BLAENAVON TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING
HELD ON WEDNESDAY 6th of MAY 2026 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: Cllrs. L. Evans, A. Beavan, J. Hunt, L. Cowles, A. Lewis, J. Davies, S. Maslen, N. Matthews, T. Griffin, I. Parfitt.

Absent: Cllr T. Porter.

Youth Representatives: D. Morse, B. Paynter.

Officers: K. Warren (Chief Officer), K. Jones (Assistant Chief Officer).

Visitors: None present

Members of public: None present.

1. Appointment of Mayor for 2026/27.

There was one nomination from the council for the appointment of Mayor. The proposal was:

- Cllr Angela Lewis

It was proposed by Cllr Parfitt and seconded by Cllr Beavan.

All members in agreement.

Resolved: Cllr Lewis be appointed as Mayor of Blaenavon Town Council for the year 2026/27.

Declaration of Acceptance of Office

Cllr Lewis accepted her nomination and assumed her position as Mayor expressing her sincere thanks to the Council for their nominations.

Cllr Lewis conveyed it was a huge honour to be appointed Mayor and was proud to represent Blaenavon.

2. Appointment of Deputy Mayor.

There were two nominations from the council for the appointment of Deputy Mayor. The proposal was:

- Cllr Jen Davies. Proposed by Cllr Cowles and seconded by Cllr Evans.
- Cllr Sylvia Maslen. Proposed by Cllr Beavan and seconded by Cllr Parfitt.

A vote took place amongst members.

Cllr Davies received the majority vote.

Cllr Davies accepted her nomination.

Resolved: Cllr Jen Davies to be appointed as Deputy Mayor of Blaenavon Town Council for the year 2026/27.

3. To receive and accept apologies.

- Cllr Wheeler

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

All members in agreement

Resolved: Apologies accepted.

4. To confirm the minutes of Blaenavon Town Council's Annual Meeting 2025.

The minutes were read for accuracy with no amendments being offered.

It was proposed by Cllr Hunt and seconded by Cllr Evans that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To adopt the Local Authorities (Model Code of Conduct) (Wales) Order 2008.

The Chief Officer confirmed there were no amendments to the current Local Authorities (Model Code of Conduct) (Wales) Order 2008.

It was proposed by Cllr Evans and seconded by Cllr Hunt that the Local Authorities (Model Code of Conduct) (Wales) order 2008 be adopted.

All members in agreement.

Resolved: Local Authorities (Model Code of Conduct) (Wales) Order 2008 adopted for 2026/27.

6. Appointment of four signatories to Bank Account for cheques and online banking authorisations to be signed by any two signatories.

Currently the signatories are Cllrs Wheeler, Cowles, Lewis and Parfitt. Cllrs were happy to continue.

It was proposed by Cllr Evans and seconded by Cllr Davies that the signatories remain unchanged.

All members in agreement.

Resolved: Signatories Cllrs Wheeler, Cowles, Lewis and Parfitt for 2026/27.

7. To Re affirm the Chairperson to the Personnel and Establishment Committee.

Cllr Cowles currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Matthews and seconded by Cllr Hunt that the Chairperson to the Personnel and Establishment Committee remain unchanged for 2026/27, namely Cllr Cowles.

All members in agreement.

Resolved: Cllr Cowles appointed as Chairperson to the personnel and Establishment Committee 2026/27.

8. To Re affirm the Council's membership of the Personnel and Establishment Committee.

Six Members are required.

Currently the members are Cllrs Lewis, Cowles, Parfitt Hunt and Wheeler.

Cllr Griffin proposed to be the sixth committee member. This was seconded by Cllr Matthews.

All members in agreement.

Resolved: Cllr Griffin appointed as the sixth member to the personnel and Establishment Committee 2026/27.

9. To Re affirm the Council's Terms of Reference for the Personnel and Establishment Committee.

The current Council's Terms of Reference for the Personnel and Establishment Committee was sent to members with no amendments.

It was proposed by Cllr Evans and seconded by Cllr Beavan that the terms of reference for the Personnel and Establishment Committee be accepted.

All members in agreement.

Resolved: Personnel and Establishment Committee Terms of Reference reaffirmed for 2026/27.

10. To Re affirm the Council's Standing Orders and Financial Regulations 2026/27.

The current Council's Standing Orders and Financial Regulations 2026/27 was sent to members with no amendments.

It was proposed by Cllr Griffin and seconded by Cllr Maslen that both Standing Orders and Financial Regulation be adopted for 2026/27.

All members in agreement.

Resolved: Standing Orders and Financial Regulations adopted for 2026/27.

11. To Re affirm the Council's Risk Assessment Schedule 2026/27.

The Chief Officer confirmed there were no amendments to the Council's Risk Assessment Schedule.

It was proposed by Cllr Beavan and seconded by Cllr Griffin that the risk assessment schedule be adopted.

All members in agreement.

Resolved: Risk Assessment Schedule adopted for 2026/27.

12. To Re affirm the Council's Information and Data Protection Policy 2026/27.

The current Council's Information and Data Protection Policy were sent to members with no amendments.

It was proposed by Cllr Beavan and seconded by Cllr Griffin that the Information and Data Protection Policy be adopted.

All members in agreement.

Resolved: Information and Data Protection Policy adopted for 2026/27.

13. To Re affirm the Council's Terms of Reference for the Finance Meetings.

The current Council's Terms of Reference for the Finance Meetings were sent to members with no amendments.

It was proposed by Cllr Cowles and seconded by Cllr Beavan that the Terms of Reference for the Finance Meetings be accepted.

All members in agreement.

Resolved: Finance Meeting Terms of Reference reaffirmed for 2026/27.

14. To Re affirm the Council's Terms of Reference for the Youth Representatives.

The current Council's Terms of Reference for the Youth representatives were sent to members with no amendments.

It was proposed by Cllr Beavan and seconded by Cllr Hunt that the Terms of Reference for the Youth Representatives be accepted.

All members in agreement.

Resolved: Youth Representatives Terms of Reference reaffirmed for 2026/27

15. To Re affirm the Council's Terms of Reference for the Chaplain.

The current Council's terms of reference for the Chaplain were sent to members with no amendments.

It was proposed by Cllr Evans and seconded by Cllr Parfitt that the Terms of Reference for the Chaplain be accepted.

All members in agreement.

Resolved: Chaplain Terms of Reference reaffirmed for 2026/27

16. To Re affirm the Council's Civility and Respect Pledge.

The Chief Officer confirmed there were no amendments to the current Council's Civility and Respect Pledge.

It was proposed by Cllr Beavan and seconded by Cllr Evans that the Civility and Respect Pledge be accepted.

Cllr Griffin abstained.

Resolved: Civility and Respect Pledge reaffirmed for 2026/27.

17. To adopt the Model Local Resolution Protocol for Community and Town Councils.

The current Model Local Resolution Protocol for Community and Town Councils was sent to members with no amendments.

It was proposed by Cllr Cowles and seconded by Cllr Hunt that the Model Local Resolution Protocol for Community and Town Councils be adopted for 2026/27.

All members in agreement.

Resolved: Model Local Resolution Protocol for Community and Town Councils be adopted for 2026/27.

18. Appointment of two representatives to the One Voice Wales Gwent Valleys quarterly Area Committee meetings.

It was outlined to members that one of the appointed members had to be the Mayor or Deputy plus one other councillor.

A discussion took place amongst members.

It was proposed by Cllr Davies and seconded by Cllr Griffin that Cllrs Lewis and Evans be the Town Council's representatives.

All members in agreement.

Resolved: Councillors Lewis and Evans would represent the Town Council at the Gwent Valleys Area Committee for the year 2026/27.

19. Appointment of one representative for Torfaen Community Transport.

Cllr Wheeler currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Beavan and seconded by Cllr Hunt that Cllr Wheeler be the Town Council's representative.

All members in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Torfaen Community Transport for the year 2026/27.

20. Appointment of one representative for Torfaen Museum Trust.

Cllr Hunt currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Cowles and seconded by Cllr Beavan that Cllr Hunt be the Town Council's representative.

All members in agreement.

Resolved: Cllr Hunt would represent the Town Council on the Torfaen Museum Trust for the year 2026/27.

21. Appointment of one representative for Churches Working Together.

Cllr Maslen currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Evans and seconded by Cllr Griffin that Cllr Maslen be appointed as the Council representative.

All members in agreement.

Resolved: Cllr Maslen would represent the Town Council on the Churches Working Together Committee for the year 2026/27.

22. Appointment of one representative for the Mic Morris Sporting Trust.

Cllr Wheeler currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Hunt and seconded by Cllr Davies that Cllr Wheeler be appointed as the Council representative.

All members in agreement.

Resolved: Cllr Wheeler would represent the Town Council on the Mic Morris Sporting Trust for the year 2026/27.

23. Appointment of one representative for Blaenavon World Heritage Site Steering Group.

Cllr Evans currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Beavan and seconded by Cllr Parfitt that Cllr Evans be appointed as the Council representative.

All members in agreement.

Resolved: Cllr Evans would represent the Town Council on the Blaenavon World Heritage Steering Group for the year 2026/27.

24. Appointment of one representative for Blaenavon World Heritage Site Caring for the Blaenavon Industrial Landscape Group.

Cllr Hunt currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Beavan and seconded by Cllr Cowles that Cllr Hunt be appointed as the Council representative.

All members in agreement.

Resolved: Cllr Hunt would represent the Town Council on the World Heritage Site Caring for the Blaenavon Industrial Landscape Group for the year 2026/27.

25. Appointment of two representatives for Blaenavon World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group.

Cllrs Beavan and Parfitt currently fulfil the appointments and was happy to continue.

It was proposed by Cllr Evans and seconded by Cllr Griffin that Cllrs Beavan and Parfitt be appointed as the Council representatives.

All members in agreement.

Resolved: Cllrs Beavan and Parfitt would represent the Town Council on the World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group for the year 2026/27.

26. Appointment of one representative for Blaenavon World Heritage Site Learning & Community Engagement Group.

Cllr Hunt currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Beavan and seconded by Cllr Evans that Cllr Hunt be appointed as the Council representative.

All members in agreement.

Resolved: Cllr Hunt would represent the Town Council on the World Heritage Site Learning & Community Engagement Group for the year 2026/27.

27. Appointment of one representative for Torfaen Armed Forces Covenant Forum.

Cllr Griffin currently fulfils the appointment and was happy to continue.

It was proposed by Cllr Davies and seconded by Cllr Hunt that Cllr Griffin be the Town Council's representative.

All members in agreement.

Resolved: Cllr Griffin would represent the Town Council on the Torfaen Armed Forces Covenant Forum. for the year 2026/27.

28. To confirm the dates of ordinary meetings of the Full Council, Finance and Personnel and Establishment committee meetings up to and including the next Annual Meeting in May 2027.

A list of dates for the forthcoming council year 2026/27 had been forwarded to members prior to the meeting.

The Full Council and Finance meetings will be held on the 2nd and 4th Wednesday of each month commencing at 6:30pm.

August and December 2026 were listed as recess months.

Personnel and Establishment committee meetings will be held quarterly commencing at 6:30pm, held on:

- 1st July 2026
- 4th November 2026
- 3rd March 2027

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

All members in agreement.

Resolved: Members agreed with the meetings dates for 2026/27.

29. To confirm the date and time of the Annual Meeting 2027

The Chief Officer explained that the proposed Annual Meeting date would be the 10th of May 2027.

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

All members in agreement.

Resolved: The annual meeting for 2027 will take place on the 10th of May 2027 commencing at 6:30pm.

Meeting ended at 18.49hrs.

Signed Chairman: A. D. Lord **Date: 24/6/26.**