



25th April 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 **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 3rd of May 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.

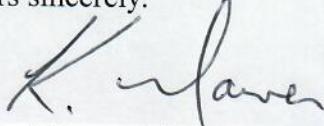
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Chief Officer.

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 2022.**
- 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 2023**
- 8. To Re affirm the Council's Risk Assessment Schedule 2023.**
- 9. To Re affirm the Council's Information and Data Protection Policy 2023.**
- 10. To adopt the Model Local Resolution Protocol for Community and Town Councils.**

- 11.** Appointment of two Councillors to conduct the quarterly finance inspections with the Responsible Financial Officer.
- 12.** Appointment of two representatives for Blaenavon World Heritage Group.
- 13.** Appointment of two representatives to the One Voice Wales Gwent Valleys quarterly Area Committee meetings.
- 14.** Appointment of one representative for Torfaen Community Transport.
- 15.** Appointment of one representative for Torfaen Museum Trust.
- 16.** Appointment of one representative for Churches Working Together.
- 17.** Appointment of one representative for Townscape Heritage Committee.
- 18.** Appointment of two representatives to serve on the Torfaen Partnership held at the Civic Centre, Pontypool every four months.
- 19.** Appointment of one representative for the Mick Morris Sporting Trust.
- 20.** Appointment of one representative for Blaenavon World Heritage Site Partnership Board
- 21.** Appointment of one representative for Blaenavon World Heritage Site Steering Group.
- 22.** Appointment of one representative for Blaenavon World Heritage Site Caring for the Blaenavon Industrial Landscape Group.
- 23.** Appointment of one representative for Blaenavon World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group.
- 24.** Appointment of one representative for Blaenavon World Heritage Site Learning & Community Engagement Group.
- 25.** Appointment of one representative for Torfaen Armed Forces Covenant Forum.
- 26.** 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.
- 27.** To confirm the date and time of the Annual General Meeting 2024

Yours sincerely.



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



BLAENAVON TOWN COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON WEDNESDAY 3RD of MAY 2023 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. A. Jones (in the chair), N. Matthews, A. Beavan, J. Hunt, S. Keen, M. Wheeler, I. Parfitt, L. Cowles, L. Evans.

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

Visitors: None present

Members of 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 members and officers for their support over the previous busy year which had on occasions been challenging due to a period of ill health.

Cllr Jones congratulated members for their team effort and hard work throughout the year and expressed that it had been a pleasure in his role as Mayor to attend many events within the community and to sign the Armed Forces Covenant on behalf of the town council.

Cllr Jones highlighted the importance of continuing to support the local community on into 2023/24 and beyond.

He wished the newly elected Mayor a successful year in their new role.

1. Appointment of Mayor for 2023/24.

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 Cowles. All members in agreement.

Resolved: Cllr Matthews be appointed as Mayor of Blaenavon Town Council for the year 2023/24.

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 the huge honour and privilege it would be to be Mayor of his home town and thanked members for the confidence placed in him.

He paid tribute to Cllr Jones for the work done as Mayor on three terms of office and town Cllr for fifteen years.

Cllr Matthews also paid tribute to Cllr Georgina James for all her hard work and was certain had the AGM not coincided with the birth of her daughter she would be in The Chair now.

2. Appointment of Deputy Mayor.

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

- Cllr Annalisa Beavan

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

Resolved: Cllr Beavan be appointed as Deputy Mayor of Blaenavon Town Council for the year 2023/24.

Cllr Beavan thanked members for the nomination and expressed what a privilege it would be to work alongside members and officers together as a team and was looking forward to the year ahead.

3. To receive and accept apologies.

- Cllr Porter - Work commitment
- Cllr Harris – Holiday

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

Resolved: Apologies accepted.

4. To confirm the minutes of Blaenavon Town Council's Annual General Meeting 2022.

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

It was proposed by Cllr Evans 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 Keen and seconded by Cllr Hunt 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 2023/24.

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 Jones and seconded by Cllr Evans that the signatories remain unchanged.

Resolved: Signatories Cllrs Jones, Wheeler, Cowles, and Parfitt for 2023/24

7. To Re affirm the Council's Standing Orders and Financial Regulations 2023

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

It was proposed by Cllr Beavan and seconded by Cllr Jones that both Standing Orders and Financial Regulation be adopted for 2023/24.

All members were in agreement.

Resolved: Standing Orders and Financial Regulations adopted for 2023/24.

8. To Re affirm the Council's Risk Assessment Schedule 2023.

The current Risk Assessment Schedule had been sent to members with no amendments to dates covering the 2023/24 period.

It was proposed by Cllr Beavan and seconded by Cllr Wheeler that the risk assessment schedule be adopted.

All members were in agreement.

Resolved: Risk Assessment Schedule adopted for 2023/24

9. To Re affirm the Council's Information and Data Protection Policy 2023.

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

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

All members were in agreement.

Resolved: Information and Data Protection Policy adopted for 2023/24

10. To adopt the Model Local Resolution Protocol for Community and Town Councils.

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

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

All members in agreement.

Resolved: Model Local Resolution Protocol adopted for 2023/24.

11. Appointment of two Councillors to conduct the quarterly finance inspections with the Responsible Financial 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 Beavan.

Cllr Jones proposed to be the second appointed member.

It was seconded by Cllr Parfitt that Cllrs Beavan and Jones be appointed for this role.

All members in agreement.

Resolved: Councillors Beavan and Jones to conduct quarterly finance inspections for the year 2023/24.

12. Appointment of two representatives for Blaenavon World Heritage Group.

Cllrs Wheeler and Harris currently fulfil the appointment and were happy to continue.

It was proposed by Cllr Cowles and seconded by Cllr Hunt that Cllrs Wheeler and Harris be the appointed Council representatives for Blaenavon World Heritage Team.

All members were in agreement.

Resolved: Cllrs Wheeler and Harris be the appointed Council representatives for Blaenavon World Heritage Team for the year 2023/24.

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 and this would now be Cllr Matthews.

Cllr Cowles expressed an interest in the appointed role.

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

Members were all in agreement.

Resolved: Councillors Matthews and Cowles would represent the Town Council at the Gwent Valleys Area Committee for the year 2023/24.

14. Appointment of one representative for Torfaen Community Transport.

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

It was proposed by Cllr Hunt and seconded by Cllr Jones 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 Committee for the year 2023/24.

15. 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 Beavan 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 2023/24.

16. Appointment of one representative for Churches Working Together.

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

It was proposed by Cllr Parfitt and seconded by Cllr Jones 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 2023/24.

17. Appointment of one representative for Townscape Heritage Committee.

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

It was proposed by Cllr Evans and seconded by Cllr Bevan 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 2023/24.

18. Appointment of two representatives to serve on the Torfaen 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 Jones and seconded by Cllr Cowles that Cllrs Matthews and Jones be appointed as the Council representatives.

Members were all in agreement.

Resolved: Cllrs Matthews and Jones would represent the Town Council on the Torfaen Local Council Partnership for the year 2023/24.

19. Appointment of one representative for the Mick Morris Sporting Trust.

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

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

All members were in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Mick Morris Sporting Trust for the year 2023/24.

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

The Chief Officer contacted Rebecca Hartley, TCBC for clarity. There are now five World Heritage Groups.

It was outlined to members that the appointed member had to be the mayor, and this would now be Cllr Matthews.

It was proposed by Cllr Jones and seconded by Cllr Keen that Cllrs 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 2023/24.

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

Cllr Jones proposed Cllr Matthews. Cllr Matthews requested if there was an amendment to the proposal

Cllr Evans currently fulfils the appointment and proposed to continue. This was seconded by Cllr Parfitt.

A vote took place amongst members for Cllrs Evans to remain the representative for the Town Council.

There were six votes for Cllr Evans which authorised Cllr Evans to continue as the Town Council's representative.

Resolved: Cllr Evans would represent the Town Council on the Blaenavon World Heritage Steering Group for the year 2023/24.

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

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

Cllr Jones proposed to be the representative. This was seconded by Cllr Parfitt that Cllr Jones be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllrs Jones would represent the Town Council on the World Heritage Site Caring for the Blaenavon Industrial Landscape Group for the year 2023/24.

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

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

Cllr Beavan proposed Cllr Parfitt to be the representative. This was seconded by Cllr Jones that Cllr Parfitt be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllrs Parfitt would represent the Town Council on the World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group for the year 2023/24.

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

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

Cllr Wheeler proposed Cllr Hunt to be the representative. It was seconded by Cllr Beavan 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 2023/24.

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

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

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

Members were all in agreement.

Resolved: Cllrs Hunt would represent the Town Council on the Torfaen Armed Forces Covenant Forum. for the year 2023/24.

26. 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 2023/24 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 2023 were listed as recess months.

This was proposed by Cllr Evans and seconded by Cllr Jones

All members were in agreement.

Resolved: Members agreed with the meetings dates presented for 2023/24.

27. To confirm the date and time of the Annual General Meeting 2024

The Chief Officer explained that the proposed AGM date would be the 1st of May 2024.

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

All members were in agreement.

Resolved: The AGM meeting for 2024 will take place on the 1st of May commencing at 6:30pm.

Meeting ended at 18.53hrs.

Signed Chairman:



Date: 01/05/24.