

30 September/Medi 2021

Dear Sir/Madam,

You are hereby requested to attend a meeting of the **POLICY & FINANCE COMMITTEE virtually over Teams** at **6.30 PM** on **WEDNESDAY 6 OCTOBER 2021**

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

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

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

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID** yn **Rhith Gyfarfod** am **6:30 yf, DYDD HYDREF 6 2021**

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

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 payments and receipts for July (attached: page(s) 1 – 3)
4. **Use of Credit Card**
To approve the credit card payments for July/August 2021 (attached: page(s) 4)
5. **Financial Budget Comparison (Monitoring Report)**
To receive and consider the financial monitoring report to the end of June (attached: page(s) 5 – 7)
6. **Christmas Tree at the Pontypool Park Gates (Hanbury Road)**
To discuss the costs of the above and agree a way forward.
7. **Budget Day**
To agree a date and time for the budget day.
8. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding applications (attached: page(s): 9 – 12)
9. **Youth Project**
To receive a report on embedding the Youth Project into Pontypool Community Council's service offering (attached: page(s) 13 – 15)
10. **Local Government and Elections (Wales) Act 2021: local impact assessment and action plan**
To consider the local impact of the new act on the Council and what needs to be (or is being) done to address it. (attached: page(s) 17 – 26)
11. **Internal Audit 2020/21: Action plan: update**
To update the committee on the actions taken or being taken to address the findings of the 2020/21 internal audit. (attached: page(s) 27 – 30)

12. **Review of Council policies**

To inform the committee of progress with the ongoing review of Council policies. (attached: page(s) 31 – 39)

13. **Policies proposed for adoption**

To propose the following policies for adoption (subject to Council approval):

- (a) Health and Safety Policy (attached: page(s) 41 – 45)
- (b) Pay Policy (attached: page(s) 47 – 48)
- (c) Workplace Menopause Policy (attached: page(s) 49 – 54)
- (d) Training and Development Policy (attached: page(s) 55 – 57)
- (e) Pensions Policies and Discretions (attached: page(s) 59 – 94)

14. **Thank you letters**

To receive a thank you letter from Griffithstown AFC for their Grounds Maintenance Grant (attached: page(s) 95)

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