

**NEATH TOWN COUNCIL – FULL COUNCIL MEETING**

**Minutes of the hybrid meeting on Thursday, 4<sup>th</sup> April 2024 at 6pm**

**Present:** Cllr. J. Warman (Mayor), Cllr. K. Finn, Cllr. Mrs S. Harris, Cllr. Ms L. Heard, Cllr. Mrs L. Jones, 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. A. Sims (Kathryn Charles - Town Clerk, Sara Wharmby - Admin Assistant, Lilly Kayes – Youth Representative, Carys Hope – Community Engagement Officer)

**Absent:** Cllr. T. Cooze, Cllr. Ms M. P. Lloyd, Cllr. P. Sambrook, Cllr. D. Thomas

The Mayor welcomed Councillor Ms. Sylwia Harris to the Council and wished her well in her term of office.

**FC2024/57 To receive apologies for absence**

Apologies for absence were received from Cllr. P. James and Cllr. M. Protheroe

**FC2024/58 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**

There were no declarations of interest received.

*Cllr. Ms L. Heard entered the Meeting.*

**FC2024/59 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.

**FC2024/60 To welcome Will John of NPT Police for an update**

There were no members of the Police present. Members expressed their disappointment and stated that they had been assured there would be regular Police attendance or a written report if they were unable to attend. **RESOLVED:** It was proposed, seconded and agreed to contact Inspector Lindsey Sweeney to ask for police updates, as agreed.

**FC2024/61 To receive an update from NTCs Youth Representative**

The Chair welcomed Lilly Kayes to the Meeting.

Lilly updated Members on her progress with the Youth Club at Cimla Community Centre. She stated that they wanted to work with the Town Council, but was waiting for a response to her email.

Members thanked Lilly for her update.

*Lilly Kayes left the Meeting.*

**FC2024/62 To receive an update from NTCs Community Engagement Officer**

The Chair welcomed Carys Hope to the Meeting.

Carys stated that she was in the process of inputting the information from the questionnaire into a PowerPoint and this would be presented to Members at the next Meeting. The anonymised data would greatly benefit the community with feedback from these age groups.

Members were updated on the progress of the Senior Hub and the collaborative work which Carys was leading.

The Chair thanked Carys for her report.

*Carys Hope left the Meeting.*

**FC2024/63 To agree the Internal Auditors Terms of Reference**

The Town Clerk stated that this was a standard letter as outlined by One Voice Wales and this would be circulated to all Members for reference.

**FC2024/64 To confirm and agree the extension of the current term of the Internal Auditor up to 2026/27**  
The Town Clerk informed the Meeting that a suggestion was to extend the current Internal Auditor up to the end of the Election period. This would help with continuity of service and the Internal Auditor understanding and recognising general NTC practices for the remainder of the term of office.  
**RESOLVED:** It was proposed, seconded and agreed to accept this. Town Clerk to write to IA to confirm this.

**FC2024/65 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 7<sup>th</sup> March 2024**

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

**ii. Estates Committee Meeting held on 14<sup>th</sup> March 2024**

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

**iii. Special Full Council Meeting held on 19<sup>th</sup> March 2024**

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

**iv. Finance Committee Meeting held on 21<sup>st</sup> March 2024**

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

**FC2024/66 To receive the General Clerk's Report**

Members had received the report prior to the Meeting.

Members were updated on the water ingress at Melin Community Centre and the work of the maintenance officer to rectify this with assistance from caretakers. This was noted and thanks to the team would be relayed by the Town Clerk on behalf of Members.

A Member asked to be informed when the Consultant would be attending Neath Castle.  
**RESOLVED:** Town Clerk to inform all Members of meeting date as Members of the Castle Committee.

**FC2024/67 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

The Town Clerk explained that the Finance Officer had been off work on sick leave and the usual monthly reports had not been completed. Members were informed that a Special Full Council Meeting would be held to approve payments. **RESOLVED:** Town Clerk to arrange.

**FC2024/68 To review and consider Planning Applications**

There were no objections to the following planning application(s):-  
P2024/0165 – Mr K. Ponnuthurai – 3 The Parade, Neath, SA11 1PU

**FC2024/69 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

A Member wished to congratulate Cllr. Ms L. Heard for being elected as a Councillor with NPTCBC.

A Member updated the Meeting on their visit to the Culture and Heritage Funding Fair and stated that they would provide a full report at the next Meeting. **RESOLVED:** Cllr Pearson to provide a report.

A Member stated that their report from the One Voice Wales Conference that they had attended had been circulated to Councillors via Correspondence.

The Town Mayor provided an overview of his recent appointments.

Cllr. B. Price confirmed that the Arts Festival would be writing to the Town Council regarding this year's event.

**FC2024/70 To receive an overview of Health & Safety matters**  
The Town Clerk had no update as work was continual.

**FC2024/71 To receive items for the next Agenda from Members**  
There were no items received for the next Agenda from Members.

**FC2024/72 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.

**FC2024/73 To review the Bad Debt position**  
See point FC2024/67 above, this would be brought forward to the next meeting.

**FC2024/74 To receive the confidential Clerk's Report on**  
**a) Correspondence received**

<b>Correspondence received for action</b>		<b>Resolutions</b>
An email from National Eisteddfod of Wales requesting funding for the event.	For consideration.	To suggest they apply for Grant Aid funding.
An email from Forward4Fairlyland regarding sponsorship for the annual Summer Fun Day and issues at the Fairlyland residential area.	For consideration regarding funding.	To suggest they apply for Grant Aid funding. Refer to Tai Tarian and NPTCBC.
An email from NPTCVS regarding a funding opportunity from The Fore.	For consideration.	Noted. Community Engagement Officer to look at this funding for future 'hubs' which they are developing.
<b>Correspondence received for noting</b>		
A letter from the Community Engagement Officer, thanking NTC and accepting the extension of their contract.		
An email regarding grant funding for Armed Forces Day.		For reference (closes on 1 <sup>st</sup> April – NTC do not plan any Armed Forces Day event).
An email from Gregory Page regarding the Spanish Civil War Memorial at Neath Town Hall and asking when it was unveiled.	Can you help Gregory Page with any knowledge of this?	To identify where this plaque was located and respond.
An email from NPTCVS regarding NPT Volunteer Awards.	Do Council wish to nominate anyone?	Members to register individually.
An email from Rhian Davies of Adferiad asking NTC to support a Warm Hub by allowing them to hire a hall at no cost.	For consideration.	To suggest they apply for Grant Aid funding.

An email from One Voice Wales regarding the Local Government Finance (Wales) Bill consultation.	Do Council wish to respond?	To respond individually.
<b>Correspondence received for information</b>		
The Clydach & Co. magazine – March 2024.		
An email from Vice Lord Lieutenant, Philip Hunkin, regarding the Mayoral Dinner and thanking the Mayor for their invitation.		
An email from Mr Paul Bridgman thanking the Mayor for attending his mother’s 100 <sup>th</sup> birthday.		
An email from Swansea Neath Port Talbot Community Advice Network regarding the referral system project.		
An email from the Corporate Joint Committee for South West Wales regarding the South West Wales Regional Transport Plan.		
An email from Urdd Gobaith Cymru regarding the Fund For All offering free places at the Urdd’s Summer camps.		
An email from One Voice Wales regarding Community Cushions.		

<b>Additional Correspondence received for noting</b>	
A report by Cllr. John Miller from the One Voice Wales Awards Conference.	Members attending meetings on behalf of NTC - for information.
A Website Enquiry Form asking why the “Neath East Ward” is west of the North and South wards.	Town Clerk responded with link to Boundary Commission for Wales.
A letter from Julie Cameron regarding the closure of the Neath M&S Store.	

<b>Additional Correspondence received for information</b>	
An email from NPTCBC regarding an amendment to a byelaw, permitting cycling on the path through the war memorial gardens, Neath and in the area of the Gnoll estate between the war memorial gates and Cimla common.	
The MAWW Fire & Rescue Service Calon Tan Magazine – March 2024 Edition.	
The Healthy Working Wales E-bulletin – March 2024.	
An email from Neath Appeal Committee for the Margam Park and Vale Steel and Sea Eisteddfod 2025 regarding the Twmpath at Neath Town Hall.	
An email from Rhys George of NPTCBC regarding the Notification of Result for the Penrhiwtyn Ward.	
An email from NPTCVS regarding the Job Fair at the Castle Hotel on 11 <sup>th</sup> April.	
An email from One Voice Wales regarding the 2024 Awards Ceremony.	

**b) Ongoing, Current and Future Commercial Contracts**

The Town Clerk gave an overview of the new Lease at Unit 2, 1-4 New Street. The Town Clerk also confirmed that they were still chasing the window companies for replacement windows on the First Floor of the Burton Block.

**FC2024/75 To receive an overview of Staffing matters**

The Town Clerk provided an update on general staffing matters and highlighted the strengthened working relationships between the maintenance officer and caretakers. **RESOLVED:** members wish to thank the staff for this collaborative approach to working.

Members discussed the vacancy for Office Administrator/Mayor’s Secretary and agreed that it would be beneficial to circulate it to Marks & Spencer, Tata Steel and South Wales Police. **RESOLVED:** Agreed. Members who were Governors also confirmed that they would circulate the vacancy via their schools. **RESOLVED:** Agreed.

The Town Clerk gave an updated on a staffing issue. (See confidential noted FC2024/75).

**FC2024/76 To fix a date for the next Meeting**

The Chair advised that the next meeting would be held on Thursday, 9<sup>th</sup> May 2024. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

DRAFT