



7th May 2020

Dear Councillor;

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 13th MAY 2020.**

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting will be conducted "online".

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 on the 11th March 2020.
5. To receive and discuss the Internal Audit report for the 2019/20 Financial Year.
6. To receive and consider the content of the Town Council's Annual Return for the 2019/20 Financial Year.
7. To receive and discuss the Town Council's VAT submission to HMRC for the 2019/20 Financial Year.
8. To receive and discuss the Town Council's redeclaration requirements to the Pension

Regulator 2020-23.

9. Responsible Finance Officer's Update: To receive the April 2020 financial update.

Yours Sincerely

A handwritten signature in black ink, appearing to read "K. Warren". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kevin Warren, MInstLM, FCMI.

Clerk to the Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 13th MAY 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: S. Bright, L. Evans, J. Denley-Jones, E. Harvey, J. Huybs, N. Horler, A. Jones, A. Parry.

Officers: Mr K Warren (Clerk to the Council), Lyndsey Harris (Administrator).

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 present

2. Apologies

Cllrs G. McCann, G. Davies

3. Declaration of interests

None declared.

4. To confirm the minutes of the Council Finance Meeting held on the 11th March 2020 as a true and accurate record

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

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

Resolved: Minutes approved.

5. To receive and discuss the Internal Audit report for the 2019/20 Financial Year.

Mr Warren provided members with an overview regarding the Internal Audit report for the 2019/20 financial year. The report had been emailed to members prior to the finance meeting.

The overview was presented via the share screen.

Cllr Liam Cowles expressed his thanks to Mr Warren as RFO and congratulated him for his work on ensuring that all areas highlighted in the 2018/19 Audit had been addressed and dealt with which was echoed by all members.

Mr Warren thanked members for their comments and added that he was proud of the fact that during the last 2 years the Town Council had received unqualified reports from the external auditor.

Mr Warren highlighted the last couple of paragraphs within the report which in summary stated that the Council and members have continually strived to improve systems and procedures.

Despite increased workload and community provision, officers and members have maintained a high level of procedural and financial control.

Resolved: Members noted the Internal Audit Report for 2019/20.

6. To receive and consider the content of the Town Council's Annual Return for the 2019/20 Financial Year.

Mr Warren provided members with an overview regarding the draft submission for the 2019/20 Annual Return which had been emailed to members for perusal prior to the finance meeting.

Mr Warren explained to members that this would usually be a hard copy, but it had been sent through by the external auditors electronically this year due to the Covid 19 Pandemic.

The overview included the following which was presented via the share screen.

- Accounting Statement for 2019/20
- Income and Expenditure Statement for 2019/20

- Bank Reconciliation as at 31st March 2020
- Analysis of Prior year variances as at 31st March 2020
- Asset Register 2019/20

Mr Warren explained to members that the Annual Governance Statement parts 1 & 2 would be discussed at the next Full Council meeting in order for the 2019/20 Annual Return to be approved by members.

Members noted the information and were happy with the draft Annual Return.

Resolved: Members noted the draft Annual Return for 2019/20.

7. To receive an overview from Kevin Warren (Responsible Financial Officer) regarding the VAT reclaim for 2019/20.

Mr Warren provided members with an overview regarding the VAT reclaim for 2019/20. This was delivered via the share screen which highlighted the documentation submitted to HMRC for evaluation and authorisation dated the 14th April 2019.

The amount of VAT refund being claimed for the 2019/20 period was £4,241.64. All documentation submitted was presented to members for consideration.

Members were happy with information provided and the RFO was thanked for the management of the VAT reclaim.

Resolved: Members noted the VAT reclaim for 2019/20.

8. To receive and discuss the Town Council's redeclaration requirements to the Pension Regulator 2020-2023.

Mr Warren provided members with an overview regarding the re enrolment procedure for Blaenavon Town Council covering the period 2020 – 2023 and that this had now been completed and confirmed. This was delivered via the share screen.

An explanation was provided regarding the staff pension situation and that this had been approved by the pension regulator.

Resolved: Members noted the update.

9. Responsible Finance Officer's Update: To receive the April 2020 financial update.

Prior to the meeting members were emailed a series of documents relating to the finance presentation. All documents were shown via the share screen during the meeting.

Before the RFO commenced his update, the Chair Liam Cowles expressed his thanks to Cllrs Emma Harvey, Gareth Davies and Alan Jones for their help during the pandemic in delivering prescriptions and food parcels and also to officers Kevin, Rebecca and Lyndsey.

Members were presented with the April 2020 financial update by the RFO Kevin Warren.

The areas alluded to in the presentation were:

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

Members were happy with the financial information presented.

Resolved: Financial update accepted by members.

The meeting was ended at 7:24pm

Chairman Signed: *L. J. Cowles*

Date: 15-6-2020



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

April 2020

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2020 - 21

Bank Reconciliation

APR

Opening Balance

Current Account	£61,135.11
Cash in Hand	£23.59
	<hr/>
	£61,158.70

Add Receipts in Period	£55,903.34
Less Payments in Period	£9,022.76
	<hr/>

Balance at End of Period **£108,039.28**

Balances at Bank

Current Account	£108,017.83
Cash in Hand	£21.45
	<hr/>
	£108,039.28

Clerk

Sign

K. ulawe

Date

4/5/20

Chairman

Sign

L. J. Coues

Date

15-5-2020

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

APR

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ 43,333.34	£ 43,333.34	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
OTHER RECEIPTS	£ 12,570.00	£ 10,000.00	£2,570.00
	£ 55,903.34	£ 53,333.34	£2,570.00
XPENDITURE			
SALARY	£ 6,245.99	£ 6,245.99	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 2,064.26	£ 2,064.26	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 170.73	£ 170.73	£0.00
GRANTS	£ 468.53	£ 468.53	£0.00
VAT	£ 73.25	£ 73.25	£0.00
	£ 9,022.76	£ 9,022.76	£0.00

CLERK

SIGN

L. Curran

DATE

4/5/20

CHAIRMAN

SIGN

L. J. Coules

DATE

15-5-2020

CLERK

SIGN

[Signature]

DATE

4/5/20.

CHAIRMAN

SIGN

L. J. Coates

DATE

15-5-2020

CLERK
SIGN *K. Wilson*
DATE 4/5/20

CHAIRMAN
SIGN *L. J. Ceculas*
DATE 15-5-2020

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