



**1<sup>st</sup> November 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 8<sup>th</sup> of November 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 Chief Officer.

### **Agenda**

1. To formally present Blaenavon Town Council Civic Awards to Aislinn Harris and Leighton Williams for Outstanding Achievement.
2. To receive any questions from the public
3. To receive and accept apologies.
4. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
5. To receive an update from Caroline Genever - Jones (**Elections and Business Manager TCBC**) regarding the polling district and polling station review 2023.
6. To receive an update from Blaenavon and Pontypool Heritage Railway representatives, regarding potential partnership working opportunities with Blaenavon Town Council.
7. **Council Meetings:** To confirm the minutes of the Council Finance meeting held on the 11th of October 2023.

8. Responsible Finance Officer's Update: To receive and consider the October 2023 financial update.
9. To receive, note and make any relevant determinations in relation to a letter received from the Independent Remuneration Panel for Wales regarding **Community and Town Councils' Councillor allowances, homeworking arrangements and consumables.**
10. To discuss and make any relevant determinations regarding the Town Council's next steps relating to the proposed Abertillery Wind Farm Project.
11. To discuss and make a determination regarding internal and external e-mail correspondence sent from elected members.
12. To receive an update and make any relevant determinations in relation to the Remembrance Day parade planned for the 12<sup>th</sup> of November 2023.
13. To discuss and make a determination to establish a working group in the preparation of the budget setting process for the 2024/25 fiscal period.
14. 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.

Yours Sincerely

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

Kevin Warren MIO L. FCMI.  
Chief Officer.  
Blaenavon Town Council.



Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 8<sup>th</sup> of November 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 **10<sup>th</sup> of January 2024**.

**In attendance:**

Councillors in attendance: N. Matthews (In the Chair)

L. Cowles, J. Hunt, M. Wheeler, M. Harris, I. Parfitt, L. Evans, S. Keen, A. Jones, A. Beavan (late arrival).

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer).

Visitors: Caroline Genever-Jones, Elections & Business Manager, (TCBC On Line)), David Williams & Phillip Coombe, (Blaenavon & Pontypool Heritage Railway), Aislinn Harris, Leighton Williams.

Member of public: None.

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

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

None received.

**3. To receive and accept apologies.**

None received.

**4. Declarations of Interest.**

- Cllr Hunt – Item 5 - Personal

**Resolved:** Members noted and confirmed the declaration of interest.



**6. To receive an update from Blaenavon and Pontypool Heritage Railway representatives, regarding potential partnership working opportunities with Blaenavon Town Council.**

Phillip and David provided members with an overview of events that the Heritage Railway currently provides. These include model railway weekends, transport festival, 1940's weekend, steam gala, Halloween, and Santa weekends, which are hugely popular with the local and wider community.

It was expressed to members that the heritage railway have a desire to do more and expand on the current events offered, including linking with other tourist attractions within Blaenavon as well as local businesses; and are keen to work in partnership with the Town Council.

A discussion took place amongst member regarding potential projects and ideas that the Town Council could work in partnership with the Heritage Railway. This included the Town Council's 50<sup>th</sup> anniversary year in 2024.

Any plans for future partnership working need to be submitted by the Heritage Railway and discussed for consideration by the Town Council. Similarly, Cllrs ideas for collaboration working can be brought forward with a project plan.

Cllr Matthews proposed to collate a project plan in conjunction with the Heritage Railway and bring this to the January 2024 finance meeting. This was seconded by Cllr Jones.

All members in agreement.

**Resolved:** Members noted the update and accepted the project plan proposal.

**7. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 11<sup>th</sup> of October 2023.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Beavan and seconded by Cllr Jones that the minutes be accepted.

All members in agreement.

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

**8. Responsible Finance Officer's Update: To receive and consider the October 2023 financial updates.**

Mr Warren (RFO) forwarded to members the October 2023 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 October 2023 and highlighted any relevant information.

Mr Warren informed members that there had been an income of £1620 which was the payment from TCBC for office space for Kevin Weaver, in support of Torfaen Works. This will now be a regular payment with the funds being earmarked on projects.

A brief discussion took place amongst members regarding how often payments will be received from TCBC and the estimated financial carryover expected for 2023/24.

The Chief Officer informed members that a request for monthly payments had been made to TCBC.

Potentially, the projected sum to carry over is estimated between £45k - £50k. This will incorporate current underspends within the budget.

Members were happy with the presentation.

It was proposed by Cllr Matthews to accept the October 2023 finance update. This was seconded by Cllr Jones.

All members in agreement.

**Resolved:** Financial update for October 2023 accepted by members.

**10. To discuss and make any relevant determinations regarding the Town Council's next steps relating to the proposed Abertillery Wind Farm Project.**

The Town Council will now need to consider and formulate their response to the consultation in respect of the proposed wind farm project.

Material and non-material considerations should be raised at this early stage, as this will be decided by Welsh Government if it is in fact material or not.

A discussion took place amongst members on how to collate the views from residents and Cllrs in order that a collective response could be submitted.

Cllr Cowles proposed to form a working group to collect the information. This was seconded by Cllr Jones.

All members in agreement.

A further discussion took place between the Chief Officer and members regarding the time scales involved in the consultation process. The consultation period is live between October the 19<sup>th</sup> and December the 4<sup>th</sup> 2023.

Subsequently, the response needs to be completed by November the 22<sup>nd</sup> 2023 in order that the working group can report back to members at the November 2023 Full Council meeting which is the 22<sup>nd</sup> of November 2023.

A further discussion took place in relation to the cohort of the proposed working group members. Cllrs Matthews, Hunt, Evans, and Cowles agreed to be part of the working group.

All representations to be forwarded to the Chief Officer for working group discussion opportunities.

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

All members in agreement.

**Resolved:** Wind Farm Project working group established with the following Cllrs appointed namely Matthews, Hunt, Evans, and Cowles.

**11. To discuss and make a determination regarding internal and external e-mail correspondence sent from elected members.**

The Chief Officer explained to members that when they send out emails to any internal or external organisation, they **must** use their Town Council email accounts. This is crucial to minimise cyber risks to the Council.

It was further highlighted that the Town Council accounts are security protected, which minimises the risk of phishing emails and cyber-crime.

This was proposed by Cllr Matthews and seconded by Cllr Cowles.

All members in agreement.

**Resolved:** Town Council email accounts to be used to conduct all Council business.

**13. To discuss and make a determination to establish a working group in the preparation of the budget setting process for the 2024/25 fiscal period.**

A discussion took place between members regarding establishing a working group to manage the budget setting process. This would enable members to have a collective approach and have input into the process at an early stage.

Cllr Cowles proposed that a working group be established. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Budget setting working group to be established.



A further discussion took place in relation to the appointment of members to the working group. Cllrs Matthews, Jones, and Cowles agreed to appointed to the working group.

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

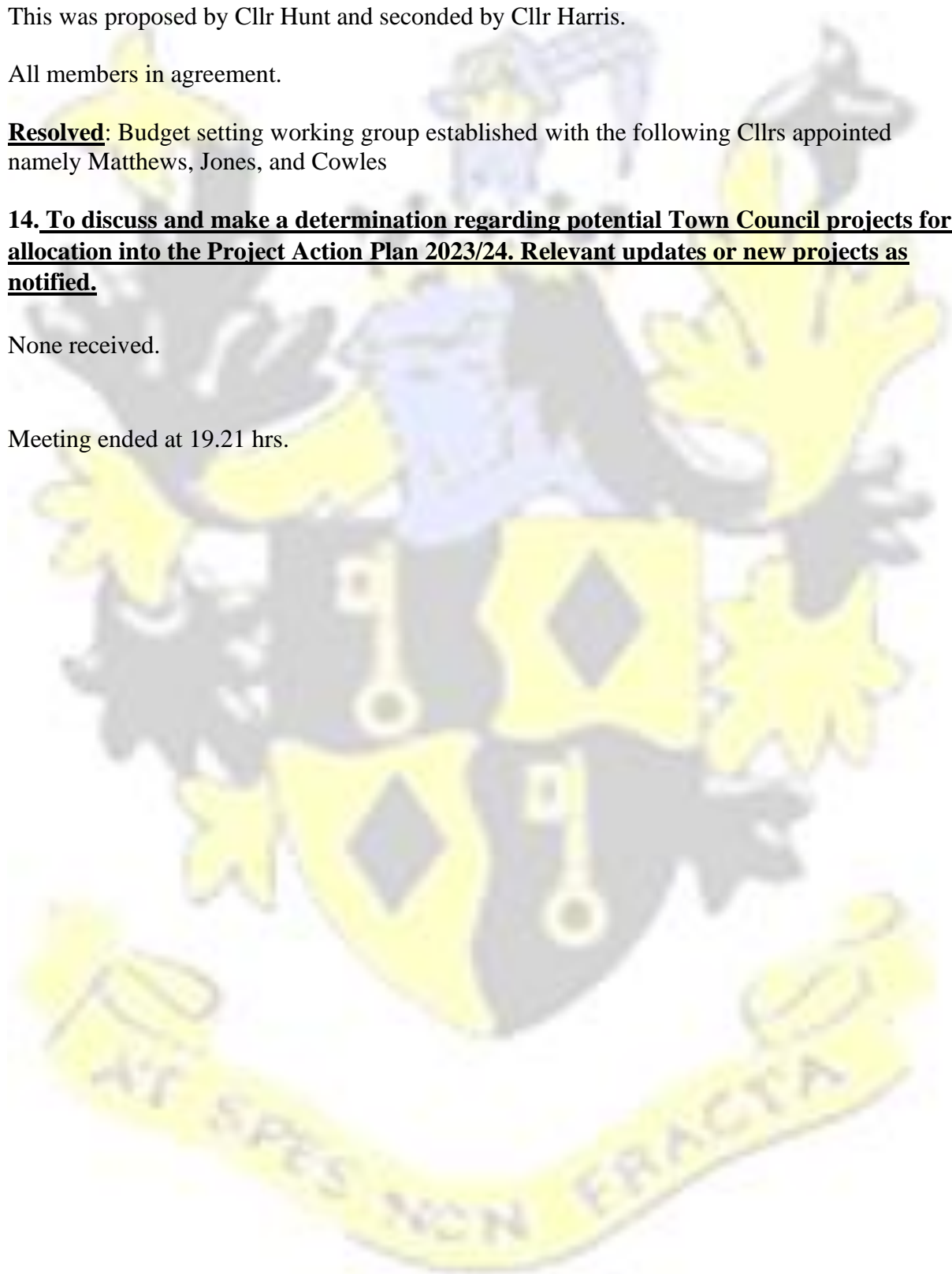
All members in agreement.

**Resolved:** Budget setting working group established with the following Cllrs appointed namely Matthews, Jones, and Cowles

**14. 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.**

None received.

Meeting ended at 19.21 hrs.





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 8th of NOVEMBER 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:**

Councillors in attendance: N. Matthews (In the Chair) L. Cowles, J. Hunt, M. Wheeler, M. Harris, I. Parfitt, L. Evans, S. Keen, A. Jones, A. Beavan (late arrival).

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer).

Visitors: Caroline Genever-Jones, Elections & Business Manager, (TCBC Online)), David Williams & Phillip Coombe, (Blaenavon & Pontypool Heritage Railway), Aislinn Harris, Leighton Williams.

Member of public: None present.

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

**1. To formally present Blaenavon Town Council Civic Awards to Aislinn Harris and Leighton Williams for Outstanding Achievement.**

As they were unable to attend the Civic Award evening on the 3<sup>rd</sup> of November 2023, Cllr Matthews presented both Leighton and Aislinn with their Town Council Civic Awards for outstanding achievement.

Cllr Matthews thanked both recipients for their efforts and contribution to the community of Blaenavon.

**Resolved:** Members noted the presentation.

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

None received.



**3. To receive and accept apologies.**

None received.

**4. Declarations of Interest.**

- Cllr Hunt – Item 5 - Personal

**Resolved:** Members noted and confirmed the declaration of interest.

**5. To receive an update from Caroline Genever - Jones (Elections and Business Manager TCBC) regarding the polling district and polling station review 2023.**

Caroline informed members that the polling state district and polling station review is now live. Reviews are compulsory and are carried out every five years.

All polling stations within Blaenavon have now been assessed with the assistance of disability groups attending, which was very insightful.

There has been one recommendation for change within Blaenavon. This is to relocate from St Paul's Church Hall. The venue did not offer ease of access to all.

Alternative venues have been looked at. It was suggested that Blaenavon Leisure Centre could be used. It offers parking, ease of access and can be used without closing the school. However, Caroline offered members the opportunity to suggest other venues or their support of the leisure centre which could be emailed directly to her.

Caroline asked members if there were any questions?

A discussion took place amongst members, and it was agreed that the leisure centre would provide a good alternative to St Paul's Church Hall.

Cllr Matthews thanked Caroline for attending the meeting and providing the update.

**Resolved:** Members noted the update.

**6. To receive an update from Blaenavon and Pontypool Heritage Railway representatives, regarding potential partnership working opportunities with Blaenavon Town Council.**

Phillip and David provided members with an overview of events that the Heritage Railway currently provides. These include model railway weekends, transport festival, 1940's weekend, steam gala, Halloween, and Santa weekends, which are hugely popular with the local and wider community.

It was expressed to members that the heritage railway have a desire to do more and expand on the current events offered, including linking with other tourist attractions within Blaenavon as well as local businesses; and are keen to work in partnership with the Town Council.



A discussion took place amongst member regarding potential projects and ideas that the Town Council could work in partnership with the Heritage Railway. This included the Town Council's 50<sup>th</sup> anniversary year in 2024.

Any plans for future partnership working need to be submitted by the Heritage Railway and discussed for consideration by the Town Council. Similarly, Cllrs ideas for collaboration working can be brought forward with a project plan.

Cllr Matthews proposed to collate a project plan in conjunction with the Heritage Railway and bring this to the January 2024 finance meeting. This was seconded by Cllr Jones.

All members in agreement.

**Resolved:** Members noted the update and accepted the project plan proposal.

**7. Council Meetings: To confirm the minutes of the Meeting held on the 11<sup>th</sup> of October 2023.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Beavan and seconded by Cllr Jones that the minutes be accepted.

All members in agreement.

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

**8. Responsible Finance Officer's Update: To receive and consider the October 2023 financial update.**

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Members were happy with the presentation.

It was proposed by Cllr Matthews to accept the October 2023 finance update. This was seconded by Cllr Jones.

All members in agreement.

**Resolved:** Financial update for October 2023 accepted by members.

**9. To receive, note and make any relevant determinations in relation to a letter received from the Independent Remuneration Panel for Wales regarding Community and Town Councils' Councillor allowances, homeworking arrangements and consumables.**

The Chief Officer displayed the information on the projector screen for members to view and provided an explanation in relation to Cllr allowances.

Cllr allowances of £156 plus consumables of £52 is confirmed as tax free.

**Resolved:** Members noted the update.

**10. To discuss and make any relevant determinations regarding the Town Council's next steps relating to the proposed Abertillery Wind Farm Project.**

Cllr Matthews outlined to members that the Town Council will now need to consider and formulate their response to the consultation in respect of the proposed wind farm project.

Material and non-material considerations should be raised at this early stage, as this will be decided by Welsh Government if it is in fact material or not.

A discussion took place amongst members on how to collate the views from residents and Cllrs in order that a collective response could be submitted.

Cllr Cowles proposed to form a working group to collect the information. This was seconded by Cllr Jones.

All members in agreement.

A further discussion took place between the Chief Officer and members regarding the time scales involved in the consultation process. The consultation period is live between October the 19<sup>th</sup> and December the 4<sup>th</sup> 2023.



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All members in agreement.

**Resolved:** Wind Farm Project working group established with the following Cllrs appointed namely Matthews, Hunt, Evans, and Cowles.

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It was further highlighted that the Town Council accounts are security protected, which minimises the risk of phishing emails and cyber-crime.

This was proposed by Cllr Matthews and seconded by Cllr Cowles.

All members in agreement.

**Resolved:** Town Council email accounts to be used to conduct all Council business.

**12. To receive an update and make any relevant determinations in relation to the Remembrance Day parade planned for the 12th of November 2023.**

The Chief Officer informed members that the traffic management plan and risk assessment is complete and road closures will be in place on the morning of the event.

The Chief Officer will be holding a meeting with Cllr Matthews, Blaenavon RBL and the Parade Marshall on the 9<sup>th</sup> of November 2023 to finalise plans for the event.

**Resolved:** Members noted the update.

**13. To discuss and make a determination to establish a working group in the preparation of the budget setting process for the 2024/25 fiscal period.**

A discussion took place between members regarding establishing a working group to manage the budget setting process. This would enable members to have a collective approach and have input into the process at an early stage.

Cllr Cowles proposed that a working group be established. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Budget setting working group to be established.

A further discussion took place in relation to the appointment of members to the working group. Cllrs Matthews, Jones, and Cowles agreed to be appointed to the working group.

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

All members in agreement.

**Resolved:** Budget setting working group established with the following Cllrs appointed namely Matthews, Jones, and Cowles

**14. 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.**

None received.

Meeting ended at 19.21 hrs.

**Chairman Signed:** *Beavan*

**Date:** 10/1/24.





# BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

101 High Street, Blaenavon, Torfaen. NP4 9PT  
101 Stryd Fawr, Blaenafon, Torfaen. NP4 9PT  
Telephone/*Ffôn*: 01495 790643 Facsimile/*Ffacs*: 01495 790643  
Email/*Ebost*: [blaenavontc@btconnect.com](mailto:blaenavontc@btconnect.com)  
[www.blaenavontowncouncil.co.uk](http://www.blaenavontowncouncil.co.uk)



## **Blaenavon Town Council**

### **Finance Update**

**November 2023**



# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2023 - 2024

### Bank Reconciliation

NOV

#### Opening Balance

Current Account	£113,344.16
Card	£0.00
Cash in Hand	£4.73
	<hr/>
	<b>£113,348.89</b>

Add Receipts in Period	£885.00
Less Payments in Period	<u>£28,400.76</u>

Balance at End of Period **£85,833.13**

#### Balances at Bank

Current Account	£85,828.40
Card	£0.00
Cash in Hand	£4.73
	<hr/>
	<b>£85,833.13</b>

Clerk

Sign

*K. Laver*

Date

1/12/23

Chairman

Sign

*D. Beaman*

Date

10/01/24

# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2023 - 2024



Period

NOV

	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	£ 885.00		£ -		£885.00
	<b>£ 885.00</b>		<b>£ -</b>		<b>£885.00</b>

**KPENDITURE**

SALARY	£ 7,695.00		£ 7,695.00		£0.00
ELECTION COSTS	£ -		£ -		£0.00
ESTABLISHMENT COSTS	£ 793.76		£ 793.76		£0.00
COUNCILLOR ALLOWANCE	£ -		£ -		£0.00
HOSPITALITY	£ -		£ -		£0.00
PROJECTS	£ 7,633.80		£ 7,633.80		£0.00
GRANTS	£ 11,899.95		£ 11,899.95		£0.00
COMMUNITYBREW	£ -		£ -		£0.00
VAT	£ 378.25		£ 378.25		£0.00
	<b>£ 28,400.76</b>		<b>£ 28,400.76</b>		<b>£0.00</b>

CLERK

SIGN

*K. Ingham*

DATE

\_\_\_\_\_

CHAIRMAN

SIGN

*J. Beaman*

DATE

10/01/24.











DATE

1/12/23

DATE

10/21/24







## BLAENAVON TOWN COUNCIL

BACS Payments 2023 - 2024




**MONTH**


**NOV**

DATE	CATEGORY	DESCRIPTION	NET	VAT	TOTAL
31-Oct-2023	PROJECTS	NEWSLETTER	£ 926.18	£ 185.24	£ 1,111.42
2-Nov-2023	ESTABLISHMENT	INK CARTRIDGES	£ 48.74	£ 9.75	£ 58.49
2-Nov-2023	ESTABLISHMENT	BROADBAND	£ 38.50	£ 7.70	£ 46.20
2-Nov-2023	PROJECTS	MOTHER & DAUGHTER SESSIONS	£ 373.75	-	£ 373.75
3-Nov-2023	PROJECTS	YOUTH GYM SESSIONS	£ 450.00	-	£ 450.00
3-Nov-2023	PROJECTS	FAMILY CLUB	£ 937.50	-	£ 937.50
3-Nov-2023	PROJECTS	BUS TRAVEL TO PONTYPOOL	£ 180.00	-	£ 180.00
7-Nov-2023	PROJECTS	CAMPING LIGHTS	£ 54.75	-	£ 54.75
7-Nov-2023	PROJECTS	FAIRY LIGHTS	£ 126.48	-	£ 126.48
7-Nov-2023	PROJECTS	BATTERIES	£ 11.14	£ 2.23	£ 13.37
7-Nov-2023	PROJECTS	DVD FILM	£ 3.16	£ 0.63	£ 3.79
7-Nov-2023	PROJECTS	LED LIGHTS	£ 7.49	£ 1.50	£ 8.99
8-Nov-2023	ESTABLISHMENT	MEMBERSHIP FEE	£ 337.00	-	£ 337.00
8-Nov-2023	PROJECTS	CIVIC AWARD BOOKLETS	£ 143.96	£ 28.79	£ 172.75
8-Nov-2023	PROJECTS	COFFEE & CRAFT PROJECT	£ 300.00	-	£ 300.00
10-Nov-2023	PROJECTS	SANTA PLASTIC SACKS	£ 9.96	£ 2.00	£ 11.96
10-Nov-2023	PROJECTS	XMAS TREE	£ 23.32	£ 4.67	£ 27.99
11-Nov-2023	PROJECTS	XMAS BAUBLES	£ 17.88	-	£ 17.88
14-Nov-2023	PROJECTS	NEWSLETTER DISTRIBUTION	£ 240.00	-	£ 240.00
14-Nov-2023	PROJECTS	DVD FILM	£ 8.31	£ 1.68	£ 9.98
15-Nov-2023	PROJECTS	REMEMBRANCE DAY BOOKLETS	£ 263.80	£ 52.76	£ 316.56
16-Nov-2023	PROJECTS	HANGING BASKETS	£ 829.00	-	£ 829.00
17-Nov-2023	ESTABLISHMENT	OFFICE CLEANING	£ 83.00	-	£ 83.00
20-Nov-2023	PROJECTS	LANDLORD'S CONSENT	£ 100.00	-	£ 100.00
21-Nov-2023	GRANTS / DONATION	TORFAEN PLAY PROVISION	£ 11,600.00	-	£ 11,600.00
21-Nov-2023	PROJECTS	HIRE OF TABLES	£ 105.00	-	£ 105.00
22-Nov-2023	PROJECTS	HIRE SANTA GROTTTO	£ 160.00	£ 32.00	£ 192.00



22-Nov-2023	PROJECTS	FACE PAINTING FEE	£	200.00	£	-	£	200.00
23-Nov-2023	PROJECTS	STALL HOLDER FEE	£	440.00	£	-	£	440.00
23-Nov-2023	GRANTS / DONATION	OVER 50S FORUM	£	250.00	£	-	£	250.00
24-Nov-2023	PROJECTS	ENTERTAINMENT	£	75.00	£	-	£	75.00
24-Nov-2023	PROJECTS	CRAFT ACTIVITIES	£	250.00	£	-	£	250.00
25-Nov-2023	ESTABLISHMENT	IT SUPPORT	£	105.00	£	21.00	£	126.00
26-Nov-2023	PROJECTS	XTREME GAMERZ	£	350.00	£	-	£	350.00
29-Nov-2023	PROJECTS	HIRE OF TABLES	£	105.00	£	-	£	105.00
29-Nov-2023	ESTABLISHMENT	PRINTER PAPER	£	40.78	£	8.16	£	48.94
29-Nov-2023	ESTABLISHMENT	WALL PLANNER	£	12.45	£	2.49	£	14.94
29-Nov-2023	PROJECTS	CIVIC AWARD PLAQUES	£	263.00	£	-	£	263.00
								<b>£ 19,830.73</b>

CLERK  
SIGN   
DATE 11/12/23

CHAIRMAN  
SIGN   
DATE 10/01/24