

**MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL
COMMUNITY COUNCIL HELD ON WEDNESDAY 14th MAY 2025**

In attendance:

Councillor: N Warren# (in The Vice Chair)

Councillors: N Byrne#, L Clarkson#, A Gunter#, E Hunt#, Gaynor James#, J James#, L Jones#, N Jones#, R Matthews#, R Overton#, A Peploe*, B Rogers#, J Rogers#, S Senior#

Officer(s): K Smith#, Deputy Clerk
A Ambrosen#, Finance Support Officer (and minute taker)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

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

Min. no.	Subject and Decision	Action
15.	<p><u>Recording of meeting</u></p> <p>Members agreed that the meeting be recorded for minute taking purposes.</p>	
16.	<p><u>Questions from the Public</u></p> <p>No questions received.</p>	
17.	<p><u>Apologies for absence</u></p> <p>Apologies received from Councillor(s) John Cox, Jonathon Martin and Caroline Price.</p>	
18.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) Nick Byrne, Lynda Clarkson, Gaynor James, Jon James and Rosemary Matthews declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.</p> <p><u>RESOLVED:</u> that the declarations of interest be recorded.</p>	

19.	<p><u>Council Meeting – 23 April 2025 – Minutes</u></p> <p>Members were asked to approve the Full Council minutes held on the 23 April 2025. A vote took place to approve the minutes. Councillor N Jones abstained.</p> <p><u>RESOLVED:</u> that the minutes of the Full Council meeting held on 23 April 2025 be confirmed as a true record.</p>	
20.	<p><u>VE80 Benches</u></p> <p>Members were asked to decide upon installing commemorative benches in every ward to celebrate VE day.</p> <p>The Leader proposed that members install a bench in every ward and Councillor Hunt seconded the proposal. Councillor Clarkson asked if there would be any planning implications with siting the benches and the Leader explained that consent would be needed by Torfaen County Borough Council before the benches were installed.</p> <p>Councillor N Jones asked if there was an agreed budget for this project.</p> <p>The Vice Chair stated that it may come from general reserves but it is in the early stages so not agreed yet.</p> <p>Councillor N Jones suggested that Torfaen be contacted to see if they would like to work in partnership to save costs or if not then if Torfaen could waive some of the associated costs in order to make the project more affordable.</p> <p>A vote took place, it was unanimously agreed to install VE benches in every ward.</p> <p>A discussion took place on the design of the benches, it was recommended that the officer email Members with the designs of benches and then Members can respond with their bench preference and desired location.</p> <p>Councillor N Jones enquired about the quality of the benches and suggested that the officer enquire with the manufacturer regarding this and report back.</p> <p><u>RESOLVED:</u></p> <p>i) that the project to locate VE benches in wards be approved;</p>	

	<p>ii) that a budget for the project be approved;</p> <p>iii) that the Projects Officer contact the manufacturer regarding the best quality benches to use and then email members the designs and request members desired location.</p>	CD
21.	<p><u>Draft Annual Report</u></p> <p>Members were asked if they had any comments on the draft Annual Report that had been sent to them previously.</p> <p>Cllr E Hunt informed the meeting that she had sent her amendments to the Deputy Clerk.</p> <p>At this point Councillor Senior left the meeting.</p> <p>The Vice Chair stated that if members had any comments on the Annual Report email them to the Deputy Clerk as soon as possible.</p> <p><u>RESOLVED:</u> that any comments be sent to the Deputy Clerk as soon as possible.</p>	
22.	<p><u>Internal Audit 2024/2025 Action Plan</u></p> <p>Members were asked to review the updated Internal Audit Action Plan follow up sections.</p> <p>Councillor Hunt stated that the Council had made excellent progress on the Year End Audit and only received two recommendations to move forward with for next year and these had started to be implemented by the Finance team.</p> <p>The Vice Chair mentioned the Medium Term Corporate Plan and stated that this was something the Council would like to do, he invited comment on the matter. Councillor Hunt suggested that it be put on the Finance, Governance and Policy agenda to be discussed. All agreed.</p> <p><u>RESOLVED:</u> that the Medium Term Corporate Plan be placed on the next Finance, Governance and Policy agenda for discussion.</p>	KS
23.	<p><u>Sponsorship of Torfaen Community and Volunteer Awards 2025</u></p> <p>Members were asked to approve the sponsorship request for the Torfaen Community and Volunteer Awards 2025 which are being held on Friday 17 October 2025 at the Parkway Hotel, Cwmbran.</p>	

	<p>Members voted to agree sponsorship for the Torfaen Community and Volunteer Awards 2025. All agreed.</p> <p>RESOLVED: that sponsorship of the gold package at a cost of £700 be approved.</p>	CC/AA
24.	<p><u>Members Training</u></p> <p>Members were asked to review the members training plan and to decide if they would like to attend any of the training identified in the One Voice Wales Training schedule for specific Committees.</p> <p>Councillor Hunt stated all Members needed to be trained in community engagement. The Deputy Clerk was asked to get in touch with One Voice Wales to enquire about group training in Community Engagement.</p> <p>RESOLVED: that the Deputy Clerk contact One Voice Wales to enquire about group training in Community Engagement.</p>	KS
25.	<p><u>Asset Register</u></p> <p>The Finance Support Officer updated members on the building's improvement section of the asset register. The Finance Manager had contacted One Voice Wales for advice.</p> <p>Councillor N Jones stated that as the Council leased the building there may come a time when the Council exits the building. It is always helpful to document the budget spent on the building to justify and counter any claims the landlord may raise. It is a good idea to have that information documented within the office.</p> <p>It was agreed that all monies spent on the building both historically and in the future be recorded within the office but not necessarily on the asset register.</p> <p>RESOLVED: that all monies spent on the building both historically and in the future be recorded within the office.</p>	CC/AA
26.	<p><u>GOVERNANCE</u></p> <p>Members were asked to amend and adopt the Constitution. The Vice Chair asked members to vote on amendment to Constitution Section 5 to move the eco quiz from the events committee to the Biodiversity Sub-Committee. All approved.</p>	

Councillor N Jones asked about the necessity of adopting the Section 6 and Section 9 amendments at this point in time plus if the amendments were being made due to current staffing matters. He stated he had previously requested that the authority to bring this motion be independently reviewed. The Vice Chair stated that it had been reviewed internally and the Council had the authority to act.

With regards to splitting the role of Clerk and RFO, the Vice Chair stated that other Councils had been approached, and they had split the roles.

Councillor N Jones stated that he thought that it was the wrong time to split the roles. The Vice Chair asked the Committee to vote on two motions, firstly if Members would like to delay adopting the amendments until the staffing situation was clearer and then if Members wished to proceed, a second vote to adopt or reject the changes to the Constitution.

A recorded vote was taken:

Councillor	Approved	Not Approved	Abstained
N Byrne	✓		
L Clarkson	✓		
A Gunter	✓		
E Hunt	✓		
G James	✓		
J James	✓		
L Jones	✓		
N Jones		✓	
R Matthews	✓		
R Overton			✓
A Peplow	✓		
B Rogers	✓		
J Rogers	✓		
N Warren	✓		

Secondly, that the decision to amend the Constitution is adopted:

Councillor	Approved	Not Approved	Abstained
N Byrne	✓		
L Clarkson	✓		
A Gunter	✓		
E Hunt	✓		
G James	✓		
J James	✓		
L Jones	✓		

	N Jones		✓			
	R Matthews	✓				
	R Overton				✓	
	A Peplow	✓				
	B Rogers	✓				
	J Rogers	✓				
	N Warren	✓				
	RESOLVED: that Sections 5, 6 and 9 of the Constitution be amended.					KS
27.	<u>Standing Orders</u> Members were asked to approve and re-adopt the Council's Standing Orders. <u>RESOLVED:</u> that the above be approved and adopted.					
28.	<u>Terms of Reference</u> Members were asked to approve and re-adopt the Council's Terms of Reference. <u>RESOLVED:</u> that the above be approved and adopted.					
	The recording of the Council meeting was stopped at this point.					
29.	<u>EXCLUSION OF PRESS AND PUBLIC</u> 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.					

Signed by The Vice Chair