



**7th July 2021**

Dear Councillor,

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 14<sup>th</sup> JULY 2021.**

**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 on the 9<sup>th</sup> of June 2021.
5. To discuss and ratify the proposed agreement with Festive Lighting Company Ltd.
6. To discuss and ratify the quote from Ogilvie Engineering Ltd regarding the Unity Bench Project.
7. To discuss and make a determination regarding design and print costs relating to Town Council projects. **(Cllr Cowles)**
8. To discuss and make a determination regarding the proposed Participatory Budget relating to a recent meeting held with representatives from the Integrated Wellbeing Network. **(Cllr Cowles)**

9. To receive and note an update regarding the applications received for the Assistant Chief Officer's position.

10. To discuss potential Town Council projects for allocation into the Project Action Plan 2021/22. Relevant updates or new projects as notified.

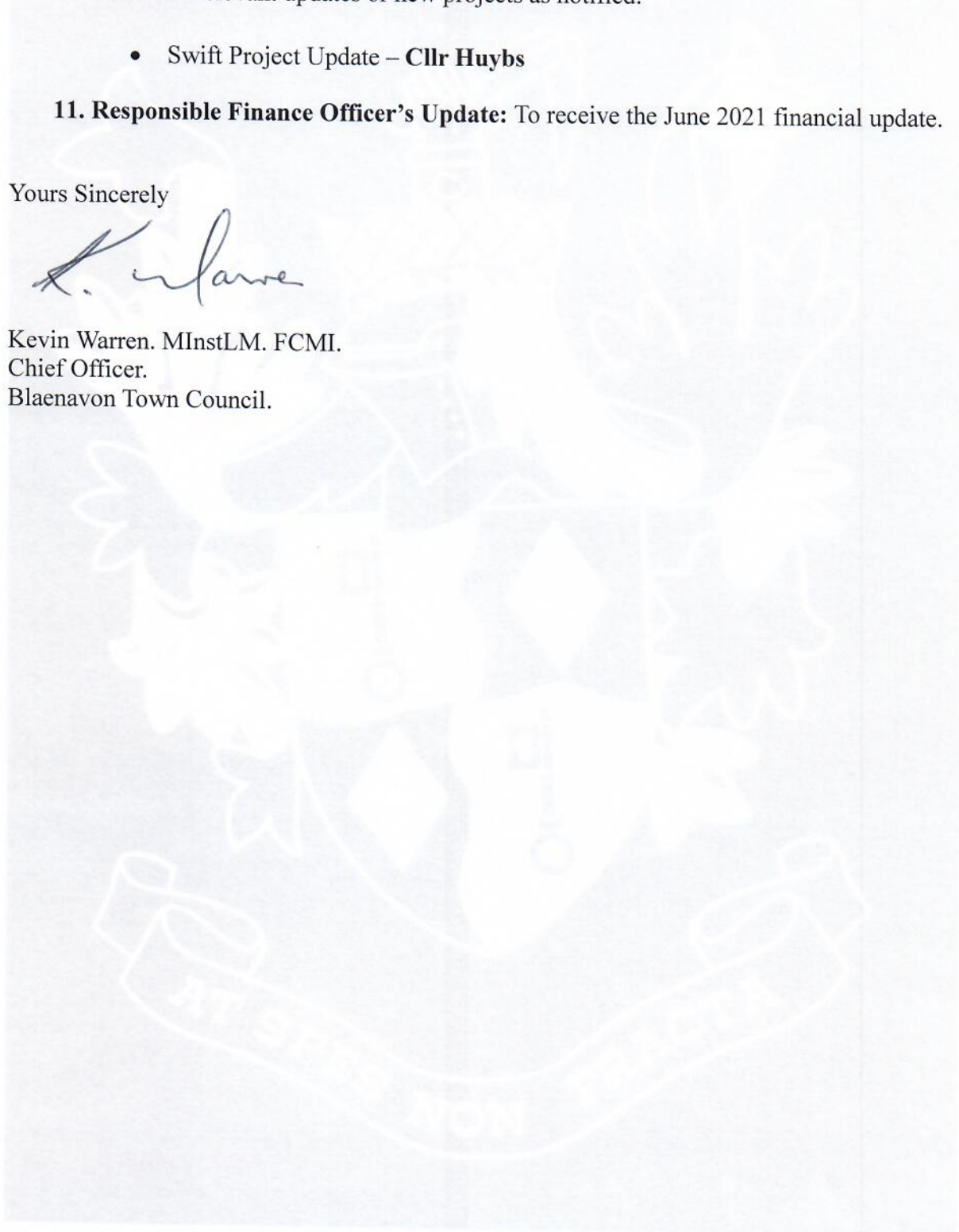
- Swift Project Update – **Cllr Huybs**

11. **Responsible Finance Officer's Update:** To receive the June 2021 financial update.

Yours Sincerely



Kevin Warren. MInstLM. FCMI.  
Chief Officer.  
Blaenavon Town Council.





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 14th JULY 2021.**

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

**In attendance:**

Councillor: J. Huybs (In the Chair)

Councillors in attendance: N. Horler, G. McCann, L. Cowles, E. Harvey, G. Davies, M. Harris, J. Skyrme, L. Evans, S. Bright, G. James.

**Officers:** Mr K. Warren (Chief Officer)

**Visitor:** None Present.

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

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

None received.

**2. Apologies**

- Cllr Jones – Family illness.

Cllr Cowles proposed that the reason for non-attendance be accepted, this was seconded by Cllr Skyrme.

**Resolved:** Apologies accepted by members.

**3. Declaration of interests**

None declared.



**4. To confirm the minutes of the Council Finance Meeting held on the 9<sup>th</sup> of June 2021 as a true and accurate record.**

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

It was proposed by Cllr McCann and seconded by Cllr Harvey that the minutes be approved.

**Resolved:** Minutes accepted as a true record.

**5. To discuss and ratify the proposed agreement with Festive Lighting Company Ltd.**

The Chairman asked the Chief Officer to provide an overview regarding the agreement.

The Chief Officer reiterated that he had sent out the agreement to members for their perusal prior to the meeting and further explained that this was a 3 year agreement with an annual cost of £7,401 plus VAT.

This was the agreement that the Chief Officer had signed on behalf of the Council which was countersigned by Cllr Huybs.

The Chairman requested if members were happy with the agreement and if so, could there be a proposer and seconder.

It was proposed by Cllr Cowles and seconded by Cllr Harvey to ratify the agreement. All members were in agreement.

**Resolved:** Agreement with Festive lighting Company Ltd was ratified.

**6. To discuss and ratify the quote from Ogilvie Engineering Ltd regarding the Unity Bench Project.**

The Chairman outlined to members the costs related to the quote from Ogilvie Engineering for the manufacture of benches for the Unity Bench Project. It was further explained that this was a bespoke project, and this had been reflected in the quote.

The Chairman requested if members were happy with the quote and if so, could there be a proposer and seconder

It was proposed by Cllr Harris and seconded by Cllr James that the quote be accepted. Members were all in agreement.

**Resolved:** Quote from Ogilvie Engineering accepted by members.

**7. To discuss and make a determination regarding design and print costs relating to Town Council projects. (Cllr Cowles)**



Cllr Cowles outlined to members that he wanted to raise a point relating to recent projects that had been completed, and the substantial design and print costs that had been attributed to them.

It was explained further by Cllr Cowles that the Council had used LAF Designs for the printing and design work for all of the projects.

This was a concern in that potentially, an external auditor could pick up on the fact that Lyndsey was formally employed by the Council and based on that, Cllr Cowles proposed that for any future projects involving design and print with costs over £500 that three separate quotes should be sourced from businesses in order to satisfy external audit procedures.

Cllr Cowles further explained that the Council would still be able to use LAF Designs after receipt of three quotes and that it was something that an auditor could pick up on and that his proposal would only be for costs over £500 and would take other members' views on the proposal.

The Chairman supported the proposal from Cllr Cowles based on the £500 limit and stated that this was a reasonable proposal.

Cllr Davies asked what the current procurement was to request three quotes. The Chairman asked the Chief Officer to explain.

The Chief Officer explained that the figure to trigger three quotes was £2,500 but based on the rationale provided by Cllr Cowles then financial regulations can be amended to facilitate that proposal and it would be wise to consider the proposal made by Cllr Cowles.

Cllr Harris explained that he would offer his services as a graphic designer when able to do so in order to reduce the design costs incurred by the Council.

Cllr Davies explained that to support a procurement strategy moving forward then consideration should be given to sourcing quotes locally and allocating work locally to facilitate projects.

The Chairman requested if members were happy with the proposal from Cllr Cowles and requested a seconder.

Cllr James seconded the proposal made by Cllr Cowles. Members were all in agreement.

**Resolved:** All future design and print costs over £500 to receive three separate quotes for members to consider. Financial regulations to be amended to reflect the proposal.

**8. To discuss and make a determination regarding the proposed Participatory Budget relating to a recent meeting held with representatives from the Integrated Wellbeing Network. (Cllr Cowles)**

Cllr Cowles explained to members that together with the Chief Officer on the 6<sup>th</sup> July 2021 in the Council Chambers he met with a representative from the Integrated Wellbeing Network namely Emma Davies – McIntosh to discuss the participatory budget project.



Cllr Cowles further explained that the meeting was a positive one and that it was encouraging to hear Emma's views based on getting the project over the line and implemented.

Cllr Cowles stated that it would be beneficial if all members were updated by Emma and proposed an extraordinary meeting to be set up for the following week to facilitate the update.

Cllr Cowles explained that he wanted as many Cllrs as possible to be present to receive the update from the IWN's perspective relating to participatory budgets. The project had been delayed numerous times for numerous reasons but the meeting with Emma was extremely productive and it is paramount to get the project moving.

The meeting would also be a good opportunity to further discuss the service level agreement with Emma and obtain the IWN's perspective surrounding this.

Cllr Cowles proposed that a meeting with Emma Davies – McIntosh be set up for the following week to discuss the participatory budget project.

This will cover two main agenda items namely.

- An update on how the project will be envisaged when implemented.
- A discussion around the project SLA

It was clarified that that Emma was unable to attend the finance meeting and the next Full Council meeting, therefore an extraordinary meeting needed to be arranged.

Cllr Davies requested why he wasn't updated about the meeting and any content of the meeting in his role as project lead.

Cllr Cowles explained that a determination was made at a recent Full Council meeting that all future meetings with TCBC and the IWN would be conducted by the Mayor and Chief Officer based on the fact that Cllr Davies was an employee of TCBC therefore a potential conflict of interest.

The Chairman requested if members were happy with the proposal from Cllr Cowles and requested a seconder.

Cllr James seconded the proposal made by Cllr Cowles. Members were all in agreement

**Resolved:** Extraordinary meeting to discuss the participatory budget with the IWN arranged for the 20/7/21 at 6:30pm

**9. To receive and note an update regarding the applications received for the Assistant Chief Officer's position**

The Chairman asked the Chief Officer to provide an update to members, The Chief Officer explained that he had received four applications for the post of Assistant Chief Officer.

The shortlisting process was conducted last week and as a result three applicants had been put forward for interview. The interview process would be taking place on Wednesday the 21<sup>st</sup> of July 2021.

Potentially if an appointment is made then the successful candidate could commence employment on the 1<sup>st</sup> August 2021. It was reiterated that the applications received were of a very good standard and the panel were looking forward to interviewing the candidates.

**Resolved:** Members noted the update.

**10. To discuss potential Town Council projects for allocation into the Project Action Plan 2021/22. Relevant updates or new projects as notified.**

- Swift Project Update – Cllr Huybs

Cllr Huybs provided a brief update in relation to the Swift Project and explained that there had been a delay this year as a result of TCBC failing to authorise the erection of the boxes on the properties as they are listed buildings.

This has finally been resolved and the boxes should be in place fairly soon. The locations were as follows.

- The Ramsfield outward bound centre formerly the old infants school
- The Pine Barn building on Abergavenny Road.

Cllr Huybs also updated members in relation to the litter prevention campaign.

It was clarified that the Heritage School had completed their poster competition to support the campaign and 20 entries had been received.

Cllr Huybs requested from members permission to purchase vouchers for the winners of the poster campaign namely £30, £20, and £10.

Cllr Huybs requested the views from members regarding her request.

Cllr Cowles proposed that the vouchers for the school be purchased, this was seconded by Cllr Harris. All members in agreement.

**Resolved:** Members noted the update in relation to the swift box project and authorised the purchase of vouchers as prizes for the poster campaign.

**11. Responsible Finance Officer's Update: To receive June 2021 financial update.**

Mr Kevin Warren (RFO) forwarded members the June 2021 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 and highlighted any relevant information. Members were invited to ask any questions in relation to the areas referenced.

Cllr Davies queried the purchase of seeds on the 11/5/21. The Chief Officer explained that this was part of the healthy Blaenavon project to grow vegetables for families.

Cllr Huybs queried the purchase of Ice Packs. The Chief Officer explained that this was part of the Family Engagement Project which has now resumed, these were purchased to support any injuries that occurred during the sessions.

Members were happy with the presentation.

It was proposed by Cllr Skyrme and seconded by Cllr Cowles that the June 2021 finance update be accepted.

**Resolved:** Financial update for June 2021 accepted by members.

The meeting was ended at 19:02

**Chairman Signed:**



**Date: 10/9/21**





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**

**July 2021**



# BLAENAVON TOWN COUNCIL

## Bank Reconcilliation 2021-22

### Bank Reconcilliation

JUL

#### Opening Balance

Current Account	£108,152.98
Cash in Hand	£16.33
	<hr/>
	<b>£108,169.31</b>

Add Receipts in Period	£200.00
Less Payments in Period	£9,443.48
	<hr/>

Balance at End of Period	<b>£98,925.83</b>
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#### Balances at Bank

Current Account	£98,909.50
Cash in Hand	£16.33
	<hr/>
	<b>£98,925.83</b>

Clerk

Sign

*L. Evans*

Date

3/8/21

Chairman

Sign

*[Signature]*

Date

3/8/21



# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2021/2022



Period

JUL

	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	£ 200.00	£ -	£200.00
	<b>£ 200.00</b>	<b>£ -</b>	<b>£200.00</b>

**EXPENDITURE**

SALARY	£ 6,151.00	£ 6,151.00	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 248.88	£ 248.88	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 2,956.52	£ 2,956.52	£0.00
GRANTS	£ -	£ -	£0.00
COMMUNITY BREW	£ -	£ -	£0.00
VAT	£ 87.08	£ 87.08	£0.00
	<b>£ 9,443.48</b>	<b>£ 9,443.48</b>	<b>£0.00</b>

CLERK

SIGN

*K. Curran*

DATE

3/8/21

CHAIRMAN

SIGN

*[Signature]*

DATE

3/8/21























DATE

3/8/21

DATE

3/8/21