



**Minutes of the Ordinary Meeting of Glynneath Town Council  
In the Council Chamber, Bethania Community Centre, High Street, Glynneath  
at 7.00pm on Tuesday 10<sup>th</sup> December 2019**

Councillors Present: Cllr S Knoyle (Mayor)

Cllr Dr D Morgan	Cllr J Collins
Cllr C Edwards	Cllr R Knoyle
Cllr H Morgan	Cllr S McMenamin
Cllr G Reynolds	Cllr S Evans
Cllr M Powell	Cllr R Simons
Cllr J Roberts	

Councillors Absent: None

Clerk: Mrs A Thomas  
Assistant Clerk: Ms J van Tonder

3 Members of the press and public were present.

**1. Presiding**

The Mayor, Cllr S Knoyle.

The Mayor welcomed all to the meeting and introduced the newly appointed Town Clerk & RFO, Alison Thomas.

**2. Mayor's Announcements**

The Mayor updated Members with regards to the erection of the scaffolding outside Bethania Community Centre.

**3. Apologies for absence**

Apologies were received from Cllrs S Evans (Personal) and J Gregory (Personal).

**4. Declarations of Interest**

Cllr S Knoyle            NPTCBC Member

	Secretary to Glynneath RFC
	Friends of Glynneath Library
Cllr Dr. D Morgan	NPTCBC Member
	Potential Work for One Voice Wales
Cllr C Edwards	NPTCBC Member
Cllr H Morgan	Treasurer, Friends of Glynneath Library
Cllr J Roberts	Trustee of Glynneath Silver Band
Cllr S Evans	Treasurer, Glynneath RFC

**5. Clerk's Report on Public Questions**

The Clerk advised that no questions had been received.

*Introduction of Standing Order 1(d)*

The member of the public raised a question in relation to Item 17 of the agenda. Members were asked why two bus stops had been moved to locations opposite each other which presented an obstruction issue when the buses were stationary. Historically, the bus stops had not been opposite each other which had allowed traffic to move past stationary buses.

The Mayor advised that this was a highways decision from NPTCBC. A response to this question had been previously provided on social media and the Mayor advised he would repost this item. The Mayor advised that surveys had been undertaken by the Highways Dept. NPTCBC and the 'waiting time' was insufficient for them to take any action in relation to this item.

The member of the public declined the offer of NPTCBC Member's to investigate this further with the County Borough.

**6. Minutes of the Extraordinary Meeting held on Thursday 21<sup>st</sup> November 2019**

**a) Consider amendments to the minutes**

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It was noted that the date of the meeting should read 'Thursday 21<sup>st</sup> November 2019'

**b) Confirm as a true record**

**Resolved: To confirm the minutes of the Extraordinary Meeting of Council held on Thursday 21<sup>st</sup> November 2019 as a**

**true and accurate record with above amendment noted in 6(a)**

**c) Consider matters arising from the Minutes**

No matters arising

**7. Finance & Administration**

**a) Clerk's Report on Financial Position**

The Clerk advised that given the short time frame to prepare she would present a verbal report with a view to circulating a more detailed report to members in the coming weeks.

Members were advised that due to the significant amount of unforeseen expenditure that had occurred during the last few months, the projected year end spend was likely to be over budget. This would result in the reserves being required to be used to supplement the day to day activities of the Town Council. Members were advised not to approve any further funding of any item unless it had been specifically budgeted for in the 19/20 budget, until a more detailed report on the finances was available for consideration.

The Clerk stressed the importance of understanding the financial position of the Town Council and this would need to be taken into consideration when setting the budget and subsequent Precept for 20/21.

The Clerk's information was based upon accounts until end of August and a rounded figure of known expenditure from Sept – Nov which was in the region of £83,000.

Members thanked the Clerk for her report and asked that a more detailed report be circulated as soon as possible.

**Resolved: To note the report with thanks**

**b) Ratification of decision to subscribe to accounting software**

The Assistant Clerk gave a summary to members of the accounting programme that was being used and the information that it would be able to provide to Council. The Assistant Clerk confirmed that at this current time the programme was adequate.

Members were advised that the programme had been purchased and that this item was for retrospective approval.

**Resolved: To subscribe to the accounting software at a cost of £99**

**c) Consider upgrade to payroll software**

Members were advised that the current software being used was insufficient to cover the number of employees of the Council. The upgrade was essential to meet the contractual obligations of the Town Council to current employees.

**Resolved: To agree to upgrade the payroll software at an additional cost of £50PA**

**d) Consider Clerk's office furniture and equipment requirements**

Members were advised that the Clerk and Assistant Clerk had moved into the adjoining meeting room as the previous allocated office was insufficient to accommodate the staff. Members queried any ongoing bookings that were related to that room. Members agreed to honour the rate of hire to those that would be affected by the change to the room.

The Clerk advised Members to defer the consideration of office furniture and equipment requirements until further financial information was available and a more detailed list of requirements could be provided to Council.

**Resolved: To defer consideration of this item to a future meeting of Council**

**e) Consider contribution to Carnival 2020**

Members were advised that the carnival was the first to take place in a number of years. Members were asked to consider providing a contribution to the carnival for 2020. If a monetary contribution was agreed, this would need to form part of the Precept 20/21.

Members pointed out that a contribution did not necessarily have to equate to a direct financial contribution, and perhaps something could be contributed i.e. free use of a Town Council facility.

**Resolved: To agree in principle to provide a contribution to the Carnival 2020**

**f) Consider purchasing a banner to advertise café opening times / still open during scaffolding**

Members were informed that this item had been raised in response to an offer by Friends of Bethania to pay for the banner should the Town Council agree to erect one, in light of the scaffolding going up around the building.

Some Members expressed their concern at the perceived support of only the café part of the building, and it was noted that Bethania Community Centre was essentially a Community Hub which was open to all members of the public for use, and not just a café.

Members discussed the recent presentation from Friends of Bethania and the resolution of Council to advised them to produce a firm plan and report back to Council at a later stage.

Some Members were concerned about the planning consent element of erecting banners advertising on the railings. Members were advised that there was already a sign in situ indicating the building was still open to the public.

Members noted that listed building status of the Chapel itself and asked the Clerk to clarify the ongoing duty imposed on the Town Council by this listed status.

It was proposed and seconded that the banner to promote the centre is open is erected subject to obtaining clarification of funding from the Friends of Bethania. The majority voted against this proposition.

Following discussion

**Resolved:           The Clerk to investigate the duty imposed upon the Town Council for maintenance of the Chapel due to the listed building status of Bethania Chapel**

**g) Review signatories and mandates on Council's bank accounts**

Members were informed that there were only two known signatories at this time.

Members advised that it had been previously resolved to appoint Cllr Gerry Reynolds as a signatory. Cllr R Knogle agreed to also be a signatory.

**Resolved:           To confirm the four signatories:  
Cllrs C Edwards, J Gregory, G Reynolds and R Knogle**

**h) To agree internet banking arrangements**

The Clerk informed Members that the current internet banking arrangements were insufficient for Council purposes. Members were advised that there are currently only two known banks who offer the service that provides the least financial risk to the Town Council.

**Resolved: The Clerk to investigate appropriate banking arrangements and report to the next Finance & Audit Committee**

**i) Authorisation of payments to be made**

Members were provided with a payment schedule. The Clerk outlined the purpose of the schedule.

Members queries some of the companies being used. It was agreed to review expenditure items at a future meeting.

**Resolved: To authorise all payments to be made as listed**

**j) Suggest items for inclusion in the Budget 2020/21**

The Mayor advised he had asked for item to be included on the agenda to provide Members with an opportunity to suggest items for 2020/21.

Several items were put forward for consideration including increasing the Christmas lights budget, the introduction of year round planting through the village at an estimated cost of £3,000. Members were in general agreement that there needs to be maintenance carried out on the Pavilion and Town Hall to ensure that building don't recede into disrepair. Members suggested that machinery/equipment needs to be improved to ensure grounds maintenance can be conducted adequately. It was suggested that an Events Budget is put in place to enable financial support to local events. The Clerk suggested that Members may wish to consider a sponsorship budget to ensure the community are aware of what the Town Council is supporting.

Some Members raised their concern of a 'wish list' being put forward and the effect that this would have on the Precept. It was felt that until the financial situation of the Council was better understood and the position with regards to remaining reserves at the year end was known, Members should not agree to budget for items which are unknown costs.

Following discussion

**Resolved: To consider items above when the budget is drafted for 2020/21**

**8. Review introduction of Café sales tracking tablet and software**

Members were informed that there are current issues with the item. When it was agreed to implement an electronic system for the tracking of the café sales the practicalities of implementation were not taken into consideration and how the current system operates. There are also issues with the wi-fi connection within the location that the item is located.

Some Members queries the practicality of the system.

Following discussion

**Resolved: The Clerk to investigate and report back to a future meeting**

**9. Consider introduction of a staff clocking in system**

**Resolved: To defer this item to a meeting of the HR Committee**

**10. Cemetery Drive Public Works Loan Board Application**

Members were reminded that this application had already been approved by Full Council. Members were advised that the loan was required to carry out essential works to the road leading to the cemetery.

Progress on this item would be provided to Council as the item progresses.

**11. Planning Applications**

**a) P2019/5612**

Mr M Lewis  
4 Brynhyfryd  
Glynneath  
Single storey rear extension and raised car parking area to front of dwelling

**Resolved: No Objections**

**b) P2019/5630**

Mr K Davies  
  
33 Llewellyn Street, Glynneath  
Part single/part two storey rear extension and two storey side extension

**Resolved: No Objections**

**12. Community Plan**

**Resolved: To defer this item to a future meeting of Council**

**13. Clerk's report on correspondence received**

Nothing to report.

**14. Booking of Town Hall – 28 March 2020**

Members were informed this item had been added to the agenda in error. The booking was already confirmed.

**15. Report from Finance Committee**

No report received. Finance Committee had not met since last meeting. The Clerk advised that a Finance & Audit Committee would be called in the New Year.

**16. Report from Town Councillors**

Cllr H Morgan queried why the NPT Councillors Action Fund had been used to carry out highways works. Members were advised that it was not a priority of NPTCBC and there was no budget available for the works. The works were required and to provide a continuous route for wheelchair users through the village. Members asked the County Borough Members if the future funding could be used to carry out essential work to the cemetery road. County Borough Members agreed to investigate this and report back.

Cllr M Powell queried why there was no physical menu available within the Community Café to view? The Clerk advised that she would look into this. It was agreed to review the pricing of the café at a future meeting of the Finance & Audit Committee.

Members were asked to publicise the dates of the future street market.

Members asked what vacancies were currently on Committees. The Clerk advised that committee vacancies would be placed on the next Council agenda for consideration.

Cllr S McMenamin queried what details needs to be legally on the website with regards to Councillors information. The Clerk advised she would look into this item and confirm the details required by statute.

The Mayor was commended on the recent Christmas Event/Light Switch on and thanked for all his hard work in relation to this item.

*Introduction of Standing Order No.1(c)*

*In view of the confidential nature of the business to be transaction, Members of the public and press were excluded from the meeting.*

No resolutions were made under Standing Order 1(c).

*The meeting concluded at 8.45pm*