



**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 9<sup>th</sup> of OCTOBER 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), N. Matthews, A. Beavan, L. Cowles, J. Hunt, L. Evans, S. Keen, A. Lewis.

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

**Visitors:** Sue Driscoll (Bethlehem Chapel)

**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 Jones
- Cllr Parfitt
- Cllr Porter
- Cllr Templeton

It was proposed by Cllr Evans and seconded by Cllr Bevan that the apologies be accepted.

All members in agreement.

**Resolved** - Apologies accepted.

### **3. Declarations of Interest.**

- Cllr Hunt – Personal – Agenda item 11

### **4. To receive an update from Sue Driscoll (Bethlehem Chapel) regarding the Blessing of the Crib 2024.**

Sue Driscoll provided an update on behalf of Churches Together. It was proposed to hold a separate event for the Blessing of the Crib from the Town Council's Christmas Lights switch-on.

It was suggested to include a parade within the town as part of the Blessing of the Crib, which is scheduled for Advent Sunday on the 1<sup>st</sup> of December 2024. An invitation was extended to all members.

Members briefly discussed the suggestions and agreed that the Blessing of the Crib should be held separately from the lights switch-on, fully supporting the decision. Members offered their support and thanked Sue for the update.

Sue then left the meeting.

**Resolved:** Members noted the update.

### **5. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 11<sup>th</sup> of September 2024.**

Minutes were read for accuracy with no amendments.

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

All members in agreement.

**Resolved:** Minutes approved as a true and accurate record.

### **6. Responsible Finance Officer's Update: To receive and consider the September 2024 financial update.**

Mr Warren (RFO) forwarded to members the September 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
- Petty Cash

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

Members were invited to ask any questions in relation to the information presented. There was none.

Members were happy with the presentation.

It was proposed by Cllr Keen and seconded by Cllr Evans that the financial report for September 2024 be accepted.

All members in agreement.

**Resolved:** Financial update for September 2024 accepted by members.

**7. To receive an update and make any relevant determinations regarding the Local Government and Housing Committee inquiry into role, governance and accountability of the Community and Town Council Sector October 2024.**

The Chief Officer forwarded to members a copy of documents received from One Voice Wales for their perusal prior to the meeting.

The Chief Officer explained that he represented Blaenavon Town Council at the One Voice Wales virtual meeting which was held on 1<sup>st</sup> of October 2024, alongside other town, and community councils from across Wales.

Welsh Government has published a consultation on local governance and the Housing Committee's inquiry into the role, governance, and accountability of the community and town council sector.

A detailed discussion took place amongst members regarding the inquiry and survey.

It was proposed by Cllr Evans and seconded by Cllr Hunt that the survey be completed by the 18<sup>th</sup> of October 2024.

All members in agreement.

**Resolved:** Survey to be completed by the Chief Officer by 18<sup>th</sup> of October 2024.

**8. To receive, discuss and make any relevant determinations regarding the consultation relating to Road Traffic Orders within Blaenavon being considered by Torfaen County Borough Council October 2024.**

The Chief Officer forwarded to members a copy of documentation relating to proposed changes to local traffic orders in Blaenavon for their perusal prior to the meeting.

A discussion took place amongst members with no objections.

It was proposed by Cllr Evans and seconded by Cllr Hunt to support the Road Traffic Order within Blaenavon.

**Resolved:** Road Traffic Order within Blaenavon supported.

**9. To receive, discuss and make any relevant determinations in relation to the Remembrance Day Parade planned for the 10th of November 2024.**

The Chief Officer provided members with a current update regarding the Remembrance Day Parade 2024.

It was proposed by Cllr Hunt to accept the arrangements for the Remembrance Day Parade 2024. This was seconded by Cllr Cowles.

All members in agreement.

**Resolved:** Arrangements for the Remembrance Day Parade 2024 approved.

**10. To receive, discuss and make any relevant determinations regarding the company structure change and proposed new contracts relating to Orbits IT Group.**

The Chief Officer forwarded to members a copy of documents from Orbits IT Group for their perusal prior to the meeting.

The Chief Officer explained that two areas of the IT group were merging and that there would be a 5% increase in their charges for continued IT support. There had been no price increase in the previous year.

Members had a brief discussion.

It was proposed by Cllr Cowles and seconded by Cllr Beavan to accept the price increase.

All members in agreement.

**Resolved:** Price increase accepted from Orbits IT Group.

**11. To receive an update and make any relevant determinations relating to the Town Council's civic and award event evening at the Workmen's Hall on the 11th of October 2024.**

The Chief Officer provided members with a current update regarding the Civic Event 2024. All invites have been sent out. Attendance of the maximum capacity of 148 have been confirmed.

Members were made aware regarding several issues relating to conditions of hire and invoicing and removal of food waste disposal.

It was agreed that the Town Council would remove any food waste from the premises at the end of the event.

Members discussed the concerns raised with Terry Gardner (Board Member) and since he provided assurances on the issues, they were satisfied for the event to proceed.

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

All members in agreement.

**Resolved:** Civic Event 2024 to proceed.

**12. To discuss and make a determination to reappoint Councillors to form a working group in the preparation of the budget setting process for the 2025/26 fiscal period**

A discussion took place between members regarding establishing a working group to manage the budget setting process.

This would enable members to have a collective approach and have input into the process at an early stage.

A further discussion took place in relation to the appointment of members to the working group. Cllrs Matthews, Wheeler, Cowles, and Lewis agreed to be appointed to the working group.

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

All members in agreement.

**Resolved:** Budget setting working group established with the following Cllrs appointed namely Matthews, Wheeler, Cowles, and Lewis.

**13. To discuss and make any relevant determinations in relation to a suitable location for the next Town Council litter pick on the 20th of October 2024.**

Members discussed potential days, times, and location for the October 2024 litter pick.

It was proposed by Cllr Cowles and seconded by Cllr Hunt to trial a new time of 1:30 p.m. for October and to review it for the November litter pick.

Cllr Beavan proposed Hayman's Field as the location, which was seconded by Cllr Keen. Meeting at Broad Street Carpark at the new time of 1:30 p.m.

**Resolved:** New trial time of 1.30pm at Hayman's field agreed with review of new time in November.

**14. 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.

**By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and the public be excluded from the remainder of the meeting on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

The recording was confirmed as stopped by the Chief Officer at 19.38 hours.

**15. To receive, discuss and make any relevant determinations in relation to Blaenavon Town Council's capacity review October 2024.**

A page with numerous horizontal black redaction bars covering the majority of the text area. A faint watermark of a circular seal with text and a central figure is visible in the background.

The recording was restarted at 20.03hrs

Meeting ended at 20.03 hrs.

**Chairman Signed:** *McWhorter*

Date: 13/11/24

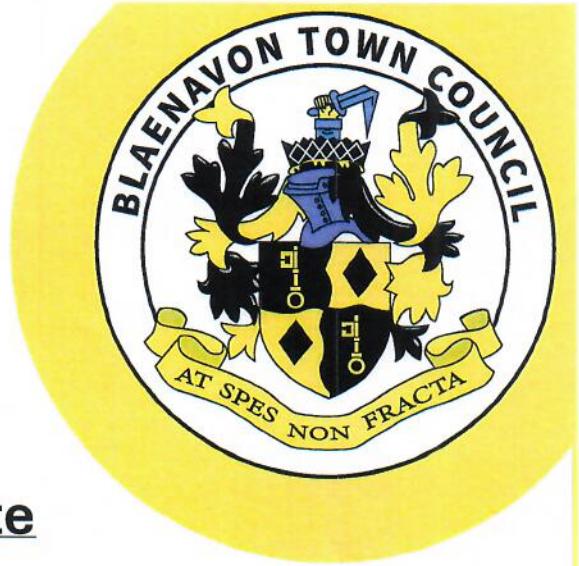
# BLAENAVON TOWN COUNCIL

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## Finance Update

October - 2024

# BLAENAVON TOWN COUNCIL



## Bank Reconciliation 2024 - 2025

### Bank Reconciliation

OCT

#### Opening Balance

Current Account	£127,125.21
Card	£0.00
Cash in Hand	£4.73
	<b>£127,129.94</b>
Add Receipts in Period	£810.00
Less Payments in Period	<u>£13,891.74</u>
Balance at End of Period	<b>£114,048.20</b>

#### Balances at Bank

Current Account	£114,043.47
Card	£0.00
Cash in Hand	£4.73
	<b>£114,048.20</b>

Clerk

Sign

Date

11/11/24

Chairman

Sign

Date

13-11-24

# BLAENAVON TOWN COUNCIL

## Income & Expenditure Statement 2024 - 2025



Period	OCT	ACTUAL	BUDGET	VAR
<b>INCOME</b>				
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
	<b>£ 810.00</b>	<b>£ -</b>	<b>£810.00</b>	
<b>EXPENDITURE</b>				
SALARY	£ 8,141.76	£ 8,141.76	£ -	£0.00
ELECTION COSTS	£ -	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 2,599.88	£ 2,599.88	£ -	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£ -	£0.00
PROJECTS	£ 2,324.70	£ 2,324.70	£ -	£0.00
GRANTS	£ 475.00	£ 475.00	£ -	£0.00
COMMUNITYBREW	£ -	£ -	£ -	£0.00
VAT	£ 350.40	£ 350.40	£ -	£0.00
	<b>£ 13,891.74</b>	<b>£ 13,891.74</b>	<b>£0.00</b>	

CLERK

SIGN

DATE

CHAIRMAN

SIGN

DATE