Draft Minutes Policy & Finance Sub Committee 13th July 2026

Present in person: – Cllr C Clark (Chair), P Cook, D Davies, N Dix, C Erasmus,

Present online: G Etheridge, K Etheridge

Also in attendance: R Davies (Deputy Clerk)

Meeting chairperson: Councillor C Clark

1. **To receive Apologies for Absence.** Cllr J Griffiths & R MIlls.

2. **To receive Declarations of Interests** None declared at this point.

3. Presentation from Lewis Street Allotments Committee
Four members of the committee attended the Treasurer, Secretary, Chair, and Vice Chair. The team shared a detailed power point presentation. They are a self-managed association who are going through the process of a Community Asset transfer (CAT). They have submitted a detailed, costed business plan with improvements carefully outlined for the next five years. They are looking to commit to a lease for the next 25 years. They are working closely with other organisations i.e. GAVO and Keep Wales Tidy. They outlined the seven steps that they will work towards over the next five years which will address issues such as security and accessibility. They are looking to safeguard the allotment for future generations and would like the Town Council's support on social media, judging competitions, being positive advocates and possible financial assistance to set up a new secure and compliant website.
The committee was thanked for their professional presentation and their dedication to our community. They were advised to complete a financial assistance grant application which will be considered by members.
Following the meeting, a point of order was raised: Presentations from outside agencies must be limited to twenty minutes to allow the council's agenda to be fulfilled. The Chair assured the Mayor that the meeting would conclude on time despite the extended time of the presentation.
4. To approve the Minutes of the Policy and Finance meeting help on 15th June 2026.
Resolved: Following discussion (outlined below) the minutes were agreed as a true representation.

5. Matters Arising from the Minutes Regarding the cost of lighting paid for the offices, the councillors would like to ensure that all future work is costed and presented to them prior to the work being undertaken. Also, the owner of the premises pays a percentage of the cost and this is discussed with members.

6. Payment Schedule

Jul 2026
Payments

Date	Supplier	Description	Amount
1-Jul-26	Scribe	Accounts Software	£45.60
1-Jul-26	Bebb, Tasker and Sucksmith	Office Lease	£960.00
8-Jul-26	Dref Wen	Welsh Language Books	£30.96
8-Jul-26	Woolleys Florist	Flowers Cllr D Box	£42.50
9-Jul-26	Torfaen Pension Fund	Arrears for 25/25	£178.57
9-Jul-26	Torfaen Pension Fund	July Employers and Employees Contributions	£675.80
9-Jul-26	Spectrum Fibre (Ogi)	Broadband	£204.60
			£2,138.03

7. Bank Reconciliation: Documents were circulated outlining the balances of the bank account, reserves and petty cash. Cllr G Etheridge asked if work has been carried out for the Mid Term Strategy Budget which will need to be presented to the council in September.
Resolved: Members would like to receive these documents at each meeting as they found them very useful, and the deputy clerk will seek this information regarding the mid-term budget from the clerk.

8. Future Policy Reviews – It was agreed in a previous meeting that these will be sent via email and will be approved as a block once read and agreed. There have been some updates and amendments these will be addressed, and the clerk and deputy will send the policies out before September's meeting.

9. Date of Next Meetings:
Policy and Finance Committee, Monday 21st September 6.30pm, Town Council Offices

Note – The Staffing subcommittee will be sitting on 11th August at 6pm Tuesday. Paper copies of documentation will be prepared for those on the committee.