



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, 21st March 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
15th March 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 and consider the processing of BACS payments for all competition prizes, where possible
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 the process of Bad Debt
9. To discuss and review any correspondence received relating to Finance

Att.



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10. 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

11. To fix a date for the next Meeting
18th April 2024



Neath Town Council: Finance Committee Meeting
 Date of Meeting: 21st March 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. | | | |

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| 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 |

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Item A:

Bills Awaiting Payment



ALL DEPARTMENTS

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> |
|-----------------------|-------------|----------------|--------------------------------|-------------------|--------------------------------|-----------------------|
| SINV0395317 | 11/03/2024 | Sellotape | 14.51 | Non Departmental | Office Stationery | BACS/SEPA |
| SINV0395196 | 08/03/2024 | Paper | 79.20 | Non Departmental | Office Stationery | BACS/SEPA |
| Total: | | | <u>93.71</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> |
|-----------------------|-------------|----------------|--------------------------------|-------------------|--------------------------------|-----------------------|
| 013432 | 29/02/2024 | Skip Hire | 240.00 | Allotments | Equipment Leasing | 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> |
|-----------------------|-------------|----------------------------|--------------------------------|-----------------------|--------------------------------|-----------------------|
| 18397224 | 01/03/2024 | Electricity 1-3 New Street | 815.46 | Investment Properties | Electricity | BACS/SEPA |
| Total: | | | <u>815.46</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> |
|-----------------------|-------------|----------------|--------------------------------|-------------------|--------------------------------|-----------------------|
| 85111 | 29/02/2024 | Printing costs | 26.11 | Non Departmental | Printing | BACS/SEPA |
| Total: | | | <u>26.11</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> |
|-----------------------|-------------|--------------------------|--------------------------------|-------------------|--------------------------------|-----------------------|
| 19093 | 28/03/2024 | Office software March 24 | 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> |
|-----------------------|-------------|--------------------------------|--------------------------------|------------------------|--------------------------------|-----------------------|
| INV25469 | 01/03/2024 | Alarm Monitoring Next Building | 18.00 | Investment Properties | Premises Safety Expenses | BACS/SEPA |
| INV25493 | 01/03/2024 | Call Out - Melyn | 33.00 | Melyn Community Centre | Premises Safety Expenses | BACS/SEPA |
| Total: | | | <u>51.00</u> | | | |

Grand Total 1,662.17

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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 : BX24031901436839

Status : Level 1 Authorisation Required

Sub Status :

Creation Date : 19/03/2024

Creator Name : JOANNE CARROLL

Payment Amount, Date and Description

| | | |
|--------------------------------------|--------------------------|------------------------------|
| Payment Urgency UK Faster Payment | Value Date 19/03/2024 | Execution Date 19/03/2024 |
|--------------------------------------|--------------------------|------------------------------|

| | |
|--|----------------------------|
| Payment Currency GBP - Pound Sterling | Payment Amount 1,662.17 |
|--|----------------------------|

Customer Reference

Switch Reference

Priority Payment
NoConfidential Payment
NoIntra-Company Indicator
No

Beneficiary Details

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Running Total =GBP 1,662.17

| S.No | Beneficiary Name | Beneficiary Sort Code | Beneficiary Account Number | Payment Reference | Amount | Beneficiary Account Type | Payment Details | Beneficiary Address |
|------|-------------------------------------|-----------------------|----------------------------|-------------------|--------|--------------------------|-----------------|---------------------|
| 1 | BANNER BUSINESS SOLUTIONS LTD | 308012 | 25694468 | 3170 1960 NTC | 93.71 | Business | | |
| 2 | DAVIES SKIPS | 403718 | 81563297 | 013432 | 240.00 | Business | | |
| 3 | EDF ENERGY CUSTOMERS LTD | 400530 | 44151844 | 18397224 | 815.46 | Business | | |
| 4 | INFINITY DOCUMENT SOLUTIONS | 401623 | 21634909 | 85111 | 26.11 | Business | | |
| 5 | MICROSHADE BUSINESS CONSULTANTS LTD | 309199 | 57327760 | 19093 | 435.89 | Business | | |
| 6 | REGENCY FACTORS LIMITED | 161512 | 16431535 | 25469 25493 | 51.00 | Business | | |

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Beneficiaries with zero Payment Amount have not been printed.

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Item C:

Review Barclays

General

Account Payments and Receipts

Neath Town Council

Barclays General Account - Bank Payments

Date From: 01 March 2024

Date To: 19 March 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> |
|-------------|-------------|---|-----------------|-------------|-----------------|---|-------------------|
| 04/03/2024 | Barclaycard | Barclaycard Charge | 10.04 | 0.00 | 10.04 | Credit Charges | Non Departmental |
| 14/03/2024 | Chq 709283 | Neath Athletic RFC Minis Grant Sect 137 | 200.00 | 0.00 | 200.00 | Charitable Expenditure - Grants Payable - Solid | Non Departmental |
| 18/03/2024 | Loan | Loan Payment March 2024 | 2,947.89 | 0.00 | 2,947.89 | Loan Interest Paid | Non Departmental |
| | | Totals £ | <u>3,157.93</u> | <u>0.00</u> | <u>3,157.93</u> | | |

Barclays General Account - Bank Receipts

01 March 2024

Date To: 19 March 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> |
|-------------|------------|---------------------------|------------------|-------------|------------------|-----------------------------------|-----------------------|
| 15/03/2024 | Rental | Invest Prop Rental Income | 10,919.98 | 0.00 | 10,919.98 | Investment Property Rental Income | Investment Properties |
| | | Totals £ | <u>10,919.98</u> | <u>0.00</u> | <u>10,919.98</u> | | |

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Item D:

Inter Bank Transfers

(None)

Item E:

Authorise new BACS supplier

(None)

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Item F:

Inspect Monthly

Payroll Payments

Made



Neath Town Council
Monthly Payroll Expenditure Report

Date From: 29 February 2024
Date To: 29 February 2024

Name: Staff Salaries

| <u>Date</u> | <u>Pay Period</u> | <u>Details</u> | <u>Dept</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|-------------------|----------------|-----------------|------------------|---------------|
| 29/02/2024 | | Payments | General Account | 10,061.22 | |
| Totals: | | | | <u>10,061.22</u> | |

Name: Wages - Regular

| <u>Date</u> | <u>Pay Period</u> | <u>Details</u> | <u>Dept</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|-------------------|----------------|--------------------------------|-----------------|---------------|
| 29/02/2024 | | Payments | Gardening and Maintenance Dept | 1,584.08 | |
| 29/02/2024 | | Payments | Non Departmental | 2,044.14 | |
| 29/02/2024 | | Payments | Cimla Community Centre | 1,242.00 | |
| 29/02/2024 | | Payments | Melyn Community Centre | 1,800.90 | |
| Totals: | | | | <u>6,671.12</u> | |

Name: Wages

| <u>Date</u> | <u>Pay Period</u> | <u>Details</u> | <u>Dept</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|-------------------|----------------|---------------------|---------------|---------------|
| 29/02/2024 | | Payments | Neath Town Hall Bar | 128.40 | |
| Totals: | | | | <u>128.40</u> | |

Name: Employers NI

| <u>Date</u> | <u>Pay Period</u> | <u>Details</u> | <u>Dept</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|-------------------|----------------|--------------------------------|-----------------|---------------|
| 29/02/2024 | | Employers NIC | General Account | 855.82 | |
| 29/02/2024 | | Employers NIC | Gardening and Maintenance Dept | 114.00 | |
| 29/02/2024 | | Employers NIC | Non Departmental | 117.35 | |
| 29/02/2024 | | Employers NIC | Cimla Community Centre | 66.79 | |
| 29/02/2024 | | Employers NIC | Melyn Community Centre | 143.92 | |
| Totals: | | | | <u>1,297.88</u> | |

Name: Employers Pensions

| <u>Date</u> | <u>Pay Period</u> | <u>Details</u> | <u>Dept</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|-------------------|-------------------|--------------------------------|-----------------|---------------|
| 29/02/2024 | | Employers Pension | General Account | 2,248.97 | |
| 29/02/2024 | | Employers Pension | Gardening and Maintenance Dept | 386.52 | |
| 29/02/2024 | | Employers Pension | Non Departmental | 392.45 | |
| 29/02/2024 | | Employers Pension | Cimla Community Centre | 303.05 | |
| 29/02/2024 | | Employers Pension | Melyn Community Centre | 439.42 | |
| Totals: | | | | <u>3,770.41</u> | |

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Item G:

Bank reconciliation

Bank Reconciliation 19th March 2024

| | |
|--|-----------------------------------|
| Balance in Bank as per Barclays.net | £142,439.31 |
| Add: Deposits in sage not yet in bank | £ - |
| Less: Uncleared Bank Payments On sage not yet cleared through bank | £ 17,880.88 |
| Less: Deposits in Bank not yet in Sage | |
| Balance as per sage | <u><u>£ 160,320.19</u></u> |

| Meeting: Finance Committee March 2024 | Planning Schedule | | | Date sent to Cllrs: 15.03.24 |
|--|--|--|--|---------------------------------|
| No. of Application | Applicant | Proposal | Location | Planning Officer |
| P2024/0065 | Mr Rasit Gundogdu C/O AGENT | Demolition of existing building and construction of a three storey Class A1 retail store attached to numbers 28 and 32 Queen Street (retail ground floor and ancillary storage to the first and second floors) | 30 Queen Street Neath SA11 1DL | Rhodri Griffiths |
| P2024/0131 | Mrs Helen Michael | Change of use from office for Financial Advisors A2 to mixed use - Financial Advisers and Beauty Treatment Rooms (Use Classes A2/Sui Generis). No structural work required just use of existing empty rooms. | 27 Victoria Gardens Neath SA11 3AY | Daisy Tomkins |
| P2024/0145 | Head Of Property And Regeneration, The Quays | Construction of new timber footbridge across existing watercourse to connect Gnoll Park with Brynau Woods | Gnoll Estate Country Park, Fairyland, Neath SA11 3BS | Claire Hall |
| P2024/0147 | Mr Tom Head | Variation of condition 2 (list of approved plans) and retention of development without complying with conditions 3 (submit details of boundary treatment to first floor flat roof) and 5 (submit details of external materials) of planning permission P2022/0925 dated 28/02/2023 | 46 Wind Street, Neath SA11 3EN | Claire Hall |