



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

***IMMEDIATELY FOLLOWING CABINET (POLICY AND RESOURCES)  
SCRUTINY COMMITTEE  
TUESDAY, 17 OCTOBER 2023***

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

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE  
DURATION OF THE MEETING**

**Webcasting/Hybrid Meetings:**

This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

**Part 1**

1. Appointment of Chairperson
2. Chairpersons Announcement/s
3. Declarations of Interest
4. Minutes of Previous Meeting (*Pages 3 - 4*)
5. 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.
6. Welsh Church Act Fund Application (*Pages 5 - 10*)

7. 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).
8. Access to Meetings - Exclusion of the Public (*Pages 11 - 16*)  
To resolve to exclude the public for the following item pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

## **Part 2**

9. Debtor Write Offs (Exempt under Paragraph 14) (*Pages 17 - 26*)

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

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

**11 October 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**  
**5 SEPTEMBER 2023**

**Cabinet Members:**

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

**Officers in Attendance:**

C.Griffiths, N.Blackmore and T.Davies

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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 all to the meeting.

3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

4. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meetings held on 27 July and 29 August 2023, were agreed as an accurate record.

5. **PUBLIC QUESTION TIME**

No public questions were received.

6. **ACCESS TO MEETINGS - EXCLUSION OF THE PUBLIC**

**RESOLVED:** That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

7. **DEBTOR WRITE OFFS**

**Decision:**

That approval be granted to write off the amounts of Sundry debt and Housing benefit overpayments, as detailed in the private circulated report.

**Reason for Decision:**

As the amounts due are irrecoverable.

**Implementation of Decision:**

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

**CHAIRPERSON**

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

**17 OCTOBER 2023**

**REPORT OF THE CHIEF FINANCE OFFICER**

**Matter for Decision**

**Wards Affected – Resolven and Tonna**

**NEATH PORT TALBOT WELSH CHURCH ACT TRUST FUND**

**1. Purpose of Report**

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

**2. Background and Financial Impact**

The Council as trustee is responsible for managing the Welsh Church Act Trust Fund. Grants are received by application from churches and chapels, charitable organisations and individuals as set out in the criteria below. The Welsh Church Fund has funds available to it in its own right to distribute as part of an approved grant scheme. All claimants must claim their grant within two years of committee approval.

**Review of Award Criteria**

**Welsh Church Acts 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 £1,000.

### **3. Integrated Impact Assessment**

There is no requirement to undertake an impact assessment.

### **4. Valleys Communities Impacts**

Applications for grant are available to churches and chapels, individuals and charitable organisations across the county borough.

### **5. Workforce Impacts**

There are no workforce impacts.

### **6. Legal Impacts**

Grants are provided in line with the approved scheme criteria.

### **7. Risk Management Impacts**

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

### **8. Consultation**

There is no requirement for external consultation on this item.

### **9. Recommendation**

It is recommended that Members approve the application set out in the Appendix to this report.

**10. Reason for Proposed Decision**

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

**11. Implementation of Decision**

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

**12. Appendices**

Appendix – schedule of grant application.

**13. List of Background Papers**

Grant Application.

**14. Officer Contact**

Mr Huw Jones – Chief Finance Officer  
Tel. No: 01639 763575  
email: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)



**Appendix**

<b>Applicant</b>	<b>Purpose</b>	<b>Amount Request/Cost of "Project"</b>	<b>Previous Support</b>	<b>Comments</b>
St. Anne's Church Tonna	<p>Grant assistance towards costs of repair works to The Church spire at St. Anne's Church. St Anne's Church has a strong community and holds coffee mornings, pop-up markets and assists those in sheltered housing. They carry out outreach and school visits with both Tonna Primary School and Llangatwg comprehensive school, also houses the Tonna male voice choir.</p> <p>At Christmas services, remembrance Sunday, funerals, weddings, and other special events they have a full Church of approximately hundred.</p>	<p>The cost of this project is estimated at £74,830.37.</p> <p>A professional assessment has been made of the works and they have received a current quote of £49,858.64 + VAT @ £9971.73 = £59,830.37 to fix the spire added to this is a scaffolding cost of £15,000 which comes to £74,830.37. £10,777 has already been raised and are waiting to hear whether an application to the Church in Wales Fund for the maximum of £3,000 has been successful.</p>	17 <sup>th</sup> November 2011.	A grant of £4,000 be approved where expenditure exceeds £50,000.

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
	<p>St. Anne's has a long history. The Church was built between 1891-1892 by E.H Lingen Barker, an architect of Hereford. It became Grade II Listed in 2000 for its architectural interest, especially the well-designed exterior with spire in prominent position within the village. The Church is a focal point of Tonna and is important to the local community who use it for a variety of activities. The Church is extremely important to our parishioners who have already fundraised £10,777 and its heritage value is significant. A timely intervention is needed to avoid further deterioration of the building.</p>	<p>They have also applied to the National Lottery Heritage Fund, which would cover the remaining capital costs and a programme of community engagement. The Church are applying for the full amount of £4,000 from the Welsh Church fund to be used as match funding.</p> <p>If the National Lottery bid was unsuccessful they could look to match funding from the James Pantyfedwen Fund, the Benefact Trust, The National Churches Trust and The Garfield Weston Trust.</p>		



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **Report of the Head of Legal and Democratic Services**

### **Cabinet (Policy and Resources) Sub Committee – Tuesday, 17 October 2023**

#### **ACCESS TO MEETINGS/EXCLUSION OF THE PUBLIC**

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.
<b>Item (s):</b>	Item 9 – Debtor Write Offs
<b>Recommendation(s):</b>	That the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.
<b>Relevant Paragraph(s):</b>	14

#### **1. Purpose of Report**

To enable Members to consider whether the public should be excluded from the meeting in relation to the item(s) listed above.

Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales)

Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.

Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

## **2. Exclusion of the Public/Public Interest Test**

In order to comply with the above mentioned legislation, Members will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it/they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in Appendix A.

Where paragraph 16 of the Schedule 12A applies there is no public interest test. Members are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

**3. Financial Implications**

Not applicable

**4. Integrated Impact Assessment**

Not applicable

**5. Valleys Communities Impact**

Not applicable

**6. Workforce Impact**

Not applicable.

**7. Legal Implications**

The legislative provisions are set out in the report.

Members must consider with regard to each item of business the following matters.

- (a) Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.

and either

- (b) If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test in maintaining the

exemption outweighs the public interest in disclosing the information; or

- (c) if the information falls within the paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test by must consider whether they wish to waive their privilege in relation to that item for any reason.

**8. Risk Management**

To allow Members to consider risk associated with exempt information.

**9. Recommendation(s)**

As detailed at the start of the report.

**10. Reason for Proposed Decision(s):**

To ensure that all items are considered in the appropriate manner.

**11. Implementation of Decision(s):**

The decision(s) will be implemented immediately.

**12. List of Background Papers:**

Schedule 12A of the Local Government Act 1972

**13. Appendices:**

Appendix A – List of Exemptions

## Appendix A

<b>NO</b>	<b>Relevant Paragraphs in Schedule 12A</b>
<b>12</b>	Information relating to a particular individual
<b>13</b>	Information which is likely to reveal the identity of an individual
<b>14</b>	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
<b>15</b>	Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
<b>16</b>	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
<b>17</b>	Information which reveals that the authority proposes: <ul style="list-style-type: none"> <li>• To give under any enactment a notice under or by virtue of which requirements are imposed on a person, or</li> <li>• To make an order or direction under any enactment.</li> </ul>
<b>18</b>	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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