BLAENAVON TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING
HELD ON MONDAY 12th of MAY 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: Cllrs. L. Evans, N. Matthews, A. Beavan, J. Hunt, M. Wheeler, L. Cowles, A. Lewis, I. Parfitt.

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

Visitors: None present

Members of public: None present.

Before the formal commencement of the meeting, the outgoing Mayor of Blaenavon, Cllr Nathan Matthews, addressed the Council.

Cllr Matthews expressed his sincere thanks to fellow members and officers for their support over the past two years.

He shared that it had been an incredible honour and privilege to serve as Mayor of his hometown, noting that Blaenavon Town Council had achieved a great deal during his term, including no fewer than fifteen national awards.

Cllr Matthews concluded by saying that the final weeks had been among the most memorable of his time as Mayor.

The Chief Officer extended sincere thanks to Cllr Matthews for his dedication and service throughout his term of office. He expressed deep gratitude and admiration for Cllr Matthews' strong commitment to public service and his unwavering community spirit.

Cllr Matthews brought renewed energy to both Blaenavon Town Council and the wider community, consistently striving to make Blaenavon a better place for all. He worked in close partnership with the Chief Officer, providing guidance and a collaborative approach to leadership.

On behalf of Blaenavon Town Council and the community, the Chief Officer offered heartfelt thanks for Cllr Matthews' integrity, passion, and outstanding service to Blaenavon.

Cllr Matthews expressed his gratitude to all the Officers for their continued hard work and dedication, acknowledging that much of their effort often goes unseen.

1. **Appointment of Mayor for 2025/26.**

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

- Cllr Lewis Evans

It was proposed by Cllr Lewis and seconded by Cllr Cowles.

All members in agreement.

Resolved: Cllr Evans be appointed as Mayor of Blaenavon Town Council for the year 2025/26.

Declaration of Acceptance of Office

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

2. **Appointment of Deputy Mayor.**

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

- Cllr Angela Lewis

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

All members in agreement.

Cllr Lewis expressed she would be honoured to accept the appointment.

Resolved: Cllr Lewis be appointed as Deputy Mayor of Blaenavon Town Council for the year 2025/26.

3. **To receive and accept apologies.**

- Cllr Porter
- Cllr Davies
- Cllr Griffin

Resolved: Apologies accepted.

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

The current Local Authorities (Model Code of Conduct) (Wales) Order 2008 was sent to members with no amendments.

It was proposed by Cllr Hunt and seconded by Cllr Cowles 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 2025/26.

5. **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, Parfitt and Lewis. Cllrs were happy to continue.

It was proposed by Cllr Hunt and seconded by Cllr Beavan that the signatories remain unchanged.

Resolved: Signatories Cllrs Wheeler, Cowles, Parfitt and Lewis for 2025/26

6. **Appointment of Chairperson to the Personnel and Establishment Committee.**

Cllr Cowles proposed to be the appointed chairperson.

It was seconded by Cllr Hunt that Cllrs Cowles be appointed for this role.

All members in agreement.

Resolved: Cllr Cowles appointed as Chairperson to the Personnel and Establishment Committee.

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

Six members are required.

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

Cllr Wheeler proposed to be the sixth committee member. This was seconded by Cllr Hunt.

Resolved: Cllr Wheeler appointed as Personnel and establishment Committee member.

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

The Terms of reference was sent to members with no amendments.

It was proposed by Cllr Lewis and seconded by Cllr Wheeler that the Personnel and Establishment Terms of reference be adopted.

All members in agreement.

Resolved: Personnel and Establishment Terms of reference adopted for 2025/26.

9. To Re affirm the Council's Standing Orders and Financial Regulations 2025

The current Standing Orders together with the Financial Regulations was sent to members

It was proposed by Cllr Wheeler and seconded by Cllr Cowles that both Standing Orders and Financial Regulation be adopted for 2025/26.

All members were in agreement.

Resolved: Standing Orders and Financial Regulations adopted for 2025/26.

10. To Re affirm the Council's Risk Assessment Schedule 2025.

The current Risk Assessment Schedule had been sent to members.

The Chief Officer highlighted the minor amendments.

It was proposed by Cllr Wheeler and seconded by Cllr Lewis that the risk assessment schedule be adopted.

All members were in agreement.

Resolved: Risk Assessment Schedule adopted for 2025/26.

11. To Re affirm the Council's Information and Data Protection Policy 2025.

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 Matthews that the Information and Data Protection Policy be adopted.

All members were in agreement.

Resolved: Information and Data Protection Policy adopted for 2025/26

12. To Re affirm the Council's terms of reference for the Finance Meetings.

The Chief Officer confirmed there were no amendments to the terms of reference.

It was proposed by Cllr Lewis and seconded by Cllr Parfitt that the terms of reference for the Finance Meetings be accepted.

All members in agreement.

Resolved: Finance Meeting Terms of Reference reaffirmed for 2025/26

13. To adopt the Model Local Resolution Protocol for Community and Team Councils.

The current Council's Model Local Resolution Protocol was sent to members with no amendments.

It was proposed by Cllr Beavan and seconded by Cllr Matthews that the Model Local Resolution Protocol be adopted.

All members in agreement.

Resolved: Model Local Resolution Protocol adopted for 2025/26.

14. To Re affirm the Council's Civility and Respect Pledge (Certificate number 212)

The Council's Civility and Respect Pledge was sent to members with no amendments.

It was proposed by Cllr Cowles and seconded by Cllr Hunt that the Council's Civility and Respect Pledge be adopted.

All members in agreement.

Resolved: Council's Civility and Respect Pledge adopted for 2025/26.

15. Appointment of two representative for Blaenavon World Heritage Group.

Cllr Wheeler currently fulfils this appointment.

The Chief Officer explained two representatives was required this year.

Cllr Wheeler was happy to continue.

It was proposed by Cllr Hunt and seconded by Cllr Beavan that Cllr Wheeler continue to be an appointed Council representative for Blaenavon World Heritage Team.

All members in agreement.

Cllr Evans proposed that Cllr Lewis be the second appointed representative, this was seconded by Cllr Beavan.

All members in agreement.

Resolved: Cllr Wheeler and Lewis to be the appointed Council representatives for Blaenavon World Heritage Team for the year 2025/26.

16. **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 Cowles and seconded by Cllr Wheeler that Cllrs Evans be a Town Council's representative.

All members in agreement.

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

All members in agreement.

Resolved: Cllrs Evans and Beavan to represent the Town Council at the Gwent Valleys Area Committee for the year 2025/26.

17. **Appointment of one representative for Torfaen Community Transport.**

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

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

All members were in agreement.

Resolved: Cllr Wheeler to represent the Town Council on the Torfaen Community Transport for the year 2025/26.

18. **Appointment of one representative for Torfaen Museum Trust.**

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

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

All members were in agreement.

Resolved: Cllr Hunt to represent the Town Council on the Torfaen Museum Trust for the year 2025/26.

Cllr Evans asked Cllr Hunt if his membership had been paid to Torfaen Museum Trust to ensure he his rightly a Board member.

Cllr Hunt was unsure of his membership status.

Cllr Evans asked for Cllr Hunt to clarify the situation for Board membership status.

19. Appointment of one representative for Churches Working Together.

Cllr Lewis proposed to be the appointed representative.

It was proposed by Cllr Evans and seconded by Cllr Cowles that Cllr Lewis be appointed for this role.

All members in agreement.

Resolved: Cllr Lewis to represent the Town Council on the Churches Working Together Committee for the year 2025/26.

20. Appointment of two representatives to serve on the Torfaen Local Partnership held at the Civic Centre, Pontypool every three months.

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

Cllr Evans proposed to be the second appointed representative. This was seconded by Cllrs Cowles.

All members in agreement.

Resolved: Cllrs Hunt and Evans to represent the Town Council on the Torfaen Local Council Partnership for the year 2025/26.

21. 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 Parfitt that Cllr Wheeler be appointed as the Council representative.

All members were in agreement.

Resolved: Cllr Wheeler to represent the Town Council on the Mic Morris Sporting Trust for the year 2025/26.

22. Appointment of one representative for Blaenavon World Heritage Site Partnership Board.

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

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

Members were all in agreement.

Resolved: Cllr Matthews to represent the Town Council on the Blaenavon World Heritage Site Partnership Board for the year 2025/26.

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 Cowles and seconded by Cllr Lewis that Cllr Evans be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr Evans to represent the Town Council on the Blaenavon World Heritage Steering Group for the year 2025/26.

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 Parfitt that Cllr Hunt be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr Hunt to represent the Town Council on the World Heritage Site Caring for the Blaenavon Industrial Landscape Group for the year 2025/26.

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

Cllr Parfitt currently fulfils one appointment and was happy to continue.

It was proposed by Cllr Hunt and seconded by Wheeler that Cllr Parfitt be appointed as a Council representatives.

Members were all in agreement.

Resolved: Cllr Parfitt to represent the Town Council on the World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group for the year 2024526.

Cllr Beavan proposed to be the second appointed representative.

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

All members in agreement.

Resolved: Cllr Beavan to represent the Town Council on the World Heritage Site Exploring & Enjoying the Blaenavon Industrial Landscape Group for the year 2025/26.

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 Wheeler and seconded by Cllr Beavan that Cllr Hunt be appointed as the Council representative.

Members were all in agreement.

Resolved: Cllr Hunt to represent the Town Council on the World Heritage Site Learning & Community Engagement Group for the year 2025/26.

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

Cllr Hunt proposed Cllr Griffin to be the representative. This was seconded by Cllr Beavan.

Members were all in agreement, on condition that Cllr Griffin accepts.

Resolved: Cllr Griffin to represent the Town Council on the Torfaen Armed Forces Covenant Forum. for the year 2025/26.

28. To confirm the dates of ordinary meetings of the Full Council and Finance meetings up to and including the next Annual meeting of Full Council.

A list of dates for the forthcoming council year 2025/26 was presented to members. This incorporated both the Full Council and Finance meetings which fell on the 2nd and 4th Wednesday of each month commencing at 6:30pm.

August and December 2025 were listed as recess months.

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

All members were in agreement.

Resolved: Members agreed with the meetings dates presented for 2025/26.

29. To confirm the date and time of the Annual General Meeting 2026

The Chief Officer explained that the proposed AM date would be the 6th of May 2026.

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

All members were in agreement.

<u>Resolved:</u> The AGM meeting for 2025 will take place on the 6th of May commencing at 6:30pm.

Meeting ended at 18.55hrs.

Signed Chairman: A. A. Jones **Date: 6/5/26.**