



FULL COUNCIL MEETING

Date: Thursday, 4th April 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 April 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
26th March 2024

A G E N D A

- | | |
|--|------|
| 1. To accept apologies for absence from Members | Att. |
| 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 NPT Police for an update | |
| 5. To receive an update from NTCs Youth Representative | |
| 6. To receive an update from NTCs Community Engagement Officer | |
| 7. To agree the Internal Auditors Terms of Reference | Yes |
| 8. To confirm and agree the extension of the current term of the Internal Auditor up to 2026/27 | |
| 9. To approve as a true and correct record:- | |
| a) Minutes of the following Council meetings: | Yes |
| i) Full Council Meeting held on 7 th March 2024 | |
| ii) Estates Committee Meeting held on 14 th March 2024 | |
| iii) Special Full Council Meeting held on 19 th March 2024 | |
| iv) Finance Committee Meeting held on 21 st March 2024 | |
| b) Resolutions recommended by Committees as set out in the Minutes | |



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- | | | |
|-----|---|-----|
| 10. | To receive the Clerk's Report on general matters arising | Yes |
| 11. | 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 | Yes |
| 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
(also covered in Commercial Contracts) | |
| 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 review the current bad debt position | |
| 18. | To receive an update, discuss and review any:-
a. Correspondence received
b. Ongoing, Current and Future Commercial Contracts | Yes |
| 19. | To receive an overview of Staffing matters | |
| 20. | To fix a date for the next Meeting
9 th May 2024 at 6.00pm – Annual Meeting of Council
9 th May 2024 at 6.30pm – Full Council | |

NEATH TOWN COUNCIL – FULL COUNCIL MEETING

P1

Minutes of the hybrid meeting on Thursday, 7th March 2024 at 6pm

Present: Cllr. J. Warman (Mayor), Cllr. Ms. M. P. Lloyd, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr A. Musaid, Cllr. T. Pearson, Cllr. R. Price, Cllr. Mrs S. Price, Cllr. M. Protheroe, Cllr. P. Sambrook, Cllr. A. Sims, (Kathryn Charles - Town Clerk, Joanne Carroll – Finance Officer, Sara Wharmby - Admin Assistant, Lilly Kayes – Youth Representative, Carys Hope – Community Engagement Officer)

Absent: Cllr. T. Cooze, Cllr. Ms L. Heard

It was proposed, seconded and agreed to move items 9f and 10 to Confidential Matters on the agenda.

FC2024/37 To receive apologies for absence

Apologies for absence were received from Cllr. P. James, Cllr. K. Finn, Cllr. Mrs L. Jones and Cllr. D. Thomas.

FC2024/38 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

Declarations of interest were received from Cllr. M. Protheroe and Cllr. T. Pearson in respect of Item 12c on the Agenda.

FC2024/39 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.

FC2024/40 To welcome Will John of NPT Police for an update

There were no Police in attendance.

Cllr. G. Morgan & Cllr. Ms M. P. Lloyd entered the Meeting.

Members put forward their disappointment in their non-attendance.

FC2024/41 To receive an update from NTCs Youth Representative

The Chair welcomed the Youth Representative Lilly Kayes to the Meeting.

Lilly updated Councillors on the information they had received at last month's Meeting.

Members were updated on Lilly's meeting with a theatre group that hire Cimla Community Centre.

The Chair thanked Lilly for her report.

FC2024/42 To receive an update from NTCs Community Engagement Officer

The Chair welcomed the Community Engagement Officer Carys Hope to the Meeting.

Members had received the report regarding engaging with the elderly prior to the Meeting. Carys informed the Meeting that she had met with Age Connects and some of their members had said that somewhere was needed to give help with forms, free WIFI use, paying bills, etc. Carys suggested working with other organisations, such as NPTCVS, with the possibility of using Neath Community Centre as a drop-in centre.

A Member suggested using the old Café as a community hub where people could volunteer to run classes, etc. **RESOLVED:** It was proposed, seconded and agreed for the Member to produce a report for Personnel & Policy Committee Meeting, and then the Estates Committee.

Cllr. Ms M. P. Lloyd gave her apologies and left the Meeting.

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Members discussed the Community Engagement Officer's idea. **RESOLVED:** After discussion it was proposed, seconded and agreed to run the hub once a month.

Carys updated Members on the success of the recent Youth Initiative and stated that 64 questionnaires had been completed. Members were informed that the main issue received was the lack of youth clubs, however there are a few in the local area. Carys stated she would promote the current youth clubs on the social media pages.

Members stated it was refreshing to see how many wished to contribute and the Mayor thanked the Councillors who attended.

The Chair thanked Carys for her report.

Carys Hope left the Meeting.

FC2024/43

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 1st February 2024

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

ii. Special Full Council Meeting held on 8th February 2024

Members asked that the minutes be updated to state it was a business advice function.

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

iii. Estates Committee Meeting held on 8th February 2024

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

iv. Finance Committee Meeting held on 15th February 2024

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

v. Personnel & Policy Committee Meeting held on 26th September 2024

RESOLVED: It was proposed, seconded and agreed to extend the Community Engagement Officer contract.

Members were updated on the Gardener position. **RESOLVED:** It was proposed, seconded and agreed to trial for 12 months.

It was proposed, seconded and agreed unanimously to accept the minutes of the Personnel & Policy Committee Meeting

vi. Special Full Council Meeting held on 27th February 2024

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

FC2024/44

To receive the General Clerk's Report

Members had received the report prior to the Meeting. The Town Clerk gave an update on the Charities Meeting minutes. Members were updated on the screen replacement for Council Chambers.

Members were informed that the Council van was currently parked at Melin Community Centre overnight. A request had been received from a staff member, asking if it could be relocated to Cimla Community Centre and an explanation given. **RESOLVED:** It was proposed, seconded and agreed to allow staff to park the Council van at Cimla Community Centre overnight. Town Clerk to update the insurance.

The Town Clerk stated that staff had suggested enclosing and fencing off the skip at Cimla Community Centre and costs were given. **RESOLVED:** After discussion it was proposed, seconded and agreed to enclose the skip. P3

Members confirmed that the maintenance officer could replace the flooring of the bar area and landing of the Town Hall as soon as possible. **RESOLVED:** Members wished to thank the maintenance officer for his proactive approach to repairs. It was also noted that Caretakers are assisting the maintenance officer where possible which is improving the rate of repairs and maintenance and this was noted.

Members were updated on the overhanging trees at Cimla Community Centre.

Members were given an update on the allotments.

FC2024/45 To review and agree Income & Expenditure movement for the month

a) Bills Awaiting Payment - Approved.

Members discussed hand driers in the community centres.

b) BACS Payment Schedule - Approved.

c) Barclays General Account - Approved.

d) Inter Bank Transfers (Over 10k) - None.

e) New Supplier BACS Authorisation - None.

f) Payroll - To be discussed under Confidential Matters.

g) Bank Statement Reconciliation - Approved.

FC2024/46 To review Bad Debt (6 monthly)

To be discussed under Confidential Matters.

FC2024/47 To review and consider Planning Applications

There were no objections to the following planning application(s):-
P2024/0102 - Mr G. Williams - 44 Cimla Road, Neath SA11 3TL

FC2024/48 To discuss any Member Issues and receive Reports from Members:-

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

There were no issues to discuss.

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

There were no issues to discuss.

c) To receive a report from Cllr. Terry Pearson regarding the Floodlighting at Cefn Saeson Comprehensive School

Cllr. T. Pearson and Cllr. M. Protheroe declared an interest and left the Meeting.

Cllr. A. Sims left the Meeting.

Members had received the report prior to the Meeting. Members agreed it was a problem, but they were unable to resolve it. Members stated that it had made them aware that they need to scrutinise planning more when applications such as this are received.

Cllr. T. Pearson and Cllr. M. Protheroe returned to the Meeting.

FC2024/49 To receive an overview of Health & Safety matters

Members were informed there would be a health and safety visit to Cimla Community Centre and Melin Community Centre.

FC2024/50 To receive items for the next Agenda from Members

There were no items received for the next Agenda.

Lilly Kayes left the Meeting.

FC2024/51 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

P4 **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.

RESOLVED: It was proposed, seconded and agreed to discuss items 9f and 10 on the Agenda.

FC2024/52 **To review and agree Income & Expenditure movement for the month**
f) Payroll

A Member stated that staff should not be named in a public report. **RESOLVED:** It was proposed, seconded and agreed to remove staff names in any public finance information.

FC2024/53 **To review Bad Debt (6 monthly)**

A Member stated that the information should not be in the public domain in future.

Members queried why people were allowed to hire the hall if full payment had no been received. The Finance Officer stated that a list of debtors had been passed to a previous member of staff for them to chase payment. Members queried whether people were being chased, as they were on the list and had not received a letter or a phone call. A suggestion was put forward to ask for full payment when a one-off booking is made.

RESOLVED: It was proposed, seconded and agreed to discuss the hall hire policy at the next Personnel & Policy Committee Meeting. One Member's screen was frozen during the vote.

Joanne Carroll left the Meeting.

FC2024/54 **To receive and review any Correspondence received**

Correspondence received for action		Resolutions
An email from Corinne Fry regarding storage at Neath Community Centre.	To be discussed.	Members stated that the policy was to no longer allow storage, so the request was declined.
A request from Cancer Challenge Singers asking if Council would like to sponsor them or buy an advert in their event programme.	To be discussed.	It was proposed, seconded and agreed to buy a half page advert in the programme.
An email from Cllr. Paul James regarding using Neath Community Centre during Neath Comedy Festival.	To be discussed.	It was proposed, seconded and agreed to allow the use of Neath Community Centre.
An email from Neath Ukulele Band regarding playing at an event in Victoria Gardens.	To be discussed.	It was proposed, seconded and agreed to hire them for the D-Day event.
An email from the NTC Finance Officer regarding a cheque for the Christmas Shop Window Competition prize.	To be discussed.	It was proposed, seconded and agreed to pay the £30 via bank transfer, and to put to the Finance Committee regarding BACs payments for the competition in future.
An email from One Voice Wales regarding the D-D 80 Flag of Peace and attaching an image of the flag.	Do Councillors wish to purchase the flag?	It was proposed, seconded and agreed to buy a large flag.
A quote from Neath Carpets for supplying and fitting vinyl flooring at Neath Town Hall.	To be discussed.	Members were informed that staff could fit the flooring. It was proposed, seconded and agreed to go ahead with this.
An email from One Voice Wales regarding nominations for the King's New Year Honours 2025.	Do Council wish to submit any nominations?	Noted.

Correspondence received for noting

An email from NPTCBC regarding the Notice of Vacancy for the Penrhiwtyn South Ward.

An email from Groundwork Wales regarding a grant for children's and young people's wellbeing and activities.	Members to share the link if they wish.	P5
Information on sickness and absence payments for senior salary holders of Principal Councils.		
Correspondence received for information		
An email from Pelenna Valley Male Voice Choir thanking NTC for the Grant Aid donation.		
Action notes from the NTC Mayoress Appeal Annual General Meeting on 13 th February.		
An email from Luigi Dimaio responding to Councils reply regarding Neath Town Hall bookings.		
An email from MAWW Fire & Rescue Services attaching the Calon Tan Magazine – February 2024.		
An email from Trefi Smart Towns Cymru attaching their February Newsletter.		
An email from Welsh Government attaching the IRP for Wales's Annual Report, February 2024.		
An email from the Foundational & Circular Economy Officer at NPTCBC regarding Supporting the Tata Transition Board Event – 22 nd February.		
An email from One Voice Wales regarding Counter Terrorism Policing Wales.		
An email from One Voice Wales regarding Voter Registration Week.		

Additional Correspondence received for action		Resolutions
An email from Donna Harris regarding donating to FAN Community Alliance.	Do Members wish to donate?	Members suggested that they apply for Grant Aid. Councillors to contribute individually if they wish.
Additional Correspondence received for noting		
A rhyming message regarding the closure of the Neath M&S store.		
An email from Donna Cardy of Sorelle, asking if a charity rate could be applied to their booking at Neath Town Hall.		Members to discuss at the next Finance Committee Meeting.
Additional Correspondence received for information		
A letter from Neath Little Theatre regarding the closure of the theatre building.		
The Afon Nedd Ministry Area Parish Magazine – March 2024.		

Sara Wharmby left the Meeting.

FC2024/55 To receive the confidential Clerk's Report on

- a) **Investment Properties and b) Commercial Contracts** – A report as provided in advance of the meeting and noted. The Town Clerk stated that the insurance renewal was due (under the fixed term). This would be presented to the next meeting for reference.
- c) **Staffing matters** – A report was provided in advance of the meeting. It was agreed that a Special Full Council meeting be held on 12th March 2024 to consider an employment issue.

FC2024/56 To fix a date for the next Meeting

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

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There being no further business, the meeting was closed.

Signed: _____

Dated: _____

DRAFT

NEATH TOWN COUNCIL – ESTATES COMMITTEE MEETING
Minutes of the hybrid Meeting held on Thursday, 14th March at 6pm

Present: Cllr. J. Miller (Vice Chair), Cllr. P. James, Cllr. A. Sims and Cllr. J. Warman (Kathryn Charles - Town Clerk)

Absent: Cllr. T. Cooze, Cllr. Ms. L. Heard, Cllr. Mrs. L. Jones, Cllr. D. Thomas

In Attendance: Hedley Loaring (Fairyland Allotment Representative), Kym Barker (Fairyland Allotment Society Secretary)

E2024/24 To accept apologies for absence from Members
Apologies for absence were received from Cllr. Mrs. J. Lockyer, Cllr. G. Morgan, Cllr. M. Protheroe

E2024/25 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct
Declarations of interest were received from Cllr M. Protheroe in respect of any reference to NPTCBC on the agenda.

E2024/26 To welcome representatives to discuss any allotment issues from:-

a) Old Road Allotments – The Town Clerk stated that they had spoken with the Allotment Representative and there were no issues to report. They wished to thank Councillors for the recent skip at the site.

b) Fairyland Allotments - Kym Barker informed Members that there had been thefts on the site. The issue of a toilet was also raised but the response from Council had already been provided. Hedley Loaring stated that he had feedback on the outcome of the recent inspection letters which had been issued which some felt were unfair. Kym Barker explained that there were not sure of the missing/damaged locks on a particular plot but would monitor the situation. Hedley Loaring asked for an update on the shed doors, it was confirmed that it was not covered in this years budget and would be discussed at a future meeting. Kym Barker passed on the Allotmentees thanks for the pruning of the perimeter trees and felling of the dead tree on the site.

Both representatives then left the meeting.

E2024/27 To receive an update on maintenance and care of:-

a) Bus Shelters and b) Roadside Seats - no update provided. The Town Clerk explained that they would be meeting with the maintenance officer to create an action plan for each site/amenity to bring to the next meeting to help with prioritising work.

b) Community Halls - The Town Clerk thanked the Councillors for approving the change of location of the NTC van overnight, this was already having a positive impact on the workflow. The Town Clerk provided videos relating to water ingress at the Melin Community Centre and Members discussed this at length. **RESOLVED:** Agreed to proceed with the hacking off of internal plaster and wait to determine whether the plaster needed to be reinstated after it was dried. Install a plastic plinth on the external of the front window along with a windowsill. **RESOLVED:** Members agreed to board the floor area where the maintenance officer was working. **RESOLVED:** Members wished to relay their thanks to the maintenance officer for his comprehensive and proactive reports.

E2024/28 To develop and review the Climate Emergency Database
The Town Clerk confirmed that there was no movement on this during the month. **RESOLVED:** A Member confirmed that work on the window area of the Melin Community Centre needed to be added to the database.

E2024/29 To review and consider Planning Applications
Initially, there were no objections to the following planning application(s) which had been received. **RESOLVED:** however a Councillor would check the details of this and inform the Town Clerk if issues needed to be addressed and highlighted to Members.

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E2024/30 To receive items for the next Agenda from Members
None received.

E2024/31 To receive an overview of Health & Safety Matters
The Town Clerk confirmed that an Fire Risk Assessment would be updated for the Town Hall that week.

E2024/32 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.

E2024/33 To discuss and review any correspondence received relating to Estates

Correspondence received for action		Resolutions
An email from Hedgehogs R Us regarding the Hedgehog Highway Project.	Do Members wish to take part in this project?	Agreed in principal. To be passed to Finance Committee for consideration.

Additional Correspondence received for action		Resolutions
An email from Adam Humphreys, the LAC for Neath, regarding their Men’s Group and asking for permission to have a key to access to the Fairyland Allotments to work the Neath Parish plot.	For discussion.	Discussed at length. This was discussed as an individual case/request. The background of the group was provided and ultimately agreed as supporting vulnerable community groups. ACTION: Insurance and Risk Assessments would need to be provided in advance of the release of the allotment key along with written consent of the allotment Lease holder.
An email from Cimla WI requesting permission for them to hire a professional local business to give talks on Alcohol and Food taster sessions.	To consider.	Agreed in principle. ACTION: Would need the approval of the licences from NPTCBC and Risk Assessments.

Additional Correspondence received for noting		
An email from an allotmenteer regarding their recent injury and informing Council that they won’t be able to work their plot for a few weeks.		

E2024/34 To receive the Clerk’s Report on issues relating to Investment Properties or Commercial Contracts
The Town Clerk provided an update on four properties namely:-
a) First Floor, Burton Block – Repeated requests for quotations for replacement windows
b) Unit 2 – Next – Progressing with the Lease (Electricity supply nearing completion – water meters have been installed)
c) Unit 1 & 2 – Neath Town Hall – No update on the transfer of the Lease.

E2024/35 To fix a date for the next Meeting
The Chair advised that the next meeting will be held on Thursday 11th April 2024. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

NEATH TOWN COUNCIL – SPECIAL FULL COUNCIL
Minutes of the hybrid meeting on Tuesday, 19th March 2024 at 6pm

Present: (Chair), Cllr. J. Warman, Cllr. Ms M. P. Lloyd, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr. A. Musaid, Cllr. T. Pearson, Cllr. M. Protheroe, Cllr A Sims (Kathryn Charles – Town Clerk, Sara Wharmby, Admin Assistant)

Absent: Cllr. T. Cooze, Cllr. Ms. L. Heard, Cllr. P. James, Cllr. Mrs. L. Jones, Cllr. D. Thomas

SFC2024/10 To receive apologies for absence

Apologies for absence had been received from Cllr. K. Finn, Cllr. R. Price, Cllr. Mrs. S. Price, Cllr. P. Sambrook

SFC2024/11 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

None.

SFC2024/12 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.

SFC2024/13 To discuss and review the future of a commercial contract

Members discussed the current agreement of a commercial contract at length due to concerns of its placement in the community. Members recalled the decision and previous agreement regarding its location, placement and timeline.

Cllr. Ms. M. Lloyd entered the meeting 6.30pm

RESOLVED: After consideration, all Members were in agreement that this contract remains in place in its current format, up to its renewal in 2025. Members were unanimous that this contract should not be altered and agreed that the collective view of Councillors had not changed.

Cllr. Ms. M Lloyd left the meeting 6.36pm

Members agreed that the Town Clerk would reinforce this.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

NEATH TOWN COUNCIL – FINANCE COMMITTEE MEETING
Minutes of the hybrid Meeting held on Thursday, 21st March 2024 at 5.30pm

Present: Cllr. Mrs S. Price (Chair), Cllr. T. Pearson (Vice Chair), Cllr. K. Finn, Cllr. Mrs J. L. Lockyer, Cllr. A. Musaied, Cllr. R. Price, (Kathryn Charles - Town Clerk, Sara Wharmby - Admin Assistant)

Absent: Cllr. P. James, Cllr. P. Sambrook, Cllr. J. Warman

F2024/21 To accept apologies for absence from Members

Apologies for absence were received from Cllr. Ms M. P. Lloyd and Cllr. M. Protheroe.

F2024/22 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

There were no declarations of interest received.

F2024/23 To review and consider the processing of BACS payments for all competition prizes, where possible

The Town Clerk stated that this had been brought from the Full Council meeting for the Finance involving cheques. **RESOLVED:** It was proposed, seconded and agreed to process BACS payments for all competition prizes, where possible.

Cllr. K. Finn entered the Meeting.

F2024/24 To review and agree Income & Expenditure movement for the month :-

- a. Bills awaiting payment - Agreed.
- b. BACs payment schedule - Agreed.
- c. Barclays general account – receipts and payments - Agreed.
- d. Inter-bank transfers - None.
- e. New supplier BACs authorisation forms - None.
- f. Payroll overview - Agreed.

Cllr. K. Finn disconnected from the Meeting.

- g. Bank statement reconciliation - Agreed.

The Town Clerk informed the Meeting that an invoice had been received for bar stock which would need to be processed. **RESOLVED:** It was proposed, seconded and agreed to accept the invoice.

F2024/25 To review and consider Planning Applications

There were no planning applications received.

P2024/0065 – Mr R. Gundogdu – 30 Queen Street, Neath, SA11 1DL

P2024/0131 – Mrs H. Michael – 27 Victoria Gardens, Neath, SA11 3AY

P2024/0145 – Head of Property & Regeneration, The Quays – Gnoll Estate Country Park, Neath, SA11 3BS

P2024/0147 – Mr T. Head – 46 Wind Street, Neath, SA11 3EN

F2024/26 To receive items for the next Agenda from Members

The Annual Return and external audit process would be on a future agenda.

F2024/27 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.

F2024/28 To discuss the process of Bad Debt

The Town Clerk stated that NTC officers had spoken about the process since the Full Council Meeting and the debt amount had already decreased after chasing payments.

P11

Cllr. K. Finn returned to the Meeting.

Members were given an explanation on the difference between bad debt and debtors. Members were informed that one off bookings would no longer be held until full payment was made. Payment for ongoing historical bookings and bookings from larger organisations with repeat bookings, would continue as previously agreed with the hirer. New long-term bookings would require monthly payments in advance.

A Member stated that the previous information that Councillors received at Full Council had been confusing as it included debtors and asked for a revised list of bad debt to be sent to Members. A Member also stated that a policy had previously been agreed to write off smaller amounts and asked for this policy to be checked. **RESOLVED:** Town Clerk to check policy and amount.

F2024/29 To discuss and review any correspondence received relating to Finance

The Town Clerk stated that the Estates Committee had asked that an email regarding the Hedgehog Highway Project be discussed at the Finance Committee. Members discussed the email and where the boxes could be placed.

Cllr. K. Finn disconnected from the Meeting.

The Meeting discussed asking schools to be involved.

Cllr. K. Finn returned to the Meeting.

RESOLVED: It was proposed, seconded and agreed to accept the request, purchase boxes and ask schools to be involved in the project.

The Town Clerk informed the Meeting that an SLA for fleet management had been received and stated that there was a 7.5% uplift in costs. **RESOLVED:** It was proposed, seconded and agreed to accept the SLA for the next year.

F2024/30 To receive the Clerk's Report on issues relating to Investment Properties or Commercial Contracts

a) To review and agree service charge accounts for Investment Property Portfolio

The Town Clerk stated that this would be discussed at the next Finance Committee Meeting.

Members were updated on an FOI request and a possible GDPR issue with a contractor.

Members were updated on the quotes for the replacement windows at the Burton Block and quotes were being chased.

The Town Clerk informed the Meeting that a window at 1-4 New Street had a large crack in it and quotes were being obtained to repair it. A Member asked that it be reported to the Police.

An update was given regarding Unit 2, New Street and the lease.

Cllr. A. Musaid left the Meeting.

F2024/31 To fix a date for the next Meeting

The Chair advised that the next meeting will be held on Thursday, 18th April 2024. An agenda would be circulated in due course.

Cllr. R. Price and Cllr. Mrs S. Price gave their apologies for the next Meeting.

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

Report Title:	Clerk's Report - General		
Report From:	Kathryn Charles - Town Clerk (Written on 26.03.24)		
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
<i>Delivery Outcomes & Impact</i>	<i>All 8 Outcomes</i>		Yes
<i>Community Benefit</i>	<i>A Resilient Neath</i>		Yes
	<i>A Healthier Neath</i>		Yes
<i>Financial</i>	<i>A Prosperous Neath</i>		Yes
<i>Risk & Sustainability</i>	<i>A Competent Council</i>		Yes
<i>Engaging With Partners/Groups</i>	<i>A Neath of Cohesive Communities</i>		Yes
	<i>A Globally Responsive Neath</i>		Yes
<i>Governance</i>	<i>A Competent Council</i>		Yes
<i>Equality & Diversity</i>	<i>A More Equal Neath</i>		Yes
	<i>A Healthier Neath</i>		Yes
<i>People & Learning</i>	<i>A Vibrant Culture & Thriving Welsh Lang.</i>		Yes
	<i>A Healthier Neath</i>		Yes
	<i>A Resilient Neath</i>		Yes
Main Report:			
<p><u>All Halls</u> Cimla CC</p> <p>New fence installed around skip</p> <p>Van location working very well.</p> <p><u>Melin CC</u> Window repair in progress / Plaster to be hacked off / Boards to be installed</p> <p>Awating new financial year to undertake repair of main hallfloor.</p> <p><u>Town Hall</u> The replacement flooring is on the 'to do' list.</p> <p>Awating new financial year to undertake repair of main hallfloor.</p> <p>Replacement disabled lock repaired</p> <p><u>Neath Castle</u> Consultant will be contacted about future projects</p> <p>Action and To do lists for each Community Centre are being prepared. Urgents are being addressed first and will be provided to Estates Committee.</p> <p><u>H&S</u> FRA done of Town Hall</p> <p>Additional information will be given verbally at the meeting.</p>			

Meeting: Full Council April 2024	Planning Schedule			Date sent to Cllrs: 22.03.24
No. of Application	Applicant	Proposal	Location	Planning Officer
P2024/0165	Mr Kapilan Ponnuthurai	Change of use of ground floor from tanning salon (use class Sui Generis) to hot food takeaway including minimal internal seating (Use Class A3)	3 The Parade, Neath SA11 1PU	Daisy Tomkins