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 April 2026 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 meeting
Join: https://teams.microsoft.com/meet/330233270218475?p=iAaCR2YtlyZHChX7YB
Meeting ID: 330 233 270 218 475
Passcode: NA9qA7Qh

AGENDA

1. MAYORAL ANNOUNCEMENTS
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 FEBRUARY 2026 FULL COUNCIL MEETING
6. MATTERS PERTAINING TO FINANCE AND GOVERNANCE
   a. TO CONSIDER EASTER MEETINGS IN FUTURE YEARS
   b. TO APPROVE DECEMBER PAYMENT SCHEDULE AND FULL BANK RECONCILIATION
   c. TO CONSIDER RENT REVIEW OF LAND CHARGES AT DYNAMIC PARK
   d. TO APPROVE ENERGY SUPPLIERS – GAS AND ELECTRIC
   e. TO CONSIDER INTERNAL AUDITOR PROVISION FOR NEXT 3 YEARS
   f. TO RECEIVE AUDIT TIMELINE
   g. TO RECEIVE BID FOR ONE VOICE WALES AWARD – RE: PARKS
7. TO RECEIVE UPDATE ON TOWN HALL CONCERNS (VERBAL)
8. TO RECEIVE UPDATE FROM GHAVC – GENERAL (VERBAL)
9. MATTERS PERTAINING TO PLANNING
   a. **P2026/0125**|Single storey side extension|1 Earlsfield Close Glynneath Neath Port Talbot SA11 5DS
10. TO RECEIVE UPDATE REPORTS FOR OUTSTANDING PROJECTS (VERBAL)

    Suggest: Approving Standing Order 3 (c) – to exclude members of the public and press.
    Reason: Consideration initial stages of complaint

11. TO CONSIDER POTENTIAL COMPLAINT RE: TOWN HALL

Cyngor Tref Glynnedd
Glynneath Town Council

MINUTES OF THE FULL COUNCIL MEETING WEDNESDAY THE 11TH OF FEBRUARY 2026

HELD ON THE 11TH OF FEBRUARY 2026 AT BETHANIA COMMUNITY CENTRE AND ONLINE

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

1. **MAYORAL ANNOUNCEMENTS**
   Members noted the sad news of the passing of Neil Price of Aberpergwm Colliery. Neil will be greatly missed.

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**
   Declarations of interest were received from Cllr H Davies and Cllr S Knoyle in respect of Item 8 and will not take part in any resolutions or actions.
   Cllr H Davies declared an interest in Item 12 and would not take part in Actions or Resolutions.

Signed: ______________________________ (Chair)

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

5. **TO APPROVE THE MINUTES OF THE JANUARY 2026 FULL COUNCIL MEETING**
   It was proposed, seconded, and **RESOLVED** to approve the Minutes of the January 2026 Full Council Meeting.

6. **MATTERS PERTAINING TO FINANCE AND GOVERNANCE**
   a. **TO APPROVE NOVEMBER 2025 PAYMENT SCHEDULE AND FULL BANK RECONCILIATION**
      It was proposed, seconded, and **RESOLVED** to approve the presented payment schedule and full bank reconciliation up to November 2025.
   b. **TO CONSIDER SCHOOL CROSSING PATROL SLA – DOCUMENTS CIRCULATED**
      It was proposed, seconded, and **RESOLVED** to approve the SLA for the school crossing patrol officer for the financial year 2026 to 2027.
   c. **TO NOTE BANK INTEREST RATE CHANGES – FROM 2.10% TO 1.95%**
      Members noted the new figures and considered future investment options. This would be brought up again. Members would like to explore income bonds, other savings accounts, or ISAs. Council could consider the matter in April 2026.
   d. **TO NOTE BANK CHARGE CHANGES – DOCUMENTS ATTACHED**
      Members noted the new bank charges with Unity Trust Bank.
   e. **TO CONSIDER PURCHASE OF LINE PAINTING MACHINE**
      Members considered the purchase of a new Grassline Titan 30L machine with three quotes of: £699.95; £979; £755, all exclusive of VAT and delivery.
      It was proposed, seconded, and **RESOLVED** to purchase a machine at a cost of £699.95 ex. VAT or delivery.
   f. **TO APPROVE FENCING CONTRACTOR FOR CHANGE TO EARLSFIELD CLOSE ENTRANCE**
      Members were advised that gate options were proving challenging to obtain. Members considered asking other contractors, specialising in welding for options and would provide the Clerk with contact details for further investigations.
   g. **TO REVIEW POLICIES FROM SCHEDULE (DOCUMENT PUBLICATION SCHEME, DOCUMENT RETENTION AND DISPOSAL POLICY, FIXED ASSET POLICY, ENVIRONMENT POLICY, EQUALITY AND DIVERSITY POLICY, HEALTH AND SAFETY POLICY, PUBLIC QUESTION TIME PROTOCOL, SAFEGUARDING POLICY, AND WELSH LANGUAGE POLICY – ALL APPENDED IN SEPARATE DOCUMENT PACK)**
      Members considered the presented policies.
      It was proposed, seconded, and **RESOLVED** to approve the following policies: Document Publication Scheme; Document Retention and Disposal Policy, Environment Policy; Public Question Time Protocol, and Welsh Language Policy.
   h. **TO CONSIDER CONTRIBUTION TOWARDS NHS EVENT AT TOWN HALL**
      It was proposed, seconded, and **RESOLVED** to approve a contribution up to £250. Due to the event, Members considered the temporary provision of a curtain for the upper floor.

7. **TO RECEIVE UPDATE ON TOWN HALL WORKS**

Signed: ____ (Chair)

Legal charge update – with solicitors; building regs update, works completed, and evidence provided to grant funders; will close out other grant bid PCR; update to boiler works; new internet provision.

8. MATTERS PERTAINING TO PLANNING

a. **P2026/0013|Non-Material Amendment to P2023/0441 for the construction of a purpose built garden storage unit and amended boundary fence siting.143A High Street Glynneath Neath Port Talbot SA11 5AP**

There were no observations.

9. TO CONSIDER CHANGES TO THE PORTA-TOILET AT THE MINERS' WELFARE PARK

Members considered options for changes to the porta-toilets and commented that it would be advantageous to lower the level of the toilets if possible. Members wished to consider asking the incoming groundwork contractors for the drainage works for advice and would consider the matter in May 2026.

10. TO RECEIVE FEEDBACK REGARDING WAUN GRON CEMETERY

Members considered the presented feedback from users of the cemetery and were pleased with the positive thoughts and comments. They would respond to written correspondence via the medium received. Members noted that feedback about the cemetery in general had been very positive recently and were pleased that management plans and new working practices were effective.

It was proposed, seconded, and **RESOLVED** to approve Standing Order 3 (c). All members of the press and public were excluded from the meeting.

11. TO CONSIDER POTENTIAL COMPLAINT – DOCUMENTS CIRCULATED

Members considered the details presented and sympathised with the concerns raised regarding fallen branches. Trees in the area are regularly surveyed. Due to the strong winds and new fenceline, Members agreed to consult a tree surgeon to investigate if any further work could be completed.

ACTION: Correspondence to be sent relaying sympathy and ongoing plans for tree maintenance.

12. TO CONSIDER LEASE REQUEST FROM GLYNNEATH TOWN FOOTBALL CLUB (CONFIDENTIAL DOCUMENTS CIRCULATED)

Members were advised that solicitors would be able to draft, complete, and register a lease, but would not be able to take part in any negotiations. This would necessitate a Heads of Terms to be drawn up, and Members agreed on initial terms for: the term of the lease, break rights, rent, 1954 act, permitted use, alienation, alterations, repair, insurance, statutory consents, a hire agreement, and fees.

Members wished to support the football club as much as possible and were eager to support future grant applications through this lease. Council would use the initial Heads of Terms as a starting point of negotiations and would consider a full and final heads of terms at the next convenient Council meeting.

Signed: ______________________________________ (Chair)

Glynneath Town Council

10 April 2026 (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	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Salary	03/12/2025 - 31/12/2025				Confidential			14,336.70		14,336.70
598	Rates (Town Hall)	01/12/2025		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	483.00		483.00
599	Rates (Cemetery)	01/12/2025		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	40.00		40.00
597	Utilities (Cemetery)	01/12/2025		Unity Current Accour		Water Rates	Dwr Cymru	Z	88.00		88.00
600	Rates (P&O)	01/12/2025		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	415.00		415.00
471	Civic Support Allowance	03/12/2025		Unity Current Accour	300203	Donation	Royal British Legion	Z	50.00		50.00
601	Fuel	03/12/2025		Unity Current Accour		Fuel	Allstar Business Solutions	S	62.90	12.58	75.48
608	Utilities (Bethania)	04/12/2025		Unity Current Accour		Bethania Electric	SSE Southern Electric	L	327.64	16.38	344.02
452	School Crossing Patrol	05/12/2025		Unity Current Accour		School Crossing Patrol	NEATH PORT TALBOT CBC	Z	4,362.00		4,362.00
615	Consultancy Fees	15/12/2025		Unity Current Accour		Legal	Hutchinson Thomas	Z	-25.15		-25.15
501	Maintenance	15/12/2025		Petty Cash		Cleaning supplies	Home Bargain	S	3.13	0.63	3.76
616	Maintenance & Service	16/12/2025		Unity Current Accour		Boiler Repair	AMROC Heating Services Li	S	-285.00	-57.00	-342.00
642	Software	16/12/2025		TSB Bank Account		Microsoft Subscription	Microsoft	S	20.16	4.03	24.19
623	Utilities (P&O)	23/12/2025		Unity Current Accour		Gas	British Gas	S	22.34	4.47	26.81
632	Waste	29/12/2025		Unity Current Accour		Trade Waste	NEATH PORT TALBOT CBC	Z	60.01		60.01
643	Utilities (Town Hall)	29/12/2025		TSB Bank Account		Gas	SSE Southern Electric	S	564.71	112.94	677.65
644	Utilities (Town Hall)	29/12/2025		TSB Bank Account		Electric	SSE Southern Electric	L	167.20	8.36	175.56
634	Telephone & Broadband	29/12/2025		Unity Current Accour		Phone & internet	Three Mobile	S	26.00	5.20	31.20
647	Maintenance	29/12/2025		TSB Bank Account		Various	Tumbleweed	S	162.07	32.42	194.49
645	Utilities (P&O)	29/12/2025		TSB Bank Account		Electric	SSE Southern Electric	L	174.24	8.71	182.95
646	Utilities (P&O)	29/12/2025		TSB Bank Account		Electric	SSE Southern Electric	L	180.06	9.00	189.06
641	Bank Charges	31/12/2025		Unity Current Accour		Bank Charge	Unity Trust Bank	X	15.30		15.30
							Total		**21,250.31**	**157.72**	**21,408.03**

Glynneath Town Council

27th March 2026

Roles and responsibilities

Of the Council:

The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions including arrangements for the management of risk.

The Council is required to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control set out in the Joint Practitioners Advisory Group publication: Governance and Accountability for Local Councils – A Practitioners Guide.

Of the Internal Auditor:

The Internal Auditor is responsible for reviewing whether the Council's financial management is adequate and effective, and that it has a sound system of internal control. The Internal Auditor will liaise with the Clerk on all assignments and will report to the Council at least once a year.

Audit planning

The Council has in place a strategic audit plan covering the main governance and financial systems and this is reviewed annually. Further guidance, including a description of the minimum level of audit, is set out in the Practitioners Guide.

The Internal Auditor will carry out the audit to enable her to provide assurance to members and officers, and to enable her to complete and sign off Section 4 of the Annual Return in advance of its submission to the Council and the external auditor.

The programme of work for the year will be determined annually between the Clerk and the Internal Auditor prior to the commencement work.

Reporting requirements

The Internal Auditor will report to the Council at least once a year, setting out the results of work carried out during the previous twelve months. In the event of a serious matter coming to light during the year, the Internal Auditor may report to the Council at other times.

During the year, the Internal Auditor will report the provisional results of her work to the Clerk as he considers appropriate.

To enable the Internal Auditor to fully complete Section 4 of the Annual Return, she will carry out work relating to the year-end in June. The results of such work will be reported alongside the presentation of the Annual Return to the Council.

Independence and competence

It is essential that the internal audit function is sufficiently independent of other financial controls and procedures of the Council.

The Internal Auditor will inform the Clerk immediately she becomes aware of any conflict of interest that may adversely affect her ability to carry out the audit objectively and independently.

The Internal Auditor will carry out the internal audit competently and in compliance with proper practice in a way that will meet the business needs of the Council. In the event that the Internal Auditor becomes aware of matters that may affect her competence, she will inform the Clerk or the Chair immediately.

Access to information, members and officers

The Internal Auditor shall have the right of access during the audit to such accounts, vouchers, correspondence, accounting systems, minutes and other records as are necessary for the performance of the audit.

The Internal Auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

Period of engagement

The Internal Auditor is appointed for a period of Three years from March 2026 subject to annual confirmation by the Clerk.

Remuneration

It is agreed between the Internal Auditor and the Council that the fee shall be £860.00 per year. This rate is fixed for the term of the contract. Payment will normally be made on invoice.

In the event that additional paid work is required, the terms of this will be agreed between the Clerk and the Internal Auditor in advance of the assignment and invoiced separately.

Signed by Internal Auditor: KL Grabham

Signed by Clerk/RFO:

Reference: Workflow and submission checklist - basic 2026

Workflow

1 Appendix 1 provides a suggested workflow with guidance on completion of the annual return and submission for audit.

Audit submission checklist

2 Appendix 2 provides a checklist of information that you must provide for the basic audit and steps to reduce the risk of errors and omissions. If you cannot provide this information, you must explain why not. Use it as a practical, step-by-step control to ensure all required information is complete, accurate and submitted correctly. You do not have to submit a copy of the checklist itself.

Appendix 1: Workflow and guidance

Step 1: Get Ready (Early April)

1. Download the official Annual Return (Word or PDF).
2. Read the Practitioners' Guide.
3. Gather accounting records to 31 March 2026, bank statements for all accounts, and last year's Annual Return.

Step 2: Prepare the Accounts

4. Complete the Accounting Statements using the full legal name of the body.
5. Complete every box and do not change formatting.
6. Check totals add up and opening balances agree to last year.
7. Prepare clear explanations of any changes made to the 2024-25 accounts
8. Prepare clear explanations for significant year-on-year variances.

Step 3: Prepare the Bank Reconciliation (31 March 2026)

9. Include all bank accounts and cash balances.
10. Include short-term investments if held.
11. Ensure totals agree exactly to Line 9.
12. State clearly if there are no reconciling items.

Step 4: Internal Audit

13. Provide records to the internal auditor.
14. Ensure the Internal Audit Report is fully completed.
15. Review and address any issues raised.

Step 5: Annual Governance Statement

16. Answer all questions honestly.
17. Provide explanations where required.
18. Note that answering "No" does not automatically lead to qualification.

Step 6: RFO / Clerk Certification (by 30 June 2026)

19. Carry out final checks on accuracy and completeness.
20. RFO / Clerk signs the Accounting Statements.
21. RFO / Clerk signs the Annual Governance Statement.

Step 7: Council Approval (by 30 June 2026)

22. Present the Annual Return to the council or body.
23. Council formally approves the return.
24. Chair signs and dates Section 3 at the approval meeting.
25. Approval must occur before public inspection begins.

Step 8: Prepare Audit Papers

26. Include only the approved Annual Return.
27. Include the bank reconciliation and variance explanations.
28. Include documents specifically requested in the audit notice.
29. Do not include unsolicited information.

Step 9: Submit to the External Auditor

30. Check documents are clear, complete, and well organised.
31. Submit electronically where possible.
32. Send only to communitycouncilaudits@audit.wales.

Step 10: Respond During the Audit

33. Respond promptly to auditor queries.
34. Provide additional information only when requested.

Step 11: Receive the Audited Return (by 30 September 2026)

35. Auditor completes and certifies the Annual Return.
36. Audited return is sent back to the body.

Step 12: Publish the Accounts

37. Publish the Accounting Statements.
38. Publish the Annual Governance Statement.
39. Publish the Auditor’s certificate and report by 30 September 2026.

Appendix 2: Checklist for submission to audit

1. Annual Return – completeness and accuracy

- ☐ Correct full council name entered on the Annual Return (no abbreviations)
- ☐ Annual Return fully completed – no blank boxes in the Accounting Statement or Annual Governance Statement
- ☐ Annual Return format not amended (no extra text, no layout changes)
- ☐ Only one final version of the Annual Return prepared for submission

2. Accounting Statement checks

- ☐ All arithmetic checked and agrees throughout the Accounting Statement
- ☐ Balance carried forward agrees (Line 7 prior year = Line 1 current year)
- ☐ Any prior-year amendments clearly marked "Restated" with full explanation
- ☐ No adjustment made for unpresented cheques

3. Explanations and supporting schedules

- ☐ Detailed explanations provided for significant year-on-year variances not just copies of cashbook
- ☐ Variances are specific, quantified and clearly explained
- ☐ Explanations provided for inconsistencies with prior year audited return not just copies of cashbook

4. Bank reconciliation and cash balances

- ☐ Bank reconciliation provided as at 31 March 2026
- ☐ Covers all bank accounts and cash balances
- ☐ Reconciliation agrees to Line 9 of the Accounting Statement
- ☐ Short-term investments included where applicable

5. Annual Governance Statement

- ☐ All assertions answered accurately
- ☐ Clear explanations provided for every 'No' response
- ☐ Responses consistent with minutes and records

- ☐ Hard copy of annual report included in pack or link to report on website provided
- ☐ Explanation of budget setting and monitoring processes provided
- ☐ Internal audit terms of reference and detailed report (where available) included in audit pack

6. Internal audit

- ☐ Internal audit completed before approval of the Annual Return
- ☐ Internal Audit Report fully completed and signed
- ☐ Recommendations addressed or explained

7. Approval and certification

- ☐ RFO signed by 30 June 2026
- ☐ Full council approval by 30 June 2026
- ☐ Chair signed at approval meeting
- ☐ Approval clearly recorded in minutes
- ☐ Late approval notice published if required

8. Public inspection and audit notice

- ☐ Audit notice published on noticeboard and website
- ☐ Annual Return approved before inspection period starts
- ☐ Evidence of publication retained

9. Audit pack assembly

- ☐ All requested documents included – use the checklist in the Full Audit information requirements document
- ☐ No unnecessary documents included
- ☐ Documents clear and logically organised
- ☐ One complete submission

10. Submission method

- ☐ Contact details up to date
- ☐ Email subject line clearly identifies council
- ☐ Sent only to Cardiff office or communitycouncilaudits@audit.wales
- ☐ Objective Connect used only when required

11. Final check

- ☐ Second reviewer has checked the pack
- ☐ Council confident all information is complete