

**PONTHIR COMMUNITY COUNCIL  
CYNGOR CYMUNED PONTIR**

**Minutes of Monthly Meeting  
11<sup>th</sup> December 2017**

1. **Councillors Present:** Stuart Bailey (Chair), Iain Glover, Morgan Barrell, Louise Ryan-Scales & Ian Danaher.  
**Members of Public Attending:** None  
**Clerk:** Karen Price
  2. **Apologies:** Apologies were received from Councillor Paul Davies.
  3. **Declarations of Interest:** None
  4. **Matters raised by the members of the public present –** None
  5. **Police Report – Please see item between Items 7b and 7c**
  6. The minutes of the Monthly Meeting held on 13<sup>th</sup> November 2017 were approved and duly signed. Proposed by Cllr. Louise Ryan-Scales and seconded by Cllr. Iain Glover.
  7. **Matters Arising from the Monthly Meeting held on 13<sup>th</sup> November 2017**
    - a. **Bus Shelter at The Star** – Clerk informed Council that she had contacted Newport Transport for a third time, as the new timetables had still not been installed, but was awaiting a response. Clerk had also contacted TCBC concerning the cleaning of the bus shelters and the maintenance of the electrical connections in the Lamb Lane shelter. Council agreed that depending on the next scheduled clean Clerk should proceed to arrange for all the shelters in the community area to be cleaned. **(Action: Clerk to:**
      - i. **Follow up TCBC to enquire when the next scheduled cleaning of the shelters is to be undertaken and if necessary arrange for additional cleaning in the New Year of all the shelters in our community area (both inside and out and to remove plumbing posters).**
      - ii. **To follow up the updating of the timetables but in the meantime print the new timetable and put up in shelters.**
      - iii. **Follow up with TCBC re electrical connections in Lamb Lane shelter)**
    - b. **Community Newsletter** – Council noted that these had been delivered to all properties and that a number of positive comments had been received from the contributors. Council agreed that the next edition should be planned for March 2018. **(Action: Clerk to contact Community Groups for articles)**
- 7.10pm - PC Christine Smith entered the meeting. Cllr. Bailey enabled PC Smith to provide a report before Item 7 was completed.
5. **Police Report** – PC Smith introduced herself as the new Ward Manager for this area and informed Council that PCSO Amanda Read would be covering our area. PC Smith was pleased to report that there are been no reported incidents of crime or anti-social behaviour for the past month. It was noted that the anti-social behaviour incident reported at the November meeting occurred in Stokes Court. Cllr. Louise Ryan-Scales reported that empty drugs packets had been found outside the school gates and in the village hall car park. PC Smith confirmed that these issues would be passed onto the tour of duty car for monitoring. Cllr. Bailey informed PC Smith that the Community

Council had recently published its latest edition of the community newsletter and the Council would welcome future articles that the police may have to highlight local issues and initiatives. **(Action: Clerk to send PC Smith a link to the newsletter page on the Council's website)**

7.25pm – PC Smith left the meeting and Item 7c was resumed.

- c. **Gwent Best Kept Village Competition** – (Action: Clerk awaiting feedback from GAVO re Ponthir Baptist Church)
- d. **Request to install a dog waste bin in Stokes Drive (close to Water Works entrance)** – Council noted the response from TCBC and that this section of Stokes Drive is a private road. **(Action: Clerk to contact Welsh Water to enquire if they would fund a dog waste bin)**
- e. **Western Power transformer building on Candwr Park** – Clerk reported that she had been in touch with Western Power and workmen were now scheduled to carry out maintenance. Cllr. Iain Glover confirmed that workmen had been on site today.

## 8. **Finance and Accounts**

a. Balance of Direct Plus Account as at 30<sup>th</sup> November 2017 = £12,102.83

### b. **To approve Cheques already Paid**

- i. HCI Data Ltd (Website Host Fee for 2 years) = £83.88
- ii. Acorn Garden Services (Winter Planting) = £350.00
- iii. That Media Group (Community Newsletter) = £326.00
- iv. Severn Tunnel Band (Christmas Event) = £75.00

Council noted that the cheque payable to the Severn Tunnel Band had been issued ready to be given to the band at the Tree Lighting Event but as the band had not arrived this cheque had been cancelled.

Council approved the remaining three payments listed above.

### c. **To Note Standing Order/Direct Debit Payments**

- i. TCBC (Clerk's Salary) on 20<sup>th</sup> November 2017
  - ii. Barclaycard on 8<sup>th</sup> December (Stationery £14.90 & Christmas Tree Lighting Decorations £25.00) = £39.90 (Direct debit will be less than this amount as there is still a credit balance on the account due to correction of a mis-posted entry)
- Council noted the above payments.

### d. **Quarterly Bank Reconciliation as at 30<sup>th</sup> September 2017 – (See Appendix 1)**

Council approved the bank reconciliation and it was duly signed by Cllr. Ian Danaher.

### e. **Review of Actual Spend v Budget as at 30<sup>th</sup> November 2017**– Council approved the following adjustments:

- i. **Room Rental** –To reduce this budget to £300.00 to take into account that the Afon Lwyd Working Group had now disbanded.
- ii. **Subscriptions** – To increase this budget to £305.00
- iii. **Publicity** –To reduce this budget to £400.00 as it was unlikely that another newsletter would be produced before the end of this financial year.
- iv. **Travel Expenses** – To reduce this budget to £50.00
- v. **Community Events** – As the cheque for £75.00 (listed in item 8b(iv) has been cancelled it was agreed that this budget should be adjusted to £2,625.00.
- vi. **Training** – To reduce this budget to £120.00
- vii. All other budgets to remain the same.

Council agreed to discuss Agenda Item 8i next and it was therefore renumbered 8f with the original agenda items 8f – 8h renumbered accordingly.

- f. **To review the Council's 3 Year Budget Forecast – (See Appendix 2)** Council noted the contents of the 3 Year Budget Forecast and that the figures were based on the assumption that all of this year's budgets are spent with the exception of the unallocated budget. This is extremely unlikely but will give the worst case scenario. Council agreed the following amendments:
- i. **Play Area Maintenance** – Council noted that none of this year's budget had been spent to date and agreed that as one of the roundabouts in the play area next to the village hall needed maintenance to replace ball bearings that the budget should be used for this work with any remaining balance added to next years proposed budget. Council agreed that as the play areas would require funding for continual maintenance and/or replacement of equipment that this budget should be treated as a Play Area Contingency Budget for future years. **(Action: Clerk to obtain quotes for replacement of roundabout ball bearings)**
  - ii. **Publicity** - Council agreed that the aim should be to produce 3 editions of the community newsletter per year.
  - iii. **Community Events** – **(Action: In preparation for next year Cllr. Iain Glover to approach Ponthir Farm Shop and Cllr. Louise Ryan- Scales to approach The Gate and The Stuffed Dormouse to obtain details of possible Christmas Tree suppliers and Clerk to contact Greenfingers to obtain a quote for the supply of a Christmas Tree.)**
  - iv. **Grants** – Cllr. Ian Danaher noted that a new youth music group had relocated to the village hall and enquired whether there was any grant funding available for this current financial year. Clerk informed Cllr. Danaher that an Emergency Grant Application Form was available on the Councils website. The possibility of asking the group to perform at next year's Christmas Tree Lighting Event was discussed.
  - v. **Community Improvements** – Clerk has taken into account the Council's deferred decision at the previous meeting concerning the possibility of replacing screening in two of the bus shelters and has allowed twice the quote received earlier this year for one shelter.
- g. **Update on TCBC's Payroll System and review of Clerk's Salary for 2018/19**  
Council noted the content of e-mails received from Sharon Clifford, TCBC Payroll Officer, indicating that the Clerk's current salary plus the £250.00 annual reimbursement of home working expenses does not match the NJC rates that TCBC use for their automated payroll system. If this continued then future payments would have to be entered manually and would result in a higher administrative charge being passed onto the Community Council. To avoid additional charges Council approved the following:
- i. As from April 2018 Clerk's salary will be based on NJC pay scale 19.
  - ii. Clerk's pay scale would remain fixed at NJC pay scale 19 and any agreed pay rise would be implemented automatically in line with TCBC.
  - iii. As from April 2018 to prevent the Clerk taking a reduction in salary an additional payment of £55.00 per year, to cover reimbursement of homeworking expenses, would be paid by cheque in two installments (September and March). It was noted that under current HMRC guidelines that this amount of reimbursement does not need to be reported to HMRC. **(Action: Clerk to inform Sharon Clifford of the Councils decision)**

h. Council noted that the Clerk has decided not to proceed with enrolment in the NEST pension scheme.

i. Council noted that the Declaration of Compliance has been submitted to the Pension Regulator.

d. **Precept 2018/19** - Council agreed a rise of 2.5% which, based on the figures provided by TCBC in 2018/19 for the number of properties in our community area, would provide the Community Council with a total 2018/19 Precept of £18,136.92. For a Band D property this would be an annual rise of 59p to £24.12. The highest increase would be seen for properties in Band I with a rise of £1.38 to £56.28.

## 9. **Community Events**

a. **Review of the Christmas Tree Lighting Event and Future Arrangements** – Cllr. Stuart Bailey thanked Cllr. Ian Danaher for standing in for Father Christmas. Council noted with disappointment that attendance was lower than in previous years. Cllr. Louise Ryan-Scales had received feedback from parents saying that it was late for the children to attend. Council agreed that the band Spellbound were excellent but agreed that if there hadn't been an issue with their PA system it would have been better if they had started playing earlier. All agreed that future raffles need to be held half way through any bands set. Council agreed to book next year's event for 7<sup>th</sup> December 2018 6pm to 8pm and for the Clerk to invite a representative of the Village Hall Committee to the next Council meeting to discuss possible community events for the forthcoming year as well as the possibility of planting a Christmas Tree rather than having one installed each year. **(Action: Clerk to contact the Village Hall Committee.)**

b. **To consider the possibility of holding other community events in 2018/19** – **Item deferred until January's meeting**

## 10. **Reports/Updates**

a. **Ponthir Church in Wales School Governors Meeting** – Cllr. Louise Ryan Scales reported that all relevant committees had been set up and that the school was in the process of recruiting a teacher to cover the planning, preparation and assessment (PPA) time of the existing teachers.

b. **Review of Community and Town Council Sector** – Cllr. Paul Davies had attended this meeting in Henllys Village Hall. Council noted that comments raised at this meeting will be collated over the Christmas period and One Voice Wales will send a report out to Councils in February.

## 11. **To review Community Council representatives on the following bodies:**

- a. Llanfrechfa Village Association – Cllr. Peter Matthews
- b. Ponthir Church in Wales Governors – Cllr. Louise Ryan-Scales
- c. Torfaen County Association of Local Councils (TCALC) - Vacant
- d. Gwent Valleys Partnership Committee (One Voice Wales) – Cllr. Iain Glover
- e. Torfaen Local Council Partnership Committee (LCPC) - Vacant

**Item deferred to the next Council meeting**

## 12. Consultations

- a. Major Trauma Services in South Wales – No Comments
- b. Planning Law in Wales – No Comments
- c. Torfaen Council Public Spaces Protection Order (Dog Controls) Consultation – Cllr. Stuart Bailey noted that the Clerk had shared TCBC's facebook post and would encourage residents to participate in this consultation.

## 13. Community Council's Diary Procedures for December 2017/January 2018

- a. Precept Demand – See Item 8j
- b. Quarterly Bank Reconciliation as at 31<sup>st</sup> December 2017 – **(Action: To be included on February's Agenda)**
- c. Annual Review of Internal Control – **(Action: To be included on February's Agenda)**

## 14. Correspondence Received

- a. Mapping of Physical Activity, Healthy Eating and Weight Management Opportunities in Torfaen
- b. (Torfaen) 'Talk Health - Your Voice Matters' - Wednesday 6th December 2pm - Active Living Centre (Pontypool Leisure Centre)
- c. Thank You Letter for Community Grant – Caerleon Comprehensive School
- d. Invitation for Chair to attend Croesyceiliog and Llanyrafon Community Council Grant Presentation Evening
- e. Written Statement: 21st Century Schools and Education Programme – OVV
- f. WCVA Newsletter
- g. Invitation for the Chair to attend Cwmbran CC's Christmas Tree Lighting Event
- h. Invite: Gift of Life Stone Rededication – Kidney Wales
- i. TVA Members Bulletin November 2017
- j. Joint working between the Voluntary Sector and the Children and Families Board for Gwent
- k. Volunteer at St David's Hospice Care Festive Elf Run/Walk
- l. Pobl Care and Support drop in service – TVA
- m. Torfaen Voluntary Alliance Christmas Coffee Morning – 12<sup>th</sup> December 2017
- n. Aneurin Bevan Community Health Council – Newsletter
- o. Noah's Ark Charity – Donation Request
- p. Barclaycard Terms and Conditions Update
- q. Letter of Thanks for Community Council Grant – Ponthir Playgroup
- r. Letter of Thanks for Community Council Grant – Torfaen Summer Playscheme
- s. Letter of Thanks for Community Council Grant – Ponthir Brownies
- t. Welsh Government Public Appointment Vacancies
- u. Llanfrechfa Village Association Minutes & Agenda
- v. WCVA Newsletter
- w. Section 137 Discretionary Expenditure Limit 2018-19 – Welsh Government
- x. One Voice Wales News Bulletin November 2017
- y. NRW Funding and Support 2017/18 – OVV
- z. Here's your latest news and stories from Natural Resources Wales – OVV
- aa. LVA Minutes for meeting held on 4<sup>th</sup> December 2017
- bb. Donation request - Llangollen International Musical Eisteddfod  
Council noted the content of the above correspondence.

- 15. To note that the Community Council's office will be closed from 5pm on 22nd December 2017 to 5<sup>th</sup> January 2018.

16. To confirm the date of the next Meeting of the Council will be Monday 8<sup>th</sup> January 2018 at 7pm at Ponthir District Sports Club.

17. Cllr. Stuart Bailey informed Council that he, together with the Clerk, had been invited to meet with the Leader and Deputy Leader of TCBC (Action: Clerk to enquire whether Vice-Chair, Cllr. Iain Glover can also attend)

Meeting Closed at 8.25pm

**Appendix 1 – Quarterly Bank Reconciliation as at 30<sup>th</sup> September 2017**

PONTHIR COMMUNITY COUNCIL RECEIPTS AND PAYMENT  
1ST JULY 2017 TO 30TH SEPTEMBER 2017

BALANCE BROUGHT FORWARD FROM 30/6/2017			£ 10,153.93
<b>ADD INCOME</b>			
HP Cash Back (Purchase of Printer)	£	50.00	
Precept	£	5,921.72	
<b>TOTAL INCOME</b>			<b>£5,971.72</b>
<b>SUB TOTAL</b>			<b>£ 16,125.65</b>
<b>LESS PAYMENTS</b>			
SWALEC (Telephone Kiosk, Tram Lane)	£	5.97	
Data Protection Registration	£	35.00	
Wales Audit Office (External Audit Fee)	£	220.50	
TCBC (Clerk's Salary)	£	1,657.01	
Barclaycard	£	229.30	
Ponthir District Sports Club (Rent)	£	150.00	
Torfaen CBC (Election Costs)	£	140.65	
<b>TOTAL PAYMENTS</b>			<b>£ 2,438.43</b>
<b>TOTAL BALANCE AS AT 30/9/2017</b>			<b>£ 13,687.22</b>
<b>BANK BALANCE AS AT 30/9/2017</b>			
DIRECT PLUS ACCOUNT	£	13,845.64	
<b>SUB TOTAL</b>			<b>£ 13,845.64</b>
<b>LESS UNPRESENTED CHEQUES</b>			
Chq 400977 - TCBC (Election Costs)	£	140.65	
Chq 400976 - TCBC (Clerk's Salary Correction)	£	7.25	
Chq 400975 - Ponthir District Sports Club	£	150.00	
<b>TOTAL UNPRESENTED CHEQUES</b>			<b>£ 297.90</b>
<b>TOTAL BALANCE AS AT 30/9/2017</b>			<b>£ 13,547.74</b>
<b>DIFFERENCE</b>			<b>-£ 139.48</b>
<b>EXPLANATION OF THE DIFFERENCE</b>			
Correction of misposted entry within direct debit of £368.78 on 10th July credited onto Barclaycard account	£	285.00	
Less subsequent Barclaycard entries reducing Barclaycard credit balance and therefore not debited from bank account	-£	145.52	
<b>Remaining Barclaycard credit balance</b>			<b>£ 139.48</b>
Prepared By: Karen Price Date: 9th November 2017			
Approved By: Date:			

## Appendix 2 – Review of Council's 3 Year Budget Forecast

Revised November 2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Outgoings</b>				
<b>Office Expenditure</b>				
Room Rental	£ 300.00	£ 210.00	£ 210.00	£ 210.00
Stationery and Postage	£ 200.00	£ 200.00	£ 200.00	£ 250.00
Telephone	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Staff Costs	£ 6,740.00	£ 6,900.00	£ 6,950.00	£ 7,020.00
Subscriptions	£ 305.00	£ 250.00	£ 350.00	£ 260.00
Insurance	£ 425.99	£ 430.00	£ 440.00	£ 450.00
Internal Audit Fees	£ 100.00	£ 100.00	£ 100.00	£ 100.00
External Audit Fees	£ 220.50	£ 250.00	£ 270.00	£ 290.00
<b>Sub-Total</b>	<b>£ 8,331.49</b>	<b>£ 8,380.00</b>	<b>£ 8,560.00</b>	<b>£ 8,620.00</b>
<b>Other Expenditure</b>				
Publicity (Including Newsletter)	£ 400.00	£ 976.00	£ 976.00	£ 976.00
Community Events	£ 2,625.00	£ 3,325.00	£ 3,325.00	£ 3,325.00
Travel Expenses	£ 50.00	£ 50.00	£ 50.00	£ 50.00
Training	£ 120.00	£ 280.00	£ 280.00	£ 280.00
Grants and donations	£ 2,500.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Community Improvements	£ 1,800.00	£ 4,400.00	£ 1,800.00	£ 1,800.00
Play Area Maintenance	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
<b>Sub-Total</b>	<b>£ 8,495.00</b>	<b>£ 12,031.00</b>	<b>£ 9,431.00</b>	<b>£ 9,431.00</b>
Election Contingency	£ 140.65	£ -	£ -	£ -
General Contingency Fund	£ 1,973.94	£ 2,000.00	£ 2,000.00	£ 2,000.00
<b>Sub-Total</b>	<b>£ 2,114.59</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>
<b>Total</b>	<b>£ 18,941.08</b>	<b>£22,411.00</b>	<b>£19,991.00</b>	<b>£20,051.00</b>
<b>Funded by</b>				
Actual Balance b/f	£ 6,869.83	£6,111.95	£1,963.00	£562.34
Precept	£ 17,765.15	£ 18,136.92	£ 18,590.34	£ 19,055.10
Oct 16 - Mch 17 VAT Refund	£ 418.05	£ 125.13		
	£ 25,053.03	£ 24,374.00	£ 20,553.34	£ 19,617.44
<b>Unallocated Budget</b>	<b>£ 6,111.95</b>	<b>£1,963.00</b>	<b>£562.34</b>	<b>-£433.56</b>

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Cysylltwch a ni ar y rhif ffôn neu drwy e-bost isod.

Telephone/ Ffôn: 07971948351

E-Mail/ E-bost: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)