



**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE COUNCIL FINANCE MEETING**  
**HELD ON WEDNESDAY 12<sup>th</sup> of NOVEMBER 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: A. Lewis (In the Chair), L. Evans, I. Parfitt, M. Wheeler, A. Beavan, S. Maslen, J. Davies, N. Matthews.

Absent: Cllrs T. Porter, J Hunt.

Youth Representatives: Daniel Morse.

Officers: Kevin Warren (Chief Officer, CO).

Visitors: None present

Members of public: None present.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Lewis 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 Cowles.
- Cllr Griffin.
- Youth Representative B. Paynter.
- Chaplain Fr C. Walters.

It was proposed by Cllr Beavan and seconded by Cllr Evans 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 the 8<sup>th</sup> of October 2025.**

Minutes were read for accuracy with one amendment to page three, item seven, paragraph five. Updated figures were recorded.

Cllr Evans raised that poppies had been purchased from the Royal British Legion National branch with a 15% discount.

It was proposed by Cllr Wheeler and seconded by Cllr Davies that the minutes be accepted with the agreed amendment.

All members in agreement.

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

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

Mr Warren (RFO) forwarded to members the October 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 190)
- Project Expenditure
- Budget
- VAT
- Petty Cash

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

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

Cllr Bevan asked how figures were inputted into the finance system. Mr Warren gave an overview and offered to provide a more detailed clarification if required.

Members were happy with the presentation.

It was proposed by Cllr Wheeler and seconded by Cllr Davies that the financial reports for October 2025 be accepted.



All members in agreement.

**Resolved:** Financial updates for October 2025 accepted by members.

**6. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2025/26. Relevant updates or new projects as notified.**

The proposed projects were forwarded to all members prior to the meeting and shown on the projector screen.

- **Time Capsule**

The Chief Officer provided a brief overview of the project and updated members that the CWD Officer had been in discussions with the school regarding the time capsule project.

Cllr Matthews offered to draft emails with updated details for the school.

Members had a brief discussion with regards to dates, budget, and prizes for the competition winners.

It was proposed by Cllr Matthews and seconded by Cllr Beavan to set a budget of £500 maximum. A potential date was suggested as 28<sup>th</sup> of November 2025.

All members in agreement.

**Resolved:** Time capsule budget and date agreed.

- **Heritage Pickers Litter Picking Sessions**

Members had a brief discussion. It was agreed that the December 2025 litter picking session would be cancelled.

Sessions will resume in January 2026 at the usual time of 10am.

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

All members in agreement.

**Resolved:** Litter picking sessions to resume in January 2026.

Cllr Lewis proposed to adhere to the Public Bodies (Admission to Meetings) Act 1960. This was seconded by Cllr Evans.

All members in agreement.

**Resolved:** The Public Bodies (Admission to Meetings) Act 1960 was adhered to.

**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.**

The Youth Representative left the meeting.

**7. To discuss and make any relevant determinations in relation to alleged, defamation, misinformation, and harassment concerning council employees.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[REDACTED]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



[REDACTED]

The Chief Officer confirmed the recording as restarted.

Meeting ended. 20:32

Chairman Signed:

*A. Lewis*

Date:14/1/2026

# Financial Summary - Cashbook

Summary of receipts and payments between 01/11/25 and 30/11/25 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	<u>£82,370.56</u>

RECEIPTS	Net	Vat	Gross
Council	£450.00	£0.00	£450.00
Total Receipts	<u>£450.00</u>	<u>£0.00</u>	<u>£450.00</u>
PAYMENTS	Net	Vat	Gross
Council	£19,969.76	£314.73	£20,284.49
Total Payments	<u>£19,969.76</u>	<u>£314.73</u>	<u>£20,284.49</u>

Closing Balances at 30/11/25

## Ordinary Accounts

Current Account	£78,760.35
Petty Cash	£4.73
Total	<u>£78,765.08</u>

Uncleared and Unpresented effects

Statement Closing Balance 30/11/25

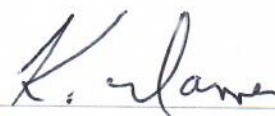
## Ordinary Accounts

Current Account	£78,760.35
Petty Cash	£4.73
Total	<u>£78,765.08</u>

Signed



Chair



Clerk / Responsible Financial Officer

# Financial Summary - Cashbook

Summary of receipts and payments between 01/12/25 and 31/12/25 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	<u>£82,370.56</u>

RECEIPTS	Net	Vat	Gross
Council	£75,635.69	£0.00	£75,635.69
Total Receipts	<u>£75,635.69</u>	<u>£0.00</u>	<u>£75,635.69</u>
PAYMENTS	Net	Vat	Gross
Council	£27,015.82	£449.97	£27,465.79
Total Payments	<u>£27,015.82</u>	<u>£449.97</u>	<u>£27,465.79</u>

Closing Balances at 31/12/25

## Ordinary Accounts

Current Account	£126,930.25
Petty Cash	£4.73
Total	<u>£126,934.98</u>

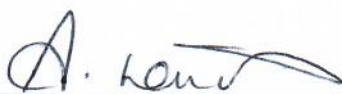
Uncleared and Unpresented effects

Statement Closing Balance 31/12/25

## Ordinary Accounts

Current Account	£126,930.25
Petty Cash	£4.73
Total	<u>£126,934.98</u>

Signed



Chair



Clerk / Responsible Financial Officer