



**Minutes of the Ordinary Meeting of Glynneath Town Council  
In the Council Chambers, Bethania Community Centre  
7pm on Tuesday, 16<sup>th</sup> July 2019.**

**Councillors present**

The Mayor, Councillor Simon Knoyle  
Councillor Carolyn Edwards  
Councillor Janet Gregory  
Councillor Richard Knoyle  
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 Knoyle
2. Mayor's announcements.  
The Clerk read out letters of resignation that had been received from Councillor Helen Williams and Councillor Lowri Francis. The Mayor thanked the resigning councillors for their contribution to the Council and the local community.
3. Apologies for absence.  
Councillor John Evans
4. Declarations of interest.  
Councillor Del Morgan - County Borough Member and potential work with One Voice Wales.  
Councillor Simon Knoyle - 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 Ordinary Meeting held on Tuesday 11<sup>th</sup> June 2019  
There were no amendments to the minutes of the Ordinary meeting held on Tuesday 11<sup>th</sup> June 2019.
7. Confirm minutes of Ordinary Meeting held on Tuesday 11<sup>th</sup> June 2019 as a true record.  
Councillors resolved to approve the minutes of Tuesday 11<sup>th</sup> June 2019 as a true record of that meeting.
8. Matters arising from minutes of Ordinary Meeting held on Tuesday 11<sup>th</sup> June 2019.  
Minute 12 c The Clerk reported that there were several outstanding hire agreements and associated documents that still needed to be submitted and that they would follow up with those involved.

- Minute 12 e The Mayor reported that the new Glynneath Emblem Flag had not been flown yet as the flag requires eyelets to be flown.
- Minute 12 j Council resolved to purchase four brackets and hanging baskets from the Glynneath Training Centre Scheme and would investigate partnering with other groups to obtain funding through the Co-Op Local causes fund.
- Minute 13 a Council resolved to withdraw the objection to the application following clarification from the NPTCBC Planning Department that the discharge of conditions does not adversely affect the operation of the technical and liaison groups.
- Minute 14 a Council resolved to write to the resident to confirm that the tree in question would not be felled and that it is not the opinion of staff that it should be.

9. Amendments to minutes of Extra-Ordinary Meeting held on Tuesday 9<sup>th</sup> July 2019  
There were no amendments to the minutes.

10. Confirm minutes of Extra-ordinary Meeting held on Tuesday 9<sup>th</sup> July 2019 as a true record  
Councillors resolved to approve the minutes of Tuesday 9<sup>th</sup> July 2019 as a true record of that meeting.

11. Matters arising from minutes of the Extra-ordinary Meeting held on Tuesday 9<sup>th</sup> July 2019

- Minute 4 Council resolved to send the agreed Response to the Report in the Public Interest to the Wales Audit Office.

12. Other reports

a) Internal Audit Report 2017/18

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 requested that the Clerk contact the Internal auditor to gain clarifications in relation to the points made in 6.8.2 and 6.10.1. Council further noted that significant progress had been made already in relation to many of the recommendation in the 2017/18 report and that the Internal Auditor was aware that a number of measures were now in place.

b) Annual Return 2017/18

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, 5 and 8 in part 1 and Statement 2 in part 2). The Council resolved that the Clerk would further investigate the draft difference of £1460 for the bank reconciliation for 31 March 2018, but had agreed in principle the Accounting Statements, Annual Return and Bank Reconciliation. Council further resolved to consult the Wales Audit Office in relation to the issue of the notice to electors of the audit.

c) Financial Performance – Quarter 1 2019/20

The Clerk reported that the following bank account balances are;

General Account	£43,809.65
Maesgwyn Account	£2815.84
Reserve Account	£33,863.64
Selar Extension Account	£7082.83

The Clerk further reported that a full update and performance to budget year to date would be circulated to members for their consideration.

d) Authorisation of Payments

Council considered all the payments that had been made between 1 April 2019 and 30 June 2019. Council resolved to approve and authorise all of the payments. (A full schedule of the payments was presented and circulated to members).

e) Financial Risk Assessment

Council considered in detail the updated Financial Risk Assessment for 2019/20 provided by the Clerk. Council further noted that the Financial Risk Assessment was now in line with best practice as recommended by the Internal Auditor. Council further resolved to consider the opportunities available through active Treasury Management and to take advice from NPTCBC on the potential options available due to the level of cash held in accounts.

- f) **Funding Strategy**  
Council noted that a Funding Strategy was required to assist in planning the timing of applications to funding bodies against the Council's funding priorities and Capital Programme. Council resolved to devise and agree a Strategy at a future meeting of Council.
- g) **Business Improvement Plan**  
Council noted the Business Improvement Plan drawn up by the Clerk in preparation for his departure from post. Council resolved to adopt the Plan and appoint One Voice Wales to provide an Organisational Health Check for the Council (£399 +VAT). The Mayor also reported that he and the Clerk had been in contact with members and staff from NPTCBC to discuss how they could assist the Council in the interim and transition period between Clerks/RFOs.
- h) **Health & Safety Policies**  
Council resolved to adopt the Health & Safety Policy presented by the Clerk with the Mayor and Clerk being the named signatories. Council further resolved that associated policies and procedures would be drawn up to be considered at a future meeting.
- i) **Report on Council & Committee Structures**  
Council resolved to establish a new Audit & Review Committee and a Finance Committee in line with the recommendations of the Internal Auditor, and further resolved to consider the report further at the Council meeting scheduled for September.
- j) **Bethania Community Centre**  
The Clerk reported that Carl Morgan was due to carry out a condition survey on the building (costing £650) and that the report when completed would be circulated to members and discussed at a future meeting. Council resolved to approve renovation works to take place to the kitchen including the purchase of new equipment in line with the budget agreed for the financial year. Council also resolved to carry out the earlier identified works and repairs to the weatherboards, troughs and gutters as long as the condition survey did not advise otherwise.
- k) **Cemetery Drive**  
Council noted that the Clerk had now received the order of costs for the required works and would use this as the basis for the application to the Welsh Government for borrowing approval.
- l) **Councillor Vacancy**  
The Clerk reported that he would contact NPTCBC Democratic Services to report the resignations that had been received to commence the relevant processes.
- m) **Welfare Park – Groundsman's Hut & Yard**  
Council resolved to draw up a project and associated funding bid to establish a memorial garden in the current groundsman's yard and neighbouring waste land. The project will include the demolition and replacement of the existing Groundsman's hut and will provide an ample working and storage area as a part of the scheme. Councillor Marion Morgan raised concerns about the way in which a recent application for work experience had been considered and refused. The Clerk noted that he recommended that the work placement take place and that there would be no significant issues that would not have been addressed by relevant method statements, risk assessments and working practices being in place. Council resolved that a letter would be sent to apologise to those involved for what had occurred.

13. Clerk's report on planning applications.

**a. Application Number: P2019/5164**

Applicant Name/Address:

Mr Matthew Hall, Lower Gaufron Farm, Howey, Llandrindod Wells LD1 5RG

Site Location:

Vale of Neath Primary Care Centre, Glynneath, Neath

Advertisement Consent:

Retention of two fascia signs, totem sign at site entrance, 9 car parking signs and bin store sign (non-illuminated)

Easting: 286727 Northing: 205805

Council noted no objections or observations

14. Clerk's report on correspondence received.

- a. The Clerk reported that a letter had been received in relation to the Global Centre of Rail Excellence in Wales – invitation to stakeholder preview event on Wednesday 17 July 2019.
- b. The Clerk reported that he had received an email in relation to the future of the Community Café, but the sender had requested anonymity. Council noted that previous advice from One Voice Wales had suggested that such correspondence was not complete. Council resolved to seek advice on this matter from One Voice Wales.

15. Reports from Town Councillors

- a. Councillor Marion Morgan submitted a letter of notice of resignation from the Council pending the transfer of financial and banking arrangements as a bank signatory taking place. Councillor Marion Morgan outlined her concerns with relation to the current operation of the Council, some members and the negative influences of some individuals outside of the Council.
- b. Councillor Carolyn Edwards thanked those councillors who had resigned or given notice of their intention to resign for their contribution to the Council and community.
- c. Councillor Jennifer Roberts reported her concerns about the empty former Costcutter stores. The Mayor reported that the Council had been in contact and is working with NPTCBC with regards to the property and other similar properties in the town.
- d. Councillor Gerry Reynolds requested clarification with regards to the contents of Councillor Marion Morgan's notice of resignation letter. The Mayor reported that the letter would be provided to members in due course. Councillor Gerry Reynolds also reported his concerns with regards to status of the walls on the bridge near to the White Horse public house.
- e. Councillor Shane McMenamin reported that he had attended the One Voice Wales course on being an employer and would also be attending the session on advanced local government finance.

16. Reports from County Councillors

- a. Councillor Carolyn Edwards reported that she had attended a meeting with DANSA last week where funding for a community car was discussed and provisionally agreed by the local health board. Councillor Carolyn Edwards further reported that her remaining £5000 of her NPTCBC members fund would be spent the play area controlled by NPTCBC by the Vale of Neath Leisure Centre.
- b. The Mayor reported that his NPTCBC members fund would be spent of replacement benches, bins, recycling facilities and two new picnic tables (totalling £9984). The existing benches would be re-sited in locations around the town.
- c. Councillor Dr. Del Morgan reported that his NPTCBC members fund would be spent on access improvements to pavements and the highways in the town. Councillor Dr. Del Morgan further reported that he had provided a £500 cheque to the Wales Air Ambulance for his 2018/19 Mayoral Fund.

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

The Ordinary Council Meeting will take place in September 2019 at the Council Chambers, Bethania Community Centre.

18. 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.**