



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 12th of JUNE 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 in attendance: M. Wheeler, (In the Chair), L. Cowles, A. Beavan, N. Matthews, S. Templeton, Cllr Porter.

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

Visitors: Rebecca Osmond (Shining Stars Academy), Rachael Pugh (Shelite Fitness)

Member of public: Luned James, Olivia Osmond, Georgia Osmond.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Wheeler who welcomed everyone and expressed thanks for attendance.

1. To receive any questions from the public.

None received.

2. To receive and accept apologies.

- Cllr A. Jones – Currently in hospital
- Cllr L. Evans – Holiday
- Cllr I. Parfitt – Holiday
- Cllr S Keen – Holiday
- Cllr J. Hunt – Charity commitment.

It was proposed by Cllr Cowles and seconded by Cllr Porter that the apologies be accepted.

All members in agreement.

Resolved: Apologies accepted.

3. Declarations of Interest

None received.

4. To receive a presentation from Rachael Pugh (Shelite Fitness) regarding the recently implemented Family Fitness Sessions based at Blaenavon Active Living Centre.

Members received an update from Rachael which detailed the number of participants who attended the sessions to date. This comprised of twenty eight in the first week followed by ten and then four.

Rachael shared with members feedback received from participants regarding the day and time of the sessions.

This included there being a number of other activities for a similar demographic on a Friday afternoon, and adults wanting to drop their children off at the session rather than participating themselves.

Rachael received several questions from members enquiring the best way forward to deliver the sessions, these included:

- Is Friday a suitable day?
- Could the time of the sessions be changed?
- Could the session be moved to the dance studio if there is no availability in sports hall?
- Could the session be moved to another venue (Forgeside Community Centre, St Pauls Hall)?
- If there is no availability for an alternative day and time in the sports hall due to another club booking, could the club be approached, and a request made to swap booking?

Rachael explained that Friday may not be a suitable day for the sessions, especially during the summer months, with families potentially being away on weekends.

Sophie explained that due to the nature of the sessions, the sports hall was the only suitable space at Blaenavon Active Living Centre, and the current booking of Friday at 5pm was the only availability the hall had.

Sophie stated that she had also approached St Pauls regarding hiring the hall for a separate event but was advised that due to the room condition it would not be possible.

Rachael stated that she had recently moved another of her classes from Forgeside Community Centre to Blaenavon Active Living Centre due to the floor being unsuitable.

Rachael explained that it would be unlikely that any other club currently hiring the sports hall would be willing to swap their booking, as they would face the same issues with attendance on a Friday at 5pm.

Rachael concluded that the best option would be to change the day of the sessions to encourage more families to attend, as the sessions themselves were popular with families. Alternatively, revert to using the dance studio with smaller numbers as this has more availability.

Members noted the presentation and thanked Rachael for her attendance. Rachael left the meeting.

A brief discussion took place amongst members to continue the sessions as previously agreed.

Resolved: The sessions will continue and be reviewed at the end of the school term, as previously agreed.

5. To receive a presentation from Rebecca Osmond (Shining Stars Music Academy) regarding the delivery of a Community Concert in Blaenavon.

Rebecca firstly thanked members for allowing the choir to participate in the D - Day 80 celebrations held the previous week at St Peter's church.

Rebecca presented a proposal to members requesting £1,500 funding from Blaenavon Town Council, to hold a joint Community Concert at Blaenavon Workmen's Hall on the 19th and 20th of October 2024. This would be similar to the Bronwen Lewis concert previously held by Blaenavon Town Council.

The funding would be used to contribute to the £2,872.00 cost of hiring an external lighting and sound technician for the event, with the remaining cost being offset by ticket sales.

Rebecca explained that previous shows held at the Workmen's Hall, resulted in technical issues which affected the performances, therefore, it would be beneficial for all involved if this was provided by an outside company.

Members were presented with a series of slides depicting choir performances. Rebecca stated that she runs a ladies choir and three children's choirs which have a total of one hundred members, with ages ranging from four to 82 years.

Rebecca explained to members that she is currently struggling to find a suitable venue which is large enough to accommodate her choir. The Workmen's Hall would be an ideal venue as they are a Blaenavon based academy who have used the venue previously with enormous success.

It was further outlined by Rebecca that the concert would provide an opportunity to raise money for charity, with this year's chosen charity being Wales Air Ambulance. The cost of costumes, props and Christmas gifts and experiences are also offset by ticket sales. Previous shows have always sold out.

Rebecca stated that the choir supports children and adults to grow in confidence and life skills through performing, and it is important to have a concert to prepare for and work towards.

Rebecca then took questions from members, which included:

- How many technician companies had been contacted for quotes?
- Would the Dementia Choir that Blaenavon Town Council run in partnership with Arthur Jenkins care home be included in the concert?
- Would this be a joint project between Shining Stars and Blaenavon Town Council?

Rebecca explained that she had contacted two companies for a quote, choosing one based on recommendations and that the company had worked in the Workmen's Hall previously with their quote being the cheapest.

As transport is not always available for residents of the Arthur Jenkins care home, they would be unable to attend the concert in person, however Rebecca explained that a pre-recorded performance of the choir could be shown at the concerts.

Rebecca confirmed to members that the concerts would be a joint project with Rebecca being the main organiser and Blaenavon Town Council supporting.

Rebecca, Olivia, and Georgia then left the meeting.

Resolved: Members noted the presentation and thanked Rebecca for her attendance.

6. To discuss and make any relevant determinations regarding the presentation from Rebecca Osmond (Shining Stars Music Academy) regarding the delivery of a Community Concert in Blaenavon.

A discussion took place among members, with members noting how talented and popular the four choirs are and the broad demographic of participants.

Members also discussed the fact that a community concert had been budgeted for in this fiscal year and the concert would be of benefit to the community.

The concert could also bring people into the town. Members believed that the shows would sell out based on the number of choir members and the fact that this has been the case in previous years.

Members questioned if Rebecca should have contacted more companies to compare quotes, however, based on previous experience, members concluded that most companies would charge roughly the same amount.

Members also felt that the company Rebecca identified had been recommended and had recently delivered a concert in the Hall meaning they knew the set up and would therefore be the most suitable.

It was proposed by Cllr Cowles and seconded by Cllr Matthews to authorise the requested £1,500.

All members in agreement.

Resolved: Blaenavon Town Council to contribute £1,500 to hold a joint Community Concert in partnership with Shining Stars Music Academy.

A further discussion took place amongst members whether Blaenavon Town Council or Shining Stars Music Academy should request the booking form from the Workmen's Hall.

Members were informed about issues Rebecca has faced when attempting to previously hire the Hall for concerts, and perhaps it would be more beneficial for Blaenavon Town Council to deal with the booking process.

It was proposed by Cllr Templeton and seconded by Cllr Cowles that Blaenavon Town Council deal with the booking and request a booking form from the Workmen's Hall.

All members in agreement.

Resolved: Officers to request a booking form from Blaenavon Workmen's Hall to support the Community Concert.

7. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 8th of May 2024.

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Cowles and seconded by Cllr Beavan that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

8. Responsible Finance Officer's Update: To receive and consider the April 2024 financial updates.

Mr Warren (RFO) forwarded to members the May 2024 financial reports electronically in advance of the meeting which detailed the following areas:

- Income and Expenditure
- Credit Card Payments
- Cheque Payments
- Bacs Payments
- Cash Book Transactions
- Bank Reconciliation
- Project Expenditure
- Budget
- VAT
- Bank Statements

Mr Warren presented to members each of the above areas of finance for May 2024 and highlighted any relevant information.

There was an income of £986.00 which consisted of £536.00 a reimbursement of the remainder of the £1000.00 grant previously given to Garn-yr-Erw Welfare Hall that has now ceased to exist. Also, £450.00 payment from TCBC for the room hire for Celt Plus.

Mr Warren also highlighted a total spend on projects of £3691.89.

Members were invited to ask any questions in relation to the information presented.

Members asked for an update on the new Edge IT training system and when they would begin to see reports generated from this.

Mr Warren explained that, due to the trainer being on leave, officers still had one more training session to complete. Once this had been completed reports would be provided for members.

Mr Warren then explained to members how the new system would work in regard to financial reporting.

Members were happy with the presentation.

It was proposed by Cllr Matthews and seconded by Cllr Porter that the financial report for May 2024 be accepted.

All members in agreement.

Resolved: Financial update for May 2024 accepted by members.

9. To receive discuss and note the Notice of appointment of the date for the exercise of Elector's Rights 2024.

The Chief Officer explained to members that this formed an important part of the annual audit and was a legal requirement of publishing the Electors Right's 2024.

This was presented to members via the projector screen and had been forwarded to members prior to the meeting.

The notice was published on Blaenavon Town Council's website and placed within the noticeboard on the 10th of June 2024. All the information that the electorate requires has been prepared and published.

There were no questions raised.

Resolved: Members noted the update.

10. To discuss and make any relevant determination relating to the D-Day 80 event delivered on 6th June 2024.

A discussion took place among members detailing the large amount of positive feedback they had received regarding the event, including the number of residents in attendance, of varying ages.

Members noted that Shining Stars Choir and Piping Hot Cwmbran were superb and added to the atmosphere of the event.

Members thanked the Chief Officer and those involved in organising the event and expressed their wishes for a similar event for VE Day 2025.

The Chief Officer gave an overview of the event to members, which included details of working in partnership with the Royal British Legion Blaenavon Branch.

The Chief Officer went on to explain the event was new and innovative. The feedback received via social media together with in person updates supporting the decision to create an event like this has been hugely positive.

Further positive feedback has also been received from Lord Paul Murphy, Lynn Neagle and Nick Thomas-Symonds who all attended the event. The event was reverend, and influential and the council should be proud of the way that it was delivered.

The cost of the event was within budget.

Cllr Templeton explained to members that as a veteran he thanked the working group for delivering the event. He also explained that it was one of the most emotional commemorative events he has ever attended, and other veterans who he has spoken to all agreed.

Cllr Templeton reiterated that Blaenavon should be immensely proud of the event.

The Chief Officer confirmed that Piping Hot Band and Shining Stars Music Academy have been provisionally booked for VE Day 2025.

Resolved: Members noted the update.

11. To discuss and make any relevant determinations regarding the location of the next Town Council litter pick on 23rd June 2024.

A discussion took place among members regarding a suitable location for the next litter pick.

It was proposed by Cllr Matthews to cover the Giles Road and flower park areas, with the meeting point being the Resource Centre car park. This was seconded by Cllr Cowles.

All members in agreement.

Resolved: The Town Council litter pick will take place at the Giles Road and flower park areas, meeting at the Resource Centre car park at 10am on Sunday 23rd June 2024. Officers to update poster and promote.

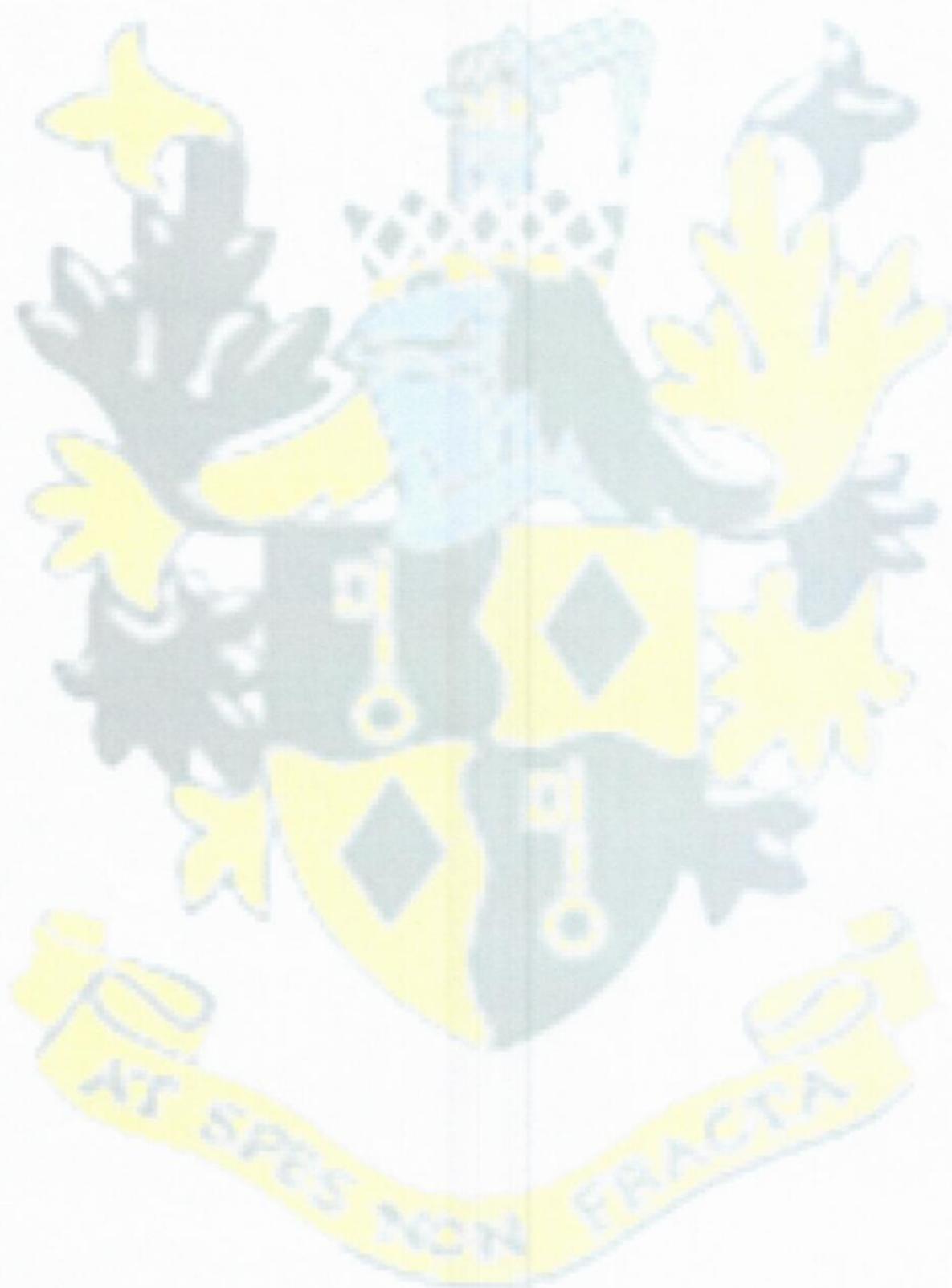
12. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2024/25. Relevant updates or new projects as notified.

None received.

Meeting ended at 19.23 hrs.

Chairman Signed: *Mark Seal*

Date: 10/7/24



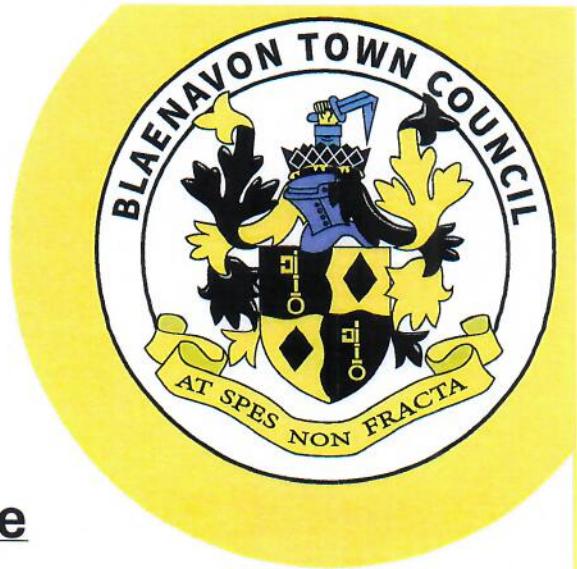
BLAENAVON TOWN COUNCIL

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Finance Update

June - 2024



BLAENAVON TOWN COUNCIL



Bank Reconciliation 2024 - 2025

Bank Reconciliation

JUN

Opening Balance

Current Account	£113,365.79
Card	£0.00
Cash in Hand	£4.73
	£113,370.52
Add Receipts in Period	£5,360.00
Less Payments in Period	<u>£14,299.73</u>
Balance at End of Period	£104,430.79

Balances at Bank

Current Account	£104,426.06
Card	£0.00
Cash in Hand	£4.73
	£104,430.79

Clerk

Sign K. Lawrence

Date 11-7-24

Chairman

Sign M. Cheeke

Date 10-7-24

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2024 - 2025



Period	JUN		ACTUAL	BUDGET	VAR
INCOME					
BTC	£	-	£	-	£0.00
PRECEPT	£	-	£	-	£0.00
VAT RECEIPTS	£	-	£	-	£0.00
REVENUE	£	360.00	£	-	£360.00
HBO	£	-	£	-	£0.00
COMMUNITY BREW INCOME	£	-	£	-	£0.00
OTHER RECEIPTS	£	5,000.00	£	-	£5,000.00
	£	5,360.00	£	-	£5,360.00
EXPENDITURE					
SALARY	£	8,141.76	£	8,141.76	£0.00
ELECTION COSTS	£	-	£	-	£0.00
ESTABLISHMENT COSTS	£	2,103.43	£	2,103.43	£0.00
COUNCILLOR ALLOWANCE	£	1,872.00	£	1,872.00	£0.00
HOSPITALITY	£	-	£	-	£0.00
PROJECTS	£	1,923.16	£	1,923.16	£0.00
GRANTS	£	-	£	-	£0.00
COMMUNITYBREW	£	-	£	-	£0.00
VAT	£	259.38	£	259.38	£0.00
	£	14,299.73	£	14,299.73	£0.00

CLERK

SIGN

DATE

K. Lawrence

11/7/24

CHAIRMAN

SIGN

M. Newbrough

DATE

10-7-24