



**3<sup>rd</sup> May 2023**

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 10th of May 2023 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.

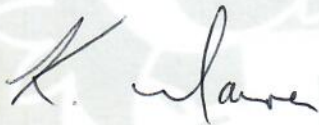
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Clerk.

### **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. **Council Meetings:** To confirm the minutes of the Council Finance meeting held on the 12th of April 2023.
5. To receive, discuss and note an update relating to the King's Coronation Events - May 2023. **(Cllr Matthews)**
6. To receive discuss and note the content of the Town Council's Annual Return for the Financial Year 2022/23
7. To receive discuss and note the content of the Triennial Full Audit documentation requirements for the Financial Year 2022/23 received from Audit Wales on the 28<sup>th</sup> of April 2023.

8. To receive discuss and make any relevant determinations regarding the written statement: Democratic Health of Community and Town Councils issued by the Welsh Government on the 26<sup>th</sup> of April 2023.
9. To receive discuss and make any relevant determinations regarding the update from the Community Review Working Group (**Cllr Matthews**)
10. To confirm the 1st of June 2023 as the payment date for Councillor's allowances as per the recommendations within the IRPW report 2023.
11. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2023/24. Relevant updates or new projects as notified.
  - Sophie Johnson (CWDO) - 11-16 Gym Sessions Project.
12. **Responsible Finance Officer's Update:** To receive and consider the April 2023 financial update.

Yours Sincerely



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



AT SPES NON FRACTA





Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 10<sup>th</sup> of May 2023 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 **14<sup>th</sup> of June 2023**.

**In attendance:**

Councillors in attendance: A. Beavan (In the Chair)

L. Cowles, N. Matthews, J. Hunt, L. Evans, M. Wheeler, I. Parfitt, A. Jones, M. Harris.

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

Visitors: None present.

Member of public: None present.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Annalisa Beavan 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 Porter – Work commitment
- Cllr Keen – Prior engagement

It was proposed by Cllr Evans and seconded by Cllr Hunt that the 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 12<sup>th</sup> of April 2023.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Jones and seconded by Cllr Cowles that the minutes be accepted.

All members in agreement.

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

**8.To receive discuss and make any relevant determinations regarding the written statement: Democratic Health of Community and Town Councils issued by the Welsh Government on the 26th of April 2023.**

An email containing a link to the written statement was sent to all members prior to the meeting by the Chief Officer.

Cllr Beavan provided members with an overview of the document.

In order to address issues, Ministers are working with One Voice Wales and have set up a task and finish group.

They will focus on improving awareness and engagement between Community and Town Councils, increasing numbers and diversity of candidates standing for Town and Community Councils. It will take nine months to complete this work and report to the Welsh Government.

£150k has been made available to One Voice Wales, per year, for the next three years to support councils in helping communities with the cost-of-living crisis.

The Chief Officer informed members that the terms of reference regarding the allocation of funds have not yet been decided.

This money is for Town and Community Councils and not to be fed back into principal authorities which has happened previously. Town and Community councils are first tier of Local Government and closest to the communities they serve.

Cllr Beavan added that the task and finish group link closely to the community review currently being conducted by TCBC. Whilst this is very supportive of Town and Community councils, the outcome of the community review could have the opposite impact for example reduce membership, effectiveness and reduce democracy.

Cllr Beavan proposed to observe the findings of the task and finish group when complete which will form part of Blaenavon Town Council's response to the community review that is being undertaken by TCBC.

This was proposed by Cllr Harris and seconded by Cllr Jones.

All members in agreement.

**Resolved:** Determination made to observe the findings of the task and finish group.

**9. To receive discuss and make any relevant determinations regarding the update from the Community Review Working Group (Cllr Matthews)**

Cllr Beavan provided members with a summary of the review.

The review will consider boundaries and whether they need alteration, whether existing wards need abolishing or new wards created, electoral arrangements and consideration to the number of Cllrs in individual wards or the whole community.

Cllr Matthews updated members that a working group had been set up. The group met last Wednesday to consider the documents and produce recommendations for the Council to view and consider a response to the Terms of Reference. Documentation had been sent to all members prior to the meeting.

The group felt that the terms of reference were acceptable and broadly support them. However, it was felt that comment needed to be made in relation to several areas.

- To remove guidelines on population ratio to council size from the terms of reference. Blaenavon has an electorate of 4,700, based on these terms of reference they are looking to reduce BTC to between 8 and 10 members.

The group felt that this was predetermining TCBC to a particular outcome and could limit the flexibility of the process. The group agreed that it should be withdrawn from the terms of reference.

- There is not enough reference to Welsh Government policies and initiatives taking place in respect of Community Councils. This could create fewer seats, members will need to take on more responsibilities, lose diversity, skill, knowledge, and debate would be stifled.

Community Cllrs are cost effective to the taxpayer in comparison to Borough Cllrs which cost the taxpayer considerably more.

- Further links to Welsh Government policies, to consider the extensive services delivered by Town and Community Councils and future ambitions. Across Wales this varies greatly. Some are delivering very little whilst others are much more ambitious and want to take on more services including community asset transfers.

The group felt there needs to be consideration and that comparisons should not be made between councils that have very little ambition unlike a council like Blaenavon who are trying to take on additional responsibilities to make significant impact within the community.



- An additional paragraph added by Cllr Hunt to include: The review to be cognisant of various other boundaries within areas. Blaenavon has conservation areas, National Park, World Heritage, school catchment, health board and other services. The review needs to be aware of these boundaries.

The above points are the recommendations from the working group. Cllr Matthews recommended that they are taken forward to TCBC.

This was proposed by Cllr Parfitt and seconded by Cllr Jones.

All members in agreement.

**Resolved:** Recommendations from the working group accepted and submitted to TCBC.

**10. To confirm the 1st of June 2023 as the payment date for Councillor's allowances as per the recommendations within the IRPW report 2023.**

The payment date for Councillors allowances namely the 1<sup>st</sup> of June 2023 was accepted by members.

This was proposed by Cllr Jones and seconded by Cllr Wheeler.

All members in agreement.

**Resolved:** Payment date namely the 1<sup>st</sup> of June 2023 accepted by members.

**11. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2023/24. Relevant updates or new projects as notified.**

A proposed project was submitted to members by Sophie Johnson for their perusal prior to the meeting.

Sophie presented the following project to members for discussion and subsequent determinations.

**11-16 Gym Sessions – In Partnership with Torfaen Sports Development**

Working in partnership with Torfaen Sports Development to provide a free weekly gym session for those aged 11-16 at Blaenavon Active Living Centre.

Feedback from the community has highlighted a lack of activities for this age group in the town, resulting in large groups of young people gathering in and around the town, potentially leading to anti-social behaviour.

The sessions will be held in the gym every Friday between 4pm-5pm and delivered by two qualified gym instructors from sports development. Total cost for 12 months (term time only) would be £2,535.

An in-depth discussion took place amongst members who felt the project was an excellent opportunity for the teenagers within Blaenavon and could help with issues relating to ASB and encourage participants to engage in physical exercise.

Concerns over the cost of the project was raised if uptake was poor. Members discussed trialling the gym sessions for three or six months with the possibility of cancelling if numbers were low, therefore not losing the full amount should the project not be successful.

Sophie explained should the project proceed, billing from TCBC would be quarterly as per the Family Club and Mum's and Daughters project. It would not be a one-off payment up front and in full.

Cllr Hunt recommended that the project is accepted with a review at the end of October 2023.

This was proposed by Cllr Parfitt and seconded by Cllr Wheeler to support the project.

All members in agreement.

**Resolved:** Project authorised with a review in October 2023.

## **12. Responsible Finance Officer's Update: To receive and consider the April 2023 financial update.**

Mr Warren (RFO) forwarded to members the April 2023 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
- Asset Register

Mr Warren presented to members each of the above areas of finance for April 2023 and highlighted any relevant information.

There have been four additions to the asset register in April 2023 which included office equipment and I.T hardware.

Members were invited to ask any questions in relation to the information presented. There were none.

Clr Cowles added it had been a very busy month with numerous transactions recorded for spending on community events and projects which was very positive.

Members were happy with the presentation.

**Resolved:** Financial update for April 2023 accepted by members.

Meeting ended at 19.15 hrs.





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 10th of May 2023.**

**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:**

Councillors in attendance: A. Beavan (In the Chair)

L. Cowles, N. Matthews, J. Hunt, L. Evans, M. Wheeler, I. Parfitt, A. Jones, M. Harris.

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

Visitors: None present.

Member of public: None present.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Annalisa Beavan 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 Porter – Work commitment
- Cllr Keen – Prior engagement

It was proposed by Cllr Evans and seconded by Cllr Hunt that the 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 12<sup>th</sup> of April 2023.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Jones and seconded by Cllr Cowles that the minutes be accepted.

All members in agreement.

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

**5. To receive, discuss and note an update relating to the King's Coronation Events - May 2023 (Cllr Matthews).**

Cllr Matthews provided members with an overview of the recent Coronation events. There were two events which were both very well attended.

On Sunday the 7<sup>th</sup> of June 2023 at Forgeside Rugby Ground, unfortunately twenty seven stalls booked via Crafty Legs failed to attend. Despite this the event was very popular with local bands, children's entertainment, food, and drinks available.

There was good attendance throughout the day with a great community feel to the event. Feedback received has been very positive including an article in the South Wales Argus newspaper.

The Heritage Centre on Monday the 8<sup>th</sup> of June 2023 despite the rain was also a very popular event with craft stalls reporting record number of sales. Blaenavon Male Voice Choir were well received and craft activities for children extremely popular.

The Chief Officer informed members that the total spend for both events were £4,900 under the agreed budget of £5k. This was money well spent on events for the community.

Blaenavon Town Council is the only Town or Community Council to organise a Coronation event throughout the borough of Torfaen. An excellent achievement for the Council. The Chief Officer thanked all officers and members for their support with the events.

Members agreed that both events were well received, was well attended and there had been lots of positive feedback. Both days were excellent examples of partnership working. It was also noted that there was a good turn out from both members and officers at both events which was great for the community to see.

**Resolved:** Members noted the update.

**6. To receive discuss and note the content of the Town Council's Annual Return for the Financial Year 2022/23.**

The Chief Officer forwarded to members the Annual Return in advance of the meeting.

An overview was provided to members by the Chief Officer relating the Town Council's financial governance for 2022/23.



The Chief Officer urged members to read the annual governance statement which will be scrutinised at the next Full Council meeting.

The Annual Return will be signed off by the Chief Officer and Mayor on behalf of the Council and subsequently submitted to Audit Wales.

**Resolved:** Members noted the update.

**7. To receive discuss and note the content of the Triennial Full Audit documentation requirements for the Financial Year 2022/23 received from Audit Wales on the 28th of April 2023.**

The Chief Officer had forwarded all documentation to members ahead of the meeting and advised members that in 2022 it was decided by Audit Wales that all Town and Community Councils across Wales will follow a three year audit cycle.

This would consist of two basic audits and one full audit. The Chief Officer explained to members that this year will be a full audit. This is an intense process and a considerable amount of work for the Responsible Finance Officer.

The Chief Officer concluded that he would keep members fully informed throughout the audit process.

**Resolved:** Members noted the update.

**8. To receive discuss and make any relevant determinations regarding the written statement: Democratic Health of Community and Town Councils issued by the Welsh Government on the 26th of April 2023.**

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This was proposed by Cllr Parfitt and seconded by Cllr Jones.

All members in agreement.

**Resolved:** Recommendations from the working group accepted and submitted to TCBC.

**10. To confirm the 1st of June 2023 as the payment date for Councillor's allowances as per the recommendations within the IRPW report 2023.**

The payment date for Councillors allowances namely the 1<sup>st</sup> of June 2023 was accepted by members.

This was proposed by Cllr Jones and seconded by Cllr Wheeler.

All members in agreement.

**Resolved:** Payment date namely the 1<sup>st</sup> of June 2023 accepted by members.

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Cllr Hunt recommended that the project is accepted with a review at the end of October 2023. This was proposed by Cllr Parfitt and seconded by Cllr Wheeler to support the project.

All members in agreement.

**Resolved:** Project authorised with a review in October 2023.

### **12. Responsible Finance Officer's Update: To receive and consider the April 2023 financial update.**

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- Budget
- VAT
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- Asset Register

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There have been four additions to the asset register in April 2023 which included office equipment and I.T hardware.

Members were invited to ask any questions in relation to the information presented. There were none.

Cllr Cowles added it had been a very busy month with numerous transactions recorded for spending on community events and projects which was very positive.

Members were happy with the presentation.

**Resolved:** Financial update for April 2023 accepted by members.

Meeting ended at 19.15 hrs.

**Chairman Signed:** *dbeawan.*

**Date:** 14/06/23.



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 / E-bost: [blaenavontc@btconnect.com](mailto:blaenavontc@btconnect.com)

[www.blaenavontowncouncil.co.uk](http://www.blaenavontowncouncil.co.uk)



**Blaenavon Town Council**

**Finance Update**

**May 2023**

# BLAENAVON TOWN COUNCIL



Bank Reconciliation 2023 - 2024

## Bank Reconciliation

MAY

### Opening Balance

|                 |                    |
|-----------------|--------------------|
| Current Account | £142,556.02        |
| Card            | £111.51            |
| Cash in Hand    | £4.73              |
|                 | <hr/>              |
|                 | <b>£142,672.26</b> |

|                         |            |
|-------------------------|------------|
| Add Receipts in Period  | £0.00      |
| Less Payments in Period | £16,851.79 |
|                         | <hr/>      |

Balance at End of Period **£125,820.47**

### Balances at Bank

|                 |                    |
|-----------------|--------------------|
| Current Account | £125,815.74        |
| Card            | £0.00              |
| Cash in Hand    | £4.73              |
|                 | <hr/>              |
|                 | <b>£125,820.47</b> |

Clerk

Sign

*K. W. Evans*

Date

1/6/23

Chairman

Sign

*A. Beaman*

Date

14.6.23.



# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2023 - 2024



Period

**MAY**

|                       | 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        | £ -                | £ -                | £0.00        |
|                       | <b>£ -</b>         | <b>£ -</b>         | <b>£0.00</b> |
| <b>EXPENDITURE</b>    |                    |                    |              |
| SALARY                | £ 7,695.00         | £ 7,695.00         | £0.00        |
| ELECTION COSTS        | £ -                | £ -                | £0.00        |
| ESTABLISHMENT COSTS   | £ 3,247.43         | £ 3,247.43         | £0.00        |
| COUNCILLOR ALLOWANCE  | £ -                | £ -                | £0.00        |
| HOSPITALITY           | £ -                | £ -                | £0.00        |
| PROJECTS              | £ 5,209.96         | £ 5,209.96         | £0.00        |
| GRANTS                | £ -                | £ -                | £0.00        |
| COMMUNITY BREW        | £ -                | £ -                | £0.00        |
| VAT                   | £ 699.40           | £ 699.40           | £0.00        |
|                       | <b>£ 16,851.79</b> | <b>£ 16,851.79</b> | <b>£0.00</b> |

CLERK

SIGN

*K. Inlauer*

DATE

*1/6/23*

CHAIRMAN

SIGN

*J. Beaman*

DATE

*14.6.23*





DATE

1/6/23

DATE

14.6.23













# BLAENAVON TOWN COUNCIL



## Cash card transactions 2023 - 2024

**MONTH**

**MAY**

| DATE        | CATEGORY      | SUPPLIER       | DESCRIPTION               | NET      | VAT     | TOTAL    | STATEMENT DATE |
|-------------|---------------|----------------|---------------------------|----------|---------|----------|----------------|
| 2-Apr-2023  | ESTABLISHMENT | IONOS          | EMAIL DOMAIN              | £ 2.00   | £ 0.40  | £ 2.40   | 18-May         |
| 3-Apr-2023  | PROJECTS      | RBL INDUSTRIES | FLAGS & LAMP POST SIGNS   | £ 40.18  | £ 7.84  | £ 48.02  | 18-May         |
| 7-Apr-2023  | ESTABLISHMENT | MICROSOFT      | ONLINE SERVICES           | £ 10.30  | £ 2.06  | £ 12.36  | 18-May         |
| 14-Apr-2023 | PROJECTS      | AMAZON         | LIFE SIZE CUT OUTS        | £ 32.90  | £ 6.59  | £ 39.48  | 18-May         |
| 14-Apr-2023 | PROJECTS      | AMAZON         | LIFE SIZE CUT OUTS        | £ 32.90  | £ 6.59  | £ 39.49  | 18-May         |
| 14-Apr-2023 | ESTABLISHMENT | AMAZON         | A3 PAPER                  | £ 14.99  | £ 3.00  | £ 17.99  | 18-May         |
| 14-Apr-2023 | ESTABLISHMENT | AMAZON         | ROTARY TRIMMER            | £ 31.77  | £ 6.36  | £ 38.13  | 18-May         |
| 14-Apr-2023 | ESTABLISHMENT | AMAZON         | LAMINATING POUCHES        | £ 12.33  | £ 2.47  | £ 14.80  | 18-May         |
| 14-Apr-2023 | ESTABLISHMENT | AMAZON         | A3 PRINTER                | £ 479.00 | £ 95.80 | £ 574.80 | 18-May         |
| 14-Apr-2023 | ESTABLISHMENT | AMAZON         | A5 PAPER                  | £ 5.83   | £ 1.17  | £ 7.00   | 18-May         |
| 17-Apr-2023 | ESTABLISHMENT | AMAZON         | LAMINATOR                 | £ 33.04  | £ 6.61  | £ 39.65  | 18-May         |
| 19-Apr-2023 | PROJECTS      | HAMPSHIRE FLAG | BUNTING                   | £ 331.99 | £ 66.40 | £ 398.39 | 18-May         |
| 19-Apr-2023 | PROJECTS      | AMAZON         | PARTY NAPKINS             | £ 13.72  | £ 2.75  | £ 16.47  | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | CORONATION FLAG           | £ 8.31   | £ 1.67  | £ 9.98   | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | CORONATION TABLECLOTHS    | £ 53.28  | £ 10.64 | £ 63.92  | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | CORONATION DESSERT PLATES | £ 14.60  | £ 2.90  | £ 17.50  | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | CORONATION BALLOONS       | £ 31.96  | £ -     | £ 31.96  | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | CORONATION BUNTING        | £ 21.20  | £ 4.32  | £ 25.52  | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | CORONATION CUPS           | £ 14.98  | £ 3.00  | £ 17.98  | 18-May         |
| 20-Apr-2023 | PROJECTS      | AMAZON         | PARTY BUNTING             | £ 38.20  | £ 7.60  | £ 45.80  | 18-May         |
| 21-Apr-2023 | PROJECTS      | BTC            | GROCERIES                 | £ 52.70  | £ -     | £ 52.70  | 18-May         |
| 21-Apr-2023 | PROJECTS      | AMAZON         | CORONATION FLAGS          | £ 19.95  | £ -     | £ 19.95  | 18-May         |
| 21-Apr-2023 | ESTABLISHMENT | AMAZON         | A5 LAMINATING POUCHES     | £ 23.41  | £ 4.69  | £ 28.10  | 18-May         |
| 21-Apr-2023 | ESTABLISHMENT | AMAZON         | OFFICE SCISSORS           | £ 4.99   | £ 1.00  | £ 5.99   | 18-May         |



|             |               |                 |                        |   |       |   |       |   |       |          |
|-------------|---------------|-----------------|------------------------|---|-------|---|-------|---|-------|----------|
| 21-Apr-2023 | ESTABLISHMENT | AMAZON          | REFILLABLE INK POTS    | £ | 11.66 | £ | 2.33  | £ | 13.99 | 18-May   |
| 25-Apr-2023 | PROJECTS      | COUNTRY BASKETS | SHOPPING BAGS          | £ | 15.89 | £ | 3.18  | £ | 19.07 | 18-May   |
| 27-Apr-2023 | PROJECTS      | ASDA            | BEFRIENDING FILM CLUB  | £ | 56.37 | £ | -     | £ | 56.37 | 18-May   |
| 28-Apr-2023 | ESTABLISHMENT | AMAZON          | TONER CARTRIDGES       | £ | 60.82 | £ | 12.17 | £ | 72.99 | 18-May   |
| 28-Apr-2023 | PROJECTS      | ASDA            | CORONATION PARTY PACKS | £ | 9.50  | £ | -     | £ | 9.50  | 18-May   |
| 1-May-2023  | ESTABLISHMENT | CO-OP BANK      | CARD FEE               | £ | 2.00  | £ | -     | £ | 2.00  | 18-May   |
|             |               |                 |                        |   |       |   |       |   | £     | 1,742.30 |

CLERK  
SIGN K. Wilson  
DATE 1/6/23

CHAIRMAN  
SIGN dbrown  
DATE 14/06/23