



Cyngor Tref Glynedd Glynneath Town Council

**The Clerk summons all Councillors to attend an Ordinary Meeting of the Full Council
To be held online and at Bethania Community Centre
On Wednesday the 11th of September 2024 at 6.30 pm**

*The meeting will be held on a hybrid basis in accordance with the provisions of
The Local Government and Elections (Wales) Act 2021. The Act makes permanent provisions for remote
meetings (multi-location) and electronic publication of documents*

Members of the public and press are encouraged to join remotely if possible. Please contact the Clerk should you require assistance with physical access on:
clerk@glynneathtowncouncil.gov.uk or 07480 137 315

Microsoft Teams [Need help?](#)

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Meeting ID: 310 678 925 861

Passcode: QARyoS

AGENDA

1. MAYORAL ANNOUNCEMENTS
2. TO RECEIVE APOLOGIES FOR ABSENCE
3. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RESPECT OF THE BUSINESS TO BE TRANSACTED
4. PUBLIC QUESTIONS (LIMITED TO 15 MINUTES – S/O 3E)
5. APPROVAL OF MINUTES
 - a. TO APPROVE THE [MINUTES OF THE FULL COUNCIL MEETING OF 10TH JULY 2024](#)
 - b. TO APPROVE THE [MINUTES OF THE FULL COUNCIL MEETING OF 17TH JULY 2024](#)
6. MATTERS PERTAINING TO FINANCE AND BUDGET
 - a. TO RECEIVE UPDATE FROM WELSH AUDIT OFFICE AND AUDITS – RE CORRESPONDENCE WITH WAO FROM 2018-2019 FINANCIAL YEAR ([PLEASE CLICK HERE TO GO TO THE CLERK'S REPORT ON THIS ITEM.](#))
 - b. TO APPROVE THE [PAYMENT SCHEDULE FOR JULY 2024](#)
 - c. TO APPROVE BANK RECONCILIATIONS (ITEMS CAN BE TAKEN AS ONE)
 - i. UNITY CURRENT ACCOUNT ([JULY](#)) ([STATEMENT](#))
 - ii. TSB CURRENT ACCOUNT ([JULY](#)) ([STATEMENT](#))

- iii. UNITY SELAR ACCOUNT ([JULY](#)) ([STATEMENT](#))
 - iv. UNITY SAVINGS ACCOUNT ([JULY](#)) ([STATEMENT](#))
- d. TO APPROVE QUOTES:
 - i. [JAPANESE KNOTWEED QUOTE AND WORKS](#)
 - ii. [MATCH FUNDING QUOTE](#) FOR FENCING AS PART OF THE WELFARE TRANSFORMATION PROJECT
 - iii. [SCRIBE ACCOUNTS SOFTWARE](#)
 - iv. [INTERNAL AUDITOR 3-YEAR PROVISION](#)
 - v. THE [PROVISION OF TWO BLUETOOTH KEY BOXES](#) (TOWN HALL AND PAVILION)
- 7. MATTERS PERTAINING TO GOVERNANCE
 - a. TO INFORM MEMBERS OF CASUAL VACANCY AND PROCEDURE
 - b. TO REVIEW AND IMPLEMENT THE FOLLOWING POLICIES:
 - i. [COMPLAINTS AND CONCERNS PROCEDURE](#)
 - ii. [POLICY ON UNACCEPTABLE ACTIONS](#)
 - iii. [MEMORIAL BENCH POLICY](#)
 - iv. [DOCUMENT PUBLICATION SCHEME](#)
 - v. [SMALL GRANTS POLICY](#)
 - c. TO REVIEW [SECTION 6 ANNUAL REPORT](#)
 - d. TO CONSIDER THREE PANEL REPRESENTATIVES FOR MAESGWYN
 - e. TO APPOINT A COMPLAINTS PANEL
- 8. MATTERS PERTAINING TO PROJECTS
 - a. TO RECEIVE AN UPDATE FROM LAST COMMITTEE MEETING – [CLICK THIS FOR A LINK TO THE MINUTES](#)
- 9. MATTERS PERTAINING TO PARKS AND OPEN SPACES
 - a. TO RECEIVE AN UPDATE FROM LAST COMMITTEE MEETING – [CLICK THIS FOR A LINK TO THE MINUTES](#)
 - b. TO RECEIVE UPDATE REGARDING THE WELFARE PARK TRANSFORMATION PROJECT
 - c. TO CONSIDER OPTIONS FOR TENNIS COURTS USE AND PICKLEBALL
 - d. TO CONSIDER FURTHER PROVISIONS AT YNYS Y NOS PARK
 - e. TO CONSIDER PROVISION OF A VAN AND/OR TRAILER
- 10. MATTERS PERTAINING TO CEMETERY
 - a. TO CONSIDER DRAFT CEMETERY MANAGEMENT PLAN (CIRCULATED SEPERATELY AS A WORKING DOCUMENT)
 - b. TO CONSIDER [REQUEST FOR MEMORIAL](#)
- 11. MATTERS PERTAINING TO BETHANIA COMMUNITY CENTRE
 - a. TO RECEIVE UPDATE ON WALL RENDER WORKS
 - b. TO RECEIVE GENERAL UPDATE REGARDING LEASE

RECOMMEND: INTRODUCTION OF STANDING ORDER 3(C)

- c. TO CONSIDER FURTHER INFORMATION FROM GHAVC IN SUPPORT OF THEIR LEASE APPLICATION (FINANCIAL).

CLERK'S REPORT FOR SEPTEMBER 2024

Outstanding items and anticipated completion dates:

- CCTV provision report – initial report and update anticipated for October meeting
- Longer term maintenance plan – initial report and update anticipated for October meeting
- Annual report and training plan – anticipate draft for October meeting
- Profit-loss initial figures for community café – anticipate for October meeting

ITEM 6 (a) – CORRESPONDENCE FROM WAO

- Correspondence received on 20th August 2024 from WAO which was an invoice for £5823.09 with the following explanation: “ Additional Audit Work in terms of claims remaining annual 2018/19” (translated as only Welsh provided).
- There are some discrepancies in the invoice itself which I’m concerned about and I’ve written an email back with the following:
 - Asking for a breakdown of the costs for this invoice
 - Asking where this invoice was sent in March 2022 as there’s no email record of this invoice ever being received and the physical address on the letter is to a residential address I’m unfamiliar with.
 - Asking why this residential address has been used as Glynneath Town Council has been registered as being at Bethania Community Centre since well before 2022 and any incoming clerks would have used this address.
 - Asking for any further outstanding invoices or details on unprocessed years.
- To date, as far as I’m aware, all other years have been invoiced – and indeed the 2018/2019 year had been invoiced. I’m unsure if a statute of limitations applies for these claims and will be investigating.

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ITEM 6(d)(i) – QUOTE FOR JAPANESE KNOTWEED WORK

- Quote received from NPTCBC who have supplied us with this service in the past. The breakdown is as follows:

Total 5 year cost - £824.71 (incl. VAT)☐

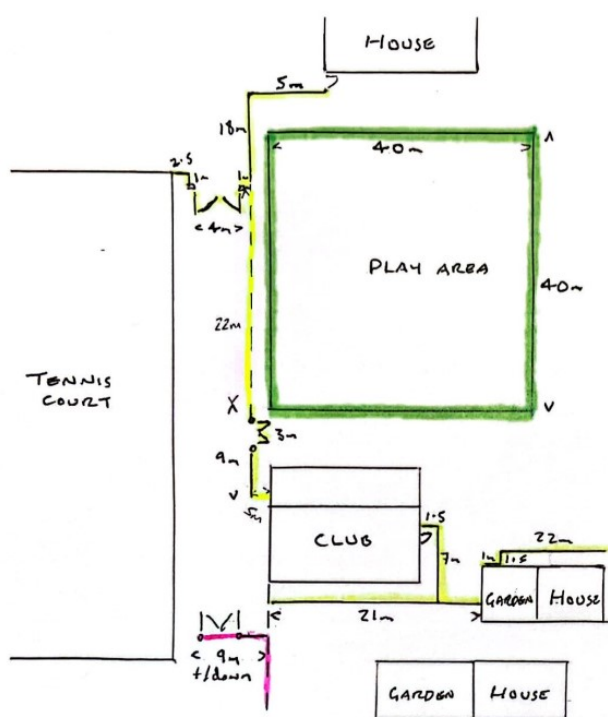
Year	Service	Price (includes VAT)
1	Management plan and first treatment	£274.91
2	Subsequent visit/re-treatment	£152.73
3	Subsequent visit/re-treatment	£152.73

Year	Service	Price (includes VAT)
4	Monitoring visit and progress report	£122.17
5	Monitoring visit and confirmation report	£122.17

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ITEM 6(d)(ii) – FENCING QUOTE FOR WELFARE PARK

As part of the Phase One project Members may recall that Glynneath Town Council pledged a match funding element to the bid. This was in regards to the additional work of fencing and securing the play areas as pictured here:



This work comes in with a quote as follows:

Areas highlighted in yellow situated around the site -

2m high Twin wire light 119.00m – £7,973.00
Extra over for corners and ends 15.00 no. 55.00 £825.00

Gates

3m opening double leaf gate clad with twin wire mesh – £1,660.00
4m opening double leaf gate clad with twin wire mesh – £1,740.00

Other items

Take down existing double gate and 4m of fencing and remove from site – £840.00
Skips for whole job for spoil and packaging – £480.00

Sub-Total £13,518.00

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ITEM 6(d)(v) – KEYBOX PROVISION

Bluetooth keyboxes are able to be used for instances where users of the facilities can open and close the sites themselves. These are commercially available such as: <https://tinyurl.com/mzyjte33>

Consider purchasing two at £54.00 and using for the Town Hall and Pavilion.

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ITEM 10 (b) – REQUEST FOR MEMORIAL



We've received a request to allow a plaque-type memorial at the following location.

With current cemetery regulations, this memorial wouldn't be allowed as a new installation. The family is requesting that the council consider an exception to the regulations in this case.

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