

**MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE
OF PONTYPOOL COMMUNITY COUNCIL
HELD REMOTELY USING MICROSOFT TEAMS ON
WEDNESDAY 1 SEPTEMBER 2021 AT 6.30PM**

In attendance:

Councillor: John Killick (In the Chair)

and Councillors: Lynda Clarkson, Lizzie Hunt, Gaynor James and Richard Overton

Officers: Ruth Tucker (Clerk), Cindy Challenger (Finance Manager) and Jane Wright (Assistant Clerk)

131. **Apologies for absence**

Apologies for absence were received from Councillors Giles Davies, Matt Ford, Norma Parrish and B. Taylor JP.

132. **Declarations of Interest**

Councillors Lynda Clarkson, Gaynor James, John Killick, 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.

Councillor John Killick declared a personal interest in item 7 on the agenda applications for annual funding as a Trustee on TOGs and Torfaen Citizens Advice Bureau.

Councillor Richard Overton declared a personal interest in item 13 Sponsorship for Torfaen Community and Volunteer Awards as a Trustee.

RECOMMENDED: that the Declarations of Interest be recorded

133. **Schedule of Receipts and Payments**

The Finance Manager presented the schedule of receipts and payments for May and June 2021.

RECOMMENDED: that the schedule of receipts and payments

for May and June 2021 be approved.

134. **Use of Credit Card**

The Finance Manager presented the schedule of credit card payments made in May/June 2021.

RECOMMENDED: that the payments made with the Council's credit card in May/June 2021 be approved.

135. **Financial Budget Comparison (Monitoring Report)**

The Accountant presented the financial monitoring report to the end of May 2021.

RECOMMENDED: that the financial monitoring report to the end of May 2021 be approved and the information contained in it be noted.

136. **Grounds Maintenance**

The Committee considered a Grounds Maintenance application from Race Association Football Club Committee which had been omitted from July's Policy and Finance. The Finance Manager informed the meeting that £300.00 had been awarded to applications in July and only £200.00 remained in the budget. It was unanimously agreed that the same amount be awarded to the Race Association Football Club with £100 being taken from the general grants budget to award the same amount. **[It was noted that the application had been vetted by the Finance Manager].**

RECOMMENDED: that a £300 Grounds Maintenance grant be awarded to the Race Association Football Club as outlined above.

137. **Applications for annual funding for running costs**

The Committee considered applications for Running Costs from the following organisations:

- (i) TOGs Centre
s.137 LGA 1972/Power of Well Being s2 LGA 2000
- (ii) Pontypool Pacers Heart Support Group

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

(iii) HOPE GB

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

(iv) Torfaen Citizens Advice Bureau

Local Government Act 1972, s.142

(v) Age Connects Torfaen

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

(i) Torfaen Museum Trust

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

The Finance Manager informed the meeting that there is £17,350 in the budget for 2021/22 which equates to £2891.66 per organisation. If the Council would like to continue awarding £3000 per organisation as per the previous year, then £650 could be taken from the general grants budget. This was unanimously agreed. **[It was noted that the application had been vetted by the Finance Manager].**

[The Chair left the room and took no part in discussions relating to the applications for financial assistance from Torfaen Citizens Advice Bureau and TOG]

RECOMMENDED: that £650 be taken from the general grants budget in order that each organisation can be awarded £3000.00, total cost £18,000.

[The Chair returned to the room].

138. **Local Voluntary Funding**

The committee considered the following Local Voluntary Funding applications (noting that all LVF applications had been checked by the Finance Manager):

Councillor Mrs G. E. James

Pontnewynydd Community Association - £200 (Equipment)
Local Government (Miscellaneous Provisions) Act 1976, s.19

Positivity - £50 (New Equipment)

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

Councillor Mrs E. Chilcott JP

Pontnewynydd Friends for Life - £100 (support service)
Pontnewynydd History Society - £100 (help with speaker fees)
Ebenezer Ladies Groups - £100 (help with speaker fees)
Women's Guild of Merchants Baptist Church - £150 (speaker fees)
Usk New Start Cat Rescue - £100 (rescue unwanted kittens)
All Creatures Great and Small - £200 (care and rescue of animals)
s.137 LGA 1972/Power of Well Being s2 LGA 2000

Cwmffrwdroer Sports Club - £400 (Help provide Team Kit)
Pontnewynydd Community Centre - £200 (help with running costs)
Pontypool Park Mens Bowling Club - £100 (help with travel costs)
Garndiffaith Gleemen Male Voice Choir - £200 (purchase music)
Pontnewynydd Cricket Club - £200 (help provide team kit)
Local Government (Miscellaneous Provisions) Act 1976, s.19

Councillor Mrs J. E. Jones

Torfaen Arrows Rugby - £500 (help with running costs)
Local Government (Miscellaneous Provisions) Act 1976, s.19

Councillor Ms L. Clarkson

Varteg Community Association - £250.00 (help towards urgent costs to enable safe reopening)
Local Government (Miscellaneous Provisions) Act 1976, s.19

RECOMMENDED: that the LVF applications above be approved.

139. **Social Media Policy 2021**

The Chair informed the meeting that at the Governance Working Group it was agreed that the Social Media Policy 2021 adapted from the model produced by One Voice Wales should be recommended to the Policy & Finance Committee and on to Full Council. The Chair added that at a recent meeting he had attended as the SE Wales Area representative on One Voice Wales NEC they had recommended with the ever-changing fast paced world of social media that the policy be reviewed 6 monthly instead of annually.

RECOMMENDED: that the social media policy 2021 attached

to the agenda (and adapted from the model produced by One Voice Wales) be adopted subject to Council approval and then reviewed on a 6 monthly basis.

140. **Policy on relations with the Press and Media 2021**

The Chair again stated that it had been agreed at the Governance working group that the Policy on relations with the Press and Media 2021 be adopted by the Policy & Finance Committee subject to approval at Full Council. He pointed out that the Clerk as the Proper Officer of the Council is authorised to receive all communications from the press and media and to issue press statements on behalf of the Council. The report states that the Chair may be the Councillor Press Officer or, each year at the Annual meeting, a press representative may be nominated from the Council; the person nominated for 2021/2022 was the Leader. In the absence of the Clerk and the nominated press representative the Chair of the Council would deal.

RECOMMENDED: that the Press and Media Policy 2021 attached to the agenda be adopted subject to Council approval with it being reviewed on an annual basis.

141. **Printers**

The Finance Manager informed the meeting that the two printers in the main front office upstairs and the back office were not working, and Orbits had informed her that they were now obsolete, therefore two new printers needed to be purchased. There were 2 options, either to purchase new printers or to lease 2 printers from Ricoh who the Council are presently in a contract with for the photocopier. It was agreed that two printers be leased and added onto the present Ricoh contract which would expire in 3 years; monthly payments would increase by £105 per quarter (£35 per month).

RECOMMENDED: that two printers be leased and added onto the present Ricoh contract noting monthly payments would increase by £35 per month.

142. **Financial Requests**

The Committee received a financial request from Fforest Uchaf Horse & Pony Centre. The Chair stated that in the past the Council has previously awarded £100 to this organisation. It was therefore unanimously agreed that £100 be awarded.

RECOMMENDED: that £100 be awarded to Fforest Uchaf Horse & Pony Centre.

143. **Sponsorship for Torfaen Community and Volunteer Awards**

The Committee received a written request from Torfaen Voluntary Alliance looking for sponsors to help fund the Torfaen Community and Volunteer Awards. These awards are aimed at recognising the amazing contribution that community groups, volunteers and businesses provide within Torfaen. In return for sponsorship, they are offering multiple advertising opportunities as follows:

Silver £200

- Advertising within events programme booklet
- Your company recognised as a sponsor, through the inclusion of your company logo on all promotion and tagged on all social media platforms.

Bronze £100

- Your company recognised as a sponsor, through the inclusion of your company logo on all promotion and tagged on all social media platforms

It was unanimously agreed by members that Pontypool Community Council sponsor a silver and bronze package.

RECOMMENDED: that Pontypool Community Council sponsor a silver and bronze package at a cost of £200 and £100 respectively, total £300.

Chair

