



**31st August 2021**

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 8<sup>th</sup> SEPTEMBER 2021.**

**The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020**

**Any members of the public who also wish to attend on this basis please contact the Clerk so that arrangements may be made for them.**

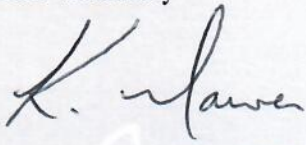
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

### **Agenda**

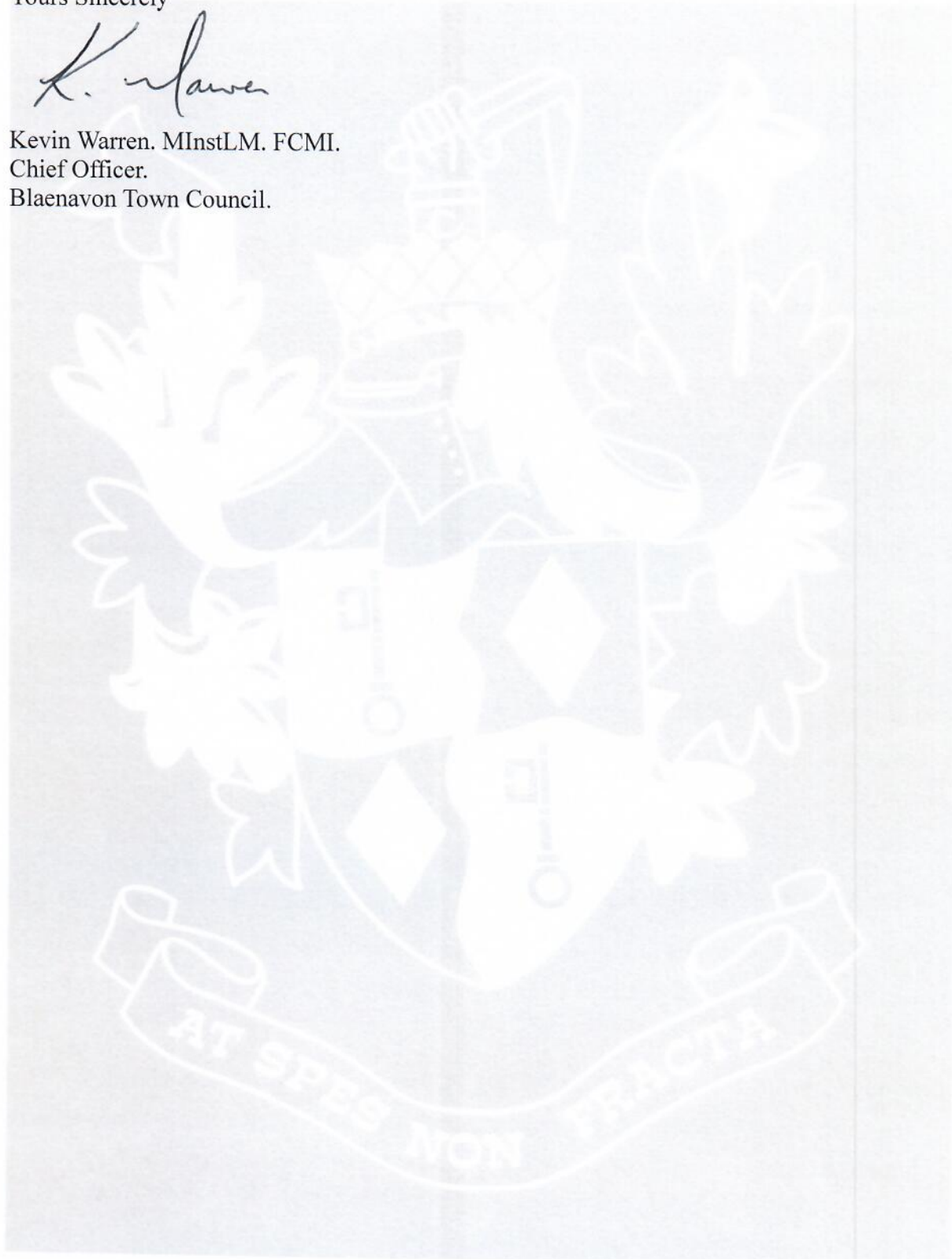
1. To receive any questions from the public.
2. To receive and accept apologies.
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the Agenda.
4. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 14<sup>th</sup> of July 2021.
5. To receive an update from the Chief Officer Kevin Warren and Emma Davies-McIntosh (**Torfaen Service Development Lead, Integrated Wellbeing Networks**) regarding the current position relating to the Participatory Budget Project.
6. To discuss and make a determination regarding the delivery of the proposed Participatory Budget Project.
7. To discuss potential Town Council projects for allocation into the Project Action Plan 2021/22. Relevant updates or new projects as notified.
8. **Responsible Finance Officer's Update:** To receive the July 2021 and August 2021

financial updates.

Yours Sincerely

A handwritten signature in black ink, appearing to read "K. Warren".

Kevin Warren. MInstLM. FCMI.  
Chief Officer.  
Blaenavon Town Council.







**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 8th SEPT 2021.**

**The meeting was held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.**

**In attendance:**

Councillor: J. Huybs (In the Chair)

Councillors in attendance: N. Horler, G. McCann, L.Cowles, E. Harvey, M. Harris, J. Skyrme, L. Evans, A. Jones, G. James.

**Officers:** Kevin Warren (Chief Officer) Kerry Jones (Assistant Chief Officer) Rebecca Smith (Healthy Blaenavon Officer)

**Visitor:** Emma Davies-McIntosh (Torfaen Service Development Lead, Integrated Wellbeing Networks)

The Council Finance meeting was opened at 6:30pm by the Chairman Councillor Jackie Huybs who welcomed everyone to the meeting and thanked them for their attendance.

A minute silence was observed in respect of the late Mrs Phyllis Roberts BEM.

**1. To receive any questions from the public.**

None received.

**2. Apologies**

Cllr Cowles informed the Chairman that he had received a message from Cllr Evans stating that he has technical / sound problems and is unsure if he will be able to participate fully in the meeting.

**Resolved:** Apologies accepted by members.

**3. Declaration of interests**

None declared.



**4. To confirm the minutes of the Council Finance Meeting held on the 14<sup>h</sup> of July 2021 as a true and accurate record.**

The minutes were read for accuracy with no amendments being offered.

It was proposed by Cllr Cowles and seconded by Cllr Harvey that the minutes be approved.

**Resolved:** Minutes accepted as a true record

**5. To receive an update from the Chief Officer Kevin Warren and Emma Davies-McIntosh (Torfaen Service Development Lead, Integrated Wellbeing Networks) regarding the current position relating to the Participatory Budget Project.**

Cllr Huybs thanked Emma Davies McIntosh for joining the meeting.

The Chief Officer explained to members that Gareth Davies has resigned his position as a Blaenavon Town Councillor and being cognisant of the discussions that had taken place during the past five months he was massively disappointed with that decision based on the fact that Gareth was the project lead for the Participatory Budget Project.

The Chief Officer continued and stated that it was only right and proper that members should be aware of the support that was offered to Gareth after the previous finance meeting and together with Cllrs Huybs, Cowles, and Jones a meeting took place with Gareth in the council chamber to discuss the way forward for the project and his capacity and capability.

This was based on recent events and certainly from March 2021 onwards. The Chief Officer explained that a frank discussion took place with Gareth certainly around communication and how this had a bearing on the project. The Chief Officer informed members that he requested from Gareth an honest answer based around his capacity and capability to deliver the project.

The answer from Gareth was he was capable of delivering the project and wanted to do it. This resulted in the Service Level Agreement being ratified at the July 2021 Full Council meeting.

A further meeting was convened on the 4<sup>th</sup> of August 2021 together with partners from VocalEyes, Emma Davies McIntosh, Cllrs Cowles and Jones and Kerry Jones to discuss the planning arrangements for a September 2021 launch.

During this meeting Gareth had agreed to produce a project plan, a partial plan was produced which fell far below of what was required. The Chief Officer explained that he spoke with Gareth about the plan and a further plan was produced in mid-August 2021 which in his view fell short of what was required.

The Chief Officer explained that he then went on annual leave in August 2021 and Emma Davies McIntosh attempted to contact Gareth regarding the plan as this was now needed. It was confirmed that nothing was received from Gareth and on the 31<sup>st</sup> of August 2021 the Chief Officer received Gareth's resignation.

The Chief Officer explained that the situation has left the Council in a difficult situation in that we now have to pick up the pieces and move forward. Subsequently he has spoken with Emma Davies McIntosh and was extremely grateful for the support provided by her, the Health Board,



and the Integrated Wellbeing Network for their support. This will now be a partnership approach moving forward.

The Chief Officer reiterated that Cllr Harris is the deputy project lead but felt that this was a collective approach and that all Cllrs should support the project.

A provisional meeting has been arranged with VocalEyes to look at the training aspect and this would be on the 14<sup>th</sup> of September 2021. Also, to be discussed would be a marketing approach for the project.

The compilation of a new project plan will be completed by the Chief Officer together with Emma Davies McIntosh and it was confirmed that Emma has already made a start on the plan. The Chief Officer reiterated that the first tranche of the budget money has been received namely £36k and he was hugely passionate about taking the project forward.

Emma Davies McIntosh informed members that the support is there for the project and that conversations had taken place with partners. Once the marketing and the plan has been agreed then there will be a whole team of people available to be led by the Town Council.

Cllr Huybs clarified with Emma Davies McIntosh if the support would be physical as an example 'bodies on the ground' This was confirmed.

Cllr Huybs expressed her thanks to the Chief Officer for all of his hard work and tolerance during the past few months which have been very difficult and confirmed that this needed to be a collective approach moving forward.

A discussion took place regarding the role of the project lead and the difficulties that come with this.

Cllr Harris explained that he was keen to get the project up and running and would do whatever it takes to achieve this.

Cllr Jones explained that he recognised the work that the Chief Officer had completed to date and was disappointed with Gareth Davies in that he has let the Town Council down, the Health Board down and Torfaen Council down and he was gobsmacked.

Cllr Jones stated that this is the position we are in and recognised the support on offer from Emma Davies McIntosh and offered any support that he could moving forward.

Cllr Skyrme expressed her support for the project and would like to be involved moving forward.

Cllr James stated that she would support the project and reiterated the fact that this would be a team effort.

Cllrs Cowles stated that he wanted to echo the Chief Officer's view in that it was a disappointing decision from Gareth to resign at this stage bearing in mind the hours of work that the Chief Officer has put in as an example dealing with VocalEyes and rearranging deadlines, meeting with Gareth and other partners in an attempt to secure the project.

Cllr Cowles explained that this is the position we are in, and this will require a collective effort.



A discussion ensued regarding the appointment of a project lead. Cllr Harris stated he would take on the role but due to commitments he would require a team effort and if that was forthcoming then that would be ok.

A further discussion took place regarding spreading the workload and different aspects of the project could be picked up by several people. Emma Davies McIntosh stated that she would assist in shaping this methodology.

Cllr Jones raised a question in relation to the £6k owed to VocalEyes and what was the current position on this.

The Chief Officer explained that the monies owed to VocalEyes and as per the directive from the SLA, the £6k has been paid from the initial tranche of £36k.

Cllr Harvey explained that it would be a good idea to share the project lead work and offered to support Cllr Harris in this role.

**Resolved:** Cllrs in agreement to a collective team approach. Cllr Harris as named project lead. Emma Davies McIntosh to arrange planning meeting.

**6. To discuss and make a determination regarding the delivery of the proposed Participatory Budget.**

Topic discussed at length during point 5.

It was proposed by Cllr Harvey and seconded by Cllr James that the project proceeds.

**Resolved:** All members in favour and want to proceed with the project.

**7. To discuss potential Town Council projects for allocation into the Project Action Plan 2021/22. Relevant updates or new projects as notified.**

None presented

**8. Responsible Finance Officer's Update: To receive July and August 2021 financial updates.**

Mr Kevin Warren (RFO) forwarded to members the July 2021 and August 2021 financial reports electronically in advance of the meeting which detailed the following areas:

- Income and Expenditure
- Credit Card Payments
- Cheque Payments
- Bacs Payments
- Cash Book Transactions
- Bank Reconciliation
- Project Revenue
- Project Expenditure
- Budget
- VAT

- Bank Statements

Mr Warren presented to members each of the above areas of finance for July 2021 and August 2021 and highlighted any relevant information. Members were invited to ask any questions in relation to the areas to clarify.

Members were happy with the presentation.

No questions were asked.

It was proposed by Cllr Harvey and seconded by Cllr Jones that the July 2021 and August 2021 finance updates be accepted.

**Resolved:** Financial update for July and August 2021 accepted by members.

### **Other Matters**

The Chief Officer requested permission from the Chairman if a donation request could be debated under any other matters. This was authorised by Cllr Huybs

The Chief Officer explained to members that he had received a donation request from the Tin Shed Theatre Company in August 2021, and this was authorised as a remote decision due to the recess. The amount authorised was £1,200 as per the information relayed.

The donation request was not paid as a result of the Tin Shed Theatre Company not divulging their bank details. An invoice has now been received with an amended amount of £1,525

The new request has been sent to members together with the information outlining the details of why the money was required.

The Chief Officer requested if members could make a determination regarding the new request based on the information presented.

Cllr Huybs requested if the Chief Officer could read out the request which he did.

It was proposed by Cllr Cowles and seconded by Cllr Jones that the donation request of £1525 be accepted.

All members were in agreement

**Resolved:** Donation request agreed by Members.

The meeting was ended at 19:09

**Chairman Signed:**



**Date: 14/10/21**

14/10/21





BLAENAVON TOWN COUNCIL  
*CYNGOR TREF BLAENAFON*

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**Blaenavon Town Council**

**Finance Update**

**September 2021**



# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2021-22

### Bank Reconciliation

SEP

### Opening Balance

Current Account	£160,959.60
Cash in Hand	£11.63
	<hr/>
	<b>£160,971.23</b>

Add Receipts in Period	£4,670.43
Less Payments in Period	£14,649.37
	<hr/>

Balance at End of Period **£150,992.29**

### Balances at Bank

Current Account	£150,980.66
Cash in Hand	£11.63
	<hr/>
	<b>£150,992.29</b>

Clerk

Sign

*K. Evans*

Date

6/10/21

Chairman

Sign

*[Signature]*

Date

14/10/21

# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2021/2022



Period

SEP

	ACTUAL	BUDGET	VAR
<b>INCOME</b>			
BTC	£ -	£ -	£0.00
PRECEPT	£ -	£ -	£0.00
VAT RECEIPTS	£ 4,670.43	£ -	£4,670.43
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
COMMUNITY BREW INCOME	£ -	£ -	£0.00
OTHER RECEIPTS	£ -	£ -	£0.00
	<b>£ 4,670.43</b>	<b>£ -</b>	<b>£4,670.43</b>
<b>EXPENDITURE</b>			
SALARY	£ 6,151.00	£ 6,151.00	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 1,254.72	£ 1,254.72	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 350.57	£ 350.57	£0.00
GRANTS	£ 6,775.00	£ 6,775.00	£0.00
COMMUNITYBREW	£ -	£ -	£0.00
VAT	£ 118.08	£ 118.08	£0.00
	<b>£ 14,649.37</b>	<b>£ 14,649.37</b>	<b>£0.00</b>

CLERK

SIGN

DATE

*K. Erlane*

6/10/21

CHAIRMAN

SIGN

DATE

*[Signature]*

14/10/21











DATE

4/10/21

DATE

14/10/21











