



***CABINET (FINANCE) SUB COMMITTEE***

***IMMEDIATELY FOLLOWING CABINET SCRUTINY COMMITTEE  
WEDNESDAY,***

***COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE***

1. Appointment of Chairperson
2. Declarations of Interest
3. Minutes of Previous Cabinet (Finance) Sub Committee Meeting held on 1 August, 2018 (*Pages 3 - 6*)
4. Forward Work Programme October 2018 (*Pages 7 - 10*)
5. Education Trust Funds Signatories (*Pages 11 - 14*)  
*Director of Finance and Corporate Services*
6. Miscellaneous Grant Fund Application (*Pages 15 - 18*)  
*Report of the Director of Finance and Corporate Service*
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  
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.

9. Sundry Debt Write Off (*Pages 19 - 22*)  
*Private Report of the Head of Financial Services*
10. Housing Benefits Write Offs (*Pages 23 - 26*)  
*Private Report of the Head of Financial Services*
11. Council Tax Write Offs (*Pages 27 - 36*)  
*Private Report of the Head of Financial Services*

**S.Phillips**  
**Chief Executive**

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

Thursday 6 September, 2018

**Cabinet (Finance) Sub Committee Members:**

Cllrs. C.Clement-Williams and D.Jones

**EXECUTIVE DECISION RECORD**

**1 AUGUST 2018**

**CABINET (FINANCE) SUB COMMITTEE**

**Cabinet Board Members:**

Councillors: C.Clement-Williams and D.Jones

**Officers in Attendance:**

D.Rees, C.Griffiths, J. Stevens and N.Headon

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor C. Clement-Williams be appointed as Chairperson.

2. **MINUTES OF PREVIOUS CABINET (FINANCE) SUB COMMITTEE HELD ON 16 MAY 18 AND 27 JUNE 2018**

Noted by Committee.

3. **REGISTRATION SERVICE - NON STATUTORY FEES**

**Decision:**

That the fees for the period of 1 January 2019 to 31 December 2019, as set out in Appendix one of the circulated report, be approved.

**Reason for Decision:**

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

**Implementation of Decision:**

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

4. **MISCELLANEOUS GRANT FUND APPLICATION**

**Decision:**

That the application for grant assistance received from Skewen Rugby Football Club Ltd, towards the annual lease of the playing field at Pen Yr Heol, Skewen, Neath, be approved, pro-rata for the period to 1.5.19.

**Reason for Decision:**

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

**Implementation of Decision:**

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

5. **REPRESENTATIVES AT MAGISTRATES COURT PROCEEDINGS**

**Decision:**

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

**Reason for Decision:**

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

**Implementation of Decision:**

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

6. **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.

7. **BUSINESS RATES WRITE OFFS**

**Decision:**

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

**Reason for Decision:**

The amount is irrecoverable.

**Implementation of Decision:**

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

8. **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.

9. **HOUSING BENEFIT WRITE OFFS**

**Decision:**

That the write off amounts of Housing Benefit 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**

**2018 FORWARD WORK PLAN  
CABINET (FINANCE) SUB COMMITTEE**

<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Type (Decision/ Monitoring Or Information)</b>	<b>Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)</b>	<b>Contact Officer/ Head of Service</b>
<b>3 October 2018</b>	Council Tax/ Private Write Offs	Decision	-	H.Jones
	Grant Applications	Decision	-	H.Jones

Cabinet (FINANCE) Sub Committee - Forward Work Programme

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
24 October 2018	Council Tax / Private Write Offs	Decision	-	H.Jones
	Sundry Debt Write Offs	Decision	-	H.Jones



Cabinet (FINANCE) Sub Committee - Forward Work Programme

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
31 October 2018	Council Tax / Private Write Offs	Decision	Monthly	H.Jones
	Sundry Debt Write Offs	Decision	Monthly	H.Jones

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET (FINANCE) SUB COMMITTEE

12 SEPTEMBER 2018

### REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES – HYWEL JENKINS

#### Matter for Decision

**Wards Affected:** All wards

#### Education Trust Funds Signatories

#### 1. Purpose of the Report

To seek approval to update the authorised signatories to the investment funds relating to the following Charities

- Cwmtawe Prize (Margaret Williams)
- DW Davies Ystalyfera Testimonial Scholarship for School
- Penlan Fach Scholarship
- DW Davies Ty Coch Scholarship
- Ystalyfera - Building Surplus Scholarship Fund

#### 2. Background

The Council is the Trustee for the above mentioned funds which are invested in the COIF Charity funds managed via CCLA Investment Management Ltd and in the Council's own loans fund.

The table below indicates the value of the external funds as at 30<sup>th</sup> June 2018.

	Fund value
Cwmtawe Prize (Margaret Williams)	£1,441.11
DW Davies Ystalyfera Testimonial Scholarship for School	£340.76
Penlan Fach Scholarship	£536.66
DW Davies Ty Coch Scholarship	£5,285.13
Ystalyfera - Building Surplus Scholarship Fund	£1,635.36
<b>TOTAL</b>	<b>£9,239.02</b>

### **3. Proposal re Authorised Signatories**

As a consequence of the retirement of Dave Rees as Head of Financial Services, the mandate which identifies the individuals authorised to approve transactions on the account, on behalf of the trustees, needs to be updated.

It is proposed that the Huw Jones – newly appointed Head of Finance is approved as an authorised signatory for the funds.

### **4. Equality Impact Assessment**

The Equality Act 2010 requires public bodies to “pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share relevant protected characteristics, and persons who do not share it.”

It is not anticipated that any particular group with protected characteristic are disproportionately affected by the proposal.

The equality impact of the proposal is therefore considered to be neutral.

### **5. Workforce Impact**

There is no impact on the workforce of the proposal.

### **6. Legal Impacts**

As Trustee, the Council has control of the Trust and its property and funds, in accordance with the objects and rules laid out in the Trust Deed.

The Trustee must comply with the requirements of the Charities Act 2011 relating to the keeping of financial records, the audit or

independent examination of accounts, and the submission of returns to the Charity Commission.

## **7. Consultation**

There is no requirement for the matter to be subject to public consultation.

## **8. Recommendation**

It is recommended that members approve that Huw Jones replace Dave Rees as an authorised signatory for the above mentioned funds.

## **9. Reasons for Proposed Decision**

To formally confirm authorised officers to administer and be signatories to the funds.

## **10. Implementation of Decision**

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

### **Officer Contact**

Mr Hywel Jenkins – Director of Finance & Corporate Services  
Tel No: 01639 76325, E-mail: [h.jenkins@npt.gov.uk](mailto:h.jenkins@npt.gov.uk)

Sue Gorman, Chief Accountant,  
Tel No: 01639 76393, E-mail [s.gorman@npt.gov.uk](mailto:s.gorman@npt.gov.uk)

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### CABINET (FINANCE) SUB COMMITTEE

12 SEPTEMBER 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](mailto:h.jenkins@npt.gov.uk)



**Miscellaneous Grant Application**

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
Celtic Credit Union (formerly NPT Credit Union)	<p>Grant assistance towards a Christmas Loans leaflet campaign (100,000 homes) across Neath Port Talbot and Swansea prior to Christmas 2018.</p> <p>The aim is to promote Celtic Credit Union as an ethical, affordable and responsible alternative to illegal loan sharks and high-interest doorstep, online and high street lenders in the run-up to the most financially challenging time of year for low income families i.e. Christmas.</p> <p>A request has also been made to Swansea Council to support this initiative. A bid has also been made for financial support for a Christmas 2019 campaign to the Wales Illegal Money Lending Unit.</p>	Grant assistance towards the cost of £4,300.	None	Provide grant of £2,000



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

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