Summary (Notes) of the Finance Meeting of Blaenavon Town Council held on **Wednesday the 8th of May 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 **12th of June 2024.**

In attendance:

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

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer) Sophie Johnson (C.W.D Officer).

Visitors: None present.

Member of public: Susan Griffiths.

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.

- Cllr Evans – Work commitment
- Cllr Keen – Unwell
- Cllr Hunt – Other commitment
- Cllr Porter – Absent.

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

All members in agreement.

Resolved: Apologies accepted.

3. Declarations of Interest.

None received.

4. To receive a presentation from Rebecca Osmond (Shining Stars Music Academy) regarding the delivery of a Community Concert within Blaenavon.

The Chief Officer received a message from Rebecca Osmond who apologised for forgetting about the meeting. The Chief Officer will contact Rebecca to reschedule her attendance.

All members in agreement.

Resolved: Chief Officer to contact Rebecca Osmond to arrange attendance at a future Council meeting.

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

Minutes were read for accuracy with no amendments.

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

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

7. Council Meetings: To confirm the minutes of the Council Annual General Meeting held on the 1st of May 2024.

Minutes were read for accuracy with no amendments.

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

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

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

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

Mr Warren informed members that there had been several late invoices received in April 2024 all from the Workmen's Hall.

The invoices related to the hire of the cinema for Film Club. These invoices should be received quarterly as agreed with the Hall. The Bronwen concert in September 2023 and the Christmas Market event in November 2023. This totalled £2,737.

The invoices should have been reconciled from the 23/24 fiscal period. The invoices will now be paid from the current fiscal period.

Members discussed what options could be put in place including a late penalty fine to eliminate the possibility of this happening again in the future.

The Chief Officer suggested that he would provide clear direction with a formal request for invoices to be received by a set date moving forward.

There was an income of £65,560 which was the first tranche precept payment and payment from TCBC for the room hire for Celt+ together with a business clinic that was held in the council chamber in January 2024.

Mr Warren provided members with a brief overview of the new Edge IT finance system, informing them that officers had attended two training sessions with a further training session being planned.

In addition to this training, signatories will also be offered training on the new system.

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 Beavan and seconded by Cllr Jones that the financial report for April 2024 be accepted.

All members in agreement.

Resolved: Financial update for April 2024 accepted by members.

11. To receive discuss and make any relevant determinations regarding the Practice Development note received from One Voice Wales on the 30th of April 2024 relation to Cllrs Allowances.

The practice development report produced by the Independent Remuneration Panel for Wales **(IRPW)** and One Voice Wales has now been received. This was shared with members via the projector screen.

The report clearly shows that the basic Cllr allowances are not subject to PAYE or tax. Cllr payments will be discussed at item 12 within the agenda.

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

Cllr Beavan proposed to adopt the practice development report. This was seconded by Cllr Jones.

All members in agreement.

Resolved: Practice Development Report adopted for 2024.

12. To discuss and make any relevant determinations regarding the payment of Cllr Allowances for the 2024/25 fiscal year aligned to the recommendations made within the Independent Remuneration Panel for Wales's Annual Report 2024.

Cllrs had adopted the IRPW Annual Report 2024 at the previous agenda item.

A brief discussion took place amongst members regarding the annual payment of £1500 to the mayor.

It was proposed by Cllr Templeton and seconded by Cllr Jones to authorise the payment to the mayor.

All members in agreement.

Resolved: Authorisation agreed for the mayor's annual payment of £1500 for 2024.

A further discussion took place amongst members regarding the annual payment of £500 to the deputy mayor.

It was proposed by Cllr Cowles and seconded by Cllr Jones to authorise the payment to the deputy mayor.

All members in agreement.

Resolved: Authorisation agreed for the deputy mayor's annual payment of £500 for 2024.

The Chief Officer explained to members that the basic payments are non-taxable as all Cllrs work from home. The payments become taxable if Cllrs are claiming any other working from home allowances.

Resolved Members noted the update.

The payment date for Councillors allowances namely the 1st of June 2024 was accepted by members.

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

All members in agreement.

Resolved: Payment date namely the 1st of June 2024 accepted by members.

14. To discuss and make any relevant determinations regarding the location of the next Town Council litter pick on the 19th of May 2024.

Members discussed potential areas for the next Town Council litter pick.

It was proposed by Cllr Parfitt and seconded by Cllr Cowles to attend the Gilchrist Thomas Industrial Estate on Sunday 19th May 2024. Meeting 10am at the Ironworks carpark.

All members in agreement.

Resolved: Litter pick to take place at the Gilchrist Industrial Estate.

15. 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 19.14 hrs.