



1st September 2020

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING** at 6:30 pm on **WEDNESDAY 8th September 2020**.

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.

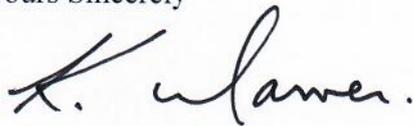
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

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 remotely on the 8th July 2020.
5. To receive and consider an update from Henrietta Lucas (TCBC) regarding a proposed upgrade of the playground in Garn yr erw, Blaenavon.
6. To receive an update from Lyndsey Harris regarding the implementation and outcomes for the Wellbeing Boxes project.
7. To discuss and make a determination regarding the 2020 Carol Service, Xmas light switch on and Xmas Market.

8. To discuss and make a determination regarding the presentation of Grant Aid and Civic Awards 2020.
9. To receive an update from Kevin Warren (RFO) regarding the 2019-20 Audit.
10. To discuss and make a determination regarding the **Website Content Accessibility Guidelines (WCAG) 2.1 AA rating** so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility Regulations 2018.
11. To discuss the implementation and cost of the upgraded Town Council e-mail accounts.
12. To note the National Joint Council for Local Government Services (NJC), National Salary Award Pay Scales for 2020-21, implemented from 1st April 2020.
13. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.
 - Cllr Alan Jones – Flowerpot project located at Cwmavon Road, Blaenavon.
 - Cllr Jackie Huybs – Litter Project (**Update**)
14. **Responsible Finance Officer's Update:** To receive the July & August 2020 financial update.

Yours Sincerely



Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 9th SEPTEMBER 2020.

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

In attendance:

Councillor: Liam Cowles (In the Chair)

Councillors in attendance: J. Denley-Jones, E. Harvey, J. Huybs, A. Jones, A. Parry, N. Horler, G. Davies, S. Bright, L. Evans.

Officers: Mr K Warren (Clerk to the Council), Lyndsey Harris (Administrator).

Visitors: Mrs Henrietta Lucas (TCBC), Mr Rod Denley-Jones (Resident)

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

1. To receive any questions from the public.

None present.

2. Apologies

None.

3. Declaration of interests

None.

4. To confirm the minutes of the Council Finance Meeting held on the 8th July 2020 as a true and accurate record

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

It was proposed by Cllr Alan Jones and seconded by Cllr Alan Parry that the minutes be approved. This was agreed.

Resolved: Minutes approved.

5. To receive and consider an update from Henrietta Lucas (TCBC) regarding a proposed upgrade of the playground in Garn yr erw, Blaenavon.

Henrietta presented to members a Power Point document via the share screen that featured plans for the play area that had been designed for the Garn yr erw site.

A report detailing the plans and assessments made to determine the sites within Blaenavon that needed particular attention were sent to members prior to the meeting which detailed the following needs and reasoning for erecting the new play area at the Garn yr erw site.

The Draft Green Infrastructure Assessment for the review of the LDP identified severe deficiencies in both quantity and quality of play areas across the borough. Blaenavon suffers from a deficit of provision of 1.6 hectares.

The site at Garn yr erw was identified as one of the priority sites for investment due to its poor quality and the lack of access the local community has to play facilities within Blaenavon town itself due the location of the settlement.

Consultation with children and young people carried out as part of the Play Sufficiency Assessment conducted by the Play Service highlighted the poor state of the Garn yr erw play area.

A proposal to relocate the existing play area which currently comprises an embankment slide and a set of swings in poor condition on boggy ground is being considered subject to consultation with local residents.

Incorporating the play area into the green area at the junction with the access road into Garn Lakes Nature Reserve and Blaenavon Heritage Railway site will enable the provision to be used by local residents and visitors to the other sites.

Henrietta went on to explain that funds raised from the old Hillside School site meant that £20,000 was allocated to create a play area at the site. She detailed the breakdown of costs for the current design with a 10% contingency factored in and explained that the short fall of the cost was currently £15k.

The request from TCBC was that the Blaenavon Town Council could make a monetary contribution to the play area if members were in agreement.

A discussion took place amongst members who in turn asked Henrietta a series of questions about the details of the proposal.

One of the questions raised highlighted the possibility of local partners and businesses contributing. GOS Engineering, Forge Solutions & P&P Building Contractors were named as examples.

Henrietta said that this was something to consider and she would look into this possibility.

Members had a further discussion and decided that this be added as an agenda item for the next

Finance meeting when the possibility of additional funding from partners and businesses was sought and the consultation with the residents of Garn yr erw was completed.

It was proposed by Cllr Alan Jones and seconded by Cllr Alan Parry that the matter be added as an agenda item for the October 2020 Finance Meeting.

This was unanimously agreed by members.

Resolved: Agenda item for October 2020 Finance Meeting.

6. To receive an update from Lyndsey Harris regarding the implementation and outcomes for the Wellbeing boxes project.

Lyndsey gave members an overview of the Wellbeing boxes project. She explained that items for the boxes were sourced online and locally at a cost of £595.

The boxes included:

- Handmade Cruelty Free Candles - Elgam Ethicals
- Handmade Soap - Francesca Scent Station
- Cupcakes - The Cake Ladies
- Book Tokens
- Mindfulness Puzzle Book
- Organic Tea
- Hand Cream

Lyndsey and Rebecca (Health Blaenavon Officer) delivered the boxes on Monday 27th July 2020.

- 9 boxes were delivered to regular attendees of the Intergenerational Group
- 2 large boxes were delivered to the Arthur Jenkins Nursing Home (an additional £50 was donated to these boxes by Emma Harvey).

The recipients were delighted with their boxes and the Council has received 4 letters and cards of thanks for them. Photos from the deliveries were posted on Facebook the same day which received a great response from the public.

Resolved: Members noted the update.

7. To discuss and make a determination regarding the 2020 Carol Service, Christmas Light switch on & Christmas Market.

The Clerk advised members that because of the current Covid 19 pandemic and the risks involved with social gatherings that the Council's Christmas events be cancelled.

The Christmas lights have been ordered and will be erected as usual in November, but the light switch on event would not be possible because of the risks involved with large crowds gathering at the usual locations.

A discussion took place amongst members who talked about the idea of having a virtual light switch on, or a pre-recorded video which could be posted on social media after the event.

Cllr Jackie Huybs agreed to post the cancelation of the events on Facebook.

It was proposed by Cllr Alan Parry and seconded by Cllr Nick Horler that the Christmas events be cancelled.

This was unanimously agreed by members.

Resolved: Christmas events to be cancelled. Cllr Huybs to post decision on social media.

8. To discuss and make a determination regarding the presentation of Grant Aid and Civic Awards 2020.

The Clerk reminded members regarding previous meetings where possible dates and venues were outlined for use.

The possibility of the ceremony going ahead with the current restrictions imposed due to Covid 19 and the risks involved means that members now need to determine an alternative solution.

The Clerk informed members that 11 trophies had been ordered and cheques organised to be presented to the recipients.

It was proposed that the presentation of awards and cheques be made to the individuals one person at a time within the Council chambers. The award would be presented by the previous and current Mayor, a photo taken and then leave via the rear exit of the building.

The Clerk would send out invites and this could be done over 3 or 4 days. This would comply with the Risk Assessment currently in force for the Council offices.

A discussion took place amongst members who were all in agreement that this would be the most appropriate way for the recipients to receive their grant aid cheques and civic awards.

It was proposed by Cllr Jac Denley-Jones and seconded by Cllr Alan Parry that this format for the presentation be adopted for this year.

This was unanimously agreed by members.

Resolved: Clerk to organise dates/invites for the awards to be presented.

9. To receive an update from Kevin Warren (RFO) regarding the 2019-20 Audit.

Mr Warren explained to members that a request had been received from BDO the external auditors requesting further information regarding the submitted Annual Return for the year ended 31st March 2020.

These points were previously sent out to members for perusal prior to the meeting.

Mr Warren explained that he had answered the points via email with supporting documents to which had been shared with the Mayor and Deputy Mayor. These documents will be sent out to members for their perusal.

Mr Warren is awaiting a response which he anticipated would be around 2 to 3 weeks and will inform members once he has received this.

Resolved: Members noted the update. Clerk to update members when a response is received.

10. To discuss and make a determination regarding the Website Content Accessibility Guidelines (WCAG) 2.1 AA rating so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility Regulations 2018.

The Clerk explained to members the regulations required regarding accessibility for government websites have changed to ensure that all websites are accessible for people of varying impairments.

A widget has been installed on the Town Council website and tests have been completed to verify the accessibility to users. At present the Council are compliant on almost all of the areas. He explained that the website will adhere to the guidelines going forward.

Cllr Alan Jones proposed that we continue to update the website in accordance with these regulations, this was seconded by Cllr Jac Denley-Jones.

This was unanimously agreed by members.

Resolved: Website to be reviewed on a regular basis.

11. To discuss the implementation and cost of the upgraded Town Council e-mail accounts.

The Clerk informed members that new email accounts had been set up due to the problem that members had with the previous providers. This was completed during Council recess in August 2020.

The total cost of the email account package from Microsoft was £766. The Clerk asked members for a retrospective approval to authorise the payment.

Cllr Gareth Davies proposed the payment be approved; this was seconded by Cllr Alan Jones.

This was unanimously agreed by members.

Resolved: Retrospective payment approved.

12. To note the National Joint Council for Local Government Services (NJC), National Salary Award Pay Scales for 2020-21, implemented from 1st April 2020.

The Clerk explained to members the NJC national pay award should have been agreed before April 2020 and was agreed at the end of August 2020.

The salary scales for the Clerk, Rebecca (HBO) and Lyndsey (Administrator) had been sent to members. The Clerk informed members that the pay scales had been back dated to 1st April 2020 and payroll at TCBC had been notified.

Resolved: Members noted the update.

13. To discuss potential Town Council projects for allocation into the Project Action Plan 202/21. Relevant updates or new projects as notified.

Flowerpot Project – Cwmavon Road Blaenavon.

Cllr Alan Jones presented the project to members.

Blaenavon Town Council currently own the flower boxes situated on the roundabout at Cwmavon Road and the junction with New William Street.

At present the boxes contain a selection of plants which are now in a poor state and are particularly unsightly as you enter and egress the Town.

This is exacerbated further in comparison to the hanging baskets that are erected on an annual basis, four of which are located on the roundabout itself. The maintenance of the boxes has been considered previously by the Council but unfortunately this has not materialised.

The proposal is to paint the current boxes and invigorate them with new plants that will be hardy but also come into bloom each year offering less maintenance. To support the project, a local resident Aislin Harris has offered to carry out the paint work on the pots and re plant a variety of suitable plants on a voluntary basis.

Aislin has also offered to review the maintenance seasonally and advise the Council accordingly. Aislin is a qualified Ecologist and an advisor to several organisation. Therefore, Aislin will purchase the plants and submit an invoice to the Council when the work is complete.

The purchase of compost, plants, and spray paint. A cursory fee to support Aislin and the time provided.

Total cost anticipated not more than £500.

Cllr Jackie Huybs proposed the project be approved, this was seconded by Cllr Jac Denley-Jones.

Resolved: Members approved the project proposal.

Litter Project (Update)

Cllr Huybs updated members with the project. Plans are being made to hold the first litter pick in early to Mid-October.

Keep Wales Tidy were discouraging litter picks during lock down. Restrictions are being lifted and a risk assessment form has been provided which must be adhered to when organising the litter picks.

Cllr Huybs thought that bringing an ambassador for the project onboard may encourage children and families to get involved with the project.

Cllr Jac Denley-Jones commented that they were still working out which day would be best for the litter picks to take place on the weekend. Cllr Huybs is going to do some research on Facebook to find out which day would suit the majority of people.

Resolved: Members noted the update.

14. Responsible Finance Officer's Update: To receive the July/August 2020 financial update.

Prior to the meeting the RFO emailed members with the July /August 2020 financial report for their perusal.

Members were presented with the July/August 2020 financial update by the RFO Kevin Warren. The areas alluded to in the presentation were:

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

Members were happy with the financial information presented.

Cllr Jackie Huybs asked if we could invite a representative from the Townscape Heritage Project to provide an update. Cllr Gareth Davies stated that he would organise this.

Cllr Gareth Davies suggested that we think about a Covid recovery fund for local groups affected within Blaenavon. Members were in agreement that this would be a good idea.

Cllr Alan Jones proposed the July 2020 financial update be accepted; this was seconded by Cllr Alan Parry.

Cllr Alan Jones proposed the August 2020 financial update be accepted; this was seconded by Cllr Gareth Davies.

Resolved: Financial update accepted by members.

15. Any other matters

Cllr Emma Harvey asked members if the Council would be willing to send flowers to the manager of the Arthur Jenkins Care Home namely Jane Saunders. She explained that it will be Jane's 65th Birthday and she has also served 40 years in the care industry. It is also the 50th Anniversary of the Arthur Jenkins home in November 2020.

This was unanimously agreed by members.

Resolved: Members were all in agreement. Flowers to be organised and sent by the Clerk from Blaenavon Town Council.

Cllr Emma Harvey also updated members of the recent death of a local School teacher from Blaenavon. She suggested that the Council send a message of condolence on social media. A discussion took place amongst members where it was decided that a letter of condolence be more appropriate.

This was proposed by Cllr Alan Parry and seconded by Cllr Alan Jones.

This was unanimously agreed by members.

Resolved: Clerk to send letter of condolence from Blaenavon Town Council to the family of Mrs Mary Challenger.

The meeting was ended at 7:49pm

Chairman Signed: *L. J. Jones*

Date: *16* / 10 / 20



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

July 2020

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2020 - 21

Bank Reconciliation

JUL

Opening Balance

Current Account	£89,727.36	
Cash in Hand	£21.45	
		£89,748.81

Add Receipts in Period	£0.00
Less Payments in Period	£16,236.84

Balance at End of Period **£73,511.97**

Balances at Bank

Current Account	£73,490.52	
Cash in Hand	£21.45	
		£73,511.97

Clerk

Sign

A. Evans

Date

17/8/20.

Chairman

Sign

L. J. Cooper

Date

11/9/2020

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

JUL

	ACTUAL		BUDGET		VAR
INCOME					
BTC	£ -		£ -		£0.00
PRECEPT	£ -		£ -		£0.00
VAT RECEIPTS	£ -		£ -		£0.00
REVENUE	£ -		£ -		£0.00
HBO	£ -		£ -		£0.00
OTHER RECEIPTS	£ -		£ -		£0.00
	£ -		£ -		£0.00
XPENDITURE					
SALARY	£ 5,491.72		£ 5,491.72		£0.00
ELECTION COSTS	£ -		£ -		£0.00
ESTABLISHMENT COSTS	£ 144.53		£ 144.53		£0.00
COUNCILLOR ALLOWANCE	£ -		£ -		£0.00
HOSPITALITY	£ -		£ -		£0.00
PROJECTS	£ 10,344.56		£ 10,344.56		£0.00
GRANTS	£ 250.00		£ 250.00		£0.00
VAT	£ 6.03		£ 6.03		£0.00
	£ 16,236.84		£ 16,236.84		£0.00

CLERK

SIGN

K. Unwin

DATE

17/8/20.

CHAIRMAN

SIGN

L. J. Coull

DATE

11/9/2020

DATE

17/8/20

DATE

11/9/2020



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

August 2020

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2020 - 21

Bank Reconciliation

AUG

Opening Balance

Current Account	£73,490.52
Cash in Hand	£21.45
	<hr/>
	£73,511.97

Add Receipts in Period	£45,765.00
Less Payments in Period	£12,966.61
	<hr/>

Balance at End of Period **£106,310.36**

Balances at Bank

Current Account	£106,288.89
Cash in Hand	£21.45
	<hr/>
	£106,310.34

Clerk

Sign *K. Evans*

Date 11/9/20

Chairman

Sign *L. J. Coates*

Date 11/9/2020

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

AUG

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ 43,333.33	£ 43,333.33	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
OTHER RECEIPTS	£ 2,431.67	£ -	£2,431.67
	£ 45,765.00	£ 43,333.33	£2,431.67
XPENDITURE			
SALARY	£ 5,301.51	£ 5,301.51	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 626.12	£ 626.12	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 5,703.89	£ 5,703.89	£0.00
GRANTS	£ 225.00	£ 225.00	£0.00
VAT	£ 1,110.09	£ 1,110.09	£0.00
	£ 12,966.61	£ 12,966.61	£0.00

CLERK

SIGN

K. Lawrence

DATE

1/9/20

CHAIRMAN

SIGN

L. J. Coomes

DATE

11/9/2020

DATE

1/9/20

DATE

11/9/2020

