



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 11th of SEPTEMBER 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, I. Parfitt, T. Porter, S. Templeton, S. Keen, A. Lewis.

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

Visitors: None present.

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 apology had been received.

- Cllr Jones

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

All members in agreement.

Resolved - Apologies accepted.

3. Declarations of Interest.

- Cllr Lewis – Personal – 11
- Cllr Parfitt – Personal – Item 8
- Cllr Beavan – Personal – Item 8

4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 10th of July 2024.

Minutes were read for accuracy with one amendment.

Cllr Hunt (Agenda item 11) clarified that no Board member had been informed of a new date for the next Board meeting at that time.

It was proposed by Cllr Cowles and seconded by Cllr Keen that the minutes be accepted with the above one amendment.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

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

Mr Warren (RFO) forwarded to members the June 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 July and August 2024 and highlighted any relevant information.

Mr Warren informed members that the reports had been produced using the new AdvantEdge finance system and gave an overview of each report presented.

Members discussed the new financial system, reports, and documentation required each month.

It was proposed by Cllr Cowles and seconded by Cllr Templeton that full information and reports including the Budget Heading document be sent electronically in advance of meetings

to all members, thus giving members time to read the reports and raise any questions at finance meetings.

All members in agreement

Members were happy with the presentation.

It was proposed by Cllr Beavan and seconded by Cllr Keen that the financial report for July and August 2024 be accepted.

All members in agreement.

Resolved: Financial update for July and August 2024 accepted by members.

6. To receive an update and make any relevant determinations regarding the outdoor cinema events delivered at Blaenavon Ironworks on the 27th and 28th of August 2024.

Sophie Johnson provided an update on the recent two-night outdoor cinema event held at the Ironworks. Both nights were well attended, despite poor weather conditions with free tickets being quickly taken up by Blaenavon residents.

Organising the event required more work than initially expected to ensure the success of the event. Positive feedback was received, and Wonder Cinema have requested the Town Council to submit a review to their website.

A discussion took place amongst members which included the lack of road marshals, screen brightness facing the highway, inconsistencies in ticket pricing for purchased tickets, and concerns about accessibility / inclusivity for disabled attendees.

It was proposed by Cllr Cowles and seconded by Cllr Hunt to submit a positive review to Wonder Cinema's website with any concerns or issues being discussed privately.

All members in agreement.

Resolved: Sophie to submit a review for the outdoor cinema event on Wonder Cinema's website.

7. To discuss and make any relevant determinations relating to the arrangements for World Heritage Day 25th Anniversary June 2025.

Councillor Matthews provided an update regarding a recent meeting held with the Chief Officer and Ashleigh Taylor.

Ashleigh outlined plans to turn the World Heritage Group into a CIC (Community Interest Company) and seek lottery funding, as well as raise additional funds through initiatives like a ball at the Workmen's Hall, with tickets priced at £50 per person.

A three-day festival is being considered for June 2025 with another event in November 2025 or December 2025 to mark Blaenavon's World Heritage inscription.

Ashleigh requested that the Town Council consider incorporating their 25th anniversary celebrations within the World Heritage Day events and invited the Town Council to participate.

Councillor Wheeler informed members that an online meeting with the World Heritage Group is scheduled for September 19th, where further discussions will take place, and more involvement can be considered after that.

Councillors noted that the World Heritage Officer (TCBC) is currently on long-term sick leave with no replacement yet to be confirmed.

Councillors inquired about the support being requested from the World heritage Group. The Chief Officer explained that while figures such as £5,000 have been mentioned, no final decisions or confirmed requests have been made.

Further updates are expected following the upcoming meetings

Resolved: Members noted the update.

8. To receive, discuss and make any relevant determinations relating to a draft letter addressed to the Board of Directors at Hafod Group regarding the proposed closure of the Arthur Jenkins Nursing Home in Blaenavon.

The letter was forwarded to all members electronically prior to the meeting.

Members had a detailed discussion which included the content of the letter, recent inspection reports, viability of transfer to new care providers, and the short three-month period of notice.

Cllr Cowles stressed that this is not a decision that was made by TCBC, but the care providers themselves. He added that he had attended a meeting with Cllrs Janet Jones, Nick Horler and David Daniels to discuss the issue.

During this meeting, Cllr Cowles requested that Cllr Daniels keeps him updated and provide a detailed summary of the meeting which he intends to share with all members and officers.

It was proposed by Cllr Cowles and seconded by Cllr Parfitt that the draft letter addressed to the Board of Directors at Hafod Group regarding the proposed closure of the Arthur Jenkins Nursing Home in Blaenavon be sent immediately.

Also, that Lynne Neagle MS, Nick Thomas - Symonds MP, Anthony Hunt (TCBC) and David Daniels (TCBC) be copied into the email.

All members in agreement.

The Chief Officer asked if the letter should be released to the local press office and shared via social media.

A discussion took place amongst members who agreed for the release of the letter to the local press offices and for the letter to be uploaded to the Town Council website with a link from Facebook.

Resolved: Letter to be sent to Hafod Group and also placed on the Town Council Website.

9. To Receive an update and make any relevant determinations relating to the Blaenavon Artisan Market.

Blaenavon Artisan Market in partnership with Kat Fox - Madely (Torfaen and Gwent Small Business Markets TGSBM) and funded by TCBC, was supported by the Town Council through the use of the Council's Street Trading Permit.

The market organiser, has struggled to attract regular, traditional stall holders to Blaenavon and despite multiple meetings with Tim Monkton (TCBC) this pilot scheme which began in March 2024, has seen low levels of community support making it unviable for vendors.

The Town Council's primary role was to advertise the monthly markets and provide the necessary street trading permits, both of which were fulfilled.

However, the market has proven unsustainable, and future efforts may focus on holding dedicated events throughout the year, such as a proposed Halloween event in October.

This would involve working in partnership with TGSBM who would provide as an example stall traders, entertainment, and music within the town centre areas covered by the Town Council Street Trading Permit.

In August 2024, a meeting was held with TGSBM to discuss the markets and plan for a potential Halloween event. The plan was to organise children's entertainment, street food vendors, and other stalls. Unfortunately, despite initial plans, they were unable to secure the necessary acts or vendors, and as a result, the Halloween event in partnership with TGSBM will not proceed.

Resolved: Members noted the update.

10. To receive an update and make any relevant determinations relating to the Teen Gym sessions delivered at Blaenavon Active Living Centre.

The attendance figures were forwarded to members electronically in advance of the meeting. Between week commencing April 8th to the end of school term 19th July 2024 there have been ten sessions in total.

A discussion took place amongst members with regards to the low attendance. Seven of the ten sessions were not attended by any participants.

It was proposed by Cllr Parfitt and seconded by Cllr Cowles that due to low attendance the teen gym sessions will no longer be supported.

All members in agreement.

Resolved: Due to low participation, the Teen Gym sessions will not continue.

11. To discuss and make any relevant determinations relating to the donation of a Town Council defibrillator to Blaenavon World Heritage Centre.

Cllr Lewis updated members regarding the urgent need for a defibrillator at the World Heritage Centre. She explained that Cllrs Janet Jones and Nick Horler had been trying to source one for several months without success.

Recently, a visitor collapsed at the centre and required a defibrillator, which had to be retrieved from the Co-op, further emphasising the need for the centre to have its own device.

Cllr Lewis suggested that a defibrillator owned by the Town Council could be allocated to the Centre.

Members had a brief discussion.

It was proposed by Cllr Parfitt and seconded by Cllr Keen that the Town Council defibrillator be located within the World Heritage Centre, with an accompanying notice/plaque stating it was donated by Blaenavon Town Council.

All members in agreement.

Resolved: Town Council defibrillator be located within the World Heritage Centre.

12. To discuss and make any relevant determinations relating to the Town Councils Civic and award event evening at the Workmen's Hall on the 11th of October 2024.

A detailed discussion took place amongst members regarding the upcoming event evening. It was suggested that the event could also serve as an opportunity for community engagement and gathering feedback from attendees through a brief questionnaire.

Additionally, it was proposed that donations could be collected for the mayor's charity.

Further discussions focused on the guest list, which should include dignitaries, community groups, chairs of local Town and Community Councils, schools, and sports clubs, among others. The costs of the event and potential entertainment options were also discussed.

It was proposed by Cllr Evans and seconded by Cllr Cowles that the event take place at the Workmen's Hall on the 11th of October 2024 and that invites should be sent including dignitaries, community groups, schools, and sports clubs.

All members in agreement.

Resolved: Invitations to be forwarded to identified individuals, dignitaries, and local groups.

13. To receive an update and make any relevant determinations regarding grant funding applications.

Sophie Johnson informed members that she had explored several grant funding options. Unfortunately, many of the grants available are not open to Town and Community Councils.

The most suitable option identified is the National Lottery. Sophie has met with a National Lottery representative to discuss potential opportunities.

She explained that the monthly Befriending Film Club could be used for a grant application, as it meets the criteria and has supporting evidence. Alternatively, a new project could be submitted, depending on the decision of members.

A discussion took place amongst members. It was agreed that the upcoming Strategy Day would be an ideal opportunity to further discuss options.

A meeting to be arranged following the Strategy Day with the grant funding working group and Sophie. This was proposed by Cllr Matthews and seconded by Cllr Evans.

All members in agreement.

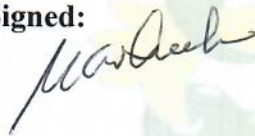
Resolved: Grant funding opportunities to be discussed at the Town Council Strategy Day. Working group to set meeting date following the Strategy Day.

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.

Meeting ended at 20.02 hrs.

Chairman Signed:



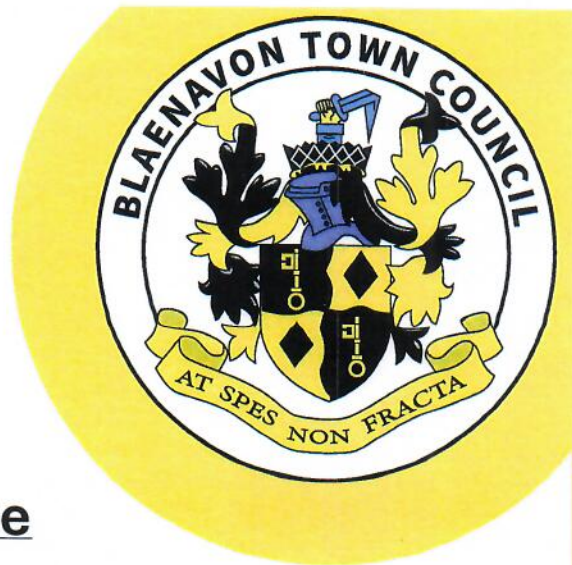
Date: 9/10/24

BLAENAVON TOWN COUNCIL CYNGOR TREF BLAENAFON

☎ 01495 790643

📍 101 High Street, Blaenavon, Torfaen NP4 9PT
101 Stryd Fawr, Blaenafon, Torfaen NP4 9PT

✉ kevin.warren@blaenavontowncouncil.co.uk
www.blaenavontowncouncil.co.uk



Finance Update

August - 2024



BLAENAVON TOWN COUNCIL



Bank Reconciliation 2024 - 2025

Bank Reconciliation

AUG

Opening Balance

Current Account	£92,418.87	
Card	£0.00	
Cash in Hand	£4.73	
		£92,423.60

Add Receipts in Period	£65,110.00
Less Payments in Period	£17,286.14

Balance at End of Period	£140,247.46
--------------------------	--------------------

Balances at Bank

Current Account	£140,242.73	
Card	£0.00	
Cash in Hand	£4.73	
		£140,247.46

Clerk

Sign

K. Laver

Date

21/9/24

Chairman

Sign

M. W. Aesch

Date

11/9/24

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2024 - 2025



Period

AUG

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ 64,750.00	£ 64,750.00	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ 360.00	£ -	£360.00
HBO	£ -	£ -	£0.00
COMMUNITY BREW INCOME	£ -	£ -	£0.00
OTHER RECEIPTS	£ -	£ -	£0.00
	£ 65,110.00	£ 64,750.00	£360.00

EXPENDITURE

SALARY	£ 8,141.76	£ 8,141.76	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 1,505.81	£ 1,505.81	£0.00
COUNCILLOR ALLOWANCE	£ 156.00	£ 156.00	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 6,830.90	£ 6,830.90	£0.00
GRANTS	£ -	£ -	£0.00
COMMUNITYBREW	£ -	£ -	£0.00
VAT	£ 651.67	£ 651.67	£0.00
	£ 17,286.14	£ 17,286.14	£0.00

CLERK

SIGN

DATE

K. Claver
2 / 9 / 24

CHAIRMAN

SIGN

DATE

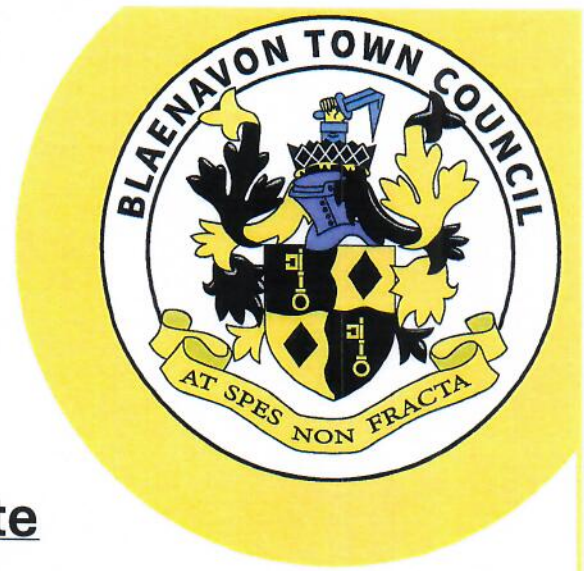
Mawbele
11/9/24

BLAENAVON TOWN COUNCIL CYNGOR TREF BLAENAFON

☎ 01495 790643

📍 101 High Street, Blaenavon, Torfaen NP4 9PT
101 Stryd Fawr, Blaenafon, Torfaen NP4 9PT

kevin.warren@blaenavontowncouncil.co.uk
www.blaenavontowncouncil.co.uk



Finance Update

September - 2024



BLAENAVON TOWN COUNCIL



Bank Reconciliation 2024 - 2025

Bank Reconciliation

SEP

Opening Balance

Current Account	£140,242.73	
Card	£0.00	
Cash in Hand	£4.73	
		£140,247.46

Add Receipts in Period	£0.00
Less Payments in Period	£13,117.52

Balance at End of Period	£127,129.94
--------------------------	--------------------

Balances at Bank

Current Account	£127,125.21	
Card	£0.00	
Cash in Hand	£4.73	
		£127,129.94

Clerk

Sign

K. Evans

Date

1/10/24

Chairman

Sign

Mark Webb

Date

9/10/24

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2024 - 2025



Period

SEP

	ACTUAL	BUDGET	VAR
INCOME			
BTC	£ -	£ -	£0.00
PRECEPT	£ -	£ -	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ -	£ -	£0.00
HBO	£ -	£ -	£0.00
COMMUNITY BREW INCOME	£ -	£ -	£0.00
OTHER RECEIPTS	£ -	£ -	£0.00
	£ -	£ -	£0.00
EXPENDITURE			
SALARY	£ 8,208.36	£ 8,208.36	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 821.19	£ 821.19	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 2,945.12	£ 2,945.12	£0.00
GRANTS	£ 500.00	£ 500.00	£0.00
COMMUNITYBREW	£ -	£ -	£0.00
VAT	£ 642.85	£ 642.85	£0.00
	£ 13,117.52	£ 13,117.52	£0.00

CLERK

SIGN

DATE

K. Claver

1/10/24

CHAIRMAN

SIGN

DATE

Marsden

9/10/24