

30 June/30 Mehefin 2022

Clerk to the Council/
Clerc i'r Cyngor:

MRS.R.V.TUCKER, B.A.

Dear Sir/Madam,

You are hereby requested to attend a **MULTI-LOCATION** meeting of the **POLICY & FINANCE COMMITTEE** at **6.30 PM** on **WEDNESDAY 6 JULY 2022**.

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.

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID** yn **Rhith Gyfarfod** am **6:30 yf, DYDD MERCHER 6 MEHEFIN 2022**

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.

The agenda for the meeting is set out below and relevant papers are attached. Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

Richard Gwinnell

ACTING CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

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

35A, Stryd Masnach, Pont-y-pŵl, Tor-faen NP4 6JQ Ffôn: (01495) 742805

TWINNED WITH LONGJUMEAU, FRANCE, BREITEN, GERMANY & CONDEIXA, PORTUGAL
GEFEILLIWIYD Â LONGJUMEAU, FFRAINC, BREITEN, YR ALMAEN & CONDEIXA, PORTUGAL

AGENDA

1. **Apologies**
To receive and accept apologies.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Payments & Receipts**
To approve schedule of payments and receipts for April & May 2022 (attached: page(s) 4 to 6)
4. **Use of Credit Card**
To approve the credit card payments made in April & May 2022 (attached: page(s) 7 to 8)
5. **Petty Cash**
To approve the petty cash transactions to 31st March 2022 (attached: page(s) 9)
6. **Financial Comparison Report**
To receive and consider the financial comparison report to the end of May 2022 (attached: page(s) 10 to 12)
7. **Council Reserves**
To consider the proposed transfer of specified earmarked reserves to the General Reserve as per the attached working paper (attached: page(s) 13)
8. **Youth Project - Petty Cash**

To consider providing a Petty Cash float for the Youth Project, see attached report (attached: page(s) 14)
9. **ACT Request to extend Lease**
To consider the attached report (attached: page(s) 15 to 17)
10. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding Application (attached: page(s) 18 to 26)
11. **Running Costs applications**
To consider applications for Annual Funding from the following organisations: (attached: page(s) 27 to 38)
 - (i) TOGS Centre
 - (ii) Pontypool Pacers Heart Support Group – awaiting application
 - (iii) HOPE GB

- (iv) Torfaen Citizens Advice
- (v) Age Connects Torfaen
- (vi) Torfaen Museum

(All applications have been vetted by the Chair and Vice-Chair of Policy & Finance, Clerk and Finance Manager).

Note: The Council awarded £3000 to each organisation in 2021/22. There is £18,000 in budget for 2022/23.

12. **Financial Requests**

To receive requests from the following organisations for financial assistance:

- Llantarnam Grange Arts Centre (attached: page(s) 39)
- Torfaen Museum (attached: page(s) 40)

13. **Torfaen Holiday Play Provision**

To confirm the allocation of the designated budget of Play provision £26k and Hunger Club £3k (attached: page(s) 41)

14. **Policy Review Schedule**

To receive an update on progress with regard to reviewing policies and agreeing priorities (attached: page(s) 42 to 49)

15. **Committee Budgets**

Refer to Chair

16. **CLA Public Administration Licence - Copyright Compliance for Pontypool Community Council**

To consider the attached document (attached: page(s) 50 to 53)

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

Bank Payments April 2022

VO. NO.	TO WHOM PAID	DETAILS	GROSS £
1	Cathedral Leasing	Hygiene Disposal Bins	36.40
2	British Gas	Gas Charges - Office	384.46
3	Barclaycard	Credit Card - Various	663.61
4	BT Payment Services	Mobile Phone	20.53
5	123 Telecom	Broadband/Telephone Charges	195.00
6	Torfaen County Borough Council	Salaries	14,000.00
7	Orbits IT	3 Lenovo Laptops	2,520.00
8	Torfaen County Borough Council	Rates - April (Unit 8)	172.50
9	British Gas	Electricity Charges - Unit 8	0.10
10	Torfaen County Borough Council	Building Cleaning - March	655.67
11	Churches Fire Security	Alarm Monitoring & Maint - Office	22.26
12	Torfaen County Borough Council	Building Cleaning - April	655.67
13	Torfaen County Borough Council	Recharge - Postages	2,173.71
14	Eden Springs UK	Water Cooler - Sanitisation	29.71
15	Torfaen County Borough Council	Forest Schools	1,800.00
16	Initial Washroom Hygiene	Mat Service - April	82.71
17	O Williams	Reimbursement - Expenses YP	39.47
18	O Williams	Reimbursement - Expenses YP	198.72
19	L Heckler	Reimbursement - Expenses YP	17.63
20	L McMail	Expenses - Eye Test	38.00
21	Enerveo	Installation of Christmas Lights	24,641.47
22	J S Cleaning Services	Window Cleaner - April	108.00
23	Torfaen County Borough Council	Salary Adjustment - January	3,972.71
24	Pontypool & Clytha Estates	Rent - Community Woods	67.50
25	Torfaen County Borough Council	Rates - Office April	880.50
26	Consortium	Stationery	17.27
27	Consortium	Toilet Rolls	6.29
28	Torfaen County Borough Council	Salary OW - YP (March)	3,412.16
29	Torfaen County Borough Council	Trade Refuse Sacks	290.00
30	Phoenix Aircon	Air Con - Annual Maintenance	439.14
31	Restore Datashred	Disposal - Confidential Papers	68.74
32	Consortium	Stationery	79.90
33	Torfaen County Borough Council	Annual Rent - Unit 8 & 9	8,796.00
34	O Williams	Reimbursement - Expenses YP	55.51
35	Cartridge Save	Outstanding Bal - March	30.58
36	Consortium	Stationery	49.81
37	ICO	Data Protection Renewal	40.00
38	Initial Washroom Hygiene	Mat Service - May	82.71
39	Torfaen County Borough Council	Salary adj Feb & March 22	27,193.95
40	Consortium	Stationery	319.28
			94,257.67

Bank Payments May 2022

VO. NO.	TO WHOM PAID	DETAILS	GROSS £
41	Torfaen County Borough Council	Annual Rent *Prepaid*	19,500.00
42	Balan Sports	Eistedfodd - Place medals	1,276.00
43	Lauren Heckler	Youth Project - Expenses	23.75
44	SLCC	Training seminar RG 22/6/22	102.00
45	H Challenger	Wifi - CP	126.25
46	One Voice Wales	Membership Fee	6,086.00
47	Petty Cash	See breakdown	182.05
48	Cathedral Hygiene	Hygiene Disposal Bin Contract	36.40
49	Park Retail	Eistedfodd - Vouchers	1,247.32
50	Orbits IT	365 Licences *PREPAID*	3,397.68
51	Lauren Heckler	Youth Project - Expenses	4.20
52	The Sign Maker	Jubilee - Plant a tree	470.84
53	British Gas	Office - Gas Charges	215.92
54	Chloe Goddard	Youth Project - Expenses	18.02
55	Olivia Williams	Youth Project - Expenses	22.98
56	Chloe Goddard	Youth Project - Expenses	11.15
57	Protect the Planet	Environmental Quiz - Pencil Cases/Noteboc	231.12
58	Crane Street Church	Youth Project - Hall Hire March/April	200.00
59	Simpsons Nurseries	Jubilee trees	187.92
60	Torfaen County Borough Council	Payroll - April & May additional	13,696.48
61	Cooperative Bank	Bank Charge - Chaps trf to CCLA	25.00
62	Torfaen County Borough Council	Building Cleaning - May	655.67
63	Joogleberry	PIP - Bubbleologist 50% deposit	270.00
64	Edge IT	Year End Support	125.10
65	123 Telecom	Fibe and Line rental	195.00
66	British Gas	Unit 8 Electricity Chgs	26.65
67	Cartridge Save	Youth Project - Printer *FIXED ASSET*	358.40
68	Joogleberry	PIP - Titan 50% deposit	1,488.00
69	Olivia Williams	Youth Project - Expenses	25.81
70	Churches Fire	Intruder Alarm Maintenance	50.78
71	Torfaen County Borough Council	PIP - Street Trading Consent	75.00
72	JS Cleaning Services	Window Cleaning - May	108.00
73	BarclayCard	See breakdown	386.27
74	Olivia Williams	YP Expenses 13.05.22	6.70
75	Choe Goddard	YP Expenses 13.05.22	18.02
76	Chloe Goddard	YP Expenses 25.05.22	52.98
77	Ricoh	Photocopier 01.02.22 - 30.04.22	773.30
78	Consortium	Stationary	12.79
79	Torfaen County Borough Council	Salaries - May 22	14,000.00
81	Torfaen CBC	Rates - Workshop	177.00
82	Torfaen CBC	Rates - Office	883.00
83	BT	Youth Project - SIM only	20.53
			66,770.08

PONTYPOOL COMMUNITY COUNCIL

RECEIPTS 2022-2023

REC. NO	FROM WHOM RECEIVED	DETAILS	GROSS
	Apr-22		
1	Torfaen County Borough Council	Precept	238,662.34
2	CCLA	Dividend reinvested- April	305.42
			238,967.76

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AGENDA ITEM 4

BREAKDOWN - CREDITCARD PURCHASES

DATE	PAYEE	DETAILS	DEPARTMENT	AMOUNT
Office Expenses				
10/03/2022	Amazon	Office Stamp	Office	37.35
29/03/2022	Royal Mail	Postage stamp	Office	0.85
30/03/2022	Amazon	Blank DVD discs	Office	12.48
				<hr/>
				50.68
Youth Project Expenses				
23/03/2022	Baker Ross	Art & Craft Supplies	Youth Project	299.38
30/03/2022	Amazon	Art & Craft Supplies	Youth Project	13.55
31/03/2022	Amazon	Yoga Mats	Youth Project	180.00
03/04/2022	Amazon	Yoga Mats	Youth Project	120.00
				<hr/>
				612.93
				663.61

BREAKDOWN - CREDITCARD PURCHASES

DATE	PAYEE	DETAILS	DEPARTMENT	AMOUNT
Office Expenses				
12/04/2022	Amazon	USB Flash drive	Office	8.99
20/04/2022	Amazon	Monitor Stand	Office	26.99
21/04/2022	Amazon	Report files	Office	13.98
21/04/2022	Amazon	Office Tray	Office	16.98
21/04/2022	Wilko	Office Consumables	Office	15.50
21/04/2022	Amazon	Rubber bands	Office	9.99
24/04/2022	Amazon	Handbook supplies	Office	41.74
24/04/2022	Amazon	1st Class Stamps	Office	9.50
25/04/2022	Cartridge Save	HP ink cartridge	Office	36.42
				<hr/>
				180.09
Youth Project Expenses				
27/04/2022	Amazon	Book	Youth Project	10.98
05/05/2022	Amazon	Craft supplied	Youth Project	9.25
08/05/2022	Amazon	Party Speaker system	Youth Project	116.24
08/05/2022	Amazon	Jubilee Craft	Youth Project	28.47
08/05/2022	Amazon	Bluetooth Speaker*	Youth Project	41.24
				<hr/>
				206.18
				386.27

PETTY CASH
01/08/21 - 31/03/22

AGENDA ITEM 5

CASH						
Date		Ref.	Credit	Debit	TOTAL	VAT
			£	£	£	£
01-Aug-21	Balance B/fwd				36.73	
10-Aug-22	Wilko - Cleaning (Handwash)	9		5.40	31.33	0.90
28-Jun-21	Post Office - Postage	10		3.79	27.54	
16-Sep-21	Asda - Refs (Coffee)	11		4.00	23.54	
20-Oct-21	Iceland - Refs (Milk/Sugar)	12		1.88	21.66	
05-Aug-21	Cash		163.27		184.93	
20-Oct-21	Poundstretcher - Cleaning (DWasherTabs)	13		2.29	182.64	0.38
03-Nov-21	Costume Cleaned - Father Christmas	14		17.00	165.64	
11-Jul-21	EE Dongle - Jul	15		24.79	140.85	4.13
11-Aug-21	EE Dongle - Aug	16		24.79	116.06	4.13
11-Sep-21	EE Dongle - Sept	17		24.79	91.27	4.13
11-Oct-11	EE Dongle - Oct	18		24.79	66.48	4.13
11-Nov-21	EE Dongle - Nov	19		24.79	41.69	4.13
11-Nov-21	Tesco Refreshments - Milk	20		0.55	41.14	
09-Nov-21	Tesco Refreshments - Milk	21		1.44	39.70	
25-Nov-21	Wilko - Kettle	22		21.75	17.95	3.63
			<hr/>	<hr/>		<hr/>
			163.27	182.05		25.56

IMPREST	200.00
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01-May-22	Reimbursement Due	182.05
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AGENDA ITEM 6

Pontypool Community Council
Financial Budget Comparison 2022/23

to 31st May 2022

	BUDGET 2022/2023	Income to date	Balance
INCOME			
Council			
101 Precept	£715,987.00	£238,662.34	-£477,324.66
Total Council	£715,987.00	£238,662.34	-£477,324.66
Policy & Finance Committee			
301 Bank Interest (CCLA)	£200.00	£305.42	£105.42
310 Barclaycard Rebate	£60.00	£0.00	-£60.00
Total Policy & Finance Committee	£260.00	£305.42	£45.42
Events Committee			
Total Income	£716,247.00	£238,967.76	-£477,279.24

Pontypool Community Council
 Financial Budget Comparison
 To 31st May 2022

		BUDGET 2022/2023	Actual spend to date	Balance
EXPENDITURE				
Establishment Committee				
2001	Salaries	£233,000.00	£34,249.46	£198,750.54
2005	Professional Membership	£200.00	£0.00	£200.00
2010	Conferences/Training	£2,000.00	£85.00	£1,915.00
2015	Health and Safety & PPE	£1,500.00	£38.00	£1,462.00
2020	Payroll Charges	£700.00	£0.00	£700.00
Total Establishment Committee		£237,400.00	£34,372.46	£203,027.54
Policy & Finance Committee				
3001	Rent, Rates & Water	£28,850.00	£21,263.50	£7,586.50
3010	Fuel Charges	£7,500.00	£179.94	£7,320.06
3015	Office Equipment & Consumables	£9,500.00	£252.11	£9,247.89
3025	Cleaning	£9,050.00	£1,490.80	£7,559.20
3030	Maintenance Contracts	£4,000.00	£57.28	£3,942.72
3035	Office Contracts	£10,645.00	£3,911.95	£6,733.05
3110	Insurance	£5,500.00	£0.00	£5,500.00
3120	Association Subscriptions	£6,100.00	£6,086.00	£14.00
3122	Stationery	£1,600.00	£331.41	£1,268.59
3125	Audit Fee	£4,200.00	£0.00	£4,200.00
3130	Postages	£2,200.00	£3.79	£2,196.21
3160	Photocopying Costs	£1,500.00	£444.70	£1,055.30
3165	Advertising	£1,000.00	£0.00	£1,000.00
3170	Publications & Licences	£750.00	£40.00	£710.00
3175	Website Design	£1,000.00	£0.00	£1,000.00
3180	Welsh Language Translation	£800.00	£0.00	£800.00
3185	Bank Charges	£100.00	£25.00	£75.00
3200	Local Voluntary Funding	£52,500.00	£0.00	£52,500.00
3210	Community Notice Boards	£9,000.00	£0.00	£9,000.00
3600	Election Expenses	£5,000.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£1,500.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£6,000.00
3615	Repairs, Chain of Office	£500.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£500.00
3625	Conference Fees & Expenses	£500.00	£0.00	£500.00
3630	Attendance Allowance	£500.00	£0.00	£500.00
3635	Members Training	£2,000.00	£0.00	£2,000.00
3640	Publicity Items	£1,000.00	£0.00	£1,000.00
3645	Photographs	£150.00	£0.00	£150.00
3650	Refreshments	£1,200.00	£0.00	£1,200.00
3655	Annual Dinner	£2,500.00	£0.00	£2,500.00
4090	Playground Equipment	£16,000.00	£0.00	£16,000.00
4095	Maintenance of CCTV	£2,500.00	£0.00	£2,500.00
Total Policy & Finance Committee		£195,645.00	£34,086.48	£161,558.52

		BUDGET 2022/2023	Actual spend to date	Balance Remaining
Planning & Environment Committee				
4001	Environmental Awards/Projects	£4,000.00	£0.00	£4,000.00
4005	Litter Bins / Doggy Bins	£4,000.00	£0.00	£4,000.00
4010	Spring Flowers	£2,500.00	£0.00	£2,500.00
4015	Forest School	£2,000.00	£0.00	£2,000.00
4020	Benches	£3,000.00	£0.00	£3,000.00
4035	Environmental Quiz	£660.00	£192.60	£467.40
4055	Woodland Rent & Amazing Tree	£150.00	£67.50	£82.50
4100	Pontypool Regeneration	£30,000.00	£0.00	£30,000.00
4105	Playschemes/Hunger Club	£29,000.00	£0.00	£29,000.00
4110	Public Toilets	£5,000.00	£0.00	£5,000.00
Total Planning & Environment Committee		£80,310.00	£260.10	£80,049.90
Events Committee				
5001	Party in the Park	£15,000.00	£1,540.00	£13,460.00
5020	Christmas Lights	£60,000.00	£349.50	£59,650.50
5025	Christmas Trees	£35,000.00	£0.00	£35,000.00
5030	Christmas Cavalcade	£15,000.00	£7,372.49	£7,627.51
5050	Eisteddfod	£9,000.00	£1,245.68	£7,754.32
5065	Additional Events	£5,000.00	£658.76	£4,341.24
5075	Poetry Competition	£500.00	£0.00	£500.00
5080	Photography Competition	£500.00	£0.00	£500.00
5085	Testimonials	£200.00	£0.00	£200.00
5090	Chairman's Concert	£200.00	£0.00	£200.00
5100	Youth Festival - Pontypool Festival	£1,000.00	£0.00	£1,000.00
Total Events Committee		£141,400.00	£11,166.43	£130,233.57
Grants				
6001	Running Costs Grants	£18,000.00	£0.00	£18,000.00
6005	Grounds Maintenance	£8,200.00	£0.00	£8,200.00
6010	Sponsorship Grant (Section 19)	£6,000.00	£0.00	£6,000.00
6015	Grant Aid - Halls	£5,000.00	£0.00	£5,000.00
6020	Grants- Misc	£5,000.00	£0.00	£5,000.00
6025	Presentation Evenings	£1,500.00	£0.00	£1,500.00
6036	Play Packs	£2,000.00	£0.00	£2,000.00
Total Grants		£45,700.00	£0.00	£45,700.00
Youth Work Project				
7001	Youth Project	£58,750.00	£8,650.01	£50,099.99
Total Youth Work Project		£58,750.00	£8,650.01	£50,099.99
Total Expenditure		£759,205.00	£88,535.48	£670,669.52
Total Income		£716,247.00	£238,967.76	-£477,279.24
Total Expenditure		£759,205.00	£88,535.48	£670,669.52
Total Net Balance		-£42,958.00	£150,432.28	
Funded by General Reserve		£42,958.00		

Reserves as at 01.04.2022

As at 01.04.22	Action	Proposal to Transfer to General Fund	Proposed	Proposed Remaining Earmarked Reserves
Party in the Park 2020	Will be spent on this years event		Party in the Park 2022	12,892.96
Election Expenses			Election Expenses	33,243.00
Repairs			Repairs	5,000.00
Office Equipment			Office Equipment	4,944.58
Youth Council	Transfer to Youth Project		Youth Project	3,429.00
Welfare Rights Project		- 20,105.00		
Twinning Youth Festival			Twinning Youth Festival	24,190.00
Christmas Lights		- 29,803.83		
Community Resources		- 39,263.00		
Environmental Schemes		- 3,404.00		
Play Equipment			Play Equipment	38,164.00
Salary Contingency Reserve		- 10,000.00		
General Contingency Reserve		- 14,500.00		
Local Voluntary Funding		- 11,117.00		
Environmental Awards/Projects 2020	Plan to use in this financial year		Environmental Awards/Projects 2020	3,000.00
Litter Bins 2020		- 1,824.00		
New Events 2020		1,237.46	Events	1,237.46
Christmas Trees 20/21		13,000.00		
Eisteddfod 2021		2,959.80		
Youth Project 20/21 underspend	Use for Youth Project		Youth Project Reserve	17,900.00
Members Training		1,000.00		
Play Equipment - Maintenance 2022 -2027		5,000.00	Play Equipment - Maintenance 2022 -2027	5,000.00
Sponsorship Grants c/f from 31.03.22 Min No	This has been allocated to be spent P & F June 22	6,000.00	Sponsorship Grants c/f from 31.03.22 Min I	6,000.00
Grant Aid - Halls Min No 247	To be used this year 22/23 in addition to current budget	1,150.00	Grant Aid - Halls Min No 247	1,150.00
			Earmarked Reserves Sub Total	156,151.00
Pontypool Regeneration		160,461.01	Pontypool Regeneration	160,461.01
Total Earmarked Reserves		463,588.64	Total Earmarked Reserves	316,612.01
General Reserve as at 01.04.22		430,778.00	General Reserve as at 01.04.22	577,754.63
Total Reserves		<u>894,366.64</u>	Total Reserves	<u>894,366.64</u>

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AGENDA ITEM 8

POLICY AND FINANCE COMMITTEE

6 JULY 2022

Report of the Youth Worker

Youth Project – Request for Petty cash

Due to the nature of the work of the youth project, small purchases need to be made on a regular basis from local shops and supermarkets, to buy ingredients for cooking, activities etc.

At present, youth workers do not have access to petty cash. They therefore purchase goods and supplies (e.g. art and craft materials, supplies for youth activities, ingredients for cooking etc) themselves and seek reimbursement later, on production of receipts. As there is currently no petty cash within the youth project team itself, this reimbursement can take time.

The youth project would like to request petty cash (a £200 float) for staff to use in future to purchase resources for youth project provision.

Cash would be stored in a locked safe in a locked storage drawer in the youth project rooms. Olivia Williams, Youth Worker, will have access to the key and will distribute cash to part time staff when requested. The Youth Worker will be responsible for managing the petty cash and reporting to the Finance Manager and/or Clerk when required. Lisa McMail, Finance Manager, will work with the Youth Worker to replenish petty cash monthly to bring the float back to the total amount of £200.

This will enable youth workers to buy goods and to be reimbursed without any delay.

Recommended: that the youth project be allocated a petty cash float of £200, to purchase supplies, materials etc for youth project activities, in line with the process and safeguards outlined above.

Authors: Olivia Williams, Youth Worker and Richard Gwinnell, Acting Clerk

AGENDA ITEM 9

POLICY AND FINANCE COMMITTEE LEASE OF UPPER FLOOR OFFICE SPACE

1.0 Purpose of Report

1.1 To ask the Committee to consider extending the lease of ACT Training provider. See attached email request from ACT Training.

2.0 Background

2.1 On 12 April it was agreed that ACT Training provider be given access to the upper floor for a period of three months.

2.2 This has been a successful partnership between ACT and the Youth project.

2.3 ACT have now requested to extend the lease for up to another 3 months.

2.4 ACT have agreed that they will make a payment retrospectively from 1 July 2022.

3.0 Proposal

3.1 It is recommended that the committee agree to extend the lease and charge a daily rent charge.

Mrs L M McMail
Finance Manager
July 2022

Lisa McMail

Subject:

FW: FW: Room lease

From: Darren Gould

Sent: 23 June 2022 10:29

To: Olivia Williams

Cc: Lewis Bowden; Emma Page

Subject: Room lease

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Olivia,

I hope all is well with you?

As per our discussion this week about the lease, would it be possible to extend it for another 3 months please, we had had a few problems with our new premises and this has caused a delay to us moving in.

We are really grateful for the use of these spaces, it has helped us keep the young people we have on our books engaged, and I appreciate that when you initially agreed for us to have the rooms free of charge that it was only for a short period of time, so if there is a charge we are happy to pay this just let us know what the Council say.

Again many thanks for the use of this space it has really helped us

Best wishes

act.

Darren Gould

Arweinydd Sector Cerbydau Modur
Motor Vehicle Sector Lead

Ffôn/Tel 02920 867853

Ffôn Symudol/Mobile Phone 07712 861055

Llinell Uniongyrchol/Direct Line

We/Web acttraining.org.uk



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ACT welcomes correspondence in Welsh or English.**

Mae ACT yn fusnes sy'n ymwybodol o'r amgylchedd. Peidiwch ag argraffu'r e-bost hwn oni bai bod gwir angen i chi wneud hynny. Mae'r neges E-bost hon ynghyd ag unrhyw atodiadau wedi'i bwriadu ar gyfer y derbynwyr fel y'u henwir yn unig; gall yr E-bost gynnwys deunydd sy'n gyfrinachol ac yn freintiedig.

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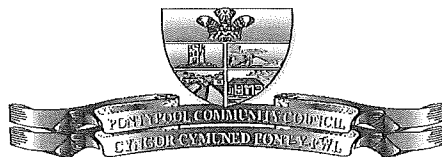
POLICY AND FINANCE

6th JULY 2022

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>	<u>Power/Act to Ward Grant</u>
Cllr. B. Rogers	£250	Cwmavon Village Hall and Residents Committee	To support events in the hall	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Rogers	£250	Cwmavon Village Hall and Residents Committee	To support events in the hall	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Simons	£500	Pontypool and District Schools RFU. Under 11's	To purchase new resources	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Simons	£500	Hope GB	Running costs	Local Government Act 1972 s.137
Cllr. N. Simons	£500	George Street Primary School	Funding towards nursery equipment	Local Government Act 1972 s.111
Cllr. G. E. James	£50	Friends of the New Breast Unit NHS	Prize for Best Dressed pink window on October 7 th	Local Government Act 1972 s.111
Cllr. J. James	£500	Lilly Rose Ivy at Wainfein and Tranch Hall	Help to pay for a defibrillator at	Local Government Act 1972

			Tranch Community Hall	s.133
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APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: <i>Is Organisation a Charity Yes / No</i>	Cwmavon Village Hall and Residents Committee
Nature of Organisation:	To provide social amenities in Cwmavon Village Hall for local residents
Purpose of Grant:	To support events in the hall
Name of Councillor:	Bob Rogers
Ward:	Abersychan and Cwmavon
Declaration of Interest: / NO	Details of Personal Interest:
I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.	
Amount to be allocated (Limit £500) £250.....	Signed:.....Bob Rogers..... Dated:7.6.22.....



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: <i>Is Organisation a Charity Yes / No</i>	Cwmavon Village Hall and Residents Committee
Nature of Organisation:	To provide social amenities in Cwmavon Village Hall for local residents
Purpose of Grant:	To support events in the hall
Name of Councillor:	Jools Rogers
Ward:	Abersychan and Cwmavon
Declaration of Interest: / NO	Details of Personal Interest:
I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.	
Amount to be allocated (Limit £500) £250.....	Signed:.....Jools Rogers..... Dated:7.6.22.....



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	PONTYPOOL AND DISTRICT SCHOOLS RFU.UNDER 11'S
<i>Is Organisation a Charity Yes / No</i>	NO
Nature of Organisation:	RUGBY UNION PRIMARY SCHOOLS TORFAEN, AFFILIATED TO WELSH SCHOOLS RFU.
Purpose of Grant:	TO PURCHASE NEW RESOURCES
Name of Councillor:	NICK SIMONS
Ward:	BRYNWERN
Declaration of Interest: / NO	Details of Personal Interest: NONE
<p>I verify that the organisation requires funding for the purposes stated above.</p> <p>I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.</p>	
<p>Amount to be allocated (Limit £500)</p> <p>£ 500.....</p>	<p>Signed: N.SIMONS</p> <p>Dated:30/05/2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p><i>Is Organisation a Charity Yes / No</i></p>	<p>HOPE GB</p>
<p>Nature of Organisation:</p>	<p>(AUTISM SUPPORT SERVICE)</p>
<p>Purpose of Grant:</p>	<p>RUNNING COSTS</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>NICK SIMONS</p> <p>BRYNWERN</p>
<p>Declaration of Interest: / NO</p>	<p>Details of Personal Interest:</p> <p>NONE</p>
<p>I verify that the organisation requires funding for the purposes stated above.</p> <p>I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.</p>	
<p>Amount to be allocated (Limit £500)</p> <p>£ 500.....</p>	<p>Signed: N.SIMONS</p> <p>Date 30/05/2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p><i>Is Organisation a Charity Yes / No</i></p>	<p>NO</p>
<p>Nature of Organisation:</p>	<p>GEORGE STREET PRIMARY SCHOOL</p>
<p>Purpose of Grant:</p>	<p>FUNDING TOWARDS NURSERY EQUIPMENT</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>NICK SIMONS</p> <p>BRYNWERN</p>
<p>Declaration of Interest: / NO</p>	<p>Details of Personal Interest:</p> <p>NONE</p>
<p>I verify that the organisation requires funding for the purposes stated above.</p> <p>I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.</p>	
<p>Amount to be allocated</p> <p>£ 500.....</p>	<p>Signed: N,SIMONS</p> <p>Dated: 30/05/2022</p>



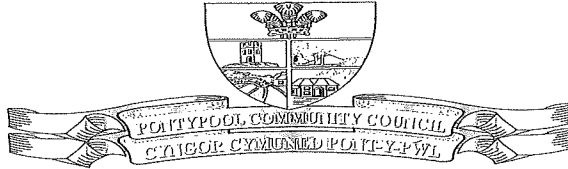
APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: Is Organisation a Charity Yes / No	Friends of the New Breast UNIT NHS
Nature of Organisation:	Raising Funds For THE NEW BREAST CENTRE PRIZE FOR BEST DRESSED PINK WINDOW
Purpose of Grant:	ON OCTOBER 7 th
Name of Councillor(s): Ward(s):	GAYNOR JAMES PONTYPOOL
Declaration of Interest: / NO	Details of Personal Interest:
I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.	
Amount to be allocated £ 50	Signed: <u>James</u> Signed: Signed: Dated: <u>22-6-2022</u>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: Is Organisation a Charity Yes / No	Lilly Rose Ivy @ Wainfelin e Tranch Hall
Nature of Organisation:	Community Hall
Purpose of Grant:	HELP TO pay FOR A DEFIBRILLATOR AT TRANCH COMMUNITY HALL
Name of Councillor(s): Ward(s):	JONATHAN JAMES WAINFELIN
Declaration of Interest: <u>NO</u>	Details of Personal Interest:
I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.	
Amount to be allocated £ <u>500</u>	Signed: Signed: Signed: Dated: <u>15-6-2022</u>



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS RUNNING COSTS

[ALL QUESTIONS MUST BE FULLY ANSWERED OTHERWISE THERE IS LIKELY TO BE A DELAY IN DEALING WITH THE APPLICATION.]

1. Name of organisation: TOGs Centre

2. Purpose of Organisation: To support children/young people with disabilities and additional needs to play, socialise and have the same opportunities as their peers, while challenging stigma attached to disabilities within the community.

I have attached our quality assurance guide from 2021 that highlights what we do in more detail.

[PLEASE SUBMIT A COPY OF RULES AND CONSTITUTION IF NOT PREVIOUSLY PROVIDED]

3. Are you receiving a grant from any other local authority? If not, do you intend to apply to any other authority?

Cwmbran community council help towards core funding yearly but all funds are raised through differing avenues as we are a self-funded charity and not funded through the council.

4. Any other relevant information

[Would you please set out below any relevant information in support of your application including your contribution to Health and Well Being]:

The children and young people that we support often have complex needs and now within the aftermath of the pandemic our service has seen a 20 percent rise in referrals especially for 4 to 7 and 12 to 18 yr olds. Many of the children we already support have been displaying much more complex behaviours due to their mental health and wellbeing and without our support would be left with no support in many cases. We now have trained staff to deliver and support Youth Mental health, which is a key concern currently for families and practitioners with Torfaen and Wales.

5. Financial Position

27

Please submit detailed AUDITED ACCOUNTS of your **INCOME & EXPENDITURE**.

These will be available by the end of July 2022 waiting for them to be finalise from the accountant. Last years is attached.

6. Please indicate if there is a Safeguarding policy in place if dealing with children, young people and vulnerable adults

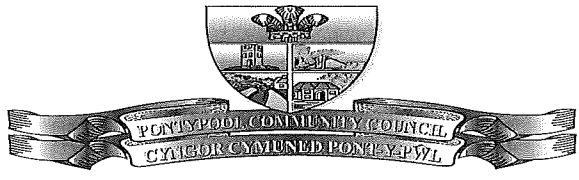
Yes/No/Not applicable. (please delete as appropriate)

7. All organisations must be able to demonstrate that they meet the Torfaen Well Being Objectives in accordance with the goals and ways of working set out in the well Being Future Generations Act 2015.

Completed applications should be forwarded to:

Mrs L McMail
Finance Manager
Pontypool Community Council
35A Commercial Street
Pontypool
Torfaen
NP4 6JQ
Tel: (01495) 365955
Email:

Please return completed application form and most recent audited accounts, no later than 22 JUNE 2022 for consideration by the Council in July.



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS RUNNING COSTS

[ALL QUESTIONS MUST BE FULLY ANSWERED OTHERWISE THERE IS LIKELY TO BE A DELAY IN DEALING WITH THE APPLICATION.]

1. Name of organisation:Hope GB
.....

2. Purpose of Organisation:To enrich lives of people affected by Autism
.....
.....
.....

[PLEASE SUBMIT A COPY OF RULES AND CONSTITUTION IF NOT PREVIOUSLY PROVIDED]

3. Are you receiving a grant from any other local authority? If not, do you intend to apply to any other authority?

Not currently but we do intend to make an application.
.....

4. Any other relevant information
[Would you please set out below any relevant information in support of your application including your contribution to Health and Well Being]:

We are supporting Parents, Carers and autistic individuals children and adults across Pontypool through a variety of means including face to face support, by phone, email and social media. Our work is primarily preventative, aiming to provide support at the point of need so that it stops mental health deteriorating We also provide groups and 1:1 support to tackle isolation and loneliness. We also do a number of projects to raise awareness of autism in society and specifically in Torfaen.
.....

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.....
.....

5. Financial Position

Please submit detailed AUDITED ACCOUNTS of your INCOME & EXPENDITURE.

6. Please indicate if there is a Safeguarding policy in place if dealing with children, young people and vulnerable adults

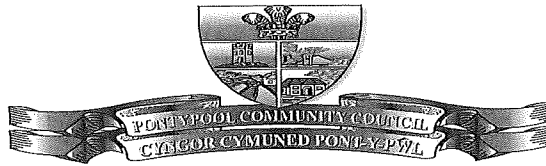
Yes

7. All organisations must be able to demonstrate that they meet the Torfaen Well Being Objectives in accordance with the goals and ways of working set out in the well Being Future Generations Act 2015.

Completed applications should be forwarded to:

Mrs L McMail
Finance Manager
Pontypool Community Council
35A Commercial Street
Pontypool
Torfaen
NP4 6JQ
Tel: (01495) 365955
Email: lmcmal@pontypoolcc.gov.uk

Please return completed application form and most recent audited accounts, no later than 22 JUNE 2022 for consideration by the Council in July.



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS RUNNING COSTS

[ALL QUESTIONS MUST BE FULLY ANSWERED OTHERWISE THERE IS LIKELY TO BE A DELAY IN DEALING WITH THE APPLICATION.]

1. Name of organisation: Citizens Advice Torfaen

2. Purpose of Organisation:

Citizens Advice Torfaen exists as a problem solving service that helps people get fair treatment and helps them resolve their legal, money and other problems. We are committed to:

- Ensuring that individuals do not suffer through lack of knowledge of their rights and responsibilities and the services available to them or through an inability to express their needs effectively, and equally
- Campaigning for social change through the exercise of a responsible influence on the development of social policies and services that affect people's lives, locally and nationally

[PLEASE SUBMIT A COPY OF RULES AND CONSTITUTION IF NOT PREVIOUSLY PROVIDED]

3. Are you receiving a grant from any other local authority? If not, do you intend to apply to any other authority?

We receive grants from most of the Town and Community councils across Torfaen and from TCBC. We receive funding for specific projects from Welsh Government, UK Government and several small foundations. These are itemised in our annual accounts.

4. Any other relevant information

[Would you please set out below any relevant information in support of your application including your contribution to Health and Well Being]:

In the last quarter, 1st Jan – 31st March 2022 we assisted 358 unique individual people from the Pontypool area, that's nearly 6 people every working day. We helped them solve 999 problems and we increased their annual income by £699,436. In addition we were able to get £3,481 of debt written off and help people from the Pontypool area manage many thousands of pounds of problem debt in a better way.

The link between advice and health and well being is well documented, our advice helps people find a way forward, providing people with the information and the range of options available to help them take better control of their situation and know how to manage problems better in the future.

5. Financial Position

Please submit detailed AUDITED ACCOUNTS of your INCOME & EXPENDITURE.

6. Please indicate if there is a Safeguarding policy in place if dealing with children, young people and vulnerable adults

Yes

7. All organisations must be able to demonstrate that they meet the Torfaen Well Being Objectives in accordance with the goals and ways of working set out in the well Being Future Generations Act 2015.

Collaborative working does not just take place on the front line of our services, it also informs our strategic direction. The Trustee Board is supportive of the Welsh Government's objectives outlined in the Wellbeing of Future Generations Act and believes that the five ways of working that the act identifies are a good fit with their own approach to the development of services.

The five ways of working and our potential contribution can be summarised as:

- **Long Term** – access to quality assured information and advice around key areas of social welfare law is a first step to empowerment and sustainable personal change;
- **Prevention** – we have an increasing focus on work that prevents problems arising or worsening, this includes financial capability and energy advice and debt payment restructuring that can help people remain in their homes;
- **Integration** – We are starting to build a network of partnerships that ease referral and improve access to services for all the partnership's mutual users and we are committed to supporting the development of the National Advice Network;
- **Collaboration** – We have ongoing collaborative relationships in place with other agencies and with commissioners of services, our initiative to work closer with other LCAs also supports this.

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Involvement – we are actively seeking ways of involving service users and other stakeholders in the development of current and new services.

The impact of our core work as an advice agency is directed to the first 5 wellbeing goals:

Prosperous: bringing income into our communities through income maximisation, financial capability and moving people closer to work

Resilient: through advice and education people are more able to deal with lifes upsets and are better prepared for next time

Healthier: our advice work brings essential income into households where there are health issues and reduces the impact of stress and mental health issues

More equal: we work with some of the poorest households in our community helping them to access their rights and entitlements

Cohesive Communities: people who understand their rights and responsibilities are able to have more agency in their communities supporting others

Completed applications should be forwarded to:

Mrs L McMail
Finance Manager
Pontypool Community Council
35A Commercial Street
Pontypool
Torfaen
NP4 6JQ
Tel: (01495) 365955
Email: lmcmail@pontypoolcc.gov.uk

Please return completed application form and most recent audited accounts, no later than 22 JUNE 2022 for consideration by the Council in July.



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS RUNNING COSTS

[ALL QUESTIONS MUST BE FULLY ANSWERED OTHERWISE THERE IS LIKELY TO BE A DELAY IN DEALING WITH THE APPLICATION.]

1. Name of organisation:Age Connects
Torfaen.....

2. Purpose of Organisation:To enhance the quality of life of Older People in
Torfaen.....
.....
.....
.....

[PLEASE SUBMIT A COPY OF RULES AND CONSTITUTION IF NOT PREVIOUSLY PROVIDED]

3. Are you receiving a grant from any other local authority? If not, do you intend to apply to
any other authority?
No
.....

4. Any other relevant information
[Would you please set out below any relevant information in support of your application
including your contribution to Health and Well Being]:

.....Over the last thirty yearswe have been providing services to some of the most
isolated, poorest and vulnerable older people living in the surrounding communities.
Through our quality services and caring staff and volunteers, we ensure all clients have
awareness and support to claim benefits, including help with fuel poverty and energy
efficiency,....,which enabled older people more choices to access new .opportunities, be
free from debt concerns as well as using Age Connects as a safe place to bewhich helps
with their Mental Health & well-being.....

.....
.....

5. Financial Position

Please submit detailed AUDITED ACCOUNTS of your INCOME & EXPENDITURE.

6. Please indicate if there is a Safeguarding policy in place if dealing with children, young people and vulnerable adults

Yes/. (please delete as appropriate)

7. All organisations must be able to demonstrate that they meet the Torfaen Well Being Objectives in accordance with the goals and ways of working set out in the well Being Future Generations Act 2015.

Age Connects Torfaen are able to meet Wellbeing Objectives:

Increased independence

Support people with their financial and economic challenges Maximisation of income (access to welfare benefits, grants, debt reduction, energy efficiency)

Increased awareness of choices

Enhancing an individual and their family/carers wellbeing

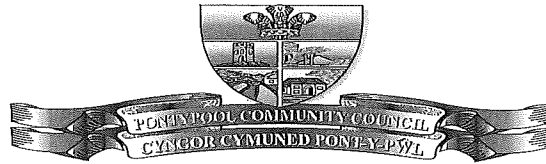
Partnership working (referrals and signposting to other organisations/support networks)

Reporting will be from our internal Charity Log database and case studies

Completed applications should be forwarded to:

**Mrs L McMail
Finance Manager
Pontypool Community Council
35A Commercial Street**

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APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS RUNNING COSTS

[ALL QUESTIONS MUST BE FULLY ANSWERED OTHERWISE THERE IS LIKELY TO BE A DELAY IN DEALING WITH THE APPLICATION.]

1. Name of organisation: Torfaen Museum Trust
2. Purpose of Organisation:

Torfaen Museum Trust is an institution that complies with the Museums Association definition of museums: *“Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society.”*

Mission Statement:

“To preserve, interpret, disseminate and celebrate local culture and bring the culture of other communities to the communities of Torfaen and beyond.”

The collections that Torfaen Museum Trust collect, safeguard and make accessible are the material culture and associated ephemera and information relating to the history, archaeology, geology, social and industrial histories, art, craft and ecology of the Torfaen County Borough (an area encompassing the Eastern Valley of south Wales including the towns of Blaenavon, Pontypool and Cwmbran) and the adjacent districts of the west (of the former) Gwent and the current Monmouthshire, from early prehistory to contemporary times.

[PLEASE SUBMIT A COPY OF RULES AND CONSTITUTION IF NOT PREVIOUSLY PROVIDED]

3. Are you receiving a grant from any other local authority? If not, do you intend to apply to any other authority?

The Trust also receives grants from Torfaen CBC, Cwmbran CBC and Croesyceiliog & Llanyrafon CC. We are also currently seeking grant support from other local authorities (including Pontypool Community Council) to match-fund a large Welsh Government grant.

4. **Any other relevant information**
 [Would you please set out below any relevant information in support of your application including your contribution to Health and Well Being]:

Museums Change Lives

“Museums can increase our sense of wellbeing, help us feel proud of where we have come from, can inspire, challenge and stimulate us, and make us feel healthier” Dr David Fleming, President, Museums Association

The museum enables a local workforce and volunteers to train, re-train and up-skill as well as provide an excellent visitor experience which enhances wellbeing, education and enjoyment of the collections in a safe environment.

Funding from Pontypool Community Council will allow us to continue offering museum services to the local community, as well as aiding in the development of new displays and schools provision, contributing to early education within Torfaen.

We are currently looking to install a new dressing-up area within the galleries, along with new text panels and family-orientated elements. Support from this grant would allow us to further these plans and implement more immediate solutions to engage with a younger audience.

5. **Financial Position**

Please submit detailed AUDITED ACCOUNTS of your INCOME & EXPENDITURE.

Audited accounts for 2020-21 attached.

6. **Please indicate if there is a Safeguarding policy in place if dealing with children, young people and vulnerable adults**

Not currently applicable – children and vulnerable adults visit the Museum with an accompanying parent or guardian

7. **All organisations must be able to demonstrate that they meet the Torfaen Well Being Objectives in accordance with the goals and ways of working set out in the well Being Future Generations Act 2015.**

A globally responsible Wales;	The museum helps improve the local economic and cultural well-being of our Valley and our town, giving a valuable and positive contribution towards global well-being
A prosperous Wales;	The museum uses resources efficiently and proportionately and provides further volunteering and employment opportunities

A resilient Wales;	This museum assists with the economic resilience of the local community
A healthier Wales;	Encouragement and engagement with the museum collections show that history (particularly regarding local sports) is part of today's community health & well-being, through equal participation and involvement in a sense of pride, belonging, interest and encouragement to participate
A more equal Wales;	The museum gives equal access to the collection for every member of the local, National and international communities
A Wales of cohesive communities;	Preserving, interpreting, displaying and giving access to this unique sporting collection for interest, research and enjoyment gives a sense of belonging and community to the people of this Valley
A Wales of vibrant culture and thriving Welsh language.	The collection, its interpretation, display and preservation contributes to the vibrancy and diversity of Welsh culture & language

Completed applications should be forwarded to:

Mrs L McMail
Finance Manager
Pontypool Community Council
35A Commercial Street
Pontypool
Torfaen
NP4 6JQ
Tel: (01495) 365955
Email: lmcm@mail@pontypoolcc.gov.uk

Please return completed application form and most recent audited accounts, no later than 22 JUNE 2022 for consideration by the Council in July.

Richard Gwinell
Clerk, Pontypool Community Council
clerk@pontypoolcc.gov.uk

6th June 2022

Dear Pontypool Community Council,

I would like to make an official request on behalf of Llantarnam Grange Arts Centre for a financial donation to be considered at your next Policy & Finance Committee.

Llantarnam Grange Arts Centre is the regional centre for visual arts and craft in south-east Wales. Since opening in 1966 Llantarnam Grange has presented exhibitions and an extensive programme of engagement at the centre in Cwmbran, housing gallery spaces, a craftshop, café, education and meeting rooms. Prior to the pandemic we engaged with audiences of up to 45,000 per year in our projects at the centre, other venues and in outreach activities reinforcing our position as a valued resource within our local community, regionally and nationally. We continue to play a vital role in our community, providing opportunities for creating, learning, socialising, engaging and relaxing. We aim to bring the transformative power of the arts to as wide an audience as possible including engaging with school children, university students, families and older people. We support artists, improve people's health and well-being, provide opportunities for talented young people and encourage creativity for all. We have an ageing and increasingly isolated population which needs spaces to come together and so as well as stimulating learning environments, we provide inviting spaces where everyone feels welcome.

Over the last two years our audiences have been impacted at a time when they need the benefits that art can bring to health and well-being more than ever. We reopened to the public in April 2021 and last year piloted a programme of arts activities for young people, families and socially isolated adults. This was funded by Torfaen Voluntary Alliance and delivered free of charge due to the need within the community, participants being from lower income families and the fact we were only able to accommodate small numbers during the Covid 19 restrictions. The project allowed us to connect with audiences, support artists, develop talent and promote well-being in new, resilient and creative ways. We wish to continue this work in 2022 and have made several applications to other bodies to support this work.

Encouraging audiences to return is essential for the organisation's recovery and will contribute to the health and wellbeing recovery of our audiences. We would like to request £500 towards this project however we would be very grateful for any contribution the council would be able to make.

I look forward to hearing from you.

Yours sincerely

Louise Jones-Williams
Director
Direct email: louisejw@llantarnamgrange.com

Llantarnam Grange
Heol Dewi Sant
St David's Road
Cwmbrân
Cwmbran
NP44 1PD

hello@llantarnamgrange.com
01633 483321
www.llantarnamgrange.com

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20th June 2022

RE: Torfaen Museum Request for Funding

Dear Sir / Madam,

Torfaen Museum Trust are currently in the process of applying for a Welsh Government Transformation Grant of £120,000 for repair and improvement of the courtyard. This will include the repainting of windows and doors, fixing the original doors and improving the entrance archway to the building.

Once completed, the work will allow the Museum to once again use the beautiful courtyard in the centre of the grade II* listed building for improved café services, community events such as outdoor theatre and craft fayres, and education provision for schools across the county. We would love to work with local partners to develop health and wellbeing sessions, art classes and more, developing a programme of events that is inclusive and attractive to all residents across Torfaen.

We also hope to open doors from the main galleries into the courtyard, bringing natural light into the building as we work towards creating a friendlier, more open environment where we can continue to showcase the vibrant heritage of Torfaen. This will improve visitor experience and flow, opening up new areas where visitors can discover the stories of their ancestors who helped to forge this wonderful county.

Further to this, the work conducted by the Transformation Grant will also form the basis of future plans for Torfaen Museum as we look towards initiating a capital project to construct a glass atrium within the courtyard.

In order to apply, we require match-funding of 10%. We are therefore seeking funding from our local Community, Town and Borough Councils to help us reach our £12,000 goal. We would be very grateful if Pontypool Community Council would consider supporting us financially with this bid, ideally with a grant in the region of £3,000 if possible. At this stage, I would ask for an agreement in principle which will support our application to Welsh Government and I would be happy to share more details if we are successful in our bid. The closing date for application is June 30th and, as always, I would also be more than happy to meet with Councillors for further discussion and to answer any questions.

Many thanks for your consideration of this request and I look forward to hearing from you.

Yours faithfully,

Caitlin Gingell

Curator, Torfaen Museum Trust

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AGEND ITEM 13

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Good afternoon Richard

Would it be possible to confirm your commitment towards holiday play provision from the community council for Summer of 2022. As agreed previously im sure it is around £30k. This is towards the holiday playschemes and healthy snackbeing delivered on site. Apologies if I got the wrong figure

Many thanks

Julian

Julian Davenne MA,BA(hons)

Play Service Manager / Rheolwr y Gwasanaeth Chwarae
Torfaen Play and Short Breaks Services / Gwasanaethau Chwarae a Qwyliau Byrion Torfaen
Torfaen County Borough Council / Cyngor Bwrdeistref Sirol Torfaen
Education Services / Gwasanaeth Addysg

Phone / Ffôn: 01495 742206 / 07771642767
Email / Ebost: Julian.davenne@torfaen.gov.uk

Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg. Cewch ateb Cymraeg i bob gohebiaeth yn Gymraeg ac ni fydd yn arwain i unrhyw oedi.

We welcome correspondence in Welsh and English. Correspondence received in Welsh will be answered in Welsh and will not lead to any delay.

Noder fy mod yn defnyddio rhaglen a ysgogir gan lais i gyfansoddi negeseuon e-bost, felly ymddiheuraf am unrhyw sillafu neu wallau gramadegol.

Please note I am using a voice activated program to compose emails so please accept my apologies for any spelling or grammatical errors.



Torfaen Mayor's Charities 2017/18 / Elusennau Maer Torfaen 2017/18



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PONTYPOOL COMMUNITY COUNCIL (PCC) - POLICIES REVIEW 2021/22

DRAFT FOR FURTHER WORK

NB Council has in past years “approved” minutes of committees (it now approves minutes and adopts the recommendations of the committee). More clarity is needed on what has been approved in the past. Clarity is also needed about which policies have to be adopted by full Council and which policies can be adopted by others. Further details below.

NAME OF POLICY	WHY IS IT ON THIS LIST?	DATE LAST ADOPTED	BY WHOM	FURTHER COMMENTS	PRIORITY	STATUS	NEXT REVIEW
GENERAL COUNCIL POLICIES:							
Climate Change Strategy	Requested at the P&E Ctte on 10 Nov 2021	N/A	N/A				
Code of Conduct for Members	Legal requirement	18 May 2016	Council	Model adopted in 2016 and not changed since	N/A	No action required	When law or model changes
Concerns and complaints policy	Good practice and existing policy	22 Sept 2021	GWG		2	COMPLETED	Should be annual
		3 Nov 2021	P&F Ctte				
		24 Nov 2021	Council adopted P&F Ctte's recommendation to adopt policy				
Covid Policy	Pandemic: to protect staff and visitors	14 Oct 2020	P&F Ctte	The situation is ever changing; need to build in	1	On GWG agenda 1 Dec 2021; meeting cancelled	
Equality Policy	Existing policy	1 Nov 2017	P&F Ctte (minutes approved by Council on 22.11.17)	May be superseded by new equality and diversity policy	2	New equality and diversity policy being developed (GJ)	

Equal opportunities policy statement	Legal requirement (Equality Act 2010)	6 April 2016	????	????	2	New equality and diversity policy being developed (GJ)	
Financial Regulations	Legal requirement	6 Nov 2019	P&F Ctfe (Council approved those minutes on 27.11.19)	Financial Regs need to be adopted by the Council (not just by a committee). Latest model received from OVW 29.7.21. New model expected later in 2022	1	See <i>word/finance/financial regulations/november 2019 vers 2 for latest version</i>	
Local Resolution Protocol	Public Services Ombudsman recommendation	2 October 2019	????	Quick win: new model received from OVW 18 Oct 21	2		
Play equipment policy	Member request for review	????	????		2		
Policy on dealing with the press and media	Current issue, member request and required by standing orders	21 July 2021 1 Sept 2021 29 Sept 2021	GWG P&F Ctfe Council		2	COMPLETED	Annual review
Risk management policy and risk register	Legal requirement	16 March 2022 (register not policy)	Council	Register reviewed annually: no explicit policy in place	2	PART COMPLETED	Register: annually
Social Media Policy	Current issue, member request and OVW suggestion	21 July 2021 1 Sept 2021 29 Sept 2021	GWG P&F Ctfe Council	Agreed again by P&F 2 March 2022 and Council 16 March 2022	2	COMPLETED	Every 6 months
Standing Orders	Legal requirements	30 June 2021 7 July 2021 28 July 2021	GWG P&F Ctfe Council	New model expected later in 2022 to reflect 2021 Act	1	COMPLETED	When law or model changes
Training and Development Policy (members and staff)	Legal requirement (LG&EW Act 2021)	22 Sept 2021 6 Oct 2021 27 Oct 2021	GWG P&F Ctfe Council	Amended in line with OVW model and to reflect new Act	1	COMPLETED	Oct every year

Twining policy	Exists on PCC website	8 July 2015	P&F Ctte (Council approved the P&F minutes on 22 July 2015)		3	
Twining recharging policy	Exists on PCC website	???	???		3	
Unacceptable actions by individuals policy	In policies folder and referred to in complaints policy	???	???		2	
Welsh language scheme	Legal requirement	9 Dec 2008	??		1	
EMPLOYMENT POLICIES:						
Annual leave policy		???	???		1	
Flexi Policy	As Covid recedes, staff working patterns require review	???	???	PCC adopted TCBC policy, written in 1998 and reviewed in 2008 so this is overdue	1	Home/office working proposal adopted by Estab Ctte 1 June 2022 COMPLETED
Health and safety policy	Legal requirements	22 Sept 2021	GWG		1	COMPLETED
		6 Oct 2021	P&F Ctte			
		27 Oct 2021	Council			
Workplace Menopause Policy	Staff member requested review	22 Sept 2021	GWG		1	COMPLETED
		6 Oct 2021	P&F Ctte			
		27 Oct 2021	Council			
Pay policy	PCC has a pay policy already (dated 2019/20)	22 Sept 2021	GWG		2	COMPLETED
		6 Oct 2021	P&F Ctte			
		27 Oct 2021	Council			

Pension policies and discretions	Legal requirement + existing	22 Sept 2021	GWG	1	COMPLETED	When pension regs change
		6 Oct 2021	P&F Ctte			
		27 Oct 2021	Council			
Sickness absence management policy	Review suggested (of this and all other policies) by the Internal Auditor in 2021	8 July 2015	Establishment Ctte	1	PCC adopted TCBC policy. TCBC last reviewed it in 2015. Overdue.	
Special leave policy		????	????	2		
Stress at work/ management policy	Legal requirement	????	????	2		
Whistle-blowing policy	Good practice + referred to in PCC social media policy	n/a	n/a	2	New policy: quick win. Optional but important. OVW model received	

INFORMATION MANAGEMENT, GDPR AND SIMILAR POLICIES:

Disclaimer	On our website	n/a	No need for Council approval	2		
Document retention and disposal policy	Legal requirement	25 April 2018	Council	2	Nothing has changed; does this need review?	
Documents for retention and disposal list	Legal requirement	n/a	No need for Council approval	3		
Freedom of Information Publication Scheme	Legal requirement	8 June 2016	P&F Ctte	2		
GDPR consent form	Legal requirement	n/a	No need for Council approval	2		

Information and data protection policy	Legal requirement	25 April 2018	Council	Nothing has changed; does this need review?	2	
ICT security policy	Existing PCC policy doc	2008?	???		2	
Management of transferable data policy	Existing PCC policy and legal requirement	25 April 2018	Council		2	
New councillor contact privacy notice	Existing PCC policy doc	n/a	No need for Council approval		2	
Privacy notice	Legal requirement	n/a	No need for Council approval		2	
Social Media and Electronic Communication Policy	Existing PCC policy and legal requirement	25 April 2018	Council	Links with other social media policy – need to review	2	
Subject access request form	Legal requirement	n/a	No need for Council approval		2	

FINANCE POLICIES:

Grants Policy	Existing policy – member request for review	4 Feb 2019	??	Needs review. Lots of different grants, forms and criteria. 2017 version on our website; reviewed since then?	2	
Investment Strategy		???	???		2	
Policy for the awarding of environmental grants (grants criteria)	Existing policy – member request for review	13 June 2018	P&E Ctte (minutes approved by Council 27.6.18)	See grants policy above – environmental grants is one among many grant streams to be encapsulated in overall scheme	2	

Reserves policy	In folder	???	???	???				
ONE VOICE WALES LIST OF OTHER POLICIES (NOT NAMED ABOVE) THAT WE <u>COULD</u> CONSIDER HAVING. TEMPLATE POLICIES RECEIVED FOR SOME OF THE FOLLOWING:								
Accident investigation		???					2	
Adoption and paternity policy		???					3	
Alcohol, drugs and substance misuse policy		???					3	
Anti-fraud and corruption		???					1	
Anti-harassment and bullying policy		???					2	Review in progress (EH)
Appraisal scheme (form)		???			GD reviewed OVW model Sept 2021		2	GWG to consider January 2022; meeting cancelled
Archiving policy		???					3	
Asbestos		???					2	
Business recovery policy		???					2	
Capability policy		???			GD reviewed OVW model Sept 2021		2	GWG to consider in January 2022; meeting cancelled
Control of substances hazardous to health	Legal requirement	???					2	

Dignity at work policy		???	???	???		2	Review in progress (EH)
Disciplinary policy and procedure	Legal requirement	???	???	???		2	
Display screen equipment		???	???	???		2	
Environment and Biodiversity policy	Environment Act 2016 Section 6 – legal duty to report what we are doing	23 June 2021	Council adopted annual report 2020/21 (which includes the S6 duty report)	???	But we also need to say what we plan to do in the period ahead – is that a policy?	2	Review in progress (LC); biodiversity plan drafted but not gone anywhere
Equality and diversity policy		???	???	???		2	Review in progress (GJ)
First Aid		???	???	???		1	
Grievance procedure	Legal requirement	???	???	???		1	
Information security policy		???	???	???	Maybe the same as GDPR policies listed above – check	1	
Internet usage and email policy		???	???	???	Maybe covered in other policies	2	
Manual handling		???	???	???		2	
Maternity leave policy		???	???	???		2	
Media and communications policy		???	???	???	May be similar to policies already listed above	3	
Member/officer relations protocol		???	???	???	Model received 2022; this could be a quick win	2	
Persistent complaints policy		???	???	???		3	
Recruitment procedure		???	???	???		2	

Reporting injuries, diseases and dangerous occurrences	Legal requirement	???	???		1	
Risk assessment and hazard identification		???	???	Covered partly by existing risk register?	1	
Risk management policy		???	???	Risk register already in place, but no policy	2	
Scheme of officer delegation		???	???	In place in PCC Constitution but needs updating	1	
Shared parental leave		???	???		2	
Time off in lieu policy		???	???	Part of flexi policy?	1	
Volunteering policy		???	???		3	
Workplace equipment		???	???		2	

Priority 1 = High priority

Priority 2 = Medium priority

Priority 3 = Lower priority

Key to abbreviations

OVW = One Voice Wales

P&E = Planning and Environment Committee

PCC = Pontypool Community Council

n/a = not applicable

GWG = Governance Working Group

P&F = Policy and Finance Committee

TCBC = Torfaen County Borough Council

Members of the working group:

LC = Councillor Lynda Clarkson

EH = Councillor Elizabeth Hunt

JK = Councillor John Killick

GD = Councillor Giles Davies

GJ = Councillor Gaynor James

RG = Richard Gwynnell (Acting Clerk)

Lisa McMail

From: Richard Gwinnell
 Sent: 08 June 2022 16:20
 To: TeamPCC
 Subject: FW: CLA Public Administration Licence - Copyright Compliance for Pontypool Community Council

Hi all, any of you know anything about this? Have we had a licence before?

If no, we ought to take this to P&F Committee I think probably. Any advice from any of you would be much appreciated. Ta

Richard Gwinnell
 Acting Clerk
 Pontypool Community Council
 Tel 01495 365956
 (Mon-Fri 9am to 2pm)

From: Daniel Elsey <Daniel.Elsey@cla.co.uk>
 Sent: 08 June 2022 13:47
 To: Richard Gwinnell <clerk@pontypoolcc.gov.uk>
 Subject: CLA Public Administration Licence - Copyright Compliance for Pontypool Community Council

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Dear Mr Gwinnell,

I am contacting you from the Copyright Licensing Agency (CLA). We are a not for profit licensing body, recognised by the UK government (<https://www.gov.uk/copyright-licensing-agency-licence>) as the UK's collective licensing body for the reuse of text and images from books, journals and magazines, and are also a corporate member of the Chartered Trading Standards Institute.

I would like to advise you that your town council does not hold a licence from CLA ensuring the lawful reuse of copyright articles from published media. This is despite important changes to the law which prompted many other unlicensed public sector organisations to apply for a licence to ensure ongoing compliance. Information concerning this issue, and the licence, can be found below. The vast majority of UK local authorities are covered under Licence and I am reaching out to the remaining ones.

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- Covers photocopying of books, journals and magazines published in the UK and over 30 other countries so you can copy and share information without fear of infringement
- Covers scanning of books, journals and magazines published in the UK and certain other countries so you can create and use digital copies
- Cover copying of digital originals allowing the re-use of extracts from a large range of digital publications for sharing and distribution internally
- Digital copies may be stored on a local hard drive or personal network location for reference and re-use
- Digital copies may also be stored on a central intranet to enable access by employees across your organisation
- Includes permission to copy and circulate press cuttings supplied either in print or digital format or via a web based portal
- Includes the rights to make multiple copies of copyright fee paid documents purchased from third party suppliers
- Allows photographs, illustrations, charts or diagrams to be copied where they are included in an article or extract
- Covers copying by all employees, consultants and other authorised persons, at all sites and in all parent or subsidiary companies listed on the licence
- Indemnity included as standard, so you have the peace of mind that you are covered for all books, journals and magazines (except those that are specifically excluded)

A Licence is the most convenient means of ensuring ongoing compliance throughout your council whilst enabling employees to continue reusing published content. I would be grateful if you, or a suitably placed colleague, could look into this issue and contact me so that the licence can be discussed.

I look forward to hearing from you.

Kind regards,
Daniel.

Daniel Elsey
Licensing Manager
DDI: 020 7400 3135




Copyright Licensing Agency
5th Floor
Shackleton House
Hay's Galleria
4 Battle Bridge Lane
London

Tel 020 7400 3100
Email cla@cla.co.uk
Web www.cla.co.uk



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BUSINESS LICENCE FAQS

Find out more about the business licence coverage and how it can protect your business

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- 49% of that content is being sourced externally and is most likely to be shared by executive-level staff compared to management.
- Yet, 47% of professionals recently surveyed are unaware of their organisation's copyright policy, or unsure of its details.

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- Do you email copies of articles or extracts from publications?
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The Intellectual Property Office (IPO)



The Govt department responsible for copyright. Read the definitive facts on their website

