

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

NB: Full minutes will be published in due course

In attendance:

Councillor: Lizzie Hunt# (in the Chair)

and Councillors: Matt Ford# Gaynor James#, Jon Horlor* John Killick#,
Jonathan Martin#, Bob Rogers* and Jools Rogers*

Also in attendance: Nick Byrne*

Officers: Mrs Cindy Challenger# (Finance Manager) and Jane Wright#
(Assistant Clerk)

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and decision	Action
	FINANCIAL ITEMS	
368.	<p><u>Apologies for Absence</u></p> <p>Apologies received from Councillors Nick Jones and Caroline Price.</p>	
369.	<p><u>Declarations of Interest</u></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> <p>Councillor Matt Ford and Councillor John Killick both declared an interest declared an interest in item 7 Local Voluntary Funding.</p>	JW
370.	<p><u>Schedule of Receipts and payments</u></p> <p>The Committee were asked to approve the Schedule of receipts and payments for November & December 2022.</p> <p><u>RECOMMENDED:</u> that the receipts and payments for November & December 2022 as shown in the report, be approved noting the</p>	

	information.	
371.	<p><u>Use of Credit Card</u></p> <p>The committee was asked to approve the credit card payments for November/December 2022.</p> <p><u>RECOMMENDED*</u>: that the payments made on the Council's credit card for November/December 2022, as shown in the report, be approved.</p>	
372.	<p><u>Financial Budget Comparison Report with Reserves</u></p> <p>The Committee received and considered the financial monitoring report to the end of 31st December 2022. 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 December 2022 be approved and the information contained in it be noted.</p>	CC
373.	<p><u>Earmarked Reserves 2022/2023</u></p> <p>The Committee received a report of Earmarked Reserves available as at 30.11.22. The Chair stated that as the report was to the 30th November, for the committee to note that changes have been made since then to the Earmarked Reserves.</p> <p><u>RECOMMENDED.*</u> that the report of Earmarked Reserves be received and the information outlined by the Chair noted.</p>	CC
374.	<p><u>Local Voluntary Funding (LVF)</u></p> <p>The Committee were 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 then they would be available on request from the office. She confirmed that all applications had been checked and vetted by staff.</p> <p><u>RESOLVED</u>: that the LVF applications as outlined in the appendix be approved.</p>	

375.	<p><u>Table of LVF funding awarded to date</u></p> <p>The Committee received a list of LVF funding that had been spent to date. The Chair asked members if they had any queries in relation to this item. None were raised.</p> <p><u>RECOMMENDED:</u> that the information be received and noted in relation to the LVF funding awarded to date.</p>	
376.	<p><u>Request for a Laptop for New Role</u></p> <p>The Committee received a report on additional IT equipment requirement in relation to a new laptop.. It was unanimously agreed that a laptop be purchased.</p> <p><u>RECOMMENDED*:</u> that a laptop be purchased at a cost of £657.00 plus vat.</p>	
377.	<p><u>Pontypool Public Toilets Contribution</u></p> <p>The Committee was informed that an invoice for £20,000 (£5,000 per year running costs) had been received from Torfaen for the agreed contribution to Pontypool Public toilets.</p> <p><u>RECOMMENDED*:</u> that the Council agree and pay the invoice for £20,000 from the Public Toilet earmarked reserved that had been budgeted for.</p>	
378.	<p><u>Request for Annual Maintenance of CCTV in Pontypool</u></p> <p>The Committee received an invoice from Torfaen County Borough Council relating to CCTV maintenance for the period 1st November 2022 to 31st October 2023 in relation to Pontypool Town Centre and Trevethin shops. As the Council had already made a resolution the previous year in relation to this item with Torfaen being informed of the Council's decision, it was agreed that a copy of that letter be resent informing them of the Council's position.</p> <p><u>RECOMMENDED*:</u> that a reply be sent to TCBC informed them of the Council's position.</p>	
379.	<p><u>Grants Distribution Lists</u></p> <p>The Chair informed members that the Grants Distribution Lists would be sent out by e-mail to all members to inform them when</p>	

	<p>grants are due to be distributed. The Chair referred to the grant aid list stating that there may be a lot more halls/associations that would be eligible to apply who were not on the list so they would not have been sent a letter informing them that they could apply, so if any member(s) knew of any organisation(s) in their region that could be eligible to let the office know so the list could be updated, likewise for Junior Team Sponsorship.</p> <p>In relation to Core Funding, she stated that the same organisations had been given financial assistance over several years so members may know of other groups that could benefit from this funding. The Chair was confident that the Schools Environmental Grant list was up to date.</p> <p>The Vice-Chair of Policy & Finance asked that staff be thanked for the way the report had been presented, it was very well presented with the criteria being clearly shown for each grant.</p> <p>The Chair of Council proposed that the Council reintroduce the Grants Presentation Evening(s) as not only were they an excellent opportunity to showcase the work of the Council they also gave the organisations/groups that the Council award money to a chance to say how this money is helping them. This was unanimously agreed. The Chair stated asked that an item be put on the next Events Committee of whose remit this item was under.</p> <p><u>RECOMMENDED:</u></p> <ul style="list-style-type: none"> (i) that the information conveyed by the Chair be noted; with: (ii) Grants Distribution Lists being sent to all members by e-mail as above. (iii) that the staff be thanked for the well-presented report. (iv) that an item on Grants Presentation Evenings be placed on the next Events Meeting. 	
380.	<p><u>Grant Aid</u></p> <p>The Committee was asked to consider an additional application for Grant Aid from Varteg Community Association. The Chair proposed £500.00 in line with the previous organisations that had been awarded this amount. This was unanimously agreed.</p> <p><u>RECOMMENDED*</u>: that £500.00 be awarded to Varteg Community Association.</p>	
380.	<u>Grants to be awarded in this financial year due to budget</u>	

	<p><u>capacity.</u></p> <p>The Chair informed members that last year Junior Sponsorship money was awarded; however this financial year due to a delay it is recommended that Junior Sponsorship be transferred to a earmarked reserved and the new Community Development Role have this larger allocated budget as a first allocation.</p> <p><u>RECOMMENDED*</u>: that the information as outlined be acted upon.</p>	
381.	<p><u>Feedback from food banks</u></p> <p>The Committee received and noted the feedback report from the Food Banks that the Council had supported and who the Clerk had been in touch with. The Chair stated that information had been sent by Panteg House that day and members should have had an e-mail to this effect.</p> <p>Members felt that it was important to continue to support these foodbanks, stating it was shocking how many people had now come to depend on them.</p> <p><u>RECOMMENDED</u>: that the report on foodbanks be received with the updated information from Panteg House being noted.</p>	
382.	<p><u>Levelling up Funding</u></p> <p>The Leader informed the meeting that Pontypool had been awarded a £7.6 million grant and is only one of only 11 projects in Wales to receive grants from the UK Government’s Levelling Up Fund which aims to create jobs and grow the local economy. She stated that the investment would help transform St. James Church, a derelict Grade II listed building into a thriving cultural hub; convert public toilets into a landmark café/restaurant and renovate an existing car park into safe and secure parking for users of these facilities and the town, stating that the work needed to be completed by the end of 2024 which was one of the conditions. The Vice-Chair of Policy & Finance stated that he thought the time scale was rather ambitious in view of the amount of work to be undertaken.</p> <p><u>RECOMMENDED</u>: that the information given by the Leader be noted and welcomed.</p>	
383.	<p><u>Financial Request(s) for Financial Assistance</u></p>	

	<p>The Committee received requests for financial assistance from the following organisations:</p> <p>(a) Bullies Out (b) Cerebral Palsy</p> <p>The Chair stated that these were both national charities. It was unanimously agreed that in line with Council policy that £200.00 be awarded to each charity.</p> <p><u>RESOLVED*</u>: that £200.00 be awarded to each charity as outlined above.</p>	
	<p><u>POLICY ITEM</u></p>	
384.	<p><u>Absence Policy</u></p> <p>The Committee was asked to review the Absence Policy for adoption. The Chair stated that this policy would link into the staff handbook which is currently being formulated and will go to Establishment; informing members that this was just one policy from it. The Chair of Council proposed that the Council adopt it stating that it was very well written.</p> <p><u>RECOMMENDED*</u>: that the Absence Policy be put forward to Full Council for approval.</p>	

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

Signed by Chair

**PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL
Declarations of Interest Declared**

MEETING: POLICY & FINANCE

DATE: Wednesday 1st February 2023

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Councillor Jon Horlor	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	Yes
Councillor Gaynor James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	Yes