

**“QUICK NOTES” OF A MULTI-LOCATION MEETING OF THE POLICY
AND FINANCE COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL
HELD USING MICROSOFT TEAMS ON
WEDNESDAY 3 NOVEMBER 2021 AT 6.30PM**

NB the full minutes will be published in due course

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</p>	

	<p>made in July/August 2021.</p> <p><u>RECOMMENDED*</u>: that the payments made with the Council’s credit card, shown in the report, be approved.</p>	
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><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 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</p>	

	<p>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 community pantomime) <i>S. 137 LGA 1972/Power of Well Being S2 LGA 2000</i></p> <p>The committee also considered 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>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 expected in due course. The budget available was £5,000, so this enabled a grant of £350 each (with funds left over for later applicants).</p>	

	<p><u>RECOMMENDED*</u>: that Grant Aid of £350 each be awarded to the following groups:</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>	CC
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.