

# PONTHIR COMMUNITY COUNCIL CYNGOR CYMUNED PONTHIR

## Minutes of Monthly Meeting 11<sup>th</sup> February 2019

1. **Councillors Present:** Stuart Bailey (Chair), Iain Glover, Louise Ryan-Scales (from 7.02pm) & Ian Danaher.  
**Members of Public Attending:** None  
**Clerk:** Karen Price
  2. **Apologies:** Cllrs. Morgan Barrell, Paul Davies & Peter Matthews
  3. **Declarations of Interest:** Cllr. Iain Glover declared an interest in Item 9 (his wife assists with the running of Ponthir Brownies) and took no part in this item.
  4. **Matters Raised by Members of the Public Present** - None
  5. **Police Report** – None
  6. The minutes of the monthly meeting held on 14<sup>th</sup> January 2019 were approved and duly signed. Proposed by Cllr. Glover and seconded by Cllr. Danaher.
  7. **Matters Arising from the Monthly Meeting held on 14<sup>th</sup> January 2019**
    - a. **Ponthir District Sports Club Presentation** – Council noted that since January’s meeting the Clerk has received information on future events being held in the Sports Club and has publicized these by placing notices in the noticeboards and on the Facebook page.
    - b. **Ponthir District Sports Club Grant Application** – Council noted that an e-mail had been received from the Sports Club enquiring about their grant application, maintenance of the ditches surrounding the playing fields and the proposals for a cycle path to link Ponthir with Caerleon and Cwmbran. Clerk has responded by;
      - i. Confirming that TCBC will be holding a Scrutiny Committee Meeting on 27<sup>th</sup> February to consider allowing dispensation for the Community Council to consider the grant application. **(Action: Clerk awaiting dispensation decision from TCBC.)**
      - ii. Forwarding the e-mail to TCBC for investigation and response re the issue of the ditches. **(Action: Clerk awaiting response from TCBC)**
      - iii. Provided an update on the Afon Lwyd Green cycle path proposal as per Item 13 in the minutes of the meeting held on 14<sup>th</sup> January 2019.
    - c. **Annual Review of Internal Control for the year ending 31<sup>st</sup> March 2019** – Following last month’s meeting Cllr. Bailey had made a number of minor amendments to this document and these had been circulated to all councillors prior to this meeting. No comments have been received and so this final version will be included on the April agenda for approval.
- 7.02pm – Cllr Ryan-Scales entered the meeting.**
8. **Finance and Accounts**
    - a. Balance of Direct Plus Account as at 31<sup>st</sup> January 2019 = £18,487.71

- b. **To Note Standing Order/Direct Debit Payments**  
 i. TCBC (Clerk's Salary) on 20<sup>th</sup> February 2019  
 ii. Barclaycard (Storage Container for Christmas Lights) = £23.00  
 Council noted the above payments.
- c. **Actual Expenditure v Budget Report as at 31<sup>st</sup> January 2019** – Council noted that all expenditure was within agreed budgets.
- d. Council noted that Mr Tony Roberts had contacted the Clerk confirming that he will undertake the Community Council's internal audit for the year ending 31<sup>st</sup> March 2019.
9. Council considered a grant application from Ponthir Brownies and approved a grant of £350.00 to cover the purchase new programme resources to enable each member to receive their own copy. (Local Government (Miscellaneous Provisions) Act 1972 s19.) Proposed by Cllr. Ryan-Scales and seconded by Cllr. Danaher.
10. **Review of Ponthir Community Council Policies, Standing Orders and Financial Regulations** – Council noted the contents of the Clerks report stating that all of these documents were up to date and no amendments were required. **See Appendix 1**
11. **Ponthir Community Council Asset Register** - Council approved the contents of the Asset Register. **See Appendix 2**
12. **Register of Members Interests** – Clerk had circulated the register prior to this meeting. Councillors present reviewed and updated their entries as necessary. No alterations had been received from the Councillors unable to attend tonight's meeting. **See Appendix 3 (Action: Clerk to amend Register accordingly.)**
13. **Village Christmas Tree** – Councillors reviewed the Christmas Tree arrangements and agreed the following:  
 a. That a taller tree be supplied for 2019  
 b. To contact Ponthir Village Hall Committee to discuss the possibility of the Community Council making improvements to the electricity supply arrangements from the hall to the tree. **(Action: Clerk to contact Ponthir Village Hall)**  
 c. It was noted that the new lights were too long for the last tree and agreed that the excess bulbs be removed from the fittings thereby reducing the weight on the tree and electricity costs. **(Action: Clerk to clarify with Cllr. Davies his suggestion to install wooden battens from the ground to the top of tree to support the lights.)**
14. **Recognition of Volunteers in the Community** – Cllr. Glover asked the Council to consider the possibility of recognizing the contribution that volunteers make to community life in our area. This includes non-residents who volunteer their time with local groups. After discussion it was agreed that a Community Council 'Thank You Card' could be produced and sent to nominees. Councillors were already aware of a number of individuals who regularly volunteered but would be pleased to receive further nominations from residents. **(Action: Clerk to liaise with Cllr. Paul Davies re the design and production of a card)**

**15. Review of Diary Procedures for March/April 2019**

- a. **Review of Insurance Cover** – Currently in a long term contract
- b. **Remuneration Panel** – Final recommendations due to be published in March. Council to make decisions on which recommendations to adopt at that time.
- c. **Welsh Language Report** – (Action: Clerk to prepare report)
- d. **Portable Appliance Testing** – (Action: Clerk to review)
- e. **Quarterly Bank Reconciliation and Budget Review** – (Action: Include on April Agenda)
- f. **End of Year Accounts** – (Action: Clerk to undertake in April)
- g. **Annual VAT Return** – (Action: Clerk to undertake in April)
- h. **Organise End of Year Internal Audit** – (Action: Clerk to organise in April)
- i. **Review measures to keep secure information which it holds in paper and electronic form** – (Action: Clerk to review)

**16. Report from the LCPC Meeting on 24<sup>th</sup> January 2019** – Cllr. Bailey confirmed that together with the Clerk he had attended this meeting the focus of which was a presentation by TCBC on community halls in Torfaen and what support could be given to the halls to help them survive. It was stated that there are currently 19 community halls in Torfaen with 4 of those on a long term lease (Ponthir Hall is one of those 4). Officers from TCBC confirmed that there is no specific budget for community halls within the overall Torfaen budget and that where there are a number of halls within a small area it was a possibility that some of these halls may have to close. TCBC advised that significant Welsh Government grants were available to community halls to make physical improvements to buildings and land but that any application submitted would have to be from a constituted hall committee with a long term lease for the hall. Cllr. Bailey advised Council that a second meeting had been arranged in March.

**17. Planning Application** - 19/P/0060/FUL Proposed Demolition of existing garage, subdivision of existing residential plot, erection of dwelling and new garage to serve the existing dwelling and associated works at Gilwern Farm, Gilwern Farm Close, Ponthir – No Observations

**18. Consultations**

- a. Pontypool Rugby Club ground lease – No Comments
- b. Proposal to extend the age range of Ysgol Gyfun Gwynllyw from 11 - 18 to 3 – 18 – No Comments

**19. Correspondence Received**

- a. Invitation for members to attend the Holocaust Memorial Day Service - Friday, 25 January 2019 – TCBC
- b. Living Memory' Workshops - National Library of Wales
- c. Older Peoples Commissioners Newsletter Special Bulletin - OVW
- d. One Voice Wales National Awards Conference 2019
- e. Contribution Rate Increase – NEST Pension
- f. Alzheimer's Society Cymru conference 2019 – OVW
- g. Western Power Distribution Annual Stakeholder Workshops – OVW
- h. Request for a letter of support for Ponthir Over 50's Exercise Class – Pat Davies
- i. Christmas Card – Cwmbran CC
- j. Information guide to helping water customers struggling to pay – OVW
- k. Afon Lwyd Greenway and proposed Caerleon Tramroad Industrial Heritage Trail – John Palmer
- l. Buckingham Palace Garden Party – OVW

- m. Invitation for Chair to attend Pontypool Schools Eisteddfod – Pontypool CC
  - n. Council Training Programme – OVW
  - o. Torfaen Youth Grant – TVA
  - p. Invitation for Councillors to attend Young Carers Awareness Day 2019 – TCBC
  - q. Invitation for Chair to attend Cwmbran Community Council's Eco Quiz 2019
  - r. Dad and Me' sessions – TCBC
  - s. Financial Management and Governance – Town and Community Councils 2017-18 and Internal Audit Arrangements at Town and Community Councils in Wales – Wales Audit Office
  - t. High Sheriff Fund – Cllr. Huw Bevan
  - u. Torfaen PopUp Business School for people looking to start their own business and already in business 11th - 15th Feb at Congress Theatre, Cwmbran – Cllr. Huw Bevan
  - v. Engagement / Involvement Strategy Focus Group Invitation - Aneurin Bevan University Health Board
  - w. Grant Request - Pontypool Retired Men's Society
  - x. Questionnaire to Torfaen Sports Clubs : Playing Pitch Assessment – TCBC **(Action: Forwarded to Ponthir District Sports Club)**
  - y. TVA Members Bulletin - January 2019
  - z. Invitation for Councillors to attend Torfaen futures event 29th January 2019 – TCBC
  - aa. Agenda and Minutes – Llanfrechfa Village Association
  - bb. Co-operative/Community-led Housing Networks – Wales Cooperative Centre
  - cc. Request to be the Community Council's nominated charity for the year -Tenovus Cancer Care
  - dd. Minutes of the last Meeting - Gwent Valleys Area Committee
  - ee. Wales Audit Office Fee Scheme 2019-20 – OVW
  - ff. WG Vacancies - Team Support Officer – Corporate Shared Service Centre x3 – OVW
  - gg. Invitation to attend Annual Dinner – Pontypool CC
  - hh. Invitation to attend art exhibition – Torfaen Museum Trust
  - ii. Donation Request – Hope GB
  - jj. Donation Request - Llantarnam Grange Arts Centre
  - kk. Potential leisure development at Penrhos Quarry – AfonLwyd Greenway Group
  - ll. One Voice Wales - September 2018 News Bulletin
  - mm. Asset Transfer Information - Gwent Valleys Area Committee
  - nn. Well Being Sessions – TCBC
  - oo. Egni Co-op - OVW
- Content Noted.

20. The next Meeting of the Council will be the **Monthly Meeting on Monday 11<sup>th</sup> March 2019 at 7.00pm at Ponthir District Sports Club**

Meeting Closed at 7.49 pm

This document is available on our website [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk)  
 A copy of this document could be made available in Welsh. Please contact us on the telephone number or e-mail below.

Mae dogfen yma yn ar gael mewn gwefan ni [www.ponthircommunitycouncil.gov.uk](http://www.ponthircommunitycouncil.gov.uk) Mae copi or ddogfen hon ar gael yn Gymraeg.

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

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## **Appendix 1 – Review of Ponthir Community Council Policies, Standing Orders and Financial Regulations**

| <b>Policy</b>                             | <b>Date Adopted or Version</b>   | <b>Dates Reviewed</b>                | <b>Recommendation</b>                                   |
|---|----------------------------------|--------------------------------------|---|
| Absence                                   | 11/9/2013                        | 26/1/2017<br>12/2/2018<br>10/01/2019 | No Action Required                                      |
| Code of Conduct                           | Version Dated<br>1/4/2016        | 26/1/2017<br>10/1/2019               | No Action Required                                      |
| Consent Form (GDPR – Mailing List)        | 9/4/2018                         | 10/1/2019                            | No Action Required                                      |
| Disciplinary & Grievance Procedures       | Acas Version Dated<br>March 2015 | 26/1/2017<br>12/2/2018<br>01/1/2019  | This is still the current version<br>No Action Required |
| Equality                                  | 11/9/2013                        | 26/1/2017<br>12/2/2018<br>10/1/2019  | No Action Required                                      |
| Expenses                                  | 11/9/2013                        | 26/1/2017<br>12/2/2018<br>10/1/2019  | No Action Required                                      |
| Financial Regulations                     | 9/11/2016                        | 26/1/2017<br>12/2/2018<br>10/01/2019 | No Action Required                                      |
| Freedom of Information Publication Scheme | Version 1.2<br>20151023          | 26/1/2017<br>12/2/2018<br>10/1/2019  | This is still the current version<br>No Action Required |

| <b>Policy</b>   | <b>Date Adopted or Version</b> | <b>Dates Reviewed</b>               | <b>Recommendation</b>                                     |
|---|--------------------------------|-------------------------------------|---|
| Freedom of Information Publication Scheme (Welsh Version) | Version 1.2<br>201511023       | 26/1/2017<br>12/2/2018<br>10/1/2019 | This is still the current version<br>No Action Required   |
| Freedom of Information Charging Schedule                  | 9/4/2018                       | 10/1/2019                           | No Action Required  |
| Health & Safety   | 11/9/2013                      | 26/1/2017<br>12/2/2018<br>10/1/2019 | No Action Required  |
| Model Local Resolution Protocol                           | May 2017                       | 10/1/2019                           | This is still the current version.<br>No Action Required. |
| General Privacy Notice                                    | 9/4/2018                       | 10/1/2019                           | No Action Required  |
| Privacy Notice Staff & Councillors                        | 9/4/2018                       | 10/1/2019                           | No Action Required  |
| Privacy Policy  | 9/4/2018                       | 10/1/2019                           | No Action Required  |
| Record Management & Security                              | 9/4/2018                       | 10/1/2019                           | No Action Required  |

| <b>Policy</b>                  | <b>Date Adopted or Version</b> | <b>Dates Reviewed</b>               | <b>Recommendation</b> |
|--------------------------------|--------------------------------|-------------------------------------|-----------------------|
| Risk Management Policy         | 10/11/2010                     | 26/1/2017<br>12/2/2018<br>10/1/2019 | No Action Required    |
| Risk Management Register       | 10/2/2016                      | 26/1/2017<br>12/2/2018<br>10/1/2018 | No Action Required    |
| Social Media Policy            | 9/10/2017                      | 12/2/2018<br>10/1/2019              | No Action Required    |
| Standing Orders                | 10/09/2018                     | 10/01/2019                          | No Action Required    |
| Subject Access Requests Policy | 9/4/2018                       | 10/1/2019                           | No Action Required    |

## **Appendix 2 – Asset Register**

| <b>ASSETS 2018/19</b>                   | <b>DATE PURCHASED</b> | <b>VALUE</b>      |
|---|-----------------------|-------------------|
| CHAIRS CHAIN OF OFFICE                  | 2002                  | £895.00           |
| 6 WOODEN BENCHES                        | 2009                  | £4,543.00         |
| 1 WOODEN BENCH - TRAM LANE              | Jul-16                | £186.75           |
| 1x METAL NOTICE BOARD                   | 2008                  | £3,031.00         |
| MAN MADE NOTICEBOARD - TRAM LANE        | Apr-15                | £1,292.38         |
| 3 x STONE PLANTERS                      |                       | £3.00             |
| 2x METAL FILING CABINETS                |                       | £2.00             |
| LENOVO L530 LAPTOP                      | Nov-13                | £465.00           |
| HP OFFICE JET PRO 7740 PRINTER          | Jul-17                | £125.00           |
| RED TELEPHONE KIOSK                     |                       | £1.00             |
| AREA MAP                                |                       | £50.00            |
| NOKIA 1616 MOBILE PHONE                 | Jul-11                | £20.00            |
| PORTABLE HARD DRIVE                     | Dec-13                | £59.00            |
| 20 LITTER PICKERS                       | May-14                | £100.00           |
| 3 TROUGH PLANTERS                       | Jun-14                | £303.00           |
| 4 TROUGH PLANTERS                       | Mar-15                | £316.00           |
| 2 TROUGH PLANTERS                       | Apr-16                | £142.18           |
| 2 TROUGH PLANTERS                       | Apr-17                | £142.18           |
| 1 TROUGH PLANTER                        | Jun-18                | £71.09            |
| PAPER TRIMMER                           | Nov-15                | £20.00            |
| 1 VILLAGE BIN (STOKES DRIVE)            | Jul-18                | £295.95           |
| CHRISTMAS TREE LIGHTS                   | Nov-18                | £704.00           |
| <b>TOTAL</b>                            |                       | <b>£12,767.53</b> |
| <b>ITEMS DISPOSED OF DURING 2018/19</b> |                       |                   |

## **Appendix 3 – Register of Members Interests**

| <b>MEMBER</b>             | <b>DECLARATION</b>   |
|---------------------------|--|
| Cllr. S. Bailey           | Member of Ponthir District Sports Club   |
| Cllr. M. Barrell          | Supporter of Ponthir Football Club<br>Friend of the Ponthir Football Club Chairman.<br>Mother is a member of Ponthir WI<br>Member of Ponthir District Sports Club &<br>Committee Member 2018   |
| Cllr. I. Danaher          | Member of Ponthir District Sports Club<br>Family members of Ponthir District Sports Club   |
| Cllr. P. Davies           | Proprietor of Davies Printing  |
| Cllr. I. Glover           | Member of Ponthir District Sports Club   |
| Cllr. P. Matthews         | Member of Ponthir District Sports Club   |
| Cllr. Mrs. L. Ryan-Scales | Vice-Chair of Friends of Ponthir School<br>Child attends Caerleon Comprehensive School<br>Children attend Ponthir Church in Wales School<br>Children are members of All Stars Cricket Club<br>Daughter is a member of Ponthir Rainbows |
| Karen Price (Clerk)       | Employed by Ponthir Church in Wales School<br>Children attend Caerleon Comprehensive<br>School   |