



3rd June 2020

Dear Councillor;

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 10th June 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.

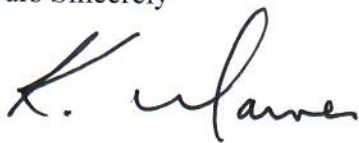
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

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 13th May 2020.
5. To receive and discuss the Independent Remuneration Panel for Wales Annual Return for Blaenavon Town Council 2019/20
6. To discuss and make a determination regarding the Invoice received from Eight One Digital Ltd regarding the Town Council Website.
7. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.

8. Responsible Finance Officer's Update: To receive the May 2020 financial update.

Yours Sincerely

A handwritten signature in black ink, appearing to read "K. Warren". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 10th JUNE 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, G. McCann.

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

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

Cllrs G. Davies, S. Bright, L. Evans, N. Horler

3. Declaration of interests

None.

4. To confirm the minutes of the Council Finance Meeting held on the 13th May 2020 as a true and accurate record

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

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

Resolved: Minutes approved.

5. To receive and discuss the Independent Remuneration Panel for Wales Annual Return for Blaenavon Town Council 2019/20.

The Clerk provided members with an overview regarding the IRPW Annual Return document that is required to be published and sent to the IRPW by 30th September 2020.

The document detailed the allowances paid to members during 2019/20. This was presented via the share screen. The Clerk explained that the document can be viewed by members of the public and will be displayed on the website and on the notice board from the 11th June 2020.

Resolved: Members noted the update.

6. To discuss and make a determination regarding the Invoice received from Eight One Digital Ltd regarding the Town Council Website.

The Clerk presented the invoice to members via the share screen and informed members that he had received an invoice from Mr Hywel Lewis on the 1st June 2020 for the annual website hosting fees totalling £225 for the forthcoming year.

The Clerk explained to members that as a result of the Town Council's website recently being revamped and updated and is now hosted by an alternative provider, there is now not a requirement to continue paying the hosting fee of £225.

An overview was provided to members regarding the options to pay for the 12 months hosting of the site, or to contact Mr Lewis to inform him that his services are no longer required.

A discussion took place amongst members. It was decided that the Clerk would inform Mr Lewis that his services were no longer required and to thank him for the service he had provided over the past two years.

It was proposed by Cllr Jac Denley-Jones and seconded by Cllr Alan Jones that we no longer continue with this service.

This was agreed by all members

Resolved: Clerk to inform Hywel Lewis that his services are no longer required.

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

None received.

Resolved: Members noted the update.

8. **Responsible Finance Officer's Update: To receive the May 2020 financial update.**

Prior to the meeting members were emailed the documentation relating to the May 2020 financial update.

Members were presented with the May 2020 financial update via the share screen by the RFO Kevin Warren. The areas alluded to in the presentation were:

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

Members were happy with the financial information presented.

Resolved: Financial update accepted by members.

The meeting was ended at 7:07pm

Chairman Signed: *L. J. Coulls*

Date: 9/7 /20



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

May 2020

BLAENAVON TOWN COUNCIL



Bank Reconcilliation 2020 - 21

Bank Reconcilliation

MAY

Opening Balance

Current Account	£108,017.83
Cash in Hand	£21.45
	<hr/>
	£108,039.28

Add Receipts in Period	£4,276.64
Less Payments in Period	£8,120.74
	<hr/>

Balance at End of Period	£104,195.18
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Balances at Bank

Current Account	£104,173.73
Cash in Hand	£21.45
	<hr/>
	£104,195.18

Clerk

Sign

K. Lawe

Date

3/6/20

Chairman

Sign

L. J. Couces

Date

15/6/20

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

MAY

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ -	£ -	£0.00
VAT RECEIPTS	£ 4,241.64	£ -	£4,241.64
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
OTHER RECEIPTS	£ 35.00	£ -	£35.00
	£ 4,276.64	£ -	£4,276.64
XPENDITURE			
SALARY	£ 5,471.50	£ 5,471.50	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 1,044.66	£ 1,044.66	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 1,018.08	£ 1,018.08	£0.00
GRANTS	£ 350.00	£ 350.00	£0.00
VAT	£ 236.50	£ 236.50	£0.00
	£ 8,120.74	£ 8,120.74	£0.00

CLERK

SIGN

DATE

K. Lawrence
3/6/20.

CHAIRMAN

SIGN

DATE

L. J. Cowles
15/6/20

BLAENAVON TOWN COUNCIL

Petty Cash transactions 2020/2021



MONTH

MAY

DATE	CATEGORY	SUPPLIER	DESCRIPTION	NET	VAT	TOTAL	DATE PAID
Opening Balance £ 21.45 Less transactions in Period £ - Plus reimbursement in period £ - Closing Balance £ 21.45 Cash in Hand <u>£ 21.45</u>				£ -		£ -	

CLERK _____
SIGN *R. Lane*
DATE 3/6/20

CHAIRMAN _____
SIGN *L. J. Coates*
DATE 15/6/2020

BLAENAVON TOWN COUNCIL

BACS Payments 2020/2021

MONTH

MAY



DATE	CATEGORY	DESCRIPTION	NET	VAT	TOTAL
1-May-2020	GRANTS / DONATION	GENNA ARCHER- HAIR SHAVE	£ 100.00	£ -	£ 100.00
4-May-2020	ESTABLISHMENT	HANDTIE BOUQUET FLOWERS	£ 25.00	£ -	£ 25.00
11-May-2020	PROJECTS	SPORTS EQUIPMENT	£ 611.45	£ 122.29	£ 733.74
13-May-2020	SALARY	PAYROLL REIMBURSEMENT	£ 832.43	£ -	£ 832.43
21-May-2020	ESTABLISHMENT	HANDTIE BOUQUET FLOWERS	£ 25.00	£ -	£ 25.00
21-May-2020	ESTABLISHMENT	OFFICE CLEANING	£ 34.00	£ -	£ 34.00
27-May-2020	ESTABLISHMENT	OFFICE STATIONARY	£ 533.78	£ 91.56	£ 625.34
28-May-2020	GRANTS / DONATION	BLAENAVON RFC - JUNIORS	£ 250.00	£ -	£ 250.00
					£ 2,625.51

CLERK	_____
SIGN	<u>K. Infante</u>
DATE	<u>3/6/20</u>

CHAIRMAN	_____
SIGN	<u>L. J. Cousins</u>
DATE	<u>15/6/20</u>

