



**4th January 2023**

Dear Councillor.

Pursuant to the requirements of **Section 47 of the Local Government and Elections (Wales) Act 2021**, you are hereby summoned to attend the Council Finance meeting which will be held on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely on **Wednesday the 11th of January 2023 commencing at 6:30pm** for the purpose of transacting the business shown in the agenda set below

Should you wish to attend the meeting remotely, you should contact the Chief Officer to the Council to request a remote invitation.

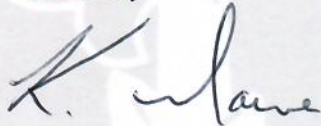
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Clerk.

### **Agenda**

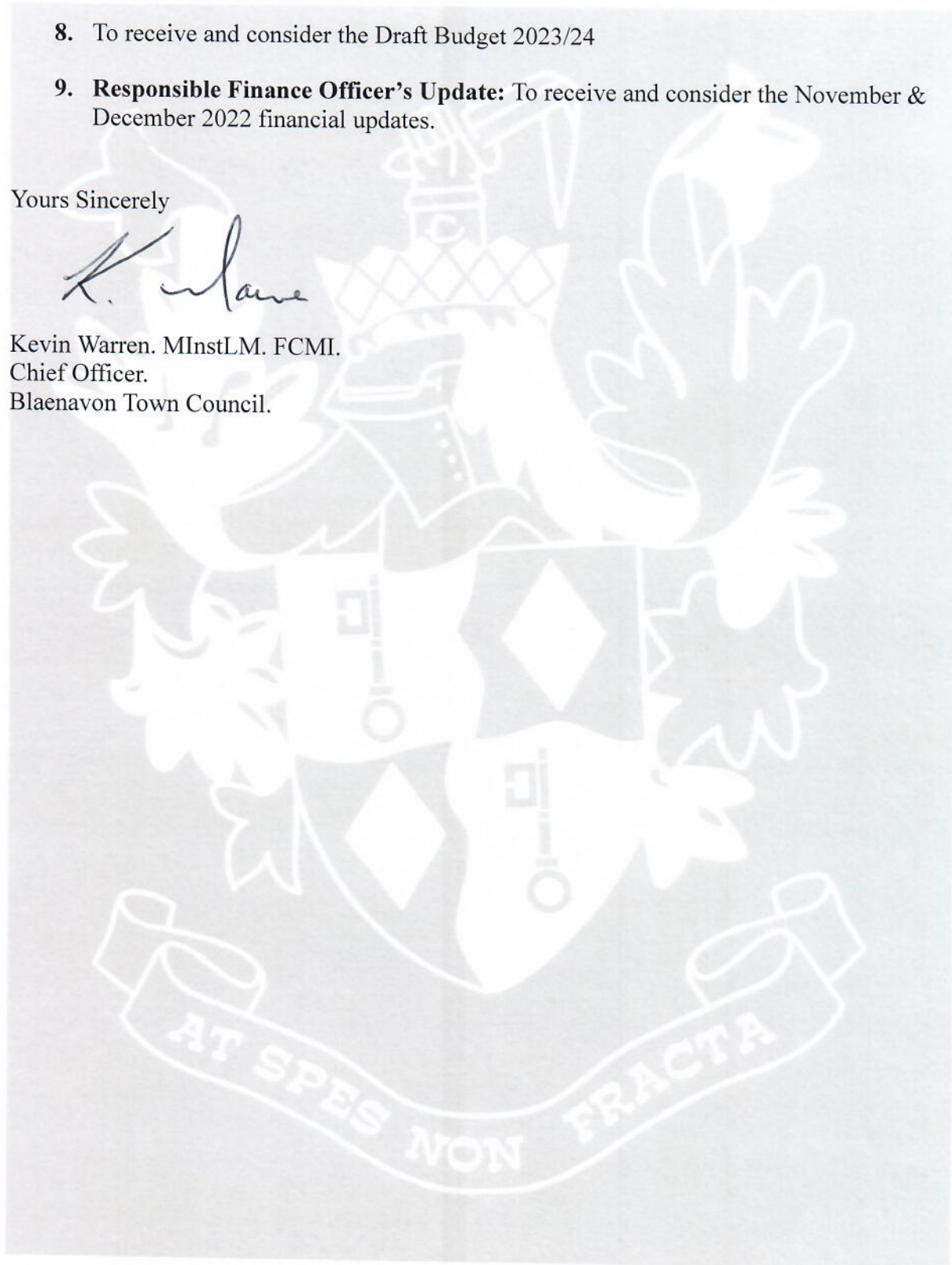
1. To receive any questions from the public.
  2. To receive and accept apologies.
  3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
  4. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 9th of November 2022.
  5. To receive, consider and note the Interim Internal Audit Report (April – September 2022)
  6. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2023/24. Relevant updates or new projects as notified.
- **Cllr Nathan Matthews** – Town Council Newsletter Project.

7. To discuss and make a determination regarding a letter received from Blaenavon RFC requesting a letter of support from Blaenavon Town Council regarding a WRU grant application.
8. To receive and consider the Draft Budget 2023/24
9. **Responsible Finance Officer's Update:** To receive and consider the November & December 2022 financial updates.

Yours Sincerely



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





Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on Wednesday the 11<sup>th</sup> of January 2023 at 6:30 pm on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely in accordance with the Local Government and Elections (Wales) Act 2021

The full minutes of the meeting are subject to confirmation at the Council Finance Meeting to be held on Wednesday the 8<sup>th</sup> of February 2023.

**In attendance:**

Councillor James (In the Chair)

Councillors in attendance: I. Parfitt, M. Wheeler, L. Cowles, A. Beavan, N. Matthews, M. Harris, J. Hunt, L. Evans.

Officers: Kevin Warren (Chief Officer), Sophie Johnson (Community Wellbeing Development Officer) Kerry Jones (Assistant Chief Officer).

Visitor: Andy Smith Community Finance Solutions (Appointed Internal Auditor for Blaenavon Town Council).

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Georgina James who welcomed everyone and expressed thanks for attendance.

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

None.

**2. To receive and accept apologies.**

Cllr Jones – Unwell.

Cllr Porter – Work commitment.

It was proposed by Cllr Cowles and seconded by Cllr Hunt that apologies be accepted. All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

None declared.

**4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 9<sup>th</sup> of November 2022.**

Minutes were read for accuracy with no amendments. This was proposed by Cllr Evans and seconded by Cllr Wheeler. Minutes be accepted.

All members in agreement.

**Resolved:** Minutes approved as a true and accurate record.

**5. To receive, consider and note the Interim Internal Audit Report (April – September 2022)**

The Chief Officer forwarded to all members a copy of the interim internal audit report for their perusal prior to the meeting. Members were given the opportunity to comment on the report.

There were no questions from members.

Mr Smith, the Council's appointed internal auditor was invited to make comment on the report.

Mr Smith stated that he didn't wish to add anything and commended the council on its 100% pass rate, which is above the level required.

Cllr James thanked Mr Smith for his work and attending the meeting.

**Resolved:** Interim Internal Audit Report noted and accepted by members.

**6. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2023/24. Relevant updates or new projects as notified.**

- **Cllr Nathan Matthews** – Town Council Newsletter Project.

Cllr Matthews explained to members that residents who are digitally excluded, or not social media users are potentially unaware of what the council are providing within the town. They may not know what events are being delivered or who their councillors are.

The proposal is to develop, publish and deliver 2,500 newsletters to all households in Blaenavon twice yearly which would reference good news stories, what Blaenavon Town Council are doing and how the Council spends public money delivering positive outcomes within the local community.

The Chief Officer is obtaining quotation costs for printing estimated at £2265

The newsletter could also provide Councillor contact details, highlighting how residents can get involved with projects and what the Council Officers do on a regular basis.

The newsletter can also add information on partner attractions and related public bodies, for example Gwent Police surgeries within Blaenavon and be uploaded to the website and shared on our social media platforms.

The overarching benefits of the newsletter will be as follows;

- It will help residents better understand Blaenavon Town Council and how the precept is being spent whilst providing value for money.
- Residents will be better informed of activities and services and how they can get involved.

A discussion took place amongst members.

Cllr Harris offered help with the graphic design and suggested obtaining feedback from residents following distribution.

Cllr Wheeler offered to deliver to the over 50's forum.

Cllr James proposed to publish the newsletter twice annually. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Newsletter proposal accepted by members. Chief Officer to obtain printing quotations.

**7. To discuss and make a determination regarding a letter received from Blaenavon RFC requesting a letter of support from Blaenavon Town Council regarding a WRU grant application.**

The Chief Officer forwarded to members a letter received from Mr Doolan (Blaenavon Rugby Football Club) for their perusal prior to the meeting.

Cllr Matthews pointed out that the deadline for funding had elapsed. The Chief Officer confirmed that Cllr Jones had spoken with Mr Doolan about the matter and that a letter of endorsement could still be submitted.

Members discussed the request and were unanimous in their decision to endorse Blaenavon Rugby Club's bid.

This was proposed by Cllr Hunt and seconded by Cllr Beavan.

All members in agreement.

**Resolved:** Chief Officer to write a letter of support to Mr Doolan.

#### **8. To receive and consider the Draft Budget 2023/24**

The draft budget and budget report for 2023/24 had been forwarded to members by the Chief Officer ahead of the meeting for their consideration.

The Chief Officer presented the draft budget in detail to members. There were no questions from members. The Chief officer explained that the draft budget would be discussed at the January 2023 Full Council meeting for final ratification.

**Resolved:** Draft Budget to be discussed in January 2023 Full Council for ratification.

#### **9. Responsible Finance Officer's Update:**

To receive the November & December 2022 financial update.

Mr Warren (RFO) forwarded to members the November & December 2022 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 Expenditure
- Budget
- VAT
- Bank Statements

Mr Warren presented to members each of the above areas of finance for November & December 2022 and highlighted any relevant information.

Members were invited to ask any questions in relation to the information presented. There were none.

Members were happy with the presentation.

It was proposed by Cllr Cowles and seconded by Cllr Evans that the finance updates be accepted. All members in agreement.

**Resolved:** Financial update for November & December 2022 accepted by members.

Meeting ended at 19.44hrs





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 11th of January 2023.**

**Pursuant to the requirements of Section 47 of the Local Government and Elections Wales) Act 2021, the meeting was held on a hybrid basis in the Council Chamber at 101, High Street Blaenavon and remotely.**

**In attendance:**

**Councillor:** G. James (In the Chair)

**Councillors in attendance:** I. Parfitt, M. Wheeler, L. Cowles, A. Beavan, N. Matthews, M. Harris, J. Hunt, L. Evans.

**Officers:** Kevin Warren (Chief Officer), Sophie Johnson (Community Wellbeing Development Officer) Kerry Jones (Assistant Chief Officer).

**Visitor:** Andy Smith Community Finance Solutions (Appointed Internal Auditor for Blaenavon Town Council).

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Georgina James who welcomed everyone and expressed thanks for attendance.

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

None received.

**2. To receive and accept apologies.**

- Cllr Jones – Unwell.
- Cllr Porter – Work commitment.

It was proposed by Cllr Cowles and seconded by Cllr Hunt that apologies be accepted. All members in agreement.

**Resolved.** Apologies accepted.

**3. Declaration of interests.**



None declared.

**4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 9<sup>th</sup> of November 2022.**

Minutes were read for accuracy with no amendments. It was proposed by Cllr Evans and seconded by Cllr Wheeler that the minutes be accepted.

**Resolved:** Minutes approved as a true and accurate record.

**5. To receive, consider and note the Interim Internal Audit Report (April – September 2022)**

The Chief Officer forwarded to all members a copy of the interim internal audit report for their perusal prior to the meeting. Members were given the opportunity to comment on the report.

There were no questions from members.

Mr Smith, the Council's appointed internal auditor was invited to make comment on the report.

Mr Smith stated that he didn't wish to add anything and commended the council on its 100% pass rate, which is above the level required.

Cllr James thanked Mr Smith for his work and attending the meeting.

**Resolved:** Interim Internal Audit Report noted and accepted by members.

**6.To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2023/24. Relevant updates or new projects as notified.**

- **Cllr Nathan Matthews** – Town Council Newsletter Project.

Cllr Matthews explained to members that residents who are digitally excluded, or not social media users are potentially unaware of what the council are providing within the town. They may not know what events are being delivered or who their Councillors are.

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Cllr James proposed to publish the newsletter twice annually. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Newsletter proposal accepted by members. Chief Officer to obtain printing quotations.

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Members discussed the request and were unanimous in their decision to endorse Blaenavon Rugby Club's bid.

This was proposed by Cllr Hunt and seconded by Cllr Beavan.

All members in agreement.

**Resolved:** Chief Officer to write a letter of support to Mr Doolan.

#### **8. To receive and consider the Draft Budget 2023/24**

The Draft Budget and Budget Report for 2023/24 had been forwarded to members by the Chief Officer ahead of the meeting for their consideration.

The Chief Officer presented the draft budget in detail to members. There were no questions from members. The Chief officer explained that the Draft Budget would be discussed at the January 2023 Full Council meeting for final ratification.

**Resolved:** Draft Budget to be discussed in January 2023 Full Council for ratification.

#### **9. Responsible Finance Officer's Update:**

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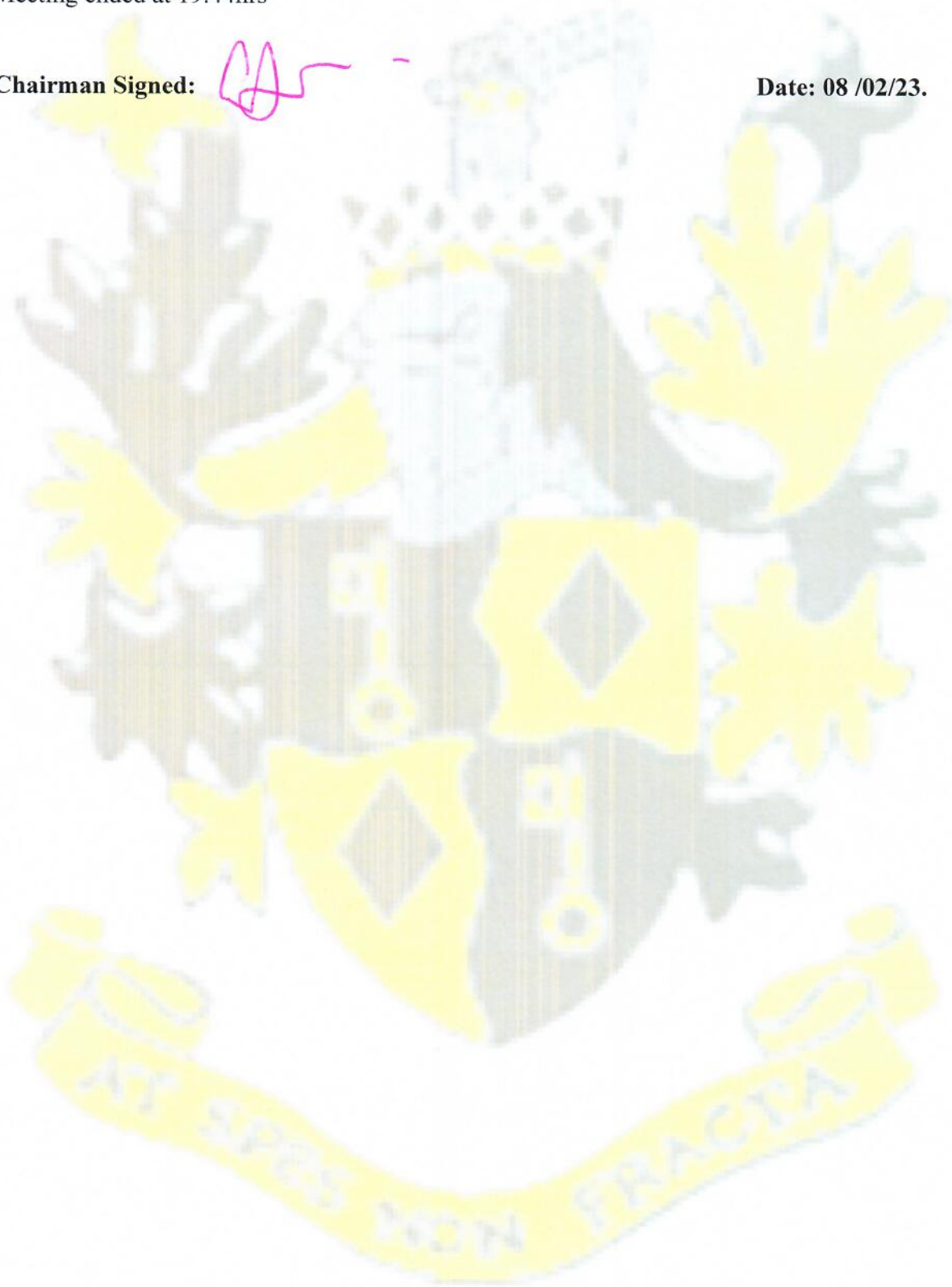
**Resolved:** Financial update for November & December 2022 accepted by members.

Meeting ended at 19.44hrs

**Chairman Signed:**



**Date:** 08 /02/23.





# BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

101 High Street, Blaenavon, Torfaen. NP4 9PT  
101 Stryd Fawr, Blaenafon, Torfaen. NP4 9PT  
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Email/*Ebost*: [blaenavontc@btconnect.com](mailto:blaenavontc@btconnect.com)  
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## Blaenavon Town Council

### Finance Update

January 2023

# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2022 - 2023

### Bank Reconciliation

JAN

#### Opening Balance

Current Account	£169,850.06
Card	£0.00
Cash in Hand	£4.73
	<hr/>
	<b>£169,854.79</b>

Add Receipts in Period	£0.00
Less Payments in Period	£15,274.45
	<hr/>

Balance at End of Period **£154,580.34**

#### Balances at Bank

Current Account	£153,912.75
Card	£662.86
Cash in Hand	£4.73
	<hr/>
	<b>£154,580.34</b>

Clerk

Sign

*K. Evans*

Date

7/2/23

Chairman

Sign

*G. ...*

Date

8/2/23

# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2022 - 2023



Period	JAN			
		ACTUAL	BUDGET	VAR
<b>INCOME</b>				
BTC		£ -	£ -	£0.00
PRECEPT		£ -	£ -	£0.00
VAT RECEIPTS		£ -	£ -	£0.00
REVENUE		£ -	£ -	£0.00
HBO		£ -	£ -	£0.00
COMMUNITY BREW INCOME		£ -	£ -	£0.00
OTHER RECEIPTS		£ -	£ -	£0.00
		<b>£ -</b>	<b>£ -</b>	<b>£0.00</b>
<b>EXPENDITURE</b>				
SALARY		£ 7,561.63	£ 7,561.63	£0.00
ELECTION COSTS		£ -	£ -	£0.00
ESTABLISHMENT COSTS		£ 3,844.72	£ 3,844.72	£0.00
COUNCILLOR ALLOWANCE		£ 22.50	£ 22.50	£0.00
HOSPITALITY		£ -	£ -	£0.00
PROJECTS		£ 2,737.00	£ 2,737.00	£0.00
GRANTS		£ 250.00	£ 250.00	£0.00
COMMUNITY BREW		£ -	£ -	£0.00
VAT		£ 858.60	£ 858.60	£0.00
		<b>£ 15,274.45</b>	<b>£ 15,274.45</b>	<b>£0.00</b>

CLERK

SIGN *K. Curran*

DATE 7/2/23

CHAIRMAN

SIGN *C. Jones*

DATE 8/2/23













CLERK

SIGN

K. Lane

DATE

1/2/23

CHAIRMAN

SIGN

SPR 23

DATE

8/2/23



