



4th May 2022

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 ANNUAL GENERAL MEETING OF BLAENAVON TOWN COUNCIL** which will be held on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely on **Wednesday the 11th of May 2022 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.

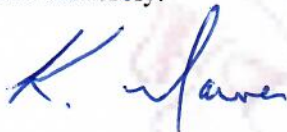
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Chief Officer.

Agenda

1. Appointment of Mayor.
2. Appointment of Deputy Mayor.
3. To receive and accept apologies.
4. To confirm the minutes of Blaenavon Town Council's Annual General Meeting 2021.
5. To adopt the Local Authorities (Model Code of Conduct) (Wales) Order 2008
6. Appointment of four signatories to Bank Account – Cheques and online banking authorisations to be signed by any two signatories
7. To Re affirm the Council's Standing Orders and Financial Regulations 2022
8. To Re affirm the Council's Risk Assessment Schedule 2022
9. To Re affirm the Council's Information and Data Protection Policy 2022

10. To adopt the Model Local Resolution Protocol for Community and Town Councils.
11. Appointment of one representative as the Minor Authority Governor at Ysgol Gymraeg Bryn Onnen.
12. Appointment of one representative as the Minor Authority Governor at Blaenavon World Heritage School.
13. Appointment of two Councillors to conduct the quarterly finance inspections with the Responsible Financial Officer.
14. Appointment of two representatives for Blaenavon World Heritage Team.
15. Appointment of two representatives to the One Voice Wales Gwent Valleys quarterly Area Committee meetings.
16. Appointment of one representative for Torfaen Community Transport.
17. Appointment of one representative for Torfaen Museum Trust.
18. Appointment of one representative for Churches Working Together.
19. Appointment of one representative for Townscape Heritage Committee.
20. Appointment of two representatives to serve on the Torfaen Partnership held at the Civic Centre, Pontypool every four months.
21. Appointment of one representative for the Mick Morris Sporting Trust.
22. Appointment of one representative for Blaenavon World Heritage Steering Group.
23. To confirm the dates of ordinary meetings of the full council and finance meetings up to and including the next annual general meeting of full council.
24. Appointment of date and time of the Annual General Meeting 2023

Yours sincerely,



Kevin Warren. MInstLM. FCMI.

Chief Officer
Blaenavon Town Council.



BLAENAVON TOWN COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 11th MAY 2022 AT 6.30 PM.

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 Liam Cowles (In the Chair)

Councillors in attendance: L. Evans, M. Harris, A. Jones, J. Hunt, N. Goddard, M. Wheeler, T. Porter, G. James.

Officers: Mr K. Warren (Chief Officer) Kerry Jones (Assistant Chief Officer).

Member of the Public: None Present

Prior to the commencement of the meeting in full, the outgoing Mayor of Blaenavon Cllr Liam Cowles addressed the council.

Cllr Cowles thanked everyone for attending and also for their support during his tenure of office and referenced that there were many positive achievements that had taken place during the past year.

Cllr Cowles mentioned the implementation of the Community Brew project which was managed by Cllr Harris and Council officers. The allocation of funds to projects within Blaenavon was outstanding.

Leading up to the implementation of the Community Brew project the Council worked at its best by robustly scrutinising the service level agreement and as a result was successful in securing the required amendments.

Cllr Cowles also explained that it was lovely that post covid, numerous events and functions had been delivered by the Town Council namely.

- Town Council Civic awards held at the Con Club.
- Mayor's Civic function held at Forgeside Rugby Club.
- Christmas lights and carol service
- Xmas Market.

The Xmas market was outstanding with nearly four hundred people attending the event throughout the day. Cllr Cowles thanked Kerry Jones the Assistant Chief Officer for organising such a successful event.

Cllr Cowles reiterated that it was a pleasure to be Mayor of Blaenavon in his hometown and working with the Town Council's officers who could not be faulted for all their hard work and dedication.

There are many projects in the pipeline as part of the Healthy Blaenavon initiative and everyone is working extremely hard and are together.

Cllr Cowles concluded that it had been a challenging end of term referencing the social media comments and resignations. Cllr Cowles expressed his thanks for members who remained and supported each other and got to the end of the term together.

The meeting then proceeded as per the published agenda.

1. Appointment of Mayor for 2022/23

There was one nomination from the council for the appointment of Mayor. The proposal was:

- Cllr Alan Jones:

This was proposed by Cllr Evans and seconded by Cllr Wheeler. All members in agreement.

Resolved: Cllr Jones be appointed as Mayor of Blaenavon Town Council for the year 2022/23.

Declaration of Acceptance of Office.

Cllr Jones accepted the nomination and assumed his position as Mayor expressing his sincere thanks to the Council for their nominations.

Cllr Jones also thanked Cllr Cowles for serving the Town over the past year and touched upon the fact that it was a difficult year as a result of the Covid pandemic but hoped that this year would be a return to normality, with a focus on working together with residents, businesses, and community engagement.

Cllr Jones stated that it was an absolute honour to be appointed to serve as Mayor for the third time having been a member of the Town Council for the past fourteen years.

Cllr Jones welcomed the new Cllrs and was looking forward to working with them and also their ideas. There were exiting times ahead.

Cllr Jones thanked the Chief Officer and Assistant Chief Officer for their professional governance within the Town Council.

Cllr Jones then proceeded with the published agenda.

2. Appointment of Deputy Mayor for 2022/23

There was one nomination from the members for the appointment of Deputy Mayor. The proposal was: -

- Cllr James.

This was proposed by Cllr Jones and seconded by Cllr Cowles. All members were in agreement.

Resolved: Cllr James be appointed as Deputy Mayor of Blaenavon Town Council for the year 2022/23.

Declaration of Acceptance of Office.

Cllr James accepted the nomination and thanked members for their nomination.

3. To receive and accept apologies.

None received.

4. To confirm the minutes of Blaenavon Town Council's Annual General Meeting 2021

The minutes were read for accuracy with no amendments.

It was proposed by Cllr Evans and seconded by Cllr Cowles that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To adopt the Local Authorities (Model Code of Conduct) (Wales) Order 2008

It was proposed by Cllr Hunt and seconded by Cllr Harris to adopt the Code of Conduct

All members in agreement.

Resolved: Code of Conduct adopted.

6. Appointment of four signatories to Bank Account for cheques and online banking authorisations to be signed by any two signatories.

It was confirmed that there are currently two signatories namely Cllrs Jones and Cowles so two further signatories would be required for the bank account.

Cllrs Wheeler and Goddard expressed an interest in the role of signatory.

It was proposed by Cllr Cowles and seconded by Cllr Evans that Cllrs Wheeler and Goddard be the third and fourth signatories.

All members in agreement.

Resolved: Cllrs Jones, Cowles, Wheeler, and Goddard appointed as Bank account signatories.

7. To re affirm the Council's Standing Orders and Financial Regulations 2022/23

The current Standing Orders together with the Financial Regulations were reviewed by members.

It was proposed by Cllr Cowles and seconded by Cllr Harris that both Standing Orders and Financial Regulation be adopted for 2022/23.

All members were in agreement.

Resolved: Standing Orders and Financial Regulations adopted for 2022/23

8. To re affirm the Council's Risk Assessment Schedule 2022/23

The current Risk Assessment Schedule had been sent to members with minor amendments to dates covering the 2022/23 period.

It was proposed by Cllr James and seconded by Cllr Porter that the risk assessment schedule be adopted.

All members were in agreement.

Resolved: Risk Assessment Schedule adopted for 2022/23

9. To re affirm the Council's Information and Data Protection Policy 2022/23

The current Council's Information and Data Protection Policy was sent to members with no amendments.

It was proposed by Cllr Wheeler and seconded by Cllr Porter that the Information and Data Protection Policy be adopted.

All members were in agreement.

Resolved: Information and Data Protection Policy adopted for 2022/23

10. To adopt the Model Local Resolution Protocol for Community and Town Councils.

The current Council's Model Local Resolution Protocol was sent to members with no amendments.

It was proposed by Cllr Hunt and seconded by Cllr Wheeler that the Model Local Resolution Protocol be adopted.

All members in agreement.

Resolved: Model Local Resolution Protocol adopted for 2022/23.

11. Appointment of one representative as the Minor Authority Governor at Ysgol Gymraeg Bryn Onnen.

Cllr James expressed an interest in the role of school governor.

It was proposed by Cllr Cowles and seconded by Cllr Jones to appoint Cllr James as school governor for Ysgol Gymraeg Bryn Onnen.

All members in agreement.

Resolved: Cllr James appointed as school governor for Ysgol Gymraeg Bryn Onnen.

12. Appointment of one representative as the Minor Authority Governor at Blaenavon World Heritage School.

Cllr Porter expressed an interest in the role of school governor.

It was proposed by Cllr Cowles and seconded by Cllr Jones to appoint Cllr Porter as school governor for Blaenavon World Heritage School.

All members in agreement.

Resolved: Cllr Porter appointed as school governor for Blaenavon World Heritage School.

13. Appointment of two Councillors to conduct the quarterly finance inspections with the Responsible Finance Officer.

It was outlined to members that one of the appointed members had to be the Chair of the Finance Committee and this would now be Cllr James.

Cllr Goddard offered to be the second appointed member for this role.

It was proposed by Cllr Cowles and seconded by Cllr Evans that Cllrs James and Goddard be appointed for this role.

All members in agreement.

Resolved: Councillors James and Goddard to conduct quarterly finance inspections for the year 2022/23.

14. Appointment of two representatives for Blaenavon World Heritage Team.

Cllrs Wheeler and Harris expressed an interest in the role appointment.

It was proposed by Cllr Cowles and seconded by Cllr Hunt that Cllrs Wheeler and Harris be the appointed Council representatives for Blaenavon World Heritage Team.

All members were in agreement.

Resolved: Cllrs Wheeler and Harris be the appointed Council representatives for Blaenavon World Heritage Team for the year 2022/23.

15. Appointment of two representatives to the One Voice Wales Gwent Valleys Quarterly Area Committee.

It was outlined to members that one of the appointed members had to be the Mayor and this would now be Cllr Jones.

Cllr Cowles expressed an interest in the appointed role.

It was proposed by Cllr James and seconded by Cllr Hunt that Cllrs Jones and Cowles be the Town Council's representatives.

Members were all in agreement.

Resolved: Councillors Jones and Cowles would represent the Town Council at the Gwent Valleys Area Committee for the year 2022/23.

16. Appointment of one representative for Torfaen Community Transport.

Cllr Wheeler expressed an interest in the appointed role.

It was proposed by Cllr Cowles and seconded by Cllr Jones that Cllr Wheeler be the Town Council's representative.

All members were in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Torfaen Community Transport Committee for the year 2022/23.

17. Appointment of one representative for Torfaen Museum Trust.

Cllr Hunt expressed an interest in the appointed role.

It was proposed by Cllr Jones and seconded by Cllr Porter that Cllr Hunt be the Town Council's representative.

All members were in agreement.

Resolved: Cllr Hunt would represent the Town Council on the Torfaen Museum Trust for the year 2022/23.

18. Appointment of one representative for Churches Working Together.

Cllr Evans expressed an interest in the appointed role.

It was proposed by Cllr Cowles and seconded by Cllr Harris that Cllr Evans be appointed as the Council representative.

All members were in agreement.

Resolved: Cllr Evans would represent the Town Council on the Churches Working Together Committee for the year 2022/23.

19. Appointment of one representative for Townscape Heritage Committee.

Cllr Goddard expressed an interest in the appointed role.

It was proposed by Cllr Porter and seconded by Cllr Evans that Cllr Goddard be appointed as the Council representative.

All members were in agreement.

Resolved: Cllr Goddard would represent the Town Council on the Townscape Heritage Committee for the year 2022/23.

20. Appointment of two representatives to serve on the Torfaen Local Council Partnership held at the Civic Centre, Pontypool every four months.

A discussion took place amongst members regarding the allocation of two new Council representatives.

It was proposed by Cllr Cowles and seconded by Cllr Evans that Cllrs Jones and James be appointed as the Council representatives.

Members were all in agreement.

Resolved: Cllrs Jones and James would represent the Town Council on the Torfaen Local Council Partnership for the year 2022/23.

21. Appointment of one representative to the Mick Morris Sporting Trust.

Cllr Wheeler expressed an interest in the appointed role.

It was proposed by Cllr James and seconded by Cllr Harris that Cllr Wheeler be appointed as the Council representative.

All members were in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Mick Morris Sporting Trust for the year 2022/23.

22. Appointment of a representative for Blaenavon World Heritage Steering Group.

Cllr Evans expressed an interest in the appointed role.

It was proposed by Cllr Cowles and seconded by Cllr Harris that Cllrs Evans be appointed as the Council representative.

All members were in agreement.

Resolved: Cllr Evans would represent the Town Council on the Blaenavon World Heritage Steering Group for the year 2022/23.

23. To confirm the dates of ordinary meetings of the full council and finance meetings up to and including the next annual general meeting of full council.

A list of dates for the forthcoming council year 2022/23 was presented to members. This incorporated both the Full Council and Finance meetings which fell on the 2nd and 4th Wednesday of each month commencing at 6:30pm.

August and December 2022 were listed as recess months.

All members were in agreement.

Resolved: Members agreed with the meetings dates presented for 2022/23.

24. Date and Time of the Annual General Meeting 2023

The Chief Officer explained that the proposed AGM date would be the 3rd of May 2023

All members were in agreement.

Resolved: The AGM meeting for 2023 will take place on the 3rd of May commencing at 6:30pm.

The meeting ended at 6.52pm.

Chairman Signature:

Date: 3/5/23

