



29 January/Ionawr 2026

Dear Sir/Madam, Anwyl Syr/Fadam

You are summoned to attend a multi-location meeting of the **FINANCE, GOVERNANCE & POLICY COMMITTEE TO BE HELD** at **6.30 PM** on **WEDNESDAY 4 FEBRUARY 2026**.

The meeting will be held remotely, using Microsoft Teams and physically for those who wish to attend the Council Chamber. Councillors have been provided with a link to attend the meeting. If any member of the public wishes to attend the meeting remotely, please contact the Clerk of the Council (by e-mail or telephone) at least 24 hours before the meeting.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

The agenda for the meeting is set out below and relevant papers are attached.

Gofynnir drwy hyn i chi fynychu **CYFARFOD Y CYNGOR** yn yn Rhith Gyfarfod am **6.30 PM, DYDD MERCHER 4 CHWEFROR 2026**.

Cynhelir y cyfarfod o bell ar Microsoft Teams. Mae cynghorwyr wedi derbyn dolen i fynychu'r cyfarfod. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/Yr eiddoch yn gywir

Lisa McMail

Lisa McMail
CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

AGENDA

FINANCE ITEMS

1. **Recording of Meeting**
To approve recording of meeting.
2. **Apologies for absence**
To receive apologies for absence.
3. **Declarations of Interest**
Members to declare any interests in any items on Agenda.
4. **Schedule of Receipts and Payments**
To approve the schedule of receipts and payments for November and December 2025 (attached: page(s) 1 – 7)
5. **Use of Credit Card**
To approve the credit card payments from 12 November 2025 to 3 December 2025 (attached: page(s) 8 – 9)
6. **Financial Comparison and Earmarked Reserves**
To receive and consider the financial comparison report and earmarked reserves to the 31 December 2025 (attached: page(s) 10 – 15)
7. **Local Voluntary Funding (LVF)**
To approve list of Local Voluntary Funding (table as attached: page(s) 16 - 28) and copies of the applications are available on request.
8. **Requests for Financial Assistance**
To receive request(s) from the following organisation(s):
 - (i) Traveller Education (attached: page(s) 29 – 31)
 - (ii) Pontymoile OAP Club (attached: page(s) 32 – 33)
 - (iii) Pontypool Golf Club (attached: page(s) 34)
 - (iv) Fforest Uchaf Horse & Pony Rehabilitation Centre (attached: page(s) 35 – 37)
 - (v) Marie Curie Great Daffodil Appeal 2026 (attached: page(s) 38)
 - (vi) Croesyceiliog Male Choir (attached: page(s) 39 – 41)
 - (vii) Jayne's Baby Bank (refer chair)
9. **Thank you letter(s)/acknowledgement(s)**
To receive thank you letter(s)/acknowledgement(s) (attached: page(s) 42) from:
 - (i) Victoria Village Hall, Abersychan

POLICY ITEMS

10. **To review the following policies/criteria:**
 - (i) Business Continuity Plan (attached: page(s) 43 – 45)

11. **Biodiversity and Sustainability**

How has this meeting contributed to the Council's duty to maintain and enhance the biodiversity and promote the resilience of ecosystems?

12. **Recording of Meeting**

Recording of meeting to be stopped.

Councillors: Lizzie Hunt (Chair), Jon Horlor (Vice-Chair), Nick Byrne, Lynda Clarkson, Lisa Jones, Nick Jones, Sarah Lang, Richard Overton, Caroline Price and Nathan Warren. Chair of Council (Councillor Allan Peploe) and Leader (Councillor Gaynor James) Ex-officio.

FINANCE, GOVERNANCE & POLICY MEETING – 2 FEBRAURY 2026

AGENDA ITEM 4

Received Income Transactions received between 01/11/25 and 31/12/25

Start of year 01/04/25

Paying	Received	Tn no	Invoice	Gross	Vat	Net Ctfee	Heading	Details
28	30/11/25	173		£2,725.84	£0.00	£2,725.84	PGP 301	CCLA
32	02/12/25	177		£285.75	£0.00	£285.75	CNCL 110	Cash
35	02/12/25	180		£2,629.28	£0.00	£2,629.28	PGP 301	CCLA
33	08/12/25	178 31		£7,488.00	£0.00	£7,488.00	P&E 600/1	Torfaen County Borough
34	16/12/25	179 30		£250.00	£0.00	£250.00	P&E 600/1	Cwmbran Community Council
36	31/12/25	181		£258,314.15	£0.00	£258,314.15	CNCL 101	Torfaen County Borough
Total				£271,693.02	£0.00	£271,693.02		Dividend Reinvested - November Proceeds - Christmas Cavalcade Dividend Reinvested - December Projects - Biodiversity Delivery of Phase 2 of the Pontypool Swift Project Funding towards Torfaen Eco Championships 2026 Precept

RECEIPTS & PAYMENTS – 2 FEBRUARY 2026

Paid Expenditure Transactions

Paid between 01/11/25 and 31/12/25

Start of year 01/04/25

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
DD 385	03/11/25	2830		£96.00	£16.00	£80.00	Webjects Ltd	Website Maintenance 3175
DD 390	03/11/25	2833		£74.10	£12.35	£61.75	Twenty4 Fire & Security Ltd	Maintenance - Emergency Lighting 3035/1
DD 384	04/11/25	2829		£41.59	£6.93	£34.66	Cathedral Leasing	Hygiene Disposal Bins 3025/2
BP 412	05/11/25	2854		£98.50	£0.00	£98.50	Pontypool & Clytha Estates	Rent - Community Woods 4055
BP 413	05/11/25	2855		£665.67	£109.28	£546.39	Torfaen County Borough	Building Cleaning - November 3025/1
BP 414	05/11/25	2856		£12,694.51	£0.00	£12,694.51	Torfaen County Borough	Salary Adjustment - October 2001
BP 415	05/11/25	2857	3704	£1,134.20	£185.70	£948.50	Torfaen County Borough	Cavalcade - Security Cover 5030
BP 416	05/11/25	2858		£965.00	£0.00	£965.00	Comet Security Group Ltd	Junior Sponsorship 6010
BP 417	05/11/25	2859		£252.25	£0.00	£252.25	Pontypool Golf Club	Postages - October 3130
BP 418	05/11/25	2860		£7,500.00	£0.00	£7,500.00	Torfaen County Borough	Youth Activity Clubs & Lego Clubs 7001/1
DD 391	12/11/25	2834		£496.96	£82.82	£414.14	Torfaen County Borough	Fuel charges - Office 3010/2
BP 419	13/11/25	2861		£78.00	£13.00	£65.00	British Gas	Joint Conference - LM 2010
BP 420	13/11/25	2862		£930.00	£155.00	£775.00	SLCC	Annual Renewal - Cloud Server Host 3175
BP 421	13/11/25	2863	3692	£2,100.00	£350.00	£1,750.00	Webjects Ltd	Infrastructure - PPTown Cavalcade 5020
SO 387	17/11/25	2832		£14,000.00	£0.00	£14,000.00	Torfaen County Borough	Salaries 2001
BP 389	17/11/25	2901		£475.09	£26.68	£448.41	Barclaycard	Various Items 3122
BP 437	18/11/25	2879		£42.00	£0.00	£42.00	One Voice Wales	H & S Module 7 - CD 2010
BP 438	18/11/25	2880		£28.43	£4.74	£23.69	Initial Washroom Hygiene	Mat Service 3025/3
BP 439	18/11/25	2881		£490.79	£81.80	£408.99	Ricoh	Copy Charges - Photocopier 3160
BP 440	18/11/25	2882		£108.00	£18.00	£90.00	J S Cleaning Services	Window Cleaner 3025/4
DD 386	21/11/25	2831		£210.60	£35.10	£175.50	123 Telecom	Broadband/Telephone Charges 3035/8
BP 441	25/11/25	2883		£1,000.00	£0.00	£1,000.00	Coedwedd Community Hub	Funding 3705
BP 442	26/11/25	2891	3701	£18,539.47	£3,089.91	£15,449.56	Green Acre Solutions Ltd	VJ80 bench bases and installation 4020
BP 443	26/11/25	2892	3664	£1,290.00	£215.00	£1,075.00	Jogleberry	Cavalcade - Entertainment -BAL 5030
BP 444	26/11/25	2893	3662	£420.00	£70.00	£350.00	Jogleberry	Cavalcade - Entertainment -BAL 5030
BP 445	26/11/25	2894	3639	£1,110.00	£185.00	£925.00	Jogleberry	Cavalcade - Entertainment - BAL 5030
BP 446	26/11/25	2895	3711	£1,006.75	£167.79	£838.96	CCSW	Lenovo ThinkPad Laptop x 1 3015/2
DD 393	27/11/25	2835		£852.00	£0.00	£852.00	Torfaen County Borough	Rates - Office 3001/2
BP 453	27/11/25	2885		£500.00	£0.00	£500.00	James G Mrs	Senior Payment 3610
BP 454	27/11/25	2886		£500.00	£0.00	£500.00	Hunt E Mrs	Senior Payment 3610
BP 455	27/11/25	2887		£500.00	£0.00	£500.00	Matthews R	Senior Payment 3610
BP 457	27/11/25	2889		£500.00	£0.00	£500.00	J James	Senior Payment 3610

Paid Expenditure Transactions
Paid between 01/11/25 and 31/12/25

Start of year 01/04/25

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
BP 447	27/11/25	2896		£637.20	£106.20	£531.00	CCSW	365 Licences - Staff/Members
BP 448	27/11/25	2897		£50.00	£0.00	£50.00	Torfaen County Borough	2 Poppy Wreaths
BP 449	27/11/25	2898	3690	£2,419.20	£403.20	£2,016.00	Warman S G	Tree Purchase / Planting
BP 450	27/11/25	2899	3677	£103.00	£0.00	£103.00	Torfaen County Borough	Notice board install - Pentwyn
BP 451	27/11/25	2900	3712	£350.00	£0.00	£350.00	Party Magic Events	Cavalcade - Performance Fee
BP 394	30/11/25	2836		£208.00	£0.00	£208.00	JR	IRP - Expenses
BP 395	30/11/25	2837		£208.00	£0.00	£208.00	BR	IRP - Expenses
BP 396	30/11/25	2838		£208.00	£0.00	£208.00	NS	IRP - Expenses
BP 397	30/11/25	2839		£208.00	£0.00	£208.00	LJ	IRP - Expenses
BP 398	30/11/25	2840		£208.00	£0.00	£208.00	AG	IRP - Expenses
BP 399	30/11/25	2841		£208.00	£0.00	£208.00	EH	IRP - Expenses
BP 400	30/11/25	2842		£208.00	£0.00	£208.00	RO	IRP - Expenses
BP 401	30/11/25	2843		£208.00	£0.00	£208.00	NJ	IRP - Expenses
BP 402	30/11/25	2844		£208.00	£0.00	£208.00	SS	IRP - Expenses
BP 403	30/11/25	2845		£208.00	£0.00	£208.00	NB	IRP - Expenses
BP 404	30/11/25	2846		£208.00	£0.00	£208.00	GJ	IRP - Expenses
BP 405	30/11/25	2847		£208.00	£0.00	£208.00	NW	IRP - Expenses
BP 406	30/11/25	2848		£208.00	£0.00	£208.00	AP	IRP - Expenses
BP 407	30/11/25	2849		£208.00	£0.00	£208.00	JJ	IRP - Expenses
BP 408	30/11/25	2850		£208.00	£0.00	£208.00	CP	IRP - Expenses
BP 409	30/11/25	2851		£208.00	£0.00	£208.00	RM	IRP - Expenses
BP 410	30/11/25	2852		£208.00	£0.00	£208.00	SL	IRP - Expenses
BP 411	30/11/25	2853		£208.00	£0.00	£208.00	JH	IRP - Expenses
BP 422	30/11/25	2864		£100.00	£0.00	£100.00	Tranch AFC	LVF - CP
BP 423	30/11/25	2865		£50.00	£0.00	£50.00	Pontymoile OAP Club	LVF - CP
BP 424	30/11/25	2866		£100.00	£0.00	£100.00	1st Pontypool Brownies	LVF - CP
BP 425	30/11/25	2867		£100.00	£0.00	£100.00	Pentwyn & Lethbridge Community Hall	LVF - CP
BP 426	30/11/25	2868		£450.00	£0.00	£450.00	Pontypool Retired Men's Society	LVF - NB/JJ/RM
BP 427	30/11/25	2869		£250.00	£0.00	£250.00	Pontnewynydd Community Association	LVF - NS
BP 428	30/11/25	2870		£400.00	£0.00	£400.00	Pontnewynydd Methodist Church	LVF - NS
BP 429	30/11/25	2871		£500.00	£0.00	£500.00	HOPE GB	LVF - NS
BP 430	30/11/25	2872		£200.00	£0.00	£200.00	Ebenezer Community Hall	LVF - NS

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Paid Expenditure Transactions

Paid between 01/11/25 and 31/12/25

Start of year 01/04/25

Payment Reference	Payment Date	Tn no	Order no	Gross	Vat	Net Ctfee	Details	Heading
BP 431	30/11/25	2873		£200.00	£0.00	£200.00	Pontnewydd Cricket Club	3200/13
BP 432	30/11/25	2874		£150.00	£0.00	£150.00	Pentwyn & Lethbridge Community Hall	3200/13
BP 433	30/11/25	2875		£250.00	£0.00	£250.00	Cwmffwrdder Primary School	3200/13
BP 434	30/11/25	2876		£495.00	£0.00	£495.00	Dragon Wheelchair RC	3200/33
BP 435	30/11/25	2877		£700.00	£0.00	£700.00	Garniffaith Community Association	3200/20
BP 436	30/11/25	2878		£100.00	£0.00	£100.00	Allisortz Netball Club	3200/20
BP 452	30/11/25	2884		£500.00	£0.00	£500.00	NW	3620
BP 456	30/11/25	2888		£1,500.00	£0.00	£1,500.00	AP	3605
BP 458	30/11/25	2890		£1,500.00	£0.00	£1,500.00	Councillors	3610
116644	30/11/25	2902		£168.58	£4.98	£163.60	Petty Cash	3122
				£83,706.89	£5,339.48	£78,367.41		
DD 460	01/12/25	2903		£41.59	£6.93	£34.66	Cathedral Leasing	3025/2
DD 461	01/12/25	2904		£96.00	£16.00	£80.00	Webjects Ltd	3175
DD 464	01/12/25	2907		£339.66	£53.96	£285.70	Peninsula Business	2008
BP 537	02/12/25	2977		£500.00	£0.00	£500.00	AP	3610
BP 538	02/12/25	2978		£500.00	£0.00	£500.00	NW	3610
BP 470	03/12/25	2911		£25.00	£0.00	£25.00	Turner B	5030
BP 471	03/12/25	2912	3725	£237.60	£39.60	£198.00	Blachere Illumination UK Ltd	5025
BP 472	03/12/25	2913	3723	£2,788.86	£464.81	£2,324.05	Blachere Illumination UK Ltd	5020
BP 473	03/12/25	2914	3724	£702.00	£117.00	£585.00	Blachere Illumination UK Ltd	5020
BP 474	03/12/25	2915	3722	£435.00	£0.00	£435.00	Langford C	5030
BP 476	03/12/25	2917	3703	£57.50	£9.58	£47.92	Go Local Magazine	5030
DD 466	03/12/25	2980		£74.10	£12.35	£61.75	Twenty4 Fire & Security Ltd	3035/1
DD 468	04/12/25	2909		£1,088.74	£181.46	£907.28	SSE	3010/1
BP 477	04/12/25	2918		£332.85	£55.48	£277.37	Severn Office Solutions	3015/1
BP 479	04/12/25	2920	3697	£588.00	£98.00	£490.00	Louby Loo	5030
BP 480	04/12/25	2921		£2,487.17	£0.00	£2,487.17	Torfaen County Borough	7001/1
BP 481	04/12/25	2922		£855.67	£109.28	£546.39	Torfaen County Borough	3025/1
BP 482	04/12/25	2923		£42.00	£0.00	£42.00	One Voice Wales	2010
BP 483	04/12/25	2924		£10,000.00	£0.00	£10,000.00	Torfaen County Borough	4101
BP 484	04/12/25	2925	3646	£773.00	£128.83	£644.17	Comet Security Group Ltd	5030

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Paid Expenditure Transactions

Paid between 01/1/25 and 31/12/25

Start of year 01/04/25

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
BP 485	04/12/25	2925	3706	£50.00	£0.00	£50.00	Dance Stars	5030
BP 486	04/12/25	2927	3705	£50.00	£0.00	£50.00	Linden Singers	5030
BP 487	04/12/25	2928	3686	£300.00	£0.00	£300.00	Crazy Faces Face Painting	5030
BP 488	04/12/25	2929	3685	£245.00	£0.00	£245.00	Freedom Facepainting	5030
BP 489	04/12/25	2930	3684	£320.00	£0.00	£320.00	Henderson, M - Mad Mei	5030
BP 490	04/12/25	2931	3707	£100.00	£0.00	£100.00	Crane Street Baptist Church	5030
BP 491	04/12/25	2932	3709	£840.00	£140.00	£700.00	Warman S G	5030
BP 292	04/12/25	2933		£112.50	£0.00	£112.50	The Toodle Pips	5030
BP 493	04/12/25	2934	3708	£500.00	£0.00	£500.00	Steve Constance (SHP LTD)	5030
BP 495	04/12/25	2936		£42.00	£0.00	£42.00	One Voice Wales	5030
BP 494	05/12/25	2935		£2,412.00	£402.00	£2,010.00	Proweld (SW) Ltd	2010
BP 3715	14/12/25	2939	3715	£604.80	£100.80	£504.00	Warman S G	4100
DD 463	15/12/25	2906		£14,000.00	£0.00	£14,000.00	Torfaen County Borough	5026
BP 475	16/12/25	2916		£1,050.00	£175.00	£875.00	JDH Business Services Ltd	2001
BP 536	16/12/25	2959	3726	£36.00	£6.00	£30.00	SLCC	3125
BP 535	16/12/25	2961		£1,324.26	£220.71	£1,103.55	Green Ace Solutions Ltd	2010
BP 529	16/12/25	2971	3694	£800.00	£0.00	£800.00	Alex Marshall Parsons	4020
BP 530	16/12/25	2972		£108.00	£18.00	£90.00	J S Cleaning Services	5030
BP 531	16/12/25	2973		£264.02	£44.00	£220.02	Ricoh	3025/4
BP 532	16/12/25	2974	3716	£400.00	£0.00	£400.00	Sheehy A	3035/4
BP 533	16/12/25	2975	3593	£1,461.00	£243.50	£1,217.50	Gwent Wildlife Trust	5026
BP 534	16/12/25	2976		£2,483.48	£0.00	£2,483.48	One Voice Wales	4025/1
DD 467	18/12/25	2908		£544.84	£90.80	£454.04	British Gas	2008
DD 462	19/12/25	2905		£210.60	£35.10	£175.50	123 Telecom	3010/2
BP 528	23/12/25	2411	3522	£450.00	£0.00	£450.00	Paul's Pianos	3035/8
BP 518	23/12/25	2960	3702	£192.00	£32.00	£160.00	Phoenix Hire	5050
BP 520	23/12/25	2963		£2,028.00	£338.00	£1,690.00	Edge IT	5030
BP 521	23/12/25	2964	3654	£520.00	£0.00	£520.00	Jenson Travel	3035/7
BP 522	23/12/25	2965		£105.57	£17.60	£87.97	Datashred Ltd	5065/1
BP 523	23/12/25	2966		£84.00	£0.00	£84.00	One Voice Wales	3030
BP 524	23/12/25	2967		£31.27	£5.21	£26.06	Initial Washroom Hygiene	2010
BP 525	23/12/25	2968		£7,500.00	£0.00	£7,500.00	Torfaen County Borough	3025/3
BP 526	23/12/25	2969	3680	£486.00	£81.00	£405.00	St John Cymru Wales	7001/1
BP 527	23/12/25	2970		£26.66	£4.44	£22.22	Severn Office Solutions	5030
DD 469	29/12/25	2910		£852.00	£0.00	£852.00	Torfaen County Borough	3025/2
DD 539	30/12/25	2979		£339.66	£53.96	£285.70	Peninsula Business	3001/2
BP 496	31/12/25	2937		£1,000.00	£0.00	£1,000.00	Helping Hands R-U	2008
							Foodbank	6035

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BP 497	31/12/25	2938	£1,000.00	£0.00	£1,000.00	PGP	Gamsychan Partnership	Foodbank	6035
BP 498	31/12/25	2939	£1,000.00	£0.00	£1,000.00	PGP	Cold Barn Farm	Foodbank	6035
BP 499	31/12/25	2940	£2,000.00	£0.00	£2,000.00	PGP	Eastern Valley Food Bank	Foodbank	6035
BP 500	31/12/25	2941	£500.00	£0.00	£500.00	PGP	Sharon Full Gospel Church	Foodbank	6035
BP 501	31/12/25	2942	£1,000.00	£0.00	£1,000.00	PGP	Panteg Employees Club	Foodbank	6035
BP 502	31/12/25	2943	£550.00	£0.00	£550.00	PGP	Cold Barn Farm	Grant Aid	6015
BP 503	31/12/25	2944	£550.00	£0.00	£550.00	PGP	Cwmavon Community Centre	Grant Aid	6015
BP 504	31/12/25	2945	£550.00	£0.00	£550.00	PGP	Garnidiffraith Community Association	Grant Aid	6015
BP 505	31/12/25	2946	£550.00	£0.00	£550.00	PGP	Griffithstown Community Hall	Grant Aid	6015
BP 506	31/12/25	2947	£550.00	£0.00	£550.00	PGP	New Inn Community Hall	Grant Aid	6015
BP 507	31/12/25	2948	£550.00	£0.00	£550.00	PGP	Pontnewynydd Community Association	Grant Aid	6015
BP 508	31/12/25	2949	£550.00	£0.00	£550.00	PGP	Pontymoile Community Centre	Grant Aid	6015
BP 509	31/12/25	2950	£550.00	£0.00	£550.00	PGP	St Hilda's Church Hall	Grant Aid	6015
BP 510	31/12/25	2951	£550.00	£0.00	£550.00	PGP	St James Hall	Grant Aid	6015
BP 511	31/12/25	2952	£550.00	£0.00	£550.00	PGP	St Mary's Church, Panteg	Grant Aid	6015
BP 512	31/12/25	2953	£550.00	£0.00	£550.00	PGP	Talywain Community Hall	Grant Aid	6015
BP 513	31/12/25	2954	£550.00	£0.00	£550.00	PGP	Varteg Community Assoc	Grant Aid	6015
BP 514	31/12/25	2955	£550.00	£0.00	£550.00	PGP	Victoria Village Hall	Grant Aid	6015
BP 515	31/12/25	2956	£300.00	£0.00	£300.00	PGP	Dads For Dads Tidy Butt	Grant	6020
BP 516	31/12/25	2957	£500.00	£0.00	£500.00	PGP	Cerebral Palsy Cymru	Grant	6020
BP 517	31/12/25	2958	£1,000.00	£0.00	£1,000.00	PGP	Wales Air Ambulance	Grant	6020
BP 519	31/12/25	2962 3728	£196.00	£32.67	£163.33	P&E	Go Local Magazine	Swift Logo Stickers Swift Project	4025/4
BP 402	31/12/25	2981	£1,000.00	£0.00	£1,000.00	P&E	Griffithstown Primary School	Contra 2086, Contra 2044, Environme	4001
BP 382	31/12/25	2982	-£1,000.00	£0.00	-£1,000.00	PGP	Coedwedd Community Hub	Contra 2816, Funding	6020
DD 465	31/12/25	2983	£1,625.50	£187.66	£1,437.84		Barclaycard		5030
BP 458	31/12/25	2984	-£1,500.00	£0.00	-£1,500.00	PGP	Councillors	Senior Payment	3610
			£78,519.90	£3,521.73	£74,998.17				
Total			£162,216.79	£8,861.21	£153,355.58				

Paid Expenditure Transactions
Paid between 01/11/25 and 31/12/25

Start of year 01/04/25

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BP 497	31/12/25	2938		£1,000.00	£0.00	£1,000.00	PGP	Garnsychan Partnership	Foodbank
BP 498	31/12/25	2939		£1,000.00	£0.00	£1,000.00	PGP	Cold Barn Farm	Foodbank
BP 499	31/12/25	2940		£2,000.00	£0.00	£2,000.00	PGP	Eastern Valley Food Bank	Foodbank
BP 500	31/12/25	2941		£500.00	£0.00	£500.00	PGP	Sharon Full Gospel Church	Foodbank
BP 501	31/12/25	2942		£1,000.00	£0.00	£1,000.00	PGP	Panteg Employees Club	Foodbank
BP 502	31/12/25	2943		£550.00	£0.00	£550.00	PGP	Cold Barn Farm	Grant Aid
BP 503	31/12/25	2944		£550.00	£0.00	£550.00	PGP	Cwmavon Community Centre	Grant Aid
BP 504	31/12/25	2945		£550.00	£0.00	£550.00	PGP	Garndiffaith Community Association	Grant Aid
BP 505	31/12/25	2946		£550.00	£0.00	£550.00	PGP	Griffithstown Community Hall	Grant Aid
BP 506	31/12/25	2947		£550.00	£0.00	£550.00	PGP	New Inn Community Hall	Grant Aid
BP 507	31/12/25	2948		£550.00	£0.00	£550.00	PGP	Pontnewydd Community Association	Grant Aid
BP 508	31/12/25	2949		£550.00	£0.00	£550.00	PGP	Pontymoile Community Centre	Grant Aid
BP 509	31/12/25	2950		£550.00	£0.00	£550.00	PGP	St Hilda's Church Hall	Grant Aid
BP 510	31/12/25	2951		£550.00	£0.00	£550.00	PGP	St James Hall	Grant Aid
BP 511	31/12/25	2952		£550.00	£0.00	£550.00	PGP	St Mary's Church, Panteg	Grant Aid
BP 512	31/12/25	2953		£550.00	£0.00	£550.00	PGP	Talywain Community Hall	Grant Aid
BP 513	31/12/25	2954		£550.00	£0.00	£550.00	PGP	Varteg Community Assoc	Grant Aid
BP 514	31/12/25	2955		£550.00	£0.00	£550.00	PGP	Victoria Village Hall	Grant Aid
BP 515	31/12/25	2956		£300.00	£0.00	£300.00	PGP	Dads For Dads Tidy Butt	Grant
BP 516	31/12/25	2957		£500.00	£0.00	£500.00	PGP	Cerebral Palsy Cymru	Grant
BP 517	31/12/25	2958		£1,000.00	£0.00	£1,000.00	PGP	Wales Air Ambulance	Grant
BP 519	31/12/25	2962	3728	£196.00	£32.67	£163.33	P&E	Go Local Magazine	Swift Logo Stickers Swift Project
BP 402	31/12/25	2981		£1,000.00	£0.00	£1,000.00	P&E	Griffithstown Primary School	Contra 2086, Environme
BP 382	31/12/25	2982		-£1,000.00	£0.00	-£1,000.00	PGP	Coedwedd Community Hub	Contra 2816, Funding
DD 465	31/12/25	2983		£1,625.50	£187.66	£1,437.84		Barclaycard	
BP 458	31/12/25	2984		-£1,500.00	£0.00	-£1,500.00	PGP	Councillors	Senior Payment
				£78,519.90	£3,521.73	£74,998.17			
Total				£162,216.79	£8,861.21	£153,355.58			

AGENDA ITEM 5

Credit Card Purchases - 12/11/2025-03/12/2025

Credit Card - Finance Manager		DATE	PAYEE	DETAILS	BUDGET HEAD	SUB TOTAL	TOTAL
		12/11/2025	Amazon	Christmas Notepads	Cavalcade	14.15	
		12/11/2025	Amazon	Christmas Pens	Cavalcade	5.83	
		12/11/2025	Amazon	Body Art Supplies	Cavalcade	13.45	
		12/11/2025	Amazon	Cadbury Hot Chocolate	Cavalcade	8.29	
		12/11/2025	Amazon	Christmas Wristbands	Cavalcade	7.59	
		12/11/2025	Amazon	Sugar Sprinkles	Cavalcade	7.29	
		12/11/2025	Amazon	Christmas Twine	Cavalcade	6.15	
		12/11/2025	Amazon	Christmas Toys	Cavalcade	7.37	70.12
		12/11/2025	Jons Sweet Box	Sweets - Grotto	Cavalcade		250.00
		12/11/2025	Amazon	Raffle Tickets	Cavalcade	7.71	
		12/11/2025	Amazon	Sweets - Grotto	Cavalcade	19.29	
		12/11/2025	Amazon	Sweet Boxes	Cavalcade	178.67	
		12/11/2025	Amazon	Reindeer Kits	Cavalcade	11.05	216.72
		12/11/2025	Amazon	Reindeer Food	Cavalcade		12.35
		17/11/2025	Amazon	Laminating Pouches	Stationery		20.83
		18/11/2025	Amazon	Mini Chocolate Snacks	Cavalcade	85.82	90.53
		18/11/2025	Amazon	Glue	Cavalcade	4.71	53.63
		18/11/2025	Amazon	Mini Chocolate Snacks	Cavalcade		85.81
		18/11/2025	Amazon	Mini Chocolate Snacks	Cavalcade		25.45
		18/11/2025	Tesco	Chocolate Bars	Cavalcade		10.88
		24/11/2025	Amazon	Liquid - Snow Machine	Cavalcade	17.68	
		24/11/2025	Amazon	Hazard Tape	Cavalcade		41.17
		24/11/2025	Amazon	Cable cover	Cavalcade	23.49	64.43
		26/11/2025	Debenhams	Trolley	Events		17.81
		03/12/2025	Amazon	Wall Calendar	Stationery		
							<u>959.73</u>

Finance, Governance & Policy Meeting – 2 February 2026

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Revised	Reserve Movements	Actual Net	Balance
INCOME					
Council					
101 Precept	£774,890.92	£774,942.45	£0.00	£774,942.45	£0.00
105 V.A.T. Refund	£0.00	£0.00	£0.00	£43,005.96	£43,005.96
110 Chairman's Charity	£0.00	£0.00	£0.00	£519.75	£519.75
Total Council	£774,890.92	£774,942.45	£0.00	£818,468.16	£43,525.71
Finance, Governance & Policy Committee					
301 Bank Interest (CCLA)	£35,000.00	£35,000.00	£0.00	£25,554.95	£-9,445.05
310 Barclaycard Rebate	£0.00	£105.69	£0.00	£105.69	£0.00
315 Grant Income	£0.00	£0.00	£0.00	£100.00	£100.00
335 Refund from Suppliers	£0.00	£0.00	£0.00	£95.00	£95.00
Total Finance, Governance & Policy Committee	£35,000.00	£35,105.69	£0.00	£25,855.64	£-9,250.05
Planning & Environment Committee					
600 Planning & Environment	£0.00	£0.00	£0.00	£7,738.00	£7,738.00
Total Planning & Environment Committee	£0.00	£0.00	£0.00	£7,738.00	£7,738.00
Events Committee					
501 Party in the Park	£0.00	£0.00	£0.00	£1,643.00	£1,643.00
506 Christmas Cavalcade	£0.00	£0.00	£0.00	£500.00	£500.00
510 Youth Festival	£0.00	£0.00	£0.00	£122.60	£122.60
521 Additional Events	£0.00	£0.00	£0.00	£312.00	£312.00
Total Events Committee	£0.00	£0.00	£0.00	£2,577.60	£2,577.60
Total Income	£809,890.92	£810,048.14	£0.00	£854,639.40	£44,591.26

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Establishment Committee					
2001	Salaries	£352,000.00	£0.00	£215,805.90	£136,194.10
2005	Professional Membership	£400.00	£0.00	£360.00	£40.00
2008	HR Support Costs (Peninsular)	£1,704.00	£0.00	£4,048.13	-£2,048.13
2010	Conferences/Training	£3,000.00	£0.00	£425.00	£2,575.00
2015	Health and Safety Peninsula	£1,704.00	£0.00	£1,285.65	£418.35
2016	H & S & PPE	£1,500.00	£0.00	£184.44	£1,315.56
2020	Payroll Charges	£800.00	£0.00	£0.00	£800.00
2025	DBS	£100.00	£0.00	£0.00	£100.00
	Total Establishment Committee	£361,208.00	£0.00	£222,109.12	£139,394.88
Finance, Governance & Policy Committee					
3001	Rent, Rates & Water	£30,150.00	£0.00	£27,342.16	£2,807.84
3010	Fuel Charges	£7,550.00	£0.00	£4,858.54	£2,691.46
3015	Office IT Equipment & Consumables	£11,500.00	£0.00	£6,016.26	£8,501.29
3025	Cleaning	£10,000.00	£0.00	£7,111.34	£2,888.66
3030	Refuse/Disposal of confidential waste	£1,000.00	£0.00	£805.58	£194.42
3035	Office Contracts	£12,340.00	£0.00	£11,156.05	£1,183.95
3040	Maintenance Costs	£6,000.00	£0.00	£2,797.73	£3,202.27
3110	Insurance	£7,150.00	£0.00	£3,956.95	£3,193.05
3120	Association Subscriptions	£7,000.00	£0.00	£7,298.00	£0.00
3122	Stationery	£1,500.00	£0.00	£994.85	£505.15
3125	Audit Fee	£3,500.00	£0.00	£875.00	£2,625.00
3130	Postages	£1,100.00	£0.00	£960.99	£139.01
3160	Photocopying Costs	£1,500.00	£0.00	£1,335.93	£164.07

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Revised	Reserve Movements	Actual Net	Balance
3165	Advertising / Publicity Items	£1,500.00	£0.00	£169.00	£1,331.00
3170	Publications & Licences	£1,000.00	£0.00	£739.99	£260.01
3175	Website Hosting	£1,000.00	£0.00	£1,495.00	Annual Renewal £775
3180	Welsh Language	£500.00	£0.00	£0.00	£500.00
3185	Bank Charges	£100.00	£0.00	£0.00	£100.00
3190	Mobile Telephone	£60.00	£0.00	£20.85	£39.15
3200	Local Voluntary Funding	£52,500.00	£0.00	£13,445.00	£39,055.00
3600	Election Expenses	£5,000.00	£0.00	£0.00	£5,000.00
3605	Chairman's Allowance	£1,500.00	£0.00	£1,500.00	£0.00
3610	Members Remuneration IRPW	£6,500.00	£0.00	£6,744.00	Overspend
3620	Vice-Chairman's Allowance	£500.00	£0.00	£500.00	£0.00
3625	Conference Fees & Expenses	£500.00	£0.00	£357.00	£143.00
3635	Members Training	£750.00	£0.00	£500.00	£250.00
3640	Publicity Items (Delete 2026)	£250.00	£0.00	£69.38	£180.62
3650	Refreshments	£1,000.00	£0.00	£470.66	£529.34
3660	Chairman's Charity Payments	£0.00	£0.00	£1,002.00	-£1,002.00
3705	Wellbeing Projects	£20,000.00	£0.00	£2,000.00	£18,000.00
4095	Community Safety	£2,000.00	£0.00	£0.00	£2,000.00
4105	Playschemes/FoodisFun	£35,000.00	£0.00	£35,000.00	£0.00
6001	Core Funding	£30,000.00	£0.00	£26,500.00	£3,500.00
6005	Grounds Maintenance	£11,000.00	£0.00	£11,000.00	£0.00
6010	Junior Sponsorship Grant	£11,000.00	£0.00	£9,151.47	£1,848.53
6015	Grant Aid for Community Halls/Facilities	£10,000.00	£0.00	£7,150.00	£2,850.00
6020	Grants- Misc	£0.00	£0.00	£8,175.92	£1,824.08
6035	Community Hardship Fund	£10,000.00	£0.00	£6,500.00	£3,500.00
Total Finance, Governance & Policy Committee	£301,950.00	£315,345.55	£0.00	£208,079.65	£107,265.90

Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Revised	Reserve Movements	Actual Net	Balance
Planning & Environment Committee					
4001 Environmental Awards/Projects	£10,000.00	£10,000.00	£0.00	£0.00	£10,000.00
4005 Litter Bins / Doggy Bins	£2,000.00	£2,000.00	£0.00	£610.00	£1,390.00
4006 Community Notice Boards	£2,000.00	£2,000.00	£3,813.82	£5,813.82	£0.00
4015 Forest School	£4,500.00	£4,500.00	£0.00	£0.00	£4,500.00
4020 Benches	£3,000.00	£18,000.00	£0.00	£23,219.67	General Reserve
4025 Biodiversity Projects	£10,000.00	£12,500.00	£832.43	£5,287.43	£8,045.00
4030 Poetry Trail	£600.00	£650.00	£0.00	£650.00	£0.00
4035 Environmental Quiz	£600.00	£600.00	£0.00	£394.96	£205.04
4055 Woodland Rent	£150.00	£170.00	£0.00	£166.00	£4.00
4100 Pontypool Regeneration	£0.00	£0.00	£2,010.00	£2,010.00	£0.00
4101 Public Toilets	£0.00	£0.00	£0.00	£10,000.00	General Reserve
4106 Town Improvements	£4,000.00	£4,000.00	£0.00	£0.00	£4,000.00
5026 Live Trees	£2,000.00	£7,000.00	£0.00	£4,433.72	£2,566.28
Total Planning & Environment Committee	£38,850.00	£61,420.00	£6,656.25	£52,585.60	£15,490.65
Events Committee					
3655 Annual Celebration Dinner	£3,000.00	£3,000.00	£0.00	£0.00	£3,000.00
5001 Party in the Park	£24,000.00	£24,000.00	£3,000.00	£24,775.69	£2,224.31
5020 Christmas Lights - Pontypool	£15,000.00	£16,750.00	£0.00	£16,750.00	£0.00
5025 Christmas Tree	£2,500.00	£2,500.00	£0.00	£720.81	£1,779.19
5030 Christmas Cavalcade	£18,000.00	£18,000.00	£0.00	£18,533.12	Offset - Income £500
5050 Eisteddfod	£6,000.00	£6,000.00	£0.00	£0.00	£6,000.00
5065 Additional Events	£3,500.00	£3,500.00	£0.00	£1,545.75	£1,954.25
5100 Youth Festival - Pontypool	£0.00	£0.00	£18,933.08	£18,933.08	£0.00
5205 Twinning - Council's Visits	£1,000.00	£1,000.00	£0.00	£907.88	£92.12
5305 Youth Council	£0.00	£0.00	£157.71	£157.71	£0.00
Total Events Committee	£73,000.00	£74,750.00	£22,090.79	£82,324.04	£14,516.75

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Financial Budget Comparison

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Revised	Reserve Movements	Actual Net	Balance
Youth Provision					
7001 Youth Provision	£72,500.00	£72,500.00	£0.00	£62,098.33	£10,401.67
Total Youth Provision	£72,500.00	£72,500.00	£0.00	£62,098.33	£10,401.67
Total Expenditure	£847,508.00	£885,519.55	£28,791.14	£627,196.74	£287,113.95
Total Income	£809,890.92	£810,048.14	£0.00	£854,639.40	£44,591.26
Total Expenditure	£847,508.00	£885,519.55	£28,791.14	£627,196.74	£287,113.95
Total Net Balance	-£37,617.08	-£75,471.41		£227,442.66	

Earmarked/Restricted Reserves - 2025/2026

Balc/fwd at 31.03.25 Trfs In Trf out Bal c/fwd Reason

Nov-25

Heading	Committee Responsible	Balance
Events	Events	1,971.77
Twinning Youth Festival	Events	5,924.08
Election Expenses	F, G & P	25,396.18
Repairs (office)	F, G & P	1,644.16
Office Equipment	F, G & P	4,944.58
Accommodation	F, G & P	200,000.00
Play Equipment	P & E	43,172.00
Notice Boards (purchase and installation)	P & E	4,000.00
Biodiversity	P & E	4,457.12
Pilot Project - Biodiversity	P & E	1,300.14
Hanging Baskets	P & E	250.00
Play Equipment - Maintenance 2022 -2027	P & E	5,000.00
Youth Provision	Youth Provision	68,904.72
Youth Council	Youth Provision	4,121.16
Sub Total		365,987.85
Pontypool Regeneration	F, G & P	181,250.00
		2,010.00
<u>Total Earmarked Reserves</u>		545,227.85

AGENDA ITEM 4

FINANCE, GOVERNANCE & POLICY

4 FEBRUARY 2026

LOCAL VOLUNTARY FUNDING

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor R. Matthews	£550.00 (PROJECT)	Pontypool Town AFC	To help pay the costs of winter training at West Mon plus the costs of hiring West Mon to play fixtures.
Councillor L. Jones	£1,000.00 (PROJECT)	Pontymoile Community Centre	To provide equipment and resources for a Youth Club and play sessions for families with young children.
Councillor R. Matthews and Councillor J. James	£1,000.00 (£500.00 each) (Summer PROJECT)	Royal Naval Association Torfaen Branch	Polo t-shirts for members trips throughout the summer for veterans.
Councillor J. James	£450.00 (PROJECT)	Cold Barn Farm	To fund Easter holiday hampers.
Councillor L. Jones	£500.00	Newport and Cwmbran Royal Engineers Association	T – shirts with logo and transport.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each) PROJECT	Pentwyn and Lethbridge Community Hall	Various costs relating to events for the community.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Abersychan Alexanders RFC	Help with running costs and equipment.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£400.00 (£100.00 each)	Abersychan Comprehensive School	For extracurricular activities.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Brynteg Community Hall	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers,	£500.00 (£125.00 each)	Coedwedd Community Hub	Help with running costs.

Councillor J. Rogers			
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Cwmavon Village Hall	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£100.00 (£25.00 each)	Cwmavon WI	Help with running costs and hall hire.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Fairfield AFC Mini and Juniors	Help with running costs and equipment.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Fairfield United AFC	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£400.00 (£100.00 each)	Friends of Garnteg PTA	Help with Extracurricular activities and equipment, environmental projects.

Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Garndiffaith 1 st Scouts Group	Help with equipment and running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Garndiffaith RFC mini and juniors	Help with running costs and equipment.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Garnsychan Partnership	Funding for food bank.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Garndiffaith RFC	Help with running costs and equipment.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Garndiffaith Bowls Club – me and women Team	Help with equipment and running costs.
Councillor L. Clarkson, Councillor J. Cox,	£500.00 (£125.00 each)	Garndiffaith Community Association	Help with running costs.

Councillor B. Rogers, Councillor J. Rogers			
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Talywain Community (exOAP) Hall	Assistance with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£100.00 (£25.00 each)	Cake and Paws	Running costs such as hall hire
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£100.00 (£25.00 each)	Nifty Knitters	Help with running costs such as hall hire.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Noddfa Church Food Bank	Food bank items.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£100.00 (£25.00 each)	Old Time Dancers Club	Help with running cost and hall hire.

Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Talywain RFC mini and juniors	Help with running costs and equipment.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£300.00 (£75.00 each)	Talywain RFC	Help with running costs and equipment.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Varteg Community Association	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Victoria Village Community Hall	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£100.00 £25.00 each)	Victoria Village Pensioners Club	Help with running costs and hall hire.
Councillor L. Clarkson, Councillor	£500.00	Ysgol Bryn Onnen	To help with cost of running a Forest School session on a Tuesday

J. Cox, Councillor B. Rogers, Councillor J. Rogers	(£125.00 each)	Primary School	
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£100	Hoops There It Is Netball Club	To help purchase equipment
Councillor S. Senior and Councillor N. Jones	£5,000.00 (£2,500.00 each) (PROJECT)	Police	ANPR would allow the police to monitor all vehicles entering and leaving New Inn 24/7.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£500.00 (£125.00 each)	Friends of Fishpond Park Panteg	New bedding plants, maintenance and upkeep of paths.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£500.00 (£125.00 each)	Panteg Food share	Running costs
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£300.00 (£75.00 each)	Panteg Cricket Club	To subsidise the cost of training and equipment, removing barriers to access.

Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£300.00 (£75.00 each)	Panteg AFC	To be put towards funding winter training.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£300.00 (£75.00 each)	Griffithstown Jnr AFC	To subsidise kit and maintain grounds and changing rooms.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£300.00 (£75.00 each)	Sebastopol Juniors AFC	To maintain the pitch and provide kit for the teams.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£300.00 (£75.00 each)	New Panteg RFC	To maintain the pitch and provide kit for the team(s).
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£300.00 (£75.00 each)	New Panteg Jnr RFC	To maintain the pitch and provide kit for the team(s)
Councillor A. Gunter,	£300.00	PILCS FC	Maintenance of grounds, kit.

Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£75.00 each)		
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£200.00 (£50.00 each)	PILCS Darts Academy	Equipment.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£150.00 (£37.50 each)	Panteg Park Bowls	To repair, improve and maintain the grounds and club house.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£150.00 (£37.50 each)	Panteg Park Ladies Bowls	Maintenance and kit.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£150.00 (£37.50 each)	Panteg House Bowls Club	The grant will be used to assist in the maintenance of the club and green, which we provide the labour and materials for.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe &	£150.00 (£37.50 each)	Panteg House Ladies Bowls Club	Maintenance and kit.

Councillor N. Warren			
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Pelpoe & Councillor N. Warren	£300.00 (£75.00 each)	Pontyfelin Bowls Club	Repairs to and maintenance of the green and site in general.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Pelpoe & Councillor N. Warren	£100.00 (£25.00 each)	Torfaen Qigong	Running costs including hall hire.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Pelpoe & Councillor N. Warren	£200.00 £50.00 each)	Torfaen Male Voice Choir	Running costs, ties and music.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Pelpoe & Councillor N. Warren	£150.00 (£37.50 each)	Linden Singers	Running Costs.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Pelpoe & Councillor N. Warren	£100.00 (25.00 each)	Mello 'D'	To subsidise music costs.

Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£350.00 (£87.50 each)	Griffithstown Allotment Association	Upkeep of allotment sites, support for allotment holders.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£150.00 (£37.50 each)	Canddo Project	Maintenance of shed.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£250.00 (£62.50 each)	Age Connects Torfaen (Widdershins)	Running costs and incidental expenditure.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£250.00 (£62.50 each)	Royal Navy Association	To help fund a standard dedication service.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£350.00 (£87.50 each)	St John Ambulance, Griffithstown	For hall maintenance.
Councillor A. Gunter, Councillor E. Hunt,	£250.00 (£62.50 each)	1 st Griffithstown Guides	Go towards census fees.

Councillor A. Peplow & Councillor N. Warren			
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£500.00 (£125.00 each)	1 st Griffithstown Scouts	Repair and maintain the scout hall on Hill Street.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£250.00 (£62.50 each)	Griffithstown Rainbows	Go towards census fees for the unit.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£400.00 (£100.00 each)	Golliwopsies	Running costs and new toys.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£150.00 (£37.50 each)	Griffithstown Ladies Club	To subsidise running costs.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£100.00 (£25.00 each)	Congregationa l Church Women's Guild	Running costs.

Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£100.00 (£25.00 each)	Ennirocraft Crafting Club	It would go towards the rent for the use of Griffithstown Community Hall since, some weeks we don't take in enough to pay the rental, due to low numbers attending. We only charge £3 per head.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£100.00 (£25.00 each)	Thrifty Fifties Quilters	To fund a speaker to teach a new skill at a meeting or a trip to a sewing place.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£1,001 (£250.25 each) PROJECT	Panteg House Sports and Social	Towards the installation of new fire doors and upgrading the fire escape.

PONTYPOOL COMMUNITY COUNCIL OPERATES UNDER THE GENERAL POWER OF COMPETENCE



GRANT APPLICATION FORM

(for all answers, 100 words maximum, please)

1. Name of school	Traveller Education
2. Name and email address of teacher making the application	Lyn.robinson@torfaen.gov.uk
3. Description of the Project You can submit this info on a separate sheet if necessary.	<p>Traditional cultural project.</p> <p>Developing traditional cooking skills, using Traditional Gypsy and traveller cooking materials.</p> <p>Using elders from the traveller community working in partnership with school and pupils the aim is working towards developing a Gypsy and Traveller cookbook using traditional recipes.</p> <p>Pupils learn about the history of their culture and link to the outdoor and environment.</p> <p>We would use the project to share their recipes with non traveller pupils with in the school.</p> <p>We would use cook together session with in the garden cooking on the pot !</p>
The non traveller	<p>The project is about engagement and upskilling community members and building relationships between the GRT community and non-traveller community.</p> <p>It's all about community co heshion.</p>

5. How will it enhance the quality of school life?	<p>It will help with community cohesion and improve engagement of the GRT community within Education.</p> <p>We are hoping it will also help reduce the number of pupils taking up elective home Education.</p> <p>We are using the initiative to help improve attendance of pupils.</p>
6. What will learners have learned, directly or indirectly?	<p>Learning traditional cooking skills.</p> <p>Gaining a food hygiene qualification.</p> <p>Developing research skills linked to the recipe book.</p>
7. How have learners been involved in decision making about the project's development?	<p>This has happened through our GRT school voice meeting which are held fortnightly.</p>
8. What are the costs of the project for individual (e.g. equipment) or collective (e.g. seeds) items?	<p>Traditional cooking pot Kawmet cast iron pot 60.00 pound</p> <p>La Hacienda multi-function oven 200.00</p> <p>Seating 200.00 pound.</p> <p>Seeds vegetables 100.00</p> <p>Cast iron Kettle 73.00 herb teas</p> <p>Fruit bushes 100.00</p> <p>Soil 50.00</p>
9a. What is the total cost of the project?	<p>900.00 pound</p>

<p>9b. How much funding would you like to apply to for?</p>	<p>900.00 pound</p>
<p>10. Where else are you going to seek funding for the project e.g., school budget/Children in Need?</p> <p>What steps has your school taken or is going to take to reduce its environmental impact?</p> <p>Your answer could include but is not limited to:</p> <ul style="list-style-type: none"> • encouraging people to car-share or use public transport • reducing the use of pesticides or leaving areas to grow wild • reducing heating and electricity bills by installing insulation or low energy light bulbs 	<p>We are keeping the garden area as natural as possible.</p> <p>The carbon footprint is very low.</p> <p>We are traditional cooking and working towards growing the ingredients through the project.</p> <p>We have area of the garden that will grow wild.</p> <p>We are making areas of the garden bee friendly sowing wild flowers etc.</p>

Please remember that Council members will want to visit the project with the local Councillor/Governor.

Please return your completed application form and any other requested documents to:
 Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
 35a Commercial Street
 Pontypool NP4 6JQ

APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS GRANT AID

Name of Organisation:	PONTYMOYLE O.A.P. CLUB
Date of Application:	9 JAN 2026
Contact Details Name: Role in Organisation Address: Telephone number: Email address:	MRS CATHERINE JOHNSON CHAIR PERSON 99 BLENDALE RD. NP4 5RT 075 984 79 363 @16.MP2 CATH.JOHNSON@GMAIL.COM
Purpose of Organisation (max 100 words) Please also submit a copy of articles of association or constitution if not previously provided.	TO GET ELDERLY PEOPLE TOGETHER FOR COMPANY WITH EACH OTHER.
What does the facility offer / what groups meet there?	O.A.P. GROUP COFFEE MORNING GROUP CRAFT & CHAT CLUB
How is your facility managed? (eg a Management Committee)	MANAGEMENT COMMITTEE
Is the organisation a Registered Charity?	YES
Are there other area of support your organisation needs?	NO
Who provides your organisation's main funding?	MONTHLY SUBSCRIPTIONS HIRE OUT HALL

<p>A grant from Pontypool Community Council is unrestricted funding. What difference does unrestricted funding make to your organisation?</p>	<p>WE GET VERY LARGE ELECTRIC BILLS AND HELPS TOWARDS TEA PARTIES.</p>
<p>Financial Position: Please submit your organisations Income and Expenditure and please include the balance sheet of your last audited accounts when submitting your completed application form.</p>	<p>Income - £ 11837 - 52 Expenditure - £ 3188 - 55</p>
<p>Do you have a Safeguarding policy if your facility welcomes children, young people or others who are vulnerable?</p>	<p>Yes / No (NA) (please delete as appropriate)</p>
<p>How does your organisation meet the Well Being Objectives as set out in the Well Being Future Generations Act 2015</p>	<p>MEET TOGETHER TO CHAT, PLAY BINGO, HAVE CREDIT CLUBS TO GET PEOPLE OVER GO TO KEEP THEIR MINDS ACTIVE</p>
<p>Does your organisation have a Welsh Language Policy? FOR INFORMATION ONLY</p>	<p>Yes (No) (please delete as appropriate)</p>
<p>What steps has your organisation taken or is going to take to reduce its environmental impact? Your answer could include but is not limited to:</p> <ul style="list-style-type: none"> encouraging people to car-share or use public transport reducing the use of pesticides or leaving areas to grow wild reducing heating and electricity bills by installing insulation or low energy light bulbs 	<p>EVERYONE IS LOCAL OR USES PUBLIC TRANSPORT LOW LIGHT BULBS RECYCLE WHERE POSSIBLE</p>

Please return your completed application form and accounts to:
Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

Kerrie Smith

AGENDA ITEM 8 (iii)

From: ksmith@pontypoolcc.gov.uk
Subject: FW: Grants to help elderly and Disabled golfers

Subject: Grants to help elderly and Disabled golfers

Dear Mrs Ambrosen,

We at Pontypool golf club are looking for a grant to help our elderly and disabled club members.

To that effect we are looking to improve the accessibility to the course for these members and for that we would like to substantially improve our '3 hole loop' (holes 16 ,17 18) this will enable these members to play throughout the year when the rest of the course is inaccessible to them and would go a long way to enhancing their mental and physical health.

We believe that we are the only club in the area that would offer this facility which would of course be available to non members as well.

We estimate the that the cost of this would be in the region of £10,000.

It would also enable disabled and elderly players of the future to be able to take part in this sport in our community Which would otherwise only be available to the able bodied.

Should you wish to come and take a look at the proposed work you would be most welcome

Your Sincerely,

For and on behalf of Pontypool golf club

Michael Howell

Centre
The Pit Pony Sanctuary



Newsletter

No 99

Fforest Uchaf H&PRC

info@pitponies.co.uk

www.pitponies.co.uk

Tel No: 07990 323 811



Mail Correspondence Address:
61 Bridge Street
Kington HR5 3DJ

PROVIDING TENDER LOVING CARE TO NEEDY HORSES & PONIES

Registered Charity Number 1002933



Seven Ponies Rescued. A New Chapter Begins

This October, we received an urgent plea for help. Seven ponies in South Wales were in desperate need of rescue. Without hesitation, our Trustees gave their full support, and we arranged immediate transport to bring these vulnerable souls to safety at Hillside, where they could join our herd.

When they arrived, it was clear they had endured great hardship. Poor treatment and a range of health issues had left them frightened and fragile. But here at Hillside, they now have what they need most: love, care, and the promise of a better life. With gentle handling, veterinary treatment, and the freedom to roam our green pastures, we believe they will soon begin to heal.

Each pony has a story that touches the heart:

Teddy, at 32 years old, bears the scars of a cruel past, he was stabbed in the eye in 2022 and now struggles with his sight.

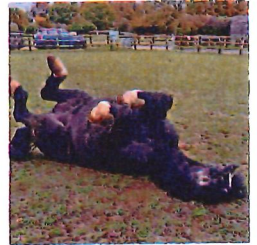
Jangles, the son of Sky, seems extremely nervous around men.

Star, a delicate soul and very nervous and can get picked on by the bigger horses.

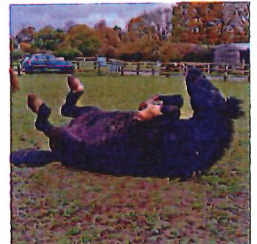
Lula, Star's daughter, was born with a hernia.

Summer, injured as a yearling in a road accident, still carries the pain of a fractured leg.

These ponies have suffered, but now they are in our care we believe that their future can be bright. Here are some photos of them not long after they arrived and we will share updates on their journeys to better health and happiness over the following months.



Getting used to their new surroundings

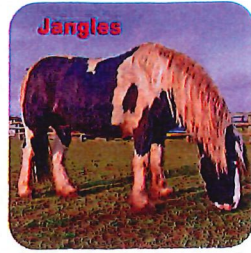
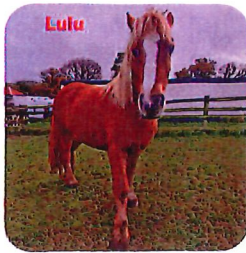
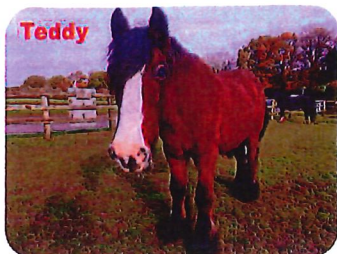


Having a good roll ready for their photos



Teddy and friends first day at Hillside





**Please join us in welcoming
all of them to the herd.
Without your kind and
generous donations we
wouldn't be able to continue
rescuing the horses and
ponies in need**



Donations have recently been received in memory of;

- The Late Dallas Marilyn Bradshaw
- The Late Joan Barbara Jones
- The Late Gladys Frances Winskell
- The Late Joan Margaret Thorpe

*Thank you for all the kind and generous donations and legacies.
With your support we continue to care and rescue those horses and ponies in need,
and provide them with a safe space to call home.*





Tigger



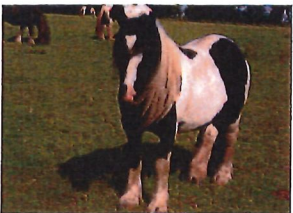
Iggy



Geraldine



Buttons



Thunder



Cassie (left) Duchess (right)



Ginny and Freeda 2

Photo's from our Supporters
We love hearing that our wonderful supporters still take time to visit the herd. We know that for many of you, especially now that the ponies have moved from Wales to Norfolk, it's not always easy to make the journey. But every story you share and every photo you send reminds us why we do what we do.

Recently, one of our long-standing supporters, Rob, paid a visit and kindly allowed us to share his beautiful photographs with you all. We hope you enjoy them as much as we do.

A special thank you to Rob.



Arnie



Duke



King



Winston



Dear Friends,
We want to take a moment to express our gratitude to you. Your kindness and support have made an incredible difference to the horses in our care this year. Because of you, we've been able to provide safety, comfort, and love to horses who needed a second chance. Every bale of hay, every veterinary visit, every gentle touch happen because of your generosity and compassion.
You are part of their story, and for that, we are truly thankful.
From all of us and the most importantly, the ponies, we wish you a joyful Christmas and a peaceful New Year.

Kerrie Smith

AGENDA ITEM 8 (V)

From: ksmith@pontypoolcc.gov.uk
Subject: FW: Marie Curie Great Daffodil Appeal 2026

To: Pontypool <pontypool@pontypoolcc.gov.uk>
Subject: Marie Curie Great Daffodil Appeal 2026

Dear Lisa,

Please support Marie Curie's Great Daffodil Appeal in 2026

Thank you for supporting Marie Curie's Great Daffodil Appeal in 2025. Your generous donation of **£200** made a huge difference to the services we provide locally in Wales, helping us deliver vital care and support to people at the end of life and their families. Marie Curie is committed to ensuring that everyone in Wales has the best possible end of life; our services include specialist care at our Penarth Hospice, and Hospice at Home nursing services in local communities across Wales. Whatever the illness, wherever you are, we'll be there to the end. We also campaign for change at Welsh Government level and share research to improve end-of-life care for all.

Sadly, one in four people still don't receive the care they need at the end of their lives, and we believe that is unacceptable. The things people need aren't too much to ask; high-quality care in the place they choose, relief from symptoms like pain, and clear information from the very start. These simple things help ensure that, even during such a difficult and emotional time, people can feel a sense of control. Our nurses work tirelessly, day and night, in homes across this community, providing hands-on care and emotional support. Alongside this, our Information and Support services in Wales offer bereavement support and practical advice, so no one has to face this alone.

With our Great Daffodil Appeal fast approaching, we are asking local communities for your continued support to fund these vital services. We simply couldn't do this without your support and the support of people in your area. The demand for our services increases each year and for every family we help, there is another that we can't. It is important to make you aware that all of our services are free to those who need them, however, they aren't free to run. Your support is vital, for example:

- **£200 could help provide nine hours of overnight nursing support, bringing comfort to a person in their final days at home.**
- **£52 could help provide two hours of bereavement support by phone or webchat.**
- **£23 could help provide one hour of expert nursing care.**

We hope **Pontypool Community Council** might consider making a financial contribution to the Great Daffodil Appeal in 2026. **All money donated supports local Marie Curie services in your area, so you can rest assured that in your community patients and families will directly benefit from your gift.**

If your council operates an application process, I would be very grateful if you could send me the correct application form and any guidance to support our application. I am also happy to share any further information you may need to consider our request, such as Annual Reports

Kind regards,

Claire Phillips

Claire Phillips

AGENDA ITEM (vi)



APPLICATION FOR FINANCIAL ASSISTANCE FOR AN ORGANISATION

Name of Organisation:	Croesyceiliog Male Choir
Purpose of Organisation:	<p>The choir's mission is to bring men together in fellowship through singing, and to extend that fellowship to our community and beyond through public performance.</p> <p>Our Choir is a registered charity and we perform at Churches, Schools, Residential and Nursing Homes in the Cwmbran area, as well as its surrounding areas, and also further afield with the aim of fund raising for local charities and organisations.</p> <p>The choir has recently been holding mini concerts/ practice sessions in residential/ nursing homes for the entertainment of their residents and staff. These have been particularly successful and the choir is in high demand to undertake new bookings in this respect .</p> <p>We are a non profit organisation and our fees, if we do charge, merely cover the costs of our music team. Otherwise our choir relies on membership fees to pay our music team and other on going costs.</p>
No. of Members – Indicate how many live in the Pontypool area	As a group the choir have some 60 members with 11 living in the Pontypool area and approximately ,it is hoped will be coming on the tour.
Reason for application	Croesyceiliog Male Choir hosted a concert on 3 rd November 2024 , our guests were the Bruchsal Police Choir.

	<p>The concert was a huge success and as a result Croesyceiliog Male Choir were invited to tour and perform in Germany in 2026.</p> <p>Croesyceiliog Male Choir, over the years, has suffered from a drop in membership numbers in order to field a full and effective choir we have found it necessary to form an alliance with other local choirs and as such we will be supported by members of Pontnewydd Male Voice Choir and also Ystrad MVC.</p> <p>Many of the members of Bruchsal Police Choir live in Bretten and it was also proposed that another concert will be arranged at the nearby town of Bretten. The dates for this being provisionally set for 3rd to 7th June 2026.</p> <p>The travelling and accommodation costs over the 6 day tour will be in the region of £58,150 maximum and a minimum of £34,500</p> <p>The choir will travel by coach and ferry which would be less expensive than by airplane, and also reducing the environmental impact of the tour. The cost of the travel would approximately £9,000 which is included in the above costs</p> <p>The cost of accommodation based on 6 days being approximately £49,150 maximum.</p> <p>As it can be seen , the costs of the tour is quite high and far too high to expect the membership to meet in full , therefore any help, financially, the community council could grant, would be greatly appreciated. As Croesyceiliog Male Choir would be representing Pontypool we would be most grateful to receive any support from the Community Council</p>
<p>Do you have a Safeguarding policy if dealing with children, young people or vulnerable adults</p>	<p>No, The choir does not accept membership from children . We do sometimes perform in concerts where children’s choirs are also appearing but these are then supervised by their teachers. There are currently no vulnerable adults within the choir, however, if the occasion did arise we would take the necessary steps to ensure they were safe and make the necessary arrangements to comply with safeguarding standards . We would also designate a suitably qualified person to be responsible for this policy.</p>
<p>Does the organisation have a constitution and/or is it a registered charity</p> <p>If you are a registered charity please list the charity number.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">1058881</p>

<p>Does the organisation aim to meet the objectives of the Well-being of Future Generations (Wales) Act 2015?</p>	<p>Yes, The Act we believe is mainly concerned and aim at public bodies. However we feel we encompass some it's aims in our work with community groups and our constant efforts to involve younger members to join and participate in the choirs activities.</p>
<p>Does your organisation have a Welsh Language Policy? FOR INFORMATION ONLY</p>	<p>No , we don't have a Welsh Language Policy as such,. We have only one member who is a Welsh speaker and have two members who have attended Welsh classes . We do however sing a good number of Welsh songs/Hymns and our Welsh speaking chorister enjoys coaching us in Welsh pronunciation.</p>
<p>What steps has your organisation taken or is going to take to reduce its environmental impact?</p> <p>Your answer could include but is not limited to:</p> <ul style="list-style-type: none"> • encouraging people to car-share or use public transport • reducing the use of pesticides or leaving areas to grow wild • reducing heating and electricity bills by installing insulation or low energy light bulbs 	<p>Most of our concerts are local and therefore do not have a great affect environmentally and if we do travel away we travel as a group thereby reducing the carbon footprint of each chorister.</p> <p>We also encourage car sharing when travelling to events/ concerts or practices.</p> <p>We practice at The Croesyceiliog Cricket and Rugby Club, every Monday night, which has recently made improvements to it's building to reduce it's energy output and reduce it's environmental impact.</p>

Please return your completed application form and any other requested documents to:

Email: grants@pontypoolcc.gov.uk

Or

Pontypool Community Council
35a Commercial Street
Pontypool
NP4 6JQ

Kerrie Smith

AGENDA ITEM 9

Subject:

FW: Thank You

To: Clerk <clerk@pontypoolcc.gov.uk>

Subject: Thank You

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Members of the Pontypool Community Council,

On behalf of the Victoria Village Hall Committee and our local community, I am writing to formally thank you for the generous grant of **£550** recently awarded to us.

This funding has arrived at a vital time and has helped tremendously with the increased running costs we face during the winter period. As a small community hub, the rising cost of utilities is a significant challenge, and your support ensures that we can keep the hall warm, open, and accessible for the many local groups that rely on us.

Furthermore, we are delighted to put a portion of these funds toward the installation of **new energy-saving LED lighting**. This is a key project for us; not only will it brighten the hall for our users, but it will also significantly reduce our long-term energy consumption and carbon footprint, making the hall more sustainable for years to come.

We truly appreciate the Council's continued commitment to supporting local facilities. Your contribution plays a direct role in helping us maintain a vibrant space for the residents of Abersychan and further afield.

Thank you once again for your support.

Yours sincerely,

Gwyneria Clark

Secretary - Victoria Village Hall Abersychan

www.victoriavillagehall.com



Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

BUSINESS CONTINUITY PLAN

1 Introduction

1.1 The Council does not deliver any direct services and therefore any disruption by whatever cause will have minimal impact on the public.

2 Reasons for the Continuity Plan

2.1 **Loss of Clerk/RFO (Responsible Finance Officer) due to long term illness, incapacity, immediate resignation or dismissal**

2.1.1 The biggest risk to business continuity is the non availability of the Clerk/RFO due to an unplanned extended period of absence.

2.1.2 The Council is unable to legally fulfil its responsibilities as a public body without a Proper Officer and S151 Responsible Financial Officer, both statutory functions performed by the Clerk/RFO.

2.1.3 The Leader and Chair of the Council to meet with Deputy Clerk and staff group, arrange and call extraordinary meeting of the Full Council to agree appropriate actions.

2.1.4 Temporary replacement recruited via SLCC locum service. Recruitment of permanent replacement initiated as appropriate.

2.1.5 Key documents:

- Annual tasks handover form to Deputy Clerk (see attached Appendix 1)
- Credit card
- Internet banking access
- Bank mandate(s) to be updated
- Payroll records / access to payroll provider
- Mobile phone Sim only – Lebara (Mobile phone Clerk/RFO's own)
- Office keys
- Laptop
- Personnel records

Approved: Nov 2024

Reviewed: Nov 2025

Updated: Feb 2026

2.2 **Loss of Community Councillors due to multiple resignations**

2.2.1 If the number of councillors falls to less than a third of the total membership the Council will not be able to make decisions (inquire). The Clerk/RFO will discuss with TCBC by elections to fill vacancies and/or co option. The Clerk/RFO will make any urgent decisions in consultation with the remaining members.

2.3 **Unavailability of office due to fire, theft etc**

2.3.1 There may be some loss of files or office equipment. Business broadband may be affected with loss of internet connection to the office. Make insurance claim if appropriate.

2.4 **Unavailability of meeting room for Community Council meetings due to damage to building**

2.4.1 This will have limited impact as remote access meetings are a legal requirement and Town Council meetings can be held online until such time as the meeting room is available, or an alternative identified.

2.5 **Loss of Council documents due to fire, flood, theft or other causes**

2.5.1 Business critical documents are held by the Clerk/RFO at home. Agendas and minutes are posted to the website and the electronic archive goes back to 2019. The hard copy archive of agendas and minutes are held in filing cabinets in the Finance office. While the risk to the historical archive is low consideration could be given to a fireproof storage system. Copies of approved policy documents are also held on the website.

2.6 **Loss of Council electronic data due to corruption, fault or breakdown of hardware**

2.6.1 The majority of business is undertaken on council owned laptops issued to the Clerk/RFO and staff. Agendas and minutes are saved on the shared drive and when finalised posted to the website. The email accounts can be accessed from any device. Therefore, if one machine goes down it should be possible to access all important information from another one.

Cyber **attacks** are a daily occurrence and there is a need for constant vigilance to avoid the corruption or loss of data as the result of an attack. Security updates are regularly checked. Where a machine becomes corrupted as result of a virus it may need to be written off and replaced rather than repaired especially if it is several years old.

Approved: Nov 2024

Reviewed: Nov 2025

Updated: Feb 2026

2.7 **Loss of equipment due to theft, damage, fault or breakdown**

2.7.1 In addition to the staff laptops there is a desktop pc in the reception office and a laptop in the Council Chamber. Any theft would be subject to an insurance claim. The desktop pc is password protected and any business critical information should be stored on the Cloud. Note the desktop equipment is not business critical due to the migration to laptops as consequence of home working.

2.7.2 There is sundry other equipment, including the photocopier, held in the building which could be destroyed in a fire or stolen. All the main items are listed on the Asset Register and covered by the insurance. The Community Council is now solely responsible for IT solutions, maintenance, updating and security.

3 Event Cancellation due to unforeseen issues

3.1 The Community Council directly organises and manages two significant events, the Christmas Cavalcade/lights switch on and the annual Party in the Park at Pontypool Park.

3.2 Circumstances can arise when a late decision is required as to whether a planned event should go ahead, most notably if there is adverse weather conditions, or other incidents that could give rise to risks to the general public. It will be for the staff members as per the risk assessment (nominated person(s) to make the call, as appropriate in consultation with the emergency services. As the events are free the question of refunds of entry fees does not arise.