



## **CABINET**

**YN SYTH AR ÔL CYFARFOD PWYLLGOR CRAFFU'R CABINET  
DYDD MERCHER, 19 CHWEFROR 2020**

**SIAMBR Y CYNGOR – CANOLFAN DDINESIG PORT TALBOT**

### **Rhan 1**

1. Penodi Cadeirydd
2. Datganiadau o fuddiannau
3. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 3 - 34*)
4. Blaenraglen Waith 2019/2020 (*Tudalennau 35 - 36*)
5. Sefydlu Cadetiaid y Maer (*Tudalennau 37 - 42*)
6. Polisi Hysbysebu a Noddi (*Tudalennau 43 - 60*)
7. Cronfa Gymunedol yr Aelodau - Bryn a Chwmafan (*Tudalennau 61 - 68*)
8. Cronfa Gymunedol yr Aelodau - Gogledd Bryn-coch a De Bryn-coch (*Tudalennau 69 - 74*)
9. Cronfa Gymunedol yr Aelod - Gorllewin Coedffranc (*Tudalennau 75 - 80*)
10. Cronfa Gymunedol yr Aelod - y Creunant (*Tudalennau 81 - 86*)
11. Cronfa Gymunedol yr Aelod - y Creunant (*Tudalennau 87 - 92*)
12. Cronfa Gymunedol yr Aelod - Pelenna (*Tudalennau 93 - 98*)

13. Cronfa Gymunedol yr Aelod - Port Talbot (*Tudalennau 99 - 104*)
14. Cronfa Gymunedol yr Aelod - Resolfen (*Tudalennau 105 - 110*)
15. Cronfa Gymunedol yr Aelod - Dwyrain Sandfields  
(*Tudalennau 111 - 116*)
16. Cronfa Gymunedol yr Aelod - Trebannws (*Tudalennau 117 - 124*)
17. Cronfa Gymunedol yr Aelod - Trebannws (*Tudalennau 125 - 130*)
18. Eitemau brys  
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ôl  
disgresiwn y Cadeirydd yn unol ag Adran 100b (4)(B) o Ddeddf  
Llywodraeth Leol 1972.

**S.Phillips**  
**Prif Weithredwr**

**Canolfan Ddinesig**  
**Port Talbot**

**Dydd Iau, 13 Chwefror 2020**

**Aelodau'r Y Cabinet:**

Y Cynghorwyr R.G.Jones, C.Clement-Williams, D.Jones,  
E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards, A.Wingrave a/ac  
L.Jones

**EXECUTIVE DECISION RECORD****CABINET****30 OCTOBER 2019****Cabinet Members:**

Councillors: R.G.Jones (Chairperson), A.J.Taylor, C.Clement-Williams, D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards, A.Wingrave and L.Jones

**Officers in Attendance:**

S.Phillips, H.Jenkins, G.Nutt, K.Jones, C.Griffiths, A.Thomas, H.Jones, K.Warren, C.Furlow-Harris, C.Davies and T.Davies

**Invitee:**

Councillor M.Harvey (Scrutiny Chair)

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**1. APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor R.G.Jones be appointed Chairperson for the meeting.

**2. DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting:-

Councillor C.Clement-Williams

Re: Member's Community Fund - Baglan, as it refers to her Community Fund. As her interest was prejudicial she withdrew from the room during discussion and voting thereon.

- Councillor L.C.Jones - Re: Member's Community Fund, Pelenna (Tonmawr RFC) - as her son plays for Tonmawr RFC and her husband coaches one of the teams. As her interest was prejudicial she withdrew from the room during discussion and voting thereon.
- Councillor E.V.Latham - Re: Member's Community Fund – Sandfields East, as the two reports refer to his Community Fund. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.
- Councillor P.D.Richards - Re: Member's Community Fund – Baglan, as it refers to a Member's Community Fund in his Ward. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.
- Councillor A.Wingrave - Re: Member's Community Fund – Cadaxton, as it refers to her Community Fund. As her interest was prejudicial she withdrew from the room during discussion and voting thereon.

3. **MINUTES OF PREVIOUS MEETING**

**Decision:**

That the Minutes of the previous meetings held on 25 September and 2 October 2019, be approved.

4. **FORWARD WORK PROGRAMME 2019/20**

Noted by the Committee.

5. **REVENUE BUDGET MONITORING 2019-20**

**Decisions:**

1. That the budget monitoring information be noted and management arrangements put in place to minimise overspends and the adverse impacts on reserves,
2. That the additional grants received, be noted,
3. That the proposed reserve movements and budget virements, be approved and commended to Council as appropriate.

**Reason for Decisions:**

To update the Council's budget for additional grants received, budget virements and reserve movements, in accordance with the Council's constitution.

**Implementation of Decisions:**

The decisions will be implemented after consultation with the scrutiny committee and then consideration and approval by Council.

6. **CAPITAL PROGRAMME MONITORING REPORT 2019-20**

**Decisions:**

1. That the proposed 2019/20 capital programme budget, totalling £43.800m, be commended to Council for approval,
2. That the position in relation to expenditure as at 30 September 2019, be noted.

**Reason for Decisions:**

To update the Capital Programme for 2019/20 and inform Members of the current year spend to date.

**Implementation of Decisions:**

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

7. **TREASURY MANAGEMENT MONITORING 2019-20**

Cabinet Members noted that the interest rate had been very favourable when the £10 million maturity loan (as detailed in the circulated report) had been borrowed – it was the lowest long term rate the Council had ever borrowed at.

**Decision:**

That the monitoring report be noted.

8. **TREASURY MANAGEMENT PRACTICES**

The Cabinet Member for Finance advised that the updated Treasury Management Practices would now reflect current working arrangements, following a number of staffing changes within the finance division.

**Decision:**

That the updated Treasury Management Practices Statements (TMPS) as set out in Appendix 1 to the circulated report be approved and commended to Council.

**Reason for Decision:**

To update Treasury Management governance arrangements.

**Implementation of Decision:**

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

9. **CORPORATE GOVERNANCE IMPROVEMENT ACTION PLAN FOR 2019-20 - HALF YEAR PROGRESS REPORT**

**Decision:**

That the monitoring report be noted.

10. **STRATEGIC EQUALITY PLAN 2015-2019: DRAFT ANNUAL REPORT 2018-2019 AND EXTENSION OF THE STRATEGIC EQUALITY PLAN 2015-2019 UNTIL APRIL 2020**

**Decisions:**

1. That the Strategic Equality Plan 2015-2019 Draft Annual Report 2018-2019, be approved, subject to the paragraph relating to the Suffragette Commemoration Event being amended to include reference to the involvement of Councillor L.M.Purcell and Jane Gebbie,
2. That the Assistant Chief Executive and Chief Digital Officer be given delegated authority to make such changes as may be needed to the Draft Annual Report prior to publication, provided that such changes do not materially alter the content of the document considered by Cabinet,
3. That an extension to April 2020 for the current Strategic Equality Plan, be approved.

**Reason for Decisions:**

To meet the statutory requirements set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

**Implementation of Decisions:**

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

11. **COMMENTS, COMPLIMENTS AND COMPLAINTS ANNUAL REPORT**

**Decision:**

This report was deferred for consideration at the meeting today and will be resubmitted to the meeting of Cabinet on 20 November 2019.

## 12. **CONTRACT PROCEDURE RULES**

### **Decisions:**

1. That the Contract Procedure Rules detailed at Appendix 1 to the circulated report, be implemented on the 6 January 2020, or such other date as maybe determined appropriate by the Head of Legal Services,
2. That a report be taken to Council seeking to amend the Constitution of Neath Port Talbot County Borough Council to include the proposed Contract Procedure Rules at Appendix 1 to the report.

### **Reason for Decisions:**

To ensure that the Council's Contract Procedure Rules are brought up-to-date so as to reflect the legal and policy changes that have been implemented since the date that the current Contract Procedure Rules were approved and which impact on the Council's procurement activities and procedural aspects of the Council's procurement activities are updated at an operational level.

### **Implementation of Decisions:**

The decisions will be implemented after consultation with the scrutiny committee and then consideration and approval by Council.

## 13. **MEMBER'S COMMUNITY FUND - BAGLAN**

(At this point in the meeting, Councillors C.Clement-Williams and P.D.Richards reaffirmed their interests and withdrew from the meeting and the discussion and voting thereon)

### **Decision:**

That a Community Allotment Initiative be developed at the Council owned Crawford Road Allotment site, Baglan, and that Councillors Carol Clement -Williams and Susanne Renkes each contribute £4,593, under the Members Community Fund.



**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

(Councillors C.Clement-Williams and P.D.Richards re-joined the meeting)

14. **MEMBER'S COMMUNITY FUND - CADOXTON**

(At this point in the meeting, Councillor A.Wingrave reaffirmed her interest and withdrew from the meeting and the discussion and voting thereon)

**Decision:**

That the floodlighting at Llangatwg Community School Artificial Turf Pitch (ATP) Main Road, Cadoxton, be upgraded, and Councillor Wingrave's allocation of £8,000, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

(Councillor A.Wingrave re-joined the meeting)

15. **MEMBER'S COMMUNITY FUND - COEDFFRANC CENTRAL**

**Decision:**

That Art Therapy sessions and equipment to start a community choir for the 'Growing Together' voluntary group based at 'Ty Santes Fair', the new Community Centre for St Mary's Church in Skewen, be approved,

and that £4,524.27 of Councillor Angharad Aubrey's allocation under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

16. **MEMBER'S COMMUNITY FUND - CRYNANT**

**Decision:**

That the installation of a self-closing safety gate at Crynant Community Centre toddler play area, 24 Woodland Road, Crynant, Neath, be approved, and that £1,004.00 of Councillor Sian Harris' allocation under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

17. **MEMBER'S COMMUNITY FUND - ONLLWYN**

**Decision:**

That a 'Community Ranger' be employed in the Onllwyn Ward, as detailed in the circulated report, and that Councillor Dean Cawsey's allocation of £10,000, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

18. **MEMBER'S COMMUNITY FUND - PELENNA (TONMAWR RFC)**

(At this point in the meeting, Councillor L.C.Jones reaffirmed her interest and withdrew from the meeting and the discussion and voting thereon)

**Decision:**

That new training equipment be purchased for the Mini and Junior Section of Tonmawr Rugby Football Club, Dan-Y-Coed, Tonmawr, and that Councillor Jeremy Hurley's allocation of £800, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

(Councillor L.C.Jones re-joined the meeting)

19. **MEMBER'S COMMUNITY FUND - PELENNA (PONTRHYDYFEN BOWLS CLUB)**

**Decision:**

That new grounds maintenance machinery be purchased for Pontrhydyfen Bowls Club, Queen Street, Pontrhydyfen, and that Councillor Jeremy Hurley's allocation of £682.50, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

20. **MEMBER'S COMMUNITY FUND - RESOLVEN (MINERS WELFARE HALL)**

**Decision:**

That the Miners Welfare Hall, Neath Road, Resolven, be further developed, as detailed in the circulated report, and that Councillor Dean Lewis's allocation of £4,000, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

21. **MEMBER'S COMMUNITY FUND - RESOLVEN (BRYN GOLWG PLAY AREA)**

**Decision:**

That play equipment be added to Bryn Golwg play area, Clyne, Neath, as detailed in the circulated report, and that Councillor Dean Lewis's allocation of £4,995, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

22. **MEMBER'S COMMUNITY FUND - SANDFIELDS EAST (DEFIBRILLATORS)**

(At this point in the meeting, Councillor E.V.Latham reaffirmed his interests and withdrew from the meeting and the discussion and voting thereon)

**Decision:**

That 2 Automated External Defibrillators (AED's), be purchased and installed at Aberavon Green Stars RFC and Port Talbot Gas Welfare Club, and that Councillors Edward Latham and Matthew Crowley both contribute £1,300 each from their Member's Community Funds.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

23. **MEMBER'S COMMUNITY FUND - SANDFIELDS EAST (VIVIAN PARK)**

**Decision:**

That facilities at the bowling green at Vivian Park, Vivian Park Drive, Port Talbot, be modernised and made safe, and that £1,605 of Councillor Edward Latham's allocation under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

**CHAIRPERSON**

**EXECUTIVE DECISION RECORD**

**CABINET**

**20 NOVEMBER 2019**

**Cabinet Members:**

Councillors: R.G.Jones (Chairperson), A.J.Taylor, C.Clement-Williams, D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees, P.D.Richards and A.Wingrave

**Officers in Attendance:**

S.Phillips, H.Jenkins, A.Evans, K.Jones, A.Thomas, C.Griffiths, H.Jones, P.Walker, C.Davies and T.Davies

**Invitee:** Councillor S.Rahaman (Scrutiny Chair)

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor R.G.Jones be appointed Chairperson for the meeting.

2. **FORWARD WORK PROGRAMME 2019/20**

Noted by the committee.

3. **CALCULATION OF COUNCIL TAX BASE FOR THE 2020/21 FINANCIAL YEAR**

**Decisions:**

1. That the gross amount for the whole of the County Borough be agreed as £48,585.61 before applying the collection rate (£48,098.04 after applying the 97% collection rate),

2. That the Council Tax Base, in respect of areas which are served by Town and Community Councils, be calculated as below (after applying a collection rate of 97%):

Town and Community Council	Council Tax Base
Blaengwrach	371.78
Blaenhonddan	4,591.25
Briton Ferry	1,877.11
Clyne and Melincourt	261.36
Coedffranc	3,620.28
Crynant	676.79
Dyffryn Clydach	1,101.14
Glynneath	1,381.55
Neath	6,515.01
Onllwyn	374.93
Pelenna	403.79
Resolven	734.88
Seven Sisters	634.91
Tonna	955.85
Cilybebyll	1,953.37
Cwmllynfell	387.41
Gwauncaegurwen	1,339.52
Pontardawe	2,532.78
Ystalyfera	1,599.88

**Reason for Decisions:**

To determine the Council Tax Base for 2020/21.

**Implementation of Decisions:**

The decisions are urgent ones for immediate implementation, following the consent of the relevant Scrutiny Chair, and is therefore not subject to the call-in procedure.

4. **TREASURY MANAGEMENT MID YEAR REVIEW REPORT 2019/2020**

**Decision:**

That the report be noted.



5. **ALTERNATIVE MODEL - OLDER PERSON'S COUNCIL**

**Decision:**

That the Older Person's Council be changed from its current model to an alliance/federation of organisations, that represent the views of older people, as detailed in the circulated.

**Reason for Decision:**

To ensure the views of older people from across the county borough are represented.

**Implementation of Decision:**

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

6. **WALES AUDIT OFFICE CERTIFICATE OF COMPLIANCE - AUDIT OF NEATH PORT TALBOT COUNTY BOROUGH COUNCIL'S ASSESSMENT OF 2018 - 19 PERFORMANCE**

Members noted that representatives of the Wales Audit Office would be attending the next meeting of Council to present the Neath Port Talbot Council Annual Improvement Report (AIR) 2018-2019.

**Decision:**

That the report be noted.

7. **MEMBER'S COMMUNITY FUND - CWMLLYNFELL**

**Decision:**

That an energy efficient LED floodlighting system be installed at Cwmllynfell Rugby Football Club (Pen-Y-Bryn, Cwmllynfell, Swansea), and that £2,472.80 of Councillor Huw Jones' allocation under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the Application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

8. **ACCESS TO MEETINGS**

**RESOLVED:** 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 of Part 4 of Schedule 12A of the Local Government Act 1972.

9. **PONTARDAWE ARTS CENTRE**

**Decision:**

That the recommendations contained within the private, circulated report, be approved.

**Reason for Decision:**

To improve the financial performance of Pontardawe Arts Centre and to ensure that this community asset is preserved, and expanded for the local community.

**Implementation of Decision:**

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

10. **MARGAM PARK**

**Decision:**

That the recommendations contained within the private, circulated report, be approved.

**Reason for Decision:**

To improve the financial performance of Margam Park, thus creating sustainable jobs and continuing to contribute to the council's well-being aims in the single integrated plan.

**Implementation of Decision:**

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

**CHAIRPERSON**

Mae'r dudalen hon yn fwriadol wag

**EXECUTIVE DECISION RECORD**

**CABINET**

**9 DECEMBER 2019**

**Cabinet Members:**

Councillors: R.G.Jones (Chairperson), C.Clement-Williams, D.Jones, E.V.Latham, A.R.Lockyer, P.A.Rees Chairperson for minute No. 12 only), P.D.Richards, A.Wingrave and L.Jones

**Officers in Attendance:**

S.Phillips, A.Jarrett, H.Jenkins, D.Giles, J.Hodges, C.Furlow-Harris, C.Davies and T.Davies

**Invitee:** Councillor S.Rahaman (Scrutiny Chair)

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor R.G.Jones be appointed Chairperson for the meeting, with the exception of minute No. 12, when Councillor P.A.Rees substituted.

2. **DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting:-

Councillor D.Jones

Re: Third Sector Grant Funding – Award of Grants for Financial Year 2020/21, as she is a Trustee of CVS and Age Connects Neath Port Talbot and a member of Neath Port Talbot Black and Minority Ethnic Community Association. As her interest was prejudicial

she withdrew from the room during discussion and voting thereon.

- Councillor L.C.Jones      Re: Member's Community Fund, Tonna - as it refers to her Community Fund. As her interest was prejudicial she withdrew from the room during discussion and voting thereon.
- Councillor R.G.Jones      Re: Member's Community Fund, Margam - as it refers to his Community Fund. As his interest was prejudicial he withdrew from the room during discussion and voting thereon.
- Councillor E.V.Latham      Re: Member's Community Fund, Sandfields East - as it refers to a Community Fund within his ward.
- Councillor P.D.Richards      Re: Third Sector Grant Funding – Award of Grants for Financial Year 2020/21, as he is a Board Member of Care and Repair Western Bay.

### 3. **MINUTES OF PREVIOUS MEETING**

#### **Decision:**

That the minutes of the previous meetings held on 30 October 2019, be approved.

### 4. **FORWARD WORK PROGRAMME 2019/20**

Noted by the committee.

### 5. **HEALTH AND SAFETY AT WORK ACT**

#### **Decisions:**

1. That the Director of Environment and Regeneration; Head of Planning and Public Protection and any officers so nominated by them, be designated as Inspectors in accordance with Section 19 of the Health and Safety at Work etc Act 1974.

2. That delegated authority be granted to the Director of Environment and Regeneration; Head of Planning and Public Protection and any officers so designated by them as Inspectors, to institute any legal proceedings under Section 38 of the Health and Safety at Work etc Act 1974.
3. That delegated authority be granted to the Director of Environment and Regeneration; Head of Planning and Public Protection and any officers so designated by them as Inspectors, to exercise any functions that are so designated to Inspectors under the Health and Safety at Work etc Act 1974.
4. That delegated authority be granted to the Head of Legal Services to amend the Constitution to implement these requirements.

**Reason for Decisions:**

To ensure that the appropriate authorities are in place for enforcement of statutory obligations under the Health and Safety at Work etc. Act 1974.

**Implementation of Decisions:**

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

6. **OFFICER INDEMNITY**

**Decision:**

That an indemnity be granted to Nicola Pearce (in her capacity as Director of Environment and Regeneration) in the form annexed to the circulated report at Appendix 1, in respect of the environmental permit obligations and statutory responsibility for the Material Recovery and Energy Centre (MREC), that the officer is required to hold, such indemnity to commence on 3 January 2020.

**Reason for Decision:**

To enable the Council to hold the Environmental Permit in respect of the MREC and to ensure appropriate indemnities are in place for officers who accept personal responsibility for such matters.

**Implementation of Decision:**

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

7. **THIRD SECTOR GRANT FUNDING – AWARD OF GRANTS FOR FINANCIAL YEAR 2020/21**

(At this point in the meeting, Councillor D.Jones reaffirmed her interests and withdrew from the meeting during the discussion and voting thereon.)

**Decisions:**

1. That the 2020/21 Budget for Third Sector Grants, as detailed in the circulated report, be confirmed.
2. That the award of Grants to Third Sector organisations, as set out in Appendix 1 to the circulated report, be approved.
3. That grants not be awarded for the applications set out in Appendix 2 to the circulated report.
4. That the amount of grant payable to each Strategic Partner, as set out in Appendix 3 to the circulated report, be confirmed.

**Reason for Decisions:**

To approve grants to third sector organisations in line with the Council's Scheme.

**Implementation of Decisions:**

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

8. **QUARTER 2 KEY PERFORMANCE INDICATORS**

**Decision:**

That the monitoring report be noted.



9. **MEMBER'S COMMUNITY FUND - ABERAVON**

**Decision:**

That the purchase of essential items of training equipment for Fairfield Karate Club, at the Community Resource Centre, Michna Street, Aberavon, be approved, and that Councillor Nigel Hunt's allocation of £1,152.90, and Councillor Scott Bamsey's allocation of £1,152.90, be awarded under the Members Community Fund.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

10. **MEMBER'S COMMUNITY FUND - ALLTWEN**

**Decision:**

That a new Play End Wall be provided at Lon Tanyrallt play area, Alltwen, and Councillor Christopher John Jones' allocation of £10,000, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

11. **MEMBER'S COMMUNITY FUND - COEDFFRANC NORTH**

**Decision:**

That stretches of pavement on the footway at Park Drive, Coedffranc North, be resurfaced, and Councillor Mike Harvey's allocation of £10,000 under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

12. **MEMBER'S COMMUNITY FUND - MARGAM**

(At this point in the meeting, Councillor R.G.Jones reaffirmed his interest and withdrew from the meeting during the discussion and voting thereon. Councillor P.A.Rees took the Chair for this item.)

**Decision:**

That a new visitor experience and exhibition space be developed within the restored Turbine House at Margam Park, Margam, and Councillor Rob Jones' allocation of £3,679.06 under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

(Councillor R.G.Jones re-joined the meeting and resumed his role as Chair.)

13. **MEMBER'S COMMUNITY FUND - SANDFIELDS EAST**

**Decision:**

That essential items of training equipment and coaching awards be purchased for the Afan Lido Ladies and Girls Football Club, Princess Margaret Way, Aberavon, and £800 of Councillor Matthew Crowley's allocation under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

14. **MEMBER'S COMMUNITY FUND - TAIBACH (COMMUNITY CENTRE)**

**Decision:**

That 11 semi mature tree specimens be planted within the grounds of the Taibach Community Centre, Duke Street, Taibach and that Councillor Rachel L Taylor contributes £1,031.54 and Councillor Anthony J Taylor contributes £1,893.59 under the Members Community Fund.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

15. **MEMBER'S COMMUNITY FUND - TAIBACH (COMMERCIAL ROAD)**

**Decision:**

That a 200 square metre section of footway be resurfaced at Commercial Road, Taibach, and Councillor Anthony J Taylor contributes £8,106.41 under the Members Community Fund.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

16. **MEMBER'S COMMUNITY FUND - TONNA**

(At this point in the meeting, Councillor L.C.Jones reaffirmed her interest and withdrew from the meeting during the discussion and voting thereon.)

**Decision:**

That new training equipment be purchased for the Mini and Junior Section of Tonna Rugby Football Club, The Pavilion, Mount Pleasant, Tonna, Neath, and Councillor Leanne Jones' allocation of £1,637.99, under the Members Community Fund, be awarded.

**Reason for Decision:**

To approve the application for funding that has been received under the Members Community Fund.

**Implementation of Decision:**

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

**CHAIRPERSON**

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**EXECUTIVE DECISION RECORD**

**CABINET**

**10 JANUARY 2020**

**Cabinet Members:**

Councillors: C.Clement-Williams (Chairperson), D.Jones, E.V.Latham,  
P.A.Rees, P.D.Richards, A.Wingrave and L.Jones

**Officers in Attendance:**

S.Phillips, A.Jarrett, H.Jenkins, N.Pearce, K.Jones, C.Griffiths, H.Jones,  
A.Thomas, C.Furlow-Harris, S.Curran and T.Davies

**Invitee:** Councillor S.Rahaman (Scrutiny Chair)

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1. **APPOINTMENT OF CHAIRPERSON**

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

2. **DECLARATION OF INTEREST**

The following Member made a declaration of interest at the commencement of the meeting:-

Councillor D.Jones	Re: Draft Strategic Equality Plan 2020-2024 – Draft Equalities Objectives, as she is a member of Neath Port Talbot Black and Minority Ethnic Community Association.
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3. **FORWARD WORK PROGRAMME 2019/20**

Noted by the committee.

4. **DRAFT BUDGET FOR CONSULTATION 2020/21**

The Chief Executive explained that due to the late announcement of the draft budget settlement from Welsh Government, the consultation period was only able to be three and a half weeks long.

Members sought clarity of the wording for SSHH 1002, which officers subsequently altered as below:

From (text in ***bold italics*** changed):

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Ref No.	Description	Main Impacts	Net Budget 2019/20	% saving	2020/21 £000	2021/22 £000	2022/23 £000
SSHH 1002	<b><i>Review of Joint NPT &amp; CHC packages of care</i></b>	NPT to contribute 50% of cost less service user contribution. Increased cost will fall on Swansea Bay UHB. Net saving following additional investment of £80k to take legal advice and recover debt.	28,630	0%	28	0	0

To (text in ***bold italics*** changed):

Ref No.	Description	Main Impacts	Net Budget 2019/20	% saving	2020/21 £000	2021/22 £000	2022/23 £000
SSHH 1002	<b><i>Contributions from Health Board towards the cost of continuing health care packages</i></b>	NPT to contribute 50% of cost less service user contribution. Increased cost will fall on Swansea Bay UHB. Net saving following additional investment of £80k to take legal advice and recover debt. <b><i>This has no impact on individual service users.</i></b>	28,630	0%	28	0	0

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**Decision:**

That the Chief Executive be given authority to amend the wording of the consultation document, (as above), and consult the public on the draft budget savings, service changes and additional income proposals, set out at Appendix 1 to the circulated report.

**Reason for Decision:**

To commence consultation on the 2020/21 draft budget.

**Implementation of Decision:**

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

**Consultation:**

This item will be subject to external consultation.

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5. **DRAFT STRATEGIC EQUALITY PLAN 2020-2024 - DRAFT EQUALITIES OBJECTIVES**

**Decision:**

1. That the word 'continue/continuing' be inserted where necessary within the Strategic Equalities Plan 2020-2024 – Draft Equality Objectives and Actions, in order to acknowledge that certain Objectives were already taken into account within the previous Plan.
2. That the Assistant Chief Executive and Chief Digital Officer be granted authority to initiate formal public consultation (from 16 January to 20 February 2020) on the draft equality objectives and potential actions, as contained at Appendix 1 to the circulated report.

**Reason for Decision:**

To meet the statutory requirements set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

**Implementation of Decision:**

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

6. **LAUNCH OF THE CITIZEN'S PANEL**

**Decision:**

That the report be noted.

**CHAIRPERSON**

Mae'r dudalen hon yn fwriadol wag

## 2019/20 FORWARD WORK PLAN

### CABINET

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
<b>5 March 2020</b>	Budget			H.Jenkins

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
<b>SPECIAL 17 March 2020</b>	Celtic Leisure	Decision		S.Phillips
	ERW	Decision		S.Phillips

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Eitem yr Agenda4

Cabinet – Forward Work Programme

Meeting Date	Agenda Items	Type (Decision/ Monitoring Or Information)	Rotation (Topical, Annual, Bi-Annual, Quarterly, Monthly)	Contact Officer/ Head of Service
1 April 2020	Q3 PI's			K.Jones
	Talking NPT – Communications and Community Relations Strategy 2018- 2020 – Progress Report	Monitor	Topical	K.Jones (SG/CF)
	Member's Community Fund (final)	Decision (Immediate Implementation)		P.Hinder

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

### **Cabinet**

**19 February 2020**

### **Report of the Assistant Chief Executive and Chief Digital Officer**

#### **Matter for Decision**

**Wards Affected:** All

#### **Establishing Mayor's Cadets**

#### **Purpose of the Report:**

To seek approval from Cabinet for the establishment of three Mayor's Cadets for each civic year in recognition of the important contribution the uniformed Cadet Services make to civic life in the county borough.

#### **Executive Summary:**

This report sets out the selection and nomination process for the three cadets, and the responsibilities of both the council and the three cadet forces in the county borough, i.e. the Sea Cadets, the Army Cadets and RAF Air Cadets.

This is a unique opportunity to raise the profile of our uniformed youth services and provides opportunities for the cadets to be involved in some high profile events.

Members are being asked to approve the establishment of the Mayor's Cadets.

## **Background:**

It is common practice throughout the UK that a Mayor nominates cadets to be their official cadets for their term of office.

The Mayor's Cadets' duties will include participation in Mayoral processions, Civic Services, participation in the Remembrance Sunday Parade and Service, and other events as and when appropriate in the course of the Mayor's official duties.

Recommendations for applicants will be made by the three services; the Sea Cadets, Army Cadets and RAF Air Cadets.

A panel made up of the Mayor, Deputy Mayor and Cllr. Peter Rees, Cabinet Member for Education, Skills and Culture, advised by the Assistant Chief Executive and Chief Digital Officer, will consider the applications. The Deputy Mayor will make the final decision.

The cadets' terms of office coincides with that of the Mayor, beginning their term on the date when the Deputy Mayor takes office as Mayor.

At the Mayor Making Ceremony, the cadets are formally installed as Mayor's Cadets and presented with a badge of office which they are expected to wear on official duties.

It is the responsibility of the 'parent' cadet force to liaise with the Mayor's office to determine the duties for which the cadets will be required.

At the end of their term of office the cadets will be presented with a certificate.

## **Financial Impacts:**

There is a cost of approx. £120 per year for the three badges and certificates. This will be funded from within existing budget cash limits.

### **Integrated Impact Assessment:**

There is no requirement for an Integrated Impact Assessment.

### **Valleys Communities Impacts:**

This report seeks approval for the establishment of Mayor's Cadets. Some of the events the Mayor's Cadets will be attending may be hosted in valleys communities.

### **Workforce Impacts:**

No impacts

### **Legal Impacts:**

There are no legal implications.

### **Risk Management Impacts:**

Nominated cadets will usually be under the age of 18 on the 1<sup>st</sup> May of the year in which they take up the appointment and the necessary DBS checks and the relevant safeguarding training will be completed.

### **Consultation:**

There is no requirement for external consultation on this item.

### **Recommendation:**

It is recommended that members approve the establishment of three Mayor's Cadets for each civic year from May 2020 onwards.

### **Reasons for Proposed Decision:**

To raise the profile of our uniformed youth services and to provide opportunities for our young cadets to be involved in some high profile events.

**Implementation of Decision:**

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

**Officer Contact:**

Mrs Karen Jones, Assistant Chief Executive and Chief Digital Officer.  
Tel: 01639 763284 or e-mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

Mrs Sylvia Griffiths, Strategic Communications & Marketing Manager.  
Tel: 01639 686585 or email: [s.griffiths@npt.gov.uk](mailto:s.griffiths@npt.gov.uk)





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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

### **Cabinet**

**19 February 2020**

### **Report of the Assistant Chief Executive and Chief Digital Officer**

#### **Matter for Decision**

**Wards Affected:** All

#### **Advertising and Sponsorship Policy**

#### **Purpose of the Report:**

1. To seek approval from Cabinet for the adoption of the Advertising and Sponsorship Policy.

#### **Executive Summary:**

2. This report sets out the council's approach to seeking and accepting advertising and sponsorship.
3. Members are being asked to adopt the Advertising and Sponsorship Policy to ensure this activity is managed and governed effectively.

#### **Background:**

4. On 21 February 2018, Policy and Resources Cabinet Board approved a Corporate Communications and Community Relations Strategy which was subsequently endorsed by full Council.

5. One of the objectives contained within the strategy is “To increase income generated through advertising and sponsorship”.
6. The council is keen to develop appropriate advertising and sponsorship opportunities and to encourage commercial relationships which do not conflict with the delivery of its strategic goals.
7. The policy provides a framework for all advertising and sponsorship activity across the council and has been drafted to ensure it is managed and governed effectively and that the council’s reputation, values and principles are not compromised.
8. The purpose of the policy is to:
  - Provide a robust framework and control measures for advertising and sponsorship activity in support of income generation
  - Maximise the opportunities to attract advertising/commercial sponsorship for appropriate assets, events, campaigns or initiatives
  - Ensure there is no conflict with council priorities, values or services
  - Establish a unified and corporate approach to advertising and sponsorship across the council
  - Ensure compliance with legislation, advertising industry codes of practice and other relevant council policies
  - Support the development of commercial partnerships with the private sector
  - Safeguard the image and environment of the county borough
  - Support the council’s reputation and corporate identity
  - To protect members and officers from allegations of inappropriate dealings or relationships with advertisers or sponsors

### **Financial Impacts:**

9. The implementation of this policy will support the council's drive to become more commercial and increase income opportunities within a structured framework.
10. There may be some initial expenditure incurred in establishing the necessary infrastructure for advertising in particular which will be funded from within existing budget cash limits.

### **Integrated Impact Assessment:**

11. A first stage 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.
12. The first stage assessment, attached at Appendix 2, has indicated that a more in-depth assessment is not required. A summary is included below.  
The reason that a full impact assessment (second stage) is not required is because the initiative affects internal administrative processes only.

### **Valleys Communities Impacts:**

13. This report seeks approval for the Policy. As it is being implemented and work is progressing, specific opportunities for valleys communities may be identified.

### **Workforce Impacts:**

14. No impacts in the short term, longer term staffing requirements will be determined through progression of early/trial projects.

### **Legal Impacts:**

15. The policy sets out requirements for all advertisements and sponsorship agreements to comply with all relevant legislation, regulation or codes of practice and the codes of conduct laid down by the Advertising Standards Authority in both letter and spirit. Legal liability for the content of any advertisement placed will rest with the advertiser.
16. To ensure compliance with the council's Contract Procedure Rules, Advertising and Sponsorship agreements are required to be documented with a signed contract, accompanied by the council's Standard Terms and Conditions.

### **Risk Management Impacts:**

17. Introducing an Advertising and Sponsorship Policy will provide a clear framework and control measures to ensure compliance with legislation, industry codes and council policies.
18. Not having a policy in place potentially leaves the council open to risks resulting from not achieving the objectives and purpose as set out in paragraph 7.

### **Consultation:**

19. There is no requirement for external consultation on this item, however the Policy has been shared with the Income Generation Panel who are supportive.

### **Recommendations:**

20. Members are asked to approve the Advertising and Sponsorship Policy as set out in Appendix 1 of this report.

### **Reasons for Proposed Decision:**

21. Introducing an Advertising and Sponsorship Policy will allow the council to take a corporate and consistent approach to undertaking these income generation activities.
22. It will provide a clear framework and control measures to ensure compliance with legislation, industry codes and council policies, and secures best value for money.

### **Implementation of Decision:**

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

### **Appendices:**

24. Appendix 1: Advertising and Sponsorship Policy
25. Appendix 2: Impact Assessment – First Stage

### **List of Background Papers:**

26. [Report of the Head of Corporate Strategy and Democratic Services to Policy And Resources Cabinet Board \(Special\) on 21 February 2018 - Neath Port Talbot County Borough Council Corporate Communications and Community Relations Strategy](#)
27. [Report of the Head of Corporate Strategy and Democratic Services to Council on the 28th February 2018. Neath Port Talbot County Borough Council Corporate Communications and Community Relations Strategy](#)

### **Officer Contact:**

28. Mrs Karen Jones, Assistant Chief Executive and Chief Digital Officer. Tel: 01639 763284 or e-mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)
29. Mrs Sylvia Griffiths, Strategic Communications & Marketing Manager. Tel: 01639 686585 or email: [s.griffiths@npt.gov.uk](mailto:s.griffiths@npt.gov.uk)





## **Neath Port Talbot Council – Advertising and Sponsorship Policy**

### **1. Introduction:**

As part of a wider Income Generation Strategy, this policy sets out the council's approach to seeking and accepting advertising and sponsorship.

For the avoidance of doubt, this policy is applicable where the council is offering advertising or sponsorship opportunities to external partners. Separate policies and systems are in place for agreements entered into whereby the council is the customer.

The council is keen to develop appropriate advertising and sponsorship opportunities to support its activities either directly or indirectly. It will encourage commercial relationships which do not conflict with the delivery of its strategic goals.

This policy aims to provide helpful advice to council employees and prospective advertisers and sponsors on what is, and is not, an acceptable form of advertising/sponsorship.

This policy relates to advertising and sponsorship opportunities connected to the council's assets, services, events and other activities that it has responsibility for.

To ensure transparency and to make opportunities available to all, we will promote advertising and sponsorship opportunities on the council's website.

We will encourage a culture where officers and councillors are actively looking out for opportunities to increase income through sponsorship and advertising. We will provide training in building effective external relationships where appropriate, and to ensure everyone acts in accordance with this policy.

This policy is intended to create a balance between creativity and innovation, and measuring opportunities against risk.

This policy is supported by the following documents:

- An Advertising and Sponsorship Procedure and Checklist
- Neath Port Talbot Council Standard Terms and Conditions

## **2. Purpose of this policy is to:**

- Provide a robust framework and control measures for advertising and sponsorship activity in support of income generation
- Maximise the opportunities to attract advertising/commercial sponsorship for appropriate assets, events, campaigns or initiatives
- Ensure there is no conflict with council priorities, values or services
- Establish a unified and corporate approach to advertising and sponsorship across the council
- Ensure compliance with legislation, advertising industry codes of practice and other relevant council policies
- Support the development of commercial partnerships with the private sector
- Safeguard the image and environment of the county borough
- Support the council's reputation and corporate identity
- To protect members and officers from allegations of inappropriate dealings or relationships with advertisers or sponsors

## **3. Definitions and guiding principles:**

Advertising is defined as...

*“An agreement between the council and the advertiser, whereby the council receives money from an organisation or individual in consideration of which the advertiser gains publicity in the form of an advertisement in council controlled print, broadcast or electronic media”.*

All advertising must:

- a. fall within the guidelines laid out by the Advertising Standards Authority (ASA) [www.asa.org.uk](http://www.asa.org.uk)
- b. adhere to the Privacy and Electronic Communications Regulations (PECR) <https://ico.org.uk/for-organisations/guide-to-pecr/what-are-pecr/>

- c. uphold the rules laid out in the UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (CAP Code) <http://www.cap.org.uk/Advertising-Codes/Non-broadcast-HTML.aspx>
- d. follow the Code of Recommended Practice on Local Authority Publicity in Wales  
<https://gweddill.gov.wales/docs/dpsp/publications/140814-local-authority-publicity-en.pdf>

In line with the codes referred to above, advertisements should be:

- legal, decent, honest and truthful
- created with a sense of responsibility to consumers and society
- in line with the principles of fair competition generally accepted in business and that the codes are applied in the spirit as well as the letter
- and **should not** be defamatory

An advertisement will not be accepted if it, in the reasonable opinion of the council:

- is inappropriate or objectionable
- may result in the council being subject to prosecution
- promotes gambling or payday loans
- refers to tobacco, psychoactive substances or similar products
- promotes the misuse of alcohol or promotes the use of alcohol to or by children
- might be deemed inappropriate for children, for example violent films, adult content etc.
- appears to influence support for a political party/candidate
- appears to conflict with the council's wider promotion of healthy and active lifestyles
- appears to promote discrimination on the basis of gender reassignment, age, sex, race, nationality, disability, pregnancy and maternity, sexual orientation, religion and belief, marriage and civil partnership
- is the subject of a complaint to the Advertising Standards Authority and upheld by such Authority as a legitimate complaint

Sponsorship is defined as...

*"An agreement between the council and the sponsor, where the*

*council receives either money or a benefit in kind for an event, campaign or initiative from an organisation or individual which in turn gains publicity or other benefits”.*

The council will welcome all opportunities to work with sponsors where such arrangements support its values. However, it will not enter into a sponsorship agreement if, in the reasonable opinion of the council, the agreement:

- may be perceived as potentially influencing the council or its officers in carrying out its statutory functions in order to gain favourable terms from the council on any business or other agreement
- aligns the council with any organisation or individual which conflicts with its values and priorities

The council will not therefore enter into sponsorship agreements with:

- organisations which do not comply with this policy or the Advertising Standards Authority Code of Practice
- organisations with a political purpose, including pressure groups and trade unions
- organisations involved in racial or sexual prejudice, or discrimination on the basis of disability, nationality, faith or gender

The lists above are not exhaustive and the council retains the right to decline advertising/ sponsorship from any organisation or individual, or in respect of particular products, which the council in its sole discretion considers inappropriate.

The council reserves the right to refuse advertising/sponsorship offers from companies, which are in dispute with the council, or where there is pending/active legal action between them and the council, or which are in contract negotiations concerned with the direct provision of services for the council where this may be viewed as an endorsement.

The council will agree with the sponsor the nature and content of the publicity anticipated from the sponsorship opportunity, and will retain the right to approve all advertising material. The council has a strong corporate identity and material relating to sponsorship agreements must not conflict with, or compromise this.

The council is committed to treating Welsh and English languages equally and will encourage sponsors/advertisers to do the same.

#### **4. Roles and Responsibilities:**

The development of a strategic approach for generating income through Advertising and Sponsorship is a key action in the council's Corporate Communications and Engagement Strategy.

Overall responsibility for this strategy rests with the Assistant Chief Executive and Chief Digital Officer and the Deputy Leader.

Responsibility for the implementation of the Advertising and Sponsorship Policy rests with the Assistant Chief Executive and Chief Digital Officer. Political responsibility rests with the Deputy Leader.

Heads of Service and/or Accountable Managers have individual responsibility for promoting, agreeing and awarding advertising/sponsorship contracts, with advice provided by the Strategic Marketing and Communications Advisor, subject to contract values as set out in section 5.

The Strategic Marketing and Communications Advisor is the single point of contact and has responsibility for:

- the day to day management of this policy and its application to sponsorship and advertising arrangements that are offered by the council
- Providing expert advice and guidance on potential opportunities

All potential advertisers/sponsors should be referred to this policy and the relevant Terms and Conditions.

Reference shall be made to the council's Contract Procedure Rules when determining the level of advertising required for an advertising/sponsorship opportunity according to the value of the agreement to ensure that best value is achieved by the council.

#### **5. Authorisation to agree Advertising/Sponsorship agreements:**

The relevant Accountable Manager can sign off agreements valued at £5,000 and under (and relating only to one financial year or event).

The relevant Head of Service must sign off agreements valued at between £5,001 and £20,000 (or covering more than one financial year with an aggregate total of £20,000).

The relevant Director in consultation with the Cabinet Member must sign off agreements valued at between £20,001 and £25,000.

Agreements valued at £25,000+ require explicit approval by Cabinet/Cabinet Board.

Sponsorship arrangements can be complex. They can involve a combination of cash sponsorship, in kind benefits, and provision of services. Officers should be aware that although the value to the council in cash may be relatively low, the combined value over a multi-year contract, for example, might well take the agreement over the thresholds outlined above.

All advertising and sponsorship agreements between the council and the advertiser/sponsor must be documented in writing.

## **6. Evaluation:**

Where there is competition between two or more organisations/companies for a sponsorship opportunity, the offers should be evaluated through a fair, transparent, and equal process that ensures the chosen offer provides best value to the council.

## **7. Disclaimer:**

Acceptance of advertising or sponsorship does not imply endorsement of products and services by Neath Port Talbot Council. In order to make this clear all publications, or other media, with advertising or sponsorship should carry the following disclaimer:

*'Whilst every effort has been made to ensure the accuracy of any advertisements, Neath Port Talbot Council does not accept any liability for errors and omissions. Neath Port Talbot Council does not accept any responsibility for claims made by advertisers and such advertisements should not be taken as an endorsement by Neath Port Talbot Council of the advertised product, service or business being advertised.'*

## **8. Monitoring and Review:**

This policy will be reviewed annually. Any significant changes will be reported to Cabinet for approval.

Mae'r dudalen hon yn fwriadol wag



**Impact Assessment - First Stage**

**1. Details of the initiative**

<b>Initiative description and summary:</b> Neath Port Talbot Council Advertising and Sponsorship Policy
<b>Service Area:</b> Communications and Community Relations
<b>Directorate:</b> Chief Executive

**2. Does the initiative affect:**

	Yes	No
Service users		
Staff		
Wider community		
Internal administrative process only	✓	

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### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		✓				
Disability		✓				
Gender Reassignment		✓				
Marriage/Civil Partnership		✓				
Pregnancy/Maternity		✓				
Race		✓				
Religion/Belief		✓				
Sex		✓				
Sexual orientation		✓				

### 4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		✓				
Treating the Welsh language no less favourably than English		✓				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		✓				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		✓				

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	✓		The policy supports the council's income generation objectives aimed at sustaining services for residents.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	✓		Income generation through advertising and sponsorship will support all three wellbeing objectives – either by helping to sustain services for residents or by supporting new initiatives such as community events etc.
<b>Involvement</b> - how people have been involved in developing the initiative	✓		Staff from departments throughout the council have been involved in drawing up the policy is helpful and to ensure its implementation is not proving a barrier to seeking new income streams.

<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	✓		Best practice has been researched from examples of other councils' policies. Advice has also been sought from APSE.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	✓		Introducing an Advertising and Sponsorship Policy will provide a clear framework and control measures to ensure compliance with legislation, industry codes and council policies.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
The initiative affects internal administrative processes only.	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

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	Name	Position	Signature	Date
Completed by	Sylvia Griffiths	Strategic Communications and Marketing Manager		
Signed off by		Head of Service/Director		

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Bryn and Cwmavon

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by one of the Ward Members for Bryn and Cwmavon.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Purchase of a CNC (Computer Numerically Controlled) Laser Cutter for 'Bspoked Enterprises.'

This bid has been developed to 'Enhance Existing Council Services.'

Bspoked Enterprises is Neath Port Talbot County Borough Council's employment and training service for adults with disabilities. The service supports people to build confidence, develop skills and become more independent through creating handcrafted items. Service users are encouraged to learn the process of how a product gets to a consumer, starting with developing a design concept, manufacturing items, marketing and selling. This gives them the opportunity to diversify their skill set, and instils the confidence needed to gain employment or volunteering placements.

All items produced by Bspoked Enterprises are made using donated materials such as glass bottles, fabric, wooden pallets and bicycle parts. The materials are upcycled into household goods such as clocks, ornaments, photo frames, jewellery and wall displays, and sold via their on-site shop and online.

The proposal brought to the Members Fund is to purchase a CNC Flat-Bed Laser Cutter and the accompanying software to enable precision cutting of wood, plastic and metal. The Cutter can be used to produce complex three dimensional shapes including signage, furniture and instruments.

The need for the proposal has been identified by Councillor Charlotte Galsworthy of Bryn and Cwmavon. The machinery currently used by Bspoked is inadequate for the amount of use it receives, expensive to maintain and ineffective to the point that some items need to be discarded and re-made. The provision of a modern-day CNC Cutter would enable Bspoked Enterprises to increase the volume of items created, give products a more professional finish and generate additional income to help sustain the Bspoked service.

The long term benefits to Bspoked include enabling the group to create products more efficiently, expanding the range of items produced, providing another aspect to the training delivered in the workshop, and helping to further the Bspoked ethos of promoting independence.

The long term community benefits associated with this acquisition include the ability of Bspoked to provide more sophisticated products that are demanded by community groups, these include displays for special events, items that assist nature conservation and essential equipment for third sector entities. Production will be expanded to allow community groups to prosper and in turn make a valid contribution towards building sustainable communities and the quality of life.

The request for grant aid from the Members Community Fund is for £3,921.45 from Councillor Charlotte Galsworthy's allocation, which is the total value of purchasing the CNC Cutter and associated desktop software. If this application succeeds Cllr Galsworthy will have £4,078.55 remaining in her Members Fund allocation to invest in community projects.

## **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The CNC Laser Cutter will be owned and maintained by Bspoked Enterprises. It will be used daily to create a wide range of products and will generate an additional income stream to help pay for any future maintenance. The Laser Cutter will be securely stored at the Bspoked Enterprises workshop in Neath Abbey Business Park.

## **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

## **Valleys Communities Impacts**

6. No implications

## **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under



section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

9. There are no risk management issues associated with this report.

### **Consultation**

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

### **Recommendations**

11. That the project proposal to purchase a Computer Numerically Controlled (CNC) Laser Cutter for 'Bspoked Enterprises' be approved, and that £3,921.45 of Cllr Charlotte Galsworthy's allocation under the Members Community Fund be awarded.

### **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

### **Implementation of Decision**

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

### **List of Background Papers**

14. This initiative has been developed from the Members Community Fund Application Form submitted by Councillor Charlotte Galsworthy. The quotations for the Laser Cutter and desktop software have been

retained for future reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

#### 15. Officer Contact

Paul Hinder, Project Development & Funding Manager, (ELLL).

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Mae'r dudalen hon yn fwriadol wag

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Bryncoch North & Bryncoch South

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled as a joint initiative by the three Ward Members for Bryncoch North and Bryncoch South.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. To provide two new benches, refurbish a third, plant trees and set up a volunteer Litter Picking Group for the betterment of the two Wards.

This proposal has been developed in partnership with the 'Street Care' Team, the arborist and the Bryncoch Community Association.

This project has been born out of the need to station street benches at strategic locations so that residents can sit and relax whilst making the extended journeys on foot to town. The trees will be added to soften the landscape. The Bryncoch Community Association would wish to set up a group of 12 volunteers properly equipped with grabbers, Hi Viz vests, gloves and litter trollies, etc. to allow them to complete random litter picks through the area, working in conjunction with the NPTCBC street cleansing Division.

The project involves locating one new bench on hard standing at Tyn - Yr- Heol Road, one on a grass verge in Waunceirch and refurbishing a third on Penywern Hill. The trees (*Prunus* spp.) will be planted at the Waunceirch site.

The litter picking equipment will be purchased by the Bryncoch Community Association and the volunteers will be protected by the Association's all risks Insurance Policy.

The need for the project has been arrived at through representations made by residents to individual Councillors and has been brought to their attention at consultation events. Although modest this project proposal is considered locally to be of immense value in keeping the area well-presented and litter free.

The community benefits associated with this project will translate into a cleaner, greener, more vibrant and welcoming place to live. It will help promote 'Pride in Place', resilience and quality of life issues. The benefits will be visible, physical and tangible and will manifest as environmental enhancement and an improved streetscape. The volunteers will educate all residents of the advantages of not dropping litter, making them more environmentally aware.

The total cost of the project is £2,604.30. Benches and trees will be sourced via Neighbourhood Services. The litter picking equipment will be competitively procured from a reputable supplier. The request for grant aid from the Members Community Fund is for the whole of the project cost. Councillor Griffiths, Hale and Williams would each wish to contribute £868.10 which would leave them each with a zero balance in their Members Fund allocation.

Going forward there will be very little maintenance required on the benches as they are of a recycled plastic version that has been tried and tested across the County. Ongoing husbandry and care for the trees will be with Street Care Services.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The maintenance of the trees will fall within the existing management regime of NPTCBC. The work carried out by the team of litter picking volunteers will be self - sustaining.

## **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

## **Valleys Communities Impacts**

6. No implications

## **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

## **Risk Management**

9. There are no risk management issues associated with this report.



## **Consultation**

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

## **Recommendations**

11. That this project proposal to equip Bryncoch North and South with benches, trees and a litter picking crew, is approved and that Councillor Griffiths, Hale and Williams contribute their Members funding equally to arrive at a project cost of £2,604.30.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

## **Implementation of Decision**

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

## **List of Background Papers**

14. This Bryncoch initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillor Wyndham Griffiths, Jo Hale and Chris Williams. The quotation for the supply and installation of the benches, the supply and planting of the trees and the procurement of the litter picking equipment has been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

## **Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Coedffranc West

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by the Ward Member for Coedffranc West.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. To provide Skewen RFC Mini and Junior Section with essential training equipment and to train willing volunteers as Level 1 and Level 2 Coaches.

Equipment to be purchased includes tackle bags, tag belts, training balls, cones and resistance harnesses.

Skewen RFC is a member of the Welsh Rugby Union. The Rugby Club is at the heart of the community and currently caters for 110 children aged between 6 and 12 (Minis and juniors), training and playing fixtures at Court Herbert and Tennant Park on a mid-week and on a Sunday.

This investment will assist in providing dedicated sports equipment and coaching to each age group avoiding the need to share apparatus and personnel. It will provide a ready arsenal of equipment which will allow the Club to grow, increase participation and improve standards of performance

The need for the project has come from the existing participants, their parents, the coaches and the WRU. The Club has seen a period of growth in recent times and there is a need for greater expansion beyond the volume of training equipment which is currently available.

The community benefits associated with this project include the positive engagement of young people, their parents and

grandparents. Also the opportunity to get and keep fit, to pursue a sport that creates friendship, discipline, communication, well-being, team working and an active lifestyle.

The request for grant aid from the Members Community Fund is for £2,026.63 from Councillor Helen Ceri Clarke's allocation, which is the total cost of purchasing the equipment and coach education (no match funding).

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

Upkeep of the equipment, its use and its servicing will be the responsibility of the Club. The equipment will be used during training sessions under the watchful eye of newly qualified WRU coaches and when not in use, it will be stored securely in a steel freight container close to the Clubhouse.

There will be no revenue implications for the Council going forward.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

6. No implications

## **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

## **Risk Management**

9. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

11. That this project proposal to acquire new training equipment and Coach Education for the Mini and Junior Section of Skewen RFC is approved and that Councillor Helen Clarke's allocation of £2,026.63, under the Members Community Fund, is awarded.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

## **Implementation of Decision**

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

## **List of Background Papers**

14. This Skewen initiative has been developed from the Members Community Fund Application Form submitted by Councillor Helen Ceri Clarke. The Constitution for Skewen RFC, their Bank Account details, signatories, the quotations that have been developed to support the bid and the Insurance Policy have been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

## **Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Crynant

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by the respective Ward Member.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Convert and adapt an underutilised room at Creunant Primary School into a multi-functional venue for wider community use.

This bid has been developed to 'Enhance Existing Council Services', and has been generated in partnership with the Local Authorities Building Surveying Officer.

The proposal is to repurpose an existing room by employing a contractor to paint the walls, ceiling and timberwork, and to install electrical cabling and ICT. The grant monies will also be used to procure new furniture including tables, inclusive seating with armrests and shelving. The room has already benefitted from the installation of hot water facilities and a dishwasher.

Once complete, the room will be used as a hub for intergenerational activity in the Ward of Crynant. The wider community, and particularly the elderly residents, will be invited to take part in various activities including IT sessions, cake decorating, cookery classes and a book club. The children and young people from the School will be involved in these sessions, and it is hoped that by having these contrasting age groups in attendance they will learn valuable life skills from one another. For example, the children will tutor the elderly in ICT skills and how to use the internet, and the older people will read stories to the children and show them how to prepare food. These sessions will be changed and adapted on a needs basis following ongoing

consultation between the School and local residents, parents and carers.

The need for the project has been identified by the Headteacher and the local Ward Member. The School recently held a Tea Dance where members of the local OAP group attended and danced with the children. This received a fantastic response, particularly from those who live alone and suffer from feelings of isolation and loneliness. The adapted room within the School will be used as a venue to formalise activities involving the older generation in an inclusive intergenerational environment.

The long term community benefits associated with the project include developing tangible links between the school and local residents, community members being upskilled in essential life skills, combating instances of loneliness and isolation, and improved health and wellbeing.

The total cost of this scheme is £9,575.56. The School has already secured £2,294.47 towards the project via contributions from the Parent Teacher Association (PTA) and the school's allocated budget. The request for Grant aid from the Members Community Fund is for the remaining £7,281.09 from Councillor Sian Harris' portfolio. This would complete the funding package and make the proposal a reality.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The project will be maintained using the School's allocated budget. Minor repairs will be undertaken by the School Caretaker. Any major issues will involve the Local Authority and consultation with the Building Surveying Officer. The capital works have been designed and competitively tendered using approved contractors from the Local Authority's Select Tender List, to ensure that they comply with Building Regulations and health and safety legislation.

The School has a very active PTA, who will continue to fundraise in order to improve provision at the School, for the benefit of pupils, parents, carers and the wider community of Crynant.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

6. No implications

### **Workforce Impacts**

7. There are no workforce impacts associated with this report.

### **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

## **Risk Management**

9. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

11. That this project proposal to convert and adapt an underutilised room at Creunant Primary School into a multi-functional venue for wider community use is approved, and that Cllr Harris' allocation of £7,281.09 under the Members Community Fund be awarded.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

## **Implementation of Decision**

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

## **List of Background Papers**

14. This Crynant initiative has been developed from the Members Community Fund Application Form submitted by Councillor Sian Harris, which has been retained for future reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

15. Officer Contact

Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Crynant

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by the Ward Member for Crynant.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Installation of two grit bins at Mary Street and The Crescent, Crynant.

This application has been developed to Enhance Existing Council Services and has the full support of the NPTCBC Streetcare Department. The proposal has been generated as a response to the decision to remove Mary Street and The Crescent from the Adopted Precautionary Salting Network.

In recent years, gritting vehicle drivers have had great difficulty undertaking precautionary salting operations on these carriageways, primarily due to access being prevented as a result of parked cars. Access is also limited by the length and width of the gritting vehicles, and the requirement to reverse without the aid of a banksman when partial access can be obtained - a direct violation of the Streetcare Services Health and Safety Policy.

In response, an eight week amended service trial was undertaken prior to the start of the 2019/2020 winter season. The trial was used as a mechanism to better establish and try to overcome the issues associated with the precautionary salting of Mary Street and The Crescent. The trial involved a banksman being included on the vehicle to assist the driver should the need to reverse the vehicle arise. The main finding of the trial was that the roads were not always accessible, and even when access could be gained it was very difficult to do so even with the aid of a banksman. Therefore, it has



been necessary to conclude that the Council cannot fulfil its ongoing commitment to grit these sections of the carriageway.

To help offset the impact of the removal of the above sections of highway from the Precautionary Salting Network, the Head of Streetcare Services has agreed to the placement of two new salt bins for the use of residents, to be procured via the Members Community Fund.

The long term community benefits associated with the project include preserving the safety of residents during the winter season, and granting them some recompense for the important service they have lost. The provision of these grit bins will mitigate against the potential for vehicular accidents and trips and falls.

Cllr Sian Harris is applying to the Members Community Fund for the total cost of purchasing the two pre-filled half-tonne salt bins which equates to £654. Once installed, Streetcare Services have agreed to replenish the grit bins whilst servicing existing containers nearby.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The new grit bins will fall under the management of the NPTCBC Streetcare Services, who have committed to ensuring that they are restocked and kept in a serviceable condition for the foreseeable future.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are

positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

6. No implications

### **Workforce Impacts**

7. There are no workforce impacts associated with this report.

### **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

9. There are no risk management issues associated with this report.

### **Consultation**

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

### **Recommendations**

11. That this project proposal for the installation of two grit bins at Mary Street and The Crescent, Crynant, is approved and that Cllr Sian Harris' contribution of £654 is awarded under the Members Community Fund.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

## **Implementation of Decision**

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

## **List of Background Papers**

14. This Crynant initiative has been developed from the Members Community Fund Application Form submitted by Sian Harris. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

## **Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Pelenna

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by the Ward Member for Pelenna.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Purchase of essential items of training equipment for the Mini and Junior Sections of Pontrhydyfen RFC.

Equipment to be procured includes balls, cones, bibs, tackle bags and hit shields.

Pontrhydyfen RFC is a WRU affiliated Club and a feeder Club for the Ospreys. The Rugby Club is indispensable to the Ward of Pelenna as it is one of the few places residents can take place in outdoor recreational pursuits without having to leave their own Ward.

An investment from the Members Fund will help safeguard the long tradition of Rugby in Pontrhydyfen, and will develop increased participation and improved standards of performance amongst those making the transition from Mini and Junior squads, to Youth and then Senior Teams.

The need for the project has come from the existing participants, their parents, the coaches and the WRU. The Club has a growing number of both male and female participants playing in Under 7's, Under 8's, Under 9's, Under 10's and Under 14's squads. At present the Club simply does not possess enough training equipment to serve the children and young people progressing through these age groups, nor does it have the 'right' equipment to conform to the Welsh Rugby Union training guidelines for rugby at mini and junior level.

The community benefits associated with this project include the positive engagement of young people, their parents and grandparents. Also the opportunity to get and keep fit, to pursue a sport that creates friendship, discipline, communication, well-being, team working and an active lifestyle.

The request for grant aid from the Members Community Fund is for £791.66 from Councillor Jeremy Hurley's allocation, which is the total cost of purchasing the training equipment. If this application were to be successful, Cllr Hurley's Members Fund allocation for the Ward of Pelenna will be entirely depleted.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

Upkeep of the equipment, its use and its servicing will be the responsibility of Pontrhydyfen RFC. The equipment will be used during training sessions under the watchful eye of WRU qualified coaches and when not in use, it will be stored securely.

There will be no revenue implications for the Local Authority going forward.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

## **Valleys Communities Impacts**

6. No implications

## **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

## **Risk Management**

9. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

11. That this project proposal to purchase of essential items of training equipment for the Mini and Junior Sections of Pontrhydyfen RFC is approved, and that Councillor Jeremy Hurley's allocation of £791.66, under the Members Community Fund, is awarded.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can



be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

### **Implementation of Decision**

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

### **List of Background Papers**

14. This Pelenna initiative has been developed from the Members Community Fund Application Form submitted by Councillor Jeremy Hurley. The Constitution for Pontrhydyfen RFC, their Bank Account details, signatories, the quotations that have been developed to support the bid and the Insurance Policy have been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

### **Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Port Talbot

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by one of the Ward Councillors for Port Talbot.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Application to equip the street scene in Trefelin Crescent, Velindre, Port Talbot with an additional 6m street lighting column complete with a 27 Watt LED lamp.

This project proposal is to add one lighting column to serve Numbers 1 to 6 Trefelin Crescent as there is a perceived gap within the curtain of light created by existing lamps.

The need for the project has been brought to the attention of the local Councillor as there are concerns for safety, for both pedestrian and vehicular traffic. The area is plunged into darkness in the winter months and there has been a campaign to complete the field of illumination on the junction of Trefelin Road with the Crescent for some time.

Use can be made of existing trunking and electrical connections (with 'Western Power Distribution') and the NPTCBC Public Lighting Division has quoted competitively for the work.

The purchase cost of supplying, installing, connecting and commissioning is £1,584 and the financial support to make this project proposal deliverable is sought from Councillor Rahaman's Members Fund.

## **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The project going forward will be maintained under the current NPTCBC Public Lighting Contract. The new column will come under the umbrella of existing street lighting works.

The project will be supervised by the Area Managers, who will maintain the initial momentum and interest.

## **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

## **Valleys Communities Impacts**

6. No implications

## **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to

economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

9. There are no risk management issues associated with this report.

### **Consultation**

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

### **Recommendations**

11. That this project proposal to support street lighting in Velindre, Port Talbot is approved and that Councillor Rahaman contributes £1,584 under the Members Community Fund.

### **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

### **Implementation of Decision**

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

### **List of Background Papers**

14. This Port Talbot initiative has been developed from the Members Community Fund Application Form submitted by Councillor Saifur Rahaman and the NPTCBC Public Lighting Division. The quote that

has been generated and the schematic plan drawings have been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

**Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Resolven

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by the Ward Member for Resolven.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. To provide a public Notice Board and improved lighting to the Clyne and Melincourt Community Centre at Ynys - yr- Afon, Clyne.

This proposal has been developed in partnership with the Clyne and Melincourt Community Council which has the smallest precept amidst the 19 Town and Community Councils in NPT.

The inadequacy of the lighting on the entrance to the Community Centre has been repeatedly brought to the attention of Community Councillors by patrons using the Hall in the depths of the winter. The need for the published Minutes of Council, obligatory notices like Planning Applications and posters promoting social prescribing for the new Primary Care Centre in Glynneath, to be displayed in hard copy has been a concern of residents who lack digital access and social media networks like 'Facebook'.

The project involves illuminating the entrance porch of the Community Centre with an LED lighting kit which is attached to a new lockable aluminium framed magnetic notice board.

The installation of the lighting and the notice board is to be carried out by a qualified electrician who has been sourced from the local supply chain.

The need for the project has arisen from less affluent residents, who have no internet access (and still rely on Hard Copy and written forms

of communication), wishing to be kept informed as to what's happening locally. There is a need to make the Community Centre more welcoming as the focal point of the village and the new lighting will assist in that regard whilst also improving security.

The cost of the notice board, LED lighting and installations have been competitively sourced. The total cost of the project inclusive of VAT (which is recoverable by the Community Council) is £1,241.27. The request for grant aid from the Members Community Fund is for £1,005 from Councillor Dean Lewis's portfolio which will, henceforth reduce the value of the Resolven Members Fund allocation to zero in this Financial Year. The funding shortfall of £29.39 (net) will be found by the Clyne & Melincourt Community Council.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

Maintenance responsibilities for the new lighting and lockable weatherproof notice board will fall to the Community Council.

There will be no revenue implications for NPTCBC.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

## **Valleys Communities Impacts**

6. No implications

## **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

## **Risk Management**

9. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

11. That this project proposal to equip the Clyne Community Centre with lighting and an anodised aluminium notice board, is approved and that Councillor Lewis contributes his remaining Members Fund of £1,005.00 to arrive at a project cost of £1,241.27.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can

be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

### **Implementation of Decision**

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

### **List of Background Papers**

14. This Resolven initiative has been developed from the Members Community Fund Application Form submitted jointly by Councillor Dean Lewis and the Chair of Clyne & Melincourt Community Council. The quotation for the supply and installation of the lighting and notice board has been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

### **Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Sandfields East

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by one of the respective Ward Members.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Supply and installation of a publicly accessible Automated External Defibrillator (AED) at the RNLI Port Talbot Lifeboat Station.

This bid has been developed to 'Assist Voluntary Sector Providers.' The defibrillator will be fashioned to the exterior of the building, which is situated on Aberavon Sea Front.

The defibrillator will be procured and installed via the Registered Charity, 'Cariad', which provides life-saving awareness and AED's to communities across Wales. 'Cariad' will supply the 'Zoll AED Plus' Defibrillator and accompanying insulated stainless steel cabinet. The cabinet is capable of maintaining the necessary ambient temperature to keep the AED batteries and pads ready for immediate use. The defibrillator will be placed on the Welsh Ambulance Service Control Register, so that rescuers can be quickly guided to it in the event of an emergency.

Aberavon beach and promenade receives many thousands of visitors per year. Activities taking place on a daily basis include swimming, surfing and running, alongside more ad-hoc usage by dog walkers, cyclists and people enjoying the cafes and restaurants overlooking the seafront. At any time one of these visitors, particularly those taking part in intense physical exercise could suffer from a cardiac arrest. The Lifeboat Station is a natural assembly point in the instance of an emergency, and the provision of a defibrillator at this



location would enable the deployment of potentially life-saving medical treatment whilst waiting for the Emergency Services to arrive.

This proposal is part of a wider initiative spearheaded by the Sandfields East Councillors to fully equip the Ward with publicly accessible defibrillators. On average, 8,000 people in Wales suffer a sudden cardiac arrest outside of hospital each year, and the survival rate is just 3-5%. The chances of survival are greatly increased when an AED is deployed. Time is critical. Cllrs Latham and Crowley have identified gaps in the provision of this life saving equipment at strategic locations across the Ward. These locations are in the most densely populated areas in Sandfields East and receive a huge amount of footfall.

The request for grant aid from the Members Community Fund is for £1,300 from Cllr Mathew Crowley's portfolio, which is the total cost of procuring and installing the defibrillator. Should this application be successful, Cllr Crowley will have exhausted his Members Fund allocation for Sandfields East.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

As the custodians of the Lifeboat Station, the RNLI will be responsible for the defibrillator, and have made assurances that this important piece of medical apparatus will be appropriately insured and maintained for the foreseeable future.

Every defibrillator supplied by 'Cariad' comes with a seven year 'care package' offering regular checks, replacement batteries and pads, a 24 hour emergency call out service and automatic replacement of the AED if it is damaged or stolen. This will ensure that the defibrillator is kept in a state of readiness in case of an emergency.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

6. No implications

### **Workforce Impacts**

7. There are no workforce impacts associated with this report.

### **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

### **Risk Management**

9. There are no risk management issues associated with this report.

### **Consultation**

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

## **Recommendations**

11. That the project proposal for supply and installation of a publicly accessible Automated External Defibrillator (AED) at the RNLI Port Talbot Lifeboat Station be approved, and that Cllr Mathew Crowley's of £1,300.00 under the Members Community Fund be awarded.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

## **Implementation of Decision**

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

## **List of Background Papers**

14. This Sandfields East initiative has been developed from the Members Community Fund Application Form submitted by Councillor Mathew Crowley, which has been retained for future reference. The quotation for the defibrillator and the bank account details for the RNLI Port Talbot Lifeboat Station have also been retained. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

## **15. Officer Contact**

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Trebanos

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by Councillor Rebeca Phillips.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Supply and installation of a publicly accessible Automated External Defibrillator (AED) and directional signage to its location at the Western Garage, Trebanos.

This bid has been developed to 'Assist Voluntary Sector Providers,' and has been produced in partnership with Pontardawe Town Council.

'The Pontardawe Town Council Defibrillator Project' seeks to make the Wards of Pontardawe and Trebanos one of the first 'Defibrillator Friendly Communities' in the UK. By providing 24 hour access to defibrillators, universal coverage and essential training in AED use and CPR, it is hoped that there will be better capacity within the local community to use this lifesaving medical equipment.

A partnership established between the registered charities 'Heartbeat Trust UK', the 'Leon Heart Fund', and Pontardawe Town Council, has carried out a spatial mapping exercise to establish the location of existing defibrillators within the community. A clear void in provision has been identified at the northerly end of Swansea Road in the Ward of Trebanos. Therefore permissions have been sought from the landowner of the 'Western Garage' to mount a publically accessible defibrillator onto the exterior wall, and it is this proposal that seeks grant aid from the Members Community Fund.

The defibrillator will be procured and installed via the 'Heartbeat Trust UK,' a registered charity that aims to improve the chances of survival for those who suffer an out of hospital cardiac arrest. The defibrillator will be housed within a heated stainless steel cabinet attached to the exterior of the building. The cabinet will be coupled to an existing electrical supply in order to ensure that the defibrillator remains at the necessary ambient temperature to keep the AED batteries and pads ready for immediate use.

The proposal also includes the provision and installation of signage to inform potential users of the proximity of the defibrillator. The signs will be secured to the lamp posts leading away from the Garage in both directions on Swansea Road, and will display a 'countdown' from 300, to 200, to 100 yards.

In the event of cardiac arrest time is of the essence. Without the intervention of CPR and a defibrillator the chance of survival is just 3%, however if a defibrillator can be used within 6 minutes, the survival rate dramatically increases to 75%. It is therefore vitally important that members of the public are aware of where the nearest defibrillator is, and can gain unhindered access to it at any time of the day.

The request for grant aid from the Members Community Fund is for £2,246.60 from Cllr Rebeca Philips' portfolio, which is the total cost of procuring the defibrillator, stainless steel cabinet and signage. Should this application be successful, Cllr Phillips will have £2,265.89 remaining in her Members Fund allocation for Trebanos.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The defibrillator, stainless steel cabinet and associated signage will be the responsibility of Pontardawe Town Council, who have made assurances that this important piece of medical apparatus will be appropriately insured and maintained for the foreseeable future.

Every defibrillator supplied by 'Heartbeat Trust UK' comes with a ten year maintenance package, which offers regular checks, replacement batteries and pads, a 24 hour emergency call out service and insurance against theft or damage. This will ensure that the defibrillator is kept in a state of readiness in case of an emergency.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

6. No implications

### **Workforce Impacts**

7. There are no workforce impacts associated with this report.

### **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.



## **Risk Management**

9. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

11. That the project proposal for supply and installation of a publicly accessible Automated External Defibrillator (AED) and directional signage to its location at the Western Garage, Trebanos, be approved, and that Cllr Rebeca Phillips' allocation of £2,246.60 under the Members Community Fund be awarded.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

### **Implementation of Decision**

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

## **List of Background Papers**

14. This Trebanos initiative has been developed from the Members Community Fund Application Form submitted by Councillor Rebeca Phillips, which has been retained for future reference. The quotation for the defibrillator, cabinet and signage, and the bank account details for the Pontardawe Town Council have been entered on file. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

15. Officer Contact

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Mae'r dudalen hon yn fwriadol wag

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

### **Cabinet**

19 February 2020

### **Report of the Head of Transformation - A.Thomas**

#### **Matter for Decision**

#### **Wards Affected:**

Trebanos

### **Project Proposal made to the Members Community Fund**

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

1. To seek Cabinet approval to fund a project proposal that requests financial support under the Members Community Fund. The project has been tabled by the Ward Councillor for Trebanos.

#### **Executive Summary**

2. The Members Community Fund is to be used to address local needs and to support projects and initiatives that will contribute towards creating vibrant and sustainable communities.

The Project Development & Funding Unit (PDFU) within ELLL is charged with the governance of the Fund and will act as the Grant Management Organisation.

Bids can be made for projects that enhance existing Council services, assist voluntary sector provision or form part of a larger initiative that is in need of additional financial support.

Eligible projects will include those that enrich the environment, promote non - statutory education and learning, assist Health & Well Being, and promote culture and / or recreation in all its forms.

Another project proposal now seeks funding and has been formally submitted to the PDFU. The bid has been checked for completeness, accuracy and deliverability and is 'fit for purpose' and ready for determination by Cabinet.

## **Background**

3. Application to furnish the Environmentalist Group 'My Green Valley' with litter picking equipment and Zero Waste Boxes.

This project proposal is to install volunteer Area Managers across six defined area in the vicinity of Pontardawe including Trebanos, Rhydyfro, Alltwen and Ynysmeudwy, to organise at least four litter picking events per year.

'My Green Valley' will help the Council in maintaining litter free areas, tackle fly tipping , promote recycling, educate future generations on local environmental issues and maintain green spaces. The local knowledge of the volunteer workforce can be harnessed to encourage participation and focus on litter hotspots.

The new equipment sought from Grant aid will include 10 sets of litter pickers, Hi - Vis jackets, gloves, hand sanitiser, first aid kits, sharps boxes and ancillary items. Also it is the intention to promote the collection and reuse of non - recyclable waste such as crisp packets, sweet wrappers, Styrofoam, etc. by acquiring two 'Terracycle' zero waste boxes (to be located at Trebanos Community Hall). The cost of these boxes include the shipping of these non - recyclable items back for sorting, to be repurposed into new products.

The purchase cost of the litter picking equipment and the 'Terra - Cycling' Bins is £2,637.51 and the financial support to make this

project proposal deliverable is sought from Councillor Phillip's Members Fund.

### **Financial Impact**

4. In order to win favour in Cabinet all projects must be sustainable. Projects must have a robust exit strategy that places no additional revenue or financial burden on the Council.

The project will help the Council keep the County free from litter and inspire a change and shift in community mentality and how best to sympathetically manage and dispose of waste. Residents will be more environmentally aware and take pride in their surroundings.

The project will be supervised by the Area Managers, who will maintain the initial momentum and interest.

There will be no future revenue expenditure for the NPTCBC.

### **Integrated Impact Assessment**

5. A first stage 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.

The first stage assessment has indicated that a more in - depth assessment is not required as the summary concludes there are positive outcomes for the sustainable development principle, collaboration and involvement, with no impact on equalities or the Welsh language.

### **Valleys Communities Impacts**

6. No implications

### **Workforce Impacts**

7. There are no workforce impacts associated with this report.

## **Legal Impacts**

8. The delivery of the Members Community Fund will come within the purview of the Local Government Act 2000 which introduced well-being powers which enable every Local Authority to have capacity to do anything which it considers likely to promote an improvement to economic, social or environmental well-being in the area. Under section 56 of the Local Government (Wales) Measure 2011 sanction is given for both Executive and Non - Executive Members to invest within their own Ward.

The Council's Constitution should be referred to for explicit guidance on governance.

## **Risk Management**

9. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

11. That this project proposal to support the voluntary sector in creating litter free zones in Trebanos and outlying areas is approved and that Councillor Phillips contributes £2,637.51 under the Members Community Fund.

## **Reasons for Proposed Decision**

12. To approve the Application for funding that has been received under the Members Community Fund. Full Funding Applications can be made to the Members Community Fund until the end of the financial year. The Fund will then close. Funds left unallocated will be returned to Reserves.

## **Implementation of Decision**

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



## **List of Background Papers**

14. This Trebanos initiative has been developed from the Members Community Fund Application Form submitted by Councillor Rebeca Phillips and the Environmentalist Group known as 'My Green Valley'. The supporting documentation submitted by the voluntary community organisation has been entered on File for reference. The first stage Impact Assessment documentation associated with this project proposal has also been retained.

### **Officer Contact**

15. Paul Hinder, Project Development & Funding Manager, (ELLL).

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