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 15th of October 2025 at 6.30 PM

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

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 378 528 541 500 9

Passcode: fE2Fc7XE

AGENDA

1. MAYORAL ANNOUNCEMENTS TO INCLUDE REMEMBRANCE DAY NOTICE
2. TO ACCEPT 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 THE SEPTEMBER 2025 FULL COUNCIL MEETING
6. MATTERS PERTAINING TO FINANCE AND GOVERNANCE
    a. TO APPROVE PAYMENT SCHEDULES FOR SEPTEMBER 2025 INC. INTERNAL TRANSFER OF £48,477.46 FROM CURRENT ACCOUNT TO RESERVES ACCOUNT
    b. TO APPROVE BANK RECONCILIATIONS
    c. TO NOTE NEW INTEREST RATES
    d. TO APPROVE FINANCIAL REGULATIONS
    e. TO CONSIDER PROVISION OF TWO LAPTOPS FOR ADMINISTRATION OFFICERS
    f. TO NOTE BUDGET SETTING TIMESCALES FOR 2026 – 2027
7. TO RECEIVE UPDATE ON CHRISTMAS PROVISIONS AND APPROVE EVENT PLANS
    a. CHRISTMAS LIGHT SWITCH ON
    b. PANTO PROVISION AT TOWN HALL
8. MATTERS PERTAINING TO PARKS AND OPEN SPACES
    a. TO NOTE DYNAMIC PARK SWING REPAIR
    b. TO CONSIDER GATE ACCESS AT GLYNNEATH MINERS' WELFARE PARK
    c. TO APPROVE SITING OF TEMPORARY CHANGING ROOMS
    d. TO CONSIDER INITIAL PITCH DRAINAGE SCHEME AND APPROVE TENDER PROCESS
    e. TO APPROVE EARMARKED RESERVES FOR PITCH DRAINAGE

    f. TO CONSIDER FOOTBALL PITCH FENCING
    g. TO CONSIDER ELECTRIC VAN PROVISION – CLLR. J BLOWER

9. MATTERS PERTAINING TO GLYNNEATH TOWN HALL
    a. TO CONSIDER BOOKING REQUEST FOR 2026 FROM YGG CWMNEDD
    b. TO RECEIVE UPDATE REGARDING FOYER WORKS
10. MATTERS PERTAINING TO CORRESPONDENCE
    a. TO CONSIDER LITTER PICKING HUBS
    b. TO CONSIDER GREEN FLAG AWARD

Suggest: Approving Standing Order 3 (c) – to exclude members of the public and press.
Reason: Item 11 – HR Matters; Items 12 & 13 – Matters concerning third-party grant awards (Selar Student Extension Funds)

11. TO CONSIDER CONTRACTOR PROVISION OVER WINTER FOR CEMETERY
12. TO CONSIDER SELAR GRANT APPLICATIONS
13. TO RATIFY THE AMOUNT OF AWARD MONIES TO APPLICANTS

Cyngor Tref Glynnedd
Glynneath Town Council

MINUTES OF THE FULL COUNCIL MEETING WEDNESDAY THE 10TH OF SEPTEMBER 2025

HELD ON THE 10TH OF SEPTEMBER 2025 AT BETHANIA COMMUNITY CENTRE AND ONLINE

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

1. **MAYORAL ANNOUNCEMENTS**
Cllr Morgan advised Members that he and the Deputy Mayoress had attended the Battle of Britain Service recently and would be attending the upcoming inauguration of Pontardawe Town Council's Mayor.

2. **TO ACCEPT 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 Knoyle and Cllr H Davies declared interests as County Council Members for Items 9a, b, and c.
Cllr H Davies declared an interest in Item 8d and would not take part in any decision-making.

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

Signed: ____ (Chair)

5. **TO NOTE THE 50TH ANNIVERSARY OF GLYNNEATH TOWN COUNCIL**
   Cllr Morgan advised that Glynneath Town Council was formed in October 1974, and this year would mark the 50th full year of the Town Council's operation. Cllr Morgan asked that Council consider adding their name to the upcoming celebration concert with the local schools and choir. Members agreed.

6. **TO APPROVE THE MINUTES OF JULY 2025 FULL COUNCIL MEETING**
   It was proposed, seconded, and **RESOLVED** to approve the Minutes of the July 2025 Full Council meeting.

7. **MATTERS PERTAINING TO FINANCE AND GOVERNANCE**
   a. **TO APPROVE PAYMENT SCHEDULES – JULY AND AUGUST 2025**
      It was proposed, seconded, and **RESOLVED** to approve the payment schedules for July 2025 and August 2025.
   b. **TO APPROVE BANK RECONCILIATIONS**
      It was proposed, seconded, and **RESOLVED** to approve the bank reconciliation for accounts of the 31st of August 2025.
   c. **TO RECEIVE BUDGET UPDATE**
      Members considered the budget presented, and the Clerk gave an overview of items highlighted in the budget lines. Finance and Audit Committee Members recommended the inclusion of a 'forecast' line and 'comments' line.
      To date, six months into the financial year, Council have spent circa £127,000 and Council had budgeted to spend a further £127,000. Earmarked reserves were healthy.
   d. **TO APPROVE QUOTE FOR WORKS TO GLYNNEATH TOWN HALL**
      It was proposed, seconded, and **RESOLVED** to suspend Standing Orders regarding procurement procedures as outlined in the Agenda Pack.
      It was proposed, seconded, and **RESOLVED** to accept the quote from Barrie Scully for £97,967 + VAT
   e. **TO APPROVE SELAR STUDENT GRANT PAYMENT RANGE**
      It was proposed, seconded, and **RESOLVED** to keep the fund going for two years and therefore make each award a maximum of £150, dependent on the number of applicants.

8. **MATTERS PERTAINING TO CORRESPONDENCE**
   a. **TO NOTE RESPONSE FROM NPTCBC REGARDING TRAFFIC CONCERNS**
      Correspondence from NPTCBC was noted. Cllr Knoyle advised that the matter would be discussed in future NPTCBC councillor surgeries.
   b. **TO CONSIDER REPRESENTATION AT ONE VOICE WALES ANNUAL CONFERENCE AND MEETING**
      Cllr Morgan reminded Members of the importance of attending One Voice Wales events and encouraged attendance.
      It was proposed, seconded, and **RESOLVED** to budget for two Members to attend at a cost of £95 each and to email all to gauge interest.

c. **TO CONSIDER PROPOSALS FROM GLYNNEATH WELFARE CRICKET CLUB (Pre-circulated. Not yet in the public domain as potentially pre-contract)**
The Clerk provided an update on the current cricket plans, which involve running the club at Resolven for the next 24 months. They would appreciate the Town Council keeping the channels of communication open.
Members were keen to ensure the club were still engaged and were pleased to know that the children's teams would be playing at Glynneath in the near future.
The Clerk would work with the cricket club to agree a hire agreement when needed, and keep the club informed of any further meetings and considerations.

Cllr Morgan moved Agenda Items 9a, b, and c to be considered before Item 8d.

9. **MATTERS PERTAINING TO PLANNING APPLICATIONS**
   a. **P2025/0533|Replacement single storey rear extension|2 Craig Nedd Glynneath Neath Port Talbot SA11 5HG**
   There were no objections
   b. **P2025/0430|Conversion of former chapel (D1) into four-bedroom dwelling (C3) with self-contained one bedroom annex and off-road parking for a total of three cars.|Capel-y-glyn Independent Chapel Heol Y Glyn Glynneath Neath Port Talbot**
   Members were concerned about graveyard access and what this might mean for the public and family members attending the area.
   Members were also concerned about vehicular access being restricted at the area and wished to make their concerns known to NPTCBC planning officers.
   c. **P2025/0550|First floor flat roof rear extension|8 Ivorites Row Glan Gwrelych Pontwalby Glynneath Neath Port Talbot SA11 5LF**
   There were no objections.

Item 8.d:

d. **TO CONSIDER REQUESTS FROM GLYNNEATH TOWN FOOTBALL CLUB (Pre-circulated. Not yet in public domain as potentially pre-contract)**
Cllr Morgan introduced Members to Ms Roberts, who attended on behalf of Glynneath Town Football Club. Cllr Morgan advised that Ms Roberts would not be able to receive a resolution or decision at this meeting, but that Members could certainly consider points raised.
Ms Roberts thanked the Council for allowing her to attend and speak, and explained the football club's position, inviting Members to ask questions.
Members were eager that plans were considered and planned appropriately.
Council would consider the matter in more detail in the coming weeks and keep in contact with the football club.

It was proposed, seconded, and **RESOLVED** to enact Standing Order 3 (c) and exclude members of the public and press from the discussion of item 10.

10. **TO APPROVE NALC RECOMMENDED PAY RISE FOR STAFF MEMBERS ON SPINAL COLUMN POINTS**
It was proposed, seconded, and **RESOLVED** to approve the pay rise for staff members on spinal column points.

Signed: ______________________________________ (Chair)

Glynneath Town Council

10 October 2025 (2025-2026)

PAYMENTS LIST

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.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Salary	03/09/2025 - 25/09/2025				Confidential			14,367.88		14,367.88
356	Rates (Town Hall)	01/09/2025		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	483.00		483.00
302	Stationery	01/09/2025		Unity Current Accour	Amazon 56.91	Diary	DPS Trading Ltd	S	5.79	1.16	6.95
301	Stationery	01/09/2025		Unity Current Accour	Amazon 56.91	Various - see notes	Amazon EU	S	6.66	1.33	7.99
357	Rates (Cemetery)	01/09/2025		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	40.00		40.00
355	Utilities (Cemetery)	01/09/2025		Unity Current Accour		Water Rates	Dwr Cymru	Z	88.00		88.00
358	Rates (P&O)	01/09/2025		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	415.00		415.00
301	Equipment & Supplies	01/09/2025		Unity Current Accour	Amazon 56.91	Various - see notes	Amazon EU	S	22.49	4.50	26.99
301	Equipment & Supplies	01/09/2025		Unity Current Accour	Amazon 56.91	Various - see notes	Amazon EU	S	7.07	1.42	8.49
301	Equipment & Supplies	01/09/2025		Unity Current Accour	Amazon 56.91	Various - see notes	Amazon EU	S	5.41	1.08	6.49
359	Fuel	03/09/2025		Unity Current Accour		Fuel	Allstar Business Solutions	S	50.46	10.09	60.55
366	Rates (Bethania)	04/09/2025		Unity Current Accour		Rates	NEATH PORT TALBOT CBC	X	-930.80		-930.80
367	Maintenance	08/09/2025		Unity Current Accour		Machine Service & Maintenance	FTS Fork Truck Services ltc	S	387.61	77.52	465.13
368	Grounds Contract	08/09/2025		TSB Bank Account		Cemetery Contractor	Contractor	Z	600.00		600.00
371	Skip hire	09/09/2025		Unity Current Accour		Skip hire	Derwen Recycling Limited	S	280.00	56.00	336.00
369	Equipment & Supplies	09/09/2025		Unity Current Accour		Transport	Portacover	S	1,050.00	210.00	1,260.00
370	Maintenance	09/09/2025		Unity Current Accour		Football Field Paint	Origin Amenity Solutions	S	353.00	70.60	423.60
378	Maintenance	09/09/2025		Unity Current Accour		Various - see notes	Amazon EU	S			
371	Waste	09/09/2025		Unity Current Accour		Skip hire	Derwen Recycling Limited	S	280.00	56.00	336.00
379	Maintenance	12/09/2025		Unity Current Accour	60.67	Building Supplies	B&M Retail Ltd	S	36.64	7.33	43.97
380	Maintenance	12/09/2025		Unity Current Accour	60.67	Cutting Disc	Amazon EU	S	13.92	2.78	16.70
419	Maintenance	12/09/2025		TSB Bank Account		Key Lockboxes	ENER-J SMART LTD	S	50.62	10.13	60.75
418	Grounds Contract	12/09/2025		TSB Bank Account		Cemetery Contractor	Contractor	Z	840.00		840.00
385	Maintenance	15/09/2025		Unity Current Accour		Machine Service & Maintenance	FTS Fork Truck Services ltc	S	342.80	68.56	411.36
383	Maintenance	15/09/2025		Unity Current Accour		Verti draining	NPT Finance & Corporate S	S	4,828.10	965.62	5,793.72
384	Waste	15/09/2025		Unity Current Accour		Skip hire	Derwen Recycling Limited	S	280.00	56.00	336.00
386	Security	15/09/2025		Unity Current Accour		Security Services	Nitelight Security	S	120.00	24.00	144.00
417	Software	16/09/2025		TSB Bank Account		Microsoft Subscription	Microsoft	S	20.60	4.12	24.72
387	Maintenance	17/09/2025		Unity Current Accour		Fuel	Allstar Business Solutions	S	16.67	3.33	20.00
387	Fuel	17/09/2025		Unity Current Accour		Fuel	Allstar Business Solutions	S	30.09	6.02	36.11
381	Utilities (P&O)	22/09/2025		Unity Current Accour		Gas	British Gas	L	25.53	1.28	26.81
395	Utilities (P&O)	22/09/2025		Unity Current Accour		Gas	British Gas	L	25.53	1.28	26.81
399	Utilities (Bethania)	23/09/2025		Unity Current Accour		Electric	SSE Southern Electric	L	228.66	11.43	240.09
396	Lease - Dynamic Park	23/09/2025		Unity Current Accour		Land rental	NEATH PORT TALBOT CBC	X	75.00		75.00

Glynneath Town Council

PAYMENTS LIST

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.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
397	Lease - Dynamic Park	23/09/2025		Unity Current Accour		Land rental	NEATH PORT TALBOT CBC	X	82.50		82.50
398	Security	23/09/2025		Unity Current Accour		Security Services	Nitelight Security	S	468.00	93.60	561.60
401	Utilities (Town Hall)	25/09/2025		TSB Bank Account		Electric	SSE Southern Electric	L	167.59	8.38	175.97
402	Utilities (P&O)	25/09/2025		TSB Bank Account		Electric	SSE Southern Electric	L	199.69	9.98	209.67
415	Telephone & Broadband	26/09/2025		Unity Current Accour		Mobile Wifi	Three Mobile	S	30.34	6.07	36.41
416	Waste	29/09/2025		Unity Current Accour		Trade Waste	NEATH PORT TALBOT CBC	Z	60.01		60.01
420	Maintenance	29/09/2025		Unity Current Accour		Ditch Clearance	Rhys Mosely	Z	600.00		600.00
403	Welfare Park Phase Two	29/09/2025		Unity Current Accour		Welfare Park Feasibility Study	Alan Lewis Ltd	S	795.00	159.00	954.00
403	Welfare Park Phase Two	29/09/2025		Unity Current Accour		Welfare Park Feasibility Study	Alan Lewis Ltd	S	95.00	19.00	114.00
403	Welfare Park Phase Two	29/09/2025		Unity Current Accour		Welfare Park Feasibility Study	Alan Lewis Ltd	S	65.00	13.00	78.00
400	Bank Charges	30/09/2025		Unity Current Accour		Bank Charge	Unity Trust Bank	X	1.50		1.50
421	Bank Charges	30/09/2025		Unity Current Accour		Bank Charge	Unity Trust Bank	X	14.25		14.25
								Total	**27,024.61**	**1,960.61**	**28,985.22**

Fixed Fee
Account statement

Printed: 10 October 2025

Glynneath Town Council
HIGH STREET
GLYNNEATH
SA11 5DA

Sort code:776507
BIC:TSBSGB2AXXX

Account number:14299260
IBAN:GB92TSBS77650714299260

The data shown on your statement was correct at the time of printing.Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on **0345 835 3858** Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 203 284 1576, from outside the UK). Or Textphone 0345 835 3852.

Date	Description	Type	In (£)	Out (£)	Balance (£)
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
2025-10-01	Service Charges Ref:708496641	PAY	0.00		28,932.27
2025-09-25	SSE ENERGY SUPPLY REFERENCE: 0081026-DD01234701	DD		175.97	28,932.27
2025-09-25	SSE ENERGY SUPPLY REFERENCE: 0081026-DD01234695	DD		209.67	29,108.24
2025-09-16	MICROSOFTÑG11324407 5 CD 6610	DEB		24.72	29,317.91

Date	Description	Type	In (£)	Out (£)	Balance (£)
2025-09-12	M[redacted] Powell invoice 8	FPO		840.00	29,342.63
2025-09-12	B&Q MARKETPLACE CD 6610	DEB		60.75	30,182.63
2025-09-08	M[redacted] Powell invoice 7	FPO		600.00	30,243.38
2025-09-01	Service Charges Ref:708411792	PAY	0.00		30,843.38
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]		[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]

ATM	Cash machine	CSH	Cash	IB	Internet Banking
BGC	Bank Giro Credit	CSQ	Cash/Cheque	MTU	Mobile Top Up
BP	Bill Payments	DD	Direct Debit	PAY	Payment
CD	Card * (Followed by the last 4 digits of the card)	DEB	Debit Card	PSV	Paysave
		DEP	Deposit	SAL	Salary
CHG	Charge	DR	Overdrawn Balance	SO	Standing Order
CHQ	Cheque(s)	EUR	Euro Cheque	TFR	Transfer
COMM	Comission	FPI	Faster Payments In		
COR	Correction	FPO	Faster Payments Out		

Glynneath Town Council

RECONCILIATION - TSB Bank Account 30-09-2025

From Accounts	£28,879.53
Payments not cashed . . . . . Add	£52.74
Receipts not entered . . . . . Subtract	
Statement should be	**£28,932.27**

Your Account Statement

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Ceri Willcox
Glynneath Town Council
Bethania Community Centre
Park Avenue Glynneath
Neath
SA11 5DW

Date: 30/09/2025

Account Name: Glynneath Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20444675

Your arranged overdraft limit is £0.00

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

Call us: 0345 140 1000
Email us: us@unity.co.uk
Visit us: unity.co.uk

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£98,477.46
01/09/2025	Transfer	Transfer to 20444688	£48,477.46	£0.00	£50,000.00
01/09/2025	Direct Debit	Direct Debit (DWR CYMRU WELSH WA)	£88.00	£0.00	£49,912.00
01/09/2025	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£483.00	£0.00	£49,429.00

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
01/09/2025	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£40.00	£0.00	£49,389.00
01/09/2025	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£415.00	£0.00	£48,974.00
03/09/2025	Direct Debit	Direct Debit (ALLSTAR)	£60.55	£0.00	£48,913.45
03/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
03/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
03/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
03/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
03/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
03/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
04/09/2025	Credit	NPTCBC REVS REF AC	£0.00	£930.80	£48,355.59
05/09/2025	Credit	NURSE + LTD SW	£0.00	£150.00	£48,505.59
09/09/2025	Faster Payment Debit	B/P to: Portacover	£1,260.00	£0.00	£47,245.59
09/09/2025	Faster Payment Debit	B/P to: Amazon Payments UK	£56.91	£0.00	£47,188.68
09/09/2025	Faster Payment Debit	B/P to: Origin Amenity	£423.60	£0.00	£46,765.08
09/09/2025	Faster Payment Debit	B/P to: Derwen Recycling	£672.00	£0.00	£46,093.08
09/09/2025	Faster Payment Debit	B/P to: FTS Tom	£465.13	£0.00	£45,627.95
09/09/2025	Credit	TSB BANK	£0.00	£4,284.00	£49,911.95
10/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
10/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
10/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
10/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
10/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
10/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
15/09/2025	Direct Debit	[redacted]	[redacted]	£0.00	[redacted]

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
15/09/2025	Faster Payment Debit	B/P to: Neath Port Talbot	£5,793.72	£0.00	£42,224.78
15/09/2025	Faster Payment Debit	B/P to: Derwen Recycling	£336.00	£0.00	£41,888.78
15/09/2025	Faster Payment Debit	B/P to: [redacted] Expenses	£60.67	£0.00	£41,828.11
15/09/2025	Faster Payment Debit	B/P to: FTS Tom	£411.36	£0.00	£41,416.75
15/09/2025	Faster Payment Debit	B/P to: Nitelight	£144.00	£0.00	£41,272.75
15/09/2025	Credit	ALUN H LEWIS FUNE	£0.00	£700.00	£41,972.75
15/09/2025	Credit	ALUN H LEWIS FUNE	£0.00	£150.00	£42,122.75
16/09/2025	Faster Payment Debit	B/P to: One Voice Wales	£870.00	£0.00	£41,252.75
17/09/2025	Direct Debit	Direct Debit (ALLSTAR)	£56.11	£0.00	£41,196.64
17/09/2025	Direct Debit	[redacted]	[redacted]	£0.00	[redacted]
17/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
17/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
17/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
17/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
17/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
17/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
18/09/2025	Credit	ALUN H LEWIS FUNE	£0.00	£350.00	£39,994.10
22/09/2025	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£26.81	£0.00	£39,967.29
23/09/2025	Faster Payment Debit	B/P to: SSE Bethania Acct	£240.09	£0.00	£39,727.20
23/09/2025	Faster Payment Debit	B/P to: Neath Port Talbot	£82.50	£0.00	£39,644.70
23/09/2025	Faster Payment Debit	B/P to: Nitelight	£561.60	£0.00	£39,083.10
23/09/2025	Faster Payment Debit	B/P to: Neath Port Talbot	£75.00	£0.00	£39,008.10
23/09/2025	Faster Payment Debit	[redacted]	[redacted]	£0.00	[redacted]
23/09/2025	Faster Payment Debit	[redacted]	[redacted]	£0.00	[redacted]

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/09/2025	Faster Payment Debit	[redacted]	[redacted]	£0.00	[redacted]
24/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
24/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
24/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
24/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
24/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
24/09/2025	Standing Order	[redacted]	[redacted]	£0.00	[redacted]
25/09/2025	Direct Debit	[redacted]	[redacted]	£0.00	[redacted]
26/09/2025	Direct Debit	[redacted]	[redacted]	£0.00	[redacted]
26/09/2025	Direct Debit	Direct Debit (H3G)	£36.41	£0.00	£29,538.46
29/09/2025	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£60.01	£0.00	£29,478.45
29/09/2025	Faster Payment Debit	B/P to: Rhys Mosely	£600.00	£0.00	£28,878.45
29/09/2025	Faster Payment Debit	B/P to: Alan Lewis Ltd	£1,146.00	£0.00	£27,732.45
30/09/2025	Fee	Manual Credit Handling Charge	£1.50	£0.00	£27,730.95
30/09/2025	Fee	Service Charge	£14.25	£0.00	£27,716.70

Sending or Receiving Currency

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When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on 0345 140 1000 for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number 0808 196 8420.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on 0345 140 1000. We aim to resolve any issues as soon as possible.

Accessibility

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Additional information

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A copy of our fees and charges can be found on our website – https://www.unity.co.uk/terms-and-conditions/

This information is also available by calling 0345 140 1000.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your pre-notification statement

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

For Businesses. For Communities. For Good.

Ms Ceri Willcox
Glynneath Town Council
Bethania Community Centre
Park Avenue Glynneath
Neath
United Kingdom
SA11 5DW

Date: 30/09/2025

Statement number: 066

Account Name: Glynneath Town Council

Sort Code: 608301

Account Number: 20444675

Dear Ms Ceri Willcox,

This letter outlines charges relating to the transactions and debit interest on your account between 01/09/2025 and 30/09/2025.

You can find full details of our fees and charges within the Standard Service Tariff on our website https://www.unity.co.uk/terms-and-conditions/

The charges for this billing period are:

Total charges	£15.45
Total debit interest	£0.00
To be debited from your account on	31/10/2025

Pre-notification of account charges		
Type	Count	Charge
Automated Payments	43	£6.45
Faster Payments	20	£3.00
Manual	—	£0.00
Account Fee	—	£6.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit https://www.unity.co.uk/terms-and-conditions/

Fraud Concerns

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What happens when something goes wrong?

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Thanks

Your Unity Team

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Glynneath Town Council

RECONCILIATION - Unity Current Account 30-09-2025

From Accounts	£27,566.91
Payments not cashed . . . . . Add	£149.79
Receipts not entered . . . . . Subtract	
Statement should be	**£27,716.70**

Your Account Statement

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Ceri Willcox
Glynneath Town Council
Bethania Community Centre
Park Avenue Glynneath
Neath
SA11 5DW

Date: 30/09/2025

Account Name: Glynneath Town Council

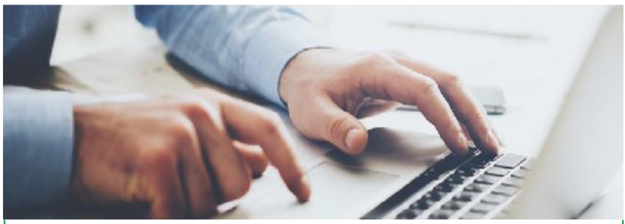
Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20444688

The credit interest rate is 2.25% AER as of your statement date.

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/08/2025		Balance brought forward	£0.00	£0.00	£90,366.27
01/09/2025	Transfer	Transfer from 20444675	£0.00	£48,477.46	£138,843.73
30/09/2025	Credit Interest	Credit Interest	£0.00	£441.86	£139,285.59

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Glynneath Town Council

RECONCILIATION - Unity Reserves Account (688) 30-09-2025

From Accounts	£139,285.59
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£139,285.59**

Your Account Statement

unity trust bank
For Businesses. For Communities. **For Good.**

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Ceri Willcox
Glynneath Town Council
Bethania Community Centre
Park Avenue Glynneath
Neath
SA11 5DW

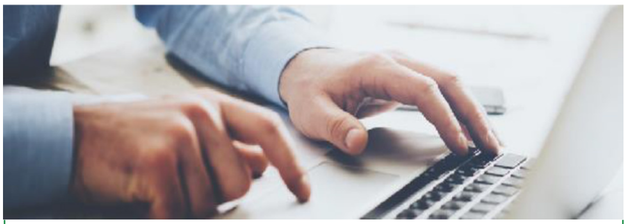
Date: 30/09/2025

Account Name: Glynneath Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20444691

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

The credit interest rate is 2.25% AER as of your statement date.

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/08/2025		Balance brought forward	£0.00	£0.00	£2,239.58
30/09/2025	Credit Interest	Credit Interest	£0.00	£12.70	£2,252.28

Sending or Receiving Currency

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This information is also available by calling **0345 140 1000**.

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Glynneath Town Council

RECONCILIATION - Unity Instant Access Account (Selar) 691 30-09-2025

From Accounts	£2,252.28
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£2,252.28**

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

GLYNNEATH TOWN COUNCIL FINANCIAL REGULATIONS

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Policy adopted: Full Council Meeting, October 2025 – Minute 6.d
Policy renewal due: AGM May 2026

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* – The Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment, including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, bank reconciliations will be verified in a Full Council Meeting (for all accounts) produced by the RFO. The verification will form part of the signed Minutes.

2.7. Regular back-up copies shall be made of the records on any council computer and stored online and in a separate location from the computer. The council shall implement measures to ensure that access to any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor considers necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal Auditors may not, under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice, including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit, the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions, shall be reviewed by the Personnel Committee at least annually in November for the following financial year, and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel Committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

4.6. Having considered the proposed budget and forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government**

Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the publication of invitations and notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes.

[1] The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute or other auditable evidence trail.

5.16. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £2000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and TSB. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. These payments will still be presented in Payment Schedules presented at Full Council Meetings.

6.8. The Clerk shall have delegated authority to authorise payments in the following circumstances:

  i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iv. Fund transfers within the council's banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to authorised signatories.

7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud, and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and prepared by an Officer.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Administrative Assistant and any balance shall be paid in full each month.

9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT.

10. Petty Cash

10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee

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11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted form the software by the due date.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each facility shall be responsible for the care and custody of stores and equipment in that facility.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case, a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible, moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case, a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually, and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract, and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall, in addition, state that tenders must be addressed to the Clerk in the ordinary course of post, unless the council has agreed an electronic tendering process.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the specified date by the Clerk in the presence of at least one member of the council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

TO CONSIDER PROVISION OF TWO LAPTOPS FOR ADMINISTRATION OFFICERS

The administration team currently use laptops where Windows 10 is the operating system. As of this year, Microsoft has stopped providing for Windows 10 and is moving to Windows 11, leaving security updates and potential gaps in firewall protection.

Additionally, both laptops are currently experiencing extreme failures with power sources, whereby the Clerk laptop will not power on without connection to a mains supply, and the Administrative Assistant laptop requires a new charger once per quarter.

In the interest of solving these problems and also providing Windows 11 capacity, the Clerk has sourced advice from other Officers, technical experts, and carried out research into possible provision. From that, there are three options presented on the basis that:

- A Ryzen chipset was recommended most
- The laptop should be of a reputable brand
- Windows 11 was the operating system
- Cloud-based software would be the majority of the storage and use, but access would need to be robust
- The Clerk's laptop, in particular, would need good-quality sound and camera provision if internally supplied.

NOTE: This would not be budgeted purchase as the change of Windows systems and the decay of the two current machines was not foreseen. The Clerk would recommend that budget be vired from a suitable earmarked reserve – possibly Councillor training/allowances.

Three options (all without delivery):

Acer Aspire Go 15 AG15-42P Laptop - AMD Ryzen 7 5825U, 16GB, 1TB SSD - £544.30

HP 17" Laptop - AMD Ryzen™ 7, 16GB RAM, 1TB SSD storage - £629.00

Dell Inspiron 16 5645 Laptop 16" FHD+ Display, AMD Ryzen 7 8840U, Radeon Graphics, 16GB RAM, 1TB SSD - £699.00

Of the three, the HP was recommended by other Officers throughout the UK, particularly for its fast-charge capacity and lack of overheating. For £50 per year, the laptop can be covered by the HP Store for any faults or repairs needed. The Acer is the least reviewed laptop but sound quality was particularly lacking. The Dell laptop is a staple of tech workers throughout the country.

Recommendation: If Council are minded to approve the purchase of two laptops,it would be a choice of either the Dell or the HP

TO CONSIDER INITIAL PITCH DRAINAGE SCHEME AND APPROVE TENDER PROCESS

Members will be aware that Glynneath Town Council won a grant through the UKSPF provision for a pitch drainage expert to provide a plan and pitch layout report.

The contractor has taken into consideration the Council's wish to make provision for artificial cricket wickets at the Welfare Park and has provided the following plan for forward works.

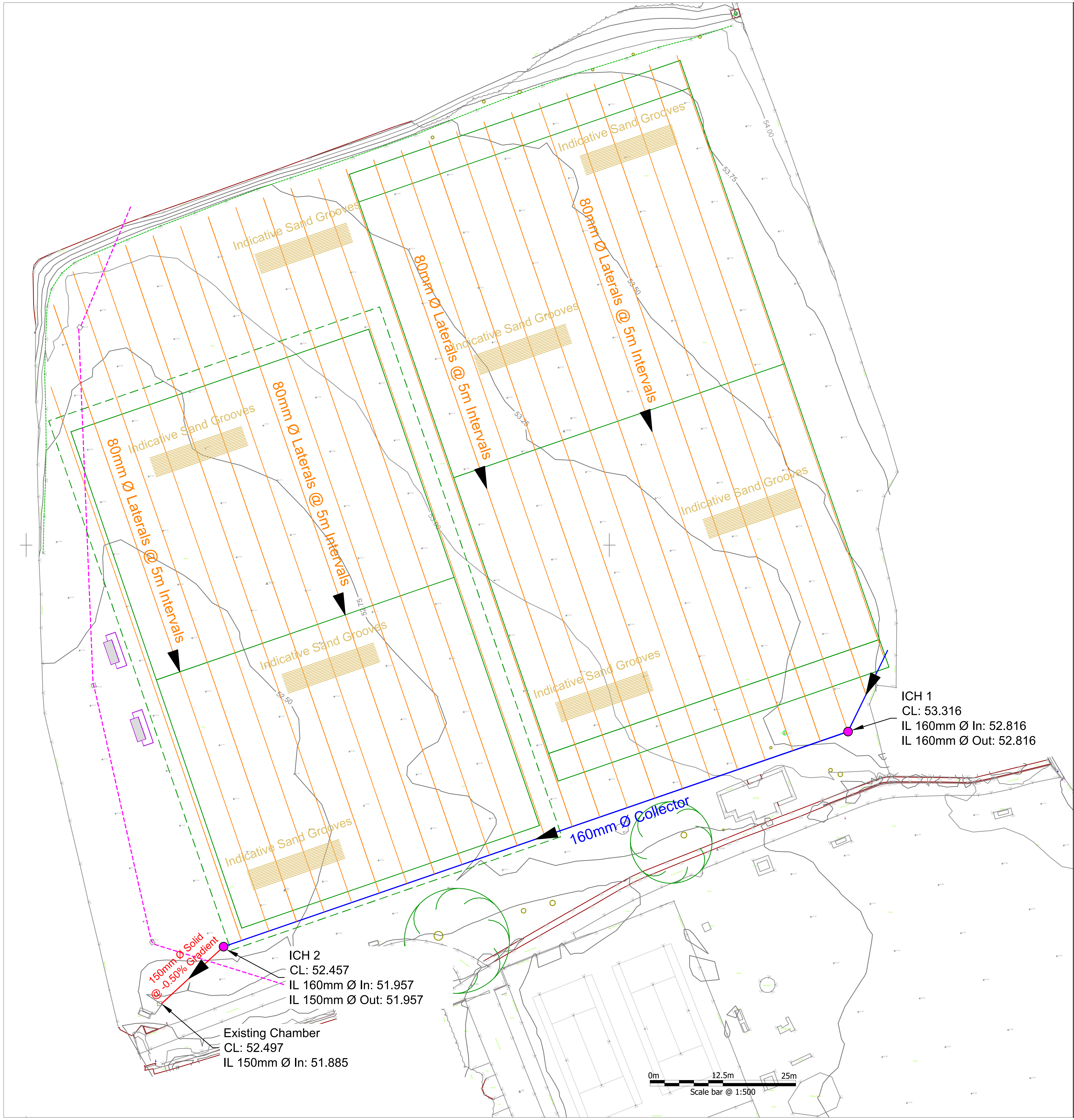
The current boundaries of the Town Council's land mean that the land provision is quite compact. This would mean that we would be able to provide:

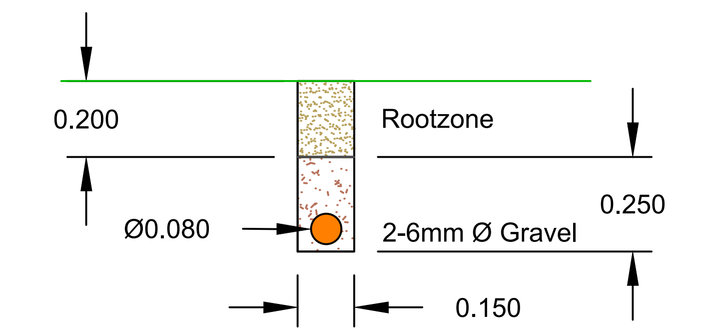
- One football pitch
- One rugby pitch
- One artificial cricket wicket would stand in the 'run-off' areas for the winter pitches.

Council need to resolve to:

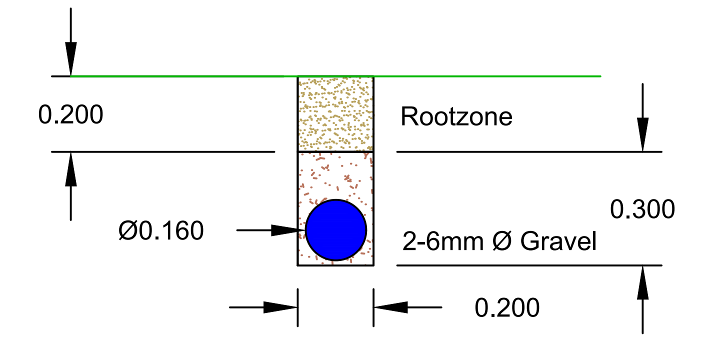
- Accept or deny the plans as they are presented below
- Confirm that the contractor can write tender documents and manage a tender process within Council's Financial Regulations for the works.

NOTE: As per Financial Regulations, certain thresholds require specific processes. Since the contract is over £30,000, we're still classed as a "notifiable below-threshold contract". Council will receive a 'tender pack' from the contractor, and we will follow the regulations from there.

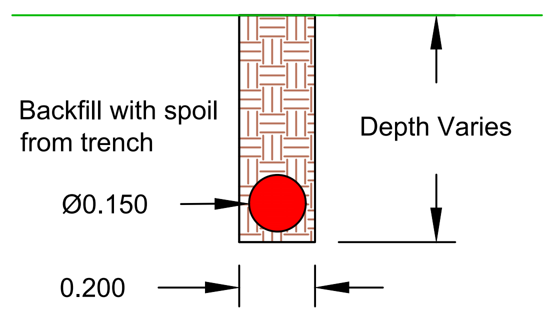




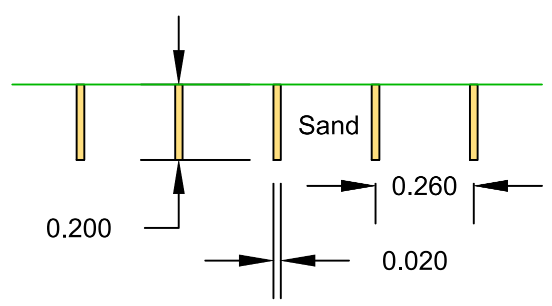
80mm Ø Lateral (Perforated Plastic Pipe)



160mm Ø Collector (Perforated Plastic Pipe)



150mm Ø Solid Drain (Solid Twin-walled Pipe)



Sand Grooves @ 26cm Intervals

NOTES:-

1) Existing levels and infrastructure taken from drawing Topographical Survey at the Welfare Ground in Glynneath 3D provided by the client.

Revisions				
Rev	Date	Description	Drawn By	Checked By

LEGEND:-

- Existing Sewer
- Major Contours - 2m Intervals
- Minor Contours - 50cm Intervals
- 80mm Ø Lateral Drain @ 5m Intervals
- 160mm Ø Collector
- 150mm Ø Solid
- Indicative Sand Grooves @ 0.26m Intervals
- Inspection Chamber
- Football / Rugby Pitches
- Dug Outs / Technical Areas

Alan Lewis Ltd
Sports Surface Consultant and Groundstaff Mentor
1A Crowmeole Lane
Shrewsbury
Shropshire
SY3 8AX
Mobile 07484 074904
Tel: 01743 242606
Email: alanlewisltd@btconnect.com

NORTH
INDICATIVE ONLY

Drawing Title

Drainage Design

Project :	Glynneath Welfare Park
Client :	Glynneath Town Council
Consultant :	Andy McLeod
Date :	07/10/2025
Drawing Status :	Design
Scale :	1:500
Paper Size :	A2
Drawn by :	OM
Checked by :	AM
Approved by :	AL

Drawing Number: AL - GWP - 001

Revision: 0

TO CONSIDER ELECTRIC VAN PROVISION – CLLR. J BLOWER

Council are asked to consider the following:

At present, Glynneath Town Council is running a 2016 diesel van, which is not environmentally friendly due to its reliance on fossil fuels.

The van is used by our grounds staff for various tasks, such as carrying tools and equipment for council use, collecting and disposing of rubbish from playground bins, and occasionally taking it to the recycling centre at Baglan. The van is used to transport tables and chairs to and from various venues, i.e., the town hall, Bethania community centre, and playing fields. Staff have reported that small building jobs are quick and more straightforward to perform when transport is available.

Grass cutting equipment can be moved to required workplaces, i.e., cemeteries, skate parks, and playing fields.

This can also be an opportunity for local groups to collaborate with the Council, as seen with Grass Roots, a local charity. Grass Roots could partner with the Council to use an electric vehicle to move water bowsers (for community planters), transport planters themselves, and move tools between bases and community 'stations' where they aid members of the public in performing gardening tasks.

Should the Pavilion be used for refreshment provision in the future, it would also be beneficial for staff to collect stock and provisions. This is just a brief insight into how a vehicle has been advantageous to the Town Council so far, where this trial period has shown the long-overdue value to our community.

Now could be the right time to consider a move to electric and show our environmental intentions as we advance. This would go well with our Section 6 duty and could be another community asset. Council could consider working with the idea and researching providers, funders, benefits, and beneficiaries.