



2nd March 2021

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 10th MARCH 2021.**

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 on the 10th of February 2021.
5. To discuss and make a determination regarding TCBC's request for a Town Council annual financial contribution for the maintenance and capital replacement of 5 CCTV cameras within Blaenavon.
6. To consider and note the Annual Financial Table of Actions for 2021/22.
7. To consider note and adopt the Independent Remuneration Panel for Wales's Annual Report 2021/22.
8. To receive the latest update from Cllr Gareth Davies regarding the Participatory Budget Project.

9. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.
10. **Responsible Finance Officer's Update:** To receive the February 2021 financial update.
11. To discuss and make a determination regarding the creation of a task and finish working group to evaluate the Clerk's salary pay scale, and report back to members at the March 2021 Full Council meeting. **(Cllr Alan Jones)**

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.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 10th MARCH 2021.

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

In attendance:

Councillor: L. Cowles (In the Chair)

Councillors in attendance: G. Davies, E. Harvey, J. Huybs, A. Jones, N. Horler, J. Skyrme, L. Evans.

Officers: Mr K. Warren (Clerk), L. Harris (Admin Officer)

The Council Finance meeting 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 received.

2. Apologies

- S. Bright – Work Commitment
- G. McCann – Bereavement
- J. Denley-Jones – Bereavement

Cllr Harvey proposed that the apologies be accepted; this was seconded by Cllr Davies.

Resolved: Apologies accepted by members.

3. Declaration of interests

None declared.

4. To confirm the minutes of the Council Finance Meeting held on the 10th of February 2021 as a true and accurate record.

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

It was proposed by Cllr Jones and seconded by Cllr Horler that the minutes be approved.

Resolved: Minutes accepted as a true record.

5. To discuss and make a determination regarding TCBC's request for a Town Council annual financial contribution for the maintenance and capital replacement of 5 CCTV cameras within Blaenavon.

The Clerk reminded members of the attendance of Mr Lyndon Puddy (TCBC) at the October 2020 Full Council Meeting with a proposal for the Council to consider making an annual financial contribution for the maintenance of the CCTV cameras that exist within Blaenavon.

The Clerk forwarded members a series of emails from Mr Puddy detailing the final amount requested which would cover the maintenance and capital replacement costs of the cameras.

The proposed cost including VAT was £3,488. The Clerk reminded members that a provisional cost of £3,500 had been budgeted within the 2021/22 Draft Budget and agreed by members. The Clerk explained that if the request was approved, then the payment would be required at the latter end of summer 2021.

A discussion took place amongst members, the general consensus was that it was a good thing for the town to continue to be monitored by the cameras and cover future costs.

Cllr Evans noted that he was led to believe that Cwmbran CCTV cameras were paid for by the businesses within the town and not contributed to by Cwmbran Community Council.

He felt it was unfair of Torfaen to expect the cost of the cameras in North Torfaen and Blaenavon to be covered by Town Councils.

He felt it was a poor principal. Cllr Evans noted he was in favour of the proposal for the cameras and was the original Councillor that brought forward the initial proposal for cameras in Blaenavon, but he didn't think it was fair that the Council should pay for the cameras when Cwmbran Council wasn't.

Cllr Skyrme commented that as she understood, the cost for the cameras was apportioned for Blaenavon so the cost was calculated fairly and that unfortunately Blaenavon doesn't have the luxury of businesses being able to contribute to the cameras within the town, this was the only alternative.

Cllr Jones added that he thought the cost of the cameras was being distributed between Cwmbran, Trevethin, Pontypool and Blaenavon. He also added that in terms of financial contributions to Blaenavon from TCBC, the town has benefitted significantly with investment in previous years since becoming a Heritage Town.

Cllrs Evans added that he was led to believe that Cwmbran wouldn't be making contributions and that was his understanding of the previous meeting with Mr Puddy, but fully supported the proposal.

Cllr Jones said that he would look into this matter to find out the exact details.

Cllr Jones proposed that the payment for the CCTV cameras be approved; this was seconded by Cllr Harvey.

Members were all in agreement.

Resolved: Annual contribution of £3,488 authorised. Clerk to notify Mr Lyndon Puddy regarding the Council's determination.

6. To consider and note the Annual Financial Table of Actions for 2021/22.

The Clerk forwarded the annual financial table of actions to members for their perusal prior to the meeting with an explanation that the document highlighted the key tasks, procedures and timescales required for the submission of the annual return for 2020/21.

It was clarified that members note the information contained within the document.

Cllr Cowles commented that this was a very useful document for planning ahead as well as noting what has been done.

Resolved: Members noted the update.

7. To consider note and adopt the Independent Remuneration Panel for Wales' Annual Report 2021/22.

The Clerk forwarded the Independent Remuneration Panel for Wales' Annual Report 2021/22 to members prior to the meeting for their perusal.

The Clerk asked members to confirm that they have received and read the document and to consider adopting the contents of the report relevant to Town and Community Councils.

The Clerk highlighted that ongoing talks with One Voice Wales and the IRPW may conclude with a recommendation that Councillor allowances be increased in 2022.

A discussion took place amongst members regarding the increase of allowances and the idea that this would make the role of the Councillor become more appealing to a more diverse range of professionals.

Resolved: Members agreed to adopt the contents of the IRPW report for 2021/22

8. To receive the latest update from Cllr Gareth Davies regarding the Participatory Budget Project.

Cllr Davies informed members that the Vocaleyes site was up and running and he was pleased to see that there were already some projects added to the platform from residents.

He is meeting with Welsh Government on Tuesday 16th March 2021 and also meeting with TCBC the following week to ensure that the project funds will be finalised in readiness for the official launch of the first project on the 1st of April 2021.

Cllr Davies noted that the Council should be very proud to be delivering such a unique project and being the first Town Council in Wales involved in such a pilot, that could quite possibly be rolled out across Wales in the future.

All members were very positive regarding the possibilities of the project and thanked Cllr Davies for the work done so far.

Cllr Davies explained that the trust that Blaenavon Town Council has with partners has enabled projects like this to go ahead.

Resolved: Members noted the update.

9. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.

Cllr Harvey emailed members her proposals for a Time Capsule Project and a commemorative bench which she plans to present to members during the next Full Council meeting on the 24th of March 2021.

A brief discussion regarding the project took place amongst members. Cllr Cowles asked the Clerk to add this as an agenda item for discussion for the next Full Council meeting.

Resolved: Members noted the update. Clerk to add the project as an agenda item for Full Council on the 24th March 2021.

10. Responsible Finance Officer's Update: To receive February 2021 financial update.

Mr Kevin Warren (RFO) forwarded members the February 2021 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 Revenue
- Project Expenditure

- Budget
- VAT
- Bank Statements

Mr Warren (RFO) presented to members each of the above areas of finance and highlighted any relevant information. Members were invited to ask any questions in relation to the areas referenced.

Members were happy with the presentation with one question raised from Cllr Davies regarding the purchase of Lion King tickets and whether we could be confident that this event would take place in light of Covid restrictions.

The Clerk answered by saying that the tickets were purchased from Comic Relief awarded funds. Rebecca Smith (Healthy Blaenavon Officer) has received assurances that these funds can be carried over to the new financial year to cover the cost of the tickets and future planned activities.

Resolved: Financial update for February 2021 accepted by members.

11. To discuss and make a determination regarding the creation of a task and finish working group to evaluate the Clerk's salary pay scale, and report back to members at the March 2021 Full Council Meeting. (Cllr Alan Jones).

Cllr Jones informed members that he had recently been reviewing the pay scales for Clerks in Wales and thought that now was an opportune time for The Clerk's pay scale to be reviewed.

He requested if Cllr Cowles and Cllr Huybs would be willing to assist him in creating a working group to evaluate the Clerk's salary with a view to bringing it in line with Clerks who currently hold the role of the Clerk and RFO within Town Councils across Wales.

Cllr Cowles agreed and was happy to meet to discuss this. Cllr Huybs noted that Mr Warren undertakes both the role of the Clerk to the Council and Responsible Finance Officer which is occasionally the role of two people in other Councils.

Cllr Huybs highlighted the huge amount of work completed since Mr Warren was appointed and noted that the salary needed to be reviewed. Cllr Huybs was happy to be part of the working group.

Cllr Cowles agreed that they would arrange a meeting to discuss the issues raised and report back to members.

Cllr Jones proposed that a task and finish group be created to review the pay scale of the Clerk; this was seconded by Cllr Skyrme.

Members were all in agreement

Resolved: Task and finish group to be set up to evaluate the role and review the Clerk's current salary.

The meeting was ended at 19.01pm

Chairman Signed: *L. J. Cowley*

Date: 15/4/21

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

FEB

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ -	£ -	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
OTHER RECEIPTS	£ -	£ -	£0.00
	£ -	£ -	£0.00
XPENDITURE			
SALARY	£ 5,705.90	£ 5,705.90	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 586.76	£ 586.76	£0.00
COUNCILLOR ALLOWANCE	£ 150.00	£ 150.00	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 1,118.00	£ 1,118.00	£0.00
GRANTS	£ 250.00	£ 250.00	£0.00
VAT	£ 169.69	£ 169.69	£0.00
	£ 7,980.35	£ 7,980.35	£0.00

CLERK

SIGN

DATE

K. Manner
11/3/21

CHAIRMAN

SIGN

DATE

L. J. Coules
11/3/21

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2020 - 21

Bank Reconciliation

FEB

Opening Balance

Current Account	£115,246.22
Cash in Hand	£21.45
	<hr/>
	£115,267.67

Add Receipts in Period	£0.00
Less Payments in Period	£7,980.35
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Balance at End of Period	£107,287.32
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Balances at Bank

Current Account	£107,265.87
Cash in Hand	£21.45
	<hr/>
	£107,287.32

Clerk

Sign

K. Evans

Date

11/3/21

Chairman

Sign

L. J. Cowles

Date

11/3/21

DATE

11/3/21

DATE

11/3/21

