



1st March 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 8th of March 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.

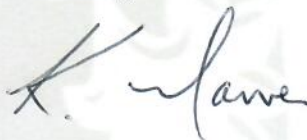
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Clerk.

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 a presentation from Caroline Andrews and Patrick Downes (**Torfaen Voluntary Alliance**) to discuss the support available from TVA together with an overview of the 'Opening Doors' project.
5. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 8th of February 2023.
6. To receive, discuss, and make any relevant determinations regarding the renewal of membership to One Voice Wales for 2023/24

7. To receive, discuss, and make any relevant determinations regarding the Independent Remuneration Panel for Wales Annual Report relating to Town and Community Councils 2023/24
8. To receive, discuss and make any relevant determinations regarding an update relating to the Ken Jones statue (**Chief Officer**)
9. To receive, discuss and make any relevant determinations regarding an update from the Task and Finish Working Group relating to the King's Coronation Event - May 2023
10. 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) - Cookstars Cookery Sessions.
 - Sophie Johnson (CWDO) - Community Swimming Sessions.
 - Sophie Johnson (CWDO) – Photography Workshop Sessions
11. **Responsible Finance Officer's Update:** To receive and consider the February 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 8th of March 2023 at 6:30 pm 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 12th of April 2023.

In attendance:

Councillors in attendance: G. James (In the Chair), L. Cowles, A. Beavan, N. Matthews, J. Hunt, L. Evans, A. Jones, S. Keen, M. Harris, T. Porter.

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

Visitors: Claire Taylor and Thomas Boor (TVA)

Member of public: None

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.

2. To receive and accept apologies.

- Cllr Wheeler – IT problems.
- Cllr Parfitt - Holiday
- Asst Chief Officer K. Jones – Family commitment.

It was proposed by Cllr Harris and seconded by Cllr Cowles that the apologies be accepted.

All members in agreement.

Resolved: Apologies accepted.

3. Declarations of Interest.

None declared.

5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 8th of February 2023.

Minutes were read for accuracy. Cllr Matthews pointed out that item 6, page 4. St Hilda's Church should read St James's Church.

Amendment noted by the Chief Officer.

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

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

6. To receive, discuss, and make any relevant determinations regarding the renewal of membership to One Voice Wales for 2023/24

The Chief Officer provided members with an overview of the membership renewal arrangements for One Voice Wales.

A discussion took place amongst members relating to the services provided by One Voice Wales, which include up to date monthly bulletins from Welsh Government, training packages, conferences, and networking opportunities as well as legal advice.

It was proposed by Cllr Cowles to renew membership the membership for 2023/24, this was seconded by Cllr Jones.

All members in agreement.

Resolved: Membership to One Voice Wales authorised for 2023/24.

7. To receive, discuss, and make any relevant determinations regarding the Independent Remuneration Panel for Wales Annual Report relating to Town and Community Councils 2023/24.

The Chief Officer forwarded the report to all Cllrs in advance of the meeting.

A summary of the report was highlighted to members by the Chief Officer and it was explained that there is an increase in members' annual allowance to £156 and an additional payment of £52 per year for consumables.

The Councillor allowances are mandatory, but if members wished not to receive the allowance, then they could opt out by writing to the Chief Officer.

It was proposed by Cllr Jones to adopt the IRPW Report for 2023/24. This was seconded by Cllr Beavan.

All members in agreement.

Resolved: Members adopted the IRPW 2023/24 report.

9. To receive, discuss and make any relevant determinations regarding an update from the Task and Finish Working Group relating to the King's Coronation Event - May 2023.

Cllr Matthews provided members with an overview relating to the ideas discussed at the recently held meeting of the task and finish working group.

A discussion took place amongst members regarding the update, which also looked at available grants together with a potential budget.

Members agreed to set the budget for the Coronation Event at £4k. This was proposed by Cllr James and seconded by Cllr Beavan.

All members in agreement.

Resolved: King's Coronation Event budget set at £4k

10. 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 series of proposed projects were submitted to members by Sophie Johnson for their perusal in advance of the meeting.

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

- Sophie Johnson (CWDO) - Cookstars Cookery Sessions.
- Sophie Johnson (CWDO) - Community Swimming Sessions.
- Sophie Johnson (CWDO) – Photography Workshop Sessions

Cookstars Cookery Sessions.

To provide two family cookery sessions with Cook Stars during Easter half term namely Monday the 3rd of April and Wednesday the 12th of April 2023 plus one during each school holiday for the remainder of the year.

During these sessions families will be shown how to prepare and cook certain dishes which they are then able to take home to enjoy together. Families are also given the recipe card, to enable them to make the dish again in the future. All ingredients and equipment are provided.

These sessions were extremely popular and well received with residents who have taken part, with each class having a waiting list. These additional sessions will allow those who were unable previously to now attend.

A brief discussion took place amongst members.

It was proposed by Cllr Hunt and seconded by Cllr Porter to support the project.

All members in agreement.

Resolved: Project authorised.

Community Swimming Sessions.

To provide free swimming sessions at Pontypool Active Living Centre In partnership with Torfaen Leisure Trust and provide free transport during Easter half term, plus one during each school holiday during the remainder of the year.

The trial session in February 2023 was extremely well received with forty nine participants attending on the day. The feedback from this session was hugely positive and all participants said they would attend again. The feedback from the community has also been very positive.

This would again be open to all residents, to encourage families to be active together but also to offer an activity which older residents can participate in. Swimming is not only beneficial to physical health, but mental health as well and can be enjoyed by all ages and abilities.

Through engagement activities with residents, it is evident that the loss of the pool in Blaenavon is still deeply felt and that the cost and lack of transport is also a barrier to many.

A brief discussion took place amongst members.

It was proposed by Cllr James and seconded by Cllr Jones to support the project.

All members in agreement.

Resolved: Project authorised.

Photography Workshop Sessions

Working in partnership with the Hwb and the World Heritage Youth Ambassadors to provide young people with a series of photography workshops led by Walter Waygood, producing work which will be included in Walter's upcoming exhibition at the Workmen's Hall.

The sessions would focus on Blaenavon's cultural Heritage and would depict the following

1. Looking at visual resources for inspiration and guidance.
2. How to use the camera creatively.
3. Hands on field trip / picture matching resources list.
4. Producing practical. Looking at pictures taken, then select and edit.
5. Each member of the workshop will have a A3 print as a practical outcome.

A brief discussion took place amongst members.

It was proposed by Cllr James and seconded by Cllr Keen to support the project.

All members in agreement.

Resolved: Project authorised.

11. Responsible Finance Officer's Update:

To receive the February 2023 financial update.

Mr Warren (RFO) forwarded to members the February 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 February 2023 and highlighted any relevant information.

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

Members were happy with the presentation.

It was proposed by Cllr Jones and seconded by Cllr Porter that the finance updates be accepted.

All members in agreement.

Resolved: Financial update for February 2023 accepted by members.

Meeting ended at 19.25 hrs.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 8th of March 2023.

Pursuant to the requirements of Section 47 of the Local Government and Elections (Wales) Act 2021, the meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021.

In attendance:

Councillors in attendance: G. James (In the Chair), L. Cowles, A. Beavan, N. Matthews, J. Hunt, L. Evans, A. Jones, S. Keen, M. Harris, T. Porter.

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

Visitors: Claire Taylor and Thomas Boor (Torfaen Voluntary Alliance))

Member of public: None present.

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 Wheeler - IT problems.
- Cllr Parfitt - Holiday
- Asst Chief Officer Kerry Jones – Family commitment.

It was proposed by Cllr Harris and seconded by Cllr Cowles that the apologies be accepted.

All members in agreement.

Resolved: Apologies accepted.

3. Declarations of Interest.

None declared.

4. To receive a presentation from Caroline Andrews and Patrick Downes (Torfaen Voluntary Alliance) to discuss the support available from TVA together with an overview of the 'Opening Doors' project.

Clare Taylor and Thomas Boor (TVA) introduced themselves to members and proceeded to provide an overview relating to the services available from Torfaen Voluntary Alliance (TVA)

Examples of the services were.

- Lead volunteer service in Torfaen.
- Support for local businesses.
- Local event promotion.
- Submitting funding bids.
- Recruitment of volunteers.

An explanation was also provided in relation to following the four pillars of delivery namely

- Volunteers.
- Sustainable funding.
- Good governance.
- Influencing and Engagement.

A brief overview was also provided covering the following

- Opening Doors Project.
- Connect Torfaen.

A series of questions were presented by members which included

- What was the limit on funding?
- Can request be made for full or part funding?
- Have TVA branched out into social prescribing?

An update was provided to members which stated that TVA have access to a cohort of external funders and are able to support organisations to select the correct funding streams and provide advice for applications. Part or full funding can be requested.

The link at TVA for social prescribing is Patrick Downes.

Cllr James thanked Clare and Tom for their presentation to members. Clare and Tom then left the meeting.

Resolved: Members noted the update.

5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 8th of February 2023.

Minutes were read for accuracy.

Cllr Matthews pointed out that item 6, page 4. St Hilda's Church should read St James's Church. Amendment noted by the Chief Officer.

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

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

6. To receive, discuss, and make any relevant determinations regarding the renewal of membership to One Voice Wales for 2023/24

The Chief Officer provided members with an overview of the membership renewal arrangements for One Voice Wales.

A discussion took place amongst members relating to the services provided by One Voice Wales, which include up to date monthly bulletins from Welsh Government, training packages, conferences, and networking opportunities as well as legal advice.

It was proposed by Cllr Cowles to renew the membership for 2023/24, this was seconded by Cllr Jones.

All members in agreement.

Resolved: Membership to One Voice Wales authorised for 2023/24.

7. To receive, discuss, and make any relevant determinations regarding the Independent Remuneration Panel for Wales Annual Report relating to Town and Community Councils 2023/24.

The Chief Officer forwarded the annual report to members in advance of the meeting.

A summary of the report was highlighted to members by the Chief Officer, and it was explained that there is an increase in members' annual allowance to £156 and an additional payment of £52 per year for consumables.

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It was proposed by Cllr Jones to adopt the IRPW Report for 2023/24. This was seconded by Cllr Beavan.

All members in agreement.

Resolved: Members adopted the IRPW 2023/24 report.

8. To receive, discuss and make any relevant determinations regarding an update relating to the Ken Jones statue (Chief Officer).

The Chief Officer reiterated the Council's current position in relation to the Ken Jones statue and explained that Cllr Joanne Gauden (TCBC) would be attending the next Full Council meeting.

It would be beneficial to wait for an update from Cllr Gauden before any potential determinations were agreed.

Members all in agreement.

Resolved: Members noted the update.

9. To receive, discuss and make any relevant determinations regarding an update from the Task and Finish Working Group relating to the King's Coronation Event - May 2023.

Cllr Matthews provided members with an overview relating to the ideas and options discussed at the recently held meeting of the task and finish working group.

A discussion took place amongst members regarding the update which also looked at available grants together with a potential budget.

Members agreed to set the budget for the Coronation Event at £4k.

This was proposed by Cllr James and seconded by Cllr Beavan.

All members in agreement.

Resolved: King's Coronation Event budget set at £4k

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A series of proposed projects were submitted to members by Sophie Johnson for their perusal in advance of the meeting.

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

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These sessions were extremely popular and well received with residents who have taken part, with each class having a waiting list. These additional sessions will allow those who were unable previously to now attend.

A brief discussion took place amongst members.

It was proposed by Cllr Hunt and seconded by Cllr Porter to support the project.

All members in agreement.

Resolved: Project authorised.

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All members in agreement.

Resolved: Project authorised.

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

It was proposed by Cllr Jones and seconded by Cllr Porter that the finance updates be accepted.

All members in agreement.

Resolved: Financial update for February 2023 accepted by members.

Meeting ended at 19.25 hrs.

Chairman Signed:



Date:12/04 /23.





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Member of public: None present.

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A brief discussion took place amongst members.

It was proposed by Cllr Hunt and seconded by Cllr Porter to support the project.

All members in agreement.

Resolved: Project authorised.

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All members in agreement.

Resolved: Project authorised.

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It was proposed by Cllr James and seconded by Cllr Keen to support the project.

All members in agreement.

Resolved: Project authorised.

11. Responsible Finance Officer's Update:

To receive the February 2023 financial update.

Mr Warren (RFO) forwarded to members the February 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 February 2023 and highlighted any relevant information.

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

It was proposed by Cllr Jones and seconded by Cllr Porter that the finance updates be accepted.

All members in agreement.

Resolved: Financial update for February 2023 accepted by members.

Meeting ended at 19.25 hrs.

Chairman Signed:



Date:12/04 /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/Ebost: blaenavontc@btconnect.com
www.blaenavontowncouncil.co.uk



Blaenavon Town Council

Finance Update

March 2023

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2022 - 2023

Bank Reconciliation

MAR

Opening Balance

Current Account	£132,119.86
Card	£475.85
Cash in Hand	£4.73
	<hr/>
	£132,600.44

Add Receipts in Period	£0.00
Less Payments in Period	<u>£33,357.13</u>

Balance at End of Period	£99,243.31
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Balances at Bank

Current Account	£98,973.89
Card	£264.69
Cash in Hand	£4.73
	<hr/>
	£99,243.31

Clerk

Sign

[Handwritten Signature]

Date

31/4/23.

Chairman

Sign

[Handwritten Signature]

Date

12-4-23

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2022 - 2023



Period

MAR

	ACTUAL		BUDGET		VAR
INCOME					
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
	£ -		£ -		£0.00
EXPENDITURE					
SALARY	£ 7,845.41		£ 7,845.41		£0.00
ELECTION COSTS	£ -		£ -		£0.00
ESTABLISHMENT COSTS	£ 1,944.83		£ 1,944.83		£0.00
COUNCILLOR ALLOWANCE	£ -		£ -		£0.00
HOSPITALITY	£ -		£ -		£0.00
PROJECTS	£ 2,711.94		£ 2,711.94		£0.00
GRANTS	£ 750.00		£ 750.00		£0.00
COMMUNITY BREW	£ 20,000.00		£ 20,000.00		£0.00
VAT	£ 104.95		£ 104.95		£0.00
	£ 33,357.13		£ 33,357.13		£0.00

CLERK

SIGN

K. Claver

DATE

3/4/23

CHAIRMAN

SIGN

A. Jones

DATE

12.4.23

DATE

3/4/23.

DATE

12-4-23

BLAENAVON TOWN COUNCIL

BACS Payments 2022 - 2023



MONTH

MAR

DATE	CATEGORY	DESCRIPTION	NET	VAT	TOTAL
2-Mar-2023	ESTABLISHMENT	BROADBAND	£ 38.50	£ 7.70	£ 46.20
4-Mar-2023	PROJECTS	INSTALL GAZEBOS	£ 139.00	£ -	£ 139.00
4-Mar-2023	PROJECTS	FACE PAINTING	£ 200.00	£ -	£ 200.00
6-Mar-2023	ESTABLISHMENT	REPLACE LIGHTING TUBES	£ 82.00	£ -	£ 82.00
6-Mar-2023	PROJECTS	SUPPLY LUNCHES	£ 300.50	£ -	£ 300.50
7-Mar-2023	ESTABLISHMENT	CLLR TRAINING	£ 70.00	£ -	£ 70.00
7-Mar-2023	ESTABLISHMENT	WINDOW CLEANING	£ 25.00	£ -	£ 25.00
14-Mar-2023	PROJECTS	BALLOON ARCH	£ 90.00	£ -	£ 90.00
17-Mar-2023	ESTABLISHMENT	OFFICE CLEANING	£ 72.00	£ -	£ 72.00
17-Mar-2023	SALARY	REIMBURSEMENT OF PAYROLL	£ 150.41	£ -	£ 150.41
20-Mar-2023	SALARY	SALARY RECHARGE	£ 7,695.00	£ -	£ 7,695.00
23-Feb-2023	GRANTS / DONATION	FOREGSIDE RUGBY CLUB	£ 250.00	£ -	£ 250.00
23-Mar-2023	GRANTS / DONATION	BLAENAVON NETBALL CLUB	£ 250.00	£ -	£ 250.00
23-Mar-2023	GRANTS / DONATION	TY-HAFAN HOSPICE	£ 250.00	£ -	£ 250.00
23-Mar-2023	COMMUNITYBREW	FORGESIDE RUGBY CLUB	£ 5,000.00	£ -	£ 5,000.00
23-Mar-2023	COMMUNITYBREW	BLAENAVON BLUES AFC	£ 5,000.00	£ -	£ 5,000.00
23-Mar-2023	COMMUNITYBREW	COMMUNITY PANTRY	£ 250.00	£ -	£ 250.00
24-Mar-2023	PROJECTS	MOTHER & DAUGHTER SESSIONS	£ 1,000.00	£ -	£ 1,000.00
27-Mar-2023	ESTABLISHMENT	RENT BILL	£ 105.00	£ 21.00	£ 126.00
27-Mar-2023	ESTABLISHMENT	IT SUPPORT	£ 36.85	£ 7.37	£ 44.22
27-Mar-2023	ESTABLISHMENT	POLO SHIRTS	£ 320.00	£ -	£ 320.00
28-Mar-2023	ESTABLISHMENT	AUDIT 2021/22	£ 1,575.00	£ -	£ 1,575.00
29-Mar-2023	PROJECTS	FAMILY CLUB - INSTRUCTORS	£ 5,000.00	£ -	£ 5,000.00
29-Mar-2023	COMMUNITYBREW	BETHLEHEM CHAPEL	£ 58.32	£ 11.66	£ 69.98
30-Mar-2023	ESTABLISHMENT	BOILER SERVICE			

