



1st July 2020

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 8th July 2020.**

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.

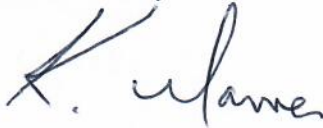
Agenda

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 remotely on the 10th June 2020.
5. To receive and consider a proposal from Sharon Ford on behalf of National Museum Wales regarding a project to capture the community response to the Covid 19 crisis, building on the successful partnership working through the Intergenerational group.
6. To discuss, consider options and make a determination regarding the 2020 Carol Service, Xmas light switch on and Xmas Market.
7. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.

- Cllrs Huybs and Denley Jones – Litter Project
- Lyndsey Harris and Rebecca Smith – Wellbeing Boxes

8. Responsible Finance Officer's Update: To receive the June 2020 financial update.

Yours Sincerely

A handwritten signature in black ink, appearing to read "K. Warren". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 8th JULY 2020.

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

In attendance:

Councillor: Liam Cowles (In the Chair)

Councillors in attendance: J. Denley-Jones, E. Harvey, J. Huybs, A. Jones, A. Parry, N. Horler.

Officers: Mr K Warren (Clerk to the Council), Rebecca Smith (Healthy Blaenavon Officer), Lyndsey Harris (Administrator).

Member of the public: Mr Rod Denley – Jones

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

1. To receive any questions from the public.

None present

2. Apologies

Cllrs G. Davies, S. Bright, L. Evans, G. McCann

3. Declaration of interests

None.

4. To confirm the minutes of the Council Finance Meeting held on the 10th June 2020 as a true and accurate record

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

It was proposed by Cllr Alan Parry and seconded by Cllr Jac Denley-Jones that the minutes be approved. This was agreed.

Resolved: Minutes approved.

5. To receive and consider a proposal from Sharon Ford on behalf of the National Museum Wales regarding a project to capture the community response to the Covid 19 crisis, building on the successful partnership working through the Intergenerational group.

Sharon Ford presented to members her project proposal which was sent to members prior to the meeting for perusal.

Ms Ford explained that the project would aim to capture the community response to the Covid 19 crisis, and a joint approach to respond to community needs which emerged from the crisis.

This could mean providing safe spaces and programmes which allow people to express themselves through art and culture or establishing new community initiatives which bring people together digitally, or via other safe and socially distanced means.

She explained how the project would be rolled out in three stages:

- Collecting Covid – gathering material from the community. Photographs, memories and written material which documents the lockdown experience. Much of this material already exists, but Blaenavon Town Council & Big Pit could lead a campaign to encourage people to share material.
- Collective Reflection – bringing together people of all ages including people from existing community groups to talk about their own experience and reflect on how this period should be remembered.
- Presenting the Community and Covid – working towards a community archive and exhibition potentially digital, which presents this unique period in time.

Ms Ford hoped that the project would build upon the positive relationships fostered by the Blaenavon Intergenerational Group and be an opportunity to involve existing members of the group and could act as recruitment for new members.

Blaenavon Community Museum should be involved as the local repository for archive material. Amgueddfa Cymru would also be involved and the final exhibition deposited to People's Collection Wales (PCW) as an exemplar community project. PCW would be able to offer local training for community archivists to upload their material as part of the project.

A contribution of £250 is sought from Blaenavon Town Council to cover any design and display elements which would be match funded by Amgueddfa Cymru. Help in kind would be provided by Big Pit and Blaenavon Town Council staff/members.

A discussion took place amongst members, who all thought it was a great project for the Town Council to be part of.

Cllr Alan Jones welcomed the project and offered any additional support that was needed. Cllr Alan Parry offered his help as a volunteer on this project using his local knowledge and expertise as a photographer and historical documenter of Blaenavon.

The Clerk asked Ms Ford the timescale for the project. It was explained that the first part of the project would take place over a 2 to 3 month period in order to gather the material and then an initial pilot period of 3 months to review what had been collected.

Cllr Liam Coles suggested that members nominate a representative from the Council to work on this Project.

The Clerk agreed that it would now be good time to facilitate this and suggested that Cllr Alan Parry with his knowledge as a local photographer and his membership of Blaenavon Community Museum would be a good representative from the Council.

Cllr Alan Jones proposed Cllr Alan Parry, this was seconded by Cllr. Nick Horler.

It was unanimously agreed by members that Cllr Alan Parry be the representative of the Town Council for this project.

Cllr Liam Cowles thanked Ms Ford for presenting the project to members. At this point Sharon left the meeting.

Resolved: Project approved and will be reviewed in 3 months to update members on progress.

6. To discuss, consider options and make a determination regarding the 2020 Carol Service, Christmas light switch on and Christmas Market.

The Clerk reminded members of previous discussions regarding moving the Christmas light switch on to a Friday and having the Christmas Market event the following day.

Members needed to consider and confirm a date for the events to go ahead so that licences and permissions from TCBC can be applied for.

The Clerk explained that historically the date for the Christmas light switch on is the third Monday of November. Members were asked to consider moving this date to the 3rd Friday of the month namely Friday 27th November 2020 with the Christmas Market taking place on Saturday 28th November 2020.

Cllr Alan Parry proposed that the date be changed to the 27th November 2020, this was seconded by Cllr Alan Jones.

All members were in agreement with this determination.

Resolved: Christmas Light Switch on and Market to take place on the 27th & 28th November 2020.

7. To discuss potential Town Council projects for allocation into the Project Action Plan 202/21. Relevant updates or new projects as notified.

Litter Project.

Cllrs Jackie Huybs and Jac Denley-Jones presented their proposed litter project to members.

The aim is to create a prevention campaign involving schools, businesses, and the community in general.

This will include litter picking sessions but go beyond this in an attempt to educate children and adults who are guilty of littering. Cllr Huybs went on to explain how they hope to run a school poster competition and do a survey of children asking questions about attitudes to littering that they will be encouraged to discuss with their parents.

There will be community surveys and competitions on Facebook. Local businesses will also be encouraged to take part and promote the project.

The cost of the project would be no more than £300. Cllr Huybs explained to members that the Council already has equipment, litter pickers, high-vis vests, and bin bags with some investment required for children's vests, gloves and adult t-shirts.

A discussion took place amongst members who agreed that it would be a very positive project to undertake.

Cllr Alan Jones proposed the project, this was seconded by Cllr Nick Horler.

Cllr Nick Horler declared an interest as Chair of LAG.

All members were in agreement with this determination.

Resolved: Members approved the project proposal.

Wellbeing Boxes.

Council Administrator Lyndsey Harris presented to members a project for consideration. She explained that the idea was initiated as a result of the recent Covid 19 pandemic and subsequent lockdown.

The Intergenerational group activities have been placed on hold so together with Rebecca Smith, ideas were discussed in terms of how to reach out to the Intergenerational Group members and others across the Blaenavon Community in order to support their wellbeing.

The project would involve Lyndsey and Rebecca creating wellbeing boxes which they would organise and deliver to those group members and also the Arthur Jenkins Care Home.

Local businesses would be used to purchase items where possible, in order to support the local economy. Once complete, the packs would be delivered by Lyndsey and Rebecca. A discussion took place amongst members who thought the project was a good idea.

Cllr Emma Harvey proposed the project, this was seconded by Cllr Jac Denley-Jones.

All members were in agreement with this determination.

Resolved: Members approved the project proposal

8. Responsible Finance Officer's Update: To receive the June 2020 financial update.

Prior to the meeting the Clerk emailed all members the relevant spreadsheets for discussion at the Finance meeting

Members were presented with the June 2020 financial update by the RFO Kevin Warren. The areas alluded to in the presentation were:

- Income and Expenditure
- Credit Card Payments
- Cheques
- Bacs Payments
- Cash Book Transactions
- Bank Reconciliation
- Project Revenue
- Project Expenditure
- Budget
- Transactions
- Expenditure
- Budget
- Bank Statements

Members were happy with the financial information presented.

Resolved: Financial update accepted by members.

The meeting was ended at 7:18pm

Chairman Signed: *L. J. Coull*

Date: 11/9/20



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

June 2020

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2020 - 21

Bank Reconciliation

JUN

Opening Balance

| | |
|-----------------|--------------------|
| Current Account | £104,173.73 |
| Cash in Hand | £21.45 |
| | <hr/> |
| | £104,195.18 |

| | |
|-------------------------|------------|
| Add Receipts in Period | £0.00 |
| Less Payments in Period | £14,446.37 |
| | <hr/> |

Balance at End of Period **£89,748.81**

Balances at Bank

| | |
|-----------------|-------------------|
| Current Account | £89,727.36 |
| Cash in Hand | £21.45 |
| | <hr/> |
| | £89,748.81 |

Clerk

Sign *K. uranne*

Date 2/7/20.

Chairman

Sign L. J. Coules

Date 9/7/20

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



| Period | JUN | ACTUAL | BUDGET | VAR | |
|----------------------|----------|------------------|----------|------------------|--------------|
| INCOME | | | | | |
| BTC | £ | - | £ | - | £0.00 |
| PRECEPT | £ | - | £ | - | £0.00 |
| VAT RECEIPTS | £ | - | £ | - | £0.00 |
| REVENUE | £ | - | £ | - | £0.00 |
| HBO | £ | - | £ | - | £0.00 |
| OTHER RECEIPTS | £ | - | £ | - | £0.00 |
| <hr/> | | | | | |
| | £ | - | £ | - | £0.00 |
| XPENDITURE | | | | | |
| SALARY | £ | 5,543.83 | £ | 5,543.83 | £0.00 |
| ELECTION COSTS | £ | - | £ | - | £0.00 |
| ESTABLISHMENT COSTS | £ | 3,567.52 | £ | 3,567.52 | £0.00 |
| COUNCILLOR ALLOWANCE | £ | 3,850.00 | £ | 3,850.00 | £0.00 |
| HOSPITALITY | £ | - | £ | - | £0.00 |
| PROJECTS | £ | 945.08 | £ | 945.08 | £0.00 |
| GRANTS | £ | 244.14 | £ | 244.14 | £0.00 |
| VAT | £ | 295.80 | £ | 295.80 | £0.00 |
| <hr/> | | | | | |
| | £ | 14,446.37 | £ | 14,446.37 | £0.00 |

CLERK

SIGN

K. Evans

DATE

2 / 7 / 20.

CHAIRMAN

SIGN

L. J. Coules

DATE

9 / 7 / 20

BLAENAVON TOWN COUNCIL



Petty Cash transactions 2020/2021

MONTH JUN

| DATE | CATEGORY | SUPPLIER | DESCRIPTION | NET | VAT | TOTAL | DATE PAID |
|------|----------|----------|-------------|-----|-----|--------------|-----------|
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| | | | | | | £ - - | |

Opening Balance £ 21.45
 Less transactions in period £ -
 Plus reimbursement in period £ -
 Closing Balance £ 21.45
 Cash in Hand **£ 21.45**

CLERK

SIGN *K. Kinsane*

DATE 2/7/20.

CHAIRMAN

SIGN *L. J. Cowles*

DATE 9/7/20

CLERK

SIGN

DATE

K. Wilfave

2/7/20.

CHAIRMAN

SIGN

DATE

L. J. Coates

9/17/20

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CHAIRMAN

SIGN L.J. Coverts

DATE 9/17/20

CLERK

SIGN R. Williams

DATE 2/7/20