



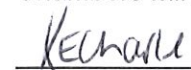
Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

**FINANCE COMMITTEE**

at 6.00pm on Thursday, 15<sup>th</sup> February 2024 held in Neath Town Council Chambers, 1<sup>st</sup> 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  
9<sup>th</sup> February 2024

**A G E N D A**

	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 receive and discuss an update Budget position for 2023/24.	1
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	2
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	



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Cyngor Tref  
Castell-nedd



Neath  
Town Council

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 - 21<sup>st</sup> March 2024



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10/12 Orchard Street, Neath, SA11 1DU Tel: 01639 642126 [clerk@neathtowncouncil.gov.uk](mailto:clerk@neathtowncouncil.gov.uk)



Report Title:	Finance Committee Update		
Report From:	Joanne Carroll	Finance Officer	
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.			





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



## **Item A:**

# **Bills Awaiting**

# **Payment**

**ALL DEPARTMENTS**

**Name:** Clearway Cleaning Solutions

<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>
5286	30/01/2024	Cimla Window cleaning	20.00	Cimla Community Centre	Cleaning	BACS/SEPA
5285	30/01/2024	Melyn Window Cleaning	70.00	Melyn Community Centre	Cleaning	BACS/SEPA
5287	30/01/2024	Town Hall Window cleaning	90.00	Neath Town Hall	Cleaning	BACS/SEPA
5284	30/01/2024	Orchard Street Window cleaning	40.00	Non Departmental	Cleaning	BACS/SEPA
<b>Total:</b>			<u>220.00</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>
18101005	15/02/2024	Elec 1-3 New Street	848.08	Investment Properties	Electricity	BACS/SEPA
<b>Total:</b>			<u>848.08</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>
106496	04/01/2024	Emergency lights	134.40	Melyn Community Centre	Premises Safety Expenses	BACS/SEPA
106495	04/01/2024	Emergency lights Orchard Street	184.80	Non Departmental	Premises Safety Expenses	BACS/SEPA
<b>Total:</b>			<u>319.20</u>			

**Name:** Infinity Document Solutions

<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>
84068	23/01/2024	Pinter readings	69.36	Non Departmental	Office Stationery	BACS/SEPA
<b>Total:</b>			<u>69.36</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-25098	01/01/2024	Alarm Monitoring Dec 23	18.00	Non Departmental	Premises Safety Expenses	BACS/SEPA
INV 25222	30/01/2024	Alarm monoitoring Jan 24	18.00	Non Departmental	Premises Safety Expenses	BACS/SEPA
<b>Total:</b>			<u>36.00</u>			

**Name:** Stannah Lift Services 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>
1085632652	29/01/2024	Stannah Lift Contract	228.98	Non Departmental	Premises Safety Expenses	BACS/SEPA
<b>Total:</b>			<u>228.98</u>			
<b>Grand Total</b>			<u>1,721.62</u>			



## 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

Payment Amount, Date and Description

Payment Urgency	Value Date	Execution Date
UK Faster Payment	12/02/2024	07/02/2024
Payment Currency	Payment Amount	
GBP - Pound Sterling		
	Customer Reference	Switch Reference
Priority Payment	Confidential Payment	Intra-Company Indicator
No	No	No

Beneficiary Details

Page 1 of 1

Running Total =GBP 1,721.62

S.No	Beneficiary Name	Beneficiary Sort Code	Beneficiary Account Number	Payment Reference	Amount	Beneficiary Account Type	Payment Details	Beneficiary Address
1	CLEARWAY CLEANING SOLUTIONS	306734	46349160	NTC January 24	220.00	Business		
2	EDF ENERGY CUSTOMERS LTD	400530	44151844	18101005	848.08	Business		
3	FIRE SAFETY DIRECT LIMITED	309353	02898192	106495+6	319.20	Business		
4	INFINITY DOCUMENT SOLUTIONS LTD	401623	21634909	84068	69.36	Business		
5	REGENCY FACTORS LTD	161512	16431535	25098 25222	36.00	Business		
6	STANNAH LIFT SERVICES LIMITED	308012	16715668	499752	228.98	Business		
7								
8								
9								
10								
11								
12								

## **Item C:**

# **Review Barclays General Account Payments and Receipts**

**Neath Town Council**  
**Barclays General Account - Bank Payments**

Page: 1

Date From: 01 February 2024

Date To: 07 February 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>
01/02/2024	DD/STO	Rates - 1a New Street	222.00	0.00	222.00	General Rates	Investment Properties
01/02/2024	DD/STO	Rates - Orchard St	1,137.00	0.00	1,137.00	General Rates	Orchard Street Community H
01/02/2024	DD/STO	Rates - Town Hall	433.00	0.00	433.00	General Rates	Neath Town Hall
01/02/2024	DD/STO	Rates - Melyn Community Centre	439.00	0.00	439.00	General Rates	Melyn Community Centre
01/02/2024	DD/STO	Rates - Cimla Community Centre	332.00	0.00	332.00	General Rates	Cimla Community Centre
01/02/2024	DD/STO	Rates - 1-4 New St	2,127.00	0.00	2,127.00	General Rates	Non Departmental
01/02/2024	Chq 709274	Christmas window comp prize	30.00	0.00	30.00	Competition Costs and Prizes	Christmas
05/02/2024	Chqq 709275	Vol 4 Neath Aniquarian Book	45.00	0.00	45.00	Office Stationery	Non Departmental
05/02/2024	Chq 709260	Christmas window prize	50.00	0.00	50.00	Competition Costs and Prizes	Christmas
05/02/2024	Chq 709253	Christmas window prize	50.00	0.00	50.00	Competition Costs and Prizes	Christmas
06/02/2024	Chq 709271	T Rees 2023 Bak pay	161.69	0.00	161.69	Wages	Non Departmental
07/02/2024	Chq 709264	Treats Christmas window prize	20.00	0.00	20.00	Competition Costs and Prizes	Christmas
07/02/2024	Mayoress	Mayoress Appeal Donations	239.27	0.00	239.27	Charity Concert Donations Received	Mayoral functions and events
Totals £			<u>5,285.96</u>	<u>0.00</u>	<u>5,285.96</u>		

## Item D:

# Inter Bank Transfers

(None)



## **Item E:**

# **Authorise new BACS supplier**

**(None)**

## **Item F:**

# **Inspect Monthly Payroll Payments Made**



Monthly Payroll Expenditure Report

Date From: 31 January 2024  
Date To: 31 January 2024

Name: Staff Salaries

<u>Date</u>	<u>Pay Period</u>	<u>Details</u>	<u>Dept</u>	<u>Debit</u>	<u>Credit</u>
31/01/2024	Jan24Pay	Payments	General Account	9,911.59	
Totals:				<u>9,911.59</u>	

Name: Wages - Regular

<u>Date</u>	<u>Pay Period</u>	<u>Details</u>	<u>Dept</u>	<u>Debit</u>	<u>Credit</u>
31/01/2024	Jan24Pay	Payments	Gardening and Maintenance Dept	1,584.08	
31/01/2024	Jan24Pay	Payments	Non Departmental	1,590.60	
31/01/2024	Jan24Pay	Payments	Cimla Community Centre	1,272.00	
31/01/2024	Jan24Pay	Payments	Melyn Community Centre	1,242.00	
Totals:				<u>5,688.68</u>	

Name: Wages

<u>Date</u>	<u>Pay Period</u>	<u>Details</u>	<u>Dept</u>	<u>Debit</u>	<u>Credit</u>
31/01/2024	Jan24Pay	Payments	Neath Town Hall Bar	166.92	
Totals:				<u>166.92</u>	

Name: Employers NI

<u>Date</u>	<u>Pay Period</u>	<u>Details</u>	<u>Dept</u>	<u>Debit</u>	<u>Credit</u>
31/01/2024	Jan24Pay	Employers NIC	General Account	791.99	
31/01/2024	Jan24Pay	Employers NIC	Gardening and Maintenance Dept	114.00	
31/01/2024	Jan24Pay	Employers NIC	Non Departmental	66.79	
31/01/2024	Jan24Pay	Employers NIC	Cimla Community Centre	70.93	
31/01/2024	Jan24Pay	Employers NIC	Melyn Community Centre	66.79	
Totals:				<u>1,110.50</u>	

Name: Employers Pensions

<u>Date</u>	<u>Pay Period</u>	<u>Details</u>	<u>Dept</u>	<u>Debit</u>	<u>Credit</u>
31/01/2024	Jan24Pay	Employers Pension	General Account	2,136.12	
31/01/2024	Jan24Pay	Employers Pension	Gardening and Maintenance Dept	386.52	
31/01/2024	Jan24Pay	Employers Pension	Non Departmental	303.05	
31/01/2024	Jan24Pay	Employers Pension	Cimla Community Centre	310.37	
31/01/2024	Jan24Pay	Employers Pension	Melyn Community Centre	303.05	
Totals:				<u>3,439.11</u>	

Name: Recruitment Expenses

<u>Date</u>	<u>Pay Period</u>	<u>Details</u>	<u>Dept</u>	<u>Debit</u>	<u>Credit</u>
Totals:					



## Item G:

# Bank reconciliation



**Bank Reconcilliation 7th February 2024**

Balance in Bank as per Barclays.net	£138,257.75
Add: Deposits in sage not yet in bank	£ 21.00
Less: Uncleared Bank Payments On sage not yet cleared through bank	-£ 3,001.46
Less: Deposits in Bank not yet in Sage	
Balance as per sage	<u><u>£ 135,277.29</u></u>

Date: 09/02/2024  
Time: 08:54:14

Neath Town Council  
Bank Report - Unreconciled

Date From : 01/01/1980  
Date To : 07/02/2024

\*\* 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
43558	SR	30/01/2024	Cash	Sales Receipt	21.00		21.00
43590	PP	30/01/2024	(BACS)	Purchase Payment		486.00	-486.00
43591	PP	30/01/2024	(BACS)	Purchase Payment		234.54	-234.54
43592	PP	30/01/2024	(BACS)	Purchase Payment		240.00	-240.00
43593	PP	30/01/2024	(BACS)	Purchase Payment		896.19	-896.19
43594	PP	30/01/2024	Bacs	Purchase Payment		100.00	-100.00
43595	PP	30/01/2024	(BACS)	Purchase Payment		435.89	-435.89
43596	PP	30/01/2024	(BACS)	Purchase Payment		18.00	-18.00
43597	PP	30/01/2024		Purchase Payment		212.50	-212.50
43598	PA	30/01/2024	(BACS)	Payment on Account		110.07	-110.07
43605	BP	30/01/2024	Chq 709281	Allotment - Comp winner		50.00	-50.00
43675	BP	07/02/2024	Mayoress	Mayoress Appeal Donations		239.27	-239.27
Bank Balance :					21.00	3,022.46	-3,001.46
					21.00	3,022.46	-3,001.46

Neath Town Council Budget 2023 - 2024				
Budget Heading Description	Variance	Applicable Nom Codes	Actual to 07/02/2024	2023-24 Budget
Income	£		£	£
Investment Property Rental Income	86,782.86	4000	163,217.14	250,000
Hire of Halls	- 12,332.77	4001	47,332.77	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	- 1.00	4005	2,501.00	2,500
Sale of Meals	15,992.96	4006	11,007.04	27,000
Bar Takings	- 1,667.24	4007	4,167.24	2,500
Food & Drink Festival	- 2,266.68	4013	2,266.68	
<b>Total Income</b>	<b>- 93,691.84</b>		<b>629,873.16</b>	<b>723,565</b>
Expenditure				
Charitable Expenditure - Grants Payable S137	1,600.00	5000	8,400.00	10,000
Advertising & PR	- 2,444.00	6101 & 6102	3,944.00	1,500
Goods Purchased for Resale	8,557.60	6200	4,492.40	13,050
Bar Stock	- 579.02	6201	579.02	-
Rent	45.00	7000	225.00	270
Water Rates	4,370.93	7002	869.07	5,240
General Rates & Investment Properties	6,720.65	7003 & 7004	49,484.35	56,205
Premises Insurance	13,646.00	7104	-	13,646
Electricity	- 1,397.56	7105	30,705.56	29,308
Gas	9,623.48	7106	9,070.52	18,694
Travelling	- 2,247.35	7200	3,247.35	1,000
Competition Costs and Prizes	- 203.00	7210	803.00	600
Cllr Seminars/Training	1,500.00	7220	-	1,500
Elections	-	7221	-	-
Regalia	850.00	7222	-	850
Cllr Expenses	121.65	7225	78.35	200
Postage, Carriage, Stationery and Printing	- 141.21	7301 & 7300 & 7302	2,000.21	1,859
Equipment: Leasing, Hire and Small items	3,950.68	7303+7305+7400+7908	5,949.32	9,900
Telephone, Internet and Software	1,325.42	7350+7351 + 7352	10,640.58	11,966
Mayoral Allowance	462.50	7430 + 7440	37.50	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	2,276.81	7500	17,723.19	20,000
Cleaning	1,271.98	7501	2,772.02	4,044
Laundry	174.00	7502	54.00	228
Vehicle Rep.& Equip.servicing-Fleet Man. NPTCBC	836.04	7504 + 7505 + 7506	1,495.96	2,332
Staff Refreshments	- 8.73	7507	8.73	
Window Cleaning	604.00	7508	420.00	1,024
Marketing / Advertising Costs & PR	209.00	7509	1,291.00	1500
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	- 729.22	7561	5,577.22	4,848
Stock Take	368.00	7570	-	368
Christmas Event	7,078.81	7600	32,921.19	40,000
Neath Festivals & Events	426.40	7601	5,888.30	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	- 17,237.79	7803 + 7804	277,749.79	260,512
Additional Wages Payments	- 2,733.09	7805	2,733.09	
Employers NI	- 2,872.99	7806	20,879.99	18,007
Employers Pensions	- 13,319.31	7807	59,644.31	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 & Premises Safety Expenses	- 717.33	7821 + 7503	11,358.33	10,641
Professional Fees - Legal Audit & Professional	22,609.53	7900+7901+7903 +7904	4,637.47	27,247
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	7,794.41	9998 + 8100	13,205.59	21,000
Capital Expenditure	5,000.00	8500	-	5,000
Provision for bad debts on rental income			-	
<b>Total Expenditure</b>			<b>647,819.96</b>	<b>769,890</b>
<b>Net Income Over Expenditure</b>				<b>- 44,825</b>
<b>Transfer from reserves</b>				<b>50,000</b>
<b>Surplus/(Deficit)</b>		<b>122,069.74</b>		<b>3,675</b>
Cash balances:	£			
Barclays Account	138,257.75			
Business Barclays Savings	116,029.94			
Swansea Building Society	58,314.70			
Nat West Business Reserve	87,738.75			
<b>Total Cash Balance</b>	<b>400,341.14</b>			