:Pontypool@pontypoolcc.gov.uk)>  
**Subject:** Penygarn Community Primary School - Governor Representation

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.

Good morning.

I attended the schools Governing Body last evening as Clerk and noted that one Governor vacancy was for a Minor Authority Governor.

I believe that your Council covers this area and wonder if consideration had been given to allocating a representative from the Council to the Governing Body.

Regards

Mike

## Mike Fisher

Service Area Lead (Resources and Governance)  
Arweinydd Maes Gwasanaeth (Adnoddau a Llywodraethu)

South East Wales Education Achievement Service  
Gwasanaeth Cyfl awniad Addysg De Ddwyrain Cymru



Mobile: 07904 644667

[www.sewales.org.uk/](http://www.sewales.org.uk/)

[www.twitter.com/EAS\\_Governors](https://twitter.com/EAS_Governors)

[www.twitter.com/sewalesEAS](https://twitter.com/sewalesEAS)

[www.facebook.com/sewalesEAS](https://facebook.com/sewalesEAS)

Company Reg No / Rhif Cofrestru'r Cwmni – 08155408

## PONTYPOOL COMMUNITY COUNCIL

### **ABSENCE POLICY**

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#### **A) INTRODUCTION**

The purpose of this policy is to support and help employees who are absent from work to achieve and maintain full attendance and to support and assist employees who are on long term sickness absence to return to work as quickly as is appropriate in their circumstances.

In taking steps to monitor and control absence we aim to maximise the efficiency and effectiveness of the Company and its employees.

This policy is designed to ensure all employees are aware of their obligations in the event of absence.

#### **B) NOTIFICATION OF ABSENCE**

- 1) On your first day of absence from work you should notify The Clerk.
- 2) Notification should be made at least one hour before your shift is due to start but try to give as much notice as possible to enable us to cover your duties.
- 3) You should notify us personally and by telephone. E-mails and text messages are not an acceptable form of notification.
- 4) You should provide us with the reason for your absence and brief details of the symptoms.
- 5) You should try to give us some indication of your expected date of return. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate.
- 6) If you are unable to contact The Clerk when you telephone, you should leave a contact number and they will call you back within 30 minutes.
- 7) It is not acceptable to leave a message with any other member of staff.

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- 8) If your absence extends to more than seven calendar days, you must provide us with a medical certificate. Subsequent medical certificates must be provided to cover the whole of your absence.
- 9) If your absence is to attend an appointment at the hospital, doctors or dentist then an appointment card must be produced.

### **C) RETURNING TO WORK**

- 1) You must telephone The Clerk the day before you are due to return to work to enable us to reschedule any staffing arrangements. Failure to provide such notification (even if your medical certificate expires) may result in you being sent home from work for the day without pay.
- 2) Upon your return to work, you must obtain a Self-Certification Form from The Clerk before commencing work, complete this form and hand it to The Clerk.
- 3) Following any absence, whether self-certified or supported by a medical certificate, you will also be required to attend a Return to Work Interview with The Clerk to discuss the reasons for your absence and your current fitness for work.

### **D) FAILURE TO FOLLOW THE PROCEDURES**

If you fail to follow any of the above reporting procedures, you may be exempt from receiving Company sick pay, irrelevant of your reason for absence. Consistent failure to follow the procedures may result in disciplinary action being invoked.

### **E) ABSENCE MONITORING**

We will monitor the attendance records of all our employees. Review meetings will be held with individual employees in line with the following triggers:

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- Three separate periods of absence within a 13 week period;
- Absence percentage of 20%.

## F) REVIEW PROCEDURES

- 1) The intention of the review procedure is to discuss the reason for your absence levels and to discuss ways in which your attendance can be improved. If there is no improvement, then you may be subject to disciplinary action.
- 2) If you are requested to attend a review of your attendance levels, you have the right to be accompanied by a work colleague or a Trade Union Representative and you should make the necessary arrangements to have someone present at the meeting should you so require.

## G) INITIAL MEETING

- 1) The Clerk will write to you to arrange a meeting at a convenient time, date and venue. You have the right to be accompanied at this meeting should you so wish. You will be provided with details of your absence record prior to the meeting.
- 2) At the meeting we will discuss your attendance record, the reasons for your absence/s, any help or support we can offer to improve your attendance if relevant and what improvement is necessary
- 3) If the absence is likely to be continuous over a long period of time, then the procedures for dealing with Long Term Sickness (detailed below) will be followed.
- 4) Should any underlying health conditions be identified, your absence will be dealt with following the guidelines for Underlying Health Conditions (detailed below).
- 5) Should the meeting **not** highlight any underlying health conditions for your absence/s, you will be informed that your attendance levels need to improve. Review meetings will be arranged at 12 weekly intervals, following the Sporadic Absence Procedures (detailed below), until your attendance reaches an acceptable level. Should there be no

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improvement at the subsequent meetings, then the disciplinary process will be invoked.

## **H) LONG TERM SICKNESS ABSENCE**

- 1) If you are off work sick for a continuous period of 4 weeks, we will normally contact you with a view to arranging an informal welfare meeting at a convenient time, date and location. We will meet you at your home, at work or at a location suitable to both parties. You have the right to be accompanied at the informal meeting by a friend or relative if you wish.
- 2) The aim of the meeting is to keep you in touch with events at work, to discuss your absence and offer any relevant support.
- 3) We aim to keep in regular contact with you and hold regular meetings over your period of absence.
- 4) Dependent upon the circumstances of your absence, we may, when appropriate, ask your permission to contact a medical professional for a report on your incapacity.
- 5) Upon receipt of this report, we will meet again with you to discuss fully the contents of the report and any implications arising from it. We will determine what support and/or reasonable adjustments we can make to assist you in your return to work in the future.
- 6) If it is evident from the report and our discussions with you, that a return to work is not possible in the foreseeable future we may have to consider dismissal but this would be a last resort. If the decision is made to dismiss, you will be paid in lieu of notice. You will have the right to appeal against the decision if you feel it was unfair and details of how to appeal will be detailed in the dismissal letter.

## **I) UNDERLYING HEALTH CONDITIONS**

- 1) If, at any time during the initial meeting or any subsequent review meeting, an underlying health condition is identified we may, dependent upon the condition, continue with the Sporadic Absence Process or we

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may ask your permission to contact a medical professional (either your GP, anyone else who is treating you or we may consult an Occupational Health Advisor) to determine the extent of your incapacity.

- 2) Upon receipt of this report, we would meet with you further to discuss the report and any implications arising from it. We would consider what support we could offer and any reasonable adjustments that could be made to assist your attendance at work.
- 3) If your level of attendance is still unacceptable and we have exhausted all other viable options we may need to consider dismissal on the grounds of ill-health but this would be a last resort.
- 4) If the decision is made to dismiss, you will be paid in lieu of notice. You will have the right to appeal against the decision if you feel it was unfair and details of how to appeal will be detailed in the dismissal letter.

## **J) SPORADIC ABSENCE**

### **1) First Review (12 weeks after first review)**

The Clerk will write to you to arrange a meeting at a convenient time, date and venue. You have the right to be accompanied at this meeting should you so wish. You will be provided with details of your absence record prior to the meeting.

At the meeting we will discuss your attendance record, the reasons for your absence/s, any help we can offer to improve your attendance and what improvement is necessary.

Should any underlying health conditions be identified, your absence will be dealt with following the guidelines for Underlying Health Conditions (detailed later in this document).

If your attendance has not improved to an acceptable level and should no underlying health conditions be highlighted, you will be issued with a Formal Verbal Warning for your level of absence. You will have the right to appeal against this warning, details of which will be given in the letter detailing your warning. You will be informed that you will need to

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attend a further meeting in 12 weeks' time to review your attendance further.

If attendance has improved to the required level, no disciplinary action will be taken at this time. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

## 2) **Second Review (12 weeks after the first review)**

The Clerk will write to you to arrange a meeting at a convenient time, date and venue. You have the right to be accompanied at this meeting should you so wish. You will be provided with details of your absence record prior to the meeting.

At the meeting we will discuss your attendance record, the reasons for your absence/s, any help we can offer to improve your attendance and what improvement is necessary.

Should any underlying health conditions be identified, your absence will be dealt with following the guidelines for Underlying Health Conditions (detailed later in this document).

If your attendance has not improved to an acceptable level and should no underlying health conditions be highlighted, you will be issued with a Formal Written Warning for your level of absence. You will have the right to appeal against this warning, details of which will be given in the letter detailing your warning. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has improved to the required level, no further disciplinary action will be taken at this time. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has reached the required level at the second and third reviews, you will no longer be subject to attend further review meetings.

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### 3) **Third Review (12 weeks after 2nd review)**

The Clerk will write to you to arrange a meeting at a convenient time, date and venue. You have the right to be accompanied at this meeting should you so wish. You will be provided with details of your absence record prior to the meeting.

At the meeting we will discuss your attendance record, the reasons for your absence/s, any help we can offer to improve your attendance and what improvement is necessary.

Should any underlying health conditions be identified, your absence will be dealt with following the guidelines for Underlying Health Conditions (detailed later in this document).

If your attendance has not improved to an acceptable level and should no underlying health conditions be highlighted, you will be issued with a Final Written Warning for your level of absence. (If you received no Formal Written Warning at your last meeting, you will be issued with a Formal Written Warning at this stage).

You will have the right to appeal against this warning, details of which will be given in the letter detailing your warning. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has improved to the required level, no further disciplinary action will be taken at this time. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has reached the required level at the second and third reviews, you will no longer be subject to attend further review meetings.

### 4) **Fourth Review Meeting (12 weeks after 3rd meeting)**

The Clerk will write to you to arrange a meeting at a convenient time, date and venue. You have the right to be accompanied at this meeting

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should you so wish. You will be provided with details of your absence record prior to the meeting.

At the meeting we will discuss your attendance record, the reasons for your absence/s, any help we can offer to improve your attendance and what improvement is necessary.

Should any underlying health conditions be identified, your absence will be dealt with following the guidelines for Underlying Health Conditions (detailed later in this document).

If your attendance has not improved to an acceptable level and should no underlying health conditions be highlighted, you may be dismissed. You will have the right to appeal against your dismissal, details of which will be given in the letter detailing your dismissal.

If you received no Final Written Warning at your last meeting, you will be issued with a Final Written Warning at this stage. You will have the right to appeal against this action, details of which will be given in the letter detailing your Final Written Warning. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has improved to the required level, no further disciplinary action will be taken at this time. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has reached the required level at the second and third reviews, you will no longer be subject to attend further review meetings.

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## 5) **Fifth Review (12 weeks after 4th review)**

The Clerk will write to you to arrange a meeting at a convenient time, date and venue. You have the right to be accompanied at this meeting should you so wish. You will be provided with details of your absence record prior to the meeting.

At the meeting we will discuss your attendance record, the reasons for your absence/s, any help we can offer to improve your attendance and what improvement is necessary.

Should any underlying health conditions be identified, your absence will be dealt with following the guidelines for Underlying Health Conditions (detailed later in this document).

If your attendance has not improved to an acceptable level and should no underlying health conditions be highlighted, you may be dismissed. You will have the right to appeal against your dismissal, details of which will be given in the letter detailing your dismissal.

If your attendance has improved to the required level, no further disciplinary action will be taken at this time. You will be informed that you will need to attend a further meeting in 12 weeks' time to review your attendance further.

If your attendance has reached the required level at the third and fourth reviews, you will no longer be subject to attend further review meetings.

## 6) **Subsequent Review Meetings**

Should there be further cause for concern regarding your attendance levels, the above reviews may be continued or the process started again.

## 7) **Underlying Health Conditions**

If you have been absent for a continuous period of four weeks or longer, or upon investigation it is determined that you have an underlying health condition which is affecting your ability to attend work regularly,

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your Manager may request a medical report to determine what help, support or reasonable adjustments may be necessary to aid your attendance at work.

A meeting will be arranged with you and your Manager to discuss the report and ascertain if and when you may be fit to return to work and if so what, if any, reasonable adjustments may be necessary to facilitate this return.

It may be necessary to hold regular meetings over a period of time to consider how your illness or condition is progressing.

Whilst it is the Company's aim to offer support and help to enable you to return to work, if no solution can be found to facilitate a return to work within an acceptable timescale, the Company may have to consider termination of employment on the grounds of incapacity.