

**MINUTES OF
THE FINANCE AND MANAGEMENT COMMITTEE MEETING
HELD AT 10/12 ORCHARD STREET, NEATH
ON THURSDAY, 16TH MAY 2019
AT 6.00 PM**

PRESENT: CHAIRMAN: CLLR. MRS S. MILLER

**COUNCILLORS: A. CARTER
 B. MACCATHAIL
 A. MUSAIED
 MRS S. M. PENRY
 M. PROTHEROE**

**IN ATTENDANCE: KATHRYN CHARLES
 BEN HUGHES
 SARA WHARMBY**

1670 TO ELECT A CHAIRMAN FOR THE FINANCE COMMITTEE

Cllr. Mrs S. M. Penry nominated Cllr. Mrs S. Miller for the position of Chair of the Finance Committee. This was seconded by Cllr. M. Protheroe. **RESOLVED:** Agreed.

1671 TO ELECT A VICE CHAIRMAN FOR THE FINANCE COMMITTEE

Cllr. Mrs S. M. Penry nominated Cllr. B. MacCathail for the position of Vice Chairman of the Finance Committee. This was seconded by Cllr. A. Musaied. **RESOLVED:** Agreed.

1672 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Mrs J. L. Lockyer, Cllr. A. McGrath, Cllr. R. Price and Cllr. J. Warman.

1673 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Declarations of interest were received from Cllr. M. Protheroe in respect of Item 11 on the Agenda.

1674 TO RECEIVE A REPORT ON COMPARISON CHARGES OF SURROUNDING COMMUNITY HALLS

The Finance Officer updated the Meeting on costs for other halls in the area. Members agreed Neath Town Council's rates were competitive. **RESOLVED:** After discussion it was proposed, seconded and agreed to keep the hall hire prices the same.

1675 TO REVIEW AND MONITOR THE QUARTERLY BUDGET

Members had received the report prior to the Meeting. The Finance Officer informed the Meeting of slight changes to the budget due to invoices being received after the report had been sent out.

Members put forward their comments to the Finance Officer.

1676 TO DISCUSS AND AGREE THE DRAFT STATEMENT OF ACCOUNTS (UNAUDITED) FOR THE YEAR ENDED 31ST MARCH 2019

Members had received the report prior to the Meeting.

RESOLVED: After discussion it was proposed, seconded and agreed to agree the draft Statement of Accounts (unaudited) for the year ending 31st March 2019.

1677 TO REVIEW AND DISCUSS THE DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2019

Members had received the report prior to the Meeting.

Members were informed that only Full Council can agree accounting statements; however the report is being submitted to the Finance Committee for prior consideration and review.

1678 TO REVIEW INCOME & EXPENDITURE MOVEMENT FOR THE MONTH

a. BILLS AWAITING PAYMENT

Agreed.

b. BACS PAYMENT SCHEDULE

Agreed.

c. BARCLAYS GENERAL ACCOUNT

Agreed.

d. INTER BANK TRANSFERS (OVER 10K)

None.

e. PETTY CASH

Agreed.

f. NEW SUPPLIER BACS AUTHORISATION

None.

g. NEW DIRECT DEBIT MANDATES

None.

h. PAYROLL

Agreed.

i. QUARTERLY BANK STATEMENT RECONCILIATION

Agreed.

Members thanked the Finance Officer for the work he had put in to the reports for the Meeting.

1679 TO REVIEW CORRESPONDENCE

There was no correspondence received.

1680 PLANNING APPLICATIONS

There were no objections to the following Planning Application(s):-

P2019/0341

Meeting: Finance May 2019	Planning Schedule				Date sent: 10.05.19
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2019/0341	Mr T. Williams	Part two storey part single storey rear extension.	21 Cimla Road, Neath, SA11 3PR	Margaret Begley	No objections

1681 TO RECEIVE ITEMS FOR THE NEXT AGENDA

There were no items received for the next Agenda.

1682 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.

1683 TO DISCUSS ANY LEASING ISSUES

The Town Clerk updated the Meeting on an issue behind the Burton Block.

Members were informed that a Tenant had served notice to leave a leased property.

Members were informed that there had been no offers received for the old Next property.

A Member stated that Councillors should discuss selling some properties at the next Finance Meeting. **RESOLVED:** To be added to the next Agenda for discussion.

1684 TO DISCUSS ANY STAFFING ISSUES

The Town Clerk informed the Meeting that staff appraisals had been completed and the outcome would go to the next Personnel & Policy Committee Meeting.

The Town Clerk stated that they were looking into boosting the profile of the NTC Café with a Summer/Winter Menu launch. Members discussed opening the Café on a Saturday.

1685 TO DISCUSS ANY HEALTH & SAFETY ISSUES

Member were informed that the Fire Audit would be taking place on Monday.

The Town Clerk stated that the gardeners room in the Castle grounds would need to be refurbished. **RESOLVED:** Costs were given to Members and agreed.

The Town Clerk informed the Meeting that the doors into the Community Centre and Café on Orchard Street would need to be replaced. **RESOLVED:** Agreed.

1686 TO FIX A DATE AND AGREE AGENDA FOR THE NEXT MEETING

The Chair advised that the next meeting will be held on Thursday, 20th June 2019. An agenda would be circulated in due course.

There being no further business, the meeting was closed.