

Clerk to the Council/
Clerc i'r Cyngor:

29 September/Medi 2022

Dear Sir/Madam,

You are hereby requested to attend a meeting of the **POLICY & FINANCE COMMITTEE MULTI-LOCATION MEETING TO BE HELD AT 6.30 PM on WEDNESDAY 5 OCTOBER 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 5 HYDREF 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

Lisa McMail

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

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

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

TWINNED WITH LONGJUMBAU, FRANCE, BREITEN, GERMANY & CONDEIXA, PORTUGAL
GEFEBILLIWIYD Â LONGJUMBAU, FFRAINC, BREITEN, YR ALMAEN & CONDEIXA, PORTUGAL

AGENDA

1. **Apologies for absence**
To receive apologies for absence.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**
To approve schedule of receipts and payments for August 2022 (attached: page(s) 1 to 2)
4. **Use of Credit Card**
To approve the credit card payments for July 2022 (attached: page 3)
5. **Petty Cash**
To approve the petty cash transactions 19.05.22 – 21.06.22 and 22.06.22 – 02.08.22 (attached: page(s) 4 to 5)
6. **Financial Budget Comparison (Monitoring Report) with Reserves**
To receive and consider the financial monitoring report to the end of August 2022 and the Councils Reserves (attached: page(s) 6 to 9)
7. **Local Voluntary Funding**
 - (a) To approve the attached Local Voluntary Funding applications (attached: page(s): 10 to 18)
 - (b) To note the allocated spend to date (attached: page 19)
8. **Budget Working Group**
To verbally receive the planned dates for budget planning and the agreed Budget Day from full Council. Refer Clerk
9. **Building Issues/Damp**
To receive a verbal report from the Clerk in relation to building issues/damp at the Pontypool Community Council offices. Refer Clerk.
10. **Policies**
To adopt the following policies:
 - (a) Form to record reportable injuries, diseases and dangerous occurrences (attached: page(s) 20 to 21)
 - (b) Record of reportable injuries, diseases and dangerous occurrences (attached: page(s) 22 to 23)
 - (c) Anti-harassment and bullying policy (attached: page(s) 24 to 26)
 - (d) Dignity at work policy (attached: page(s) 27 to 29)

11. **Grants Policy Review**

This is the basic grants policy from 20/21 which the Chair and Vice-Chair of Policy and Finance will be reviewing in liaison with the Clerk. Feedback from members at this meeting appreciate. (attached: 30 to 41)

12. **Thank you letter(s)**

To receive a thank you letter from Torfaen Male Choir in relation to a financial donation from Pontypool Community Council (attached: page 42)

*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 3

PONTYPOOL COMMUNITY COUNCIL

POLICY & FINANCE

OCTOBER 7TH 2022

INCOME

AUGUST 2022

09/08/2022	HMRC	VAT Refund Qtr to 30/06/2022	9546.43
26/08/2022	Torfaen CBC	Precept Payment 2	238662.33
		Total	248208.76

Bank Payments August 2022

VOUCHER

DATE	NO.	TO WHOM PAID	DETAILS	GROSS
01/08/2022	195	TOGS	Running Costs Grant	3,000.00
01/08/2022	196	Torfaen Museum	Running Costs Grant	3,000.00
01/08/2022	197	Age Connects	Running Costs Grant	3,000.00
01/08/2022	198	Torfaen CAB	Running Costs Grant	3,000.00
01/08/2022	199	Hope GB	Running Costs Grant	3,000.00
01/08/2022	200	British Gas	Credit on Account - Gas Office	- 241.04
01/08/2022	201	Cwmavon Village Hall	LVF - Clr B Rogers	250.00
01/08/2022	202	Cwmavon Village Hall	LVF - Clr J Rogers	250.00
01/08/2022	203	Lantarnum Grange	Grants Misc	500.00
01/08/2022	204	Hope GB	LVF - N Simons	500.00
01/08/2022	205	Pontypool & District Schools RFU	LVF - N Simons	500.00
01/08/2022	206	cancelled entry		
01/08/2022	207	Lily Rose Ivy Apeal	LVF - Clr J James	500.00
01/08/2022	208	Torfaen Play Lending Library	Party In The Park	2,000.00
04/08/2022	209	O Williams	YP Expenses - 01.08.22	176.64
04/08/2022	210	Torfaen CBC	Cleaning to 27/08/2022	655.67
04/08/2022	211	Torfaen Leisure Trust	Refreshments Eistedfodd	672.00
04/08/2022	212	Torfaen Leisure Trust	Hire of Hall 24/25 May - Eistedfodd	777.60
04/08/2022	213	Welsh Water	Water Chgs 24 Jan 22 - 26 July 22	52.95
04/08/2022	214	Cathedral Leasing	Hygiene Supplies Aug 22	41.59
04/08/2022	215	Lesley Smith	Mileage for Garden Comp Judge	9.40
04/08/2022	216	Consortium	Stationary - Clipboard	11.34
09/08/2022	217	Churches Fire Services	Alarm Monitoring to 31.08.22	22.26
09/08/2022	218	One Voice Wales	Members Training - Inv 6344	140.00
09/08/2022	219	Petty Cash	See Breakdown	148.58
09/08/2022	220	YP - Petty Cash Float	Initial Transaction Min No 100	200.00
09/08/2022	221	British Gas	Electricity - Unit 8 to 24/07/2022	24.06
15/08/2022	222	Torfaen CBC	Salaries - August	14,000.00
17/08/2022	223	British Gas	Gas - Office to 28/07/2022	74.57
17/08/2022	224	Barclaycard	See Breakdown	4,342.71
24/08/2022	225	123 Telecom	Line Rental & Fibre - July 22	196.20
24/08/2022	226	Petty Cash	See Breakdown	198.23
29/08/2022	227	Torfaen CBC	Salaries - August Adjustement	7,056.45
29/08/2022	228	George Street Primary School	LVF - Clr N Simons	500.00
29/08/2022	229	Speedy Asset Services Ltd	PIP - Pedestrian Barrier	270.00
29/08/2022	230	Jenson Travel Ltd	Youth Project - Porthcawl	340.00
29/08/2022	231	Torfaen CBC	Reimburse Council Elections May 22	10,834.09
29/08/2022	232	Crane Street Baptist Church	YP - Hall Donation 27/7 -17-8	160.00
29/08/2022	233	Olivia Williams	YP Expenses 11/08/22	54.03
29/08/2022	234	Olivia Williams	YP Expenses 19/08/22	75.11
29/08/2022	235	Olivia Williams	YP Expenses 28/0/22	25.85
29/08/2022	236	Chloe Goddard	YP Expenses - 24/08/22	5.53
29/08/2022	237	Consortium	Stationary - Envelopes	21.59
29/08/2022	238	Ricoh	Photocopier Charges	534.78
29/08/2022	239	ADT	Maintenance of Fire Alarm to 16/08/	1,148.12
29/08/2022	240	SSE	Electricity - Office 25/5 - 02/08/22	1,430.96
29/08/2022	241	Initial	Mat Supplies	82.71
29/08/2022	241a	Torfaen CBC	Rates - 35a Commercial Street Office	883.00
29/08/2022	242	BT	YP Mobile SIM	20.53
29/08/2022	243	Olivia Williams	Youth Project Expenses 31.08.22	176.64
29/08/2022	244	Torfaen County Borough Council	Rates Unit 8 - Christmas Lights	177.00
				64,799.15

AGENDA ITEM 1

BREAKDOWN - CREDITCARD PURCHASES

DATE	PAYEE	DETAILS	DEPARTMENT	AMOUNT
Office Expenses				
R Gwinnell card				
02/08/2022	The Secret Garden	Garden competition Judge voucher	Events - additional events	1250.00
02/08/2022	Tesco	Garden competition vouchers	Events - additional events	50.00
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
04/08/2022	Lufthansa	Youth Festival Flight	Events - Youth festival	316.37
L McMail card				
26/07/2022	Total Jobs	Clerk recruitment		106.80
C Challenger card				
09/07/2022	Facebook	Advertising Party in the park	Events - Party in The Park	13.41
25/07/2022	Amazon	Thankyou cards for Garden comp	Events - additional events	17.98
25/07/2022	Amazon	Flower seeds for Garden comp prizes	Events - additional events	7.58
28/07/2022	TV Licensing	TV License	Licenses	159.00
				3819.36
Youth Project Expenses				
R Gwinnell card				
04/08/2022	Coneybeach Digitickets	Youth Day out	Youth Project	416.00
04/08/2022	Techrequest Tickets	Youth Day out	Youth Project	107.35
				107.35
				4342.71

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AGENDA ITEM 5

PETTY CASH

2022/23

CASH Date		Ref.	Credit £	Debit £	TOTAL £
19.05.22	Balance B/fwd				200.00
22.06.22	Youth Project - Euros Bretton	1		149.53	50.47
22.06.22	Office Supplies	2		3.70	46.77
21.06.22	PSM - Twinning Gift Bretton	3		45.00	1.77
				<hr/>	
				198.23	

PETTY CASH

2022/23

CASH					
Date		Ref.	Credit £	Debit £	TOTAL £
22.06.22	Balance B/fwd				200.00
22.06.22	Refreshments Full Council	1		5.30	194.70
22.06.22	Flowers Eisteddfodd Judge	2		11.05	183.65
21.06.22	T Lights	3		40.00	143.65
22.06.22	Refreshments - Eistedfodd Meeting	4		3.99	139.66
22.06.22	Wilko - Jubilee Tree Access	5		2.60	137.06
24.06.22	Postage	6		6.10	130.96
25.06.22	Poet of Pontypool - Accessories	7		10.65	120.31
25.06.22	Seeds - Garden Comp	8		9.90	110.41
02.08.22	Garden Competition Judges Lunch	9		5.99	104.42
02.08.22	Mileage Claim - GJ Twinning	10		53.00	51.42
				<hr/>	
				148.58	

Pontypool Community Council

Financial Budget Comparison

August 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	£19,092.86	£19,092.86
110	Chairman's Charity	£0.00	£0.00	£187.46	£187.46
Total Council		£715,987.00	£0.00	£496,604.99	-£219,382.01
Policy & Finance Committee					
301	Bank Interest (CCLA)	£200.00	£0.00	£2,031.74	£1,831.74
310	Barclaycard Rebate	£60.00	£0.00	£79.92	£19.92
Total Policy & Finance Committee		£260.00	£0.00	£2,111.66	£1,851.66
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	£506,321.69	-£216,135.71

Notes on Income:

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

Closure of Youth Account £4,390.40, 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

Pontypool Community Council

Financial Budget Comparison

August 2022

		2022/2023	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Establishment Committee					
2001	Salaries	£233,000.00	£0.00	£76,615.20	£156,384.80
2005	Professional Membership	£200.00	£0.00	£0.00	£200.00
2010	Conferences/Training	£2,000.00	£0.00	£85.00	£1,915.00
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	£77,416.04	£159,983.96
Policy & Finance Committee					
3001	Rent, Rates & Water	£28,850.00	£0.00	£23,965.45	£4,884.55
3010	Fuel Charges	£7,500.00	£0.00	£2,233.77	£5,266.23
3015	Office Equipment & Consumables	£9,500.00	£0.00	£343.87	£9,156.13
3025	Cleaning	£9,050.00	£0.00	£3,721.16	£5,328.84
3030	Maintenance Contracts/Waste	£4,000.00	£0.00	£117.71	£3,882.29
3035	Office Contracts	£10,645.00	£0.00	£6,166.58	£4,478.42
3110	Insurance	£5,500.00	£0.00	£369.20	£5,130.80
3120	Association Subscriptions	£6,100.00	£0.00	£6,086.00	£14.00
3122	Stationery	£1,600.00	£0.00	£534.79	£1,065.21
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	£0.00	£1,000.00
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	£350.00	£1,650.00
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	£0.00	£29,000.00
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	£600.00	£4,400.00
6025	Presentation Evenings	£1,500.00	£0.00	£0.00	£1,500.00
6035	Community Hardship Fund	£11,117.00	£0.00	£0.00	£11,117.00
6036	Play Packs	£2,000.00	£0.00	£0.00	£2,000.00
Total Policy & Finance Committee		£274,962.00	£16,834.09	£88,234.69	£203,561.40
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
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	£26,024.54	£1,868.42
5020	Christmas Lights	£60,000.00	£0.00	£9,355.79	£50,644.21
5025	Christmas Trees	£35,000.00	£0.00	£0.00	£35,000.00
5030	Christmas Cavalcade	£15,000.00	£0.00	£17.10	£14,982.90
5050	Eisteddfod	£9,000.00	£0.00	£2,975.70	£6,024.30
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	£250.00	£0.00	£0.00	£250.00
5105	Youth Festival - incl Oversee	£250.00	£2,214.59	£2,885.78	-£421.19
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	£44,433.23	£112,074.32
Youth Work Project					
7001	Youth Project	£58,750.00	£1,820.00	£26,091.10	£34,478.90
Total Youth Work Project		£58,750.00	£1,820.00	£26,091.10	£34,478.90
Total Expenditure		£772,822.00	£31,863.42	£238,022.66	£570,380.98
Total Income		£716,247.00	£6,210.40	£506,321.69	-£216,135.71
Total Expenditure		£772,822.00	£31,863.42	£238,022.66	£566,662.76
Total Net Balance		-£56,575.00		£268,299.03	

Overspend to be funded from Reserves

<u>Earmarked Reserves</u>			Balance
Heading		Committee Responsible	
Party In the Park 2022			-
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
Total Earmarked Reserves			289,060.77

POLICY AND FINANCE

5th OCTOBER 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. R. Matthews	£500	Trac 2	Running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. R. Matthews	£300	4 th Gwent Boys Brigade	Running costs	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. B Rogers	£250	Pentwyn cricket field and Lethbridge Community Centre	Remedial work to obtain fire and electrical safety certificates	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. J. Rogers	£250	Pentwyn cricket field and Lethbridge Community Centre	Remedial work to obtain fire and electrical safety certificates	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. Davies	£500 PROJECT	Garnsychan Partnership	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	Local Government (Miscellaneous Provisions) Act 1976, s.19
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APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p><i>Is Organisation a Charity Yes / No</i></p>	<p>TRAC 2</p>
<p>Nature of Organisation:</p>	<p>TRAC 2</p>
<p>Purpose of Grant:</p>	<p>Running Costs.</p>
<p>Name of Councillor(s):</p> <p>Ward(s):</p>	<p>R Matthews.</p> <p>Penygarn Si Cadoc's.</p>
<p>Declaration of Interest: / 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</p> <p>£ 500</p>	<p>Signed: R. Matthews</p> <p>Signed:</p> <p>Signed:</p> <p>Dated: 31-8-2022</p>



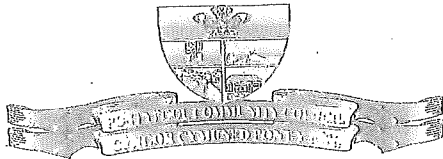
APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p><i>Is Organisation a Charity Yes / No</i></p>	<p>Boys Brigade</p> <p>4th Gwent Boys Brigade</p>
<p>Nature of Organisation:</p>	<p>Boys Brigade</p>
<p>Purpose of Grant:</p>	<p>Running Cost's</p>
<p>Name of Councillor(s):</p> <p>Ward(s):</p>	<p>Rose Mathews.</p> <p>Penygarth St Cadoc's.</p>
<p>Declaration of Interest: / 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</p> <p>£ 300.00</p>	<p>Signed: R Mathews.</p> <p>Signed:</p> <p>Signed:</p> <p>Dated: 31-8-2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p>Is Organisation a Charity Yes / No</p>	<p>PENTWYN CRICKET FIELD AND LETHBRIDGE COMMUNITY CENTRE</p>
<p>Nature of Organisation:</p>	<p>TO PROVIDE SPORTING AND LEISURE FACILITIES FOR THE PEOPLE OF PENTWYN. TO MAKE A MEETING AND COMMUNITY HALL AVAILABLE</p>
<p>Purpose of Grant:</p>	<p>REMEDIATION WORK TO OBTAIN FIRE AND ELECTRICAL</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>BOB ROGERS SAFETY CERTIFICATES</p> <p>ABERYCHAN and CWMATFEN</p>
<p>Declaration of Interest: 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>£ 250</p>	<p>Signed: <i>Bob Rogers</i></p> <p>Dated: 12 - 9 - 2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: Is Organisation a Charity Yes / (No)	PENTWYN CRICKET FIELD AND LETHBRIDGE COMMUNITY CENTRE
Nature of Organisation:	TO PROVIDE SPORTING AND LEISURE FACILITIES FOR THE PEOPLE OF PENTWYN. TO MAKE A MEETING AND COMMUNITY HALL AVAILABLE
Purpose of Grant:	REMEDIAL WORK TO OBTAIN FIRE AND ELECTRICAL
Name of Councillor:	T. JOOLS ROGERS SAFETY CERTIFICATES
Ward:	ABERYCHAN and CWMATON
Declaration of Interest: (NO)	Details of Personal Interest: <hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.	
Amount to be allocated (Limit £500) £ 250	Signed: <i>T. Jools Rogers</i> Dated: 12-9-2022



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: Is Organisation a Charity <u>Yes</u> / No	Fairfield AFC
Nature of Organisation:	Football Club
Purpose of Grant:	Towards Running Costs associated with teams
Name of Councillor:	Giles Davies
Ward:	Garndiffaith & Varteg
Declaration of Interest: <u>NO</u>	Details of Personal Interest:
I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.	
Amount to be allocated (Limit £500) £ ...200.....	Signed: <u>G. Davies</u> Dated:27. 09. 22.....



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.</p> <p>I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.</p>	
<p>Amount to be allocated</p> <p>£ ...500.....</p>	<p>Signed:Giles Davies.....</p> <p>Dated:27.09.2022.....</p>

APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT

PONTYPOOL COMMUNITY COUNCIL

POLICY & FINANCE

OCTOBER 7TH 2022

NOTE Councillors have £2500 each. Organisations cannot have more than £500 paid per year. (Unless it is for a project)

Date	Organisation	Councillor	Trans number	Amount
01/06/2022	GarnDIFFAITH RFC	Lyn Clarkson		£100.00
01/06/2022	GarnDIFFAITH RFC	Giles Davies		£100.00
06/07/2022	Pontypool and District Schools RFU Under 11s	Nick Simons		£500.00
06/07/2022	George Street Primary School	Nick Simons		£500.00
06/07/2022	Hope GB	Nick Simons		£500.00
06/07/2022	Cwmavon Village Hall and Residents Committee	Jools Rogers		£250.00
06/07/2022	Cwmavon Village Hall and Residents Committee	Bob Rogers		£250.00
06/07/2022	Lily Rose Ivy at Wainfein and Tranch Hall Defib	Jon James		£500.00
07/09/2022	New Inn Juniors AFC	Keith James		£300.00
07/09/2022	Pontypool Retired Mens Society	Keith James		£400.00
07/09/2022	Tranch FC	Gaynor James		£200.00
07/09/2022	Pontypool Town AFC	Rose Matthews		£200.00
07/09/2022	St Albans School	Matt Ford		£500.00

AGENDA ITEM 9(b)

AGENDA ITEM 10

PONTYPOOL COMMUNITY COUNCIL

Form to record reportable injuries, diseases and dangerous occurrences

Accident with injury record form

Details of injured person	
Name:	
Status of person:	Employee Self employed Member of the public Contractor Other Please state:
Date of birth:	
Occupation:	
Home address:	
Date and time ceased work:	/ / Time: am / pm
Date and time returned to work:	/ / Time: am / pm
Details of first aid treatment (to be completed by first aider or appointed person)	
Precise nature of injury:	
Did the injured person receive first aid treatment at work?	Yes / No
If yes, give details:	
Was the injured person taken to hospital?	Yes / No
If yes, give details of the name and address of the hospital:	
Signed: (First aider or appointed person)	
Date:	

Details of the accident	
Address of location where the accident occurred:	
Precise location where the accident occurred:	
Date and time of the accident:	/ / Time: am / pm
Exact details of what happened:	
Continue on separate sheet if required	
Details of witnesses:	
Statement of witnesses to be attached	
Signed: (Supervisor)	
Date:	
Checklist for managers	
Has an entry been made in the Accident Book?	Yes / No
If the accident/incident is reportable, has it been reported to the Enforcing Authority?	Yes / No
Has an F2508 been completed?	Yes / No
OR	
In the case of telephone reporting, has a reference number been allocated by the Enforcing Authority?	Yes / No
Has the insurance company been notified?	Yes / No
Has a full investigation been carried out with corrective/preventive actions taken to avoid a recurrence?	Yes / No
Signed: (Manager)	
Date:	

PONTYPOOL COMMUNITY COUNCIL

Record of reportable injuries, diseases and dangerous occurrences

Councils and those in control of premises are legally required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report to the Health and Safety Executive the following information:

- the death of an employee, self-employed person or member of the public as a result of a workplace accident
- a specified injury to an employee or self-employed person at the workplace
- an injury to a member of the public who, as a consequence, is taken to hospital for treatment
- a work-related injury to an employee or self-employed person that means they are unable to attend work or perform their normal duties for more than seven days
- any defined work-related ill-health condition (for the defined list go to <http://www.hse.gov.uk/riddor>)
- any defined dangerous occurrences (near misses) with the potential to cause a serious injury or major incident (for the defined list go to <http://www.hse.gov.uk/riddor>)
- any incidents involving gas supply or appliances (as defined and listed at <http://www.hse.gov.uk/riddor>).

Fatal accidents must be notified to the Health and Safety Executive without delay by phone on 0345 300 9923 (out of hours 0151 951 5897) and confirmed in an online report.

Other reportable events must be notified as soon as is reasonably practicable in an online report.

To make an online report go to <http://www.hse.gov.uk/riddor/report.htm>.

The person responsible for reporting is the clerk, or a senior member of staff in their absence (e.g. the person in charge of an event). Reports should be made in a timely manner on the appropriate form, including details of first aid administered.

Incidents should also be recorded using the form on the next page and records kept on site {location}. Records should be checked by the Chair of Establishment at the monthly meeting.

This Policy was adopted by the council on XX XXXXXXXX 2022 and should be reviewed in 2024.

Record of incidents reported under the RIDDOR regulations

Incident date:	
Time:	
Name of injured person:	
Status of person: <i>(Circle as appropriate)</i>	Employee Self-employed Service user Member of public
Address of any injured person who is not a direct employee:	
Incident location:	
Description of injuries suffered:	
Incident summary:	
Date and time incident reported to Health and Safety Executive:	
Any action steps implemented:	
Record completed by:	Date:

PONTYPOOL COMMUNITY COUNCIL

Anti-harassment and bullying policy

Policy

Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

The Community Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

The Community Council deplors all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all of its employees. The aim of this policy is to inform employees and councillors of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

The Community Council recognises that it has a duty to implement this policy and all employees and councillors are expected to comply with it.

Examples of personal harassment

Personal harassment takes many forms and employees/councillors may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another or councillor towards one of his/her colleagues or to an employee and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments about appearance
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- unwelcome touching
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment. Councillors should be aware that their own contravention of this policy is a Code of Conduct matter which may be reported to the Public Service Ombudsman for Wales.

Complaining about personal harassment

Informal method

The Community Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through the normal grievance procedure. In these circumstances you are encouraged to raise such issues with a trusted member of the Community Council, either staff or Councillor, (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal method

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Clerk and they should bring the matter to the attention of the Chair of the Establishment Committee as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint the Community Council will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved. If the alleged harasser is a councillor, the Chair of the Establishment Committee will request the individual to refrain from making direct contact with the employee for the required period.

On conclusion of the investigation which will normally be within 10 days of the meeting with you, a report of the findings will be submitted to the Establishment Committee that will arrange to hold the grievance meeting.

You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the Committee has had the opportunity to consider the allegations submitted. You have the right to be accompanied at such a meeting by a colleague or

trade union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be considered as a breach of discipline or in the case of councillors an alleged breach of the Code of Conduct.

You will be able to put your case forward at the meeting and the Chair of the Establishment Committee will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Appeals Committee within 5 working days of receiving the outcome.

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action (or in the case of a councillor will be reported to the Public Service Ombudsman for Wales) in accordance with the Community Council's disciplinary procedure.

The Community Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

This policy was adopted by the council on XX XXXXXX 2022 and is due for review in 2024.

PONTYPOOL COMMUNITY COUNCIL

Dignity at work policy

What this policy covers

The aim of this policy is to convey the Community Council's position to creating a workplace culture free from hostility, in which each member of staff is valued and enabled to develop to their full potential.

The Community Council will not tolerate behaviour which may have the effect of belittling another person. Examples of this behaviour include: bullying, harassment, derogatory comments, uninvited physical contact and any other act which creates an intimidating work environment. Employees must be able to carry out their work duties without fear of any unfair treatment.

Your rights and responsibilities

We expect all staff to adhere to the following:

- treat colleagues, and service users, with dignity and respect
- be aware of the effect that own behaviour and activities can impact on others
- dress appropriately for workplace
- set a positive example to all colleagues
- consider language, attitudes and culture of colleagues, service users
- think before making personal comments to or about others; and
- promote dignity and respect in the workplace.

We hope that the implementation of this policy means that no person should need to make a complaint. However, should a complaint be made, the complainant should hold the honest and genuine belief that they are being bullied or harassed.

The Community Council's responsibilities

Promotion of policy

This policy and procedure will be communicated to all staff, and all employees will be made aware of their responsibilities under it. Training will be given, where necessary, on its implementation.

Confidentiality

Any information gathered in the handling of a complaint will be treated sensitively. However, it will be explained to those involved that some information will have to be shared as part of an effective process in order to come to a satisfactory conclusion.

Complaint procedure

Informal approach

The first step you are encouraged to take is to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you decide you can deal with the inappropriate behaviour informally, for example, if the act concerned is relatively minor, isolated or clearly unintentional. In these situations it is possible that the matter can be resolved immediately by letting the alleged perpetrator know that the behaviour in question is unacceptable to you and should be avoided in future. If you feel unable to do this verbally, you should hand a written request to your harasser; this is something your confidential helper can assist you with.

Formal approach

If you feel uncomfortable about raising the issue directly with the alleged perpetrator or if you consider the behaviour is more serious because it was deliberate, part of a persistent pattern, or serious in nature, or has been repeated despite having discussed a previous incident informally, then you should bring the matter to the attention of the Chair of Establishment as a formal written complaint and again this is something that your confidential helper can assist you with.

On receipt of a formal complaint, an investigation will take place.

Disciplinary action

If the decision is that the allegation is well founded, the perpetrator will be liable to disciplinary action in accordance with our disciplinary procedure.

No action taken

If there are no grounds to substantiate the allegation that unacceptable behaviour has taken place, this outcome will be confirmed in writing to all involved.

Dissatisfaction with the outcome

Recourse to the Community Council's Grievance procedure is available if the complainant is not satisfied with the outcome of the process.

Malicious false allegations

Any allegations found to be both false and malicious will be taken very seriously and may result in disciplinary action up to and including dismissal.

Mediation

Mediation may be suitable in some circumstances following an informal or formal dignity at work complaint. This may be used where the unresolved issues are of a more personal level rather than work-related, such as difficulties in communication or not being able to see one another's point of view.

Mediation could be used where any work-related matters have been addressed by the Community Council, but personal issues still remain between the parties as they continue to work together.

Agreement to the process by both parties is a must: mediation will not be considered unless all parties consent to it.

This policy was adopted by the council on XX XXXXXXXX 2022 and should be reviewed in 2024.

AGENDA ITEM 11

FOR REVIEW

PONTYPOOL COMMUNITY COUNCIL GRANTS POLICY

1. GENERAL POLICY STATEMENT

The Council is empowered to distribute grants under

- s.137 of the Local Government Act 1972,¹
- Power of Well Being, s, 2 Local Government Act 2000 and s, 126 Local Government (Wales) Measure 2011²
- Other powers, including the Local Government (Miscellaneous Provisions) Act 1976.³
- It is unlawful to award grants to individuals under s.137 but may be given under the Power of Well Being. All applications for funding must conform to legislation.

2. LIMITATIONS

The Welsh Assembly reserved powers to impose limitations on the power of wellbeing and this is effectively the amount that can be spent under this power which is limited to the same criteria used to calculate the amount that can be spent under s.137⁴

¹ A local authority may incur expenditure which in the members' opinion will "be in the interests of, and will bring direct benefit to, some or all of the inhabitants" It cannot therefore be given to an individual.

The Local Government and Housing Act 1989, Schedule 2 amended this power to state that the benefit obtained must be commensurate with the expenditure incurred. The Council must therefore consider whether the expenditure is reasonable in relation to the benefit derived therefrom.

s.137 also enables the Council to give grants to National Charities. and contribute to public appeals made by Mayors and Chairs of Principal Authorities

² The power of well being enables councils to do anything that is aimed at promoting and improving the environmental, economic or social well being of its area.

A Council can therefore incur expenditure; give money to any person;; work with other persons and organisations to achieve the aims of well being and provide staffing and related services. It gives local authorities a wider discretionary power to develop community leadership role and deliver better and more responsive services.

³ S.19 of this Act enables a Council to spend money to promote and provide recreational facilities and give grants to organisations providing such facilities.

3. LOCAL VOLUNTARY FUNDING (LVF)

- a. £2,500 is allocated in 2020-2021 to each member ⁵
- 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 £500.⁶
- j. Applications to spend their LVF on projects in their community are not constricted by the £500 limit.

⁵ ² Refer Appendices 1A and 1B for application forms.

⁶ 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)

- k. Only ONE application per member may be submitted for an organisation each year but members may combine their allocation
- l. Member(s) should check with the Clerk if there are any concerns as to the lawfulness of the grant.
- m. All LVF forms will be considered at the Policy and Finance committee which has plenary powers to confirm the award.
- n. Exceptionally they may be considered by full Council if there is not a Policy and Finance committee in that particular month.
- o. If the member's allocation is not used in a year, the member must inform the Accountant if it is to be reserved for a project; otherwise the money will return to the general reserve,
- p. The final meeting at which LVF can be considered in a year is the February Policy and Finance committee. (Exceptions may be made for good reasons)
- q. Statements of grants made and balances remaining will be sent out to members regularly throughout the year.

4. REQUESTS FROM ORGANISATIONS NOT SPECIFIC TO WARDS

- a. Where a request is made for a grant from an organisation that spreads all across Pontypool a notification should be sent to all Ward Members and an item be placed on the next scheduled Policy and Finance meeting for consideration and approval.
- b. Grants awarded outside of LVF will come from the £5,000 grants allocation. (2020 – 2021)

5. REQUESTS FROM LOCAL AND NATIONAL CHARITIES

- a. £5,000 has been allocated in the budget for these organisations in 2020-2021.
- b. Requests from local and national charities will be considered as received throughout the year but to fit in with dates of Presentation Evenings; Members will be informed at each meeting the amount of money available in the budget.
- c. These organisations will not be required to complete an application form for finance but will be recorded in the system

- d. Amounts to be distributed will be at the Council's discretion
- e. The guidelines for the amounts to be allocated shall be as follows:
 - (i) New organisations within the United Kingdom to be awarded grants of up to £75;
 - (ii) Organisations within Wales to be awarded grants of up to £200;
- iii. Applications from locally based sections of national organisations to be considered on their merits.

6. COMMUNITY HALLS/CENTRES

- a. A sum of £5,000 has been allocated in the budget for 2020-2021 for Community Halls and other similar facilities towards housekeeping expenses.
- b. Application forms will be sent to the Halls/Centres each year in liaison with TVA to ensure that all halls/centres that are open for public use are able to apply for a grant.
- c. Applications will be considered annually by the Council and will be distributed at the next Presentation Evening

7. SPONSORSHIP OF JUNIOR AND MINI TEAMS

- a. This will be confirmed annually by the Council and awarded at the next Presentation Evening. All junior and mini teams in Pontypool details will need to be presented to the Committee along with details of the clubs that have previously received funding going back 3 years.
- b. The policy for the awarding of this sponsorship will be reviewed annually.
- c. The budget as of 2021 is £6000 and up to 6 teams will be awarded the grant.
- d. Evidence of what the grant is to be used for is to be provided to the Council and the Community Council logo will need to be displayed on any equipment/kit purchased.

8. GROUNDS MAINTENANCE GRANTS

- a. An allocation will be made in the budget for grants to amateur sporting groups responsible for grounds maintenance.

- b. All amateur clubs will be invited to apply and the Council will work in partnership with TVA to establish all the relevant organisations.
- c. An article will be placed on the Council's website, in the local press and on other media platforms and the Policy and Finance Committee will receive the application forms and accounts for consideration. The approved grants will be allocated at a Presentation Evening.
- d. An amount is allocated to each club for each pitch the club is responsible for maintaining. There is an annual budget of £7000.

9. SCHOOL ENVIRONMENTAL GRANTS

- a. Secondary and primary schools in Pontypool will be invited annually to apply for an Environmental Grant as per the criteria.
- b. The Schools are asked to provide a brief synopsis of their intended project with rough costings.
- c. The grants will be awarded at a Presentation Evening.
- d. The annual budget is £4000.

10. CORE FUNDING GRANTS

- a. At its budget meeting each year, the Council will allocate sums of money for core funding of certain organisations.
- b. All eligible organisations will be invited to apply and the Council will work in partnership with TVA to establish all the relevant organisations. An article will be placed on the Council's website, in the local press and on other media platforms. Reminders will not be sent out.
- c. The grants will be considered at the Policy and Finance Committee.
- d. Any grants made will be awarded at the next Presentation evening after consideration of the grants.
- e. A maximum of £3000 could be given to any organisation

11. PRESENTATION EVENINGS

- a. There will be two Presentation Evenings per year to be held in June/July and September/October
- b. One of these will be at a venue selected by the Chair of the Council; the second will be taken from the rota.
- c. In addition to the grants listed above, testimonials will also be awarded at the Autumn Presentation Evening and will be considered prior to this at the Council meeting.

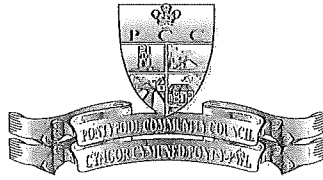
12. GENERAL POINTS

- a. In exceptional circumstances grant applications may be considered by the Council and in all cases if a member wishes to allocate more than £500 to one organisation.
- b. The Council may vary this policy for special occasions and budget accordingly.
- c. The Council will work in partnership with TVA to establish all the relevant organisations eligible for grants and an article will be placed on the Council's website, in the local press and on other media platforms.
- d. All references to the Council shall mean the Policy and Finance Committee and will need to be approved by Council unless delegated powers are given to the Committee, such as in the case of confirmation of Local Voluntary Funding requests.
- e. This policy will be reviewed annually in October before the budget meeting in December.

PONTYPOOL GRANT AID

C R I T E R I A FOR ACCEPTANCE OF APPLICATIONS FOR FINANCIAL ASSISTANCE

1. The organisation must be 'voluntary' and not professional business or commercial. Any profits, gains or financial surpluses must accrue to the organisation and not for the benefit of individuals.
2. The organisation must be based and operate substantially in the Pontypool area and the majority of the members or persons for whom the organisation caters should reside in the Borough of Torfaen. This grant source must be used specifically to assist Community Associations and Centres in meeting essential housekeeping bills, as detailed in item 10 of the application form. There must be a Management Committee and a Constitution.
3. The organisation should have a substantial community benefit and should not cater for a restricted or limited membership or confine its activities to any unduly small circle, although this should not be read to exclude minority interests and causes.
4. The organisation should not operate any bar or restriction in respect of race, colour, creed or religion.
5. The organisation should be controlled and organised in a recognised democratic manner.
6. ALL applications for assistance must be accompanied by properly drawn up, AUDITED ACCOUNTS. These accounts should refer to the last financial year. Applications will not be considered if audited accounts are not submitted and the financial year ends more than nine months prior to the date of application. The Auditor and the Treasurer must sign the accounts.
7. The organisation should show that it has made serious attempts to raise money by other means and from other sources.
8. The organisation should show that, where appropriate, proper subscriptions and charges are made.
9. The organisation should specify in detail its housekeeping expenses for which assistance is needed, as detailed in item 10 of the application form.
10. All applications for assistance will be considered on a yearly basis and only one application per year will be considered under these criteria.
11. ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN 17th Sept 2021 PRIOR TO THE CONSIDERATION OF GRANTS AT A COUNCIL MEETING IN JULY. IT WILL BE ASSUMED THAT GRANT AID FUNDING FROM THE COUNCIL IS NOT REQUIRED IF APPLICATIONS ARE NOT RECEIVED BY THIS DATE.



APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS RUNNING COSTS

1. Name of Organisation:
(bank account name if different from
above)
2. Address:
.....
.....
3. Name & address of Secretary
(incl post code)
.....
4. Contact ☎:
5. E-mail:
6. Purpose of Organisation

7. No of Members – (please indicate how many live in the Pontypool area)
8. Reason for Application:

9. Please indicate if there is a Safeguarding policy in place if dealing with children, young people and vulnerable adults Yes/No/Not applicable. (please delete as appropriate)

- 10 Financial Position
Please indicate the balance at end of the financial year £
together with date Date:

11. Is the organisation a registered charity Yes/No (Please delete as appropriate)

Please return completed form to include the latest current statement of accounts duly signed by the Treasurer and an independent verifier as specified in the criteria which is on the reverse of this form.

Mrs Cindy Challenger
Finance & Events Manager
Pontypool Community Council
35A Commercial Street
Pontypool, Torfaen NP4 6JQ

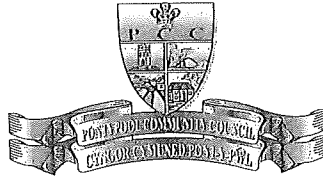
GRANTS

CRITERIA FOR AMATUER SPORTING ORGANISATIONS OR GROUPS APPLYING FOR FINANCIAL ASSISTANCE FOR GROUNDS MAINTENANCE

- 1 The group must be a voluntary / not for profit organisation.
- 2 The organisation shall have its grounds in the Pontypool area.
- 3 The organisation shall provide a service to members that actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, part-time worker, language, union activity, and an individual's health status.
- 4 The organisation shall have a constitution and be organised in a recognised democratic manner.
- 5 The organisation shall specify how any previous grants have been used.
- 6 All applications for assistance must be accompanied by the previous year's accounts which have been audited or verified independently. The auditor or independent verifier and two people from the Committee i.e., Treasurer / Secretary / Chair should sign the accounts.
- 7 A grant for Grounds Maintenance will only be awarded once a year. The Groups will be allocated an amount for each pitch they are responsible for maintaining.
- 8 Reminders will not be sent out and it is the responsibility of your organisation to ensure that the completed form is returned on time.

POLICY FOR THE AWARDING OF ENVIRONMENTAL GRANTS

1. All schools within Pontypool will be invited to apply for a grant each year and will be asked to submit a letter / report outlining the project which demonstrates the following:
 - 1.i. An environmental benefit to the school or local area.
 - 1.ii. A link with the National Curriculum.
 - 1.iii. How it enhances the quality of school life for the pupils.
2. In determining the amount to be awarded to each school, the Council will consider:
 - 2.i. The size of the Project
 - 2.ii. The main purpose of the Project
3. The amount to be allocated will be determined annually by the Planning and Environment Committee of Pontypool Community Council which will recommend to full Council
4. Members from the Planning and Environment Committee will visit the school to see how the project is progressing, having given due notice, after a minimum of 12 months.
5. If the money has not been used for the purpose for which it was granted, Pontypool Community Council may not re-offer the opportunity to apply in future for an environmental grant.



GRANTS

CRITERIA FOR ORGANISATIONS OR GROUPS APPLYING FOR CORE FUNDING

1. The organisation must be voluntary/not for profit organisation.
2. The organisation must usually be based in and/or deliver a service to residents living in the Pontypool Community Council area.
3. The organisation shall provide a service to members that actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, part-time worker, language, union activity, and an individual's health status
4. The organisation shall have a Management Committee or Trustee Board with a Constitution and/or Memorandum and Articles.
5. The organisation shall specify the purpose for which assistance is needed and detail through their accounts how any previous grant has been used.
6. The organisation shall produce the previous financial year's statement of accounts which must be signed by two from Treasurer / chair / secretary. This will either be countersigned by an independent verifier or, where the organisation has a turnover (presently £2500) which requires audit, an audited statement of accounts.
7. A grant for Core Funding will only be awarded once a year and will be distributed, when possible, at a presentation evening
8. Applications for these grants will be made each year in order to give time for the previous year's accounts to have been drawn up.
9. The organisation should indicate that, when presentation evenings are held, a member or officer of the organisation will attend to receive it and make a statement to attendees about what the organisation does to spread information about activities and support which are available in the Pontypool area.

From: Peter Kinsey <pjk2808@gmail.com>

Sent: 10 September 2022 08:55

To: Rebecca Cronin <RCronin@pontypoolcc.gov.uk>

Cc: Neil Wonnacott <neil.wonnacott@btinternet.com>; Dave Gunter <8d.gunter@gmail.com>

Subject: Grant Award - Torfaen Male Choir

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.

Dear Mrs Cronin

Our Treasurer has informed me that the Pontypool Community Council has awarded the choir £250 to support our activities in Pontypool and the surrounding area. We are extremely grateful for your generosity and plan to put it to good use in building the choir. Please pass on our thanks to your committee.

Also please note that Dave Gunter has replaced Jeff Ganner as Chairman of the choir.

Regards

Peter Kinsey