

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



21 December/Rhadfyr 2022

Dear Sir/Madam,

You are summoned to attend a Multi-Location meeting of the **POLICY & FINANCE COMMITTEE** at **6.30 PM** on **WEDNESDAY 4 JANUARY 2023**.

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

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

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

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID** yn **Rhith Gyfarfod** am **6:30 yf, DYDD MERCHER 4 IONAWR 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

Lisa McMail

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

AGENDA

FINANCE ITEMS

1. **Apologies for absence**
To receive apologies for absence.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**
To approve the schedule of receipts and payments for October 2022 (attached)
4. **Use of Credit Card**
To approve the credit card payments for October 2022 (attached)
5. **Financial Budget Comparison with Reserves breakdown**
To receive and consider the financial monitoring report to the end of October 2022 (attached)
6. **Budget 2022/23**
To consider the draft budget for 2023/24 with a view to proposing a budget and precept to the Council on 25 January 2022. (attached:
7. **Movement of Reserves 2022/23**
To agree to transfer the following budgeted amounts to the earmarked reserve:
 - a) Election expenses 22/23 £5000
 - b) Pontypool Regeneration 22/23 £30,000 (should any expenses be incurred they can be paid from the reserve balance)
 - c) Pontypool Regeneration to top up fund with £30k allocated from budget 22/23 and to make up the balance to £200k
 - d) Poetry Trail £12,000 to a NEW Earmarked Reserve
8. **Grants Information**
To receive details on Grants paid as requested by Chair LH (attached)
9. **Greater Gwent Pension Draft Actuarial Figures**
To receive the paperwork from the Greater Gwent Pension Fund and be advised of the amounts payable from the review for the following years . (attached)

31 March 2023	£7,000
31 March 2024	£6,000

31 March 2025	£6,000
31 March 2026	£6,000

10. **Renewal of AdvantEdge IT Systems Contract**

To receive the renewal Quotation 5-year contract £1469.30pa (available at the meeting) per annum (07/01/23 – 06/01/24) an alternative quote has also been received for a 3-year period £1602.70pa. (attached)

11. **Requests for Financial Assistance**

To receive requests for financial assistance from the following organisations:

- (a) Spinal Research
- (b) Noah's Ark Children's Hospital
- (c) Wales Air Ambulance
- (d) Mic Morris – C Philpott
- (e) Torfaen Museum Trust
- (f) Wainfelin and Tranch Community Hall

12. **Grant Aid**

To consider applications for Grant Aid (List has been vetted by Chair and Vice-Chair of Policy & Finance, Clerk and Finance Manager)

13. **Thank you letter – Griffithstown AFC**

To receive a thank you letter from Griffithstown AFC in relation to their Grounds Maintenance Grant (attached)

POLICY ITEMS

14. **Bullying and Harassment Guidance from OVW**

To take into account when drafting our own policy. Refer Clerk

*Councillors: Lizzie Hunt (Chair) J. Killick (Vice-Chair), Jon Horlor, Jonathon Martin, Caroline Price Ben Rapier, Bob Rogers, Jools Rogers
Chairman (Councillor Matt Ford) and Leader (Councillor Mrs G. James) Ex-officio*

10. **Renewal of AdvantEdge IT Systems Contract**
To receive the renewal Quotation 5-year contract £1469.30pa (available at the meeting) per annum (07/01/23 – 06/01/24) an alternative quote has also been received for a 3-year period £1602.70pa. (attached: page(s) 31)
11. **Requests for Financial Assistance**
To receive requests for financial assistance from:
(a) Spinal Research (attached: page(s) 33 – 36)
(b) Noah’s Ark Children’s Hospital (attached: page(s) 37 – 41)
(c) Wales Air Ambulance (attached: page(s) 42 – 43)
(d) Mic Morris – C Philpott (attached: page(s) 44 – 45)
(e) Torfaen Museum Trust (attached: page(s) 46 – 47)
(f) Wainfelin and Tranch Community Hall (attached: page(s) 48 – 49)
12. **Grant Aid**
To consider applications for Grant Aid from attached organisations: (attached: page(s): 50 – 101 (Full list of applicants page 50)
13. **Thank you letter – Griffithstown AFC**
To receive a thank you letter from Griffithstown AFC in relation to their Grounds Maintenance Grant (attached: page(s) 102)

POLICY ITEMS

14. **Bullying and Harassment Guidance from OVW**
To take into account when drafting our own policy (attached: page(s) 103 - 121)

*Councillors: Lizzie Hunt (Chair) J. Killick (Vice-Chair), Jon Horlor, Jonathon Martin, Caroline Price Ben Rapier, Bob Rogers, Jools Rogers
Chairman (Councillor Matt Ford) and Leader (Councillor Mrs G. James) Ex-officio*

POLICY FINANCE COMMITTEE - 4 JANUARY 2023

SCHEDULE OF RECEIPTS PAYMENTS

Income - October

04/10/2022	26	Public	Reimbursement	Youth Festival	352.50
31/10/2022	27	ACT	Rental Received - 31 Oct	2nd Floor	1,170.00
01/10/2022	28	CCLA	Dividend Reinvested	Interest	1,315.06
01/10/2022	29	ACT	Rental Received - 1 Oct	2nd Floor	780.00
					3,617.56

Expenditure - October

14/10/2022	276a	BP	Crane Street Baptist Church	Donation - Use of Church YP	160.00
14/10/2022	276	BP	Vision ICT	Website - Update	42.00
14/10/2022	277	BP	Jenson Travel Ltd	Coach Hire - Airport (Youth Fest)	600.00
14/10/2022	278	BP	Churches Fire Security Ltd	Alarm Monitoring & Maint - Office	23.51
14/10/2022	279	BP	Marshall & Hicks Print Ltd	Letterhead	186.00
14/10/2022	280	BP	Zurich Municipal	Insurance Renewal	3,642.25
14/10/2022	281	BP	Olivia Williams	Expenses - YP	82.65
14/10/2022	282	BP	TCBC	Building Cleaning - October	655.67
14/10/2022	283	BP	TCBC	Payroll Charges - August	5,230.49
14/10/2022	284	BP	TCBC	Payroll Charges - September	8,712.75
14/10/2022	285	BP	TCBC	Design of PIP Poster/ YP Poster	336.00
14/10/2022	286	BP	British Gas	Electricity Charges - Unit 8	25.93
14/10/2022	287	BP	Chloe Goddard	Expenses - YP	59.77
14/10/2022	288	BP	Lauren Heckler	Expenses - YP	60.38
14/10/2022	289	BP	J S Cleaning Services	Window Cleaner - October	108.00
14/10/2022	290	BP	Consortium	Toilet Rolls	6.29
14/10/2022	291	BP	Mrs C Challenger	Internet Charges - CP	81.27
14/10/2022	292	BP	Dwr Cymru Welsh Water	Water Charges - Office	316.48
14/10/2022	293	BP	Phoenix Aircon	Replacement Part - Aircon	23.40
14/10/2022	294	BP	SLCC	Training - staff/members	204.00
14/10/2022	295	BP	PSM Sportswear	YP Clothing - Youth Festival	228.96
24/10/2022	296	BP	ADT Fire & Security	Annual Service - Fire Alarm	381.60
24/10/2022	297	BP	SLCC	Event Fee - CC JK	96.00
24/10/2022	298	BP	NLA Media	Renewal Copyright Licence	297.00
24/10/2022	299	BP	Initial Washroom Hygiene	Mat Service	82.71
24/10/2022	300	BP	TCBC	Salary Reimbursement - October	3,475.24
24/10/2022	301	BP	Churches Fire Security Ltd	Alarm Monitoring & Maint - Office	22.26
24/10/2022	302	BP	Eastern Valley Foodbank	Foodbank	2,500.00
24/10/2022	303	BP	Panteg House	Foodbank	2,500.00
24/10/2022	304	BP	Trac 2	Foodbank	2,500.00
24/10/2022	305	BP	Noddfa Church	Foodbank	2,500.00
24/10/2022	306	BP	Garnsychan Partnership	Foodbank	2,500.00
24/10/2022	307	BP	Helping Hands r-us	Foodbank	2,500.00
24/10/2022	308	BP	Pontypool Pacers	Annual Funding	3,000.00
24/10/2022	309	BP	Pegasus Telecom	Installation / Provision HDMI Cable	146.40
24/10/2022	310	BP	Friends of Pontypool Town	Contribution - Halloween Event	200.00
27/10/2022	311	BP	New Inn Jnr AFC	LVF - KJ	300.00
27/10/2022	312	BP	Pontypool Retired Men's Soc	LVF - KJ	400.00
27/10/2022	313	BP	Tranch AFC	LVF - GJ	200.00
27/10/2022	314	BP	Pontypool Town AFC	LVF - RM	200.00
27/10/2022	315	BP	St Alban's School	LVF - MF	500.00
27/10/2022	316	BP	Trac 2	LVF - RM	500.00

POLICY FINANCE COMMITTEE - 4 JANUARY 2023

SCHEDULE OF RECEIPTS PAYMENTS

27/10/2022	317	BP	4th Gwent Boys Brigade	LVF - RM	300.00
27/10/2022	318	BP	Varteg Community Assoc	LVF - GD	300.00
27/10/2022	319	BP	Fairfield AFC	LVF - GD	200.00
27/10/2022	320	BP	Garnsychan Partnership	LVF - GD	500.00
27/10/2022	321	BP	Penrhiwgyngi Farm Bakery	Buffet - Vision Day	120.00
17/10/2022	322	DD	Barclaycard	Various	597.02
27/10/2022	323	BP	SurveyMonkey	Online Survey	384.00
27/10/2022	324	BP	SLCC	Event Fee - LM	72.00
28/10/2022	325	DD	BT Payment Services	Mobile Phone - TP	20.53
15/10/2022	326	SO	TCBC	Salaries - October	14,000.00
04/10/2022	327	DD	Cathedral Leasing	Hygiene Disposal Bins	41.59
27/10/2022	328	DD	TCBC	Rates - Office	883.00
27/10/2022	329	DD	TCBC	Rates - Unit 8	177.00
31/10/2022	330	BP	Olivia Williams	Expenses - YP	151.77
18/10/2022	331	DD	British Gas	Gas Charges - Office	94.25
20/10/2022	332	DD	123 Telecom	Telephone / Internet Charges	199.80
24/10/2022	333	DD	Orbits	365 Monthly Licences	72.00
01/10/2022	334	DD	Olivia Williams	Expenses - YP - Trans 290	- 176.64
					<u>63,523.33</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
INCOME					
Council					
101	Precept	£715,987.00	£0.00	£477,324.67	-£238,662.33
105	V.A.T.Refund	£0.00	£0.00	£9,546.43	£9,546.43
110	Chairman's Charity	£0.00	£0.00	£187.46	£187.46
Total Council		£715,987.00	£0.00	£487,058.56	-£228,928.44
Policy & Finance Committee					
301	Bank Interest (CCLA)	£200.00	£0.00	£5,433.02	£5,233.02
310	Barclaycard Rebate	£60.00	£0.00	£79.92	£19.92
Total Policy & Finance Committee		£260.00	£0.00	£5,512.94	£5,252.94
Events Committee					
501	Party in the Park	£0.00	£0.00	£1,206.00	£1,206.00
520	Twinning Chairman's Visits	£0.00	£0.00	£188.64	£188.64
Total Events Committee		£0.00	£0.00	£1,394.64	£1,394.64
Youth Work Project					
701	Youth Project Misc Income	£0.00	£6,210.40	£8,512.90	£2,302.50
Total Youth Work Project		£0.00	£6,210.40	£8,512.90	£2,302.50
Total Income		£716,247.00	£6,210.40	£502,479.04	-£219,978.36

	2022/2023	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Establishment Committee					
2001	Salaries	£233,000.00	£0.00	£119,408.16	£113,591.84
2005	Professional Membership	£200.00	£0.00	£344.00	-£144.00
2010	Conferences/Training	£2,000.00	£0.00	£420.00	£1,580.00
2015	Health and Safety & PPE	£1,500.00	£0.00	£38.00	£1,462.00
2020	Payroll Charges	£700.00	£0.00	£677.84	£22.16
Total Establishment Committee		£237,400.00	£0.00	£120,888.00	£116,512.00
Policy & Finance Committee					
3001	Rent, Rates & Water	£28,850.00	£0.00	£26,047.93	£2,802.07
3010	Fuel Charges	£7,500.00	£0.00	£2,388.55	£5,111.45
3015	Office Equipment & Consumables	£9,500.00	£0.00	£680.66	£8,819.34
3025	Cleaning	£9,050.00	£0.00	£5,243.58	£3,806.42
3030	Refuse/Disposal of waste	£500.00	£0.00	£254.99	£245.01
3035	Office Contracts	£10,645.00	£0.00	£6,750.40	£3,894.60
3040	Maintenance Costs	£3,000.00	£0.00	£337.59	£2,662.41
3110	Insurance	£5,500.00	£0.00	£4,011.45	£1,488.55
3120	Association Subscriptions	£6,100.00	£0.00	£6,086.00	£14.00
3122	Stationery	£1,600.00	£0.00	£985.61	£614.39
3125	Audit Fee	£4,200.00	£0.00	£0.00	£4,200.00
3130	Postages	£2,200.00	£0.00	£9.89	£2,190.11
3160	Photocopying Costs	£1,500.00	£0.00	£445.10	£1,054.90
3165	Advertising	£1,000.00	£0.00	£1,021.80	-£21.80
3170	Publications & Licences	£750.00	£0.00	£446.50	£303.50
3175	Website Design	£1,000.00	£0.00	£320.00	£680.00
3180	Welsh Language Translation	£800.00	£0.00	-£13.72	£813.72
3185	Bank Charges	£100.00	£0.00	£25.00	£75.00
3200	Local Voluntary Funding	£55,000.00	£0.00	£6,100.00	£48,900.00
3600	Election Expenses	£5,000.00	£10,834.09	£10,834.09	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£1,500.00	£0.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£4,350.00	£1,650.00
3615	Repairs, Chain of Office	£500.00	£0.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£0.00	£500.00
3625	Conference Fees & Expenses	£500.00	£0.00	£0.00	£500.00
3630	Attendance Allowance	£500.00	£0.00	£210.26	£289.74
3635	Members Training	£2,000.00	£0.00	£690.00	£1,310.00
3640	Publicity Items	£1,000.00	£0.00	£0.00	£1,000.00
3645	Photographs	£150.00	£0.00	£0.00	£150.00
3650	Refreshments	£1,200.00	£0.00	£0.00	£1,200.00
3655	Annual Dinner	£2,500.00	£0.00	£0.00	£2,500.00
4090	Playground Equipment	£16,000.00	£0.00	£0.00	£16,000.00
4095	Maintenance of CCTV	£2,500.00	£0.00	£2,040.00	£460.00
4105	Playschemes/Hunger Club	£29,000.00	£0.00	£29,000.00	£0.00
6001	Running Costs Grants	£18,000.00	£0.00	£18,000.00	£0.00
6005	Grounds Maintenance	£8,200.00	£0.00	£0.00	£8,200.00
6010	Junior Sponsorship Grant (Section 19)	£6,000.00	£6,000.00	£6,000.00	£6,000.00
6015	Community Halls	£5,000.00	£0.00	£0.00	£5,000.00
6020	Grants- Misc	£5,000.00	£0.00	£1,350.00	£3,650.00
6025	Presentation Evenings	£1,500.00	£0.00	£0.00	£1,500.00
6030	Grants - Community 20/21	£0.00	£0.00	£0.00	£0.00
6035	Community Hardship Fund	£15,000.00	£0.00	£15,000.00	£0.00
6036	Play Packs	£2,000.00	£0.00	£0.00	£2,000.00
7005	Other Community Benefit Projects	£0.00	£0.00	£0.00	£0.00

	2022/2023	Reserve Movements	Actual Net	Balance
Total Policy & Finance Committee	£278,345.00	£16,834.09	£150,115.68	£145,063.41
Planning & Environment Committee				
4001 Environmental Awards/Projects	£4,000.00	£0.00	£0.00	£4,000.00
4005 Litter Bins / Doggy Bins	£4,000.00	£0.00	£0.00	£4,000.00
4006 Community Notice Boards	£12,000.00	£0.00	£0.00	£12,000.00
4010 Spring Flowers	£2,500.00	£0.00	£0.00	£2,500.00
4015 Forest School	£2,000.00	£0.00	£1,250.00	£750.00
4020 Benches	£3,000.00	£0.00	£0.00	£3,000.00
4035 Environmental Quiz	£660.00	£0.00	£530.10	£129.90
4055 Woodland Rent & Amazing Tree	£150.00	£0.00	£67.50	£82.50
4100 Pontypool Regeneration	£30,000.00	£0.00	£0.00	£30,000.00
4110 Public Toilets	£5,000.00	£0.00	£0.00	£5,000.00
Total Planning & Environment Committee	£63,310.00	£0.00	£1,847.60	£61,462.40
Events Committee				
5001 Party in the Park	£15,000.00	£12,892.96	£26,544.54	£1,348.42
5020 Christmas Lights	£60,000.00	£0.00	£47,551.38	£12,448.62
5025 Christmas Trees	£35,000.00	£0.00	£0.00	£35,000.00
5030 Christmas Cavalcade	£15,000.00	£0.00	£5,450.25	£9,549.75
5050 Eisteddfod	£9,000.00	£0.00	£3,065.70	£5,934.30
5065 Additional Events	£5,000.00	£0.00	£2,678.60	£2,321.40
5075 Poetry Competition	£500.00	£0.00	£141.98	£358.02
5080 Photography Competition	£500.00	£0.00	£0.00	£500.00
5085 Testimonials	£200.00	£0.00	£0.00	£200.00
5090 Chairman's Concert	£200.00	£0.00	£0.00	£200.00
5100 Youth Festival - Pontypool Festival	£250.00	£0.00	£0.00	£250.00
5105 Youth Festival - incl Oversea Airmen	£250.00	£2,214.59	£3,519.33	£1,054.74
5200 Twinning - Chairman's Visits	£250.00	£0.00	£0.00	£250.00
5205 Twinning - Council's Visits	£250.00	£0.00	£553.74	£303.74
Total Events Committee	£141,400.00	£15,107.55	£89,505.52	£67,002.03
Youth Work Project				
7001 Youth Project	£58,750.00	£1,820.00	£36,419.29	£24,150.71
Total Youth Work Project	£58,750.00	£1,820.00	£36,419.29	£24,150.71
Total Expenditure	£779,205.00	£31,863.42	£398,776.09	£416,010.55
Total Income	£716,247.00	£6,210.40	£502,479.04	£219,978.36
Total Expenditure	£779,205.00	£31,863.42	£398,776.09	£412,292.33
Total Net Balance	-£62,958.00		£103,702.95	

Earmarked Reserves

Heading	Committee Responsible	Balance
Party In the Park 2022	Events	-
Events	Events	1,237.46
Election Expenses	P & F	22,408.91
Repairs	P & F	5,000.00
Office Equipment	P & F	4,944.58
Twinning Youth Festival	P & F	21,975.41
Sponsorship Grants c/f from 31.03.22 Min	P & F	-
Grant Aid - Halls Min No 247	P & F	1,150.00
Play Equipment	Planning & Environment	38,164.00
Environmental Awards/Projects 2022	Planning & Environment	3,000.00
Play Equipment - Maintenance 2022 -2027	Planning & Environment	5,000.00
Youth Project	Youth	3,429.00
Youth Project Reserve	Youth	17,900.00
Youth Council - Bank account closure	Youth	4,390.40
Earmarked Reserves Sub Total		128,599.76
		-
Pontypool Regeneration	P & F	160,461.01
<u>Total Earmarked Reserves</u>		<u>289,060.77</u>

Precept Calculator

Start of year 01/04/22

Heading		Last year's net	Actual net	2022/2023	2023/2024
Council Income					
101	Precept	£698,809.00	£477,324.67	£715,987.00	£0.00
102	Sale of Taskforce fixed assets	£47.67	£0.00	£0.00	£0.00
110	Chairman's Charity	£0.00	£187.46	£0.00	£0.00
115	Refreshments	£0.00	£0.00	£0.00	£0.00
Council Income Total		£698,856.67	£477,512.13	£715,987.00	£0.00
Events Committee Income					
501	Party in the Park	£0.00	£1,206.00	£0.00	£0.00
505	Christmas Trees	£0.00	£0.00	£0.00	£0.00
506	Christmas Cavalcade	£275.64	£0.00	£0.00	£0.00
510	Youth Festival	£0.00	£0.00	£0.00	£0.00
520	Twinning Chairman's Visits	£0.00	£188.64	£0.00	£0.00
Events Committee Income Total		£275.64	£1,394.64	£0.00	£0.00
Policy & Finance Committee Income					
301	Bank Interest (CCLA)	£514.90	£7,011.13	£200.00	£12,000.00
305	Sub-lettings	£0.00	£0.00	£0.00	£0.00
310	Barclaycard Rebate	£582.04	£79.92	£60.00	£100.00
315	Grant Income	£21,415.00	£0.00	£0.00	£0.00
320	Publications	£0.00	£0.00	£0.00	£0.00
325	Cluster Grant	£0.00	£0.00	£0.00	£0.00
330	Pontypool Regeneration	£1,118.39	£0.00	£0.00	£0.00
335	Refund from Suppliers	£400.00	£0.00	£0.00	£0.00
Policy & Finance Committee Income Total		£24,030.33	£7,091.05	£260.00	£12,100.00
Youth Work Project Income					
701	Youth Project Misc Income	£155.00	£8,512.90	£0.00	£0.00
Youth Work Project Income Total		£155.00	£8,512.90	£0.00	£0.00
Total Income		£723,317.64		£716,247.00	£12,100.00
Establishment Committee Expenditure					
2001	Salaries	£240,901.62	£133,408.16	£233,000.00	£245,904.00
2005	Professional Membership	£0.00	£344.00	£200.00	£320.00
2010	Conferences/Training	£448.00	£540.00	£2,000.00	£5,000.00
2015	Health and Safety & PPE	£917.74	£38.00	£1,500.00	£1,500.00
2020	Payroll Charges	£0.00	£677.84	£700.00	£2,548.00
Establishment Committee Expenditure Total		£242,267.36	£166,360.39	£237,400.00	£255,272.00
Events Committee Expenditure					
5001	Party in the Park	£1,300.00	£26,544.54	£15,000.00	£30,000.00
5020	Christmas Lights	£43,878.93	£47,751.29	£60,000.00	£50,000.00
5025	Christmas Trees	£22,022.47	£0.00	£35,000.00	£2,500.00

Precept Calculator

Start of year 01/04/22

Heading		Last year's net	Actual net	2022/2023	2023/2024
5030	Christmas Cavalcade	£13,915.52	£10,112.61	£15,000.00	£15,000.00
5050	Eisteddfod	£3,968.00	£3,515.70	£9,000.00	£9,000.00
5065	Additional Events	£1,005.48	£2,678.60	£5,000.00	£12,500.00
5075	Poetry Competition	£0.00	£141.98	£500.00	£0.00
5080	Photography Competition	£7.47	£0.00	£500.00	£0.00
5085	Testimonials	£0.00	£0.00	£200.00	£500.00
5090	Chairman's Concert	£0.00	£0.00	£200.00	£500.00
5100	Youth Festival - Pontypool Festival	£0.00	£0.00	£250.00	£2,000.00
5105	Youth Festival - incl Oversea Airfares	£0.00	£3,519.33	£250.00	£4,000.00
5200	Twinning - Chairman's Visits	£0.00	£0.00	£250.00	£0.00
5205	Twinning - Council's Visits	£0.00	£553.74	£250.00	£1,000.00
Events Committee Expenditure Total		£86,097.87	£94,817.79	£141,400.00	£127,000.00
Planning & Environment Committee Expenditure					
4001	Environmental Awards/Projects	£4,162.00	£0.00	£4,000.00	£4,000.00
4005	Litter Bins / Doggy Bins	£4,848.00	£0.00	£4,000.00	£4,000.00
4006	Community Notice Boards	£300.00	£0.00	£12,000.00	£9,000.00
4010	Spring Flowers	£0.00	£0.00	£2,500.00	£0.00
4015	Forest School	£1,800.00	£1,250.00	£2,000.00	£3,300.00
4020	Benches	£0.00	£0.00	£3,000.00	£0.00
4025	Biodiversity Projects	£0.00	£0.00	£0.00	£5,000.00
4030	Poetry Trail	£0.00	£0.00	£0.00	£0.00
4035	Environmental Quiz	£0.00	£530.10	£660.00	£800.00
4055	Woodland Rent & Amazing Tree	£1,687.65	£135.00	£150.00	£150.00
4100	Pontypool Regeneration	£3,467.99	£3,850.00	£30,000.00	£0.00
4110	Public Toilets	£5,000.00	£0.00	£5,000.00	£0.00
Planning & Environment Committee Expenditure Total		£21,265.64	£5,765.10	£63,310.00	£26,250.00
Policy & Finance Committee Expenditure					
3001	Rent, Rates & Water	£28,978.43	£26,930.93	£28,850.00	£29,200.00
3010	Fuel Charges	£6,045.18	£3,923.91	£7,500.00	£7,500.00
3015	Office Equipment & Consumables	£4,337.88	£1,180.17	£9,500.00	£9,000.00
3025	Cleaning	£9,253.04	£6,073.55	£9,050.00	£9,100.00
3030	Refuse/Disposal of waste	£704.59	£372.70	£500.00	£500.00
3035	Office Contracts	£9,857.30	£7,528.04	£10,645.00	£11,470.00
3040	Maintenance Costs	£230.00	£337.59	£3,000.00	£3,000.00
3110	Insurance	£4,662.93	£4,011.45	£5,500.00	£5,800.00
3120	Association Subscriptions	£6,344.00	£6,086.00	£6,100.00	£6,500.00
3122	Stationery	£1,149.97	£1,041.12	£1,600.00	£1,500.00
3125	Audit Fee	£3,500.00	£0.00	£4,200.00	£4,200.00
3130	Postages	£113.71	£9.89	£2,200.00	£2,000.00

Precept Calculator

Start of year 01/04/22

Heading		Last year's net	Actual net	2022/2023	2023/2024
3160	Photocopying Costs	£1,052.01	£445.10	£1,500.00	£1,500.00
3165	Advertising	£0.00	£1,022.91	£1,000.00	£1,000.00
3170	Publications & Licences	£869.76	£446.50	£750.00	£750.00
3175	Website Design	£285.00	£320.00	£1,000.00	£4,500.00
3180	Welsh Language Translation	£60.85	-£13.72	£800.00	£500.00
3185	Bank Charges	£25.00	£25.00	£100.00	£100.00
3190	Mobile Telephone	£180.19	£0.00	£0.00	£0.00
3200	Local Voluntary Funding	£46,196.00	£16,450.00	£55,000.00	£55,000.00
3600	Election Expenses	£0.00	£10,834.09	£5,000.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£1,500.00	£1,500.00	£1,500.00
3610	Members Remuneration IRPW	£4,550.00	£4,350.00	£6,000.00	£6,000.00
3615	Repairs, Chain of Office	£0.00	£0.00	£500.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£500.00	£500.00
3625	Conference Fees & Expenses	£45.00	£0.00	£500.00	£500.00
3630	Attendance Allowance	£0.00	£210.26	£500.00	£500.00
3635	Members Training	£0.00	£825.00	£2,000.00	£2,000.00
3640	Publicity Items	£0.00	£0.00	£1,000.00	£1,000.00
3645	Photographs	£0.00	£0.00	£150.00	£150.00
3650	Refreshments	£12.80	£0.00	£1,200.00	£500.00
3655	Annual Dinner	£0.00	£0.00	£2,500.00	£2,500.00
3660	Chairman's charity payments	£0.00	£0.00	£0.00	£0.00
4090	Playground Equipment	£18,175.00	£0.00	£16,000.00	£0.00
4095	Maintenance of CCTV	£4,185.00	£2,040.00	£2,500.00	£0.00
4105	Playschemes/Hunger Club	£29,000.00	£29,000.00	£29,000.00	£35,000.00
6001	Running Costs Grants	£18,000.00	£18,000.00	£18,000.00	£25,000.00
6005	Grounds Maintenance	£8,100.00	£8,206.00	£8,200.00	£10,000.00
6010	Junior Sponsorship Grant (Section 19)	£0.00	£6,000.00	£6,000.00	£5,000.00
6015	Community Halls	£3,850.00	£0.00	£5,000.00	£10,000.00
6020	Grants- Misc	£1,550.00	£1,390.00	£5,000.00	£5,000.00
6025	Presentation Evenings	£0.00	£0.00	£1,500.00	£0.00
6030	Grants - Community 20/21	£0.00	£0.00	£0.00	£0.00
6035	Community Hardship Fund	£0.00	£15,000.00	£15,000.00	£5,000.00
6036	Play Packs	£2,000.00	£0.00	£2,000.00	£0.00
7005	Other Community Benefit Projects	£0.00	£0.00	£0.00	£0.00
Policy & Finance Committee Expenditure Total		£215,313.64	£173,336.23	£278,345.00	£268,770.00
Task Force Expenditure					
9001	Salaries	£0.00	£0.00	£0.00	£0.00
9005	Unit Accommodation	£0.00	£0.00	£0.00	£0.00
Task Force Expenditure Total		£0.00	£0.00	£0.00	£0.00

Precept Calculator

Start of year 01/04/22

Heading		Last year's net	Actual net	2022/2023	2023/2024
Youth Work Project Expenditure					
7001	Youth Project	£50,711.89	£5,927.45	£58,750.00	£65,000.00
Youth Work Project Expenditure Total		£50,711.89	£5,927.45	£58,750.00	£65,000.00
Total Expenditure		£615,656.40		£779,205.00	£742,292.00
Net Expenditure		-£107,661.24		£62,958.00	£730,192.00
Funding					£0.00
Reserves					
S106 / CIL					
Loans					
Proposed Precept					£715,824.10
Other Income					£12,100.00
Total Funding					£727,924.10
Balance					-£14,367.90

01/04/22	Tax Base	Band D	01/04/23	New Tax Base	%age increase
	13178.00	54.33		13175.00	0.00

Current year precept		
715987.10		
extra cost per band D	New band D	New Precept
0.00	54.33	715824.10

Current precept	+	New additional	=	Proposed precept
£715,987.10		-£163.00		£715,824.10

BUDGET DAY MEETING

WEDNESDAY 7 DECEMBER 2022

PRESENT: Mrs L McMail, Clerk and Mrs C Challenger, Finance Manager
Members: (Online) Mrs E Hunt (Chairman of Policy & Finance), N Jones and N Warren
Members :(Office) J Killick (In the Chair), J James, M Ford, Mrs G James, Mrs R Matthews and J Martin

APOLOGIES:

Members: Mrs C Price, N Byrne and Mrs A Gunter
The Members received a presentation of the proposed budget for 2023/24.

Expenditure

- 1. Community Development Role: Budget Head 2001** - It was agreed that the salary costs £37,570 would come from general reserves in 2023/ 2024 and then moving forward for future years the funding would be met from savings made for the Christmas Lights and Trees budget (previously agreed that the Christmas trees would be reduced from next year and the lights the year after when the leasing agreement comes to an end).

It was noted that a new budget head would be set up for the community and development role after the first year.

It was agreed that the role would be a solely the responsibility of Pontypool Community Council but could work in partnership with other organisations such as Torfaen Voluntary Alliance.

The main purpose of the role would be to support community organisations to feel more engaged with the community, help with funding and other general assistance required.

- 2. Staff Training- Budget Head 2010** – that the budget be set at £5,000.
- 3. Peninsular HR Support- Budget Head 2012** be given its own budget line for 2023/24.
- 4. Annual Dinner: Budget Head 3655** – it was agreed that the annual dinner would go ahead this year and in future years as was a way of thanking people who have helped and supported the Council throughout the year. The budget be set at £2,500.

It was stated that it was a great way to bring together volunteers etc for them to see what the Council is about and what it does.

- 5. Pontypool Regeneration: Budget Head 4100** – it was recommended that a total of £40,000 be set aside, £30k from

2022/23 and the balance from general reserves, no additional funds be added until there is a commitment for major work. It was agreed to take the reserve to £200,000.

6. **Noticeboards: Budget Head 4006** – It was agreed that the budget be set at £9,000.
7. **Poetry Trail – Budget Head 4030** - It was agreed that £12,000 is funded from Reserves in November Full Council.
8. **Additional Events – Budget Head 5065** – It was agreed that the budget be set at £12,500. This would include £5,000 for the Friends of Pontypool Town and the budgets for the additional events £5,000, poetry/photography competition £1,000 and presentation evening costs of £1,500.

Testimonials would also form part of the events programme with a budget of £500.

9. **Woodland Rent / Amazing Tree: Budget Head 4055** - It was agreed that the budget be reduced from £2,000 to £150.
10. **Friends of Pontypool Town** – (see point 8) also that the Pontypool Town Friends be asked if they would like to be co-opted onto the events committee.

General Reserves - It was recommended that up to £110,000 of our General Reserve be used to accommodate the additional spend in 2023/24 as follows:

- ♦ Additional Income from General Reserves be used to fund the Nett deficit of the agreed budget for 2023/24 of £14,367
- ♦ Use of General Reserves for allocated expenditure totalled £95,570

Anticipated Total Use of General Reserves £109,937

Precept

A vote took place for the precept not to be increased for 2023/24. All voted in favour of not increasing the budget.

Mrs Cindy Challenger
Finance Manager
19 December 2022

Tuesday 22nd November 2022

Budget Line	Income/Expense Code Heading	Main Points discussed and agreed	Proposed Budgeted Amount 2023/24 £	NOTES	Fund from Reserve	Reserve Note	Further Action
101	Precept 2023/24			No increase preferred by members at meeting, value for money			
		<i>Clerk explained she had input fixed costs and committed figures into the Precept calculator - see attached report</i>					
2001	Within Staff Salaries/Community Development Role		37570	Community Development Role- Fund for two years	37570	per year	
2010	Staff Training		5000				
2012	Penitular HR Support		5000	Will require its own budget line			
6035	Community Hardship Fund (Foodbanks/Warm banks)		5000	Fund from a Reserve and this could be increased dependant on need	25000		
3040	Maintenance Costs		3000	Contingency sum			
3165	Advertising to include TVA Award and Survey Monkey Annual Costs		4500	new supplier to be sourced to support Community Council transition to new supplier			
3175	Website		5000	to be continued to be budgeted and put into the reserves at the year end			
3600	Election Costs			to continue as these items need to be purchased			
3640	Publicity Items						
3625	Conference Expense - Members		2000				
3655	Members Training		2500	Agreed 07/12/22			
3655	Annual Dinner - to be discussed with Chair		4000	dependant what we have committed to @ £500 each			
4001	Environmental Awards (Grants Criteria)		4000	dependant what we have committed to @ £3000 each			
4005	Bins - ongoing project			To be deleted			
4006	Noticeboards						
4010	Spring Flowers		3300	which schools are offered to attend? Check with Annette			
4015	Forest School - to continue						
4020	Benches - need to be assessed and maintained			No requests/ can a list of benches and their locations be provided to Planning & Environment. Should we still have benches due to H & S implications? Suggestion received remove if they cannot be maintained.		Transfer any remaining funds to reserve as at 31.03.23	
4025	Environment/Biodiversity Projects to have its own budget		5000	At a later date to be split into areas to include Vanteg Wood Ecologist Report/	3000	Various new Projects	
4030	Poetry Trail			To be funded from General Reserve	10000	NOV 22 Set up a Reserve from Min No xx £12000	
4035	Environmental Quiz		800				
4050	Footpaths		2000	To be deleted			
4055	Woodland Rent & Amazing Tree			L Steer Report to be repeated in 2 years 24/25 /Maintaining the area		Change to £150	
4090	Playground Equipment		5000	Expense code to cover ongoing maintenance of Play Equipment		£16k or unspent budget plus £20k from Reserve to give us a bigger pot for future equipment	
4095	Maintenance of CCTV			No conclusion re budget	20000		
4100	Pontypool Regeneration		0	Hanging Baskets are currently paid for from this fund/PAUSE suggested fund from Reserves. WHO pays for Hanging Baskets going forward?			
4105	Play Schemes & Food is Fun		35000	ID presenting to us in January 23, as long as funding is in Pontypool CC area			
4110	Public Toilets		0	Dependant on levelling up if toilets remain. Suggest that we don't budget and we fund from Reserves if/when invoiced in the future			
5001	Party in the Park		30000	To continue to fund as main event			
5020	Christmas Lights		50000	Contract for final year 23/24			
5025	Christmas Tree		2500	One Main tree to be budgeted/ Live trees under Environmental Project			

5030	Christmas Cavalcade	15000		
5050	Fireproofed Friends of Pentypool Town	9000		
		5000	55k agreed per year	
			This line is to support different new events for the Events Committee (at their discretion) and think of some inclusive events/cultural 5k. Plus cancelled poetry/Photography 500 x2 plus Presentation Evenings Amount to be moved here £1500	
5065	Additional Events - new Ideas	7500		
5075	Poetry/Photography	0	Combine £500 x 2 and put into additional events above	
5085	Testimonials - Events	500	Everyone needs a pat on the back, could this be an event ie Summer Event for gathering for volunteers ie picnic in the park in the way of recognition	
5090	Chairmans Concert	500	Pay for refreshments in conjunction with Chair, has been a nice event in the past	
5100	Twinnig - Pentypool Festival	2000	Twinnig Codes review/monies in reserve £21k	
5105	Twinnig - Youth Festival	4000		
5205	Twinnig - Council Visits	1000	Members of Council to attend	
6010	Junior Sponsorship	1000	New Criteria asks what they need	
6001	Care Costs	25000	We have not increased this money for many years	
6005	Grounds Maintenance	10000	More people applying and one per organisation	
6015	Community Halls	10000	New Community Role to work with these groups	
6020	Grants - Misc	5000		
6025	Move presentation evening to Additional Events	-1500	Transfer unspent sums to Reserve for Additional Events for next year ++	
6036	Playpacks		Can be deleted as relating to covid	
7005	Other community benefit projects		Delete	
7001	Youth project	65000	Staff costs plus core costs £7500/ Building Access and costs included. Do we want to keep the staffing element in the Youth Project or do we want to put into salaries. Increase core contribution.	
	Warm Banks were requested and could be funded from Community Hardship Funds. Very low on Evening warm banks			95570
	Anticipated Deficit to fund from General Reserves	6718		

In April 23 to include Youth Project in Staff costs

7th December 2022

Budget Line	Income/Expense Code Heading	Main Points discussed and agreed	Proposed Budgeted Amount 2023/24 - £	NOTES	Fund from Reserve	Reserve Note	Further Action
101	Precept 2023/24			No increase preferred by members at meeting, value for money			
		<i>Clerk explained she had input fixed costs and committed figures into the Precept calculator - see attached report</i>					
2001	Within Staff Salaries/Community Development Role		37570	Community Development Role- Fund for two years minimum	37570	Year 1 from Reserves/Future years from Christmas light/tree saving in 24/25	
2010	Staff Training		5000				
2012	Peninsular HR Support		5000	Will require its own budget line			
6035	Community Hardship Fund (Foodbanks/Warm banks)		3000	Fund from a Reserve and this could be increased dependant on need	25000		
3040	Maintenance Costs		1000	Contingency sum			
3165	Advertising to include TVA Award and Survey Monkey Annual Costs		4500	new supplier to be sourced to support Community Council transition to new supplier			
3175	Website		5000	to be continued to be budgeted and put into the reserves at the year end			
3600	Election Costs			to continue as these items need to be purchased			
3640	Publicity Items			to discuss			
3625	Conferences Expense - Members		2000	Additional Training requirements/see training plan			
3635	Members Training		2500	Agreed 07/12/22 to take place and inc Chairmans charities			
3655	Annual Dinner - to be discussed with Chair		4000	Agreed 07/12/22			
4001	Environmental Awards (Grants Criteria)		4000	dependant what we have committed to @ £500 each, replacement programme			
4005	Bins - ongoing project		9000	3 x approx @ £3000 each and to include maintenance			
4010	Springs flowers			To be deleted			
4015	Forest School - to continue		3300	Very popular with schools			
4020	Benches - need to be assessed and maintained			No requests/ can a list of benches and their locations be provided to Planning & Environment. Should we still have benches due to H & S implications? Suggestion received remove if they cannot be maintained.	3000	Transfer any remaining funds to reserve as at 31.03.23	
4025	Environment/Biodiversity Projects to have its own budget		5000	Use reserves if necessary/as appropriate	10000	Various new Projects NOV 22 Set up a Reserve from Min No xx £12000	
4030	Poetry Trail			To be funded from General Reserve			
4035	Environmental Quiz		800				
4050	Footpaths			To be deleted			
4055	Woodland Rent & Amazing Tree		150	L.Steer Report to be repeated in 2 years 24/25 - Maintaining the area, use a reserve if necessary/appropriate. Write to Phil Grimes (tree manager) at Torfaen re maintenance or additional needs of Amazing tree.		Change to £150 £16k or unspent budget plus £20k from Reserve to give us a bigger pot for future equipment	
4090	Playground Equipment		5000	Expense code to cover ongoing maintenance of Play Equipment/ Reserve for £5k held for maintenance of PE.			
4095	Maintenance of CCTV			No conclusion re budget			

4100	Pontypool Regeneration	0		Discussion re growing this find to a level for future match funding with Torfaen. We may be at a point re levelling up where this may happen. Hanging Baskets are currently paid for from this fund. WHO pays for Hanging Baskets going forward. MF Certainly not wanting to keep adding to this pot. Would be reducing the general reserve and look forward to finding a use for the money via Match Funding.	TBA	ACTION JAN 23 Use Reserve this year £30K 22/23 and balance to top up (from reserve) to £200,000 in 23/24 and don't pay any more in until there is a wider plan. Put on P & F Agenda Jan 23. See Note:
4105	Play Schemes & Food is Fun	35000		JD presenting to us in January 23, as long as funding is in Pontypool CC area dependant on levelling up if toilets remain as part of the care redevelopment. Suggest that we don't budget and we fund from Reserves if/when invoiced in the future		
4110	Public Toilets	0		To continue to fund as main event.		
5001	Party in the Park	30000		Contract for final year 23/24		
5020	Christmas Lights	50000		One Main tree to be budgeted/ Live trees under Environmental Project. Some lights are hired for the trees so no longer to continue, what will happen to the lights we own?		
5025	Christmas Tree	2500				
5030	Christmas Cavalcade	15000				
5050	Eitrefoed	9000				
	Friends of Pontypool Town	5000		ESK agreed per year to assist with funding both Easter and Halloween Events via Friends of Pontypool Town. Add to Additional Events. Ask Full Council for a decision to invite a member of this group to join our Events via co-opt.		
5065	Additional Events - new ideas	7500		This line is to support different new events for the Events Committee (at their discretion) ESK (prior years) and think of some inclusive events/cultural. Plus cancelled poetry/photography 500 x2 plus Presentation Evenings * Amount to be moved here £1500		
5075	Poetry/Photography	0		Combine £500 x 2 and put into additional events above		
5085	Testimonials - Events	500		Everyone needs a pat on the back, could this be an event ie Summer Event for gathering for volunteers ie picnic in the park in the way of recognition		
5090	Chairmans Concert	500		Pay for refreshments in conjunction with Chair, has been a nice event in the past		
5100	Twinning - Pontypool Festival	2000		Twinning Codes review/monies in reserve £21k. Put aside for the festival we hold		
5105	Twinning - Youth Festival	4000		For when they go away next year		
5205	Twinning - Council Visits	1000		For Members of Council to attend		
6010	Junior Sponsorship	25000		New Criteria asks what they need, undecided on final figure		
6001	Care Costs (Major grants)	10000		We have not increased this money for many years		
6005	Grounds Maintenance	10000		More people applying and one per organisation		
6015	Community Halls	10000		New Community Role to work with these groups		
6020	Grants - Misc	5000		National Charities etc.		
6025	Move presentation evening to Additional Events	-1500		Transfer unspent sums to Reserve for Additional Events for next year ++		
6036	Playpacks			Can be deleted as relating to covid		
7005	Other community benefit projects			Delete		
7001	Youth Project	65000		Staff costs plus core costs £7500/ Building Access and costs included. Do we want to keep the staffing element in the Youth Project or do we want to put into salaries. Increase core contribution.		In April 23 to include Youth Project in Staff costs
	Warm Banks were requested and could be funded from Community Hardship Funds. Very low on Evening warm banks					
	Anticipated Deficit to fund from General Reserves	14367				
					95570	109937

Lisa McMail

From: Councillor Elizabeth Hunt
Sent: 19 November 2022 19:20
To: Lisa McMail
Cc: Cindy Challenger
Subject: Grants Data

Hi Lisa (and Cindy),

I've had a request from a member for information on how the Grants budgets have been spent in recent years. Please can we have a breakdown of how much we have given to each charity over the last two years from general grants/core costs and when we have used money from reserves in addition to the budget (I can't remember where the foodbank money came from in 2020?)? I've said this could go onto P&F in January but if the information was available for the meeting on Tuesday it might be really helpful. I'm hoping the information can be easily located on our financial spreadsheets?

Please let me know, many thanks,
Lizzie

PAYMENTS 2019-2020

21/05/2019	48	115984	Cwmffwrdeer Sports Club	Grounds Maintenance Grant - 2019/20	600.00	600.00	600.00
21/05/2019	49	115985	Fairfield United AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	50	115986	Fairfield United Juniors AFC	Grounds Maintenance Grant - 2019/20	600.00	600.00	600.00
21/05/2019	51	115987	Garniffath RFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	52	115988	Garniffath Bowls Club	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	53	115989	Griffithstown Junior FC	Grounds Maintenance Grant - 2019/20	600.00	600.00	600.00
21/05/2019	54	115990	New Inn Junior AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	55	115991	New Inn AFC	Grounds Maintenance Grant - 2019/20	600.00	600.00	600.00
21/05/2019	56	115992	New Panteg Juniors RFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	57	115993	New Panteg RFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	58	115994	Panteg Park Bowls	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	59	115995	Pontypool Park Bowls Club	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	60	115996	Pontypool Town AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	61	115997	Race AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	62	115998	Sebastopol Juniors AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	63	115999	Tranch AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	64	116000	Penygam & Trevethin Junior AFC	Grounds Maintenance Grant - 2019/20	300.00	300.00	300.00
21/05/2019	65	116001	West Mon RFC	Grounds Maintenance Grant - 2019/20	600.00	600.00	2,000.00
21/05/2019	72	116008	Pontypool RFC	Sponsorship 2019/20	200.00	200.00	200.00
21/05/2019	73	116009	Wales Air Ambulance	Grant	100.00	100.00	100.00
21/05/2019	74	116010	Genedlaethol Eisteddfod	Grant	100.00	100.00	100.00
21/05/2019	75	116111	Tenovus Cancer Care	Grant	100.00	100.00	100.00
21/05/2019	76	116112	Liangolien Int Eisteddfod	Grant	100.00	100.00	100.00
21/05/2019	77	116013	St David's Hospice Care	Grant	100.00	100.00	100.00
21/05/2019	78	116014	Teenage Cancer Trust	Grant	1,000.00	1,000.00	1,000.00
08/10/2019	297	116187	Cwmffwrdeer Primary School	Env Grant - 2019/20	350.00	350.00	350.00
08/10/2019	298	116188	Cwmavon Community Hall	Grant Aid	350.00	350.00	350.00
08/10/2019	299	116189	Garniffath Community Association	Grant Aid	350.00	350.00	350.00
08/10/2019	300	116190	Griffithstown Community Hall	Grant Aid	350.00	350.00	350.00
08/10/2019	301	116191	New Inn Community Hall	Grant Aid	350.00	350.00	350.00
08/10/2019	302	116192	Pontnewynydd Community Assoc	Grant Aid	350.00	350.00	350.00
08/10/2019	303	116193	Pontymoile Community Centre	Grant Aid	350.00	350.00	350.00
08/10/2019	304	116194	Pontymoile OAP Club	Grant Aid	350.00	350.00	350.00
08/10/2019	305	116195	Sebastopol Community Club	Grant Aid	350.00	350.00	350.00
08/10/2019	306	116196	Talywain OAP Club	Grant Aid	350.00	350.00	350.00
08/10/2019	307	116197	Trevethin & Penygam Com Centre	Grant Aid	350.00	350.00	350.00
08/10/2019	308	116198	Varteg Community Association	Grant Aid	350.00	350.00	350.00
08/10/2019	309	116199	Victoria Village & Dist Welfare Hall	Grant Aid	350.00	350.00	350.00
08/10/2019	310	116200	Wainfeilin & Pentranch Com Assoc	Grant Aid	200.00	200.00	200.00
08/10/2019	311	116201	Royal Ordnance Glascoed Retirement	Grant	1,500.00	1,500.00	1,500.00
08/10/2019	312	116202	Hope GB	Running Costs 2019/20	100.00	100.00	100.00
08/10/2019	313	116203	Marie Curie	Grant	100.00	100.00	100.00
08/10/2019	314	116204	Bobath Children's Therapy Centre	Grant	200.00	200.00	200.00
08/10/2019	315	116205	Yr Hyddigen Hanes Theatr	Grant	200.00	200.00	200.00
08/10/2019	316	116206	Pontypool Senior Active Forum	Grant	200.00	200.00	200.00
08/01/2020	456	116316	Penygam & Trevethin J AFC	Sponsorship Grant	1,000.00	1,000.00	1,000.00

PAYMENTS 2019-2020

08/01/2020	457	116317	Race Jnr AFC	Sponsorship Grant	1,000.00	1,000.00
08/01/2020	458	116318	Sebastopol Jnr AFC	Sponsorship Grant	1,000.00	1,000.00
08/01/2020	459	116319	West Mon Little Lions	Sponsorship Grant	500.00	500.00
08/01/2020	460	116320	Tranch Ladies AFC Under 14's	Sponsorship Grant	500.00	500.00
16/03/2020	647	116484	Llantarnam Grange Arts Centre	Grant	500.00	500.00
					-	

PAYMENTS 2021-2022						
VO.	CHQ.					
30/04/2021	31	BP	West Monmouth School	Environmental Grant	480.00	480.00
30/04/2021	32	BP	Ysgol Bryn Onnen	Environmental Grant	500.00	500.00
30/04/2021	33	BP	St Alban's RC High School	Environmental Grant 20/21 Accrual	500.00	500.00
30/04/2021	34	BP	Griffithstown Primary School	Environmental Grant	500.00	500.00
30/04/2021	35	BP	Cwmffrdoer Primary School	Environmental Grant	999.00	999.00
30/04/2021	36	BP	Abersychan School	Environmental Grant	500.00	500.00

PAYMENTS 2021-2022						
22/07/2021	130	BP	St Alban's High School		500.00	500.00
13/08/2021	160	BP	Cwmffrowder Sports Club	Grounds Maintenance	900.00	900.00
13/08/2021	161	BP	Fairfield Utd AFC	Grounds Maintenance	300.00	300.00
13/08/2021	162	BP	Fairfield Utd AFC - Mini/Jnrs	Grounds Maintenance	600.00	600.00
13/08/2021	163	BP	Garniffraith Bowls	Grounds Maintenance	300.00	300.00
13/08/2021	164	BP	Garniffraith RFC	Grounds Maintenance	600.00	600.00
13/08/2021	165	BP	Griffithstown Jnr AFC	Grounds Maintenance	300.00	300.00
13/08/2021	166	BP	New Inn AFC	Grounds Maintenance	900.00	900.00
13/08/2021	167	BP	New Panteg RFC	Grounds Maintenance	300.00	300.00
13/08/2021	168	BP	Panteg Cricket Club	Grounds Maintenance	300.00	300.00
13/08/2021	169	BP	Panteg Park Bowls Club	Grounds Maintenance	600.00	600.00
13/08/2021	170	BP	Penygam & Trevethin J AFC	Grounds Maintenance	300.00	300.00
13/08/2021	171	BP	Pilcs AFC	Grounds Maintenance	300.00	300.00
13/08/2021	172	BP	Pontnewynydd AFC	Grounds Maintenance	300.00	300.00
13/08/2021	173	BP	Pontnewynydd Cricket Club	Grounds Maintenance	300.00	300.00
13/08/2021	174	BP	Pontypool Park Girlings Bowls	Grounds Maintenance	300.00	300.00
13/08/2021	175	BP	Pontypool Town AFC	Grounds Maintenance	300.00	300.00
13/08/2021	176	BP	Sebastopol Town AFC	Grounds Maintenance	300.00	300.00
13/08/2021	178	BP	West Mon RFC	Grounds Maintenance	300.00	300.00
27/08/2021	196	BP	Llantaram Grange Arts	Grant	500.00	500.00
11/10/2021	247	BP	TVA	Sponsorship - Volunteer Awards	300.00	300.00
18/10/2021	258	BP	West Monmouth School	Environmental Grant	183.00	183.00
18/10/2021	260	BP	Fforest Uchaf Farm for Ponies	Grant	100.00	100.00
11/10/2021	268	BP	TOGs Centre	Annual Funding	3000.00	3000.00
11/10/2021	269	BP	Torfaen CAB	Annual Funding	3000.00	3000.00
11/10/2021	270	BP	Hope GB	Annual Funding	3000.00	3000.00
11/10/2021	271	BP	Torfaen Museum	Annual Funding	3000.00	3000.00
11/10/2021	272	BP	Age Connects	Annual Funding	3000.00	3000.00
28/10/2021	273	BP	Pontypool Pacers Heart Support	Annual Funding	3000.00	3000.00
28/10/2021	280	BP	Race AFC	Grounds Maintenance	300.00	300.00
12/11/2021	300	BP	Abersychan Secondary School	Environmental Grant	500.00	500.00
03/12/2021	351A	BP	Garniffraith Community Association	Grant Aid	350.00	350.00
03/12/2021	352	BP	Cwmavon Village Hall	Grant Aid	350.00	350.00
03/12/2021	353	BP	Pontymoile OAP Association	Grant Aid	350.00	350.00
03/12/2021	354	BP	Pontnewynydd Community Assoc	Grant Aid	350.00	350.00
03/12/2021	355	BP	Varteg Community Association	Grant Aid	350.00	350.00
03/12/2021	356	BP	Victoria Village Hall	Grant Aid	350.00	350.00
03/12/2021	357	BP	Pontymoile Community Hall	Grant Aid	350.00	350.00
03/12/2021	358	BP	Garniffraith 1st Scouts Group	Grant Aid	350.00	350.00
09/12/2021	370	BP	New Inn Community Hall	Grant Aid	350.00	350.00
16/12/2021	377	BP	A Steed - Wainfein	Grant Aid	350.00	350.00
04/03/2022	451	BP	International Spinal Research	Grant	50.00	50.00
04/03/2022	452	BP	Wales Air Ambulance	Grant	400.00	400.00
04/03/2022	453	BP	St John's Ambulance Griffithstown	Grant Aid	350.00	350.00
04/03/2022	454	BP	Noah's Ark Children's Hospital	Grant	200.00	200.00

Payments 2022/23

27/06/2022	129	BP	New Inn Youth Junior & Youth AFC	Junior Sponsorship	1000.00	1000.00
27/06/2022	130	BP	Fairfield United Juniors	Junior Sponsorship	1000.00	1000.00
28/06/2022	134	BP	Garndiffaith RFC Mini	Junior Sponsorship	1000.00	1000.00
28/06/2022	135	BP	Griffithstown Jnr	Junior Sponsorship	1000.00	1000.00
28/06/2022	136	BP	Talywain Mini RFC	Junior Sponsorship	1000.00	1000.00
30/06/2022	141	BP	Teenage Cancer Trust	Grant	200.00	200.00
30/06/2022	142	BP	Kids Cancer Charity	Grant	200.00	200.00
30/06/2022	143	BP	International Spinal Research	Grant	200.00	200.00
01/07/2022	147		Cwmfrawdoer RFC	Junior Sponsorship	1,000.00	1,000.00

01/08/2022	195	TOGS	Running Costs Grant	3,000.00	3,000.00
01/08/2022	196	Torfaen Museum	Running Costs Grant	3,000.00	3,000.00
01/08/2022	197	Age Connects	Running Costs Grant	3,000.00	3,000.00
01/08/2022	198	Torfaen CAB	Running Costs Grant	3,000.00	3,000.00
01/08/2022	199	Hope GB	Running Costs Grant	3,000.00	3,000.00
01/08/2022	203	Lantarnum Grange	Grants Misc	500.00	500.00
05/09/2022	247	BP Torfaen Male Voice Choir	Grant	250.00	250.00
24/10/2022	302	BP Eastern Valley Foodbank	Foodbank	2,500.00	2,500.00
24/10/2022	303	BP Panteg House	Foodbank	2,500.00	2,500.00
24/10/2022	304	BP Trac 2	Foodbank	2,500.00	2,500.00
24/10/2022	305	BP Noddfa Church	Foodbank	2,500.00	2,500.00
24/10/2022	306	BP Gamsychan Partnership	Foodbank	2,500.00	2,500.00
24/10/2022	307	BP Helping Hands r-us	Foodbank	2,500.00	2,500.00
24/10/2022	308	BP Pontypool Pacers	Annual Funding	3,000.00	3,000.00
14/11/2022	361	BP Penygarn & Trevethin J AFC	Grounds Maintenance	746.00	746.00
14/11/2022	362	BP New Inn Jnr/Youth AFC	Grounds Maintenance	746.00	746.00
14/11/2022	363	BP Griffithstown AFC	Grounds Maintenance	373.00	373.00
14/11/2022	364	BP New Inn FC	Grounds Maintenance	373.00	373.00
14/11/2022	365	BP Panteg Cricket Club	Grounds Maintenance	1,119.00	1,119.00
14/11/2022	366	BP Cwmffrwdor Sports Club	Grounds Maintenance	373.00	373.00
14/11/2022	367	BP Pontnewnydd Cricket Club	Grounds Maintenance	373.00	373.00
14/11/2022	368	BP Garndiffaith Bowls Club	Grounds Maintenance	373.00	373.00
14/11/2022	369	BP Fairfield Utd AFC	Grounds Maintenance	373.00	373.00
14/11/2022	370	BP Sebastopol J AFC	Grounds Maintenance	746.00	746.00
14/11/2022	371	BP Garndiffaith RFC	Grounds Maintenance	746.00	746.00
14/11/2022	372	BP Talywain RFC	Grounds Maintenance	373.00	373.00
14/11/2022	373	BP Race AFC	Grounds Maintenance	373.00	373.00
14/11/2022	374	BP Pontnewnydd AFC	Grounds Maintenance	373.00	373.00
14/11/2022	375	BP Pontypool park Bowls	Grounds Maintenance	373.00	373.00
14/11/2022	376	BP West Mon RFC	Grounds Maintenance	373.00	373.00



The Greater Gwent (Torfaen) Pension Fund

administered by Torfaen County Borough Council



Local
Government Pension
Scheme

Your ref/Eich cyf:
Our ref/Ein cyf:
Date/Dyddiad: 11/11/2022

Please contact/Cysyllter â: Mrs J Griffiths
Direct line/Llinell union: 01495 766280
Email/Ebost: joanne.griffiths@torfaen.gov.uk

Pontypool Community Council

Dear Lisa,

GREATER GWENT (TORFAEN) PENSION FUND TRIENNIAL ACTUARIAL VALUATION AS AT 31ST MARCH 2022

I am pleased to report that the Triennial Actuarial Valuation of the Greater Gwent (Torfaen) Pension Fund as at 31st March 2022 has now been substantially completed.

The purpose of the valuation is to assess the overall funding level of the Pension Fund:

- i. to ensure that there are sufficient assets in the Pension Fund to cover the pension benefits accrued in respect of all active, deferred, pensioner and dependent members of the Greater Gwent (Torfaen) Pension Fund and;
- ii. to set the employer contribution rate for the three-year period commencing on 1st April 2023.

Overall Results

The whole of Fund results has indicated an improved funding level (current assets expressed as a proportion of all current and future liabilities) to 97%, an increase of 11% in comparison to the 2019 position.

During the inter-valuation period (2019-2022), the Pension Fund has experienced:

- Stronger than expected investment returns
- The number of early leavers (members leaving their employment without an entitlement to an immediate pension) was significantly higher than anticipated
- Benefit increases less than expected

Each of these experiences has had a positive effect on the funding level improvement noted above.

However, there are several factors that have adversely impacted the funding level, including:

- higher than anticipated costs relating to ill health retirements;
- Higher than anticipated increases in salaries; and
- The number of pensions ceasing has been lower than expected

You are welcome to correspond in Welsh or English

The Greater Gwent (Torfaen) Pension Fund,
Torfaen County Borough Council, Civic Centre, Pontypool,
Torfaen, Gwent NP4 6YB
Tel: 01495 766266 Fax: 01495 742670

Mae croeso i chi ysgrifennu yn Gymraeg neu Saesneg

Cronfa Bensiwn Gwent Fwyaf (Torfaen),
Cyngor Bwrdeistref Sirol Torfaen, Canolfan
Ddinesig, Pontypŵl, Torfaen, Gwent NP4 6YB
Ffon: 01495 766266 Ffacs: 01495 742670

www.gwentpensionfund.co.uk

Overall, significantly better than expected investment performance has offset the increased pressure on liabilities due to adverse membership experience, which has led to an improved funding position. However, whilst future market conditions are expected to be better than they are currently, they're not expected to be as positive as envisaged during the last review in 2019.

The funding level relating to each individual employer within the Fund reflects its own workforce profile and its own actual experience over the preceding three-year period. It is however important to recognise that funding levels (either at whole of Fund level or per employer) are not the driver of future contribution rates.

Your Results

The attached schedule sets out the valuation results as they relate to your organisation providing your individual funding level and the proposed employer contribution rates for the three years from 1st April 2023. In the case of Pontypool Community Council, as a result of the work undertaken by the Actuary your contribution rate has increased.

Within the schedule you will find details of your contribution rate as well as the assumptions used in calculating these contribution rates which is also set out within the draft Funding Strategy Statement (FSS) policy.

Whilst preparing your contribution rate, an alternative proposal has been considered by the Pension Fund for further discussion with your organisation. This would involve a single employer contribution rate being set on behalf of all Town & Community Councils participating in the scheme, known as "the pooled rate". An indicative pooled rate of 23% per annum has been calculated based on 100% take-up of this approach. If take-up was to fall, then a revised rate would need to be considered before arrangements could be finalised.

Further details of this pooled rate proposal have been set out clearly for your consideration within the note attached to this letter. Pension Fund officers would welcome the opportunity to discuss this with you in due course.

Funding Strategy Statement (FSS)

In addition to a draft schedule setting out your contribution rates I have also attached a copy of the draft FSS and accompanying policies for your information. The FSS is a statutory document that the Pension Fund is required to prepare and publish in accordance with the LGPS regulations and sets out clearly the approach taken by the Fund Actuary in setting contribution rates. In accordance with the Pension Fund's review of the FSS, I am required to consult all scheme employers on the policies and invite comments by 23rd December 2022. Following the conclusion of the consultation period, all comments received will be considered and, where appropriate, reflected in the final FSS policy for consideration by Pensions Committee. The revised FSS and accompanying policies will be published with effect from 1st April 2023 alongside the rates and adjustments certificate.

Employer Forum 23rd November 2022

You are invited to attend the Pension Fund employer forum event which takes place on the 23rd November 2022 at 1pm in the Council Chamber at Torfaen County Borough Council's office. The forum will provide an update on the Pension Fund and will include a presentation from the Fund Actuary covering the triennial valuation process set out within this letter. Whilst the meeting is intended to provide a general update to all scheme employers, questions relating to your own results may be addressed by officers and the Actuary at the end, if time allows.

If you'd like to discuss this letter and its contents, please contact me no later than the **23rd December 2022**.

I look forward to hearing from you

Yours sincerely

Joanne Griffiths
Pensions Manager

Town & Community Councils – Pooled contribution rate proposal

Background:

The Local Government Pension Scheme (“LGPS”) Regulations 2013 (“the 2013 regulations”) outline the general framework for employees and employers participating in the LGPS in England and Wales. In particular, Town & Community Councils fall within these regulations as a Schedule 2, part 2 body as “resolution” or “designated” bodies.

The Fund has historically treated each Town & Community Council as a separate employer participating in the scheme. In practice this means that separate employer contribution rates have been set every three years based on individual Council’s asset and liabilities and employee membership. When a Town or Community Council’s final active member leaves the organisation a cessation calculation is undertaken which determines whether or not that Council is fully funded. In instances where a deficit occurs, the Pension Fund will make arrangements to recover this cost in full.

In addition to this, employers are also responsible for paying strain costs (often called capital costs) which occur when there is a clear shortfall in the assumed level of funding needed to provide a particular pension benefit.

Pension strain costs typically occur for ill-health retirement as benefits are paid earlier than expected and without reduction for early payment, and those benefits may be enhanced. Deaths can also lead to strains on the Pension Fund, particularly when people die young in service and leave dependants who are entitled to pension benefits.

Strain costs relating to ill health retirement and deaths are not payable up front but instead are absorbed within the on-going employer contribution rate as part of the triennial valuation. This can lead to an increase in the liabilities as illustrated in the table below:

Age	Salary	Tier 1 Strain Cost
46	£32,000	£375,000
31	£26,000	£350,000

To provide added context, over the three years since the last actuarial valuation in 2019 (i.e., the last review period of employer funding levels and contribution rates) **one Town or Community Council within the Pension Fund was exposed to an ill-health tier 1 strain cost totalling £46,000.**

Under current arrangements, despite being outside of their direct control, Town & Community Councils are fully exposed to events that occur during the three-year review period, including investment market volatility, which will be reflected in the revised employer contribution rate.

Pooled contribution rate proposal:

An alternative to the existing approach is for the Pension Fund to request a single employer contribution rate on behalf of participating Town & Community Councils (“the pooled rate”). The main aim of the pooled rate is to:

- a) manage volatility in contribution rates between each triennial valuation exercise; and
- b) provide a means of grouping employers with similar characteristics to share membership experience and smooth out the effects of costly but relatively rare events such as ill-health retirements or death in service.

If agreed, the pooled contribution rate would be calculated at each three-year review and apply to all participating Town & Community Councils within the pool. The certified contribution rate would take account of membership experience during the prior three years, meaning all participating Council's would absorb a proportionate share (whether positive or negative).

Under this arrangement the Pension Fund actuary would continue to track individual assets and liabilities attributable to individual Council's so that there would be no cross subsidy between participating employers within the pool. In addition, individual reporting would continue to be prepared for accounting purposes. Any Councils who resolve to come into the LGPS would be assigned the pooled contribution rate under these arrangements.

In the event that a Town or Community Council chose not to participate in the pool, a separate actuarial valuation would be carried out and a contribution rate set based on the individual circumstances of that Council.

Summary:

In light of experience over the last three years relating to Town & Community Council membership within the LGPS, the Pension Fund believes that moving to a pooled approach could prove advantageous for the vast majority who are currently participating in the Pension Fund.

Whilst the above proposal does not necessarily have to be an all or nothing approach, the Pension Fund would require substantial take up to warrant the added administration placed on it (i.e., at least 75%). It is not envisaged that this arrangement will work for all employers in the pool either now or in the future. As such, at the discretion of the Pensions Manager, Pension Fund actuary and the individual employer, provision will be made for individual Councils to join and leave the pool at each subsequent triennial valuation period.

TO Mrs L. McMail
 Pontypool Community Council
 Portland Buildings
 35a Commercial Street
 Newport
 Gwent
 NP4 6JS

Quote Date: 16/12/22

Quote No: Q18234A

QUOTE

AdvantEDGE - 3 Year Contract Renewal

- Finance, Planning, Asset Manager.
- 5 concurrent users
- 07/01/23 - 06/01/24 (1st Year Period)
- 3 year quoted, 5 year, 1 year & monthly contracts are also available

Details	Qty	Unit Price	Net Amount
ANNUAL FEES			
AdvantEDGE Finance, Band 6, upto £1million pa, 3 Year Contract, annual fee	1	£923.00	£923.00
AdvantEDGE Planning, Band 3, upto 480 plans pa, 3 Year Contract, annual fee	1	£285.00	£285.00
10% discount for additional module	1	-£28.50	-£28.50
AdvantEDGE Asset Manager, Band 1, upto 200 items pa, 3 Year Contract, annual fee	1	£188.00	£188.00
10% discount for additional module	1	-£18.80	-£18.80
AdvantEDGE additional concurrent user	2	£127.00	£254.00
	Net Total		£1,602.70
	VAT Total		£320.54
	Quote Total		£1,923.24

I the undersigned accept this quotation:

Name: _____

Signed: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please sign and email the order, making clear which

TO Mrs L. McMail
 Pontypool Community Council
 Portland Buildings
 35a Commercial Street
 Newport
 Gwent
 NP4 6JS

Quote Date: 12/12/22

Quote No: Q18222A

QUOTE

AdvantEDGE - 5 Year Contract Renewal

- Finance, Planning, Asset Manager.
- 5 concurrent users
- 07/01/23 - 06/01/24 (1st Year Period)
- 5 year, 3 year, 1 year & monthly contracts are also available

Details	Qty	Unit Price	Net Amount
ANNUAL FEES			
AdvantEDGE Finance, Band 6, upto £1million pa, 5 Year Contract, annual fee	1	£831.00	£831.00
AdvantEDGE Planning, Band 3, upto 480 plans pa, 5 Year Contract, annual fee	1	£257.00	£257.00
10% discount for additional module	1	-£25.70	-£25.70
AdvantEDGE Asset Manager, Band 1, upto 200 items pa, 5 Year Contract, annual fee	1	£170.00	£170.00
10% discount for additional module	1	-£17.00	-£17.00
AdvantEDGE additional concurrent user	2	£127.00	£254.00
	Net Total		£1,469.30
	VAT Total		£293.86
	Quote Total		£1,763.16

I the undersigned accept this quotation:

Name: _____

Signed: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please sign and email the order, making clear which