



**1st November 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 9th of November 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 an update from Felicity Young and Tan Adams of Belle Dame Nails regarding the refurbishment of the Christmas crib figurines.
5. To receive an update from Chris Vorres (Chairperson) from the Mic Morris trust regarding the 2023 event.
6. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 12th of October 2022.
7. To consider and resolve if appropriate a request for funding received from Rebecca Hartley (TCBC) towards publication costs for the 'Building a Future on the Past - WHS Book'

8. To receive an update regarding the forthcoming Remembrance Day parade on the 13<sup>th</sup> of November 2022. **(Chief Officer)**
9. To receive an update regarding the Participatory Budget Community Brew Project. **(Cllr Harris)**
10. To receive an update regarding the Town Council's Christmas Market Craft Fayre on the 12<sup>th</sup> of November 2022. **(Assistant Chief Officer)**
11. To receive an update regarding the Town Council's Christmas lights switch on and blessing of the crib on the 21<sup>st</sup> of November 2022. **(Chief Officer)**
12. 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 Town Council litter pick project at Garn-yr-erw – **Cllr Beavan**
13. **Responsible Finance Officer's Update:** To receive the October 2022 financial update.

Yours Sincerely



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



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**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 9th of November 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, A. Jones.

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

**Visitors:** Tan Adams & Felicity Young (Belle Dame Nails).  
Chris Vorres (Mic Morris Trust).

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 Goddard – Delayed travel from London.

Cllr Jones enquired what time apologies were given. The Chief Officer confirmed approximately 8am on the 9<sup>th</sup> of November 2022. A brief discussion took place amongst members.

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

**Resolved.** Apologies accepted.

**3. Declaration of interests**

- Cllr Matthews – Personal interest – item 7
- Cllr Wheeler – Personal interest – item 5

**4. To receive an update from Felicity Young and Tan Adams of Belle Dame Nails regarding the refurbishment of the Christmas crib figurines.**

Cllr Jones presented Felicity with a gift and thanked both Felicity and Tan for all their hard work, time, and effort in restoring the crib figurines.

Felicity explained to members that the figurines had been worked on throughout the year and have been given a full overhaul; they are now fully restored and encrusted with Swarovski crystals, looking magnificent and ready for the Blessing of the Crib Service on the 21<sup>st</sup> of November 2022.

Cllr James thanked Felicity and Tan for their work and update.

Felicity and Tan left the meeting.

**Resolved:** Members noted update.

**5. To receive an update from Chris Vorres (Chairperson) from the Mic Morris trust regarding the 2023 event.**

Chris addressed members and thanked Blaenavon Town Council for the support given over the years and asked for continued support moving forward.

The provisional date for the next Mic Morris race is the 9<sup>th</sup> of July 2023.

Chris explained to members that grants totalling £13k have been given to five young people from Blaenavon from over the last few years and that event costs for 2022 had totalled £18,500.

The profits for 2022 had totalled £12k. This money is then used for grants throughout the year and that sponsors of the event are promoted within the Trusts advertising campaigns.

Chris invited questions from members:

Cllr Jones expressed that it was a positive event with many participants from Blaenavon and the wider community.

The Chief Officer enquired what donation amount the Trust would be looking to secure from the Town Council for 2023? This was confirmed as £1,500 to assist with road closure costs. Although any amount would be gratefully received.

Cllr James added that it was great that the race commences in Blaenavon.



Cllr Parfitt enquired as to why the route had been altered. Chris explained that this is because Gwent Police no longer support the event and therefore the Trust must pay for road closures.

Cllr James thanked Chris for her update.

Chris Vorres left the meeting.

**Resolved:** Members noted the update.

**6. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 12<sup>th</sup> of October 2022.**

Minutes were read for accuracy with no amendments. It was proposed by Cllr Cowles and seconded by Cllr Jones that the minutes be accepted.

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

**7. To consider and resolve if appropriate a request for funding received from Rebecca Hartley (TCBC) towards publication costs for the 'Building a Future on the Past - WHS Book'**

The Chief Officer forwarded to all members an email sent from Rebecca Hartley for their perusal prior to the meeting.

Cllr Evans sent an email to all members and officers prior to the meeting requesting clarification on funding for the World Heritage site promotion and management prior to making a decision.

Cllr Evans also questioned as to whether in the current financial climate Welsh translation is required at a cost of £2k.

Members had a full discussion and asked the Chief Officer had this request been budgeted for? The Chief Officer confirmed that it had not, nor had there been any consultation on the project prior to receiving the funding request.

Cllr Evans informed members that he had attended two meetings of the World heritage Steering Group and confirmed that there had been no request for funding from Blaenavon Town Council at any time.

Members discussed the funding request further and enquired if the book is a commercial enterprise and what is the ratio of funding from other potential funders. It was felt that the Town Council was an afterthought within the process and had not been treated the same as other funders. There had been no prior consultation with the Council, and this felt disrespectful.

It was proposed by Cllr James and seconded by Cllr Jones that the Chief Officer write to Rebecca Hartley for clarification to confirm if the book is a commercial enterprise, what other funding has been received and information on the ratio of funding from the other funders.



All members in agreement.

**Resolved:** Chief Officer to write to Rebecca Hartley requesting further information.

**8. To receive an update regarding the forthcoming Remembrance Day Parade on the 13<sup>th</sup> of November 2022 (Chief Officer)**

The Chief Officer informed members that all plans for the parade have been finalised. The traffic management plan is complete and road closures will be in place on the morning of the event.

The assembly / start point will be Broad Street carpark at 10.30 am on Sunday 13<sup>th</sup> November 2022.

There will not be a MP at this year's event but Deputy Lord Lieutenant Jack Hanbury – Tennyson the King's envoy together with Lord Murphy will be in attendance.

The Orders of Service have been printed and distributed to Cllrs.

The Chief Officer explained further that he has held meetings with the Royal British Legion who have been fully updated. A wreath has been ordered and delivered for Blaenavon Town Council. Discussions have also been held with Paul Miles (Blaenavon Town Band) and also the Parade Marshall who have been fully briefed and updated.

**Resolved:** Members noted the update.

**9. To receive an update regarding the Participatory Budget Community Brew Project (Cllr Harris).**

Cllr Harris informed members following a meeting with officers the Community Brew project will be readvertised via Town Council social media for the third round of funding.

There are currently five projects that have been submitted and these are all pending. All project ideas will go 'live' on the same date giving all submissions equal opportunity for members of the public to 'rate' each idea.

These will then be discussed at the steering group with the successful groups awarded funding.

**Resolved:** Members noted the update.

**10. To receive an update regarding the Town Council's Christmas Market Craft Fayre on the 12<sup>th</sup> of November 2022. (Assistant Chief Officer)**

The Assistant Chief Officer updated members with a brief overview relating to the planning arrangements for the Christmas Craft Market.

- All forty-two stall holders have paid in full and confirmed attendance.
- Santa's grotto, Santa, face painter, cinema film & Llantarnam Grange are confirmed.
- Selection boxes have been purchased.



- Confirmation has been received from GW Crafters for set-up on Friday afternoon the 11<sup>th</sup> of November 2022.
- Confirmation has been received that Terry Gardener will open / close the Workmen's Hall for set-up and on the day of the event.
- Confirmation has been received for the collection & return of event tables by Chris Langford.
- The event has been promoted on the Town Council Facebook page and local social media groups. Posters have also been delivered to businesses throughout the town, local groups, and noticeboards.
- A rota has been emailed to Cllrs who have volunteered help on the day.
- An article in the South Wales Argus promoting the event has also been published.

The Assistant Chief Officer also confirmed that she had delivered posters for the Christmas window competition to all businesses in Broad Street.

**Resolved:** Members noted the update.

**11. To receive an update regarding the Town Council's Christmas lights, switch on and blessing of the crib on the 21<sup>st</sup> of November 2022. (Chief Officer)**

The Chief Officer updated members with a brief overview relating to the planning arrangements for the Christmas lights switch on and blessing of the crib.

- Christmas lights have been delivered and have been erected within the Town, Forgeside and Garn Yr Erw.
- Christmas tree has been ordered and will be delivered next week.
- Confirmation has been received from the Town Band regarding attendance. The Concert Band will also be supporting.
- Chris Langford has rebuilt the crib. This will be bolted to the floor for added security.
- Order of service has been finalised and will be printed next week.
- Nathan Sussex, BBC Radio Wales presenter will open event.
- Russell Jones, male vocalist will be singing following the service / readings as per the request from Churches Working Together.
- Victory Church will be serving refreshments.
- The Crib will be erected on Monday the 21<sup>st</sup> of November 2022.
- A meeting has been planned with Sue Driscoll next week. They will provide an insert of carols for the order of service.

**Resolved:** Members noted the update.

**12. 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 Town Council litter pick project at Garn-Yr-Erw – Cllr Beavan.**

Cllr Beavan updated members and explained that she had contacted Tom Board from Keep Wales Tidy for advice on times and days to hold litter picking events.



Following this advice, Cllr Beavan proposed that the next event at Garn Yr Erw be held on Sunday the 27<sup>th</sup> of November 2022 at 10.30am. Cllr Harris seconded this.

All members in agreement.

**Resolved:** Garn Yr Erw litter pick to be held 27<sup>th</sup> November 2022.

**13. Responsible Finance Officer's Update: To receive the October 2022 financial update.**

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

Mr Warren informed members that no VAT return had been received to date.


The interim internal audit will take place during the second week of December 2022.

Members were happy with the presentation.

**Resolved:** Financial update for October 2022 accepted by members.

Meeting ended at 19.13hrs

**Chairman Signed:**



**Date:** 11 /01/23





# BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

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## **Blaenavon Town Council**

### **Finance Update**

**November 2022**



# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2022 - 2023

### Bank Reconciliation

NOV

#### Opening Balance

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

|                         |            |
|-------------------------|------------|
| Add Receipts in Period  | £7,704.82  |
| Less Payments in Period | £12,737.54 |
|                         | <hr/>      |

|                          |                    |
|--------------------------|--------------------|
| Balance at End of Period | <b>£116,938.13</b> |
|--------------------------|--------------------|

#### Balances at Bank

|                 |                    |
|-----------------|--------------------|
| Current Account | £116,933.40        |
| Cash in Hand    | £4.73              |
|                 | <hr/>              |
|                 | <b>£116,938.13</b> |

Clerk

Sign

A handwritten signature in black ink, appearing to be 'K. Evans', written over a horizontal line.

Date

1/12/2022.

Chairman

Sign

A handwritten signature in black ink, appearing to be 'C. Jones', written over a horizontal line.

Date

11/1/23



# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2022 - 2023



| Period                | NOV |                    |                    |                  |
|-----------------------|-----|--------------------|--------------------|------------------|
|                       |     | ACTUAL             | BUDGET             | VAR              |
| <b>INCOME</b>         |     |                    |                    |                  |
| BTC                   |     | £ -                | £ -                | £0.00            |
| PRECEPT               |     | £ -                | £ -                | £0.00            |
| VAT RECEIPTS          |     | £ 7,554.82         | £ -                | £7,554.82        |
| REVENUE               |     | £ -                | £ -                | £0.00            |
| HBO                   |     | £ -                | £ -                | £0.00            |
| COMMUNITY BREW INCOME |     | £ -                | £ -                | £0.00            |
| OTHER RECEIPTS        |     | £ 150.00           | £ -                | £150.00          |
|                       |     | <b>£ 7,704.82</b>  | <b>£ -</b>         | <b>£7,704.82</b> |
| <b>EXPENDITURE</b>    |     |                    |                    |                  |
| SALARY                |     | £ 6,597.00         | £ 6,597.00         | £0.00            |
| ELECTION COSTS        |     | £ -                | £ -                | £0.00            |
| ESTABLISHMENT COSTS   |     | £ 1,967.90         | £ 1,967.90         | £0.00            |
| COUNCILLOR ALLOWANCE  |     | £ 300.00           | £ 300.00           | £0.00            |
| HOSPITALITY           |     | £ -                | £ -                | £0.00            |
| PROJECTS              |     | £ 2,732.48         | £ 2,732.48         | £0.00            |
| GRANTS                |     | £ 750.00           | £ 750.00           | £0.00            |
| COMMUNITY BREW        |     | £ -                | £ -                | £0.00            |
| VAT                   |     | £ 390.16           | £ 390.16           | £0.00            |
|                       |     | <b>£ 12,737.54</b> | <b>£ 12,737.54</b> | <b>£0.00</b>     |

CLERK

SIGN

DATE

*K. Evans*

1/12/2022

CHAIRMAN

SIGN

DATE

*[Signature]*

11/1/23







DATE

11/12/2022.

DATE

11/11/23

















