



25th April 2024

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 **ANNUAL GENERAL MEETING OF BLAENAVON TOWN COUNCIL** which will be held on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely on **Wednesday the 1st of May 2024 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 Chief Officer.

Agenda

1. Appointment of Mayor.
2. Appointment of Deputy Mayor.
3. To receive and accept apologies.
4. To confirm the minutes of Blaenavon Town Council's Annual General Meeting 2023.
5. To adopt the Local Authorities (Model Code of Conduct) (Wales) Order 2008.
6. Appointment of four signatories to Bank Account for cheques and online banking authorisations to be signed by any two signatories.
7. To Re affirm the Council's Standing Orders and Financial Regulations 2024
8. To Re affirm the Council's Risk Assessment Schedule 2024.
9. To Re affirm the Council's Information and Data Protection Policy 2024.

10. To Re affirm the Council's terms of reference for the Finance Meetings.
11. To adopt the Model Local Resolution Protocol for Community and Town Councils.
12. Appointment of one representatives for Blaenavon World Heritage Team.
13. Appointment of two representatives to the One Voice Wales Gwent Valleys Quarterly Area Committee meetings.
14. Appointment of one representative to sit as a minor authority school governor at Ysgol Bryn Onnen Primary School (Four year term)
15. Appointment of one representative for Torfaen Community Transport.
16. Appointment of one representative for Torfaen Museum Trust.
17. Appointment of one representative for Churches Working Together.
18. Appointment of one representative for Townscape Heritage Committee.
19. Appointment of two representatives to serve on the Torfaen Local Council Partnership held at the Civic Centre, Pontypool every three months.
20. Appointment of one representative for the Mick Morris Sporting Trust.
21. Appointment of one representative for Blaenavon World Heritage Site Partnership Board
22. Appointment of one representative for Blaenavon World Heritage Site Steering Group.
23. Appointment of one representative for Blaenavon World Heritage Site Caring for the Blaenavon Industrial Landscape Group.
24. Appointment of one representative for Blaenavon World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group.
25. Appointment of one representative for Blaenavon World Heritage Site Learning & Community Engagement Group.
26. Appointment of one representative for Torfaen Armed Forces Covenant Forum.
27. 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.
28. To confirm the date and time of the Annual General Meeting 2025

Yours sincerely

A handwritten signature in blue ink, appearing to read "K. Warren".

Kevin Warren, MLoL, FCMI,
Chief Officer & RFO
Blaenavon Town Council



BLAENAVON TOWN COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON WEDNESDAY 1st of MAY 2024 AT 6.30 PM.

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: Cllrs. N. Matthews (in the chair), A. Jones, A. Beavan, J. Hunt, S. Keen, M. Wheeler, L. Cowles, L. Evans, S Templeton.

Officers: Kevin Warren (Chief Officer), Sophie Johnson (Community Wellbeing Development Officer)

Visitors: None present

Members of public: None present.

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

Cllr Matthews thanked members and officers for their hard work and support over the previous busy year. He thanked outgoing Deputy Mayor Cllr Beavon for the support she had provided.

Cllr Matthews explained it had been a fantastic year for the council, and that the eleven national awards received emphasises all the council had achieved, he hopes to build on this in 2024/25.

1. Appointment of Mayor for 2024/25.

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

- Cllr Nathan Matthews

It was proposed by Cllr Jones and seconded by Cllr Keen. All members in agreement.

Resolved: Cllr Matthews be appointed as Mayor of Blaenavon Town Council for the year 2024/25.

Declaration of Acceptance of Office

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

Cllr Matthews conveyed it was a huge honour to be appointed Mayor for a second year and he would do his upmost to repay the faith fellow councillors had placed in him.

2. Appointment of Deputy Mayor.

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

- Cllr Mike Wheeler

This was proposed by Cllr Beavan and seconded by Cllr Jones.

All members in agreement.

Cllr Wheeler expressed he would be honoured to accept the appointment.

Resolved: Cllr Wheeler be appointed as Deputy Mayor of Blaenavon Town Council for the year 2024/25.

3. To receive and accept apologies.

- Cllr Porter - Work commitment
- Cllr Parfitt – Holiday

This was proposed by Cllr Hunt and seconded by Cllr Keen. All members in agreement

Resolved: Apologies accepted.

4. To confirm the minutes of Blaenavon Town Council's Annual General Meeting 2023.

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

It was proposed by Cllr Hunt and seconded by Cllr Jones that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To adopt the Local Authorities (Model Code of Conduct) (Wales) Order 2008.

The current Local Authorities (Model Code of Conduct) (Wales) Order 2008 was sent to members with no amendments.

It was proposed by Cllr Cowles and seconded by Cllr Templeton that the Local Authorities (Model Code of Conduct) (Wales) order 2008 be adopted.

All members in agreement.

Resolved: Local Authorities (Model Code of Conduct) (Wales) Order 2008 adopted for 2024/25.

6. Appointment of four signatories to Bank Account for cheques and online banking authorisations to be signed by any two signatories.

Currently the signatories are Cllrs Jones, Wheeler, Cowles, and Parfitt. Cllrs were happy to continue.

It was proposed by Cllr Evans and seconded by Cllr Keen that the signatories remain unchanged.

Resolved: Signatories Cllrs Jones, Wheeler, Cowles, and Parfitt for 2024/25

7. To Re affirm the Council's Standing Orders and Financial Regulations 2024

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

The Chief Officer highlighted slight amendments which incorporated the Local Government Elections Act 2021.

It was proposed by Cllr Wheeler and seconded by Cllr Jones that both Standing Orders and Financial Regulation be adopted for 2024/25.

All members were in agreement.

Resolved: Standing Orders and Financial Regulations adopted for 2024/25.

8. To Re affirm the Council's Risk Assessment Schedule 2024.

The current Risk Assessment Schedule had been sent to members.

The Chief Officer highlighted the slight amendments in relation to the new IT and finance system, for dates covering the 2024/25 period.

It was proposed by Cllr Templeton and seconded by Cllr Jones that the risk assessment schedule be adopted.

All members were in agreement.

Resolved: Risk Assessment Schedule adopted for 2024/25.

9. To Re affirm the Council's Information and Data Protection Policy 2024.

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

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

All members were in agreement.

Resolved: Information and Data Protection Policy adopted for 2024/25

10. To Re affirm the Council's terms of reference for the Finance Meetings.

The Chief Officer confirmed there were no amendments to the terms of reference.

It was proposed by Cllr Evans and seconded by Cllr Keen that the terms of reference for the Finance Meetings be accepted.

All members in agreement.

Resolved: Finance Meeting Terms of Reference reaffirmed for 2024/25

11. To adopt the Model Local Resolution Protocol for Community and Team Councils.

The current Council's Model Local Resolution Protocol was sent to members with no amendments.

It was proposed by Cllr Wheeler and seconded by Cllr Evans that the Model Local Resolution Protocol be adopted.

All members in agreement.

Resolved: Model Local Resolution Protocol adopted for 2024/25.

12. Appointment of one representative for Blaenavon World Heritage Group.

Cllr Wheeler currently fulfils this appointment alongside previous Cllr Harris.

The Chief Officer explained only one representative was required this year.

Cllr Wheeler was happy to continue.

It was proposed by Cllr Cowles and seconded by Cllr Jones that Cllr Wheeler be the appointed Council representative for Blaenavon World Heritage Team.

All members were in agreement.

Resolved: Cllr Wheeler be the appointed Council representative for Blaenavon World Heritage Team for the year 2024/25.

13. Appointment of two representatives to the One Voice Wales Gwent Valleys quarterly Area Committee meetings.

It was outlined to members that one of the appointed members had to be the Mayor or Deputy plus one other councillor.

A discussion took place amongst members.

It was proposed by Cllr Cowles and seconded by Cllr Evans that Cllrs Matthews and Wheeler be the Town Council's representatives.

Members were all in agreement.

Resolved: Councillors Matthews and Wheeler would represent the Town Council at the Gwent Valleys Area Committee for the year 2024/25.

14. Appointment of one representative to sit as a minor authority school governor at Ysgol Bryn Onnen Primary School (Four year term).

Former Cllr James previously fulfilled the appointment.

Cllr Keen expressed an interest in becoming the representative.

It was proposed by Cllr Keen and seconded by Cllr Cowles that Cllr Keen be the Town Council's representative.

All members were in agreement.

Resolved: Cllr Keen would represent the Town Council as a minor authority school governor at Ysgol Bryn Onnen for the four-year term.

15. Appointment of one representative for Torfaen Community Transport.

Cllr Wheeler currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Jones and seconded by Cllr Hunt that Cllr Wheeler be the Town Council's representative.

All members were in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Torfaen Community Transport for the year 2024/25.

16. Appointment of one representative for Torfaen Museum Trust.

Cllr Hunt currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Cowles and seconded by Cllr Evans that Cllr Hunt be the Town Council's representative.

All members were in agreement.

Resolved: Cllr Hunt would represent the Town Council on the Torfaen Museum Trust for the year 2024/25.

17. Appointment of one representative for Churches Working Together.

Cllr Evans currently fulfils the appointment and was happy to continue.

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

All members were in agreement.

Resolved: Cllr Evans would represent the Town Council on the Churches Working Together Committee for the year 2024/25.

18. Appointment of one representative for Townscape Heritage Committee.

The Chief Officer explained that this would be a part term appointment.

Cllr Hunt currently fulfils the appointment and was happy to continue.

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

All members were in agreement.

Resolved: Cllr Hunt would represent the Town Council on the Townscape Heritage Committee for the year 2024/25.

19. Appointment of two representatives to serve on the Torfaen Partnership held at the Civic Centre, Pontypool every three months.

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

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

Members were all in agreement.

Resolved: Cllrs Templeton and Jones would represent the Town Council on the Torfaen Local Council Partnership for the year 2024/25.

20. Appointment of one representative for the Mic Morris Sporting Trust.

Cllr Wheeler currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Hunt and seconded by Cllr Cowles that Cllr Wheeler be appointed as the Council representative.

All members were in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Mic Morris Sporting Trust for the year 2024/25.

21. Appointment of one representative for Blaenavon World Heritage Site Partnership Board.

It was outlined to members that the appointed member was typically the Mayor, and this would be Cllr Matthews.

It was proposed by Cllr Evans and seconded by Cllr Templeton that Cllr Matthews be the Town Council's representative.

Members were all in agreement.

Resolved: Cllr Matthews would represent the Town Council on the Blaenavon World Heritage Site Partnership Board for the year 2024/25.

22. Appointment of one representative for Blaenavon World Heritage Site Steering Group.

Cllr Evans currently fulfils the appointment and was happy to continue.

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

Members were all in agreement.

Resolved: Cllr Evans would represent the Town Council on the Blaenavon World Heritage Steering Group for the year 2024/25.

23. Appointment of one representative for Blaenavon World Heritage Site Caring for the Blaenavon Industrial Landscape Group.

Cllr Jones currently fulfils the appointment and was happy to continue.

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

Members were all in agreement.

Resolved: Cllr Jones would represent the Town Council on the World Heritage Site Caring for the Blaenavon Industrial Landscape Group for the year 2024/25.

24. Appointment of one representative for Blaenavon World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group.

Cllr Parfitt currently fulfils the appointment.

A discussion took place amongst members regarding the allocation of a new Council representative, as Cllr Parfitt was not in attendance.

Cllr Evans proposed Cllr Parfitt to be the representative. This was seconded by Cllr Hunt that, Cllr Parfitt be appointed as the Council representative, this could be amended, if required, once Cllr Parfitt returned from holiday.

Members were all in agreement.

Resolved: Cllr Parfitt would represent the Town Council on the World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group for the year 2024/25.

25. Appointment of one representative for Blaenavon World Heritage Site Learning & Community Engagement Group.

Cllr Hunt currently fulfils the appointment and was happy to continue.

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

Members were all in agreement.

Resolved: Cllr Hunt would represent the Town Council on the World Heritage Site Learning & Community Engagement Group for the year 2024/25.

26. Appointment of one representative for Torfaen Armed Forces Covenant Forum.

Cllr Jones proposed Cllr Templeton to be the representative. This was seconded by Cllr Evans.

Members were all in agreement.

Resolved: Cllr Templeton would represent the Town Council on the Torfaen Armed Forces Covenant Forum. for the year 2024/25.

27. 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.

A list of dates for the forthcoming council year 2024/25 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 2024 were listed as recess months.

Cllr Hunt requested that meeting dates be added to Outlook calendar if possible.

The Chief Officer agreed to action this for Cllr Hunt going forward.

This was proposed by Cllr Evans and seconded by Cllr Hunt

All members were in agreement.

Resolved: Members agreed with the meetings dates presented for 2024/25.

28. To confirm the date and time of the Annual General Meeting 2025

The Chief Officer explained that the proposed AGM date would be the 7th of May 2025.

A brief discussion took place amongst members.

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

All members were in agreement.

Resolved: The AGM meeting for 2025 will take place on the 7th of May commencing at 6:30pm.

Meeting ended at 18.46hrs.

Signed Chairman:

Date: 8/5/24.

