



**5th July 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 12th of July 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. To receive an update from Walter Waygood regarding the forthcoming exhibition at the Workmen's Hall on the 29<sup>th</sup> of July 2023.
5. **Council Meetings:** To confirm the minutes of the Council Finance meeting held on the 14th of June 2023.
6. To receive, note and discuss key messages from the Town Council's attendance at the One Voice Wales Innovative Practice Conference on the 5<sup>th</sup> of July 2023.
7. To receive, note and discuss an update from the Community Review Working Group.

8. To discuss and make any relevant determinations relating to the criteria for the Town Council Civic Awards 2023
9. To receive discuss and make any relevant determinations regarding an update from the working group in relation to the Country and Western Fayre on the 12<sup>th</sup> of August 2023.
10. To discuss and make any relevant determinations in relation to the creation of a working group to manage social media, website, newsletter, and press releases.
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.
12. **Responsible Finance Officer's Update:** To receive and consider the June 2023 financial update.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'K. Warren', written in a cursive style.

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



Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 12<sup>th</sup> of July 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 **13<sup>th</sup> of September 2023**.

**In attendance:**

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

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

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer).

Visitors: Walter Waygood

Member of public: None

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 Keen – Family commitment.
- Cllr Porter – Work commitment.
- Cllr James – Childcare issue.

It was proposed by Cllr Evans and seconded by Cllr Parfitt that the apologies be accepted.

All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- Cllr Harris – item 9 – Prejudicial.

**Resolved:** Members noted and confirmed the declaration of interest.

**5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 14<sup>th</sup> of June 2023.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Harris and seconded by Cllr Wheeler that the minutes be accepted.

All members in agreement.

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

The Chairperson Cllr Beavan at this point made a decision to change the order of the published agenda. Item 12 was brought forward.

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

Mr Warren (RFO) forwarded to members the June 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

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

Members had an in-depth discussion in relation to the information provided including projects, project spend, officers' overtime which was agreed is a bi-product of planning and attending events as well as being mindful of grant and donation requests.

Members were happy with the presentation. This was proposed by Cllr Matthews and seconded by Cllr Jones. All members in agreement.

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

**7. To receive, note and discuss an update from the Community Review Working Group.**

Cllr Matthews provided members with an update and confirmed that he had forwarded an email to all members prior to the meeting detailing the Community Review working group's comments and recommendations for their perusal.

An in depth discussion took place in relation to boundary changes and the options that had been presented.

These included no changes to the Blaenavon community boundary, an extension to incorporate Cwmavon and or Varteg and the creation of a North Torfaen Community Council.

It was proposed by the working group to either remain the same or consider minor expansion to the boundary to include Cwmavon.

The group also considered whether an increase in the number of Town Councillors was appropriate having been reduced from sixteen to twelve following the last review in 2012. The group felt that an increase was not required and recommended the retention of twelve Councillors.

The creation, change or removal of warding arrangements was also discussed. Currently there are two wards namely East and West. The wards offer no obvious distinction within the Town boundary.

It would be reasonable to assume that if there was a single ward, residents would be required to vote for up to twelve candidates, this would in essence produce a long ballot paper and potentially cause confusion for voters. The working group recommended that the wards remain unchanged.

It is also recommended that the number of Councillors per ward remain the same at six for the east ward and six for the west ward.

Members discussed in detail the points and recommendations alluded to by the Community Review working group.

It was proposed by Cllr Cowles to accept the recommendations of the Community Review working group. This was seconded by Cllr Jones.

All members in agreement.

**Resolved:** Community Review Working Group recommendations accepted by members.

#### **8. To discuss and make any relevant determinations relating to the criteria for the Town Council Civic Awards 2023.**

A discussion took place amongst members regarding the Town Council Civic Award public nomination criteria and if any relevant amendments were required.

It was proposed by Cllr Cowles to amend point one in 'categories' to 'Outstanding long service to the community' This was seconded by Cllr Evans. Points two, three and four to remain unchanged.

All members in agreement.

Nomination criteria was discussed by members. It was agreed that no changes were needed.

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

All members in agreement.

Members also discussed the criteria relating to nominations from the Town Council. It was suggested that a collective nomination from all Councillors be incorporated to replace nominations from an individual Councillor.

A collective nomination was proposed by Cllr Jones and seconded by Cllr Wheeler.

All members in agreement

**Resolved:** Chief Officer to facilitate changes to the Civic Award nomination form.

**9. To receive discuss and make any relevant determinations regarding an update from the working group in relation to the Country and Western Fayre on the 12th of August 2023.**

At this point Cllr Harris left the chamber having declared a prejudicial interest.

Cllr Matthews provided members with an overview of plans for the event and explained that the event working group held a meeting on the 10th of July 2023.

It was outlined that Town Council officers have been extremely busy planning the event. Members were told that Cllrs Keen and Wheeler had delivered over fifty letters to traders within the Town and licensees throughout Blaenavon.

Unfortunately, there has been minimal response to date. Licenses are in place and progress has been made sourcing food stalls, gaming and play equipment.

The prize fund for the fancy dress contest has been reduced. There will be a prize of £30 for an overall winner in the adult and children contest. This will reduce costs to £60. The budget currently stands at £3k and it is likely that a contingency budget of £500 will be required.

It was highlighted that Cllrs need to be mindful of officer overtime during this process.

Assistant Chief Officer Kerry Jones provided members with the following update.

The glitter tattoo artist, hay bales and barrels have all been confirmed. The Unknown band are available to attend and are making inquiries into sourcing a generator to use on the day.

Their fee is £300 and there could be an additional charge for the generator.

The group 'The Two of Us' do not have their own generator to use at the event. Kerry has approached The Unknown to enquire if they could use their generator.

It was confirmed that A1 Jump and Bounce need to conduct a site visit and carry out a risk assessment due to the bouncy castle and rides being on tarmac. The earliest opportunity to visit the site will be week commencing Monday the 24<sup>th</sup> of July 2023. The cost for the rodeo ride and bouncy castle with staff for the day is £950.

There have only been two responses to the traders' letters namely the charity, 'Hospice of the Valleys' in Blaenavon and one from a travel agent in Pontypool. There have been no responses from any licensees.

The cost to date for the balloon artist, 'The Two of Us' (band), disco, A1 Jump and Bounce, hay bales, barrels, gaming van, slushie machine, glitter tattoo artist, 'The Unknown' (band) and fancy-dress prize fund is £2975.00.

Further funding will be required for event decorations, tin can alley, coconut shy and prizes namely sweets for the tin can alley and coconut shy games.

A discussion took place amongst members relating to the event and subsequent costings.

A contingency budget of £500 was proposed by Cllr Parfitt. This was seconded by Cllr Wheeler.

All members in agreement.

**Resolved:** Members noted the event update. A contingency budget of £500 was authorised by members.

**10. To discuss and make any relevant determinations in relation to the creation of a working group to manage social media, website, newsletter, and press releases.**

Members discussed the need to set-up a working group to address the requirements of the Town Council's social media, website, newsletter, and press releases.

It was agreed that officers efficiently cover social media and press releases. However, the website needs to be updated and maintained and consideration given to how we reach residents who are not digitally included.

A Town Council newsletter is in the process of being drafted this will be beneficial in addressing this matter. Cllr Matthews proposed that a working group be set-up. This was seconded by Cllr Parfitt.

All members in agreement.

A further discussion took place by members in relation to the make-up of Councillors for the working group. It was suggested that this will consist of Cllrs Matthews, Beavan, Hunt and Evans.

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

All members in agreement.

**Resolved:** Working Group and members agreed 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.**

None received.

Meeting ended at 20.07 hrs.





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 12th of July 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, A. Jones, M. Harris, I. Parfitt.

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer).

Visitors: Walter Waygood

Member of public: None

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 Keen – Family commitment.
- Cllr Porter – Work commitment.
- Cllr James – Childcare issue.

It was proposed by Cllr Evans and seconded by Cllr Parfitt that the apologies be accepted.

All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- Cllr Harris – item 9 – Prejudicial.

**Resolved:** Members noted the declarations of interest.

**4. To receive an update from Walter Waygood regarding the forthcoming exhibition at the Workmen's Hall on the 29<sup>th</sup> of July 2023.**

Mr Walter Waygood addressed members and expressed his thanks for the support and generous donation received from Blaenavon Town Council.

Mr Waygood provided members with an overview of his forthcoming book together with its content which forms part of his exhibition. Mr Waygood further explained that he had been contacted by numerous groups and individuals who wanted to get involved with the exhibition.

The book will be published and on sale this weekend.

Mr Waygood confirmed that preparations for his exhibition at the Workmen's Hall is well underway and any offers of assistance in displaying his work will be gratefully received.

**Resolved:** Members noted the update.

**5. Council Meetings: To confirm the minutes of the Meeting held on the 14<sup>th</sup> of June 2023.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Harris and seconded by Cllr Wheeler that the minutes be accepted.

All members in agreement.

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

At this point, the Chairperson, Cllr Beavan made a decision to change the order of the published agenda. Item 12 was brought forward for discussion.

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

Mr Warren (RFO) forwarded to members the June 2023 financial reports electronically in advance of the meeting which detailed the following areas:

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

Members had an in-depth discussion in relation to the information provided including projects, project spend, officers' overtime which was agreed is a bi-product of planning and attending events as well as being mindful of grant and donation requests.

Members were happy with the presentation. This was proposed by Cllr Matthews and seconded by Cllr Jones. All members in agreement.

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

**6. To receive, note and discuss key messages from the Town Council's attendance at the One Voice Wales Innovative Practice Conference on the 5<sup>th</sup> of July 2023.**

Cllrs Matthews, Hunt, and Wheeler, along with the Chief Officer and Assistant Chief Officer attended the conference in Builth Wells on the 5<sup>th</sup> of July 2023.

Cllr Matthews provided members with the following overview of the day.

The conference was very positive with several speakers throughout the day. Rebecca Evans, Welsh Government Minister for Finance, and local Government explained how Town and Community Councils needed to be confident and empowered to deliver place-based services to the communities that they serve.

The minister mentioned that the agenda is for Town and Community Councils to be provided with the appropriate powers to take on additional services and to ensure the democratic health of town and community councils is strong.

A task and finish working group has been established and are investigating ways to improve engagement surrounding local politics within communities across the country.

Digital health within Town and Community Councils has also been looked at with £150k budgeted to support the Welsh Government's work regarding this.

Throughout the day there were presentations covering environmental issues including suggestions relating projects that Town and Community Councils could take on in order to promote green agendas.

There was a strong focus on governance including using the governance tool kit to ensure Councils are prepared for audit. There was a lot of emphasis relating to the importance of training aligned to training plans. It was alluded to that training could soon become compulsory for all Councils.

Cllr Matthews explained that officers and Cllrs met with two Cllrs representing Abergavenny Town Council, including the current mayor namely Cllr Anne Wild, a former Blaenavon resident. There are clear possibilities to network and engage with Abergavenny Town council in the future.

Cllr Hunt added that there had been a strong emphasis on adapting to net zero, green agendas and the environment. He informed members that throughout the day Blaenavon Town Council had been mentioned in terms of our service delivery to the community and was obviously well thought of within the sector.

The Chief officer informed members that he along with colleagues had attended a breakout session with Planning Aid Wales.

The focus was on place making and place plans which links directly to finances and precept, capacity, capabilities, cost, and legislation.

Blaenavon Town council contributed throughout the discussions and are very well placed in terms of governance and understanding on what is needed and how to achieve and deliver place making and place plans.

**Resolved:** Members noted the update.

**7. To receive, note and discuss an update from the Community Review Working Group.**

Cllr Matthews provided members with an update and confirmed that he had forwarded an email to all members prior to the meeting detailing the Community Review working group's comments and recommendations for their perusal.

An in-depth discussion took place in relation to boundary changes and the options that had been presented.

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It is also recommended that the number of Councillors per ward remain the same at six for the east ward and six for the west ward.

Members discussed in detail the points and recommendations alluded to by the Community Review working group.

It was proposed by Cllr Cowles to accept the recommendations of the Community Review working group. This was seconded by Cllr Jones.

All members in agreement.

**Resolved:** Community Review Working Group recommendations accepted by members.

**8. To discuss and make any relevant determinations relating to the criteria for the Town Council Civic Awards 2023.**

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

All members in agreement.

Members also discussed the criteria relating to nominations from the Town Council. It was suggested that a collective nomination from all Councillors be incorporated to replace nominations from an individual Councillor.

A collective nomination was proposed by Cllr Jones and seconded by Cllr Wheeler.

All members in agreement

**Resolved:** Chief Officer to facilitate changes to the Civic Award nomination form.

**9. To receive discuss and make any relevant determinations regarding an update from the working group in relation to the Country and Western Fayre on the 12th of August 2023.**

At this point Cllr Harris left the chamber having declared a prejudicial interest.

Cllr Matthews provided members with an overview regarding the plans for the event and explained that the event working group held a meeting on the 10th of July 2023. It was outlined that Town Council officers have been extremely busy planning the event.

Members were told that Cllrs Keen and Wheeler hand delivered over fifty letters to traders within the Town and licensees throughout Blaenavon.

Unfortunately, there has been minimal response to date. Licenses are in place and progress has been made sourcing food stalls, gaming and play equipment.

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A discussion took place amongst members relating to the event and subsequent costings.

A contingency budget of £500 was proposed by Cllr Parfitt. This was seconded by Cllr Wheeler.

All members in agreement.

**Resolved:** Members noted the event update. A contingency budget of £500 was authorised by members.

Cllr Harris returned to chamber.

**10. To discuss and make any relevant determinations in relation to the creation of a working group to manage social media, website, newsletter, and press releases.**

Members discussed the need to set-up a working group to address the requirements of the Town Council's social media, website, newsletter, and press releases.

It was agreed that officers efficiently cover social media and press releases. However, the website needs to be updated and maintained with consideration given to how we reach residents who are not digitally included.

A Town Council newsletter is in the process of being drafted, this will be beneficial in addressing this matter. Cllr Matthews proposed that a working group be set-up. This was seconded by Cllr Parfitt.

All members in agreement.

A further discussion took place by members in relation to the make-up of Councillors for the working group. It was suggested that this will consist of Cllrs Matthews, Beavan, Hunt and Evans.

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

All members in agreement.

**Resolved:** Working Group and members agreed 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.**

None received.

Meeting ended at 20.07 hrs.

Chairman Signed:



Date: 13/9/23.



# BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

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## **Blaenavon Town Council**

### **Finance Update**

**July 2023**



# BLAENAVON TOWN COUNCIL



Bank Reconciliation 2023 - 2024

**Bank Reconciliation**

JUL

**Opening Balance**

Current Account	£94,351.07
Card	£0.00
Cash in Hand	£4.73
	<hr/>
	<b>£94,355.80</b>

Add Receipts in Period	£0.00
Less Payments in Period	£9,570.22
	<hr/>

Balance at End of Period **£84,785.58**

**Balances at Bank**

Current Account	£84,780.85
Card	£0.00
Cash in Hand	£4.73
	<hr/>
	<b>£84,785.58</b>

Clerk

Sign

*K. Evans*

Date

1/8/23

Chairman

Sign

*M. Matthews*

Date

13 Sep 2023

# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2023 - 2024



Period

JUL

	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	£ 708.90	£ 708.90	£0.00
COUNCILLOR ALLOWANCE	£ 37.50	£ 37.50	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 1,051.14	£ 1,051.14	£0.00
GRANTS	£ -	£ -	£0.00
COMMUNITYBREW	£ -	£ -	£0.00
VAT	£ 77.68	£ 77.68	£0.00
	<b>£ 9,570.22</b>	<b>£ 9,570.22</b>	<b>£0.00</b>

CLERK

SIGN

*K. Evans*

DATE

*1/8/23*

CHAIRMAN

SIGN

*W. Matthews*

DATE

*13 Sep 2023*







DATE

1 | 8 | 23

DATE

13 Sep 2023









