



17th November 2020

Dear Councillor.

You are hereby summoned to attend a **FULL COUNCIL MEETING OF BLAENAVON TOWN COUNCIL** to be held at **6:30 pm on WEDNESDAY 25th NOVEMBER 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

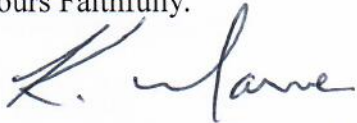
1. To receive any questions from the public.
2. To receive and accept apologies
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
4. To receive an update from Emma Davies-McIntosh (Torfaen Service Development Lead, Integrated Wellbeing Networks) and Bruce Whitear (Torfaen Partnership Board Consultant) regarding Participatory Budgeting.
5. **Chairman's Announcements:** To receive Chairman's announcements.
6. **Council Meeting:** To confirm the minutes of the Full Council meeting held on the 28th October 2020.
7. **Clerk's Update:** To receive Clerk's update.
8. To receive Cllr updates regarding recent attendance at outside bodies committee meetings.

9. To receive an update from Rebecca Smith – Healthy Blaenavon Officer.
10. To consider, discuss and note the Future Audit Arrangements for Community Councils in Wales 2020-21 onwards.
11. To receive, consider and note the Internal Auditor’s Interim Report for 2020/21
12. To consider and approve a Draft Town Council Social Media Policy 2020-21
13. To discuss and make a determination regarding financial support for the relocation and refurbishment of play area at Garn yr erw, Blaenavon.
14. To discuss and make a determination regarding the existing grant to Torfaen Play Service based on the services provided in Blaenavon to date.
15. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.
 - Cllr Emma Harvey – Update regarding the Gwent White Ribbon Day Project 2020.
 - Cllrs Jackie Huybs and Alan Jones – Update regarding the erecting of Speed Indicator Devices (SIDs) at Cwmavon Road and Varteg Road, Blaenavon.
 - Cllrs Jackie Huybs – Update regarding the Blaenavon Town Council Calendar
 - Lyndsey Harris – Update regarding the Heritage Trail Project.
 - Rebecca Smith – Update regarding Random Acts of Kindness Project.
16. Correspondence.
17. Planning Applications.
18. Donation requests.

By virtue of THE PUBLIC BODIES (Admission to Meetings) ACT 1960, the Press and Public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

19. To discuss and make a determination regarding the 18 month review of the Town Council Administrator Role.
20. To receive and note the Initial Draft Budget for 2021/22.

Yours Faithfully.

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

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



**BLAENAVON TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON WEDNESDAY 25th NOVEMBER 2020 AT 6.30 PM.**

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

In attendance:

Councillor: A. Jones (In the Chair)

Councillors in attendance: L. Cowles, J. Denley-Jones, J. Huybs, N. Horler, A. Parry, L. Evans, S. Bright, E. Harvey, G. Davies.

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

Visitors: None present.

The meeting of the full council was opened at 6:30pm by the Chairman Councillor Alan Jones who welcomed everyone to the meeting and expressed thanks for attendance.

1. To receive any questions from the public.

None.

2. Apologies:

Cllr Gareth McCann – Work commitment

Cllr Jayne Skyrme – Family matter

Cllr Alan Parry proposed that the reasons for absence are accepted. This was seconded by Cllr Liam Cowles.

Resolved: Reasons for apologies accepted.

3. Declarations of interest.

None declared.

4. Chairman's Announcements

- 2nd November 2020 presented Jane Saunders Manager Arthur Jenkins Nursing Home with a card to mark the 50th Anniversary of the care home opening.
- 8th November 2020 attended Armistice Day Service along with Cllr Liam Cowles and Kevin Warren (Clerk)
- 13th November 2020– Teams Meeting regarding Healthy Blaenavon with Kevin Warren (Clerk), Emma Davies-McIntosh and Bill Purvis.
- 16th November 2020 attended a meeting with Kevin Warren (Clerk) and Carol Phillips, Langstone Community Council, the Clerk will update.
- 18th November 2020 – Teams meeting regarding Healthy Blaenavon Project, with Kevin Warren (Clerk) and Dave Congreve (TCBC)
- 20th November 2020 – Civic Awards presentation at the Council Chambers with Cllr Denley-Jones.
- 23rd November 2020 – Teams meeting with Craig Williams TCBC and Kevin Warren (Clerk) regarding the installation of Speed Indicator Devices (SIDS)
- 23rd November 2020 – Planted bulbs donated by Pontypool Rotary Club at the Gardens of remembrance with members of the Blaenavon Branch of the Royal British Legion.

Resolved: Members noted the update.

5. To confirm the minutes of the Full Council meeting held on 28th October 2020.

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

Cllr Parry proposed the minutes be approved; this was seconded by Cllr Denley Jones.

Resolved: Minutes accepted as a true record.

6. Clerk's Update.

Mr Warren provided the following update for members:

- Item 7 within the previous minutes, regarding writing to TCBC to request new bins outside the Resource Centre and Garn Lakes. The Clerk has emailed Stephen Jarret and is still awaiting a response.
- It has been arranged with Chris Langford to site the Christmas crib in Market Street alongside the Christmas tree week commencing 30th November 2020.
- Item 10 within the previous minutes, the cleaning time within the chambers has been agreed with Jane Davies and this has now increased to 2 days per week, totalling 4 hours.
- Item 11 within the minutes regarding Corporate Joint Committees, the initial meeting with Cllrs Cowles and Skyrme to discuss the questions to be completed has been held. A further meeting to progress this has been arranged for the 8/12/20. An update will be provided to members when the questions have been completed for final sign off.
- Item 13 within the minutes regarding the SIDs project. A conference call was held with Craig Williams from TCBC Highways department and Mark Lloyd from SSE Lighting on the 23/11/20 regarding the timeline for the installation. It has been confirmed that this is now pencilled in for January 2021. A purchase order has been raised, and this has been sent to Craig Williams for processing. The cost is £2,902 inc VAT . The SIDS are being provided free of charge by TCBC Highways.
- Item 16 within the minutes regarding last month's donations requests. The following BACS payments have been completed and will be reflected within the November 2020 financial update.
 - £500 to Llantarnam Grange
 - £1000 to Blaenavon Railway
- Item 17 within the previous minutes regarding the approval of the Annual Return 2019/20, these have now been finalised and notices placed on the Town Council Website.
- Christmas tree and lights have been installed within the town.
- 8th November 2020 a wreath was laid on behalf of the RBL at the Cenotaph.
- On the 6th of November 2020, an interim internal audit was conducted with Andy Smith as per previous updates, this covered budgetary monitoring. The report has been sent to members and will be discussed later as an agenda item. The remainder of the interim

audit is taking place on the 26/11/20. An update will be provided to members regarding this when the final report is completed.

- On the 13/11/20 a Teams meeting was held with Emma Davies McIntosh (ABUHB) regarding participatory budgeting as per the project agreed by this Council in February 2020. A fuller update on this will be provided at the January 2021 Finance meeting linked to the draft budget.
- On the 16/11/20 together with the Mayor a meeting was held with the Chair of Langstone community Council Mrs Carol Phillips at the Council offices. Carol had seen some of the work that has taken place in recent years in Blaenavon and wanted some advice regarding policy, procedure, and law in particular financial governance.
- On the 18/11/20 a conference call was held with Dave Congreve Assistant CEO at TCBC regarding the next steps for the HBO role and the Participatory Budget Project. A further update at item 20 would be provided later on in the meeting.
- On the 20/11/20 in the Council chambers, Civic Award presentations were made by Cllrs Alan Jones and Denley - Jones to Mr Walter Waygood, Chris Langford, Rhonwen Howells and Jane Saunders for outstanding service to the community. The remainder of the presentation would hopefully be presented week commencing the 7/12/20.
- On the 23/11/20 together with Rebecca Smith, a teams meeting was conducted with Pontypridd Community Council namely Helen Williams, again this is as a result of the recent work delivered by the Town Council. A brief overview of the work covering the last three years was presented involving the Intergen Project and HBO role.
- On the 24/11/20 a conference call was held with Lyn Cadwallader the CEO of OVW based around the Ministerial Towns Action group covering Towns partnerships. Members are aware the Town Council have been held up as a pathfinder Council as a result of the change management programme covering the past three years.

As per recent updates this has been presented at ministerial level at Welsh Government. Subsequently a request has been received to deliver a presentation with Lyn at the Senedd before ministers in February 2021 regarding our three year journey. It is fair to say that this is a great opportunity for the Town Council to develop further during the forthcoming years and evolve under the banner of our forward thinking style and mantra.

Resolved: Members noted the updates.

7. **To receive Councillor updates regarding recent attendance at outside bodies committee meetings.**

Cllr Huybs informed members of her attendance at the Mic Morris Trust Teams Meeting at the end of October 2020. This was the first meeting since before the lockdown the last being in February 2020. They informed of how five young sports people within Torfaen were given awards, one of the awards went to James Preece who is a shot putter and lives in Blaenavon and was awarded with a £1000 to purchase a portable throwing circle to help with training in lockdown.

Cllr Denley-Jones informed members of her attendance at a Teams meeting as a School Governor at Ysgol Bryn Onnen. The School Improvement and Progress Sub Committee discussed targets that the School would usually have to submit.

The EAS and LA have said that they wouldn't expect the targets this year because of the pandemic but the School is still doing their own internal targets. The report identified that the School is under achieving in areas which needs to be addressed. Other issues raised were that the targets need to be more challenging. The School had received some criticism that the children aren't being challenged enough and also that there is a need for more staff training.

Resolved: Members noted the updates.

8. **To receive an update from Rebecca Smith – Healthy Blaenavon Officer.**

Rebecca explained how this was a shorter report as she had been off for two weeks due to ill health.

Bron Afon Funding

£27 was spent to provide a family with pyjamas for their little boy which was referred by the Health Visitor.

Comic Relief

Rebecca explained how the music project was now going online due to the pandemic. The project was launched a couple of weeks previously and some people have signed up including Cllr Harvey and her daughter. They are hoping to do a Christmas sing along to go out in time for Christmas possibly Christmas Eve.

Street Games

Rebecca explained that the Virtual Wellbeing Project has commenced. Working in Partnership with Torfaen Play, who will give out family activity boxes to 65 families that Julian and his team had worked with over the Summer. The boxes include craft items, balls and skipping ropes to encourage families to do activities together and to encourage some outdoor activities. Rebecca will deliver boxes to 6 families she has been working closely with over the past couple of months.

Rebecca is due to meet with Stuart Lawrence Sports Development Manager TCBC on Wednesday 2nd December 2020 to discuss an officer taking over the Fitbit project and to discuss other potential projects. Rebecca explained that the funding from Street Games only has another 3 to 4 months left to be spent and there is still a significant amount of money available. She will find out if this can be carried over the deadline or if it has to be spent within this period.

Street Games have been in touch with Rebecca to ask if they can use us as a case study to report back to Welsh Government. The interview is to take place on Friday 27th November; they want to report to the Welsh Government how we have continued with projects through the pandemic in a hands-on way rather than virtually.

Little Voices

Rebecca is starting the Little Voices project with BHVC School on Friday 27th November. Topics will be mindfulness and journaling. Three members of the group will become 'Wellbeing Champions' and will pass the techniques on to other pupils.

Fare Share

Rebecca reported how Fare Share is continuing at Bethlehem Chapel every Thursday and thanked Cllr Alan Jones and Cllr Jac Denley-Jones for their help while she was off.

She explained that there may be the possibility of extending fare share to clothes, toys which is up for discussion but something that is being considered in the future.

Cllr Denley-Jones noted that it was a pleasure to have such great projects within the town and thanked Rebecca for all her hard work.

Resolved: Members noted the update.

9. To consider, discuss and note the Future Audit Arrangements for the Community Councils in Wales 2020-21 onwards.

The Clerk previously sent out the Future Audit Document for Community Councils in Wales 2020/21 to members in October 2020. The Clerk highlighted key areas within the

document that have been updated especially with regards to the level of scrutiny regarding finance systems within Community and Town Councils.

Members were asked if they could confirm that they have read the document and noted the updates.

Cllr Cowles proposed that the updates be noted and agreed, this was seconded by Cllr Alan Parry.

Resolved: Members all in agreement that the updates to be noted.

10. To receive, consider and note the Internal Auditor's Interim Report for 2020/21.

The Clerk previously sent out the Internal Auditor's Report to members prior to the meeting along with the early draft budget for 2021/22. He explained that he wanted this early draft budget to be reviewed by Mr Andy Smith the internal auditor as he anticipated a high level of scrutiny to be used in the future external audit.

The Clerk asked members to confirm that they have received the Audit report and are happy with its content.

Cllr Gareth Davies raised the point that he had previously attended meetings with Deryck Evans from the Wales Audit Office and explained how he trailed the new procedures. He went on to thank Andy the internal auditor and Kevin the Clerk for all their work in preparing for these changes.

Resolved: Members confirmed that the report had been noted.

11. To consider and approve a Draft Town Council Social Media Policy 2020/21

The Clerk explained that he had forwarded the draft policy to members via email on the 19/11/20. He explained that the aim of the policy was to assist elected members and officers make appropriate decisions about the use of social media; it also applies to others communicating with Blaenavon Town Council.

Cllr Cowles proposed that the policy be approved, this was seconded by Cllr Harvey.

All members were in agreement.

Resolved: Members in agreement that the Social Media Policy 2020/21 be approved.

12. To discuss and make a determination regarding financial support for the relocation and refurbishment of the play area at Garn yr erw, Blaenavon.

The Chair reminded members of the previous presentation by Henrietta Lucas TCBC made at the Finance meeting held on 8th September 2020 and the request for financial support towards the play area.

Cllr Alan Jones informed members regarding a meeting he attended as a TCBC ward member where feedback from residents suggested that they did not want a play area to be on the proposed site.

A discussion took place amongst members where it was decided a vote should take place to decide on the financial contribution.

Cllr Denley-Jones proposed that the Council should not support the request, this was seconded by Cllr Alan Parry.

All members voted in agreement that the Council would not support the project.

Resolved: Members in agreement not to support the Play Area project, Clerk to inform Henrietta Lucas of the Council's decision.

13. To discuss and make a determination regarding the existing grant to Torfaen Play Service based on the services provided in Blaenavon to date.

The Clerk asked members to make a determination as to whether the Council award the full amount of £5k to Torfaen Play Service based on the activities that they have carried out so far this year.

The Clerk sent members an email from Julian Davenne, Play Services Manager, detailing the activities that had taken place over the past year and the plans for the Christmas period and February half term.

Cllr Alan Jones expressed his thanks to Julian and his team for the excellent service they carry out and would support the £5k funding.

This was echoed by Cllr Liam Cowles who highlighted the good work that they had done within Blaenavon for vulnerable children and families during the pandemic and fully supported the grant being awarded.

Cllr Liam Cowles proposed the grant of £5k be awarded, this was seconded by Cllr Alan Parry.

All members in agreement.

Resolved: Clerk to organise payment of the £5k to Torfaen Play Service and update Julian.

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

Cllr Emma Harvey – Update regarding the Gwent White Ribbon Day Project 2020.

Cllr Harvey updated members with the details of the project. Ribbons were erected in Broad Street and the surrounding areas. She explained how residents and traders asked what they were for and the overall response from residents was very positive.

Cllr Harvey informed members that herself and Cllr Skyrme are doing a 148-minute walk from Blaenavon to Pontypool.

Cllr Alan Jones thanked Cllr Harvey and the associated Councillors involved in the project for their help.

Resolved: Members noted the update.

Cllrs Alan Jones– update regarding the erection of Speed Indicator Devices (SIDs) at Cwmavon Road and Varteg Road, Blaenavon.

Cllr Alan Jones informed members that the Clerk had previously updated them regarding the total cost for the SIDS and it was hoped for them to be scheduled for erection in January / February 2021.

Resolved: Members noted the update.

Cllrs Jackie Huybs – Update regarding the Blaenavon Town Council Calendar.

Cllr Huybs informed members that there had been a great response to the project. There are 90 orders for the calendars to date and it is hoped that more will be sold once the calendar is printed and publicised further. 125 calendars are being ordered and people can send the payments through BACS direct to the Council.

Resolved: Members noted the update.

Lyndsey Harris – Update regarding the Heritage Trail Project.

Lyndsey updated members with details from the project. The Trail took place during half term 26th-30th October 2020 with 28 families taking part. The wet weather meant that it was a slow starter but as the week went on more families got involved and there was a very positive response and feedback about the trail from the families that took part and shared their photos on social media.

Resolved: Members noted the update.

Rebecca Smith – Update regarding the Random Acts of Kindness Project.

Rebecca Smith informed members that the project commencement was delayed by a couple of weeks due to her being off work. She explained how the project started on Monday 23rd November 2020 and will continue through into December. Cllr McCann had picked some gifts up from the Chambers to give out to his nominated people.

The gifts include welsh cakes, bath bombs, candles, wax melts and essential oils and burners all sourced locally. The initial Facebook post about the project had been well received.

Rebecca asked members if they knew of any residents who they thought would benefit from a gift to let her know. £197 has been spent from the £500 allocated to the project which enabled her to buy 35 gifts.

Resolved: Members noted the update.

15. Correspondence.

None presented.

16. Planning.

The Clerk had distributed all applications to members for their observations prior to the November 2020 full council meeting.

Cllr Alan Jones declared an interest as a TCBC Councillor.

- PROPOSAL: Rear single storey extension and detached garage.

LOCATION: 14 Capel Newydd Avenue, Blaenavon, Pontypool

AFOO/20/P/0660/HH

- **PROPOSAL:** Conversion of existing garage/workshop to living space, replacement windows, new boundary wall to close off courtyard area and alteration to ground levels to create new parking area. (part retrospective)

LOCATION: Stables House, The Park, Blaenavon

CHAL/20/P/0687/HH

Resolved: Members noted the applications. No objections were made.

17. Donation Requests – the following donation requests were received since the last Full Council Meeting.

None received.

By virtue of THE PUBLIC BODIES (Admission to meetings) ACT 1960, the Press and Public are excluded from discussions on the following items on the basis that the disclosure thereof would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18. To receive and note the Initial Draft Budget for 2021/22.

The Clerk sent the document to members for their approval prior to the meeting. The document contained an early draft budget to be presented to members in January's Finance Meeting.

Mr Warrens highlighted the salary for the Healthy Blaenavon Officers role. TCBC have said that they will no longer support the role after July 2021. The draft budget 2021/22 has been updated to include the full salary of the HBO role of £23,247.

He explained that he wanted to highlight this issue now and stressed that it would be up to members to decide if they wanted to continue with supporting this role. The funds being carried over in year 2020/21 means that there is money within the budget being carried over to allow for the role to be funded for year 2021/22.

Resolved: Members noted the update.

19. To discuss and make a determination regarding the 18-month review of the Town Council Administration Role.

At this point in the meeting Lyndsey Harris the Administrator was asked to leave the meeting so that the agenda item regarding her role could be discussed.

The Clerk reminded members that the Council made a determination to employ an Admin Officer in the Full Council Meeting on 27th February 2019. Attached to the determination was an 18-month review.

He went on to detail how Lyndsey commenced employment with the Council in May 2019 working a 10-hour week over 3-day period. Following performance reviews her hours changed to 10 hours over 2 days.

He went on to detail she had taken no sick days during this period and explained how she had become a valuable asset to the council especially with her marketing and creative skills.

He detailed further the work that she had done over the 18 months which included bringing projects forward to Council and her help with the Town Councils response to the Covid 19 pandemic.

The Clerk mentioned the possibility of the hours of the role being increased to 15 hours in the future due to increasing demands of the role.

A discussion took place amongst members.

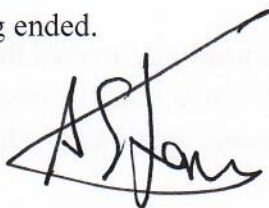
Cllr Emma Harvey proposed that the Council continue with the Admin Officers Role. This was seconded by Cllr Alan Parry.

Members were all in agreement.

Resolved: Clerk to complete contract for a permanent position and update members when completed.

At 7.25pm the meeting ended.

Chairman Signed:

A handwritten signature in black ink, appearing to read 'Alan Parry', written over a horizontal line.

Date: 28 / 1 / 21.