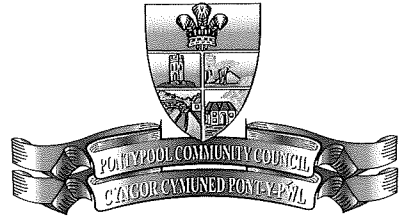


Pontypool-Pont-y-pŵl

Community Council-Cyngor Cymuned

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

01495 365 951



27 October/Hydref 2022
www.pontypoolcc.gov.uk



Dear Sir/Madam,

You are hereby requested to attend a **MULTI LOCATION MEETING** of the **POLICY & FINANCE COMMITTEE** at **6.30 PM** on **WEDNESDAY 2 NOVEMBER 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.

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 TACHWEDD 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

L. Challenge
pp. Lisa McMail

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

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 Income & Expenditure for September 2022 (attached: page 1 to 2)
4. **Use of Credit Card**
To approve the credit card payments for August 2022 (attached: page 3)
5. **Financial Budget Comparison Report with Reserves**
 - (a) To receive and consider the financial monitoring report to the end of September 2022.
 - (b) To note the under/ overspends for the six months to 30th September 2022 and discuss actions that may be necessary (attached: page(s) 4 to 7)
6. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding applications (attached: page(s): 8 to 25)
7. **Foodbank**
To consider allocating additional monies to Abersychan Food Bank as per attached detail from Cllr G Davies page(s): 26 to 27)
8. **Policy review/update:** To be a set Agenda item going forward
To receive the updated policies and agree a review date: page(s): 28 to 39)
 - a) Local Resolution Policy (LH)
 - b) Social Media Policy (LM)
 - c) Press Relations Policy (LM)
 - d) Recruitment Policy (EH)
9. **Independent Remuneration Panel - Draft**
To provide feedback on the draft report and discuss/answer and feedback for the consultation questions at the end of the report. (Page(s): 40 to 60)
10. **Quotes received for Emergency Lighting**

AGENDA ITEM 3

PONTYPOOL COMMUNITY COUNCIL

Cash Book Receipts September income

DATE	REC. NO	FROM WHOM RECEIVED	DETAILS	GROSS
26/08/2022		Torfaen County Borough Council	Precept Qtr 2	238662.33
01/09/2022		CCLA	Dividend Reinvested	1253.97

Further to our recent Fire Alarm service, we have been advised the Emergency Lighting throughout the building is not fit for purpose and requires total replacement – quotes received Refer to Clerk (Budget available to part fund or use of Repair Earmarked Reserves) Page(s) 61 to 62)

11. **Quotes received for Fire Risk assessment and Procedures review**

Our last Fire Risk Assessment is dated 2018 and requires urgent updating – quotes received Refer Clerk. Budget available from Health & Safety 2015

12. **Flood Damage to basement**

Update: Clean up of basement on Thursday and dehumidifiers supplied by Torfaen – awaiting invoice/budget available

14. **Use of Reserves**

(a) Election Expenses Invoice - £10834.09 Earmarked Reserve funds allocated.

(b) Party In the Park - £12892.96 Earmarked Reserve fully allocated.

(c) Youth Festival flights Earmarked twinning Reserve to be allocated to cover cost of unbudgeted Twinning Costs incl Flights.

(d) Youth Project monies received from Summer of Fun £1820 to be allocated to cover equal spend

15. **Grants Review**

To review and if agreed, approve the Grants new criteria and forms. Pages 63 to 81)

16. **Health & Safety in the Workplace**

To make the Committee aware of several contracts and works that have become outdated and require urgent review or renewal due to H&S guidelines:

a) Radon Gas & Asbestos Checks are carried out by Torfaen CBC – awaiting updated reports

b) Annual PAT testing – awaiting costing

c) Legionella testing to be investigated

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

AGENDA ITEM 4

PONTYPOOL COMMUNITY COUNCIL

Cash Book

Bank Payments September 2022

VOUCHER					
DATE	NO.	NO.	TO WHOM PAID	DETAILS	GROSS
09/2022	245	BP	Speedy Asset	Barriers - Party in the Park	108.00
09/2022	246	BP	Chloe Goddard	YP - various August/September	33.60
09/2022	247	BP	Torfaen Male Voice Choir	Grant	250.00
09/2022	248	BP	Torfaen County Borough Council	Play Provision	26,000.00
09/2022	249	BP	Torfaen County Borough Council	Hunger club	3,000.00
09/2022	250	BP	Torfaen County Borough Council	Building Cleaning - September	655.67
09/2022	251	BP	duplicate		
09/2022	252	BP	Lauren Heckler	YP August Expenses	15.30
09/2022	253	DD	Cathedral Leasing	Hygiene Supplies - Sept 22	41.59
09/2022	254	DD	British Gas	Electricity Charges - Unit 8	24.06
09/2022	255	BP	Torfaen County Borough Council	Salaries - September	14,000.00
09/2022	256	BP	Orbits It Support	365 basic Licence	78.54
09/2022	257	DD	British Gas	Gas Charges - Office (Auguat)	68.26
09/2022	258	BP	Torfaen County Borough Council	Cleansing of the Park - PIP	480.00
09/2022	259	BP	Vision ICT	Website Hosting 22/23	342.00
09/2022	260	BP	SLCC	Membership Fee - Clerk	314.00
09/2022	261	BP	One Voice Wales	Training - Members & Staff	245.00
09/2022	262	BP	J S Cleaning	Window Cleaner - September	108.00
09/2022	263	BP	Cliff Warner	Removal of Rubbish	80.00
09/2022	264	BP	SLCC	Training - Planning LM	36.00
09/2022	265	BP	Churches Fire	Alarm Monitoring & Maint	23.51
09/2022	266	BP	Initial Washroom	Mat Service	82.71
09/2022	267	BP	Datashred	Disposal of confidential papers	68.74
09/2022	268	BP	Torfaen County Borough Council	Employers Pension Lum Sum 22/23	7,000.00
09/2022	269	BP	Joogleberry	Entertainment - Christmas Cav	6,360.00
09/2022	270	BP	The Festive Lighting Company	Hire of Christmas Lights 2022	19,453.71
09/2022	271	BP	Barclaycard	Various	347.05
09/2022	272	BP	BT Payment Services	YP - Mobile Phone	20.53
09/2022	273	BP	Torfaen County Borough Council	Rates - Office	883.00
09/2022	274	BP	Torfaen County Borough Council	Rates - Unit 8	177.00
09/2022	275	BP	123 Telecom	Telephone/Internet Charges - Aug	199.80
					80,496.07

BREAKDOWN - CREDITCARD PURCHASES

DATE	PAYEE	DETAILS	DEPARTMENT	Nominal Code	NET	VAT	AMOUNT
	Office Expenses						
	C Challenger card						
12/08/2022	Indeed	Clerk recruitment	Recruitment Costs	2010	15.03	0.00	15.03
16/08/2022	The Welsh Shop	Youth Festival Gift for Bretten	Events - Youth Festival		33.55	0.00	33.55
16/08/2022	Amazon	Office supplies	Stationary		18.30	3.67	21.97
16/08/2022	Amazon	Office supplies	Cleaning Consumables		12.85	2.57	15.42
16/08/2022	Amazon	Office supplies	Cleaning Consumables		24.39	4.88	29.27
04/09/2022	Indeed	Clerk recruitment	Recruitment Costs	2010	14.97	0.00	14.97
					119.09	11.12	130.21
	Youth Project Expenses						
	C Challenger card						
15/08/2022	Amazon	Youth Party items	Youth Project	7001/2	44.80	8.96	53.76
15/08/2022	Amazon	Youth office supplies	Youth Project	7001/2	2.92	0.58	3.50
16/08/2022	Amazon	Youth Party items	Youth Project	7001/2	49.12	9.82	58.94
16/08/2022	Amazon	Youth Party items	Youth Project	7001/2	38.27	7.65	45.92
16/08/2022	Amazon	Youth Party items	Youth Project	7001/2	32.38	6.47	38.85
16/08/2022	Amazon	Youth Party items	Youth Project	7001/2	5.31	1.07	6.38
16/08/2022	Amazon	Youth Party items	Youth Project	7001/2	7.91	1.58	9.49
					180.71	36.13	216.84
					299.80	47.25	347.05

Pontypool Community Council

Financial Budget Comparison

September 2022

	2022/2023	Reserve Movements	Actual Net	Balance
INCOME				
Council				
101 Precept	£715,987.00	£0.00	£477,324.67	-£238,662.33
105 V.A.T.Refund	£0.00	£0.00	£9,546.43	£9,546.43
110 Chairman's Charity	£0.00	£0.00	£187.46	£187.46
Total Council	£715,987.00	£0.00	£487,058.56	-£228,928.44
Policy & Finance Committee				
301 Bank Interest (CCLA)	£200.00	£0.00	£4,117.96	£3,917.96
310 Barclaycard Rebate	£60.00	£0.00	£79.92	£19.92
Total Policy & Finance Committee	£260.00	£0.00	£4,197.88	£3,937.88
Events Committee				
501 Party in the Park	£0.00	£0.00	£1,206.00	£1,206.00
520 Twinning Chairman's Visits	£0.00	£0.00	£188.64	£188.64
Total Events Committee	£0.00	£0.00	£1,394.64	£1,394.64
Youth Work Project				
701 Youth Project Misc Income	£0.00	£6,210.40	£6,210.40	£0.00
Total Youth Work Project	£0.00	£6,210.40	£6,210.40	£0.00
Total Income	£716,247.00	£6,210.40	£498,861.48	-£223,595.92

Notes on Income:

1. Youth Work Project – Income of £6,210.40 is made up of:

£4,390.40, Closure of Youth Account , this has been transferred to an Earmarked Reserve

£1,820.00 is a Welsh Government-Summer of Fun Grant obtained for the Youth Project by Julian Davenne which has also been transferred to an earmarked reserve and will be allocated against Spend during August/September and finally in October payments.

Pontypool Community Council

Financial Budget Comparison

September 2022 - Includes due and unpaid transactions.

		2022/2023	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Establishment Committee					
2001	Salaries	£233,000.00	£0.00	£106,798.49	£126,201.51
2005	Professional Membership	£200.00	£0.00	£344.00	-£144.00
2010	Conferences/Training	£2,000.00	£0.00	£325.00	£1,675.00
2015	Health and Safety & PPE	£1,500.00	£0.00	£38.00	£1,462.00
2020	Payroll Charges	£700.00	£0.00	£677.84	£22.16
Total Establishment Committee		£237,400.00	£0.00	£108,183.33	£129,216.67
Policy & Finance Committee					
3001	Rent, Rates & Water	£28,850.00	£0.00	£25,164.93	£3,685.07
3010	Fuel Charges	£7,500.00	£0.00	£2,298.78	£5,201.22
3015	Office Equipment & Consumables	£9,500.00	£0.00	£373.87	£9,126.13
3025	Cleaning	£9,050.00	£0.00	£5,140.00	£3,910.00
3030	Maintenance Contracts/Waste Disposa	£4,000.00	£0.00	£274.58	£3,725.42
3035	Office Contracts	£10,645.00	£0.00	£6,505.35	£4,139.65
3110	Insurance	£5,500.00	£0.00	£4,011.45	£1,488.55
3120	Association Subscriptions	£6,100.00	£0.00	£6,086.00	£14.00
3122	Stationery	£1,600.00	£0.00	£708.09	£891.91
3125	Audit Fee	£4,200.00	£0.00	£0.00	£4,200.00
3130	Postages	£2,200.00	£0.00	£9.89	£2,190.11
3160	Photocopying Costs	£1,500.00	£0.00	£445.10	£1,054.90
3165	Advertising	£1,000.00	£0.00	£656.80	£343.20
3170	Publications & Licences	£750.00	£0.00	£199.00	£551.00
3175	Website Design	£1,000.00	£0.00	£320.00	£680.00
3180	Welsh Language Translation	£800.00	£0.00	-£13.72	£813.72
3185	Bank Charges	£100.00	£0.00	£25.00	£75.00
3200	Local Voluntary Funding	£55,000.00	£0.00	£2,700.00	£52,300.00
3600	Election Expenses	£5,000.00	£10,834.09	£10,834.09	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£1,500.00	£0.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£4,350.00	£1,650.00
3615	Repairs, Chain of Office	£500.00	£0.00	£0.00	£500.00
3620	Vice-Chairman's Allowance	£500.00	£0.00	£0.00	£500.00
3625	Conference Fees & Expenses	£500.00	£0.00	£0.00	£500.00
3630	Attendance Allowance	£500.00	£0.00	£0.00	£500.00
3635	Members Training	£2,000.00	£0.00	£525.00	£1,475.00
3640	Publicity Items	£1,000.00	£0.00	£0.00	£1,000.00
3645	Photographs	£150.00	£0.00	£0.00	£150.00
3650	Refreshments	£1,200.00	£0.00	£0.00	£1,200.00
3655	Annual Dinner	£2,500.00	£0.00	£0.00	£2,500.00
4090	Playground Equipment	£16,000.00	£0.00	£0.00	£16,000.00
4095	Maintenance of CCTV	£2,500.00	£0.00	£2,040.00	£460.00
4105	Playschemes/Hunger Club	£29,000.00	£0.00	£29,000.00	£0.00
6001	Running Costs Grants	£18,000.00	£0.00	£15,000.00	£3,000.00
6005	Grounds Maintenance	£8,200.00	£0.00	£0.00	£8,200.00
6010	Junior Sponsorship Grant	£6,000.00	£6,000.00	£6,000.00	£6,000.00
6015	Community Halls	£5,000.00	£0.00	£0.00	£5,000.00
6020	Grants- Misc	£5,000.00	£0.00	£1,350.00	£3,650.00

6025	Presentation Evenings	£1,500.00	£0.00	£0.00	£1,500.00
6030	Grants - Community 20/21	£0.00	£0.00	£0.00	£0.00
6035	Community Hardship Fund	£15,000.00	£0.00	£0.00	£15,000.00
6036	Play Packs	£2,000.00	£0.00	£0.00	£2,000.00
7005	Other Community Benefit Projects	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance Committee		£278,845.00	£16,834.09	£125,504.21	£170,174.88
Planning & Environment Committee					
3210	Community Notice Boards	£9,000.00*	£0.00	£0.00	£9,000.00
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
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
4050	Footpaths	£0.00	£0.00	£0.00	£0.00
4055	Woodland Rent & Amazing Tree	£150.00	£0.00	£67.50	£82.50
4100	Pontypool Regeneration	£30,000.00	£0.00	£0.00	£30,000.00
4110	Public Toilets	£5,000.00	£0.00	£0.00	£5,000.00
Total Planning & Environment Committee		£60,310.00	£0.00	£1,847.60	£58,462.40
Events Committee					
5001	Party in the Park	£15,000.00	£12,892.96	£26,544.54	£1,348.42
5020	Christmas Lights	£60,000.00	£0.00	£25,791.82	£34,208.18
5025	Christmas Trees	£35,000.00	£0.00	£0.00	£35,000.00
5030	Christmas Cavalcade	£15,000.00	£0.00	£5,317.10	£9,682.90
5050	Eisteddfod	£9,000.00	£0.00	£3,065.70	£5,934.30
5065	Additional Events	£5,000.00	£0.00	£2,478.60	£2,521.40
5075	Poetry Competition	£500.00	£0.00	£141.98	£358.02
5080	Photography Competition	£500.00	£0.00	£0.00	£500.00
5085	Testimonials	£200.00	£0.00	£0.00	£200.00
5090	Chairman's Concert	£200.00	£0.00	£0.00	£200.00
5100	Youth Festival - Pontypool Festival	£250.00	£0.00	£0.00	£250.00
5105	Youth Festival - incl Oversee Airfare	£250.00	£2,214.59	£3,519.33	£-1,054.74
5200	Twinning - Chairman's Visits	£250.00	£0.00	£0.00	£250.00
5205	Twinning - Council's Visits	£250.00	£0.00	£553.74	£-303.74
Total Events Committee		£141,400.00	£15,107.55	£67,412.81	£89,094.74
Youth Work Project					
7001	Youth Project	£58,750.00	£1,820.00	£31,682.26	£28,887.74
Total Youth Work Project		£58,750.00	£1,820.00	£31,682.26	£28,887.74
Total Expenditure		£776,705.00	£31,863.42	£334,630.21	£477,656.43
Total Income		£716,247.00	£6,210.40	£498,861.48	£-223,595.92
Total Expenditure		£776,705.00	£31,863.42	£334,630.21	£473,938.21
Total Net Balance		£-60,458.00			£164,231.27

Overspend to be funded from Reserves

Earmarked Reserves

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

POLICY AND FINANCE

2nd November 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. G. Davies	£400	Garndiffaith Community Association	Replacement Pads, Battery for Defib and funds towards Christmas Pantomime	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. G. Davies	£300	Varteg Community Association	Towards Christmas Party for local children	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. G. Davies	£200	Fairfield AFC	Towards running costs associated with teams	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. G. James	£150	1 st Pontypool Brownies	To enable them to continue by helping with rent and equipment	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. G. James	£200	Pontypool Park Girling Bowling Club	Running Costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Killick	£400	Race Football Club	To support junior football and help new players	Local Government (Miscellaneous Provisions) Act 1976, s.19

Cllr. J. Killick	£400	West Mon RFC	To support the development of junior rugby through buying new equipment to support their development.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Killick	£400	Pontymoile OAP Hall	To pay for utility bills so the group can provide activities and a meeting place for the elderly in the area at minimal cost to them.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Killick	£500	Gypsy and Traveller Association	To engage the young people in new activities and continue the development of their garden. This involves the young people directly in addressing both their own and their community's health and well-being.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Killick	£400	Pontymoile Community Hall	Towards the increasing utility costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Killick	£400	Blaendare Allotments	General maintenance of the area.	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. G. Davies	£500 Project	Garnsychan Partnership Project	To help concert and food provision for Connecting with Friends a	Local Government (Miscellaneous Provisions) Act 1976, s.19

			Garnsychan Partnership Project to enable elderly residents to meet up and spend time together in a warm safe environment each week.	
Cllr. G. Davies	£600 Project	Abersychan Comprehensive School	To help fund Christmas Hampers for the families of children at need identified by school to ensure they're feed during the Christmas period. This is an annual event and covers all parts of the ward.	Local Government Act 1972, s.137
Cllr. G. E. James Cllr. R. Matthews Cllr. J. James	£3,000 £1,000 Each On Going Project	Dean Groves, Painter and Decorator	Complete referb of roofed bench in Pontypool Park with complete new roof and painted	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. C. Price Cllr. N. Byrne Cllr. N. Simons	£3,000 £1,000 Each On Going Project	Dean Groves, Painter and Decorators	Complete referb of the roofed bench in Pontypool Park with complete new roof and painted	Local Government (Miscellaneous Provisions) Act 1976, s.19



APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p><i>Is Organisation a Charity Yes / No</i></p>	<p>Garndiffaith Community Association</p>
<p>Nature of Organisation:</p>	<p>Community Hall</p>
<p>Purpose of Grant:</p>	<p>Replacement Pads, Battery for Defib and funds towards Christmas Pantomime</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>Councillor Giles Davies</p> <p>Garndiffaith & Varteg Ward</p>
<p>Declaration of Interest: YES / NO</p>	<p>Details of Personal Interest:</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>£400.....</p>	<p>Signed:Giles Davies.....</p> <p>Dated:27. 09. 22.....</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

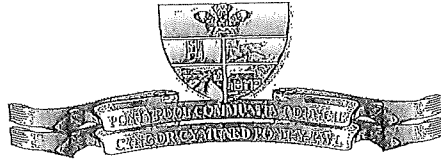
Name of Organisation: <i>Is Organisation a Charity Yes / No</i>	Varteg Community Association
Nature of Organisation:	Community Hall
Purpose of Grant:	Towards Christmas Party for local Children
Name of Councillor: Ward:	Councillor Giles Davies Garndiffaith & Varteg Ward
Declaration of Interest: YES/NO	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) £300.....	Signed:Giles Davies..... Dated:27. 09. 22.....

APPLICATION FOR LOCAL VOLUNTARY FUNDING



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: <i>Is Organisation a Charity</i> <input checked="" type="checkbox"/> / No	Fairfield AFC
Nature of Organisation:	Football Club
Purpose of Grant:	Towards Running Costs associated with teams
Name of Councillor: Ward:	Giles Davies Garndiffaith & Varteg
Declaration of Interest: <input checked="" type="radio"/> 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) £ ...200.....	Signed: <i>G. Davies</i> Dated:27. 09. 22.....



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	1st Pontypool Brownies
Is Organisation a Charity (Yes/No)	st James Hall Wainfelin Pontypool
Nature of Organisation:	An activity-based organisation for girls age 7-10 which aims to provide life skills and values with fun
Purpose of Grant:	To enable us to continue by helping with rent and equipment
Name of Councillor(s):	GAYNOR JAMES
Ward(s):	Pontypool
Declaration of Interest: / NO	Details of Personal Interest:
<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>	
Amount to be allocated	Signed: G. James
£ 150-00	Signed:
	Signed:
	Dated: 13/9/2022



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: Is Organisation a Charity <input checked="" type="checkbox"/> Yes / No	PONTYPOOL PARK GIRLING BOWLING CLUBS
Nature of Organisation:	BOWLING CLUBS
Purpose of Grant:	RUNNING COSTS.
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 £ 200-00	Signed: G. James Signed: Signed: Dated: 3-10-2022



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	Race Football Club
<i>Is Organisation a Charity Yes / No</i>	No
Nature of Organisation:	Football Club catering for a wide variety of age groups, male and female, with youth teams
Purpose of Grant:	To support junior football and help new players
Name of Councillor:	John Killick
Ward:	Cwmynyscoy
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>£400.....</p>	<p>Signed: _____</p> <p>Dated: 27 October 2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	West Mon RFC
<i>Is Organisation a Charity Yes / No</i>	No
Nature of Organisation:	A Rugby Club which has many teams including a junior section for boys and girls
Purpose of Grant:	To support the development of junior rugby through buying new equipment to support their development
Name of Councillor:	John Killick
Ward:	Cwmyrnyscoy
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>	
Amount to be allocated (Limit £500) £400.....	Signed: _____ Dated: 27 October 2022



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	Pontymoile OAP Hall
<i>Is Organisation a Charity Yes / No</i>	Yes
Nature of Organisation:	Community Hall run by management committee of local people for the elderly in the area
Purpose of Grant:	To pay for utility bills so the group can provide activities and a meeting place for the elderly in the area at minimal cost to them
Name of Councillor:	John Killick
Ward:	Cwmynyscoy
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>£400.....</p>	<p>Signed: _____</p> <p>Dated: 27 October 2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	Gypsy and Traveller Association
<i>Is Organisation a Charity Yes / No</i>	Yes
Nature of Organisation:	To develop activities for and with Gypsy and traveller young people which engage them in learning
Purpose of Grant:	To engage the young people in new activities and continue the development of their garden. This involves the young people directly in addressing both their own that their community's health and well-being.
Name of Councillor:	John Killick
Ward:	Cwmyrnyscoy
Declaration of Interest: / NO	Details of Personal Interest: None
<p>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.</p>	
<p>Amount to be allocated (Limit £500)</p> <p>£500.....</p>	<p>Signed: _____</p> <p>Dated: 27 October 2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	Pontymoile Community Hall
<i>Is Organisation a Charity Yes / No</i>	No
Nature of Organisation:	The Community Hall is run by management committee of local people in which the hall is falling into disrepair, especially the floor
Purpose of Grant:	Towards the increasing utility costs
Name of Councillor:	John Killick
Ward:	Cwmynyscoy
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>£400.....</p>	<p>Signed: _____</p> <p>Dated: 27 October 2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	Blaendare Allotments Association
<i>Is Organisation a Charity Yes / No</i>	No
Nature of Organisation:	Work with the allotment holders to improve the area and get more people involved
Purpose of Grant:	General maintenance of the area
Name of Councillor:	John Killick
Ward:	Cwmyrnyscoy
Declaration of Interest: / NO	Details of Personal Interest: None
<p>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.</p>	
<p>Amount to be allocated (Limit £500)</p> <p>£ ...400.....</p>	<p>Signed: _____</p> <p>Dated: 27 October 2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

<p>Purpose of Grant:</p>	<p>To help fund concert and food provision for Connecting with Friends a Garnsychan Partnership Project to enable elderly residents to meet up and spend time together in a warm safe environment each week.</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>Giles Davies</p> <p>Garndiffaith & Varteg</p>
<p>Declaration of Interest: / YES</p>	<p>Details of Personal Interest: Chair of Garnsychan Partnership</p>
<p>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.</p>	
<p>Amount to be allocated</p> <p>£ ...500.....</p>	<p>Signed:Giles Davies.....</p> <p>Dated:27.09.2022.....</p>

APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

/Users/daviesg/Library/Containers/com.apple.mail/Data/Library/Mail Downloads/40DD0BB9-4610-4782-8C06-4B353FE6AFC8/LVF Project - 2022.docx



APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

<p>Purpose of Grant:</p>	<p>To help fund Christmas Hampers for the families of Children at need identified by school to ensure they're feed during the Christmas Period.</p> <p>This is an annual event and covers all parts of the ward.</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>Giles Davies</p> <p>Garndiffaith & Varteg</p>
<p>Declaration of Interest: / YES</p>	<p>Details of Personal Interest: School Governor Abersychan.</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>£ 600.....</p>	<p>Signed:Giles Davies.....</p> <p>Dated:19.10.2022.....</p>

APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT



APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

Name of Organisation:	DEAN GROVES PAINTER + DECORATOR
Is Organisation a Charity Yes / No	
Nature of Organisation:	
Purpose of Grant:	complete refurb of roofed bench in PONTYPOOL PARK with complete new roof + painted.
Name of Councillor(s):	GAYNOR JAMES ROSE MATTHEWS JONATHAN JAMES
Ward(s):	Pontypool Wainfelw PENNY GREN
Declaration of Interest: / NO	Details of Personal Interest:
<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>	
Amount to be allocated £ 1000 EACH £ 3,000	Signed: <i>G. James</i> Signed: <i>R. Matthews</i> Signed: <i>J. James</i> Dated: 14-10-2022

ON GOING PROJECT



APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

Name of Organisation:	DEAN GROVES Painter + decorators
Is Organisation a Charity Yes / No	
Nature of Organisation:	
Purpose of Grant:	complete Refurb of the Roofed Bench in Pontypool Park with complete New Roof + Painted.
Name of Councillor(s):	CAROLINE PRICE NICK BYRNE NICK SIMONS
Ward(s):	BRYNWERN SNATCHWOOD Pontnewydd
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 £ 1000 EACH £ 3,000.	Signed: <u>Caroline Price</u> Signed: <u>Nick Byrne</u> Signed: <u>N. Simons</u> Dated: <u>17-10-2022</u>

ON GOING PROJECT

Lisa McMail

From: Davies, Giles (Councillor) <Giles.Davies@torfaen.gov.uk>
Sent: 30 September 2022 16:53
To: Lisa McMail; rob.barrowdale@abersychanschool.co.uk
Subject: Food bank
Attachments: Image.jpeg

Follow Up Flag: Follow up
Flag Status: Flagged

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 Lisa.

Could this be added to our food bank list please?

I'm sure Mr Barrowdale would be able to give you the bank details if it's allowed.

Thanks, Giles

Councillor/Cynghorydd Giles Davies

Phone/Ffôn: [07966 463948](tel:07966463948)

E-Mail/E-Bost:

giles.davies@torfaen.gov.uk

Privacy policy located at

<https://abersychanward.com/>

Twitter: @gilesdaviestcbc

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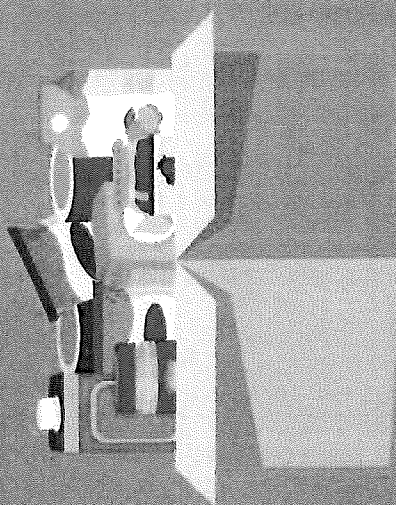
YMWADIAD: Mae'r wybodaeth sy'n gynwysedig yn yr e-bost yma a) yn eiddo i Gyngor Bwrdeistref Sirol Torfaen; a b) yn gyfrinachol. Fe'i bwriedir ar gyfer y derbynnydd yn unig. Os nad chi yw'r sawl y cyfeiriwyd hi ato, ni ddylech ddadlennu, copïo na dosbarthu'r wybodaeth neu ei defnyddio i weithredu. Os derbyniwch yr e-bost yma fel camgymeriad, gadewch i ni wybod ar unwaith drwy ffonio ++44 (0) 1495 766366, a danfonwch yr e-bost yn ol gydag unrhyw atodiadau. RHYBUDD: Gwnewch yn siwr bod gennych ddiogelwch feirws digonol cyn agor neu ddatgysylltu unrhyw ddogfen sydd yn atodiad i'r e-bost hwn. Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg. Cewch ateb Cymraeg i bob gohebiaeth yn Gymraeg ac ni fydd yn arwain i unrhyw oedi. Mae data personol sy'n cael ei brosesu gan y cyngor yn cael ei wneud yn unol â'r gofynion sydd arnom ni o dan y Gyfraith Diogelu Data (RhDDC y DU a Deddf Diogelu Data 2018). Am fwy o wybodaeth ar sut yr ydym yn gwneud hyn gwelwch ein Hysbysiad Preifatrwydd

add to
LIST

Abersychan School Food Hub

Launch Day

WEDNESDAY 28TH SEPTEMBER
3.15-5.15PM IN THE SCHOOL CANTEEN



**Come along for tea, coffee,
cake and a chat. We're looking
forward to seeing you!**



Pontypool Community Council Local Resolution Process

Background

The Public Service Ombudsman Wales (PSOW) has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. The purpose of this policy is to set out the protocol to be followed when a low-level complaint is made against a member of Pontypool Community Council, either directly to the Clerk or Chair of Establishment, or having been referred back to the Council by the PSOW.

If the PSOW has been contacted about an incident, then the PSOW can refer any minor incident back to the council for this process to be followed. However, investigations of possible breaches of the Code are matters for the Ombudsman. The Local Government Act 2000 gives them the authority to carry out such investigations. The Council has no legal authority to undertake such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales.

The Clerk, Chair and Vice Chair of Council should consider receiving appropriate training in facilitation and mediation to allow successful application of this policy.

Issues which should be considered under this process

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing

Issues which should not be considered under this process (these must be directed to the Public Services Ombudsman for Wales) including:

- Complaints instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct/failure to disclose interests/bullying/abuse of position or trust/repeated breaches
- Complaints made by the Clerk
- Vexatious, malicious or frivolous complaints
- Repetitive low-level complaints

Members' complaints about officers should be dealt with using the Council's internal complaints process (See XXXXrelevant policy here!XXXXX).

The Process:

1. The Complaint

The complaint should be sent to the Clerk to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. If appropriate, therefore, the Clerk should firstly seek an early resolution of any such dispute by liaising informally with the individual members concerned prior to the resolution process described below. It is vitally important that the 'accused' member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

2. Resolution Process

The involvement of the Chair/Vice Chair of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members/officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Clerk will act as a facilitator for the resolution process below.

If the complaint is between Members other than the Chair of the Council, the Clerk and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Chair of Council, but not the Vice Chair, the Clerk and the Vice Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by a staff member, but not the Clerk, against a Member other than the Chair of Council, the Clerk and the Chair of Council will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by a staff member, but not the Clerk, against the Chair of Council, the Clerk and the Vice Chair of Council will meet with the officer and the Chair to seek an agreed resolution.

If the complaint has been made by the Clerk, then this complaint should be forwarded to the Ombudsman.

Meetings held under this policy should be recorded, ideally electronically, but minutes are the acceptable and should be signed by all parties at the meeting.

If there is a lack of co-operation shown by the member concerned or a breakdown occurring during the operation of the process, the matter should be referred to the Public Ombudsman for Wales.

3. Possible results of the process

If an agreement is reached by Members and/or staff during the Resolution Process, then no further action is required.

If agreement cannot be reached the aggrieved Member/staff member always has the opportunity to refer the matter to the Ombudsman.

Pontypool Community Council

Policy on relations with the Press and Media 2021

This policy was adopted by the Council on 2nd November 2022 and remains in force until amended by the Council.

Introduction

The purpose of this policy is to guide both councillors and officers of the Council in their relations with the press and media, in such a way as to ensure clarity of roles, the smooth running of the Council and positive relations with the press and media.

This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the press and media.

Above everything else, councillors must observe the Council's Code of Conduct whenever they conduct the business of the authority, conduct the business of the office to which they have been elected/appointed or act as a representative of the authority.

Clerk and officers of the Council

The Clerk as the Proper Officer of the Council is authorised to receive all communications from the press and media and to issue press statements on behalf of the Council. In the absence of the Clerk, or if deemed by the Clerk to be preferable, media communications will be handled by the person who has been designated by the Council (usually at its annual meeting) to be the Council's "press officer".

In the absence of both the press officer and the Clerk, enquiries from the press or media will be referred to the Chair of the Council, who will act in that case as the spokesperson of the Council. All communications made by the Clerk or any other person acting on behalf of the Council will relate to the stated business and day to day management of the activities or adopted policies of the Council.

The Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk, the enquirer should be referred to the designated press officer or the Chair of the Council, as deemed appropriate. No other officer of the Council (unless authorised by the Clerk or the designated press officer or the Chair) is permitted to speak or communicate with the press and media on any matter affecting the Council or its business.

Councillors

A councillor must not disclose information that is of a confidential nature. This includes any discussion with the press or media on any matter which has been discussed in confidential session at Council or Committee meetings or at any other private briefing. A councillor must act with integrity at all times when representing or acting on behalf of the Council. Should the media wish to discuss an issue that is, or may be likely to be subject to legal proceedings, then legal advice should be sought before any response is made.

When speaking to or providing written material to the press and media, councillors should make clear the capacity in which they are providing the information. For example: as Chair of the Council, as a Committee Chair or as an individual member.

If a councillor is speaking to the media in a private, personal capacity, they must never use the prefix "Councillor" or refer to their position on the Council. Doing so could imply they may be stating Council policy. They must make clear to the press that they are speaking in a private, personal capacity (and not speaking as a Pontypool Community Councillor). A copy of any written material sent to the press and media by a councillor, representing the Council, must be forwarded to the Clerk.

Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If you are unsure about any particular policy, simply state "no comment" and ask the press to contact the Council Office.

Councillors should be aware that case law states that the role of councillor overrides the rights to act as an individual. This means that councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Councillors can talk to the media, but must ensure they make it clear that the opinions given are their own and not necessarily those of the Council. Councillors also have an obligation to respect Council policy once made. Whilst it may be legitimate in some circumstances for a councillor to state that he or she disagreed with a policy and voted against it (if this took place in an open meeting), they should not seek to undermine a decision through the press.

A councillor must never raise matters relating to the conduct or capability of an officer at meetings held in public or before the press. Such matters are confidential, subject to employment law and could result in legal proceedings.

Dealing with the Press Verbally (e.g. in cases of local emergencies or events)

When dealing with the press verbally, members and officers should be aware of the following:

- Be informed and certain of all your facts
- Ensure that when making comments on behalf of the Community Council that you are aware what Council policy is and that your comments reflect that policy.
- Only discuss items that are in the public domain.
- Be aware of data protection laws.
- Be calm and present a professional, informed image of the Council.
- Ensure that your comments and views will not bring the Council, its councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.

Meetings of the Council and Committees

Facilities will be provided at meetings when requested for the press and media to take notes of the proceedings. The press and media are welcome to attend meetings, whether held physically or remotely, and will be sent a link to the meeting on request.

As provided in the Council's Standing Orders, both the press and the public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

Pontypool Community Council

Social Media Policy 2022 (based on One Voice Wales' national policy template dated March 2021)

This policy was reviewed on 2nd November 2022 and is to be reviewed 6 monthly.

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.

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 and Whatts App.
- 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

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PONTYPOOL COMMUNITY COUNCIL

Recruitment and selection policy and procedure

Purpose

The purpose of this policy is to ensure that the Community Council employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

Scope

This policy covers all current employees and applicants for employment with the Community Council.

Policy

The Community Council is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

The Community Council will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

Advertising

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff notice board.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

Application Forms

Application forms will contain relevant questions needed for selection. Questions that are necessary for pension or health insurance will be asked after appointment.

Shortlisting

Shortlisting will be carried out by matching details of applicants to the requirements of the job. The criteria will be applied consistently to all applicants. Wherever possible the panel for shortlisting and interview will be the same. Records of the shortlisting process will be retained for a period of one year by the Clerk.

Testing

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine requirements of the job. Candidates should be allocated a room and any necessary equipment for the full time required, away from any distractions. Records of any testing undertaken will be retained for a period of one year.

Interviewing

The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
- Questions will relate to the requirements of the job as established in the job description and the person specification.
- Interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders and from both the majority Group and the opposition.
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Interviewers will complete Interview Evaluation Forms for each candidate, to allow for feedback.
- Records of the interview process will be retained for a period of one year, including questions asked, answers given, scores awarded, any interview notes, and interview evaluation forms for all candidates.

Promotion

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and notices posted at prominent points. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

Training

All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities. Training will be recorded promptly on the yearly training plan by the Clerk.

References

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Should a designated line manager wish to ask any question not

mentioned on this form, authorisation from the Establishment Committee is required. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by the Community Council on a case-by-case basis.

Medical Check

Upon commencement of employment an employee will be required to complete a medical assessment form for the Establishment Committee and may be required to attend a medical check with a Community Council-nominated occupational health specialist.

Employment of Foreign Nationals

The Community Council will only employ workers who are legally entitled to work in the United Kingdom, and all foreign nationals will have to obtain appropriate documentation as required by UK Visas and Immigration.

Records

The Community Council will retain, for at least one year, all records arising through the recruitment process.

Interview Evaluation Form

Candidate Name:	Name of Interviewer:
Interviewed for Job Role:	Date/Time of Interview:

		Poor	Average	Excellent	Other comments:
Q1	Was the candidate prepared for the interview? (Researched PCC, dressed appropriately, arrived on time?)				
Q2	Do they have appropriate qualifications? (Specific, high level, grades/class)				
Q3	How are their interpersonal skills? (Friendly, smiling, interactive?)				
Q4	How good are their communication skills? (Written skills, i.e. CV, application, verbal skills)				
Q5	How well do their prior job skills match job requirements? (Specific technical requirements, approaches, examples?)				
Q6	How well did they answer teamwork related questions? (Likes working with others, good rapport?)				
Q7	How well did they answer knowledge-based job-related questions? (Experience, legislation, IT, systems)				
Q8	How open did they appear to learning new things? (Willingness to learn, training record, accepting of feedback?)				
Q9	(If applicable) How well did they answer management job related questions? (Experience, approach)				
Q10	How interested did the candidate seem in getting the job? (Duties, pay, hours, expectations)				
Total for each rating:					

What was YOUR overall impression of the candidate?	Poor	Average	Excellent
Do YOU recommend we move forward with this candidate? (circle one)	No		Yes
Additional notes to support your recommendation:			



Independent Remuneration Panel for Wales

Annual Report

DRAFT

February 2023

Annual Report 2023 to 2024

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Section 1: Introduction

Welcome to the draft Report of the Independent Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

This is my first Report as Chair of the Panel, having been appointed in June this year. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through two significant pieces of work last year – the Independent 10 Year Review of the Panel and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard have continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members.

This year the Panel has continued to focus on and take forward the recommendations from the Ten-Year Review. There are four key strands to this work – review the way we work, set out a three year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with a Panel Development Day in August. We have agreed that our mission should be to deliver a fair and accountable reward framework for Wales' communities to have their voices heard within our democracy. We will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our website, but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current Frequently Asked Questions page, develop our Guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. We look forward to participating in the forthcoming events hosted by the Welsh Government and Minister for Finance and Local Government, to share knowledge, experience, and best practice across a range of subjects related to the role of a councillor to develop a shared understanding of how we can take collective action to increase diversity in local democracy.

The Welsh Government will soon be publishing research which explores the barriers to standing for elected office and the changing role of the councillor and is

developing a programme of work around the role of the community and town Councils.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

This is a work in progress, and we would be interested in your views about this approach and so have specifically asked for some feedback as part of our Consultation questions at the end of the Report.

Panel Membership

Frances Duffy, Chair
Saz Willey, Vice Chair
Ruth Glazzard
Bev Smith

Detailed information about the members can be found on the website: Panel website

Section 2: Role and responsibilities of the Panel

Role of the Panel

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

- Principal Councils – county and county borough councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

Principles

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- **Upholding trust and confidence** – Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service.
- **Simplicity** – The Framework is clear and understandable.
- **Remuneration** – The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post.
- **Diversity** – Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve.
- **Accountability** - Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest.
- **Fairness** - The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

- **Quality** - The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement.
- **Transparency** - Transparency of members' remuneration is in the public interest.

Section 3: Summary of Deliberations and Determinations

Methodology

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations, clerks, Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel will continue with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The draft report is published widely and members of the public are encouraged to and have provided valuable feedback and we welcome this.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year's Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations for this Draft Report, the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

The Panels proposals are consulted on and following consideration of the views received in response to its consultation the Panel makes its final determinations which are published each year in its Annual Report.

Panel's Determinations for 2023 to 2024

Basic salary for elected members of principal councils - Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the 2020 Annual Survey of Hours and Earnings (ASHE) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's Annual Report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's website.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. **The basic salary will be aligned with three fifths of the all Wales 2021 ASHE, the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.**

Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable ("the cap") will remain in place. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 Report.

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The ASHE 2021 increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

To complete the last year's realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply. The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Table 1 – Salaries payable to Basic, Senior, Civic and Presiding Members of Principal Councils

Description	Remuneration		
Elected Members of Principal Councils			
Basic salary (payable to all elected members)	£17,600		
Senior salaries (inclusive of basic salary)	Group A	Group B	Group C
Band 1:			
Leader	£66,000	£59,400	£56,100
Deputy Leader	£46,200	£41,580	£39,270
Band 2:			
Executive Members	£39,600	£35,640	£33,660
Band 3:			
Committee Chairs (if remunerated): Civic Head Presiding Officer	£26,400		
Band 4:			
Leader of Largest Opposition Group	£26,400		
Band 5:			
Leader of Other Political Groups Deputy Civic Head	£21,340		
Deputy Presiding Member – no role payment	£17,600		

Group A: Cardiff, Rhondda Cynon Taf, Swansea

Group B: Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham

Group C: Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and Personal Assistance;
- Sickness Absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted Members

Salaries for Joint Overview and Scrutiny Committees: Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

Payments towards costs and expenses of members of Community and Town Councils; Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

Basic payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables: It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement
Group 1	Electorate over 14,000
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory

Type of payment	Requirement
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Table 3 – Payments to National Parks Authorities and Fire and Rescue Authorities

National Parks Authorities	
Basic salary for ordinary member	£4,964
Chair	£13,764
Deputy Chair (where appointed)	£8,704
Committee Chair or other senior post	£8,704
Fire and Rescue Authorities	
Basic salary for ordinary member	£2,482
Chair	£11,282
Deputy Chair (where appointed)	£6,222
Committee Chair or other senior post	£6,222

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss;
- Co-opted Members and
- Restrictions on receiving double remuneration where a member holds more than one post.

Section 4: Consultation on Draft – Questions

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the 1 December 2022 and you can either email us your comments or complete the form on our website [HERE](#).

Question 1

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the ASHE 2021 data.

Yes

No

No Opinion

Any additional comments

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Question 2

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Yes

No

No Opinion

Any additional comments

--

Question 3

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

- Yes
- No
- No Opinion

Any additional comments

Question 4

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you would like to access information and guidance from the Panel?
(choose all that apply)

- Summary report with links to detailed guidance
- Easy to use guidance notes
- Frequently asked questions
- Website
- Social media
- Information events
- Other

If other, please specify:

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

Question 5

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Would you like to be involved in any future engagement events?

Yes
No

<input type="checkbox"/>
<input type="checkbox"/>

Contact details

Summary of Determinations:

Determination 1:

The basic level of salary for elected members of principal councils will set at £17,600.

Determination 2:

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this.

Determination 3:

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

Determination 4:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Determination 5:

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

Determination 6:

All other Determinations set out in the 2022 to 2023 Annual Report of the Panel remain valid and should be applied.

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E-mail irpmailbox@gov.wales

The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)

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- Yes
- No
- No Opinion

Any additional comments

Question 2

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

- Yes
- No
- No Opinion

Any additional comments

Question 3

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

Yes

No

No Opinion

Any additional comments

--

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(choose all that apply)

- Summary report with links to detailed guidance
- Easy to use guidance notes
- Frequently asked questions
- Website
- Social media
- Information events
- Other

If other, please specify:

--

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Question 5

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Would you like to be involved in any future engagement events?

Yes

No

Contact details



QUOTE# 11234

Twenty4
3 Cleeve house

CF14 5GP
VAT Registration No. 193200824
Company Registration No. 9159416

To:
Annette Ambrosen
Pontypool community Council
35a Commercial Street
Pontypool
NP4 6JQ

For Goods and Services Carried Out at:
35a Commercial Street, Pontypool, NP4 6JQ

Contact Name:
Annette Ambrosen
Contact Number:
01495365951

Date of Quote:
25/10/2022

Quote Valid for:
30 Days

Quote to supply install and test new emergency lighting upgrade.

We have included a cost to move the test key switch to a more accessible height on the first floor.

Description	Quantity	Unit Price	Amount GBP
2W LED Emergency Bulkhead with Euro Legend White	19	£23.54	£447.26
2W LED M/NM E3 WALL EXIT BOX CW EURO LEGEND	3	£46.13	£138.39
Move keyswitch lower on the first floor as per clients request	1	£170.00	£170.00
Replace light fitting	22	£65.00	£1,430.00
		Subtotal	£2,185.65
		Total VAT	£437.13
		Quote Total	£2,622.78

Please click here to approve and accept this quote : <https://sm8.link/pmx35bf>

Twenty4 is happy to compare any written quote with any other company!

Should you wish to discuss this quotation please contact

Email: info@twenty-4.co.uk

Tel: 02921 252424

*This quotation is subject to our terms and conditions which are available at <http://twenty-4.co.uk/terms/>.

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Access Control
Systems



Intruder Alarm
Systems



UKAS
PRODUCED
EFFICIENCY
131



CCTV
Systems



REGISTERED MEMBER



REGISTERED MEMBER



Government Endorsed Business

Lisa McMail

From: Paul Egan <pegan@onevoicewales.wales>
Sent: 24 October 2022 15:52
To: Lisa McMail
Subject: RE: Fire Risk assessment & procedures

Follow Up Flag: Follow up
Flag Status: Flagged

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 Lisa,

The quotation from our health and safety associate consultant is:

1. Fire Risk Assessment – Cost for site visit and compilation of fire risk assessment is **£565.00** (five hundred and sixty-five pounds)
2. Office inspection – Site visit and report will be **£350.00** (Three hundred and fifty pounds.)

I have dates available in November but only few. If the council are happy with the quotation, please let me know and I will organise its completion as a matter of urgency

Best regards

Jeff

J.R.Berriman

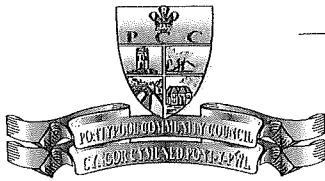


Jeff Berriman CMIOSH Cert. Ed
Chartered Health and Safety Practitioner
Email: jeff@berriman.cc
Mob: 07970 017 431



Paul R. Egan BA, Chartered MCIPD, CiLCA, F.Inst LM, FIPSM
Deputy Chief Executive and Resources Manager / Dirprwy Brif Weithredwr a Rheolwr Adnoddau

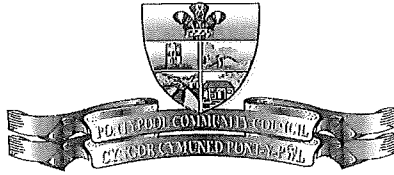
One Voice Wales/Un Llais Cymru
24c College Street/Stryd y Coleg
Ammanford/Rhydaman
SA18 3AF



APPLICATION FOR A JUNIOR SPORTS GROUP SPONSORSHIP

Name of Organisation:	
Purpose of Organisation:	
Contact Details	
How many teams does your club run? Please show women's, men's, boys' and girls' teams with their age groups, and teams with disabilities.	
How many coaches and other volunteers does your club have?	
Which team do you want us to sponsor?	
What do you want to buy with the Council's sponsorship eg kit, equipment	
What is the cost of this equipment or kit? Please show your costs as accurately as possible.	
How will you show the sponsorship on the equipment or kit eg a logo on team shirts?	

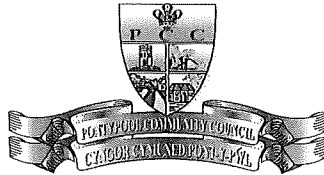
Do you have a Safeguarding policy for dealing with children, young people or vulnerable adults	Yes / No (please delete as appropriate)
Does the organisation have a constitution and/or is it a registered charity	
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / No (please delete as appropriate)
Does your organisation have a Welsh Language Policy	Yes / No (please delete as appropriate)



CRITERIA FOR SPONSORSHIP OF JUNIOR SPORTS TEAMS

Pontypool Community Council sponsors a small number of junior sports teams every year. A budget is set for these grants at the annual budget meeting. The Council recognises the tremendous amount of work done by volunteers in sports clubs to give enjoyment to and develop the skills of children and young people in a variety of sports. Council tries to spread the benefit of this funding so the amount of money it is able to give is therefore based on the amount in the budget and the number of applications.

1. The organisation must be voluntary and not professional, business or commercial.
2. The organisation must play its sport based in the Pontypool Community Council area.
3. The organisation shall not operate or have any restrictions in respect of race, colour, creed or religion.
4. The organisation will be controlled and organised in a recognised democratic manner.
5. The organisation shall provide a statement of Income and Expenditure which is signed by the Secretary /Treasurer / Chair and countersigned by an independent person without which the application cannot be considered. The accounts will accurately reflect the income and expenditure over the most recently recorded 12 month period.
6. Only one team from each club can apply each year.
7. A sponsorship will only be awarded, as a maximum, once in any four year period to any team. A club with multiple teams may apply more than once in that period of four years. Neither of these criteria guarantee that a kit/equipment will be sponsored as this will always be defined, as above, by the amount available.
8. Application forms must be presented no later than 15th SEPTEMBER IN ANY YEAR for consideration by Policy and Finance Committee in early October and agreed by Full Council at the end of that month. It is the responsibility of the organisation to ensure that the completed form is returned as no reminders will be sent out.



CRITERIA FOR ORGANISATIONS OR GROUPS APPLYING FOR FINANCIAL ASSISTANCE FOR CORE COSTS

1. The organisation must be voluntary/charitable and not professional, business or commercial.
2. The organisation must be based and / or deliver a substantial part of its work in the Pontypool area to residents of Pontypool.
3. The organisation shall not have any restrictions in accordance with the Equality Act 2010
4. The organisation shall be run and organised in a recognised democratic manner having a constitution or Memorandum and Articles of Association.
5. The organisation shall state how a core grant benefits the organisation.
6. The organisation shall have had its accounts audited and the balance sheet, only, will be provided with the application. These accounts will meet the Charity Commission's requirements without which the application will NOT be considered. The accounts will accurately reflect the income and expenditure over the most recently available 12-month period.
7. The organisation will show the amount of unrestricted reserves it maintains which should neither be considerably more nor considerably less than the Charity Commission recommends unless the reason for this is explained. These reserves should not include assets such as buildings.
8. A grant for Core Costs will only be awarded once a year.
9. **APPLICATION FORMS MUST BE SUBMITTED NO LATER THAN 15 JUNE IN ANY YEAR FOR CONSIDERATION BY THE POLICY AND FINANCE COMMITTEE AT ITS MEETING IN EARLY JULY AND THEN BY FULL COUNCIL AT THE END OF THAT MONTH.**



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS CORE COSTS

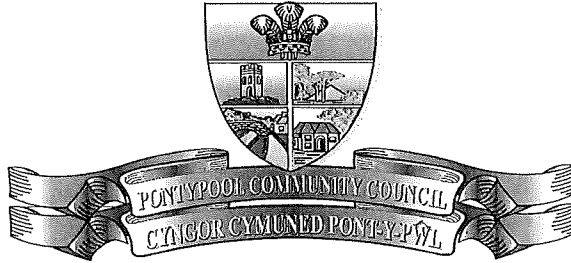
Name of Organisation:	
Please give the name, address telephone number and email address of the person to whom the Council should reply and the person's role in the organisation.	
Purpose of Organisation (max 100 words) Please also submit a copy of articles of association or constitution if not previously provided.	
What does the facility offer / what groups meet there?	
How is your facility managed? (eg a Management Committee)	
Are there other area of support your organisation needs?	
Who provides your organisation's main funding?	
A grant from Pontypool Community Council is unrestricted funding. What difference does unrestricted funding make to your organisation?	
Financial Position: Please submit your organisations Income and Expenditure and please include the balance sheet of your last audited accounts when submitting your completed	Income - £ Expenditure - £

application form.	
Do you have a Safeguarding policy if your facility welcomes children, young people or others who are vulnerable?	Yes / No / NA (please delete as appropriate)
How does your organisation meet the Well Being Objectives as set out in the Well Being Future Generations Act 2015	
Does your organisation have a Welsh Language Policy	Yes / No (please delete as appropriate)

Please return your completed application form and any other requested documents by 15th June to:

Mrs Cindy Challenger – email - cchallenger@pontypoolcc.gov.uk

**Finance Manager
Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ**



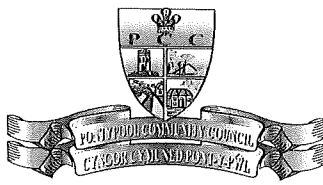
COMMUNITY HALLS AND COMMUNITY FACILITIES FUNDING - GRANT AID.

Pontypool Community Council is aware that some Community groups which look after a building are incurring costs such as utility bills, insurance, emergency repairs etc which have significantly increased over the past years. The Council wants to offer support to these organisations.

Please find enclosed a Community Halls and Facilities application form for you to complete and return. The questions which are not related to finance are to see if there is any other support the Council can offer or signpost to other organisations that may help. The questions are NOT to judge your application.

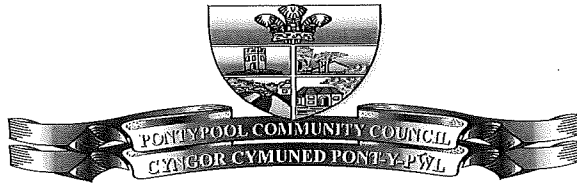
Please return the form no later than 15 December for consideration at the January Policy and Finance meeting. Applications considered after this time will not be considered.

The Council sets a budget for these grants at its annual budget meeting. Council recognises the tremendous amount of work done by volunteers who run community halls and other facilities and does not judge the relative levels of work done by different organisations. The amount of money the Council can give is therefore based on the amount in the budget and the number of applications.



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GRANT AID

Name of Organisation:	
Please give the name, address telephone number and email address of the person to whom the Council should reply and the person's role in the organisation.	
What does the facility offer / what groups meet there?	
How is your facility managed? (eg a Management Committee)	
What bills do you need most support for?	
Are there other areas of support your organisation needs?	
Do you have a Safeguarding policy if your facility welcomes children, young people or others who are vulnerable?	Yes / No / NA (please delete as appropriate)
Is the organisation a registered charity? Does it have a constitution or management document?	Yes / No (please delete as appropriate)
What was your income / expenditure in the last full year	Income - £ Expenditure - £
Does your organisation have a Welsh Language Policy	Yes / No (please delete as appropriate)



LOCAL VOLUNTARY FUNDING - PROJECTS

CRITERIA

- a) A sum will be allocated to members on an annual basis, to be reviewed when the budget is considered. The sum will be £2500 per annum.
- b) Allocations should be spent annually
- c) Money may be allocated to projects of a capital nature providing that the Council is not required to provide ongoing revenue support.
- d) Members may combine their allocation to benefit more than 1 particular ward.
- e) The project to benefit can be a stand alone project (e.g. provision of play equipment/a handrail etc) or put towards a major scheme financed by other partners. (e.g. towards building costs)
- f) Money can also be distributed to local organisations up to a maximum of **£500** per organisation per annum.
- g) The funding can be used to support local initiatives such as anti vandalism or anti litter campaigns
- h) Funding requests by members for local organisations must state clearly the purpose of the grant and the nature of the organisation to benefit. Members must also verify the financial status
- i) Members must declare a personal interest if there is one.
- j) Forms for grants **must** be signed or sent from a members' usual email address **BEFORE** they are placed on the Policy and Finance committee for confirmation
- k) Requests for funding other than for grants should also be submitted for confirmation to the Policy and Finance Committee. The same form can be used and adapted accordingly.
- l) Surpluses at the end of the financial year will not be reserved unless for a specific purpose or they will be allocated to the General Fund.



APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

Name of Organisation: <i>Is Organisation a Charity</i> Yes / No	
What does the organisation do?	
Describe the project that the organisation is going to do	
Give details and costs of what this project funding will be used to buy.	
How does the project address Health and Well-being eg addressing physical or mental health?	
Name of Councillor(s): Ward(s):	
Declaration of Interest: NO	Or details of Personal Interest:
I/we verify the organisation requires funding for the purposes stated above. I/we verify the organisation has a Safeguarding policy in place if dealing with children and/or vulnerable adults.	
Amount to be allocated £	Signed: Dated:



**APPLICATION FOR LOCAL VOLUNTARY FUNDING
NOT FOR PUBLICATION**

Name of Organisation:	
Bank Account Name: Sort Code: Account No:	
Name of person with whom the Council should communicate	
Contact details: Address/Phone/Email:	<p align="right">Postcode:</p> <p>Telephone:</p> <p>Email:</p>
Amount to be allocated £	
Payment to be awarded: Direct to Organisation: At Presentation Evening: By Councillor:	<p align="center">OFFICE USE ONLY</p> <p>S137 S19</p> <p>Amount awarded to date: £</p> <p>Details:</p> <p>Cheque No: Schedule</p>



LOCAL VOLUNTARY FUNDING (LVF)

- a. £2,500 is allocated to each member ¹
- b. All requests from organisations within the Pontypool area will be directed to the local member(s) who will also be notified by the office. It will be at the member's discretion if that organisation receives an award.
- c. Members may give LVF grants to organisations outside of their ward but within Pontypool.
- d. Applications from organisations based outside of Pontypool but with membership consisting of persons from Pontypool will be considered by the Policy and Finance Committee.
- e. The member(s) must submit an application for the grant request on the most recent local voluntary funding (LVF) form.
- f. Members must verify that appropriate safeguarding measures are in place if young or vulnerable people are involved with the organisation.
- g. The maximum that an individual Councillor may award is £500 [but see 10 a) below].
- h. The maximum that may be awarded in any year to an organisation is £500. [but see 10a) below]
- i. Members will have to declare a personal interest in any organisation with which he/she is involved but not a prejudicial interest if the grant is less than £500.²
- j. Applications to spend their LVF on projects in their community are not constricted by the £500 limit. 31st December is the cut off point

¹ Refer Appendices 1A and 1B for application forms.

² A Community Councillor will not be regarded as having a prejudicial interest where the business relates to his/her role as a community councillor "in relation to a grant, loan or other form of financial assistance made by the community council to community or voluntary organisations up to a maximum of £500." (s.12(c) Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016)



APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation: <i>Is Organisation a Charity</i> Yes / No</p>	
<p>What does the organisation do?</p>	
<p>How will the grant be used?</p>	
<p>How does the organisation address Health and Well-being eg addressing physical or mental health?</p>	
<p>Name of Councillor(s): Ward(s):</p>	
<p>Declaration of Interest: / NO</p>	<p>Details of Personal Interest:</p>
<p>I/we verify the organisation requires funding for the purposes stated above. I/we verify the organisation has a Safeguarding policy in place if dealing with children and/or vulnerable adults.</p>	
<p>Amount to be allocated £ _____</p>	<p>Signed: _____ Dated: _____</p>

**APPLICATION FOR LOCAL VOLUNTARY FUNDING
NOT FOR PUBLICATION**

Name of Organisation:	
Bank Account Name: Sort Code: Account No:	
Name of person with whom the Council should communicate	
Contact details: Address/Phone/Email:	<p align="right">Postcode:</p> <p>Telephone:</p> <p>Email:</p>
Amount to be allocated £ _____	
Payment to be awarded: Direct to Organisation <input type="checkbox"/> Presentation Evening: <input type="checkbox"/> By Councillor: <input type="checkbox"/>	<p>OFFICE USE ONLY</p> <p>S137 <input type="checkbox"/> S19 <input type="checkbox"/></p> <p>Amount awarded to date: £ _____</p> <p>Details:</p> <p>_____</p> <p>_____</p> <p>_____</p>

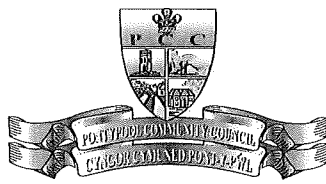
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CRITERIA FOR SPORTING ORGANISATIONS OR GROUPS APPLYING FOR A GRANT FOR GROUNDS MAINTENANCE

Pontypool Community Council awards grants for grounds maintenance. A budget is set for these grants at the annual budget meeting. The Council recognises the tremendous amount of work done by volunteers in sports clubs to maintain their grounds and does not judge the relative levels of work done by different clubs. The amount of money the Council is able to give is therefore based on the amount in the budget and the number of applications.

1. The organisation must be voluntary and not professional, business or commercial.
2. The organisation must have its grounds in the Pontypool Community Council area.
3. The organisation shall not have any restrictions in respect of race, colour, creed or religion.
4. The organisation will be controlled and organised in a recognised democratic manner.
5. The organisation shall provide a Income and Expenditure sheet which is signed by the Secretary /Treasurer / Chair and countersigned by an independent person without which the application cannot be considered. The accounts will accurately reflect the income and expenditure over the most recently recorded 12 month period. We will not accept bank statements.
6. The organisation should show the costs of grounds maintenance in the above accounts.
7. A grant for Grounds Maintenance will only be awarded once a year.
8. Application forms must be presented no later than 15th SEPTEMBER IN ANY YEAR for consideration by Policy and Finance Committee in early October and agreed by Full Council at the end of that month. It is the responsibility of the organisation to ensure that the completed form is returned as no reminders will be sent out.



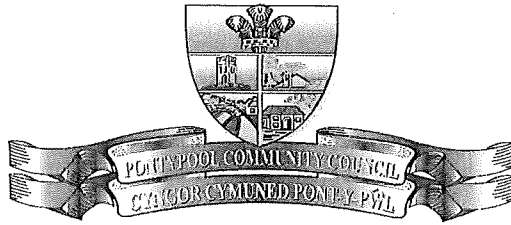
APPLICATION FOR A GRANT TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	
Purpose of Organisation:	
Where are your grounds?	
How many pitches does your club maintain?	
How many teams does your club run? Please share women's, men's, boys' and girls' teams with their age groups, and teams with disabilities	
How does your club maintain its grounds? For example, what is done by volunteers or are there elements of grounds maintenance where you have to bring in professional help?	
Do you have a Safeguarding policy if dealing with children, young people or vulnerable adults	Yes / No / NA (please delete as appropriate)
Does the organisation have a constitution and/or is it a registered charity	
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / No (please delete as appropriate)
Does your organisation have a Welsh Language Policy	Yes / No (please delete as appropriate)



CRITERIA FOR AWARDING SCHOOL ENVIRONMENTAL GRANTS

1. All schools in the Pontypool Community Council area will be invited to apply for an environmental grant which will be allocated annually.
2. At its annual budget setting Council will allocate an amount of money for these grants.
3. The number of grants and the amounts allocated will be made according to the quality of the application and the overall amount of money available
4. Planning and Environment Committee will recommend to Full Council a grant to those schools which submit the applications it believes best fit the environmental aims of the Council, the learning to be gained, the environmental gains to the school and / or local area, enhancement to the quality of school life, and the extent to which learners have been involved in decisions about the project.
5. Except in exceptional circumstances, no grant will exceed £1000.
6. Members of Planning and Environment, plus the local Councillor, shall visit the school to see the difference the project has made. In general, this will be after 6 – 12 months.
7. In the event of the money not being spent in the way that the application described and without having had permission to vary, Pontypool Community Council may decide to not offer the opportunity for the school to apply for a future environmental grant.



SCHOOL ENVIRONMENTAL GRANT APPLICATION FORM
(for all answers, 100 words maximum, please)

1. Name of school	
2. Name and email address of teacher making the application	
3. Description of the Project	
4. What are the benefits to the school and / or local area?	
5. How will it enhance the quality of school life?	
6. What will learners have learned, directly or indirectly?	
7. How have learners been involved in decision making about the project's development?	

8. What are the costs of the project for individual (eg equipment) or collective (eg seeds) items?	
9. What is the total cost of the project?	
10. Where else are you going to seek funding for the project eg school budget, Children in Need?	

Please remember that Council members will want to visit the project with the local Councillor

