Cyngor Tref Glynnedd
Glynneath Town Council

The Clerk invites Councillors to attend a
Finance and Audit Committee Meeting
To be held on Wednesday the 10th of September 2025 at 6 PM
at Bethania Community Centre and online.

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 on:
clerk@glynneathtowncouncil.gov.uk or 01639 722961

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 357 423 832 365 1

Passcode: YX6LC3SJ

AGENDA

1. To receive Apologies for absence
2. To receive Members' Declarations of Interest in respect of the business to be transacted
3. Public Questions (limited to 15 minutes – S/O 3e)
4. To approve and sign the Minutes of June 2025 Committee Meeting
5. To receive the budget to date for the year ending 2026
6. To decide on the date for the next committee meeting

Relevant documents are attached on the next pages:

- Minutes from June 2025
- Budget sheet to date

Cyngor Tref Glynnedd
Glynneath Town Council

MINUTES OF THE FINANCE COMMITTEE MEETING WEDNESDAY THE 11TH OF JUNE 2025

HELD ON THE 11TH OF JUNE 2025 AT BETHANIA COMMUNITY CENTRE AND ONLINE

PRESENT:	**COUNCILLORS**	**CLLR. J BULMAN**	**CLLR. J BLOWER**
		CLLR. S KNOYLE	**CLLR. T PITMAN**
	PRESIDING	**CLLR D MORGAN**	
IN ATTENDANCE:		**MX. C WILLCOX (CLERK)**	

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
   There were no apologies for absence.

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

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

4. **TO APPROVE AND SIGN THE MINUTES OF DECEMBER 2024**
   It was proposed, seconded, and **RESOLVED** to approve the Minutes of the Finance and Audit Committee Meeting of December 2024.

5. **MATTERS PERTAINING TO THE AUDIT OF FINANCIAL YEAR END 2025**
   a. **TO CONSIDER THE INTERNAL AUDITOR'S REPORT**
      Members were advised that there were two recommendations from the Internal Auditor's report and were reminded that while it is labelled the internal audit report, it is from an external, independent auditor.

      Members were asked if they had any questions or comments on the report. All Members were keen to have quarterly budget reports and a forward schedule was discussed. Quarterly reports could be given in line with VAT reclaim dates for ease of remembrance.

      With this issue addressed, all recommendations from the Internal Auditor report were considered addressed and actioned.

b. TO CONSIDER AGAR AND ADDITIONAL INFORMATION

Members received the Annual Return form, as the main document that made up the AGAR papers, and explanations for variances. Members were asked if they would like to make any comments or ask any questions. Members considered the changes to the Council-led section of the annual return in particular and would like to see the outcomes against the Finance and Governance toolkit monitored at quarterly meetings.

c. TO CONSIDER INFORMATION FOR FINANCIAL YEAR END 2026 (CURRENT YEAR) – VERBAL UPDATE FROM THE CLERK

Members were advised that the financial year end 2026 would be a full audit by Audit Wales. This would incur additional expense and would require more work when the end of the financial year arrived.

6. MATTERS PERTAINING TO GOVERNANCE

a. TO CONSIDER THE FINANCE AND GOVERNANCE TOOLKIT WORKINGS AND IMPLEMENTATION

Members appreciated that this was a large document and were advised that it was considered in full at the end of 2023.

It was proposed, seconded, and **RESOLVED** to delegate review of the toolkit to the Clerk with a brief report and recommended initial actions to be given at the next Finance and Audit Committee meeting.

Cllr. J Blower joined the meeting

b. TO CONSIDER A FULL POLICY AND PROCEDURES REVIEW

Members considered the listed policies and the brief written report from the Clerk as per the agenda pack. Members wished to review what policies had already been provided by One Voice Wales – previously purchased some time ago – and whether there was the possibility of asking for a revised set.

It was proposed, seconded, and **RESOLVED** to consider in more detail at the next meeting with the hope that a response could be provided by One Voice Wales in the meantime.

ACTION: The Clerk to revise the list once investigations with OVW were underway.

c. TO CONSIDER A FULL ASSET SCHEDULE REVIEW

Members considered the Clerk's report with the agenda pack and welcomed a more robust asset schedule. Members appreciated the time it might take for this to be completed and asked for an update to be provided in the meeting-after-next.

7. TO DECIDE ON THE DATE FOR THE NEXT COMMITTEE MEETING

Members wished to work to a quarterly schedule. The next meeting would take place in July, with meetings then to be scheduled for September, December, and March.

Glynneath Town Council

5 September 2025 (2025-2026)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 05/09/2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Administration

Code	Title	Budget	Payments Actual		Total
2	Printing & Photocopying	600.00	168.21		168.21
3	Stationery	200.00	130.75		130.75
4	Postage	100.00	27.84		27.84
5	Software	2,555.00	1,612.20		1,612.20
6	Telephone & Broadband	1,200.00	363.25		363.25
7	Insurance	3,465.00	4,596.90		4,596.90
8	Bank Charges	300.00	92.10		92.10
9	Audit Fees	3,500.00	1,925.00		1,925.00
10	Membership Fees & Subscriptions	1,186.00	979.50		979.50
11	Consultancy Fees		1,260.62		1,260.62
12	CCTV Provision	1,500.00			
14	School Crossing Patrol	10,500.00	6,308.00		6,308.00
15	Staff Training and Development	1,825.00			
60	Annual Inspections etc for all assets				
61	VAT Claims				
691	Cancelled entries				
	SUB TOTAL	**26,931.00**	**17,464.37**	Variance	**9,466.63**

Bethania Community

Code	Title	Budget	Payments Actual	Total
28	Rates (Bethania)	0	930.80	930.80
29	Utilities (Bethania)	0	3,393.80	3,393.80

30	Waste	0	364.22		364.22
31	Maintenance & Service (Bethania)	1500	101.67		101.67
672	Community Cafe Consumables	0	14.50		14.50
	SUB TOTAL	**1500**	**4,804.99**	Variance	**-3,304.99**

Cemetery

			Payments		
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**
22	Rates (Cemetery)	768	197.60		197.60
23	Equipment & Supplies	1500	224.18		224.18
24	Skip hire	1800	206.67		206.67
25	Utilities (Cemetery)	1300	964.31		964.31
26	Maintenance	1500	485.98		485.98
27	Site Mapping/Surveys				
700	Grounds Contract	0	3,795.00		3,795.00
	SUB TOTAL	**6868**	**5,873.74**	Variance	**994.26**

Councillors & Democracy

			Payments		
Code	**Title**	**Budget**	**Actual**		**Total**
16	Councillor Allowances	5500			
17	Mayoral Allowance	1500	148.64		148.64
18	Civic Support Allowance	0			
19	Senior Member Allowances	500			
20	Elections	12000	5,488.65		5,488.65
21	Bi-Elecion Costs	0			
	SUB TOTAL	19500	**5,637.29**	Variance	**13,862.71**

Grants

Payments

Code	Title	Budget	Actual		Total
685	Selar Extension				
698	S137 grants	500	2,000.00		2,000.00
	SUB TOTAL	**500**	**2,000.00**	Variance	**-1,500.00**

Parks & Open Spaces

Code	Title	Budget	Actual (Payments)		Total
32	Rates (P&O)	2500	2,071.40		2,071.40
33	Lease - Dynamic Park	800	1,920.99		1,920.99
34	Equipment & Supplies	1500	1,953.90		1,953.90
35	Maintenance	3500	5,118.45		5,118.45
37	Waste	2500	2,330.46		2,330.46
38	Utilities (P&O)	3000	1,670.76		1,670.76
39	Playground Inspections	500	160.00		160.00
40	Tree Inspection and Remedial Works	450			
65	Fuel		181.87		181.87
	Van Costs	650			
	SUB TOTAL	**14750**	**15,407.83**	Variance	**-657.83**

Projects

Code	Title	Budget	Actual (Payments)		Total
43	Christmas Lighting	20000	6,860.30		6,860.30
702	Events		12.47		12.47
	SUB TOTAL	20000	**6,872.77**	Variance	**13,127.23**

Salary

Code	Title	Budget	Actual (Payments)		Total
	SUB TOTAL	**164,197.00**	**68,423.50**	Variance	**95,773.50**

Town Hall

Code	Title	Budget	Payments Actual		Total
45	Rates (Town Hall)	6235	2,413.00		2,413.00
46	Utilities (Town Hall)	9000	2,407.64		2,407.64
47	Maintenance & Service	2000	180.94		180.94
48	Alarm costs	0			
680	Waste	90	58.97		58.97
	SUB TOTAL	**17325**	**5,060.55**	Variance	**12,264.45**

Summary

	Total budget	Total spent	Total variance
TOTAL	**253,571.00**	**126,056.39**	**127,514.61**

	FYE 2026 BUDGET	ACTUALS
General Reserves	£ 50,000.00	£ -
Earmarked Reserves		
Election costs	£ 12,000.00	5488.65
Audit fees	£ 3,260.00	0
Asbestos Removal/treatment	£ 1,000.00	£ -
Councillor allowances	£ 6,000.00	£ -
Town Hall Maintenance	£ 20,000.00	£ -
Welfare Park Refurb	£ 35,000.00	£ -
Tree inspection works	£ 3,500.00	£ -
Cemetery mapping for new graves	£ 4,000.00	£ -
Parks and Open Spaces equipment	£ 5,000.00	£ -
Bethania maintenance	£ -	£ -
Legal fees (leases etc)	£ 3,000.00	
Cemetery fencing	£ 13,000.00	£ -
PWLB	£ -	£ -

Emergency repair works to	£ 10,000.00	£ -
Bethania Costs	£ 10,000.00	£ -
Cluster Project	£ 2,000.00	£ -
Café consumables	£ -	£ -
staff reserve	£ 5,000.00	£ -
sum of total resrves	**£ 182,760.00**	