

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND
FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD
ON WEDNESDAY 1st MARCH 2023**

In attendance:

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Matt Ford#, Gaynor James# John Killick#,

Also in attendance: Nick Byrne*, Jon James#

Officers: Lisa McMail# (Clerk), and Cindy Challenger# (Finance Manager)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and decision	Action
424.	<p><u>Apologies for Absence</u></p> <p>No apologies.</p>	
425.	<p><u>Declarations of Interest</u></p> <p>Councillors Nick Byrne, Gaynor James, Jon James declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.</p>	JW
426.	<p><u>Schedule of Receipts and payments</u></p> <p>The Committee were asked to approve the Schedule of receipts and payments for January 2023.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for January 2023, as shown in the report, be approved noting the information.</p>	
427.	<p><u>Financial Budget Comparison Report with Reserves</u></p> <p>The Committee received and considered the financial monitoring report to the end of January 2023. The Chair gave members the opportunity to ask any questions in relation to the report. None were asked.</p>	

	<p><u>RECOMMENDED*</u>: that the financial monitoring report to the end of January 2023 be approved and the information contained in it be noted.</p>	CC
428.	<p><u>Interim Internal Audit 2022/23</u></p> <p>The Committee received and considered the Interim Audit Report. Officers were thanked for their hard work in relation to assisting the Auditor with the Internal Audit, the Chair stated that the report was satisfactory with no issues to report.</p> <p>The Chair also pointed out that we had received an unqualified audit from Audit Wales for 2021/22 recently.</p> <p><u>RECOMMENDED*</u>: that the Interim Internal Audit report for 2022/23 be received.</p>	
429.	<p><u>Financial Risk Assessment as at 31st March 2023</u></p> <p>The Committee received and considered the Financial Risk Assessment. The Clerk informed the meeting that this report shows we are reviewing compliance matters. No issues were of concern and the report will be reviewed through the next year.</p> <p><u>RECOMMENDED:</u> That the Financial Risk assessment be noted and received.</p>	
430.	<p><u>Local Voluntary Funding</u></p> <p>The Committee was asked to approve the Local Voluntary Funding applications (attached as an appendix to the minutes).</p> <p>The Chair stated that if any members wished to see a copy of any of the LVF applications forms that had been submitted they would be available on request from the office. She confirmed that all applications had been checked and vetted by staff.</p> <p>The Vice Chair of Policy & Finance asked if any members who had been informed by the Finance Manager had not spent all of their allowance could a late LVF application be received prior to Full Council. The Finance Manager was asked if she could accommodate late applications of LVF, this was agreed by the Finance Manager.</p> <p>The Vice Chair of Policy & Finance commented that he was grateful to the staff and the efforts the staff have put in on this matter.</p>	CC

	<p><u>RECOMMENDED:</u> that the LVF applications as outlined in the appendix be approved.</p>	
431.	<p><u>Update on Maintenance of Building</u></p> <p>The Committee received a report from the Clerk updating the Committee on actions to date that had been undertaken (Clerk given plenary powers at P & F in November – minute number 253) to deal with the matters raised in relation to the maintenance of the building.</p> <p><u>RECOMMENDED:</u></p> <ul style="list-style-type: none"> (i) that the Committee note the actions undertaken by the Clerk in relation to maintenance issues on the PCC building. (ii) To note that the cost of the work carried out in relation to Emergency Lighting was £2015.35. (iii) To note that PCC has now been added to Torfaen’s RAMIS system. 	LM
432.	<p><u>Thank you letters</u></p> <p>The Committee received thank you letters from the following organisations that the Council had awarded a financial donation:</p> <ul style="list-style-type: none"> (i) Tenovus Cancer Care (ii) Griffithstown Community Hall (iii) Cwmavon Village Hall (iv) Victoria Village Hall (v) Talywain Community Hall (vi) Victoria Village Hall <p>It was noted that some members also received thank you from their wards directly also.</p> <p><u>RECOMMENDED:</u> that the Committee welcomed the gratitude shown from the above organisations in relation to the financial donations awarded.</p>	

* This is a recommendation to the Council. The Council will make the final decision at a future meeting.