



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 13th of May 2026 at 7 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.

*Please note that this meeting may start at a later time depending on the finishing time of the Annual Meeting being held at 6.30 PM

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 328 184 661 081 594

Passcode: sm9WT7zz

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 APRIL 2026 MEETING
6. MATTERS PERTAINING TO FINANCE AND GOVERNANCE
 - a. TO APPROVE THE JANUARY 2026 PAYMENT SCHEDULE AND FULL BANK RECONCILIATION
 - b. TO APPROVE £192 + VAT PAYMENT FOR PAYROLL SOFTWARE
 - c. TO APPROVE £910 ONE VOICE WALES MEMBERSHIP PAYMENT
 - d. TO APPROVE CONTINUING SLCC MEMBERSHIP FOR CLERK
 - e. TO CONSIDER ONE VOICE WALES AWARD AND CONFERENCE DELEGATE (£99)
 - f. TO CONSIDER ONE VOICE WALES CIVILITY AND RESPECT PLEDGE
 - g. TO REVIEW POLICY ON UNACCEPTABLE ACTIONS BY INDIVIDUALS
 - h. TO CONSIDER REQUEST FOR CONCESSIONARY FEES – MESSY PLAY GROUP
 - i. TO CONSIDER SMALL GRANTS REQUEST – WATERFALL COUNTRY CYMRU
7. MATTERS PERTAINING TO THE CEMETERY
 - a. TO CONSIDER ICCM GUIDANCE RE: MEMORIAL CLEANING AND APPROVE MEMORIAL CLEANING PERMIT FORM
 - b. TO CONSIDER CHANGES TO REDUNDANT CEMETERY FEES AND CHARGES (REAFFIXING UNSAFE MEMORIALS)

8. MATTERS PERTAINING TO PARKS AND OPEN SPACES
 - a. UPDATE ON WELFARE TRANSFORMATION PROJECT PHASE TWO
 - b. TO CONSIDER FURTHER PROVISIONS AT YNYS-Y-NOS PARK
 - c. TO CONSIDER REQUEST FROM FOOTBALL CLUB REGARDING TROPHY CABINET AND CAPTAIN NAME BOARD
9. MATTERS PERTAINING TO PLANNING
 - a. [P2026/0268](#) | Details to be agreed in association with condition 18 (replacement highway lighting) of planning application P2024/0586 determined on 17.12.2024. Land At Pontneddfechan And South Of Pontneathvaughan Road Pontneddfechan SA11 5NR
 - b. [P2026/0229](#) | Subdivision of a single residential dwelling into three residential dwellings. | Brynawel Lane From Glyn Neath Road To Brynawel Resolven Neath Port Talbot SA11 4DT

Suggest: Approving Standing Order 3 (c) – to exclude members of the public and press.

Reason: Potential lease (initial stages of contract) & Potential initial stages of complaint

10. TO CONSIDER LEASE REQUEST FROM GLYNNEATH WELFARE CRICKET CLUB
11. TO CONSIDER SITE SAFETY, BEHAVIOUR MANAGEMENT, AND ESCALATION PROCEDURES ACROSS ALL COUNCIL SITES



Cyngor Tref Glynnedd Glynneath Town Council

MINUTES OF THE FULL COUNCIL MEETING WEDNESDAY THE 15TH OF APRIL 2026

HELD ON THE 15TH OF APRIL 2026 AT BETHANIA COMMUNITY CENTRE AND ONLINE

PRESENT: **PRESIDING
COUNCILLOR**

**CLLR. J BULMAN
CLLR. H DAVIES
CLLR. C EDWARDS
CLLR. D MORGAN
CLLR. P PENDRY**

**CLLR. J DAVIES
CLLR. S KNOYLE
CLLR. S LANE
CLLR. T PITMAN**

IN ATTENDANCE:

**MX. C WILLCOX (CLERK)
FIVE MEMBERS OF THE PUBLIC**

APOLOGIES:

**CLLR. J BLOWER
CLLR. P EVANS
CLLR. E HARRIS**

**CLLR. M COWLEY
CLLR. J GREGORY**

1. MAYORAL ANNOUNCEMENTS

There were no mayoral announcements.

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 were received from Cllr Knoyle and Cllr H Davies regarding Item 9 – planning application.

Cllr Pendry declared an interest in item 8 – matters relating to GHAVC.

Cllr Knoyle declared an interest in item 6.c – matters relating to dynamic park lease.

The Mayor moved item 7 to be taken before other items.

7. TO RECEIVE UPDATE ON TOWN HALL CONCERNS (VERBAL)

The Clerk gave an update on the Foyer works and the completion of the grant application

to Members. There are two documents outstanding for the completion of the grant with relation to the UKSPF element. When that has been received, Town Council should receive the final tranche of the grant money.

The Clerk also gave an overview of subsequent boiler issues at the main hall area. The boiler has not been completely functional since November 2025, at the beginning of the works to the foyer. A number of technical issues, some routine and some serious, have hindered the repair of the boiler and, to date, circa £3,500 has been spent on the boiler repair. The Clerk advised that the administrative team were in the process of trying to reclaim some of that cost.

As of the meeting, the boiler had been repaired and was currently working.

Members were happy to see the works at the foyer completed and complimented the new building improvements. Members were also grateful to the administrative team for their work in trying to solve the issues with the boiler.

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

Representatives from the Young at Heart group were welcomed to the meeting and relayed their comments and concerns about not being able to use the town hall. Representatives were grateful to hear the updates and to have received the updates via email from the Clerk. Representatives were keen to know if the hall could be used in the coming week and were reassured that, as of now, the boiler was functional. Council were grateful to hear the concerns regarding potential lost revenue and reassured the representatives that external painting work would be undertaken in due course.

5. TO APPROVE THE MINUTES OF THE FEBRUARY 2026 FULL COUNCIL MEETING

It was proposed, seconded, and **RESOLVED** to approve the February 2026 minutes as a true and accurate record.

6. MATTERS PERTAINING TO FINANCE AND GOVERNANCE

a. TO CONSIDER EASTER MEETINGS IN FUTURE YEARS

The Clerk advised that Easter Tuesday and Maundy Thursday could not be considered 'clear days' for the purpose of setting and receiving agenda packs. This would need to be considered year-on-year and should be considered at each AGM.

b. TO APPROVE DECEMBER PAYMENT SCHEDULE AND FULL BANK RECONCILIATION

It was proposed, seconded, and **RESOLVED** to approve the December 2025 payment schedule.

c. TO CONSIDER RENT REVIEW OF LAND CHARGES AT DYNAMIC PARK

Glynneath Town Council lease the land at the dynamic park for a period of 25 years, subject to 5 year rent reviews. Our current rent for the dynamic park area is £300 per annum. NPTCBC are proposing a rent increase to £330 per annum from 2020 and to £363 with effect from 2025. This will mean that we are due to pay NPTCBC £330 for previous years and the price from 2025 to 2030 will be £363 per annum.

It was proposed, seconded, and **RESOLVED** to approve the rate increases and to pay invoices in due course.

It was proposed, seconded, and **RESOLVED** to approve an application for a grant to the rate relief section of NPTCBC.

d. TO APPROVE ENERGY SUPPLIERS – GAS AND ELECTRIC

The Clerk presented the new energy contracts for the next three years, sourced through our current brokers. The new prices are quoted as potentially saving on our electric and gas contracts of £1,500 per annum.

It was proposed, seconded, and **RESOLVED** to approve the energy contracts.

e. TO CONSIDER INTERNAL AUDITOR PROVISION FOR NEXT 3 YEARS

It was proposed, seconded, and **RESOLVED** to approve KLG as the internal auditor for the next 3 years.

f. TO RECEIVE AUDIT TIMELINE

Members received the information in the agenda pack and the Clerk advised that while AGAR timelines are still set for the 30th of June, the full audit process will not complete for the administrative team until the end of September.

g. TO RECEIVE BID FOR ONE VOICE WALES AWARD – RE: PARKS

The Clerk advised that an application had been submitted for Glynneath Town Council to be considered for an award with One Voice Wales regarding the new Glynneath Miners's Welfare Park.

8. TO RECEIVE UPDATE FROM GHAVC – GENERAL (VERBAL)

Members received an update from a representative from GHAVC regarding their first year of tenure at Bethania Community Centre. They appraised Members of their recent grant success, footfall, offerings, and future plans. Members congratulated GHAVC on their success and achievements to date.

9. MATTERS PERTAINING TO PLANNING

a. P2026/0125 | Single storey side extension | 1 Earlsfield Close Glynneath Neath Port Talbot SA11 5DS

There were no objections.

10. TO RECEIVE UPDATE REPORTS FOR OUTSTANDING PROJECTS (VERBAL)

The Clerk thanked Members for their understanding regarding the recent administrative gaps and absence. They gave Members an overview of outstanding projects and plans and advised that items would be continued on a priority-basis. Members were grateful for the update and advised that they would be happy to be more involved where possible.

It was proposed, seconded, and **RESOLVED** to approve Standing Order 3 (c) and exclude members of the press and public.

11. TO CONSIDER POTENTIAL COMPLAINT RE: TOWN HALL

Members considered the recent efforts of the administrative team regarding the issues at the Town Hall boiler. While Council fully sympathised with the lack of the venue availability, Members praised the effort and dedication of the whole staff team to chase contractors, make themselves available throughout the day, and provide updates as soon as they were available.

Members wanted to particularly minute their appreciation and support for Ceri-ann while she took on an increased workload at very short notice.

A HR committee was recommended to be called to ensure staff were correctly supported and continuation plans could be considered.

Glynneath Town Council

06 May 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	07/01/2026 - 30/01/2026				Confidential			13,260.74		13,260.74
675	Rates (Cemetery)	02/01/2026		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	40.00		40.00
677	Utilities (Cemetery)	02/01/2026		Unity Current Accour		Water Rates	Dwr Cymru	Z	88.00		88.00
676	Rates (P&O)	02/01/2026		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	415.00		415.00
674	Rates (Town Hall)	02/01/2026		Unity Current Accour		Rates	NPT Finance & Corporate S	Z	483.00		483.00
678	Membership Fees & Subscriptic	07/01/2026		Unity Current Accour		Fuel Card Fee	Allstar Business Solutions	S	1.50	0.30	1.80
581	Membership Fees & Subscriptic	08/01/2026		TSB Bank Account		Website Domain	CloudNext	S	99.98	20.00	119.98
582	Welfare Park Phase Two	09/01/2026		TSB Bank Account		Welfare Pitch Drainage Profess	Alan Lewis Ltd	S	5,444.00	1,088.80	6,532.80
583	Grounds Contract	09/01/2026		TSB Bank Account		Cemetery Contractor	Contractor	Z	825.00		825.00
665	Utilities (Bethania)	09/01/2026		Unity Current Accour		Electric	SSE Southern Electric	S	211.81	42.36	254.17
666	Security	09/01/2026		Unity Current Accour		Security Services	Nitelight Security	S	480.00	96.00	576.00
686	Membership Fees & Subscriptic	12/01/2026		Unity Current Accour		Website Domain	CloudNext	S	99.98	20.00	119.98
685	Christmas Lighting	12/01/2026		Unity Current Accour		Christmas Light Hire	LITE	S	3,430.14	686.03	4,116.17
687	CCTV Provision	12/01/2026		Unity Current Accour		CCTV Maintenance	Network Connections UK Li	S	1,393.59	278.72	1,672.31
691	Skip hire	12/01/2026		Unity Current Accour	derwen 672	Skip hire	Derwen Recycling Limited	S	280.00	56.00	336.00
690	Maintenance	12/01/2026		Unity Current Accour		Fire extinguishers	Hartson Fire Ltd	S	30.00	6.00	36.00
690	Maintenance & Service (Bethar	12/01/2026		Unity Current Accour		Fire extinguishers	Hartson Fire Ltd	S	30.00	6.00	36.00
688	Equipment & Supplies	12/01/2026		Unity Current Accour		Toilet Block Building	Portacover	S	1,050.00	210.00	1,260.00
689	Maintenance	12/01/2026		Unity Current Accour		Fire extinguishers	Hartson Fire Ltd	S	81.50	16.30	97.80
690	Maintenance	12/01/2026		Unity Current Accour		Fire extinguishers	Hartson Fire Ltd	S	30.00	6.00	36.00
691	Waste	12/01/2026		Unity Current Accour	derwen 672	Skip hire	Derwen Recycling Limited	S	280.00	56.00	336.00
690	Maintenance & Service	12/01/2026		Unity Current Accour		Fire extinguishers	Hartson Fire Ltd	S	80.00	16.00	96.00
584	Membership Fees & Subscriptic	14/01/2026		TSB Bank Account		Microsoft Subscription	Microsoft	S	20.16	4.03	24.19
518	Town Hall Refurb	16/01/2026		Unity Current Accour		Town Hall Refurbishment Work	Barrie Scully Building Contr	S	40,720.08	8,144.02	48,864.10
649	Maintenance & Service	16/01/2026		Petty Cash		Waste Bins	Tesco Neath Abbey	Z	25.00		25.00
672	Utilities (Bethania)	19/01/2026		Unity Current Accour		Electric	Bethania Community Cafe	S	431.13	86.23	517.36
701	Stationery	19/01/2026		Unity Current Accour	amazon 374.43	Various maintenance	Amazon EU	S	2.30	0.46	2.76
705	Stationery	19/01/2026		Unity Current Accour	amazon 374.43	Tape	Amazon EU	S	5.47	1.10	6.57
707	Stationery	19/01/2026		Unity Current Accour	amazon 374.43	USB	Shenzhen Unepower Techr	S	5.82	1.17	6.99
701	Postage	19/01/2026		Unity Current Accour	amazon 374.43	Various maintenance	Amazon EU	Z	2.59		2.59
703	Membership Fees & Subscriptic	19/01/2026		Unity Current Accour	amazon 374.43	Prime Fee	Amazon EU	S	95.00	19.00	114.00
701	Staff Training and Developmen	19/01/2026		Unity Current Accour	amazon 374.43	Various maintenance	Amazon EU	Z	21.99		21.99
708	Waste	19/01/2026		Unity Current Accour		Sanitary Waste	PHS Group	S	33.33	6.67	40.00
701	Maintenance	19/01/2026		Unity Current Accour	amazon 374.43	Various maintenance	Amazon EU	S	23.32	4.66	27.98

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
704	Maintenance	19/01/2026		Unity Current Accour	amazon 374.43	Grease	Triax Lubricants UK Ltd	S	20.82	4.17	24.99
702	Maintenance	19/01/2026		Unity Current Accour	amazon 374.43	Hand towels	We Can Source It Ltd	S	6.07	1.22	7.29
700	Christmas Lighting	19/01/2026		Unity Current Accour	amazon 374.43	Christmas Grotto Gifts	Soolar Concepts Limited	S	19.16	3.83	22.99
706	Christmas Lighting	19/01/2026		Unity Current Accour	amazon 374.43	Christmas Grotto Gifts	Shenzhen Unepower Techr	S	105.21	21.07	126.28
709	Maintenance & Service	19/01/2026		Unity Current Accour		Fire Checks	FLA Security	S	235.33	47.07	282.40
702	Maintenance & Service	19/01/2026		Unity Current Accour	amazon 374.43	Hand towels	We Can Source It Ltd	S	8.34	1.66	10.00
708	Waste	19/01/2026		Unity Current Accour		Sanitary Waste	PHS Group	S	29.88	5.98	35.86
709	Maintenance & Service (Bethar	19/01/2026		Unity Current Accour		Fire Checks	FLA Security	S	235.33	47.07	282.40
709	Maintenance	19/01/2026		Unity Current Accour		Fire Checks	FLA Security	S	235.33	47.07	282.40
395	Utilities (P&O)	21/01/2026		Unity Current Accour		Gas	British Gas	L	23.89	1.19	25.08
710	Maintenance	21/01/2026		Unity Current Accour		Fuel	Allstar Business Solutions	S	25.00	5.00	30.00
710	Fuel	21/01/2026		Unity Current Accour		Fuel	Allstar Business Solutions	S	43.66	8.73	52.39
519	Town Hall Refurb	26/01/2026		Unity Current Accour		Town Hall Refurbishment Work	Barrie Scully Building Contr	S	27,979.85	5,595.97	33,575.82
648	Mayoral Allowance	26/01/2026		Petty Cash		Flowers	Tesco Glynneath	Z	26.50		26.50
650	Utilities (P&O)	26/01/2026		TSB Bank Account		Electric	SSE Southern Electric	L	160.24	8.02	168.26
651	Utilities (Town Hall)	26/01/2026		TSB Bank Account		Gas	SSE Southern Electric	S	667.20	133.44	800.64
652	Utilities (Town Hall)	26/01/2026		TSB Bank Account		Electric	SSE Southern Electric	L	229.38	11.47	240.85
719	Telephone & Broadband	26/01/2026		Unity Current Accour		Mobile Wifi	Three Mobile	S	26.00	5.20	31.20
653	Mayoral Allowance	27/01/2026		TSB Bank Account		Flowers	Fleur de Luxe	Z	30.18		30.18
725	Waste	28/01/2026		Unity Current Accour		Trade Waste	NEATH PORT TALBOT CBC	Z	60.01		60.01
654	Printing & Photocopying	29/01/2026		TSB Bank Account		Printer Hire	Apogee	S	69.40	13.88	83.28
731	Bank Charges	31/01/2026		Unity Current Accour		Bank Charge	Unity Trust Bank	X	13.80		13.80
Total									99,771.01	16,833.89	116,604.90

Your Account Statement



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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: 31/01/2026

Account Name: Glynneath Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20444688

The credit interest rate is 2.10% AER as of your statement date.

Contact Us



Call us: **0345 140 1000**

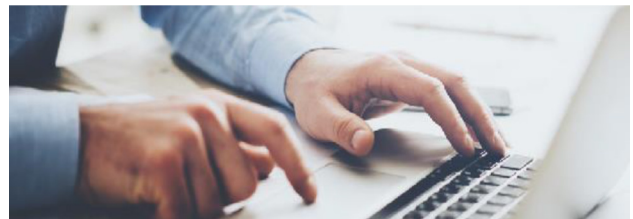


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Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2025		Balance brought forward	£0.00	£0.00	£86,829.91

Page number 1 of 2

Statement number 056

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Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

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/>**

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

Your Account Statement



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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: 31/01/2026

Account Name: Glynneath Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20444691

The credit interest rate is 2.10% AER as of your statement date.

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

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Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2025		Balance brought forward	£0.00	£0.00	£2,264.69

Page number 1 of 2

Statement number 056

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WV1 9DG

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

Date: 31/01/2026

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

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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
31/12/2025		Balance brought forward	£0.00	£0.00	£115,687.67
02/01/2026	Direct Debit	Direct Debit (DWR CYMRU WELSH WA)	£88.00	£0.00	£115,599.67
02/01/2026	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£483.00	£0.00	£115,116.67
02/01/2026	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£40.00	£0.00	£115,076.67

Page number 1 of 5

Statement number 070

**For Businesses.
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For Good.**

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
02/01/2026	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£415.00	£0.00	£114,661.67
07/01/2026	Direct Debit	Direct Debit (ALLSTAR)	£1.80	£0.00	£114,659.87
██████	██████	██████	██████	£0.00	██████
██████	██████	██████	██████	£0.00	██████
██████	██████	██████	██████	£0.00	██████
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12/01/2026	Faster Payment Debit	B/P to: Nitelight	£576.00	£0.00	£112,624.43
12/01/2026	Faster Payment Debit	B/P to: Lite Lighting	£4,116.17	£0.00	£108,508.26
12/01/2026	Faster Payment Debit	B/P to: SSE Bethania Acct	£254.17	£0.00	£108,254.09
12/01/2026	Faster Payment Debit	B/P to: Cloud Next Ltd	£119.98	£0.00	£108,134.11
12/01/2026	Faster Payment Debit	B/P to: Redhand	£1,672.31	£0.00	£106,461.80
12/01/2026	Faster Payment Debit	B/P to: Portacover	£1,260.00	£0.00	£105,201.80
12/01/2026	Faster Payment Debit	B/P to: Hartson Fire	£97.80	£0.00	£105,104.00
12/01/2026	Faster Payment Debit	B/P to: Hartson Fire	£204.00	£0.00	£104,900.00
12/01/2026	Faster Payment Debit	B/P to: Derwen Recycling	£672.00	£0.00	£104,228.00
██████	██████	██████	██████	£0.00	██████
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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
████████	████████	████████████████	██████	£0.00	████████
19/01/2026	Faster Payment Debit	B/P to: Amazon Payments UK	£374.43	£0.00	£102,074.73
19/01/2026	Faster Payment Debit	B/P to: SSE Bethania Acct	£517.36	£0.00	£101,557.37
19/01/2026	Faster Payment Debit	B/P to: PHS Group	£75.86	£0.00	£101,481.51
19/01/2026	Faster Payment Debit	B/P to: FLA Security	£847.20	£0.00	£100,634.31
19/01/2026	Faster Payment Debit	B/P to: Barrie Scully	£48,864.10	£0.00	£51,770.21
19/01/2026	Credit	Credit 000081	£0.00	£98.00	£51,868.21
21/01/2026	Direct Debit	Direct Debit (ALLSTAR)	£82.39	£0.00	£51,785.82
████████	████████	████████████████	██████	£0.00	████████
21/01/2026	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£25.08	£0.00	£51,696.86
████████	████████	████████████████	██████	£0.00	████████
████████	████████	████████████████	██████	£0.00	████████
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████████	████████	████████████████	██████	£0.00	████████
████████	████████	████████████████	██████	£0.00	████████
26/01/2026	Direct Debit	Direct Debit (H3G)	£31.20	£0.00	£47,534.02
27/01/2026	Credit	NPTCBC PAYMENTS AC	£0.00	£5,444.00	£52,978.02
████████	████████	████████████████	██████	£0.00	████████
28/01/2026	Direct Debit	Direct Debit (NPTCBC INCOME ACCT)	£60.01	£0.00	£52,854.13
████████	████████	████████████████	██████	£0.00	████████
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████████	████████	████████████████	██████	£0.00	████████

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
████████	████████	████████████████	████████	£0.00	████████
████████	██		████████	£0.00	████████
████████	████████	████████████████	████████	£0.00	████████
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████████	████████████████ ████████	████████████████	████████	£0.00	████████
████████	████████	████████████████	████████	£0.00	████████
30/01/2026	Credit	Vale Memorials Ltd	£0.00	£50.00	£47,141.07
31/01/2026	Fee	Service Charge	£13.80	£0.00	£47,127.27

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

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

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

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



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
United Kingdom
SA11 5DW

Date: 31/01/2026

Page number 1 of 3

Account Name: Glynneath Town Council

Statement number: 070

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 01/01/2026 and 31/01/2026.

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	£14.70
Total debit interest	£0.00
To be debited from your account on	28/02/2026

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	41	£6.15
Faster Payments	16	£2.40
Manual	1	£0.15
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

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.

Thanks

Your Unity Team

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

**For Businesses.
For Communities.
For Good.**

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INVESTORS IN PEOPLE
We invest in people Gold



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Your account statement
Statement sheet number: 00139
Issue date: 01 February 2026



Glynneath Town Council
BETHANIA COMMUNITY CENTRE
HIGH STREET
GLYNNEATH
SA11 5DA



0010156



388 C/00056

Write to us at: **PO Box 453**
Mitcheldean
GL14 9LR

Call us on: **0345 835 3858** (from UK)
+44 (0) 20 3284 (from
Overseas)

Visit us online:

www.tsb.co.uk/business/help-and-support

Your branch: **TSB Bank plc**
Sort code: **77-65-07**
Account number: **14299260**
BIC: **TSBSGB2AXXX**
IBAN: **GB92TSBS77650714299260**

Standard Business Tariff
GLYNNEATH TOWN COUNCIL

Account Summary

Balance on 02 January 2026	£13,959.93
Total Paid In	£2,735.50
Total Paid Out	£8,825.18
Balance on 01 February 2026	£7,870.25

Account Activity

Date	Payment Type	Details	Paid out (£)	Paid in (£)	Balance (£)
01 Jan 26		BALANCE BROUGHT FORWARD			£13,959.93
08 Jan 26		CLOUD NEXT CD 6610	£119.98		£13,839.95
09 Jan 26	FASTER PAYMENT	Alan lewis ltd 1568	£6,532.80		£7,307.15
09 Jan 26	FASTER PAYMENT	M Powell invoice 13 and 14	£825.00		£6,482.15
14 Jan 26		MICROSOFT NG135043531 CD 6610	£24.19		£6,457.96
20 Jan 26	DIRECT CREDIT	HMRC VAT REFERENCE: 124337786		£2,735.50	£9,193.46
26 Jan 26	DIRECT DEBIT	SSE ENERGY SUPPLY REFERENCE: 0081026-DD01395394	£168.26		£9,025.20
26 Jan 26	DIRECT DEBIT	SSE ENERGY SUPPLY REFERENCE: 0081026-DD01395400	£240.85		£8,784.35
26 Jan 26	DIRECT DEBIT	SSE ENERGY SUPPLY REFERENCE: 0081026-DD01395406	£800.64		£7,983.71
27 Jan 26		WWW.FLEURDELUXE.CO.UK CD 6610	£30.18		£7,953.53
29 Jan 26	DIRECT DEBIT	BNP PARIBAS LEASIN REFERENCE: A1B59005	£83.28		£7,870.25
01 Feb 26	PAYMENT	Service Charges Ref:708827207		£0.00	£7,870.25
01 Feb 26		BALANCE CARRIED FORWARD			£7,870.25

Glynneath Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		272,694.59
	ADD Receipts 01/04/2025 - 31/01/2026		675,362.78
	SUBTRACT Payments 01/04/2025 - 31/01/2026		948,057.37
			837,138.27
	Cash in Hand 31/01/2026 (per Cash Book)		110,919.10
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	250.00	
	Unity Current Account 31/01/2026	47,127.27	
	Unity Reserves Account (688) 31/01/2026	86,829.91	
	Unity Instant Access Account (Sela 31/01/2026	2,264.69	
	TSB Bank Account 31/01/2026	7,870.25	
	Cafe and Hires Account (Cash) 31/01/2026	328.52	
			144,670.64
	Less unrepresented payments		33,751.54
			110,919.10
	Plus unrepresented receipts		
	Adjusted Bank Balance		110,919.10
	A = B Checks out OK		

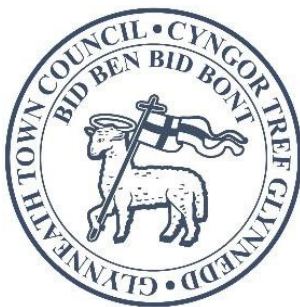
Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting

Signature

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	



**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

POLICY ON UNACCEPTABLE ACTIONS BY INDIVIDUALS

1. Introduction	1
2. Policy Aims	1
3. Defining Unacceptable Actions by Individuals	2
4. Managing Unacceptable Actions by Individuals	3
5. Deciding to Restrict Contact.....	4
6. Appealing a Decision to Restrict Contact.....	4
7. Recording and Reviewing a Decision to Restrict Contact	4

1. Introduction

- 1.1 This Policy sets out the approach of Glynneath Town Council to the relatively few individuals whose actions or behaviour are considered unacceptable.

2. Policy Aims

- 2.1 To make it clear to all individuals, both at initial contact and throughout their dealings with the office, what Glynneath Town Council can or cannot do in relation to their request. In doing so, the aim is to be open and not raise hopes or expectations that cannot be met.
- 2.2 To deal fairly, honestly, consistently and appropriately with all individuals, including those whose actions are considered unacceptable. The Council believes that all persons have the right to be heard, understood and respected. It is also considered that Town Council staff have the same rights.
- 2.3 To provide a service that is accessible to all individuals. However, where it is considered that individual actions are unacceptable, the right to restrict or change access to Town Council service is retained.
- 2.4 To ensure that other members of the public, Glynneath Town Council or its staff do not suffer any disadvantage from persons who act in an unacceptable manner.

- 2.5 To provide to individuals, details of the complaints procedures if they wish to make a complaint against the Town Council and the right to contact the Public Services Ombudsman for Wales if they so wish.

3. Defining Unacceptable Actions by Individuals

- 3.1 People may act out of character in times of trouble or distress. There may have been upsetting or distressing circumstances leading up to their need to contact our office. The Town Council does not view behaviour as unacceptable just because an individual is forceful or determined. However, the actions of individuals who are angry, demanding or persistent may result in unreasonable demands on the office or unacceptable behaviour towards Council staff. It is these actions that are considered unacceptable and ones that this policy aims to manage. The Council has grouped these actions under three broad headings:

3.1.1 Aggressive or Abusive Behaviour

- (i) Violence is not restricted to acts of aggression that may result in physical harm. It also includes behaviour or language (whether oral or written) that may cause staff to feel afraid, threatened or abused.
- (ii) Examples of behaviours grouped under this heading include threats, physical violence, personal verbal abuse, derogatory remarks and rudeness. It is also considered that inflammatory statements and unsubstantiated allegations can be abusive behaviour.
- (iii) We expect our staff to be treated courteously and with respect. Violence or abuse towards staff is unacceptable. However, it is not acceptable when actions escalate into aggression directed towards Council staff.

3.1.2 Unreasonable Demands

- (i) Individuals may make what are considered to be unreasonable demands on the Town Council office through the amount of information they seek, the nature and scale of service they expect or the number of approaches they make. What amounts to unreasonable demands will always depend on the circumstances surrounding the behaviour and the seriousness of the issues raised by the individual.
- (ii) Examples of actions grouped under this heading include demanding responses within an unreasonable time-scale, insisting on seeing or speaking to a particular member of staff, continual phone calls, e-mails or letters, repeatedly changing the substance of the request or raising unrelated matters.
- (iii) These demands are considered unacceptable and unreasonable if they start to impact substantially on the work of the office, such as taking up an excessive amount of staff time to the disadvantage of other individuals or functions.

3.1.3 Unreasonable Persistence

- (i) It is recognised that some individuals will not or cannot accept that the Town Council's staff are unable to assist them further or provide a level of service other than that provided already. They may persist in disagreeing with the action or decision taken in relation to their request or contact the office persistently about the same issue.
- (ii) Examples of actions grouped under this heading include persistent refusal to accept a decision made in relation to a request, persistent refusal to accept explanations relating to what this office can or cannot do and continuing to pursue information. The way in which these individuals approach the Council may be entirely reasonable, but it is their persistent behaviour in continuing to do so that is not.
- (iii) The actions of persistent individuals are considered to be unacceptable when they take up what the Council regards as being a disproportionate amount of time and resources.

4. Managing Unacceptable Actions by Individuals

- 4.1 There are relatively few individuals whose actions are considered by the Council to be unacceptable. How these actions are managed depends on their nature and extent. If it adversely affects the Council's ability to do its work and provide a service to others, individual contact with the office may need to be restricted in order to manage the unacceptable action. Contact in person, by telephone, letter or electronically or by any combination of these may be restricted. Effort will be made to try to maintain at least one form of contact. In extreme situations, the individual will be told in writing that their name is on a 'no personal contact' list. This means that they must restrict contact with the Council either in written communication or through a third party.
- 4.2 The threat or use of physical violence, verbal abuse or harassment towards Town Council staff is likely to result in the ending of all direct contact with the individual. Incidents may be reported to the police. This will always be the case if physical violence is used or threatened.
- 4.3 The Council will not deal with correspondence (letter or e-mail) that is abusive to staff or contains allegations that lack substantive evidence. When this happens, the individual will be told that their language is considered offensive, unnecessary and unhelpful. They will be asked to stop using such language and the Council will state that there will be no response to their correspondence if they do not stop. The Town Council may require future contact to be through a third party.
- 4.4 Council staff will end telephone calls if the caller is considered aggressive, abusive or offensive. The staff member taking the call has the right to make this decision, tell the caller that the behaviour is unacceptable and end the call if the behaviour does not stop.
- 4.5 Where an individual repeatedly phones, visits the office, sends irrelevant documents or raises the same issues, the Council may decide to:

- only take telephone calls from the individual at set times on set days or put an arrangement in place for only one member of staff to deal with calls or correspondence from the individual in the future.
- require the individual to make an appointment to see a named member of staff before visiting the office or that the individual contacts the office in writing only.
- take other action that we consider appropriate. The Council will, however, always tell the individual what action is being taken and why.

5. Deciding to Restrict Contact

- 5.1 Members of Glynneath Town Council or its staff who directly experience aggressive or abusive behaviour from an individual have the authority to deal immediately with that behaviour in a manner they consider appropriate to the situation and in line with this policy.
- 5.2 With the exception of such immediate decisions taken at the time of an incident, decisions to restrict contact with the Council are only taken after careful consideration of the situation by the Complaints Review Panel. Wherever possible, we give an individual the opportunity to modify their behaviour or action before a decision is taken. Individuals are told in writing why a decision has been made to restrict future contact, the restricted contact arrangements and, if relevant, the length of time that these restrictions will be in place.

6. Appealing a Decision to Restrict Contact

- 6.1 An individual can appeal a decision to restrict contact. The Council appoints a panel of members, who were not involved in the original decision, to consider the appeal. They advise the individual in writing that either the restricted contact arrangements still apply or a different course of action has been agreed.

7. Recording and Reviewing a Decision to Restrict Contact

- 7.1 The Council records all incidents of unacceptable actions by individuals. Where it is decided to restrict individual contact, an entry noting this is made in the relevant file and on any appropriate computer record.
- 7.2. A decision to restrict individual contact may be reconsidered if the individual demonstrates a more acceptable approach. The Clerk reviews the status of all individuals with restricted contact arrangements on a regular basis.



**CYNGOR TREF GLYNNEDD
GLYNNEATH TOWN COUNCIL**

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA

TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK

WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

Application Form

Maximum £500 per organisation in any financial year

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

1 Name of OrganisationWaterfall Country Cymru

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

NameSandra Lane..... **Position**Development Officer

Address

Post Code

Tel: ..

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

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

Waterfall Country Cymru has started to take onboard the successful Grass Roots incorporated group and is seeking to continue to provide a space for a specific group of people to continue crafting. The Wednesday session of the group is held either at Pontneddfechan or at Bethania Community Centre and creates fabric crafts used throughout Glynneath. These are more widely known as 'yarn bombing' exercises, where items such as bunting, postbox toppers, and outdoor decorations are made. The group provides thematic displays through the year, especially around Easter and Remembrance Day. The group hires the spaces that they use in Glynneath and while all materials and any tutoring is provided for free, the hire of the facilities is currently funded by a small contribution from participants. In the past, Grass Roots has not insisted on member contributions and WCC would like to continue with this, but increased room hire costs have meant that we will need to consider this more closely going forward.

While this application is in respect of this Wednesday group in particular, Grass Roots and WCC provide various benefits throughout the local community ranging from increased

skill provision and education – crafts, land management, environmental projects; protection from social isolation and loneliness, health benefits from walking groups and general wellbeing initiatives; and nature and environment enhancements to the local area through ‘guerilla gardening’, flower boxes, and a garden-buddy scheme.

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

The whole group comprises over 50 members, volunteers and participants. The Wednesday crafting sessions usually range from 6 to 10 regular members. Targeted ‘teaching’ events can gather more participants but is currently naturally capped by space.

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

Almost all members are from Glynneath or very close to Glynneath in Pontneddfechan. Around 25 members and participants are regularly in contact, with at least 20 of them identifying as being residents of Glynneath.

6 What is the total cost of the project?

We are seeking funding for a small portion of the year to ensure that we can keep the group running while we explore other avenues of larger funding or funding models. For the year, we anticipate that we would spend approximately £600 on room hire alone.

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

We would like to ask the council for £450 towards the Wednesday group to balance specifically against the room hire. This means that when the group breaks even, the excess balance can be used towards procuring stocks for their projects, such as wool, fabric, and other textiles (ie wood or adhesives for mosaics). In the past, the group has been able to portion some of its excess into Grass Roots to purchase bulbs and plants for local planters. All monies go back into the group in the form of materials or gardening consumables. As a registered charity, WCC cannot and does not seek to make a profit and ensures that it runs all of its projects in as integrated a way as possible.

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

The request for £450 would go directly towards funding the room hire for the Wednesday group at £12 per session. Because members pay a small fee towards this as well, the group would not want to ask for a full amount as they appreciate that sustainability should be at the heart of all projects, not just those of an environmental tilt. The group *wants* to continue contributing and would like to just have a buffer zone while they consider other options or ways of funding. Ideally the group would like to expand and enjoy more members and this may enable them to encourage more participation without worrying about the next round of room hire.

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

Neither WCC or Grass Roots have received monies from Glynneath Town Council in the past.

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

Grass Roots has received a grant from Maes Gwyn to fund the development officer for two years. This was circa £15,000 in 2024.

11 Is your organisation making bids to other funding sources? YES / NO

If 'Yes' give details

We will be seeking to do this going forwards but have not approached other sources yet. WCC only recently received Grass Roots into its organisation and is undergoing a small period of development and restructuring.

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

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

[REDACTED]

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

Signed.....S Lane (digital)..... **Position in Organisation**Development Officer...

Date.....1st May 2026.....

Notes:

- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must include a summary sheet of the organisation's accounts, which provides details of all balances held. A financial summary form is attached, but you may use your own more detailed format if you wish.
- c. Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used and may be requested to give account of the benefits to the community at a Town Council meeting. If receipts cannot be provided the Council may demand that the grant be returned.

Copies of this form and accompanying papers may be included on the Council agenda and discussed by the Council in the p

OFFICE USE ONLY

Received: _____
Approved by: _____
Approval date: _____
Notes? Y/N: _____



**CYNGOR TREF GLYNNEATH
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

Memorial Cleaning Permit

This notice must be delivered to the Clerk of Glynneath Town Council at the above address before any works are carried out.

Section: _____ Plot Number: _____

Full name of grave owner: _____

Address: _____

Contact Number: _____

Email address: _____

I, being the legal owner of the EXCLUSIVE RIGHT of BURIAL for the above grave and being aware of the regulations and restrictions in force, give permission for the memorial works described below to be carried out. I hereby indemnify Glynneath Town Council in respect of any claims or demands that may be made at any time in connection with or arising out of any such works being undertaken.

I understand that the maintenance and safety of the memorial is my responsibility. I confirm that no unauthorised items will be placed on the grave and if identified they will be removed.

Responsible Person / Contractor

Name: _____ Contact method: _____

Company (if applicable): _____

BRAMM/NAMM Registration No. (if applicable): _____

Insurance Details: _____

(A minimum of Public Liability Insurance is required and will need to be attached to this application or sent to the above email address. If this is not your first application, please just confirm your policy number by including it above).

Work Details

Type of Work: ☐ Cleaning ☐ Lettering Restoration
☐ Other or combination (specify) _____

Proposed Date(s)
of Work: _____

Method & Materials to be Used:

(e.g., soft bristle brush, non-acidic biodegradable cleaner, water rinse).

Please attach any relevant risk assessments (as necessary) to this application or email them to the office address above.

Declaration

I confirm that:

1. I have permission from the grave owner or next of kin to carry out this work.
2. The work will be carried out in accordance with cemetery/churchyard regulations and safety guidelines.
3. I will take all reasonable care to avoid damage to the memorial or surrounding area.
4. I understand that *any* refixing or renovation work to the memorial other than cleaning must only be undertaken by suitable qualified memorial masons and in line with the current British Standard 8415

Signed: _____ Date: _____

(Grave owner's signature)

Signed: _____ Date: _____

(Business Representative signature)

Notes and information:

This process is in place with Glynneath Town Council under the guidance of the ICCM. The ICCM produce their own headstone and memorial cleaning information as 'best practice notes'.

NAMM have produced a code of working practice, of which, **section 17** has further guidance on memorial cleaning. This can be found at: [namm_code_of_working_practice.pdf](#)

If the memorial is under a guarantee period from the memorial mason who installed it, the owner should check with them that their cleaning methodology will not affect the guarantee.