

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

FINANCE COMMITTEE

at 6.00pm on Thursday, 25th 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.



Kathryn Charles - Town Clerk
19th January 2024

A G E N D A

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 review Quarterly Budget Monitoring report
4. To review and agree Income & Expenditure movement for the month :-
 - a. Bills awaiting payment
 - b. BACs payment schedule
 - c. Barclays general account – receipts and payments
 - d. Inter-bank transfers
 - e. New supplier BACs authorisation forms
 - f. Payroll overview
 - g. Bank statement reconciliation
5. To review and consider Planning Applications
6. To receive items for the next Agenda from Members
7. 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
8. To discuss and review any correspondence received relating to Finance

Att.



Search 'Neath Town Council'

neathtowncouncil.gov.uk





9. To receive the Clerk's Report on issues relating to Investment Properties or Commercial Contracts
10. To fix a date for the next Meeting
15th February 2024



Neath Town Council

Budget 2023 - 2024

Budget Heading Description	Variance	Applicable Nom Codes	Actual to 19/01/2024	2023-24 Budget
<u>Income</u>	£		£	£
Investment Property Rental Income	86,782.86	4000	163,217.14	250,000
Hire of Halls	- 10,182.26	4001	45,182.26	35,000
Miscellaneous Income	4,908.44	4002	91.56	5,000
Precept	-	4003	401,315.00	401,315
Bank Interest Received	8.59	4004	241.41	250
Allotment Rents	- 36.00	4005	2,536.00	2,500
Sale of Meals	15,992.96	4006	11,007.04	27,000
Bar Takings	- 1,623.07	4007	4,123.07	2,500
Food & Drink Festival	- 2,266.68	4013	2,266.68	
Total Income	- 95,851.52		627,713.48	723,565
<u>Expenditure</u>				
Charitable Expenditure - Grants Payable S137	2,000.00	5000	8,000.00	10,000
Advertising	- 3,944.00	6101	3,944.00	-
PR	1,500.00	6102	-	1,500
Goods Purchased for Resale	8,557.60	6200	4,492.40	13,050
Bar Stock	- 484.44	6201	484.44	-
Rent	45.00	7000	225.00	270
Water Rates	4,370.93	7002	869.07	5,240
General Rates	- 14,581.73	7003	41,129.73	26,548
Rates and Utilities Investment Properties	25,992.38	7004	3,664.62	29,657
Premises Insurance	13,646.00	7104	-	13,646
Electricity	629.92	7105	28,678.08	29,308
Gas	11,376.65	7106	7,317.35	18,694
Travelling	- 1,894.10	7200	2,894.10	1,000
Competition Costs and Prizes	384.00	7210	216.00	600
Cllr Seminars/Training	1,500.00	7220	-	1,500
Elections	-	7221	-	-
Regalia	850.00	7222	-	850
Cllr Expenses	128.00	7225	72.00	200
Postage and Carriage	- 503.65	7301	1,006.65	503
Office Stationery & Printing	478.63	7300 + 7302	877.37	1,356
Equipment Leasing	5,931.38	7303	2,288.62	8,220
Small Items Equipment	324.14	7305	1,175.86	1,500
Telephone and Internet	3,957.21	7350+7351	5,550.79	9,508
IT, software & phone	- 1,413.96	7352	3,871.96	2,458
Equipment Hire	- 260.00	7400	440.00	180
Health & Safety Costs	2,846.00			2,846
Mayoral Allowance	500.00	7430 + 7440	-	500
IRP Expenses	2,850.00	7431	-	2,850
Provision for Major Repairs	25,000.00	7498	-	25,000
Contingency Funds	-		-	-
Cimla Fire Repairs & Renewals	-	7499	-	
Repairs and Renewals	6,604.21	7500	13,395.79	20,000
Cleaning	1,544.04	7501	2,499.96	4,044
Laundry	174.00	7502	54.00	228
Premises Safety Expenses	- 342.51	7503	8,137.51	7,795
Vehicle Rep.& Equip.servicing-Fleet Man. NPTCBC	836.04	7504 + 7505 + 7506	1,495.96	2,332
Staff Refreshments	- 8.73	7507	8.73	

Budget Heading Description	Variance	Applicable Nom Codes	Actual to 19/01/2024	2023-24 Budget
Window Cleaning	604.00	7508	420.00	1,024
Marketing / Advertising Costs	- 1,291.00	7509	1,291.00	
Licences	- 73.52	7510	1,489.52	1,416
Trade Refuse	- 2,483.06	7515	6,555.06	4,072
Gas/Electric Service Maintenance	1,000.00	7520	-	1000
School Crossing Recharge	18,100.00	7550	10,248.00	28,348
Patronage and Memberships	50.00	7560	-	50
Subscriptions	- 413.76	7561	5,261.76	4,848
Stock Take	208.00	7570	160.00	368
Christmas Event	7,188.81	7600	32,811.19	40,000
Neath Festivals & Events	1,421.50	7601	4,893.20	6,315
Hanging Baskets and Bunting	5,413.00	7602	14,290.00	19,703
Coronation Event	- 3,392.49	7603	3,392.49	
Loan repayments	1,393.88	7703	11,378.12	12,772
Bank & Credit Card Charges	1,125.34	7701 + 7907	1,528.66	2654
Staff Salaries & Regular Wages	- 1,502.83	7803 + 7804	262,014.83	260,512
Additional Wages Payments	- 2,835.55	7805	2,835.55	
Employers NI	- 1,762.49	7806	19,769.49	18,007
Employers Pensions	- 9,880.20	7807	56,205.20	46,325
Recruitment Expenses	- 515.28	7808	515.28	
Staff Training	1,600.00	7802 + 7815	36.00	1,636
Staff Uniforms	1,632.03	7820	177.97	1,810
Health & Safety Costs	- 2,289.00	7821	2,289.00	
Legal Fees	- 3,000.00	7900	3,000.00	
Audit Fees	4,556.00	7901	-	4,556
Professional Fees	21,053.53	7903 + 7904	1,637.47	22,691
Credit Charges	- 1,528.66	7907	1,528.66	
Leasing Costs	- 1,823.04	7908	1,823.04	
Property Agents Management Fees	4,271.75	7909	9,286.25	13,558
Bus Shelters & Roadside Seats	5,500.00	7910	-	5,500
Misc Expenditure	850.00	7920	-	850
Gardening	459.64	7925	32.36	492
Castle	-	7930	-	-
Burton Block	-	7950	-	-
Youth Representative	2,496.16	7960	3.84	2,500
Bad Debt Write Off	7,814.41	9998 + 8100	13,185.59	21,000
Capital Expenditure	5,000.00	8500	-	5,000
Provision for bad debts on rental income			-	
				-
Total Expenditure			610,849.52	768,390
Net Income Over Expenditure				- 44,825
Transfer from reserves				50,000
Surplus/(Deficit)		157,540.18		5,175
Cash balances:	£			
Barclays Account	181,400.98			
Business Barclays Savings	116,029.94			
Swansea Building Society	58,314.70			
Nat West Business Reserve	87,738.75			
Total Cash Balance	443,484.37			

Neath Town Council: Finance Committee Meeting
 Date of Meeting: 18th January 2024
 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: Finance Committee Meeting
 Date of Meeting: 18th January 2024
 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: Finance Committee Meeting
Date of Meeting: 18th January 2024
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: 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>
9312	08/01/2024	Cleaning materials	234.54	Non Departmental	Cleaning	BACS/SEPA
Total:			<u>234.54</u>			

Name: Davies Skips

<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>
012903	31/12/2023	Skip hire	240.00	Allotments	Trade Refuse	BACS/SEPA
Total:			<u>240.00</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>
17722415	02/01/2024	Elec 1 - New Street	896.19	Investment Properties	Electricity	BACS/SEPA
Total:			<u>896.19</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>
18842	28/01/2024	Monthly Hosting fees	435.89	General Account	Computer and Software	BACS/SEPA
Total:			<u>435.89</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
INV-25098	01/01/2024	Alarm Monitoring Dec 23	18.00	Non Departmental	Premises Safety Expenses	BACS/SEPA
Total:			<u>36.00</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>
J549367	11/01/2024	Trade Refuse Cimla	110.07	Cimla Community Centre	Trade Refuse	BACS/SEPA
Total:			110.07			
Grand Total			2,438.69			

* Issue with Sage report.

Report omits supplier account RILEY SPORTS. Unable to ascertain reason.

Therefore, account added manually.

RILEY SPORTS DEC 2023 17 AWARDS £212.50

∴ Total outstanding to suppliers

£2651.19

Item B:

BACS Payment Schedule



Payment Type	Debit Account Number		
Domestic Payment	50990787		
Delivery Method	Account Name	Bank Identifier	Currency
UK Faster/Next Day Payment	NEATH TOWN GENE	205872	GBP

Payment Details

Transaction Reference Number : BX24011795423705

Status : Level 1 Authorisation Required Sub Status :

Creation Date : 17/01/2024 Creator Name : JOANNE CARROLL

Payment Amount, Date and Description

Payment Urgency	Value Date	Execution Date
UK Faster Payment	22/01/2024	22/01/2024
Payment Currency	Payment Amount	
GBP - Pound Sterling	2,733.19	
	Customer Reference	Switch Reference
Priority Payment	Confidential Payment	Intra-Company Indicator
No	No	No

Beneficiary Details Page 1 of 1 Running Total =GBP 2,733.19

S.No	Beneficiary Name	Beneficiary Sort Code	Beneficiary Account Number	Payment Reference	Amount	Beneficiary Account Type	Payment Details	Beneficiary Address
1	A & R ELECTRICAL (WALES) LTD	309586	02393457	03-2023 NTC	486.00	Business		
2	COTTON AND SONS CLEANING SUPPLIES LTD	208441	53606147	9312 NTC	234.54	Business		
3	DAVIES SKIPS LTD	403718	81563297	012903 NTC	240.00	Business		
4	EDF ENERGY CUSTOMERS LTD	400530	44151844	17935486 NTC	896.19	Business		
5	MELIN PRIMARY SCHOOL	403403	51820362	Bus costs agreed	100.00	Business		
6	MICROSHADE BUSINESS CONSULTANTS LTD	309199	57327760	18842 NTC	435.89	Business		
7	REGENCY FACTORS LIMITED	161512	16431535	Nite Lite 25098	18.00	Business		
8	NEATH PORT TALBOT CBC	090720	04368002	J549367 NTC	110.07	Business		
9	RILEY SPORTS	309897	65906162	NTC/Dec23	212.50	Business		

Item C:

Review Barclays

General

Account Payments and Receipts

Neath Town Council

Page: 1

Barclays General Account - Bank Payments

Date From: 23 December 2023

Date To: 12 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>
27/12/2023	Oct Wages	Oct Wages	1,016.34	0.00	1,016.34	P.A.Y.E.	Non Departmental
27/12/2023	Oct Wages	Oct Wages	2,062.73	0.00	2,062.73	National Insurance	Non Departmental
27/12/2023	Oct Wages	Stu Ln Oct Wages	37.00	0.00	37.00	National Insurance	Non Departmental
01/01/2024	DD/STO	RATES - 6 NEW STREET	141.00	0.00	141.00	General Rates	Non Departmental
01/01/2024	DD/STO	Rates - Orchard St	1,137.00	0.00	1,137.00	General Rates	Orchard Street Community H
01/01/2024	DD/STO	Rates - 1a New Street	222.00	0.00	222.00	General Rates	Investment Properties
01/01/2024	DD/STO	Rates - 1-4 New St	2,127.00	0.00	2,127.00	General Rates	Non Departmental
01/01/2024	DD/STO	Rates - Town Hall	433.00	0.00	433.00	General Rates	Neath Town Hall
01/01/2024	DD/STO	Rates - Melyn Community Centre	439.00	0.00	439.00	General Rates	Melyn Community Centre
01/01/2024	DD/STO	Rates - Cimla Community Centre	332.00	0.00	332.00	General Rates	Cimla Community Centre
12/01/2024	Loan Pymnt	Loan Payment	2,109.92	0.00	2,109.92	Loan Interest Paid	General Account
Totals £			<u>16,289.13</u>	<u>0.00</u>	<u>16,289.13</u>		

Barclays General Account - Bank Receipts

23 December 2023

Date To: 12 January 2024

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>
05/01/2024	Town	Mayoress Appeal	229.27	0.00	229.27	Charity Concert Donations Received	Mayoral functions and even
12/01/2024	Rental	Rental Income	23,159.17	223.83	23,383.00	Investment Property Rental Income	Investment Properties
Totals £			<u>23,388.44</u>	<u>223.83</u>	<u>23,612.27</u>		

Item D:

Inter Bank Transfers

(None)

Item E:

Authorise new BACS supplier

(None)

Item F:

Inspect Monthly Payroll Payments Made

Date: 17/01/2024
Time: 10:07:39

Neath Town Council
Nominal Activity

Page: 1

Date From: 31/12/2023
Date To: 31/12/2023

N/C From:
N/C To: 99999999

Transaction From: 1
Transaction To: 99,999,999

N/C:		7803		Name:		Staff Salaries		Account Balance:		111,048.91 DR		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
43142	JD	31/12/2023	7803	Payroll	Payments	1	T9	9,024.27	9,024.27	-	-	-
Totals:									9,024.27			
History Balance:									9,024.27			
N/C:		7804		Name:		Wages - Regular		Account Balance:		150,965.92 DR		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
43139	JD	31/12/2023	7804	Payroll	Payments	8	T9	3,727.00	3,727.00	-	-	-
43146	JD	31/12/2023	7804	Payroll	Payments	0	T9	2,043.93	2,043.93	-	-	-
43149	JD	31/12/2023	7804	Payroll	Payments	6	T9	1,689.12	1,689.12	-	-	-
43152	JD	31/12/2023	7804	Payroll	Payments	7	T9	1,552.50	1,552.50	-	-	-
43157	JD	31/12/2023	7804	Payroll	Payments	3	T9	936.06	936.06	-	-	-
Totals:									9,948.61			
History Balance:									9,948.61			
N/C:		7805		Name:		Wages		Account Balance:		2,835.55 DR		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
43145	JD	31/12/2023	7805	Payroll	Payments	5	T9	341.32	341.32	-	-	-
Totals:									341.32			
History Balance:									341.32			
N/C:		7806		Name:		Employers NI		Account Balance:		19,769.49 DR		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
43140	JD	31/12/2023	7806	Payroll	Employers NIC	8	T9	238.55	238.55	-	-	-
43143	JD	31/12/2023	7806	Payroll	Employers NIC	1	T9	789.32	789.32	-	-	-
43150	JD	31/12/2023	7806	Payroll	Employers NIC	6	T9	128.49	128.49	-	-	-
43153	JD	31/12/2023	7806	Payroll	Employers NIC	7	T9	109.64	109.64	-	-	-
43155	JD	31/12/2023	7806	Payroll	Employers NIC	0	T9	129.35	129.35	-	-	-
Totals:									1,395.35			
History Balance:									1,395.35			
N/C:		7807		Name:		Employers Pensions		Account Balance:		56,205.20 DR		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
43138	JD	31/12/2023	7807	Payroll	Employers Pension	8	T9	791.70	791.70	-	-	-
43141	JD	31/12/2023	7807	Payroll	Employers Pension	1	T9	2,131.40	2,131.40	-	-	-
43147	JD	31/12/2023	7807	Payroll	Employers Pension	6	T9	412.15	412.15	-	-	-
43151	JD	31/12/2023	7807	Payroll	Employers Pension	7	T9	378.81	378.81	-	-	-
43154	JD	31/12/2023	7807	Payroll	Employers Pension	0	T9	413.66	413.66	-	-	-
43159	JD	31/12/2023	7807	Payroll	Employers Pension	5	T9	19.54	19.54	-	-	-
Totals:									4,147.26			
History Balance:									4,147.26			

Neath Town Council: Finance Committee Meeting
Date of Meeting: 18th January 2024
Agenda Item: /Attachment /Report



Item G:

Bank reconciliation

Bank Reconcilliation 12th January 2024

Balance in Bank as per Barclays.net	£181,400.98
-------------------------------------	-------------

Add: Deposits in sage not yet in bank	£ -
---------------------------------------	-----

Less: Outstanding Cheques as per report	-£ 166.40
---	-----------

Less: Deposits in Bank not yet in Sage	
--	--

Balance as per sage	<u><u>£ 181,234.58</u></u>
---------------------	----------------------------

Date: 12/01/2024
Time: 10:52:03

Neath Town Council
Bank Report - Unreconciled

Page: 1

Date From : 01/01/1980
Date To : 12/01/2024

** NOTE: All values shown on this report are in the Bank Account's operating Currency **

Bank Code : 1200			Bank Name : Barclays Current Account				
No	Type	Date	Ref	Details	Debit	Credit	Balance
41630	BP	15/08/2023	CORRECTIO	IRP CHEQUE K FINN		166.40	-166.40
Bank Balance :						166.40	-166.40
						166.40	-166.40

Meeting: Finance Committee January 2024	Planning Schedule			Date sent to Cllrs: 12.01.24
No. of Application	Applicant	Proposal	Location	Planning Officer
P2024/0003	Nationwide Building Society	Advertisement consent: replace 1no. projecting signage with new 500mm internally illuminated projecting sign, replace 1no. fascia and 1no. logo with 1no. new blue fascia & 1no. new 290mm logo height (internally illuminated), replace 1no. ATM surround and decals with new (internally illuminated), install new window message "A good way to bank" comprising of internally applied vinyl & install new safety manifestation to door comprising of internally applied vinyl.	2 Queen Street Neath SA11 1EB	Daisy Tomkins

Meeting: Finance Committee January 2024	Planning Schedule			Date sent to Cllrs: 19.01.24
No. of Application	Applicant	Proposal	Location	Planning Officer
P2023/0897	Nicola Pearce The Quays	Installation of a canopy over an existing area of playground. (amended plans received 15/01/2024)	Neath Welsh Primary School, Woodland Road, Neath SA11 3AL	Daisy Tomkins
P2024/0012	Mr Tavis Knoyle	First floor extension on existing changing block	Unit 9 Gym, Quay Road, Neath SA11 1SN	Megan Thomas
P2024/0014	Head Of Property And Regeneration, The Quays	Temporary modular cafe and toilets facility with enclosed external seating area (for a maximum of 12 months)	Gnoll Estate Country Park, Fairyland, Neath SA11 3BS	Claire Hall
P2024/0022	Daniel Pilcher	Works to two Monterey Cypress trees (identified as T1 and T2) under Tree Preservation Order T127: Reduce all lateral branches by 2-5m at the nearest suitable growth point along the western boundary of the property at land adjacent to 28 Nightingale Park.	Street Record Nightingale Park Footway Cimla SA11 3RX	Lowri Jones
P2024/0041	J Melly	Change of use of shop (Class A1) to Solicitors office (Class A2)	1B Alfred Street, Neath SA11 1EF	Rhodri Griffiths