***\BRYNMAWR TOWN COUNCIL***

***CYNGOR TREF BRYNMAWR***

***Minutes of the Monthly Meeting of the Council held on Wednesday, 25 June 2025 in the Council Chamber, Brynmawr Institute at 6.00pm.***

***Present:- Councillors J.M. Gardner (Presiding).***

***Mrs. S. Morgan***

***B.M. Sutton***

***J.M. Sutton***

***Mrs. D. Brown***

***R.J. Hill***

***W.K. Hodgins***

***G. Nutt***

***In Attendance:-***

***Miss. N.J. Williams (Town Clerk/RFO).***

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***58/25 Apologies:- Mrs. A.C. Davies (Administrative Assistant),***

***Mrs. O.M. Swales.***

***59/25*** The Chair welcomed all members to the June Monthly Meeting of the Town Council.

***60/25 Declaration of Interest & Dispensations.***

The Chair reminded members to make declarations of interest at appropriate points on the agenda.

***61/25 Annual Meeting of the Council held on 21 May 2025.***

***Corrections*** ***– None.***

***62/25*** ***Annual Meeting of the Council held on 21 May 2025.***

It was moved and seconded that the Minutes of the Annual Meeting of the Council held on 21 May 2025 be approved.

***63/25 Monthly Meeting of the Council held on 21 May 2025.***

***Corrections – None.***

***Matters Arising from the Minutes.***

***Item 234/24 – Meeting with Ms. Nicola Prygodzicz, CEO and Mr. Lloyd Hambridge, Divisional Director, ABUHB.***

The Clerk reminded members that a meeting has been arranged with Ms. Nicola Prygodzicz, CEO and Mr. Lloyd Hambridge, Divisional Director, ABUHB on Tuesday, 08 July 2025 at 1.30pm in the Council Chamber, Brynmawr Institute.

The Clerk informed members that Councillors Ms. Sonia Behr and Peter Baldwin has accepted the invitation to attend the meeting.

***-2-***

***Item 17/25 – HMOs.***

Councillor Hodgins declared an interest.

A member expressed his concerns over the stereotypical name “HMOs” where people often associate this type of accommodation with unsavoury characters residing in them, instead of looking at HMOs as affordable housing.

A member commented on how nice one of the Bidmead buildings looked in town.

***Item 19/25 – Community Asset Transfer of the Bowling Green, Brynmawr Welfare Park.***

A member said that the three Borough Members are meeting with Mr. David Watkins tomorrow who will provide them with a copy of the Lease and to have a discussion on the future use of the Bowling Green, Tennis Courts etc. At present no one has adopted the management of the Tennis Courts.

A member said that the Tennis Courts have already been broken into resulting in the fence being damaged along with the net.

It was agreed that some possible funding for CCTV is needed at the Tennis Courts soon before more damage is done.

A member said that the fence area is the responsibility of the BGCBC, and the Tennis Court is the responsibility of the organisation that has taken on the Community Asset Transfer.

The Clerk then read out a reply email from Councillor Tommy Smith regarding the money from the Welsh Government for play equipment.

Councillor Smith said that in his opinion at this stage a site meeting would be a little premature as the County Borough Councillors do not yet have an oversight of the funding decisions or specific allocations. Councillor Smith will be happy to revisit the idea of a site meeting once there is a clearer picture of how the funding will be assessed and distributed.

Letter noted.

***Item 50/25 – Swings at the Welfare Park, Brynmawr.***

A member said that the swings have still not been repaired at the Welfare Park and in her opinion after visiting the park it still need to be cleansed.

The three Borough Members agreed to bring it to Mr. Wakins attention in the meeting to be held tomorrow.

***52/25 – Telephone Kiosk, Market Square.***

The Clerk read out an email from Mr. Jonanthan Liggins, Team Member, Payphones. Welsh Helpdesk regarding the unused Telephone kiosk on the Market Square, Brynmawr.

Mr. Liggins informed Ms. Karen Williams, Town Centre Manager that he has earmarked the kiosk for removal which is with the Contractors to be programmed later this year, but there is no firm date on when the removal will happen.

A member said that disadvantage/poorer communities are being charged to draw their money from cash machines such as the one on the Market Square which is also an eyesore and should be removed with the Kiosk.

It was agreed that a letter be sent to Mr. Alan Davies, AM expressing members concerns regarding both the Kiosk and Cash Machine.

Letter noted.

***-3-***

***64/25 The Minutes of the Meeting held on Wednesday, 21 May 2025, having been circulated, were accepted as a true record.***

***Orders & Requisitions.***

***65/25*** Mr. Kevin Rose, IAC Audit & Consultancy Ltd, Internal Auditor, – Internal

Audit Work completed on 12 June 2025 - £474.00.

Report by Mr. Kevin Rose in relation to the Council's Internal Control Systems 2024/2025.

The Council moved payment of £474.00

***66/25*** Melrose IT Solutions – Broadband/Call Charges.

Council moved payment of £62.40.

***67/25*** Digital Systems Ltd – quarterly copies used.

Council moved payment of £61.84.

***68/25*** Grenke Leasing – Quarterly Fee for the period 01/07/2025 – 30/09/2025.

The Clerk informed members that the invoice has not been received yet but is due anytime.

Council moved for the Clerk to pay the invoice once it has been received.

***Financial Correspondence.***

***69/25 Vision ICT – Council to consider installing an SSL Certificate.***

Due to the Town Council not having an SSL Certificate applied to the Website people are unable to access the site using the https prefix.

The Clerk explained that the only observation the Internal Auditor made was the issue of not being able to access the Town Council’s Website (which he eventually managed).

The cost of installing an SSL Certificate ***-*** £50.00 + VAT Annually.

Council moved to have an SSL Certificate at the cost of £50.00 + VAT annually.

***70/25*** Prior to the meeting each member received a copy of the Quarterly Budget Monitoring Report – monies spent and remaining from 01/04/2025 to 11/06/2025.

Report accepted and moved

***Correspondence.***

***71/25*** Prior to the meeting each member was issued with a paper copy (via email) of the report by Mr. Kevin Rose, IAC Audit & Consultancy Ltd - Internal Audit 2024/2025, together with the Internal Audit Observations summary along with the Annual Return 2024/2025. The Clerk explained the observation made by Mr. Kevin Rose, which was discussed/reviewed. The Council agreed to forward IAC Audit & Consultancy the comment made by the Council regarding his audit observation. Mr. Rose added that he was pleased to advise no “non-compliances” were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report and expressed his thanks for the assistance provided to him during the Audit by the Clerk.

***-4-***

Internal Audit 2024/2025 along with the Internal Auditors Observation was moved and accepted.

The Council approved the dates set for the Exercise of Public Rights 2024/2025 for year ending 31/03/2025.

***72/25*** Correspondence received from Councillor Sharon Morgan, Council to discuss Car parks, Bay Painting, Parking Ticket Contravention Code 24 and Parking sign on Car parks with two entrances.

Councillor Morgan said that all three Carparks in Brynmawr have no bay markings but has signs informing people to park in bays.

Traffic Wardens can issue people with a parking ticket Code 24 which is indisputable if the lines are faint.

The carpark at Worcester Street, Brynmawr has a sign on the Worcester Street entrance but not on the King Street entrance. The carpark at the Buffs has no bay markings which also has only one sign on one of the entrances. Both carparks have two entrances and one exit.

Members agreed that if there are no signs on both entrances to the carparks and no visible bay markings the Traffic Wardens should be stopped entering the carparks and issuing fines.

It was agreed that a letter be sent to Ms. Catherine Rees to ask if it would be possible to have the bays repainted and to erect signs on all carpark entrances in Brynmawr.

***73/25 Planning Correspondence – None.***

***Reports.***

***74/25*** ***Finance Committee Meeting held on 11 June 2025.***

The report was moved and accepted.

***75/25*** ***Annual Report 2025/2026.***

The Clerk informed members if they wish to change or add anything to the Annual

Report to email her.

The report was moved and accepted.

***76/25*** ***Fixed Asset Register 2025/2026.***

Fixed Asset Register moved and accepted.

***77/25*** ***Financial Risk Assessment 2025/2026.***

Risk Assessment moved and accepted.

***78/25*** Prior to the meeting each member received a copy of the One Voice Wales – Latest version of the Model Financial Regulations. Council approved and adopted the latest version of the Model Financial Regulations – 26 June 2025.

***79/25*** Prior to the meeting each member received a copy of the Brynmawr Town Council’s Standing Orders to review, approve and adopt.

***-5-***

The Clerk informed members that there were no changes made to the Brynmawr Town Council’s Standing Orders. Council reviewed, approved and adopted the Brynmawr Town Council’s Standing Orders – 26 June 2025.

***MONTHLY SALARY.***

***80/25*** Council moved payments of Clerks Salary, Administrative Assistant’s Salary, Tax, NI, Pension. Council moved payment of the Administrative Assistants (Mrs. A. C. Davies) Statutory Sick Pay for the month of June 2025.

A.C. Davies Salary

A.C. Davies SSP

N.J. Williams Salary

Inland Revenue Tax & NI

Torfaen CBC Pension

***81/25*** Each member received a breakdown of monies spent for Petty Cash purchases for the months of April, May, and June 2025. Total spent for 3 months = £69.16.

***82/25*** Councillor Hodgins informed members that he has been contacted by Reverend Jeremy Bevan asking if the Town Council wishes to get involved with the arranged Family Fun Day at the Welfare Park, Brynmawr on Tuesday, 22 July.

All members were happy to get involved and agreed that the Town Council could possibly arrange something for toddlers/young children on the Bowling Green.

It was agreed to invite Reverend Jeremy to meet with members to give more detail on the event.

Councillor Joel Sutton agreed to ask the Brynmawr Social Club would it be possible to hold the Brynmawr Town Council’s annual Children’s Christmas disco at the Social Club on Thursday, 18 December 2025 6.00-8.00pm.

It was agreed to book a disco and possibly a children’s entertainer.

* Purchase selection boxes for all children attending.
* A raffle – a raffle ticket will be given to each parent on entry.
* The disco will be for ages 11 and under.

Members agreed that the Clerk use the Council’s Visa Debit Card for any purchases needed for the Family Fun Day and Christmas Disco.

Members unanimously agreed that the Brynmawr Food Festival and Summer Fair was both excellent events.

It was agreed that a letter be sent to Ms. Karen Williams, Town Centre Manager to congratulate her on all the hard work she does in arranging and supporting events in Brynmawr.

***THE FOLLOWING ITEMS MAY CONTAIN INFORMATION THAT IS OF A CONFIDENTIAL OR PERSONAL NATURE AND IS THEREFORE EXCLUSIVE TO MEMBERS OF THE TOWN COUNCIL ONLY.***

***PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.***

***-6-***

***83/25*** No Exempt correspondence discussed for the month of June 2025.

***There being no further business, the meeting closed at 19.00 hours.***

***Signed ……………………………………………***

***J.M. Gardner – Deputy Town Mayor.***