

**MINUTES OF
THE FINANCE AND MANAGEMENT COMMITTEE MEETING
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020
ON THURSDAY, 29TH APRIL 2021
AT 6.00 PM**

PRESENT: CHAIRMAN: CLLR. MRS S. MILLER

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

IN ATTENDANCE: BEN HUGHES

Members observed a minute's silence in respect of the late Phil Havard.

1216 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A McGrath.

1217 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no Declarations of interest received.

1218 TO REVIEW THE QUARTERLY BUDGET MONITORING UPDATE

The RFO provided members with the report and an overview of the Financial year. Members asked questions on the report. There were no further questions. **RESOLVED** It was proposed, seconded and agreed to agree the end of year budget report.

1219 TO DISCUSS CCLA INVESTMENT

The RFO read out the report and informed members that the council was currently receiving very little interest on its investment. **RESOLVED** It was proposed, seconded and agreed to withdraw the investment from the CCLA account and look at other investments.

1220 TO REVIEW AND AGREE THE GREEN STREET SERVICE CHARGE ACCOUNTS

Members were provided with a copy of the accounts prior to the meeting. There were no questions or queries the Financial Statements. **RESOLVED** It was proposed, seconded and agreed to agree the Service Charge accounts.

1221 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** Petty cash
£300
- f. **NEW SUPPLIER BACS AUTHORISATION** None
- g. **NEW DIRECT DEBIT MANDATES** None
- h. **PAYROLL** Agreed
- i. **BANK STATEMENT RECONCILIATION** Agreed



ALL DEPARTMENTS

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>
2044	02/04/2021	Window cleaning	70.00	Melyn Community Centre	Window Cleaning	BACS/SEPA
2045	02/04/2021	Window cleaning	20.00	Orchard Street	Window Cleaning	BACS/SEPA
2046	02/04/2021	Window cleaning	20.00	Cirila Community Centre	Window Cleaning	BACS/SEPA
2043	02/04/2021	Window cleaning	90.00	Neath Town Hall	Window Cleaning	BACS/SEPA
Total:			<u>200.00</u>			

Name: Davies Skips

<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>
1230	31/03/2021	Skip hire	240.00	Cirila Community Centre	Repairs and Renewals	Cheque
624	24/02/2021	Skip hire	252.00	Gardening and	Repairs and Renewals	Cheque
Total:			<u>492.00</u>			

Name: Fire Safety Direct 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>
84157	29/03/2021	Quarterly Inspection and test of Fire Alarm	98.40	Cirila Community Centre	Premises Safety Expenses	BACS/SEPA
80524	19/10/2020	Fire log books	27.00	General Account	Premises Safety Expenses	BACS/SEPA
84156	29/03/2021	Quarterly Inspection and test of Fire Alarm	108.00	Melyn Community Centre	Premises Safety Expenses	BACS/SEPA
84158	29/03/2021	Quarterly Inspection and test of Fire Alarm	145.20	Neath Town Hall	Premises Safety Expenses	BACS/SEPA
84159	29/03/2021	Quarterly Inspection and test of Fire Alarm	123.60	Orchard Street	Premises Safety Expenses	BACS/SEPA
Total:			<u>502.20</u>			

Name: Hurley and Davies

<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>
20211563	14/04/2021	Quaker House site visit and emails	312.00	Amenities	Professional Fees	BACS/SEPA
Total:			<u>312.00</u>			

Name: Infinity Document 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>
73840	26/03/2021	Photocopier ink 31.1.21 - 17.03.21	53.58	General Account	Office Stationery	BACS/SEPA
Total:			<u>53.58</u>			



Name: J.G. Rees

<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>
54	15/01/2021	Spare keys for Unit 3 Town Hall	6.00	Investment Properties	Repairs and Renewals	Cheque
27	13/11/2020	Castle keys	13.00	Amenities	Repairs and Renewals	Cheque
291	15/01/2020	Key	3.00	General Account	Repairs and Renewals	Cheque
31	29/01/2020	Key	3.00	General Account	Repairs and Renewals	Cheque
38	02/04/2020	Cimla front door key	3.00	Cimla Community Centre	Repairs and Renewals	Cheque
40	19/04/2020	Town hall keys for H Smith	9.00	Neath Town Hall	Repairs and Renewals	Cheque
41	05/08/2020	Spare keys	11.00	General Account	Repairs and Renewals	Cheque
	26/08/2020	Keys	12.00	General Account	Repairs and Renewals	Cheque
Total:			<u>60.00</u>			

Name: Lighting and Illumination

<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>
270375	01/04/2021	2021 Season year 2 of 2	1,618.80	General Account	Christmas Activities incl lights	BACS/SEPA
Total:			<u>1,618.80</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>
138848	09/04/2021	New padlock and 58 keys for Fairyland	737.71	Allotments	Repairs and Renewals	BACS/SEPA
139228	14/04/2021	12 Extra keys for allotments	132.25	Allotments	Repairs and Renewals	BACS/SEPA
Total:			<u>869.96</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>
(BACS)	09/03/2021	Payment on Account	-190.84	Non Departmental	Barclays Current Account	BACS/SEPA
02551935	23/12/2020	Wall planners, diary	190.84	General Account	Office Stationery	BACS/SEPA
02672187	12/04/2021	Storage boxes	23.99	General Account	Office Stationery	BACS/SEPA
Total:			<u>23.99</u>			
Grand Total			<u>4,132.53</u>			

1222 TO REVIEW CORRESPONDENCE RECEIVED RELATING TO TOWN COUNCIL FINANCE

None.

1223 TO REVIEW AND CONSIDER PLANNING APPLICATIONS

None

1224 TO DISCUSS ANY MEMBER ISSUES AND RECEIVE REPORTS FROM MEMBERS ON MEETINGS THEY HAVE ATTENDED ON BEHALF OF NEATH TOWN COUNCIL

A members asked for an update on the John Taylor Sick Poor Charity. The RFO informed members that after seeking advice from T Llewelyn Jones (the council's solicitor), it was her opinion that the councils wish to donate to Crowd Funding page was an appropriate use of funds.

In addition to this the RFO informed members that the bank account was still in the process of being unblocked and a letter would be received in due course to confirm this.

The RFO informed members that there had only been 17 Grant Aid application to date.

1225 TO RECEIVE ITEMS FOR THE NEXT AGENDA

There were no items received for the next agenda.

1226 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.

**1227 TO DISCUSS AND REVIEW ANY:-
A) INVESTMENT PROPERTY LEASING MATTERS**

Members were informed that Tai Tarian had withdrawn their intention of developing the 1st and 2nd floors of 1-4 New Street. NPTCBC Grants Officer had informed the council that there was additional funding available for the top floors. **RESOLVED** It was proposed, seconded and agreed to apply for funding for the 1st and 2nd floors of 1-4 New Street.

B) COVID ARREARS REPAYMENT MATTERS

Members were provided with an update on the repayment arrears.

A request had been received from the tenant of the Town Hall Units 1&2. They were asking for a rent free period from 24th December 2020 to May 2021. This was discussed at length. **RESOLVED** It was proposed, seconded and agreed not to agree to this request.

C) ONGOING, CURRENT AND FUTURE COMMERCIAL CONTRACTS

A quote had been received from Channel Telecomms for the installation of improved broadband signal in The Chambers, the main hall at the Town Hall and the upper side room at the Melyn Community Centre. The quote came back in the region of £5,000. Members informed the RFO to source more quotes.

1228 TO RECEIVE AN OVERVIEW OF ANY STAFFING ISSUES

Members were reminded that the council is currently at the early stages of undertaking the Job Evaluation process.

1229 TO RECEIVE AND OVERVIEW OF HEALTH & SAFETY ISSUES

None.

1230 TO FIX A DATE AND AGREE AGENDA FOR THE NEXT MEETING

The Chair advised that the next meeting will be held on Thursday 20th May 2021. An agenda would be circulated in due course.

There being no further business, the meeting was closed.