

**MINUTES OF  
THE FINANCE AND MANAGEMENT COMMITTEE MEETING  
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES  
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020  
ON THURSDAY, 18<sup>TH</sup> FEBRUARY 2021  
AT 6.00 PM**

**PRESENT: CHAIRMAN: CLLR. MRS S. MILLER**

**COUNCILLORS: W. CURTIS  
MRS J. L. LOCKYER  
B. MACCATHAIL  
A. MUSAIED  
MRS S. M. PENRY  
R. PRICE  
J. WARMAN**

**IN ATTENDANCE: BEN HUGHES**

**1254 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A. McGrath and Cllr M. Protheroe.

**1255 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no Declarations of interest received.

**1256 TO DISCUSS THE CLOSING DATE FOR THE GRANT AID 2021/22  
PROCESS DURING COVID RESTRICTIONS**

**RESOLVED:** It was proposed, seconded and agreed to extend the Grant Aid 2021/22 closing date to 31<sup>st</sup> August 2021.

**RESOLVED:** It was proposed, seconded and agreed to award Urdd Gobaith Cymru £200 out of the 2020/21 Grant Aid budget.

**1257 TO DISCUSS THE QUARTERLY BUDGET MONITORING UPDATE**

Members received the report prior to the meeting. The RFO answered members' questions on the report.

A member queried why the budget line "Van Servicing and Repairs" was so high. The RFO informed members that the van underwent a service in December and major repairs were required.

The future of the van was discussed. It was suggested that the van gets serviced annually by a local garage in future.

Leasing a van was discussed and the RFO was tasked with bringing the relevant information to a future meeting.

**1258 TO REVIEW THE TELEPHONE SYSTEM AND BROADBAND CONTRACTS**

Members received the quote for the Melyn Community Centre broadband and the new cloud based telephone system (to supersede the current one).

**RESOLVED:** It was proposed, seconded and agreed to accept the broadband proposal from Channel Telecomms for the Melyn Community Centre.

**RESOLVED:** It was proposed, seconded and agreed to accept the proposal from Channel Telecomms for a new cloud based telephone system.

**1259 TO REVIEW INCOME & EXPENDITURE MOVEMENT FOR THE MONTH****a. BILLS AWAITING PAYMENT**

Agreed

**b. BACS PAYMENT SCHEDULE**

Agreed

**c. BARCLAYS GENERAL ACCOUNT**

Agreed

**d. INTER BANK TRANSFERS (OVER 10K)**

None

**e. AUTHORISATION OF WITHDRAWAL FROM PETTY CASH**

None

**f. NEW SUPPLIER BACS AUTHORISATION**

None

**g. NEW DIRECT DEBIT MANDATES**

None

**h. PAYROLL**

Agreed

**i. BANK STATEMENT RECONCILIATION**

Agreed

The RFO answered queries on Bills Awaiting Payment. All other items were authorised.



ALL DEPARTMENTS

Name: Arco Limited

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
940217126	16/12/2020	Hi Vis Coat	26.33	Gardening and	Staff Uniforms	BACS/SEPA
<b>Total:</b>			<u>26.33</u>			

Name: Clearway Cleaning Solutions

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
2012	02/02/2021	Window cleaning services	20.00	Cimla Community Centre	Window Cleaning	BACS/SEPA
2011	02/02/2021	Window cleaning services	90.00	Neath Town Hall	Window Cleaning	BACS/SEPA
2010	02/02/2021	Window cleaning services	20.00	Orchard Street	Window Cleaning	BACS/SEPA
2013	02/02/2021	Window cleaning services	70.00	Melyn Community Centre	Window Cleaning	BACS/SEPA
<b>Total:</b>			<u>200.00</u>			

Name: H Smith Builders Services Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
3	08/02/2021	Extension to scaffold on works to Quaker Wall	1,680.00	Amenities	Provision for Major Repairs	BACS/SEPA
<b>Total:</b>			<u>1,680.00</u>			

Name: L H Evans

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
10976	07/01/2021	Batteries	1.80	Gardening and	Repairs and Renewals	BACS/SEPA
<b>Total:</b>			<u>1.80</u>			

Name: Living Wage Foundation

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
16640	08/02/2021	Accreditation Neath Town Council 2021	144.00	General Account	Subscriptions	BACS/SEPA
<b>Total:</b>			<u>144.00</u>			

Name: Swansea Timber & Playwood

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
129836	30/11/2020	PTFE spray for locks / sahlock case	21.12	Neath Town Hall	Repairs and Renewals	BACS/SEPA
133603	28/01/2021	New lock and keys for office (top of stairs)	66.30	Orchard Street	Repairs and Renewals	BACS/SEPA
<b>Total:</b>			<u>87.42</u>			



Name: Microshade

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
13681	28/10/2020	Monthly hosting fee	298.02	General Account	Computer and Software	BACS/SEPA
13792	28/11/2020	Monthly hosting fee	298.02	General Account	Computer and Software	BACS/SEPA
<b>Total:</b>			<u>596.04</u>			

Name: Rectorial Benefice of Neath

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
	13/01/2021	Whole page advert in Parish magazine (half a	60.00	General Account	PR (Literature & Brochures)	BACS/SEPA
<b>Total:</b>			<u>60.00</u>			

Name: Set Office Supplies/Complete

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
02568033	13/01/2021	Diary	4.69	General Account	Office Stationery	BACS/SEPA
<b>Total:</b>			<u>4.69</u>			

Name: Stannah Lift Services Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
1085272600	29/01/2021	Service agreement period 29.1.21 - 28.4.21	94.39	Neath Town Hall	Repairs and Renewals	BACS/SEPA
1085272600	29/01/2021	Service agreement period 29.1.21 - 28.4.21	94.39	Orchard Street	Repairs and Renewals	BACS/SEPA
1085274051	02/02/2021	Call out to lift	285.62	Neath Town Hall	Repairs and Renewals	BACS/SEPA
<b>Total:</b>			<u>474.40</u>			

Name: T Llewellyn Jones

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
69133	26/01/2021	Advising and completing Deed Variation 8 Green	540.00	Investment Properties	Professional Fees	BACS/SEPA
<b>Total:</b>			<u>540.00</u>			

Name: Travis Perkins

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
1238	25/01/2021	Rocksalt for carpark	57.88	Melyn Community Centre	Repairs and Renewals	BACS/SEPA
<b>Total:</b>			<u>57.88</u>			

**Grand Total** 3,872.56

**1260 TO REVIEW CORRESPONDENCE RECEIVED RELATING TO TOWN  
COUNCIL FINANCE**

None.

**1261 TO REVIEW AND CONSIDER PLANNING APPLICATIONS**

There were no objections to the following Planning Application(s):-

P2020/0771

A member wished to object to the below planning application:

P2020/0856

Meeting: Finance February 2021	Planning Schedule				Date sent: 12.02.21
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2020/0771	Mark Williams	Change of Use from Sui Generis (railway maintenance engineering depot) to B1 light industrial and offices mixed use including refurbishment of existing buildings including alterations to external appearance and new parking layout (Amended description and parking layout received 5/2/21)	Former Railway Buildings On Land Adjacent To Neath Station, Windsor Road, Neath SA11 1BY	Helen Bowen	No objections
P2020/0856	Mrs Rajwinder Kaur	Change of use from hair and beauty salon to a hot food take-away (use class A3) - Amended proposal	139 Pantyrheol Neath SA11 2HB	Andrea Davies	Object due to incorrectly completed paperwork. The area is prone to flooding and no area for waste storage

**1262 TO DISCUSS ANY MEMBER ISSUES AND RECEIVE REPORTS FROM MEMBERS ON MEETINGS THEY HAVE ATTENDED ON BEHALF OF NEATH TOWN COUNCIL**

A member asked for an update from the RFO on the John Taylor Charity. The RFO answered any questions.

**1263 TO RECEIVE ITEMS FOR THE NEXT AGENDA**

None

**1264 CONFIDENTIAL MATTERS – TO CONSIDER PASSING A RESOLUTION UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PRESS AND PUBLIC ARE EXCLUDED FROM THE REMAINDER OF THE MEETING**

The resolution was duly passed.

**1265 TO DISCUSS AND REVIEW ANY: -**

**A) INVESTMENT PROPERTY LEASING MATTERS**

Members were provided with an update on 6 Green Street and Unit 3, Town Hall from Rowland Jones & Partners.

Members were provided with the draft Service Charge Budget 2021/22 for Green Street. There were no queries”

**B) COVID ARREARS REPAYMENT MATTERS**

None.

**C) ONGOING, CURRENT AND FUTURE COMMERCIAL CONTRACTS**

None.

**1266 TO RECEIVE AN OVERVIEW OF ANY STAFFING ISSUES**

Members were informed that a member of staff was retiring on the 4<sup>th</sup> April 2021.

**1267 TO RECEIVE AND OVERVIEW OF HEALTH & SAFETY ISSUES**

None.

**1268 TO FIX A DATE AND AGREE AGENDA FOR THE NEXT MEETING**



The Chair advised that the next meeting will be held on Thursday, 18<sup>th</sup> March 2021. An agenda would be circulated in due course.

There being no further business, the meeting was closed.