



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 12th of MARCH 2025 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), N. Matthews, A. Lewis, J Hunt, J Davies, L Evans, A Beavan, T. Porter.

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

Visitors: Amii Morris and Clare Taylor (Torfaen Voluntary Alliance)

Members of public: None present.

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.

The Chief Officer informed the chairperson that the following apologies had been received.

- Cllr Cowles
- Cllr Parfitt

It was proposed by Cllr Beavan and seconded by Cllr Hunt that the apologies be accepted.

All members in agreement.

Resolved - Apologies accepted.

3. Declarations of Interest.

None declared.

4. To receive a policing update from Inspector Lee Stachow (Geographical Inspector for Torfaen)

Inspector Stachow was unable to make the meeting, the update will be re-introduced at the Full Council meeting in March 2025.

Resolved: Members noted the update.

5. To receive a presentation from Aimi Morris (Operational Executive Officer – Torfaen Voluntary Alliance) relating to a joint pilot Community Transport Development initiative for Blaenavon.

Aimi Morris detailed the amendments to the agreement document since her last presentation to Members in February 2025.

These included:

- More detail on how the project aligned with each partner organisations strategies.
- How membership would be managed and reviewed.
- Remuneration cost to Blaenavon Town Council for officer time (7 hours per week) and office space.
- How to ensure suitability and approval of community trustees.
- Review of the timeline for launch of project.

An update on funding was also given:

- £10,000 grant funding has been received and is being held by TVA.
- A total of £3933 will be available for Blaenavon Town Council, this includes £2853 for officer time and £1080 for overheads, covering a period of six months.
- This will leave a delivery budget of circa £6000 which will be used for volunteer recruitment and training.

Members were given to opportunity to ask any questions, which included:

- If electric wheelchair users would be able to access the scheme?
- If members were able to access the online training courses provided by Community Transport Association?

The Chief Officer informed members that a representative from the Town Council would need to be appointed to the steering group as part of the project.

Aimi and Clare were thanked for their attendance and then left the meeting.

Resolved: Members noted the update.

6. To receive an introduction from Cllr Jennifer Davies the newly elected Town Council member for the Blaenavon East ward.

Cllr Davies thanked members for the opportunity and detailed that she was looking forward to supporting the Council and moving forward together.

Resolved: Members noted the update.

7. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 12th of February 2025.

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Wheeler and seconded by Cllr Bevan 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 February 2025 financial update.

Mr Warren (RFO) forwarded to members the February 2025 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 (Bank Statement No: 178)
- Project Expenditure
- Budget
- VAT
- Petty Cash

Mr Warren presented to members each of the above areas of finance for February 2025 and highlighted any relevant information.

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

Members were happy with the presentation.

It was proposed by Cllr Wheeler and seconded by Cllr Lewis that the financial report for February 2025 be accepted.

Resolved: Financial update for February 2025 accepted by members.

9. To discuss and make any relevant determinations relating to a joint pilot Community Transport Development initiative for Blaenavon.

A detailed discussion took place amongst Members.

It was proposed by Cllr Lewis and seconded by Cllr Hunt that Blaenavon Town Council to work in partnership with Torfaen Voluntary Alliance to deliver the pilot Community Transport Development initiative.

All members in agreement.

Resolved: Blaenavon Town Council to sign the agreement documentation and work in partnership with Torfaen Voluntary Alliance to deliver the pilot Community Transport initiative in Blaenavon.

10. To receive and note the Independent Remuneration Panel for Wales Annual Report 2025/26.

The Chief Officer forwarded the report to members prior to the meeting.

A discussion took place amongst members.

Resolved: Members noted the report.

11. To discuss and make any relevant determinations relating to twinning opportunities 2025.

The Chief Officer provided members with details on twinning opportunities with the town of Hrastnik, Slovenia. The town's Mayor and Slovenian Ambassador to the UK are keen to further explore the twinning opportunity and have requested a visit to Blaenavon and meet with the Mayor and Blaenavon Town Council.

A detailed discussion took place amongst members.

It was proposed by Cllr Wheeler and seconded by Cllr Hunt to accept the visit to Blaenavon from Hrastnik Town Council and the Slovenian Ambassador to the UK.

All Members in agreement.

Resolved: Blaenavon Town Council accept a visit to Blaenavon from Hrastnik Town Council and the Slovenian Ambassador to the UK to further explore twinning opportunities.

12. To discuss and make a determination regarding election costs for the forthcoming vacancy within the west ward.

The Chief Officer provided members with an update on the forthcoming vacancy within the West Ward.

It was explained that twenty signatures had been received by Torfaen County Borough Council and nomination packs would be sent to potential candidates, the costs for a potential election were as follows:

- £700 to operate three polling stations
- £2800 staffing costs
- £3000 postal votes cost
- £1375 polling card cost
- £1000 ballot paper cost
- £8873 total cost

A detailed discussion took place amongst members.

It was proposed by Cllr Beavan and seconded by Cllr Hunt that polling cards are issued for potential upcoming election.

All members in agreement.

Resolved: Polling cards to be issued for potential upcoming election.

13. To receive, discuss and make any relevant determinations relating to an upgrade to the Town Council's telephony system.

Prior to the meeting details had been sent to members regarding the upgrade of the Town Council's telephony system, by Ascari, to a digital system.

A discussion took place amongst members.

It was proposed by Cllr Beavan and seconded by Cllr Lewis to upgrade the current system to a digital system with Ascari.

All members in agreement.

Resolved: To upgrade the current telephony system to a digital VOIP system with Ascari.

14. To discuss and make any relevant determinations relating to Stori Craft Group.

Sophie Johnson updated members on the weekly craft group, which the Town Council had been supporting.

Stori is no longer facilitating the group, but the participants want to keep it running. Sophie spoke with the resource centre manager who is happy for them to continue using the facilities.

It was requested if the Town Council could donate craft supplies to help them continue.

A discussion took place amongst members.

It was proposed by Cllr Beavan and seconded by Cllr Hunt to purchase £100 worth of craft equipment and donate to the group.

All members in agreement.

Resolved: Blaenavon Town Council to purchase £100 worth of craft equipment and donate to the craft group.

15. To discuss and make a determination regarding potential Town Council projects for the allocation into the Project Action Plan 2025/26. Relevant updates or new projects as notified.

None received.

Meeting ended at 19.35hrs.

Chairman Signed:



Date: 9/4/25

BLAENAVON TOWN COUNCIL CYNGOR TREF BLAENAFON

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Finance Update

March - 2025



BLAENAVON TOWN COUNCIL



Bank Reconciliation 2024 - 2025

Bank Reconciliation

MAR

Opening Balance

Current Account	£92,892.69	
Card	£0.00	
Cash in Hand	£4.73	
		£92,897.42

Add Receipts in Period	£810.00
Less Payments in Period	<u>£11,336.86</u>

Balance at End of Period **£82,370.56**

Balances at Bank

Current Account	£82,365.83	
Card	£0.00	
Cash in Hand	£4.73	
		£82,370.56

Clerk

Sign

K. Laver

Date

1/4/25

Chairman

Sign

MCW Reels

Date

9-4-25

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2024 - 2025



Period

MAR

ACTUAL

BUDGET

VAR

INCOME

BTC	£	-	£	-	£0.00
PRECEPT	£	-	£	-	£0.00
VAT RECEIPTS	£	-			£0.00
REVENUE	£	810.00	£	-	£810.00
HBO	£	-	£	-	£0.00
COMMUNITY BREW INCOME	£	-	£	-	£0.00
OTHER RECEIPTS	£	-			£0.00

£	810.00	£	-	£810.00
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EXPENDITURE

SALARY	£	9,841.27	£	9,841.27	(£0.00)
ELECTION COSTS	£	-	£	-	£0.00
ESTABLISHMENT COSTS	£	1,036.23	£	1,036.23	£0.00
COUNCILLOR ALLOWANCE	£	-	£	-	£0.00
HOSPITALITY	£	-	£	-	£0.00
PROJECTS	£	95.17	£	95.17	£0.00
GRANTS	£	250.00	£	250.00	£0.00
COMMUNITYBREW	£	-	£	-	£0.00
VAT	£	114.19	£	114.19	£0.00

£	11,336.86	£	11,336.86	(£0.00)
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CLERK

SIGN

DATE

CHAIRMAN

SIGN

DATE