



Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 13th of March 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 **10th of April 2024**.

In attendance:

Councillors in attendance: A. Beavan, (In the Chair), N. Matthews, L. Cowles, M. Wheeler, A. Jones, S. Templeton. Online: I. Parfitt, L. Evans, T. Porter, S. Keen.

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer), Sophie Johnson (CWD Officer).

Visitors: Mike Logan, Bridges Centre Monmouth.

Member of public: None present.

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

Cllr Beavan welcomed newly appointed Cllr Stephen Templeton to Blaenavon Town Council.

1. To receive any questions from the public.

None received.

2. To receive and accept apologies.

- Cllr Harris – Work commitment

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

All members in agreement.

The Chief Officer explained to members that Cllr Hunt had broken down in his car and was awaiting roadside recovery. He may join the meeting late.

Resolved: Apologies accepted.

3. Declarations of Interest.

- Cllr Cowles – Personal – Item 12.

4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 14th of February 2024.

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Jones and seconded by Cllr Wheeler that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To receive a presentation from Mr Mike Logan (Bridges Centre Monmouth) regarding community transport.

Mr. Logan provided members with an overview of Bridges Centre; a charity initially established in Monmouth over 40 years ago as a befriending club. It has since expanded to cover the whole of Monmouthshire.

Seven years ago, they initiated a community car scheme, funded by the Gwent Regional Partnership Board, which has served thousands of passengers with over forty volunteer drivers. Blaenau Gwent sought a similar service, which has been provided for three years.

Subsequently, Jo Lloyd approached them about starting a project in North Torfaen. The Community Transport Association has provided funds for a feasibility study to assess the viability of this project in North Torfaen.

The next step would involve launching an advertising campaign to recruit volunteer drivers in Torfaen. Once the drivers are in place, the car scheme coordinator will conduct DBS checks and provide training.

Payment for drivers operates on a mileage basis, with a rate of 45p per mile for the journey, paid to the driver.

A series of questions were raised by members covering the following topics:

- Car insurance requirements.
- Service demand and specific use requirements.
- Accommodating wheelchair clients.
- ID badges for drivers.
- Start date of project.
- North Torfaen boundary - where the project would operate.
- First aid training for volunteers.

Mr. Logan answered the questions raised:

- There is no additional cost for car insurance since it is not for business use.
- The service can be utilized for health appointments, social events, etc, but not as a cheap taxi alternative, with a focus on older members of the community and vulnerable adults. A notice period of 7 days will be required.
- Accessibility for wheelchair users is addressed, and vehicles from Monmouthshire can be used if available.

- ID badges and DBS checks are used for volunteers.
- The service can start as soon as drivers are sourced, trained, and checked.
- The boundary is clarified to be Blaenavon and Abersychan, which will be stated in advertising.
- First aid training is not currently offered to volunteers and could be added if necessary.

Mr. Logan informed members that a car scheme coordinator would be based in Abergavenny, covering Blaenau Gwent and Torfaen, with flexibility in arrangements. He also requested Blaenavon Town Council to share advertisements for a coordinator position.

A discussion took place amongst members.

Cllr Beavan proposed to support the feasibility transport initiative. This was seconded by Cllr Jones.

All members in agreement.

Resolved: Community Transport Initiative supported by members.

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

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

Mr Warren informed members that there had been an income of £810 which was the payment from TCBC for office space for Kevin Weaver, in support of Torfaen Works.

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

Members were happy with the presentation.

It was proposed by Cllr Jones and seconded by Cllr Cowles that the financial report for February 2024 be accepted.

All members in agreement.

Resolved: Financial update for February 2024 accepted by members.

8. To receive, discuss and make a determination regarding received quotes relating to the implementation of an upgrade to the Town Council's finance system.

The Chief Officer forwarded to members the quotations electronically in advance of the meeting and provided members with an update on the finance systems offered.

Since the last Town Council finance meeting in February 2024, the Chief Officer has explored options for upgrading the existing finance system. Demonstrations were provided for the Chief and Assistant Chief Officers which included Edge IT Systems, Realtas Business Solutions, and Scribe Accounting Systems.

These service providers offer sector-based systems, all well-equipped for transition from existing excel spreadsheets. The new system is expected to enhance and streamline all financial management processes.

The cost of upgrading to the new system was considered during the budget-setting process and stands at £2k.

A discussion took place amongst members.

It was proposed by Cllr Beavan and seconded by Cllr Jones to implement the Edge I T Finance system.

All members in agreement.

Resolved: Chief Officer to commission Edge IT to implement the new finance system.

9. To receive and make a determination regarding the requested further information relating to the grant application submitted by the Pontypool H.S. Pigeon Club.

As requested by members in the February 2024 full council meeting the Chief Officer requested a bank statement for the Pontypool H. S. Pigeon Club. This was forwarded to all members ahead of the meeting.

A discussion took place amongst members regarding the request for support to purchase equipment for the pigeon club.

It was proposed by Cllr Matthews and seconded by Cllr Templeton that the request be supported with an award of £220.

All members in agreement.

Resolved: Chief Officer to facilitate the transaction and update the Pigeon Club.

10. To receive and note the Independent Remuneration Panel for Wales Annual Report 2024/25.

The Chief Officer forwarded the annual report to all members in advance of the meeting.

The Chief Officer explained that there had been no changes within the 2024/25 report in relation to Town and Community Councils.

Resolved: Members noted the update.

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.

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.

12. To receive, discuss and make any relevant determinations regarding an update from the appointed working group relating to the Assistant Chief Officer - Review of role, salary and working hours - February 2024.

The recording of the meeting was confirmed as stopped at 19.18 hrs by the Chief Officer.

Sophie Johnson and Kerry Jones left the meeting.

Cllr Beavan presented to members a report compiled by the appointed working group in relation to the Assistant Chief Officer review of salary and working hours February 2024.

A lengthy and detailed discussion took place amongst members regarding the content of the report and proposed recommendations. As a result of the discussions, members were unable to reach an agreed determination.

It was proposed by Cllr Matthews and seconded by Cllr Cowles that the working group reconvene and provide an amended report together with a job specification and recommendations for remuneration.

All members in agreement.

Resolved: Working group to reconvene and provide an amended report together with a job specification and recommendations for remuneration.

At 20:20hrs the recording was recommenced.

Meeting ended at: 20:21



6th March 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 13th of March 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 14th of February 2024.
5. To receive a presentation from Mr Mike Logan (Bridges Centre Monmouth) regarding community transport.
6. To receive an introduction from Cllr Stephen Templeton the newly elected Town Council member for the Blaenavon east ward
7. **Responsible Finance Officer's Update:** To receive and consider the February 2024 financial update.

8. To receive, discuss and make a determination regarding received quotes relating to the implementation of an upgrade to the Town Council's finance system.
9. To receive and make a determination regarding the requested further information relating to the grant application submitted by the Pontypool H.S. Pigeon Club.
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Yours Sincerely



Kevin Warren MioL, FCMI.
Chief Officer & RFO
Blaenavon Town Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE FINANCE COUNCIL MEETING
HELD ON WEDNESDAY 13th of MARCH 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), N. Matthews, L. Cowles, M. Wheeler, A. Jones, S. Templeton. Online: I. Parfitt, L. Evans, T. Porter, S. Keen.

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer), Sophie Johnson (CWD Officer).

Visitors: Mike Logan, Bridges Centre Monmouth.

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All members in agreement.

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Resolved: Apologies accepted.

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A discussion took place amongst members.

Cllr Beavan proposed to support the feasibility transport initiative. This was seconded by Cllr Jones.

All members in agreement.

Resolved: Community Transport Initiative supported by members.

6. To receive an introduction from Cllr Stephen Templeton the newly elected Town Council member for the Blaenavon east ward.

Cllr Templeton addressed members, introducing himself as a resident of Blaenavon for the past two years, with a total of 15 years living in Wales. He brings 24 years of experience serving in the Welsh Gunners of the Army. Since leaving the military he has worked as a bodyguard worldwide.

Expressing gratitude for the warm welcome and acceptance his family has received, Cllr Templeton conveyed his enthusiasm for joining the Blaenavon Town Council team and contributing to the community.

Resolved: Members noted the update.

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

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The recording of the meeting was confirmed as stopped at 19.18 hrs by the Chief Officer.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Resolved: Working group to reconvene and provide an amended report together with a job specification and recommendations for remuneration.

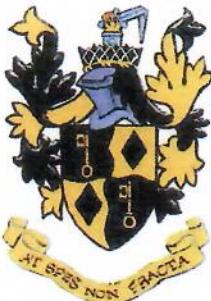
At 20:20hrs the recording was recommenced.

Meeting ended at: 20:21

Chairman Signed:

A Beaven

Date: 10/4/24.



BLAENAVON TOWN COUNCIL

CYNGOR TREF BLAENAFON

101 High Street, Blaenavon, Torfaen. NP4 9PT
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www.blaenavontowncouncil.co.uk



Blaenavon Town Council

Finance Update

March 2024

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2023 - 2024

Bank Reconciliation

MAR

Opening Balance

Current Account	£95,375.40
Card	£0.00
Cash in Hand	£4.73
	£95,380.13

Add Receipts in Period	£0.00
Less Payments in Period	<u>£12,021.14</u>
Balance at End of Period	£83,358.99

Balances at Bank

Current Account	£83,354.26
Card	£0.00
Cash in Hand	£4.73
	£83,358.99

Clerk

Sign K. Lane
Date 24/4/24

Chairman

Sign A. Beaumont
Date 10/4/24

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2023 - 2024



Period	MAR		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	£	8,265.26	£	8,265.26	£0.00
ELECTION COSTS	£	-	£	-	£0.00
ESTABLISHMENT COSTS	£	1,590.52	£	1,590.52	£0.00
COUNCILLOR ALLOWANCE	£	29.70	£	29.70	£0.00
HOSPITALITY	£	-	£	-	£0.00
PROJECTS	£	1,496.42	£	1,496.42	£0.00
GRANTS	£	470.00	£	470.00	£0.00
COMMUNITYBREW	£	-	£	-	£0.00
VAT	£	169.24	£	169.24	£0.00
	£	12,021.14	£	12,021.14	£0.00

CLERK	<u>K. Lane</u>	
SIGN	<u>K. Lane</u>	
DATE	<u>21/4/24</u>	

CHAIRMAN		
SIGN	<u>A. Bowen</u>	
DATE	<u>10/04/24</u>	

BLAENAVON TOWN COUNCIL

Cash card transactions 2023 - 2024



MONTH MAR

CLERK	<hr/> <i>K. W. Lane</i> <hr/>
SIGN	<hr/>
DATE	2/4/24

CHAIRMAN	<hr/>
SIGN	<hr/>
DATE	<hr/>

BLAENAVON TOWN COUNCIL

BACS Payments 2023 - 2024



DATE

K. Wayne

DATE

10/4/2014

BLAENAVON TOWN COUNCIL

Petty Cash transactions 2023 - 2024

MONTH

CLERK _____
SIGN _____
K. J. Lane

CHAIRMAN _____
SIGN _____

—
SIGN
CHAIRMAN



Opening Balance	£	4.73
Less transactions in Period	£	-
Plus reimbursement in period	£	-
Closing Balance	£	4.73
Cash in Hand	£	<u>4.73</u>

CLERK	<u>K. J. Lane</u>
SIGN	<u>K. J. Lane</u>
DATE	<u>2/4/24</u>

CHAIRMAN	<u>S. Bowser</u>
SIGN	<u>S. Bowser</u>
DATE	<u>10.4.24</u>