



to the Council/
ci'r Cyngor:

24 February/Chwefror 2022

S. R.V. TUCKER, B.A.

Dear Sir/Madam,

You are hereby requested to attend a meeting of the **POLICY & FINANCE COMMITTEE virtually over Teams at 6.30 PM on WEDNESDAY 2 MARCH 2022**

The meeting will be held remotely, using Microsoft Teams. 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 2 MAWRTH 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.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

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

INNED WITH LONGJUMEAU, FRANCE, BREITEN, GERMANY & CONDEIXA, PORTUGAL
PEILLIWDYD Â LONGJUMEAU, FFRAINC, BREITEN, YR ALMAEN & CONDEIXA, PORTUGAL

AGENDA

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 schedule of payments and receipts for December (attached: page(s) 1-4)
4. **Use of Credit Card**
To approve the credit card payments for November (attached: page(s) 5)
5. **Financial Budget Comparison (Monitoring Report)**
To receive and consider the financial monitoring report to the end of December (attached: page(s) 6 – 8)
6. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding (attached: page(s): 9 – 13)
7. **Additional IT equipment requirements**
To consider a report on additional IT requirements for the office (attached: page(s) 14 – 15)
8. **Junior Sponsorship**
To receive and consider a report on Junior Sponsorship (attached: page(s) 16 – 19)
9. **Request(s) for financial assistance**
To consider a financial request from Torfaen Museum (attached: page(s) 20)
10. **Social Media Policy 2021**
To review the above policy (attached page(s) 21 – 24)

*Councillors: Councillors: Mrs N. P. Parrish (Chair) J. Killick (Vice-Chair), Miss, L. Clarkson, M. Ford, Mrs E. Hunt, A. Lang, R. Overton, B.M. Taylor.
Chairman (Councillor G. Davies) and Leader (Councillor Mrs G. James) Ex-officio*

SCHEDULE OF PAYMENTS - DECEMBER 2021

VO NO	CHQ NO	TO WHOM PAID	DETAILS	AMOUNT
333	DD	Cathedral Leasing	Hygiene Disposal Bins	36.40
334	DD	Worldpay	Card Payment Charges	4.80
335	DD	Worldpay	Automated Payment Fee	23.94
336	DD	Barclaycard	Credit Card - Various	924.09
337	DD	BT Payment Services	Mobile Phone	19.20
338	DD	123 Telecom	Broadband/Telephone Charges	196.60
339	SO	Torfaen County Borough Council	Salaries	14,000.00
340	DD	British Gas	Gas Charges - Office	245.87
341	BP	Churches Fire Security	Alarm Monitoring & Maint - Office	22.26
342	BP	Torfaen County Borough Council	Salary OW - Youth Project	3,412.16
343	BP	Initial Washroom Hygiene	Mat Service	77.66
344	BP	Consortium	Stationery	52.42
345	BP	Edge IT Systems	IT Hosted Systems - Annual Charge	1,394.76
346	BP	St John's Ambulance Cymru	Services Provided - Xmas Cav	275.00
347	BP	Orbits IT	365 Licences - Staff/Members	231.12
348	BP	Marshall & Hicks	2 Banners - Christmas Cavalcade	528.00
349	BP	Torfaen County Borough Council	Supply and Installation of 8 Bins	3,283.20
350	BP	N R Bevan - Bladez Barbers	2nd Prize - Festive Shop	200.00
351	BP	K J Harris - A Cut Above	1st Prize - Festive Shop	300.00
351A	BP	Garndiffaith Community Association	Grant Aid	350.00
352	BP	Cwmavon Village Hall	Grant Aid	350.00
353	BP	Pontymoile OAP Association	Grant Aid	350.00

26,277.48

**POLICY FINANCE MEETING
2 MARCH 2022**

SCHEDULE OF PAYMENTS - DECEMBER 2021

354	BP	Pontnewynydd Community Assoc	Grant Aid	26,277.48
355	BP	Varteg Community Association	Grant Aid	350.00
356	BP	Victoria Village Hall	Grant Aid	350.00
357	BP	Pontymoile Community Hall	Grant Aid	350.00
358	BP	Garndiffaith 1st Scouts Group	Grant Aid	350.00
359	BP	Crane Street Church	Donation - Christmas Cavalcade	100.00
360	BP	Osbourne Lodge Nursery	3rd Prize - Festive Window	40.00
361	BP	L Foxwell - Belle Femme	3rd Prize - Festive Window	40.00
362	BP	G Davies - Ragamuffins	3rd Prize - Festive Window	40.00
363	BP	Silk Street Music Ltd	Bal Street Band - Xmas Cav	1,000.00
364	BP	SLCC	Practitioners Conference - RG LM	180.00
365	BP	Torfaen County Borough Council	Salary Adjustment - November	5,573.82
366	BP	Eden Springs (UK) Ltd	Water / Sanitiser	44.00
367	BP	Initial Washroom Hygiene	Mat Service - January	82.71
368	BP	British Gas	Electricity Charges - Unit 8	24.57
369	BP	SSE Contracting	Electricity Charges - Office	763.16
370	BP	New Inn Community Hall	Grant Aid	350.00
371	BP	Calon Welsh Hearts	LVF - LC GD	3,125.00
372	BP	R Millett	Repairs - Notice Boards	180.00
373	BP	Lauren Heckler	Expenses - Youth Project	11.92
374	BP	Olivia Williams	Expenses - Youth Project	31.55
375	BP	Crane Street Church	Hire Hall - Youth Project	25.00
376	BP	Consortium	Toilet Rolls - Hand Towels	37.07
377	BP	A Steed - Wainfein	Grant Aid	350.00
378	BP	MB Safety & Security Ltd	H & S - Christmas Cavalcade	2,150.00
379	BP	S G Warman	Labour - Christmas Cavalcade	420.00
380	BP	J K Cook	Singer - Christmas Cavalcade	50.00
				42,646.28

SCHEDULE OF PAYMENTS - DECEMBER 2021

381	BP	Forest Traffic	Barriers - Christmas Cavalcade	42,646.28
382	BP	Olivia Williams	Expenses - Youth Project	630.00
383	BP	Lauren Heckler	Expenses - Youth Project	37.30
384	BP	Churches Fire Security	Alarm Monitoring & Maint - Office	17.00
385	BP	Torfaen County Borough Council	Rates - Office	22.26
386	BP	Torfaen County Borough Council	Rates - Unit 8	883.00
				177.00
				<hr/>
				44,412.84

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POLICY FINANCE MEETING - WEDNESDAY 2 MARCH 2022
SCHEDULE OF RECEIPTS - DECEMBER 2021

Rec No	FROM WHOM RECEIVED	DETAILS	AMOUNT
22	May CCLA	Interest - November	26.79
23	Torfaen Play Service	Funding - Play Equipment	21,415.00
24	Torfaen County Borough Council	Precept	331,540.41
			<hr/> 352,982.20

AGENDA ITEM 7

BREAKDOWN - CREDITCARD PURCHASES (NOVEMBER)

DATE	PAYEE	DETAILS	AMOUNT
October			
16/11/2021	Cartridgesave	Ink Cartridges	59.28
18/11/2021	Amazon	Laptop Trolleys	158.20
	Amazon	Supplies	251.86
	Amazon	First Aid Supplies	9.99
22/11/2021	Amazon	Supplies	28.78
23/11/2021	Amazon	Costumes	17.00
26/11/2021	Tesco	Refreshments	73.25
27/11/2021	Wilko	Chocolates	24.00
	Iceland	Chocolates	30.00
	Wilko	Chocolates	74.50
	Farmfoods	Chocolates	6.07
	Wilko	Chocolates	41.25
30/11/2021	Facebook	Advertising	27.28
05/12/2021	Amazon	Laptop Speakers	41.98
15/11/2021	Baker Ross	Activity Supplies	80.65
		Youth Project	
			924.09

57

Pontypool Community Council Financial Budget Comparison December 2021

Comparison between 01/04/21 and 31/12/21 inclusive.

	BUDGET 2021/2022	Movements in Reserve	Actual spend to date	Balance Remaining
INCOME				
Council				
101 Precept	£698,809.00	£0.00	£698,809.00	£0.00
105 V.A.T.Refund	£0.00	£0.00	£7,590.95	£7,590.95
Total Council	£698,809.00	£0.00	£706,399.95	£7,590.95
Policy & Finance Committee				
301 Bank Interest (CCLA)	£1,400.00	£0.00	£157.77	£-1,242.23
310 Barclaycard Rebate	£60.00	£0.00	£582.04	£522.04
315 Grant Income	£0.00	£5,000.00	£21,415.00	£16,415.00
330 Pontypool Regeneration	£0.00	£0.00	£1,118.39	£1,118.39
335 Refund from Suppliers	£0.00	£0.00	£250.00	£250.00
Total Policy & Finance Committee	£1,460.00	£5,000.00	£23,523.20	£17,063.20
Events Committee				
501 Party in the Park	£5,000.00	£0.00	£0.00	£-5,000.00
505 Christmas Trees	£2,000.00	£0.00	£0.00	£-2,000.00
Total Events Committee	£7,000.00	£0.00	£0.00	£-7,000.00
Total Income	£707,269.00	£5,000.00	£729,923.15	£17,654.15



Llysof Community Council Financial Budget Comparison December 2021

Comparison between 01/04/21 and 31/12/21 inclusive.

	BUDGET 2021/2022	Movements in Reserve	Actual spend to date	Balance Remaining
EXPENDITURE				
Establishment Committee				
Salaries	£206,000.00	£0.00	£167,734.96	£38,265.04
Conferences/Training	£2,000.00	£0.00	£305.00	£1,695.00
Health and Safety & PPE	£1,500.00	£0.00	£357.24	£1,142.76
Payroll Charges	£700.00	£0.00	£0.00	£700.00
Establishment Committee	£210,200.00	£0.00	£168,397.20	£41,802.80
Policy & Finance Committee				
Rent, Rates & Water	£28,800.00	£0.00	£27,826.51	£973.49
Fuel Charges	£6,500.00	£0.00	£3,487.47	£3,012.53
Office Equipment & Consumables	£11,300.00	£0.00	£1,262.39	£10,037.61
Cleaning	£9,700.00	£0.00	£6,163.58	£3,536.42
Repairs/Refurbishment	£4,000.00	£0.00	£702.03	£3,297.97
Fixed Contracts	£10,400.00	£0.00	£8,199.13	£2,200.87
Insurance	£4,500.00	£0.00	£4,662.93	-£162.93
Association Subscriptions	£5,625.00	£0.00	£6,344.00	-£719.00
Stationery	£1,600.00	£0.00	£755.43	£844.57
Audit Fee	£4,200.00	£0.00	£0.00	£4,200.00
Postages	£2,100.00	£0.00	£0.00	£2,100.00
Photocopying Costs	£1,500.00	£0.00	£766.40	£733.60
Advertising	£1,500.00	£0.00	£0.00	£1,500.00
Publications & Licences	£1,000.00	£0.00	£869.76	£130.24
Website Design	£1,000.00	£0.00	£285.00	£715.00
Welsh Language Translation	£800.00	£0.00	£47.13	£752.87
Bank Charges	£100.00	£0.00	£25.00	£75.00
Mobile Telephone	£300.00	£0.00	£164.19	£135.81
Local Voluntary Funding	£52,500.00	£0.00	£13,950.00	£38,550.00
Community Notice Boards	£6,000.00	£0.00	£180.00	£5,820.00
Youth Council (Delegated Budget)	£1,250.00	£0.00	£0.00	£1,250.00
Election Expenses	£5,000.00	£0.00	£0.00	£5,000.00
Chairman's Allowance	£1,500.00	£0.00	£1,500.00	£0.00
Members Remuneration IRPW	£6,000.00	£0.00	£4,550.00	£1,450.00
Repairs, Chain of Office	£500.00	£0.00	£0.00	£500.00
Vice-Chairman's Allowance	£500.00	£0.00	£500.00	£0.00
Conference Fees & Expenses	£500.00	£0.00	£45.00	£455.00
Attendance Allowance	£500.00	£0.00	£0.00	£500.00
Members Training	£1,000.00	£0.00	£0.00	£1,000.00
Publicity Items	£1,000.00	£0.00	£0.00	£1,000.00
Photographs	£150.00	£0.00	£0.00	£150.00
Refreshments	£1,200.00	£0.00	£12.80	£1,187.20
Annual Dinner	£2,500.00	£0.00	£0.00	£2,500.00
CCTV	£0.00	£0.00	£4,185.00	-£4,185.00
Other Community Benefit Projects	£20,000.00	£0.00	£0.00	£20,000.00
Policy & Finance Committee	£195,025.00	£0.00	£86,483.75	£108,541.25

Planning & Environment Committee					
4001	Environmental Awards/Projects	£4,000.00	£0.00	£4,162.00	-£162.00
4005	Litter Bins / Doggy Bins	£4,000.00	£2,736.00	£4,848.00	£1,888.00
4010	Spring Flowers	£2,500.00	£0.00	£0.00	£2,500.00
4015	Forest School	£2,000.00	£0.00	£0.00	£2,000.00
4020	Benches	£3,000.00	£0.00	£0.00	£3,000.00
4035	Environmental Quiz	£660.00	£0.00	£0.00	£660.00
4050	Footpaths	£200.00	£0.00	£0.00	£200.00
4055	Woodland Rent & Amazing Tree	£150.00	£1,428.50	£1,563.50	£15.00
4100	Pontypool Regeneration	£30,000.00	£0.00	£3,850.00	£26,150.00
4105	Playschemes/Hunger Club	£29,000.00	£0.00	£29,000.00	£0.00
4110	Public Toilets	£5,000.00	£0.00	£0.00	£5,000.00
Total Planning & Environment Committee		£80,510.00	£4,164.50	£43,423.50	£41,251.00

Events Committee

5001	Party in the Park	£15,000.00	£0.00	£0.00	£15,000.00
5020	Christmas Lights	£80,000.00	£0.00	£47,273.51	£12,726.49
5025	Christmas Trees	£35,000.00	£0.00	£22.47	£34,977.53
5030	Christmas Cavalcade	£13,000.00	£0.00	£13,765.52	-£765.52
5050	Eisteddfod	£9,000.00	£0.00	£0.00	£9,000.00
5065	Additional Events	£5,000.00	£0.00	£2,165.48	£2,834.52
5075	Poetry Competition	£500.00	£0.00	£0.00	£500.00
5080	Photography Competition	£500.00	£0.00	£7.47	£492.53
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	£5,000.00	£0.00	£0.00	£5,000.00
5105	Youth Festival - incl Overseas Airfare	£2,000.00	£0.00	£0.00	£2,000.00
5200	Twining - Chairman's Visits	£2,000.00	£0.00	£0.00	£2,000.00
Total Events Committee		£147,400.00	£0.00	£63,234.45	£84,165.55

Grants

6001	Running Costs Grants	£17,350.00	£0.00	£18,000.00	-£650.00
6005	Grounds Maintenance	£8,000.00	£0.00	£8,100.00	-£100.00
6010	Sponsorship Grant (Section 19)	£6,000.00	£0.00	£0.00	£6,000.00
6015	Grant Aid - Halls	£5,000.00	£0.00	£3,500.00	£1,500.00
6020	Grants- Misc	£5,000.00	£0.00	£900.00	£4,100.00
6025	Presentation Evenings	£1,000.00	£0.00	£0.00	£1,000.00
6036	Play Packs	£0.00	£0.00	£2,000.00	-£2,000.00
Total Grants		£42,350.00	£0.00	£32,500.00	£9,850.00

Youth Work Project

7001	Youth Project	£53,000.00	£0.00	£30,250.96	£22,749.04
Total Youth Work Project		£53,000.00	£0.00	£30,250.96	£22,749.04

Total Expenditure	£728,485.00	£4,164.50	£424,289.86	£308,359.64
Total Income	£707,269.00	£5,000.00	£729,923.15	£17,654.15
Total Expenditure	£728,485.00	£4,164.50	£424,289.86	£308,359.64
Total Net Balance	-£21,216.00		£305,633.29	
Use of Reserve	£21,216.00			
Nett Effect	0			

POLICY AND FINANCE

2ND MARCH 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. Mrs J. E. Jones	£500	(Ladies) Bowls Club Panteg	Support with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. Mrs J. E. Jones	£200	Torfaen Museum Trust	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. E. Jones	£300	Pontypool Retired Men's Bowls	Running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. Mrs J. E. Jones	£300	Pontypool Retired Men's Society	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. E. Jones	£100	4 th Gwent Boys Brigade	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. B. M. Taylor	£200	Pontypool Museum	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr. B. M. Taylor	£200	Pontnewynydd History Society	To pay for speaker	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. B. M. Taylor	£300	Pantygasseg Residents	Purchase of Bench for playing field	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. B. M. Taylor	£200	Merchants Hill Baptist Church Bereavement Group	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. G. Taylor	£200	National Youth Orchestra of Great Britain	Help young musicians	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. G. Taylor	£200	Padre Pio School	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. G. Taylor	£200	Cyffanol Women's Aid	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. G. Taylor	£200	George Street Primary	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. G. Taylor	£200	Torfaen Dolphins	Learning children to swim	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. Mrs J. G. Taylor	£200	All Creatures Great and Small Animal Sanctuary	Running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr. Mrs J. G. Taylor	£200	Pantygasseg Residents	To help pay for Father Christmas	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. K. James	£300	New Inn Group Stroke Association	To assist with their activities including fees for hiring hall for meetings	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. J. Killick	£400	Gypsy and Traveller Association	To purchase tools and plants for the allotment area which has been created within the confines of the school boundary. This involves the young people directly in addressing both their own and their community's health and well – being	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. R. Overton	£500	New Inn Junior Football	Running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. R. Overton	£500	New Inn Pensioner's Association	Running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Byrne	£75	TOG's	To help with running costs	Local Government Act

				(Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Byrne	£150	Garnsychan Partnership	To help repair costs for the Veg Box roof	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Byrne	£100	Cwmavon Community Hall	To help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Byrne	£100	TCBC Pontypool Library	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Byrne	£100	Ataxia UK	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Byrne	£100	The National Autistic Society	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Byrne	£100	Noddfa Chapel Youth Club	To help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Byrne	£100	Torfaen Flying Start	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Byrne	£100	Mind	To help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr. N. Byrne	£100	Victoria Village OAP Club	To help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Byrne	£100	Families Need Father's	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Byrne	£100	Talywain OAP's Club	Towards running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. B. M. Taylor	£200 Project	Age Connects Torfaen	Dementia Project	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. G. Taylor	£500 Project	Pantygasseg Residents Association	To help replace play area	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. K. James, Cllr. N. Jones and Cllr. R. Overton	£2,850 (£950 x 3) Project	Speed Awareness New Inn	To fund a speed awareness sign in New Inn at a site agreed with TCBC Highways Department	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. E. Jones	£1,000 Project	Torfaen Arrows Rugby	To train young children and help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19

Policy and Finance Committee

Wednesday 2nd March 2022

Additional IT equipment requirements

1.0 Purpose of Report

- 1.1 To provide quotes to the Council for additional IT equipment requirements at the Community Council.

2.0 Equipment required

- 2.1 The Admin Officer did not receive a new laptop back in 2019 when all other equipment was purchased. An existing laptop was updated so that the Admin Officer was able to work from home during the pandemic but this has become slow and inadequate for use, last year it underwent a system rebuild due to corruption issues. A number of faults have occurred recently on the laptop which is now approaching 6 years old. This has meant that the Admin Officer is using one of the Youth Project laptops for home working.
- 2.2 The Clerks laptop is yet to be returned to office and has been out of use for some time with the Acting Clerk currently using a laptop that was purchased for the Youth Project.
- 2.3 Therefore the Youth Project team are currently down 2 laptops, which are required by the 2 Youth workers so that emails can be checked and activities printed off for their youth meetings that happen multiple times of a week.
- 2.4 It should also be noted that to have a spare laptop in the office is crucial as a backup for members of staff in case of laptop faults.

3.0 Quote and budget

- 3.1 Only one quote was obtained from Orbits IT, as they are our IT service provider with whom we have a supply and maintenance contract. If laptops were purchased from a different supplier, they would still need to be set up by Orbits IT for PCC use and this may cause delay.

1 @ £700 (+£140 VAT)

This cost has increased significantly from when laptops were last purchased, due to demand for these items (£580 paid previously).

- 3.2 It is proposed that 3 laptops be purchased, 2 to be given to the Youth Project to replace the 2 that are currently being used by the Acting Clerk and Admin Officer and a third to be kept as a spare in the office should any issues arise with any other laptop and therefore may impact the work carried out by PCC staff.
- 3.3 The Office equipment budget for 2022 is £9000, so far only £675 has been spent. Therefore, the budget is sufficient for the 3 laptops.

4. Recommended

- 4.1 That 3 new laptops be purchased at a cost of £2,100 (plus £420 VAT) from the Council's established IT service supplier, Orbits IT.

Rebecca Cronin

Events Officer

15th February 2022



ORBITS IT

Orbits IT
Unit 13 BSC
Barry
United Kingdom
CF625QN
www.orbitsit.co.uk
02920003313

Quotation

Date: 10/02/2022
Reference: 108174-2
Valid until: 24/02/2022
For: Rebecca Cronin
Pontypool Community Council

Description	Quantity	Unit Price	VAT	Price
Lenovo ThinkPad 15" (AMD, 8GB RAM, 256GB SSD, Win 10 Pro)	1	£700.00	£140.00	£840.00

Sub-total £700.00
VAT £140.00
TOTAL £840.00

This quotation is presented to the customer above on the date created, and is valid until the quotation expiry date. All prices quoted were correct at the time of quotation creation, and are subject to change due to supply. Any questions regarding your quotation, please speak with your representative. To accept this quotation, in whole or in part, please reply to the sender with your wishes, specifying a valid purchase order number, where possible.
Thank you for your business. It is very much appreciated.

POLICY AND FINANCE COMMITTEE

2nd March 2022

JUNIOR TEAM SPONSORSHIP

1.0	<u>Purpose of Report</u>
1.1	To provide information for the Committee to select 4 teams to be awarded the Junior Sponsorship grant for 2021/2022.
2.0	<u>Background</u>
2.1	The Council has agreed to sponsor 4 junior teams £1,000 each from various areas of Pontypool. The sponsorship is usually in the form of a kit.
3.0	<u>Teams</u>
3.1	Below is a list of junior teams in the Pontypool area who were eligible to receive sponsorship this year (as they did not receive sponsorship in the last year these grants were awarded). Letters were sent out inviting clubs to apply. <ul style="list-style-type: none">• Fairfield United Junior• Garndiffaith RFC• Griffithstown Junior AFC• New Inn Junior and Youth AFC• New Panteg RFC• Talywain RFC <i>Cwmffwrdoer</i>
3.2	Clubs were asked to submit the following information:- <ul style="list-style-type: none">• The number of junior teams• The number of children in each team• The length of time the team has been running• How the sponsorship will be spent
3.3	A requirement of the sponsorship would be that the Community Council would be acknowledged on any promotional material including kit.
3.4	Four replies were received up until 23 February 2022 (when this report was prepared)from: <ul style="list-style-type: none">• Griffithstown Junior AFC• New Inn Junior and Youth AFC• Talywain RFC• Cwmffwrdoer FC <i>Fairfield</i>

3.5	Details each club are included in the appendix to this report.
4.0	<u>Recommended</u>
4.1	That the Committee considers sponsorship to the four clubs who submitted the relevant information from the 2021/2022 budget allocation.

Ms. C Peterson
Admin. Officer
23/02/22

Policy and Finance Committee

2nd March 2022

Junior Sports Sponsorship

<u>Name of Club</u>	<u>The number of Junior Teams</u>	<u>The number of children in each team</u>	<u>The length of time the team has been running</u>	<u>How the Sponsorship will be spent</u>
Griffithstown Junior AFC	8	U5/6 – 56 U7x, U7y, U7z – 31 U8s – 14 U11s – 20 U12s – 14 U15s – 18	46 years	Additional kit and running costs
New Inn Junior and Youth AFC	6	U6 – 8 U8 12 U9 -12 U10 -14 U14 – 16 U15 16	2 years 3 years 4 years 5 years 8 years 9 years	New kit and equipment for U6,s
Talywain RFC	4	U7s – 9 U8s – 10 U10s – 16 – (8 of which are new [^] players as a result of the merge with		Basic equipment, playing kit and courses for parents and community volunteers e.g., coaching, first aid, refereeing and food hygiene

Fairfield	Fairfield Football Club)	<p>U13s - will start again in 2 weeks time around 12 have expressed an interest in joining</p> <p>Tiny Tigers Rugby 3 -5 years provide more fun based training</p> <p>A new team of U7s will be created in September when 8 players turn 6</p>	<p>3 years</p> <p>4 years</p> <p>3 years</p> <p>7 years</p>	<p>Training equipment, storage container to keep equipment safe, football leader certificates for each coach, first aiders for each team and safeguarding certificates</p>
Cwmffwrdoer FC	4	<p>U11s - 13</p> <p>U12s - 15</p> <p>U13s - 18</p> <p>U15s - 18</p>		

AGENDA ITEM 9

Coronavirus disease (COVID-19)

We wish to reassure everyone concerned that during this period of uncertainty, Pontypool Community Council has in place sufficient contingency arrangements to ensure that we continue to deliver high service levels across all areas of the Council. We will continue to review and update this on a daily basis.

The office is now closed as per the guidelines of the Government. We are, however, available on email and telephone.

We will continue to adhere to Government advice and review all developments carefully.

As the situation develops, the public can be reassured that our staff will continue to provide our usual standards of service delivery, whether that be in the office or remotely.

We understand that there may be questions and concerns in this uncertain time, and we will help address these to the best of our ability.

From: Torfaen Museum Trust <TorfaenMuseum@outlook.com>

Sent: 18 February 2022 13:39

To: Annette Ambrosen <AAmbrosen@pontypoolcc.gov.uk>

Subject: Re: Funding for Torfaen Museum Trust

Importance: High

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 Annette,

I am not sure whether its you that I write to but I am sure you will pass it on to the right person / people!

In partnership with the Pontypool artREGEN Committee, the Torfaen Museum Trust hopes to host a Platinum Jubilee, special 'Painting in Pontypool Park Competition' *en plein air* on Saturday 4 June 2022.

This year as usual, the artists will come and register at the museum, go into the Park for the day and paint, draw or print their Park landscapes and then have their entry work/s displayed in the museum.

There are also special prizes for the winner and runner up and this year, there is to be a special Junior artist winner for 16-21 year olds.

However, the event is not only healthy and creative but is a good source of fun and interest for spectators as well as participants and is open to all, professional or amateur and of all ages and abilities (16+).

We do hope that your Pontypool Community Council will feel able to join us or support us in some way. As the museum Trust has already had maximum grant funding from PCC - we were hoping that any grant could be considered via artREGEN and / or any £s left in Councillors small schemes that they may be happy to use to support this event.

With thanks,

Deborah

Deborah-Anne Wildgust

Curadur / Curator

&

Caitlin

Caitlin Gingell

Curadur Cynorthwyol / Assistant Curator

Torfaen Museum Trust saving & telling the history of the Eastern Valley of Wales for 44 years.
Trust office open Tuesday - Thursday 10-1

Pontypool Community Council

Social Media Policy 2021 (based on One Voice Wales' national policy template dated March 2021)

This policy was adopted by the Council on and remains in force until amended by the Council.

Introduction

Social media is a blanket term applied to a range of online multimedia tools that are used for creating content and enabling two-way communication. It can be accessed via your smartphone, PC, laptop, tablet or smart TV. All social media accounts are free of charge and can be set up quickly and easily from an Internet page.

Social media has become a powerful and helpful tool for councils, helping them engage with and inform communities, raise awareness of community issues, events or Council initiatives and seek views and receive feedback from citizens.

Social media also has a darker side: online abuse and online bullying ("trolling") have reached record levels and politicians/councillors are often the target of unacceptable, unpleasant and sometimes threatening online abuse, which may be criminal acts. The Council will access training for members of the Council in how to deal with online abuse.

1. Policy statement

- 1.1. This policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, including (but not limited to) Twitter, Facebook, Instagram and LinkedIn.
- 1.2. This policy outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media may be monitored and the action that may be taken in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of the Council.
- 2.2. Breaches of this policy by employees will be dealt with under the Council's Disciplinary Procedures. In serious cases, they may be gross misconduct, leading to summary dismissal.
- 2.3. Breaches of this policy by elected members will be dealt with under the Code of Conduct.

3. Responsibility for implementation of the policy

- 3.1. The Council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to the Council's work.
- 3.3. All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or the Chair of the Council.
- 3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in the name of the council

- 4.1. The Council's social media sites are registered in the name of Pontypool Community Council and Pontypool Youth. The Clerk is the designated person for administration of the Council's social media sites and maintaining securely all relevant passwords.
- 4.2. In addition to the Clerk, the following persons also have access to post on and maintain the Council's social media sites:
 - i) staff whose work requires them to post on or maintain the Council's social media pages, in consultation with the Clerk
 - ii) the Chair of the Council.

5. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 5.1 Make all posts as factual as possible. Try to limit opinion or comment.
- 5.2 Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 5.3 Any employee/elected member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media site should inform the Clerk/Chair.
- 5.4 Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk/Chair.
- 5.5 Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 5.6 Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 5.7 When making use of any social media platform, you must read and comply with its terms of use.
- 5.8. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Council.
- 5.9 You are personally responsible for any content you publish into social media tools.
- 5.10 Don't escalate heated discussions; try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.

- 5.11 Don't discuss colleagues without their prior approval.
- 5.12 Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that, although it is acceptable (for councillors) to make political points or canvass votes via your own social media accounts, this will not be permissible if you are commenting on behalf of the Council.
- 5.13 Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

6. Monitoring use of social media websites

- 6.1. Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedures and councillors under the Code of Conduct.
- 6.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and/or the Council.
- 6.3. In particular a serious case of uploading, posting or forwarding a link to any of the following types of material on a social media website, whether in a professional or personal capacity, is likely to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council, its councillors or its employees;
 - d) confidential information about the Council or anyone else;
 - e) any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation); or
 - f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.
- 6.4. Where evidence of misuse is found, the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary, such information may be handed to the Police in connection with any criminal investigation.
- 6.5. If you consider that any use of social media by other employees/elected members may be in breach of this policy, please report it to the Clerk/Chair in accordance with the Council's Whistle-Blowing Policy.

7. Monitoring and review of this policy

- 7.1. The Council shall be responsible for reviewing this policy every six months to ensure that it meets legal requirements and reflects best practice.

*NB Further information for elected members, published by the Welsh Local Government Association, on the use of social media can be viewed on the One Voice Wales website:
http://www.onevoicewales.org.uk/OVWeb/good_practicegeneral-8204.aspx*

Addendum to Item 6

POLICY AND FINANCE

2ND MARCH 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. N. Jones	£250	New Inn Community Craft Club - Krafty Kraft	Art activities and supplies	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Jones	£200	New Inn Allotments	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. N. Jones	£200	New Inn Community Association	Towards projects	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Jones	£200	New Inn Neighbourhood Watch	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Jones	£200	Panteg Cricket Club	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Jones	£100	Pontypool Retired men's bowls	Running costs	Local Government Act (Miscellaneous Provisions) Act

				1976, s.19
Cllr. N. Jones	£200	Togs	Help with running costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr. N. Jones	£200	New Inn WI	Help with running costs	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr M. Ford	£500	Trevthin and Penygarn Community Association	Help with fuel costs	Local Government Act (Miscellaneous Provisions) Act 1976, s.19
Cllr M. Ford	£500	TRAC 2	To help with food for families in need	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr M. Ford	£1500 (PROJECT)	Crownbridge School	To help with costs associated with the children creating a garden.	s.137 LGA 1972/Power of Well Being s2 LGA 2000
Cllr. Mrs J. E. Jones	£600 (PROJECT)	Torfaen Arrows Rugby	To train young children	Local Government Act (Miscellaneous Provisions) Act 1976, s.19