



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 9th of SEPTEMBER 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: J. Davies (Chair), S. Maslen, N. Matthews, M. Wheeler L. Evans, L. Cowles,

Absent: T. Porter, J. Hunt

Youth Representatives: B. Paynter,

Officers: K. Warren (Chief Officer, CO), S. Johnson (Community Wellbeing Development Officer, CWDO)

Visitors: None present.

Members of public: None present.

The finance meeting was opened at 6:30pm by the Deputy Mayor Councillor Davies who welcomed everyone and expressed thanks for attendance.

1. To receive any questions from the public.

None received.

2. To receive and note apologies.

The Chief Officer informed the chairperson that the following apologies had been received.

- Cllr Griffin
- Cllr Lewis

Resolved: Members noted the apologies.

3. Declarations of Interest.

None declared.

4. Council Meetings: To confirm the minutes of the Council Finance Meeting held on the 8th of July 2026.

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Matthews 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 July and August 2026 financial updates.

Mr Warren (RFO) forwarded to members the July and August 2026 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 Statements 202 & 203)
- Project Expenditure
- Budget
- VAT
- Petty Cash

Mr Warren presented to members each of the above areas of finance for July and August 2026 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 Cowles and seconded by Cllr Maslen that the financial reports for July and August 2026 be accepted.

All members in agreement.

Resolved: Financial updates for July and August 2026 accepted by members.

6. To discuss and adopt the Members' Code of Conduct – Statutory Amendments 2026.

Members had been forwarded the statutory amendments 2026 relating to Members's Code of Conduct.

It was proposed by Cllr Evans and seconded by Cllr Cowles to adopt the 2026 statutory amendments.

All Members in agreement.

Resolved: Blaenavon Town Council to adopt the Member's Code of Conduct – Statutory Amendments 2026.

7. To discuss and make any relevant determinations regarding the revised Member/Officer Protocol 2026.

Members had been forwarded the revised Member/Officer protocol for 2026.

Cllr Davies stated that the document was well balanced and supported both roles in line with the Civility and Respect Pledge that the council adopted in 2022 and re- affirmed in April 2026.

It was proposed by Cllr Wheeler and seconded by Cllr Matthews to adopt the revised member/officer protocol for 2026.

All Members in agreement.

Resolved: Blaenavon Town Council to adopt the revised member/officer protocol for 2026.

8. To discuss and make any retrospective determination regarding the use of polling cards at the Town Council by-election on the 17th of September 2026.

The Chair explained that a by-election was generated during Council recess and, as a result of this, the council's budgeted election costs will now come into play.

The election is taking place in the West ward with an electorate of 2637.

The question of the use of polling cards was raised during recess and the CO discussed this in detail with the mayor and due to extremely short time constraints, an operational decision was made to deploy polling cards as the West ward was quite a large area which incorporates three polling stations.

Members were given a breakdown of the cost of the election as follows:

- 3 polling stations - £700
- Staffing - £2000
- Postal votes - £3000
- Ballot papers - £800
- Polling cards - £2367 electorate x postal costs 94p = £2225
- Polling car printing costs - £650

Total - £9375.

A discussion took place amongst Members regarding the future budget setting arrangements for elections, as the current budget did not cover this by-election, this may need to be increased.

Members also discussed the staffing and polling station costs, especially if a breakdown of these could be provided by TCBC.

It was proposed by Cllr Davies and seconded by Cllr Cowles to make the retrospective determination to use polling cards in the upcoming by-election.

All Members in agreement.

Resolved: A retrospective determination to use polling cards in the upcoming Town Council by-election was made.

9. To discuss and make any relevant determination relating to the recent wildfires in Blaenavon.

Cllr Davies stated that there has been a lot of debate regarding the recent wild fires both locally and across Wales.

It is important that the Town Council capture and review what has been discussed at a local level certainly in terms of the category 1 responders aligned to the Civil contingencies act 2024.

More importantly it is about managing the risk for the future based on any lessons learned and what the council can support moving forward.

A discussion took place amongst Members.

Members commended the response from the emergency services, and all involved in fighting the devastating fires, and the public for their support and help towards those involved.

Cllr Matthews informed Member's that a recovery group had been created with relevant services and partners to look at the damage caused and how this can be addressed going forward.

Cllr Davies enquired if the Town Council could support the recovery group in any way. It was suggested that the Town Council would request relevant information is forwarded to the Town council from TCBC, in order to share the information.

It was proposed by Cllr Matthews and seconded by Cllr Cowles to write to and commend the multi agencies regarding the services provided during recent wild fires.

Resolved: The CO to write to and commend the multi agencies regarding the services provided during the recent wild fires.

10. To receive an update regarding the Town Council's Summer Celebration Event held on 5th September 2026.

The Chair stated that she had attended the event, and that it was extremely well attended and well organised at short notice.

Officers were thanked for their hard work and commitment put into making the event a huge success. Youth Representative Boyd Paynter was also thanked for attending on the day and conducting interviews and then preparing video reels which have been placed on social media.

The CWDO gave an overview of the event and thanked those Members who attended on the day to conduct resident surveys.

The CWDO gave Member's the costings for the event and explained she was still awaiting some invoices and the final figure from TGSB Markets regarding the stall holder income that was due to the council.

With this in mind, it was stated that the event cost was around £5000 but would be confirmed once these amounts were finalised.

The CO explained that an application was sent to TCBC to also close Lion Street car park to facilitate parking for event staff, organisers and performers, to ensure safety around parking for those working at the event and those visiting. However, this was refused.

The CO explained that this was based on responses received from Ward Members Cllr Jones and Cllr Horler, these were shared with Members.

Cllr Horler stated that he did not support the event as it fell on the same day as a Horticultural Society show in the town. Cllr Jones stated she was not happy with the closure of two car parks in the town as she received complaints from residents regarding parking.

All other organisations consulted, including ESAG, Planning, Highways and Ward Councillor Cowles, had no objections to the request.

A discussion took place among Members regarding future events in the town and if these objections would affect them. Members questioned if TCBC would require the town council to lead on Heritage Day 2027.

Cllr Evans question whether Ward Members Cllr Jones and Cllr Horler may prevent the town council from running future events in the town centre.

It was proposed by Cllr Davies and seconded by Cllr Evans that the CO follows up with TCBC regarding the objections to close Lion Street car park by Cllr Horler and Jones and to write to Cllr Horler and Jones for an explanation of their objections.

All Members in agreement

Resolved: Chief Officer to continue to follow up with TCBC regarding the objection to close Lion Street car park by Cllr Horler and Cllr Jones and to write to Cllr Horler and Jones for an explanation of their objections.

11. To receive an update and make any relevant determinations relating to the Pints and Pithead Project.

Cllr Matthews gave an update on the proposed project. He stated that he had been in contact with the Heritage Lottery Fund and had given them an outline of the project, its benefits, impact on the town's heritage and costings.

He explained that the Town Council would look to apply for £20,000 grant funding to cover the cost of creating the app and other community engagement activities surrounding this.

Feedback received from the Heritage Lottery Fund was positive.

A brief discussion took place among Members.

It was proposed by Cllr Davies and seconded by Cllr Cowles that Cllr Matthews continues with the full grant application.

All Members in agreement.

Resolved: Cllr Matthews to continue with the full grant application with the Heritage Lottery fund to deliver the Pints and Pithead project.

12. To discuss and make any relevant determination relating to the Heritage Centre Consultation.

The town council were informed by Tim Monkton (TCBC) that they would be consulted as part of the planning for the review and that the consultation had now gone live.

A discussion took place among Members regarding ideas on how to improve the visitor experience at the Heritage Centre and that it was important that the council to be involved in the consultation.

It was proposed by Cllr Matthews and seconded by Cllr Cowles to invite Tim Monkton to a council meeting for Members to give their views on consultation.

All Members in agreement.

Resolved: Chief Officer to invite Tim Monkton to a council meeting for Members to give their views on the Heritage Centre consultation.

13. To discuss and make any relevant determinations regarding potential Town Council projects for allocation into the Project Action Plan 2026/27. Relevant updates of new projects as notified.

None received.

Meeting ended at 19.31hrs.

