

NEATH TOWN COUNCIL – FINANCE COMMITTEE MEETING
Minutes of the hybrid Meeting held on Thursday, 21st March 2024 at 5.30pm

Present: Cllr. Mrs S. Price (Chair), Cllr. T. Pearson (Vice Chair), Cllr. K. Finn, Cllr. Mrs J. L. Lockyer, Cllr. A. Musaied, Cllr. R. Price, (Kathryn Charles - Town Clerk, Sara Wharmby - Admin Assistant)

Absent: Cllr. P. James, Cllr. P. Sambrook, Cllr. J. Warman

F2024/21 To accept apologies for absence from Members
Apologies for absence were received from Cllr. Ms M. P. Lloyd and Cllr. M. Protheroe.

F2024/22 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct
There were no declarations of interest received.

F2024/23 To review and consider the processing of BACS payments for all competition prizes, where possible
The Town Clerk stated that this had been brought from the Full Council meeting for the Finance involving cheques. **RESOLVED:** It was proposed, seconded and agreed to process BACS payments for all competition prizes, where possible.

Cllr. K. Finn entered the Meeting.

F2024/24 To review and agree Income & Expenditure movement for the month :-

- a. Bills awaiting payment - Agreed.
- b. BACs payment schedule - Agreed.
- c. Barclays general account – receipts and payments - Agreed.
- d. Inter-bank transfers - None.
- e. New supplier BACs authorisation forms - None.
- f. Payroll overview - Agreed.

Cllr. K. Finn disconnected from the Meeting.

g. Bank statement reconciliation - Agreed.

The Town Clerk informed the Meeting that an invoice had been received for bar stock which would need to be processed. **RESOLVED:** It was proposed, seconded and agreed to accept the invoice.

F2024/25 To review and consider Planning Applications
There were no planning applications received.

P2024/0065 – Mr R. Gundogdu – 30 Queen Street, Neath, SA11 1DL
P2024/0131 – Mrs H. Michael – 27 Victoria Gardens, Neath, SA11 3AY
P2024/0145 – Head of Property & Regeneration, The Quays – Gnoll Estate Country Park, Neath, SA11 3BS
P2024/0147 – Mr T. Head – 46 Wind Street, Neath, SA11 3EN

F2024/26 To receive items for the next Agenda from Members
The Annual Return and external audit process would be on a future agenda.

F2024/27 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.

F2024/28 To discuss the process of Bad Debt
The Town Clerk stated that NTC officers had spoken about the process since the Full Council Meeting and the debt amount had already decreased after chasing payments.

Cllr. K. Finn returned to the Meeting.

Members were given an explanation on the difference between bad debt and debtors. Members were informed that one off bookings would no longer be held until full payment was made. Payment for ongoing historical bookings and bookings from larger organisations with repeat

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bookings, would continue as previously agreed with the hirer. New long-term bookings would require monthly payments in advance.

A Member stated that the previous information that Councillors received at Full Council had been confusing as it included debtors and asked for a revised list of bad debt to be sent to Members. A Member also stated that a policy had previously been agreed to write off smaller amounts and asked for this policy to be checked. **RESOLVED:** Town Clerk to check policy and amount.

F2024/29 To discuss and review any correspondence received relating to Finance

The Town Clerk stated that the Estates Committee had asked that an email regarding the Hedgehog Highway Project be discussed at the Finance Committee. Members discussed the email and where the boxes could be placed.

Cllr. K. Finn disconnected from the Meeting.

The Meeting discussed asking schools to be involved.

Cllr. K. Finn returned to the Meeting.

RESOLVED: It was proposed, seconded and agreed to accept the request, purchase boxes and ask schools to be involved in the project.

The Town Clerk informed the Meeting that an SLA for fleet management had been received and stated that there was a 7.5% uplift in costs. **RESOLVED:** It was proposed, seconded and agreed to accept the SLA for the next year.

F2024/30 To receive the Clerk's Report on issues relating to Investment Properties or Commercial Contracts

a) To review and agree service charge accounts for Investment Property Portfolio

The Town Clerk stated that this would be discussed at the next Finance Committee Meeting.

Members were updated on an FOI request and a possible GDPR issue with a contractor.

Members were updated on the quotes for the replacement windows at the Burton Block and quotes were being chased.

The Town Clerk informed the Meeting that a window at 1-4 New Street had a large crack in it and quotes were being obtained to repair it. A Member asked that it be reported to the Police.

An update was given regarding Unit 2, New Street and the lease.

Cllr. A. Musaid left the Meeting.

F2024/31 To fix a date for the next Meeting

The Chair advised that the next meeting will be held on Thursday, 18th April 2024. An agenda would be circulated in due course.

Cllr. R. Price and Cllr. Mrs S. Price gave their apologies for the next Meeting.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

J. Forman
04/04/2024