



**4th September 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 13<sup>th</sup> of September 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.

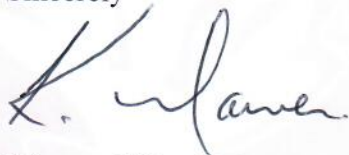
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Clerk.

### **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 the Mayor of Hrastnik Mr Funkl Marko regarding twinning opportunities with Blaenavon Town Council.
5. **Council Meetings:** To confirm the minutes of the Council Finance meeting held on the 12th of July 2023.
6. Responsible Finance Officer's Update: To receive and consider the July and August 2023 financial updates.
7. To receive, discuss and note the year in review publication relating to projects and initiatives delivered by Blaenavon Town Council.

8. To receive an update and make any relevant determinations in relation to the Christmas light event planned for the 24<sup>th</sup> of November 2023.
9. To discuss, evaluate and make any relevant determinations regarding the Country and Western Day Event.
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.
  - Swimming Project – **(Community Wellbeing Development Officer)**
  - Cookstars Project – **(Community Wellbeing Development Officer)**
  - Pumpkin Project – **(Community Wellbeing Development Officer)**

Yours Sincerely



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



Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 13<sup>th</sup> of September 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 **11<sup>th</sup> of October 2023**.

**In attendance:**

Councillors in attendance: N. Matthews (In the Chair)

L. Cowles, J. Hunt, M. Wheeler, M. Harris, I. Parfitt.

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

Visitors: None.

Member of public: None.

The finance meeting was opened at 6:30pm by the Mayor Councillor Nathan Matthews 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 – Holiday.
- Cllr Beavan– Hospital visit family member.
- Cllr Jones – Unwell.

It was proposed by Cllr Hunt and seconded by Cllr Wheeler that the apologies be accepted.

All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- None received.



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

**5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 12<sup>th</sup> of July 2023.**

Minutes were read for accuracy with no amendments.

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

All members in agreement.

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

**6. Responsible Finance Officer's Update: To receive and consider the July and August 2023 financial updates.**

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

Mr Warren informed members that the grant payment of £1k from Bron Afon Housing was received and the second tranche precept payment of £61,666.67 was also received in August 2023.

The VAT return for 2022/23 was completed and submitted to HMRC on the 6<sup>th</sup> September 2023. Reimbursement of £5797.86 has now been received into the Town Council's account.

A discussion took place amongst members regarding the work undertaken in relation to VAT submissions and consideration to using a computerised accounting system for council finances.

Mr Warren explained that he had made enquiries with a company and discussed the possibility of implementing a new system in April 2024. Members will be updated further when costings have been received.

Members were happy with the presentation.

**Resolved:** Financial update for July and August 2023 accepted by members.

**8. To receive an update and make any relevant determinations in relation to the Christmas light event planned for the 24th of November 2023.**

Members were informed that officers have been in discussion and making preliminary enquiries for the event which will be held in Market Street carpark and surrounding area.

The Chief Officer has made four variations to the current Street Trading Permit which is currently authorises trading between 10.00 am and 4.00pm. This has been submitted to TCBC licensing for consideration. The variations are as follows.

- 2 x 3.00 pm – 9.00 pm applications
- 2 x 12.00 noon – 6.00 pm applications

Consultation notices have been displayed within the vicinity of the currently authorised locations which are five in total.

The closing date for consultation and any objections to be received is the 3<sup>rd</sup> of October 2023. The variation application will then be submitted to the TCBC licensing panel who will make a decision on the variations applied for.

The Assistant Chief Officer updated members regarding the event planning to date. Provisional bookings have been made with traders including a teacup ride, candyfloss/sweet stall, burger van and mobile bar who can supply mulled wine/cider alongside a traditional bar on the night.

The Chief Officer added that local artist Travis George, who was a semi-finalist on Britain's Got Talent 2023, has confirmed he will open the event and perform live during the evening.

A discussion ensued amongst members regarding the event planning which included Blessing of the Crib.

Members agreed that a letter should be sent to the Churches to inform them of the Town Council plans and to extend an offer of help with any plans they may have to Bless the Crib if required.

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

All members in agreement.

**Resolved:** Chief Officer to contact all religious bodies within Blaenavon to inform them of the new plans.

**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.**

The Chief Officer presented to members a series of project proposals which were submitted to members for their perusal prior to the meeting.

The following projects was presented to members for discussion and subsequent determinations.

- Swimming Project – (**Community Wellbeing Development Officer**)
- Cook stars Project – (**Community Wellbeing Development Officer**)
- Pumpkin Project – (**Community Wellbeing Development Officer**)

### **Swimming Project**

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

The previous sessions have been extremely well received. Feedback from these sessions is always hugely positive and all participants said they would attend again.

This would be open to all residents, to encourage families to be active together and also offer an activity which older residents can participate in.

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

Torfaen Leisure Trust are keen to be involved and will continue to provide the one hour pool hire free of charge.

A brief discussion took place amongst members.

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

All members in agreement.

**Resolved:** Project authorised.

### **Cook Stars Project.**

To provide a family cookery session during October half term with Cook Stars.

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 being fully booked and 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 Harris to support the project.

All members in agreement.



**Resolved:** Project authorise.

### **Pumpkin Project**

Following on from the success of last year's project, with thirty families taking part it is proposed to repeat the activity again this year.

Around 30 pumpkins will be kindly donated by Ty Poeth Farm as last year. It is anticipated a higher number of participants will take part this year, therefore it is proposed to buy extra pumpkins from the farm.

Families can arrange to pick up a free pumpkin and a small Halloween goodie bag containing sweets, Halloween toys and a scavenger hunt sheet from the council chamber on certain dates in October 2023. They can then carve their pumpkins together and submit photos.

The winning family will receive a hamper including Halloween themed treats, crafts, family games, baking kit, small sports equipment / ideas to get active as a family.

A brief discussion took place amongst members.

Cllr Hunt suggested that on environmental principles the goodie bags and contents should be plastic free. He will research this and feedback ideas to Sophie and Kerry.

It was proposed by Cllr Wheeler and seconded by Cllr Cowles to support the project.

All members in agreement.

**Resolved:** Project authorised.

#### **4. To receive an update from the Mayor of Hrastnik Mr Marko Funkl regarding twinning opportunities with Blaenavon Town Council.**

Due to the non-attendance at the finance meeting by Mr Marko Funkl, it was proposed by Cllr Cowles to email Mr Funkl and invite him to the October 2023 finance meeting. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Chief Officer to contact and invite Mr Funkl to the October 2023 finance meeting.

Meeting ended at 19.19 hrs.



**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 13th of SEPTEMBER 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: N. Matthews (In the Chair) L. Cowles, J. Hunt, M. Wheeler, M. Harris, I. Parfitt.

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

Visitors: None present.

Member of public: None present.

The finance meeting was opened at 6:30pm by the Mayor Councillor Nathan Matthews 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 - Holiday.
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- Cllr Jones - Unwell.

It was proposed by Cllr Hunt and seconded by Cllr Wheeler that the apologies be accepted.

All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- None received.



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

**4. To receive an update from the Mayor of Hrastnik Mr Marko Funkl regarding twinning opportunities with Blaenavon Town Council.**

Due to the non-attendance at the finance meeting by Mr Marko Funkl, it was proposed by Cllr Cowles to email Mr Funkl and invite him to the October 2023 finance meeting. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Chief Officer to contact and invite Mr Funkl to the October 2023 finance meeting.

**5. Council Meetings: To confirm the minutes of the Meeting held on the 12<sup>th</sup> of July 2023.**

Minutes were read for accuracy with no amendments.

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

All members in agreement.

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

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Mr Warren explained that he had made enquiries with a company and discussed the possibility of implementing a new system in April 2024. Members will be updated further when costings have been received.

Members were happy with the presentation.

**Resolved:** Financial update for July and August 2023 accepted by members.

**7. To receive, discuss and note the year in review publication relating to projects and initiatives delivered by Blaenavon Town Council.**

The document was forwarded to all members prior to the meeting for their perusal and has been shared with One Voice Wales. This has also been posted across local social media platforms.

A discussion took place amongst members who were all in agreement that both Councillors and Officers should be very proud of the service delivery, achievements and the vast amount of work being conducted for the community of Blaenavon.

This is clearly a great team effort.

**Resolved:** Members noted the update.

**8. To receive an update and make any relevant determinations in relation to the Christmas light event planned for the 24th of November 2023.**

Members were informed that officers have been in discussion and making preliminary enquiries for the event which will be held in Market Street carpark and surrounding area.

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The Assistant Chief Officer updated members regarding the event planning to date. Provisional bookings have been made with traders including a teacup ride, candyfloss / sweet



stall, burger van and mobile bar who can supply mulled wine / cider alongside a traditional bar on the night.

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Members agreed that a letter should be sent to the Churches to inform them of the Town Council plans and to extend an offer of help with any plans they may have to Bless the Crib if required.

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

All members in agreement.

**Resolved:** Chief Officer to contact all religious bodies within Blaenavon to inform them of the new plans.

#### **9. To discuss, evaluate and make any relevant determinations regarding the Country and Western Day Event.**

A discussion took place amongst members regarding the event. It was agreed that members and officers had all worked extremely hard to set-up and deliver the day.

Despite the poor weather conditions the event had been well received and attendance by residents was really good.

Acknowledgement was made to Natalie Parfitt who had made a fantastic effort, not only with her fancy dress costume but her fun and good natured approach with residents, especially the children throughout the day.

All feedback that has been received has been very positive with residents reporting to have had an enjoyable day.

A discussion took place amongst members regarding the purchase of a large marquee to provide shelter / shade at future events.

The Chief Officer confirmed that all fancy-dress prize monies had been transacted to the winners.

The total cost for the event was £3470.87 which was within the agreed budget of £3500.00.

**Resolved:** Members noted the update.

#### **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.**

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

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It was proposed by Cllr Wheeler and seconded by Cllr Cowles to support the project.

All members in agreement.

**Resolved:** Project authorised.

Meeting ended at 19.19 hrs.

Chairman Signed:



**Date:** 11/10/23.





# 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](mailto:blaenavontc@btconnect.com)  
[www.blaenavontowncouncil.co.uk](http://www.blaenavontowncouncil.co.uk)



## **Blaenavon Town Council**

### **Finance Update**

**September 2023**



# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2023 - 2024

### Bank Reconciliation

SEP

#### Opening Balance

Current Account	£130,946.58	
Card	£0.00	
Cash in Hand	£4.73	
		<b>£130,951.31</b>

Add Receipts in Period	£8,958.72
Less Payments in Period	£14,475.18

Balance at End of Period **£125,434.85**

#### Balances at Bank

Current Account	£125,430.12	
Card	£0.00	
Cash in Hand	£4.73	
		<b>£125,434.85</b>

Clerk

Sign

*K. Lave*

Date

2/10/23

Chairman

Sign

*N. Matthews*

Date

11/10/23

# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2023 - 2024



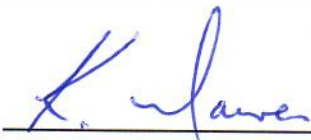
Period

SEP

	ACTUAL	BUDGET	VAR
<b>INCOME</b>			
BTC	£ -	£ -	£0.00
PRECEPT	£ -	£ -	£0.00
VAT RECEIPTS	£ 5,797.86	£ -	£5,797.86
REVENUE	£ 3,030.00	£ -	£3,030.00
HBO	£ -	£ -	£0.00
COMMUNITY BREW INCOME	£ -	£ -	£0.00
OTHER RECEIPTS	£ 130.86	£ -	£130.86
	<b>£ 8,958.72</b>	<b>£ -</b>	<b>£8,958.72</b>
<b>EXPENDITURE</b>			
SALARY	£ 7,761.81	£ 7,761.81	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 447.25	£ 447.25	£0.00
COUNCILLOR ALLOWANCE	£ 27.90	£ 27.90	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 5,059.32	£ 5,059.32	£0.00
GRANTS	£ 250.00	£ 250.00	£0.00
COMMUNITYBREW	£ -	£ -	£0.00
VAT	£ 928.90	£ 928.90	£0.00
	<b>£ 14,475.18</b>	<b>£ 14,475.18</b>	<b>£0.00</b>

CLERK

SIGN




DATE

\_\_\_\_\_

CHAIRMAN

SIGN



DATE

11/10/23









DATE

2/10/23

DATE

11/10/2023













							<b>F</b> 6,571.35

CLERK  
SIGN     *K. Lawrence*      
DATE     2/10/23    

CHAIRMAN  
SIGN     *W. Hastings*      
DATE     11/10/2023