



CABINET (FINANCE) SUB COMMITTEE

***Immediately Following Scrutiny Committee on
WEDNESDAY, 1 AUGUST 2018***

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest
2. Appointment of Chairperson
3. Minutes of Previous Cabinet (Finance) Sub Committee held on 16 May 18 and 27 June 2018 (*Pages 3 - 8*)

Report of the Head of Legal Services

4. Registration Service - Non Statutory Fees (*Pages 9 - 14*)

Report of the Director of Finance and Corporate Services

5. Miscellaneous Grant Fund Application (*Pages 15 - 18*)

Report of the Head of Financial Services

6. Representatives at Magistrates Court Proceedings (*Pages 19 - 22*)
7. Urgent Items
Any urgent items (whether public or exempt), at the discretion of the Chairperson pursuant to Statutory Instrument 2001 No 2290 (as amended)
8. Access to Meetings
To resolve to exclude the public for the following items 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

Private Report of the Head of Financial Services

9. Business Rates Write Offs (*Pages 23 - 28*)
10. Council Tax Write Offs (*Pages 29 - 38*)
11. Housing Benefit Write Offs (*Pages 39 - 42*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Date Not Specified

Cabinet Board Members:

Councillors: C.Clement-Williams and D.Jones

Notes:

- (1) *If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Committee. Members are asked to make these arrangements direct and then to advise Democratic Services staff.*
- (2) *The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process).*

EXECUTIVE DECISION RECORD
CABINET (FINANCE) SUB COMMITTEE

16 MAY, 2018

Cabinet Members:

Councillors: C.Clement-Williams (Chairperson) and D.Jones

Officers in Attendance:

H.Jenkins and N.Headon

1. **TO AGREE THE CHAIRPERSON FOR THIS MEETING**

Agreed that Councillor C. Clement Williams be appointed as Chairperson, for the meeting.

2. **NON DOMESTIC RATES - HIGH STREET RATES RELIEF WALES 2018-19**

Decision:

That the grant funding be accepted and the High Street Rates Relief Scheme Wales for 2018/19, be adopted.

Reason for Decision:

To enable the Business Rates Team to administer the High Street Rates Relief Scheme for 2018/19.

Implementation of Decision:

The decision is proposed for immediate implementation, the Chair of the Scrutiny Committee agreed this course of action, and therefore there would be no call in of this decision.

CHAIRPERSON

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EXECUTIVE DECISION RECORD
CABINET (FINANCE) SUB COMMITTEE
27 JUNE, 2018

Cabinet Members:

Councillors: D.Jones (Chairperson) and R.G.Jones

Officers in Attendance:

H.Jenkins and N.Headon

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor D.Jones be appointed as Chairperson.

2. **MINUTES OF MEETING HELD ON 23 MAY 2018**

Noted by Committee.

3. **HOUSING LOAN SCHEME**

Decisions:

1. That the changes in the delivery of the Housing Loan Scheme as contained in the private circulated report, be approved;
2. That the delivery of the Owner Occupier Financial Assistance Scheme as contained in the private circulated report, be approved.

Reason for Decisions:

To enable the Authority to maximise the funding opportunity presented by the Loan Schemes to bring empty properties back into use as residential accommodation and to improve the quality of private sector housing throughout the borough.

Implementation of Decisions:

The decision is proposed for immediate implementation.

4. **ACCESS TO MEETINGS**

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

5. **SUNDRY DEBTOR WRITE OFFS**

Decision:

That the write off Sundry Debt amounts contained within the private circulated report, be approved.

Reason for Decision:

The amounts due are irrecoverable.

Implementation of Decision:

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

6. **COUNCIL TAX WRITE OFFS**

Decision:

That the write off amounts of Council Tax as contained within the private circulated report, be approved.

Reason for Decision:

The accounts are irrecoverable.

Implementation of Decision:

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

CHAIRPERSON

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET (FINANCE) SUB COMMITTEE

1 AUGUST 2018

REPORT OF THE HEAD OF LEGAL SERVICES MR. CRAIG GRIFFITHS

MATTER FOR DECISION

WARDS AFFECTED – ALL

REGISTRATION SERVICE – NON STATUTORY FEES

Purpose of the Report

1. To set non statutory fees for the Registration Service effective from 1 January 2019.

Background

2. Each year there is a need to review and confirm fee levels for services provided by the Council. This report proposes the non-statutory fees for the calendar year 2019 for the Registration Service.
3. As Members are aware, the Registration Service will be moving premises from London Road to the former County Court at Neath. A further review of some of the services and fee levels will be undertaken following this move and reported for Member consideration at the appropriate time.

Financial Impact

4. The registration service income target for 2018-19 is £174,960 up from £171,690 in the previous financial year. The majority of the income is generated from statutory registration fees, which have remained at the same level of £10 per certificate for many years

and the proposed increase set out in the attached will provide the Council with a modest but important increase in income.

Equality Impact Assessment

5. These are non-statutory fees that apply to the services provided by Registration. Individuals using the service only have to pay for the services that they want. There are other statutory fees such as for the registration of births, marriages and deaths that are universal and set by the UK Government and apply to all.

Workforce Impacts

6. There are no workforce implications that arise from this report

Legal Impacts

7. This report sets out the proposed fee levels for services that need to be in place prior to the expiry of the existing charges. There are no additional legal issues arising from this report.

Risk Management

8. There are no new risks associated with this report

Consultation

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

Recommendation

10. It is recommended that members approve the fees for the period 1 January 2019 to 31 December 2019 as set out in Appendix 1 to this report.

Reason for Proposed Decision

11. To set non-statutory fee levels for the Registration Service from 1 January 2019.

Implementation of Decision

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

Appendices

13. Appendix 1 - Registration Service – Non Statutory Fees

Officer Contact

14. Mr. Craig Griffiths – Head of Legal Services
(Tel. 01639 763767 - email: c.griffiths2@neath-porttalbot.gov.uk)

REGISTRATION SERVICE – NON STATUTORY FEES**1. CIVIL MARRIAGES & CIVIL PARTNERSHIPS AT APPROVED PREMISES**

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
Monday to Thursday	£270	£290	£310
Friday	£300	£320	£340
Saturday	£340	£360	£380
Sunday	£420	£440	£460
Bank Holiday	£440	£460	£480
Non-refundable provisional booking fee	£100	£100	£100

2. LICENCE TO APPROVE A PREMISES FOR CIVIL MARRIAGES & CIVIL PARTNERSHIPS

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
Three year licence	£1,300	£1,350	£1,450

3. PRIVATE CITIZENSHIP CEREMONY

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
Private Citizenship ceremony	£60	£60	£60

4. PRIORITY CERTIFICATE SERVICE

Many visitors to the Register Office are keen to order and pick up Certificates on the same day. We now offer a Priority Certificate Service for £6 plus the Certificate fee for same day service.

5. BRIDE'S WAITING ROOM

Exclusive use of the waiting room adjacent to the Ceremony Room for the Bride ensuring that the Groom does not see her prior to the Ceremony (London Road Premises)

£35

6. ANCILLARY SERVICES

For the Registrar to deliver specific non-religious readings chosen by the Bride and Groom

£20 per reading

7. BABY NAMING AND RENEWAL OF VOWS CEREMONY

The birth of a child or a couple reaching a landmark of several years' marriage or civil partnership is certainly cause for celebration and the Registration Service is pleased to be able to facilitate ceremonies to mark these very special occasions.

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
At Register Office:			
Monday to Thursday	£150	£160	£160
Friday	£170	£180	£180
Saturday	£200	£210	£210
At Approved Premises:			
Monday to Thursday	£210	£220	£220
Friday	£220	£230	£230
Saturday	£290	£300	£300
At Register Office & Approved Premises:			
Sunday	£340	£350	£350
Bank Holidays	£390	£400	£400

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET (FINANCE) SUB COMMITTEE

1 AUGUST 2018

REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES – MR. HYWEL JENKINS

Matters for Decision

Wards Affected

All

MISCELLANEOUS GRANT FUND APPLICATION

1. Purpose of Report

To seek Member approval in relation to grant application received.

2. Background and Financial Impact

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.

4. Miscellaneous Grant funding available

Members have approved a budget of £3,650 for miscellaneous grants for 2018/19

5. Consultation

There is no requirement under the Constitution to consult on these items.

6. Recommendation

It is recommended that Members determine the application set out in Appendix 1 of this report.

7. Reason for Proposed Decision

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

8. Implementation of Decision

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

9. List of Background Papers

Grant Application

10. Appendices

Appendix 1 – Miscellaneous Grant Application

11. Officer Contact

Mr Hywel Jenkins – Director of Finance and Corporate Services
Tel. No: 01639 763251
email: h.jenkins@npt.gov.uk

Miscellaneous Grant Application

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
Skewen Rugby Football Club Ltd	Grant assistance towards annual rent of £650 pro rata to the period of lease for the playing field at Pen Yr Heol, Skewen, Neath	Grant towards rent of £650 per annum which will be pro ratad for the period to 1.05.19.	None	Provide grant to fully cover the rent payable under this lease. (Approximately £500).

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet (Finance) Sub Committee

1st August 2018

Report of the Head of Financial Services – David Rees

Matter for Decision: Council Tax and Business Rates

REPRESENTATIVES AT MAGISTRATES COURT PROCEEDINGS

Wards Affected: All

Purpose of Report

1. To update the list of staff who are authorised to represent the Authority at Magistrates Court proceedings.

Background

2. Following changes in the Council Tax section there is a need to update the list of staff who are authorised to represent the Council at Magistrates Court proceedings for the recovery of Council Tax and Business Rates.

Proposal

3. In pursuant to section 223 of the Local Government Finance Act 1972, Julia Jervis and Stuart Mason be authorised to represent the Authority in proceedings before a Magistrate Court for the purpose of the recovery of Council Tax and Business Rates and Irena Smith and Valerie Edwards be removed from the list of authorised personnel.

Current list:

Mrs A Hinder

Mrs R Stanbury

Mr C Watkins

Mrs A Greenway
Miss V Edwards
Mrs P Roberts
Mrs I Smith
Mrs L Lewis
Mrs L Morgan

Financial Impact

4. There are no financial impacts arising from this report.

Equality impact assessment

5. There was no requirement for an equality impact assessment in terms of this report.

Workforce impacts

6. There are no workforce impacts arising from this report.

Legal impact

7. There are no legal impacts arising from this report.

Risk management

8. There are no risk management issues arising from this report.

Consultation

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

Recommendation

10. Recommended revised list of people to represent the Authority in proceedings before a Magistrates Court for the purpose of the recovery of Council Tax and Business rates-

Mrs A Hinder
Mrs R Stanbury
Mrs Lisa Morgan

Mrs A Greenway
Mrs J Jervis
Mrs P Roberts
Mr S Mason
Mrs L Lewis
Mr C Watkins

Reason for proposed decision

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

Implementation of decision

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

Appendices

13. None

List of background papers

14. Local Government Finance Act 1972

Officer contact

15. Mr David Rees – Head of Financial Services
Tel. No. 01639 763634
E-mail: d.rees1@npt.gov.uk

Mrs Ann Hinder – Principal Council Tax Officer
Tel. No. 01639 763908
E-mail: a.hinder@npt.gov.uk

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