# Cyngor Tref Glynnedd
# 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 June 2025 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.*

Members of the public and press are encouraged to join remotely if possible. Please contact the Clerk should you require assistance with physical access.

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## Microsoft Teams Need help?

### Join the meeting now

Meeting ID: 346 523 567 643 2

Passcode: wV7nN393

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## 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. TO APPROVE THE MINUTES OF COUNCIL MEETINGS
    a. THE ANNUAL MEETING OF MAY 7TH 2025
    b. THE FULL COUNCIL MEETING OF MAY 7th 2025
6. MATTERS PERTAINING TO FINANCE AND GOVERNANCE
    a. TO RECEIVE INTERNAL AUDITOR REPORT
    b. TO APPROVE ANNUAL RETURN (AGAR) AND DECIDE DATES FOR PUBLIC INSPECTION OF ACCOUNTS
    c. TO APPROVE SCHOOL GOVERNOR NOMINATION
    d. TO APPROVE INSURANCE RENEWAL WITH UPDATED ASSET LIABILITIES
    e. TO CONSIDER S137 APPLICATION FROM KNIGHTS OF THE VALLEY CHESS CLUB
7. MATTERS PERTAINING TO THE TOWN HALL
    a. TO RECEIVE UPDATE REGARDING UKSPF GRANT
8. MATTERS PERTAINING TO THE MINERS' WELFARE PARK
    a. TO RECEIVE UPDATE OF PARK WORKS COMPLETION (VERBAL REPORT)
    b. TO RECEIVE LETTER FROM GLYNNEATH WELFARE CRICKET CLUB
    c. TO CONSIDER TENNIS GATE AND BOOKING SYSTEMS

d. TO CONSIDER TENNIS NET PROVISION AT £430.88 INC VAT (PLUS ANCILLARIES)
e. TO CONSIDER PITCH SANDING AND VERTIDRAINING
f. TO CONSIDER PARK OPENING AND CLOSING PROVISIONS
g. TO CONSIDER REFRESHMENT PROVISION
h. TO APPROVE THE DELEGATION OF POWERS TO NPTCBC REGARDING CHANGING BLOCK DEMOLITION

9. TO RECEIVE BETHANIA COMMUNITY CENTRE LEASE UPDATE AND DRAFT ITEMS OF MEMORANDUM OF UNDERSTANDING (MOU)
10. TO CONSIDER PLANS FOR CHRISTMAS 2025
11. MATTERS PERTAINING TO CONSULTATIONS, COMMUNITY, AND WARD REQUESTS
    a. TO CONSIDER COMMUNITY FACILITIES FOR THE LAMB AND FLAG
    b. TO CONSIDER RESPONSE TO WELSH GOVERNMENT COUNCIL TAX REVIEW
    c. TO CONSIDER ANY MOTIONS FOR ONE VOICE WALES ANNUAL GENERAL MEETING
12. MATTERS PERTAINING TO PLANNING APPLICATIONS:
    a. **P2025/0363**|Proposed single storey rear extension|13 Godfrey Avenue Glynneath Neath Port Talbot SA11 5HF
    b. **P2025/0287**|Certificate of lawfulness for the proposed installation of roof mounted solar panels|The Train Station Llewellyn Street Glynneath Neath Port Talbot SA11 5AF

**Recommend:** Standing Order 3 (c) – to exclude members of the press and public from the meeting
**Reason:** This matter relates to staff members and updates.

13. TO RECEIVE UPDATE REGARDING STAFF

# Item 5.a – Minutes of the Annual Meeting 7th of May 2025

# Cyngor Tref Glynnedd
# Glynneath Town Council

# MINUTES OF THE ANNUAL COUNCIL MEETING WEDNESDAY THE 7TH OF MAY 2025

**HELD ON THE 7TH OF MAY 2025 AT BETHANIA COMMUNITY CENTRE AND ONLINE**

| | | | |
|---|---|---|---|
| **PRESENT:** | **MAYOR** | **CLLR. J BULMAN** | |
| | **COUNCILLORS** | **CLLR. J BLOWER** | **CLLR. M COWLEY** |
| | | **CLLR. J DAVIES** | **CLLR. H DAVIES** |
| | | **CLLR. C EDWARDS** | **CLLR. P EVANS** |
| | | **CLLR. E HARRIS** | **CLLR. S KNOYLE** |
| | | **CLLR. S LANE** | **CLLR. D MORGAN** |
| | | **CLLR. P PENDRY** | **CLLR. T PITMAN** |
| **IN ATTENDANCE:** | | **MX. C WILLCOX (CLERK)** | |
| | | **1 MEMBER OF THE PUBLIC** | |
| **APOLOGIES:** | | **CLLR. J GREGORY** | |

Before the commencement of the meeting, Members observed a two-minute silence in respect of VE Day.

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
   Apologies were received as noted above.

2. **TO RECEIVE NOMINATIONS FOR AND ELECT A MAYOR FOR THE 2025/2026 TERM**
   The Clerk apologised for the typo in the agenda for this item, Item 3, and a repetition at Item 5. Councillor Phil Pendry and Councillor Julian Bulman were nominated and seconded for the role of Mayor. Members requested and agreed to a recorded vote with the results as follows:

   Cllr Pendry votes:
   Cllr M Cowley, Cllr D Morgan, Cllr P Pendry, and Cllr T Pitman

   Cllr. Bulman votes:
   Cllr J Blower, Cllr J Bulman, Cllr J Davies, Cllr H Davies, Cllr C Edwards, Cllr P Evans, Cllr E Harris, Cllr S Knoyle, Cllr S Lane



Signed: ____________________________________ (Chair)

It was proposed, seconded, and **RESOLVED** through majority vote that Cllr J Bulman be elected Mayor for the 2025/2026 term.

**3. TO RECEIVE NOMINATIONS FOR AND ELECT A DEPUTY MAYOR FOR THE 2025/2026 TERM**
It was proposed, seconded, and **RESOLVED** that Cllr Dr Del Morgan be elected Deputy Mayor for the 2025/2026 term.

**4. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION OF MAYOR**
It was proposed, seconded, and **RESOLVED** that the Declaration of Acceptance of Office be signed at a later date

**5. TO RECEIVE APOLOGIES FOR ABSENCE**
This item had already been addressed.

**6. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RESPECT OF THE BUSINESS TO BE TRANSACTED**
There were no declarations of interest made.

**7. PUBLIC QUESTIONS (LIMITED TO 15 MINUTES – S/O 3E)**
There were no public questions.

**8. MATTERS PERTAINING TO COMMITTEES**

**a. APPOINTMENT OF NEW COMMITTEES AND/OR REMOVAL OF COMMITTEES**
It was proposed, seconded, and RESOLVED that the following committees would remain for 2025/2025:
Cemetery Committee
Finance and Audit Committee
Human Resources Committee
Parks and Open Spaces Committee
Projects and Community Plan Committee
Town Hall and Community Centre Committee

**b. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**
It was proposed, seconded, and **RESOLVED** that the committees would be made up of the following:
<u>Cemetery Committee:</u>
Cllr J Blower
Cllr M Cowley
Cllr J Davies
Cllr C Edwards
Cllr S Lane
Cllr P Pendry
<u>Finance and Audit Committee:</u>
Cllr J Blower
Cllr J Bulman
Cllr E Harris
Cllr S Knoyle
Cllr D Morgan
Cllr T Pitman



Signed: ____________________________________ (Chair)

Human Resources Committee:
Cllr J Blower
Cllr J Bulman
Cllr J Davies
Cllr C Edwards
Cllr E Harris
Cllr T Pitman
Parks and Open Spaces Committee:
Cllr J Bulman
Cllr M Cowley
Cllr J Davies
Cllr J Gregory
Cllr E Harris
Cllr P Pendry
Projects and Community Plan Committee:
Cllr J Bulman
Cllr H Davies
Cllr S Knoyle
Cllr S Lane
Cllr D Morgan
Cllr T Pitman
Town Hall and Community Centre Committee:
Cllr M Cowley
Cllr C Edwards
Cllr J Gregory
Cllr S Lane
Cllr D Morgan
Cllr T Pitman

c. **TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**
It was proposed, seconded, and **RESOLVED** that the Terms of Reference for the Committees remain unchanged until the committees had met. Committees would be able to request changes to their Terms of Reference at Full Council meetings.

9. **TO REVIEW REPRESENTATION ON EXTERNAL BODIES**
a. **ONE VOICE WALES NEATH AREA COMMITTEE**
Cllr J Bulman
b. **SELAR COMMUNITY BENEFIT FUND PANEL**
Cllr J Blower
Cllr D Morgan
c. **CWMNEDD PRIMARY SCHOOL GOVERNING BODY**
Cllr J Blower requested to be removed as a representative of the Council from the Governing Body. With no further resolutions, the representative for Glynneath Town Council would be deferred until the June 2025 meeting.
d. **YGG CWMNEDD GOVERNING BODY**
Cllr E Harris
e. **VALE OF NEATH PRACTICE PATIENTS' PARTICIPATION GROUP**
Cllr J Davies
Cllr J Gregory
f. **3G PITCH MANAGEMENT COMMITTEE**
Cllr D Morgan



Signed: ____________________________________ (Chair)

**g. ABERPERGWM COLLIERY SITE LIAISON COMMITTEE**
Cllr J Gregory
Cllr D Morgan

**h. GLYNNEATH REGENERATION STEERING GROUP**
Cllr J Bulman

**i. GLYNNEATH SPORTS AND COMMUNITY ASSOCIATION**
Cllr E Harris
Cllr D Morgan

**j. NPT TOWN & COMMUNITY COUNCILS LIAISON FORUM**
Cllr J Davies

**10. MATTERS PERTAINING TO GOVERNANCE AND FINANCE**

**a. TO REVIEW AND ADOPT STANDING ORDERS**
It was proposed, seconded, and **RESOLVED** to accept the Standing Orders

**b. TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS**
After an update from the Clerk, it was proposed, seconded, and **RESOLVED** to accept current Financial Regulations.
**ACTION:** Clerk to prepare revised Financial Regulations for the scrutiny of the Finance and Audit Committee.

**c. TO REVIEW ASSET SCHEDULE**
Members were advised that the presented asset schedule was as it currently stood pre-meeting. The Welfare Park items would be added when full payment had been made and the contract had been formally completed.
It was proposed, seconded, and **RESOLVED** to accept the asset schedule.

**d. TO CONSIDER ADDITIONAL INFORMATION FOR THE ANNUAL REPORT 2024 – 2025**
The Clerk advised that they would be writing the report in the next few weeks with the intention of bringing to Full Council in June or July. The Clerk asked that all Members provide any additional information they wish to be considered by the end of May 2025.

**e. TO REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**
The Clerk advised that the insurance was still in a three-year quote period and when the additional Welfare Items were included, there was likely to be a change in the quote. This would be brought before Council in due course.

**f. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972.**
With the additional information in the Agenda Pack, the Clerk summarised the Council's spending for 2024 – 2025 as £347.38. In the Financial year 2025 – 2026, the Council would be able to spend a maximum of £11.10 per elector with this power which amounts to circa £36,600.

**g. REVIEW OF THE COUNCIL'S POLICIES**
The Clerk reminded Members that policies were reviewed on a rolling basis but would like to prepare a full policy review pack and item for future meeting consideration.
**ACTION:** Clerk to provide full policy review pack for Finance and Audit Committee.

**11. MATTERS PERTAINING TO ALLOWANCES AS PER THE INDEPENDENT REMUNERATION PANEL FOR WALES**

**a. TO CONSIDER MEMBERS ALLOWANCE PROTOCOL**
Members considered the updated guidance from the IRPW and the information supplied by the Clerk in the agenda pack.
It was proposed, seconded, and **RESOLVED** that Members let the Clerk know, in writing, whether they intended to accept the allowance by the end of November 2025 with payment to be scheduled to take place in December 2025.

**b. TO CONSIDER MAYORAL ALLOWANCE PROTOCOL**
It was proposed, seconded, and **RESOLVED** that the Mayoral Allowance would remain as £1,500 for the year.

**c. TO DETERMINE OPTIONAL PAYMENTS**
It was proposed, seconded, and **RESOLVED** not to accept the optional payments.

12. **TO DETERMINE THE TIME AND PLACE OF ORDINARY COUNCIL MEETINGS 2025 – 2026**
It was proposed, seconded, and **RESOLVED** that Council Meetings would continue to be held at the Bethania Community Centre at the time of 6.30 PM on the second Wednesday of each month.





Signed: ______________________________________ (Chair)

# Item 5.b – Minutes of the Full Council Meeting 7th of May 2025

# Cyngor Tref Glynnedd
# Glynneath Town Council

## MINUTES OF THE FULL COUNCIL MEETING
## WEDNESDAY THE 7TH OF MAY 2025

**HELD ON THE 7TH OF MAY 2025 AT BETHANIA COMMUNITY CENTRE AND ONLINE**

| | | | |
|---|---|---|---|
| **PRESENT:** | **MAYOR** | **CLLR. J BULMAN** | |
| | **COUNCILLOR** | **CLLR. J BLOWER** | **CLLR. M COWLEY** |
| | | **CLLR. J DAVIES** | **CLLR. H DAVIES** |
| | | **CLLR. C EDWARDS** | **CLLR. P EVANS** |
| | | **CLLR. E HARRIS** | **CLLR. S LANE** |
| | | **CLLR. S KNOYLE** | **CLLR. D MORGAN** |
| | | **CLLR. T PITMAN** | |

**IN ATTENDANCE:** **MX. C WILLCOX (CLERK)**
**1 MEMBER OF THE PUBLIC**

**APOLOGIES:** **CLLR. J GREGORY**

1. **MAYORAL ANNOUNCEMENTS**
The Mayor thanked all for their hard work and attendance at the Opening Ceremony for Glynneath Miners' Welfare Park and congratulated all on the achievement of the project.
The Mayor also reminded Members of the planned short VE Day reflection at the memorial in the park and encouraged all to attend at 6 PM on Thursday the 8th of May.

2. **TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies were received as recorded above.

3. **TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RESPECT OF THE BUSINESS TO BE TRANSACTED**
Cllr H Davies and Cllr Knoyle declared an interest as a County Councillor in Item 9 – Matters relating to planning.
Cllr D Morgan declared an interest in Item 6.f regarding One Voice Wales.

4. **PUBLIC QUESTIONS (LIMITED TO 15 MINUTES – S/O 3E)**
There were no public questions.



Signed: ______________________________ (Chair)

5. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING OF APRIL 9$^{TH,}$ 2025**
It was proposed, seconded, and **RESOLVED** to approve the Minutes from April 9th, 2025.

6. **MATTERS PERTAINING TO FINANCE AND GOVERNANCE**
    a. **TO NOTE INTERNAL AUDIT SUBMISSION AND ADVANCE NOTICE OF ADDITIONAL MEETING**
    The Clerk advised Members that an Internal Audit report had been received with two recommendations – to date a document, and to hold regular budget review Items within meetings. The accounts would be considered and the AGAR signed off in the June 2025 meeting.
    b. **TO RECEIVE INFORMATION FROM ANNUAL RETURN AND CONSIDER INCREASED REMIT OF FINANCE AND AUDIT COMMITTEE**
    The Clerk advised Members of the changes to the AGAR form where a new section focused on the Finance and Governance Toolkit takes the place of the usual audit checks. The previous checks and statements were now part of the Internal Auditor's review and sign-off.
    Councillors considered the new importance of the toolkit and the recommendation from the Clerk that the toolkit be brought into the remit of the Finance and Audit Committee.
    It was proposed, seconded, and **RESOLVED** that the Finance and Audit Committee Terms of Reference now include the oversight of the Finance and Governance Toolkit.
    c. **TO CONSIDER ONGOING PROVISION OF SKIPS AT WELFARE PARK AND CEMETERY**
    Members considered the current provision and noted the small increase in costs. While Members agreed to continue with the current provider in the near future, it was proposed, seconded, and **RESOLVED** that a tender process take place for the future provision of skips.
    d. **TO APPROVE SCHOOL CROSSING PATROL AND SLA**
    It was proposed, seconded, and **RESOLVED** to approve the budgeted school crossing patrol with the Finance and Audit Committee scrutinising the SLA for future provision.
    e. **TO APPROVE ICCM RENEWAL OF £150**
    It was proposed, seconded, and **RESOLVED** to approve the ICCM renewal of £150.
    f. **TO APPROVE ONE VOICE WALES SUBSCRIPTION OF £870.00 BASED ON 43P PER DWELLING**
    Cllr. Morgan did not take part in the discussion.
    It was proposed, seconded, and **RESOLVED** to approve the One Voice Wales subscription at £870.00
    g. **TO CONSIDER ATTENDANCE AT OVW ETHICAL FRAMEWORKS**
    Members noted the correspondence.

7. **TO CONSIDER EXPRESSIONS OF INTEREST FOR UKSPF FUNDING**
Members considered the further information in the agenda pack. Members agreed that the Town Hall had been overlooked for too long.
It was proposed, seconded, and **RESOLVED** that Glynneath Town Council would apply to both the Community and Place Prosperity funds, whereby:



Signed: ____________________________________ (Chair)

- The Community Prosperity Fund would be used for a Welfare Park bid of circa £5500 to provide expert project oversight, planning, and specifications.
- The Place Prosperity Fund would be used for a Town Hall bid of circa £100,000 to continue the New Visitor Experience project for the Town Hall foyer.
- If possible, the HTCE Events fund would be used for a series of family-centred events at the new Miners' Welfare Park.
-

8. **MATTERS PERTAINING TO COMMUNITY AND WARD REQUESTS**
   a. **TO CONSIDER SUPPORT FOR TRAFFIC CALMING MEASURES – MERTHYR ROAD (CLLR. J BLOWER)**
   Cllr Blower explained his request and query to the Council, centring on a number of requests from local residents to consider traffic calming measures on Merthyr Road. Cllr Blower asked Members to support correspondence to NPTCBC regarding this issue.
   Cllr Knoyle provided further information from the point of view of his position as County Councillor, advising Members that speed scoping exercises and other data had been gathered over the years but that it was difficult to balance resident parking requirements alongside speed concerns. Currently, the speed and accident data don't support more detailed intervention.
   **ACTION:** Glynneath Town Council to write to NPTCBC to express concerns on behalf of the residents, and to ask for consideration of further measures again, including the use of 'rumble strips'.
   b. **TO CONSIDER REQUEST TO AID FUNDRAISING FOR THE URDD EISTEDDFOD**
   Members were very keen to support this cause, noting that it had been nearly a quarter of a century since the Urdd Eisteddfod had been so local. Members also noted that the Council had made donations in the past.
   It was felt that the Eisteddfod was a very important event in the county and benefitted a large number of families locally, especially within the bilingual community of Glynneath.
   Along with a donation, Members were keen to support the event in other ways throughout the community with items such as bunting, Mr. Urdd artwork, and displays.
   It was proposed, seconded, and **RESOLVED** to approve a £1500 donation to the cause.
   **ACTION:** Clerk to work with councillors to investigate what could be provided throughout our facilities to promote the Urdd.

9. **MATTERS PERTAINING TO PLANNING APPLICATIONS:**
   Cllrs H Davies and S Knoyle did not take part in any discussions on this item.

   a. **P2025/0224|DETAILS TO BE AGREED IN ASSOCIATION WITH CONDITION 4 (CONSTRUCTION METHOD STATEMENT) OF PLANNING APPLICATION P2024/0586 DETERMINED ON 17.12.2024.**
   There were no objections



Signed: ___________________________________ (Chair)

b. **[P2025/0223|DETAILS TO BE AGREED IN ASSOCIATION WITH CONDITION 8 (WRITTEN SCHEME OF HISTORIC ENVIRONMENTAL MITIGATION) OF PLANNING PERMISSION P2024/0586 DATED 17.12.2024].**
There were no objections.

**10. MATTERS PERTAINING TO WELFARE PARK**

a. **TO CONSIDER PARK OPENING AND CLOSING TIMES AND RECEIVE SUGGESTIONS AS TO OPERATION THEREOF**
The Clerk advised that the park was currently being locked between the hours of 7 PM and 8.30 AM by the ground staff. Council were asked to consider a number of options and what they would mandate to be closed or opened.
It was proposed, seconded, and **RESOLVED** that:
- Addoldy Road vehicular gates would be locked unless used, with a key available for booked sports games if needed. The pedestrian access would still be open 24 hours a day.
- Earlsfield Close double gates would be locked.
- The Toddler Park would be locked between the hours of 7 PM and 8.30 AM for the near future until further consideration as the days lengthen.
- A contractor to be sought for opening and closing times seven days a week.

b. **TO CONSIDER TENNIS COURT OPENING AND CLOSING PROCEDURES**
Members considered similar issues at the tennis courts with regards to locking times. After discussion, it was clear that Members were eager for a booking system of the two joint courts.
It was proposed, seconded, and **RESOLVED** that:
- The single court would be open between the hours of 8.30 AM and 7 PM for the near future until further consideration as the days lengthen.
- The joint courts would be available on a booking system or with advanced notice.
- The Clerk would source a booking system or automated gate system for the joint court provision.

**11. TO CONSIDER TENDER OPTIONS FOR FIXED-TERM CATERING PROVISION DURING SUMMER HOLIDAYS.**
A Member asked the Council to consider providing catering themselves, keeping the operation in-house. The intention of the catering provision over the summer holiday was to trial run how this would be taken up with the park's first year of opening. With the summer holidays quickly approaching, it was felt that a short-term contract would provide necessary data without too much increased workload.

It was proposed, seconded, and **RESOLVED** that Council would tender for catering provision for six weeks over the summer holidays. The Clerk would draft a tender document with consideration of a mix of different provisions, affordability, and healthy provisions, where possible.



Signed: ____________________________________ (Chair)

# Item 6.a – Internal Auditor's Report

Internal Audit Report – Glynneath Town Council 2024 -2025

Prepared by Kerry-Leigh Grabham

**Background**

All town and community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records, systems of internal control and for the conclusions to be reported each year in the Annual Return.

This report set outs the work that undertaken in relation to the interim internal audit 2024 - 2025 financial years.

**Internal Audit Approach**

In undertaking the internal audit, I have regarded the materiality of transactions and their susceptibility to potential misreporting or misrepresentation in the yearend statement of accounts/annual return. The internal audit programme has been designed to cover and afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory framework. The programme is also designed to facilitate the completion of the 'Internal Audit Report' in the Council's Annual Governance & Accountability Return, which requires independent assurance over several internal controls and objectives.

**Areas of Testing**

| Determination | Findings 2024-2025 | Recommendations 2024-2025 |
|---|---|---|
| **1.** Appropriate books of account have been properly kept throughout the year. | The Council use Scribe Accounting Software Package to produce the accounts. The software is current and up to date with the Councils Financial Transactions. | N/A |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024-2025** |
| **2.** Financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for. | For the sample I tested, Financial Regulations have been met; payments have been approved by Council in the with the Councils Financial regulations. Copies of the invoices have been retained both electronically and hard copy, with a copy uploaded onto the accounting software to correspond with the relevant transaction. Vat has been correctly identified.<br><br>Council have been through various quotes and tenders in this financial year. The biggest one to note is Welfare Park. I am pleased to note that the Tender has followed the correct procurement process. | N/A |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024-2025** |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of | The Council has assessed its Financial Risks, with a copy of the risk register placed on its website.<br><br>Risk assessments in relation to the assets the Council manages are currently undergoing a review. It is hoped that these reviews will be | 1. For the date the risk assessment was reviewed to be added to the Financial Risk Assessment Document. |

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|---|---|---|
| arrangements to manage these. | completed before the end of the Financial year. | |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024-2025** |
| **4.** The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | The budget demand resulted from an adequate budget process and the amount of the precept requested was £215,604.00. One budget monitoring report has been presented to Council this year.<br><br>In the interim audit it was recommended for a further budget monitoring report to be submitted to Council. Unfortunately this did not happen. | 2. Budget monitoring reports to be presented to Council at least every quarter. |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024-2025** |
| **5.** Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | Income is received via Precept, Grants, Hall Hire & Burials. Transaction number 193 appears to be a duplicate of transaction number 187. This has now been resolved. Vat was correctly accounted for. Clerk has resolved this issue. | |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024-2025** |
| **6.** Petty cash payments were properly supported by receipts, expenditure | Council do operate petty cash and reconciliations are carried out periodically. | |

| | | |
|---|---|---|
| was approved and VAT appropriately accounted for. | | |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024-2025** |
| **7.** Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | Salaries paid to employees are paid in accordance with the agreed salaries. There have been no changes to contract of employment this year.<br><br>The Clerk has now obtained access to the HMRC account to resolve the issue concerning historic payments owed. | |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024 - 2025** |
| **8.** Asset and investment registers were complete, accurate, and properly maintained. | The asset register remains up to date and is maintained via Scribe. | |
| **Determination** | **Findings 2024-2025** | **Recommendations 2024 - 2025** |
| **9.** Periodic and year-end bank account reconciliations were properly carried out. | Periodic bank reconciliations have been carried out and presented to Council for approval. | |

| Determination | Findings 2024-2025 | Recommendations 2024-2025 |
|---|---|---|
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | Accounts have been prepared on the correct basis Income and Expenditure. Agree with the cashbook and working document and have an adequate audit trail. | |
| 11. Trust Funds (including charitable trusts). The Council has met its responsibilities as a trustee. | N/A | |

# Item 6.b – AGAR and supporting documents

# Annual Return for the Year Ended 31 March 2025

## Accounting statement 2024-25 for:

**Name of body:** Glynneath Town Council

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | **31 March 2024 (£)** | **31 March 2025 (£)** | **Please round all figures to nearest £.** **Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.** |
| **Statement of income and expenditure/receipts and payments** | | | |
| **1.** Balances brought forward | 224690.04 | 239895.94 | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year. |
| **2.** (+) Income from local taxation/levy | 215998.00 | 215604.00 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| **3.** (+) Total other receipts | 186659.03 | 674777.47 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| **4.** (-) Staff costs | 141958.72 | 159324.77 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| **5.** (-) Loan interest/capital repayments | 0.00 | 0.00 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| **6.** (-) Total other payments | 245492.41 | 607736.50 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5). |
| **7.** (=) Balances carried forward | 239895.94 | 363216.14 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |
| **Statement of balances0** | | | |
| **8.** (+) Debtors | 536.78 | 90521.52 | **Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end. |
| **9.** (+) Total cash and investments | 239359.16 | 272694.62 | **All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. |
| **10.** (-) Creditors | 0.00 | 0.00 | **Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end. |
| **11.** (=) Balances carried forward | 239895.94 | 363216.14 | **Total balances should equal line 7 above:** Enter the total of (8+9-10). |
| **12.** Total fixed assets and long-term assets | 809068.80 | 813978.80 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| **13.** Total borrowing | 0.00 | 0.00 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

# Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

| | Agreed? | | 'YES' means that the Council: | Toolkit |
|---|---|---|---|---|
| | **Yes** | **No*** | | |
| 1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities. | x | | Has consulted with the community and focussed its activities to meet the community's needs | A, C |
| 2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities. | x | | Ensures that councillors understand and are equipped to deliver their roles and responsibilities. | B |
| 3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at www.glynneathtowncouncil.gov.uk. | x | | Is transparent about its activities and provides the public with all information required by law | A, C, D, E |
| 4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members. | x | | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so | |
| 5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees. | x | | Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services. | B, E |
| 6. We have put in place arrangements for:<br>• Effective financial management including the setting and monitoring of the Council's budget<br>• Maintenance and security of accurate and up to date accounting and other financial records<br>• Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. | x | | Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year | D |
| 7. We have maintained an adequate system of internal control and management of risk, including:<br>• measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments<br>• assessment and management of risks facing the Council<br>• an adequate and effective system of internal audit<br>and reviewed the effectiveness of these arrangements. | x | | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | D, E |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit. | x | | Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors. | D, E |
| 9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014. | x | | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General. | E |
| **10. General power of Competence** – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021 | | x | Meets the eligibility criteria to exercise the general Power of Competence | E |

* Please include an explanation for any 'No' answers

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

| **The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement** |
|---|
| **1. Expenditure under S137 Local Government Act 1972**<br>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.<br>In 2024-25, the Council made payments totalling £______347.38________ under section 137. These payments are included within 'Other payments' in the Accounting Statement. |
| **2.** |

## Trust Funds

| | Yes | No | N/A | |
|---|---|---|---|---|
| Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | | | x | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

| **Certification by the RFO** | **Approval by the Council** |
|---|---|
| I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:<br>**Minute ref:** |
| **RFO signature:** | **Chair signature:** |
| **Name:** | **Name:** |
| **Date:** | **Date:** |

* Please include an explanation for any 'No' answers

# Annual internal audit report to:

**Name of body:** **Glynneath Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---|---|---|---|---|
| | Yes | No* | N/A | Not covered** | |
| **1.** Appropriate books of account have been properly kept throughout the year. | x | | | | Please see Internal Audit Report |
| **2.** Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | x | | | | Please see Internal Audit Report |
| **3.** The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | x | | | | Please see Internal Audit Report |
| **4.** The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | | x | | | Please see Internal Audit Report |
| **5.** Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | x | | | | Please see Internal Audit Report |
| **6.** Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | x | | | | Please see Internal Audit Report |
| **7.** Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied. | x | | | | Please see Internal Audit Report |
| **8.** Asset and investment registers were complete, accurate, and properly maintained. | x | | | | Please see Internal Audit Report |

* Please include an explanation for any 'No' answers

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---|---|---|---|---|
| | Yes | No* | N/A | Not covered** | |
| **9.** Periodic and year-end bank account reconciliations were properly carried out. | x | | | | Please see Internal Audit Report |
| **10.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | x | | | | Please see Internal Audit Report |
| **11.** Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee. | | | x | | |

| **For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:** | | | | | |
|---|---|---|---|---|---|
| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
| | Yes | No* | N/A | Not covered** | |
| **12.** | | | | | |
| **13.** | | | | | |
| **14.** | | | | | |

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____05.05.2025________________.] * Delete if no report prepared.

## Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

| |
|---|
| **Name of person who carried out the internal audit: K Grabham** |
| **Signature of person who carried out the internal audit: K Grabham** |
| **Date: 05.05.2025** |

* Please include an explanation for any 'No' answers

# Glynneath Town Council

Prepared by: ______________________ Date: __________

*Name and Role (Clerk/RFO etc)*

Approved by: ______________________ Date: __________

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 31/03/2025** | | | |
| | Cash in Hand 01/04/2024 | | | 239,359.16 |
| | **ADD**<br>Receipts 01/04/2024 - 31/03/2025 | | | 908,746.13 |
| | | | | 1,148,105.29 |
| | **SUBTRACT**<br>Payments 01/04/2024 - 31/03/2025 | | | 875,410.70 |
| **A** | **Cash in Hand 31/03/2025**<br>(per Cash Book) | | | **272,694.59** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 31/03/2025 | 250.00 | |
| | Unity Current Account | 31/03/2025 | 101,959.91 | |
| | Unity Reserves Account (688) | 31/03/2025 | 139,947.67 | |
| | Unity Instant Access Account (Sela | 31/03/2025 | 2,226.56 | |
| | TSB Bank Account | 31/03/2025 | 28,041.54 | |
| | Cafe and Hires Account (Cash) | 31/03/2025 | 293.81 | |
| | | | | **272,719.49** |
| | Less unpresented payments | | | 210.90 |
| | | | | 272,508.59 |
| | Plus unpresented receipts | | | 186.00 |
| **B** | **Adjusted Bank Balance** | | | **272,694.59** |
| | **A = B Checks out OK** | | | |

# Glynneath Town Council

**ANNUAL RETURN - Section 2 : Statement of Accounts**

## Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

| Box No. | Description | 31/03/2024 £ | 31/03/2025 £ | Variance £ | Variance % | Explanation Required? | Notes |
|---|---|---|---|---|---|---|---|
| 1 | Balances brought forward | 224690.04 | 239895.94 | | | | BALANCE B/F AGREES |
| 2 | Income from local taxation/levy | 215998.00 | 215604.00 | -394.00 | 0% | No | |
| 3 | Total other receipts | 186659.03 | 674777.47 | 488118.44 | 262% | Yes | Substantial grant (£817,000) awarded in the financial year, with part payments made (a further £100,000 is due to be paid in 2025 - 2026) |
| 4 | Staff Costs | 141958.72 | 159324.77 | 17366.05 | 12% | Yes | |
| 5 | Loan interest/capital repayments | 0.00 | 0.00 | 0.00 | 0% | No | |
| 6 | Total other payments | 245492.41 | 607814.72 | 362322.31 | 148% | Yes | Due to the grant award, part payment of the new play area has been made - this will total £817,000 over the 2024-2025 and 2025-2026 years |
| 7 | Balances carried forward | 239895.94 | 363137.92 | 123241.98 | 51% | Yes | Partial payment of the play area has left sums of money in the accounts which are year marked for future payments on this project - the contracts have been set up to invoice on interim basis. |
| 8 | Debtors and stock balances | 536.78 | 90443.33 | 89906.55 | 16,749% | Yes | Due to the payments of the play park being between our quarterly VAT reclaims, there's a large amount of money to be reclaimed (circa £90,000) which will be reclaimed in the next submission. |
| 9 | Total cash and investments | 239359.16 | 272694.59 | 33335.43 | 14% | Yes | |
| 10 | Creditors | 0.00 | 0.00 | 0.00 | 0% | No | |

## Glynneath Town Council

**ANNUAL RETURN - Section 2 : Statement of Accounts**

### Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

| Box No. | Description | 31/03/2024 £ | 31/03/2025 £ | Variance £ | Variance % | Explanation Required? | Notes |
|---|---|---|---|---|---|---|---|
| 11 | Balances carried forward | 239895.94 | 363137.92 | 123241.98 | 51% | Yes | Partial payment of the play area has left sums of money in the accounts which are year marked for future payments on this project - the contracts have been set up to invoice on interim basis. |
| 12 | Total Fixed Assets and Long Term Investments | 809068.80 | 813978.80 | 4910.00 | 1% | No | |
| 13 | Total Borrowings | 0.00 | 0.00 | 0.00 | 0% | No | |

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

# Item 6.d – Insurance Renewal Documents

## Council policy pack

## Your policy schedule

**Insured**
Glynneath Town Council

**Business Description**
Local Council

**Period of Insurance**
From 01/06/2025 to 31/05/2026

**Your Policy Number**
LCO01750

**Date of Issue**
29/05/2025

**Reason for Issue**
Renewal

**Broker**
Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
  - want to make any changes or anything is incorrect
  - need a copy of the policy wording

## Your premium

| Premium | Insurance Premium Tax (IPT) | Total Premium |
|---|---|---|
| £3,179.70 | £381.56 | £3,561.26 |

## Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

## Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

| | |
|---|---|
| **Location 1 - cover applying to** | Former Methodist Chapel<br>High Street, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5DA |
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | ✗ |
| **Location 2 - cover applying to** | Sports Pavilion, Welfare Park<br>Addoldy Road, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5EB |
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | ✗ |
| **Location 3 - cover applying to** | Changing Room, Welfare Park<br>Addoldy Road, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5EB |
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | ✗ |
| **Location 4 - cover applying to** | Groundsman Store, Welfare Park<br>Addoldy Road, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5EB |

| | |
|---|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | ✗ |

| | |
|---|---|
| **Location 5 - cover applying to** | Glynneath Town Hall<br>Heathfield Avenue, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5AH |

| | |
|---|---|
| Section 1 – Property damage | ✓ |
| Section 2 – Fine art and collections | ✗ |

**General covers applying to all locations**

| | |
|---|---|
| Section 3 – Business interruption | ✓ |
| Section 4 – Goods in transit | ✓ |
| Section 5 – Money with assault extension | ✓ |
| Section 6 – Personal accident | ✓ |
| Section 7 – Liabilities | ✓ |
| Section 8 – Reputational risks | ✓ |
| Section 9 – Hirers' liability | ✗ |
| Section 10 – Trustees' and management liability | ✓ |
| Section 11 – Legal expenses | ✓ |
| Section 12 – Fidelity | ✓ |
| Section 13 - Terrorism | ✗ |

## Details of your cover – location covers

## Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

| Item Insured | Sum Insured | Declared/Full Value |
|---|---|---|
| BUILDINGS | £2,042,590 | £1,702,159 |
| CONTENTS | £82,447 | £68,706 |
| Street Furniture | £72,000 | £60,000 |
| Walls, Gates and Fences | £36,000 | £30,000 |
| Playground Equipment | £416,029 | £346,691 |
| War Memorials | £48,000 | £40,000 |
| CCTV Equipment | £37,642 | £31,369 |
| Ground Surfaces | £30,000 | £25,000 |
| Mowers and Machinery | £22,753 | £18,961 |
| Sports Equipment | £18,000 | £15,000 |

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

| Causes | Excess |
|---|---|
| RESTRICTED PERILS unless listed below | £250 |
| SUBSIDENCE | £1,000 |
| FIRE | £250 |
| Deterioration of refrigerated stock | £50 |
| All other losses | £250 |

| | |
|---|---|
| **Location 1 - cover applying to** | Former Methodist Chapel<br>High Street, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5DA |

| Item Insured | Sum Insured | Declared/Full Value |
|---|---|---|
| BUILDINGS | £415,431 | £346,193 |

| | |
|---|---|
| **Location 2 - cover applying to** | Sports Pavilion, Welfare Park<br>Addoldy Road, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5EB |

| Item Insured | Sum Insured | Declared/Full Value |
|---|---|---|
| BUILDINGS | £287,143 | £239,286 |

| | |
|---|---|
| **Location 3 - cover applying to** | Changing Room, Welfare Park<br>Addoldy Road, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5EB |

| Item Insured | Sum Insured | Declared/Full Value |
|---|---|---|
| BUILDINGS | £95,713 | £79,761 |

| | |
|---|---|
| **Location 4 - cover applying to** | Groundsman Store, Welfare Park<br>Addoldy Road, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5EB |

| Item Insured | Sum Insured | Declared/Full Value |
|---|---|---|
| BUILDINGS | £47,857 | £39,881 |

| | |
|---|---|
| **Location 5 - cover applying to** | Glynneath Town Hall<br>Heathfield Avenue, Glynneath<br>Neath<br>West Glamorgan<br>SA11 5AH |

| Item Insured | Sum Insured | Declared/Full Value |
|---|---|---|
| BUILDINGS | £1,196,445 | £997,038 |

**Specified Property away from the PREMISES**

| Item | Sum Insured | Location | Excess |
|---|---|---|---|
| Regalia | £6,803 | Anywhere within the **GEOGRAPHICAL LIMITS** | £250 |

### Section 2 – Fine art and collections

Section does not apply

## Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

### Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

| Item Insured | Sum Insured | Maximum Indemnity Period |
|---|---|---|
| REVENUE | £10,000 | 12 Months |
| RENT RECEIVEABLE | £0 | Not Included |
| Additional Cost of Working | £0 | Not Included |
| Additional Increased Cost of Working | £0 | 12 Months |

### Section 4 – Goods in transit

| Limit Any one vehicle | Estimated annual carrying or value | Excess |
|---|---|---|
| £2,500 | £30,000 | £100 |

## Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

**Cover A - Money**

| Types of Money | Limit of Liability |
|---|---|
| NON-NEGOTIABLE MONEY | £250,000 |
| OTHER MONEY | |
| On the premises/in a locked safe during business hours | £5,000 |
| In transit | £5,000 |
| In any other circumstances | £500 |
| Money in safes out of business hours | |
| Unspecified safe | £1,500 |

**Cover B – Assault extension**

| | |
|---|---|
| Number of units | 10 |

## Section 6 – Personal accident

| | |
|---|---|
| Cover 1 – Clerk absence | Not Insured |
| Cover 2 – Personal accident | Insured |

| Insured persons or category of persons | Cover type | Number of units insured | Deferment period |
|---|---|---|---|
| EMPLOYEES and AUTHORISED VOLUNTEERS | Cover B | 10 | 14 Days |

| Type of injury | Benefit payable per unit |
|---|---|
| Death | £10,000 |
| LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING | £10,000 |
| PERMANENT TOTAL DISABLEMENT | £10,000 |
| TEMPORARY TOTAL DISABLEMENT | £20 per week |
| TEMPORARY PARTIAL DISABLEMENT | £10 per week |
| Cover 3 – Key person | Insured |

## Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

**Cover 1 – Employers' liability**

| Limit of indemnity |
|---|
| £10,000,000 |

**Cover 2 – Public & products liability**

| Limit of indemnity | Excess |
|---|---|
| £10,000,000 | £250 Third party property damage only |

**Public liability extensions**

| Extension | RETROACTIVE DATE |
|---|---|
| Legionellosis | Not Applicable |

## Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

| Cover | Limit of Liability |
|---|---|
| Cover 1 – Libel and slander | Insured |
| Cover 2 – PR Crisis Communication (Cover A Claims Related) | £25,000 |
| Cover 3 – Death of Patron | Insured |

## Section 9 – Hirers' liability

NOT INSURED

## Section 10 – Trustees' and management liability

The table below shows the cover provided by the Trustees' and management liability section, and the amounts you would be insured for.

| Cover | Limit of indemnity | Wrongful Act Date | Excess |
|---|---|---|---|
| Cover 2 – Trustees' and management liability | £500,000 | Not Applicable | £250 |

## Section 11 – Legal expenses

Reference number: TS5/6773743

| Insured Events | Population Size | Limit of indemnity |
|---|---|---|
| All INSURED EVENTS excluding Contract disputes and Debt recovery | Council Population Size 1,001 - 5,000 | £250,000 |

## Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

| Category | Limit of indemnity | Excess |
|---|---|---|
| All employees | £250,000 | £250 |
| Aggregate limit of indemnity: | £250,000 | |

## Section 13 - Terrorism

Section does not apply

# Details of your cover – general covers

## Clauses applying to Section 1 – Property damage

### C1008 - Buildings definition - Construction amendment

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

### CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
    a. documents manuscripts and business books
    b. patterns models moulds plans and designs
    c. computer systems records

    but not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
    a. directors trustees officials partners employees
    b. visitors
    c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

i. STOCK
ii. landlords fixtures or fittings
iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

### CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

## Clauses applying to Section 7 – Liabilities

### CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
   a. are manufactured and installed to the appropriate standard and maintained in good condition
   b. are inspected by a competent person at least weekly and
      i. all defects or risks to health or safety immediately rectified or
      ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

# Item 6.e – S137 Grant Application

**CYNGOR TREF GLYNNEDD**
**GLYNNEATH TOWN COUNCIL**
BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA
TEL: 01639 722961
E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK
WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

# Application Form

Maximum £500 per organisation in any financial year

*If you have difficulty completing this form please contact the Town Clerk for assistance*

1 **Name of Organisation** Knights of the Valley Chess Club

2 **Contact person** (to whom all correspondence will be sent)

**Name** L[redacted] G[redacted] **Position**

**Address** [redacted]

Glynneath

**Post Code** SA11 [redacted] **Tel:** [redacted]

3 **Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the town.**

(***N.B.*** *Applications are eligible only from organisations whose work is of benefit to the inhabitants of the town)*

The Chess Club has been setup to provide a safe environment for young people to engage in activities, build friendships, and develop skills. However we have decided to open membership to ALL ages to allow for greater integration between generations and also to benefit with better supervision of young membership without relying so much upon on volunteers that stops so many youth services before they start with the significant closure of services by local authorities.

As a chess club the membership is not limited to specific ages, we aim to match, and raise skill levels across all age groups. At our initial meeting it was children teaching an adult how to play.

We have the ability, the time, the equipment, the DBS clearance to run the service, we are looking for help towards the room rental to make it sustainable.

**4 Approximately how many residents of the town of Glynneath benefit from the services of your organisation?**

Up to 24 at the current premises. Castell Nedd Chess Club have approximately 40.

**5 Approximately how many residents of the town of Glynneath are members of your organisation?**

At our soft launch night we had 5 Glynneath residents, 2 from Penderyn. At our second night (bank holiday) we welcomed 2 more new Glynneath residents.

**6 What is the total cost of the project?**

For the first year £1,019.50

**7 How much grant are you seeking and how will the balance be funded?**

We are seeking £500 funding to help cover the first year of the venue rental. Other costs to date have been self funded by donations from myself as Lead of the Knights of the Valley Chess Club, including 18 x boxed standard chess boards, 1 x giant chess mat & giant chess pieces intended for team games & chess puzzles, 1 x Smart chess board for interactive lessons, online remote play, balanced match local play, and game analysis for player skill level identification to monitor skill level growth and ELO rating to match players in regional tournaments. I have also paid out for a DBS check.

**8 Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement. Continue on a separate sheet if necessary.**

We have scheduled our club meetings for 18:00 to 19:30, timed to allow for attendance after school/college transport returns to Glynneath and adults to attend after work.

The hire of the venue for the 90 minutes per week is £12.00, a total of £600 for the first year. We are hoping for a contribution towards this cost. If the council prefers to limit the risk perhaps paying the Grant amount in smaller increments may reassure members that the money won't be wasted on something that doesn't last a year.

We are confident there is interest within the town for the group, which is why we have happily invested so much already. We are committed to put in the effort and expense involved to club and hope that Glynneath Town Council can be part of our success.

We will shortly be liaising with the West Wales Chess League and the Welsh Chess Union to start representing Glynneath in tournaments cross Wales.

**9 Give details of any grants received from Glynneath Town Council in the past 4 years** (date and amount of grant)

No grants from Glynneath Town Council.

**10 Give details of any grants received from other sources in the past 2 years** (date and amount of grant)

No grants from other sources.

**11 Is your organisation making bids to other funding sources? YES / NO**
**If 'Yes' give details**

No.

**12 Where did you find out about the grants available from Glynneath Town Council?**

From Glynneath Town Council Members.

**13 Please give the bank account name (i.e. the payee) to which any grant cheque awarded should be made payable**

Paid to "Glynneath Heritage, Arts and Visitor Centre" on behalf of KotV Chess Club.
…………………………………………………………………………………………………

**14 Declaration:** I declare that the information given on this Application Form is true to the best of my knowledge and belief

**Signed**.......................................…………….....  **Position in Organisation** Lead ……………………...........

**Date** 28 May 2025 ………….....…..............................

# Item 8.b – Letter from Glynneath Welfare Cricket Club

Glynneath Town Council

Bethania Community Centre High Street

Neath

SA11 5DA

Dear Members of the Council,

I hope this letter finds you well. I am writing on behalf of the Glynneath Welfare Cricket Club to express our interest in utilising the welfare park as our new home ground. After careful consideration and discussions within our club, we strongly believe that the Welfare Park offers the ideal setting for our activities and community involvement.

Although we are a newly established club on paper, our members have a long and rich history of fostering sportsmanship and community spirit among that cricket provides, within the game itself and the wider community.

The Welfare Park provides ample open space, which is essential for both cricket practice and matches, as well as for hosting community events that promote healthy living and teamwork.

We are committed to ensuring that our club is accessible and beneficial to all members of the community, including women and juniors. By moving to the Welfare Park, we believe we can offer more opportunities for engagement, training, and participation in cricket, which will ultimately help promote an active, healthy lifestyle.

In addition, we would be eager to collaborate with the Council on any improvements or developments necessary to ensure the space meets the required standards for cricket and other activities. Our club is known for its strong community ties, and we would love to work closely with the Council to maintain the park's beauty and functionality for all users.

We would greatly appreciate the opportunity to discuss this proposal in more detail. We believe that this partnership could greatly enhance the use of welfare park for the benefit of Glynneath and its residents.

Thank you for considering our request. We look forward to your positive response and hope to schedule a meeting soon to further discuss our vision.

Warmest regards,

Chris Vermaak

Glynneath Welfare Cricket Club

# Item 8.f – Park Opening and Closing Provisions

Members are asked to consider the opening and closing arrangements of the Miners' Welfare Park. To this end, the following information is provided:

- A set of quotes from firms who would open and close the park on the basis of nine visits per week (five evenings in the weekdays and an opening and closing visit for the weekend)
- Provisional figures to employ someone for nine hours per week

Members are asked to consider:

- Which facilities are to be opened and closed/locked
- When facilities should be opened and closed
- What provision to be put in place to facilitate these decisions

**Quotes:**

Quotes were sought from multiple companies for the provision of nine visits per week. All are able to accommodate changing opening and closing times through the year. They have been anonymised here:

**Quote A** - £12 per visit (ex. VAT)

**Quote B -** £19.75 per hour (ex. VAT) Note: this company operates minimum call hours, meaning that the charge would be £189.60

**Quote C** - £20 per visit (inc VAT)

**Staff Provision:** Council would need to consider paying NMW at £12.21 per hour for 9 hours per week. This post would also require holiday cover and sickness leave if necessary.

# Item 8.g – Park Refreshment Provision

Members are asked to consider and ratify a decision to provide refreshments at the Miner's Welfare Park.

There are three choices for the structure this could follow:

1. For static vans/providers, the traders themselves would have to apply for a licence specific to the site. The shortest licence is £70 for three months. Glynneath Town Council would have to provide express consent via a formal letter, and the trader would have to apply for the licence themselves with NPTCBC. There is no limit to how many traders we could consider over the six weeks but we are limited by number of pitches and current utility provision.
2. Vendors such as ice cream vans or food vans could trade on the land under a roaming licence but they would only be able to be at the site for 10 minutes at a time (with time allowed for clearing any queues). This allows traders to trade without needing extra permits or permission from NPTCBC. The potential administrative burden to ensure this is enforced could be considerable.
3. Glynneath Town Council could trade from the Pavilion, providing the food is sourced from within the Pavilion itself. This is a viable longer term option.

Members are asked to consider:

- Which option to choose
- To consider pitch fees or fee structures
- To consider preferences on refreshment provision
- To delegate power to the Clerk to prepare and publish tenders for receipt and approval in July – in this case, the draft tender document has been circulated to Members, and the Clerk invites any feedback before publication as soon as possible.

# Item 11.c – One Voice Wales Motions for Annual Meeting

Member councils are invited to propose a maximum of two motions for debate at the AGM on Wednesday 1st October 2025, which must arrive at this office no later than noon on Friday 20th June 2025 for consideration by the AGM Motions Committee which will meet on Thursday 26th June 2025.

For motions to be acceptable, the following requirements must be met:

- A motion must reflect a national issue or problem – One Voice Wales cannot take forward motions that are only relevant to one particular area. (Local issues/matters can be dealt with at Area Committee meetings.)
- Each motion must be accompanied by a short explanatory note (not exceeding 150 words) in order that the Agenda Committee can fully understand the points being made.
- The Motions Committee will sit in late June and councils will be notified of the Committee's decisions. If a motion is accepted but amendments to it are proposed by the Committee, the relevant council(s) will be contacted. There will be a two-week period for the council either to accept the recommendations or submit a new version; otherwise, the amended motion will be put forward.
- If your Council's motion is accepted, then you must provide the name of both your proposer and a seconder (who must be from another council) no later than three weeks prior to the AGM taking place.

Both the proposer and seconder must be present at the AGM for the motion(s) to be debated. Please note that they will be allowed a maximum of 3 minutes each to both propose and second your motion.

The final list of agreed motions will be issued to councils in time for their September 2025 meetings in order for councils to have time to consider whether they wish their delegates to adopt a particular stance in relation to the vote (or whether to allow them to arrive at a judgement following the appropriate debate).