**Minutes – MONDAY 15TH JANUARY 2024**

**Finance Meeting –** 6.30pm

**Those present: - Cllr** I Danaher (Chair), Cllr L Morgan, Cllr P Matthews, Cllr M Leighton, Cllr L Ryan-Scales.

**Apologies:** Cllr P Buffery, Clerk Mrs C Danaher

Meeting began with one minute’s silence in respect to the death of colleague Cllr S Bailey. This meeting had been postponed by one week out of respect for Cllr Bailey. The Council’s condolences had been sent to Cllr Bailey’s family and friends.

**Declarations of Interest:** Cllr Danaher re Clerk hours.

**Purpose: To set the precept for year 20024/25**

All Councillors had received draft budget options based on a worst-case scenario as suggested by TCBC.

A full discussion took place on individual expenditure items being guided by: -

1. To fulfil our minimum legal obligations.
2. To fulfil our legal obligations and desirable spend.
3. Current spending levels.

Members agreed that there were some areas of non-essential spend which needed to be adjusted.

Cllr Danaher left the meeting as the Clerks hours were discussed. It was agreed that Council review these hours, taking into consideration the increased work being undertaken and hours of similar Clerks in Torfaen.

Cllr Danaher returned to the meeting. It was agreed that revised figures, based on councils’ discussions would be circulated to members as soon as possible, as the new budget needs to be sent to Torfaen by February 2nd.

**Minutes - Monthly Meeting Monday 15th January (1 week later than planned for 8th January in respect for the death of Cllr S Bailey)**

1. **Present -** Cllr I Danaher (Chair), Cllr L Morgan, Cllr P Matthews, Cllr M Leighton, Cllr L Ryan-Scales.
2. **Apologies for absence -** Cllr P Buffery and Clerk Mrs C Danaher. Proposed Cllr Morgan, seconded Cllr Leighton.
3. **Declarations of interest -** None
4. **To consider matters raised by the members of the public -** None present, and no matters received.
5. **To approve the minutes of the meeting held on 11th December 2023** – Proposed Cllr Morgan and seconded Cllr Leighton.
6. **Matters arising**
	1. **Christmas Fayre –** Cllr Leighton was thanked for the organisation of this successful village event which she undertook as a Ponthir resident. Support for an event in 2024 will be discussed later in the year.
	2. **Defib Course -** Ponthir Village Hall staff have attended a course on how to use a defib. **Action: -** Clerk to liaise with Cllr Buffery regarding further courses.
	3. **Email protocol** – Councillors who have not set up their new emails, need to do so as soon as possible. Members were reminded that it is the recommendation of One Voice Wales and provides a clear audit trail of emails, discussions, and decisions. Personal email should not be mixed with formal Council business. **Action: -** All remaining members to inform the Clerk of new emails as soon as possible.
	4. **Budget and Newsletter** – Decision made to reduce number of newsletters to one in 2024. We aim to publish this mid-year. Clerk to continue publicising events on FB, as we have increased our followers to 653. This is an increase of 150 in the last year. Website is also updated on a weekly basis. **Separate finance minutes noted above.**
	5. **Dedication Ceremony –** The date for this event is March 2nd at 11am. Both local churches, Ponthir CiW School and the local British Legion are involved. Ponthir Baptist Chapel are organising refreshments, invitations, and order of service. PCC will invite fellow Community Councillors, Cllr Karl Gauden and Dave Leech from TCBC.

**7.To consider and discuss items.**

1. **Planters –** Cllr Matthews has agreed to clear the remaining planters at the bottom of Hafod Road, and those adjacent to the Ponthir House. Cllr Morgan to clear the planter at Lamb Lane. Cllr Ryan Scales agreed to clear the planter at Barnfield. **Action: -** Clerk to agenda planters for our February meeting.
2. **Community Event –** Chair and Clerk were invited to the Croesyceiliog and Llanyrafon Community Council Annual Grant Presentation Evening in December. Several good networking introductions were made.
3. **Finance and Accounts –**

 To note invoices paid and credits received – 30th December 2023

1. **Planning applications –** none
2. **To note correspondence received**
	1. TCBC x 30
	2. Others x 29
	3. One Voice Wales – 10
	4. Health Board x 9
3. **Committee Reports**

**Ponthir Church in Wales Primary School –** Head Teacher interviews to take place in March, for the permanent role at the school. A fixed term contract appointed to cover maternity leave for an existing teacher.

**Torfaen County Association of Local Councils –** Minutes not yet received, but PCC was highlighted for the work they are doing in partnership with TCBC. Local issues were raised by Croesyceiliog and Llanyrafon CC as other councils did not attend. Croesyceiliog and Llanyrafon also raised their formal concerns about the process of consultation by TCBC regarding the ward boundary changes.

**Gwent Valleys Partnership –** No meeting.

**Ponthir Village Hall –** 3 Trustees have left. PCC’s marquee was damaged while on loan to VH. VH Chair would not commit to sharing the cost of repair until the spring.

**PSCC-** Chair confirmed that they would share costs of repair with the Hall for damage to marquee.

**Mick Morris Memorial Sporting Trust –** no meeting

1. **AOB –** Table tennis participant who is a 6th Form student has offered to write a blog about the club for us to share on FB. Residents also helped Santa deliver gifts to children in the village just before Christmas. PCC happy to share this success on FB.

**Meeting ended at 8.30pm. Minutes completed by Cllr Danaher and Cllr Morgan in the absence of the Clerk.**

 **The date of the next Meeting is Monday 12th February 2024 at Ponthir Village Hall.**

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