



**Minutes of the Ordinary Meeting of Glynneath Town Council
In the Council Chambers, Bethania Community Centre
7pm on Tuesday, 11th June 2019.**

Councillors present

The Mayor, Councillor Simon Knogle
The Deputy Mayor, Councillor Helen Williams
Councillor Carolyn Edwards
Councillor Janet Gregory
Councillor Richard Knogle
Councillor Shane McMenamin
Councillor Dr Del Morgan
Councillor Haulwen Morgan
Councillor Marion Morgan
Councillor Gerry Reynolds
Councillor Jennifer Roberts

Council employees present

Clerk to the Council Stuart Hemsley-Rice

1. Presiding.
The Mayor Councillor Simon Knogle
2. Mayor's announcements.
The Mayor thanked those who had attended the Inauguration Service and it was noted that £345.24 had been raised in the collection for the Mayors Charity Fund.
3. Apologies for absence.
Councillor Lowri Francis, Councillor John Evans and Councillor Tony Pritchard.
4. Declarations of interest.
Councillor Del Morgan - County Borough Member and potential work with One Voice Wales.
Councillor Simon Knogle - County Borough Member, Secretary to Glynneath RFC and Friends of Glynneath Library.
Councillor Carolyn Edwards - County Borough Member.
Councillor Jennifer Roberts – Trustee of Glynneath Silver Band
Councillor Haulwen Morgan – Treasurer, Friends of Glynneath Library
5. Clerk's report on public questions.
There were no public questions submitted.
6. Amendments to minutes of Annual General Meeting held on Tuesday 14th May 2019
There were no amendments to the minutes of the Annual General Meeting.
7. Confirm minutes of Annual General Meeting held on Tuesday 14th May 2019 as a true record.
Councillors resolved to approve the minutes of Tuesday 14th May 2019 as a true record of that meeting.
8. Matters arising from minutes of Annual General Meeting held on Tuesday 14th May 2019.
Minute 7 The Clerk reported that a paper on the review of committees, their terms of reference and delegated powers would be presented at the July meeting for consideration.

- Minute 14 The Clerk reported that BHIB had been appointed as the insurer (c£2,700 per annum) on a three-year long-term agreement following the delegation of the decision to the Mayor at the last meeting. Quotes had also been received from Came & Company and Zurich, with BHIB being the cheapest for the same cover required.
- Minute 16 Council resolved to discuss the potential requirement of an August meeting of Council at the next meeting in July.

9. Amendments to minutes of Ordinary Meeting held on Tuesday 14th May 2019

8. 9(b) The minute was amended to read "can act". Council further noted that Haulwen Morgan was not present at the meeting on Tuesday 14th May.

10. Confirm minutes of Ordinary Meeting held on Tuesday 14th May 2019 as a true record

Councillors resolved to approve the minutes of Tuesday 14th May 2019 with the amendments at outlined above in 9) as a true record of that meeting.

11. Matters arising from minutes held on Tuesday 14th May 2019

Minute 8 2 (b) Council noted that the outstanding works in relation to the Changing Rooms are due to take place at the weekend weather permitting.

Minute 9 9 (a) Councillor Richard Knoyle noted that he felt that the Internal Auditor had produced a comprehensive Audit Report and had been the right person for the role.

Minute 9 (b) The Clerk reported that the prices would be due back from Utility Aid within the next week as they were carrying out a comparison the Council's behalf. Council further noted that no fee was due to Utility Aid. The Clerk also reported that he has investigated the status of the rateable value for the Council's properties and had discovered that the Pavilion was rated as a sports club similar to that of a bar/club house. Council resolved that the Clerk would make a challenge on this to the Valuations Office.

Minute 9 c) Councillor Shane Mcmenamin reported that he was gathering further information on the matter and would report back to Council as and when appropriate.

Minute 14 (a) The Clerk reported that he had written to thank the Harry Samuel Group.

Minute 14 (c) The Clerk reported that he had written to thank the volunteers for their efforts on 4 May.

Minute 14 e) The Clerk reported that he had written to the NPT Environment Department and Planning about the concerns shown about empty properties in the town and was awaiting a reply.

Minute 14 (g) The Clerk reported that an application had been submitted to the Selar Community Benefit Fund for the floral planters scheme and that it was due to be considered at the Meeting of the panel on 25 June 2019.

12. Other reports

a) Internal Audit Report 2017/18 and 2018/19

Council considered the Internal Audit Report 2018/19 in detail and accepted the recommendations made by the Internal Auditor. The Clerk outlined a provisional action plan in response to the recommendations which was adopted by Council. Council noted that the 2017/18 Internal Audit would be presented to Council in the near future as much of the scope of that Audit had also been considered during the audit for 2018/19. Council further noted that significant progress had been made already in relation to many of the recommendation in the 2018/19 report and that the Internal Auditor was aware that a number of measures were now in place.

b) Annual Return 2017/18 and 2018/19

Council considered and resolved to approve the Accounting Statements for 2018/19 and the responses in the Annual Governance Statements. The Clerk outlined the additional responses that would be provided in relation to the variance between financial years and the reasons that would be provided for *No* being recorded against certain Governance Statements (i.e. Statement 1, 2, 5 and 8 in part 1 and Statement 2 in part 2). The Council resolved to approve and sign the bank reconciliation for 31 March 2019 noting the difference of £27.56. Council further resolved to issue the notice to electors of the audit. The Clerk reported that the 2017/18 Annual Return was being prepared in line with the Internal Audit for 2017/18 that was taking place. Council noted that the opening balances used in 2018/19 accounting statements had been examined by the Internal Auditor.

c) Review of Hire Agreements

Council reviewed the existing hire agreements for the Community Centre, Town Hall and Welfare Park Facilities. Council resolved to amend the agreements:

- removing the £100 surcharge for bank holiday bookings replacing the clause with the fact that the Council reserves the right to make additional charges for bank holiday hires (clause 3.2)
 - amending any references to agreeing works with staff so that hirers would refer only to the Clerk
 - Removing any reference to a booking form as the agreement stands as the booking
 - Council further resolved to standardise all hire fees and that those who had previously paid at different rates would now be requested to apply for section 137 grants if they wished to maintain their previous rates. Council resolved to issue the new agreements (revoking all existing agreements) requiring hirers to return them completed and signed with all relevant accompanying documentation (such as DBS checks) by 1 July 2019.
- d) Review of Community Survey Recommendations and Actions
Council noted that there had been progress made in relation to many of the recommendations in the Survey such as the Street Market Project. Council further resolved to continue to review progress and to consider a fuller report in the near future.
- e) Flag Policy
Council noted the existing Flag Policy. The Mayor reported that Armed Forces Day and Union Jack Flags would be flown for Armed Forces Day. Council further resolved to purchase a flag displaying the Glynneath Town Council Emblem which would be flown at the Town Hall alongside the Welsh Flag and Union Jack.
- f) Bethania Community Centre
Council noted the quotes in relation to the repairs works for Bethania Community Centre and resolved that a Condition Survey would take place to ascertain the status and recommended works for the building. The Clerk would ascertain relevant quotes for the survey to take place and report back to members.
- g) Grants and funding Applications
Council noted and resolved to accept the following grants:
Maesgwyn Community Benefit Fund £8,853 (Venues Project)
Aberpergwm Community Fund £3000 (Market Project)
Council further noted that an application had been made to the Selar Community Benefit Fund for floral street enhancements/planters and resolved to make an expression of interest to the Swansea Bay NHS ICF Fund for funding for equipment for the Bethania Community Centre kitchen and related items.
- h) Review of Asset Register
Council reviewed the Asset Register and resolved to accept the Internal Auditor and Clerk recommendation to add the Mayor Regalia (£5,426) and new purchased Low Vibe Brushcutter (£600) to the Register.
- i) Cemetery Drive
Council resolved to make an application to the Welsh Government for borrowing approval to cover the costs of the works for the repairs required on Cemetery Drive (approximately £25-30,000 based on current orders of costs that had been obtained). Council noted that the application would be made alongside an application to the NPTCBC Minor Works Grant.
- j) Hanging Baskets Scheme
Council resolved to purchase two hanging baskets from the Glynneath Training Centre scheme for the Town Hall and resolved to pursue external funding to meet the costs.

13. Clerk's report on planning applications.

a. **Application Number: P2019/0112**

Applicant Name/Address:

MR Neil Price, Energy Build Ltd, Aberpergwm Colliery, Glynneath Engine Cottage Site, Neath SA11 5AJ

Site Location:

Aberpergwm Colliery

Discharge of Conditions:

Discharge of conditions on planning permission P2014/0729, condition 77 (Scheme for the continuation of the Site Technical Working Party Meetings) and Condition 76 (Scheme for the continuation of the Site Liaison Committee)..

Easting: 286628 Northing: 205957

Council noted that the application had been withdrawn and was due to be resubmitted. Council resolved to object if the new application was of a similar nature.

14. Clerk's report on correspondence received.

- a. The Clerk reported that he had been in correspondence with Mr K Protheroe who had showed concern about the safety of children climbing the tree in the Welfare Park behind 19/20 Park Avenue. The Clerk had advised to

contact 101 and report any incidents to the police. Council resolved not to take further action in relation to the tree and follow the guidance as outlined in the NPTCBC Tree Management Plan.

- b. The Clerk reported that Mrs R D Jones had written on behalf of the Harry Samuel Group asking for permission to erect a temporary flag pole at the war memorial for the remembrance day services and to place a small picket fence around the pole so small wooden crosses with the names of the fallen of the two World Wars could be placed there. The Group is also obtaining the services of a bugler for the services. Council noted that this was at no cost to the Council, thanked the Group and resolved to grant permission.

15. Report from Finance & Audit Committee

The Clerk and Committee members reported to Council that the Committee had fully considered and discussed the findings of the Internal Audit Report for 2018/19 and had agreed with the draft action plan drawn up by the Clerk in response to the Report. The Committee had also noted the current bank balances of the Council and considered the Bank Reconciliation for 31 March 2019 and the Accounting Statements for 2018/19.

16. Reports from Town Councillors

There were no reports from Town Councillors

17. Reports from County Councillors

There were no reports from County Councillors.

18. Date, time, venue and agenda for next meeting.

The Ordinary Council Meeting will take place at 7pm on Tuesday 9th July 2019 at the Council Chambers, Bethania Community Centre.

19. Personnel issues and closed session items.

Councillors resolved to enter closed session to discuss strategic review and personnel matters in accordance with Town Council Standing Order number 1c and Public Bodies (Admission to Meetings) Act 1960. (The Act states that the public may be excluded from the meeting for the following business because it involves the likely disclosure of exempt information and the public interest not to disclose the information outweighs the public interest in disclosing it).

NOTE: "Closed Session Items" should not be discussed outside the Council's Closed Session for any reason.