



FULL COUNCIL MEETING

Date: Thursday, 4th January 2024

Time: 6pm

Location: Council Chambers & Zoom Video Conferencing

Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

FULL COUNCIL

at 6.00pm on Thursday, 4th January 2024 held in Neath Town Council Chambers, 1st Floor,
10 -12 Orchard Street, Neath and virtually via Zoom

Members should submit all apologies directly to the Town Clerk.

Please note that should any member of the public wish to join virtually, they will need to email the Town Clerk in advance of the meeting in order that a link can be provided. Those who wish to attend the meeting in Council Chambers will also need to notify the Town Clerk to gain access. Public attendance will be in an observer capacity (*see Agenda Item 3 guidance below*).



Kathryn Charles - Town Clerk
22nd December 2023

AGENDA

	Att.
1. To accept apologies for absence from Members	
2. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct	
3. 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 (<i>other than those proposed to be considered in private – see additional Public Participation guidance notes on website</i>)	-
4. To welcome Will John of NPT Police for an update	
5. To receive an update from NTCs Youth Representative	
6. To receive an update from NTCs Community Engagement Officer	Yes
7. To discuss and agree the final draft budget	Yes
8. To discuss and agree the Precept for 2024/25	Yes
9. 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 th December 2023	Yes
10. To receive the General Clerk's Report	Yes



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11.	To review and agree Income & Expenditure movement for the month	Yes
	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	
12.	To review and consider Planning Applications	Yes
13.	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	
14.	To receive an overview of Health & Safety matters	
15.	To receive items for the next Agenda from Members	
16.	Confidential Matters – <i>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</i>	
17.	To receive and review any Correspondence received	Yes
18.	To receive the confidential Clerk's Report on	Yes
	a) Investment Properties	
	b) Commercial Contracts	
	c) Staffing matters	
20.	To fix a date for the next Meeting	
	1 st February 2024	

Neath Town Council Youth Engagement Questionnaire

How old are you?

☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18

What area of Neath do you live in?

- ☐ Crynallt Ward ☐ Cefn Saeson Ward
☐ Llantwit Ward ☐ Gnoll Ward
☐ Melyncrythan Ward ☐ Mount Pleasant Ward
☐ Penrhiwtyn Ward ☐ Castle Ward
☐ Other ☐ I don't know

What form of social media do you use the most?

- Instagram ☐
 Snapchat ☐
 Facebook ☐
 Twitter ☐
 WhatsApp ☐
 Other ☐

Do you feel safe in your area?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Yes Not at all

On a scale of 1-5 how clean do you feel Neath is?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Very Clean Not Clean

What do you think of our events we have put on?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Disappointing Exceptional

Have you ever been a victim of crime?

☐ Yes | ☐ No

What type of crime concerns you the most?

- ☐ Violence ☐ Drugs
☐ Scams ☐ Other (please explain)

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 WhatsApp ☐
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☐ Scams ☐ Other (please explain)

Neath Town Council Youth Engagement Questionnaire

Continued...

Do you feel safe online?

☐ Yes | ☐ No

Have you ever volunteered?

☐ Yes | ☐ No

If No, you can contact Neath CVS on 01639 631246 or info@nptcv.org.uk to learn how you can volunteer to help further your CV.

What makes you feel anxious

Exams ☐

Coronavirus ☐

Crime ☐

School ☐

Other ☐

Are you concerned about climate change?

☐ Yes | ☐ No

Do you think there are enough areas to hang out in Neath?

☐ Yes | ☐ No

What suggestions do you have for hang out areas?

Please share any additional comments or suggestions.

Neath Town Council Youth Engagement Questionnaire

First Floor,
10-12 Orchard St, Neath
SA11 1DU
community@neathtowncouncil.gov.uk
<http://www.neathtowncouncil.gov.uk/>

Neath Town Council Youth Engagement Questionnaire

Continued...

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Coronavirus ☐

Crime ☐

School ☐

Other ☐

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Neath Town Council 2024/25 BUDGET SETTING - Agreed 8% uplift on Expnediture via FC	2024/25 Budget		2024/25 Budget +8%	2023/24 Budget	21.12.23	Costs to be included in Budget Major Repiars and R&R		Line 42	Line 43	Line 37	
				£		Melin Reseal and Repair Floor	43	£ -	£ 5,265.00	£ -	Received
Investment Property Income	253,953	n	253,953	250,000		Town Hall Reseal and Repair Floor	43	£ -	£ 4,018.00	£ -	Received
Hire of Halls	45,000	n	45,000	35,000		External Painting Neath Offices	42	£ 18,610.00	£ -	£ -	Received
Misc Income	5,000	n	5,000	5,000		External Painting Melin	42	£ 13,220.00	£ -	£ -	Received
Precept	401,315	n	401,315	401,315	?	Upgrade Fire Alarms - all sites	43	£ -	£ -	£ -	
Bank Interest Received	150	n	150	250		Upgrade CCTV Alarms - all sites	43	£ -	£ 11,803.65	£ -	Received
Allotment Rents	2,700	n	2,700	2,500	est (non-cultivation)	External Lighting Neath Castle	43	£ -	£ 11,340.00	£ -	Received
Sale of Meals				27,000	n/a	Replacement IT for Cllrs (Hybrid)	37	£ -	£ -	£ 10,000.00	Est
Bar Takings	3,500	n	3,500	2,500				£31,830.00	£32,426.65	£10,000.00	
Total Income	711,618		711,618	723,565							
Section 137 - Grants	10,000	n	10,000	10,000	confirmed			-6587.24	Per h/hold	Monthly	Weekly
Sponsorship	10,000	n	10,000	-	confirmed	Current 2023/24 Precept		£ 401,315.00	£ 60.92	£ 5.07	£ 1.17
School Crossing Recharge	22,801	n	22,801	28,348	Anticipated 4% increase to be included?	Increase current Precept by 1%		£ 405,328.15	£ 61.53	£ 5.13	£ 1.18
Bar stock	3,000	y	3,240	-	est	Increase current Precept by 2%		£ 409,341.63	£ 62.14	£ 5.18	£ 1.19
Advertising	500	y	540	-	est	Increase current Precept by 3%		£ 413,354.45	£ 62.75	£ 5.22	£ 1.20
Goods Purchased for Resale				13,050	n/a	Increase current Precept by 4%		£ 417,367.60	£ 63.36	£ 5.28	£ 1.22
PR & Photographs	-	y	-	1,500	n/a	Increase current Precept by 5%		£ 421,380.75	£ 63.96	£ 5.33	£ 1.23
Ground Rent	-	y	-	270							
Water Rates	5,500	y	5,940	5,240	est						
Business & General Rates	45,000	y	48,600	26,548	Merged Bus/Gen - est						
Rates/Utilities Investment Properties	-	n	-	29,657							
Premises Insurance	16,000	y	17,280	13,646	est						
Electricity	30,000	y	32,400	29,308	est						
Gas	19,000	y	20,520	18,694	est						
Travel & Sustinence	4,000	y	4,320	1,000	est						
All Competition Costs & Prizes	1,600	n	1,600	600	confirmed						
Cllr Seminars/Training	2,000	y	2,160	1,500	est						
Elections	9,500	n	9,500	-	confirmed est						
Cllr Expenses	-	y	-	200	See IRP						
Regalia	1,000	n	1,000	850	est						
Postage and Carriage	1,000	y	1,080	503	est						
Office Stationery/Printing	1,500	y	1,620	1,356	est						
Small Items of Equipment	1,000	y	1,080	1,500	est						
Telephone/Internet	5,000	y	5,400	2,458	est						
Computer and Software	10,000	n	10,000	9,508							
Equipment Hire	-	y	-	8,400	n/a						
Lease Agreements	3,600	y	3,888	-	est						
Mayoral Budget	4,000	n	4,000	500	confirmed						
IRP Expenses	5,670	y	6,124	2,850	confirmed						
Provision for Major Repairs	32,000	y	34,560	25,000	confirmed						
Repairs & Renewals	33,000	y	35,640	20,000	confirmed						
Cleaning	4,000	y	4,320	4,044	est						
Laundry	-	y	-	228	n/a						
Recycling Bins (All Centres April 2024)	1,500	n	1,500	-	confirmed						
Premises Safety Costs	8,000	y	8,640	10,641	est						
Vehicle Fuel/Repairs & Servicing	2,000	y	2,160	2,332	est						
Window Cleaning	1,500	y	1,620	1,024							
Licences/Permits	1,000	y	1,080	1,416	est						
Trade Refuse	6,000	y	6,480	4,072	est						
Gas Servicing (Westward)	2,000	y	2,160	1,000	est						
Electric Fixed Wire/PAT Servicing (A&R)	2,500	y	2,700	-	est						
Patronage/Membership	100	y	108	50	confirmed						
Subscriptions	6,000	y	6,480	4,848	est						
Stock Take	500	y	540	368	est						
Christmas Lights & activities	45,000	y	48,600	40,000	confirmed						
Parties in the Park (x2 2024)	8,000	y	8,640	6,315	confirmed						
Credit card fees & charges	2,000	y	2,160	2,654	est						
Loan repayments	25,500	n	25,500	12,772	confirmed						
Staff Salaries	137,074	n	137,074	260,512	Anticipated 4% Increase to be included?						
Employers NI	8,745	n	8,745	18,007							
Employers Pension	60,000	n	60,000	46,325							
Staff Training	2,500	y	2,700	1,636	est						
Staff Uniforms	500	y	540	1,810	est						
HR Costs (Contract)	4,315	y	4,660		confirmed						
Internal Audit Fees	410	y	443	4,556	confirmed						
External Audit Fees	3,000	y	3,240	-	est						
Professional Fees	5,000	y	5,400	22,691	est						
Property Agent Management Fees	15,000	y	16,200	13,558	est						
Bus Shelters	5,500	y	5,940	5,500	confirmed						
Misc Expenditure	500	y	540	850	est						
Hanging Baskets	14,268	n	14,268	19,703	confirmed						
Bunting - purchase and installation	7,000	y	7,560		est						
Gardening	500	y	540	492	confirmed						
Youth Representative	2,500	n	2,500	2,500	confirmed						
Castle Repair/Maint. (repeat of 2017)	10,000	y	10,800		est						
Bad debts (hall hires, allotments)	1,000	y	1,080	21,000	est						
Bad debts (investment properties)	-	y	-		est						
Capital Expenditure	30,000	y	32,400	5,000	est						
Total Expenditure	700,083		730,611	768,390							
Net Income over Expenditure	11,535	-	18,993	- 44,825							
Reserves Figure at .../2023											
Reserves Explanation											
The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.											
Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.											
The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure.											
General Reserves are not ringfenced (earmarked) for any specific expenditure. Its purposes is to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.											
Earmarked Reserves are reserves for any reason where it reasonably believes it may incur expenditure in the future.											

P3
Agenda
Item 7

Report Title:	Precept Report 2024/25		
Report From:	Kathryn Charles	Town Clerk	
Purpose of the Report			
Decision Required	Yes	For Noting/Information	-
Attachments: No.			
Assessment Of Business Implications & Wellbeing of Future Generations Compliance			
Business Implications	WFGA Compliance		Yes/No
Delivery Outcomes & Impact	All 8 Outcomes		Yes
Community Benefit	A Resilient Neath		Yes
	A Healthier Neath		Yes
Financial	A Prosperous Neath		Yes
Risk & Sustainability	A Competent Council		Yes
Engaging With Partners/Groups	A Neath of Cohesive Communities		Yes
	A Globally Responsive Neath		Yes
Governance	A Competent Council		Yes
Equality & Diversity	A More Equal Neath		Yes
	A Healthier Neath		Yes
People & Learning	A Vibrant Culture & Thriving Welsh Lang.		Yes
	A Healthier Neath		Yes
	A Resilient Neath		Yes
Main Report:			
<p>The purpose of this report is to ask Council to set the Council's 2024/25 Precept thereby allowing the submission of the Precept Request Letter to Neath Port Talbot County Borough Council and the setting of the Town Council proportion of the Council Tax. The report also provides Members, especially Members who have not been part of this process previously, with information on the robustness of the budget and the adequacy of the Council's balances and reserves.</p> <p>As you will be aware, the Council is required to set its Precept each year in accordance with statutory requirements and the local timetable set out by Neath Port Talbot County Borough Council.</p> <p>The Council's draft 2024/25 Income and Expenditure Budget is attached with the final budget proposals which need to be agreed and the Council's Net Budget Requirement, otherwise known as the Precept is determined.</p> <p>Outlined below is the supporting evidence behind what Council need to consider regarding budget setting, contingency planning and lastly, setting the Precept.</p> <p><u>What is Precept</u></p> <p>The Council Precept represents the amount that is required to be raised from council tax payers in the Neath Town Council area to meet the estimated net cost of providing all of the Council's services next year, after deducting the income expected to be received in respect of those services from fees and charges and other funding.</p> <p><u>How the Precept is calculated</u></p> <p>Neath Port Talbot County Borough Council has confirmed that the 2024/25 Council Tax Base for the Neath Town Council area will be 6587.24 properties, a decrease of 15.35 properties on the 2023/24 Tax Base of 6602.59. The Council Tax Base is the statutory calculation of the number of 'chargeable' households in the area and is used by the billing</p>			

authority to calculate the Council Tax in each area. The Precept divided by the Tax Base provides the B and D Council Tax.

The proposed 2024/25 Council Precept of £401,315 is therefore divided by the Tax Base of 6587.24 and results in a 2024/25 Band D Town Council Tax of £60.92 per year. This equates to £5.07 per month or £1.17 per week.

The Council's 2022/23 draft Budget is to be approved on 4th January 2023. The Council's 2024/25 Net Budget Requirement as represented by the Precept could remain at £401,315. This is a nil % increase on the Precept for 2023/24.

The process followed to reach this Precept figure

As in previous years, the budget setting process has incorporated a comprehensive review of the Income and Expenditure Budget by the Clerk/RFO and Council Members.

All budgets have been prudently set taking into account the various spending pressures faced such as pay awards, income generation from Halls reduction, and other unavoidable budget growth. Comprehensive working papers have also been prepared to justify and support the estimates included in the Income and Expenditure Budget.

All practical steps have been taken to prudently identify and make provision for the Council's likely spending commitments and income next year, whilst maintaining within the Income and Expenditure Budget adequate contingencies and surplus budget resources to help offset future year's budget pressures. Taking all of the above factors into account, it is therefore the view of the Clerk/RFO that the robustness of the budget estimates has been ensured and can be relied upon.

The Income and Expenditure Budget reported to Members also included details of the last four years actual spending and income as well as a latest projection of current year outturn. This allowed Members to make informed decisions regarding the Council's spending needs based on actual financial performance over the last five years.

The Council is projected to hold Balances in the region of £tbc on 04.01.24 at the beginning of the financial year 2024/25.

Reserves (for information)

There is currently no statutory/legal requirement or guidance to set a statutory minimum level of reserves. In theory, a well-run Council with a prudent approach to setting its budget, should be able to operate with a relatively low level of general balances, although these general balances will need to be supported by earmarked reserves set aside to fund specific needs and future spending commitments.

Future Years

Whilst in the longer term, the Council faces some large budget challenges, it is currently in a strong financial position with a balanced Income and Expenditure Budget, continued delivery of savings in the current financial year, and healthy levels of balances and reserves. As such, the Council did not need to make any reductions to services, and the 2024/25 Income and Expenditure Budget was prepared in a way that delivered the overriding principle of maintaining existing levels of services.

In Conclusion

In coming to a view on the adequacy of the Council's balances and reserves, an account should be taken of the risks facing the Council in terms of any significant unforeseen spending commitments or reduced income, and also the capital investment requirements of the Council over the medium to long term, taking into account the ability of the Council

to secure external funding via capital grants and contributions, take out additional borrowing, or generate capital receipts from sale of assets.

It is recommended that the Council's future policy for balances and reserves should include the following:-

- a) Set aside such sufficient sums in Earmarked Reserves, as it is considered prudent to do so, to support future year's capital investment requirements and meet other specific commitments; and
- b) Undertake a review of the level of General Balance and Earmarked Reserves as part of the budget setting process.

Action:

Council will need to determine its precept and submit its letter to NPTCBC by the deadline of the 19th January 2024.

Members should also note and fully understand the information provided regarding the robustness of the budget estimates and the adequacy of the Council's balances and reserves.

It is recommended that:-

- a) Members approve the budget as it currently stands (separate Agenda item and included in Clerk's report)
- b) Discuss the impact of this on the 2024/25 Precept
- c) Confirm the 2024/25 Precept

NEATH TOWN COUNCIL – FULL COUNCIL MEETING

P7

Minutes of the hybrid meeting on Thursday, 7th December 2023 at 6pm

Present: Cllr. J. Warman (Mayor), Cllr. P. James (Deputy Mayor), Cllr. K. Finn, Cllr. Mrs L. Jones, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr A. Musaied, Cllr. T. Pearson, Cllr. R. Price, Cllr. P. Sambrook (Sara Wharmby - Admin Assistant, Carys Hope – Community Engagement Officer)

Absent: Cllr. T. Cooze, Cllr. Ms M. P. Lloyd,

FC2023/187 To receive apologies for absence

Apologies for absence were received from Cllr. Ms L. Heard, Cllr. Mrs S. M. Penry, Cllr. Mrs S. Price, Cllr. M. Protheroe, Cllr. A. Sims, Cllr. D. Thomas and Lilly Kayes.

FC2023/188 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

There were no declarations of interest received.

FC2023/189 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.

FC2023/190 To welcome Will John of NPT Police for an update

There were no representatives from the Police in attendance.

FC2023/191 To receive an update from NTCs Youth Representative

Lilly had given her apologies for the Meeting and was not in attendance.

Cllr. K. Finn entered the Meeting.

**FC2023/192 To receive an update from NTCs Community Engagement Officer
a) To consider developing a community engagement questionnaire**

The Chair welcomes Carys Hope to the Meeting.

Carys informed Members that she was looking at producing a questionnaire to find out what the people in the Neath Town Council area want.

A Member suggested asking members of the public how they would like to contribute, as well as asking what they want. Carys agreed this was a good idea.

Carys stated she would include questions about how people gain access to information about the Town Council and whether or not they've attended any events.

A Member asked if a copy of the questionnaire could be included in the next Newsletter.

Cllr. K. Finn disconnected from the Meeting.

Carys stated that she could do online and paper copies.

Cllr. A Musaied entered the Meeting.

A Member stated that the digital screen was very informative about the Town Council.

Members agreed that the community should be asked how they wanted to engage with the Council. A Member suggested contacting the local comprehensive schools to arrange a meeting with the pupils from the Neath Town Council area. Carys stated she could get Lilly, the youth representative, involved with this.

Cllr. K. Finn returned to the Meeting.

A Member suggested producing a digital and paper copy of the questionnaire.

The Chair thanked Carys for her interesting idea.

P8

b) To consider a proposal for Food Bank support

Carys informed the Meeting that she would like to collect food for the Trussell Trust Food Bank to help people over the Christmas period and start of the new year. Members agreed this would be a good project.

A Member queried whether Carys had business insurance included in her car insurance and suggested purchasing it if she was driving during work hours.

Members asked that Carys check what food is needed with the Foodbank before contacting community groups.

RESOLVED: It was proposed, seconded and agreed to go ahead with the Foodbank collection.

Carys Hope left the Meeting.

FC2023/193 To agree the draft Budget for 2024/25

Members had received the report prior to the Meeting. **RESOLVED:** It was proposed, seconded and agreed to accept the draft Budget in theory, but to discuss it further in the January Full Council Meeting when all quotes for work had been received.

Cllr. P. Sambrook entered the Meeting.

A Member stated that if any Councillors had any questions, they should contact the Town Clerk when they had returned to work.

Cllr. R. Price left the Meeting.

FC2023/194 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 2nd November 2023

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

ii. Events Sub-Committee Meeting held on 7th November 2023

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

iii. Estates Committee Meeting held on 9th November 2023

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

Cllr. R. Price returned to the Meeting.

iv. Finance Committee Meeting held on 16th November 2023

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

FC2023/195 To receive the General Clerk's Report

Members had received the report prior to the Meeting.

The Chair went through the list of the events they had recently attended. The Chair stated that the Remembrance Service went well and was well organised. He wished to thank the Town Clerk, staff and Councillors who attended the Christmas event for all their hard work and stated that they had received a lot of positive feedback. Members were informed that the Santa's Grotto at Neath Town Hall had been a success and was well attended and well organised. The Chair informed the Meeting that he was disappointed with Councillors lack of attendance at the Civic Service and thanked the Council staff for their work.

A Member had a query regarding the quote for the Castle lighting. **RESOLVED:** It was proposed, seconded and agreed to accept the quote in theory, once it had been confirmed whether it was for both bulbs or either bulb.

FC2023/196 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

Members agreed to accept the report and any queries could be put to the Town Clerk and Finance Officer when they returned to the office.

Cllr. G. Morgan entered the Meeting.

FC2023/197 To review and consider Planning Applications

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

- P2023/0845 – Mr L. Tanner – The Metal Box, Milland Road Ind. Est., Neath, SA11 1NJ
- P2023/0837 – Mr W. Milroy – Castle Surgery, Prince of Wales Drive, Neath, SA11 3EW
- P2023/0865 – Mr M. Thomas – 19 Harle Street, Neath, SA11 3DN
- P2023/0874 – Mr T. Preece – Neath Leisure Centre, Dyfed Road, Neath, SA11 3AW
- P2023/0894 – Williams – St Thomas' Church, Church Place, Neath, SA11 3LL

FC2023/198 To discuss any Member Issues and receive Reports from Members:-

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

A Member updated the Meeting on a culture and heritage networking event they had attended and stated there were interesting grants available for Neath Castle. They stated they would look into this further.

The One Voice Wales representatives stated that they had attended and OVW meeting and a report would be put to the next Full Council meeting.

A Member updated the Meeting on the NPTCBC Community Liaison Forum meeting they had attended. Members discussed the recent NPTCBC "roadshow" that had taken place.

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

There were no recommendations.

FC2023/199 To receive an overview of Health & Safety matters

There was no update.

FC2023/200 To receive items for the next Agenda from Members

There were no items received for the next Agenda.

FC2023/201 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.

FC2023/202 To receive and review any Correspondence received

Correspondence received for action		Resolutions
A letter from the Town Clerk and emails from One Voice Wales regarding IRP Payments for Councillors.	Notice for all Members.	Noted.
An email from South Wales Police regarding the Annual Community Survey.	Members to respond directly, should they wish.	The Chair stated they would like to see public meetings held.
An email from NPTCBC Town Centres Manager regarding UK SPF Valleys and Villages Prosperity Fund.	Do Council wish to consider any projects for this Fund?	-
An email from One Voice Wales regarding Cymru Can – Future Generations Cymru Strategy and attaching the Stakeholder Pack.	Members to confirm if they wish to engage with this initiative.	-

P10		
An email from One Voice Wales regarding the OVW National Awards Conference 2024.	Do you wish to submit any nominations?	A Member suggested applying for The Caerwyn Roberts Best Local Council Service of the Year Award.
Correspondence received for noting		
Emails regarding free parking dates in Neath Town Centre.	Completed between Council meetings, for information and reference.	
An email from NPTCBC attaching the Standards Committee Feedback Form.	As requested by Members. See comments enclosed for information.	
Correspondence received for information		
An email from MAWW Fire & Rescue Service regarding candle safety.		
An email from MAWW Fire & Rescue Service regarding the Community Risk Management Plan 2040.		
An email from MAWW Fire & Rescue Service regarding More Than Just Fire Awards 2023: Celebrating Hard Work and Dedication.		
The MAWW Fire & Rescue Service Calon Tan Magazine: November 2023.		
An email from MAWW Fire & Rescue Service regarding the Draft Community Risk Management Plan.		
An email from Welsh Government attaching a letter regarding a planning application from Mynydd Forch Dwn Wind Energy 2021 Ltd for Mynydd Blaenavon and Mynydd Fforch Dwm, 1km north of Tonmawr, NPT.		
An email from Reverend Lynda Newman thanking NTC for the hard work that went into organising the Christmas Lights Switch On event.		
An email from the Support Relations Officer at Cerebral Palsy Cymru thanking NTC for the grant aid donation.		
An email from NPT Council regarding the NPTC Replacement Local Development Plan (2023-2038) Call for Candidate Sites 2023 Now Open.		
The Safer NPT Business Crime Reduction Partnership Newsletter.		
An email from Trefi Smart Towns Cymru attaching the November Newsletter.		
An email from the 20's Plenty for Us Welsh celebration support team attaching the November 2023 News.		
An email from Mike Sutton-Smith regarding the Town Crier at the Victorian Street Fayre at Neath Castle on Saturday, 2 nd December.		
An email from One Voice Wales attaching information on their Code of Living Crisis Team.		
An email from One Voice Wales regarding the Road Safety Strategy Consultation.		
An email from One Voice Wales attaching the OVW November 2023 Bulletin.		

FC2023/203 To receive the Clerk's Report on Investment Properties and Commercial Contracts

a) Investment Properties

Members had received the report prior to the Meeting.

b) Commercial Contracts

A Member stated that the hospitality at a Neath Rugby match sponsored by NTC could be donated, rather than Councillors attending. The Meeting discussed ideas. **RESOLVED:** After discussion it was proposed, seconded and agreed to donate the hospitality for 7th January as a raffle prize to the charity collection taking place at the Neath v Aberavon game on Boxing Day. One Member voted against the proposal.

Members had been given information regarding the Health & Safety company currently used by NTC. **RESOLVED:** It was proposed, seconded and agreed for the Town Clerk to look at using a different company.

Members had been given information regarding the size of the Christmas tree at Angel Square. **RESOLVED:** It was proposed, seconded and agreed to look at extending the size of the tree and to obtain costs.

c) Staffing matters

There were no issues to discuss from the report.

FC2023/204 To fix a date for the next Meeting

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

The Chair stated that there would be no Committee Meetings in December and wished Councillors and Merry Christmas and Happy New Year.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

DRAFT

Report Title:	Clerk's Report - General		
Report From:	Kathryn Charles - Town Clerk (Written on 21.12.23)		
Purpose of the Report			
Decision Required	At Point	For Noting/Information	-
Attachments	-		
Assessment Of Business Implications & Wellbeing of Future Generations Compliance			
Business Implications	WFGA Compliance		Yes/No
Delivery Outcomes & Impact	All 8 Outcomes		Yes
Community Benefit	A Resilient Neath		Yes
	A Healthier Neath		Yes
Financial	A Prosperous Neath		Yes
Risk & Sustainability	A Competent Council		Yes
Engaging With Partners/Groups	A Neath of Cohesive Communities		Yes
	A Globally Responsive Neath		Yes
Governance	A Competent Council		Yes
Equality & Diversity	A More Equal Neath		Yes
	A Healthier Neath		Yes
People & Learning	A Vibrant Culture & Thriving Welsh Lang.		Yes
	A Healthier Neath		Yes
	A Resilient Neath		Yes
Main Report:			
<u>Budgeting</u> Following the Full Council on 7 th December, Council have agreed to include an 8% increase for expenditure. This 8% does not cover income until Members confirm if they wish the precept should also be increased with inflation. I have included in the Budget information increases for the precept from 1% to 5% as a guide for you to consider.			
<u>Charities Accounts</u> A meeting of the above Charity Committee will be called in early January 2024. For those Members who sit on this Committee, consideration needs to be given to how these funds can be distributed. This has been ongoing for some time. We have had correspondence from the Charities Commission asking for movement on the account otherwise it will be closed. Could Members who sit on this Committee please attend the meeting with suggestions. The criteria is 'sick and poor' and is ringfenced to Neath.			
<u>Halls</u> HIVE has been installed in all halls. This will allow caretakers to remotely control the heating of all halls in advance and will hopefully impact positively on the costs of the heating in all properties.			
Melin Community Centre needs urgent roof repairs. Gnoll Roofing have been approached and are extremely helpful in trying to determine ways in which the leak can be repaired by NTC maintenance before the costs of scaffolding. This has been undertaken but there is still water ingress. I have approached Gnoll Roofing to move forward with the works asap as the water damage is spreading rapidly, especially during the recent prolonged rain we have had.			
<u>Allotments</u> x3 Fairyland Allotments have been reclaimed due to non cultivation. Letters have been issued with no progress to date. I shall reissue the plots in January 2024. I've chased The Arb team again to provide a date for the works to be completed in Fairyland.			
<u>Community Event – Allotment Competition Winners/Grant Aid/Citizenship</u> Could all Members note Friday 19 th January 2024 for the above event.			

Neath Town Council: Full Council Meeting
 Date of Meeting: 4th January 2023
 Agenda Item: /Attachment /Report



Report Title:	Finance Committee Update		
Report From:	Joanne Carroll	<i>Finance Officer</i>	
Purpose of the Report			
Decision Required	Yes	For Noting/Information	Yes
Attachments: Yes.			
Self Assessment Of Business Implications			
Delivery Outcomes & Impact	Yes		
Community Benefit	-		
Financial	Yes		
Engaging With Partners & Groups	-		
Governance	Yes		
Equality & Diversity	-		
People & Learning	-		
Risk & Sustainability	Yes		
Main Report:			
Please see items on table below.			
Recommendations:			
To agree information provided under each section heading and authorise.			

Neath Town Council: Full Council Meeting
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 Agenda Item: /Attachment /Report



Item	Details	Description	
A	Bills Awaiting Payment	Review all bills awaiting payment and approve	Attached
B	BACS Payment Schedule	1. Agree Supplier Payments by BACS - reconciliation to the above Bills Awaiting Payment 2. Approve scheduled BACS payment and release of funds	Attached
C	Barclays General Account	1. Inspect monthly payments from Account 2. Inspect monthly receipts into Account	Attached
D	Inter Bank Transfers (over 10K)	Authorise any bank transfers	No items this meeting
E	New Supplier BACS Authorisation	Authorise that payments to the supplier are made by BACS	None
F	Payroll	Inspect monthly payroll payments made	Attached
G	Bank Statement Reconciliation	Agree quarterly bank statement reconciliations and sign	Attached

Neath Town Council: Full Council Meeting
Date of Meeting: 4th January 2023
Agenda Item: /Attachment /Report



Item A:

Bills Awaiting

Payment



ALL DEPARTMENTS

Name: A & R Electrical (Wales) Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
03-2023	07/12/2023	Cimla Sensor lights	336.00	Cimla Community Centre	Repairs and Renewals	BACS/SEPA
03-2023	07/12/2023	Neath External sockets	150.00	Neath Town Hall	Repairs and Renewals	BACS/SEPA
Total:			<u>486.00</u>			

Name: BANNER BUSINESS

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
SINV0380851	06/10/2023	Stationery	161.36	Non Departmental	Office Stationery	BACS/SEPA
Total:			<u>161.36</u>			

Name: Cotton and Sons Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
8969	30/11/2023	Cleaning materials	183.92	Non Departmental	Cleaning	BACS/SEPA
Total:			<u>183.92</u>			

Name: EDF Energy

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
17452836	01/12/2023	Electricity 1-3 New Street	847.09	Investment Properties	Electricity	BACS/SEPA
Total:			<u>847.09</u>			

Name: Fire Safety Direct Ltd

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
105491	06/11/2023	Attend callout Neath Orchard St	100.80	Orchard Street	Premises Safety Expenses	BACS/SEPA
Total:			<u>100.80</u>			

Name: Hugh Howells

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
0386	13/12/2023	Tune Piano Neath Town Hall	75.00	Neath Town Hall	Repairs and Renewals	Cheque
Total:			<u>75.00</u>			



Name: Langstone Safety & Workwear

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
46008	18/10/2023	sWEATSHIRTS	24.00	Non Departmental	Staff Uniforms	Cheque
Total:			<u>24.00</u>			

Name: Microshade

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
18710	28/12/2023	Hosting fees Microsoft office mail boxes	435.89	General Account	Computer and Software	BACS/SEPA
Total:			<u>435.89</u>			

Name: Neath Rugby

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
INV-0629	24/11/2023	Stewarding Xmas light swithon	772.20	Christmas	Christmas Activities(including lights)	BACS/SEPA
INV-0629	24/11/2023	Match Sponsorship	1,440.00	Non Departmental	Marketing	BACS/SEPA
Total:			<u>2,212.20</u>			

Name: Nite Lite Security Systems

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
INV-24910	01/12/2023	Alarm monitoring	18.00	Non Departmental	Premises Safety Expenses	BACS/SEPA
Total:			<u>18.00</u>			

Name: Neath Port Talbot CBC

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
J503060	28/11/2023	Transport Recharges	658.24	Gardening and	Vehicle repairs/ servicing/expenses	BACS/SEPA
Total:			<u>658.24</u>			

Name: Personal Hygiene Services

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
70025276	25/08/2023	Annual duty of care	41.40	Neath Town Hall	Cleaning	BACS/SEPA
70024277	25/08/2023	Annual duty of care	41.40	Melyn Community Centre	Cleaning	BACS/SEPA
70025278	25/08/2023	Annual duty of care	41.40	Cimla Community Centre	Cleaning	BACS/SEPA
70025279	25/08/2023	Annual duty of care	41.40	Orchard Street	Cleaning	BACS/SEPA
Total:			<u>165.60</u>			



Name: Swansea Timber & Plywood

<u>Invoice Number</u>	<u>Date</u>	<u>Details</u>	<u>Invoice Due for Payment</u>	<u>Department</u>	<u>Budget Line Expenditure</u>	<u>Payment Method</u>
205274	30/11/2023	Lever operated latch & bolt	63.19	Cimla Community Centre	Repairs and Renewals	BACS/SEPA
Total:			<u>63.19</u>			
Grand Total			<u>5,431.29</u>			

Neath Town Council: Full Council Meeting
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Item B:

BACS Payment

Schedule



Payment Type
Domestic Payment

Debit Account Number
50990787

Delivery Method
UK Faster/Next Day Payment

Account Name
NEATH TOWN GENE

Bank Identifier
205872

Currency
GBP

Payment Details

Transaction Reference Number : BX23122293651967

Status : Level 1 Authorisation Required

Sub Status :

Creation Date : 22/12/2023

Creator Name : JOANNE CARROLL

Payment Amount, Date and Description

Payment Urgency
UK Next Day Payment

Value Date Execution Date
08/01/2024 08/01/2024

Payment Currency
GBP - Pound Sterling

Payment Amount
4,951.29

Customer Reference

Switch Reference

Priority Payment
No

Confidential Payment
No

Intra-Company Indicator
No

Beneficiary Details Page 1 of 1

Running Total =GBP 4,951.29

S.No	Beneficiary Name	Beneficiary Sort Code	Beneficiary Account Number	Payment Reference	Amount	Beneficiary Account Type	Payment Details	Beneficiary Address
1	4 COLOUR DIGITAL LIMITED	309682	28071660	10653	48.00	Business		
2	LUKG RE BANNER BUSINESS SOLUTIONS	308012	25694468	3808514	161.36	Business		
3	COTTON & SONS CLEANING SUPPLIES LTD	208441	53606147	8969	183.92	Business		
4	EDF ENERGY CUSTOMERS LTD	400530	44151844	17452836	847.09	Business		
5	FIRE SAFETY DIRECT LIMITED	309353	02898192	105491	100.80	Business		
6	HUW HOWELLS	404733	21068547	0386	75.00	Personal		
7	SWANSEA TMBER & PLYWOOD LIMITED	208441	90853496	205274	63.19	Business		
8	MICROSHADE BUSINESS CONSULTANTS LTD	309199	57327760	18710	435.89	Business		

9	NEATH RUGBY LIMITED	541019	11772654	INV-0629	2,212.20	Business		
10	NEATH PORT TALBOT CBC	090720	04368002	J503060	658.24	Business		
11	PHS GROUP	521040	15585751	Neath TC	165.60	Business		

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Beneficiaries with zero Payment Amount have not been printed.

Neath Town Council: Full Council Meeting
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Item C:

Review Barclays General Account Payments and Receipts

Neath Town Council

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Barclays General Account - Bank Payments

Date From: 25 November 2023

Date To: 04 January 2024

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	<u>Budget Line</u>	<u>Department</u>
27/11/2023	Chq 709238	Grant - Wales air amb	200.00	0.00	200.00	Charitable Expenditure - Grants Payable - Non	Non Departmental
27/11/2023	Morrisons	Morrisons Purchases	75.30	0.00	75.30	Christmas Activities(including lights)	Christmas
30/11/2023	Chq 709246	Grant - St Josephs Parish	200.00	0.00	200.00	Charitable Expenditure - Grants Payable - Non	Non Departmental
30/11/2023	Chq 709244	Grant - St Josephs Church	200.00	0.00	200.00	Charitable Expenditure - Grants Payable - Non	Non Departmental
30/11/2023	Loan	Public Works Loan Payment	2,076.17	0.00	2,076.17	Loan Interest Paid	Investment Properties
01/12/2023	DD/STO	Rates - Melyn Community Centre	439.00	0.00	439.00	General Rates	Melyn Community Centre
01/12/2023	DD/STO	Rates - 1-4 New St	2,127.00	0.00	2,127.00	General Rates	Non Departmental
01/12/2023	DD/STO	Rates - Cimla Community Centre	332.00	0.00	332.00	General Rates	Cimla Community Centre
01/12/2023	Pensions	Pensions Nov wages	6,594.75	0.00	6,594.75	Pension Fund	Non Departmental
01/12/2023	Chq 709249	Grant - Cerebral Palsy Cymru	200.00	0.00	200.00	Charitable Expenditure - Grants Payable - Non	Non Departmental
01/12/2023	DD/STO	Rates - 1a New Street	222.00	0.00	222.00	General Rates	Investment Properties
01/12/2023	DD/STO	Rates - Orchard St	1,137.00	0.00	1,137.00	General Rates	Orchard Street Community H
01/12/2023	DD/STO	Rates - Town Hall	433.00	0.00	433.00	General Rates	Neath Town Hall
01/12/2023	DD/STO	RATES - 6 NEW STREET	141.00	0.00	141.00	General Rates	Non Departmental
04/12/2023	Chq 709247	Grant - Cancer Challenge Singers	200.00	0.00	200.00	Charitable Expenditure - Grants Payable - Non	Non Departmental
11/12/2023	Refund	Refund inv NTC4236	16.66	3.34	20.00	Hire of Halls	Melyn Community Centre
12/12/2023	Chq 709245	St Josephs Parish Guild	200.00	0.00	200.00	Charitable Expenditure - Grants Payable - Non	Non Departmental
13/12/2023	Fuelgenie	Fuel Genie petrol costs	104.28	20.86	125.14	Travelling & mileage	Non Departmental
13/12/2023	Post Office	Stamps	210.00	0.00	210.00	Postage and Carriage	Non Departmental
13/12/2023	WHSmith	Christmas prizes	20.00	0.00	20.00	Events, competition prizes - not Christmas	Christmas competitions & pri

Barclays General Account - Bank Receipts

Date To: 04 January 2024

25 November 2023

Date From:

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	<u>Budget Line</u>	<u>Department</u>
27/11/2023	Bank Receipt	Receipt 27/11/2023 No Info	36.50	0.00	36.50	Bar Takings	Neath Town Hall
08/12/2023	Rental	Rental income for month	10,919.98	0.00	10,919.98	Investment Property Rental Income	Investment Properties
13/12/2023	90th Birthday	90th B'day Town Hall Bar	175.83	35.17	211.00	Hire of Halls	Neath Town Hall Bar
19/12/2023	Town Hall	Town hall bar takings	633.17	126.63	759.80	Bar Takings	Neath Town Hall Bar
Totals £			<u>11,765.48</u>	<u>161.80</u>	<u>11,927.28</u>		

Neath Town Council: Full Council Meeting
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Item D:

Inter Bank Transfers

(None)

Item E:

Authorise new BACS supplier

(None)

Neath Town Council: Full Council Meeting
Date of Meeting: 4th January 2023
Agenda Item: /Attachment /Report



Item F:

Inspect Monthly Payroll Payments Made

Neath Town Council: Full Council Meeting
Date of Meeting: 4th January 2023
Agenda Item: /Attachment /Report



Item G:

Bank reconciliation

Bank Reconciliation 24/11/2023

Balance in Bank as per Barclays.net	£60,385.70
Add: Deposits in sage not yet in bank	£ 1,121.80
Less: Outstanding Cheques as per report	-£ 166.40
Less: Deposits in Bank not yet in Sage	
 Balance as per sage	 <u>£ 61,341.10</u>

Bank Name: Neath Town Council
 Bank Ref: 1200
 Reference: 1200 2023-12-22 01
 End Date: 22/12/2023
 End Balance: 61341.10

Unmatched Items

Date	No.	Reference	Details	Payments	Receipts
15/08/2023	41630	CORRECTION	IRP CHEQUE K FINN	166.40	
19/12/2023	43093	Cash	Payment on Account		144.00
19/12/2023	43094	Town Hall	Town hall bar takings		759.80
19/12/2023	43096	TRANS	Bank Transfer		200.00
19/12/2023	43097	Chq	Sales Receipt		18.00

Matched Items

Date	No.	Reference	Details	Payments	Receipts	Balance
		O/Bal	Last reconciled balanc			60385.70
<div> <div>Book Balance:</div> <div>61341.10</div> </div>						
<div> <div>Payments:</div> <div>0.00</div> </div>						
<div> <div>Receipts:</div> <div>0.00</div> </div>						
<div> <div>Matched Balance:</div> <div>60385.70</div> </div>						
<div> <div>Statement Balance:</div> <div>61341.10</div> </div>						
<div> <div>Difference:</div> <div>-955.40</div> </div>						

Meeting: Full Council January 2024	Planning Schedule			Date sent to Cllrs: 22.12.23
No. of Application	Applicant	Proposal	Location	Planning Officer
P2023/0914	Mr Tavis Knoyle	Certificate of lawful development (existing) for the use of an ancillary building as a barber shop ancillary to the gym (D2).	Unit 9 Gym, Quay Rd Neath SA11 1SL	Megan Thomas
P2023/0951	Mr Mark Warlow	Single Storey Rear Extension and Extension of existing rear dormer.	10 Woodside Avenue Neath SA11 3TG	Lowri Jones
P2023/0956	Mr Seller	Works to x3 trees (identified as T1, T2 and T3) under Tree Preservation Order T089: T1 & T2 - Sycamores to reduce height by 2.5m & reduce away from property (No 20) by 1.5m to gain a 2m clearance. T3 - Ash to reduce height by 2.5m & reduce away from property (No 20) by 1.5m to gain a 2m clearance.	20 The Avenue Neath SA11 2FD	Lowri Jones

Meeting: Full Council January 2024	Planning Schedule			Date sent to Cllrs: 15.12.23
No. of Application	Applicant	Proposal	Location	Planning Officer
P2023/0897	Nicola Pearce, The Quays	Installation of a canopy over an existing area of playground.	Neath Welsh Primary School, Woodland Road, Neath SA11 3AL	Daisy Tomkins