

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND
FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL (PCC)
HELD USING MICROSOFT TEAMS ON
WEDNESDAY 3 NOVEMBER 2021 AT 6.30PM**

In attendance (all using Teams):

Councillor: Norma Parrish (in the Chair)

and Councillors: Lynda Clarkson, Giles Davies, Elizabeth Hunt, Gaynor James, John Killick and Richard Overton

Attending as an observer: Councillor Nicholas Jones

Officers: Cindy Challenger (Finance and Events Manager) and Richard Gwinnell (Acting Clerk)

Min. no.	Subject and decision	Action
239.	<p><u>Apologies for absence</u></p> <p>No apologies for absence were received.</p> <p>Councillors Matt Ford, Adrian Lang and Barry Taylor JP were absent.</p>	
240.	<p><u>Declarations of Interest</u></p> <p>Councillors Lynda Clarkson, Giles Davies, Gaynor James, Nicholas Jones, John Killick, Norma Parrish and Richard Overton 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 members of Pontypool Community Council.</p>	
241.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Finance and Events (F&E) Manager presented the schedule of receipts and payments for August 2021.</p> <p><u>RECOMMENDED*</u>: that the schedule of receipts and payments for August 2021 be approved.</p>	
242.	<p><u>Use of Credit Card</u></p> <p>The F&E Manager presented the schedule of credit card payments made in July/August 2021.</p> <p><u>RECOMMENDED*</u>: that the payments made with the Council's credit</p>	

	card, shown in the report, be approved.	
243.	<p><u>Petty Cash</u></p> <p>The Committee received a list of petty cash transactions between 1 April and 31 July 2021.</p> <p><u>RECOMMENDED*</u>: that the petty cash transactions be approved.</p>	
244.	<p><u>Financial Budget Comparison (Monitoring Report)</u></p> <p>The Committee received and considered the financial monitoring report to the end of August 2021.</p> <p>The F&E Manager (and the Chair of the Committee) responded to questions and comments from members (key points) that:</p> <ul style="list-style-type: none"> • the interest expected on the CCLA account was significantly lower than the £1,400 budgeted for; interest of approx. £15 per month was currently being received • the anticipated income of £2,000 for Christmas trees would not materialise, as PCC was paying for all Christmas trees this year • the payment for professional memberships was for the Society of Local Council Clerks (two staff) as agreed earlier in the year • the income from Pontypool Regeneration may have been a rebate, from Torfaen County Borough Council; this was not available to PCC to spend as it was for Pontypool Regeneration • members' remuneration payments had been made already; these should be reflected in the figures in the next monthly report • the funding for benches was principally for maintenance; members could discuss increasing that budget to provide for new benches if they wished at a future meeting • the costs for the Christmas Cavalcade had increased to approx. £15,000; this would be shown in the next monthly report • the budget currently showed an overall deficit of approx. £21,000 for the year; this would change as the year progressed and would be addressed in the six-month review, due soon. <p><u>RECOMMENDED*</u>: that the financial monitoring report to the end of August 2021 be approved and the information contained in it be noted.</p>	
245.	<p><u>CCLA Signatories</u></p> <p>The F&E Manager reported that signatories needed updating, as it</p>	

	<p>was some time since they were last reviewed.</p> <p><u>RECOMMENDED*</u>: that this matter be referred to the Council for determination.</p>	CC
246.	<p><u>Local Voluntary Funding (LVF) applications</u></p> <p>The committee considered the following LVF applications (noting that all LVF applications had been checked by the F&E Manager):</p> <p><u>Councillor Giles Davies</u></p> <p>Victoria Village Hall - £200 (to help fund trips for elderly users) <i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p> <p>Garndiffaith Community Association - £250 (to fund annual community pantomime) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p><u>Councillor Gaynor James</u></p> <p>Dean Groves - £650 (Project – repainting of pillars and walls at memorial gates) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p>Friends of Pontypool Veterans - £100 (Helping Veterans) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p><u>Councillor Elaine Chilcott JP</u></p> <p>Ebenezer Community Hall – £200 (running costs) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p>Cwmffrwdoer Primary School - £300 (to support projects) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p>Huntingdon’s Disease Association - £100 (fund raising) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p><u>Councillor Nick Byrne</u></p> <p>Garndiffaith Community Association - £250 (to fund annual community pantomime) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p><u>Councillor Lynda Clarkson</u></p> <p>Garndiffaith Community Association - £250 (to fund annual</p>	

	<p>community pantomime) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p>The committee was also informed of a request to transfer unspent LVF funds of £2,225 (left over after the resignation of former Councillor Kay Arthur) for use by the other ward councillor for the Garndiffaith and Varteg ward (Councillor Lynda Clarkson) for the purchase of defibrillator equipment.</p> <p><u>RESOLVED</u>: that the LVF applications above be approved.</p> <p><u>RECOMMENDED*</u>: that the requested transfer of unspent LVF funds be approved.</p> <p>The F&E Manager undertook to circulate additional LVF application forms to members. She reported that the application forms had last been amended in 2018.</p>	<p>CC</p> <p>CC</p> <p>CC</p>
247.	<p><u>Grant Aid</u></p> <p>The Chair explained that applications had been received from the ten organisations listed, but other applications were anticipated in due course. The budget available was £5,000, so this enabled a grant of £350 each (with funds left over potentially for later applicants).</p> <p>Detailed discussion ensued on (key points):</p> <ul style="list-style-type: none"> • the fact that some community halls had not applied for funding • 13 to 14 halls had in the past applied for funding • all halls were contacted with details of how to apply, where the office had the hall's contact details • the situation with several individual halls which had applied now or previously • what could and could not be funded (e.g. community events organised in conjunction with a church, but not churches or church buildings in themselves) • the need to review the list of which halls were community halls and what constituted a community hall • other funds available to community halls (e.g. from Torfaen) • the use of the grant for upkeep, utility costs etc • the need (supported by some but not all members) to review the grants policy and criteria. <p><u>RECOMMENDED*</u>: that Grant Aid of £350 each be awarded to the following groups:</p>	<p>CC</p>

	<p>Garndiffaith Community Association Pontymoile Community Centre Pontymoile O.A.P. Club Varteg Community Hall Association Pontnewynydd Community Association Cwmavon Village Hall New Inn Community Hall Garndiffaith Scouts Victoria Village and District Welfare Hall Lilly Rose Ivy @ Wainfelin & Tranch Hall</p>	
248.	<p><u>Concerns and Complaints Policy</u></p> <p>The committee received a new complaints and concerns policy, which had been adapted from a Welsh Government/Public Services Ombudsman for Wales model policy and reviewed by the Governance Working Group.</p> <p><u>RECOMMENDED*</u>: that the concerns and complaints policy attached to the agenda be adopted.</p>	RG

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

Chair