



Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 10<sup>th</sup> April 2024 at 6:30 pm** on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely in accordance with the Local Government and Elections (Wales) Act 2021

The full minutes of the meeting are subject to confirmation at the Council Finance Meeting to be held on Wednesday the **24<sup>th</sup> April 2024**.

**In attendance:**

Councillors in attendance: A. Beavan (In the Chair)

L. Cowles, J. Hunt, M. Wheeler, S. Keen, T. Porter, N. Matthews, S. Templeton, L. Evans (online)

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

Visitors: Sarah Higgs, Louise Jones Williams (Torfaen Tourism Association)

Member of public: None.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor A. Beavan 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 Jones – Unwell
- Cllr Harris – Work commitment

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

All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- None received

**Resolved:** Members noted and confirmed the declaration of interest.

**4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on 13<sup>th</sup> March 2024.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Keen and seconded by Cllr Templeton that the minutes be accepted.

All members in agreement.

**Resolved:** Members approved as a true and accurate record

**6. To discuss and make any relevant determinations relating to the request for funding from Torfaen Tourism Association.**

The Chief Officer forwarded the donation request to members prior to the meeting for their perusal.

Members discussed the donation request from Torfaen Tourism Association.

A discussion took place amongst members.

Cllr Cowells proposed a donation of £200, comparable to the £100 already confirmed by Henllys Community Council due to electorate size difference. The proposal was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Chief Officer to transact a £200 donation to Torfaen Tourism Association towards the Torfaen Trail map.

**7. Responsible Finance Officer's Update: To receive and consider the March 2024 financial updates.**

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

Mr Warren informed members that the internal audit was due to take place on 4<sup>th</sup> and 5<sup>th</sup> of April 2024, members to receive a further update at the April 2024 Full Council meeting.

Members were happy with the presentation.

Cllrs questioned how transition to the new Edge IT finance system was progressing. Mr Warren gave an update including installation progress and staff training dates. Mr Warren also detailed how the new system would make authorising payments easier for signatories.

It was proposed by Cllr Keen to accept the March 2024 finance update. This was seconded by Cllr Cowles.

All members in agreement.

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

**8.To receive, discuss and make any relevant determination regarding the continuation of funding to the following projects:**

- Family Club
- Mums and Daughters
- Teen Gym Sessions

The Chief Officer forwarded to members summary reports referencing attendance and costings for all the above activities electronically in advance of the meeting.

A discussion took place amongst members which included considerations relating to the amount of families attending Family Club and Mothers and Daughter sessions, the cost of the sports hall hire, coach hire aligned to overall value for money.

Members discussed whether the attending families were a regular cohort. Sophie clarified that there were regular families with new families attending from time to time.

Members considered the cost of running Family Club and Mothers and Daughters for the financial year 2024/25, with value for money being considered based on numbers attending.

Members discussed if the same families attended both the Mums and Daughter and Family Club sessions. If different families attend, would they consider attending a joint session if amalgamated.

Sophie confirmed it was mostly different families attending each session and that sessions were very different in terms of structure, stating those who enjoy one may not necessarily enjoy the other.



Members discussed the need for two Torfaen Sports Development coaches for Family Club compared to one for Mums and Daughters and the extra cost for this.

The Chief Officer confirmed that he had raised this point with Torfaen Sports Development and stated that it was due to health and safety guidance and the ratio of participants to coaches.

Sophie added that there is capacity for more attendees to participate in Family Club due to it taking place in the larger sports hall, therefore two coaches were required compared to one for Mothers and Daughters.

It was questioned if the coaches could tailor one session to suit the attendees of both sessions, using the dance studio which is charged at a lower rate, with capacity also being lower only one coach would be required, saving the Council money.

It was further discussed whether Torfaen Sports Development's view should be sought on the possibility of amalgamating both sessions to enable free sessions to continue.

It was proposed by Cllr Hunt that officers approach Torfaen Sports Development to explain the Council's concern over value for money for both sessions and for them to put forward a proposal for merging both sessions. This was seconded by Cllr Keen.

All members in agreement.

The Teen Gym sessions were discussed by members.

Members noted an increase in numbers since the previous review in January 2024. It was agreed this was positive and needed for the young people of the town.

The Chief Officer explained that the council had received a £1000 grant for the current sessions from BronAfon's Pitch for Pounds scheme and stated this would not be the case for the next financial year.

Review timescales were discussed by members.

It was proposed by Cllr Hunt that sessions should continue until end of July 2024 when another review will take place. This was seconded by Cllr Porter.

All members in agreement.

**Resolved:** Sophie Johnson to contact Torfaen Sports Development regarding putting forward a proposal for merging Family Club and Mums and Daughters sessions. The Teen Gym sessions will continue with a review at the end of July 2024.

#### **9.To discuss and make any relevant determinations regarding D-Day 80 commemorations 2024.**

The Chief Officer outlined details of the D-Day 80 working group. The group has not yet met to discuss event options.

Torfaen County Borough Council have been contacted to enquire about their plans to commemorate the anniversary.

Members have been sent information detailing ideas and options local Councils and organisations may wish to commemorate the day. Cllr Beavan expressed an interest in joining the working group.

It was proposed by Cllr Wheeler and seconded by Cllr Matthews that Cllr Beavan be appointed to the working group.

All members in agreement.

**Resolved:** Cllr Beavan appointed to the D Day 80 working group.

A further discussion took place amongst members regarding the possibility of holding a beacon / torch lighting event at Blaenavon Ironworks, or in conjunction with St Peter's Church.

Also, whether the Council were looking at holding an event to commemorate the anniversary on the 6<sup>th</sup> of June 2024 and over the course of the following weekend as previously discussed.

Questions were raised whether the Royal British Legion had been approached regarding their involvement with an event? The Chief Officer explained they had been approached regarding partnership working to promote an event and will know more when the Council has firm plans in place.

It was suggested that residents of the D-Day era, and those turning 80 years old could be approached to be included in any commemorations taking place, perhaps, inviting as VIPs to share their stories.

**Resolved:** The working group to meet and update members at the April 2024 Full Council meeting.

**11. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2023/24. Relevant updates or new projects as notified.**

None received.

Meeting ended at 20.14 hrs.



**3rd April 2024**

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 Council Finance meeting which will be held on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely on **Wednesday the 10th of April 2024 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. To receive any questions from the public.
2. To receive and accept apologies.
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
4. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held on the 13th of March 2024.
5. To receive a presentation from Sarah Higgs (**Torfaen Tourism Association**) relating to tourism in Torfaen and a consideration of funding from Blaenavon Town Council.
6. To discuss and make any relevant determinations relating to the request for funding from Torfaen Tourism Association.
7. **Responsible Finance Officer's Update:** To receive and consider the March 2024 financial update.



8. To receive, discuss and make a determination regarding the continuation of funding relating to the following projects

- Family Club.
- Mums and Daughters.
- Teen Gym Sessions.

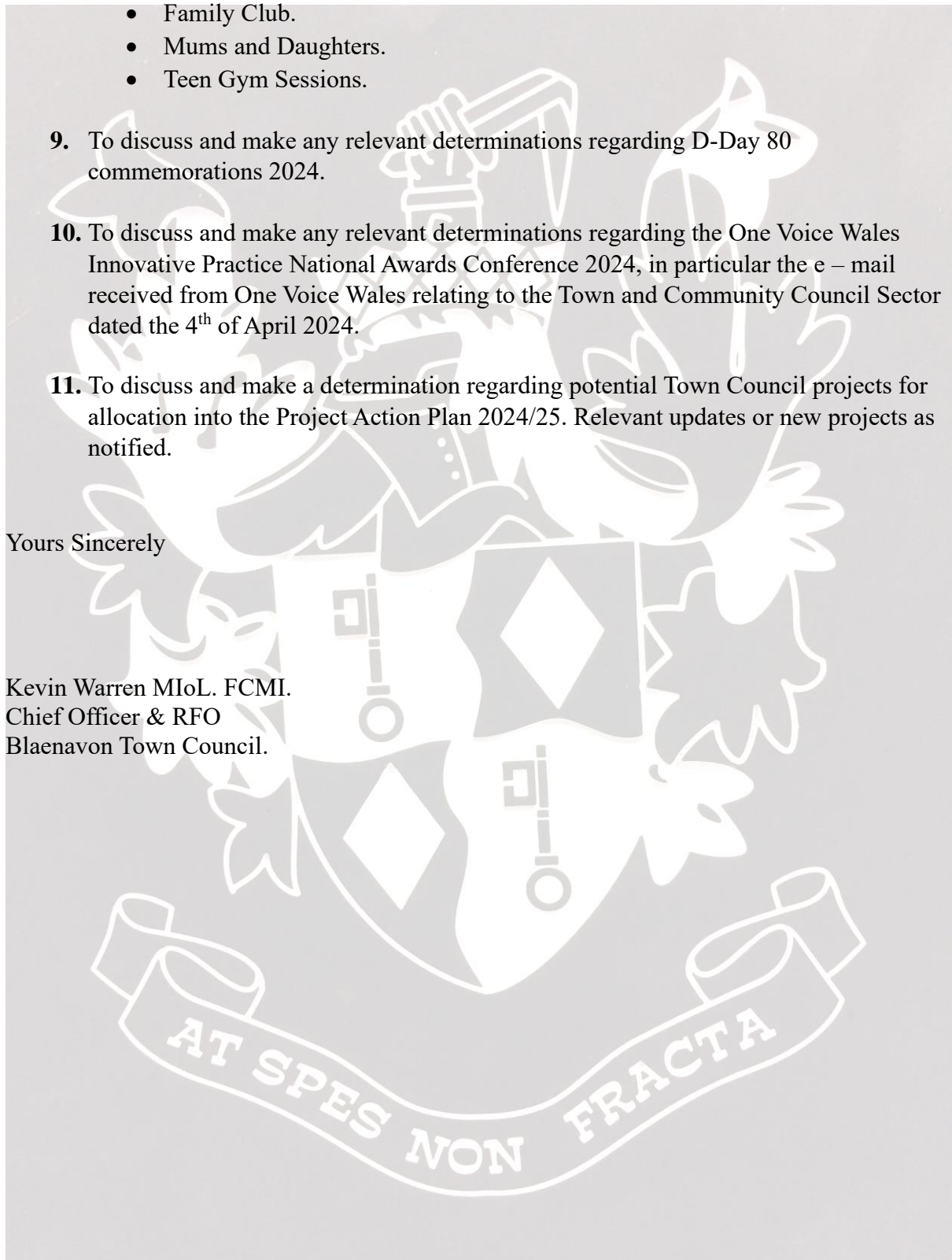
9. To discuss and make any relevant determinations regarding D-Day 80 commemorations 2024.

10. To discuss and make any relevant determinations regarding the One Voice Wales Innovative Practice National Awards Conference 2024, in particular the e – mail received from One Voice Wales relating to the Town and Community Council Sector dated the 4<sup>th</sup> of April 2024.

11. 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.

Yours Sincerely

Kevin Warren MIOl. FCMI.  
Chief Officer & RFO  
Blaenavon Town Council.





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 10<sup>th</sup> of APRIL 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: A. Beavan (In the Chair)

L. Cowles, J. Hunt, M. Wheeler, S. Keen, T. Porter, N. Matthews, S. Templeton, L. Evans (online)

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

Visitors: Sarah Higgs, Louise Jones Williams (Torfaen Tourism Association)

Member of public: None.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor A. Beavan 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 Jones – Unwell
- Cllr Harris – Work commitment

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

All members in agreement.

**Resolved:** Apologies accepted.

**3. Declarations of Interest.**

- None received.



**4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on 13<sup>th</sup> March 2024.**

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Keen and seconded by Cllr Templeton that the minutes be accepted.

All members in agreement.

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

**5. To receive a presentation from Sarah Higgs (Torfaen Tourism Association) relating to tourism in Torfaen and a consideration of funding from Blaenavon Town Council.**

Sarah Higgs and Louise Jones - Williams provided members with a presentation relating to the Torfaen trail together with a detailed background to project, funding outcomes and a map of the attractions across the borough.

A series of questions were presented by members which included

- How many other businesses have signed up to the project especially within the Blaenavon area?
- Considerations regarding sustainability, disability, and the environments?
- Will Garn lakes be included within the project?
- Query regarding advertising aligned to businesses who have donated and those that have not.
- What funding have other Councils donated across the borough?
- What will the outcome be if match funding is not secured?
- Is the map the only outcome?
- Some of the locations mentioned are not within Torfaen.

Louise Jones - Williams explained that any gaps would be looked at and developed. The QR codes will show people established walking and cycling routes within the area. Disabled parking and facilities will be included within the map.

The Keepers Pond is already included within the map and additions can be identified and improved upon within the digital version of the map.

Louise expanded further in relation to businesses and donations. As the project wanted to include every attraction within the map, the decision was to include those businesses who chose not to donate. Moving forward, the project may look at donations being mandatory for businesses.

In terms of donations from other Councils, Henllys Council have donated £100. Cwmbran and Croesyceiliog have not been approached but no figures have been confirmed. Torfaen Tourism have not requested a specific amount.

Relating to outcomes being reached, Sarah Higgs explained that no indication had been given but it is assumed that Torfaen tourism will need to approach more organisations to match the shared prosperity funding.

Sarah further explained that the map is the single outcome, and this will be measured against social media updates, business websites with data outcomes being assessed to determine success.

Sarah and Louise were thanked for their informative presentation and left the meeting.

**Resolved:** Members noted the presentation from Torfaen Tourism Association.

**6.To discuss and make any relevant determinations relating to the request for funding from Torfaen Tourism Association.**

The Chief Officer forwarded the donation request to members prior to the meeting for their perusal.

Members discussed the donation request from Torfaen Tourism Association.

A discussion took place amongst members.

Cllr Cowells proposed a donation of £200, comparable to the £100 already confirmed by Henllys Community Council due to electorate size difference. The proposal was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Chief Officer to transact a £200 donation to Torfaen Tourism Association towards the Torfaen Trail map.

**7.Responsible Finance Officer's Update: To receive and consider the March 2024 financial updates.**

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- Bank Statements

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

Mr Warren informed members that the internal audit was due to take place on 4<sup>th</sup> and 5<sup>th</sup> of April 2024, members to receive a further update at the April 2024 Full Council meeting.

Members were happy with the presentation.

Cllrs questioned how transition to the new Edge IT finance system was progressing. Mr Warren gave an update including installation progress and staff training dates. Mr Warren also detailed how the new system would make authorising payments easier for signatories.

It was proposed by Cllr Keen to accept the March 2024 finance update. This was seconded by Cllr Cowles.

All members in agreement.

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

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All members in agreement.

**Resolved:** Sophie Johnson to contact Torfaen Sports Development regarding putting forward a proposal for merging Family Club and Mums and Daughters sessions. The Teen Gym sessions will continue with a review at the end of July 2024.

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Torfaen County Borough Council have been contacted to enquire about their plans to commemorate the anniversary.

Members have been sent information detailing ideas and options local Councils and organisations may wish to commemorate the day. Cllr Beavan expressed an interest in joining the working group.

It was proposed by Cllr Wheeler and seconded by Cllr Matthews that Cllr Beavan be appointed to the working group.

All members in agreement.

**Resolved:** Cllr Beavan appointed to the D Day 80 working group.

A further discussion took place amongst members regarding the possibility of holding a beacon / torch lighting event at Blaenavon Ironworks, or in conjunction with St Peter's Church.

Also, whether the Council were looking at holding an event to commemorate the anniversary on the 6<sup>th</sup> of June 2024 and over the course of the following weekend as previously discussed.

Questions were raised whether the Royal British Legion had been approached regarding their involvement with an event? The Chief Officer explained they had been approached regarding partnership working to promote an event and will know more when the Council has firm plans in place.

It was suggested that residents of the D-Day era, and those turning 80 years old could be approached to be included in any commemorations taking place, perhaps, inviting as VIPs to share their stories.

**Resolved:** The working group to meet and update members at the April 2024 Full Council meeting.

**10.To discuss and make any relevant determinations regarding the One Voice Wales Innovative Practice National Awards Conference 2024, in particular the e – mail received from One Voice Wales relating to the Town and Community Council Sector dated the 4th of April 2024.**

A discussion took place amongst members regarding the fantastic achievement of the Town Council in being recognised and awarded eleven National Innovative Practices Awards at the recent One Voice Wales National Awards Conference.

Cllr Matthews commended the extent of the work that the Town Council delivers. This was a testimonial to the hard work of the Council's officers in supporting Council projects and initiatives.

The email received from the Chief Executive of One Voice Wales acknowledging the success of the Town Council was discussed by members. The advice from One Voice Wales was for the Town Council to celebrate and promote the work it delivers to its residents.

Members further discussed the importance of building on success and how this could be cascaded to residents. The Chief Officer explained that to keep doing what we are doing which captures success and highlights the positives.

Cllr Keen outlined that a great way to promote the positives was via the Town Council newsletter.

Cllr Templeton explained to members that being a newly elected Cllr it was very impressive to see what is being delivered and the recognition as a result of the national awards.

Cllr Beavan highlighted that it was important for members to fully support the Council's officers in delivering future events and projects in order to maintain success.

**Resolved:** Members noted the recent successes of the Town Council and for this to be promoted and supported moving forward.

**11. 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: 20:14

**Chairman Signed:**



**Date: 8/5/24.**



# 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](mailto:kevin.warren@blaenavontowncouncil.co.uk)  
[www.blaenavontowncouncil.co.uk](http://www.blaenavontowncouncil.co.uk)



## Finance Update

April - 2024



# BLAENAVON TOWN COUNCIL



Bank Reconcilliation 2024 - 2025

## Bank Reconcilliation

APR

### Opening Balance

Current Account	£83,354.26	
Card	£0.00	
Cash in Hand	£4.73	
		<b>£83,358.99</b>

Add Receipts in Period	£65,560.00
Less Payments in Period	£20,495.53

Balance at End of Period **£128,423.46**

### Balances at Bank

Current Account	£128,418.73	
Card	£0.00	
Cash in Hand	£4.73	
		<b>£128,423.46</b>

Clerk

Sign

*K. Lave*

Date

1/5/24

Chairman

Sign

*M. Wheeler*

Date

8/5/24

# **BLAENAVON TOWN COUNCIL**

## **Income & Expenditure Statement 2024 - 2025**



Period

**APR**

	ACTUAL	BUDGET	VAR
<b>INCOME</b>			
BTC	£ -	£ -	£0.00
PRECEPT	£ 64,750.00	£ 64,750.00	£0.00
VAT RECEIPTS	£ -	£ -	£0.00
REVENUE	£ 810.00	£ -	£810.00
HBO	£ -	£ -	£0.00
COMMUNITY BREW INCOME	£ -	£ -	£0.00
OTHER RECEIPTS	£ -	£ -	£0.00
	<b>£ 65,560.00</b>	<b>£ 64,750.00</b>	<b>£810.00</b>
<b>EXPENDITURE</b>			
SALARY	£ 8,812.72	£ 8,812.72	£0.00
ELECTION COSTS	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 7,041.79	£ 7,041.79	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£0.00
PROJECTS	£ 4,042.41	£ 4,042.41	£0.00
GRANTS	£ 400.00	£ 400.00	£0.00
COMMUNITYBREW	£ -	£ -	£0.00
VAT	£ 198.61	£ 198.61	£0.00
	<b>£ 20,495.53</b>	<b>£ 20,495.53</b>	<b>£0.00</b>

CLERK

SIGN

DATE

CHAIRMAN

SIGN

DATE