

**QUICK NOTES OF A MULTI-LOCATION MEETING OF PONTYPOOL  
COMMUNITY COUNCIL HELD ON WEDNESDAY 26 FEBRUARY 2025**

**NB: Full minutes will be published in due course**

**In attendance:**

Councillor: Gaynor James# (in the Chair)

Councillors: Nick Byrne\*, Lynda Clarkson\*, John Cox\*, Matt Ford\*,  
Lizzie Hunt#, Jon James#, Nick Jones#, Jonathan Martin#,  
Rose Matthews#, Richard Overton#, Allen Peploe#, Stephen  
Senior#, Nick Simons\*, Nathan Warren#

Also in attendance:

Officer(s): Kerrie Smith, (Deputy Clerk, Minute Taker)#,  
Cindy Challenger (Finance Manager)#

\* 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
491.	<p>Prior to the meeting being recorded, Council confirmed that they were happy for Cllr GJ to Chair the meeting in due to apologies being received from both the Chair and Vice Chair.</p> <p><b><u>Recording of meeting</u></b></p> <p>Members agreed that the meeting be recorded for minute taking purposes.</p>	
492.	<p><b><u>Questions from the Public</u></b></p> <p>There were no questions from the public.</p>	
493.	<p><b><u>Apologies for absence</u></b></p> <p>Apologies were received from Councillor(s) Jon Horlor, Lisa Jones and Caroline Price.</p>	
494.	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor(s) Nick Byrne, Lynda Clarkson, Gaynor James, Jon James, Rose Matthews and Nick Simons declared personal and non-prejudicial interests in any agenda items relating to Torfaen</p>	

	<p>County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.</p> <p><b>RESOLVED:</b> that the declarations of interest be recorded.</p>	KS
495.	<p><b><u>Council Meeting – 29 January 2025 – Minutes</u></b></p> <p>Members were asked to approve the Full Council minutes held on the 29 January 2025.</p> <p>Cllr NJ advised that at the meeting the precept was not agreed unanimously.</p> <p>Cllr G J confirmed that it was a majority vote.</p> <p><b>RESOLVED:</b> that the minutes of the Full Council meeting held on 29 January 2025 be confirmed as a true record, subject to the above being noted.</p>	KS
496.	<p><b><u>Planning &amp; Environment Committee Meeting – 12 February 2025 – Minutes</u></b></p> <p>Members were asked to approve the Planning and Environment Committee minutes held on the 12 February 2025.</p> <p><b>RESOLVED:</b> that the minutes of the Planning and Environment Committee held on 12 February 2025 be confirmed as a true record and the recommendation(s) of the Committee be adopted.</p>	KS
497.	<p><b><u>Schedule of Receipts and Payments</u></b></p> <p>Members were asked to approve the schedule of receipts and payments for December 2024. These payments have previously been authorised by the Committee Chair and Cllr GJ and checked for accuracy.</p> <p><b>RESOLVED:</b> that the receipts and payments for December 2024, as shown in the report, be approved noting the information.</p>	CC
498.	<p><b><u>Use of Credit Card</u></b></p> <p>Members were requested to approve the credit card payments from 11 November 2024 to 4 December 2024.</p> <p><b>RESOLVED:</b> that the payments made on the Council’s credit card, as shown in the report for the above periods, be approved.</p>	CC

499.	<p><b><u>Petty Cash</u></b></p> <p>Members were asked to note the petty cash payments from April to September 2024</p> <p><b><u>RESOLVED:</u></b> that the petty cash payments from April to September 2024, as shown in the above report, be approved noting the information.</p>	CC
500.	<p><b><u>Financial Budget Comparison and Earmarked Reserves</u></b></p> <p>Members were requested to consider the financial monitoring report and earmarked reserves to the 31 December 2024.</p> <p>An amended version of the report was circulated prior to the meeting as the date was incorrect on the original version that had been included in the agenda pack.</p> <p><b><u>RESOLVED:</u></b> that the financial monitoring report and earmarked reserves be approved.</p>	CC
501.	<p><b><u>Financial Risk Assessment Review</u></b></p> <p>Members were asked to review the financial risk assessment for year end 31.03.2025. The Finance Manager informed the meeting that the fidelity guarantee has increased to £2,000,000, as advised by the Internal Auditor, previously it had been £500,000.</p> <p><b><u>RESOLVED:</u></b> that the financial risk assessment for the year end 31.03.25 be approved.</p>	LM/CC
502.	<p><b><u>Local Voluntary Funding (LVF)</u></b></p> <p>Members were asked to approve the Local Voluntary Funding (LVF) applications in agenda item 12.</p> <p>Cllr LH advised that the funding for Panteg Foodshare had been amended as it is now a project and the form had been updated.</p> <p>All applications had been checked and vetted by the Finance Manager.</p> <p><b><u>RESOLVED:</u></b> that all LVF applications in agenda item 12 be approved (as detailed as an appendix to the minutes).</p>	CC

503.	<p><b><u>Requests for Financial Assistance</u></b></p> <p>Members received requests for financial assistance and agreed that a grant of:</p> <ul style="list-style-type: none"> <li>(i) £1,000 be awarded to The Canddo Project to be taken from the Wellbeing budget.</li> <li>(ii) £500 be awarded to St David's Hospice Care</li> </ul> <p><b><u>RESOLVED:</u></b> that the organisations listed above receive the relevant donations.</p>	CC
504.	<p><b><u>Acknowledgement(s)</u></b></p> <p>Members received a thank you letter from St John's Ambulance Cymru in relation to grant funding.</p> <p><b><u>RESOLVED:</u></b> that the Committee note the acknowledgement.</p>	
505.	<p><b><u>IT Equipment Update</u></b></p> <p>Members received an update report. The Finance Manager has contacted the IT supplier and enquired about accidental damage. Unfortunately, this is not covered in the figures quoted this was just for hardware. The supplier advised that they would send updated quotations to the Finance Manager but these had not been received prior to the meeting.</p> <p>Discussion took place and Members agreed for this item to be deferred to the Finance, Governance &amp; Policy Committee when the information has been received.</p> <p><b><u>RESOLVED:</u></b> that the item be deferred to the Finance, Governance &amp; Policy Committee.</p>	KS/CC
506.	<p><b><u>2025 Electoral Review Programme</u></b></p> <p>Members were asked to note that The Democracy and Boundary Commission Cymru had published its Policy and Practice document in preparation for the 2025 Electoral Review Programme.</p> <p>The information had been sent to Members prior to the meeting with a link to the website for consultation responses, with a deadline date of 24 March 2025.</p> <p><b><u>RESOLVED:</u></b> that the information be noted.</p>	

507.	<p><b><u>Llantarnam Grange</u></b></p> <p>Members were asked to consider a request from Llantarnam Grange to appoint a representative to join their Board. Cllr CP had previously informed the Deputy Clerk that they would be willing to join if no one else was interested.</p> <p><b><u>RESOLVED:</u></b> that the Deputy Clerk inform Llantarnam Grange that Cllr CP will join the Board as the representative for PCC.</p>	KS
508.	<p><b><u>Governor Vacancy</u></b></p> <p>Members received a request from the Headteacher, Cwmffrwdor Primary School to consider the co-option of a Community Governor. Unfortunately, no one was available to take up the role.</p> <p><b><u>RESOLVED:</u></b> that the Deputy Clerk contact the Headteacher and advise that unfortunately no one is available to become a Community Governor.</p>	KS
509.	<p><b><u>Community Led Housing in Pontypool</u></b></p> <p>Members discussed the request from Cwmpas to attend a Council meeting to provide an overview of Community Led Housing in Pontypool.</p> <p><b><u>RESOLVED:</u></b> that Cwmpas be invited to the Full Council meeting scheduled for 25 June 2025.</p>	KS
510.	<p><b><u>Consultation – Road Traffic Orders – Torfaen County Borough Council</u></b></p> <p>Members were asked to note the information from Torfaen County Borough Council on the Road Traffic Orders Consultation for speed limits on various roads throughout the County Borough.</p> <p>The consultation closes on 5 March 2025 and if Members have any comments they wish to make, they should be sent to the Deputy Clerk who will collate them and reply to Torfaen County Borough Council.</p> <p><b><u>RESOLVED:</u></b> that any comments be sent to the Deputy Clerk before the closing date to reply to Torfaen County Borough Council.</p>	KS

511.	<p><b><u>POLICY ITEM</u></b></p> <p><b><u>To review/amend the following policy:</u></b></p> <p>(a) IT Policy. Cllr LH informed the meeting that all Members would need to have a Pontypool Community Council email address for security purposes.</p> <p><b><u>RESOLVED:</u></b> that Cllr LH comments were noted and the above policy be approved.</p>	KS
	<p><b>The recording of the Council meeting was stopped at this point.</b></p>	
512.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>By virtue of The Public bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</b></p>	

Signed by the Chair of Council .....

**PONTYPOOL COMMUNITY COUNCIL**  
**CYNGOR CYMUNED PONT-Y-PŴL**  
**DECLARATIONS OF INTEREST DECLARED**  
**MEETING: FULL COUNCIL**  
**DATE: WEDNESDAY 26 FEBRUARY 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
Nick Simons	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