**Ponthir Community Council**

**Minutes of the Meeting**

**Held on 15th April 2024**

Ponthir Village Hall

@ 7pm

1. **Present:**  Cllr I Danaher (Chair), Cllr P Buffery, Cllr R Morgan,Cllr M Leighton,Cllr A Lang, and Cllr P Matthews.

 **Also present: Clerk to the Council -** Mrs C Danaher

 **2. Apologies:** Cllr L Ryan-Scales. This was accepted by members present.

 **3. Declarations of Interest:**  None.

 **4. To consider matters raised by members of the public.** None

 **5.** Jan Whitham Community Engagement Officer failed to attend the meeting.

 **6. To approve the minutes of the previous meeting** – 11th March 2024.

Proposed – Cllr Leighton

Seconded – Cllr Morgan

Minutes were signed and dated by Chair as an accurate record of the meeting.

 **7. Matters arising.**

* 1. **Email protocol –** Cllr Leighton provided her new email address. Cllr Lang to complete by the next meeting. **Action-** Cllr Lang to provide new email address.
	2. **Defib Llanfrechfa –** Defib is now registered on the national website. Cllr Lang volunteered to become the guardian for the defib. Cllr Leighton to contact Elizabeth Pead for details to be passed on to Cllr Lang. A**ction –** Cllr Leighton to contact Elizabeth Pead.
	3. **Candwr Lane Trees –** Clerk confirmed that TCBC are looking into the circumstances surrounding the felling of the trees. This has been chased again, with no response. Council agreed to keep on agenda for May meeting.
	4. **Waste management costs PVH -** No response to our email to Dave Leech. Council agreed to keep on agenda for May meeting.
	5. **Planters –** Clerk and Chair having spoken to Myf Bowen, are calling at the nursery shortly to order the plants.

**8. To consider and discuss items.**

 a. **Declarations of Interest –** Clerk collated information from Councillor’s and will produce a new register of interests.

 b. **Newsletter –** Council agreed to publish the newsletter in the summer. Discussion was had on who to approach for

 articles. Cllr Matthews suggested asking clubs and societies in the village for future dates which could be published.

 Work on the newsletter will not start until our full audit is completed.

1. **Christmas tree lights –** Cllrs Morgan and Matthews offered to look at our current lights before considering the purchase of new ones. Council agreed also to the purchase of three coloured lights for the lamp posts in Ponthir. **Action –** Clerk to contact Chris Mellen and purchase the three new lights.
2. **OVW Award Ceremony-** Cllr Leighton attended on our behalf. Council received a commended certificate for our “Devolution of assets project”Cllr Leighton felt it was a worthwhile day, with opportunities to meet representatives of other Councils in Wales.
3. **Using websites, IT, and social media-** Clerk and Chair attended a free OVW course. Chair outlined the content of the course. Councillors need to ensure they are using adequate anti-virus protection for council business and must maintain and use the council emails they have created. Council must adopt a social media policy. **Action –** Clerk to circulate draft social media policy adapted from the OVW template. Clerk to also recirculate the email and code of conduct protocol as we have two new Councillor’s.
4. **New Councillor photos –** Cllr Lang to provide a photo to the Clerk as soon as possible for publication on the website.
5. **Training –** Cllr Morgan has already signed up for his new Councillor and Code of Conduct training. Cllr Lang to sign up as soon as possible. **Action –** Cllr Lang to confirm dates for his training.
6. **Cllr S Bailey Memorial -** Several ideas were discussed to honour Stuart’s contribution to both the Council and the village. The most popular choice was a cup for Ponthir School, to present to their most environmentally aware pupil, a subject very close to Stuart’s heart. **Action –** Clerk to liaise with School and source a suitable trophy.
7. **Email minutes and agenda**. – All Councillors were happy for minutes and agendas to be emailed in future.

 **9. Finance and Accounts** – Balance and all transactions noted.

 **10. Planning** - None

 **11. Correspondence received -** Noted

 **12. Committee Reports**

**Ponthir CIW Primary School**. – No report.

**Torfaen County Association of Local Councils.** – No report.

**Gwent Valleys Partnership. -** No report.

**Ponthir Village Hall. –** Financial year end 31st March 2024, show an increase in revenue. Grants being applied for to enhance catering facilities and décor. Hall to become a vaccination hub for this area, starting 19th April.

**PSCC –** Progress has been hampered by bad weather, now on track to be open by the end of May, with an official opening in September.

**Mick Morris Memorial Sporting Trust** - No report.

 **The date of the next Meeting is Monday 15th April 2024 at Ponthir Village Hall at 7pm.**

 **AGM at 6.30pm**

 Meeting Closed at 8.37 pm.

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**A copy of this document could be made available in Welsh**. Please contact us on the telephone number or e-mail below.

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

**Telephone/ Ffôn: 07454 988250 E-Mail/ E-bost:** **clerk@ponthircommunitycouncil.gov.uk**