

These minutes are draft and are subject to agreement and change at the next Full Council meeting

NEATH TOWN COUNCIL – FULL COUNCIL MEETING

Minutes of the hybrid meeting on Thursday, 3rd November 2022 at 6pm

Present: Cllr. Mrs S. M. Penry (Mayor), Cllr. J. Warman (Deputy Mayor), Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr. R. Price, Cllr. Mrs S. Price and Cllr. A. Sims (Amanda Holmes – RFO, Lilly Kayes – Youth Representative)

As a result of technical issues with Zoom, the Meeting started at 6.25pm. Members unable to join – Cllr. T. Cooze, Cllr. Ms L. Heard, Cllr. P. James, Cllr. M. Protheroe, Cllr. Ms M. P. Lloyd, Cllr. A. Musaied, Cllr. T. Pearson and Cllr. P. Sambrook.

FC2022/95 To receive apologies for absence

Apologies for absence were received from Cllr. K. Finn, Cllr. Mrs L. Jones and Cllr. D. Thomas

FC2022/96 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

There were no declarations of interest received.

FC2022/97 To provide an opportunity for any members of the public in attendance to address Council or ask questions on any matters of concern in relation to agenda items (*other than those proposed to be considered in private – see additional Public Participation guidance notes on website*)

There were no members of the public in attendance.

FC2022/98 To welcome Will John of NPT Police for an update

No update.

FC2022/99 To approve as a true and correct record

a) Minutes of the following Council Meetings:

i. Full Council Meeting held on 6th October 2022

It was proposed, seconded and agreed to unanimously accept the minutes of the Full Council Meeting.

ii. Events Sub-Committee Meeting held on 11th October 2022

It was proposed, seconded and agreed unanimously to accept the minutes of the Events Sub-Committee Meeting.

iii. Estates Committee Meeting held on 13th October 2022

It was proposed, seconded and agreed unanimously to accept the minutes of the Estates Committee Meeting.

iv. Finance Committee Meeting held on 20th October 2022

It was proposed, seconded and agreed unanimously to accept the minutes of the Finance Committee Meeting.

v. Finance Committee Meeting held on 25th October 2022

It was proposed, seconded and agreed unanimously to accept the minutes of the Finance Committee Meeting.

vi. Personnel & Policy Committee Meeting held on 27th October 2022

It was proposed, seconded and agreed unanimously to accept the minutes of the Personnel & Policy Committee Meeting

b) Resolutions recommended by Committees as set out in the minutes

All Resolutions agreed.

The Chair asked for a resolution to be passed so the Mayor doesn't need to send in apologies if absent due to Mayoral duties. **RESOLVED:** Agreed.

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FC2022/100 To receive the Clerk's Report

a) On general matters arising

The Meeting discussed the Police attendance at Full Council Meetings. **RESOLVED:** Members agreed that Clerk should write to the Police to say how disappointed Council are by continued lack of attendance.

Councillors discussed the NTC newsletter and an example was shown from a local town. Members asked that quotes be obtained for design and print based on an annual newsletter being sent out. A Member queried whether the newsletter should be printed or available electronically to save paper. Members agreed that not everyone had access to an online version so an A5 size printed booklet was the preferred option.

Members were reminded about submitting biographies for the Newsletter. **RESOLVED:** It was agreed that if Councillors had not submitted biographies by now, they should not be chased for them. It was up to them whether to put them in or not. Publication to go ahead without them. **RESOLVED:** Agreed to include events up to the Christmas Light switch on then distribute the newsletter in the New Year.

Councillors were reminded of the date of the Christmas Lights switch on. Agreed that everyone should make an effort to attend.

Councillors were informed that one grant aid application needed to be discussed as the previous Finance Meeting had not been quorate for that application. **RESOLVED:** It was proposed, seconded and agreed to accept the Mayoress Appeal grant aid application.

The RFO asked for clarification as to timings/administration of the grant aid payments. **RESOLVED:** It was agreed that successful applicants would need to attend a presentation at the Town Hall in January 2023 to collect their cheques/payments. If they, or their representative, did not turn up for the event, they would not receive their payment. Those who requested payment by Bank Transfer would be paid after the event in January. Council asked that The Clerk checks availability of the Town Hall between 17th and 31st January 2023 and confirms the date at the next Full Council Meeting.

A summary was given of the people who had been put forward for Citizenship Awards. The awards ceremony would be held alongside the Grant Aid presentations in January 2023. This would be discussed in full at the next Personnel & Policy Committee Meeting.

The Meeting was updated on the tree at Neath Castle

Members were informed that Neath Benefice community function would be discussed at the next Finance and Estates Committees.

b) On Correspondence received

To be discussed under Confidential Matters

FC2022/101 Review of hall hire charges from January 2023

Members had received the report prior to the Meeting. Councillors were asked to confirm the wording of commercial/non-commercial per RFO report. Agreed.

RESOLVED: Members agreed the new rates and stated that they would come into effect from 1st January 2023

FC2022/102 To receive and agree the Internal Control document for 2022/23

Noted and agreed.

FC2022/103 To discuss the budget recommendations from each Committee for the 2023/24 Budget

RESOLVED: It was proposed, seconded and agreed to accept the master budget.

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RESOLVED: It was proposed, seconded and agreed that the budget for the year 2023/24 for Events should be £51,000 and Estates £55,000. These figures to be provided to Events and Estates committees so they can discuss how the amounts should be allocated. It was noted that, after taking into account ongoing/annual budgeted costs, this would leave £5,000 for each committee to spend on new projects.

FC2022/104 To review and agree Income & Expenditure movement for the month

- a) Bills Awaiting Payment
- b) BACS Payment Schedule
- c) Barclays General Account
- d) Inter Bank Transfers (Over 10k)
- e) New Supplier BACS Authorisation
- f) Payroll
- g) Bank Statement Reconciliation

All agreed.

FC2022/105 To review and consider Planning Applications

There were no objections to the following planning application(s):-

- P2022/0827 - Mr Peter Walters - 2 Pen Y Bryn, Cimla, SA11 1JE
- P2022/0821 - Mr Thomas Parry - 2 Heol Derwen, Cimla SA11 3YS
- P2022/0843 - Mr Ray Millard - 80 Windsor Road, Neath, SA11 1NR
- P2022/0884 - Mr J Healey – 127 London Road, Neath, SA11 1HF

FC2022/106 To discuss any Member Issues and receive Reports from Members:-

- a) on meetings they have attended on behalf of Neath Town Council
- b) on updates recommended for website, digital and social media platforms

There were no updates received.

FC2022/107 To receive an update from NTCs Youth Representative

The Youth Representative reported that she had sent an email out in July introducing herself and asking for feedback but had a poor response. She had attended Neath Fair in her capacity as Youth Representative and now plans to visit locations in the town to introduce herself and ask people their thoughts on the town and what they expect of the Town Council Youth Rep. She had asked a friend to help her with this.

Lilly Kayes left the Meeting.

FC2022/108 To receive items for the next Agenda

Council Newsletter.

FC2022/109 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.

FC2022/110 To discuss and review any:-

- a) Correspondence received

Correspondence received for action		Resolutions
An email from Urdd Gobaith Cymru regarding support for the Eisteddfod.	For consideration.	It was proposed, seconded and agreed to donate £200 to match the amount paid out to Grant Aid applicants. RESOLVED.
An email from Soroptimist International asking for Neath Castle	For Members to discuss.	Agreed to light the castle orange on 25 th November.

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to be lit orange on 25 th November to raise awareness of domestic violence.		
An email from Emma Jones regarding hall hire charges (passed from Finance Committee in October).	Councillors to discuss whether to allow the reduced hours retrospectively and only charge for 2 hours instead of 3 hours that were originally booked.	Members agreed to allow the reduced hours retrospectively from July 2022 onward. Councillors asked to check the terms of the contract and to make sure this is in the current hirers name and not the previous hirer.
An email from Cllr. Terry Pearson resigning as the Crynallt School Governor.	Members to consider.	Councillors appreciated Cllr. Pearson's kind gesture and agreed that Cllr. John Warman should be reinstated as school governor at Crynallt Primary.
An email regarding the South Wales Police and Crime Commissioner Annual Community Survey.	Do Members wish to respond?	Councillors Price and Miller had already formulated a response to this. Cllr. G. Morgan asked that all views could be taken into consideration. Members agreed that the Clerk should email all Councillors asking for their input/responses. These should be collated and sent as one letter on behalf of NTC. Members agreed that Councillors could also respond individually if they wanted to.
An email from Denise Deborba regarding their hall hire time and storage.	Members to discuss.	Council were unsure of which hall the booking related to. If it was the Town Hall, then both requests (booking request and storage) should be no. Clarification needed on which hall they wanted to use. RESOLVED.
An email from Reverend Ali Reeves asking if the Tymhorau/Seasons Café could extend their opening hours on certain days for clients of the Foodbank to wait while their bags are made up.	For consideration.	Councillors declined the request due to lack of staff to cover these additional hours.
Correspondence received for noting		
An email from Boundary Commission for Wales regarding Revised Proposals for Wales' new parliamentary constituencies.	For noting in your Ward area.	
An email from the Electoral Services Manager at NPTCBC regarding the Local Government Elections and re-charge invoices.	For noting and future budget setting.	
An email from Green Top Events Ltd regarding the licence and costs for a market in Neath.	For noting.	
An email from One Voice Wales regarding the Electoral Administration and Reform White Paper consultation.	Do Members wish to respond (closing date 10.01.23)?	-
An email from One Voice Wales regarding training dates in October, November & December.	Do Members wish to attend any training?	-

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Correspondence received for information

An email from Cllr. W. Carpenter regarding Neath East Christmas Lights.

An email from Inspector Lyndsey Sweeney regarding attendance at NTC Full Council Meetings.

An email from Chris Lewis regarding an article on the noise cameras trial in England, relating to Pant Yr Heol, Neath.

An email from Llansawel Art Group regarding their hall hire during the Food Festival.

An email from Calon Hearts regarding their Mistletoe Ball.

An email from NPTCVS regarding National Safeguarding Week and attaching event information.

An email from Planning Aid Wales regarding the redevelopment of Caewern House, Neath.

An email from One Voice Wales regarding the WGLA Decarbonisation Masterclass Series.

An email from One Voice Wales regarding new Members for the independent Monitoring Board, Parc Prison, Bridgend.

An email from One Voice Wales regarding the Local Government and Housing Committee report on community assets.

An email from One Voice Wales regarding the Well-being of Wales Report.

b) Investment Property Leasing matters including COVID arrears repayment matters

c) Ongoing, Current and Future Commercial Contracts

The Meeting was updated on the proposed Neath Castle Christmas Market – costs were noted. Councillors had received the new Town Hall bar pricing structure. **RESOLVED:** Agreed.

Members were given an update on building works at 1-4 New Street. Members were informed that the building work was scheduled to start on 7th November but there has been a delay in putting the 'Work in Progress' insurance cover in place. This could take 4-6 weeks. Suggested the RFO asks the insurers whether any interim cover could be put in place. If not, it was agreed that the work should be deferred until the building work was fully covered.

FC2022/111 To receive an overview of any Staffing matters

Councillors were updated on staff members current off sick.

FC2022/112 To receive an overview of Health & Safety matters

No update.

FC2022/113 To fix a date and agree an Agenda for the next Meeting

The Chair advised that the next meeting would be held on Thursday, 1st December 2022. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____