



7th October 2020

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 14th October 2020.**

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. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held remotely on the 9th September 2020.
5. To receive, discuss and note the Independent Remuneration Panel for Wales Draft Annual Report 2021.
6. To receive and note an update regarding the Annual Return 2019/20
7. To receive and note an update regarding the proposed upgrade of the playground in Garn yr erw Blaenavon.
8. To discuss and make a determination regarding a letter of support for Tin Shed's Rocket Launch Satellite Project October 2020.

9. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.

- Half Term Heritage Trail Project - Lyndsey Harris / Rebecca Smith
- Remembrance Day Poppy Route Project – Cllr Emma Harvey
- Hope Gardens Flower Box Project – Cllr Alan Jones

10. Responsible Finance Officer's Update: To receive the September 2020 financial update.

Yours Sincerely

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

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 14th OCTOBER 2020.

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

In attendance:

Councillor: Liam Cowles (In the Chair)

Councillors in attendance: J. Denley-Jones, E. Harvey, J. Huybs, A. Jones, A. Parry, N. Horler, S. Bright, J. Skyrme.

Officers: Mr K Warren (Clerk to the Council), Rebecca Smith (Healthy Blaenavon Officer) Lyndsey Harris (Administrator).

Visitors: Mr Stuart Evans (Resident)

The Finance meeting of the Council was opened at 6:30pm by the Chairman Councillor Liam Cowles 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. G. Davies – family illness, G. McCann – work commitment, L. Evans - work commitment. Members noted the apologies and approved them.

Cllr Alan Parry proposed that the apologies be accepted, this was seconded by Cllr Alan Jones.

Resolved: Apologies accepted.

3. Declaration of interests

None presented.

4. To confirm the minutes of the Council Finance Meeting held on the 9th September 2020 as a true and accurate record

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

It was proposed by Cllr Alan Jones and seconded by Cllr Jac Denley-Jones that the minutes be approved. This was agreed.

Resolved: Minutes approved.

5. To receive, discuss and note the Independent Remuneration Panel for Wales Draft Annual Report 2021.

The draft report was sent to members prior to the meeting for review and comments.

Members agreed that they had received the report and were happy with the update provided from the Clerk.

Resolved: Members noted the update.

6. To receive and note the update regarding the Annual Return 2019/20.

The Clerk explained to members that he had received an email from the BDO the external auditors on the 25th August 2020, asking for further information on several points within the annual return 2019/20

The Clerk explained that further information required was sent on the 7th September 2020 and he was still awaiting a response regarding the audit conclusion.

Resolved: Members noted the update.

7. To receive and note an update regarding the proposed upgrade of the playground in Garn yr erw.

The Clerk informed members that he had received no further correspondence from Henrietta Lucas TCBC regarding the information requested by members in the September 2020 Finance meeting.

The Clerk informed members that letters have been sent out to residents by TCBC near to the playground site informing them that work will begin in Spring 2021.

The Clerk will await a response from TCBC regarding the consultation and match funding from other businesses as per the initial request from members.

This was unanimously agreed by members.

Resolved: Members to await an update from TCBC.

8. To discuss and make a determination regarding a letter of support for Tin Shed's Rocket Launch Satellite Project October 2020.

Rebecca Smith (Healthy Blaenavon Officer) showed members a letter which had previously been sent by the council endorsing the Tin Shed production to apply for funding.

Rebecca informed members that she had received an email from Naomi Underwood, Company Manager to ask for the Councils permission to send a letter of support for a future project that they are hoping to do in Autumn 2021 "Satellites of Blaenavon" which would be a small community engagement project with a heritage theme.

A discussion took place amongst members.

Cllr Alan Jones proposed that the letter of support be sent, this was seconded by Cllr Jac Denley-Jones.

Resolved: Rebecca to send letter of support to Company Manager Naomi Underwood.

9. To discuss potential Town Council projects for allocation into the Project Action Plan 202/21. Relevant updates or new projects as notified.

Half Term Heritage Trail Project – Lyndsey Harris / Rebecca Smith.

Lyndsey presented to members the proposal for a Half term Heritage Trail project. The Half Term Heritage Trail would involve clues being given out to residents to identify 8 key Heritage locations within the town.

The project would give families an activity to focus on during half term to encourage them getting active, solving clues whilst learning about the historical significance of Blaenavon as a heritage town. Goody bags would include additional activities for families to do together.

A discussion took place amongst members.

Cllr Alan Jones proposed that the project be approved, this was seconded by Cllr Alan Parry.

Resolved: Members approved the project proposal. Rebecca and Lyndsey to organise.

Remembrance Day Poppy Route – Cllr Emma Harvey

Cllr Harvey presented the project proposal to members. She explained the cancellation of the Remembrance Day Parade because of the Covid 19 restrictions and felt that it would be good to still mark this occasion.

She proposed that a project be created to mark the parade. Wreaths would be created by Cllr Harvey to be displayed in shop windows to mark the route of the parade. Lamp post Poppies would also be purchased from the RBL to display within the town.

Cllr Alan Jones declared an interest as President of the Royal British Legion.
Cllr Jac-Denley Jones declared an interest as a member of the Royal British Legion.

A discussion took place amongst members.

Cllr Samantha Bright proposed the project, this was seconded by Cllr Alan Parry.

Resolved: Members approved the project. Cllr Harvey to proceed.

Hope Gardens Flower Box Project – Cllr Alan Jones.

Cllr Alan Jones outlined his project to members. He detailed the location of the planters featuring the Blaenavon Town Council Crest that would be placed within Hope Gardens to improve the garden.

The planters would be maintained by Blaenavon Town Council and Hope Gardens would continue to be maintained by TCBC.

The total cost for the project would be £700

A discussion took place amongst members.

Cllr Jac Denley-Jones proposed the project this was seconded by Cllr Alan Parry.

Resolved: Members approved the project. Cllr Jones to proceed.

10. Responsible Finance Officer's Update: To receive the September 2020 financial update.

Prior to the meeting the RFO emailed members with the September 2020 financial report for their perusal.

Members were presented with the September 2020 financial update by the RFO Kevin Warren. The areas alluded to in the presentation were:

- Income and Expenditure
- Credit Card Payments
- Cheque Payments
- Bacs Payments
- Cash Book Transactions
- Bank Reconciliation
- Project Revenue
- Project Expenditure
- Budget

- VAT
- Bank Statements

Members were happy with the financial information presented.

Cllr Alan Jones proposed the September 2020 financial update be accepted; this was seconded by Cllr Emma Harvey.

Resolved: Financial update accepted by members.

11. Any other matters

Cllr Jackie Huybs asked members if she was able to give an additional £25 to the winner of the Under 16s category in the Photography Competition that wasn't accounted for in the original proposal.

Cllr Jac Denley-Jones proposed that the request be accepted, this was seconded by Cllr Nick Horler.

This was unanimously agreed by members.

Resolved: Members were all in agreement. Clerk to organise prize money to competition winner.

The meeting ended at 7:04pm

Chairman Signed: *L. J. Jones*

Date: 13/ 11 /20



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

September 2020



BLAENAVON TOWN COUNCIL

Bank Reconcilliation 2020 - 21

Bank Reconcilliation

SEP

Opening Balance

Current Account	£106,288.89
Cash in Hand	£21.45
	<hr/>
	£106,310.34

Add Receipts in Period	£13,250.00
Less Payments in Period	£10,954.42
	<hr/>

Balance at End of Period **£108,605.92**

Balances at Bank

Current Account	£108,584.47
Cash in Hand	£21.45
	<hr/>
	£108,605.92

Clerk

Sign

K. Evans

Date

11/10/20

Chairman

Sign

L. J. Coules

Date

16/10/20

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

SEP

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ -	£ -	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
OTHER RECEIPTS	£ 13,250.00	£ -	£13,250.00
	£ 13,250.00	£ -	£13,250.00
XPENDITURE			
SALARY	£ 6,845.34	£ 6,845.34	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 1,928.16	£ 1,928.16	£0.00
COUNCILLOR ALLOWANCE	£ 75.00	£ 75.00	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 1,631.82	£ 1,631.82	£0.00
GRANTS	£ 300.00	£ 300.00	£0.00
VAT	£ 174.10	£ 174.10	£0.00
	£ 10,954.42	£ 10,954.42	£0.00

CLERK

SIGN

DATE

K. Inlauer

1/10/20

CHAIRMAN

SIGN

DATE

L. J. Coules

16/10/20

DATE

1/10/20.

DATE

16/10/20