

NEATH TOWN COUNCIL – FULL COUNCIL MEETING

Minutes of the hybrid meeting on Thursday, 6th April 2023 at 6pm

Present: Cllr. Mrs S. M. Penry (Mayor), Cllr. J. Warman (Deputy Mayor), Cllr. T. Cooze*, Cllr. K. Finn, Cllr. Ms L. Heard, Cllr. Ms. M. P. Lloyd, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr A. Musaied, Cllr. T. Pearson, Cllr. R. Price, Cllr. Mrs S. Price, Cllr. A. Sims (Kathryn Charles - Town Clerk, Amanda Holmes - Finance Officer, Sara Wharmby - Admin Assistant Lilly Kayes - Youth Representative, Carys Hope - Community Engagement Officer)

**Cllr. T. Cooze had connection issues at the start of the Meeting.*

FC2023/53 To receive apologies for absence

Apologies for absence were received from Cllr. P. James, Cllr. Mrs L. Jones, Cllr. M. Protheroe, Cllr. P. Sambrook and Cllr. D. Thomas.

The Chair asked that a card be sent to Cllr. P. James.

FC2023/54 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

There were no declarations of interest received.

FC2023/55 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.

FC2023/56 To welcome Will John and Sam Tobin of NPT Police for an update

The Chair welcomed the Police to the Meeting.

Members were updated on incidents that had taken place during the Spring Fair week. Members were informed that Sam Tobin was moving on to a new role. Members put forward any issues they had received from members of the public.

A Member queried whether the Police were aware of a noise complaint in the town centre. Will John stated that they were aware of the complaint.

The Chair thanked Will John and Sam Tobin for attending the Meeting and wished Sam well in his new role.

Both Police Officers left the Meeting.

The Chair welcomed Carys Hope to the Meeting. The Town Clerk reminded Councillors of the role of Community Engagement Officer and explained the first steps in the approach to gather a baseline information. Carys explained her University studies which would compliment the role and stated that she was looking forward to working with the Town Councillors.

FC2023/57 Members to consider date for mandatory Code of Conduct Training from Craig Griffiths, NPTCBC

Members confirmed the date for 5th June 2023 for this mandatory training. **RESOLVED:** It was proposed, seconded and agreed for training to take place on 5th June.

FC2023/58 To agree the Internal Auditors Terms of Reference

RESOLVED: It was proposed, seconded and agreed to accept the Internal Auditors Terms of Reference. The Chair informed the Meeting that Amanda Holmes, the Finance Officer, was leaving and stated it was a loss to the Council.

FC2023/59 To approve as a true and correct record

a) Minutes of the following Council Meetings:

i. Full Council Meeting held on 2nd March 2023

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

FC2023/45 – Cllr. Pearson stated that the initial consultation results had been received regarding the windfarm and that he would updated Council next month.

FC2023/42 – A Member updated the Meeting on the Tai Tarian compound and stated that they had left but the ground was in a bad state.

ii. Estates Committee Meeting held on 9th March 2023

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

iii. Finance Committee Meeting held on 16th March 2023

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

Cllr. T. Cooze disconnected from the Meeting.

iv. Personnel & Policy Committee Meeting held on 27th March 2023

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

Cllr. K. Finn & Cllr. Ms L. Heard disconnected from the Meeting.

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

All Resolutions agreed.

FC2023/60

To receive the Clerk's Report on general matters arising

Members had received the report prior to the Meeting.

The Town Clerk updated Councillors on the damage to ceiling tiles at Melin Community Centre. Members discussed the damage. A Member queried whether Council could claim on insurance.

RESOLVED: After discussion, it was proposed, seconded and agreed to repair the damage and send a bill to the hirer by a vote of 10 for and 1 against.

a) To confirm date for King's Coronation Party (Victoria Gardens)

The Town Clerk asked Councillors to confirm which date they required for the event in Victoria Gardens. **RESOLVED:** It was proposed, seconded and agreed to hold the event on 29th April.

The Town Clerk asked Members whether they wished to hold an Events Committee Meeting to finalise all arrangement for the 29th April event. **RESOLVED:** It was proposed, seconded and agreed to hold a Meeting on 11th April.

Councillors were previously provided with a copy of a draft Newsletter. Members put forward amendments to the biographies. The Town Clerk asked that any other amendments be sent in by Friday 14th April.

Cllr. T. Cooze entered the Meeting.

A Member suggested adding information on the Youth Representative and the Community Engagement Officer. A Member asked that 'Newsletter' be bilingual on the cover and stated they would send the translation. The Town Clerk stated that Councillors would distribute them in their Wards, and asked how many would be needed. The Meeting discussed how often the newsletter should be distributed. **RESOLVED:** It was proposed, seconded and agreed to revised the bi annual publication to an annual publication.

FC2023/61

To review and agree income & expenditure movement for the month

a. Bills Awaiting Payment

Members queried various invoices. The Finance Officer asked Members if they could approve an additional invoice as the work had now been signed off. **RESOLVED:** It was proposed, seconded and agreed to approve the invoice - Agreed.

b. BACS Payment Schedule - Agreed.

c. Barclays General Account - Agreed.

d. Inter Bank Transfers (Over 10K) - None.

e. New Supplier BACS Authorisation - None.

f. Payroll - Agreed.

g. Bank Statement Reconciliation - Agreed.

FC2023/62

To review and consider Planning Applications

There were no objections to the following planning application(s):-
P2023/0208 – Mr S. Kilinc – 13 New Street, Neath, SA11 1RT
P2023/0080 – Mrs H. Fong – 6 Green Street, Neath, SA11 1DR
P2023/0115 – Mrs H. Fong – 6 Green Street, Neath, SA11 1DR

FC2023/63 To discuss any Member Issues and receive Reports from Members:-
a) on meetings they have attended on behalf of Neath Town Council
 The Mayor gave an update on the Trefoil Guild AGM that they recently attended.

A Member updated the Meeting on the NPTCVS meeting that they had attended regarding grants and stated that some could be useful for NTC and Neath Castle. The Town Clerk updated the Meeting on the CADW proposal which had been referred via Estates Committee.

b) on updates recommended for website, digital and social media platforms
 There were no updates received.

FC2023/64 To receive an update from NTCs Youth Representative
 The Youth Representative stated that she had plans to meet with local youth groups. She informed Members that she had contacted the Girl Friendly Society and was waiting to hear back from them. Lilly stated she was looking forward to Meeting Carys, the Community Engagement Officer, in person.

The Town Clerk added that both Lily and Carys would meet with Inspector Sweeney to help with youth engagement. A meeting would be arranged with the Town Clerk, in the first instance, to take this forward.

Lilly Kayes left the Meeting.

FC2023/65 To receive an overview of Health & Safety matters
 The Town Clerk updated the Meeting on the new Health & Safety consultant with KGS.

FC2023/66 To receive items for the next Agenda
 There were no items received for the next Agenda.

Sara Wharmby left the Meeting.

FC2023/67 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.

FC2023/68 To discuss and review any:-
a) Correspondence received

Correspondence received for action		Resolutions
An email from NPT CVS regarding cost of living help.	For information and sharing in your Wards	Noted.
An email from Liangollen International Musical Eisteddfod regarding financial support.	For consideration. I would suggest they apply for Grant Aid	Town Clerk to provide Grant Aid application forms.
An email from NPTCBC regarding labour rates increase for the SLA.	Can Members confirm they are happy to proceed with a renewal of the SLA for Van/machine maintenance for another year?	Agreed.
An email from David John regarding a painting of M.G. Roberts who was Mayor of Neath 1922-23.	Members to consider request.	Agreed.
A letter from the Afon Nedd Ministry Area regarding advertising in the Parish magazine.	Do Council wish to renew advert?	Agreed.
A letter from NPTCBC regarding a planning application appeal – A2022/0654.	To be discussed.	Noted.
An email from 20's Plenty for Us regarding Zoom sessions on the 17 th of each month.	Should Members wish to attend, please register directly.	Noted.
An email from NPTCVS regarding an invitation to the West Glamorgan People's Forum.	For information. Should Members wish to attend, please RSVP directly.	Noted.

An email from One Voice Wales regarding Planning Policy Wales: Net benefit for biodiversity and ecosystems' resilience.	Do Council wish to respond to this Consultation?	Members to respond individually.
An email from One Voice Wales regarding Taxi and Private Hire Vehicle (Wales) Bill.	Do Council wish to respond to this White Paper Consultation?	n/a
An email from One Voice Wales attaching training dates for March/April 2023.	Do any Members wish to attend training?	Noted.

Correspondence received for noting

An email from Welsh Government regarding Statistical Officers vacancies.	Already circulated to Members due to closing date.
An email from One Voice Wales regarding advertisements for Public Appointments.	Already circulated to Members due to closing date.
An email from One Voice Wales regarding Welsh Government vacancies.	Already circulated to Members due to closing date.

Correspondence received for information

The MAWW Fire & Rescue Service Calon Tan: Spring 2023 Edition.
An email from Emma Knight regarding the climate emergency declaration and suggesting Council invite someone that has specialist knowledge on wind farms to a future Meeting.
An email from Mrs Rees regarding the School Crossing Patrol on Cimla Road.
An email from the Post Office regarding the temporary closure of the Penrhiwtyn Post Office, SA11 2EE.
Safer Neath Port Talbot Business Crime Reduction Partnership Newsletters.
The March/April 2023 News from the 20s Plenty For Us campaign.
An email regarding The LGBTQ+ Action Plan for Wales: Next Steps Conference.
An email from One Voice Wales regarding 'Childcare and play work community mentors wanted'.
An email from One Voice Wales with information on Roy Castle Lung Cancer Support.
An email from One Voice Wales regarding Tools for Self Reliance Cymru.
An email from One Voice Wales attaching Digital Health of Community and Town Councils.
An email from One Voice Wales regarding the current Disabled People's Employment Champion vacancies.

Additional Correspondence received for action		Resolutions
An email from People and Places South West Wales regarding the South West Wales Area Statement Review.	Do members wish to complete this Review (closing date 30.04)	Members to respond individually.
An email from One Voice Wales regarding training sessions in April.	Do any Members wish to attend training?	Noted.
Additional Correspondence received for information		
An email regarding the Calon Hearts Spring Silent Auction.		
A letter from Neath Arts Club thanking NTC for the Grant Aid donation.		
The Afon Nedd Ministry Area Parish Magazine for April 2023.		
An email from One Voice Wales regarding the consultation on Local Authority Ethical Standards Framework and Code of Conduct.		
An email from One Voice Wales regarding public appointment vacancies.		
An email from One Voice Wales attaching the Written Statement on Electoral Reform.		
An email from One Voice Wales regarding the Welsh Government vacancy for a Senior IT Service Manager.		
An email from One Voice Wales regarding the Welsh Government vacancy for a Head of National Office for Social Care.		

b) Ongoing, Current and Future Commercial Contracts

1-4 New Street, Phase 1 – retention monies held as water ingress needed to be explored. Ongoing.
1-4 New Street, Phase 2 – a snagging list had been reviewed and Howard Smith Builders were working through the list. The official grant notification letter had been received from NPTCBC/WG. Updated visuals/advertising information were shared with Members for 1-4 New Street, Units 1 & 2. National Grid and Welsh Water were being chased for installation dates.

Awaiting CCTV review costs from contractors.

The Town Clerk outlined arrears positions on three tenants and confirmed that these were being chased by Rowland Jones & Partners.

Carys Hope left the Meeting.

FC2023/69 To receive an overview of any Staffing matters

a) To consider and review advert for Finance Officer

The Chair stated that there was saddened to hear that the Finance Officer was leaving but understood the reason. **RESOLVED:** Members agreed the job advert/application pack and the timeline for interviews.

The Town Clerk stated that Lynda Rawle had given notice of her intention to retire. **RESOLVED:** Due to Lyn's length of service with the Council, it was agreed that a lunch be arranged and Members and community groups be invited.

FC2023/70 To fix a date for the next Meeting

The Chair advised that the next meeting would be held on Thursday, 4th May 2023. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: S. M. Penry

Dated: 4. 5 - 2023