



31st August/31Awst 2022

Clerk to the Council/
Clerc i'r Cyngor:

Dear Sir/Madam,

You are hereby requested to attend a **MULTI-LOCATION** meeting of the **POLICY & FINANCE COMMITTEE** at **6.30 PM** on **WEDNESDAY 7 SEPTEMBER 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.

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID** yn **Rhith Gyfarfod** am **6:30 yf, DYDD MERCHER 7 MEDI 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.

The agenda for the meeting is set out below and relevant papers are attached. Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

Richard Gwinnell

ACTING CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

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

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

TWINNED WITH LONGJUMEAU, FRANCE, BRETEN, GERMANY & CONDEIXA, PORTUGAL
GEFEILLIWIYD Â LONGJUMEAU, FFRAINÇ, BRETEN, YR ALMAEN & CONDEIXA, PORTUGAL

AGENDA

1. **Apologies**
To receive and accept apologies.
2. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts & Payments**
To approve schedule of receipts and payments for June & July 2022 (attached: page(s) 4 to 6)
4. **Use of Credit Card**
To approve the credit card payments made in June & July 2022 (attached: page(s) 7 to 8)
5. **Petty Cash**
To approve the petty cash transactions to 31st May 2022 (attached: page 9)
6. **Financial Comparison Report**
To receive and consider the financial comparison report to the end of July 2022 (attached: page(s) 10 to 12)
7. **Committee Budgets**
Refer to reports to be presented on Committee Agendas for budget and reserves information (attached: pages 13 to 14)
8. **Council Reserves**
To receive the updated earmarked reserves (attached: page 15)
9. **Local Voluntary Funding**
To approve the attached Local Voluntary Funding Application (attached: page(s) 16 to 21)
10. **Foodbanks/Community Hardship Fund**
To consider supporting local community by making a contribution to Food banks and or other community funds, see attached list of local foodbanks (attached: page 22)
11. **Grounds Maintenance applications**
To consider applications for Annual Funding from the following organisations: (attached: page(s) 23 to 37)
 - (i) Penygarn and Trevechin JAFc
 - (ii) New Inn Juniors and Youth AFC
 - (iii) Griffithstown Junior Football Club
 - (iv) New Inn Football Club
 - (v) Panteg Cricket Club

- (vi) Cwmffrwdroer Sports Club – Awaiting Accounts
- (vii) Pontnewynydd Cricket Club
- (viii) Garndiffaith Bowls Club
- (ix) Fairfield Utd AFC
- (x) Sebastopol Juniors AFC
- (xi) Garndiffaith RFC
- (xii) Talywain RFC
- (xiii) Race Association Football Club
- (xiv) Pontnewynydd AFC

Note: There is £8200 in budget for 2022/23.

13. **Financial Requests**

To receive requests from the following organisations for financial assistance: (attached page(s) 38 to 42)

- Tenovus Cancer Care
- Pit Pony Sanctuary

14. **Welsh Language Scheme Review**

To note the comments in attached email from Cllr A Gunter with Welsh Language Scheme attached pages 43 to 52)

15. **Multi Location Meeting Report & Statement**

To receive an update on progress with regard to Multi Location Meeting Report & Statement (attached: page(s) 53 to 60)

16. **Audit Wales – Consultation on Fee Scales 2023/24**

To receive an update on fee scales (attached: page(s) 61 to 81)

17. **Policy Review Schedule**

To receive an update from Clerk

18. **Greater Gwent (Torfaen) Pension Fund**

To receive notification of the Triennial Valuation for the three year period commencing on 1st April 2023 (attached: page(s) 82 to 83)

19. **Preparing for Budget 2023/24**

To discuss dates for budget discussions and proposals.

*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

Cash Book Receipts

DATE	REC. NO	FROM WHOM RECEIVED	DETAILS	GROSS
		May Income		
12/05/2022	4	HM Customs & Excise	Vat Refund	8,759.43
25/05/2022	3	Cooperative Bank	Closure of Youth Council account	4,390.40
30/05/2022	5	CCLA	Dividend reinvested - May	387.06
		June Income		
28/06/2022	6	Barclaycard	Creditcard Rebate	79.92
28/06/2022	7	PIP - Various	PIP	295.00
01/06/2022	8	CCLA	Dividend reinvested - June	621.50
07/06/2022	9	Gaynor James	Twinning Reimbursed for flight	188.64
07/06/2022	10	Gaynor James	Chairs Charity	100.00
07/06/2022	11	Art Regen	PIP Stall Donation	5.00
07/06/2022	12	PIP - Various	PIP - Various Stallholders Donation	160.00
30/06/2022	13	PIP - Various	PIP - Various Stallholders Donation	340.00
			<u>Sub Total</u>	<u>15,326.95</u>
		July Income		
01/07/2022	14	PIP Donations	PIP - Various Stallholders Donation	35.00
01/07/2022	15	Clr G James	Chairs Charity	60.00
06/07/2022	16	Torfaen CBC	Youth Project - Summer of Fun WA G	1820.00
08/07/2022	17	Penrhiwgyngi	PIP Stallholder	256.00
13/07/2022	18a	PIP Donations	Chairmans Charity	27.46
13/07/2022	18b	PIP Donations	PIP - Various Stallholders Donation	25.00
27/07/2022	19	PIP Donations	Ice Cream Van	90.00
01/07/2022	20	CCLA	Dividend Reinvested July	717.76
			<u>Sub Total</u>	<u>3031.22</u>

Bank Payments June 2022

DATE	VO. NO.	TO WHOM PAID	DETAILS	GROSS £
01/06/2022	84	Churches Fire	Intruder Alarm System June 22	22.26
01/06/2022	85	W Beecham	Eistedfodd	200.00
01/06/2022	86	Pauls Piano	Eistedfodd - Hire	440.00
01/06/2022	87	Jenson Travel	Eistedfodd - Transport	772.00
01/06/2022	88	Varteg Motors	Eistedfodd - Transport	1050.00
08/06/2022	89	Olivia Williams	YP Expenses - 26/05/22	73.75
08/06/2022	90	Olivia Williams	YP Expenses - 01/06/22	15.08
08/06/2022	91	Penrhiwgyngi Bakery/Michelle wooley	1st Prize Jubilee window	100.00
08/06/2022	92	Osbourne Lodge	2nd prize Jubilee window	60.00
08/06/2022	93	A Cut Above	3rd prize Jubilee window	40.00
08/06/2022	94	Mentor laith	Judging at Eistedfodd	314.00
08/06/2022	95	Eden Springs	Annual Rental 01/06/22 to 31/05/23	195.55
08/06/2022	96	British Gas	Electricity - Unit 8 to 24/5/22	25.88
08/06/2022	97	SSE	Electricity - Office to 24/05/22	779.64
08/06/2022	98	Datashred	Confidential waste collection - June	72.52
08/06/2022	99	Petty Cash	See breakdown	167.83
08/06/2022	100	Torfaen CBC	Salaries - June	14000.00
08/06/2022	101	Torfaen CBC	Salaries - additional June	7589.14
08/06/2022	102	Cathedral Hygiene	Hygiene Bins	41.59
16/06/2022	103	Barclaycard	See breakdown	931.77
17/06/2022	104	Marshall and Hicks	PIP - Banners	120.00
17/06/2022	105	PPL	Music Licence	170.36
17/06/2022	106	TVA	Torfaen Community & Volunteers - G	550.00
17/06/2022	107	JS Cleaning	Office Window Cleaning	108.00
17/06/2022	108	Padre Pio	Environmental Quiz - Buffet	137.50
17/06/2022	109	Chloe Goddard	YP Expenses - 09/06/2022	7.17
17/06/2022	110	Olivia Williams	YP Expenses - 09/06/2022	50.43
17/06/2022	111	Olivia Williams	YP Expenses - 26/05/2022	73.75
17/06/2022	112	Consortium	Stationary	6.44
17/06/2022	113	Initial Washroom	Waste Disposal	82.71
17/06/2022	114	Crane Street Church	Donation - Hall Hire 01/06 -22/6	160.00
17/06/2022	115	One Voice Wales	Members Training	210.00
17/06/2022	116	Torfaen CBC	Rates	177.00
17/06/2022	117	British Gas	Gas - Office 21/4 - 28/5	187.56
18/06/2022	118	123 Telecom	Telephone/Fibre Charges May 22	195.00
21/06/2022	119	Torfaen CBC	Office Cleaning - June 22	655.67
21/06/2022	120	Lauren Heckler	YP Expenses 21/06/22	8.83
21/06/2022	121	BT	Youth Project - Mobile Phone SIM	20.53
21/06/2022	122	Alison Instone	Eistedfodd -Donation	100.00
21/06/2022	123	Ysgol Panteg	Environmental Quiz - Prize	40.00
21/06/2022	124	Padre Pio	Environmental Quiz - Prize	60.00
21/06/2022	125	Cwmffwdoer Primary	Environmental Quiz - Prize	100.00
21/06/2022	126	Torfaen CBC	Payroll - Admin fee	813.41
21/06/2022	127	Joogleberry	Bal due TITAN	1488.00
21/06/2022	128	Joogleberry	Bal due Bubbleologist	270.00
27/06/2022	129	New Inn Youth Junior & Youth AFC	Junior Sponsorship	1000.00
27/06/2022	130	Fairfeld United Juniors	Junior Sponsorship	1000.00
27/06/2022	131	Garndiffaith RFC	LVF LC/GD	200.00
27/06/2022	132	Crane Street Church	Donation - Hall Hire 29/6 -20/7	160.00
27/06/2022	133	Torfaen CBC	Rates - Office	883.00
28/06/2022	134	Garndiffaith RFC Mini	Junior Sponsorship	1000.00
28/06/2022	135	Griffithstown Jnr	Junior Sponsorship	1000.00
28/06/2022	136	Talywain Mini RFC	Junior Sponsorship	1000.00
30/06/2022	137	Linda Jane Howells	Poetry Competition	20.00
30/06/2022	138	Ina Emily Carney	Poetry Competition	50.00
30/06/2022	139	Olivia Williams	YP - Expenses 29/06/22	48.94
30/06/2022	140	Chloe Goddard	YP - Expenses 20/06/22	12.68
30/06/2022	141	Teenage Cancer Trust	Grant	200.00
30/06/2022	142	Kids Cancer Charity	Grant	200.00
30/06/2022	143	International Spinal Research	Grant	200.00
30/06/2022	144	Cindy Challenger	EE - WIFI Dongle CP	54.18
30/06/2022	145	Zenith Printing	PIP - Banners	160.80
30/06/2022	146	Rebecca Cronin	PIP Amazon purchases	322.62
				40195.59

Bank Payments July 2022

VOUCHER				GROSS
DATE	NO.	TO WHOM PAID	DETAILS	
01/07/2022	147	Cwmfrawdoler RFC	Junior Sponsorship	1,000.00
01/07/2022	148	Torfaen CBC	Members Expenses	5,850.00
01/07/2022	149	Chloe Goddard	YP Expenses	7.17
01/07/2022	150	Cathedral Hygiene	Supply of Hygiene Supplies - July	41.59
01/07/2022	151	Brandon Hire	PIP	959.40
04/07/2022	152	Green Room Power	PIP - Technical Support	1,740.00
07/07/2022	153	The Trends	PIP - Entertainers	600.00
08/07/2022	154	Ms G Cusak	Poetry Competition 2nd Prize	30.00
08/07/2022	155	British Gas Business	Electricity Unit 8 to 24/6/22	25.22
08/07/2022	156	Pontypool Rugby Football Club	PIP - Donation	100.00
11/07/2022	157	Pontypool Waste Disposol	PIP - Skip Hire	156.00
11/07/2022	158	Table Top Catering	PIP - Missing tables x 2	183.60
11/07/2022	159	Sarah Cambell	PIP- Stage Management	625.00
11/07/2022	160	S G Warman	PIP - Vehicle Hire	960.00
11/07/2022	161	Table Top Catering	PIP - Marquee Hire	1,839.30
12/07/2022	162	Peter Johnson Entertain	PIP - Entertainers	4,968.00
12/07/2022	163	Blitz Media	PIP - Banners	84.00
12/07/2022	164	A Johnstone	PIP - Magic Show	200.00
12/07/2022	165	Aqua Park Cardiff	Youth Project - Activity	390.00
12/07/2022	166	South Riverside Community Developmen	PIP - Entertainers	440.00
13/07/2022	167	Torfaen County Borough Council	PIP - Waste Provision	190.00
13/07/2022	168	Torfaen County Borough Council	PIP - Hire of Park	1,242.00
13/07/2022	169	Churches Fire	Annual Code Reset/Monitoring	114.96
13/07/2022	170	Eden Springs	Water Dispenser - Water Supplied	80.21
13/07/2022	171	JS Cleaning	Window Cleaning July	108.00
13/07/2022	172	MB Security	PIP - Event Security	6,775.00
13/07/2022	173	SSE	Christmas Lights 2021 Supply	1,257.97
13/07/2022	174	Varteg Motors	Greenmeadow Farm 01/07/2022	1,250.00
14/07/2022	175	Consortium	Stationary	119.87
14/07/2022	176	Chris Langford (CLD)	PIP - Erect Gazebos	335.00
14/07/2022	177	Torfaen CBC	Office Cleaning July 22	655.67
14/07/2022	178	Zenith Print	Youth Project - Posters	71.51
15/07/2022	179	Torfaen	Salary - July 22	14,000.00
18/07/2022	180	Barclaycard	Various - see Breakdown	988.51
19/07/2022	181	British Gas Business	Gas - Office to 28/06/22	97.00
21/07/2022	182	123 Telecom	Office calls and Fibre - July 22	196.21
28/07/2022	183	BT	Youth Project - Mobile SIM	20.53
28/07/2022	184	Torfaen CBC	Unit Rates - July	177.00
28/07/2022	185	Torfaen	Office Rates - July	883.00
29/07/2022	186	Llantarnam Grange	PIP - Arts & Crafts	350.00
29/07/2022	187	Initial Washroom	Mat Service - June	82.71
29/07/2022	188	Initial Washroom	Mat Service - July	82.71
29/07/2022	189	H O Sullivan	Internal Audit Fee 21/22	2,918.80
29/07/2022	190	Torfaen CBC	CCTV Repair	2,040.00
29/07/2022	191	Olivia Williams	YP Expenses - to 21/07	36.71
29/07/2022	192	Lauren Heckler	YP Expenses - to 21/07	7.80
29/07/2022	193	Gallagher Insurance	Cyber Insurance to 14/07/23	369.20
29/07/2022	194	Lollipops & Ladybirds	YP Arts Workshop	195.00
				54,844.65

AGENDA ITEM 4

BREAKDOWN - CREDITCARD PURCHASES

DATE	PAYEE	DETAILS	DEPARTMENT	AMOUNT
Office Expenses				
1/05/2022	Amazon	Gift card Voucher	Events - Art comp	40.00
1/05/2022	Amazon	Gift card Voucher	Events - Art comp	60.00
2/05/2022	Amazon	Laptop Bag	Office	21.98
8/05/2022	Asda	Gift card Voucher	Events - Art comp	60.00
9/05/2022	Travel Up	Youth Festival Flights	Events - Youth Festival	521.66
2/05/2022	Amazon	Events - Eisteddfod	Events - Eisteddfod	8.99
3/05/2022	Tesco	Eisteddfod Refreshments	Events - Eisteddfod	21.15
13/06/2022	Baileys DIY Elite Industrial	Screwdriver set	Furniture/Equipment	22.99
17/06/2022	Supplies LTD	Hi Vis Vests	Events - Party in The Park	44.81
				801.58
Youth Project Expenses				
10/05/2022	Amazon	Credit note Re Speaker	Youth Project	-41.24
10/05/2022	Amazon	Speaker	Youth Project	114.89
16/05/2022	Amazon	mini beast hunt & den building project	Youth Project	7.99
16/05/2022	Amazon	mini beast hunt & den building project	Youth Project	14.48
16/05/2022	Amazon	mini beast hunt & den building project	Youth Project	8.45
16/05/2022	Amazon	mini beast hunt & den building project	Youth Project	25.62
				130.19
			TOTAL	931.77

BREAKDOWN - CREDITCARD PURCHASES

DATE	PAYEE	DETAILS	DEPARTMENT	AMOUNT
Office Expenses				
16/06/2022	Amazon	Welsh Childrens Songbook	Events - Eisteddfod	89.91
19/06/2022	Amazon	Office supplies	Office	9.96
19/06/2022	Amazon	Mouse pad	Office	12.95
20/06/2022	Amazon	CartridgeSave	Office	61.91
27/06/2022	Amazon	Youth Project Items for stall	Events -Party in the Park	31.09
27/06/2022	Amazon	Youth Project Items for stall	Events -Party in the Park	43.64
27/06/2022	Amazon	Youth Project Items for stall	Events -Party in the Park	4.54
27/06/2022	Amazon	Youth Project Items for stall	Events - Party in The Park	11.96
27/06/2022	Amazon	Youth Project Items for stall	Events - Party in The Park	11.48
27/06/2022	Amazon	Youth Project Items for stall	Events - Party in The Park	8.47
27/06/2022	Amazon	Youth Project Items for stall	Events - Party in The Park	3.98
27/06/2022	Amazon	Youth Project Items for stall	Events - Party in The Park	20.85
28/06/2022	Post Office	Euros for Cllr G James Hotel	Twinning	455.74
29/06/2022	Amazon	Pen gift sets X2	Events - Poetry competition	50.38
29/06/2022	Amazon	Parade and PCC stall items	Events - Party in The Park	39.98
29/06/2022	Amazon	Parade and PCC stall items	Events - Party in The Park	60.00
29/06/2022	Amazon	Parade and PCC stall items	Events - Party in The Park	41.97
				<u>958.81</u>
Youth Project Expenses				
29/06/2022	Amazon	Waffle Maker	Youth Project	29.70
				<u>29.70</u>
				988.51

AGENDA ITEM 5

PETTY CASH

2022/23

CASH Date		Ref.	Credit £	Debit £
01.05.22	Balance B/fwd			
10.05.22	Refreshments	1		26.63
10.05.22	Engraving	2		20.00
11.05.22	Primark Voucher	3		40.00
11.05.22	Antibac wipes	4		1.20
11.05.22	Primark Voucher	5		30.00
11.05.22	Primark Voucher	6		30.00
19.05.22	Ballan Sports 2 x £10	7		20.00
				<hr/>
				167.83

Pontypool Community Council Financial Budget Comparison

31.07.22

		2022/2023 Budget	Reserve Movements	Actual Income	Balance	Ref
INCOME						
Council						
101	Precept	£715,987.00	£0.00	£238,662.34	-£477,324.66	
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	£248,396.23	-£467,590.77	
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	£0.00	£6,210.40	£6,210.40	(1)
Total Youth Work Project		£0.00	£0.00	£6,210.40	£6,210.40	
Total Income		£716,247.00	£0.00	£258,112.93	-£458,134.07	

Notes on Income:

1.Youth Work Project – Income of £6,210.40 is made up of Closure of Youth Account £4,390.40, this will be transferred to an Earmarked Reserve, the remaining balance of £1,820.00 is a Welsh Government-Summer of Fun Grant obtained for the Youth Project.

Pontypool Community Council Financial Budget Comparison

31.07.22

	2022/2023 Budget	Reserve Movements	Actual Spend to date	Balance	Ref
EXPENDITURE					
Establishment Committee					
2001	Salaries	£233,000.00	£0.00	£60,318.70	£172,681.30
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	£61,119.54	£176,280.46
Policy & Finance Committee					
3001	Rent, Rates & Water	£28,850.00	£0.00	£23,029.50	£5,820.50
3010	Fuel Charges	£7,500.00	£0.00	£1,171.15	£6,328.85
3015	Office Equipment & Consumables	£9,500.00	£0.00	£338.57	£9,161.43
3025	Cleaning	£9,050.00	£0.00	£3,067.49	£5,982.51
3030	Maintenance Contracts/Waste Disposal	£4,000.00	£0.00	£117.71	£3,882.29
3035	Office Contracts	£10,645.00	£0.00	£4,582.11	£6,062.89
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	£507.35	£1,092.65
3125	Audit Fee	£4,200.00	£0.00	£0.00	£4,200.00
3130	Postages	£2,200.00	£0.00	£3.79	£2,196.21
3160	Photocopying Costs	£1,500.00	£0.00	£445.10	£1,054.90
3165	Advertising	£1,000.00	£0.00	£550.00	£450.00
3170	Publications & Licences	£750.00	£0.00	£40.00	£710.00
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	£52,500.00	£0.00	£200.00	£52,300.00
3600	Election Expenses	£5,000.00	£0.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£0.00	£1,500.00
3610	Members Remuneration IRPW	£6,000.00	£0.00	£5,850.00	£150.00
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	£210.00	£1,790.00
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	£0.00	£18,000.00
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 (1)
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	Food Bank	£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		£272,462.00	£6,000.00	£55,219.25	£223,242.75

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	£0.00	£23,786.13	£-8,786.13 (2)
5020	Christmas Lights	£60,000.00	£0.00	£9,155.87	£50,844.13
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	£1,583.06	£7,416.94
5065	Additional Events	£5,000.00	£0.00	£1,118.76	£3,881.24
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 Overseer Airfare	£250.00	£0.00	£521.66	£-271.66 (3)
5200	Twinning - Chairman's Visits	£250.00	£0.00	£0.00	£250.00
5205	Twinning - Council's Visits	£250.00	£0.00	£455.74	£-205.74
Total Events Committee		£141,400.00	£0.00	£36,780.30	£104,619.70

Youth Work Project

7001	Youth Project	£58,750.00	£0.00	£19,576.89	£39,173.11
Total Youth Work Project		£58,750.00	£0.00	£19,576.89	£39,173.11

Total Expenditure	£770,322.00	£6,000.00	£174,543.58	£601,778.42
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Total Income	£716,247.00	£0.00	£258,112.93	£-458,134.07
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Total Expenditure	£770,322.00	£6,000.00	£174,543.58	£601,778.42
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Total Net Balance	£-54,075.00		£83,569.35	(4)
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Use of Reserves	£54,075.00
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Nett effect	0
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Notes on Expenditure:

1. Use of Reserves £6000 has been used as per previously agreed for 2021/22 Junior Sponsorship Grant Reserve.
2. PIP -Earmarked Reserve will be offset against expenditure once all entries are made.
3. Youth Festival & Twinning Costs overspends will be offset against the Earmarked Reserve.
4. Total Net Balance on Budget relates to Budgeted use of Reserves agreed £42,958 plus £11,117 use of reserve for Foodbank/Community Hardship Fund transferred to expenditure budget to equate to current use of Reserves of £54,075.

Pontypool Community Council

Financial Budget Comparison - EVENTS

31.07.22

	2022/2023 Budget	Reserve Movements	Actual Income	Balance	Ref
INCOME					
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	

	2022/2023 Budget	Reserve Movements	Actual Spend to date	Balance	Ref
EXPENDITURE					
Events Committee					
5001 Party in the Park	£15,000.00	£0.00	£23,786.13	-£8,786.13	(1)
5020 Christmas Lights	£60,000.00	£0.00	£9,155.87	£50,844.13	
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	£1,583.06	£7,416.94	
5065 Additional Events	£5,000.00	£0.00	£1,118.76	£3,881.24	
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	£0.00	£521.66	-£271.66	(2)
5200 Twinning - Chairman's Visits	£250.00	£0.00	£0.00	£250.00	
5205 Twinning - Council's Visits	£250.00	£0.00	£455.74	-£205.74	
Total Events Committee	£141,400.00	£0.00	£36,780.30	£104,619.7	

Notes:

1. PIP - Earmarked Reserve will be offset against expenditure once all entries are made.

2. Youth Festival & Twinning Costs overspends will be offset against the Earmarked Reserve.

Earmarked Reserves					
Heading	Committee Responsible	B/f Balance 01.07.22 as agreed	Used	Balance	
Party In the Park 2022	Events		12,892.96	12,892.96	
Events	Events		1,237.46	1,237.46	

Pontypool Community Council
Financial Budget Comparison
For Planning & Environment Committee
To 31.07.22

INCOME

NIL

		Budget	Actual Spend Movements	Balance to date	Notes
EXPENDITURE					
Planning & Environment Committee					
3210	Community Notice Boards	£9,000.00	£0.00	£9,000.00	
4001	Environmental Awards/Projects	£4,000.00	£0.00	£4,000.00	
4005	Litter Bins / Doggy Bins	£4,000.00	£0.00	£4,000.00	
4010	Spring Flowers	£2,500.00	£0.00	£2,500.00	
4015	Forest School	£2,000.00	£1,250.00	£750.00	
4020	Benches	£3,000.00	£0.00	£3,000.00	
4035	Environmental Quiz	£660.00	£530.10	£129.90	
4055	Woodland Rent & Amazing Tree	£150.00	£67.50	£82.50	
4100	Pontypool Regeneration	£30,000.00	£0.00	£30,000.00	
4110	Public Toilets	£5,000.00	£0.00	£5,000.00	
Total Planning & Environment Committee		£60,310.00	£1,847.60	£58,462.40	

EARMARKED RESERVES

Play Equipment	Planning & Environment		38,164.00	38,164.00
Environmental Awards/Projects 2022	Planning & Environment		3,000.00	3,000.00
Play Equipment - Maintenance 2022 -20	Planning & Environment		5,000.00	5,000.00

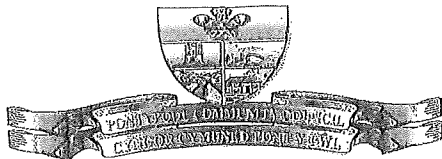
<u>Earmarked Reserves</u>	<u>Committee Responsible</u>	<u>B/f Balance 01.07.22 as agreed</u>	<u>Used</u>	<u>Balance</u>
Heading	Events	12,892.96		12,892.96
Party In the Park 2022	Events	1,237.46		1,237.46
Events	P & F	33,243.00		33,243.00
Election Expenses	P & F	5,000.00		5,000.00
Repairs	P & F	4,944.58		4,944.58
Office Equipment	P & F	24,190.00		24,190.00
Twinning Youth Festival	P & F		-6000	-
Sponsorship Grants c/f from 31.03.22	P & F	6,000.00		1,150.00
Min	P & F	1,150.00		38,164.00
Grant Aid - Halls Min No 247	Planning & Environment	38,164.00		3,000.00
Play Equipment	Planning & Environment	3,000.00		5,000.00
Environmental Awards/Projects 2022	Planning & Environment	5,000.00		3,429.00
Play Equipment - Maintenance 2022 -2027	Planning & Environment	3,429.00		17,900.00
Youth Project	Youth	17,900.00		156,151.00
Youth Project Reserve	Youth	156,151.00		
Earmarked Reserves Sub Total				156,151.00
Pontypool Regeneration	P & F	160,461.01		160,461.01
Total Earmarked Reserves		316,612.01		316,612.01

POLICY AND FINANCE

7th SEPTEMBER 2022

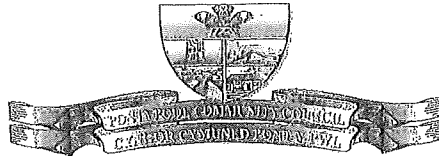
LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>	<u>Power/Act to Ward Grant</u>
Cllr. K. James	£400	Pontypool Retired Mens Society	Radio microphones for meetings to help those hard of hearing to join	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. K. James	£300	New Inn Juniors AFC	For Equipment for the players	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. R. Matthews	£200	Pontypool Town AFC	Training Equipment	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. M Ford	£500	St. Albans School	To create a sensory Garden	Local Government (Miscellaneous Provisions) Act 1976, s.19
Cllr. G. E. James	£200	Tranch F.C.	Match and Training Balls	Local Government (Miscellaneous Provisions) Act 1976, s.19



APPLICATION FOR LOCAL VOLUNTARY FUNDING

<p>Name of Organisation:</p> <p>Is Organisation a Charity Yes / No</p>	<p>PONTYPOOL RETIRED MENS SOCIETY</p>
<p>Nature of Organisation:</p>	<p>SUPPORTING ACTIVITIES IN THE COMMUNITIES</p>
<p>Purpose of Grant:</p>	<p>RADIO MICROPHONES FOR MEETINGS TO HELP THOSE HARD OF HEARING TO JOIN</p>
<p>Name of Councillor:</p> <p>Ward:</p>	<p>KEITH JAMES</p> <p>NEW INN UPPER</p>
<p>Declaration of Interest: <input checked="" type="radio"/> 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: <i>JB James</i></p> <p>Dated: 30.5.2022</p>



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: <i>Is Organisation a Charity Yes / No</i>	NEW INN JUNIORS AFC. YES
Nature of Organisation:	JUNIOR FOOTBALL TEAMS
Purpose of Grant:	FOR EQUIPMENT FOR THE PLAYERS
Name of Councillor:	KEITH JAMES
Ward:	UPPER NEW INN
Declaration of Interest:	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: <i>Keith James</i> Dated: 30.5.2022



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	Pontypool TOWN AFC
Is Organisation a Charity Yes / No	
Nature of Organisation:	JUNIOR FOOTBALL TEAM.
Purpose of Grant:	TRAINING EQUIPMENT
Name of Councillor(s):	ROSEMARY MATTHEWS
Ward(s):	PENYGARW + ST. CADOC
Declaration of Interest: <input checked="" type="radio"/> YES / <input type="radio"/> 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 £ 200 - 00	Signed: R. Matthews Signed: Signed: Dated: 2-8-2022



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation:	St.Albans School
<i>Is Organisation a Charity</i> No	
Nature of Organisation:	school
Purpose of Grant:	To create a sensory garden
Name of Councillor:	Matthew Ford
Ward:	Trevethin
Declaration of Interest: yes	Details of Personal Interest: I am employed at ST. Albans
<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) £ 500	Signed M Ford 25/08/2022



APPLICATION FOR LOCAL VOLUNTARY FUNDING

Name of Organisation: Is Organisation a Charity Yes / No	TRANCH F.C.
Nature of Organisation:	Football TRAINING
Purpose of Grant:	MATCH AND TRAINING BALLS
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	Signed: <i>by James</i> Signed: Signed: Dated: 19/8/2022

Foodbanks in the Pontypool Area:

Noddfa Church

Location: Abersychan

Urgent food deliveries available on 07783936099.

Breakfast club still operating on Saturday morning 10-12pm.

Garnsychan Partnership

Contact: 01495774453 or email info@garnsychan.org.uk

How to access: Call to request a food parcel

Helping Hands R Us

Pontymoile, Wainfelin, Tranch, Brywern, Penygarn

Contact: 07775863977

Name: Paul

Open Hours: Mon-Fri 10am-5pm

Trac2

Location: Shop 2, Church Avenue, Trevethin NP4 8DH

Contact: 01495 764078

How to access: Call to request a food parcel

Open Hours: Open Mon-Fri 9a-4p

Panteg House

Location: Greenhill Road, Pontypool, NP4 5BE

Contact: 07395 945697

How to access: Call to request a food parcel

Eastern Valley FoodBank

Location: <https://easternvalley.foodbank.org.uk/locations/>

Contact: 01495 760605

How to access: Email: info@easternvalley.foodbank.org.uk

AGENDA ITEM 11

Policy and Finance Committee

Wednesday 7th September 2022

Applications for Grounds Maintenance

(i)	Penygarn and Trevethin J AFC
(ii)	New Inn Juniors and Youth AFC
(iii)	Griffithstown Junior Football Club
(iv)	New Inn Football Club
(v)	Panteg Cricket Club
(vi)	Cwmffrwdor Sports Club – Awaiting Accounts
(vii)	Pontnewynydd Cricket Club
(viii)	Garndiffaith Bowls Club
(ix)	Fairfield Utd AFC
(x)	Sebastopol Juniors AFC
(xi)	Garndiffaith RFC
(xii)	Talywain RFC
(xiii)	Race Association Football Club
(xiv)	Pontnewynydd AFC

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	Penygarth and Trevechin JAFC
Purpose of Organisation:	Junior Football
Number of Members: (please indicate how many live in the Pontypool area)	18
How many pitches does your club maintain:	2
Reason for application:	To help with the maintenance of our pitches and mower, Due to Covid we have lost 3 teams and we are trying to build our club numbers and teams up
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes (please delete as appropriate)
Is the organisation a registered charity	No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	New Inn Juniors and Youth AFC
Purpose of Organisation:	Football Club for children from aged 5 to 16
Number of Members: (please indicate how many live in the Pontypool area)	76
How many pitches does your club maintain:	1
Reason for application:	<p>We are a volunteered run club, allowing children from the community the chance to have fun learning football. We cover our maintenance costs through grants, donations and fundraising.</p> <p>As we only have one pitch, it needs to be in good condition with ongoing maintenance to allow all 8 teams to play throughout the season.</p>
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes (please delete as appropriate)
Is the organisation a registered charity	No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	Griffithstown Junior Football Club
Purpose of Organisation:	To provide organised junior football for boys and girls between the ages of 5 and 16 years. All primarily resident within the Pontypool area of Torfaen. Our 9 teams are registered with the Torfaen Junior League and affiliated to the Gwent FA and Football Association of Wales
Number of Members: (please indicate how many live in the Pontypool area)	The number of registered players is currently 152 mostly from Pontypool and Griffithstown. We have 25 Managers/Coaches/First Aiders and 4 Officers.
How many pitches does your club maintain:	2 pitches as Jarrolds Fields, Polo Grounds, New Inn
Reason for application:	<p>Our end of year accounts show a deficit of almost £1,000 on the previous year and this includes the very kind donation of £1,000 from the Community Council for a new kit. The kit is on order and will be for our Under 7s which for the coming season consists of 2 teams totalling some 21 players. Since COVID we have had an influx of new players mainly in the younger age groups - U5/6; U7s(2 teams); U8s (3 teams); U9 (2 teams). We also have an U10s; U12s; U13s; U14s and U16s. This has meant purchasing additional football equipment as the accounts will show. Also we have welcomed several new managers/coaches all of whom have had to obtain the necessary football qualifications. With this significant increase in our expenditure together with anticipated increased costs in our pitch maintenance, insurances, winter training, electricity and water, the Officers have reluctantly had to increase players subscriptions for the first time in 8 years. Whereas in previous years the Club has sought to obtain additional funding from bag packs etc. however upon making enquiries to local supermarkets this is no longer a possibility.</p> <p>As stated in previous applications the Club would still like to improve the drainage on our roadside pitch, however due to our current financial position we will continue to struggle to obtain our well intentioned goal whilst still providing a valuable sporting facility for the children who play for the club. Therefore any additional funding would be gratefully received</p>

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	New Inn Football Club
Purpose of Organisation:	Local community football club.
Number of Members: (please indicate how many live in the Pontypool area)	70. 55 live in Pontypool area.
How many pitches does your club maintain:	1.
Reason for application:	Assistance with the cost of maintaining pitch. We maintain our own pitch and the surrounding park land at our own cost. Outgoings have increased (petrol especially), but our income is still low. Any assistance would be appreciated.
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes (please delete as appropriate)
Is the organisation a registered charity	No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	Panteg Cricket Club
Purpose of Organisation:	To provide Cricket for all ages
Number of Members: (please indicate how many live in the Pontypool area)	With 0 Juniors and Seniors approximately 70
How many pitches does your club maintain:	One ground with 15 playing wickets in square
Reason for application:	Ground maintenance
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes (please delete as appropriate)
Is the organisation a registered charity	Yes / (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	CWMFFRWHOER SPORTS CLUB	
Purpose of Organisation:	TO OFFER SPORTING ACTIVITIES TO JUNIOR YOUTH & SENIOR MEMBERS TO THE COMMUNITY & SURROUNDING AREAS	
Number of Members: (please indicate how many live in the Pontypool area)	85 80 LIVE IN PONTYPOOL AREA	
How many pitches does your club maintain:	3 NO PITCHES INO CWMFFRWHOER PLAYING FIELD 2 NO GWENHAULT FIELDS	
Reason for application:	TO MAINTAIN 3 NO AREAS CUTTING FIELDS MARKING OF PITCHES MAINTAINING FENCES & ACCESS AREAS	
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes / NO / NA (please delete as appropriate)	
Is the organisation a registered charity	Yes / NO (please delete as appropriate)	
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / NO (please delete as appropriate)	

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	PONTNEWNYSS CRICKET CLUB.
Purpose of Organisation:	PROVIDE CRICKET THROUGHOUT THE SUMMER FOR THE LOCAL COMMUNITY.
Number of Members: (please indicate how many live in the Pontypool area)	24. 19 LIVE IN PONTYPOOL
How many pitches does your club maintain:	1.
Reason for application:	FINANCIAL ASSISTANCE WOULD HELP IN THE CONTINGUAL RUNNING AND MAINTENANCE OF GRASS MACHINERY, GRASS MOWER, ROLLER AND SCISSORS IN PARTICULAR.
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes/No (please delete as appropriate)
Is the organisation a registered charity	Yes/No (please delete as appropriate)
Does the organisation aim to meet the needs of the Well-being of Future Generations (Wales) Act 2015?	Yes/No (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	GARNDIFFAITH BOWLS CLUB:
Purpose of Organisation:	For the playing and promotion of the game of Lawn Bowls
Number of Members: (please indicate how many live in the Pontypool area)	44 38 live in the Pontypool area but 42 live in Torfaen
How many pitches does your club maintain:	one
Reason for application:	To provide funding for the servicing and maintenance of all machinery also for the purchase of specialist products required for keeping the playing area to a very high standard
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes
Is the organisation a registered charity	No
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes

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APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	Fairfield utd AFC
Purpose of Organisation:	To provide a place for persons to participate in sport so health, wellbeing can be maintained, by ensuring a safe and caring environment, is available to all.
Number of Members: (please indicate how many live in the Pontypool area)	30 (3 currently living outside area)
How many pitches does your club maintain:	1 pitch to be maintained
Reason for application:	To help fund the maintenance of the playing surface, mowing, re seeding, marking out for match day.
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes (please delete as appropriate)
Is the organisation a registered charity	No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	SEBASTOPOL JUNIORS AFC
Purpose of Organisation:	JUNIOR FOOTBALL CLUB
Number of Members: (please indicate how many live in the Pontypool area)	35
How many pitches does your club maintain:	ONE
Reason for application:	AS A JUNIOR CLUB WE LOST TWO TEAMS DUE TO COVID SO HAVE BEEN STRUGGLING WITH FUNDS AT THE MOMENT
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	<input checked="" type="radio"/> Yes / <input type="radio"/> No / NA (please delete as appropriate)
Is the organisation a registered charity	Yes / <input checked="" type="radio"/> No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes / <input checked="" type="radio"/> No (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	GARNDIFFATH RFC
Purpose of Organisation:	RUGBY CLUB Running age groups Tinytumpers vs frags to senior team
Number of Members: (please indicate how many live in the Pontypool area)	
How many pitches does your club maintain:	ONE PITCH ONE TRAINING AREA
Reason for application:	Due to the increased use of pitch with the growth of the club, the areas require regular maintenance including rolling, spiking etc
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	<input checked="" type="radio"/> Yes / <input type="radio"/> No / <input type="radio"/> NA (please delete as appropriate)
Is the organisation a registered charity	<input type="radio"/> Yes / <input checked="" type="radio"/> No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	<input type="radio"/> Yes / <input checked="" type="radio"/> No (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

NOT FOR PUBLICATION

Name of Organisation:	GARNDIFFATH RFC
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APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	Talywain RFC
Purpose of Organisation:	Community and Rugby Club
Number of Members: (please indicate how many live in the Pontypool area)	250
How many pitches does your club maintain:	2
Reason for application:	To have help maintaining the pitches.
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes (please delete as appropriate)
Is the organisation a registered charity	No (please delete as appropriate)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes (please delete as appropriate)

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	RACE ASSOCIATION FOOTBALL CLUB
Purpose of Organisation:	Our club provides weekly training sessions and weekly football matches for our junior and senior members.
Number of Members: (please indicate how many live in the Pontypool area)	75 PLAYERS PLUS 15 LITTLE KICKERS (APPROX 80 FROM PONTYPOOL/TORFAEN AREA) 12 NON-PLAYING MEMBERS
How many pitches does your club maintain:	ONE PITCH – BUT MANY TEAMS USING JUST THE ONE FACILITY WHICH PUTS PRESSURE AND OVER USE ON THE ONE PITCH AND REQUIRES AS MUCH OR PROBABLY MORE THAN MULTIPLE PITCHES. GAMES CAN WILL BE PLAYED ON OUR PITCH ON BOTH SATURDAYS & SUNDAYS WITH OUR NEW 18s ON A SUNDAY AND EVEN IN WINTER THERE HAS POTENTIAL OF 3 GAMES A WEEKEND ON THE PITCH.
Reason for application:	<p>TO BE ABLE TO OBTAIN GRANT FUNDING TO HELP TOWARDS THE PURCHASE OF LINE MARKING PAINT AND POTENTIAL TO HIRE A MAINTENANCE COMPANY TO HELP APPLY FERTILIER TO ASSIST IN LONGEVITY OF GRASS, DUE THE AMOUNT OF PITCH USE THIS COMING SEASON. AS WELL AS GETTING GRASS CUT DUE TO OUR RIDE ON MOWER BREAKING DOWN, UNABLE TO OBTAIN PARTS TO ENABLE A FIX.</p> <p>PITCH WILL BE USED BY SENIORS, U18, U14, U13 AND OUR LITTLE KICKERS SESSIONS.</p> <p>TO HELP WWITH EVER INCREASING COSTS OUR PRODUCTS FOR THE PITCH.</p>
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	YES
Is the organisation a registered charity	YES (1127515)
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	YES

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GROUNDS MAINTENANCE

Name of Organisation:	Pontnewynydd AFC
Purpose of Organisation:	Community, non-profit, football club,
Number of Members: (please indicate how many live in the Pontypool area)	58
How many pitches does your club maintain:	1
Reason for application:	<p>Pitch maintenance takes up almost 70% of the clubs annual budget, any financial assistance or support towards pitch maintenance is always appreciated. As a young club in a deprived area finding and allocating funds can be an extremely daunting and challenging task. This on top of the recent break in we had which left the club with next to nothing has forced the club to re-build and re-supply equipment that was mindlessly burnt or damaged.</p>
Please indicate if there is a Safeguarding policy in place, if members include children, young people or vulnerable adults	Yes
Is the organisation a registered charity	No
Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?	Yes

NB: please scroll down to view this email in Welsh.

Dear Chair of Council

Living with cancer can be worrying and stressful. But Tenovus Cancer Care can help.

We understand what it is to live with cancer and how it affects families and friends too. We're here with information, advice, practical and emotional support so that people can take back some control of their life and live as well as possible with cancer

We're Wales' leading cancer charity and together with volunteers, professionals, supporters and fundraisers we're determined to be here for everyone affected today, tomorrow and beyond.

At Tenovus Cancer Care, our experienced nurses are available every day on our **free Support Line (0808 808 1010)**. They answer questions not only from cancer patients, but also from those with worrying symptoms and those concerned about the effects of their treatment.

Your support would mean that our free Support Line will be open 365 days a year. Our nurses bring comfort and hope to people like Ginny: *"I felt like our calls were a moment to sit down and reflect on where I was going and what I'd been through, and what was normal and not normal about it all."*

We need your support so that we can continue to support those affected by cancer. You can read more about our vital services and how your support will help in our communities across the country at tenovuscancercare.org.uk.

If you are able to donate and help us to continue to support cancer patients, please call **029 2076 8850** or click [here](#) to give whatever you can. For your information, you can find an overview of our charity accounts by visiting this webpage [here](#).

Please do not hesitate to get in touch if you have any questions about our work.

Thank you and very best wishes,

Mhairi Jones

Rheolwr Codi Arian a Ymgyrchoedd
Fundraising & Campaigns Manager
07776 760 769

Mhairi.jones@tenovuscancercare.org.uk

P.S. If you are unable to give, I would be grateful if you could please share our free Support Line (**0808 808 1010**) so anyone affected by cancer within your community can have the support they deserve.

Annwyl Gadeirydd y Cyngor

Gall byw â chanser achosi pryder a straen. Ond gall Gofal Canser Tenovus helpu.

Rydyn ni'n deall sut beth yw byw gyda chanser a sut y gall effeithio ar deuluoedd a ffrindiau hefyd. Rydyn ni yma i ddarparu gwybodaeth, cyngor a chymorth ymarferol ac emosïynol er mwyn i bobl allu cymryd rheolaeth dros eu bywydau a byw mor dda â phosib â chanser.

Ni yw elusen canser flaenllaw Cymru. Ynghyd â gwirfoddolwyr, gweithwyr proffesiynol, cefnogwyr a chodwyr arian, rydyn ni'n benderfynol o estyn llaw i bawb sy'n cael eu heffeithio heddiw, yfory a thu hwnt.

Mae tîm o nyrsys profiadol Gofal Canser Tenovus ar gael bob dydd drwy ein **Llinell Gymorth rhad ac am ddim (0808 808 1010)**. Mae nhw ar gael i ateb cwestiynau gan gleifion canser, yn ogystal â phobl sy'n profi symptomau pryderus ac sy'n poeni am effeithiau eu triniaeth.

Bydd eich cefnogaeth yn golygu bod ein Llinell Gymorth rhad ac am ddim ar gael 365 diwrnod o'r flwyddyn. Mae ein nyrsys yn cynnig cysur a gobaith i bobl fel Ginny: *'Teimlais fod ein galwadau yn gyfle i eistedd a myfyrio ar y cyfeiriad roeddwn i'n mynd a'r hyn dwi wedi'i brofi, a beth sy'n normal a ddim yn normal am y cyfan'*.

Rydyn ni angen eich cefnogaeth er mwyn i ni allu parhau i roi cymorth i'r rheiny sydd wedi'u heffeithio gan ganser. Darllenwch fwy am ein gwasanaethau angenrheidiol a sut mae eich cefnogaeth yn helpu cymunedau ledled y wlad drwy ymweld a tenovuscancercare.org.uk.

Os ydych chi'n gallu cyfrannu a'n helpu i gefnogi cleifion canser, ffoniwch **029 2076 8850** neu glicio [yma](#) i gyfrannu beth bynnag y gallwch chi. Gweler trosolwg olwg o'n cyfrifon elusennol drwy fynd i'r dudalen [yma](#).

Mae croeso i chi gysylltu oes gennych unrhyw gwestiynau am ein gwaith.

Diolch a chofion gorau

Mhairi Jones

Rheolwr Codi Arian ac Ymgyrchoedd
Fundraising & Campaigns Manager
07776 760 769
Mhairi.jones@tenovuscancercare.org.uk

Noder: Os nad ydych chi'n gallu cyfrannu'n ariannol, byddaf yn ddiolchgar petaech chi'n gallu rhannu manylion ein Llinell Gymorth rhad ac am ddim (**0808 808 1010**) fel y gall unrhyw un sydd wedi'i effeithio gan ganser yn eich cymuned fanteisio ar y cymorth maen nhw'n eu haeddu.

Disclaimer

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Newsletter

No 92

Fforest Uchaf Farm, Maindy Road,
(Maendy) Penycoedcae, Pontypridd.
R.C.T, Wales. UK. CF37 1PS

info@pitponies.co.uk

www.pitponies.co.uk

Open to visitors = by appointment only.

Visitors £10:00 each. Child £6:00. Groups/Schools/Clubs by appointment. Special needs visitors please telephone to discuss your needs.

NB All visitors need to telephone 07798584735 before your visit.

PROVIDING TENDER LOVING CARE TO NEEDY HORSES & PONIES

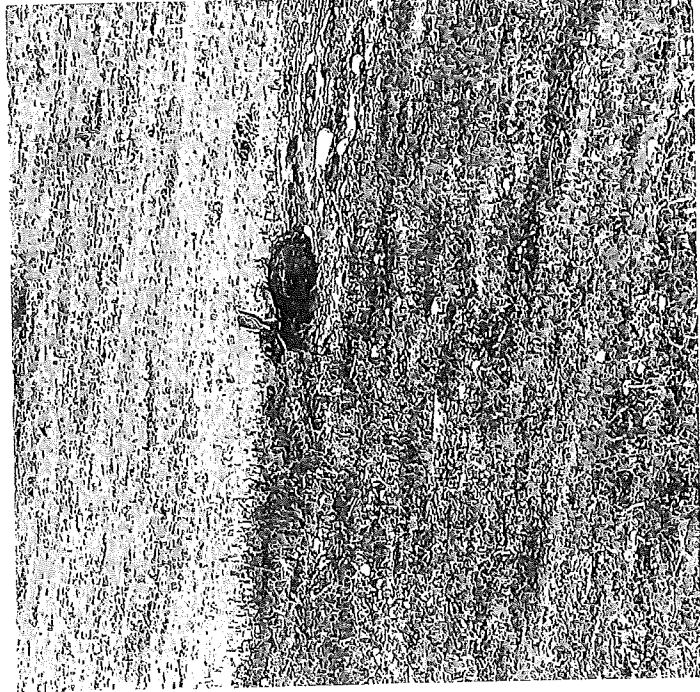


February 2022 in Wales's Capital City Cardiff. Surely, we should have laws to prevent keeping Horses like this?

Without a change, scenes like this go on all over the UK. Roy has written again to the Welsh Office also based in Cardiff but the posh bit. So far been ignored. All we could do was pick up the Bailing twine everywhere in the muddy ground. There was so much. It would case such damage if eaten by a hungry pony. The Horse Keepers in the Lord Mayors parade etc, are the opposite and have so much pride in their Horses.

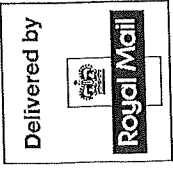
News, Views and thanks of how you help us help them.

Important ** Please return this sheet with any correspondence. ** Important.



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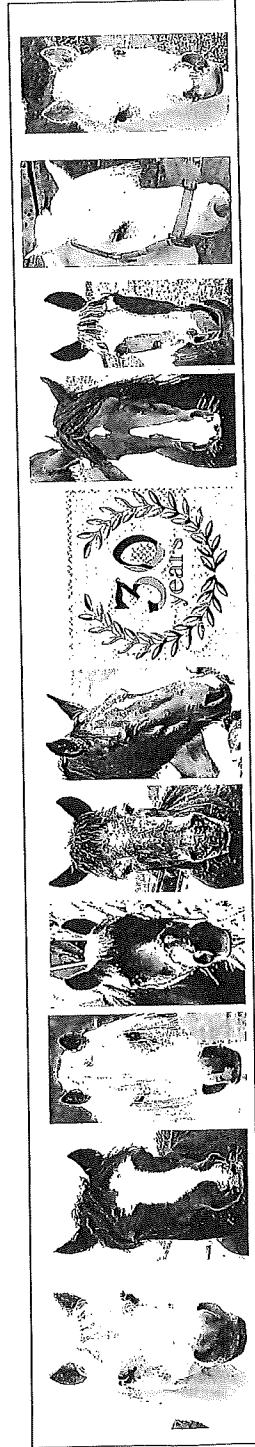


We

have a very large, very active, wild rabbit colony on the farm. Usually they disappear as we approach. This one was feeling very brave and stayed watching as we passed by. There are lots of babies (kittens) currently and they dash in all directions when we appear. It has always been there and is older than us I suspect. There was a lot of Roman activity in this area maybe some escapees founded it when the Romans occupied Wales?

If undelivered please return to;
The Pit Pony Sanctuary &
Fforest Uchaf Horse & Pony Centre
Penycoedcae, Pontypridd. Wales
UK.CF37 1PS

Please deliver to;
Supporter number 100301
Pontypool Community Council
35A Commercial Street
Pontypool
NP4 6JQ



Arnie, Bonnie, Geraldine, Iggy, Megan, Winston, Tinkerbell, Spike, Rosie, Rocket

Lisa McMail

From: Councillor Elizabeth Hunt
Sent: 25 August 2022 15:42
To: Lisa McMail
Cc: Richard Gwinnell; johnekillick
Subject: FW: Welsh Language Policy

Please can we put this on September P&F?

Thanks,
Lizzie

From: ANNE GUNTER <anniegunter02@gmail.com>
Sent: 24 August 2022 14:00
To: Councillor Elizabeth Hunt <cllr.ehunt@pontypoolcc.gov.uk>
Subject: Re: Welsh Language Policy

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 Lizzie

I've read through the copies of both the Welsh and English versions.

At present Community and Town Councils are to follow the guidance in the Welsh Language Scheme...

However as you pointed out, PCC are not carrying out a number of the requirements set out in the scheme...

1. New and existing notice boards require bilingual notices on the frame.i.e. Cyngor Cymuned Pontypwl Community Council
2. Notices displayed in Community Notice Boards should be bilingual
3. Is there a PCC Community Paper? This should be bilingual
4. 4.4.1 Any group intending to apply for financial assistance towards local activities, PCC should be requesting that there is a need for the applicant to describe how they intend to reflect the linguistic nature of the community and their audience in the activities for which they require financial support i.e.use of Welsh language
5. Club/Groups - just require simple tweaks to include Welsh
e.g. Clwb Merched Griffithstown Ladies Club or Cor Meibion Torfaen Male Choir
6. All our PCC meetings should include a few Welsh greetings e.g
Shwmae! Hi!
Hello! Hello
Croeso - Welcome
Diolch - Thanks

Bore da - Good Morning
Pnawn da - Good afternoon
Noswaith dda - Good evening (start of meeting)
Nos da -Good Night (end of meeting)

Hwy! Bye!
cyfarfod da - good meeting
cyfarfod gwael - awful meeting
cyfarfod swmlyd - noisy meeting

Cyngor Cymuned Pontypwl - Pontypool Community Council
Cadeirydd - Chair
Clerc - Clerk
Leader - Arweinydd
Arweinydd Cyngor Cymuned Pontypwl - Leader of PCC
ar lein - on line

7. The advertisement for the new Clerk advert should state that bilingual skills are desirable to ensure that the council can implement the clauses contained in the scheme.

There's a lot of work to do but nothing that can't be managed in a timely way. I'm happy to help where and when I can.

Anne

On Tue, Jul 26, 2022 at 7:40 PM Councillor Elizabeth Hunt <cllr.ehunt@pontypoolcc.gov.uk> wrote:

Hi Anne,

Please find attached the welsh language policy in both languages. It looks fine to me but we may need to communicate with the Welsh language board for their advice – and we're not actually doing all of it (publicising that we welcome enquiries in welsh on noticeboards?)

Let me know what you think,

Lizzie

PS No rush – for September



WELSH
LANGUAGE
SCHEME

The Council's Welsh Language Scheme was prepared under the Welsh Language Act 1993.

This Scheme received the approval of the Board under section 14 (1) of the Act on the date noted in section (b).

By signing section (a) below, the Council has agreed to conform to this Scheme and to operate in accordance with all the clauses outlined in the body of the Scheme.

(a) to be completed by the Chair of the Council

Council name: Cyngor Cymuned Pony-y-pŵl Pontypool Community Council

Full name of Chair: Councillor Robert Benjamin

Signature:

(b) to be completed by the Welsh Language Board

Date of approval: 9th December 2008

1. OPENING STATEMENT

The Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public.

The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.

The Council aims:

- to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice.
- to encourage the use of the Welsh language in the community
- to encourage others to use the Welsh language in the community.

2. SERVICE PLANNING AND DELIVERY

2.1 New Policies and Initiatives

2.1.1 In devising new policies and initiatives the Council will:

- assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme.
- promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity.
- consult with the Welsh Language Board in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Board's agreement.
- ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993.
- ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.

2.2 Standards of Quality

2.2.1. Services provided in English or Welsh will be of an equally high standard and equally prompt.

3. DEALING WITH WELSH SPEAKING PUBLIC

3.1 Written Communication

- 3.1.1. The Council will welcome correspondence in Welsh or English.
- 3.1.2. Correspondence through the medium of Welsh will not lead to any delay
- 3.1.3. Every correspondence received in Welsh will be answered in Welsh.
- 3.1.4. All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, will be in Welsh.
- 3.1.5 All correspondence with a member of the public will be initiated in his/her preferred language if known.
- 3.1.6 All circular or standard letters to the public will be bilingual.
- 3.1.7 The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly in the original language.
- 3.1.8 The Clerk of the Council will be responsible for translating correspondence.
- 3.1.9 The Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.

3.2 Telephone Calls

- 3.2.1 The Council will welcome telephone calls in Welsh or English.
- 3.2.2 If the Clerk is not bilingual, he/she will offer to arrange for a Welsh speaking Council member or another Welsh speaking person to return the call when a member of the public wishes to speak Welsh, or explain that the individual is welcome to continue with the call in English or send in their enquiry in written form in Welsh.

3.3 Public Meetings organised by or on behalf of the Council

[namely meetings the Council arranges with the public, for example, road diversion, improve facilities or annual general meeting. Not the Council's regular meetings where members of the public can attend and listen, but not contribute without prior invitation – see 3.4.]

- 3.3.1. Any public meeting that is held to discuss the Welsh language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual.
- 3.3.2 All publicity for public meetings will be bilingual, and will invite those attending to notify the Clerk of their language choice in advance so that appropriate translation arrangements can be made.
- 3.3.3 The Council will provide translation facilities, according to need, for public meetings arranged by or on behalf of the Council.

3.3.4 When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements.

3.3.5 Any written materials such as leaflets or acetates that are used in public meetings about the Welsh language, Welsh medium education, Council Tax or information about local elections/by-elections will be bilingual.

3.4 Council Meetings

[namely the Council's regular meetings, which are open to the public, but where the public are not part of the meeting.]

3.4.1 The notice and agenda for the Council's meetings will be available bilingually on request.

3.4.2 A bilingual version of the minutes will be available to the public on request.

3.4.3 The Council will respond to requests for information in relation to the minutes, or sections of the minutes in the preferred language of the individual.

3.4.4 Any member of the public wishing to ask a question in Welsh at a Council meeting is requested to give at least 3 days notice in order that appropriate arrangements can be made.

3.5 Face-to-Face Meetings with the Public

3.5.1 The Council will welcome meetings with the public in either Welsh or English and the Clerk will ensure that appropriate arrangements are made to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual officer or Member of the Council. If none of the officers or elected member can speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.

3.6 Other Dealings with the Public

3.6.1 When the Council contacts the public via information technology, namely computers, website, e-mail or touch screens, this information will be available in Welsh and English for the public.

4. THE COUNCIL'S PUBLIC FACE

4.1 Corporate Identity

4.1.1 The Council's corporate identity will be bilingual.

4.1.2 The name and address of the Council will appear bilingually on official headed paper, fax papers and compliment slips, and any other promotional material.

4.2 Signage

[This guideline is relevant to Council office signs, if an office exists, and any external public signs.]

- 4.2.1 All new information signs or those replacing previous signs on Council property will be bilingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the Welsh version appearing to the left. Where this is not practical, the Welsh version will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

4.3 Publishing and Printing Material

- 4.3.1 All publications aimed at the public, such as documents and explanatory material dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections and grant forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.
- 4.3.2. If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
- 4.3.3. Press releases dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections and grant forms will be bilingual, and will specifically target papurau bro (monthly community papers).
- 4.3.4. All Advertising and publicity activities will be bilingual.
- 4.3.5. Council advertisements and notices dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections to be placed in the press, on notice boards or any other medium will be bilingual.
- 4.3.6 Job advertisements will appear in the English language in English publications, apart from when bilingual skills are desirable then the advert will be bilingual. Advertisements will appear in Welsh only in Welsh language publications.

4.4 Statutory and promotional functions

- 4.4.1 In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the linguistic nature of the community and their audience in the activities for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.
- 4.4.3 When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of standard or indigenous names when appropriate. The Council will ask the opinion of the Welsh Place Names Standardisation Panel in any cases of uncertainty.

4.5 Services by Other parties

- 4.5.1 Any arrangements made by the Council to use a third party to deliver services to the public on its behalf will comply with the specific requirements in the Scheme as outlined by the Council. The Council will outline which relevant measures in the Scheme the third party will have to adhere to within the tendering or contract specifications.
- 4.5.2 The Third party will need to confirm that it has complied with the relevant aspects of the Scheme by letter.

5. IMPLEMENTING AND MONITORING THE SCHEME

5.1 Staffing

- 5.1.1 When the position of Clerk to the Council becomes vacant or any other vacancy arises it will be noted in the advert that bilingual skills are desirable for the post to ensure that the Council can implement the clauses contained in this Scheme.

5.2 Administrative Arrangements

- 5.2.1 This scheme has the full support of the Council.
- 5.2.2 The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.

5.3 The Translation Service

- 5.3.1 The Clerk will be responsible for arranging the written translation needs of the Council, and will also be responsible for the standard of all Welsh text produced as far as that is possible.
- 5.3.2 If there are no Welsh speaking members of staff, , the Council will employ an external translator.
- 5.3.3 The Clerk will be responsible for arranging simultaneous translation facilities for all the Council's needs as and when required with at least 5 day's working notice except for council meetings (see 3.4.4)
- 5.3.4 When needed, this facility will be available for all public meetings arranged by or on behalf of the Council, and in any other Council meeting if that is the decision of the Council.

5.4 Monitoring

- 5.4.1 Responsibility for monitoring the Scheme will rest with the Clerk of the Council.
- 5.4.2 The Council will receive a brief annual report on implementing the Scheme that will be displayed locally (the local press, local information boards, papurau bro etc) with a copy being sent to the Welsh Language Board. Also the Council will invite local residents to offer their views on the service and how it could be improved, by placing a copy of the Report in a public place.
- 5.4.3. The Report will deal with every aspect of the Scheme.

5.4.4. The Council will welcome suggestions from the public (by letter or telephone communication) regarding improvements to any aspect of the Scheme.

5.5 Publicity

5.5.1. The Council will publicise the Scheme regularly through the local press and/or on its notice boards.

5.6 Contacting the Council

5.6.1 Any comments, complaints or suggestions regarding the Scheme should be addressed to the Clerk of the Council.

6. TIMETABLE

6.1 The Council will aim to implement the scheme as outlined above within an 18 month period.

Policy and Finance Committee – 7 September 2022

Council – 28 September 2022

Report of the Acting Clerk

MULTI-LOCATION MEETINGS STATEMENT

Background

The Local Government and Elections (Wales) Act 2021 requires all community councils to make and publish arrangements for their meetings, to enable people who are not in the same place to meet. Councils need to take reasonable steps to allow meetings to be held from multiple locations.

Findings

Pontypool Community Council (PCC) has held meetings on a multi-location basis since 2020. In this sense, it has already made arrangements for multi-location meetings to take place. This is ongoing and there is no intention to return to physical-only meetings.

This report proposes that PCC formally publishes its arrangements and sets out the details of those arrangements.

Attached at appendix A is a statement of current practice and future intent in regard to multi-location meetings. If agreed, this can be published on the Council's website, to ensure compliance with section 47 of the 2021 Act.

Attached at appendix B is the relevant excerpt from the statutory guidance issued by the Welsh Government. This provides guidance to councils in making and publishing their arrangements for multi-location meetings. Appendix B is for information and does not form part of the statement.

The attached appendices were discussed at the Governance Working Group held on 24 August 2022. As a result of that discussion, appendix A has been amended to reflect members' views about the notice required of meetings, if (in exceptional circumstances) they are to be held on a physical only basis.

Recommended

- (1) That the Council's statement of its arrangements for multi-location meetings set out in appendix A be adopted and
- (2) That the statement be published on the Council's website as soon as possible.

Author: Richard Gwinnell, Acting Clerk

PONTYPOOL COMMUNITY COUNCIL

STATEMENT OF INTENT AND ARRANGEMENTS REGARDING MULTI-LOCATION MEETINGS

This statement has been prepared in line with section 47 of the Local Government and Elections (Wales) Act 2021.

“The 2021 Act requires that all community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations.”¹

Statement of principle

Pontypool Community Council (PCC) believes in maximising transparency, promoting democracy and engaging with its communities, in the best way possible, as well as finding efficient and effective ways of working and providing the best possible opportunities for all people (members, staff, partners, the press, the public and other stakeholders) to attend Council and Committee meetings.

Council and Committee meetings at Pontypool – the logistics

PCC holds formal scheduled publicly accessible meetings as follows:

- a Council meeting once a month (except in August)
- a Policy and Finance Committee meeting once a month (excluding August)
- a Planning and Environment Committee meeting once a month (excluding August) and
- an Events Committee meeting once every two months.

PCC also holds meetings (once every two months) of the Establishment Committee. These meetings are about staffing issues and are normally confidential (so the press and public cannot attend).

The dates and times of meetings are agreed at the Annual Council meeting (in May every year, for the year ahead) and are published on the Council's website.

The agenda for a meeting is published in line with the relevant provisions of the Local Government Act 1972 (as amended by the 2021 Act and others), i.e. at least three clear working days before the meeting (unless in exceptional and urgent circumstances, which has never happened to date at PCC).

¹ Extract from the Statutory Guidance to Town and Community Councils on the Local Government and Elections (Wales) Act 2021, issued by Welsh Government

Statement of current position and future intent

PCC holds and will hold all its formal meetings on a multi-location basis. This means that any person can attend the meeting, from wherever they are (not necessarily in the same physical place) and they can hear and be heard by everyone else attending the meeting.

In practice, this means people can attend the meeting, whether they are sat in the Council Chamber, whether they are at home or at work, whether they are in another location, or even when they are travelling between locations (e.g. in a car or on a train).

The result of the above is that the meeting is accessible:

- (1) by people meeting physically in the Council Chamber at the Pontypool Community Council offices at 35a Commercial Street, Pontypool, NP4 6JQ (or in another published location, if applicable) and
- (2) by people attending the meeting remotely (from any other place) by clicking on the Microsoft Teams link, which is attached to an email, inviting people to the meeting.

Methodology: technology

PCC uses Microsoft Teams and a Meeting Owl Pro (Owl Labs) to facilitate multi-location meetings. This technology enables anyone attending the meeting physically and anyone attending the meeting remotely to hear everyone else attending the meeting and to be heard:

- by other people attending the meeting physically and
- by other people attending the meeting remotely.

How will the Council decide (on what basis the meeting will be held)?

Every formal Council or committee meeting will be held on a multi-location basis.

There may be very rare cases, where there are exceptional circumstances, for example, where confidential matters are being discussed, and the meeting is not open to the press and public, when the Chair of the Council or Committee, alongside the Clerk, agrees that the meeting should be held only on the basis of physical attendance by members. Since 2020, no such exceptional circumstances have arisen and PCC does not envisage this occurring often.

If a meeting is discussing confidential matters only, and is not therefore open to the press and public, and needs to be held on a physical attendance only basis for exceptional reasons (e.g. to discuss sensitive staffing matters) then members of the Council or committee concerned will be given at least three clear working days' notice that they will need to attend the meeting in person.

There may be occasions when the Council Chamber is not open for members or the public to attend the meeting physically, e.g. when staff have been informed before the meeting that no one wishes to attend the meeting physically, so no staff are in attendance at the Council offices, or if the Council offices are not available for some other reason, or if no staff are available to attend the meeting physically at the Council offices. In any case, whilst the Council Chamber may not always be available as a meeting venue, anyone attending the meeting can nevertheless attend the meeting from any other location they wish.

Attendance

A person will be deemed to be in attendance at the meeting whether they are (a) physically present or (b) present online.

The Chair of the Council or Committee will announce who is present (in the Chamber and online) at the start of the meeting. He or she will be assisted in monitoring attendance during the meeting by a member of staff.

If the Chair cannot see that a person is attending (e.g. if it is not clear on screen or if someone arrives after the meeting has started), the person attending can announce that they are present. If the meeting is recorded, this recording will enable a final check to be made, of who was present (for the purposes of the minutes).

Voting

Members will be able to vote in the normal way whether they are (a) physically present or (b) present online. Voting is normally by show of hands (either hands raised physically or hands raised electronically) as determined and announced by the Chair.

If a secret ballot is required, members may email a member of staff, to inform them of their vote, if they wish. The member of staff (when counting votes cast in secret) will not reveal the vote of the person who cast their vote and notified it by email.

The Chair of the Council or Committee will determine and announce the voting method if needed during a meeting. He or she will be assisted in counting votes cast (whether physically or remotely) by a member of staff.

The Chair will announce the result of all votes during the meeting (giving anyone attending the opportunity to interject if they consider their vote has been inadvertently missed).

Ways of working during the meeting

Members, staff and anyone else attending a meeting online should mute their microphones when not speaking, to prevent background noise disturbing the meeting and other people in the meeting having difficulty hearing the debate.

Ordinarily, the chat function should not be used during meetings, as members and any other remote attendees have the option to speak out loud and express their opinions (as they would if they were attending physically).

Nevertheless, where members or other attendees do not have the option to speak out loud (for example their microphone is not working), they may use the chat facility to inform the meeting of this, and of their views.

The Chair of the Council or Committee will determine and announce if the chat facility may be used during a meeting. He or she will be assisted in monitoring the chat facility during the meeting by a member of staff. If the Chair does not make an announcement, then the chat facility will not be used.

Unruly conduct during the meeting

In the normal way (in line with the Council's Standing Orders and the Member Code of Conduct) members are responsible for their conduct during meetings. The Chair is responsible for ensuring good conduct during the meeting. This requirement for good conduct applies equally to people attending a meeting physically and people attending a meeting remotely.

If a person attending remotely is disrupting the meeting, the Chair should ask them to stop doing so. If the person concerned continues to do so, they may be removed from the meeting by the Chair (assisted if necessary by a member of staff) in the same way as they would be asked to leave the meeting if they were physically present. Teams has the facility for the meeting organiser to remove people from the meeting if required.

Supporting other participants to attend the meeting

If a person (e.g. a person reporting to the meeting from another organisation or a member of the press or public) wishes to attend the meeting, they should make a request to the Clerk, in line with the arrangements published on the agenda. The Clerk will have invited them to the meeting already (e.g. known outside speakers) or send them a link to attend the meeting (other people, on request). This may be done before the meeting (so that the person can attend the whole meeting if they wish) or during the meeting (so that the person concerned can join the meeting after the meeting has started if they prefer).

When a person who is seeking to attend a meeting (if they are not using a PCC email account) asks to join online, the Chair (or the member of staff clerking the meeting) will click "admit" to enable the person to enter the meeting at the appropriate time. If the appropriate time has not yet arrived (e.g. if the person

concerned is attending only for a particular item at a particular time) then the person may stay in the virtual waiting room until they are admitted.

Ensuring the meeting is inclusive and accessible

The Chair of the meeting is responsible for ensuring the meeting is inclusive and accessible. This means he or she should allow people to speak (within the normal process of deciding who should speak when) and watching out for people who have their hands raised (physically or electronically) and who wish to make a comment. The Chair will be assisted wherever possible in this aim by members of staff attending the meeting (as they may see hands raised, when the Chair does not).

Ensuring the meeting is consistent with the Welsh Language standards

When meetings are convened and the agenda is issued, the agenda includes a Welsh translation of the meeting place, time and accessibility arrangements. This has been the case for many years.

A member of the public (or anyone else) may request a Welsh translation of the agenda (or any other document attached to the agenda). Arranging a Welsh translation may take several days (or longer) depending on the length of the document, as this service is not available in house.

Members of the public attending the meeting can also request (with at least three days' notice in writing) the facility to speak in Welsh. Again, this option has been in place for a number of years. A simultaneous translation of the relevant part of the meeting (into English) will require the attendance of an appropriately experienced Welsh speaker.

Welsh speakers are equally welcome to attend the meeting, whether in the Council Chamber or online.

Training and development

Remote meetings are a relatively new initiative and have been in place at PCC since 2020. In the main, staff have traditionally to date operated the required equipment (a laptop with Teams and the Owl). Increasingly, Chairs of the Council and Committees may like to understand and have the option to operate the equipment themselves (so that, for example, the Chair can see if people have their hands raised and see who is in attendance).

Training and development for Chairs and other members can therefore be arranged on request.

Excerpt from the Welsh Government Statutory Guidance for Town and Community Councils on the Local Government and Elections (Wales) Act 2021:

2. Chapter 2 – Multi-location meetings

2.1. The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary changes to meeting arrangements for community councils, allowing meetings to be held virtually (i.e. multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic. The changes proved popular and beneficial, so the Welsh Government made them permanent through the 2021 Act.

2.2. Many councils have found that attendance – including from the general public – and productivity of meetings have improved with multi-location meetings. There are also benefits in reducing travel and enabling councillors, members of the public and the press to engage more readily and more conveniently in council meetings.

2.3. Physical meetings should not be seen as representing the gold standard with multi-location meetings being second best. Physical meetings may be convenient and effective for some who are most used to them – but they may be inaccessible or inconvenient to many.

What are the requirements?

2.4. This section sets out the things that authorities must do in respect of multilocation meetings.

2.5. The 2021 Act requires that all community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.

2.6. The practicalities of arrangements were considered carefully and it is important for councils to be clear the minimum requirement is that members are able to hear and be heard by others.

2.7. Examples of this could include:

- All participants are in the same physical location;
- All participants are in the same physical location except one individual who joins from another location e.g. by video or telephone conference;
- Roughly equal number of councillors are present in a physical space and joining through remote means;
- Wholly through remote means where no physical arrangements have been made.

2.8. Whilst physical meetings in the same location are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Councils must publish these arrangements, for example, through standing orders. Councils are not allowed to resolve that all meetings will be held entirely physically. Councils should take reasonable steps to allow people to join from another location.

What should the arrangements consider?

2.9. The arrangements must be relevant to your council. They should be consistent with the Nolan principles of public life, the Code of Conduct for members of community councils and must take account of prevailing public health advice and/or legislation.

2.10. It is suggested that arrangements should cover:

- How a council will determine which meetings will have a physical element (i.e. a council meeting room) and how remote access will work in those cases;
- The venue for physical meetings and (if relevant) the appropriate online meeting platform and/or telephone access. This may require councils to consider the most appropriate venue for future meetings and value for money for any upgrades to infrastructure.
- Meeting attendance, including determining where a member is present and voting procedures;
- Ways of working during the meeting e.g. whether and how to use the chat function where appropriate, managing unruly conduct and voting;
- Arrangements to support other participants (including the public and the press) to be able to access and participate in the meeting. This might include virtual waiting room arrangements to ensure appropriate and timely access; and
- Ensuring the meeting is inclusive and accessible and consistent with any Welsh Language Scheme adopted by the council.

2.11. There is no requirement for meetings to be held in the same way every time it meets.

2.12. The chairing and running of the meetings will be slightly different depending on whether it is fully physical, fully virtual or a hybrid meeting. Arrangements need to adapt as councils learn from experience (i.e. from other councils and their own community) of what works effectively in securing clear, transparent, accessible meetings.

2.13. When deciding which meetings may be held wholly remotely and/or with physical provisions, councils should consider:

- The circumstances of individual councillors and their preference in the way they participate in meetings. Some councillors may wish to join council meetings from another location by default – because they have working or caring responsibilities which make attending meetings in person difficult. Similarly, some councillors may wish to attend in person;
- How members of the public are able to access meetings. There may be very good reasons why individuals are not able to attend in person, but would nonetheless wish to listen to proceedings about decisions which impact their lives. They may also wish to be heard in expressing views on business items;
- The accessibility of the press to hear about, and report on, local stories to enable wider public debate and accountability;
- The range of venues available within reasonable travelling distance. For instance, local schools or other public sector buildings may have infrastructure which makes remote access easier;
- How telephony and other technology can be used to support and facilitate multi-location meetings which is proportionate to the circumstances; and
- Whether arrangements can be adapted to accommodate late requests (e.g. just prior to, or during, the meeting) to join virtually where a meeting had been expected to be physical only, ensuring that the minimum standards are met - where reasonable.

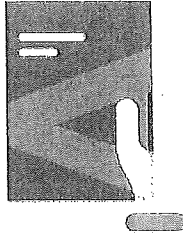
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Welsh language

2.14. Although community councils are not subject to the Welsh language standards deriving from the Welsh Language (Wales) Measure 2011, they are expected to uphold the main principle of the Measure and treat the Welsh language no less favourably than English. The community council will want to consider how it could encourage and enable the use of the Welsh language at community council meetings, with the help of simultaneous translation for anyone who does not understand Welsh.

2.15. The Welsh Language Commissioner has provided advice on how to support bilingual working including:

- Bilingual drafting,
- Text translation;
- Using Welsh face-to-face; and
- Holding bilingual video meetings.



18 August 2022

Consultation on Fee Scales 2023-24

This consultation invites views and comments on Audit Wales's proposals for fee rates and other aspects of the statutory fee regime for audit work.

This consultation includes information on proposed increases to our fee rates from April 2023, necessary increases to our audit of accounts fee scales associated with the implementation of ISA315, and a proposal to switch funding for some of our local performance audit work from fees to the Welsh Consolidated Fund to help facilitate our thematic and cross sectoral reviews.

Please do not hesitate to get in touch with your Engagement Director if you'd like to discuss in more detail.

Following the consultation, Audit Wales will submit a Fee Scheme 2023-24 for consideration by the Senedd Finance Committee early in 2023.

How to respond

We invite your views and have provided [more information on our website](#).

Please respond by 16 September 2022.

If you have any questions about the consultation, please email info@audit.wales

Archwilio Cymru / Audit Wales
www.audit.wales

You are receiving this e-bulletin because we need to communicate with you to publicise our work in exercise of our supplementary powers, under sections 9 and 14 of the Public Audit (Wales) Act 2013, which is in the performance of a task in the public interest.

Consultations

Consultation on Fee Scales 2023-24

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Following the consultation, Audit Wales will submit a Fee Scheme 2023-24 for consideration by the Senedd Finance Committee early in 2023.

How to respond

You can view the consultation here [opens in new window].

(https://www.audit.wales/sites/default/files/2022-08/Consultation_on_Fee_Scales_2023-24_Eng.pdf)

Please respond by 16 September 2022

Responses can be sent to the following address:

Fee scales consultation

Audit Wales

24 Cathedral Road

Cardiff

CF11 9LJ

Or completed electronically and sent by email to: info@audit.wales

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Consultation on Fee Scales 2023-24

August 2022

How to respond

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Fee scales consultation

Audit Wales

24 Cathedral Road

Cardiff

CF11 9LJ

Or completed electronically and sent by email to: info@audit.wales

If you require this publication in an alternative format and/or language please contact us using the details provided above or by telephone on 029 2032 0500.

Publication of responses – confidentiality and data protection

Information provided in response to this consultation may be published or disclosed in accordance with access to information legislation (chiefly the Freedom of Information Act 2000, but also data protection legislation, including the General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want any information you provide to be treated as confidential, you should tell us why you regard the information you have provided as confidential. If we receive a request for disclosure of information we will take full account of your explanation, but we cannot give any assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Auditor General or Audit Wales.

Personal data will be processed in accordance with data protection legislation. Where such data falls within the scope of a request for information from another person, the provisions of data protection legislation and the Freedom of Information Act will need to be considered in the particular circumstances. While no situation can be prejudged, this is likely to mean that information concerning senior officials and public figures is likely to be disclosed while the names and addresses of ordinary members of the public are likely to be withheld.

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Consultation

You will be familiar with our annual consultation on fee scales, which we are required to do for Local Government bodies, but choose to consult on more widely so that all stakeholders have an opportunity to respond to our fee proposals.

Legislation requires that the fees we charge **may not exceed** the full cost of exercising the function to which the fee relates. We set our audit fees based on our estimated cost base, the estimated skills mix for audit work and the estimated number of days required to complete the work. We do not and cannot make profits on our work.

Audit Wales remain determined to minimise audit fees whilst ensuring that our audit quality continues to meet rigorous standards.

For 2023-24, we are facing significant cost pressures on both staff and non-staff costs, and whilst we have various initiatives in place to reduce our overall cost base, some of these increases will unfortunately need to be passed on as increased fees.

We have been working hard to identify efficiencies and have identified areas that will deliver savings of £2 million over the next 5 years on travel and accommodation costs.

We do, however, need to recognise cost of living pressures on our staff and need to make provision for pay increases in line with the rest of the public sector.

As set out in our [Estimate for 2022-23](#), we continue to make significant investment in audit quality to respond to recent UK-wide reviews¹ of audit and new professional standards. These various reviews reflect increasing expectations of audit and of the quality of that audit. To maintain this investment in 2023-24, and to respond to pay and price pressures, we will need to increase our fee rates by an average of 5.5% in 2023-24.

We also plan to continue to provide access to the National Fraud Initiative on a free-of-charge basis.

1 Competition and Markets Authority Review; Kingman Review; and Brydon Review

Our proposed fee rates for 2023-24 are set out in **Exhibit 1**.

Exhibit 1: proposed fee rates 2023-24

Grade	Rate (£ per hour) 2023-24	Rate (£ per hour) 2022-23
Audit Director	170	163
Audit Manager	130	122
Audit Lead	107	100
Senior Auditor	86	84
Auditor	62	60
Graduate trainee	54	51
Apprentice	40	39

The Senedd Finance Committee scrutinises us on our spending, performance and budget plans and the assumptions in this consultation are subject to their approval of our Estimate in autumn 2022 and our Fee Scheme early in 2023.

Further information on our work and our expenditure is provided in our [Annual Report and Accounts 2021-22](#).

Facilitating thematic and cross sector reviews

In the [supporting information for our 2022-23 Estimate](#), we set out that, as part of our emerging strategy, we would be asking the Finance Committee to switch the funding for some of our performance audit work in local government and health from audit fees to the Welsh Consolidated Fund (WCF) in our Estimate for 2023-24.

Specifically, this switch will apply to the 22 principal councils and seven health boards but not to other Local Government bodies or NHS Trusts and Special Health Authorities.

In its November 2021 [report](#) following scrutiny of the Estimate, the Finance Committee noted our proposal. However, it emphasised that 'understanding the views of audited bodies will be crucial to gaining the Committee's support'.

The elements of our performance audit fee that we are seeking to switch to WCF relate to delivery of 'thematic' or topic-specific reviews that typically involve audit work across a number of audited bodies (on an all-Wales and/or regional level) and often with a cross-sector or whole-system focus. We might also want to look at issues such as the Welsh Government's system leadership on the theme being examined, which cannot be funded from audit fees.

We see such reviews as adding value to our audit regime with their ability to give a whole-system view, helping improve the quality of services provided to taxpayers, and providing feedback on the Welsh Government's 'One Welsh Public Service' developments. We are therefore keen to make the delivery of these reviews as flexible and efficient as possible. The key constraints that we emphasised about the current funding model concerned:

- potential inflexibility in the way we disseminate findings – arising from any expectation from audited bodies paying fees that there would typically be an output specific to that body; and
- transactional complexity – given the need to balance time charging across multiple timesheet codes and with the 'charge no more than the full cost' requirements of the Public Audit (Wales) Act 2013, meaning we have to be careful that there is no cross-subsidisation from one body to another.

In determining how much funding we would look to switch to the WCF, we are looking to strike an appropriate balance between work funded locally and that funded through the WCF, and recognising that other existing WCF funding streams already provide opportunity for cross-cutting work. The key principles being:

- retaining sufficient local audit fee to support the delivery of work that is specifically focused on individual audited bodies, including risk assessment, examination of corporate governance and financial management issues (including WFG Act work), and individual bespoke audit projects arising from our local assessment of risks;
- ensuring sufficient local audit fee is retained to support our routine local engagement with audited bodies, including regular meetings with senior leaders in audited bodies, and attendance at board, council and committee meetings as necessary; and
- applying the proposal to larger audited bodies (principal councils and health boards) to which our thematic work more typically applies.

We anticipate that we will be reducing the fees for our local performance audit work by around a third (£1.3 million) and switching funding for this work to WCF. To hold the WCF harmless for this change, Welsh Government would be asked, assuming the changes proposed are agreed, to adjust budget decisions accordingly.

We believe a change to our funding model will support the direction of travel we want to take with our work programme by giving us improved flexibility to examine more cross-cutting and whole-system issues – and also make that journey more straightforward to administer from a financial management perspective.

We would welcome your views on whether you support this proposed approach.

ISA315 and audit quality

Our audits for accounts ended 31 March 2023 will be carried out under a revised auditing standard (ISA 315 Identifying and Assessing the Risks of Material Misstatement). The revised standard will have significant and far-reaching impacts on how auditors undertake audit risk assessments and therefore on the overall audit. It is expected that audits – particularly in the first year of implementation (2022-23 audits) – will require us to use more qualified staff to deal with the higher level of judgement necessitated by the standard.

Our initial assessment of the impact of this richer skills mix is a potential average increase in the fee scales for our financial audit work of between 12% and 18%. This is an estimate at this point and will be reviewed following the implementation of our revised approach in the first half of 2023. We are aware that private sector audit firms have written to clients informing them that fees are likely to increase by up to 20%, as a result of this new requirement.

We recognise the concern that this increase will cause but the new standards inevitably mean higher costs and whilst we will continue to do everything that we can to keep costs down, we must ensure that our audits remain of high quality. Our Engagement Directors will discuss audit-specific fees with each body as we complete our 2022-23 audit risk assessment.

4.

Our draft fee scales for local government bodies

The remainder of this document provides the fee scales for local government bodies and the National Fraud Initiative. The scales show the range of fees we expect to charge for a typical audited body in that sector with actual fees being set in response to local circumstances. These scales are not required for any other sector.

I would very much welcome your response to this consultation by 16 September 2022, to inform the Senedd's review of our Estimate and Draft Fee Scheme for 2023-24.

Audit Wales are required to comply with Welsh Language Standards that provide for the Welsh language not to be treated less favourably than the English language. More information can be found on [our Welsh language arrangements on our website](#). When reviewing this consultation, we would welcome your views on whether you consider there to be anything in this consultation that undermines or supports this requirement. We would also welcome your thoughts on any revisions that could be made to support opportunities to use the Welsh language or ensure we do not treat the Welsh language less favourably than the English language.

Many thanks



Adrian Crompton

Auditor General for
Wales

Fee scales for work undertaken under the National Fraud Initiative (data matching)

- 1 We invite your views on continuing participation in the National Fraud Initiative (NFI) on a nil-fee basis.
- 2 We are required to consult on and prescribe scales of fees for data matching for mandatory participants in the NFI. The Auditor General conducts the NFI using his statutory data-matching powers under Part 3A of the Public Audit (Wales) Act 2004.
- 3 The NFI matches data across organisations and systems to help public bodies identify potentially fraudulent or erroneous claims and transactions. The NFI has been a highly effective tool in detecting and preventing fraud and overpayments. Our last biennial report identified potential savings and over-payments of £8 million across Wales's public services, increasing cumulative savings to £42.9 million since 1996.
- 4 Since April 2015, the Senedd has met the costs of running the NFI through payment from the Welsh Consolidated Fund. This is intended to encourage participation of organisations on a voluntary basis and to simplify arrangements for mandated participants. As required by legislation, the fees for mandatory participants are shown in **Exhibit 2**.

Exhibit 2: NFI fees

Fee 2023-24

Unitary authority; police and crime commissioners and chief constables; fire and rescue authorities; NHS trusts; local health boards	Nil
Voluntary participants	Nil
All participants may also be provided with access to the NFI Application Checker (App Check).	Nil

Fee scales for Local Government bodies

- 5 We invite your views on the proposed fee scales which will apply to Local Government bodies for the audit of accounts 2022-23 and for 2023-24 Performance audit work.
- 6 Our audit of accounts fee scale takes account of an average increase of 15% related to the implementation of ISA315 as discussed above. We are continuing to review the impact of this new standard and will reflect the outcome in our Fee Scheme for 2023-24 which will be published early in 2023.
- 7 Our proposed performance audit fee scale takes into account the proposed switch of funding for around one third of our local performance work at Unitary Authorities to the WCF from April 2023.

Unitary authorities

Exhibit 3: draft fee scale for the audit of 2022-23 accounts

Gross Expenditure £ million	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
100	135	159	182	139
200	162	191	219	167
300	181	212	244	186
400	195	229	264	200
500	207	243	280	213
600	217	255	294	223
700	226	266	306	233
800	234	276	317	241
900	242	285	327	249
1,000	249	293	337	256
1,100	255	300	345	262
1,200	261	307	353	268

Exhibit 4: draft fee scale for 2023-24 performance audit work

All unitary authorities	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
	70	74	84	105

Local Government Pension Funds**Exhibit 5: draft fee scale for audit of 2022-23 accounts**

All pension funds	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
	36	48	57	41

Fire and Rescue Authorities**Exhibit 6: draft fee scale for audit of 2022-23 accounts**

Gross Expenditure £ million	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
20	40	46	53	41
40	48	56	64	49
60	53	62	72	54
80	57	67	77	59
100	61	71	82	62

Exhibit 7: draft fee scale for 2023-24 performance audit work

All fire and rescue authorities	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
	17	17	17	17

National Park Authorities**Exhibit 8: draft fee scale for audit of 2022-23 accounts**

Gross Expenditure £ million	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
2	24	29	33	25
4	29	35	40	30
6	33	39	44	34
8	35	42	48	36
10	38	44	51	39

Exhibit 9: draft fee scale for 2023-24 performance audit work

All national park authorities	Fee range			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
	22	22	27	21

Police and Crime Commissioners

- 8 Auditors undertake audits of two statutory bodies in a police area – the Police and Crime Commissioners (PCCs) and the Chief Constables (CCs). The split of the total fee between the two bodies in a particular police area will be a matter for auditors to determine, based on accounting requirements and the operational arrangements put in place by each of the bodies.

Exhibit 10: draft fee scale for audit of 2022-23 accounts

Combined Gross Expenditure of PCC and CC £ million	Combined fee range for PCCs and CCs			Previous Year
	Minimum £'000	Median £'000	Maximum £'000	Median £'000
50	68	78	89	69
100	80	92	105	81
150	88	102	116	90
200	94	110	125	96
250	100	116	132	102
300	104	121	138	106
350	108	126	144	111

Town and community councils with annual income or expenditure under £2.5 million

- 9 Town and community councils in Wales are subject to a limited assurance audit regime.
- 10 In October 2020, the Auditor General published a paper setting out how these audits will be carried out on a three-year cycle as set out in **Exhibit 11**.

Exhibit 11: three-year audit cycle for town and community councils

	Group A	Group B	Group C
Year 1	Transaction testing	Limited procedures	Limited procedures
Year 2	Limited procedures	Transaction testing	Limited procedures
Year 3	Limited procedures	Limited procedures	Transaction testing

- 11 Charges for this work are based on time taken to complete the audit at fee rate charges as set out in **Exhibit 1** on page 5.
- 12 In circumstances where the auditor requires further evidence to properly discharge their responsibilities, including following publication of a related public interest report, additional testing will be undertaken to address the auditor's concerns.
- 13 It is emphasised that the actual charge made to any particular body will be dependent on the time actually worked on that particular audit. The range of fees provided in **Exhibit 12** is for indicative purposes only.

Exhibit 12: estimated time charges for the audit of 2022-23 accounts of town and community councils

	Band 1 (<£10k)	Band 2 (<£25k)	Band 3 (<£50k)	Band 4 (<£100k)	Band 5 (<£500k)	Band 6 (>£500k)
Transaction audit	£145 – £185	£170 – £200	£235 – £285	£360 – £440	£640 – £765	£850 – £1,100

	Band 1 (<£10k)	Band 2 (<£25k)	Band 3 (<£50k)	Band 4 (<£100k)	Band 5 (<£500k)	Band 6 (>£500k)
Limited procedures	£110 – £135	£140 – £165	£140 – £165	£210 – £265	£210 – £255	£210 – £255

Fee rates for other work in local government

- 14 Other than those types of bodies for which fee scales have been prescribed as shown above, there are a small number of other types of local government body where our prescription of the fee scale is a matter of converting the resource requirements into fees directly based on the costs of delivering the work or by applying the fee rates as set out in **Exhibit 1**. This will include audits of Corporate Joint Committees. It remains the case that for audits of these bodies we apply a zero-based approach to audit planning.
- 15 For all types of local government body, to meet his statutory responsibilities, it is sometimes necessary for the Auditor General to carry out work which goes beyond general duties (those set out in section 17 of the Public Audit (Wales) Act 2004 and in section 15 of the Well-being of Future Generations (Wales) Act 2015). Additional work can include reports in the public interest, extraordinary audit, special inspections and further work in relation to elector challenge and the prevention of unlawful expenditure. Charges for this type of work will reflect the nature of the work required.
- 16 Auditors may also undertake grant certification work at local government bodies on behalf of the Auditor General. The amount of grant certification work undertaken in any year is dependent on the number of schemes subject to audit and the number of audited bodies participating in those schemes. Charges for this work are made on a per-hour basis and reflect the size, complexity and/or any issues in respect of the grant in question as set out in **Exhibit 13**.

Exhibit 13: estimates of the relative proportions of audit staff grades to be used for different types of grants work.

Grade of staff	Complex grants staff mix	All other grants staff mix
	%	%
Engagement director	1 to 2	0 to 1
Audit Manager	4 to 6	1 to 2
Audit Lead	18 to 21	12 to 16
Auditor/graduate trainee/ apprentice	71 to 77	81 to 87

Complex grants include:

- BEN01 Housing and council tax benefits scheme
- LA01 National non-domestic rates return
- PEN05 Teachers' pensions return



Audit Wales

24 Cathedral Road

Cardiff

CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

We welcome telephone calls in
Welsh and English.

E-mail: info@audit.wales

Website: www.audit.wales

Lisa McMail

From: Lisa McMail
Sent: 30 August 2022 13:44
To: Lisa McMail
Subject: FW: Greater Gwent (Torfaen) Pension Fund - Triennial Valuation

From: Griffiths, Joanne <joanne.griffiths@torfaen.gov.uk>
Sent: 03 August 2022 13:23
Subject: Greater Gwent (Torfaen) Pension Fund - Triennial Valuation

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Dear All,

I am writing to you in relating to the Greater Gwent (Torfaen) Pension Fund's Triennial Valuation which is being carried out as at 31st March 2022.

The purpose of the Valuation is to assess the overall funding level of the Pension Fund:

- i. to ensure that there are sufficient assets in the Pension Fund to cover the pension benefits accrued in respect of all active, deferred, pensioner and dependent members of the Greater Gwent (Torfaen) Pension Fund and;
- ii. to set the Employer contribution rate for the three year period commencing on 1st April 2023.

The Timetable below sets out the key milestones

Event	Indicative timetable
Provision of initial whole fund results	August 2022
Provision of employer results for issuing to employers alongside draft Funding Strategy Statement	November 2022
Finalisation of employer results and setting contribution rates	December 2022/January 2023
Final valuation report and rates & adjustments certificate issued	31 st March 2023

We are aiming to share results with employers at the beginning of November, and we will be holding an Employer meeting at 1 p.m. on 23rd November 2022 at the Civic Centre which will be attended by the Pension Fund Actuary. This will provide you with the opportunity to discuss the results of the valuation and to receive a general update in relation to the Pension Fund. Further details will be sent nearer the time.

I have identified you as the main contact for your organisation in relation to the Valuation, if this is incorrect, or if you would like to include any additional members from your organisation, please let me know, and I will add them to the email distribution list.

Thanks

Jo



Greater Gwent (Torfaen) Pension Fund
Cronfa Bensiwn Gwent Fwyaf (Torfaen)

Jo Griffiths
 Pension Manager Rheolwr Pensiwn

01495 766280
 Joanna.griffiths@torfaen.gov.uk
 Torfaen Council
 Civic Centre, Pontypool
 Torfaen, Gwent NP23 6YB

Cyngor Torfaen
 Canolfan Ddinesig, Pontypool
 Torfaen, Gwent NP23 6YB


www.gwentpensionfund.co.uk



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Have you signed up to see your own pension account?

To sign up go to our website www.gwentpensionfund.co.uk and click on My Pension Online (at the top of the screen)



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