

**MINUTES OF A MULTI-LOCATION MEETING OF THE POLICY AND FINANCE  
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL HELD  
ON WEDNESDAY 5 OCTOBER 2022 AT 6.30PM**

**In attendance:**

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Gaynor James\*, Jon Horlor\* John Killick#, Jools Rogers\*, Bob Rogers\* and Caroline Price\*

Officers: Lisa McMail (Clerk)# and Annette Ambrosen (Events Officer) #

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

*The meeting was recorded for minute taking purposes as agreed by Members.*

Min. no.	Subject and decision	Action
186.	<p><b><u>Apologies for Absence</u></b></p> <p>Councillor Giles Davies and Councillor Johnathon Martin</p>	
187.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillors Gaynor James, and Jon Horlor 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>	
188.	<p><b><u>Schedule of Receipts and payments</u></b></p> <p>The Committee were asked to approve the Schedule of receipts and payments for August 2022.</p> <p><b><u>Recommended:</u></b> that the payments and receipts for August 2022, as shown in the report, be approved.</p>	
189.	<p><b><u>Use of Credit Card</u></b></p> <p>The committee was asked to approve the credit card payments for July 2022.</p> <p><b><u>Recommended:</u></b> that the payments made on the Council's credit card July 2022, as shown in the report, be approved.</p>	
190.	<p><b><u>Petty Cash</u></b></p> <p>The Committee were asked to approve the petty cash transactions 19.05.22 – 21.06.22 and 22.06.22 – 02.08.22.</p>	

	<p><b>Recommended:</b> (i) that the petty cash movements from 19.05.22 – 21.06.22 and 22.06.22 – 02.08.22 as shown in the report, be approved.</p>	
191	<p><b><u>Financial Budget Comparison (Monitoring Report)</u></b></p> <p>The Committee were asked to receive and consider the financial monitoring report to the end of August 2022 and the Councils reserves.</p> <p><b>Recommended:</b> (i) that the financial monitoring report to the end of August 2022 be approved and the information contained in it be noted.</p>	
192.	<p><b><u>Local Voluntary Funding</u></b></p> <p>a) The Committee were asked to approve the following Local Voluntary Funding applications:</p> <p><b>Councillor Mrs R Matthews</b> Trac 2 £500 - Running Costs - LGA 1976 s19 4<sup>th</sup> Gwent Boys Brigade £300– Running Costs - LGA 1976 s19</p> <p><b>Councillor B Rogers</b> Pentwyn Cricket Field and Lethbridge Community Centre - £250 – Remedial work to obtain fire and electrical safety certificates - LGA 1976 s19</p> <p><b>Councillor J Rogers</b> Pentwyn Cricket Field and Lethbridge Community Centre - £250 – Remedial work to obtain fire and electrical safety certificates - LGA 1976 s19</p> <p><b>Councillor G Davies</b> Varteg Community Association - £300 – Christmas Party for local children - LGA 1976 s19 Fairfield AFC - £200 – Running costs - LGA 1976 s19 PROJECT – Garnsychan Partnership – help fund a concert and food provision for connecting with friends’ project - LGA 1976 s19</p> <p>b) The committee was asked to note the allocated spend to date.</p> <p><b>Recommended:</b> (i) that the LVF applications set out in the appendix to these minutes above be approved.</p>	

193.	<p><b><u>Budget Working Group</u></b></p> <p>The Clerk verbally updated the Committee on the planned dates for budget planning and the agreed budget day. The Clerk stated she would send out the list of dates in an email to all members this week.</p> <p><b><u>Recommended:</u></b> (i) that the planned dates information be noted and that the Clerk emails the dates and information to all members.</p>	LM
194.	<p><b><u>Building issues/damp</u></b></p> <p>The Clerk verbally updated the Committee on issues/damp within the Pontypool Council building. The Clerk explained that there had been a water leak in the basement, and this had caused damage that needed to be repaired asap. The Clerk had looked at the lease held with TCBC to see who would be responsible for the cost of the clean up and it seems that the Community Council would be responsible. The Clerk would be meeting with someone this week to go through the lease to see if the Community Council could claim back so cost of the clean-up. It was agreed that plenary powers be given to the Clerk to have the basement cleaned professionally.</p> <p><b><u>Recommended:</u></b> (i) that the basement be cleaned professionally. The Clerk will get quotes for this and has power to action the work.</p>	LM
195.	<p><b><u>Policies</u></b></p> <p>The Committee were asked to adopt the following policies:</p> <ul style="list-style-type: none"> <li>• Form to record reportable injuries, diseases, and dangerous occurrences</li> <li>• Record of reportable injuries, diseases, and dangerous occurrences</li> <li>• Anti-harassment and bullying policy</li> <li>• Dignity at work policy</li> </ul> <p>The Committee made slight amendments to the following forms:</p> <ul style="list-style-type: none"> <li>• Form to record reportable injuries, diseases, and dangerous occurrences</li> <li>• Record of reportable injuries, diseases, and dangerous occurrences</li> </ul> <p><b><u>Recommended:</u></b> (i) that the above documents have slight alteration made to them and then be placed on the October Full Council agenda for approval.</p>	LM

196.	<p><b><u>Grants Policy Review</u></b></p> <p>The Committee were asked to give feedback on the basic grants policy 20/21. A discussion took place, and the Vice Chair of Policy &amp; Finance offered to amend the policy and split into different grant groups rather than all grants be under one policy, this was agreed and it was proposed that the amended grant policy be brought back to November Policy and Finance Committee for approval.</p> <p><b><u>Recommended:</u></b> (i) that the amended Grants Policy come back to the November Policy and Finance meeting.</p>	JK, LM
197.	<p><b><u>Thank you letter</u></b></p> <p>The Committee received a thank you letter from Torfaen Male Choir for a financial donation provided by the Community Council.</p> <p><b><u>Recommended:</u></b> (i) that the letter is received.</p>	LM

Chair .....