

**MINUTES OF THE FULL COUNCIL MEETING
HELD AT 10/12 ORCHARD STREET, NEATH
ON THURSDAY, 6TH JUNE 2019 AT 6PM**

PRESENT: CHAIRMAN: CLLR. R. PRICE

**COUNCILLORS: A. CARTER
G. L. EVANS
D. FLYNN
B. MACCATHAIL
MRS. S. MILLER
G. MORGAN
A. MUSAIED
MRS S.M.PENRY
A. SIMS
J. WARMAN**

ABSENT: COUNCILLORS: MRS L. JONES

**IN ATTENDANCE: KATHRYN CHARLES
BEN HUGHES**

6834 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ms T. Davies, Cllr. J. Evans, Cllr. P. James, Cllr. Mrs J. L. Lockyer, Cllr. Mrs S. M. Marston and Cllr. A. McGrath.

6835 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Declarations of interest were received from Cllr. Mrs S. M. Penry and Cllr. M. Protheroe in respect of item 5c on the Agenda.

6836 TO WELCOME AND INTRODUCE CRAIG GRIFFITHS, HEAD OF LEGAL SERVICES, NPTCBC TO PROVIDE AN OVERVIEW OF HIS ROLE AND UPDATE ON THE RECENT SOCIAL MEDIA POLICY PROVIDED TO NTC MEMBERS

The Chair welcomed Craig Griffiths to the meeting. Craig Griffiths introduced himself to Council and explained his role as Head of Legal Services and what his responsibilities were. Mr Griffiths also went onto to explain the Social Media Policy which had been provided to Councillors in advance of the meeting. Members were advised that care needed to be taken then using social media and to be constantly aware of what comments and actions should and should not be taken whilst using social media. Mr Griffiths explained that the Code of Conduct for Members included the use of social media.

An additional document which would be of help from the WLGA 'Handling Online Abuse' would also be circulated to Members, for information..

Mr Griffiths explained that he was developing a regular working group of NPTCBC Clerks to ensure that engagement and partnership working between all Town and Community Councils and NPTCBC was in place.

The meeting thanked Mr Griffiths for his update and overview of the Social Media Policy. Mr Griffiths left the meeting.

6837 TO APPROVE AS A TRUE AND CORRECT RECORD

A) MINUTES OF THE FOLLOWING COUNCIL MEETINGS:

i. ANNUAL MEETING OF COUNCIL HELD ON 2ND MAY 2019

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

ii. FULL COUNCIL MEETING HELD ON 2ND MAY 2019

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

ii. ESTATES COMMITTEE HELD ON 9TH MAY 2019

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

iii. EVENTS SUB-COMMITTEE MEETING HELD ON 9TH MAY 2019

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

iv. SPECIAL FINANCE COMMITTEE MEETING HELD ON 15TH MAY 2019

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

v. FINANCE COMMITTEE MEETING HELD ON 16TH MAY 2019

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

vi. PERSONNEL & POLICY COMMITTEE MEETING HELD ON 21ST MAY 2019

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.

6838 TO RECEIVE THE CLERK'S REPORT

A. GENERAL MATTERS

The Clerk stated that blinds in Cimla Community Centre were broken and could not be repaired. **RESOLVED:** Council agreed to replace them which would be after the new side windows had been replaced.

Broken blinds in Melin Community Centre would be repaired.

The safety scaffolding at the rear of the boundary wall was now installed and the necessary licences agreed. Commencement of the scheduled work at the rear of the Castle, including the damaged area would commence in September with Selwyn Jones, Stonemasons.

The work on the StoneShed attached to Neath Castle was underway. This needed to be completed to comply with H&S standards.

Cllr John Warman had approached NPTCBC regarding the request for a Bus Stop at Pine Grove. The Clerk gave Cllr Warman's feedback from that meeting. As a result of the information given to Cllr Warman, he felt that he could not support this location and wished to withdraw his request for siting this bus stop. **RESOLVED:** After discussion, Members asked the Clerk to speak with Cllr Warman to the community feedback aspect of this.

The Clerk confirmed that the Constitution had been updated from the recent Policy & Personnel Committee meeting. This would be distributed shortly and also made available online via the Members Portal.

Members were asked to consider one Grant Aid Application which could not be covered in the Special Finance Meeting due to declarations of interest being noted and then the meeting not being quorate, therefore a decision could not be made. **RESOLVED:** Members agreed to provide Grant Aid to Melin Primary School as outlined in their application.

The Clerk reminded Members that nominations for this year's Citizenship Awards needed to be submitted by June. Only one nomination had been received to date.

The Mayor, Mayoress and Clerk were in the process of visiting all local schools to promote the Youth Representative vacancies on Neath Town Council and to increase engagement.

The Clerk reminded all Members that the Annual Civic Service was to be held on Friday, 14th June at 6pm in the Town Hall.

Work continued with getting quotes with ‘digger’ companies to try and establish a Car Parking area at the Fairyland site.

The Clerk advised Members that Neath Community Café had been nominated and was not a finalist for the Welsh Café Awards as ‘The Best Community Café’. **RESOLVED:** Mayor, Mayoress and NTC staff to attend function.

B. CORRESPONDENCE

<i>Correspondence Received</i>	<i>Actions</i>	<i>Resolutions</i>
An email from NPTCBC regarding the Free Sense of Place Event at Margam Park on 17 th June 2019.	Do Councillors wish to attend?	Members to respond individually.
An email from South Wales Police regarding the Emergency Services Annual Family Fun Day on 22 nd June 2019.	For information.	-
An email from ABM Community Health Council attaching the March Monthly Briefing.	For information.	-
A letter from the Rectorial Benefice of Neath regarding advertising in the Parish Magazine.	Do Councillors wish to advertise?	Members agreed to advertise.
An email from One Voice Wales attaching the minutes from the Larger Councils Meeting on 7 th April.	For information.	-

C. TO DISCUSS AN ADDITIONAL REQUEST FOR FUNDING THE ALE & CIDER FESTIVAL 2019

Members were provided with a report which outlined the current level of funding which NTC were providing for this event and for other events in the Town. **RESOVLED:** After consideration, Members felt that the Council would not support the additional request for funding due to other financial constraints put on the Events budget. A suggestion was made that The Consortium could approach Neath BID for funding.

6839 TO APPROVE THE ACCOUNTING STATEMENT FOR THE ANNUAL RETURN 2018/19

The Town Clerk and RFO presented the Accounting Statement for the Annual Return 2018/09. **RESOLVED:** It was agreed to approve the statement and the Chair signed the document.

6840 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT PARTS 1 & 2 FOR THE ANNUAL RETURN 2018/19

The Finance Officer read out each point on the Annual Return for the Governance Statement (Part 1) to Councillors, Points 1 to 9 and the Annual Governance Statement (Part 2) Points 1 to 3. **RESOLVED:** All points were agreed and the Chair and RFO signed the document on behalf of the Council.

6841 TO RECEIVE THE INTERNAL AUDITORS REPORT

The Finance Officer explained that they had received a verbal report from the Internal Auditor and there were no issues to report. The Internal Auditor would send in his written report in due course and also present to Council in September.

Cllr Mark Protheroe left the meeting at 7.27pm.

6842 TO REVIEW INCOME & EXPENDITURE MOVEMENT FOR THE MONTH

a. BILLS AWAITING PAYMENT

Agreed.

b. BACS PAYMENT SCHEDULE

Agreed.

c. INTER BANK TRANSFERS (OVER 10K)

None.

d. PETTY CASH

Agreed.

e. NEW SUPPLIER BACS AUTHORISATION

None.

6843 TO CONSIDER PLANNING APPLICATIONS

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

P2019/0448

P2019/0452 – Members discussed the reasons for this application. An explanation was provided by Members.

Meeting: Full Council June 2019	Planning Schedule				Date sent: 17.05.19
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2019/0448	Christian Winship	Single storey rear extension plus dormer extension.	8 Rugby Avenue, Neath, SA11 1YT	Karen Collins	No objections
P2019/0452	Rectorial Benefice of Neath	Felling of 4 no. Cypress trees protected by Tree Preservation Order T97/T1, T2, T3 & T4.	Trees situated along North West perimeter of St David's Church, St David's Street, Neath	Margaret Begley	No objections

6844 TO DISCUSS COUNCILLOR ISSUES AND RECEIVE REPORTS ON MEETINGS ATTENDED ON BEHALF OF THE COUNCIL

Cllr. J. Warman stated that the flower 'curtains' outside Cimla Community Centre looked pleasant but wished for more.

Cllr J. Warman also added that he would be supporting the Youth Club who use the Cimla Community Centre to buy additional equipment via his NPTCBC budget.

Discussions took place regarding the development of the new Cefn Season Comprehensive School.

Cllr A,. Carter stated that there was a One Voice Wales Executive Committee which he would feed back on at the next meeting.

6845 TO RECEIVE ITEMS FOR THE NEXT AGENDA

None.

6846 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.

6847 TO DISCUSS INVESTMENT PROPERTY LEASING ISSUES AND COMMERCIAL CONTRACTS

The Clerk advised that there was a meeting scheduled to discuss the potential Lease of the First Floor of the Burton Block on Monday. An electrical contractor had been agreed and the remaining quotes for the Fire Regulation work of installation of a Fire Alarm and Fire Compartmentalisation to meet Building Regulations, continued.

A follow up email had been sent by the Clerk, as requested, to The Friends of Quakers, asking for their report on the recent site visit. No response to date.

6848 TO DISCUSS ANY STAFFING ISSUES

Statutory and Mandatory Training was currently being sourced and a staff training date identified for all staff. The Community Café would therefore be closed for 1 hour to facilitate this.

6849 TO DISCUSS ANY HEALTH & SAFETY ISSUES

A) TO RECEIVE AN UPDATE ON THE RECENT FIRE INSPECTION BY MID & WEST WALES FIRE & RESCUE (ORCHARD STREET)

The Clerk gave an overview of the recent Fire Inspection at Orchard Street. A number of issues were highlighted which were being completed. Key Safety Solutions were aware of the Inspection Report and working with the Council to ensure all aspects of the report were covered.

The Clerk advised that the Fire Inspectors wished to visit all properties. Neath Town Hall would be inspected next.

6850 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING

The Chair advised that the next meeting would be held on Thursday, 4th July 2019. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

