



26th April 2021

Dear Councillor.

You are hereby summoned to attend **THE ANNUAL GENERAL MEETING OF BLAENAVON TOWN COUNCIL** to be held at **6:30 pm on WEDNESDAY 5th MAY 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.

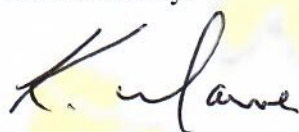
Agenda

1. Appointment of Mayor
2. Appointment of Deputy Mayor
3. To receive and accept apologies.
4. Appointment of four signatories to Bank Account – Cheques and online banking authorisations to be signed by any two signatories.
5. To Re affirm the Council's Standing Orders and Financial Regulations 2021
6. To Re affirm the Council's Risk Assessment Schedule 2021
7. To Re affirm the Council's Information and Data Protection Policy 2021
8. Appointment of a Press, Social Media Officer.
9. Appointment of two Councillors to conduct the quarterly finance inspections with the

Responsible Financial Officer.

10. Appointment of two representatives for Blaenavon World Heritage Committee.
11. Appointment of two representatives to the One Voice Wales Gwent Valleys Quarterly Area Committee meetings.
12. Appointment of one representative for Torfaen Community Transport.
13. Appointment of one representative to the Mick Morris Sporting Trust.
14. Appointment of one representative for Torfaen Museum Trust.
15. Appointment of one representative for Churches Working Together.
16. Appointment of one representative as the Minor Authority Governor at Ysgol Gymraeg Bryn Onnen.
17. Appointment of two representatives to serve on the Torfaen Local Council Partnership held at the Civic Centre, Pontypool every four months.
18. Appointment of one representative for Blaenavon World Heritage Steering Group.
19. To confirm the dates of ordinary meetings of the full council and finance meetings up to and including the next annual general meeting of full council.
20. Appointment of date and time of the Annual General Meeting 2022

Yours sincerely,



Kevin Warren. MInstLM. FCMI.

Chief Officer.
Blaenavon Town Council.



BLAENAVON TOWN COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 5th MAY 2021 AT 6.30 PM.

As permitted by the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 this meeting was a virtual meeting and was remotely held online.

In attendance:

Councillor Alan Jones (In the Chair)

Councillors in attendance: S. Bright, L. Cowles, L. Evans, E. Harvey, J. Huybs,

N. Horler, G. McCann, G. Davies,

Officer: Mr K Warren (Chief Officer)

Member of the Public: None Present

Prior to the commencement of the meeting in full, the outgoing Mayor of Blaenavon Cllr Alan Jones addressed the council.

Cllr Jones thanked everyone for their support during the past twelve months and welcomed Cllr Marc Harris to his first council meeting.

The meeting then proceeded as per the published agenda.

1. Appointment of Mayor for 2021/22

There was one nomination from the council for the appointment of Mayor. The proposal was:

- Cllr Liam Cowles:

This was proposed by Cllr Alan Jones and seconded by Cllr Lewis Evans. All members in agreement.

Resolved: Cllr Cowles be appointed as Mayor of Blaenavon Town Council for the year 2021/22.

Declaration of Acceptance of Office.

Cllr Cowles accepted the nomination and assumed his position as Mayor expressing his sincere thanks to the Council for their nominations.

Cllr Cowles also thanked Cllr Jones for serving the Town over the past year and touched upon the fact that it was a difficult year as a result of the Covid pandemic but hoped that this year would be a return to normality with a focus on community engagement.

Cllr Cowles stated that it was an absolute honour to be appointed to serve as Mayor having been a member of the Town Council for the last two years and was hugely impressed with the governance of the Town Council by the Chief Officer and the fact that everyone worked together as a team.

Cllr Cowles alluded to the fact that the Council operates as non-political and if any member of the public attended a council meeting, they would see that this is the case and long may this continue.

Cllr Cowles then proceeded with the published agenda.

2. Appointment of Deputy Mayor for 2021/22

There was one nomination from the members for the appointment of Deputy Mayor. The proposal was: -

- Cllr Jackie Huybs:

This was proposed by Cllr Jones and seconded by Cllr Cowles. All members were in agreement.

Resolved: Cllr Huybs be appointed as Deputy Mayor of Blaenavon Town Council for the year 2021/22.

Declaration of Acceptance of Office.

Cllr Huybs accepted the nomination and thanked members for their nomination.

3. To receive and accept apologies.

Cllr Skyrme – Work Commitment.

It was proposed by Cllr Jones and seconded by Cllr Harvey that the apology be accepted, All members were in agreement.

Resolved: Apology accepted.

4. Appointment of four signatories to bank account. Cheques and online banking to be authorised by any two signatories.

Currently the signatories are Cllrs Jones, Bright, and Cowles. One more signatory was required for the bank account.

Cllr Harvey offered to be the fourth signatory.

It was proposed by Cllr Evans and seconded by Cllr Davies that Cllr Harvey be the fourth signatory.

Resolved: Cllr Harvey appointed as fourth signatory.

5. To re affirm the Council's Standing Orders and Financial Regulations 2021 / 22

The current Standing Orders together with the Financial Regulations were reviewed by members.

The Chief Officer explained that there were no changes to the Standing Orders but explained that there was an amendment to item 1.40 – 1.44 within in the Financial Regulations in relation to project spending.

It was proposed by Cllr Harvey and seconded by Cllr Jones that both Standing Orders and Financial Regulation be adopted for 2021/22.

All members were in agreement.

Resolved: Standing Orders and Financial Regulations adopted for 2021/22

6. To re affirm the Council's Risk Assessment Schedule 2021/22

The current Risk Assessment Schedule had been sent to members with minor amendments to dates covering the 2021/22 period.

It was proposed by Cllr Harvey and seconded by Cllr Horler that the risk assessment schedule be adopted.

All members were in agreement.

Resolved: Risk Assessment Schedule adopted for 2021/22

7. To re affirm the Council's Information and Data Protection Policy 2021 / 22

The current Council's Information and Data Protection Policy was sent to members with no amendments.

It was proposed by Cllr Davies and seconded by Cllr McCann that the Information and Data Protection Policy be adopted.

All members were in agreement

Resolved: Information and Data Protection Policy adopted for 2021/22

8. Appointment of a Press, Social Media, and Website Officer.

Cllr Harvey proposed Cllr Huybs for the role of Press Officer, this was seconded by Cllr Evans.

All members in agreement.

Resolved: Cllr Huybs appointed as Press Officer.

9. Appointment of two Councillors to conduct the quarterly finance inspections with the Responsible Finance Officer.

It was outlined to members that one of the appointed members had to be the Chair of the Finance Committee and this would now be Cllr Huybs.

Cllr Horler offered to be the second appointed member for this role.

It was proposed by Cllr Harris and seconded by Cllr Harvey that Cllrs Huybs and Horler be appointed for this role.

Members were all agreement.

Resolved: Councillors Huybs and Horler to conduct quarterly finance inspections for the year 2021/22.

10. Appointment of two representatives for Blaenavon World Heritage Committee.

Cllr Cowles explained that currently Cllrs Harvey, McCann and Bright are the appointed members from the Town Council.

A discussion took place amongst members regarding reducing the appointees to two members as per the explanation provided by the Chief Officer. A discussion took place regarding appointees and Cllr Davies volunteered for the role.

The Chief Officer pointed out to members that this could be a conflict for Cllr Davies as he is currently the Chairperson of the World Heritage Committee.

A lengthy discussion took place amongst members regarding the appointment of a Council representative and the position of Cllr Davies and the explanation from him that he has now resigned as Chairperson of the World Heritage Committee.

The Chief Officer advised members that it was their decision based on the explanation from Cllr Davies.

Members discussed this further, and an option put forward that just one council member is appointed until members of the World Heritage Committee formally receive the resignation from Cllr Davies in his capacity as Chairperson and when this has been resolved that Cllr Davies could be appointed as the second Council representative.

Members discussed this further, and it was proposed by Cllr Cowles and seconded by Cllr Jones that Cllr Harvey be the appointed the Council representative until the matter involving Cllr Davies can be resolved with the World Heritage Committee.

All members were in agreement.

Resolved: Councillor Harvey to represent the Town Council on the World Heritage Committee for the year 2021/22.

11. Appointment of two representatives to the One Voice Wales Gwent Valleys Quarterly Area Committee.

A discussion took place amongst members, and it was proposed by Cllr Harvey and seconded by Cllr Jones that Cllrs Cowles and Huybs be the Town Council's representatives.

Members were all in agreement.

Resolved: Councillors Cowles and Huybs would represent the Town Council at the Gwent Valleys Area Committee for the year 2021/22.

12. Appointment of one representative for Torfaen Community Transport.

It was proposed by Cllr Harvey and seconded by Cllr Davies that Cllr McCann be the Town Council's representative.

Cllr Gareth McCann was happy to continue.

Resolved: Cllr Gareth McCann would represent the Town Council on the Torfaen Community Transport Committee for the year 2021/22.

13. Appointment of one representative to the Mick Morris Sporting Trust.

A discussion took place amongst members regarding appointment and the requirements of it.

It was proposed by Cllr Jones and seconded by Cllr Harvey that Cllr Harris be appointed as the Council representative.

All members were in agreement. Cllrs Harris was happy to accept the nomination.

Resolved: Cllr Harris would represent the Town Council on the Mick Morris Sporting Trust for the year 2021/22.

14. Appointment of one representative for Torfaen Museum Trust

Cllr McCann was the current representative and was happy to continue in the role.

It was proposed by Cllr Bright and seconded by Cllr Harvey that Cllr McCann be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr McCann would represent the Town Council on the Torfaen Museum Trust Committee for the year 2021/22.

15. Appointment of one representative for Churches Working Together.

Cllr Harvey was the current representative and was happy to continue in the role.

It was proposed by Cllr Bright and seconded by Cllr McCann that Cllr Harvey be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr Harvey would represent the Town Council on the Churches Working Together Committee for the year 2021/22.

16. Appointment of one representative as the Minor Authority Governor at Ysgol Gymraeg Bryn Onnen

A discussion took place amongst members regarding the allocation of a new Council representative.

It was proposed by Cllr Evans and seconded by Cllr Davies that Cllr Harvey be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr Harvey would represent the Town Council as the nominated representative at Ysgol Gymraeg Bryn Onnen for the year 2021/22

17. **Appointment of two representatives to serve on the Torfaen Local Council Partnership held at the Civic Centre, Pontypool every four months.**

A discussion took place amongst members regarding the allocation of two new Council representatives

It was proposed by Cllr Evans and seconded by Cllr Harvey that Cllrs Jones and Cowles be appointed as the Council representatives.

Members were all in agreement.

Resolved: Cllrs Jones and Cowles would represent the Town Council on the Torfaen Local Council Partnership for the year 2021/22.

18. **Appointment of a representative for Blaenavon World Heritage Steering Group.**

A discussion took place amongst members regarding the allocation of a new Council representative.

It was proposed by Cllr Harvey and seconded by Cllr Evans that Cllrs Jones be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr Jones would represent the Town Council on the Blaenavon World Heritage Steering Group for the year 2021/22.

19. **To confirm the dates of ordinary meetings.**

A list of dates for the forthcoming council year 2021/22 was presented to members. This incorporated both the Full Council and Finance meetings which fell on the 2nd and 4th Wednesday of each month commencing at 6:30pm.

August and December 2021 were listed as recess months.

It was proposed by Cllr Harvey and seconded by Cllr Jones that the dates are accepted.

Resolved: Members agreed with the meetings dates presented for 2021/22

20. Date and Time of the Annual General Meeting 2022

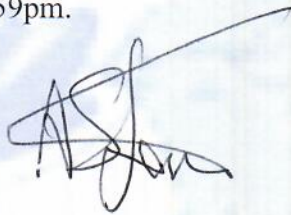
The Chief Officer explained that the meeting must take place 14 days after the local election date of the 5/5/22. The proposed AGM date would be the 11/5/22.

It was proposed by Cllr Harvey and seconded by Cllr Harris that the date of the 2022 AGM would be the 11/5/22

Resolved: The AGM meeting for 2022 will take place on the 11th May commencing at 6:30pm.

The meeting ended at 6.59pm.

Chairman Signature:



Date: 11/5/22