

Clerk to the Council/
Clerc'r Cyngor:

MRS R.V. TUCKER, BA

21 Ionawr/January 2021

Dear Sir/Madam
Anwyl Syr/Fadam

You are hereby summoned to attend a virtual meeting of the **COUNCIL COMMITTEE** at **6.30 pm on WEDNESDAY 27 JANUARY 2021**.

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.

Gofynnir drwy hyn i chi fynychu - **CYFARFOD Y CYNGOR** yn Rhith Gyfartod **am 6:30 yf, DYDD MERCHER 27 IONAWR 2021**

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfoddydd y Cyngor, mae gan aelodau o'r cyhoedd helpd 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.

Yours faithfully/ Yr eiddoch yn gywir

CLERK TO THE COUNCIL / CLERC I'R CYNGOR

AGENDA

1. **Questions from the Public**
To receive any questions from the public.
2. **Apologies**
To receive and accept apologies
3. **Declarations of Interest**
Members are invited to declare any interests they may have in any items on the Agenda.

35A, Commercial Street, Pontypool, Torfaen, NP4 6JQ Tel: (01495) 742805

35A, Stryd Masnach, Pont-y-wâl, Torfaen NP4 6JQ Ffôn: (01495) 742805

TWINNED WITH LONG/MENAD, FRANCE, BRITAIN, GERMANY & CONDEIXA, PORTUGAL

VR ALMARN & CONDEIXA, PORTUGAL

4. Speaker - 7.00pm
To receive Mr David Leech from Torfaen County Borough Council in relation to the Economy & Skills Strategy: Consultation Workshop.
5. Council Meeting
To confirm the Minutes of the Council meeting held on 16 December 2021 (attached: pages 1-4).
6. Policy & Finance
To approve minutes of the Policy & Finance Committee held on 6 January 2021 (attached: pages 5-11).
7. Events
To approve minutes of the Events Committee held on 20 January 2021 (attached: pages 12-15).
8. Grants Working Group
To approve notes of the Grants Working Group held on 19 January 2021 (attached: pages 16-27).
9. Planning Applications
To consider and comment on planning applications (attached: page 28-29).
10. Vacancy - New Inn Lower Ward
To consider co-opting for the vacancy in New Inn Lower Ward.
11. Amazing Tree
(i) To receive a follow up report on the Amazing Tree. (attached: pages 30-31);
(ii) To receive an email from the events officer regarding an application to apply for free trees from the Woodland Trust. (attached: page 32).
12. 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.
13. Establishment Committee
To approve minutes of the Establishment Committee held on the 6 January 2021 (attached: pages: 33-34).
14. To approve the Acting Clerk attending a virtual all-day seminar on 16 March 2021 [Local Council Recovery & Income Generation Forum] at a cost of £295.

MINUTES OF PONTYPOOL COMMUNITY COUNCIL
VIRTUAL FULL COUNCIL MEETING
WEDNESDAY 16th DECEMBER 2020

In attendance:

Councillor: Mrs R. Matthews (In the Chair)

Councillors in attendance: Mrs E. Hunt, Mrs G. E. James, N. Jones, J. Killeck, A. Lang, R. Overton, Mrs N. P. Parrish, B. Rapier

Officers: Mrs C. Challenger, Ms J. Wright, Mrs R. Cronin

72.

Questions from the Public

There were no questions from the public.

73.

Apologies

Apologies were received from Councillors: Ms K. Arthur, N. Byrne, Mrs E. Chilcott JP, G. Davies, Miss L. Clarkson, Mrs J. E. Jones, N. Simons, B.M. Taylor JP and Mrs J. Taylor.

74.

Declarations of Interest

Councillors Mrs G. James, N. Jones, R. Overton and Mrs N. P. Parrish declared an interest in any item on the agenda relating to Torfaen County Borough Council.

RESOLVED: that the declarations of interest be recorded.

75.

Council

The Council received the minutes of the Council meeting held on 25th November 2020. These were agreed as a true record subject to Councillor Jones initial being placed in front of his surname throughout the minutes and for future minute taking purposes [as there are two Councillor Jones on the Council] Reference was made to minute 69 Working party in relation to the Community Council working in conjunction with TVA regarding community halls. The Deputy Leader stated that TVA had

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been successful with their lottery bid that they had applied for earlier in the year and had asked if all the community councils within the Torfaen area could send a letter of support. This was unanimously agreed.

Reference was also made to the speaker part of the minutes by the Deputy Leader in relation to the important questions/comments he and Councillor N. Jones had raised in relation to the Replacement Local Development Plan as it was important that these did not get overlooked. It was agreed that the Assistant Clerk would send their comments by e-mail to Mr R. Murray copying them both into the e-mail in order that he could reply accordingly.

RESOLVED:

(i) that the minutes of the Full

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Council Meeting held on the 25th November be confirmed as a true record subject to Councillor N. Jones being stated throughout the minutes.

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(ii) that a letter of support be sent to Torfaen Voluntary Alliance in relation to their bid.

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(iii) that the Assistant Clerk emails Mr R. Murray as outlined above.

Planning Applications

76.

Members received and considered Torfaen County Borough Council Planning Applications.

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RESOLVED: that observations as outlined be submitted to Torfaen County Borough Council.

Torfaen Museum Trust

77.

It was unanimously agreed that Councillor K. James be nominated to serve as the Council's representative on Torfaen Museum Trust and that he be thanked for agreeing to take on this role.

RESOLVED: that Councillor K. James be nominated to serve as the Community

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Council representative on Torfaen
Museum Trust.

LGPS Advisor

78.

The Chair of Establishment informed the meeting that advice had been sought from One Voice Wales in relation to the position of the LGPS Advisor for the Council and although the Clerk was previously nominated for this role because of it evolving over the last several years and the Clerk the most likely incumbent to access her pension first then he felt the amount of specialist training and knowledge needed to fill this role was unfair on the rest of the staff in view of the very few occasions when an adjudication would be required. To this effect Mr P. Egan from One Voice Wales had recommended that the Council contact the Head of Human Resources in Torfaen County Borough Council to see if they could cover this role in the first instance. This was unanimously agreed.

RESOLVED: that the Head of Human Resources be contacted at Torfaen County Borough Council as outlined above in the relation to the role of LGPS Advisor.

Youth Project

79.

The Council received the minutes of the Youth Project Working Group. The Deputy Leader clarified that the salary in relation to the member of staff was included within the £53,000 for the Youth Project and drew the attention of Council to the part of the project meeting notes which confirmed the formal agreement by the Chief Officer of Torfaen County Borough Council's Youth Service that Torfaen County Borough Council will work in partnership with Pontypool Community Council and its inclusion within the project of an equal amount of resources equivalent to £53,000 per annum

RESOLVED: that the minutes of the Youth Project Working Group be approved.

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Crownbridge School

80.

The Council received a letter and consultation document from Torfaen County Borough Council in relation to expand Crownbridge Special School. After a lengthy discussion and as the consultation period closes on the 18th January 2021 it was agreed that the Council support Option 2 with a preference to increase to Option 7 noting that Option 2 might quickly outgrow the capacity stated unless they could increase the number of places up to 100 however this would obviously depend on the constraints of the site. If this was not possible then serious consideration be given to Option 7 in line with Option 2.

RESOLVED: that the observations as

outlined above be forwarded to Torfaen County Borough Council in relation to the expansion of Crownbridge School.

EXCLUSION OF PRESS AND PUBLIC

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are

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MINUTES OF PONTYPOOL COMMUNITY COUNCIL
VIRTUAL POLICY & FINANCE COMMITTEE HELD ON
WEDNESDAY 6th January 2021

In attendance:

Councillor: J. Killick (In the Chair)

Councillors in attendance: Mrs G James, Mrs E Hunt, and R. Overton

Also in attendance: Councillors Mrs E Chilcott JP

Officers: Mrs A. Ambrosen, Mrs C. Challenger and Mrs R. Cronin.

88. Apologies

Apologies were received from Councillor Mrs N Parrish, Mrs J. E. Jones, and B. Taylor

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89. Declarations of Interest

RECOMMENDED: that the apologies be noted.

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Councillors Mrs G. E. James, R. Overton and declared an interest on any item on the agenda relating to Torfaen County Borough Council. Mrs E. Hunt declared an interest in item regarding Panteg House.

90. Schedule of Receipts and Payments

RECOMMENDED: that the declarations of interest as outlined above be recorded.

CC

The Committee received and considered the schedule of receipts and payments for September 2020.

RECOMMENDED: that the schedule of receipts and payments for September be approved

91. Monitoring Report

The Council received and considered the Financial Monitoring Report to the end of October 2020.

The Chair stated that he had asked the Accountant to speak to the Software provider Edge to request a fifth column to be inserted in order that Councillors would not need to calculate the spending for each month themselves.

It was recommended that the Financial monitoring Report to the end of October 2020 be received.

RECOMMENDED: that the Monitoring report to the end of October 2020 be received.

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92. Local Voluntary Funding

The Committee received the following Local Voluntary Funding requests:

Councillor J Killick

£400 Blaendare Allotments Association
To care for fences etc.
s.215 Local Government Act 1972

£400 The Race Club, Blaendare Road Provides activities and a meeting place for the people in the area
Local Government Act (Miscellaneous Provisions) Act 1976. S. 19

£400 Pontymoile Community Hall Provides space for community groups to run sessions and events.
Local Government Act (Miscellaneous Provisions) Act 1976. S. 19

£400 Race Football Club
To support junior football.
Local Government Act (Miscellaneous Provisions) Act 1976. S. 19

£400 Pontymoile OAP Hall
Provides activities and a meeting place for the elderly.
Local Government Act (Miscellaneous Provisions) Act 1976. S. 19

£400 West Monmouth RFC
To support Junior Rugby
Local Government Act (Miscellaneous Provisions) Act 1976. S. 19

RECOMMENDED: that the Committee approves the applications for Local Voluntary Funding as outlined above.

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Printer

93.

The Committee was asked to consider purchasing a printer for the Administrative Officer.

Members approved the purchase of a printer at a cost of £68.95.

The Acting Clerk enquired if headsets for members of staff could be purchased for the use in teams' meetings. The Events Officer explained that the headset would cost £25 each and were currently in stock on Amazon and that previously the headsets had been out of stock for some time, so the product is in high demand.

The Committee agreed to the purchase of headsets for staff at a cost of £25 each.

A member stated that the Policy on procedures was scheduled to be looked at in the future and had not to date happened. It was requested that a procedure Policy be placed on the February agenda. All agreed.

RECOMMENDED:

- (i) that the printer be purchased at a cost of £68.95.
- (ii) that headsets for staff be purchased at a cost of £25 each.
- (iii) that the procedure Policy be placed on the February Agenda.

Funding Requests

94.

Sparkle Appeal

The Committee received a request from The Sparkle Appeal South Wales. The Committee were informed the The Sparkle Appeal at Serunnu Children's Centre dealt with children with disabilities and did a wonderful and vital job. It was agreed that £200 be awarded to The Sparkle Appeal.

International Spinal Research Trust

The Committee received a request from International Spinal Research Trust. It was agreed that £200 be awarded to International Spinal Research Trust.

Cerebral Palsy Cymru

The Committee received a funding request from Cerebral Palsy Cymru. It was agreed that £200 be awarded to Cerebral Palsy Cymru

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RECOMMENDED: that £200 be awarded to the

following:

- The Sparkle Appeal
- International Spinal Research Trust
- Cerebral Palsy Cymru

95.

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.

96.

Budget Meeting

The Committee were asked to approve the minutes and recommendations of the Budget Meeting held on 8th December 2020 for the precept and budget for 2021/2022 to be approved at January Council.

The Chair enquired whether the Committee agreed to not increasing the precept for 2021/2022. All agreed.

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RECOMMENDED: (i) that the minutes and recommendation of the Budget meeting held on 8th December 2020 be approved (ii) that the precept is not increased for 2021/2022

97

Community Hall Grants

The Committee received information from Community Halls and were asked to consider the amount of financial assistance to award.

MINUTES OF EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER,

PONTYPOOL COMMUNITY COUNCIL OFFICES

WEDNESDAY 20th January 2021

In attendance:

Councillor: Mrs G. James (In the Chair)
 Councillors in attendance: N. Jones, Mrs N. P Parrish, B. Rapier
 Officers: Mrs C. Challenger, Mrs A. Ambrosen, Mrs R. Cronin

98 **Apologies**

JW Apologies received and accepted from Councillors Mrs E. Chilcott JP, M. Ford, Mrs J. E. Jones, and Mrs R. Matthews.

99 **Declarations of Interest**

JW Councillors Mrs G. E. James, N. Jones and Mrs N. P. Parrish declared an interest in any item on the agenda relating to Torfaen County Borough Council.

JW **RECOMMENDED:** that the declarations of interest be recorded.

100 **Events 2020**

The Committee received an update of the Winter events in 2020. A member enquired where the winners of the competitions lived. The Events Officer stated that the winners had come from all over Torfaen. A member enquired if the best dressed business was open to all shops in Pontypool. It was explained that it was only open to independent traders in Pontypool Town Centre. The Member asked if the 2021 competition could be opened to traders throughout Pontypool. The Chair stated that this could be hard to judge and some thought would need to go into the logistics of opening the competition in the future.

RECOMMENDED:

(i) that the information as outlined at the meeting and in the report be noted.

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101	<u>Eisteddfod 2021</u>	<p>The Committee received an update on the proposed online Eisteddfod. The Acting Clerk explained to the Committee that due to the current Covid situation and that all schools are currently closed/scaled down with no secure date as to when they will re-open, she proposed that the Eisteddfod 2021 be cancelled for this year. The members all agreed, and it was stated that teachers would be under a lot of pressure when they return to the classroom the Council would not want to add more pressure onto teachers with an event that would take up a lot of their time.</p>	AA CC
102	<u>Chairman's Charity Event</u>	<p>The Committee considered the possibility of a Chairman's Charity Event taking place in 2021. The Chair stated that due to the current Covid situation it would not be possible to hold a Chairman's Charity Event this year.</p>	RC
103	<u>Annual Dinner</u>	<p>The Committee considered the possibility of an Annual Dinner taking place in 2021. The Chair stated that due to the current Covid situation it would not be possible to hold an Annual Dinner this year.</p>	RC
104	<u>Spring Events</u>	<p>The Committee received a report to consider possible events for 2021. A discussion took place regarding running the following events: Art Competition</p>	RC

Virtual Spelling Test
Outdoor Treasure Hunt
Spot the Ball.

It was decided that the Council would hold an Art

competition with the theme that would allow the

entrants to visualise something other than the

pandemic and something that people have been

missing i.e. A Summers day adventure. The Acting

Clerk and staff were asked to come up with a relevant

theme. It was agreed that the prizes would be

£30, vouchers and the amounts would be £60, £40, and

£30.

RECOMMENDED: (i) that an Art Competition

be held and the theme to allow the entrants to

visualise something other than the pandemic.

Photography/Poetry Competition

The Committee was asked to consider holding another

Photography and Poetry Competition in the New Year due to

how popular they had been earlier in the year with a high

number of entries in both categories. It was agreed to

advertise in February with the theme unanimously being

agreed as "Spring and New Beginnings" for both photography

and poetry with judging taking place at the end of

March/April.

RECOMMENDED (i) that another

photography/poetry competition be held in

February as outlined above with the same theme

for both photography and poetry - "Spring and

New Beginnings";
(ii) the prizes be vouchers and the amounts £60,
£40, and £30.

106

NHS, Social Care and Frontline Workers Day

The Committee were asked to consider a request

received through One Voice Wales for the celebrations

for the NHS, Social Care and Frontline Workers Day

on 5th July 2021. A discussion took place on how the

Council could get involved with the event. It was

recommended that the window be decorated by staff

near the date of the NHS 73rd anniversary and a

notice go on the Council's social media platform

stating that if any members of the public were holding

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Chair

RECOMMENDED: (i) that the Council staff decorate the window to celebrate the NHS 73rd Anniversary and that the local Community celebrations be promoted on the Council's Social Media platforms.

an event to celebrate the anniversary the Council could advertise it and show how the local community commemorated the anniversary.

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**MINUTES OF THE MEETING OF THE
Grants Policy Working Party**

19th January 2021

Present:

Councillor Mrs G James (Chair)
Councillor Mrs N Parrish
Councillor Miss L Clarkson
Councillor J Killick

Also Present: Mrs

Cindy Challenger, Acting Clerk
Mrs Annette Ambrosen, Events Officer
Mrs Rebecca Cronin, Events Officer
Ms Carol Peterson, Clerical Officer

Action	
	The Chair, Councillor Mrs G James, welcomed meeting participants, referred to the agenda, and attached current Grants Policy for review.
1.	<p>1. General Policy Statement</p> <p>Councillor Killick commented that both himself and Events Officer AA had updated the document already as they had noted it was out of date, passed its review date of 2016. It was discussed that review of this document is needed on a yearly basis in line with section 2d. It was noted that the review should take place before the budget day so that grant amounts could be considered.</p> <p>RECOMMENDED:</p> <p>1. That the Council diary include a review date of this document for every October (including this year, even though it will have just gone through a review).</p> <p>2. That section 2d be amended to state reviewed annually in October.</p>
2.	<p>2. Limitations</p> <p>Councillor Mrs Parrish stated that this section should remain unchanged as ultimately the Welsh Assembly do reserve powers to impose limitations.</p> <p>RESOLVED: No change</p>
3.	<p>3. Local Voluntary Funding</p> <p>The Chair asked if this section was required amending. All Members agreed no amendments were necessary.</p> <p>RESOLVED: No change</p>
4.	<p>4. Requests from Organisations not specific to Wards</p> <p>Councillor Mrs Parrish suggested that section 4a did not</p>

	<p>6. Community Halls/Centres</p> <p>Councillor Parrish noted that currently each hall/centre is awarded £350 each.</p> <p>Councillor Killick pointed out that the same Halls/centres are given to each year and that this list used by PCC is not equivalent to the recent list received from TVA, which stated 42 Halls within the area. It was noted that PCC only looked at Halls previously run by the Borough. The grant suggests that is available to all Halls/Centres but only some are given to. Councillor Killick stated that this ties in with another section in the policy regarding how Grants available are advertised. Councillor Parrish stated that in previous years it was discussed and agreed that Halls would only be given a grant if, they were open to the public.</p> <p>Councillor Clarkson asked the question how the amount would each hall currently gets awarded be affected if all 42 Halls on the TVA list apply. Would still want the grant to be substantial for each Hall.</p> <p>Councillor Killick noted that there might be a need to review the budget for this in the October when reviewing this</p>	<p>6.</p>
<p>AA</p> <p>AA</p>	<p>5. Requests from Local and National Charities</p> <p>Councillor Killick noted that currently organisations within Wales are being awarded a sum of £200. It was recommended the policy changes in section e(ii) to state up to £200 from £100 and this was agreed.</p> <p>Acting Clerk Mrs CC noted that e(i) should state for new organisations.</p> <p>RECOMMENDED:</p> <p>5. That section e(i) be amended to state New Organisations,</p> <p>6. That section e(ii) be amended to state up to £200</p>	<p>5.</p>
<p>AA</p> <p>AA</p>	<p>make sense and the Acting Clerk agreed that the wording was not correct. If the section does not relate to specific wards, then the need to contact a member within that ward is not a requirement. Therefore, Councillor Killick suggested that section 4a be removed.</p> <p>A discussion regarding section 4b occurred and it was suggested that it be amended to say "The letter shall be sent to all Ward Members and could then go to the Policy and Finance meeting for consideration and approval"</p> <p>RECOMMENDED:</p> <p>3. That section 4a be removed</p> <p>4. That section 4b be amended to state "The letter shall be sent to all Ward Members and can then go to Policy and Finance meeting for consideration and approval"</p>	

<p>Staff</p> <p>AA</p> <p>AA</p> <p>AA</p>	<p>RECOMMENDED:</p> <p>10. That section 7b be amended</p> <p>11. That section 7c be amended to say up to 6 Junior/Mini Teams will be awarded the grant.</p> <p>12. Add a new comment to say that the grant should be used to purchase kit and clearly printed with Council's logo.</p> <p>13. Staff to contact all clubs and enquire what teams are running within their club</p>	<p>7.</p>
<p>Staff</p> <p>Staff</p> <p>JW</p>	<p>document before Budget day.</p> <p>Acting Clerk Mrs CC stated that there was always a surplus money remaining from the £5000 for general grants.</p> <p>RECOMMENDED:</p> <p>7. That Staff work with the list TVA has supplied and aim to update the contact list for the Halls so that it can be inclusive of all Halls in the area.</p> <p>8. That when application forms are sent out in 2021, they include the Halls in the list stated above.</p> <p>9. A review of the £5000 figure take place in October. Therefore, to be added to Agenda for October Policy and Finance</p>	<p>7. Sponsorship of Teams</p> <p>It was noted that currently the policy has no figures. Councillor Parrish noted that Teams are reviewed and rotated on a yearly basis to ensure that the grants distributed are fair. Councillor Clarkson noted that some teams in the areas get good sponsorship from businesses and this is not accounted for when grants are awarded. Councillor Killick also noted that all grants are for not-for-profit organisations. A discussion regarding Pontypool RFC receiving a grant concluded that from now on they should not be receiving a grant. It was agreed to change section 7c to say that up to 6 Junior/Mini teams will be awarded the grant. There is £6000 in the budget for these grants – which would equate to £1000 per team. It was also discussed whether the Council should stipulate what the grant is used for and after discussion it was concluded that as the money is for sponsorship and therefore the Council would like the Teams to use their logo to promote the Council the grant should be used for kit and the Council would be advertised on the kit to indicate sponsorship</p> <p>7b should be removed as not only relevant to this section but the entire document.</p> <p>It was also noted that each club should be contacted to see how many teams they have running as all mini and junior teams were eligible to apply for funding.</p>

<p>10</p>	<p>10. Core Funding Grants</p> <p>Councillor Killick mentioned that the same organisations that receive a grant year on year, but there are other organisations that should be considered - for example MIND. Councillors agreed that the wording of 10b be changed to state, "invited to apply for funding". Councillor Killick also suggested that the way the Council advertise that these grants are available could be changed to</p>	<p>10</p>
<p>JW Members</p>	<p>9. School Environmental Grants</p> <p>Councillor Parrish confirmed that the budget of money is usually divided between 3 schools and this rotated yearly to ensure all schools are included. However, currently it seems the same schools are applying. There is a set of criteria relating to this grant - but after a brief discussion it was decided that this grant needs review (still to keep as an environmental grant for schools) but an update to try to encourage more schools to apply.</p> <p>RECOMMENDED:</p> <p>18. That this grant be revisited at the next Planning and Environment meeting to be held on 10th Feb and therefore added to the agenda.</p>	<p>9</p>
<p>AA AA AA Staff</p>	<p>8. Grounds Maintenance Grants</p> <p>Councillor Parrish noted that adult teams normally apply for this grant. Events Officer AA noted that currently when application forms are sent out Teams are asked how many pitches they have, even though this is not in the policy - addition needed. This ensures Clubs are given the correct amount of grant. Councillor Clarkson recommended that the wording of 8b be changed to say "groups are invited to apply" rather than stating application forms would be sent out. It was agreed by all that this section should highlight that the grant is for amateur teams only and the budget of £7000 be added. Councillor Killick suggested that 7VA be asked to assist staff with information on sports clubs within the area as the Council have never received applications from Cricket or hockey clubs for example.</p> <p>RECOMMENDED:</p> <p>14. That 8d be added to state that clubs are asked how many pitches they maintain. 15. That 8b be amended to say "groups are invited to apply" 16. That 8d be added to state that the budget for these grants is set at £7000. 17. That Staff contact 7VA for help acquiring information on sports clubs in the area that may be eligible for the grant.</p>	<p>8</p>

<p>AA Staff</p>	<p>Documents and conclusions It was discussed that it was important that the forms are relevant and ask for relevant information from the organisations. Councillor Killick noted that some forms had now be changed (or should be checked) to ensure that they say voluntary/ not for profit rather than referencing professional. There was a brief discussion regarding the accounts of organisations applying for grants and it was confirmed that all forms state "most recent signed audited or verified set of</p>	<p>13</p>
<p>AA</p>	<p>12. General Points It was discussed that a section is required between b and c, stating, "grants will be advertised through partnership with TVA, our website and media articles." RECOMMENDED: 22. That a section between b and c be added "grants will be advertised through partnership with TVA, our website and media articles."</p>	<p>12</p>
<p>AA</p>	<p>11. Presentation Evenings No comments on this section RESOLVED: No change</p>	<p>11</p>
<p>AA Staff AA</p>	<p>RECOMMENDED: 19. That section 10b be amended to say Organisations are invited to apply for funding. Staff to liaise with TVA and contact local newspapers, regarding reaching as many organisations as possible, as well as through our website and Social media 21. That section 10e state that organisations that are eligible can be awarded up to £3000. It was discussed that this section contains no figures and agreed that it should be added to say that organisations that are eligible could be awarded up to £3000. Councillor James commented that should anything need to go into the Free Press she is able to get it printed as an article so no cost to PCC and with a short turnaround time. Council could work with TVA to improve reach as many of the organisations that would be the targets for this grant may be members of the TVA. include the local newspapers (Argus/Free Press), also on our website and through Social media. It was agreed that the</p>	<p>AA Staff AA</p>

Minutes compiled by Mrs R Cronin 20.01.2021

AA	<p>accounts are provided.” Councillor Clarkson stated that all forms and policies should state the last reviewed date and next review dates for auditing purposes. These working party notes and the updated Policy are to go to Full Council.</p>
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**PONTYPOOL COMMUNITY COUNCIL
GRANTS POLICY**

1. GENERAL POLICY STATEMENT

The Council is empowered to distribute grants under

- s.137 of the Local Government Act 1972,¹
- Power of Well Being, s, 2 Local Government Act 2000 and s, 126 Local Government (Wales) Measure 2011²
- Other powers, including the Local Government (Miscellaneous Provisions) Act 1976,³
- It is unlawful to award grants to individuals under s.137 but may be given under the Power of Well Being. All applications for funding must conform to legislation.

2. LIMITATIONS

The Welsh Assembly reserved powers to impose limitations on the power of wellbeing and this is effectively the amount that can be spent under this power which is limited to the same criteria used to calculate the amount that can be spent under s.137⁴

¹ A local authority may incur expenditure which in the members' opinion will "be in the interests of, and will bring direct benefit to, some or all of the inhabitants" It cannot therefore be given to an individual.

The Local Government and Housing Act 1989, Schedule 2 amended this power to state that the benefit obtained must be commensurate with the expenditure incurred. The Council must therefore consider whether the expenditure is reasonable in relation to the benefit derived therefrom.

s.137 also enables the Council to give grants to National Charities, and contribute to public appeals made by Mayors and Chairs of Principal Authorities

² The power of well being enables councils to do anything that is aimed at promoting and improving the environmental, economic or social well being of its area.

A Council can therefore incur expenditure; give money to any person; work with other persons and organisations to achieve the aims of well being and provide staffing and related services. It gives local authorities a wider discretionary power to develop community leadership role and deliver better and more responsive services.

³ S.19 of this Act enables a Council to spend money to promote and provide recreational facilities and give grants to organisations providing such facilities.

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3. LOCAL VOLUNTARY FUNDING (LVF)

a. £2,500 is allocated in 2020-2021 to each member⁵

b. All requests from organisations within the Pontypool area will be directed to the local member(s) who will also be notified by the office. It will be at the member's discretion if that organisation receives an award.

c. Members may give LVF grants to organisations outside of their ward but within Pontypool.

d. Applications from organisations based outside of Pontypool but with membership consisting of persons from Pontypool will be considered by the Policy and Finance Committee.

e. The member(s) must submit an application for the grant request on the most recent local voluntary funding (LVF) form.

f. Members must verify that appropriate safeguarding measures are in place if young or vulnerable people are involved with the organisation.

g. The maximum that an individual Councillor may award is £500 [but see 10 a) below].

h. The maximum that may be awarded in any year to an organisation is £500. [but see 10a) below]

i. Members will have to declare a personal interest in any organisation with which he/she is involved but not a prejudicial interest if the grant is less than £500.⁶

j. Applications to spend their LVF on projects in their community are not constricted by the £500 limit.

⁵ Refer Appendices 1A and 1B for application forms.

⁶ A Community Councillor will not be regarded as having a prejudicial interest where the business relates to his/her role as a community councillor "in relation to a grant, loan or other form of financial assistance made by the community council to community or voluntary organisations up to a maximum of £500." (s.12(c) Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016)

- k. Only ONE application per member may be submitted for an organisation each year but members may combine their allocation
- l. Member(s) should check with the Clerk if there are any concerns as to the lawfulness of the grant.
- m. All LVF forms will be considered at the Policy and Finance committee which has plenary powers to confirm the award.
- n. Exceptionally they may be considered by full Council if there is not a Policy and Finance committee in that particular month.
- o. If the member's allocation is not used in a year, the member must inform the Accountant if it is to be reserved for a project; otherwise the money will return to the general reserve,
- p. The final meeting at which LVF can be considered in a year is the February Policy and Finance committee. (Exceptions may be made for good reasons)
- q. Statements of grants made and balances remaining will be sent out to members regularly throughout the year.

4. REQUESTS FROM ORGANISATIONS NOT SPECIFIC TO WARDS

- a. Where a request is made for a grant from an organisation that spreads all across Pontypool a notification should be sent to all Ward Members and an item be placed on the next scheduled Policy and Finance meeting for consideration and approval.
- b. Grants awarded outside of LVF will come from the £5,000 grants allocation. (2020 – 2021)

5. REQUESTS FROM LOCAL AND NATIONAL CHARITIES

- a. £5,000 has been allocated in the budget for these organisations in 2020-2021.
- b. Requests from local and national charities will be considered as received throughout the year but to fit in with dates of Presentation Evenings; Members will be informed at each meeting the amount of money available in the budget.
- c. These organisations will not be required to complete an application form for finance but will be recorded in the system

- d. Amounts to be distributed will be at the Council's discretion
- e. The guidelines for the amounts to be allocated shall be as follows:
 - (i) New organisations within the United Kingdom to be awarded grants of up to £75;
 - (ii) Organisations within Wales to be awarded grants of up to £200;
 - (iii) Applications from locally based sections of national organisations to be considered on their merits.

6. COMMUNITY HALLS/CENTRES

- a. A sum of £5,000 has been allocated in the budget for 2020-2021 for Community Halls and other similar facilities towards housekeeping expenses.
- b. Application forms will be sent to the Halls/Centres each year in liaison with TVA to ensure that all halls/centres that are open for public use are able to apply for a grant.
- c. Applications will be considered annually by the Council and will be distributed at the next Presentation Evening

7. SPONSORSHIP OF JUNIOR AND MINI TEAMS

- a. This will be confirmed annually by the Council and awarded at the next Presentation Evening. All junior and mini teams in Pontypool details will need to be presented to the Committee along with details of the clubs that have previously received funding going back 3 years.
- b. The policy for the awarding of this sponsorship will be reviewed annually.
- c. The budget as of 2021 is £6000 and up to 6 teams will be awarded the grant.
- d. Evidence of what the grant is to be used for is to be provided to the Council and the Community Council logo will need to be displayed on any equipment/kit purchased.

8. GROUNDS MAINTENANCE GRANTS

- a. An allocation will be made in the budget for grants to amateur sporting groups responsible for grounds maintenance.

9. SCHOOL ENVIRONMENTAL GRANTS

- b. All amateur clubs will be invited to apply and the Council will work in partnership with TVA to establish all the relevant organisations.
- c. An article will be placed on the Council's website, in the local press and on other media platforms and the Policy and Finance Committee will receive the application forms and accounts for consideration. The approved grants will be allocated at a Presentation Evening.
- d. An amount is allocated to each club for each pitch the club is responsible for maintaining. There is a annual budget of £7000.

- a. Secondary and primary schools in Pontypool will be invited annually to apply for an Environmental Grant as per the criteria.
- b. The Schools are asked to provide a brief synopsis of their intended project with rough costings.
- c. The grants will be awarded at a Presentation Evening.
- d. The annual budget is £4000.

10. CORE FUNDING GRANTS

- a. At its budget meeting each year, the Council will allocate sums of money for core funding of certain organisations.

- b. All eligible organisations will be invited to apply and the Council will work in partnership with TVA to establish all the relevant organisations. An article will be placed on the Council's website, in the local press and on other media platforms. Reminders will not be sent out.
- c. The grants will be considered at the Policy and Finance Committee.
- d. Any grants made will be awarded at the next Presentation evening after consideration of the grants.
- e. A maximum of £3000 could be given to any organisation

11. PRESENTATION EVENINGS

- a. There will be two Presentation Evenings per year to be held in June/July and September/October
- b. One of these will be at a venue selected by the Chair of the Council; the second will be taken from the rota.

- c. In addition to the grants listed above, testimonials will also be awarded at the Autumn Presentation Evening and will be considered prior to this at the Council meeting.

12. GENERAL POINTS

- a. In exceptional circumstances grant applications may be considered by the Council and in all cases if a member wishes to allocate more than £500 to one organisation.
- b. The Council may vary this policy for special occasions and budget accordingly.
- c. The Council will work in partnership with TVA to establish all the relevant organisations eligible for grants and an article will be placed on the Council's website, in the local press and on other media platforms.
- d. All references to the Council shall mean the Policy and Finance Committee and will need to be approved by Council unless delegated powers are given to the Committee, such as in the case of confirmation of Local Voluntary Funding requests.
- e. This policy will be reviewed annually in October before the Annual Budget Meeting.

Full Council

Wednesday 27th January 2021

Planning applications to be commented on

1 Plan Number 20/P/0029 District reference Sebastopol East Site reference 147 Churchwood, Griffithstown, Pontypool
PROPOSAL: Proposed first floor rear extension and single storey rear extension.

2 Plan Number 20/P/0750 District reference Pontypool Site reference 66 Rockhill Road, Pontymoile, Pontypool
PROPOSAL: Single storey rear extension.

3 Plan Number 21/P/0008 District reference Abersychan and Cwmafon The Firs, Old Lane, Abersychan Site reference Other reference
PROPOSAL: Demolish conservatory. Construct dormers with Juliette balconies. New bifold doors. New porch to front. Extend front dormer.

4 Plan Number 21/P/0013 District reference New Inn Lower Site reference New Inn Pharmacy, 110 The Highway, New Inn Other reference
PROPOSAL: Installation of an automated prescription collection machine to the shopfront, new location of front door, and extending ramp and landing to entrance.

5 Plan Number 21/P/0014 District reference Sebastopol East Site reference 14 East Avenue, Sebastopol, Pontypool Other reference
Proposed demolition of existing single storey kitchen extension and rebuild proposed two storey extension with integrated garage.

6 Plan Number 21/P/0018 District reference Cwmyrnyscoy Site reference Windrush, Prescoch Lane, Penyrheol Other reference
PROPOSAL: Extension/alterations and conversion of existing detached garage/store into a granny annexe.

PROPOSAL: Extension to existing hardstanding and path to the side of the house.
 9 Plan Number 21/P/0753 District reference Pontnewydd
 Site reference 49 Waunddu, Pontnewydd,
 Other reference Pontypool

PROPOSAL: Extension to front dormer in roof.
 8 Plan Number 21/P/0025 District reference Sebastopol East
 Site reference 9 Lansdowne, Sebastopol,
 Other reference Pontypool

PROPOSAL: Single storey rear extension including demolition of existing conservatory
 7 Plan Number 21/P/0019 District reference Sebastopol West
 Site reference 49 Rowan Crescent,
 Other reference Griffithstown, Pontypool

1.0 Purpose of Report

1.1 To update the Council with the current status in regard to the recommendations from the specialist tree report.

2.0 Recommendations from report that are being actioned

2.1 Ground work surrounding the tree.

On 10th December, The Chair and Vice Chair of Planning along with, Chair of Council, Mrs RC Events Officer, Mr Steve Williams and Mrs Veronica Branovic both from Torfaen all met at the Tree of the Year to discuss the groundwork needed. Mr Williams confirmed that he would firstly ask Mr Phil Grimes and Mr Jonathon Howells for a quote for the work (unfortunately Mr Grimes did not attend the meeting) and would ask him to action it as soon as possible.

It was discussed that should Mr Grimes/Mr Howells not be able to carry out the work, the Council would then need to obtain 3 independent quotes for the work.

In an email dated 16th December, Mr Williams stated that Mrs Sian Watkins and her team are able to carry out the groundwork around the tree and they were aiming to have a meeting as soon as possible (likely to be after Christmas).

2.2 Interpretation board and way post markers

The site for the interpretation board was confirmed by all members attending the meeting. It shall be placed across the stream from the Tree of the Year. The surface is a hard wearing path and it is accessible for all. It also means that the public are not in immediate proximity to the tree, which may help prevent against damage and wear to the ground.

The interpretation board was agreed at a previous meeting and therefore it is the design work and wording that is required for this. It was discussed that Mrs RC provide a draft that the Chair and Vice Chair could then check and contribute to and agree the wording and images to be used.

Again it was discussed about having way post markers situated around the park to point members of the public in the direction of the tree of the year.

The total original quoted cost for the interpretation board and way post markers was £1035.50.

In an email dated 16th December Mrs Henrietta Lucas stated that the costs regarding the interpretation board and way marker posts would need to be reviewed. Mrs Lucas also stated that she would need text and images and she stated that fewer words are better suggesting 100 words. Mrs Lucas also stated that due to current workloads the work is unlikely to be carried out before March/April 2021.

3.0 Budget update

3.1 £2000 (£1000 from The Woodland Trust and £1000 put it by the Council)

£610.60 (exc VAT) spent on the specialist tree report.

£1035.50 (exc VAT) projected spend on interpretation board and way post markers.

Approximate funds remaining in the budget for ground work £353.90.

4.0 Recommendations

4.1 That the report be noted.

4.2 That the wording and images for the interpretation board be organised.

Rebecca Cronin

Events Officer 17.12.20

Cindy Challenger

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From: Rebecca Cronin
Sent: 05 January 2021 11:22
To: gaynorjames; Councillor Lyn Clarkson; rosemariymatthews70
 Gaynor James; lynwyn6; Annette Ambrosen; Cindy Challenger
Cc:
Subject: Free Trees via Woodland Trust

Hi All

Last January I mentioned that The Woodland Trust were supplying free trees for schools and communities. I was asked to compile a report for the February Planning meeting and follow up with David from Cwmbran regarding the free trees that they had, but us applying for the free trees never went anywhere.

I've just looked on the Woodland Trust website again and they are accepting applications for free trees now with delivery for March 2021.

Is this something we can consider this year? I've attached the link so that you have a look at the criteria and requirements.
<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

Also Annette has received an email from someone regarding them helping us with planting of trees for nature based therapy for Veterans. So this could help us with this project and the Veterans too.

Please let me know what you think, it could be put as an agenda item again for Planning and Environment?

Thanks
Becky

Mrs Rebecca Cronin
 Swyddog Digwyddadau/Events Officer
 Cyngor Cymuned Pont-y-pwll/Pontypool Community Council
 35A Stryd Masnach/35A Commercial St
 Pont-y-pwll/Pontypool
 NP4 6JQ

Ffon/tef: 01495 365957

E-bost/email: rcronin@pontypoolcc.gov.uk

Coronavirus disease (COVID-19)

We wish to reassure everyone concerned that during this period of uncertainty, Pontypool Community Council has in place sufficient contingency arrangements to ensure that we continue to deliver high service levels across all areas of the Council. We will continue to review and update this on a daily basis.
 The office is now closed as per the guidelines of the Government. We are, however, available on email and telephone. We will continue to adhere to Government advice and review all developments carefully.
 As the situation develops, the public can be reassured that our staff will continue to provide our usual standards of service delivery, whether that be in the office or remotely.
 We understand that there may be questions and concerns in this uncertain time, and we will help address these to the best of our ability.

