



5th July 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 13th of July 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.

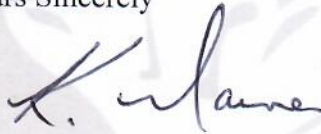
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

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. To receive a presentation from Rachel Carter (**Local Places for Nature Officer at One Voice Wales**) regarding the Welsh Government's Local Places For Nature Capital Funding Programme.
5. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 8th of June 2022.
6. To discuss and make a determination regarding the Participatory Budget Report submitted to TCBC for the Community Brew Project (**June 2022**)

7. To discuss and make a determination regarding residents' concerns relating to the derelict caravan at the industrial estate approaching Big Pit. **(Cllr Wheeler)**
8. To receive, discuss and note the Audit Wales Governance, Accountability and ensuring value for money principles being adopted by Blaenavon Town Council. **(Chief Officer)**
9. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.
 - **Cllr Parfitt** - Refilling plants pots located on Cwmavon Road roundabout.
10. **Responsible Finance Officer's Update:** To receive the June 2022 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 13th of July 2022 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 14th of September 2022.

In attendance:

Councillor James (In the Chair)

Councillors in attendance: A. Jones, M. Wheeler, L. Cowles, A. Beavan, L. Evans, I. Parfitt, N. Matthews, M. Harris, J. Hunt.

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

Visitors: Rachel Carter, Local Places for Nature Officer, One Voice Wales. (Remote attendance)

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 Tom Porter - Holiday
- Cllr N Goddard - Funeral

It was proposed by Cllr Jones and seconded by Cllr Wheeler that 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 June 2022.

Minutes were read for accuracy with no amendments. This was proposed by Cllr Cowles and seconded by Cllr Harris. Minutes be accepted.

Resolved; Minutes approved as a true and accurate record.

6. To discuss and make a determination regarding the Participatory Budget Report submitted to TCBC for the Community Brew Project (June 2022)

The Chief Officer forwarded the report to members ahead of the meeting. Members were informed that Cllr Harris and the Chief Officer consulted on the report prior to it being forwarded to Mr Lyndon Puddy at TCBC at the start of July.

The report was required in order that the second tranche of funding could be released. There has been no update from Mr Puddy to date. Payments cannot be made to the successful recipients without the funding.

A discussion took place amongst members, it was agreed that Cllr Jones would contact Mr Puddy by telephone to enquire about the release of funds.

This was proposed by Cllr Cowles and seconded by Cllr Harris. All members in agreement.

Resolved; Cllr Jones to telephone Lyndon Puddy at TCBC.

7. To discuss and make a determination regarding residents' concerns relating to the derelict caravan at the industrial estate approaching Big Pit. (Cllr Wheeler)

Cllr Wheeler provided members with an update relating to the abandoned caravan and its location.

Following a recent fire at a caravan storage unit on the Gilchrist Thomas Industrial Estate, Blaenavon, residents have contacted Cllr Wheeler with concerns of safety regarding the remains of a caravan which is located over the pavement and onto the road.

A discussion took place amongst members, it was agreed that Cllr Jones would contact TCBC, Highways department to request removal of the caravan. Cllr Wheeler will update residents.

This was proposed by Cllr Hunt and seconded by Cllr Beavan. All members in agreement.

Resolved; Cllr Jones to contact TCBC, Highways Department for caravan removal. Cllr Wheeler to update residents.

9. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.

- Cllr Parfitt - Refilling plants pots located on Cwmavon Road roundabout.

Cllr Parfitt provided members with an overview of the project.

Plants have been provided free of charge by Abergavenny Garden Centre and planting has been carried out by Cllrs Beavan, Parfitt, and Natalie Parfitt (Ian's wife)

There has been no financial cost to the Town Council for this project. An offer from a local resident to jet wash the roundabout free of charge has been discussed.

Also, an overgrown area has been cleared to expose signage for Blaenavon located on the Garn Road.

A discussion took place amongst members, it was agreed that Cllr Jones would contact TCBC for permission regarding the jet washing of the roundabout.

The retrospective authorisation of the project was proposed by Cllr Evans and seconded by Cllr Wheeler. All members in agreement.

Resolved: Project retrospectively authorised. Cllr Jones to contact TCBC for permission to jet wash the roundabout.

10. Responsible Finance Officer's Update: To receive the June 2022 financial update.

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

Members were happy with the presentation.

This was proposed by Cllr Jones and seconded by Cllr Hunt. All members were in agreement.

Resolved: Financial update for June 2022 accepted by members.





BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 13th of July 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: A. Jones, M. Wheeler, L. Cowles, A. Beavan, L. Evans, I. Parfitt, N. Matthews, M. Harris, J. Hunt.

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

Visitors: Rachel Carter, Local Places for Nature Officer, One Voice Wales. (Remote attendance)

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 T. Porter – Holiday
- Cllr N. Goddard - Funeral

It was proposed by Cllr Jones and seconded by Cllr Wheeler that the apologies be accepted. All members in agreement.

Resolved. Apologies accepted.

3. Declaration of interests

- None declared.

4. To receive a presentation from Rachel Carter (Local Places for Nature Officer at One Voice Wales) regarding the Welsh Government's Local Places For Nature Capital Funding Programme. (remotely)

Cllr James thanked Rachel for joining the meeting.

Rachel provided members with a presentation and overview of the Welsh Government's Local Places for Nature Capital Funding Programme.

Rachel explained that the Local Places for Nature programme was set up to restore and enhance nature where we live, work and access public services. The programme focuses on areas of deprivation, urban and peri-urban areas.

Projects need to fit in with the First Minister's Commitment to Modern Measures e.g., wildflower planting, changing mowing practice, street trees, public access to drinking water, increasing food growing opportunities including allotments etc.

Example of targets for 2022/23

- Create two thousand pollinator sites across Wales.
- Reduction in the use of pesticides.
- One thousand food growing sites.
- One hundred woodlands.
- Two hundred community orchards.
- Therapy gardens.

Examples of nature projects.

- Increase community involvement.
- Allotments & community gardens.
- Wildflower meadows.
- Uncut verges.
- Green up small areas.

Local Places for Nature Scheme Managers.

Funding is available through The National Lottery Heritage Fund, £2m, Keep Wales Tidy £1.9m and Pan-Wales Local Nature Partnerships £5m. Different packages are available and criteria for each must be complied with.

- All projects must meet at least one of the 'Modest measures' The postcode of the project site is urban/Peri-urban with a high deprivation score (WIMD data)

Engagement with disadvantaged communities (BAME and/or disability/mental health)

- NLHF offer capital grants £10,000-£250,000. Town and Community councils may submit a project that meets the criteria. Feedback and support available prior to submitting application.
- Starter or development package. All resources provided and the support of your local KWT project co-ordinator. KWT provide e.g., plants, fruit trees, wildflower turf, greenhouse, tools, and expertise.
- 25 Local Nature Partnerships across Wales. Each local authority has a resolute LNP Co-ordinator who is a biodiversity expert who can advise on your project.

Packages available.

- Starter Packages: Pollinator Garden & Food Growing Garden; Min area 5m²
- Orchard Package Orchard; Min area 320m²
- Development Packages Community Food growing areas: Min area 215m²

Application Process

- All information is available on Keep Wales Tidy website. (Local Places for Nature - Keep Wales Tidy)
- Ownership of land or landowners' consent is required along with photographs of the site.
- First stage – discuss with Rachel.
- Submit project plan enquiry form.
- Submit main application
- Applications go to a panel who meet every two weeks.

Who Can Apply?

Community groups • Schools (if no access to green space on their grounds), • Registered charities • Social enterprises and CIC's • Registered social landlords • NHS trusts • Sports clubs, sports, and leisure trusts • Youth groups • Places of worship • Allotment and Residents associations • **Town and Community Councils.**

Funding can be spent on buying land, equipment and employing contractors to carryout work, fencing, and pathways for example. Fifteen percent of the funding can be used for a volunteer co-ordinator.

Projects need to be completed within 1 year – 18 months. Evaluation & completion reports will be required. Projects must be maintained for 10 years.

A PDF of the presentation will be forwarded to members. Cllr James thanked Rachel for her presentation.

Resolved: Members noted the update.

5. To confirm the minutes of the Council Finance Meeting held on the 8th of June 2022 as a true and accurate record.

The Chief Officer forwarded the minutes to members for their perusal prior to the meeting.

Minutes were read for accuracy with no amendments. This was proposed by Cllr Cowles and seconded by Cllr Harris. Minutes be accepted.

All members in agreement.

Resolved: Minutes accepted as a true record by members.

6. To discuss and make a determination regarding the Participatory Budget Report submitted to TCBC for the Community Brew Project (June 2022)

The Chief Officer forwarded the report to members ahead of the meeting. Members were informed that Cllr Harris and the Chief Officer consulted on the report prior to it being forwarded to Mr Lyndon Puddy at TCBC at the start of July.

The report was required in order that the second tranche of funding could be released. There has been no update from Mr Puddy to date. Payments cannot be made to the successful recipients without the funding.

A discussion took place amongst members, it was agreed that Cllr Jones would contact Mr Puddy by telephone to enquire about the release of funds.

This was proposed by Cllr Cowles and seconded by Cllr Harris. All members in agreement.

Resolved: Cllr Jones to telephone Lyndon Puddy at TCBC.

7. To discuss and make a determination regarding residents' concerns relating to the derelict caravan at the industrial estate approaching Big Pit. (Cllr Wheeler)

Cllr Wheeler provided members with an update relating to the abandoned caravan and its location.

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A discussion took place amongst members, it was agreed that Cllr Jones would contact TCBC, Highways department to request removal of the caravan. Cllr Wheeler will update residents.

This was proposed by Cllr Hunt and seconded by Cllr Beavan. All members in agreement.

Resolved: Cllr Jones to contact TCBC, Highways Department for caravan removal. Cllr Wheeler to update residents.

8. To receive, discuss and note the Audit Wales Governance, Accountability and ensuring value for money principles being adopted by Blaenavon Town Council. (Chief Officer)

The Chief Officer provided an overview to members covering how grants, funds, and donations are awarded.

It was emphasised that the process is extremely strict, and rules must be followed. Audits are conducted internally twice per year followed by an external audit conducted by Audit Wales annually

The Chief Officer reiterated that robust financial management is essential to protect the interests of the Town Council and vital that all spending is aligned to the correct act and section within available legislation.

The Chief Officer prepares a comprehensive annual budget which is approved by members.

Resolved. Members noted the update.

9. To discuss potential Town Council projects for allocation into the Project Action Plan 2022/23. Relevant updates or new projects as notified.

- Cllr Parfitt - Refilling plants pots located on Cwmavon Road roundabout.

Cllr Parfitt provided members with an overview of the project.

Plants have been provided free of charge by Abergavenny Garden Centre and planting has been conducted by Cllrs Beavan, Parfitt, and Natalie Parfitt (Ian's wife)

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Also, an overgrown area has been cleared to expose signage for Blaenavon located on the Garn Road.

A discussion took place amongst members, it was agreed that Cllr Jones would contact TCBC for permission regarding the jet washing of the roundabout.

The retrospective authorisation of the project was proposed by Cllr Evans and seconded by Cllr Wheeler. All members in agreement.

Resolved; Project retrospectively authorised. Cllr Jones to contact TCBC for permission to jet wash the roundabout.

10. Responsible Finance Officer's Update: To receive the June 2022 financial update.

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Mr Warren presented to members each of the above areas of finance for June 2022 and highlighted any relevant information. Members were invited to ask any questions in relation to the information presented.

Members were happy with the presentation.

This was proposed by Cllr Jones and seconded by Cllr Hunt. All members were in agreement.

Resolved: Financial update for June 2022 accepted by members.

Cllr James thanked all for attending the meeting.

Meeting ended at 19.28 hrs

Chairman Signed:



Date: 21/7/22
14/9/22



BLAENAVON TOWN COUNCIL *CYNGOR TREF BLAENAFON*

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Blaenavon Town Council

Finance Update

July 2022

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2022 - 2023

Bank Reconciliation

JUL

Opening Balance

Current Account	£87,648.41	
Cash in Hand	£8.18	
		£87,656.59

Add Receipts in Period	£0.00	
Less Payments in Period	£11,027.28	

Balance at End of Period **£76,629.31**

Balances at Bank

Current Account	£76,624.58	
Cash in Hand	£4.73	
		£76,629.31

Clerk

Sign

K. Claver

Date

1/8/22

Chairman

Sign

G

Date

21/9/22

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2022 - 2023



Period	JUL				
			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	£	6,597.00	£	6,597.00	£0.00
ELECTION COSTS	£	-	£	-	£0.00
ESTABLISHMENT COSTS	£	172.90	£	172.90	£0.00
COUNCILLOR ALLOWANCE	£	-	£	-	£0.00
HOSPITALITY	£	-	£	-	£0.00
PROJECTS	£	2,237.77	£	2,237.77	£0.00
GRANTS	£	-	£	-	£0.00
COMMUNITYBREW	£	2,000.00	£	2,000.00	£0.00
VAT	£	19.61	£	19.61	£0.00
	£	11,027.28	£	11,027.28	£0.00

CLERK

SIGN *K. Evans*

DATE 1/8/22.

CHAIRMAN

SIGN *[Signature]*

DATE 21/9/22

DATE

1/8/22

DATE

21/9/22

