



5th October 2021

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 13th OCTOBER 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. To receive a presentation from a member of Forgeside Rugby Club Ltd regarding their on-going ground refurbishment. To consider and make a determination regarding any requests of support made to the Town Council.
5. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 8th of September 2021.
6. To consider and note the governance and accountability and ensuring value for money presentation by Audit Wales delivered at the One Voice Wales Innovative Practice Conference September 2021.
7. To note and discuss the Independent Remuneration Panel for Wales Draft Annual Report Consultation - February 2022.

8. To receive an update from the Chief Officer regarding the Remembrance Day Parade 2021.
9. To receive an update from the Chief Officer regarding the current position of the Audit opinion for 2020/21
10. To discuss potential Town Council projects for allocation into the Project Action Plan 2021/22. Relevant updates or new projects as notified.

- Unity Benches – Cllr Emma Harvey

11. **Responsible Finance Officer's Update:** To receive the September 2021 financial update.

Yours Sincerely



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



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 14th OCTOBER 2021.

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

In attendance:

Councillor: J. Huybs (In the Chair)

Councillors in attendance: L.Cowles, E. Harvey, M. Harris, L. Evans, A. Jones, G. James.

Officers: Kevin Warren (Chief Officer)

Visitor: Mr Darran Walters (Forgeside Rugby Club Ltd)

The Council Finance meeting was opened at 6:30pm by the Chairman Councillor Jackie Huybs who welcomed everyone to the meeting and thanked them for their attendance.

1. To receive any questions from the public.

None received.

2. Apologies

- Cllr Horler – Work Commitment.
- Cllr Skyrme – Work Commitment.

It was proposed by Cllr Cowles and seconded by Cllr Harvey that the apologies be accepted. All members were in agreement.

Resolved: Apologies accepted by members.

3. Declaration of interests

Cllr Cowles – Item 4 – Secretary of Forgeside Rugby Club

4. To receive a presentation from a member of Forgeside Rugby Club Ltd regarding their on-going ground refurbishment. To consider and make a determination regarding any requests of support made to the Town Council.

Mr Walters thanked the Town Council for allowing him to address them regarding the ongoing refurbishment works that are taking place at their rugby ground in Forgeside.

Mr Walters explained to members that there have been concerns within the club regarding Torfaen County Borough Council (TCBC) its officers and local ward member Cllr Janet Jones regarding the ongoing refurbishment.

Mr Walters provided members with some background information which included his role within the club, and the involvement that he has had regarding grant funding for the refurbishment and a brief overview of what was involved which included lease agreements and asset management.

In September 2021, a site meeting was held at the club's ground and in attendance were officers from TCBC, Cllrs Janet Jones and Stuart Evans and a representative from Forgeside Rugby Club.

Mr Walters went onto explain some of the concerns that the club have recently endured with TCBC as a result of the site meeting this included the following.

- Works being halted due to potential contamination from waste used within the ground.
- Communication with TCBC officers.
- Conditions to be met before reinstatement of works at the ground.
- Delays regarding information requested from TCBC by Forgeside Rugby Club.
- Concerns regarding the involvement and comments made by Cllr Janet Jones via emails.

Mr Walters explained that he was hugely disappointed in the behaviour and conduct of Cllr Janet Jones regarding her involvement during recent events.

It was explained to members that no communication or support had been given to any member of Forgeside Rugby Club by Cllr Jones or to act as a mediator with the complainant Mrs Price.

Mr Walters requested if the Town Council would be able to assist Forgeside Rugby Club moving forward.

The Chairman Cllr Huybs thanked Mr Walters for his overview and requested if members had any questions. A series of questions were raised by members which included.

- Was the ground currently in use?
- What are the qualifications of Cllr Jones linked to the comments she has made?
- What is the main concern listed by Mrs Price?

It was explained by Mr Walters that the main ground is still in use, and he assumed that the problem with Mrs Price was the involvement of Valley Waste who he feels that she has personal issues with.

Cllr Cowles suggested that a potential option was to arrange a further site meeting at the ground with TCBC officers, Cllr Janet Jones, and members of Blaenavon Town Council.

Mr Walters stated that he would welcome this approach, but he did not want Cllr Janet Jones being involved in any further site meetings and this included Cllr Stuart Evans also.

It was proposed by Cllr Cowles and seconded by Cllr Alan Jones that a further site meeting be organised with a view to resolving some of the issues raised. All members were in agreement.

The Chief Officer raised a point that as a result of the concerns raised by Mr Walters concerning the behaviour of Cllr Janet Jones, could it be considered by members to invite Cllr Janet Jones to a future council meeting to give her the opportunity to provide an explanation.

Cllr Alan Jones proposed that a request be made to Cllr Janet Jones to attend a Town Council meeting to explain her actions, this was seconded by Cllr Harris.

The Chair clarified the two proposals put forward by members, all members were in agreement.

The Chair thanked Mr Walters for his attendance and hoped that the Town Council would be able to support him moving forward.

Resolved: Site meeting to be arranged with TCBC at Forgeside and Cllr Janet Jones to be invited to attend the next available Town Council meeting.

5. To confirm the minutes of the Council Finance Meeting held on the 8th of September 2021 as a true and accurate record.

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

It was proposed by Cllr Cowles and seconded by Cllr Harvey that the minutes be approved.

Resolved: Minutes accepted as a true record.

6. To consider and note the governance and accountability and ensuring value for money presentation by Audit Wales delivered at the One Voice Wales Innovative Practice Conference September 2021.

The Chair explained that the Chief Officer had forwarded the PowerPoint presentation to members ahead of the meeting and requested if they had any views on it?

Cllr Cowles explained that in terms of value for money, we are already following the principles

outlined in the presentation concerning public money. The Chair reiterated the point made by Cllr Cowles.

Resolved: Presentation noted by members.

7. To note and discuss the Independent Remuneration Panel for Wales Draft Annual Report Consultation - February 2022

The Chair explained that the Chief Officer had forwarded the report to members ahead of the meeting and requested if they had any views on it?

A brief conversation took place amongst members regarding the remuneration for Town and Community Councillors and accepted the contents of the draft report.

Resolved: Draft report noted by members.

8. To receive an update from the Chief Officer regarding the Remembrance Day Parade 2021.

The Chair explained to members that the Chief Officer had completed a fair amount of work regarding the organisation of the parade as a result of Gwent Police not supporting the event this year.

The Chief Officer provided members with an overview and current update regarding the planning of the event and referred to an email sent to TCBC Highways dated the 29th of September 2021 regarding the Remembrance Parade and the subsequent response from TCBC relating to potential funding for a Traffic Management Plan.(TMP)

This has now been confirmed and as per emails to members the Chief Officer has confirmed the services of Forest Traffic Management who will compile the TMP based on the road closure order that has been sent them.

The Chief Officer confirmed that he has briefed the British Legion and held talks with Father Chris Walters and Paul Miles from the Blaenavon Town Band.

In terms of the Deputy Lord Lieutenant, the Chief Officer has conferred with Jack Hanbury Tenison, and he will be attending the parade to represent HRH the Queen.

A meeting has been arranged with Lesley Morgan from the RBL to populate the wreath laying sequence and to discuss a potential order of service.

The Chief Officer confirmed that he was still waiting for confirmation from the Town Band but other than that everything is in place and when the TMP is received, this will be submitted to the Safety Advisory Group at TCBC for their sign off.

The Chief Officer explained that he was extremely grateful for the support from TCBC and the assistance that they have provided and as a result there will be a parade this year.

The Chair thanked the Chief Officer for the work completed and this was echoed by Cllr Harvey and Cllr Jones.

Resolved: Members noted the update.

9. To receive an update from the Chief Officer regarding the current position of the Audit opinion for 2020/21

The Chief Officer provided members with an overview of the current position with regards to the audit opinion for 2020/21.

The update included when the annual return was submitted which was at the end of May 2021 and the further requests from Audit Wales which were received and answered in August and September 2021.

A brief explanation was provided in relation to the publication of the accounting statements for 2020/21 if an opinion had not been received.

The Chief Officer explained that the accounting statements have been published on the website and notice board without an audit opinion as per the instructions from Audit Wales.

The Chief Officer reiterated that the audit opinion must be received before the end of November 2021, and he will await its arrival.

Members were also updated regarding the dates of the interim internal audit which will take place in November 2021, and this will include the budget setting arrangements for 2022 /23 which will be discussed in January 2022.

Resolved: Members noted the update.

10. To discuss potential Town Council projects for allocation into the Project Action Plan 2021/22. Relevant updates or new projects as notified.

Cllr Emma Harvey provided members with an update in relation to the current position relating to the Unity Bench Project.

It was explained that the locations for the bench siting at both Garn yr erw and Forgeside have been confirmed with the bench at Garn yr erw being located within the new park area.

A brief discussion took place regarding the timescales on the opening of the park area, and this is potentially five weeks. It was confirmed also that there will be an official unveiling ceremony for all of the benches.

It was noted by members the work completed by Cllrs Harvey and Harris regarding the project and they were thanked for their efforts. A date for the completion of the benches has still not been confirmed by Ogilvie Engineering.

Resolved: Members noted the update

11. Responsible Finance Officer's Update: To receive September 2021 financial update.

Mr Kevin Warren (RFO) forwarded to members the September 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 presented to members the above areas of finance for September 2021 and highlighted any relevant information. Members were invited to ask any questions in relation to the areas to clarify.

Members were happy with the presentation.

The Chair alluded to the fact that there was £150k in the accounts and was the money going to be spent in the near future.

The Chief Officer explained that the figure had been bolstered with external monies being levered in from participatory budget and street games funding.

An overview was given regarding the spend plans earmarked for the next few months and examples of this was the Xmas lights and associated projects namely the Unity Benches.

The projected end of year carry over would be around £40-50k

It was proposed by Cllr Harvey and seconded by Cllr James that the September 2021 finance updates be accepted. All members in agreement.

Resolved: Financial update for September 2021 accepted by members.

Other Matters

Cllr Harvey requested permission from the Chair if a recognition of service could be debated under any other matters. This was authorised by Cllr Huybs.

Cllr Harvey provided an overview regarding the retirement of Denise Shanahan who was the deputy manager at the Arthur Jenkins Care Home and has recently retired after completing thirty years.

Could a bouquet of flowers and a letter from the Mayor on behalf of the Council marking the retirement be considered by members.

It was proposed by Cllr Cowles and seconded by Cllr Harris that the request by Cllr Harvey be authorised. All members in agreement.

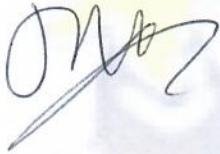
A second request from Cllr Harvey was the contact details for groups to be forwarded to her by members relating to the time capsule. Members agreed to do this.

Resolved: Bouquet of flowers and letter to be sent to Denise Shanahan on behalf of the Council to mark her recent retirement.

The meeting ended at 19:22

Chairman Signed:

Date: 10/11/21



10/11/21



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

October 2021

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2021-22

Bank Reconciliation

OCT

Opening Balance

Current Account	£150,980.66
Cash in Hand	£11.63
	<hr/>
	£150,992.29

Add Receipts in Period	£230.00
Less Payments in Period	<u>£21,772.36</u>

Balance at End of Period **£129,449.93**

Balances at Bank

Current Account	£129,438.30
Cash in Hand	£11.63
	<hr/>
	£129,449.93

Clerk

Sign

K. Evans

Date

11/11/21

Chairman

Sign

[Signature]

Date

10/11/21

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2021/2022



Period

OCT

	ACTUAL		BUDGET		VAR
INCOME					
BTC	£ -		£ -		£0.00
PRECEPT	£ -		£ -		£0.00
VAT RECEIPTS	£ -		£ -		£0.00
REVENUE	£ 230.00		£ -		£230.00
HBO	£ -		£ 230.00		(£230.00)
COMMUNITY BREW INCOME	£ -		£ -		£0.00
OTHER RECEIPTS	£ -		£ -		£0.00
	£ 230.00		£ 230.00		£0.00
EXPENDITURE					
SALARY	£ 6,151.00		£ 6,151.00		£0.00
ELECTION COSTS	£ -		£ -		£0.00
ESTABLISHMENT COSTS	£ 1,223.50		£ 1,223.50		£0.00
COUNCILLOR ALLOWANCE	£ -		£ -		£0.00
HOSPITALITY	£ -		£ -		£0.00
PROJECTS	£ 12,723.58		£ 12,723.58		£0.00
GRANTS	£ -		£ -		£0.00
COMMUNITYBREW	£ -		£ -		£0.00
VAT	£ 1,674.28		£ 1,674.28		£0.00
	£ 21,772.36		£ 21,772.36		£0.00

CLERK

SIGN

K. Wlaver

DATE

1/11/21

CHAIRMAN

SIGN

[Signature]

DATE

10/11/21

CLERK _____
SIGN K. W. J. O'Connell
DATE 1/11/21

CHAIRMAN _____
SIGN [Handwritten Signature]
DATE 10/11/21

BLAENAVON TOWN COUNCIL



Petty Cash transactions 2021/2022

MONTH

OCT

DATE	CATEGORY	SUPPLIER	DESCRIPTION	NET	VAT	TOTAL	DATE PAID
						£	
						-	

Opening Balance £ 11.63
 Less transactions in Period £ -
 Plus reimbursement in period £ -
 Closing Balance £ 11.63
 Cash in Hand **£ 11.63**

CLERK
 SIGN _____

CHAIRMAN
 SIGN _____

DATE

1/11/21

DATE

10/11/21

