

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

In attendance:

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

Councillors in attendance: J. Killick, Mrs G. E. James,
R. F. Overton

Also in attendance: Councillor Mrs E. Chilcott JP

Officers: Mrs C. Challenger, Ms J.Wright

365. **Apologies**

Apologies received from Councillors G. Davies, M. Ford, Mrs E. Hunt, Mrs J. E. Jones, B. Taylor JP and Mrs J. G. Taylor.

RECOMMENDED: that the apologies be noted.

366. **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.

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

JW

367. **Schedule of Receipts and Payments**

The Committee received and considered the schedule of receipts and payments for January 2019.

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

368. **Monitoring Report**

The Committee received the Monitoring Report for January 2019. 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

369. **Local Voluntary Funding**

The Committee was asked to approve Local Voluntary Funding applications as follows. The Finance & Events Manager confirmed that she had vetted all LVF applications.

Cllr G. Davies

Abersychan WI - £200.00

Trinity Methodist Church - £200.00

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

Fairfield United AFC Under 8's - £200.00

Local Government Act (Miscellaneous Provisions) Act 1976. S.19

Cllr L. Clarkson

Friends of Garnteg PTA - £200.00

Friends of Bryn Onnen PTA - £200.00

Friends of the British - £250.00

Garndiffaith 1st Scouts Group - £200.00

Abersychan & Garndiffaith Local History Group - £150.00

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

Varteg Community Association - £250.00

Local Government Act (Miscellaneous Provisions) Act 1976 s.19

Llanerch Memorial Fund – £150.00

s.214 LGA 1972/Power of Well Being s1 LGA 1972

Cllr J. Killick

Pontymoile Community Hall - £400.00

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

Cllr N. Jones

1st Panteg (St. Mary's Scout) Group - £500.00

Poplar Avenue Allotments - £300.00

New Inn Pensioners Association - £300.00

St. John's Cymru Wales, Pontypool - £500.00

New Inn Neighbourhood - £300.00

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

New Inn Stroke Support Group - £500.00

Local Government Act (Miscellaneous Provisions) Act
1976 s.19

Cllr R. Overton

Torfaen Scouts, New Inn - £300.00

New Inn Congregational Church - £300.00

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

Cllr Mrs G. James

Pontypool Cadets - £450.00

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

Cllr Mrs R. Matthews

Pontypool Cadets - £50.00

Pontypool Park Friends - £200.00

Friends of Pontypool - £300.00

The Neighbourhood Learning Centre - £100.00

The Woodlands Camera Group - £100.00

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

Cllr R. Mills

New Inn Neighbourhood Watch - £200.00

New Inn Primary School - £500.00

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

Panteg Cricket Club - £200.00

Local Government Act (Miscellaneous Provisions) Act
1976 s.19

Cllr Mrs J. E. Jones

Art Regen - £200.00

Local Government Act (Miscellaneous Provisions) Act
1976 s.19

Cllr Mrs J. Taylor

George Street Primary - £400.00
Cup Cakes - £300.00
Fowlers Field Allotment Society - £150.00
Twmpath Allotment Association - £100.00
Pontypool District Writers - £200.00
Richards Field Allotment - £100.00
All Creatures Great and Small – £200.00
s.137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr B. Taylor JP

Pontypool Retired Men's Society - £50.00
s.137 LGA 1972/Power of Well Being s2 LGA 2000

Cllr Mrs K. Arthur

Friends of the British - £250.00
Talywain OAP Club - £200.00
Noddfa Church - £150.00
1st Garndiffaith Scouts - £200.00
Abersychan & Garndiffaith Local History Society -
£200.00
Friends of Garnteg School - £300.00
s.137 LGA 1972/Power of Well Being s2 LGA 2000

Llanerch Memorial Fund - £350.00
s.214 LGA 1972/Power of Well Being s1 LGA 1972

Garndiffaith Bowls Club - £100.00
Fairfield AFC - £200.00
Local Government Act (Miscellaneous Provisions) Act
1976 s.19

Varteg Community Association - £50.00
Garndiffaith Community Association - £300.00
Local Government Act (Miscellaneous Provisions) Act
1976 s.19

Cllr M. Ford

Trevethin & Penygarn Neighbourhood Association -
£200.00
4th Gwent Boys Brigade - £300.00
Crownbridge School - £500.00
Eastern Valley Food Bank - £250.00
Pleasant Court Residents - £200.00
TRAC 2 – £500.00
s.137 LGA 1972/Power of Well Being s2 LGA 2000

Tranch Ladies AFC - £300.00
Penygarn & Trevethin Junior AFC - £250.00
Local Government Act (Miscellaneous Provisions) Act
1976 s.19.

Cllr N. Byrne

Cyfannol Women's Aid - £100.00
Parkinsons UK - £250.00
Families Need Fathers - £250.00
s.137 LGA 1972/Power of Well Being s2 LGA 2000

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

CC

370. **Internal Audit Review**

The Committee received the Internal Audit Report. The Chair informed members that there were only two possible conclusions the auditor could come to when going through his findings, these are satisfactory or an issue for future consideration.

In respect of the report all audit findings in respect of finance were satisfactory and to this effect the Chair and members expressed sincere thanks to the Accountant and the Finance & Events Manager for all their hard work in relation to the Internal Audit.

The Auditor made reference in his report to the task force being looked at as a matter of urgency and the Deputy Leader informed members that there was a task force management group meeting the following week with a one item agenda to discuss this.

In respect of the introduction of a BACs system it was agreed that the disadvantages outweigh the advantages at present especially with staff shortages within the office, therefore it was agreed to review this at a later date. Reference was made to un-presented cheques and the Vice-Chair of Events informed the meeting that she had previously asked that members be informed if cheques had not been presented within a certain time scale. The Finance & Events Officer informed members that this would be done in future, it was just unfortunate that the Accountant had not been in the best of health last year.

RECOMMENDED: that the Internal Audit be received and the information in respect of the findings noted.

371. **Terms of Reference/Constitution**

The Committee was asked to review and approve the updated terms of references in relation to the Council's constitution. The Chair informed members that any changes or additions had been highlighted in bold. Members unanimously agreed to update the terms of reference subject to the Youth Festival/Conference (every 4 years) being added to the Council events under 3.1

RECOMMENDED: that the updated terms of reference in relation to the Council's constitution be updated and approved

JW

372. **Purchase of laptops**

The Finance & Events Manager informed members that there are presently two office laptops which were purchased several years ago; the Accountant uses one to work from home and the Clerk has the other. She added that both she and the Assistant Clerk and other Officers would find it extremely beneficial if they had access to another two laptops to be able to take work home especially where there are pressure points within the office, also if there is adverse weather conditions. The cost of each laptop would be £550.00, as they would need to be purchased via SRS. Each laptop would be fully networked and loaded with all the Microsoft software necessary to run alongside Torfaen County Borough Council. Members unanimously agreed to purchase two laptops at a cost of £550.00 each and the MS license package at a cost of £263.00

RECOMMENDED: that the Council purchase two laptops as outlined above.

CC

373. **Membership of One Voice Wales**

The Committee was asked to approve membership of £5358 for One Voice Wales for 2019-2020. It is not compulsory to be a member of One Voice Wales, however One Voice Wales are the only organisation that the Welsh Assembly recognizes as an approved body and the legal expertise they can offer on services/concerns to the Council is invaluable and the Council are finding they are using them more and more. It was unanimously agreed to renew its membership.

The Assistant Clerk was pleased to inform members that at the November Council meeting a recommendation had been made that Pontypool Community Council submits an application to One Voice Wales for best youth engagement category under their Innovative Practice Awards. Mr L. Cadwallader, Chief Executive for One Voice Wales had telephoned to let her know that the Council had been shortlisted in this category and the One Voice Wales National Awards Conference would take place on Thursday 28th March at the Hafod y Hendre Building at the Royal Welsh Showground where two members of the Youth Council would give a workshop presentation before the winners are announced in the afternoon.

The Finance & Events Manager thanked the Deputy Leader, Assistant Clerk and Youth Council for all their hard work in making this happen, which was echoed by members. It was agreed that as Council was the day before the event that plenary powers be given to book the Leader, Deputy Leader and Assistant Clerk on to the Conference at a cost of £55.00 each.

RECOMMENDED: (i) that the membership of One Voice Wales be renewed for 2019-2020 at a cost of £5358.00

(ii) that the Leader, Deputy Leader and Assistant Clerk attend the Innovative Awards Ceremony as outlined above.

CC

JW

374. **Community Wood**

The Committee received a report on the community wood as agreed at January's Policy & finance meeting and approved the recommendations contained within the report.

RECOMMENDED:

(i) that the contents of the report be noted.

(ii) that any discussion on the future of this project takes place at the Planning & Environment Committee.

375. **Grant requests**

The Committee considered grant requests from the following organisations and awarded financial donation as follows:

- (i) Conwy County National Eisteddfod - £100.00
- (ii) Tenovus Cancer Care - £100.00
- (iii) Llangollen Eisteddfod - £100.00
- (iv) Wales Air Ambulance - £200.00

RECOMMENDED: that the financial donations as outlined above be granted.

Chair

CC
AA


