



4th September 2018

Dear Councillor;

You are hereby summoned to attend a **COUNCIL FINANCE MEETING** in the **COUNCIL CHAMBER, 101 High Street, Blaenavon, at 6:30 pm on WEDNESDAY 12th September 2018**

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 11th July 2018
5. Update to Council by Kevin Warren (Town Clerk) regarding the installation of an Information Board at Caddick's Builders
6. Update to members by Cllrs Stuart Evans and Janet Jones regarding the Swimming project in conjunction with Torfaen Play Scheme.
7. To discuss potential Town Council projects for allocation into the Project Action Plan 2018/19. Relevant updates or new projects as notified.

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and the public be excluded from the remainder of the meeting on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

8. Update to Council by Kevin Warren (Town Clerk) regarding External Auditor summary points June – August 2018
9. **Responsible Finance Officer's Update:** To receive the July and August 2018 financial update.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'K. Warren', written in a cursive style.

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.

Sign.



BLAENAVON TOWN COUNCIL

MINUTES OF THE COUNCIL FINANCE MEETING

HELD ON WEDNESDAY 12th September 2018 AT THE COUNCIL CHAMBER, 101 HIGH ST, BLAENAVON.

In attendance:

Councillor: Jac Denley - Jones (In the Chair)

Councillors in attendance: S. Bright, G. Davies, S. Evans, N. Horler, A. Jones, J. Jones

Visitors: None present.

The Finance meeting of the Council was opened at 6:30pm by the Chairman Councillor Jac Denley - Jones

Councillor Denley - Jones welcomed everyone to the meeting and thanked them for their attendance.

1. To receive any questions from the public.

None present

2. Apologies

Cllrs B. Lewis, L. Evans, J. Huybs, P. Roberts, G. McCann.

3. Declaration of interests

None declared

4. To confirm the minutes of the Council Finance Meeting held on the 11th July 2018 as a true and accurate record

The minutes were read for accuracy with no amendments being offered. It was proposed and seconded by Cllrs Janet Jones and Gareth Davies that the minutes be approved.

Resolved: Minutes approved.

5. Update to the Council by Kevin Warren (Clerk to the Council) regarding the installation of an information board at Caddick's Builders.

Mr Warren outlined to members the current situation regarding the Information board that had been authorised by the Council to be erected on the side of Caddick's Builders at North Street Blaenavon.

It was explained that the planning application had been submitted to TCBC planning department and it was now out for public consultation. The graphics for the information board was still being researched and these would be presented to members when suitable historic images could be sourced.

The other issue that needed to be discussed was that Caddick's may be shutting down and were members in agreement to progress with the installation?

A discussion took place amongst members regarding the situation with Caddick's and it was unanimously agreed to progress with the installation, based on the rationale that the information board was the property of the Town Council and it could be removed at any time.

Resolved: Proceed with current plans.

6. Update to Council by Cllrs Stuart Evans and Janet Jones regarding the Swimming project in conjunction with Torfaen Play Scheme.

Cllr Stuart Evans gave a brief overview regarding the Town Council's swimming project that took place during the month of August 2018, stating that he visited the active living centre at Fairwater and it was extremely well attended, and this was a good initiative from the Town Council. This could be rolled out at each half term during the year.

The only downfall was that some people didn't fill out the correct forms for the free swim.

A discussion took place amongst members and several questions were raised namely:

- What was the issue with the leisure trust? The initial venue at Pontypool Active Living Centre was switched to Fairwater Leisure Centre at short notice.

- Why wasn't communication made with the Leisure Trust? The Council were under the impression that this had all been sorted out.
- In relation to this project being potentially rolled out during half term holidays, would this be for all half terms during the year?

Cllrs Evans and Jones explained that it was always the intention that the play service manager Julian Davenne would manage the project as part of the Torfaen playscheme. Meetings had been held with the relevant people prior to the project being authorised and as far as they were concerned all was in hand.

The first that Cllr Evans and Jones knew about the problem with the venue was on the day that the issue was raised and were surprised that the information had not been forthcoming. In hindsight it was better that Fairwater Leisure centre was used because it was less busy.

In terms of the project being run during half term then this could be a consideration for the future and well worth the council considering it. This could be a proposal for the future.

Resolved: Members noted the update.

7. To discuss potential Town Council projects for allocation into the Project Action Plan 2018/19. Relevant updates or new projects as notified

Cllr Denley-Jones provided a presentation to members regarding a project for consideration namely an Xmas window display for shops within Blaenavon Town. This could be headed up as Best Shop Window for Xmas. A prize of £100 awarded to the winner

A discussion took place amongst members and some questions were raised namely:

- Would the traders be made aware?
- What are the Town Team doing?

Cllr Denley-Jones explained that the traders would be consulted to take part and that she would write a letter to the Town Team and make them aware of this initiative.

A further discussion took place amongst members and it was proposed by Cllr Denley-Jones and seconded by Cllr Alan Jones to progress with the project and award £100 to the winner. This was unanimously supported.

Resolved: Project supported. Cllr Denley-Jones to progress.

8. Update to Council by Kevin Warren (Clerk to the Council) regarding the External Auditor's summary points received between June – August 2018.

Mr Warren presented to members correspondence received from the external auditor's namely BDO, who were acting on behalf of the Wales Audit Office. These were requests for further information to complete the 2017/18 annual return.

An overview was presented regarding the level of scrutiny that local councils were now being subjected to in relation to financial governance and accountability. Mr Warren explained to members he welcomed this level of scrutiny as it tests the robustness of the council's financial governance.

A brief explanation was provided regarding the requests received together with responses provided back to BDO. The final opinion from the external auditor would be delivered to the council before the end of September 2018.

Members had a brief conversation regarding the overview provided by Mr Warren and were content with the responses provided.

Resolved: Members happy with the update provided and will await the completed opinion in due course.

9. Responsible Financial Officers Update

Members were presented with the July and August 2018 financial update by the RFO Kevin Warren. The areas alluded to in the presentation were:

- Income and Expenditure
- Credit Card Payments
- Cheques Written
- Cash Book Transactions
- Bank Reconciliation
- VAT Accrued
- Budget

Members were happy with the statement of accounts and this was signed by the Chairman Cllr Denley - Jones.

Resolved: Financial update accepted by members.

The meeting was ended at 7:17pm

Chairman Signed:



Date: 10/10/18