



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 11th of JUNE 2025 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: L. Evans, (In the Chair), N. Matthews, L. Cowles, A. Beavan, T. Griffin, M. Wheeler, S. Maslen, J. Hunt.

Cllr Porter – Absent

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

Visitors: None present

Members of public: None present.

The finance meeting was opened at 6:30pm by the Mayor Councillor Evans 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 apologies had been received.

- Cllr Davies
- Cllr Parfitt
- Cllr Lewis

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

All members in agreement.

Resolved - Apologies accepted.

3. Declarations of Interest.

None declared.

4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 14th of May 2025.

Minutes were read for accuracy with no amendments.

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

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. Responsible Finance Officer's Update: To receive and consider the May 2025 financial update.

Mr Warren (RFO) forwarded to members the May 2025 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 (Bank Statement 182)
- Project Expenditure
- Budget
- VAT
- Petty Cash

Mr Warren presented to members each of the above areas of finance for May 2025 and highlighted any relevant information.

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

Members were happy with the presentation.

It was proposed by Cllr Wheeler and seconded by Cllr Griffin that the financial report for May 2025 be accepted.

Resolved: Financial update for May 2025 accepted by members.

6. To receive a working group update and make any relevant determinations regarding the VJ - Day 80 Anniversary event on the 16th of August 2025.

Sophie provided members with an overview of the event planning to date.

Following the recent working group meeting, the event has been confirmed for Saturday 16th of August 2025.

A number of enquiries have been made with local businesses to take part on the day, and responses are currently awaited.

The library has confirmed it will run craft sessions themed around VJ Day, and vintage game stall providers have also confirmed their attendance.

Enquiries have been made with Blaenavon Town Band, and confirmation is pending. Cllr Lewis has also contacted the Army Cadets in the hope they may be able to attend.

Cllr Hunt is awaiting a response from the South Wales Borderers and Torfaen Museum Trust. While they were hopeful of offering support, they have advised that they hold no relevant items in their archives to exhibit.

Planning for the event is ongoing, and a further working group meeting will be arranged once Cllr Lewis returns from leave.

Resolved: Members noted the update.

7. To receive, discuss and make any relevant determinations relating to the Town Council's new Website 2025.

Members were provided with a link to the Town Council website in advance of the meeting for ease of reference.

The Chief Officer updated members on progress, explaining that several meetings and revisions had taken place with The Media Agency, and that phase one of the new website was nearing completion.

Phase two is currently underway and will include integration with the Town Council's Facebook page, as well as the addition of an events calendar.

Community groups will be able to submit events to the website, subject to approval by Town Council. This phase is expected to be completed by the end of June 2025.

Members were encouraged to contribute ideas and suggestions for content. During the discussion, it was proposed that Cllr blog posts and updates on current Town Council projects be included on the site.

Members welcomed the user-friendly design and felt the new website provided an excellent platform for community engagement.

All feedback and suggestions should be forwarded to the Chief Officer.

Resolved: Members noted the update.

8. To receive discuss and make any relevant determinations relating to a potential project involving the Capel Newydd Viewpoint Memorial Planter.

The proposed project information was forwarded to all members prior to the meeting.

Cllr Matthews provided members with an overview of the potential project.

He reported that residents had expressed concerns about the sycamore tree on Llanover Road, commonly known as the ‘memory tree,’ and the potential harm being caused by memorials being nailed to it. Continued activity of this kind could jeopardise the health of the tree.

The proposed project involves installing a planter nearby where memorial plaques could be affixed instead. There is also an opportunity to include an interpretation element to share the history of the site.

Cllr Matthews noted that land ownership in the area remains unclear and will need to be investigated.

No cost estimates for the planter have yet been obtained.

Members discussed the proposal, raising considerations such as the risk of vandalism, potential costs of replanting, and alternative options including a dual-purpose interpretation board.

It was proposed by Cllr Bevan and seconded by Cllr Wheeler to support the project in principle and proceed with inquiries into land ownership and planter costs.

All members in agreement.

Resolved: Capel Newydd Viewpoint Memorial Planter Project agreed in principle. Inquiries to be made into land ownership and planter costs.

9. To discuss and make any relevant determinations relating to the Town Council’s litter picking arrangements for June 2025.

The litter picking session scheduled for June 2025 falls on Father’s Day. Members discussed the possibility of rescheduling the session.

It was proposed by Cllr Bevan and seconded by Cllr Matthews to defer the litter pick session to June 22nd. Meeting at Broad Street carpark at 10 am.

All members in agreement.

Resolved: June 2025 litter pick session deferred to June 22nd.

10. To discuss and make any relevant determinations relating to a website support package from The Media Agency.

Information regarding the website support packages and a comparison of options was circulated to all members ahead of the meeting.

The Chief Officer informed members that ongoing support from the Media Agency would be necessary for maintaining and updating the new website.

The company has been very supportive and responsive to the Town Council's needs, and their continued assistance is vital.

Members briefly reviewed the available options.

It was proposed by Cllr Cowles and seconded by Cllr Hunt to approve a two hours per month website support package.

All members in agreement.

Resolved: Two hours per month website support package approved with the Media Agency.

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 18.54 hrs

Chairman Signed:



Date: 9/7/25

Financial Summary - Cashbook

Summary of receipts and payments between 01/06/25 and 30/06/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account	£82,365.83
Petty Cash	£4.73
Total	£82,370.56

Balances at start of period

Ordinary Accounts

Current Account	£111,730.54
Petty Cash	£4.73
Total	£111,735.27

PAYMENTS	Net	Vat	Gross
Council	£17,884.77	£1,098.92	£18,983.69
Total Payments	£17,884.77	£1,098.92	£18,983.69

Closing Balances

Ordinary Accounts

Current Account	£92,746.85
Petty Cash	£4.73
Total	£92,751.58
Uncleared and Unpresented effects	£92,751.58

Statement Closing Balances

Ordinary Accounts

Current Account	£92,746.85
Petty Cash	£4.73
Total	£92,751.58

Signed



Chair



Clerk / Responsible Financial Officer