Version No.	3
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TWINNING POLICY

1 Background

1.1 The Council is currently twinned with three towns; Longjumeau in France, Bretten in Germany and Condeixa in Portugal.

1.2 The Twinning Charters were signed and agreed as follows:

Pontypool – Bretten (Germany) – *15th October 1994*
Pontypool – Longjumeau (France) – *12th March 1994*
Pontypool – Condeixa-a-Nova (Portugal) – *30th October 1999*

1.3 The Council is committed to maintaining ties with our twin towns, particularly to provide the opportunity for the youth of Pontypool to experience friendship and collaboration with our European neighbours.

2 Planning Visits

2.1 Invitations to events and conferences in the twinned towns will be on the agenda for Full Council.

2.2 Exact dates of twinning trips are to be ascertained as soon as possible after the Annual ~~General~~ Council Meeting (ACM) of the Council.

2.3 The representatives at Twinning Conferences/Visits should be the Chair or Vice-Chair of the Council If neither are available to attend then other Members are given the opportunity to attend.

If no Members are unable to attend then two members of staff be offered the opportunity to attend and the flights paid for.

2.4 The representative is to bring a verbal or written report back on the Conference/ Visit to Council.

2.5 Only one twinning visit should be scheduled for each year, if more than one invitation is received then the Chair or Vice Chair may choose between them.

3 Youth Conference

3.1 The Youth Conference (YC) is scheduled to rotate around the twin towns. In 2025, Pontypool hosted the YC, in 2026 Bretten hosted the YC and it is proposed that in 2027 it will be Condexia, 2028 Longjumeau and Pontypool in 2029.

3.2 A delegation of up to 10 young people can attend the YC and should be accompanied by two youth workers (Supervisors). A member of the Council may also accompany the delegation.

3.3 The Council will budget for hosting the YC will be split over the preceding four years. Budget for YC visits will be set as part of the Council budgeting process.

4 Finance

4.1 The Council will only consider applications for finance for twinning visits with Bretten, Longjumeau and Condeixa.

4.2 Two persons flights would be paid for by the Council for each visit.

4.3 Insurance must be purchased at the same time as the tickets.

4.4 Arrangements for booking of flights and hotels, and any twinning related purchases, are to be put before the Policy & Finance Committee with a minimum of three quotes. In an urgent situation the Chair and Vice-Chair of Policy & Finance are given plenary powers to make a decision on bookings, but three quotes are still to be provided in accordance with the Council's financial regulations and procedures.

4.7 Pontypool Community Council will only be responsible for paying for costs of transport such as flights, taxis and minibuses for approved representatives of the Council/Youth Council.

4.9 Tickets are to be purchased to enable transfer of names, if possible, providing that the costs are not prohibitive.

4.10 In **no** circumstances is the Council to pay for flights or accommodation for individuals not attending on behalf of the Council except for consorts. These should be purchased by the individuals themselves.

4.11 The members remuneration policy covers additional expenses.