



Cyngor Tref Glynnedd Glynneath Town Council

Agenda Pack – Full Council Meeting July 9th 2025 at 6.30 PM

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Item 6 – Draft Minutes of June 2025 Full Council Meeting



Cyngor Tref Glynnedd Glynneath Town Council

MINUTES OF THE FULL COUNCIL MEETING WEDNESDAY THE 11TH OF JUNE 2025

HELD ON THE 11TH OF JUNE 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. P EVANS **CLLR. S LANE**
 CLLR. S KNOYLE **CLLR. D MORGAN**
 CLLR. P PENDRY **CLLR. T PITMAN**

IN ATTENDANCE: **MX. C WILLCOX (CLERK)**
 2 MEMBERS OF THE PUBLIC

APOLOGIES: **CLLR. C EDWARDS** **CLLR. J GREGORY**
 CLLR. E HARRIS

1. MAYORAL ANNOUNCEMENTS

There were no mayoral announcements.

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 Knogle and Cllr H Davies declared interests in respect of Item 13 – matters relating to planning. They will take no part in the item.

4. PUBLIC QUESTIONS (LIMITED TO 15 MINUTES – S/O 3E)

Cllr Knogle advised Members that there were two areas of ground movement on High Street, Glynneath near the Co-op and opposite the bus stop. These were currently being investigated by NPTCBC with an anticipated site visit tomorrow – 12th of June 2025.

Members were concerned about an increase in escooters and were advised of an informal meeting the Clerk, Cllr H Davies and Cllr S Knogle attended with the PCSO recently. Work is ongoing with the police on a local level but also on a national level.

ACTION: The Clerk to draft a letter to the Chief Inspector to raise concerns.

ACTION: The Clerk to source signage to remind users of the Miners' Welfare Park that escooters were illegal.

5. TO APPROVE THE MINUTES OF COUNCIL MEETINGS

a. THE ANNUAL MEETING OF MAY 7TH 2025

It was proposed, seconded, and **RESOLVED** to approve the Minutes of the Annual Meeting held on the 7th of May 2025.

b. THE FULL COUNCIL MEETING OF MAY 7TH, 2025

It was proposed, seconded, and **RESOLVED** to approve the Minutes of the Full Council meeting held on the 7th of May 2025.

6. MATTERS PERTAINING TO FINANCE AND GOVERNANCE

a. TO RECEIVE INTERNAL AUDITOR REPORT

Members welcomed the internal auditor's report. The Clerk reminded Members that the internal auditor was an independent external body. Members were pleased to note two recommendations: one to add a date to a document and another to hold monthly budget reports. Members were advised that both recommendations had been considered by the Finance and Audit Committee and actioned.

b. TO APPROVE ANNUAL RETURN (AGAR) AND DECIDE DATES FOR PUBLIC INSPECTION OF ACCOUNTS

The Clerk provided the AGAR and supporting documents and invited questions and comments from Members. The Clerk advised Members that the AGAR itself had a change in focus and detail for the Council compared to previously and the signatories' section had been broken up with more of a focus on the Governance and Finance Toolkit.

It was proposed, seconded, and **RESOLVED** to approve the accounts for the financial year end 2025 and to sign and approve the AGAR document. Public inspection of accounts would take place as soon as possible with no conflict of dates recorded.

c. TO APPROVE SCHOOL GOVERNOR NOMINATION

It was proposed, seconded, and **RESOLVED** to appoint Cllr Emyr Harris as Glynneath Town Council's representative for YGG Cwmnedd governor.

It was proposed, seconded, and **RESOLVED** to appoint Cllr Phil Pendry as Glynneath Town Council's representative for Cwmnedd Primary School's governor.

d. TO APPROVE INSURANCE RENEWAL WITH UPDATED ASSET LIABILITIES

It was proposed, seconded, and **RESOLVED** to approve the insurance coverage at a total cost of £3561.26.

e. TO CONSIDER S137 APPLICATION FROM KNIGHTS OF THE VALLEY CHESS CLUB

Members were all keen to support this project and were delighted to see the club flourishing at such an early stage.

It was proposed, seconded, and **RESOLVED** to award the sum of £500 to the club with the payment to be made directly to the hired facility. The sum would be expenditure under S137 powers.

7. MATTERS PERTAINING TO THE TOWN HALL

a. TO RECEIVE UPDATE REGARDING UKSPF GRANT

Members thanked the Clerk for their work in completing the grant application in a short timeframe. The Clerk advised Members that the initial expression of interest had been accepted and the project moved to full application stage. The application had been received and would be considered towards the end of June.

Members noted that this was a project that had been planned for a long time and was within this Council's term of the Community Plan. Additionally, Members were advised that a separate bid in this fund for the Welfare Park drainage works – but different stream – had also been successful in progressing to the next stage of application.

ACTION: Bring Community Plan to the next Projects and Community Plan Committee for update.

8. MATTERS PERTAINING TO THE MINERS' WELFARE PARK

a. TO RECEIVE UPDATE OF PARK WORKS COMPLETION (VERBAL REPORT)

Members were advised that the snagging list had been completed bar a few items where parts were on order. The final invoice was to be paid. The Clerk advised Members of the increase in groups using the facilities.

Members considered the formalisation of hire agreements for spaces such as the MUGA or other areas that hadn't had agreements before.

Members were also advised that there would be a need to consider more provision for seating, bins, and signage in the near future.

ACTION: Draft hire agreements for new areas.

ACTION: Report on further provisions needed in the future.

b. TO RECEIVE LETTER FROM GLYNNEATH WELFARE CRICKET CLUB

Members welcomed correspondence from the new Glynneath Welfare Cricket Club and were keen to open formal discussions. Members were keen to avoid potential conflicts of times, provision and facilities between

all sports groups and were pleased that this letter opened up dialogue between the Council and the Cricket Club.

ACTION: Clerk to contact Cricket Club and initiate dialogue.

c. TO CONSIDER TENNIS GATE AND BOOKING SYSTEMS

Members reflected on the provided information circulated through email previously. All Members were keen to look after the courts and considered this a good approach to ensuring that would happen.

Members considered a small usage charge for the courts in different configurations and concerns were raised about the longevity of such a plan and the financial burden it may place on people. Members would ultimately like to ensure value in any system they considered going forward.

ACTION: Clerk to investigate providers of gate and booking systems and provide Council with an update in July.

d. TO CONSIDER TENNIS NET PROVISION AT £430.88 INC VAT (PLUS ANCILLARIES)

It was proposed, seconded, and **RESOLVED** to purchase the tennis net provision.

e. TO CONSIDER PITCH SANDING AND VERTI DRAINING

Members were aware there was robust, positive feedback regarding this provision last year. Council was keen to ensure the pitch was playable for the sports teams.

It was proposed, seconded, and **RESOLVED** to approach NPTCBC as an approved contractor for this provision and to purchase the next round of verti-draining and sanding.

f. TO CONSIDER PARK OPENING AND CLOSING PROVISIONS

Members considered the quotes provided in the agenda pack. Council wanted to ensure the parks were secure but wanted to allow flexibility in closing times to reflect the changing light over the seasons.

It was proposed, seconded, and **RESOLVED** to approve quote A from the agenda pack.

g. TO CONSIDER REFRESHMENT PROVISION

Members discussed ideas and concerns in detail with particular focus on ensuring fair access to the provisions for all.

It was proposed, seconded, and **RESOLVED:**

- to seek a tender in terms with Option One in the agenda pack
- to seek a static fee of £40 per visit
- to offer one (1) pitch
- to seek provisions along the lines of ice cream, coffee & hot drinks, and light refreshments.

h. TO APPROVE THE DELEGATION OF POWERS TO NPTCBC REGARDING CHANGING BLOCK DEMOLITION

It was proposed, seconded, and **RESOLVED** to approve the delegation of powers to NPTCBC for this item.

9. TO RECEIVE BETHANIA COMMUNITY CENTRE LEASE UPDATE AND DRAFT ITEMS OF MEMORANDUM OF UNDERSTANDING (MOU)

Members were advised that the lease had been signed by both parties and was now with the solicitors for final completion. While the date of the signing would be more recent, the commencement of the lease would be from the 1st of April 2025.

Cllr Pendry thanked Members for the confidence they gave the Glynneath Heritage, Arts, and Visitor Centre to continue on with the project. Council wished the group every success in the future.

The Clerk will draft the MOU to the effect that it would cover payment arrangements where the Council would invoice the group for:

- Utility supply
- Lift servicing
- Fire and alarm testing
- PAT testing
- Wage payments through a standard SLA.

10. TO CONSIDER PLANS FOR CHRISTMAS 2025

Members received an update from the Clerk. Christmas communications with the contractors will commence as soon as possible. Members were keen to build in the pantomime provision, light switch on, and nativity scene to the project as a whole.

11. MATTERS PERTAINING TO CONSULTATIONS, COMMUNITY, AND WARD REQUESTS

a. TO CONSIDER COMMUNITY FACILITIES FOR THE LAMB AND FLAG AREA

Cllr Pendry made an impassioned case to see more provision and facilities for the residents of the Lamb and Flag area and asked Members to consider building in these provisions to future Community Plans. Members agreed that facilities for children in particular in the area were poor.

Some Members also observed that Glynneath was also very lucky to be able to provide facilities for all of the residents of Glynneath but advised that some facilities and land provisions were in private ownership and would be difficult to access.

ACTION: To add considerations to the next Community Plan update.

b. TO CONSIDER RESPONSE TO [WELSH GOVERNMENT COUNCIL TAX REVIEW](#)

Members noted this correspondence and could respond in an individual capacity.

c. TO CONSIDER ANY MOTIONS FOR ONE VOICE WALES ANNUAL GENERAL MEETING

There were no motions presented.

12. MATTERS PERTAINING TO PLANNING APPLICATIONS:

a. [P2025/0363 | Proposed single storey rear extension | 13 Godfrey Avenue Glynneath Neath Port Talbot SA11 5HF](#)

There were no objections.

- 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**

There were no objections.

It was proposed, seconded, and **RESOLVED** to move Standing Order 3 (c). All members of the press and public were excluded on the grounds of material covering staff arrangements.

13. TO RECEIVE UPDATE REGARDING STAFF

Members were advised of a staff absence and considered potential additional provisions.

It was proposed, seconded, and **RESOLVED**, to consider the use of a contractor for short-term staff absence with consideration for Waun Gron Cemetery.

ACTION: Clerk to source more robust contractor provision for one-off work at the cemetery to ensure the usual maintenance can be carried out.

Item 7.a – Payment Schedules and forward payments

April 2025 Payment Schedule

Please note internal bank transfers in GREEN

Apr-25	Wages, pension, and tax - all staff	Wages	£ 14,507.00
01-Apr-265	Land Registry	Title Deed Copies	£ 14.00
01-Apr-25	Direct Debit (NPTCBC INCOME ACCT)	Bethania Rates	£ 231.80
01-Apr-25	Direct Debit (NPTCBC INCOME ACCT)	Welfare Rates	£ 411.40
01-Apr-25	Direct Debit (NPTCBC INCOME ACCT)	Cemetery Rates	£ 37.60
01-Apr-25	Direct Debit (NPTCBC INCOME ACCT)	Town Hall Rates	£ 481.00
01-Apr-25	Direct Debit (DWR CYMRU WELSH WA)	Cemetery Water	£ 95.50
02-Apr-25	Direct Debit (ALLSTAR)	Fuel Card Fee	£ 1.80
09-Apr-25	Direct Debit (ALLSTAR)	Fuel	£ 63.29
15-Apr-25	Microsoft	2 x licences	£ 24.72
24-Apr-25	Direct Debit (BRITISH GAS BUSINE)	Parks Gas	£ 23.07
25-Apr-25	SSE Energy	Total for all facilities	£ 2,252.95
28-Apr-25	Paribas Leasing	Photocopy hire	£ 83.28
28-Apr-25	B/P to: Amazon Payments UK	Various	£ 191.90
28-Apr-25	Transfer from 20444688		-£ 100,000.00
28-Apr-25	Direct Debit (NPTCBC INCOME ACCT)	Trade Waste	£ 60.01
29-Apr-25	B/P to: Derwen Recycling	Skip Hire	£ 836.00
		Machine service and repairs	£ 732.29
29-Apr-25	B/P to: FTS	Christmas lighting	£ 8,232.36
29-Apr-25	B/P to: Lite – Lighting	Fire Safety checks	£ 216.00
29-Apr-25	B/P to: FLA Security	Membership	£ 105.00
29-Apr-25	B/P to: ICCM	Recycling	£ 505.20
29-Apr-25	B/P to: Griffiths Recycling		

29-Apr-25	B/P to: Junction 45 Events	Marquee Hire	£ 1,680.00
29-Apr-25	B/P to: Elaine Llewellyn	Buffet - Opening	£ 400.00
29-Apr-25	B/P to: Integrated Fencing	Park Fencing	£ 16,221.60
29-Apr-25	B/P to: Griffiths Recyclin	Recycling	£ 675.00
29-Apr-25	B/P to: Neath Port Talbot	School crossing	£ 6,308.00
29-Apr-25	B/P to: Neath Port Talbot	Election	£ 5,488.65
29-Apr-25	B/P to: Neath Port Talbot	Trade Waste - park	£ 466.96
29-Apr-25	B/P to: Griffiths Recyclin	Recycling	£ 132.00
29-Apr-25	B/P to: Phil Pendry	OPENING CEREMONY	£ 390.27
29-Apr-25	B/P to: Sandra Lane	WELFARE FLOWERS	£ 502.55
29-Apr-25	B/P to: Sutcliffe Play	Park Transformation	£ 130,511.70
30-Apr-25	Service Charge	Bank Charge	£ 15.30

May 2025 Payment Schedule

May	May Wages, pensions, and tax of all staff	Wages	£ 13,379.80
01-May-25	Direct Debit (NPTCBC INCOME ACCT)	Bethania Rates	£ 233.00
01-May-25	Direct Debit (NPTCBC INCOME ACCT)	Welfare Rates	£ 415.00
01-May-25	Direct Debit (NPTCBC INCOME ACCT)	Cemetery Rates	£ 40.00
01-May-25	Direct Debit (NPTCBC INCOME ACCT)	Town Hall Rates	£ 483.00
01-May-25	Direct Debit (DWR CYMRU WELSH WA)	Water Rates - Bethania	£ 1,193.50
01-May-25	Direct Debit (DWR CYMRU WELSH WA)	Water Rates - Cemetery	£ 95.50
02-May-25	Internal Transfer from TSB account	VAT reclaim to rvs	-£ 50,000.00
07-May-25	Direct Debit (ALLSTAR)	Fuel	£ 28.72
08-May-25	B/P to: Sutcliffe Play	Welfare Transformation	£ 130,511.70
12-May-25	Direct Debit (APOGEE CORPORATION)	Printing	£ 16.55
14-May-25	Microsoft	2 x licences	£ 24.72
15-May-25	B/P to: Neath Port Talbot	Lease - Skatepark	£ 1,020.99
16-May-25	B/P to: Pwylgor Cwmnedd	Urdd Donation	£ 1,500.00
16-May-25	Direct Debit (DWR CYMRU WELSH WA)	Water rates Pavilion	£ 54.16
20-May-25	B/P to: FTS	Machine servicing	£ 215.94
20-May-25	B/P to: FLA Security	Fire Safety Assessment	£ 114.00
20-May-25	B/P to: Amazon Payments UK	Various	£ 681.80
21-May-25	Land Registry	Title Deed Copies	£ 14.00
21-May-25	Direct Debit (ALLSTAR)	Fuel	£ 58.84
22-May-25	Direct Debit (DWR CYMRU WELSH WA)	Water Rates Pavilion	£ 98.10
23-May-25	Direct Debit (BRITISH GAS BUSINE)	Gas - Welfare	£ 25.54
27-May-25	SSE Energy for all facilities	SSE Energy	£ 1,029.74
28-May-25	Direct Debit (NPTCBC INCOME ACCT)	Trade Waste	£ 60.01
31-May-25	Service Charge	Bank Charge	£ 17.70

June 2025 Payment Schedule

June	Salaries, pensions, tax for all staff	Wages	£ 10,142.92
02-Jun-25	B/P to: Kerry Leigh Grabha	INTERNAL AUDIT	£ 430.00
02-Jun-25	B/P to: FTS	Kubota repair	£ 439.26
02-Jun-25	B/P to: SSE Bethania Acct	Electric	£ 1,561.80
02-Jun-25	B/P to: BT telephone	Telephone and internet	£ 220.14
02-Jun-25	Direct Debit (NPTCBC INCOME ACCT)	Bethania Rates	£ 233.00
02-Jun-25	Direct Debit (NPTCBC INCOME ACCT)	Welfare Rates	£ 415.00
02-Jun-25	Direct Debit (NPTCBC INCOME ACCT)	Cemetery Rates	£ 40.00
02-Jun-25	Direct Debit (NPTCBC INCOME ACCT)	Town Hall Rates	£ 483.00
02-Jun-25	Direct Debit (DWR CYMRU WELSH WA)	Cemetery Water Rates	£ 95.50
04-Jun-25	Direct Debit (ALLSTAR)	Fuel Card fee	£ 1.80
06-Jun-25	Brightpay	Payroll Company	£ 282.24
11-Jun-25	Internal Transfer	playground	-£ 30,000.00
12-Jun-25	B/P to: Sutcliffe Play	Welfare Transformation	£ 100,000.00
16-Jun-25	Microsoft	Licences x 2	£ 24.72
16-Jun-25	B/P to: Neath Port Talbot	Trade Waste Park	£ 75.00
16-Jun-25	B/P to: Clear Insurance	Insurance	£ 3,611.26
16-Jun-25	B/P to: Rugby	Signage	£ 64.34
16-Jun-25	B/P to: ROSPA Playsafety	Play Inspections	£ 192.00
16-Jun-25	B/P to: Sutcliffe Play	Welfare Transformation	£ 59,472.26
16-Jun-25	B/P to: Cloud Next Ltd	Domain	£ 60.00
16-Jun-25	B/P to: Tumbleweed	Various	£ 129.78
16-Jun-25	B/P to: Neath Port Talbot	Land Rental	£ 825.00
16-Jun-25	B/P to: Hutchinson Thomas	Charge Legal	£ 300.00
16-Jun-25	B/P to: Derwen Recycling	Skip Hire	£ 336.00

17-Jun-25	PHS	Hygiene Servicing	#	£	147.77
18-Jun-25	Direct Debit (ALLSTAR)	Fuel		£	86.31
20-Jun-25	Direct Debit (BRITISH GAS BUSINE)	Parks Gas		£	24.72
23-Jun-25	B/P to: Hutchinson Thomas	LEASE AND DISBURSE	#	£	1,179.15
23-Jun-25	B/P to: SSE Bethania Acct	Electric		£	259.69
23-Jun-25	B/P to: Audit Wales	ARINV/012843		£	635.00
23-Jun-25	B/P to: Audit Wales	ARINV/012842		£	430.00
23-Jun-25	B/P to: Audit Wales	ARINV/013242		£	430.00
24-Jun-25	DVLA	Vehicle Tax		£	345.00
24-Jun-25	Direct Debit (BRITISH GAS BUSINE)	Parks Gas		£	5.76
25-Jun-25	Edwards Sports	Tennis screen		£	489.98
25-Jun-25	SSE Energy	Energy for all facilities		£	724.96
26-Jun-25	B/P to: GHAVC	KNIGHTS OF THE VAL		£	500.00
26-Jun-25	B/P to: M P - Contractor	INV 01 - CONTRACT		£	825.00
30-Jun-25	Service Charge	Bank Charge		£	14.70
30-Jun-25	Manual Credit - Handling Charge	Bank Charge		£	14.40
30-Jun-25	Direct Debit (NPTCBC INCOME ACCT)	Trade Waste		£	60.01

Forward Payments – Garden of Remembrance Training with ICCM

The Clerk would like to request approval of £100 to attend the above training with the ICCM. This is in anticipation of being able to add such provision to a Cemetery Management Plan.

Forward Payments – Vehicle Insurance for Kubota and Van

The insurance for the Kubota tractor and van has been quoted at £985.64 including all taxes and premiums.

Item 7.b – Financial Risk Assessment

Members of the Finance and Audit Committee are working through the budget, expenditure against the budget, and other items on the Finance and Governance Toolkit.

The Financial Risk Assessment needs to be checked for any changes but Members are advised that this is a working document and any large scale changes will be brought back to Full Council.

There are no large changes to the document to report on this occasion. Members are asked to review and revise as necessary.

Financial Risk Assessment - <https://glynneathtowncouncil.gov.uk/wp-content/uploads/2023/09/Financial-Risk-Assessment-1.pdf>

Item 7.c – Council Training Policy and Training Plan

Councils are required to have a Training Plan for Councillors and staff. While Glynneath Town Council has had budget allocation and an informal Training Plan, this needs to be formalised.

The Following documents are proposed:

Glynneath Town Council Training Policy - <https://glynneathtowncouncil.gov.uk/wp-content/uploads/2025/07/Training-Plan-Policy.pdf>

Glynneath Town Council Training Plan - <https://glynneathtowncouncil.gov.uk/wp-content/uploads/2025/07/Training-Plan-2025-2026.pdf>

Item 7.d – Email licences

The Finance and Governance Toolkit advises that it's best practice for Members to have separate Council email addresses. This can be through the Members' own personal provision (ie, they choose to have an email address that they've made but is separate from their usual address), or provided by @glynneathtowncouncil.gov.uk

A domain issue when the @glynneathtowncouncil.gov.uk site was set up means that the provider for these email address suffixes **has** to be Microsoft at this time. The council cannot have split domain providers.

Microsoft Business Basic licences are £44.40 per year per user (plus VAT).

Members should consider whether they would like to use this provision but in doing so, should be advised that FOI requests require the Clerk to ask Councillors to search their personal email addresses if they choose to use those. The ICO has the power to seize machinery if they suspect information is indeed on them.

Item 7.e – MiFi Provison (Mobile WiFi)

Mobile WiFi could be the best solution for our sites without an existing phone line or where we wouldn't use a phone line to warrant the secondary line rental charge. A MiFi connection would also be powerful enough to support CCTV provision.

Council could use this at:

- Glynneath Miners' Welfare Park
- Glynneath Town Hall
- Waun Gron Cemetery

The following prices have been obtained where the Clerk has searched for unlimited data to enable CCTV, potential outside users, and any other uses (eg, at the Cemetery, uploading details to Scribe in live time, at the park, a larger CCTV array, and at the Town Hall, multiple user use):

Provider	Notes	Price & Contract
3 (three)	Unlimited data. 2-year plan where they expect the price to increase by £1.50 per year	£23 per month
EE	Good prices for lower data usage but increases as need increases	£55 per month
Vodafone	5G GigaCube. Recently merged with three mobile	£35 per month
O2	Three-year plan	£44.00 per month

Recommendations/Notes:

If Members were minded to choose any plan, the three mobile one is the cheapest. The Clerk will ensure that the coverage is available for whatever site/sites are chosen .

- Members need to choose if they would like to purchase MiFi provision
- Which sites would be covered
- Which quote to use

Item 7.f – Booking software

A number of commercial systems are available for facility booking. The following is a list of software Council might consider using. Please note that I have not priced the LTA's ClubSpark offering as there are additional constraints with this provider such as having a registered safeguarding officer, mandatory training, etc. It would also only cover the courts and the following table attempts to provide for multiple facilities.

This will also work with our lockbox systems in that we would advise users (via their booking confirmation email) that they would need to download the app for the key safe and connect their phone to this before accessing the box. This would then ensure that we had an accurate record of who accesses our key safes in the event that the booking is not within staff hours.

<u>Internet Offer</u>	<u>Notes</u>	<u>Cost</u>
eBooking Online.	Very simple set up with integration for payments if needed and email system. Very basic user interface. Limited facility provision.	£20 per month
Courtserve	Very slick user interface. Standard court booking software underneath. Caters more to court provision.	they come in at \$99 per month (so it could be around £45 per month)
<u>GoogleWorkspace</u> –	This is a calendar booking package but limited multifacility options.	£14 per month
Hallmaster	per month with integrated payment ability and remote access integration (need to buy lock separately and potentially a power and network supply).	£20 per month
Hallbooking online	Integrated pricing. Client hosted site and system so nothing to do with the Town Council – very simple set up but not sure about the flexibility with backend requirements.	£10 per month
Acuity Scheduling	integrated text message notifications, email, and reminders. This plan allows up to 6 calendars or venues to book. Takes payments if needed through online	\$27 per month – roughly £20

integration. (Used to be the old SquareSpace appointment manager).
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Recommendation/Notes:

If Members were minded to have this provision, Clerk would recommend Acuity for the complete package provided. This would then advise users to set up their phones for the Bluetooth connection to the key safe, and bookings are immediately charged and available.

Item 8.a – Cemetery Complaints and Resolutions Report

Since the beginning of June, six complaints have been made to the Clerk about the cemetery: two over the phone, two via email with example photographs, and two via complaint forms.

- Both telephone complaints – regarding excessive grass length. Clerk resolved and the resolution was accepted.
- One email complaint – regarding grass length and subsequent cut grass left on graves after cutting; personnel concern addressed by Clerk – **unresolved**
- One email complaint – regarding cut grass left on graves after cutting – **unresolved**
- One form complaint – regarding cut grass left on graves after cutting – **unresolved**
- One form complaint – regarding cut grass left on graves after cutting, and concern that flat cremation memorials (flat stone types) presented a trip hazard – **unresolved**.

The following are examples sent in:



General feedback about the cutting has been positive overall, and the Clerk has personally been present when some visitors have mentioned this. However, Members still have to consider the complaints and provide a response.

There is currently one contractor cutting the grass at the cemetery. Due to the nature of the previous complaints and the general wishes of some Members, the Clerk has advised the contractor to prioritise cutting the areas.

Members are advised that:

- There are fifteen sections of the cemetery.
- The contractor has timed their recent cuts and reports a time of roughly 37 hours to cut the sections. The cemetery as a whole would be approximately 42 hours (including roads, turning sections, and banks). This does not include clearing or cutting further into the bank or the road than necessary.
- Trigger time for strimming, especially, is 4 hours – including breaks for refuelling, rewiring, and general water breaks, this would move to 5.5 hours.
- It's therefore an estimated two weeks for a full cemetery turnaround given best conditions, no burials or internments, and, crucially, with no clean-down time.
- Blowing machines need to be counted in the trigger time.

Members could choose to specify that the Town Council operate a cut-only policy, a cut and clear policy, or any other, but they should be aware that any work other than cutting during the cutting season will cause a delay in the rotation of the cutting schedule.

For example, if the Council were to specify a clearing as well as cutting policy, it could mean that the Cemetery is only able to be completely cut over three or four weeks rather than two.

Members should also note that, strictly speaking, the primary responsibility for cleaning and maintaining the memorial rests with the owner of the EROB. Similar to the issues of grass growing through kerbsets, the Council is limited in what it has the authority to change or repair.

Recommendations/Notes

- Staff would benefit from clear guidance from the Council on what the expectations are. Many other burial authorities note on their websites that they will not clean down areas other than paths/roadways, and what their typical cutting rotation is (ie, how many weeks they would usually take to cut the cemetery). If Members were minded to specify something like this, the Clerk would suggest a wider timeslot of three weeks to allow for busy periods, inclement weather, or any other issues.
- Members may choose to specify what sort of cleaning work is undertaken but must be mindful of the time that work would then take.
- Members may wish to investigate further and instruct the Clerk to respond to the complaints as such.

Item 8.b – Cemetery Fencing Provision

This relates to the rear banking area of the Cemetery where the treeline is the boundary to our land. A stretch of fencing in that area is in very poor repair. A local contractor was approached and provided two quotes:

£1450 + VAT for a new fence line with a 15-year guarantee

£1220 + VAT for a new fence but with slightly different metal materials which didn't come with a guarantee.

If Council were minded to consider these quotes, Standing Orders would need to be suspended as there are no other providers quoting for the works. However, other contractors had been approached for a larger perimeter of repair which was well in excess of £10,000. This provider is quoting for a smaller section but with removal of the fence, installation, and removal of the materials included. This is market price for material, labour, and removal.

Recommendation/notes:

- Council must decide if they would like the works completed.
- If so, Standing Orders would need to be suspended for this Item.
- Members should then decide which quote they would like to approve.

Item 9 – Glynneath Tennis Club Safeguarding Officer

Glynneath Town Council has been approached to enquire as to whether the Town Council could become a safeguarding officer for the club. There are a number of responsibilities that this entails, not least the requirements for enhanced CRB checks, course attendance, and registration.

I approached One Voice Wales for advice with this query, to which they responded that they had some legal concerns and that the Council could respond with:

- “• third party responsibilities fall outside the council’s remit and raise significant issues for the council about accountability, liability and insurance.
- the club’s proposal shifts the responsibility to an external organisation which seems contrary to the LTA safeguarding policy.”

Recommendation/Notes:

- I would **not** recommend that Council takes on this position, especially given the second point above. Council should write back to the tennis club clarifying their position.

Item 10 – Glynneath Football Club request

Glynneath Football Club have requested permission to site a storage cupboard in the home changing rooms at the Pavilion. It is anticipated that this will be the same size as the cupboards in the conservatory area of the Pavilion. They would like to store items in there such as flag posts, flags, and balls.

Recommendation/notes:

If it is safe to install and keep in the changing rooms, this could be accommodated, provided it doesn’t obstruct exits or the use of the facilities more generally. The Football Club should be aware that Glynneath Town Council would not be liable for any loss or damage to the storage itself or the contents. A separate clause could be written into the hire agreement to this effect.

Item 13 – One Voice Wales Constitution and Notice of EGM

For Members to read and consider:

One Voice Wales is writing to all our member Councils to describe some important proposed changes to their governance arrangements.

Since being established in 2004, their governance arrangements have served them well. They want to ensure that they remain sound and robust, with the flexibility to respond to change. They want to facilitate improved engagement with our diverse membership.

A copy of the new draft constitution has been circulated. The new measures include streamlining the arrangements for an AGM to be quorate and improving the effectiveness of the NEC.

These changes require formal adoption. An Extraordinary General Meeting will therefore be held to consider the new constitution.

The meeting will be held remotely at 4.00 pm on Wednesday 3 September 2025.

20% of member Councils must attend for the meeting to take place. This will be the only item of business. The agenda will include a summary of the proposed constitutional changes.

Each Council should nominate one of its Councillors to attend and, in advance of the meeting, determine its position on the constitutional changes being proposed. Councils should nominate one Member to attend and a substitute Member who may only attend in the unavoidable absence of the nominated representative.

It is important that Councils give this matter their attention and ensure that they are represented at the remote meeting to ensure that One Voice Wales achieve the required level of representation to approve the new constitution.

Any Council who wishes to propose any amendments to the proposed new constitution must let One Voice Wales know in writing by 15 August 2025 (5.00 pm).

If no amendments are received by the deadline, an online vote will be taken at the Extraordinary General Meeting using a polling system that will request that Councillors present indicate either YES or NO in response to the proposed constitutional change. Guidance on how to use the polling system will be published in advance of the meeting. The meeting will be recorded so that a permanent record can be maintained of the outcome of the voting process.

The new measures sit alongside wider improvements to the way in which OVW's committees operate, standardising their methods of working. Other changes include role descriptions to provide greater clarity about the roles and responsibilities of positions such as Area Committee representatives. A summary of these changes has been sent out.

Members are asked to consider:

- If they are attending, which Member is attending and who is nominated as a substitute?
- Are there any changes Council would like to see to the constitution?