

**MINUTES OF A MULTI-LOCATION MEETING OF THE FINANCE,
GOVERNANCE AND POLICY COMMITTEE OF PONTYPOOL COMMUNITY
COUNCIL HELD ON WEDNESDAY 4 FEBRUARY 2026**

In attendance:

Councillor: Lizzie Hunt (in the Chair)#

and Councillors: Jon Horlor*, Gaynor James*, Lisa Jones*,
Nick Jones*, Sarah Lang#, Jonathon Martin#,
Allan Peplow*, Nathan Warren*

Officers: Cindy Challenger#, Finance Manager
Cathryn Drew, Projects Officer#

* Attending remotely via Microsoft Teams

Attending physically in the Council Chamber

	<u>FINANCE ITEMS</u>	
461.	<p><u>Recording of Meeting</u></p> <p>Members agreed that the Council meeting could be recorded for minute taking purposes.</p>	
462.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Councillor(s) L Clarkson.</p>	
463.	<p><u>Declarations of Interest</u></p> <p>Councillor(s) J Horlor and G James declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they are members of TCBC, as well as being members of Pontypool Community Council.</p> <p><u>RECOMMENDED*:</u> that the declarations of interest be recorded.</p>	KS
464.	<p><u>Schedule of Receipts and Payments</u></p> <p>The Committee was asked to approve the schedule of receipts and payments for November and December 2025. These payments have previously been authorised by the Committee Chair, Vice Chair and Councillor Gaynor James and checked for accuracy by the Clerk and Finance Manager.</p>	

	<p><u>RECOMMENDED*</u>: that the receipts and payments for November and December 2025 as shown in the report, be approved noting the information.</p>	CC
465.	<p><u>Use of Credit Card</u></p> <p>The Committee was requested to approve the credit card payments covering 12 November 2025 to 3 December 2025.</p> <p><u>RECOMMENDED*</u>: that the payments made on the Council's credit card, as shown in the report for the above periods, be approved.</p>	CC
466.	<p><u>Financial Comparison and Earmarked Reserves</u></p> <p>The Committee was requested to consider the financial comparison report and earmarked reserves to the 31 December 2025.</p> <p><u>RECOMMENDED*</u>: that the financial comparison reports and earmarked reserves be approved.</p>	CC
467.	<p><u>Local Voluntary Funding (LVF)</u></p> <p>The Committee was requested to approve the Local Voluntary Funding (LVF) applications in agenda item 7.</p> <p>The Chair stated that all applications had been checked and vetted by the Finance Manager.</p> <p><u>RECOMMENDED*</u>: the LVF applications as outlined in agenda item 7 be approved.</p>	CC/AA
468.	<p><u>Requests for Financial Assistance</u></p> <p>The Chair informed the meeting that requests for financial assistance has been received from:</p> <ul style="list-style-type: none"> (i) Traveller Education (ii) Pontymoile OAP Club (iii) Pontypool Golf Club (iv) Fforest Uchaf Horse & Pony Rehabilitation Centre (v) Marie Curie Great Daffodil Appeal 2026 (vi) Croesyceiliog Male Choir (vii) Jayne's Baby Bank 	

	<p><u>RECOMMENDED*</u>: that</p> <ul style="list-style-type: none"> (i) Traveller Education be awarded £900 from the wellbeing budget. (ii) Pontymoile OAP Club be awarded a grant of £550. (iii) Pontypool Golf Club be informed that they are not eligible for a grant as they are a company. (iv) Fforest Uchaf Horse & Pony Rehabilitation Centre be informed that their request was declined due to a change in our funding strategy. (v) Marie Curie Great Daffodil Appeal be awarded a grant of £200. (vi) Croesyceiliog Male Choir be awarded £500 from the wellbeing budget and also advise them to contact Cwmbran Community Council if they haven't already contacted them. (vii) Jayne's Baby Bank be informed that due diligence checks have been carried out they are not the type of organisation that should receive funding from PCC therefore their funding request was declined. 	CC/AA
469.	<p><u>Thank you letter(s)/acknowledgement(s)</u></p> <p>The Committee received and noted the thank you letter(s)/acknowledgement(s) from Victoria Village Hall, Abersychan.</p> <p><u>RECOMMENDED*</u>: that the information be noted.</p>	
470.	<p><u>POLICY</u></p> <p><u>To review the following policies/criteria:</u></p> <p>Members were asked to review the business continuity plan.</p> <p>The Chair informed the meeting that during the appointment process for the new Clerk a question was asked why PCC did not follow the business continuity plan?</p> <p>The business continuity plan is to take place when the normal business of the Council cannot proceed and an amendment has been made to include the word "immediate" in front of resignation to make it clear as to when this policy should be used.</p> <p>Councillor N Jones advised that the question was along the lines of why the policies with regards to replacing staff shows no reference to the Full Council. The business continuity plan should not have been discussed without the knowledge</p>	

	<p>of the Full Council as this related to the most senior member of staff and that was the reason that clause was included in the plan. As a matter of course it should follow a meeting of the staff and calling of the Full Council to actually take that forward. That is the point on that, rather than to say they are actually missing and there should be a policy to follow that directly when PCC loses any senior member of staff.</p> <p>Cllr N Warren informed the meeting that they think this policy only comes into force or into effect if the Council are unable to fill their statutory duties and they think that there is a wider issue around the recruitment, particularly around the role of the Clerk, and that the recruitment policy should be reviewed and also the delegation of powers to the Establishment Committee.</p> <p>The Constitution always takes precedent over policy so if there is any confusion or clash between the two, the Constitution would always win. Therefore, there is a need to align the recruitment policy and the business continuity plan.</p> <p><u>RECOMMENDED*</u>: that:</p> <ul style="list-style-type: none"> (i) the Business Continuity Plan be deferred until next month. (ii) the Constitution and Recruitment policy be included on next month's agenda. 	KS
471.	<p><u>Biodiversity and Sustainability</u></p> <p>How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?</p> <p><u>RESOLVED:</u> that it was a hybrid meeting and Members had car shared.</p>	
	<p><u>Recording of Meeting</u></p> <p>The recording of the Council meeting was stopped at this point.</p>	

*This is a recommendation to the Council. The Council will make the final decision at a future meeting.

Signed by the Chair.....

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.
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.

<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)	Brynteg Community Hall	Help with running costs.
Councillor L. Clarkson, Councillor J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Coedwedd Community Hub	Help with running costs.
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,	£400.00 (£100.00 each)	Friends of Garnteg PTA	Help with Extracurricular activities and equipment, environmental projects.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor B. Rogers, Councillor J. Rogers			
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, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Garndiffaith Community Association	Help with running costs.

<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)	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,	£300.00 (£75.00 each)	Talywain RFC	Help with running costs and equipment.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor B. Rogers, Councillor J. Rogers			
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 J. Cox, Councillor B. Rogers, Councillor J. Rogers	£500.00 (£125.00 each)	Ysgol Bryn Onnen Primary School	To help with cost of running a Forest School session on a Tuesday
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.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & 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. Peplow & Councillor N. Warren	£500.00 (£125.00 each)	Panteg Food share	Running costs
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & 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.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
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, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£300.00 (£75.00 each)	PILCS FC	Maintenance of grounds, kit.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & Councillor N. Warren	£200.00 (£50.00 each)	PILCS Darts Academy	Equipment.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & 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. Peplow & Councillor N. Warren	£150.00 (£37.50 each)	Panteg Park Ladies Bowls	Maintenance and kit.
Councillor A. Gunter, Councillor E. Hunt,	£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

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor A. Peploe & Councillor N. Warren			provide the labour and materials for.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£150.00 (£37.50 each)	Panteg House Ladies Bowls Club	Maintenance and kit.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & 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. Peploe & Councillor N. Warren	£100.00 (£25.00 each)	Torfaen Qigong	Running costs including hall hire.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & 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. Peploe & Councillor N. Warren	£150.00 (£37.50 each)	Linden Singers	Running Costs.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peploe & Councillor N. Warren	£100.00 (25.00 each)	Mello 'D'	To subsidise music costs.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
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, Councillor A. Peploe & Councillor N. Warren	£250.00 (£62.50 each)	1 st Griffithstown Guides	Go towards census fees.
Councillor A. Gunter, Councillor E. Hunt,	£500.00 (£125.00 each)	1 st Griffithstown Scouts	Repair and maintain the scout hall on Hill Street.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
Councillor A. Peplow & Councillor N. Warren			
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)	Congregational Church Women's Guild	Running costs.
Councillor A. Gunter, Councillor E. Hunt, Councillor A. Peplow & 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. Peplow & 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.

<u>Councillor</u>	<u>Requested Amount</u>	<u>Organisation</u>	<u>Reason</u>
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