



1st June 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 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 8th of June 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 3 working days' notice in writing of the question has been provided to the Clerk.

Agenda

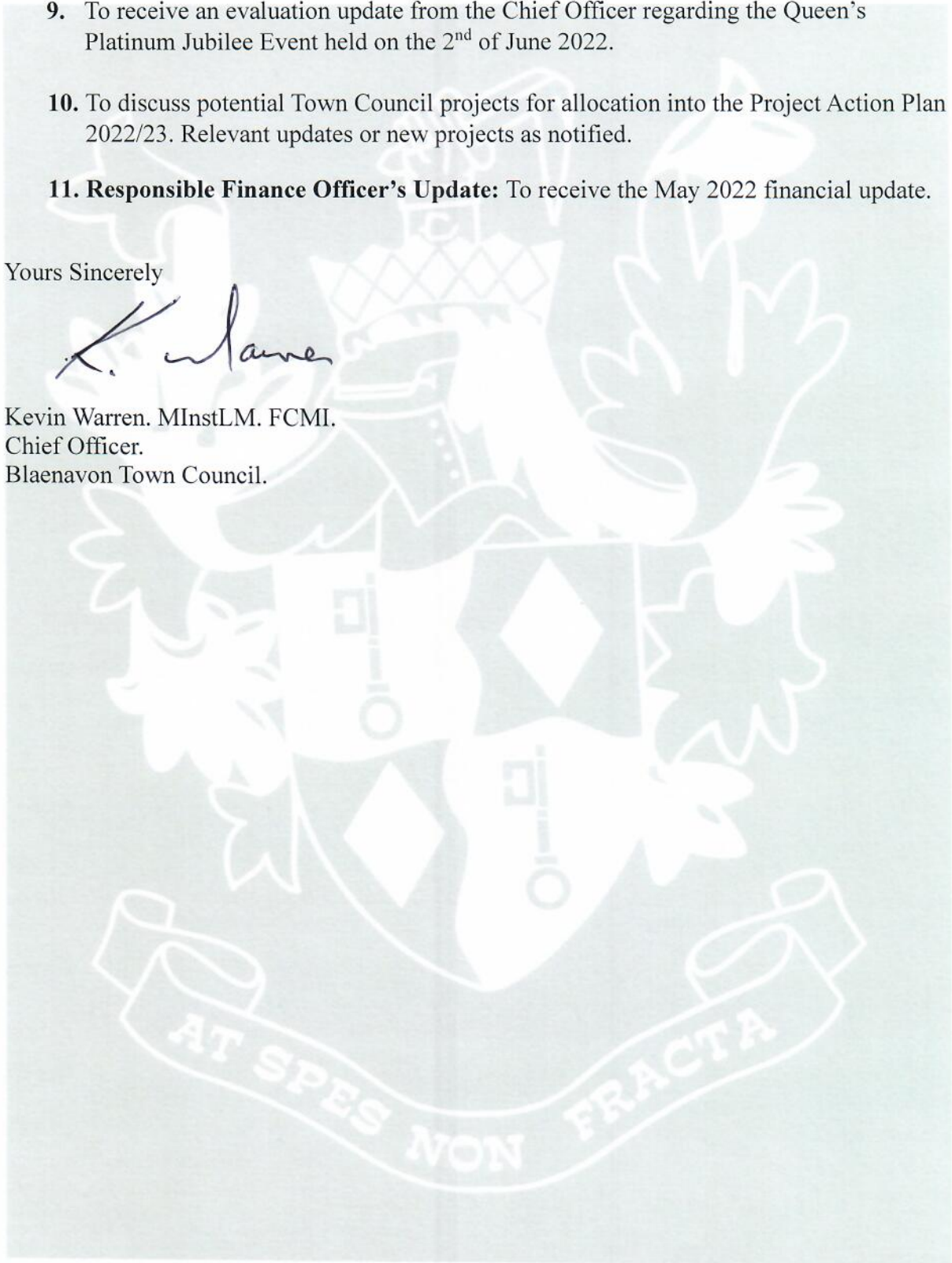
1. To receive any questions from the public.
2. To receive and accept apologies.
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the Agenda.
4. To receive a presentation from Rebecca Hartley (**Team Leader Strategic Place Projects at TCBC**) regarding the draft placemaking plan for Blaenavon.
5. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 18th of May 2022.
6. To receive an update regarding the 'Community Brew' Participatory Budget Project. (**Cllr Marc Harris**)
7. To discuss and make a determination regarding the appointment and advertisement for a Community Development and Projects Officer for Blaenavon Town Council.

8. To receive, discuss and make a determination regarding the list of co-option candidates for the role of Blaenavon Town Councillor
9. To receive an evaluation update from the Chief Officer regarding the Queen's Platinum Jubilee Event held on the 2nd of June 2022.
10. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.
11. **Responsible Finance Officer's Update:** To receive the May 2022 financial update.

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 8th of June 2022 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 13th of July 2022.

In attendance:

Councillor James (In the Chair)

Councillors in attendance: N. Goddard, M. Wheeler, L. Cowles, J. Hunt.

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

Visitors: Rebecca Hartley (Team Leader Economy & Strategic Regeneration Neighbourhood Services, TCBC)

Members of the public: Stuart Evans

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 Marc Harris - Work commitment
- Cllr Allan Jones – Holiday
- Cllr Tom Porter - Holiday
- Cllr Lewis Evans - Unwell

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:

- Cllr Goddard. Item 6 on the agenda - **Personal interest.**

Resolved; Declaration of Interest noted by members.

5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 18th of May 2022.

Minutes were read for accuracy with no amendments. This was proposed by Cllr Cowles and seconded by Cllr Wheeler. Minutes approved.

Resolved; Minutes approved as a true and accurate record.

7. To discuss and make a determination regarding the appointment and advertisement for a Community Development and Projects Officer for Blaenavon Town Council.

A discussion took place amongst members, it was agreed that the appointment of a Community, Health & Wellbeing Officer be advertised.

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

Resolved. Chief Officer to commence the advertisement process.

8. To receive, discuss and make a determination regarding the list of co-option candidates for the role of Blaenavon Town Councillor.

Six expressions of interest have been received for three vacancies in the office of Town Councillor.

The Chief Officer informed members that one candidate will be unable to attend the full council meeting on the 22nd of June 2022, to deliver their presentation to members due to a prior holiday commitment.

A discussion took place amongst members, and it was agreed that the submission, in line with others, will still be considered.

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

Resolved. All co- option applications to be considered by members.

10. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.

None received.

11. Responsible Finance Officer's Update: To receive the May 2022 financial update.

Mr Warren (RFO) forwarded to members the May 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 May 2022 and highlighted any relevant information. Members were invited to ask any questions in relation to the information presented.

Members were happy with the presentation.

This was proposed by Cllr Hunt and seconded by Cllr Goddard. All members were in agreement.

Resolved: Financial update for May 2022 accepted by members.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 8th of June 2022.

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: J. Hunt, N. Goddard, M. Wheeler, L. Cowles.

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

Visitors: Rebecca Hartley (Team Leader Economy & Strategic Regeneration Neighbourhood Services, TCBC)

Members of the public: Stuart Evans

The Council Finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Georgina James who welcomed everyone to the meeting and thanked them for their attendance.

1. To receive any questions from the public.

None received.

2. To receive and accept apologies

- Cllr M. Harris – Work commitment
- Cllr A. Jones – Holiday
- Cllr T. Porter – Holiday
- Cllr L. Evans - Unwell

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

Resolved. Apologies accepted.

3. Declaration of interests

- Cllr Goddard. Item 6 on the agenda - Personal interest.

Resolved: Declarations of interest noted by members.

4. To receive a presentation from Rebecca Hartley (Team Leader Strategic Place Projects at TCBC) regarding the draft placemaking plan for Blaenavon.

Cllr James thanked Rebecca for joining the meeting.

Rebecca provided members with a presentation and overview of a draft placemaking plan for Blaenavon and explained that the place plan project is the regeneration of Blaenavon, Pontypool and Cwmbran town centres over the next ten years, which will be subject to regular reviews and subject to public consultation.

There are a range of projects planned for Blaenavon town centre and its immediate areas.

- Place Plans are being produced for the town centres of Blaenavon, Pontypool and Cwmbran. They are a pre-requisite to secure future funding within the town centres for future investment.
- Place Plans will identify a range of projects within town centre and will be subject to public consultation.
- The development & projects are running concurrently with a Levelling Up Fund (LUF) bid which has attached to it an ambitious timescale.
- Blaenavon town centre will build on historic assets whilst supporting local community and visitor destination appeal.
- Potential LUF project Ty Mawr/The Beeches to provide a grant to secure investment.

A series of initial projects subject to public consultation was shared with members.

- The improvement of pedestrian links into town centre to increase footfall.
- Ty Mawr / The Beeches – Collaborating with the current owner to carry out restoration work to transform the building into a luxury hotel including leisure and conference facilities.
- Refurbishment of shop fronts & vacant premises.
- To support & develop The Workmen's Hall & World Heritage Centre.
- Enhance public transport in and out of Blaenavon including coach parking within the town centre.
- To improve connectivity between visitor centres and the town centre including signage.
- Support new and existing businesses.
- Improve parking provision.

- To enhance the town centre as a visitor destination.

Members raised a series of questions including:

- Plans relating to cycle routes – south entrance into town has a cycle path.
- Tree preservation orders on woodland at Ty Mawr/The Beeches – The woodland is outside the boundary of the property, therefore will not be effected during this potential project.
- Provision to provide an education and resource centre – Current owner keen on conference facilities.

Rebecca explained to members that a drop-in session open to the public is planned at the Heritage Centre on the 15th of June 2022 between 2pm and 7pm.

There will be public consultation and engagement. Forms can be found by accessing the Torfaen website, hard copies are available at the Heritage Centre. Consultation ends on the 27th of June 2022.

Feedback received from consultations with the Healthy Blaenavon Officer, and Emma Davies McIntosh have been incorporated into the Place Plan project for Blaenavon.

Cllr James thanked Rebecca for her presentation. Rebecca then left the meeting.

Resolved: Members noted the update.

5. To confirm the minutes of the Council Finance Meeting held on the 18th of May 2022 as a true and accurate record.

The Chief Officer forwarded the minutes to members for their perusal prior to the meeting.

The confirmation of the minutes was proposed by Cllr Cowles and seconded by Cllr Wheeler. All members in agreement.

Resolved: Minutes accepted as a true record by members.

6. To receive an update regarding the ‘Community Brew’ Participatory Budget Project. (Cllr Marc Harris)

In Cllr Harris’s absence, the Chief Officer provided members with an update.

The seven successful groups that met all of the project criteria and ratified at May’s full council meeting are:

- Heritage Theatre Production – Awarded £3k
- Blaenavon Bowls Club – Awarded £5k
- Castle Street Allotments – Awarded £4,644

- Forgeside RFC Community Garden – Awarded £5k
- Blaenavon Youth Band- Awarded £5k
- Royal British legion Blaenavon Branch – Awarded £2,266
- Blaenavon Scout Group – Awarded £2276

The Chief Officer explained that the seven grants amounted to a total of £27,186. The overall total amount awarded to local projects to date is £47,186.

The Chief Officer outlined to members that he held a meeting with Lyndon Puddy from TCBC on the 27th of May 2022 to discuss the mid-term report which is required to release the second tranche of project funding.

Cllr Harris will meet with the Chief Officer to discuss a draft report which has been prepared. A further meeting will then be arranged with Emma Davies McIntosh with the with the finalised report being forwarded to Lyndon Puddy.

It is envisaged that payments to the successful groups will be transacted by the Chief Officer potentially by the end of June 2022.

Resolved: Members noted the update.

7. To discuss and make a determination regarding the appointment and advertisement for a Community Development and Projects Officer for Blaenavon Town Council.

A discussion took place amongst members, it was agreed that the appointment of a Community, Health & Wellbeing Officer be advertised.

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

Resolved. Chief Officer to commence the advertisement process.

8. To receive, discuss and make a determination regarding the list of co-option candidates for the role of Blaenavon Town Councillor.

The Chief Officer explained to members that six expressions of interest had been received for three vacancies for the office of Town Councillor.

The Chief Officer informed members that one candidate will be unable to attend the full council meeting on the 22nd of June 2022 to deliver their presentation to members due to a prior holiday commitment.

A discussion took place amongst members, and it was agreed that the submission, in line with others, will still be considered.

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

Resolved. All co- option applications to be considered by members

9. To receive an evaluation update from the Chief Officer regarding the Queen’s Platinum Jubilee Event 2022.

Cllr James expressed what a positive evening the event was. The readings by the children were well received and there was a good cross-section of guests from all ages and groups.

The Town Council has received a certificate of thanks for participating in the event. This will be displayed within Council Chambers.

The Chief Officer added that it was a fantastic event which received positive praise. The viewing area within the lower carpark of Big Pit was well attended by members of the public.

As per briefings and updates shared to Cllrs in the months prior to the event, the maximum number of guests allowed to attend the site was one hundred as per the directive provided by Big Pit management. This was to comply with Health and Safety regulations and were not negotiable.

A discussion took place amongst members surrounding some feedback that had been received which included social media post.

The Assistant Chief Officer informed members that the social media thread had been analysed and explained that there was a total of sixty-four comments. This only amounted to twenty-four individuals in total. Not all comments were of a negative nature. A small group of individuals within the twenty-four were repeatedly responding to comments.

The Chief Officer reiterated that having recently attending a Society of Local Council Clerks (SLCC) seminar with the Assistant Chief Officer, the topic of social media was covered in great detail. It is strongly advised not to interact or comment with such individuals or groups on social media. Negative comments to the Town Council social media platforms will be removed and that person(s) blocked from future interaction.

A further discussion ensued, and it was proposed by Cllr James to bring a motion to the next full council meeting to discuss event planning and Cllr attendance. This was seconded by Cllr Hunt. All members in agreement

Resolved: Members noted the update and motion on event planning to be brought to the next Full Council meeting.

10. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.

None presented

11. Responsible Finance Officer’s Update: To receive the May 2022 financial update.

Mr Warren (RFO) forwarded to members the May 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 Revenue
- Project Expenditure
- Budget
- VAT
- Bank Statements

Mr Warren presented to members each of the above areas of finance for May 2022 and highlighted any relevant information. Members were invited to ask any questions in relation to the information presented.

Members were happy with the presentation.

It was proposed by Cllr Hunt and seconded by Cllr Goddard that the finance update for May 2022 be accepted. All members were in agreement.

Resolved: Financial update for May 2022 accepted by members.

Cllr James thanked all for attending the meeting.

Meeting ended at 19.59 hrs

Chairman Signed:



Date: 13/7/22



BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

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Blaenavon Town Council

Finance Update

June 2022

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2022 - 2023

Bank Reconciliation

JUN

Opening Balance

Current Account	£113,559.52
Cash in Hand	£11.63
	<hr/>
	£113,571.15

Add Receipts in Period	£0.00
Less Payments in Period	£25,914.56
	<hr/>

Balance at End of Period	£87,656.59
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Balances at Bank

Current Account	£87,648.41
Cash in Hand	£8.18
	<hr/>
	£87,656.59

Clerk

Sign

Date

11/7/22

Chairman

Sign

Date

13.7.22



BLAENAVON TOWN COUNCIL

Bank Reconciliation 2022 - 2023

Bank Reconciliation

Q1

Opening Balance

Current Account	£77,672.69
Cash in Hand	£11.63
	<hr/>
	£77,684.32

Add Receipts in Period	£61,666.66
Less Payments in Period	£51,694.39
	<hr/>

Balance at End of Period	£87,656.59
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Balances at Bank

Current Account	£87,648.41
Cash in Hand	£8.18
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	£87,656.59

Clerk

Sign

K. Evans

Date

11/7/22

Chairman

Sign

[Signature]

Date

13/7/22

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2022 - 2023



Period	JUN			
		ACTUAL	BUDGET	VAR
INCOME				
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
		£ -	£ -	£0.00
EXPENDITURE				
SALARY		£ 7,451.52	£ 7,451.52	£0.00
ELECTION COSTS		£ -	£ -	£0.00
ESTABLISHMENT COSTS		£ 1,573.60	£ 1,573.60	£0.00
COUNCILLOR ALLOWANCE		£ 3,350.00	£ 3,350.00	£0.00
HOSPITALITY		£ -	£ -	£0.00
PROJECTS		£ 863.50	£ 863.50	£0.00
GRANTS		£ 5,000.00	£ 5,000.00	£0.00
COMMUNITY BREW		£ 7,542.00	£ 7,542.00	£0.00
VAT		£ 133.94	£ 133.94	£0.00
		£ 25,914.56	£ 25,914.56	£0.00

CLERK

SIGN

K. Clave

DATE

1/7/22

CHAIRMAN

SIGN

[Signature]

DATE

13/7/22

BLAENAVON TOWN COUNCIL

Petty Cash transactions 2022 - 2023



MONTH

JUN

DATE	CATEGORY	POST OFFICE	SUPPLIER	DESCRIPTION	NET	VAT	TOTAL	DATE PAID
10-Jun-2022	ESTABLISHMENT			AUDIT 2021/22	£ 3.45	£ -	£ 3.45	10-Jun
					£ 3.45			

Opening Balance £ 11.63
 Less transactions in Period £ 3.45
 Plus reimbursement in period £ -
 Closing Balance £ 8.18
 Cash in Hand **£ 8.18**

CLERK
 SIGN

CHAIRMAN
 SIGN

DATE

11/7/22

DATE

13/7/22

BLAENAVON TOWN COUNCIL

BACS Payments 2022 - 2023



MONTH

JUN

DATE	CATEGORY	DESCRIPTION	NET	VAT	TOTAL
3-Jun-2022	PROJECTS	RBL BUGLER	£ 200.00	£ -	£ 200.00
6-Jun-2022	PROJECTS	EVENT PHOTOGRAPHS	£ 115.00	£ -	£ 115.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR JONES	£ 1,650.00	£ -	£ 1,650.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR JAMES	£ 650.00	£ -	£ 650.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR HARRIS	£ 150.00	£ -	£ 150.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR COWLES	£ 150.00	£ -	£ 150.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR EVANS	£ 150.00	£ -	£ 150.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR PORTER	£ 150.00	£ -	£ 150.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR HUNT	£ 150.00	£ -	£ 150.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR GODDARD	£ 150.00	£ -	£ 150.00
6-Jun-2022	COUNCILLOR ALLOWANCE	CLLR WHEELER	£ 150.00	£ -	£ 150.00
14-Jun-2022	COMMUNITYBREW	BLAENAVON SCOUT GROUP	£ 2,276.00	£ -	£ 2,276.00
14-Jun-2022	COMMUNITYBREW	BRITISH LEGION	£ 2,266.00	£ -	£ 2,266.00
14-Jun-2022	COMMUNITYBREW	HERITAGE THEATRE PRODUCTION	£ 3,000.00	£ -	£ 3,000.00
16-Jun-2022	PROJECTS	REFRESHMENTS	£ 375.40	£ 75.08	£ 450.48
16-Jun-2022	GRANTS / DONATION	TORFAEN PLAY PROVISION	£ 5,000.00	£ -	£ 5,000.00
16-Jun-2022	ESTABLISHMENT	CLLR TRAINING	£ 210.00	£ -	£ 210.00
16-Jun-2022	ESTABLISHMENT	BOARD DECALS	£ 49.00	£ -	£ 49.00
16-Jun-2022	ESTABLISHMENT	EXTEND PICTURE RAILS	£ 84.00	£ -	£ 84.00
16-Jun-2022	PROJECTS	ERECT BUNTING IN TOWN	£ 122.00	£ -	£ 122.00
17-Jun-2022	SALARY	REIMBURSEMENT OF PAYROLL	£ 854.52	£ -	£ 854.52
23-Jun-2022	ESTABLISHMENT	PAYROLL ADMIN FEES 2022/23	£ 151.14	£ 30.23	£ 181.37
24-Jun-2022	ESTABLISHMENT	RENT BILL	£ 875.00	£ -	£ 875.00
29-Jun-2022	ESTABLISHMENT	WINDOW CLEANING	£ 25.00	£ -	£ 25.00

