



5th October 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 12th of October 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 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, discuss and make a determination relating to an update from Sue Driscoll (Churches Working Together) regarding options and proposals for the Blessing of the Crib 2022
5. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 21st of September 2022.
6. To receive, discuss and make a determination regarding a motion for notice relating to the proposed building lease agreement for 101 High Street Blaenavon.
7. To receive an update regarding the current position relating to the Annual Return 2021/22. **(Chief Officer)**

8. To receive an update regarding the Participatory Budget Community Brew Project.
(Cllr Harris)
9. To receive an update from the Chief Officer regarding the preparation and completion of the Statutory Training Plan as per section 67 of the 2021 Local Government and Elections (Wales) Act
10. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.
 - Update relating to the Youthfluencer Project 30/9/22 – **Cllr James**
 - Energy Saving Leaflet Project – **Cllr Harris**
11. **Responsible Finance Officer's Update:** To receive the September 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 12th of October 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 9th of November 2022.

In attendance:

Councillor James (In the Chair)

Councillors in attendance: I. Parfitt, M. Wheeler, L. Cowles, A. Beavan, N. Matthews, M. Harris, J. Hunt, T Porter, L. Evans, N. Goddard.

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

Visitor: Sue Driscoll (Churches Working Together).

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 A. Jones - Hospital

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

Resolved: Apologies accepted.

3. Declarations of Interest.

None declared.

4.To receive, discuss and make a determination relating to an update from Sue Driscoll (Churches Working Together) regarding options and proposals for the Blessing of the Crib 2022.

Sue Driscoll addressed members and shared with them a proposed order of service for the event.

It was felt by churches working together that last year's event could be improved upon with a shorter service to keep attendees' interest, the use of PA equipment, which has been offered by Victory Church so that the service could be heard clearly.

It was also suggested that the public could be directed to stand facing the crib within Bethlehem Court to enable maximum capacity within the courtyard area.

Another suggestion was for the town band to commence the event by playing traditional carols followed by the order of service before moving onto the family festivities.

Refreshments will be served at Victory Church as repair work is ongoing at Bethlehem Church.

Cllrs raised concerns regarding residents crossing the road with no planned road closure in place. It was suggested that the announcement of refreshments be made at the end of the service with a single crossing assisted by members and volunteers from the churches.

Cllr James thanked Sue Driscoll for the update. Sue Driscoll left the meeting.

A discussion took place amongst members covering the event.

It was agreed to follow a shorter order of service presented by Churches Working Together followed by the family festivities and an invite being made to the schools for them to attend.

Cllr Wheeler to dress as Santa and distribute selection boxes to children with Tan and Flick from Belle Dame Nails to unveil the crib.

The suggestions were proposed by Cllr Hunt and seconded by Cllr Harris. All members in agreement.

Resolved: Shorter service to be arranged, an invite to be made to the local schools to attend and Cllr Wheeler to assume the role of Santa.

5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 21st of September 2022.

Minutes were read for accuracy with no amendments. This was proposed by Cllr Cowles and seconded by Cllr Porter. Minutes be accepted.

Resolved: Minutes approved as a true and accurate record.

6. To receive, discuss and make a determination regarding a motion for notice relating to the proposed building lease agreement for 101 High Street Blaenavon.

The Chief Officer informed members that he had forwarded them an email on the 5th of October 2022 regarding the lease and that he had been in consultation with Dan Morris from TCBC covering three main areas namely

- Proposed lease will be amended from 7 years to a 5 years.
- Rent has increased from £875 to £1000 per quarter. This has remained unchanged for the previous 7 years.
- Utilities, for example, gas, electricity, and broadband will be the responsibility of the Council.

Cllr Evans asked whether the rent is paid to the Workmen's Hall. The Chief Officer confirmed that it is not.

It was proposed by Cllr Matthews and seconded by Cllr Hunt that the Chief Officer sign the lease agreement on behalf of Blaenavon Town Council. All members in agreement.

Resolved: Chief Officer to sign lease agreement on behalf of Blaenavon Town Council.

7. To receive an update regarding the current position relating to the Annual Return 2021-22 (Chief Officer).

The Chief Officer explained to members that the Annual Return for 2021/22 had been forwarded to Audit Wales on the 10th of June 2022.

Following this there has been a consultation with Audit Wales to discuss the increase in variants which formed part of the funding for the Community Brew Project.

There have been no further requests for information. The conclusion of audit opinion is pending.

Resolved: Members noted update.

8. To receive an update regarding the Participatory Budget Community Brew Project. Cllr Harris.

Cllr Harris informed members that little had changed since the previous update.

Following talks with the Chief Officer it has been decided to launch the next round during the first week of November 2022. Current submitted ideas are all in 'pending.'

All project ideas will go 'live' at the same time, giving members of the public one month to rate projects. The steering group will meet in early December 2022 and successful groups will be awarded funding before Christmas.

Resolved: Members noted update.

9. To receive an update from the Chief Officer regarding the preparation and completion of the Statutory Training Plan as per section 67 of the 2021 Local Government and Elections (Wales) Act.

The Chief Officer explained to members that he had forwarded them an email on the 6th of October 2022 which provided an overview and context relating to Section 67 of the Local Government and Elections (Wales) Act 2021.

It will be a legal requirement to publish training plans by the 5th of November 2022.

All outstanding assessment forms must be completed and returned to the Chief Officer as a matter of urgency and no later than the 13th of October 2022.

Costings for training need to be calculated for the next five years as this forms part of the budget for 2022/23.

Training plans will be completed by October the 23rd 2022 so that they can be signed off at the October Full Council meeting and published.

Resolved: Members noted update.

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

- **Update relating to the Youthfluencer Project 30/09/22 – Cllr James**

Cllr James provided members with an update regarding the project.

International speaker and YouTube influencer Warren Ryan addressed students and created workshops throughout the day to raise aspirations and build confidence.

Forty-seven students from Abersychan Comprehensive School, which were predominantly from Blaenavon, aged between 13 and 14 attended the seminar. All students got involved during the day and challenged themselves. One student particularly expressed an interest in getting involved with the council and future projects.

Feedback received from teachers in attendance on the day highlighted that the event and interactions with the students was excellent delivering very positive outcomes.

Tom Harper the council's appointed videographer attended the event and recorded it. This will be forwarded to members as soon as it is available.

Resolved: Members noted update.

- **Energy Saving Leaflet Project – Cllr Harris**

Cllr Harris presented the leaflet to members via the projector screen.

It was explained that with the assistance of Cllr Beavan and Sophie Johnson the final draft of the leaflet has been compiled.

The leaflet outlined helpful tips on saving money on energy bills, contact details for local groups including warm spaces, foodbank outlets together with national organisations that residents can turn to for advice, help and support, if needed.

Cllr Harris suggested printing two thousand copies of the leaflet, which could be distributed through schools, local businesses, and the Town Council offices.

Members discussed the content of the leaflet and asked if two thousand copies would be sufficient.

Cllr Harris suggested that more can be printed if needed. Cllr Parfitt offered to consult with the Heritage school for the distribution of leaflets. It was suggested that copies could also be given to the local football and rugby clubs.

It was proposed by Cllr Cowles and seconded by Cllr Wheeler that the project be supported.

Resolved: Project authorised. Cllr Harris to facilitate printing for distribution.

11. Responsible Finance Officer's Update: To receive the July & August 2022 financial update.

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

Mr Warren informed members that the VAT return has been submitted and a sum of £7,554.82 has been reclaimed. This should be received in November 2022.

Mr Warren informed members that a reimbursement of £250.00 had been received from Blaenavon Blues Football Club.

Members were happy with the presentation.

Resolved: Financial update for September 2022 accepted by members.

Meeting ended at 19.05hrs





BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 12th of October 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: I. Parfitt, M. Wheeler, L. Cowles, A. Beavan, N. Matthews, M. Harris, J. Hunt, T Porter, L. Evans, N. Goddard.

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

Visitor: Sue Driscoll (Churches Working Together).

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 A Jones - Hospital

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

Resolved. Apologies accepted.

3. Declaration of interests

- None declared.

4. To receive, discuss and make a determination relating to an update from Sue Driscoll (Churches Working Together) regarding options and proposals for the Blessing of the Crib 2022.

Sue Driscoll addressed members and shared with them a proposed order of service for the event.

It was felt by churches working together that last year's event could be improved upon with a shorter service to keep attendees' interest, the use of PA equipment, which has been offered by Victory Church so that the service could be heard clearly.

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Cllr Wheeler to dress as Santa and distribute selection boxes to children with Tan and Flick from Belle Dame Nails to unveil the crib.

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Resolved: Shorter service to be arranged, an invite to be made to the local schools to attend and Cllr Wheeler to assume the role of Santa.

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Resolved: Chief Officer to sign lease agreement on behalf of Blaenavon Town Council.

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Mr Warren informed members that a reimbursement of £250.00 had been received from Blaenavon Blues Football Club.

Members were happy with the presentation.

Resolved: Financial update for September 2022 accepted by members.

Meeting ended at 19.05hrs

Chairman Signed:



Date: 9/11/22



BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

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www.blaenavontowncouncil.co.uk



Blaenavon Town Council

Finance Update

October 2022

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2022 - 2023

Bank Reconciliation

OCT

Opening Balance

Current Account	£132,244.51
Cash in Hand	£4.73
	<hr/>
	£132,249.24

Add Receipts in Period	£630.00
Less Payments in Period	£10,908.39
	<hr/>

Balance at End of Period **£121,970.85**

Balances at Bank

Current Account	£121,966.12
Cash in Hand	£4.73
	<hr/>
	£121,970.85

Clerk

Sign *A. Clave*
Date 1/11/22.

Chairman

Sign *R. Jones*
Date 9/11/22

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2022 - 2023



Period

OCT

	ACTUAL		BUDGET		VAR
INCOME					
BTC	£ -		£ -		£0.00
PRECEPT	£ -		£ -		£0.00
VAT RECEIPTS	£ -		£ -		£0.00
REVENUE	£ 630.00		£ -		£630.00
HBO	£ -		£ -		£0.00
COMMUNITY BREW INCOME	£ -		£ -		£0.00
OTHER RECEIPTS	£ -		£ -		£0.00
	£ 630.00		£ -		£630.00
EXPENDITURE					
SALARY	£ 6,597.00		£ 6,597.00		£0.00
ELECTION COSTS	£ -		£ -		£0.00
ESTABLISHMENT COSTS	£ 2,044.57		£ 2,044.57		£0.00
COUNCILLOR ALLOWANCE	£ -		£ -		£0.00
HOSPITALITY	£ -		£ -		£0.00
PROJECTS	£ 1,912.85		£ 1,912.85		£0.00
GRANTS	£ 230.00		£ 230.00		£0.00
COMMUNITYBREW	£ -		£ -		£0.00
VAT	£ 123.97		£ 123.97		£0.00
	£ 10,908.39		£ 10,908.39		£0.00

CLERK

SIGN

K. Lawen

DATE

1/11/22

CHAIRMAN

SIGN

Gj

DATE

~~10/11/22~~ 9/11/22

DATE

01/11/22

DATE

9/11/12

