



**5th September 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 21st of September 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.

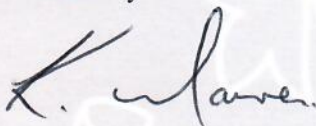
### **Agenda**

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. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 13<sup>th</sup> of July 2022.
5. To note and ratify the appointment of the Community Wellbeing Development Officer for Blaenavon Town Council.
6. To receive an update and presentation on Blaenavon Town Council's website – (Cllr James)

7. To discuss and make a determination regarding the use of a videographer at Town Council events to support live content within Blaenavon Town Council's website and social media platforms. **(Cllr James)**
8. To receive and note an update on the date and venue for Blaenavon Town Council's Xmas Craft Market 2022. **(Chief Officer)**
9. To receive and note an update on a date for the Xmas Lights switch on and Blaenavon Town Council's Carol Service 2022. **(Chief Officer)**
10. To discuss and make a determination regarding the location for the newly refurbished Xmas Crib.
11. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.
  - Update – Blaenavon Youth Event Project (Youthfluencer) – **(Cllr James)**
12. **Responsible Finance Officer's Update:** To receive the July & August 2022 financial update.

**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.**
13. To discuss and make a determination to allow all Blaenavon Town Council officers to join the Torfaen Local Government Pension Scheme.

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 21<sup>st</sup> of September 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 12<sup>th</sup> of October 2022.

**In attendance:**

Councillor James (In the Chair)

Councillors in attendance: A. Jones, M. Wheeler, L. Cowles, A. Beavan, N. Matthews, M. Harris, J. Hunt, T Porter.

Officers: Kevin Warren (Chief Officer) Kerry Jones (Assistant Chief Officer) Sophie Johnson (Community Wellbeing Development Officer)

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 I Parfitt - Holiday
- Cllr N Goddard - Unwell
- Cllr L Evans - Prior engagement

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

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- None declared.

**4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 13<sup>th</sup> of July 2022.**

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

**Resolved:** Minutes approved as a true and accurate record.

**5. To note and ratify the appointment of the Community Wellbeing Development Officer for Blaenavon Town Council.**

Sophie Johnson was welcomed to Blaenavon Town Council as the newest addition to the staff by Cllr James.

Sophie provided members with a brief overview of her skills and previous role. She is looking forward to growing the role, bringing new and exciting ideas to the Council and residents of Blaenavon.

It was proposed by Cllr Jones and seconded by Cllr Cowles that the appointment be ratified. All members in agreement.

**Resolved:** Members ratified the appointment of the Community Wellbeing Development Officer

**6. To receive an update and presentation on Blaenavon Town Council's website – (Cllr James)**

Cllr James requested that this be listed as an agenda item for full council meeting on September 28<sup>th</sup>, 2022.

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

**Resolved:** Cllr James to provide full update on 28<sup>th</sup> September 2022

**7. To discuss and make a determination regarding the use of a videographer at Town Council events to support live content within Blaenavon Town Council's website and social media platforms. (Cllr James)**

The project proposal and links to examples of Tom Harper's work was sent to all members prior to the meeting.

Cllr James provided members with an overview of the project.

It is proposed to use a videographer for larger Town Council events to help promote, update, and make the website more user friendly through the use of video.

The three initial events would be:

- Armistice Day Parade
- Christmas Craft Market



- Christmas Lights Switch on / Blessing of the Crib

Costs for the three events would be £900 - £1k including editing time.

A discussion took place amongst members, covering cost, public social media posts with timely updates in order to move forward with the website.

It was agreed to use Tom Harper Photography for the Armistice Day parade. This would then be posted on social media and the Town Council website and feedback to be monitored.

It was agreed to make a further decision on the use of a videographer for the remaining two events following this.

It was proposed by Cllr James and seconded by Cllr Beavan. All members in agreement.

**Resolved:** Project authorised for one event. Chief Officer to contact Tom Harper Photography.

#### **8. To receive an update on the date and venue for Blaenavon Town Council's Xmas Craft Market 2022. (Chief Officer)**

The Chief Officer explained to members and confirmed that this year's Christmas Craft Market will be held on **November 12th, 2022, at The Workmen's Hall 10.00am – 3.00pm**

The Assistant Chief Officer provided members with an overview and explained that event organisers G.W. Crafters will be managing this year's craft market in partnership with the Town Council.

This will include providing stall holders, management of insurance documentation, room plans, and advertising on social media. They will also provide a flyer that can be printed and distributed.

The event is already sold out with forty-seven confirmed stall holders attending. Blaenavon Town Council will providing free of charge to children on the day a gift from Santa as well as crafting activities and the showing of a festive film.

**Resolved:** Members noted the update.

#### **9. To receive and update on a date for the Xmas Lights switch on and Blaenavon Town Council's Carol Service 2022. (Chief Officer)**

The Chief Officer explained and confirmed that this year's event will take place on **November 21st, 2022, at 6.00pm** in Bethlehem Court.

The Chief Officer has held meetings with Sue Driscoll from Bethlehem Chapel who will be consulting with Churches Working Together. It is important to balance this religious event and the lights switch on in order to make it enjoyable for all residents.



Blaenavon Town Band has confirmed they will be in attendance and hopefully the Blaenavon Male Voice Choir will also attend but this is yet to be confirmed.

Cllr Jones informed members that Nathan Sussex, a presenter on BBC Radio Wales will be opening the event. Russell Jones a local vocalist has been provisionally booked after great feedback from last year's performance.

Cllr James added that she could consult with the school for the school choir to attend and that she could provide audio speakers on the night.

Cllr Harris to submit a proposal form for a Christmas window competition to be run and winners announced on the night.

Christmas lights will be delivered on October 21<sup>st</sup> and erected during the first week of November 2022

**Resolved:** Members noted the update.

**10. To discuss and make a determination regarding the location for the newly refurbished Xmas Crib.**

The Chief Officer provided an update to members following the criminal damage last year. It has been estimated to replace the figurines and crib would be in the region of £8k.

In January 2022 Flick, of Belle Dame Nails, a local business, contacted the Town Council. Flick met with the Chief and Assistant Chief Officers and confirmed that they could conduct the repair and refurbishment of the figurines free of charge.

Belle Dame nails have shared numerous posts on social media over the past months depicting the progress of the repairs. They need to be formerly thanked for their outstanding work.

The crib is now in the process of being rebuilt by Mr Chris Langford.

The Churches view is to keep the crib located in Bethlehem court and feel that it would be a risk to move the crib adjacent to the Christmas tree because of the close proximity to the roads.

A discussion took place amongst members with regards to the crib location. It was agreed to locate the crib in Bethlehem court. This was proposed by Cllr Jones and seconded by Cllr Harris. All members in agreement.

Members agreed to invite Belle Dame Nails to open the crib on the night. Cllr Jones suggested a Council Civic Award be presented to them in recognition of their hard work.

**Resolved:** Crib to remain at Bethlehem Court.



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

- Update – Blaenavon Youth Event Project (Youthfluencer) - Cllr James

The project proposal was sent to all members prior to the meeting. Cllr James provided members with an overview of the project.

It was proposed to organise a youth event for the young people of Blaenavon who attend Abersychan Comprehensive School. The event would be supported with the use of promotional speakers.

The event would be held at the Workmen's Hall with transport provided for approximately fifty pupils. The day would be supported with the use of a public motivational speaker namely Mr Warren Ryan.

Mr Ryan would engage with the pupils and provide workshops on topics such as confidence, raising aspirations and youth participation.

The total cost for the day including speakers, transport and filming of the event would be £1140.00

The project was proposed by Cllr Jones and seconded by Cllr Cowles. All members in agreement.

**Resolved:** Project authorised.

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

Mr Warren (RFO) forwarded to members the July & August 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 July & August 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 was in the final stages for submission and a sum of approximately £7,600 has been reclaimed. This should be received in October 2022. Members were happy with the presentation.

**Resolved:** Financial update for July & August 2022 accepted by members.

**13. To discuss and make a determination to allow Blaenavon Town Council officers to join the Torfaen Local Government Pension Scheme.**

**By virtue of THE PUBLIC BODIES (Admission to Meetings) ACT 1960, the Press and Public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

Mr Warren provided members with an overview of the current employee pension arrangements for the Town Council.

[REDACTED]

**Resolved:** Joining of pension scheme authorised.

Meeting ended at 19.33hrs





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 21st of September 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:** A. Jones, M. Wheeler, L. Cowles, A. Beavan, N. Matthews, M. Harris, J. Hunt, T. Porter.

**Officers:** Kevin Warren (Chief Officer) Kerry Jones (Assistant Chief Officer) Sophie Johnson (Community Wellbeing Development Officer).

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 I Parfitt – Holiday
- Cllr N. Goddard – Unwell
- Cllr L. Evans – Prior Engagement

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

**Resolved.** Apologies accepted.

**3. Declaration of interests**

- None declared.

**4. To confirm the minutes of the Council Finance Meeting held on the 13<sup>th</sup> of July 2022.**

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

**Resolved:** Minutes approved as a true and accurate record.

**5. To note and ratify the appointment of the Community Wellbeing Development Officer for Blaenavon Town Council.**

Sophie Johnson was welcomed to Blaenavon Town Council as the newest addition to the staff by Cllr James.

Sophie provided members with a brief overview of her skills and previous role. She is looking forward to growing the role, bringing new and exciting ideas to the Council and residents of Blaenavon.

It was proposed by Cllr Jones and seconded by Cllr Cowles that the appointment be ratified. All members in agreement.

**Resolved:** Members ratified the appointment of the Community Wellbeing Development Officer

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

**Resolved:** Cllr James to provide full update on 28<sup>th</sup> September 2022

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The project was proposed by Cllr Jones and seconded by Cllr Cowles. All members in agreement.

**Resolved:** Project authorised.

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

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Mr Warren informed members that the VAT return was in the final stages for submission and a sum of approximately £7,600 has been reclaimed. This should be received in October 2022.

Members were happy with the presentation.

**Resolved:** Financial update for July & August 2022 accepted by members.

**13. To discuss and make a determination to allow Blaenavon Town Council officers to join the Torfaen Local Government Pension Scheme.**

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Mr Warren provided members with an overview of the current employee pension arrangements for the Town Council.

[REDACTED]

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

**Resolved:** Joining of pension scheme authorised.

Cllr James thanked all for attending and closed the meeting.

Meeting ended at 19.33 hrs

**Chairman Signed:**



**Date:** 12/10/22





# BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

101 High Street, Blaenavon, Torfaen. NP4 9PT  
101 Stryd Fawr, Blaenafon, Torfaen. NP4 9PT  
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[www.blaenavontowncouncil.co.uk](http://www.blaenavontowncouncil.co.uk)



## Blaenavon Town Council

### Finance Update

September 2022

# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2022 - 2023

### Bank Reconciliation

SEP

### Opening Balance

Current Account	£142,142.41	
Cash in Hand	£4.73	
		<b>£142,147.14</b>

Add Receipts in Period	£250.00	
Less Payments in Period	£10,147.90	

Balance at End of Period		<b>£132,249.24</b>
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### Balances at Bank

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

Clerk

Sign

*K. Irvine*

Date

3/10/22

Chairman

Sign

*[Signature]*

Date

12/10/22



# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2022 - 2023



Period

SEP

	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	£ 250.00		£ -		£250.00
	<b>£ 250.00</b>		<b>£ -</b>		<b>£250.00</b>
<b>EXPENDITURE</b>					
SALARY	£ 6,597.00		£ 6,597.00		£0.00
ELECTION COSTS	£ -		£ -		£0.00
ESTABLISHMENT COSTS	£ 490.49		£ 490.49		£0.00
COUNCILLOR ALLOWANCE	£ -		£ -		£0.00
HOSPITALITY	£ -		£ -		£0.00
PROJECTS	£ 767.00		£ 767.00		£0.00
GRANTS	£ 2,250.00		£ 2,250.00		£0.00
COMMUNITY BREW	£ -		£ -		£0.00
VAT	£ 43.41		£ 43.41		£0.00
	<b>£ 10,147.90</b>		<b>£ 10,147.90</b>		<b>£0.00</b>

CLERK

SIGN

*A. Dave*

DATE

3/10/22

CHAIRMAN

SIGN

*CF*

DATE

12/10/22











DATE

3/10/22

DATE

12/10/22











