



Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 10th of January 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 **14th of February 2024**.

In attendance:

Councillors in attendance: A. Beavan (In the Chair), N. Matthews, L. Cowles, J. Hunt, M. Wheeler, I. Parfitt.

Cllrs Porter, Keen & Jones attended online.

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

Visitors: Andy Smith, Internal auditor

Member of public: None.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor 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 Harris – Work commitment
- Cllr Evans – Work commitment
- Cllr James – Childcare

It was proposed by Cllr Hunt and seconded by Cllr Wheeler those 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 the 8th of November 2023.

Minutes were read for accuracy with no amendments.

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

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To receive, consider and note the Interim Internal Audit Report (April - September 2023).

The Chief Officer forwarded to members a copy of the interim audit report and associated documents for their perusal prior to the meeting.

Andy Smith, internal auditor addressed members and reiterated that over the previous years he had not made any comments on governance or record keeping which had been excellent.

He noted in the budget setting for this year that the predicted end of year reserve is low, and consideration should be given to this when considering the budget.

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

Members asked what the recommended level of reserves was required to be deemed satisfactory.

It is recommended that the equivalent to at least one precept payment be retained as a minimum for reserve.

Cllr Beavan thanked Mr Smith for his attendance at the meeting.

Resolved: Interim Internal Audit Report noted and accepted by members.

6. Responsible Finance Officer's Update: To receive and consider the November & December 2023 financial updates.

Mr Warren (RFO) forwarded to members the November and December 2023 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 November and 2023 and highlighted any relevant information.

Mr Warren informed members that there had been an income of £885 which was the payments for Christmas market stalls, £770 and the payment to the Horticultural Society for table hire, £105 which had bounced back into the Town Council account and was then repaid.

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

Members were happy with the presentation.

Mr Warren then presented to members each of the above areas of finance for December 2023 and highlighted any relevant information.

Mr Warren informed members that there had been an income of £61,666.66 which was the precept payment from TCBC.

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

Members were happy with the presentation.

Resolved: Financial update for November and December 2023 accepted by members.

7. To receive, consider and make any relevant determinations in relation to Blaenavon Town Council's draft budget for 2024/25.

Cllr Beavan explained to members that the draft budget for 2024/25 and associated documents had been forwarded to members ahead of the meeting.

It was agreed to commence the discussions using the budget report 2024/25 as a starting point.

A detailed discussion took place amongst members regarding the draft budget which incorporated project spend, grants and donations, establishment, salary, other costs, and precept.

The following determinations were made:

- **Project Spend**

Following a detailed discussion members agreed that future Town Council events should be recorded as event one, two, three and so on.

This was proposed by Cllr Matthews and seconded by Cllr Cowles. All members in agreement.

Resolved: Chief Officer to amend the Draft Budget 2024/25 with new project titles as above.

- **Grants and Donations**

TCBC – CCTV Cameras

Following a detailed discussion members agreed to continue to support the CCTV camera maintenance, providing that SRS attend a Town Council meeting to provide an update to members. Cllr Cowles will facilitate this request on behalf of members.

This was proposed by Cllr Matthews and seconded by Cllr Hunt.

All members in agreement.

Resolved: Cllr Cowles to contact TCBC to invite SRS to a Town Council meeting.

Torfaen Play Service

Following a detailed discussion members agreed to continue to support the project which must be advertised and promoted as a Town Council project.

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

All members in agreement.

Resolved: Chief Officer to contact TCBC Play Service to ensure the project is advertised as a Town Council project.

- **Precept**

Following a detailed and indepth discussion members agreed to an increase in the precept from £185k to £194,250 an increase of £9,250.

For a **Band A** property (48.97% of dwellings in Blaenavon) this equates to £3.47 per year, £0.29 per month or £0.07 per week increase.

For a **Band D** property (5.19% of dwellings in Blaenavon) this equates to £4.68 per year, £0.39 per month or £0.09 per week increase.

It was proposed by Cllr Cowles and seconded by Cllr . Wheeler to raise the precept to £194,250 for year 2024/25.

All members in agreement.

Resolved: Draft Budget to be discussed in January 2024 Full Council for ratification.

8. 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 20.30 hrs.





4th January 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 January 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.

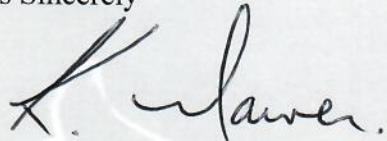
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Chief Officer.

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 8th of November 2023.
5. To receive, consider and note the Interim Internal Audit Report (April - September 2023)
6. **Responsible Finance Officer's Update:** To receive and consider the November & December 2023 financial updates.
7. To receive, consider and make any relevant determinations in relation to Blaenavon Town Council's draft budget for 2024/25.

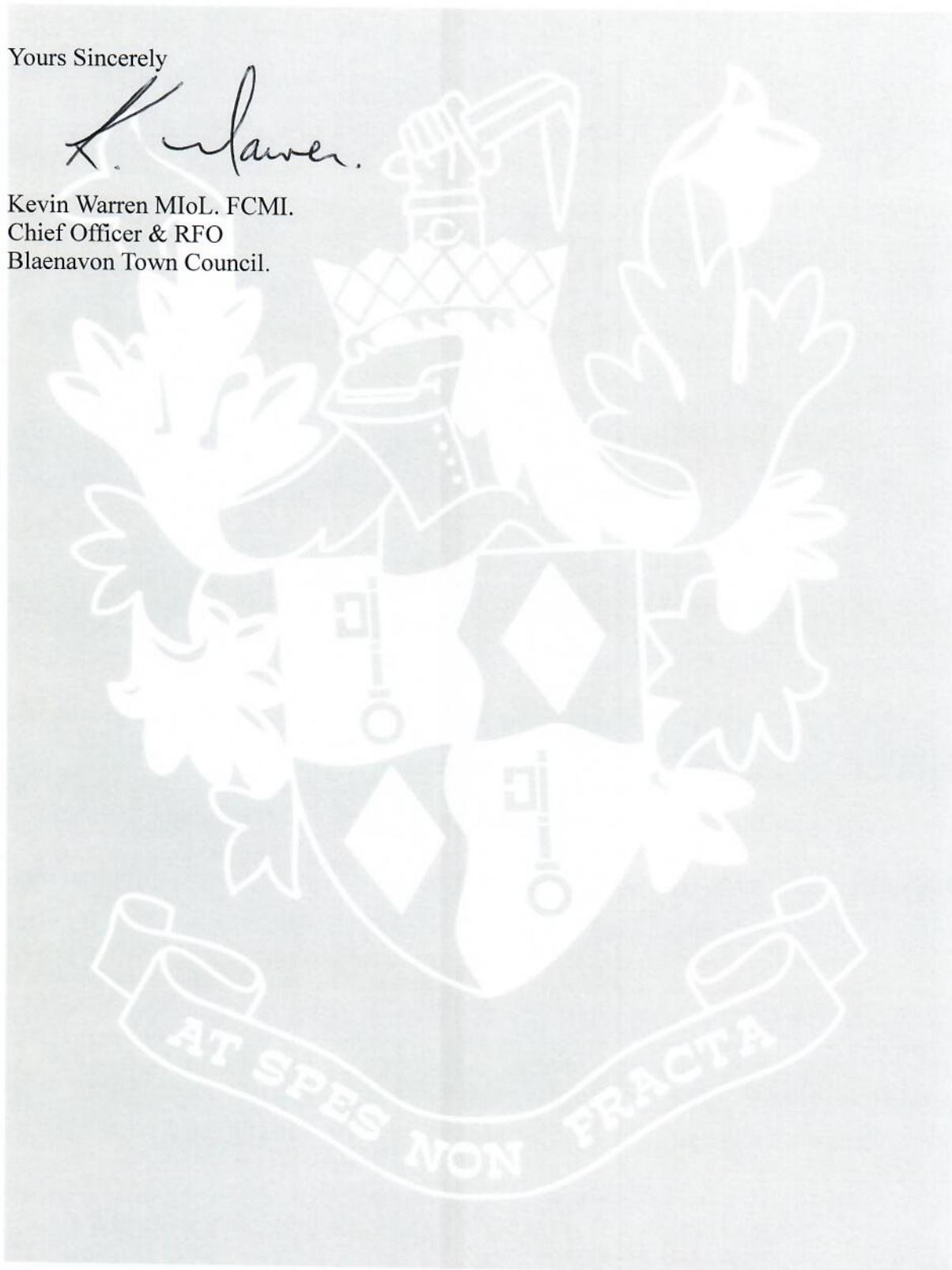
8. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2024/25. Relevant updates or new projects as notified.

Yours Sincerely



K. Warren.

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





BLAENAVON TOWN COUNCIL
MINUTES OF THE FINANCE COUNCIL MEETING
HELD ON WEDNESDAY 10th of January 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, J. Hunt, M. Wheeler, I. Parfitt.

Cllrs Porter, Keen & Jones attended online.

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

Visitors: Andy Smith, Internal auditor (Community Finance Solutions)

Member of public: None.

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

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None received.

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

All members in agreement.

Resolved: Apologies accepted.

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Resolved: Minutes approved as a true and accurate record.

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He noted in the budget setting for this year that the predicted end of year reserve is low, and consideration should be given to this when considering the budget.

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Resolved: Draft Budget to be discussed in January 2024 Full Council for ratification.

8. 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 20.30 hrs.

Chairman Signed:



Date: 14/2/24.



BLAENAVON TOWN COUNCIL

CYNGOR TREF BLAENAFON

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www.blaenavontowncouncil.co.uk



Blaenavon Town Council

Finance Update

January 2024

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2023 - 2024

Bank Reconciliation

JAN

Opening Balance

Current Account	£137,614.01
Card	£0.00
Cash in Hand	£4.73
	£137,618.74

Add Receipts in Period	£31.98
Less Payments in Period	<u>£32,239.51</u>
Balance at End of Period	£105,411.21

Balances at Bank

Current Account	£105,406.48
Card	£0.00
Cash in Hand	£4.73
	£105,411.21

Clerk

Sign K. Lane

Date 11/2/24

Chairman

Sign W. Matthews

Date 14/2/24

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2023 - 2024



Period	JAN	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	£ 31.98	£ -	£ -	£31.98
	£ 31.98	£ -	£31.98	
EXPENDITURE				
SALARY	£ 13,576.18	£ 13,576.18	£ -	£0.00
ELECTION COSTS	£ -	£ -	£ -	£0.00
ESTABLISHMENT COSTS	£ 3,999.87	£ 3,999.87	£ -	£0.00
COUNCILLOR ALLOWANCE	£ -	£ -	£ -	£0.00
HOSPITALITY	£ -	£ -	£ -	£0.00
PROJECTS	£ 11,759.22	£ 11,759.22	£ -	£0.00
GRANTS	£ 500.00	£ 500.00	£ -	£0.00
COMMUNITYBREW	£ -	£ -	£ -	£0.00
VAT	£ 2,404.24	£ 2,404.24	£ -	£0.00
	£ 32,239.51	£ 32,239.51	£0.00	

CLERK

SIGN

DATE

11/2/24

CHAIRMAN

SIGN

DATE

14/2/24

BLAENAVON TOWN COUNCIL

Cash card transactions 2023 - 2024

MONTH
JAN



CLERK
SIGN
K. L. Lauer
10/24

CHAIRMAN *W. Mathews*
SIGN _____
DATE 14/2/24

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BLAENAVON TOWN COUNCIL

Petty Cash transactions 2023 - 2024



MONTH JAN

Opening Balance	£	4.73
Less transactions in Period	£	-
Plus reimbursement in period	£	-
Closing Balance	£	4.73
Cash in Hand	£	4.73

CLERK
SIGN
K. J. Glavin

CHAIRMAN
SIGN *W. Hettner*

DATE 12/24

DATE 14/2/24

BLAENAVON TOWN COUNCIL

Register of cheques written 2023 - 2024

MONTH

JAN



CLERK	<u>K. L. Lauer</u>
SIGN	<hr/>
DATE	<u>1/2/24</u>

CHAIRMAN	<u>W. Hartung</u>
SIGN	<hr/>
DATE	<u>14/2/24</u>

CHAIRMAN W. Hartung
SIGN
DATE 14/2/24

BLAENAVON TOWN COUNCIL

BACS Payments 2023 - 2024

MONTH

DATE	CATEGORY	DESCRIPTION	NET	VAT	TOTAL
25-Dec-2023	ESTABLISHMENT	IT SUPPORT	£ 105.00	£ 21.00	£ 126.00
30-Dec-2023	ESTABLISHMENT	MICROSOFT 365	£ 1,605.60	£ 321.12	£ 1,926.72
2-Jan-2024	ESTABLISHMENT	RENT BILL	£ 1,000.00	£ -	£ 1,000.00
2-Jan-2024	PROJECTS	PRIZE VOUCHER	£ 20.00	£ -	£ 20.00
3-Jan-2024	PROJECTS	PRIZE VOUCHER	£ 20.00	£ -	£ 20.00
3-Jan-2024	ESTABLISHMENT	HANDTIE BOUQUET	£ 25.00	£ -	£ 25.00
3-Jan-2024	ESTABLISHMENT	GAS BILL	£ 114.58	£ 5.73	£ 120.31
3-Jan-2024	ESTABLISHMENT	GAS BILL	£ 105.85	£ 5.29	£ 111.14
4-Jan-2024	PROJECTS	PAPER CUPS	£ 28.80	£ 5.76	£ 34.56
10-Jan-2024	ESTABLISHMENT	CYBER PACKAGE	£ 367.36	£ -	£ 367.36
10-Jan-2024	PROJECTS	STUDIO HIRE - YOGS SESSION	£ 82.50	£ 16.50	£ 99.00
10-Jan-2024	PROJECTS	YOUTH GYM SESSIONS	£ 150.00	£ 30.00	£ 180.00
11-Jan-2024	PROJECTS	XMAS TREE - MARKET STREET	£ 2,000.00	£ 400.00	£ 2,400.00
11-Jan-2024	PROJECTS	XMAS LIGHT INSTALLATION	£ 7,686.25	£ 1,537.25	£ 9,223.50
11-Jan-2024	ESTABLISHMENT	OFFICE CLEANING	£ 83.00	£ -	£ 83.00
15-Jan-2024	PROJECTS	HIRE OF SCHOOL ROOM	£ 225.00	£ -	£ 225.00
15-Jan-2024	ESTABLISHMENT	BROADBAND	£ 38.50	£ 7.70	£ 46.20
15-Jan-2024	SALARY	REIMBURSEMENT OF PAYROLL	£ 5,310.92	£ -	£ 5,310.92
16-Jan-2024	PROJECTS	WELLBEING DAY WORKSHOPS	£ 1,000.00	£ -	£ 1,000.00
17-Jan-2024	PROJECTS	TEA CUP RIDE	£ 425.00	£ -	£ 425.00
17-Jan-2024	PROJECTS	DVD FILM	£ 5.00	£ -	£ 5.00
22-Jan-2024	SALARY	SALARY RECHARGE	£ 8,265.26	£ -	£ 8,265.26
25-Jan-2024	GRANTS / DONATION	LLANTARNAM GRANGE	£ 250.00	£ -	£ 250.00
25-Jan-2024	GRANTS / DONATION	JOSEPH FOSTER	£ 250.00	£ -	£ 250.00
25-Jan-2024	ESTABLISHMENT	IT SUPPORT	£ 105.00	£ 21.00	£ 126.00



CLERK _____
SIGN 
DATE 11/21/24

CHAIRMAN Mr. Hartung
SIGN _____
DATE 14/2/24

A vertical grid of 10 columns and 10 rows, divided into two main sections: a yellow top section and a blue bottom section. The grid is defined by black lines. The yellow section occupies the top half of the grid, and the blue section occupies the bottom half. The grid is empty, containing no text or other markings.