

**MINUTES OF POLICY & FINANCE COMMITTEE HELD IN
COUNCIL CHAMBER, PONTYPOOL COMMUNITY COUNCIL
WEDNESDAY 6TH FEBRUARY 2019**

In attendance:

Councillor: Mrs N. P. Parrish (In the Chair)

Councillors in attendance: J. Killick, G. Davies,
Mrs G. E. James, R. F. Overton, B. Taylor JP, Mrs J. G. Taylor,

Also in attendance: Councillor Mrs R. Matthews

Officers: Ms J. Wright, Mrs C. Challenger

330. **Apologies**

Apologies received from Councillors Mrs E. Hunt, M. Ford, Mrs J. E. Jones and B. Rapier.

RECOMMENDED: that the apologies be noted.

331. **Declarations of Interest**

Councillors Mrs G. E. James, Mrs N. P. Parrish and R. Overton declared a personal interest as a member of Torfaen County Borough Council on any items relating to Torfaen Council.

Councillor B. Taylor JP declared a personal interest as the Community Council representative on Torfaen Museum.

RECOMMENDED: that the declarations of interest as outlined above be recorded.

JW

332. **Schedule of Receipts and Payments**

The Committee received and considered the schedule of receipts and payments for December 2018.

RECOMMENDED: that the schedule of receipts and payments for December be received.

333. **Monitoring Report**

The Committee received the monitoring report to the end of December 2018. The Chair informed members that from her observations no movements had been made from the previous month.

RECOMMENDED: that the monitoring report be received and the information noted.

HB

334. **Grants Policy**

The Committee was asked to approve the updated Grants Policy. The Finance & Events Officer clarified that the the only amendments to the policy was that the new figures and dates for 2019/2020 had been inserted as agreed at the budget day. It was unanimously agreed that the Gants Policy be approved subject to item 5 (i) (ii) and (iii) reading “maybe” awarded grants of up to £100.00 instead of “to be”

RECOMMENDED: that the Grants Policy be approved subject to item 5(i) and (ii) reading as “maybe” instead of “to be”.

JW

335. **Local Voluntary Funding**

The Chair enquired if she had to declare an interest in any organisations that she had allocated money to. The Assistant Clerk informed members that as long as they had declared their personal/prejudicial interest on the LVF form this would suffice.

The Committee was asked to approve Local Voluntary Funding applications as follows:

Councillor Mrs N. P. Parrish

- Togs Centre - £100.00 (Project)
- Age Connects Torfaen - £100.00
- Mello ‘D’ - £50.00
- Griffithstown Primary School - £50.00
- Ysgol Panteg - £50.00
- 1st Griffithstown Guides - £100.00
- 1st Sebastopol Brownies - £100.00
- 1st Griffithstown Scouts - £100.00

Pontypool Retired Men's Society - £37.50
Griffithstown Allotment Association - £75.00
Nidus Children's Choir - £50.00
Pontypool Male Choir - £87.50
Golliwopsies Play Group - £100.00
Pontypool Chrysanthemums Society - £50.00
Congregational Church Women's Guild - £50.00
Griffithstown Ladies Club - £50.00
St. John's Ambulance, Griffithstown - £50.00
Linden Singers - £50.00
Sebastopol Community Club - £100.00

s. 137 LGA 1972/Power of Well Being s2 LGA 2000

Friends of Fishponds Park, Panteg - £200.00
(Project)
Friends of Pontypool Park - £50.00
Local Government (Wales) Measure 2011

Ennirocraft Crafting Club - £25.00
Sebastopol Junior AFC - £125.00
Panteg Cricket Club - £75.00
Torfaen Qigong - £25.00
Griffithstown Ladies Netball Club - £50.00
New Panteg Junior RFC - £100.00
Griffithstown Junior AFC - £100.00
Pontypool Netball Team - £50.00
New Panteg RFC - £100.00
Panteg Park Bowls Club - £100.00
Panteg AFC - £100.00
Pontyfelin Ladies Bowls Club - £50.00
*Local Government Act (Miscellaneous Provisions) Act
1976 s. 19*

Councillor Mrs E. Hunt

Togs Centre - £100.00 (Project)
Age Connects Torfaen - £100.00
Mello 'D' - £50.00
Griffithstown Primary School - £50.00
Ysgol Panteg - £50.00
1st Griffithstown Guides - £100.00
1st Sebastopol Brownies - £100.00
1st Griffithstown Scouts - £100.00
Pontypool Retired Men's Society - £37.50
Griffithstown Allotment Association - £75.00
Nidus Children's Choir - £50.00
Pontypool Male Choir - £87.50
Golliwopsies Play Group - £100.00
Pontypool Chrysanthemums Society - £50.00

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New Panteg Junior RFC - £100.00
Griffithstown Junior AFC - £100.00
Pontypool Netball Team - £50.00
New Panteg RFC - £100.00
Panteg Park Bowls Club - £100.00
Panteg AFC - £100.00
Pontyfelin Ladies Bowls Club - £50.00
Local Government Act (Miscellaneous Provisions) Act 1976 s. 19

Councillor B. Rapier

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Age Connects Torfaen - £100.00
Mello 'D' - £50.00
Griffithstown Primary School - £50.00
Ysgol Panteg - £50.00
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1st Sebastopol Brownies - £100.00
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Panteg AFC - £100.00
Pontyfelin Ladies Bowls Club - £50.00
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Councillor A. Lang

Togs Centre - £100.00 (Project)
Age Connects Torfaen - £100.00
Mello 'D' - £50.00
Griffithstown Primary School - £112.50
1st Griffithstown Guides - £100.00
1st Sebastopol Brownies - £100.00
1st Griffithstown Scouts - £100.00
Pontypool Retired Men's Society - £37.50
Griffithstown Allotment Association - £75.00
Nidus Children's Choir - £50.00
Pontypool Male Choir - £87.50
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Griffithstown Ladies Netball Club - £50.00
New Panteg Junior RFC - £100.00
Griffithstown Junior AFC - £100.00
Pontypool Netball Team - £50.00
New Panteg RFC - £100.00
Panteg Park Bowls Club - £100.00
Panteg AFC - £100.00
Pontyfelin Ladies Bowls Club - £50.00
Local Government Act (Miscellaneous Provisions) Act 1976 s. 19

Councillor Mrs G. E. James

Pontypool Scout Group - £200.00
The Veteran's Association, Pontypool - £100.00
s.137 LGA 1972/Power of Well Being s2 LGA 2000

Councillor R. Mills

Torfaen Silver Belles - £200.00
s. 137 LGA 1972/Power of Well Being s2 LGA 2000

New Inn AFC - £100.00

Local Gov (Miscellaneous Provisions) Act 1976 s.19

Councillor N. Jones

New Inn AFC - £100.00
Local Gov (Miscellaneous Provisions) Act 1976 s.19

Councillor R. Overton

New Inn AFC - £100.00
Local Gov (Miscellaneous Provisions) Act 1976 s.19

RECOMMENDED: that the local voluntary funding as outlined above be approved.

CC

336. **Torfaen Museum Trust**

The Committee received a letter from the Curator of Torfaen Museum. The Leader informed members she was extremely surprised that a letter had been sent by the Museum when she had attended a meeting with the Museum in December, which had been called by Mr N. Thomas-Symonds MP in liaison with the Museum to discuss the Museum's future. The Leader

at this meeting had outlined the position of the Council in respect of core funding and that due to budget restraints the Community Council was unable to allocate more than £3,000 to those organisations who receive core funding grants. She further added that she had agreed with the museum to raise money through selling bric-a-brac outside her stall for a year to raise funds for the museum. She had already raised £350.00 in six weeks. It was proposed and seconded that a letter be sent to the museum reiterating that this is still the present position. A vote took place with 5 members in agreement and 2 members abstaining.

RECOMMENDED: that a letter be sent to Torfaen Museum Trust as summarised above.

JW

337. **Credit Card Payments**

The Committee received a quote and brief report on Restore Datashred. Restore Datashred is the company that the Council have used for the past year to collect and destroy documents in compliance with the General Data Protection Regulations (GDPR). The Finance & Events Officer stated that the 24 month contract totals £48.00 per visit for the removal of 20 sacks and if any additional collection sacks are required this would be at a cost of £3.00 per sack. The Assistant Clerk informed the meeting that the office had found this service invaluable, especially in respect of destroying personal and confidential information in line with GDPR. It was unanimously agreed that the Council renews the contract with Restore Datashred on the Council Credit for a further 24 months.

RECOMMENDED: that the Council renews the contract with Restore Datashred for a further 24 months as outlined above.

CC

338. **Unpresented Cheques**

The Committee received a list of unpresented cheques over 3 months old. After a lengthy discussion it was agreed that all unpresented cheques that had not been cashed before April 2018 be written off with the exception of the environmental grant for Cwmffrwdor Primary School due to the exceptional circumstances outlined by the Finance & Events Officer and that this cheque be reissued as both the Deputy Head and

another teacher had attended the presentation evening to collect the cheque. This was proposed and seconded and all members were in favour with 1 abstention. The Ward member for New Inn informed the meeting that he had a discussion with his fellow ward member on Monday and that in future they would personally be collecting LVF cheques from the office. The Finance & Events Officer made the point that she could not understand if six cheques were sent out in the post that they could all go missing.

It was further proposed and unanimously agreed that in respect of those unrepresented cheques from April 2018 that the organisations be written to ascertaining the reason(s) for not cashing the cheques and that this be placed as an item on the next Policy & Finance meeting in order that if valid reasons are given cheques can be re-issued within the same financial year.

In respect of the cheques for Ysgol Panteg, New Inn Community Hall and Brynteg Community hall which were not collected at the October 2018 Grant's Presentation evening it was agreed that they be invited to the next Presentation Evening as per the Council policy and the cheques be re-issued.

RECOMMENDED:

(i) that all unrepresented cheques before April 2018 be written off with the exception of the Environmental grant for Cwmffrwdoer Primary School.

CC

(ii) that those organisations who had not cashed cheques from the 2018 financial year be written to as outlined above and that this be placed as an item on the next Policy & Finance meeting.

CC

(iii) that Ysgol Panteg, New Inn Community Hall and Brynteg Community Hall be invited to the next Presentation Evening to collect their cheques.

AA

339. **Eisteddfod**

The Committee received a report on the Eisteddfod Budget 2018/2019 requesting to increase the Eisteddfod budget by £200.00. The Finance & Events Officer explained that this year there is an additional

cost for the cover of 2 teachers, 1 from West Monmouth and 1 from St. Alban's who have agreed to be adjudicators at this year's Eisteddfod. The Chair made reference to the amount spent on medals and that this needed to be looked at in future. It was agreed that any medals left over from this year's Eisteddfod be kept for next year. The Finance & Events Officer informed the meeting that they had only purchased the required number of medals for this year's Eisteddfod. The Finance & Events Officer also clarified that in respect of the bus company Principality (previously Peakes) they only charge for the buses used over the two days.

It was proposed, seconded and unanimously agreed that as there are more schools participating than last year that the Eisteddfod budget increases by £200.00

RECOMMENDED: that the Eisteddfod budget is increased by £200.00

Chair of Policy & Finance






