

**QUICK NOTES OF A MULTI-LOCATION ANNUAL MEETING OF
PONTYPOOL COMMUNITY COUNCIL ANNUAL MEETING
HELD ON
WEDNESDAY 14 MAY 2025 AT 6.00 PM**

NB: Full minutes will be published in due course

In attendance:

Councillor: L Jones#/N Warren# (in the Chair)

Councillors: N Byrne#, L Clarkson#, A Gunter#, E Hunt#, G James#, J James#, N Jones#, R Matthews#, R Overton#, A Peploe*, Bob Rogers#, J Rogers#, S Senior#

Officer(s): K Smith, Deputy Clerk#
A Ambrosen, Finance Support Assistant#
(minute taker)

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

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

Min. no.	Subject and Decision	Action
1.	<p><u>Election of Chair</u></p> <p>Cllr L Jones opened the meeting and called out for a nomination for a new Chair of Pontypool Community Council.</p> <p>It was proposed, seconded and a vote took place, with the majority of members voting in favour of Councillor A Peploe to be Chair of Council for 2025/2026.</p> <p><u>RESOLVED:</u> that Councillor A Peploe be elected Chair of Pontypool Community Council for the 2025/26 Civic Year.</p>	
2.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) J Cox and C Price.</p> <p><u>RESOLVED:</u> that the apologies be noted.</p>	KS

3.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) N Byrne, L Clarkson, G James, J James and R Matthews 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><u>RESOLVED:</u> that the declarations of interest be recorded.</p>	KS
4.	<p><u>Election of Vice Chair</u></p> <p>It was proposed, seconded and a vote took place, with the majority of members voting in favour of Councillor N Warren being nominated to serve as Vice-Chair of Pontypool Community Council for the Civic year 2025/2026. Councillor Warren signed the Declaration of Acceptance of Office.</p> <p><u>RESOLVED:</u> that Councillor Warren be elected Vice-Chair of Pontypool Community Council for the Civic year 2025/2026.</p>	
5.	<p><u>Leader and Deputy Leader</u></p> <p>Councillor Warren stated that by virtue of being elected Leader of the largest political group on the Council, Councillor G James is appointed Leader for the coming year.</p> <p>Councillor Warren then appointed Councillor Hunt Deputy Leader for the coming year, this was seconded by Councillor G James.</p> <p><u>RESOLVED:</u> that Councillors G James and E Hunt be confirmed as the Leader and Deputy Leader respectively of Pontypool Community Council for Civic year 2025/2026.</p>	
6.	<p><u>Committee Structure</u></p> <p>Councillor Warren appointed the following members to Committee(s) as follows:</p> <p><u>Finance, Governance & Policy Committee</u> Councillors: E Hunt, J Horlor, N Byrne, L Clarkson, M Ford, L Jones, N Jones, R Overton, C Price, N Warren and (ex-officio) Chair (Councillor A Peploe) and Leader (Councillor G James).</p> <p><u>Planning & Environment Committee</u> Councillors: J James, N Byrne, J Cox, M Ford, A Gunter, L Jones, J Martin, R Overton, J Rogers, N Simons and (ex-officio) Chair (Councillor A Peploe) and Leader (Councillor G James).</p>	

	<p>Events Committee Councillors: R Matthews, C Price, N Byrne, J Horlor, J James, J Martin, B Rogers, J Rogers, S Senior, N Simons and (ex-officio) Chair (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Establishment Committee Councillors G James, L Clarkson, N Byrne, J Horlor, E Hunt, J James, N Jones, R Matthews, C Price and (ex-officio) Chair (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Biodiversity Sub-Committee The Biodiversity Sub-Committee will consist of the following Members: Councillors: N Warren, J Cox, N Byrne, L Clarkson, A Gunter, E Hunt, L Jones, R Overton and (ex-officio) Chair (Councillor A Peploe) and Leader (Councillor G James).</p> <p>Disciplinary Panel Councillors: M Ford, R Overton, B Rogers.</p> <p>Appeals Panel Councillors: J Martin, J Rogers, A Gunter. Councillor Gunter stated she would like to step down from the panel. Councillor Warren asked if any members would like to volunteer to be on the appeals panel and it was agreed that Councillor Senior be appointed onto the panel. Councillors: J Martin, J Rogers, S Senior.</p> <p>Grievance Lead – Clerk and Deputy Clerk</p> <p>RESOLVED: that the named members above be appointed to the said positions as outlined above.</p>	
7.	<p><u>Chairs and Vice-Chairs</u></p> <p>That the following member(s) be appointed as the Chair and Vice-Chair of each Committee as detailed below:</p> <p>Finance Governance & Policy Committee: Chair: Councillor E Hunt Vice-Chair: Councillor J Horlor</p> <p>Planning and Environment Committee: Chair: Councillor J James Vice-Chair: Councillor N Byrne</p>	

	<p>Events Committee: Chair: Councillor R Matthews Vice-Chair: Councillor C Price</p> <p>Establishment Committee: Chair: Councillor G James Vice-Chair: Councillor L Clarkson</p> <p>Councillor N Jones requested that the Establishment Committee be included on the committee nomination form going forward.</p> <p>Biodiversity Sub-Committee Chair: Councillor N Warren Vice-Chair: Councillor J Cox</p> <p>RESOLVED: that the Chairs and Vice-Chairs of the Council's Statutory Committees be as outlined above.</p>	EH						
8.	<p><u>Dates and Times of Meetings 2025/2026</u></p> <p>Councillor Warren stated that he would like to discuss the motion put forward regarding moving the Biodiversity Sub Committee meetings to monthly meetings rather than bimonthly meetings. This was voted upon with two members abstaining and it was agreed that the Biodiversity Sub Committee meetings be held monthly.</p> <p>At this point Councillor B Rogers and J Rogers attended the meeting.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) that the dates and times of Council/Committee meetings for June 2025 be approved; ii) that meetings of the Biodiversity Sub Committee take place monthly and to review in six months if the biodiversity item should continue on the Full Council agenda. 	KS KS						
9.	<p><u>Representation on Outside Bodies and Internal Roles</u></p> <p>In relation to representation on Outside Bodies and Internal positions for 2025/2026 it was:</p> <p>RESOLVED: that member representation be as follows:</p> <table border="1" data-bbox="320 1850 1334 2004"> <thead> <tr> <th>Outside Body</th> <th>Councillor</th> </tr> </thead> <tbody> <tr> <td>Art Regen (1)</td> <td>Councillor A Gunter</td> </tr> <tr> <td>Biodiversity & Environment Lead (1)</td> <td>Councillor N Warren</td> </tr> </tbody> </table>	Outside Body	Councillor	Art Regen (1)	Councillor A Gunter	Biodiversity & Environment Lead (1)	Councillor N Warren	
Outside Body	Councillor							
Art Regen (1)	Councillor A Gunter							
Biodiversity & Environment Lead (1)	Councillor N Warren							

Communities Lead (in liaison with Dave Leech, Placement Planning Team) (1)	Councillor A Peploe
Cymraeg Champion (1)	Councillor A Gunter
Gwent Valleys Area/One Voice Wales (2) plus Clerk	Councillor A Peploe (Chair) (Clerk)
General Data Protection Regulations (2)	Councillor E Hunt Councillor S Senior
Well-being of Future Generations (2)	Councillor A Peploe
Health and Safety Reps	Councillor C Price
Innovative Practice Conference Builth Wells July 3 rd 2024	Councillor A Peploe
Knowledge Partnership	Councillor S Senior
Larger Local Councils (OVW) meet quarterly on a Wednesday 10.30 am to 1.00 pm (1) plus Clerk	Councillor A Peploe (Clerk)
Llantarnam Grange	Councillor C Price
Local Council Partnership (LCP) (2) plus Clerk	Councillor A Peploe (Clerk)
National Executive Committee (OVW)	Councillor S Senior
Mic Morris Memorial Trust (1)	Councillor A Peploe
Pontypool Park Friends Group (1)	Councillor R Matthews
Pontypool Regeneration Partnership Group (10)	Councillor(s) N Byrne, E Hunt, G James, J James, N Jones, R Matthews, N Simons, N Warren
South Sebastopol Environmental Steering Group	Councillor N Warren
Torfaen Association of Local Councils (TCALC) (2)	Councillor G James Councillor R Matthews
Torfaen Canal Strategic Partnership Board	Councillor S Senior Councillor N Warren
Torfaen Local Access Forum (1)	Councillor A Peploe

	Torfaen Community Enterprises Association and Torfaen Community Transport (1)	Councillor R Matthews						
	Torfaen Environmental Association (1)	Councillor A Peplow						
	Torfaen Museum Trust (1) + (1 reserve)	Councillor A Gunter Councillor C Price						
	Torfaen Network Meetings North Representative (1) Pontypool Representative (1)	Councillor L Clarkson Councillor N Warren						
	Torfaen Opportunity Group (TOGS) (1)	Councillor N Byrne						
	Torfaen Play Sufficiency Action Planning Group (1) plus Reserve	Councillor G James						
	Well-being Champion (1)	Councillor A Peplow						
	Youth Project Working Group (5) plus Clerk	Councillor(s) L Clarkson, E Hunt, G James, C Price and Clerk						
	Youth Festival 2025 (Pontypool) Working Party (4) plus Projects and Events Manager	Councillor(s) G James, J James, R Matthews, C Price and M Watts (Projects and Events Manager)						
10.	<p><u>Press Liaison Member</u></p> <p>Council agreed that Councillor G James be the Council's nominate Press Officer Liaison Member.</p> <p><u>RESOLVED:</u> that Councillor G James be the Council's nominated Press Officer Liaison Member.</p>							
11.	<p><u>Cheque Signatories/Bank Authority</u></p> <p>The council agreed that the cheque signatories/bank authority remain the same as the previous year.</p> <p><u>RESOLVED:</u> that the following Members/Officer(s) be authorised to be bank signatories on behalf of the Council in relation to the following accounts:</p> <table border="1" data-bbox="363 1823 1370 2040"> <thead> <tr> <th>Accounts</th> <th>Signatories</th> </tr> </thead> <tbody> <tr> <td>CCLA Account</td> <td>Chair (Cllr AP) Leader (Cllr GJ) Chair of Events (Cllr RM) Clerk</td> </tr> </tbody> </table>				Accounts	Signatories	CCLA Account	Chair (Cllr AP) Leader (Cllr GJ) Chair of Events (Cllr RM) Clerk
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12.	<p><u>Official Signatories</u></p> <p>RESOLVED: that the following Members be authorised to sign official documents on behalf of the Council:</p> <p>Chair of Council: Councillor A Peploe Vice Chair : Councillor N Warren Leader: Councillor G James</p>							
13.	<p><u>Members' Remuneration</u></p> <p>RESOLVED: that:</p> <p>(i) the Council approve Pontypool Community Council's Remuneration policy.</p> <p>(ii) the Council authorise payments in accordance with the IRPW determinations as follows:</p> <p>Chair of Council - £1500, Vice Chair - £500 as per determination 7.</p> <p>Senior members allowance of £500 for specific responsibilities as per determination 45. 8 possible payments to Senior members: Council Chair and Vice-Chair, Leader, Deputy Leader, Committee Chair (Estab), Committee Chair (Events), Committee Chair (F, G & P), Committee Chair (P & E).</p> <p>NB: For determination 45, up to 7 payments possible. No more than one payment per person, no matter how many senior position(s) they hold. [6 payments of £500.00 in 2025/2026]</p>							
14.	<p><u>General Power of Competence</u></p> <p>The Council was asked to confirm that the Council wished to continue to meet the three criteria as detailed in the Local</p>							

	<p>Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils (Section 30 (2) – 4) for General Power of Competence The two most recent Auditor General for Wales (AGW) opinions on the Council’s accounts are unqualified. The most recent must have been received in the previous 12 months (section 30(4)).</p> <p>Members voted and agreed to continue to meet the three criteria in relation to the General Power of Competence.</p> <p><u>RESOLVED:</u></p> <ul style="list-style-type: none"> (i) that Pontypool’s Community Council continues to meet the three criteria as detailed above in relation to the General Power of Competence. (ii) the resolution to be published on the Council’s website within seven days. (iii) An item to be placed on the 2026 Annual meeting in relation to General Power of Competence. 	
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Signed by the Chair

PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL
DECLARATIONS OF INTEREST DECLARED

MEETING: ANNUAL MEETING

DATE: WEDNESDAY 14 MAY 2025

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Signed</u>
Nick Byrne	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
Lynda Clarkson	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
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
Jon 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
Rosemary Matthews	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