

**MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL  
COMMUNITY COUNCIL HELD ON WEDNESDAY 25<sup>th</sup> JUNE 2025**

**In attendance:**

Councillor: A Peploe# (Chair)

Councillors: L Clarkson#, J Cox#, A Gunter#, J Horlor\*, E Hunt#, G James#, J James#, J, Martin\*, C Price\*, B Rogers#, J Rogers#, N Warren#

Officer(s): K Smith#, Deputy Clerk  
C Challenger, Finance Manager

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

Min. no.	Subject and Decision	Action
80.	<p><b><u>Recording of meeting</u></b></p> <p>Members agreed that the meeting be recorded for minute taking purposes.</p>	
	<p>The Chair informed the meeting that he would like to make a statement for the governance of the next 12 months:</p> <p>“As a Community Council we are responsible to our local electorates for delivering a wide range of services and for the provision and upkeep of local amenities. As Councillors we also represent the interests of individual members of the public and our wider community. Some councillors represent a political party and others may be independent of party affiliations. Whichever route you take to becoming a councillor, once you formally accept the office, it makes no difference; we are councillors working together to serve our community. Our task is to bring local issues to the attention of the council, and help it make decisions on behalf of the local community.”</p>	
81.	<p><b><u>Questions from the Public</u></b></p> <p>No questions received.</p>	

82.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies received from Councillor(s) Nick Byrne, Richard Overton, Rosemary Matthews, Stephen Senior and Nick Simons.</p>	
83.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) L Clarkson, J Horlor, G James, J James and C Price declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.</p> <p>Councillor(s) G James and J Rogers declared personal interests in item 12(i) as they are both traders within Pontypool Indoor Market.</p> <p><b><u>RESOLVED:</u></b> that the declarations of interest be recorded.</p>	KS
84.	<p><b><u>Community Led Housing in Pontypool</u></b></p> <p>The Chair welcomed Tom Bateman from Cwmpas to the meeting.</p> <p>Cwmpas used to be called the Wales co-operative centre, until it re-branded a few years ago and they help set up new co-operative, social enterprises and other not for profit projects.</p> <p>The team go out and pro-actively raise awareness about what Community Led Housing (CLH) is. There are four principles of CLH:</p> <ul style="list-style-type: none"> <li>• It's led by the community</li> <li>• Community ownership or stewardship</li> <li>• For collective benefit</li> <li>• Affordable housing</li> </ul> <p>Cwmpas are fully funded to support groups from start to finish (from early awareness raising, right through until residents get the keys). They are supported by Welsh Government, as well as by the Nationwide and Oak Foundations.</p> <p>Tom's role is to go out and raise awareness of what CLH is, because a lot of people would never think of it. The next stages need a bit more expert advice and other team members will step in, and help groups with the various legal structures, funding options, business planning etc and technical details around development.</p> <p>Tom will send further information to the Deputy Clerk so that it can be sent to Members.</p>	

	<p><b><u>RESOLVED:</u></b> the Chair thanked Tom for attending and the Deputy Clerk will send out the information to all Members.</p>	KS
85.	<p><b><u>Annual Meeting – 14 May 2025 – Minutes</u></b></p> <p>Members were asked to approve the minutes of the Annual meeting held on 14 May 2025.</p> <p><b><u>RESOLVED:</u></b> that the minutes of the Annual meeting held on 14 May 2025 be confirmed as a true record.</p>	KS
86.	<p><b><u>Council Meeting – 14 May 2025 – Minutes</u></b></p> <p>Members were asked to approve the minutes of the Full Council meeting held on 14 May 2025.</p> <p>Cllr EH informed the meeting that minute number 26 reads as though Members voted to delay the decision and suggested that minute be amended to read “the Vice Chair asked the Council to vote on two motions. Firstly, if they would like to proceed with the amendment that night, and then if Members wished to proceed, a second vote to adopt or reject the changes to the Constitution.”</p> <p><b><u>RESOLVED:</u></b> that the minutes of the Full Council meeting held on 14 May 2025 be confirmed as a true record subject to the above amendment being made.</p>	KS
87.	<p><b><u>Finance, Governance &amp; Policy Committee – 4 June 2024 – Minutes</u></b></p> <p>Members were asked to approve the Finance, Governance &amp; Policy Committee minutes held on the 4 June 2025.</p> <p>Cllr EH informed the meeting that minute no. 48(iii) should read “that Torfaen Museum Trust is awarded a further £6,000 in 6 months’ time, dependent on match funding.”</p> <p><b><u>RESOLVED:</u></b> that the:</p> <ul style="list-style-type: none"> <li>(i) minutes of the Finance, Governance &amp; Policy Committee meeting held on 4 June 2025 be confirmed as a true record and the recommendation(s) of the Committee be adopted subject to the above amendment;</li> <li>(ii) Finance Manager contacts Torfaen Museum Trust.</li> </ul>	KS CC

88.	<p><b><u>Planning &amp; Environment Committee – 11 June 2025 – Minutes</u></b></p> <p>Members were asked to approve the Planning &amp; Environment Committee minutes held on the 11 June 2025.</p> <p><b><u>RESOLVED:</u></b> that the minutes of the Planning &amp; Environment Committee meeting held on 11 June 2025 be confirmed as a true record and the recommendation(s) of the Committee be adopted.</p>	KS
89.	<p><b><u>Events Committee – 11 June 2025 – Minutes</u></b></p> <p>Members were asked to approve the Events Committee minutes held on the 11 June 2025.</p> <p><b><u>RESOLVED:</u></b> that the minutes of the Events Committee meeting held on 11 June 2025 be confirmed as a true record and the recommendation(s) of the Committee be adopted.</p>	KS
90.	<p><b><u>Accounts for the year ending 31 March 2025</u></b></p> <p>The Council received the Final Accounts, the Annual Return and the Annual Governance Statement for 2024/25. The Finance Manager informed members that the Annual Governance Statement was the responsibility of the Council to ensure that there was a sound system of internal controls within the Council, including the preparing of the accounting statements with several boxes to be ticked subject to the Council agreeing with all statements. The Finance Manager outlined the requirements of the Annual Governance Statement. The Finance Manager then outlined the requirements for members to agree with or otherwise. All members unanimously agreed the Annual Return and Annual Governance statement. The documents were then passed to the Chair of Council to sign on behalf of the Council.</p> <p><b><u>RESOLVED:</u></b> that the:</p> <ul style="list-style-type: none"> <li>(i) Council approves the Final Accounts for 2024/25;</li> <li>(ii) Council approves the Annual Return and the Annual Governance statement for 2024/25.</li> </ul>	CC
91.	<p><b><u>Funding Requests</u></b></p> <p>Members received fundings requests for the following:</p> <ul style="list-style-type: none"> <li>(i) 130<sup>th</sup> Anniversary of Pontypool Indoor Market</li> <li>(ii) Pontypool Food Festival</li> </ul>	

	<p>Discussion took place and Members agreed to donate £500 to each of the above events.</p> <p><b><u>RESOLVED:</u></b> that:</p> <ul style="list-style-type: none"> <li>(i) 130<sup>th</sup> Anniversary of Pontypool Indoor Market be given £500;</li> <li>(ii) Pontypool Food Festival be given £500 to cover the cost of marketing and promotion.</li> </ul>	CC
92.	<p><b><u>Annual Report 2024/2025</u></b></p> <p>Members were asked to approve the Annual Report for 2024/2025 which had been sent to them previously.</p> <p><b><u>RESOLVED:</u></b> that the Annual Report for 2024/2025 be approved.</p>	KS/ MW
93.	<p><b><u>Youth Festival and Twinning Conference</u></b></p> <p>Members received a report on the Youth Festival and Twinning Conference that is taking place between 20-24 August 2025.</p> <p>Cllr GJ informed the meeting that she will be going with the Chair to greet the delegates when they arrive in Heathrow Airport and asked Members to make themselves available if possible during the week to attend as many of the events as possible.</p> <p><b><u>RESOLVED:</u></b> that the information contained within the report is noted.</p>	
94.	<p><b><u>Live Trees Maintenance Plan</u></b></p> <p>Discussion took place regarding the maintenance of the `live` trees during dry weather.</p> <p>Cllr LC informed the meeting that one of the issues with this transporting the water to some of the sites and if it would be possible to have something kept in the Council offices that Members could use.</p> <p>Cllr NW advised that this would only be for a short time as work is progressing on a maintenance plan for the trees.</p> <p>Cllr AP stated that he had two collapsible trollies that he would bring into the offices for people to use.</p>	



	<p>cost of £102.75 (total £858.43 per laptop).</p> <p><b>RESOLVED:</b> that the purchase of 3 laptops be approved at a cost of £755.69 with a three year support warranty at a cost of £102.74 totalling £848.43 per laptop and to be funded from general reserves.</p>	MW/ CC
97.	<p><b><u>Date and Times of Meetings 2025/2026</u></b></p> <p>Members were asked to approve the date and times of Council meetings for 2025/2026.</p> <p><b>RESOLVED:</b> that the dates and times shown in the attached schedule are approved for 2025/2026.</p>	KS
98.	<p><b><u>Community Engagement</u></b></p> <p>Discussion took place regarding Community Engagement. One Voice Wales have advised that they are willing to run a bespoke training session for Members on community engagement.</p> <p>Cllr NW asked if Members would be willing to help manage the PCC stall at Party in the Park on 12 July 2025. Discussion then took place relating to a survey and map being prepared to include community halls, litter, benches, youth provision etc.</p> <p><b>RESOLVED:</b> that:</p> <ul style="list-style-type: none"> <li>(i) One Voice Wales be asked to run a training session on Wednesday 15 October 2025, 6.30pm to 8.00pm;</li> <li>(ii) Cllr EH will create a survey in readiness for Party in the Park on 12 July 2025.</li> </ul>	
99.	<p><b><u>Councillor E-mail Addresses</u></b></p> <p>Members received a report detailing the timeline for the roll-out of new email addresses.</p> <p><b>RESOLVED:</b> that Members note the contents of the report.</p>	
100.	<p><b><u>Staff and Members - Away Afternoon</u></b></p> <p>Cllr NW informed the meeting that it was proposed to hold two separate sessions for staff and members. The staff session taking place within the working day to talk about what we do well as a Community council, what we could do better, what we don't do so well, what changes we can make etc.</p>	

	<p>The second session with Members could discuss things that we don't do in the Community that we should do, what do we do too much of to try and get a bit of strategy together for what we want to do for the rest of the year</p> <p><b>RESOLVED:</b> that this item be deferred until the next meeting.</p>	KS				
101.	<p><b><u>GOVERNANCE</u></b></p> <p><b><u>Constitution</u></b></p> <p>Members were asked to approve the changes made to the Constitution that were agreed at the Finance, Governance &amp; Policy Committee meeting on 4 June 2025.</p> <p><b>RESOLVED:</b> that the changes are approved.</p>	KS				
102.	<p><b><u>POLICIES</u></b></p> <p><b><u>Policies</u></b></p> <p>Members were asked to adopt/readopt the policies that were agreed at Finance, Policy &amp; Governance Committee on 4 June 2025:</p> <table border="1" data-bbox="320 1122 1337 1480"> <tr> <td>New Policies:</td> <td>Internet Banking</td> </tr> <tr> <td>Reviewed Policies:</td> <td>Co-option policy Data protection policy Fixed asset policy Freedom of Information policy Member/Officer protocol policy Multi-location meeting policy Reserves policy Retention and disposal policy</td> </tr> </table> <p><b>RESOLVED:</b> that the above policies be adopted and readopted as detailed above.</p>	New Policies:	Internet Banking	Reviewed Policies:	Co-option policy Data protection policy Fixed asset policy Freedom of Information policy Member/Officer protocol policy Multi-location meeting policy Reserves policy Retention and disposal policy	KS
New Policies:	Internet Banking					
Reviewed Policies:	Co-option policy Data protection policy Fixed asset policy Freedom of Information policy Member/Officer protocol policy Multi-location meeting policy Reserves policy Retention and disposal policy					
103.	<p><b><u>Biodiversity and Sustainability</u></b></p> <p>How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?</p> <p><b>RESOLVED:</b> that:</p> <ul style="list-style-type: none"> <li>(i) the 'live' trees and maintained and watered;</li> <li>(ii) some Members used electronic equipment rather than paper copies;</li> </ul>					

	<p>(iii) enquiries be made to see if the bench is made from recycled steel or at least UK steel rather imported steel from China;</p> <p>(iv) QR codes are used for surveys.</p>	
	<b>The recording of the Council meeting was stopped at this point.</b>	
104.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>By virtue of The Public bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</b></p>	

Signed by The Chair .....