

Pontypool-Pont-y-pŵl

Community Council-Cyngor Cymuned

Striving to promote a positive cohesive community
Ymdrechu i hyrwyddo cymuned gadarnhaol a chydlynol

01495 365 951



www.pontypoolcc.gov.uk



23 February/Chwefror 2023

Dear Sir/Madam,

You are summoned to attend a Multi-Location meeting of the **POLICY & FINANCE COMMITTEE** at **6.30 PM** on **WEDNESDAY 1 MARCH 2023**.

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

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

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

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID yn Rhith Gyfarfod** am **6:30 yf**, **DYDD MERCHER 1 MAWRTH 2023**

Cynhelir y cyfarfod o bell ar Microsoft Teams. Mae cynghorwyr wedi derbyn dolen i fynychu'r cyfarfod. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

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

Yours faithfully/ Yr eiddoch yn gywir

Lisa McMail

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

AGENDA

FINANCIAL ITEMS

1. **Apologies for absence**
To receive apologies for absence.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**
To approve schedule of receipts and payments for January 2023 (attached: page(s) 1-2)
4. **Financial Budget Comparison (Monitoring Report)**
To receive and consider the financial monitoring report to the 31st January 2023 (attached: page(s) 3-6)
5. **Interim Internal Audit 2022/23**
To receive and consider the Interim Audit Report (attached: page(s) 7-8)
5. **Financial Risk Assessment as at 31st March 2023**
To receive and consider the Financial Risk Assessment (attached: page(s) 9-16)
6. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding (table attached: page(s)17-18) Copies of the applications are available on request.
7. **Update on Maintenance of building**
To receive a report from the Clerk giving an update on building maintenance matters (attached: page(s)19-20)
8. **Thank you Letter(s)**
To receive thank you letters from the following organisations:
 - (i) Tenovus Cancer Care (attached: page 21)
 - (ii) Griffithstown Community Hall (attached: page 22)
 - (iii) Cwmavon Village Hall (attached: page 23)
 - (iv) Victoria Village Hall (attached: page 24)
 - (v) Talywain Community Hall (attached: page 25)
 - (vi) Victoria Village Hall – telephone message of thanks received.

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

**POLICY FINANCE COMMITTEE - 1 MARCH 2023
JANUARY SCHEDULE OF RECEIPTS and PAYMENTS**

| Date | Account No | Account Name | Category | Amount | Notes |
|------------|------------|---------------------------------------|-------------------------------------|------------------|-------|
| 12/01/2023 | 497 | BP Consortium | Stationery | 45,326.00 | |
| 12/01/2023 | 498 | BP Churches Fire & Security | Alarm Monitoring & Maint - Office | 123.40 | |
| 12/01/2023 | 499 | 116607 Mello 'D' | LVF - NP AL BR EH 2020/21 | 23.51 | |
| 12/01/2023 | 500 | BP Consortium | Stationery | 100.00 | |
| 12/01/2023 | 501 | BP Specsavers | Eye Test - Prescript Specs - RC | 6.46 | |
| 18/01/2023 | 502 | BP Talywain Community Hall | Charges Reimbursed - Xmas Tree | 95.00 | |
| 18/01/2023 | 503 | BP Chloe Goddard | Expenses - Youth Project | 75.00 | |
| 18/01/2023 | 504 | BP J S Cleaning Services | Window Cleaner | 81.80 | |
| 18/01/2023 | 505 | BP Orbits IT | 20 Hours Support - IT | 108.00 | |
| 18/01/2023 | 506 | BP Torfaen County Borough Council | Public Toilets - (past 4 years) | 1,440.00 | |
| 18/01/2023 | 507 | BP New Inn Neighbourhood Watch | LVF - NJ 2021/22 | 20,000.00 | |
| 18/01/2023 | 508 | BP Street Doctors Ltd | H & S Training - Youth Project | 200.00 | |
| 18/01/2023 | 509 | BP St John's Ambulance Cymru | Provision First Aid - PJP / XmasCav | 200.00 | |
| 18/01/2023 | 510 | BP Cymdeithas Gwyl Plant Gwent | CD's - Elsteddfod | 522.00 | |
| 18/01/2023 | 511 | BP Speedy Asset Services | Hire of Barriers - Xmas Cav | 50.00 | |
| 18/01/2023 | 512 | BP SLCC | GDPR Training - All Staff | 180.00 | |
| 18/01/2023 | 513 | BP Initial Washroom Hygiene | Mat Service | 324.00 | |
| 18/01/2023 | 514 | BP SLCC | Disability Training - JW | 22.38 | |
| 26/01/2023 | 515 | BP Fforest Uchaf Farm | Grant | 60.00 | |
| 26/01/2023 | 516 | BP Tenovus Cancer Care | Grant | 200.00 | |
| 26/01/2023 | 517 | BP Everything Branded | Promotional Items - Shopper Bags | 200.00 | |
| 31/01/2023 | 518 | BP Noah's Ark Children's Hospital | Grant | 174.60 | |
| 31/01/2023 | 519 | BP Wales Air Ambulance | Grant | 200.00 | |
| 31/01/2023 | 520 | BP Mic Morris Trust | Grant | 500.00 | |
| 31/01/2023 | 521 | BP Wainfein Hall - Lily Rose Ivy Hall | Grant | 500.00 | |
| 31/01/2023 | 522 | BP Green Room Power Ltd | Stage/Sound - Party in the Park | 1,100.00 | |
| | | | | 3,000.00 | |
| | | | | 74,812.15 | |

b/f

**POLICY FINANCE COMMITTEE - 1 MARCH 2023
JANUARY SCHEDULE OF RECEIPTS and PAYMENTS**

| <u>Income - January</u> | | | | |
|-------------------------|----|---------------|---------------------|------------------------|
| 01/01/2023 | 39 | CCLA | Dividend Reinvested | 2,117.39 |
| 10/01/2023 | 40 | Sharon Church | Chairman's Charity | 100.00 |
| 24/01/2023 | 41 | HMRC | Vat Refund | 8,274.23 |
| | | | | <hr/> 10,491.62 |

| <u>Expenditure - January</u> | | | | |
|------------------------------|-------|-----------------------------------|-----------------------------------|------------------------|
| 01/01/2023 | Cr416 | BP Peninsula Business | Unclaimed VAT (Vo No 416) | 184.18 |
| 01/01/2023 | Cr478 | BP Peninsula Business | Unclaimed VAT (Vo No 478) | 184.18 |
| 01/01/2023 | Dr416 | BP Peninsula Business | Contra unclaimed VAT - Vo 416 | 184.18 |
| 01/01/2023 | Dr478 | BP Peninsula Business | Contra unclaimed VAT - Vo 478 | 184.18 |
| 18/01/2023 | 479 | DD British Gas | Electricity Charges - Unit 8 | 24.49 |
| 20/01/2023 | 480 | DD 123 Telecom | Telephone / Internet Charges | 201.62 |
| 30/01/2023 | 481 | DD British Gas | Gas Charges - Office | 425.76 |
| 15/01/2023 | 482 | SO Torfaen County Borough Council | Salaries - October | 14,000.00 |
| 04/01/2023 | 483 | DD Cathedral Leasing | Hygiene Disposal Bins | 41.59 |
| 27/01/2023 | 484 | DD Torfaen County Borough Council | Rates - Office | 883.00 |
| 27/01/2023 | 485 | DD Torfaen County Borough Council | Rates - Unit 8 | 177.00 |
| 17/01/2023 | 486 | DD Barclaycard | Training - Youth Project | 156.00 |
| 13/01/2023 | 487 | DD Peninsula Business | Personnel Services | 184.18 |
| 28/01/2023 | 488 | DD BT Payment Services | Mobile Phone - YP | 20.53 |
| 12/01/2023 | 489 | BP SLCC | Event Fee-Powers & Duties LM CCJW | 108.00 |
| 12/01/2023 | 490 | BP Torfaen County Borough Council | Building Cleaning - January | 655.67 |
| 12/01/2023 | 491 | BP Torfaen County Borough Council | Supply - 11 Christmas Trees | 26,400.00 |
| 12/01/2023 | 492 | BP One Voice Wales | Training - NW | 35.00 |
| 12/01/2023 | 493 | BP Edge IT Systems | AdvantEdge Renewal - 5 Years | 1,763.16 |
| 12/01/2023 | 494 | BP SLCC | Practitioners Guide Conf - LM | 120.00 |
| 12/01/2023 | 495 | BP Cliff Warner | Rubbish Removal | 30.00 |
| 12/01/2023 | 496 | BP Beauty for You | 3rd Prize - Dressed Window Comp | 100.00 |
| | | | | <hr/> 45,326.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---|----------------------------|--------------------|----------------------|--------------------|-------------------|
| INCOME | | | | | |
| Council | | | | | |
| 101 | Precept | £715,987.00 | £0.00 | £715,987.00 | £0.00 |
| 105 | V.A.T.Refund | £0.00 | £0.00 | £25,785.12 | £25,785.12 |
| 110 | Chairman's Charity | £0.00 | £0.00 | £287.46 | £287.46 |
| 115 | Refreshments | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Council | | £715,987.00 | £0.00 | £742,059.58 | £26,072.58 |
| Policy & Finance Committee | | | | | |
| 301 | Bank Interest (CCLA) | £200.00 | £0.00 | £11,153.31 | £10,953.31 |
| 310 | Barclaycard Rebate | £60.00 | £0.00 | £79.92 | £19.92 |
| Total Policy & Finance Committee | | £260.00 | £0.00 | £11,233.23 | £10,973.23 |
| Events Committee | | | | | |
| 501 | Party in the Park | £0.00 | £0.00 | £1,206.00 | £1,206.00 |
| 505 | Christmas Trees | £0.00 | £0.00 | £1,887.02 | £1,887.02 |
| 506 | Christmas Cavalcade | £0.00 | £0.00 | £356.00 | £356.00 |
| 520 | Twinning Chairman's Visits | £0.00 | £188.64 | £188.64 | £0.00 |
| Total Events Committee | | £0.00 | £188.64 | £3,637.66 | £3,449.02 |
| Youth Work Project | | | | | |
| 701 | Youth Project Misc Income | £0.00 | £6,210.40 | £9,169.55 | £2,959.15 |
| Total Youth Work Project | | £0.00 | £6,210.40 | £9,169.55 | £2,959.15 |
| Total Income | | £716,247.00 | £6,399.04 | £766,100.02 | £43,453.98 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance | |
|---------------------------------------|-----------------------------------|----------------------|--------------|--------------------|-------------------|
| EXPENDITURE | | | | | |
| Establishment Committee | | | | | |
| 2001 | Salaries | £233,000.00 | £0.00 | £184,293.66 | £48,706.34 |
| 2005 | Professional Membership | £200.00 | £0.00 | £344.00 | -£144.00 |
| 2008 | HR Support Costs (Peninsular) | £0.00 | £0.00 | £522.36 | -£522.36 |
| 2010 | Conferences/Training | £2,000.00 | £0.00 | £1,085.00 | £915.00 |
| 2015 | Health and Safety & PPE | £1,500.00 | £0.00 | £1,136.16 | £363.84 |
| 2020 | Payroll Charges | £700.00 | £0.00 | £677.84 | £22.16 |
| Total Establishment Committee | | £237,400.00 | £0.00 | £188,059.02 | £49,340.98 |
| Policy & Finance Committee | | | | | |
| 3001 | Rent, Rates & Water | £28,850.00 | £0.00 | £28,696.93 | £153.07 |
| 3010 | Fuel Charges | £7,500.00 | £0.00 | £4,535.52 | £2,964.48 |
| 3015 | Office Equipment & Consumables | £9,500.00 | £0.00 | £2,373.04 | £7,126.96 |
| 3025 | Cleaning | £9,050.00 | £0.00 | £7,418.45 | £1,631.55 |
| 3030 | Refuse/Disposal of waste | £500.00 | £0.00 | £402.70 | £97.30 |
| 3035 | Office Contracts | £10,645.00 | £0.00 | £9,507.51 | £1,137.49 |
| 3040 | Maintenance Costs | £3,000.00 | £0.00 | £318.00 | £2,682.00 |
| 3110 | Insurance | £5,500.00 | £0.00 | £4,987.90 | £512.10 |
| 3120 | Association Subscriptions | £6,100.00 | £0.00 | £6,086.00 | £14.00 |
| 3122 | Stationery | £1,600.00 | £0.00 | £1,154.15 | £445.85 |
| 3125 | Audit Fee | £4,200.00 | £0.00 | £0.00 | £4,200.00 |
| 3130 | Postages | £2,200.00 | £0.00 | £9.89 | £2,190.11 |
| 3160 | Photocopying Costs | £1,500.00 | £0.00 | £691.37 | £808.63 |
| 3165 | Advertising | £1,000.00 | £0.00 | £1,022.91 | -£22.91 |
| 3170 | Publications & Licences | £750.00 | £0.00 | £446.50 | £303.50 |
| 3175 | Website Design | £1,000.00 | £0.00 | £320.00 | £680.00 |
| 3180 | Welsh Language Translation | £800.00 | £0.00 | -£13.72 | £813.72 |
| 3185 | Bank Charges | £100.00 | £0.00 | £25.00 | £75.00 |
| 3199 | VAT Payments | £0.00 | £0.00 | -£60.36 | £60.36 |
| 3200 | Local Voluntary Funding | £55,000.00 | £0.00 | £22,250.00 | £32,750.00 |
| 3600 | Election Expenses | £5,000.00 | £5,834.09 | £10,834.09 | £0.00 |
| 3605 | Chairman's Allowance | £1,500.00 | £0.00 | £1,500.00 | £0.00 |
| 3610 | Members Remuneration IRPW | £6,000.00 | £0.00 | £4,350.00 | £1,650.00 |
| 3615 | Repairs, Chain of Office | £500.00 | £0.00 | £0.00 | £500.00 |
| 3620 | Vice-Chairman's Allowance | £500.00 | £0.00 | £0.00 | £500.00 |
| 3625 | Conference Fees & Expenses | £500.00 | £0.00 | £0.00 | £500.00 |
| 3630 | Attendance Allowance | £500.00 | £0.00 | £210.26 | £289.74 |
| 3635 | Members Training | £2,000.00 | £0.00 | £740.00 | £1,260.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

| | 2022/2023 | Reserve Movements | Actual Net | Balance | |
|---|---|----------------------|-------------------|--------------------|-------------------|
| 3640 | Publicity Items | £1,000.00 | £0.00 | £245.50 | £754.50 |
| 3645 | Photographs | £150.00 | £0.00 | £0.00 | £150.00 |
| 3650 | Refreshments | £1,200.00 | £0.00 | £192.80 | £1,007.20 |
| 4095 | Maintenance of CCTV | £2,500.00 | £0.00 | £2,040.00 | £460.00 |
| 4105 | Playschemes/FoodisFun | £29,000.00 | £0.00 | £29,000.00 | £0.00 |
| 6001 | Running Costs Grants | £18,000.00 | £0.00 | £18,000.00 | £0.00 |
| 6005 | Grounds Maintenance | £8,200.00 | £0.00 | £8,206.00 | -£6.00 |
| 6010 | Junior Sponsorship Grant (Section 19) | £6,000.00 | £6,000.00 | £6,000.00 | £6,000.00 |
| 6015 | Grant Aid for Community Halls/Facilities | £5,000.00 | £0.00 | £0.00 | £5,000.00 |
| 6020 | Grants- Misc | £5,000.00 | £0.00 | £4,090.00 | £910.00 |
| 6025 | Presentation Evenings | £1,500.00 | £0.00 | £0.00 | £1,500.00 |
| 6035 | Community Hardship Fund | £15,000.00 | £0.00 | £15,000.00 | £0.00 |
| 6036 | Play Packs | £2,000.00 | £0.00 | £0.00 | £2,000.00 |
| Total Policy & Finance Committee | | £259,845.00 | £11,834.09 | £190,580.44 | £81,098.65 |
| Planning & Environment Committee | | | | | |
| 4001 | Environmental Awards/Projects | £4,000.00 | £0.00 | £0.00 | £4,000.00 |
| 4005 | Litter Bins / Doggy Bins | £4,000.00 | £0.00 | £0.00 | £4,000.00 |
| 4006 | Community Notice Boards | £12,000.00 | £0.00 | £6,613.77 | £5,386.23 |
| 4010 | Spring Flowers | £2,500.00 | £0.00 | £0.00 | £2,500.00 |
| 4015 | Forest School | £2,000.00 | £0.00 | £1,250.00 | £750.00 |
| 4020 | Benches | £3,000.00 | £0.00 | £0.00 | £3,000.00 |
| 4035 | Environmental Quiz | £660.00 | £0.00 | £530.10 | £129.90 |
| 4055 | Woodland Rent & Amazing Tree | £150.00 | £0.00 | £135.00 | £15.00 |
| 4090 | Playground Equipment | £16,000.00 | £0.00 | £0.00 | £16,000.00 |
| 4100 | Pontypool Regeneration | £30,000.00 | £3,850.00 | £3,850.00 | £30,000.00 |
| 4110 | Public Toilets | £5,000.00 | £0.00 | £9,000.00 | -£4,000.00 |
| Total Planning & Environment Committee | | £79,310.00 | £3,850.00 | £21,378.87 | £61,781.13 |
| Events Committee | | | | | |
| 3655 | Annual Dinner | £2,500.00 | £0.00 | £0.00 | £2,500.00 |
| 5001 | Party in the Park | £15,000.00 | £12,892.96 | £29,204.54 | -£1,311.58 |
| 5020 | Christmas Lights | £60,000.00 | £0.00 | £48,227.58 | £11,772.42 |
| 5025 | Christmas Trees | £35,000.00 | £0.00 | £22,000.00 | £13,000.00 |
| 5030 | Christmas Cavalcade | £15,000.00 | £0.00 | £12,804.87 | £2,195.13 |
| 5050 | Eisteddfod | £9,000.00 | £0.00 | £3,515.70 | £5,484.30 |
| 5051 | Eisteddfodd March 2023 | £0.00 | £0.00 | £50.00 | -£50.00 |
| 5065 | Additional Events | £5,000.00 | £0.00 | £3,278.60 | £1,721.40 |
| 5075 | Poetry Competition | £500.00 | £0.00 | £141.98 | £358.02 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---------------------------------|---|--------------------|----------------------|--------------------|-------------------|
| 5080 | Photography Competition | £500.00 | £0.00 | £0.00 | £500.00 |
| 5085 | Testimonials | £200.00 | £0.00 | £0.00 | £200.00 |
| 5090 | Chairman's Concert | £200.00 | £0.00 | £0.00 | £200.00 |
| 5100 | Youth Festival - Pontypool Festival | £0.00 | £0.00 | £0.00 | £0.00 |
| 5105 | Youth Festival - incl Oversea Airfares | £500.00 | £3,019.33 | £3,519.33 | £0.00 |
| 5200 | Twinning - Chairman's Visits | £0.00 | £0.00 | £0.00 | £0.00 |
| 5205 | Twinning - Council's Visits | £500.00 | £53.74 | £553.74 | £0.00 |
| Total Events Committee | | £143,900.00 | £15,966.03 | £123,296.34 | £36,569.69 |
| Youth Work Project | | | | | |
| 7001 | Youth Project | £58,750.00 | £1,820.00 | £52,037.99 | £8,532.01 |
| Total Youth Work Project | | £58,750.00 | £1,820.00 | £52,037.99 | £8,532.01 |
| | | | | | |
| Total Income | | £716,247.00 | £6,399.04 | £766,100.02 | £43,453.98 |
| Total Expenditure | | £779,205.00 | £31,888.27 | £575,352.66 | £235,740.61 |
| Total Net Balance | | -£62,958.00 | | £190,747.36 | |

ITEM 5

Interim Internal Audit 2022/23

- 1.0** I am pleased to be able to bring this report to you before the end of the financial year, which has not been possible for the last three years due to the disruption caused by the Coronavirus pandemic.
- 1.1 I would like to record my thanks to Mrs McMail and all staff for their assistance during the audit.
- 2.0** The report will detail what progress has been achieved towards the items highlighted in my 2021/22 report and will detail those areas covered in this year's Interim Audit.
- 3.0 Previous years Audit findings**
- i **Control and Management of Invoices**
- Progress has been made with the management of invoices, but there still remain areas which require strengthening: e.g. adequate supporting documentation to enable payment of invoices.
- ii **Financial Management of Investment Portfolio and Bank Account**
- Again progress has been made in this area, and more frequent transfers between accounts are being made.
- iii **Members Attendance Register**
- The new register is in place and working satisfactorily.
- iv **Reserves**
- Some progress has been made by the Council in its application of its Reserves, which are at a significant level. Further work is required to set out a strategic plan for the management and use of its Reserves.
- v **Local Voluntary Fund**
- I would again ask that Council ensures that this fund remains fit for purpose and provides value for money.
- vi **Rental of unit**
- This matter is still to be resolved and Council should ensure that the outstanding lease is terminated as quickly as possible.
- 3.1** It is also pleasing to report that the 2021/22 financial accounts have been signed off by the Council's external auditors unqualified and which is to the credit of the Council.

4.0 Interim Audit 2022/ 23

4.1 The Interim Audit for this year has taken longer than originally planned due to changes in staffing at a senior level. Members will need to ensure that these staff receive the necessary support in order for them to properly fulfil their roles.

4.2 The following areas were audited:

a) Financial Reporting - Budget monitoring reports were regularly presented to Members and were satisfactory.

b) Bank Reconciliation - Bank reconciliations were completed on a regular basis and were satisfactory.

c) Expenditure - The examination of payments indicates that the controls and procedures in place for the ordering, receipt and payment of goods and services are improving and are satisfactory (see also 3.i).

d) Income - The procedures in place for the collection and banking of income are satisfactory. Reconciliation of the cash book to the Bank Statements needs to be carried out on a regular basis.

e) VAT Returns - Returns were completed regularly and were satisfactory.

f) Petty Cash - Arrangement for Petty Cash were audited and found to be satisfactory.

H.N.P O’Sullivan CPFA

Internal Auditor

14/02/2023

RISK REGISTER as at March 2023

FINANCIAL AND ADMINISTRATIVE

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDER5=GREEN 5-7=AMBER 8-10=RED | SEVERITY 1-10 UNDER5=GREEN 5-7=AMBER 8-10=RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|---|------------------|---|---|---|--------------------------------------|---|-------------------------------------|
| Insufficient funding and allocation of resources | All | <ul style="list-style-type: none"> Prepare annual budget and levy required precept Annual review of income, expenditure and charges at budget meeting Regular monitoring of actual against budget | 1 | 5 | Amber | <ul style="list-style-type: none"> Ensure these procedures are in place, being observed and reviewed annually Budget meeting in Qtr 3 | Reviewed February 2023 Clerk |
| Loss due to error, fraud and inadequate systems of internal financial control | All | <ul style="list-style-type: none"> Financial standing orders Financial instructions Sound systems of internal financial control and check Maintenance of up to date financial records Periodic statements of out-turn Preparation of annual accounts Annual internal audit Insurance cover for loss | 1 | 2 | Green | <ul style="list-style-type: none"> Ensure that these procedures are in place, being observed and reviewed annually Review of financial instructions and internal controls to be undertaken and discussed with staff by Qtr2 | Reviewed February 2023 Clerk |

RISK REGISTER

FINANCIAL AND ADMINISTRATIVE

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDERS= GREEN 5-7 =AMBER 8-10=RED | SEVERITY 1-10 UNDERS= GREEN 5-7 =AMBER 8-10=RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|---|-------------------------|--|--|--|---|--|--------------------------------|
| <p>Poor and inefficient administration</p> <ul style="list-style-type: none"> Inadequate staff development and training Sickness/maternity absences Loss of reputation and expense Unable to deliver objectives | All | <ul style="list-style-type: none"> Staff development and training in place Regular staff briefings and meetings Members overview all services | 2 | 2 | Green | <ul style="list-style-type: none"> Annual staff appraisals to be undertaken in Qtr 1 2023 and reviewed during the year Staffing Review in progress as at Feb/March 2023 Training Plan introduced in Nov 2022 Training and Development Policy agreed in Autumn 2021 Appropriate budget provision | Reviewed Feb 2023 Clerk |

RISK REGISTER

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED | SEVERITY 1-10 UNDER 5 = GREEN 5-7 =AMBER 8-10=RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|--|------------------|--|--|---|--------------------------------------|--|---|
| <p>Fire</p> <p>Loss of use of assets, unable to deliver services</p> | <p>All</p> | <ul style="list-style-type: none"> • Insurance cover • Alarms and fire protection devices etc installed • Staff training • Regular drills and inspections • IT backup • Use of fireproof storage | <p>1</p> | <p>5</p> | <p>Amber</p> | <ul style="list-style-type: none"> • Fire Risk Assessment undertaken • Drills, inspections and fire alarm tests to be regularly taken, recorded in log book and reported to staff meetings | <p>Reviewed Feb 2023</p> <p>Clerk</p> |
| <p>Loss of assets</p> | <p>All</p> | <ul style="list-style-type: none"> • Insurance cover | <p>1</p> | <p>5</p> | <p>Amber</p> | <ul style="list-style-type: none"> • Annual review | <p>Reviewed Nov 2022</p> <p>Clerk/Finance Manager</p> |

RISK REGISTER

LOSS OF USE OF ASSETS

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDERS= GREEN 5-7=AMBER 8-10=RED | SEVERITY 1-10 UNDERS= GREEN 5-7=AMBER 8-10=RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|---|------------------|---|--|--|--------------------------------------|---|---|
| Damage, vandalism, theft etc. | All | <ul style="list-style-type: none"> Insurance cover Burglar alarms Security precautions Staff awareness CCTV cameras installed Key pads on office and access doors | 1 | 3 | Green | <ul style="list-style-type: none"> To ensure procedures are in place, being observed and reviewed annually | Reviewed Feb 23 Clerk |
| Damage to water, electricity and gas supplies | All | <ul style="list-style-type: none"> Insurance cover IT back up Regular monitoring of all areas of building Staff awareness | 2 | 4 | Amber | <ul style="list-style-type: none"> Improved staff communication and procedures in place | Reviewed Feb 23 All Staff to be aware |
| Inadequate or ineffective equipment etc. Inefficient service | All | <ul style="list-style-type: none"> Planned replacement programme and financial provision Maintenance contracts | 1 | 3 | Green | <ul style="list-style-type: none"> Update current plans and review annually Replacement laptops to be ordered | Reviewed Feb 23 Clerk All staff to be aware |

RISK REGISTER

OPERATIONAL

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7 = AMBER 8-10 = RED | SEVERITY 1-10 UNDERS = GREEN 5-7 = AMBER 8-10 = RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|--|-------------------------------|---|--|---|--------------------------------------|--|---|
| Accidents | All Councillors | <ul style="list-style-type: none"> Insurance cover Duty of care when providing service or amenity Risk Assessment of individual events undertaken | 2 | 3 | Amber | <ul style="list-style-type: none"> To ensure that these procedures are in place, being observed and reviewed annually To provide staff training on preparation of risk assessments | Reviewed Feb 23 Clerk and all staff to receive H & S Training without delay. |
| Accidents: <ul style="list-style-type: none">Falls etc. | Members Officers Public | <ul style="list-style-type: none"> Insurance cover Duty of care when working Health and Safety Procedures Regular Health and Safety and First Aid training courses to be provided | 2 | 3 | Amber | <ul style="list-style-type: none"> To ensure these procedures are in place, being observed and reviewed annually | Reviewed Feb 23 Clerk |
| Covid-19 infection passed on amongst staff or councillors or visitors | All | <ul style="list-style-type: none"> Covid-19 Policy adopted Policy being observed Policy regularly updated to reflect latest Welsh Government regulations | 2 | 2 | Green | <ul style="list-style-type: none"> Cleaning Working from home if affected | Reviewed Feb 23 Clerk / all staff |

RISK REGISTER

OPERATIONAL

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED | SEVERITY 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|---|------------------|---|--|--|--------------------------------------|---|--|
| RSI problems from using tools | Staff | <ul style="list-style-type: none"> Ensuring that training is provided Every job is risk assessed Notices displayed | 3 | 1 | Green | <p>To regularly review that this is happening</p> <p>All staff to complete a DSE for office and home working Feb 23 (not previously completed)</p> | <p>Reviewed Feb 23</p> <p>Clerk to compile a report on DSE Findings March 23</p> |
| Poor communication with the community and other organisations | All | <ul style="list-style-type: none"> Complaints Procedure Accurate and timely reporting of Council business in the minutes Press releases Use of noticeboards, website, leaflets etc Timely responses to consultations and enquiries Electors rights: attendance at meetings, right of inspection Right of access to information | 2 | 3 | Amber | <ul style="list-style-type: none"> New social media policy introduced Autumn 2022 and kept under review New complaints policy introduced Autumn 2021 Website and social media kept up to date a Quick notes of meetings introduced Autumn 2021 Local Government and Elections (Wales) Act 2021 – new rights to be introduced in 2022 | <p>Reviewed Feb 23</p> <p>Clerk / all staff</p> |

RISK REGISTER

OPERATIONAL

| RISK | PERSONS AFFECTED | EXISTING CONTROL MEASURES | LIKELIHOOD 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED | SEVERITY 1-10 UNDER 5 = GREEN 5-7=AMBER 8-10=RED | RISK RATING RED AMBER GREEN | ADDITIONAL CONTROL MEASURES | ACTION BY WHOM AND WHEN |
|---|------------------|--|--|--|--------------------------------------|---|------------------------------|
| Improper use of Section 137 and other legislation such as Power of Well being | All | <ul style="list-style-type: none"> Members and Council to ensure that grants are awarded properly (particularly Local Voluntary Funding) Staff check grants and corresponding powers | 1 | 3 | Green | <ul style="list-style-type: none"> Annual review General Power of Competence to be introduced in 2024 if Council becomes eligible | Reviewed Feb 23 Clerk |

ITEM 6

POLICY AND FINANCE**1st MARCH 2023****LOCAL VOLUNTARY FUNDING**

| <u>Councillor</u> | <u>Requested Amount</u> | <u>Organisation</u> | <u>Reason</u> | <u>Power/Act to Ward Grant</u> |
|-------------------|-------------------------|--|--|--|
| Cllr. L. Clarkson | £200 | Garndiffaith Bowls | Support with additional costs of installing disabled access | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. J. Horlor | £500 (PROJECT) | Royal Naval Association - Torfaen Branch | Start up of a brand new branch with the necessary costs incurred | Power of Well Being s.2 Local Government Act 2000 |
| Cllr. J. Rogers | £200 | Talywain RFC | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. J. Rogers | £200 | Brynteg Community Hall | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. J. Rogers | £200 | Garnsychan Partnership | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. J. Rogers | £50 | Fairfield AFC | Repair and maintenance of kit and equipment | Local Government (Miscellaneous Provisions) Act 1976, s.19 |

| | | | | |
|-----------------|----------------|------------------------------|---|--|
| Cllr. J. Rogers | £200 | Talywain Community Hall | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. J. Rogers | £250 (PROJECT) | Garndiffaith Millennium Hall | To pay for annual pantomime | Power of Well Being s.2 Local Government Act 2000 |
| Cllr. B. Rogers | £200 | Talywain RFC | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. B. Roger | £200 | Brynteg Community Hall | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. B. Rogers | £200 | Garnsychan Partnership | To aid the sourcing and distribution of food in the community | Power of Well Being s.2 Local Government Act 2000 |
| Cllr. B. Rogers | £50 | Fairfield AFC | Repair and maintenance of kit and equipment | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. B. Rogers | £200 | Talywain Community Hall | Running costs | Local Government (Miscellaneous Provisions) Act 1976, s.19 |
| Cllr. B. Rogers | £250 (PROJECT) | Garndiffaith Millennium Hall | To pay for the annual pantomime | Power of Well Being s.2 Local Government Act 2000 |

POLICY AND FINANCE COMMITTEE

1st March 2023

Update on maintenance of building

1.0 Purpose of Report

- 1.1 To update the Committee on actions to date that the Clerk has undertaken (Clerk given plenary powers at P & F in November – minute number 253) to deal with the matters raised in relation to the maintenance of the building.

2.0 Emergency Lighting

- 2.1 Three Companies were contacted for quotations. All quotes were slightly different.
- 2.2 The Clerk sought advice from Torfaen County Borough Council Property team who suggested the contract be offered to Twenty4 as the quote was very good value for money. The work was carried out in early February and is now completed with a 12 month guarantee.
- 2.3 The cost of the work was £ 2015.65 (nett)

3.0 RAMIS System

- 3.1 It had been agreed at the November Policy & Finance meeting that the Clerk make enquiries for the PCC maintenance programme be added to the Torfaen County Borough Council RAMIS system that Torfaen schools use.
- 3.2 This system provides reminders of when compliance visits are required for e.g. emergency lighting, alarm testing, legionnaires testing, fire risk assessment.
- 3.3 The Clerk had met with the Property Team at Torfaen on two separate occasions, one of which was a site visit conducted at the PCC Offices, after this visit it was agreed that PCC can be added to the system from 1st April 2023.
- 3.4 Any contracted maintenance work to be carried out with TCBC approved contractors, a charge of an additional 8% on top of any contractor invoices will be incurred for inclusion on the RAMIS system.

3.5 The Council Officers will use RAMIS to record the actions it has taken to address the issues that were raised in the initial fire risk assessment and to keep an action plan of any outstanding defects.

3.6 The Clerk will have overall responsibility of updating the RAMIS system, officers will be delegated some responsibilities.

4.0 **RECOMMENDED**

4.1 That the Committee note the actions undertaken by the Clerk in relation to maintenance issues on the PCC building.

4.2 To note that the cost of the work carried out in relation to Emergency Lighting was £2015.35

4.3 To note that PCC has now been added to Torfaen's RAMIS system and the Clerk will have overall responsibility of updating this system.

Lisa McMail
Clerk
Pontypool Community Council



020 2076 0050
fundraising@tenovuscancercare.org.uk
tenovuscancercare.org.uk

PT12348669/003329

Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

09 February 2023

Dear Pontypool Community Council

Thank you so much for the kind and thoughtful donation of £200. With this donation, the Community Council is helping cancer patients and their loved ones in and around the community.

At Tenovus Cancer Care we know that if you, or someone you love is diagnosed with cancer it can be worrying and stressful. We understand what it is to live with a diagnosis and how it affects families and friends too.

But we can help. We are here with information, advice, practical and emotional support so that those living with cancer can take back some control of their lives and live as well as possible with cancer.

It is because of organisations like Pontypool Community Council supporting Tenovus Cancer Care that together we will be here for everyone affected today, tomorrow and beyond in the heart of Welsh communities.

Once again, thank you so much.

With very best wishes

Des Lally BEM
Rheolwr Codi Arian Rhanbarthol – De Ddwyrain Cymru
Regional Fundraising Manager – South East Wales
07794571794
desmond.lally@tenovuscancercare.org.uk

Call our free Support Line

0800 309 1010

Ffoniwch ein Llinell Gymorth rheddfôn

Jones Court, Womanby Street, Cardiff CF10 1BR, Jones Court, Stryd Womanby, Caerdydd CF10 1BR.
Patron: HRH The Princess Royal, Noddwraig: El Ffuchelder Brenhinol Y Dywysoges Frenhinol.

Registered Charity Number 1034915 Company Limited by Guarantee Number 943001 Elusen Gwmastredig Rhif 1054015 Cwmni Cyfyngedig twy Wariant Rhif 243501



Cofrestrwyd gyda'r



FUNDRAISING
REGULATOR
RHEGLEDDIWR
CODI ARIAN

Cindy Challenger

From: Rebecca Driscoll <beckyh78@hotmail.co.uk>
Sent: 14 February 2023 17:20
To: Cindy Challenger
Subject: Re: Grant Aid

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.

That is wonderful news Cindy.

Thank you for your help.

Becky

Sent from [Outlook for Android](#)

From: Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Sent: Tuesday, February 14, 2023 5:08:18 PM
To: Rebecca Driscoll <beckyh78@hotmail.co.uk>
Subject: Grant Aid

Hi Rebecca

I am pleased to inform you that the Council has awarded your organisation a grant of £500 towards house-keeping costs. The amount was paid direct into Griffithstown Community Hall account today.

Kind Regards

Cindy

Mrs Cindy Challenger
Finance Manager
Pontypool Community Council
Direct Line: 01495 365954

Cindy Challenger

From: John Dunn <johnjdunn@hotmail.com>
Sent: 14 February 2023 18:07
To: Cindy Challenger
Subject: Re: Funding - Grant Aid

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.

On behalf of the d Cwmavon Village Hall committee thank you for this grant, it will certainly help

John Dunn
Chair

On 14 Feb 2023, at 17:02, Cindy Challenger <cchallenger@pontypoolcc.gov.uk> wrote:

Hi Mr Dunn

I am pleased to inform you that the Council has awarded your organisation a grant of £500 towards house-keeping costs. The amount was paid direct into Cwmavon Village Hall account today.

Kind Regards

Cindy

Mrs Cindy Challenger
Finance Manager
Pontypool Community Council
Direct Line: 01495 365954

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.

Cindy Challenger

From: claire Burgess <claire-burgess@hotmail.co.uk>
Sent: 15 February 2023 11:40
To: Cindy Challenger
Subject: Re: Grant Aid

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.

Good Morning Cindy,

Thank you so very much, the payment arrived with us safely yesterday.
We really appreciate your help and support with this money, it will mean that we will be able to hold off raising our rental charges this year.

Thank you again for all of your help too

Kind Regards
Claire

From: Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Sent: 14 February 2023 17:15
To: claire Burgess <claire-burgess@hotmail.co.uk>
Subject: Grant Aid

Hi Claire

I am pleased to inform you that the Council has awarded your organisation a grant of £500 towards house-keeping costs. The amount was paid direct into Victoria Village Hall account today.

Kind Regards

Cindy

Mrs Cindy Challenger
Finance Manager
Pontypool Community Council
Direct Line: 01495 365954

From: Charles Richardson <charlesrichardson@outlook.com>
Sent: 19 February 2023 18:39
To: Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Cc: mj.smith864@btinternet.com
Subject: RE: Grant Aid

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 Cindy,
That's amazing and sorry for the delay in responding.
Wonderful news.
Have a wonderful week.
Thanks
Charlie
Garndiffaith Scouts

From: Cindy Challenger <cchallenger@pontypoolcc.gov.uk>
Sent: Tuesday, February 14, 2023 5:13 PM
To: charlesrichardson@outlook.com
Subject: Grant Aid

Hi Mr Richardson

I am pleased to inform you that the Council has awarded your organisation a grant of £500 towards house-keeping costs. The amount was paid direct into Talywain Community Hall account today.

Kind Regards

Cindy

Mrs Cindy Challenger
Finance Manager
Pontypool Community Council
Direct Line: 01495 365954

