



**Minutes of the Extraordinary Meeting of Glynneath Town Council
In the Bethania Community Centre, High Street, Glynneath
6pm on Tuesday 17th September 2019.**

Councillors present

The Mayor, Councillor Simon Knoyle
Councillor Carolyn Edwards
Councillor John Evans
Councillor Janet Gregory
Councillor Richard Knoyle
Councillor Shane McMenamin
Councillor Dr Del Morgan
Councillor Gerry Reynolds
Councillor Jenifer Roberts (arrived item 10)

Council employees present

Interim Clerk to the Council Stuart Hemsley-Rice

1. Presiding.
The Mayor Councillor Simon Knoyle.
2. Apologies for absence.
Councillor Haulwen Morgan
3. Declarations of interest.
Councillor Del Morgan - County Borough Member and potential work with One Voice Wales.
Councillor Simon Knoyle - County Borough Member, Friends of Glynneath Library and Secretary to Glynneath RFC.
Councillor Carolyn Edwards - County Borough Member.
4. Election of Deputy Mayor
Councillor Janet Gregory proposed Councillor Gerry Reynolds who declined the nomination due to his current commitments. Councillors Richard Knoyle and Gerry Reynolds proposed Councillor Shane McMenamin, who was elected unopposed.
5. Election & Co-option of members of Council
Council noted that an election was due to take place in October for the contested West Central Ward and that One Voice Wales would be contacted for advice on the process of co-option for the other two vacancies. Council also noted that Councillor Marion Morgan had given notice that she would resign following the transfer of her banking responsibilities and that this would then trigger a further vacancy in the West Central Ward.
6. 2017/18 Annual Return & Audited Accounts
Council considered the amended version of the Bank Reconciliation for 31 March 2018 and noted that the sums now balanced as a bank transfer between accounts had been identified as having taken place in April 2017 that balanced the reconciliation. Council resolved to approve the amended Bank Reconciliation, Accounting Statements and Annual Return. Council further resolved to seek advice from the Wales Audit Office in terms of the submission of the documentation for 2017/18.

7. Financial Performance 2019/20
The Interim Clerk reported on the Quarter 1 financial performance for 2019/20 and provided a report and Quarter 1 Income & Expenditure figures and forecasts against budget. Council noted that the forecasts predicted a deficit of just over £2000 for the financial year and that not all unbudgeted expenditure was yet to be confirmed and considered within the forecast. Council resolved that a further breakdown of the income and expenditure would be considered by members and at the next meeting of Council. Council also noted the balances of each account as of 15 September 2019; General Account £78,892.72, Reserve Account £33,920.93, Maesgwyn Account £2,816.56 (Admin Fee) and Selar Extension Fund Account
8. Cemetery Regulations
Council considered the NPT Cemetery Regulations and thanked Nick Thomas (Vale Memorials) for his advice about the requirement to set specific regulations for the Waungron Cemetery. Council resolved to take further advice and draft new regulations that are specific to Glynneath Town Council and in accordance with guidance from BRAMM (British Register of Accredited Memorial Masons).
9. Friends of Bethania
Council noted the recent letter from the Friends of Bethania. Council resolved that the Mayor would meet with the Chair of the Friends of Bethania to discuss the matters raised in more detail and that he would report back to Council.
10. Staff structure & recruitment
Council considered the advice that had been given by Paul Egan (One Voice Wales) on the future staffing structure of the Council. Council resolved to advertise for a Clerk to the Council/Responsible Financial Officer (RFO) (30 hours per week) at X and an Assistant to the Clerk to the Council/RFO (10 hours per week) at 65% of the salary band of the Clerk to the Clerk/RFO. Councillor Richard Knoyle noted that he abstained due to a lack of financial information to determine affordability.
11. Hire Agreements & Key Holders
Council noted the groups and organisations that has already submitted signed hire agreements for the Council facilities that they are using. Council resolved to contact those hirers who were yet to sign agreements and confirmed that no hirer would be issued with a key for Council facilities until an agreement had been signed.
12. Additional items from the Mayor and councillors
 - a) Town Hall – New Sound and Lighting
The Mayor reported that the new sound and lighting equipment was being installed in the Town Hall and that there would be a user's session to explain how to use the equipment. Council noted that the equipment would be added to the Asset Register and insurance cover.
 - b) Glynneath Welfare Park – Tree Report
The Mayor reported that the recent Tree Survey in the Welfare Park had estimated the work required being in the region of £3600. Council noted that this would be considered at the next ordinary meeting of Council.
 - c) Christmas Lights 2019
The Mayor reported that a survey had been undertaken to look at the feasibility of additional lights at locations in the town. Council noted that it was feasible for lights to be fixed to the lampposts at Maes Hir, corner by Co-Op and at five locations in Pontwalby. Council resolved that £730 would be committed from the Christmas Lights budget to fixing lights in Pontwalby.
 - d) Transport to the Health Centre
Council noted that the Older People's Commissioner for Wales had released a survey focusing on transport to health provision.