



***CABINET (POLICY AND RESOURCES) SUB COMMITTEE***

***IMMEDIATELY FOLLOWING CABINET (POLICY AND RESOURCES)  
SCRUTINY COMMITTEE  
TUESDAY, 25 JULY 2023***

***MULTI-LOCATION MEETING – COUNCIL CHAMBER PORT TALBOT  
AND MICROSOFT TEAMS***

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DURATION OF THE MEETING**

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**Part 1**

1. Appointment of Chairperson
2. Chairpersons Announcement/s
3. Declarations of Interest
4. Minutes of Previous Meeting (*Pages 3 - 4*)
5. Forward Work Programme 2023-24 (*Pages 5 - 6*)
6. Public Question Time  
Questions must be submitted in writing to Democratic Services – [democratic.services@npt.gov.uk](mailto:democratic.services@npt.gov.uk) – no later than two working days prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

**For Decision:**

7. Registry Office - Celebrants Service (*Pages 7 - 24*)
8. Neath Port Talbot Welsh Church Act Trust Fund - Annual Report 2022-23 (*Pages 25 - 42*)
9. Community Councils Minor Projects Scheme - Crynant Community Council (*Pages 43 - 46*)
10. Community Councils Minor Projects Scheme - Dyffryn Clydach Community Council (*Pages 47 - 50*)
11. Miscellaneous Grant Fund Applications (*Pages 51 - 56*)

**For Information:**

12. Update on the Ongoing Work to Support the Armed Forces Community in Neath Port Talbot (*Pages 57 - 66*)
13. Urgent Items  
Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Regulation 5(4)(b) of Statutory Instrument 2001 No. 2290 (as amended).

**K.Jones**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**19 July 2023**

**Cabinet (Policy and Resources) Sub Committee Members:**

Councillors. S.K.Hunt, S.A.Knoyle and A.Llewelyn

**EXECUTIVE DECISION RECORD**  
**CABINET (POLICY AND RESOURCES) SUB COMMITTEE**  
**18 APRIL 2023**

**Cabinet Members:**

Councillors: S.K.Hunt (Chairperson), S.A.Knoyle and A.Llewelyn

**Officers in Attendance:**

H.Jones, C.Owen, C.John and T.Davies

**Scrutiny Chair:** Councillor P.Rogers

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor S.K.Hunt be appointed Chairperson for the meeting.

2. **CHAIRPERSONS ANNOUNCEMENT/S**

The Chair welcomed everyone to the meeting.

3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

4. **MINUTES OF PREVIOUS MEETING**

The Minutes from the meeting of 7 March, 2023, were agreed as an accurate record.

5. **PUBLIC QUESTION TIME**

No questions had been received.

6. **COUNCIL TAX AND BUSINESS RATES – REPRESENTATIVES AT MAGISTRATE COURT PROCEEDINGS**

**Decision:**

That the revised list of people (as detailed in the circulated report) to represent the Authority in proceedings before a Magistrate Court, for the purpose of the recovery of Council Tax and Business Rates, be approved.

**Reason for Decision:**

To confirm officers authorised to represent the Authority at Magistrate Court proceedings.

**Implementation of Decision:**

The decision will be implemented after the three day call in period.

7. **CCTV AND EMERGENCY RESPONSE UPDATE**

Sub Committee Members received a presentation from the Chief Digital Officer, on CCTV and Emergency Response.

**Decision:**

That the update report be noted.

**CHAIRPERSON**

**Cabinet (Policy and Resources) Sub Committee**  
**(Immediately following Scrutiny Committee starting at 2pm)**

Meeting Date 2023	Agenda Item and Type	CDG/CMB/ Council (Please ensure to check these dates are confirmed)	Contact Officer
5 <sup>th</sup> September			

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Meeting Date 2023	Agenda Item and Type	CDG/CMB/ Council (Please ensure to check these dates are confirmed)	Contact Officer
17 <sup>th</sup> October			

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET (Policy and Resources) Sub Committee

25<sup>th</sup> July 2023

#### REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES – Mr Craig Griffiths

#### MATTER FOR DECISION

#### WARDS AFFECTED – ALL

#### Provision of Celebrant Services

#### Purpose of Report

To seek approval from members to launch a Civil Celebrant service for Neath Port Talbot County Borough Council at Neath Register Office (“the Council”)

#### Executive Summary

Neath Port Talbot Register Office has worked hard to promote the local registration service and build relationships with other users, including liaising with Licensed Approved Premises, Funeral Directors, Crematorium staff, Hospitals and GP surgeries with a collaborative approach to providing a high level of service provision. The service now wishes to expand and enhance the service by offering Civil Funerals, utilising processes and skills already available, including bookings, customer engagement, building ceremonies and ceremony delivery, meeting increased demand for the local community.

#### Background

The Council’s Register Office, based at Forster Road, is the service responsible for ensuring civil marriages are conducted and births, marriages, and deaths are recorded with the issue of certificates and the provision of citizenship ceremonies.

In the previous financial year, the service conducted:

- Birth Registrations – 20
- Death Registrations - 992
- Notices of Marriages -1206
- Civil Ceremonies - 356
- Citizenship Ceremonies – 52

The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the general public.

In recent years the service has embraced opportunities to enhance income, reducing any subsidies from the Council but at the same time ensuring customer service remains at the heart of delivery.

The following represents a summary of the figures to date:

	Total Expenditure (£)	Total Income (£)	Net amount (£)
2018/2019	170,498	164,155	-3,657
2019/2020	181,685	191,028	-9,343
2020/2021	180,916	190,828	-9,912
2021/2022	196,074	201,781	-5,797
2022/2023	236,479	234,977	1,503

It should be noted 2022/2023 saw a net amount of £1,503 due to the national pay award that was granted.

Through modernising practices (embracing digital opportunities where feasible), offering further services and flexibility in arrangements the service and the staff have developed innovative ways of service delivery putting the residents of Neath Port Talbot at the forefront of delivery, whilst at the same time increasing the income that has been received. Further investment in the service through additional members of staff and profiling budgets have provided the opportunity for greater income generation

Attempts have been ongoing to look at ways of reducing any costs to the Council whilst at the same time look at ways to enhance service delivery to the residents of Neath Port Talbot

To that end, one service that has been highlighted as a way to generate income, whilst at the same time offer a service that appears to be in demand in Neath Port Talbot, is the provision of a Civil Celebrant service.

Civil celebrants lead funeral services with either no religious context at all, or with a mixture of things that were important to the person who died, which may include prayers or favourite hymns. A civil celebrant focuses on remembering the life of the person who has died. What's said and shared during a civil funeral or memorial service is decided by family or friends, with the support of the funeral celebrant.

Typically, a funeral celebrant will:

- Be a point of support and guidance from the very first meeting right through until the end of the service



- Spend time understanding the wishes of the family and make sure these are carried out sufficiently
- Keep family members fully in the loop of how the service will run so that they never feel out of control
- Prepare the eulogy/tribute with guidance from the family so that it is a true reflection of their loved ones life and memory
- Take charge of the timing of the service so that no moments are ever rushed
- Craft a ceremony that is personal and helps all friends and family to find some sort of closure for the person they have lost.

In the last financial year, it should be noted that of the 1554 cremations that took place at Margam Crematorium, 253 were celebrant led services undertaken by independent celebrants along with a smaller number of humanist services

The plan is to extend the services already offered to residents within the Neath Port Talbot district. The Register Office can utilise a variety of robust systems already in place to manage service bookings and appointments for families in order to prepare a fitting tribute to a loved one. The service builds on the experience and knowledge already held by the local registration staff, providing additional support to local funeral directors when seeking independent celebrant services in the locality. The aim is to offer choice, flexibility and reassurance to bereaved families that the service can provide consistent support through to delivery of the funeral service.

In preparation for the proposed introduction, much work has been done to understand the current service provision and type of services being offered at funerals. Enquiries with local funeral directors regarding availability and cost of celebrant led services, coupled with numbers of such services held at Margam Crematorium evidence a growing trend toward a tribute or celebration of life as a There remains a limited number of independent celebrants available and it is apparent that a service need exists. The addition of the service would fully compliment the statutory and non-statutory services already offered.

The provision of the celebrant service will be undertaken by existing staff within the Register Office. Colleagues within the Register Office are already skilled and trained in undertaking public speaking and delivering ceremonies and are eager to develop new skills in performance of this work. Additional support will be offered by utilising the current casual pool of registration staff.

## **Legal Implications**

With the enactment of the Local Government and Elections (Wales) Act 2021 (the 'Act'), the General Power of Competence ('GPoC') has been conferred on Welsh Local Authorities and eligible community councils, putting them in line with their English counterparts regarding these broader powers. The intention of the powers under the Act is to allow local authorities such as the Council to "act in their communities' financial interests to generate efficiencies and secure value for money outcomes and to take on financial risk. It would also enable authorities to have greater confidence in pursuing innovative policy solutions than relying on the well-being power". The Act also aims to reduce concerns surrounding whether they have the requisite authority

when taking decisions, and instead creates the position that qualifying Local Authorities have assumed power, unless there is legislative restriction.

In order to provide this service, the Council would be looking to invoke its powers under the General Power of Competence.

### Financial Implications

It should be noted that the Register Office will not look to profit from the arrangement and any costs incurred will merely be by way of cost recovery for time spent.

To that end an analysis of costings has been undertaken and it is proposed that the Council charges £200 per celebrant service which is based on the cost of service provision and overheads by the Register Office staff. Value Added Tax will also be charged on this sum. Services of a celebrant are not statutory requirements and can be provided in the private sector. If the service is provided by the Council, it will be taxable at the standard rate of 20%.

It is proposed that a sum of £5,000 be incurred for set up costs, which would include training, promotional literature and travel expenses. This sum for year one will be found within existing budgets of the Legal and Democratic Services section.

Below is an indication of the potential income that could be generated by this service.

	Projected Income £	Set-Up Costs – Training/Promotional Literature Ongoing Costs – staff/training/travel £
Year One	5,000 (25 x £200)	5,000
Year Two	10,000 (50 x £200)	6,500
Year Three	20,000 (100 x £200)	6,500

Year Four	30,000 (150 x £200)	6.500
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## Consultation

There is no requirement for any external consultation on this report.

Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery.

## Integrated Impact Assessment

An Integrated Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. An integrated impact assessment is enclosed at Appendix 1, which members are asked to consider as part of determination.

## Workforce Impact

The provision of the celebrant service will be undertaken by existing staff within the Register Office. Colleagues within the Register Office are already skilled and trained in undertaking public speaking and delivering ceremonies and this work is a natural extension of their current role. Staff have been consulted as part of changes and are eager to develop a skill set in this area, which will be supported by ongoing training and development opportunities.

## Recommendations

It is recommended, that having due regard to the integrated impact screening assessment:

- Members grant delegated authority to the Head of Legal and Democratic Services to commence the provision of a celebrant service for services performed in the Neath Port Talbot locality; and
- Members approve the payment of £200 per celebrant service
- Members note a report be brought back to the Cabinet (Policy and Resources) Scrutiny Committee on the provision of this service in Spring 2024.

## Reason for Proposed Decision

Neath Port Talbot Register Office has worked hard to promote the local registration service and build relationships with other users, including liaising with Licensed

Approved Premises, Funeral Directors, Crematorium staff, Hospitals and GP surgeries with a collaborative approach to providing a high level of service provision. The service now wishes to expand and enhance the service by offering Civil Funerals, utilising processes and skills already available, including bookings, customer engagement, building ceremonies and ceremony delivery, meeting increased demand for the local community.

### **Implementation of Decision**

Implementation is proposed after the three-day call in period.

### **Appendices**

Appendix 1 – Integrated Impact Assessment

### **Background Documents**

None

### **Officer Contacts**

Craig Griffiths - Head of Legal and Democratic Services  
Tel: 01639 763368 Email: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

Sharon Thomas - Strategic Registration Manager  
Tel: 01639 760021 Email: [s.thomas1@npt.gov.uk](mailto:s.thomas1@npt.gov.uk)

## Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

### 1. Details of the initiative

	<b>Title of the Initiative: Provision of a Celebrant Service</b>
<b>1a</b>	<b>Service Area:</b> Register Office
<b>1b</b>	<b>Directorate:</b> Chief Executives
<b>1c</b>	<b>Summary of the initiative:</b> Neath Port Talbot Register Office has worked hard to promote the local registration service and build relationships with other users, including liaising with Licensed Approved Premises, Funeral Directors, Crematorium staff, Hospitals and GP surgeries with a collaborative approach to providing a high level of service provision. The service now wishes to expand and enhance the service by offering Civil Funerals, utilising processes and skills already available, including bookings, customer engagement, building ceremonies and ceremony delivery, meeting increased demand for the local community.
<b>1d</b>	<b>Is this a 'strategic decision'?</b> Yes
<b>1e</b>	<b>Who will be directly affected by this initiative?</b> The initiative will impact on the staff in the Register Office who will provide this service but it may have an impact on anyone wishing to utilise a civil celebrant for any funeral or memorial that is held in the Neath Port Talbot locality.
<b>1f</b>	<b>When and how were people consulted?</b> Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune

	service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area.
<b>1g</b>	<p><b>What were the outcomes of the consultation?</b></p> <p>All have indicated an identified need for this service area and the fact that the numbers of family members requesting civil celebrants are increasing and on occasion capacity is not there to be able to meet service demand. The consultation identified that this was a service that colleagues within Neath Port Talbot Register Office could offer.</p>

## 2. Evidence

### What evidence was used in assessing the initiative?

The Council's Register Office, based at Forster Road, is the service responsible for ensuring civil marriages are conducted and births, marriages, and deaths are recorded with the issue of certificates and the provision of citizenship ceremonies.

In the previous financial year, the service conducted:

- Birth Registrations – 20
- Death Registrations - 992
- Notices of Marriages -1206
- Civil Ceremonies - 356
- Citizenship Ceremonies – 52

The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the public. However, it currently operates by way of a subsidy from Neath Port Talbot Council in the region £16,503. Attempts have been ongoing to look at ways of reducing this subsidy whilst at the same look at ways to enhance service delivery to the residents of Neath Port Talbot.

In the last financial year, it should be noted that 253 celebrant services took place at Margam Crematorium, which have predominantly been undertaken by independent celebrants and humanists. The total number of 1554 cremations took place at Margam Crematorium, 66 were direct cremations, the remainder had services provided by Church in Wales, Non-conformist ministers and celebrants.

Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area.

In the last financial year, it should be noted that of the 1554 cremations that took place at Margam Crematorium, 253 were celebrant led services undertaken by independent celebrants along with a smaller number of humanist services

The provision of the celebrant service will be undertaken by existing staff within the Register Office. Colleagues within the Register Office are already skilled and trained in undertaking public speaking and delivering ceremonies and are eager to develop new skills in performance of this work. Additional support will be offered by additional casual registration staff, though a job re-evaluation exercise will also be carried out for colleagues to ensure any job grading meets ongoing work demands.

### 3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/ -	Why will it have this impact?
Age	X			There is no impact to any protected characteristic as the service will be open to all.
Disability	X			There is no impact to any protected characteristic as the service will be open to all.
Gender reassignment	X			There is no impact to any protected characteristic as the service will be open to all.
Marriage & civil partnership	X			There is no impact to any protected characteristic as the service will be open to all.
Pregnancy and maternity	X			There is no impact to any protected characteristic as the service will be open to all.
Race	X			There is no impact to any protected characteristic as the service will be open to all.
Religion or belief	X			There is no impact to any protected characteristic as the service will be open to all. For any individual wishing to access a non-religious funeral, this service will be available.

Sex	X			There is no impact to any protected characteristic as the service will be open to all.
Sexual orientation	X			There is no impact to any protected characteristic as the service will be open to all.

**What action will be taken to improve positive or mitigate negative impacts?**

The service will be monitored using customer questionnaires and engagement which will enable compliance with the Equality Act 2010 to be monitored

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

<b>Public Sector Equality Duty (PSED)</b>	<b>+</b>	<b>-</b>	<b>+/-</b>	<b>Why will it have this impact?</b>
To eliminate discrimination, harassment and victimisation	X			There is no impact to any protected characteristic as the service will be open to all and therefore there is no discrimination, harassment or victimisation as part of this initiative
To advance equality of opportunity between different groups	X			There is no impact to any protected characteristic as the service will be open to all. For any individual wishing to access a non-religious funeral, this service will be available.
To foster good relations between different groups	X			There is no impact to any protected characteristic as the service will be open to all and therefore there is no discrimination, harassment or victimisation as part of this initiative. The service will aim to ensure good relationships between all groups who wish to utilise the service.



**What action will be taken to improve positive or mitigate negative impacts?**

The service will be monitored using customer questionnaires and engagement which will enable compliance with the Equality Act 2010 to be monitored

**4. Socio Economic Duty**

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	Fees have been set at a price that whilst ensuring cost recovery for the work undertaken, are fees that are competitive and as low as possible to enable them to be affordable to the general public.

**What action will be taken to reduce inequality of outcome**

The service will be monitored using customer questionnaires and engagement which will enable compliance with the socio economic duties on the Council.

**5. Community Cohesion/Social Exclusion/Poverty**

	+	-	+/ -	Why will it have this impact?
Community Cohesion	X			There will be no impact to community cohesion as a result of this initiative as the service will be open to all individuals,

Social Exclusion	X			There will be no social exclusion as a result of this policy as it will be open to all and fees have been set at a price that whilst ensuring cost recovery for the work undertaken, are fees that are competitive and as low as possible to enable them to be affordable to the general public.
Poverty	X			Fees have been set at a price that whilst ensuring cost recovery for the work undertaken, are fees that are competitive and as low as possible to enable them to be affordable to the general public.

**What action will be taken to improve positive or mitigate negative impacts?**

The service will be monitored using customer questionnaires and engagement which will enable compliance with any community cohesion/social exclusion or poverty obligations on the Council.

**6. Welsh**

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: – people’s opportunities to use the Welsh language	X			All services offered will be offered bilingually, with opportunities for services to be delivered in Welsh as well as English. The service currently employs a Welsh speaker who will be to undertake this element of the service. Compliance will be had at all times to the Council’s Welsh Language Standards.
– treating the Welsh and English languages equally	X			All services offered will be offered bilingually, with opportunities for services to be delivered in Welsh as well as English. The service currently employs a Welsh speaker who will be to

				undertake this element of the service. Compliance will be had at all times to the Council's Welsh Language Standards.
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**What action will be taken to improve positive or mitigate negative impacts?**

The service will be monitored using customer questionnaires and engagement which will enable compliance with the Welsh Language Standards adopted by the Council.

**7. Biodiversity**

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

<b>Biodiversity Duty</b>	<b>+</b>	<b>-</b>	<b>+/-</b>	<b>Why will it have this impact?</b>
To maintain and enhance biodiversity	X			There will be no impact to the maintenance and enhancement of biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.	X			There will be no impact on the promotion and resilience of ecosystems.

**What action will be taken to improve positive or mitigate negative impacts?**

The service will be monitored using customer questionnaires and engagement which will enable compliance with biodiversity obligations.

## 8. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the general public. Attempts have been ongoing to look at ways of reducing any costs to the Council whilst at the same look at ways to enhance service delivery to the residents of Neath Port Talbot. However, the overarching aim of this service is not merely to focus on cost recovery but to look at enhancement of service delivery to the residents of Neath Port Talbot providing increased choice in the area of civil celebrant services.
ii. <b>Prevention</b> – preventing problems occurring or getting worse	The Register Office is funded by a combination of payment from the General Register Office and the services that it provides to the general public. Attempts have been ongoing to look at ways of reducing any costs to the Council whilst at the same look at ways to enhance service delivery to the residents of Neath Port Talbot. However, the overarching aim of this service is not merely to focus on cost recovery but to look at enhancement of service delivery to the residents of Neath Port Talbot providing increased choice in the area of civil celebrant services.
iii. <b>Collaboration</b> – working with other services internal or external	Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area. All have indicated an identified need for this service area and the fact that the numbers of family members requesting civil celebrants are

	increasing and on occasion capacity is not there to be able to meet service demand. The consultation identified that this was a service that colleagues within Neath Port Talbot Register Office could offer.
iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population	Discussions have been ongoing with funeral directors within the locality who have identified the need for services of this kind and the limited arrangements that exist within the Neath Port Talbot locality. Continued discussion will continue with them to fine tune service delivery. Discussions have also been ongoing with Margam Crematorium and civil celebrants to understand the nature of the services performed and the expectations of service providers in this area. All have indicated an identified need for this service area and the fact that the numbers of family members requesting civil celebrants are increasing and on occasion capacity is not there to be able to meet service demand. The consultation identified that this was a service that colleagues within Neath Port Talbot Register Office could offer.
v. <b>Integration</b> – making connections to maximise contribution	The proposal, whilst not having direct impact on any specific wellbeing strategies aims to ensure we are delivering services that the Neath Port Talbot locality wish to have and at the same time can ensure our communities are thriving and sustainable with individuals being able to provide a service from within the County Borough.

## 9. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

The service will be monitored using customer questionnaires and engagement which will enable compliance with biodiversity obligations.

## 10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	<b>Conclusion</b>
<b>Equalities</b>	There is no impact to any protected characteristic as the service will be open to all.
<b>Socio Economic Disadvantage</b>	No impacts
<b>Community Cohesion/ Social Exclusion/Poverty</b>	No impacts
<b>Welsh</b>	No negative impacts. Service will be performed in accordance with Welsh Language Standards
<b>Biodiversity</b>	No impacts
<b>Well-being of Future Generations</b>	Positive for reasons identified in section 8.

### Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

The service will have no impact on any protected characteristics, does not represent a socio economic disadvantage or will have no impacts on community cohesion. The service will be provided in accordance with Welsh Language Standards and will not breach any biodiversity obligations. It falls within the remit of the Wellbeing of Future Generations in offering a service which would appear to be in demand by the general public.

Neath Port Talbot Register Office has worked hard to promote the local registration service and build relationships with other users, including liaising with Licensed Approved Premises, Funeral Directors, Crematorium staff, Hospitals and GP surgeries with a collaborative approach to providing a high level of service provision. The service now wishes to expand and enhance the service by offering Civil Funerals, utilising processes and skills already available, including bookings, customer engagement, building ceremonies and ceremony delivery, meeting increased demand for the local community.

The aim of this initiative will help reduce any costs that are considered by the Council which can assist with further budget pressures faced.

### 11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Ongoing monitoring of service delivery through customer surveys and engagement	Strategic Registration Manager	Ongoing and with regular reporting to elected members	No complaints made in respect of service delivery and ongoing improvement to reflect any issues that may be raised.





## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Cabinet (Policy and Resources) Sub Committee

25<sup>th</sup> July 2023

#### REPORT OF THE CHIEF FINANCE OFFICER – H JONES

##### Matter for Decision

##### Wards Affected - All

##### Neath Port Talbot Welsh Church Act Trust Fund

#### 1. Purpose of Report

This report provides the Welsh Church Act Trust Fund draft annual report and financial statements for 2022/23 for approval.

#### 2. Draft annual report and financial statements 2022/23

The annual report and financial statements are included in Appendix 1, with the following table summarising the financial position.

	<b>2021/22</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>
Opening value of Fund	616,456	613,586
Income	1,533	9,960
Expenditure	(4,403)	(4,142)
<b>Closing value of Fund</b>	<b>613,586</b>	<b>688,205</b>

#### 3. External Audit

The annual report and financial statements will be independently examined by the Wales Audit Office, as is required by the Welsh Church Act 1914.

Any material changes resulting from the audit of the annual report by the Independent Examiner will be reported back to the Board for consideration, prior to the final submission of the financial information to the Charity Commission.

#### **4. Consultation**

There is no requirement under the Constitution to consult on this item.

#### **5. Recommendations**

It is recommended that Members:

- Approve the draft annual report and financial statements for the year ended 31<sup>st</sup> March 2023.
- Agree that the draft annual report and financial statements are submitted to the Wales Audit Office for independent examination.
- Approve the submission of the accounts to the Charity Commission, if no material changes are identified by Wales Audit Office.

#### **6. Reason for Proposed Decision**

To approve the draft annual report and financial statements for the Welsh Church Act Trust Fund 2022/23.

#### **7. Implementation of Decision**

The decision is proposed for implementation after the three day call in period.

#### **8. List of Background Papers**

Welsh Church Act Trust Fund accounts and working papers  
Charity Commission guides and accounting practices

#### **9. Appendices**

Appendix 1 - Draft annual report and financial statements.

#### **10. Officer Contact**

Mr Huw Jones – Chief Finance Officer

Telephone 01639 763575

email: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
WELSH CHURCH ACT TRUST FUND**

**DRAFT**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>ST</sup> MARCH 2023**

**REGISTERED CHARITY NUMBER: 1076440**

## **Neath Port Talbot Welsh Church Act Fund**

### **Report of the trustees for the year ended 31<sup>st</sup> March 2023**

The trustees present their annual report and financial statement for the charity for the year ended 31<sup>st</sup> March 2023.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1<sup>st</sup> January 2015.

### **Objectives and activities**

The purpose of the Fund is to receive grant applications from charities or voluntary bodies which are based in, active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.

The Fund furthers its charitable purposes for the local public benefit through its grant making policies which cover the following areas:

- Educational
- Libraries, museums, art galleries, etc.
- Relief of poverty
- Advancement of religion
- Other purposes beneficial to the community
- Relief in sickness
- Welfare of elderly persons
- Social and recreational
- Aesthetic, architectural, historical and scientific matters
- Medical and social research, treatment, etc.
- Probation, etc.
- Visually impaired or blind individuals
- Emergencies or disasters
- Other charitable organisations whose purposes are consistent with the provisions included above.

## **Grant making policy**

### **Welsh Church Act Fund Guidelines for Grant Applications**

- a) Each application will be considered on its merits.
- b) Grants will only be awarded to charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.
- c) Grants will only be awarded to individuals in exceptional circumstances.
- d) Grants will not normally exceed £1,000 and in exceptional circumstances £4,000 per applicant and successful applicants will not normally be reconsidered for a further grant within 3 years of the date of approval of the last grant.
- e) Grants will have a time limit for the take up of said grant of two years from the date of approval.
- f) Grants will not normally be awarded where the service could be dealt with out of the annual budget of the Council's service Committees activities or by other public bodies.
- g) Grants will not normally be awarded where they would commit the fund to regular annual payments nor will recurring annual expenses be supported.
- h) Grants will only be made out of the income of the fund, preserving the Fund's capital assets.
- i) Priority will be given to applications which are of significant benefit to the Neath Port Talbot County Borough area.
- j) Grant aid will not normally cover the full cost of a project/proposal and normally will be approved at 25% of actual costs incurred up to the maximum as outlined in condition (d) above. The grant of £4,000 will only be approved where expenditure exceeds £50,000.
- k) Organisations assessed as being able to meet the cost (e.g. by size or nature) are unlikely to receive any grant aid.
- l) Grants towards work of a structural nature will only be considered where:

- there is evidence that a professional assessment has been made of the works;
  - the applicant organisation can demonstrate that there is no other impediment to work proceeding at an early date (e.g. planning permission).
- m) In the case of Churches and Chapels grants will only be approved for the repair of the fabric of buildings which are more than 50 years old and of the highest architectural and historic interest. Church halls, however, where available and used significantly by the public for non-religious purposes, will not be subject to these criteria.
- n) No retrospective applications are considered.
- o) The Panel will take into account the Church membership and the normal size of the congregation.
- p) In the case of students undertaking further Education courses, contributions towards the costs of individual instruments or pieces of equipment etc., will be made as follows - 50% of all costs over a threshold of £2,000 up to a maximum grant of £1,500.

### **Grants awarded**

No grants have been paid out of the Fund in 2022/23.

The Fund trustees have approved the following grants:

<b>Year approved</b>	<b>Name</b>	<b>Purpose</b>	<b>Maximum value £</b>
2004/05	Musica Rediviva	Church organ manuscript	4,000
2019/20	The Rectorial Benefice of	New heating system and external remedial works to	4,000
2022/23	Sardis English Baptist Church	Grant assistance towards costs of works to redecorate entrance, staircase x 2, small chapel & kitchen area.	1,000
<b>Total grants approved but not committed</b>			<b>9,000</b>

Although the Fund has approved these grants, they were not drawn down or committed as at the 31st March 2023. There is no accrual in the accounts, as the grant recipients had not demonstrated that they fulfilled performance conditions.

### **Structure, governance and management**

The Fund is a registered charity, number 1076440. The Charity is governed by the Welsh Church Act 1914 and the Welsh Church Act (Designation and Specification) Order 1996.

The Welsh Church Act Fund was established from the proceeds and assets of the disestablishment of the Church in Wales and was originally created in 1914. The assets were distributed evenly amongst the former county councils in Wales, and then divided between the Welsh Unitary Authorities when they were formed in 1996, with Neath Port Talbot County Borough Council taking responsibility for the share of the Fund included in this report.

The Trustee to the Fund is Neath Port Talbot County Borough Council, which has delegated responsibility to the Cabinet (Finance) Sub Committee, who consider applications received for grants from the Fund and makes decisions on whether they should be granted or not. The Fund does not directly employ any staff, with the day to day administration and the processing and handling of applications prior to consideration being managed by the Director of Finance and Corporate Services. A proportion of his team's time is charged to the Fund.

## **Reference and administrative information**

### **The registered address is:**

Neath Port Talbot County Borough Council  
Finance and Corporate Services Directorate  
Civic Centre  
Port Talbot  
SA13 1PJ

### **The Trustee is:**

Neath Port Talbot County Borough Council, with responsibility delegated to the Cabinet (Finance) Sub Committee.

The following advisors have assisted the trustees in the year:

### **Honorary Treasurer:**

Mr Huw Jones  
Chief Finance Officer  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot SA13 1PJ

### **Independent Examiner:**

Mr Derwyn Owen  
On behalf of the Auditor General for Wales  
24 Cathedral Road  
Cardiff CF11 9LJ

### **Bankers:**

Santander Commercial Bank  
Bridle Road  
Bootle  
Merseyside L30 4GB



## **Trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom accounting standards (UK Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the resources and application of the resources of the charity for the accounting period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the applicable Charities Statement of Recommended Practice
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the appropriate Act and the applicable Charities Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees **4<sup>th</sup> October 2022** and signed on their behalf by:

**Honorary Treasurer**

**Report of the independent examiner to the trustees of Neath Port  
Talbot Welsh Church Act Fund**

To be inserted once the independent examination is completed by Wales  
Audit Office.

## Neath Port Talbot Welsh Church Act Trust Fund

### Statement of Financial Activities for the year ending 31<sup>st</sup> March

	Note	Total Unrestricted Funds 2021/22 £	Total Unrestricted Funds 2022/23 £
<b>Incoming resources</b>			
Investment income	2	1,195	9,622
Estate Rental income	3	338	338
<b>Total Income</b>		<b>1,533</b>	<b>9,960</b>
<b>Resources expended</b>			
<b>Governance/admin costs:</b>			
Management and administration	4	(2,865)	(2,922)
Governance costs	5	(688)	(1,220)
<b>Expenditure on charitable activities:</b>			
Grants	6	(850)	-
<b>Total expenditure</b>		<b>(4,403)</b>	<b>(4,142)</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		(2,870)	5,818
Gains/(losses) on investment assets	7	-	68,801
<b>Net movements in funds</b>		<b>(2,870)</b>	<b>74,619</b>
<b>Reconciliation of Funds</b>			
Total Funds brought Forward		616,456	613,586
<b>Total Funds Carried Forward</b>		<b>613,586</b>	<b>688,205</b>

## Neath Port Talbot Welsh Church Act Trust Fund

### Balance Sheet as at 31<sup>st</sup> March

	Not	31-Mar-22 £	31-Mar-23 £
<b>Fixed Assets</b>			
Tangible Investment Assets	8	91,307	160,108
<b>Total Fixed Assets</b>		<b>91,307</b>	<b>160,108</b>
<b>Current Assets</b>			
Debtors	9	61	57
Short Term Investments	10	523,697	529,939
<b>Total Current Assets</b>		<b>523,758</b>	<b>529,996</b>
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	11	(1,479)	(1,899)
<b>Net Current Assets</b>		<b>522,279</b>	<b>528,097</b>
<b>Total Net Assets</b>		<b>613,586</b>	<b>688,205</b>
<b>The Funds of the Charity</b>			
<b>Unrestricted Income Funds</b>	12		
Fund Balance		537,785	537,785
Income Accumulation Account		75,801	150,420
<b>TOTAL CHARITY FUNDS</b>		<b>613,586</b>	<b>688,205</b>

The following notes form part of these accounts.

# Neath Port Talbot Welsh Church Act Trust Fund

## Notes to the accounts

### 1. Accounting Policies

#### a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the requirements of the Welsh Church Act and the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from January 2015.

The financial statements have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair view”. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on the 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005, which has since been withdrawn.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to the accounts.

#### b) Fund structure

The Welsh Church Act Fund was established from the proceeds and assets of the disestablishment of the Church in Wales and was originally created in 1914. The assets were distributed evenly amongst the former county councils in Wales, and then divided between the Welsh Unitary Authorities when they were formed in 1996, with Neath Port Talbot County Borough Council taking responsibility for the share of the Fund included in this report.

Funds are unrestricted funds which are available for use at the discretion of the Trustee in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

**c) Basis of Accounting**

The accounts have been prepared using the accruals basis and there has been no change to this accounting basis.

Income is recognised once the trust fund becomes entitled to the income and there is sufficient certainty that the income will be received and the amount receivable can be measured reliably.

Expenditure or the liability to spend is recognised as soon as there is a legal or constructive obligation committing the trust fund to that expenditure. All expenditure on governance and support services is accounted for on an accruals basis.

Grants payable are accrued where there is certainty that the funds will be drawn down. However, where grants awarded are subject to the recipient fulfilling performance conditions, the grant is only accrued at the time that the performance conditions are met.

**2. Investment Income**

The Welsh Church Act Fund holds short term cash deposits with Neath Port Talbot County Borough Council. These investments operate on an instant access basis, and interest is based on the Council's return on its investments. The average interest rate for 2022/23 was 1.70% (2021/22 was 0.18%).

Details of short term deposits are provided at Note 10.

**3. Other income**

The Welsh Church Act Fund receives rental income from various properties, land and wayleaves. Further details of the properties are included in note 8 to the Balance Sheet.

**4. Management and Administration/Related parties**

The Fund has paid Neath Port Talbot Council £2,354 (2021/22 £2,308) for financial support services and £568 (2020/21 £557) for legal advice.

These payments are the only related party transactions within these accounts.

## 5. Governance costs

Wales Audit Office plans to charge £948.75 for their independent examination of the Fund.

## 6. Grants

No grants have been paid out of the Fund in 2022/23.

The Fund trustees have approved the following grants.

<b>Year approved</b>	<b>Name</b>	<b>Purpose</b>	<b>Maximum value £</b>
2004/05	Musica Rediviva	Church organ manuscript	4,000
2019/20	The Rectorial Benefice of	New heating system and external remedial works to	4,000
2022/23	Sardis English Baptist Church	Grant assistance towards costs of works to redecorate entrance, staircase x 2, small chapel & kitchen area.	1,000
<b>Total grants approved but not committed</b>			<b>9,000</b>

Although the Fund has approved these grants, they are not accrued in the accounts, as the grant recipients had not demonstrated that they fulfilled performance conditions by 31<sup>st</sup> March.

## 7. Gains or losses on investment assets

There was no sale of fixed investment assets during 2022/23 or 2021/22. A full revaluation exercise was undertaken in 2022/23 which identified a net gain in investment assets of £68,801.

## 8. Tangible Investment Assets

The tangible investment assets relate to holdings of agricultural land and buildings and freehold reversions. The valuer has undertaken a full revaluation which has resulted in a net gain of £68,801. Details of the holdings are as follows:

Details		Value	Revaluation	Value
		31-Mar-22		31-Mar-23
		£	£	£
<b>Vale of Neath</b>				
Residential Neath	80 Llantwit Road, Neath	18,600	12,700	31,300
Agricultural Land	Llantwit Road Neath opp St Illtyds Church	3,250	3,250	6,500
Agricultural Land	Glebe under canal	100	-	100
Land Cadoxton Neath	5.4 Acres at Cwmbach Road	12,049	951	13,000
Land Cadoxton Neath	3.74 Acres North of Cwmbach Road	7,500	3,700	11,200
Land Cadoxton Neath	0.4 Acres South of Cwmbach Road	500	-	500
Misc. Interest Cadoxton Neath	Garage Site, Cwmbach Road	2,000	500	2,500
Misc. Interest Cadoxton Neath	Garage Site, Glebeland Street	2,000	500	2,500
Land Cadoxton Neath	Land and stream adjoining 25 Church	1	-	1
<b>Total</b>		<b>46,000</b>	<b>21,601</b>	<b>67,601</b>
<b>Vale of Neath - Wayleaves</b>				
Cadoxton Neath	Land North West of Cwmbach Road	177	-	177
		<b>177</b>	<b>-</b>	<b>177</b>
<b>Vale of Glamorgan - Agricultural</b>				
Peterson-Super-Ely	Gwern y Gae Uchaf Farm	20,500	6,900	27,400
Peterson-Super-Ely	Backway Farm	24,200	40,300	64,500
<b>Total</b>		<b>44,700</b>	<b>47,200</b>	<b>91,900</b>
<b>Vale of Glamorgan - Wayleaves</b>				
Peterson-Super-Ely	East of the Fruit Garden	430	-	430
		<b>430</b>	<b>-</b>	<b>430</b>
<b>TOTAL FIXED ASSETS</b>		<b>91,307</b>	<b>68,801</b>	<b>160,108</b>



## 9. Analysis of Debtors

The debtors falling due within one year are as follows:

	<b>31-Mar-22</b>	<b>31-Mar-23</b>
	<b>£</b>	<b>£</b>
Investment Income	-	-
Estate rentals	61	57
<b>Total</b>	<b>61</b>	<b>57</b>

## 10. Analysis of Short term investments

The trust fund's short term investments are held as deposits with Neath Port Talbot Council, with interest based on the average investment rate.

	<b>31-Mar-22</b>	<b>31-Mar-23</b>
	<b>£</b>	<b>£</b>
Opening value	523,545	523,698
Additions/Investments	153	6,241
<b>Total</b>	<b>523,698</b>	<b>529,939</b>

## 11. Analysis of Creditors

The creditors falling due within one year are as follows:

	<b>31-Mar-22</b>	<b>31-Mar-23</b>
	<b>£</b>	<b>£</b>
Independent examination fees	(1,354)	(1,774)
Estate rental prepayments	(125)	(125)
<b>Total</b>	<b>(1,479)</b>	<b>(1,899)</b>

## Unrestricted Income Funds – analysis of net assets

All of the trust's funds are unrestricted and made up as follows:

	<b>2021/22</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>
Fixed investment assets	91,307	160,108
Current assets	523,758	529,996
Current liabilities	(1,479)	(1,899)
<b>Total</b>	<b>613,586</b>	<b>688,205</b>

The movement in the income funds is:

<b>31-Mar-22</b>	<b>2022/23</b>			<b>31-Mar-23</b>
<b>Fund b/fwd</b>	<b>Income</b>	<b>Expenditure</b>	<b>Revaluation gain/(loss)</b>	<b>Fund c/fwd</b>
<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>613,586</b>	9,960	(4,142)	68,801	<b>688,205</b>



## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET (POLICY AND RESOURCES) SUB COMMITTEE**

**25 JULY 2023**

#### **REPORT OF THE CHIEF FINANCE OFFICER – HUW JONES**

##### **Matter for Decision**

**Wards Affected – Crynant Onllwyn and Seven Sisters**

**Community Councils Minor Projects Scheme – Application from Crynant Community Council**

##### **Purpose of Report**

1. To seek Members' approval to provide a grant to Crynant Community Council under the Council's Community Councils Minor Projects Scheme.

##### **Background**

2. Neath Port Talbot Council has approved a Community Council Minor Projects Grants Scheme in order to assist Community Councils in undertaking minor capital projects. Approved grants are required to be claimed within two years of approval.
3. The Council has received an application for grant aid under the above mentioned scheme from Crynant Community Council.
4. This application is for grant assistance towards the cost of works which will be used to refurbish and improve a well used but worn out, young children's play area in the grounds of the community centre. The sum requested will allow the Council to:

Install a new 3 up 2 down play unit and twister which will remove from the park three pieces of equipment, which have been highlighted by ROSPA as in need of replacement. Remove a trip hazard by repairing and replacing safety surface (wetpour). Improve access by extending safety surfaces to the entrance gates that are not accessible during wet weather, due to the water pooling on the grass making it impossible to access the park in a wheelchair or with a pram, and very muddy when on foot. This is as result of the drainage difficulties from previous, now closed, mine workings.

**How will this project contribute to the Council's four well-being objectives as set out in the 2022-2027 Corporate Plan?**

The Community Centre is less than 100m from the village shops, dentist and chemist and is therefore well used on a daily basis. Within the Centre's grounds and adjacent to the popular car park is the Toddlers Play Area which is also on the route of many parents taking their children to and from Creunant Primary School. The TPA is therefore a well used and well loved facility. As is natural, over time the main play units have become inferior in both safety standards and quality of design and are in need of replacement. In addition, underlying drainage issues associated with the valley's mining history limit access. The Community Council believes three of the County Borough Council's objectives can clearly be met with the installation and refurbishment.

*Objective: To ensure all children get the best start in life.*

The units are designed to encourage physical activity and develop overall coordination in the young. The units have a progression of natural physical challenges ensuring continued use and enjoyment.

*Objective: To ensure all our communities are thriving and sustainable.*

The new units are manufactured to a high standard using proven quality components that ensures replacement will not be required for at least ten years. The groundworks will allow the play area to be accessible across all the seasons.

*Objective To ensure our local environment, culture and heritage can be enjoyed by future generations.*

The units are designed to be educational for younger children by challenging and developing their physical capabilities and promoting self confidence. The groundworks will halt the deterioration of the play surface caused by the surrounding historical water drainage issues, increasing accessibility for children in future years.

The play area is adjacent to the Council's other outdoor community provision which allows a natural progression for a child through play to skill activities such as the pump track to team activities such as tennis or onto the natural environment via our Nature Walk and Community Meadow.

The estimated cost of the works overall is £24,500 Plus recoverable VAT.

The balance of the project costs will be financed from the Community Council reserves

### **Proposal and Financial Impact**

5. The application from Crynant Community Council complies with the conditions of grant and is entitled to grant support at 60% up to a maximum of £12,000 in accordance with the Minor Projects Grants Scheme and payment be made on receipt of paid invoices together with a copy bank statement.

### **Integrated Impact Assessment**

6. There are no impacts in respect of the obligations to the Council under the Equality Act 2010, the Welsh Language Standards (No 1) Regulations 2015, the Environment (Wales) Act 2016 and support via this grant is a positive impact in respect of the Wellbeing and Future Generations (Wales) Act 2015.

### **Valleys Communities Impacts**

7. Applications for grant are available to Community Councils across the county borough.

### **Workforce Impacts**

8. There are no workforce impacts.

## **Legal Impacts**

9. Grants are provided in line with the approved scheme criteria.

## **Risk Management Impacts**

10. All grant applications are considered on their own merit and in line with the approved scheme criteria.

## **Consultation**

11. There is no requirement under the Constitution for external consultation on this item.

## **Recommendation**

12. It is recommended that Members approve a grant of 60% of actual costs up to a maximum of £12,000 to Crynant Community Council.

## **Reason for Proposed Decision**

13. The decision is in compliance with the approved policy and to enable community improvements.

## **Implementation of Decision**

14. The decision is proposed for implementation after the 3 day call-in period.

## **List of Background Papers**

15. Application from Crynant Community Council.

## **Officer Contact**

16. Mr. H. Jones. – Chief Finance Officer  
Tel. 01639 763575 - email: [h.jones@neath-porttalbot.gov.uk](mailto:h.jones@neath-porttalbot.gov.uk)



## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **CABINET (POLICY AND RESOURCES) SUB COMMITTEE**

**25 JULY 2023**

#### **REPORT OF THE CHIEF FINANCE OFFICER – HUW JONES**

##### **Matter for Decision**

##### **Wards Affected – Dyffryn**

##### **Community Councils Minor Projects Scheme – Application from Dyffryn Clydach Community Council**

##### **Purpose of Report**

1. To seek Members' approval to provide a grant to Dyffryn Clydach Community Council under the Council's Community Councils Minor Projects Scheme.

##### **Background**

2. Neath Port Talbot Council has approved a Community Council Minor Projects Grants Scheme in order to assist Community Councils in undertaking minor capital projects. Approved grants are required to be claimed within two years of approval.
3. The Council has received an application for grant aid under the above mentioned scheme from Dyffryn Clydach Community Council.
4. This application is for grant assistance towards:-
  - Purchase and installation of IT equipment to ensure council are able to facilitate hybrid meetings and training sessions.

- Set up of permanent office base for RFO/Clerk.
- Purchase of projector for main hall.

**How will this project contribute to the Council's four well-being objectives as set out in the 2022-2027 Corporate Plan?**

This project will contribute to the Council's Objective "To ensure that all our communities are thriving and sustainable" as follows:-

- Clerk office - the Clerk will now have a permanent work base to ensure they are accessible to our hall users and members of the public on a regular basis.
- All Councillors will be provided with equipment to ensure that council meetings can be held on a hybrid basis and that members of the community will be able to access the council meetings online as per regulations.
- Committee room will be adapted to be used for training of staff, councillors and local residents as well as offered for hire for corporate training events which will increase community council revenue.
- Purchase and installation of projector & screen in main hall which can be used by current user groups ie historical society.
- Equipment can also be used by council and other users to encourage youth engagement in events planned such as youth film nights etc.

The estimated cost of the works overall is £10,000 to £15,000 plus recoverable VAT.

How will the balance of the project costs be financed?

Dyffryn Clydach Community Council have sufficient funds to be able to cover the cost of 50% of the cost of purchasing the new equipment.

What are the revenue implications?

The committee room is only currently used twice per week by external groups and occasionally by the community council. The installation of IT equipment in the committee room will mean it can



be used for other purposes such as corporate training and team building sessions.

With the installation of a projector and screen in the main hall, this will hopefully attract user groups who engage with young people and will arrange sessions during the evenings for the local community.

### **Proposal and Financial Impact**

5. The application from Dyffryn Clydach Community Council complies with the conditions of grant and is entitled to grant support at 50% up to a maximum of £10,000 in accordance with the Minor Projects Grants Scheme and payment be made on receipt of paid invoices together with a copy bank statement.

### **Integrated Impact Assessment**

6. There are no impacts in respect of the obligations to the Council under the Equality Act 2010, the Welsh Language Standards (No 1) Regulations 2015, the Environment (Wales) Act 2016 and support via this grant is a positive impact in respect of the Wellbeing and Future Generations (Wales) Act 2015.

### **Valleys Communities Impacts**

7. Applications for grant are available to Community Councils across the county borough.

### **Workforce Impacts**

8. There are no workforce impacts.

### **Legal Impacts**

9. Grants are provided in line with the approved scheme criteria.

## **Risk Management Impacts**

10. All grant applications are considered on their own merit and in line with the approved scheme criteria.

## **Consultation**

11. There is no requirement under the Constitution for external consultation on this item.

## **Recommendation**

12. It is recommended that Members approve a grant of 50% of actual costs up to a maximum of £10,000 to Dyffryn Clydach Community Council.

## **Reason for Proposed Decision**

13. The decision is in compliance with the approved policy and to enable community improvements.

## **Implementation of Decision**

14. The decision is proposed for implementation after the 3 day call-in period.

## **List of Background Papers**

15. Application from Dyffryn Clydach Community Council.

## **Officer Contact**

16. Mr. H. Jones. – Chief Finance Officer  
Tel. 01639 763575  
email: [h.jones@neath-porttalbot.gov.uk](mailto:h.jones@neath-porttalbot.gov.uk)



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
CABINET (POLICY AND RESOURCES) SUB COMMITTEE**

**25 JULY 2023**

**REPORT OF THE CHIEF FINANCE OFFICER  
– HUW JONES**

**Matters for Decision**

**Wards Affected: Pontardawe, All Wards; Bryn and Cwmavon**

**Miscellaneous Grant Fund Applications**

**Purpose of the Report:**

1. To seek Member approval in relation to grant applications received at Appendix 1 attached.

**Background and Financial Impacts**

2. The Council has a Miscellaneous Grants Scheme to support individual applications for grants in line with the criteria set out below:-

**Existing Policy Statement**

- a) Each application will be considered on its merits.
- b) The Committee will only approve applications for financial assistance from voluntary or charitable organisations which are manifestly committed to voluntary endeavours of a local

nature. This will not preclude the consideration of applications where the disposal of funds is outside the area but still provides significant benefits for the people from the Neath Port Talbot area.

- c) No applications will be considered from religious bodies except relating to church halls and other premises where there is significant community use of the property for non-religious activities.
- d) No applications will be considered from other public funded bodies such as community councils, hospital trusts, etc. or where the benefit may be in lieu of their contributions such as appeals for hospital equipment.
- e) Applications from individuals may be considered where both the person and the community derive a benefit.
- f) No grants will be made to any individual or organisation whose prime purpose is to distribute their funds to other charitable bodies.

### **Integrated Impact Assessment**

- 3. There are no impacts in respect of the obligations to the Council under the Equality Act 2010, the Welsh Language Standards (No 1) Regulations 2015, the Environment (Wales) Act 2016 and support via this grant provides generally a positive impact in respect of the Wellbeing and Future Generations (Wales) Act 2015.

### **Valleys Communities Impacts**

- 4. Applications for grant are available to voluntary and charitable organisations across the county borough.

### **Workforce Impacts**

5. There are no workforce impacts.

### **Legal Impacts**

6. Grants are provided in line with the approved scheme criteria.

### **Risk Management Impacts**

7. All grant applications are considered on their own merit and in line with the approved scheme criteria.

### **Consultation**

8. There is no requirement for external consultation on this item.

### **Recommendation**

9. It is recommended that Members approve the applications set out in Appendix 1 to this report.

### **Reason for Proposed Decision**

10. To decide on the amount of financial support in respect of the grant applications received.

### **Implementation of Decision**

11. The decision is proposed for implementation after the three day call in period

## **Appendices**

12. Appendix 1 – Schedule of grant applications

## **List of Background Papers**

13. Grant Applications

## **Officer Contact**

Mr. Huw Jones – Chief Finance Officer

Email: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

## SCHEDULE OF GRANT APPLICATIONS

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
Pontardawe Heritage and Visitor Centre	The Trustees of Pontardawe Heritage and Visitor Centre have applied for grant assistance in relation to the lease of Pontardawe Heritage and Visitor Centre	Grant towards the cost of rent of £2,750 pa which is increasing from £2,500 pa	£2,500 grant provided for 2023/24 – Third Sector Grant Scheme	Proposed that a grant of £2,600 per annum be offered which is the equivalent of c95% of the new rent.
British Red Cross	Application received for grant assistance to assist the British Red Cross to continue to support vulnerable people including the Neath Port Talbot area.	No specific amount requested	Cabinet Finance Sub Committee 16 March 2021 provided grant of £1,000	Provide grant of £1,000 for general support within the County Borough.
Bryn Bowls Club	The Trustees of Bryn Bowls Club have applied for grant assistance in relation to the lease of Bowls Pavilion at Bryn Recreation Ground –.	Grant towards the cost of rent of £605 pa which is increasing from £550 pa	100% grant of rent amount £550	Proposed that a grant of £575 per annum be offered which is the equivalent of c95% of the new rent

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET (Policy & Resources) Sub Committee

25<sup>th</sup> July 2023

### Head of People & Organisational Development

S.Rees

#### Matter for Information

**Wards Affected:** All Wards

**Report Title: Update on the ongoing work to support the Armed Forces Community in Neath Port Talbot**

#### Purpose of Report

1. To present Members with an update on the ongoing work to support the Armed Forces Community in Neath Port Talbot.

#### Executive Summary

2. This report provides an overview of the Armed Forces Covenant, the work of the Neath Port Talbot Armed Forces Forum and the work that has been undertaken to support the Armed Forces Community in Neath Port Talbot.

#### Background

#### What is the Armed Forces Covenant (AFC)?

3. On 24th June 2013, the council and a number of partners signed the Community Covenant. The Community Covenant is now known simply as the Armed Forces Covenant, which covers all aspect of society and the council has pledged to support the Armed Forces Community via the re-signing of the Armed Forces Covenant by the Chief Executive and Leader on 15<sup>th</sup> May 2023.

4. The Armed Forces Covenant is a promise to ensure that those who serve or have served in the armed forces – and their families – are treated fairly.

The Armed Forces Covenant Duty is a legal obligation on certain public bodies, such as local authorities to pay due regard to the Covenant principles when exercising certain functions.

Under the terms of the Covenant Duty, members of the Armed Forces, veterans and their families should face no disadvantage compared to other citizens in the provision services in health, education and housing.

### **Neath Port Talbot Armed Forces Forum:**

5. The Neath Port Talbot Armed Forces Forum aims to:
  - Provide easy access to information about local services that can provide help and support for the Armed Forces Community;
  - Identify, address and regularly review areas where members of the Armed Forces Community may experience disadvantage;
  - Develop strong relationships and multi-agency joined up approaches to delivering services to meet the needs of the Armed Forces Community; and
  - Keep forum members up to date with key information from respective organisations

The Regional Armed Forces Liaison Officer (NPT, Swansea & Bridgend), provides administrative support to the Neath Port Talbot Armed Forces Forum which takes place three times a year.

The council has two Armed Forces Champions. Councillor Wyndham Griffiths and Councillor Tim Bowen (who replaced Councillor Chris James at Council on 12<sup>th</sup> July 2023).

Members of the Forum are from public, private and third sector organisations from across the county borough. This includes military personnel, health, police, education, DWP, veterans' hubs and other organisations and charities.

Since Covid, the Forum has been taking place virtually. Attendees are encouraged to provide updates on events and key information.

The most recent Forum took place on Thursday 9th March when the Forum was updated on the new Armed Forces Covenant legislation, recent Census Data, the All Wales Armed Forces Covenant Newsletter, Armed Forces Day funding, future events and updates from 223 Transport Squadron, Royal Logistics Corps, the Royal Navy, Alabare, the Bulldogs, Probation Services and Welsh Government.

The June meeting of the Forum was cancelled due to unforeseen circumstances. The next Forum is scheduled to take place in September 2023.

### **Supporting the Armed Forces Community:**

#### a) Providing Funding:

6. The Regional Armed Forces Liaison Officer has worked to distribute £25,000 from the Armed Forces Covenant Fund Trust's 'Sustaining Delivery of the Covenant' funding across the three regions.

The fund has been distributed via an application process for local organisations, to support events, training and marketing activities. Examples of how the funding has supported Armed Forces communities across the three authorities is provided below:

- Events such as Jubilee parties, Remembrance concerts, the Armed Forces Bikers 'Boio Bash' summer event, the Battle of Britain touring exhibition, a veteran's hub launch event in Swansea and Armed Forces Day in Aberafan Shopping Centre.
- Marketing materials such as posters, leaflets, tommy statues, social media posts, printed mugs and other merchandise. An example of this is the Glyncorwg memorial (Appendix 1)
- Training such as health and safety for volunteers, mental health awareness, equalities and diversity.

The Regional Armed Forces Liaison Officer will also research, share and help organisations with funding applications if necessary. The

Officer recently supported a local organisation to successfully apply for Sport Wales and the National Lottery Community Fund.

b) Arranging / Supporting Events:

7.

- Armed Forces Week and Armed Forces Day - 19th June – 24th June 2023:

The flag raising ceremony took place at both Neath and Port Talbot Civic Centres on Monday 19th June, attended by dignitaries, service personnel and the public. This marked the start of Armed Forces Week.

- Wales and the Battle of Britain Touring Exhibition - 5th September – 18th September 2022:

The Regional Armed Forces Liaison Officer organised the exhibition displayed at Aberafan Shopping Centre. The exhibition shared the Welsh stories of the Battle of Britain including the Neath Spitfire. A full sized replica of a Spitfire was displayed in the shopping centre and an opening ceremony took place to open the exhibition, attended by the public and a number of dignitaries. (Appendix 2)

- Mayor of Neath Port Talbot's Armed Forces Festival – 29th October – 11th November 2022:

The Festival consisted of an opening ceremony (Appendix 3), a flag raising event, a service children event at Ysgol Cwm Brombil (Appendix 4) and a concert. The concert, which was held in the Princess Royal Theatre, was a variety style show with concluded with a Remembrance Service. Performers included Kirsten Orsborn, Bois Afan, Bagpiper Ben James, NPT Cerdd and compered by Kev Johns. The event was supported by the tri-service cadet organisations who sold programmes and had collection buckets or the local Royal British Legion (Appendix 5).

Other events were encouraged to affiliate with the Festival to provide promotion via our website. The Library service added a range of events

for example, poppy making and there was also a concert in Briton Ferry Community Centre.

The service children event was such a success similar events have been arranged in Swansea and Bridgend with the Neath Port Talbot event being used as an example of best practice.

- Ministry of Defence Employer Recognition Scheme (ERS):

In July 2023, the council was awarded the Silver award one of only 17 major Welsh employers to have received the Silver Award this year. The prestigious award recognises employers who have actively demonstrated support for the Armed Forces community by implementing policies to help them. To achieve the Silver award, organisations must proactively demonstrate that the Armed Forces community is not unfairly disadvantaged as part of their recruitment policies. They must also actively ensure their workforce is aware of their positive policies towards the defence community and understand issues for reservists, veterans, cadet force adult volunteers, and spouses and partners of those serving in the Armed Forces.

The council has a guaranteed interview in place for veterans and offer 5 days' additional unpaid leave to allow Reservists to carry out their training which supported the Silver application.

- Signposting & Supporting:

The Regional Armed Forces Liaison Officer is regularly contacted by individuals across the 3 authorities who ask for support or signposting for a range of issues, including health, education and housing. This is a continuing part of the role.

The Regional Armed Forces Liaison Officer keeps the Veteran's Gateway up to date with information for armed forces communities to find local support via Welsh Government-

<https://www.veteransgateway.org.uk>

## **Financial Appraisal**

8. The Regional Armed Forces Liaison Officer post is funded by the Welsh Government's Armed Forces Liaison Officer Grant.

### **Integrated Impact Assessment**

9. There is no requirement to undertake an Integrated Impact Assessment as this report is for information purposes.

### **Valleys Communities Impact**

10. No implications.

### **Workforce Impact**

11. There are no workforce impacts.

### **Legal Impact**

12. There are no legal impacts.

### **Risk Management**

13. This report is for information purposes only.

### **Consultation**

14. There is no requirement for external consultation on this item.

### **Recommendation**

15. For Members to note the work in Neath Port Talbot to support the local Armed Forces Community.

### **List of Background Papers**

16. None

### **Officer Contact:**

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# Appendices

## Appendix 1

### Glyncorrwg Memorial



## Appendix 2

### Battle of Britain Exhibition – Spitfire Replica



Opening Event of the Mayor of Neath Port Talbot's Armed Forces Festival



Service Children Event in Ysgol Cwm Brombil – 9<sup>th</sup> November 2022





Remembrance Concert, Princess Royal Theatre – 11<sup>th</sup> November 2022



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