

NEATH TOWN COUNCIL – FULL COUNCIL MEETING
Minutes of the hybrid meeting on Thursday, 7th March 2024 at 6pm

Present: Cllr. J. Warman (Mayor), Cllr. Ms. M. P. Lloyd, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr A. Musaid, Cllr. T. Pearson, Cllr. R. Price, Cllr. Mrs S. Price, Cllr. M. Protheroe, Cllr. P. Sambrook, Cllr. A. Sims, (Kathryn Charles - Town Clerk, Joanne Carroll – Finance Officer, Sara Wharmby - Admin Assistant, Lilly Kayes – Youth Representative, Carys Hope – Community Engagement Officer)

Absent: Cllr. T. Cooze, Cllr. Ms L. Heard

It was proposed, seconded and agreed to move items 9f and 10 to Confidential Matters on the agenda.

FC2024/37 To receive apologies for absence

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

FC2024/38 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

Declarations of interest were received from Cllr. M. Protheroe and Cllr. T. Pearson in respect of Item 12c on the Agenda.

FC2024/39 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.

FC2024/40 To welcome Will John of NPT Police for an update

There were no Police in attendance.

Cllr. G. Morgan & Cllr. Ms M. P. Lloyd entered the Meeting.

Members put forward their disappointment in their non-attendance.

FC2024/41 To receive an update from NTCs Youth Representative

The Chair welcomed the Youth Representative Lilly Kayes to the Meeting.

Lilly updated Councillors on the information they had received at last month's Meeting.

Members were updated on Lilly's meeting with a theatre group that hire Cimla Community Centre.

The Chair thanked Lilly for her report.

FC2024/42 To receive an update from NTCs Community Engagement Officer

The Chair welcomed the Community Engagement Officer Carys Hope to the Meeting.

Members had received the report regarding engaging with the elderly prior to the Meeting. Carys informed the Meeting that she had met with Age Connects and some of their members had said that somewhere was needed to give help with forms, free WIFI use, paying bills, etc. Carys suggested working with other organisations, such as NPTCVS, with the possibility of using Neath Community Centre as a drop-in centre.

A Member suggested using the old Café as a community hub where people could volunteer to run classes, etc. **RESOLVED:** It was proposed, seconded and agreed for the Member to produce a report for Personnel & Policy Committee Meeting, and then the Estates Committee.

Cllr. Ms M. P. Lloyd gave her apologies and left the Meeting.

Members discussed the Community Engagement Officer's idea. **RESOLVED:** After discussion it was proposed, seconded and agreed to run the hub once a month.

Carys updated Members on the success of the recent Youth Initiative and stated that 64 questionnaires had been completed. Members were informed that the main issue received was the

J Warman 04/04/2024

lack of youth clubs, however there are a few in the local area. Carys stated she would promote the current youth clubs on the social media pages.

Members stated it was refreshing to see how many wished to contribute and the Mayor thanked the Councillors who attended.

The Chair thanked Carys for her report.

Carys Hope left the Meeting.

FC2024/43 To approve as a true and correct record the minutes and resolutions contained therein of the following Council Meetings:-

i. Full Council Meeting held on 1st February 2024

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

ii. Special Full Council Meeting held on 8th February 2024

Members asked that the minutes be updated to state it was a business advice function.

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

iii. Estates Committee Meeting held on 8th February 2024

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

iv. Finance Committee Meeting held on 15th February 2024

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

v. Personnel & Policy Committee Meeting held on 26th September 2024

RESOLVED: It was proposed, seconded and agreed to extend the Community Engagement Officer contract.

Members were updated on the Gardener position. **RESOLVED:** It was proposed, seconded and agreed to trial for 12 months.

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

vi. Special Full Council Meeting held on 27th February 2024

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

FC2024/44 To receive the General Clerk's Report

Members had received the report prior to the Meeting. The Town Clerk gave an update on the Charities Meeting minutes. Members were updated on the screen replacement for Council Chambers.

Members were informed that the Council van was currently parked at Melin Community Centre overnight. A request had been received from a staff member, asking if it could be relocated to Cimla Community Centre and an explanation given. **RESOLVED:** It was proposed, seconded and agreed to allow staff to park the Council van at Cimla Community Centre overnight. Town Clerk to update the insurance.

The Town Clerk stated that staff had suggested enclosing and fencing off the skip at Cimla Community Centre and costs were given. **RESOLVED:** After discussion it was proposed, seconded and agreed to enclose the skip.

Members confirmed that the maintenance officer could replace the flooring of the bar area and landing of the Town Hall as soon as possible. **RESOLVED:** Members wished to thank the maintenance officer for his proactive approach to repairs. It was also noted that Caretakers are assisting the maintenance officer where possible which is improving the rate of repairs and maintenance and this was noted.

Members were updated on the overhanging trees at Cimla Community Centre.

Members were given an update on the allotments.

*J. Norma
04/04/2024*

FC2024/45 To review and agree Income & Expenditure movement for the month

a) Bills Awaiting Payment - Approved.

Members discussed hand driers in the community centres.

b) BACS Payment Schedule - Approved.

c) Barclays General Account - Approved.

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

e) New Supplier BACS Authorisation - None.

f) Payroll - To be discussed under Confidential Matters.

g) Bank Statement Reconciliation - Approved.

FC2024/46 To review Bad Debt (6 monthly)

To be discussed under Confidential Matters.

FC2024/47 To review and consider Planning Applications

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

P2024/0102 - Mr G. Williams - 44 Cimla Road, Neath SA11 3TL

FC2024/48 To discuss any Member Issues and receive Reports from Members:-

a) on meetings they have attended on behalf of Neath Town Council

There were no issues to discuss.

b) on updates recommended for website, digital and social media platforms

There were no issues to discuss.

c) To receive a report from Cllr. Terry Pearson regarding the Floodlighting at Cefn Saeson Comprehensive School

Cllr. T. Pearson and Cllr. M. Protheroe declared an interest and left the Meeting.

Cllr. A. Sims left the Meeting.

Members had received the report prior to the Meeting. Members agreed it was a problem, but they were unable to resolve it. Members stated that it had made them aware that they need to scrutinise planning more when applications such as this are received.

Cllr. T. Pearson and Cllr. M. Protheroe returned to the Meeting.

FC2024/49 To receive an overview of Health & Safety matters

Members were informed there would be a health and safety visit to Cimla Community Centre and Melin Community Centre.

FC2024/50 To receive items for the next Agenda from Members

There were no items received for the next Agenda.

Lilly Kayes left the Meeting.

FC2024/51 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.

RESOLVED: It was proposed, seconded and agreed to discuss items 9f and 10 on the Agenda.

FC2024/52 To review and agree Income & Expenditure movement for the month

f) Payroll

A Member stated that staff should not be named in a public report. **RESOLVED:** It was proposed, seconded and agreed to remove staff names in any public finance information.

FC2024/53 To review Bad Debt (6 monthly)

A Member stated that the information should not be in the public domain in future.

Members queried why people were allowed to hire the hall if full payment had not been received. The Finance Officer stated that a list of debtors had been passed to a previous member of staff for them to chase payment. Members queried whether people were being chased, as they were on

JWama 04/04/2024

the list and had not received a letter or a phone call. A suggestion was put forward to ask for full payment when a one-off booking is made.

RESOLVED: It was proposed, seconded and agreed to discuss the hall hire policy at the next Personnel & Policy Committee Meeting. One Member's screen was frozen during the vote.

Joanne Carroll left the Meeting.

FC2024/54 To receive and review any Correspondence received

Correspondence received for action		Resolutions
An email from Corinne Fry regarding storage at Neath Community Centre.	To be discussed.	Members stated that the policy was to no longer allow storage, so the request was declined.
A request from Cancer Challenge Singers asking if Council would like to sponsor them or buy an advert in their event programme.	To be discussed.	It was proposed, seconded and agreed to buy a half page advert in the programme.
An email from Cllr. Paul James regarding using Neath Community Centre during Neath Comedy Festival.	To be discussed.	It was proposed, seconded and agreed to allow the use of Neath Community Centre.
An email from Neath Ukulele Band regarding playing at an event in Victoria Gardens.	To be discussed.	It was proposed, seconded and agreed to hire them for the D-Day event.
An email from the NTC Finance Officer regarding a cheque for the Christmas Shop Window Competition prize.	To be discussed.	It was proposed, seconded and agreed to pay the £30 via bank transfer, and to put to the Finance Committee regarding BACs payments for the competition in future.
An email from One Voice Wales regarding the D-D 80 Flag of Peace and attaching an image of the flag.	Do Councillors wish to purchase the flag?	It was proposed, seconded and agreed to buy a large flag.
A quote from Neath Carpets for supplying and fitting vinyl flooring at Neath Town Hall.	To be discussed.	Members were informed that staff could fit the flooring. It was proposed, seconded and agreed to go ahead with this.
An email from One Voice Wales regarding nominations for the King's New Year Honours 2025.	Do Council wish to submit any nominations?	Noted.
Correspondence received for noting		
An email from NPTCBC regarding the Notice of Vacancy for the Penrhiwtyn South Ward.		
An email from Groundwork Wales regarding a grant for children's and young people's wellbeing and activities.		Members to share the link if they wish.
Information on sickness and absence payments for senior salary holders of Principal Councils.		
Correspondence received for information		
An email from Pelenna Valley Male Voice Choir thanking NTC for the Grant Aid donation.		
Action notes from the NTC Mayoress Appeal Annual General Meeting on 13 th February.		
An email from Luigi Dimaio responding to Councils reply regarding Neath Town Hall bookings.		
An email from MAVW Fire & Rescue Services attaching the Calon Tan Magazine – February 2024.		
An email from Trefi Smart Towns Cymru attaching their February Newsletter.		
An email from Welsh Government attaching the IRP for Wales's Annual Report, February 2024.		
An email from the Foundational & Circular Economy Officer at NPTCBC regarding Supporting the Tata Transition Board Event – 22 nd February.		
An email from One Voice Wales regarding Counter Terrorism Policing Wales.		
An email from One Voice Wales regarding Voter Registration Week.		

J. Williams 04/04/2024

Additional Correspondence received for action		Resolutions
An email from Donna Harris regarding donating to FAN Community Alliance.	Do Members wish to donate?	Members suggested that they apply for Grant Aid. Councillors to contribute individually if they wish.
Additional Correspondence received for noting		
A rhyming message regarding the closure of the Neath M&S store.		
An email from Donna Cardy of Sorelle, asking if a charity rate could be applied to their booking at Neath Town Hall.		Members to discuss at the next Finance Committee Meeting.
Additional Correspondence received for information		
A letter from Neath Little Theatre regarding the closure of the theatre building.		
The Afon Nedd Ministry Area Parish Magazine – March 2024.		

Sara Wharmby left the Meeting.

FC2024/55 To receive the confidential Clerk's Report on

a) Investment Properties and b) Commercial Contracts – A report as provided in advance of the meeting and noted. The Town Clerk stated that the insurance renewal was due (under the fixed term). This would be presented to the next meeting for reference.

c) Staffing matters – A report was provided in advance of the meeting. It was agreed that a Special Full Council meeting be held on 12th March 2024 to consider an employment issue.

FC2024/56 To fix a date for the next Meeting

The Chair advised that the next meeting would be held on Thursday, 4th April 2024. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

S. Wharmby
04/04/2024