



CABINET (FINANCE) SUB COMMITTEE

***IMMEDIATELY FOLLOWING CABINET
WEDNESDAY, 28 JULY 2021***

REMOTELY VIA TEAMS

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

1. Appointment of Chairperson
2. Declarations of Interest
3. Miscellaneous Grant Fund Applications (*Pages 3 - 8*)
4. Welsh Church Act Trust Fund (*Pages 9 - 26*)
5. Urgent Items
Any urgent items (whether public or exempt), at the discretion of the Chairperson pursuant to Statutory Instrument 2001 No 2290 (as amended)
6. Access to Meetings
That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraph 14 or Part 4 of Schedule 12A to the Local Government Act 1972.
7. Council Tax Write Offs (*Pages 27 - 40*)
8. Debtor Write Offs (*Pages 41 - 54*)

K.Jones

Chief Executive

**Civic Centre
Port Talbot**

22 July 2021

Cabinet (Finance) Sub Committee Members:

Councillors. C.Clement-Williams and D.Jones



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET (FINANCE) SUB COMMITTEE

28 JULY 2021

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

Matters for Decision

Wards Affected: Bryn & Cwmavon, Pontardawe

Report Title – Miscellaneous Grant Fund Applications

Purpose of the Report:

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

Background and Financial Impacts

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

Existing Policy Statement

- a) Each application will be considered on its merits.
- b) The Committee will only approve applications for financial assistance from voluntary or charitable organisations which are manifestly committed to voluntary endeavours of a local nature. This will not preclude the consideration of applications where the disposal of funds is outside the area but still provides significant benefits for the people from the Neath Port Talbot area.
- c) No applications will be considered from religious bodies except relating to church halls and other premises where there is significant community use of the property for non-religious activities.
- d) No applications will be considered from other public funded bodies such as community councils, hospital trusts, etc. or where the benefit may be in lieu of their contributions such as appeals for hospital equipment.
- e) Applications from individuals may be considered where both the person and the community derive a benefit.
- f) No grants will be made to any individual or organisation whose prime purpose is to distribute their funds to other charitable bodies.

Miscellaneous Grant funding available

- 3. Members have approved a budget of £2,500 for miscellaneous grants for 2021/22. There are no commitments against this budget to date.

Integrated Impact Assessment

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

respect of the Wellbeing and Future Generations (Wales) Act 2015.

Valleys Communities Impacts

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

Workforce Impacts

6. There are no workforce impacts.

Legal Impacts

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

Risk Management Impacts

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

Consultation

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

Recommendation

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

Reason for Proposed Decision

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

Implementation of Decision

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

Appendices

13. Appendix 1 – Schedule of grant applications.

List of Background Papers

14. Grant Applications

Officer Contact

Mr Hywel Jenkins – Director of Finance and Corporate Services
Email: h.jenkins@npt.gov.uk

SCHEDULE OF GRANT APPLICATIONS

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
Cwmafan Community Engagement CIC	The Trustees of Cwmafan Community Engagement CIC have applied for grant assistance in relation to the Lease of Cwmafan Community Engagement Centre	Grant towards the cost of rent of £7,040 pa wef 6 June 2021	P&R board 31/03/2016 approved 100% grant of rent amount £6,400 pa	Due to Covid restrictions it is proposed to delay the increase in rent until 6 June 2022 and continue to provide existing grant of £6,400 pa until 5 June 2022. Thereafter a grant of £6,720 pa will be provided until the next rent review. Thus £320 pa is payable by the CIC wef June 2022 until the next rent review.
Trustees of Cwmafan Bowls Club	The Trustees of Cwmafan Bowls Club have applied for grant assistance in relation to the lease of Pavilion at Parc Siencyn Powell Cwmafan	Grant towards the cost of rent of £220 pa wef 1 April 2019	P&R March 2014 approved 100% grant of rent amount £200 pa	Due to Covid restrictions it is proposed to delay the increase in rent until 1 April 2022 and continue to provide existing grant of £200 pa until the next rent review. Thus £20 pa is payable by the Bowls Club wef 1 April 2022

Applicant	Purpose	Amount Request/Cost of "Project"	Previous Support	Comments
Trustees of Pontardawe Community and Recreation Association	The Trustees of Pontardawe Community and Recreation Association have applied for grant assistance in relation to the lease of Pontardawe Recreation Ground Playing Fields and Pavilion	Grant towards the cost of rent of £2,035 pa wef 1 April 2020	P&R board 28/05/2015 approved 100% grant of rent amount £1,850	Due to Covid restrictions it is proposed to delay the increase in rent until 1 April 2022 and continue to provide existing grant of £1,850 pa until 31 March 2022 and then £1,935 pa until the next rent review. Thus £100 pa is payable by the Association wef 1 April 2022 until the next rent review.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET (FINANCE) SUB COMMITTEE

28 July 2021

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES – H. JENKINS

Matter for Decision

Wards Affected - All

NEATH PORT TALBOT WELSH CHURCH ACT TRUST FUND

1. Purpose of Report

This report provides the Welsh Church Act Trust Fund draft annual report and financial statements for 2020/21 for approval.

2. Draft annual report and financial statements 2020/21

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

	2019/20	2020/21
	£	£
Opening value of Fund	620,099	618,532
Income	4,278	1,329
Expenditure	(5,845)	(3,835)
Closing value of Fund	618,532	616,456

3. External Audit

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

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

4. Consultation

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

5. Recommendations

It is recommended that Members:

- Approve the draft annual report and financial statements for the year ended 31st March 2021.
- Agree that the draft annual report and financial statements are submitted to the Wales Audit Office for independent examination.
- Approve the submission of the accounts to the Charity Commission, if no material changes are identified by Wales Audit Office.

6. Reason for Proposed Decision

To approve the draft annual report and financial statements for the Welsh Church Act Trust Fund 2020/21.

7. Implementation of Decision

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

8. List of Background Papers

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

9. Appendices

Appendix 1 - Draft annual report and financial statements.

10. Officer Contact

Mr Hywel Jenkins – Director of Finance and Corporate Services
Telephone 01639 763251
email: h.jenkins@npt.gov.uk

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

WELSH CHURCH ACT TRUST FUND

DRAFT

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

REGISTERED CHARITY NUMBER: 1076440

Neath Port Talbot Welsh Church Act Fund

Report of the trustees for the year ended 31st March 2021

The trustees present their annual report and financial statement for the charity for the year ended 31st March 2021.

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

Objectives and activities

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

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

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

Grant making policy

Welsh Church Act Fund Guidelines for Grant Applications

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

Appendix 1

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

Grants awarded

The Fund has paid out or committed the following grants:

Year approved	Name	Purpose	Payment made £
2020/21	St Davids Church Building Fund	Costs towards a new flat roof	1,000
Total grants paid during year			1,000

Appendix 1

The Fund trustees have approved the following grants:

2004/05	Musica Rediviva	Church organ manuscript	4,000
2019/20	The Rectorial Benefice of Aberavon - St Mary's Church	New heating system and external remedial works to preserve and maintain the fabric of the building	4,000
2019/20	Saron Chapel	Re-pointing external wall	600
Total grants approved but not committed			8,600

Although the Fund has approved these grants, they were not drawn down or committed as at the 31st March 2021. There is no accrual in the accounts, as the grant recipients had not demonstrated that they fulfilled performance conditions.

Structure, governance and management

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

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

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

Reference and administrative information

The registered address is:

Neath Port Talbot County Borough Council

Finance and Corporate Services Directorate
Civic Centre
Port Talbot
SA13 1PJ

The Trustee is:

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

The following advisors have assisted the trustees in the year:

Honorary Treasurer:

Mr Hywel Jenkins
Director of Finance and Corporate Services
Neath Port Talbot County Borough Council
Civic Centre
Port Talbot SA13 1PJ

Independent Examiner:

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

Bankers:

Santander Commercial Bank
Bridle Road
Bootle
Merseyside L30 4GB

Appendix 1

Trustees' responsibilities in relation to the financial statements

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

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

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

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

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

Approved by the trustees 28th July 2021 and signed on their behalf by:

Honorary Treasurer

Appendix 1

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

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

Appendix 1

Neath Port Talbot Welsh Church Act Trust Fund

Statement of Financial Activities for the year ending 31st March

	Note	Total Unrestricted Funds 2019/20 £	Total Unrestricted Funds 2020/21 £
Incoming resources			
Investment income	2	3,975	1,015
Estate Rental income	3	303	314
Total Income		4,278	1,329
Resources expended			
Governance/admin costs:			
Management and administration	4	(2,966)	(2,822)
Governance costs	5	(879)	(13)
Expenditure on charitable activities:			
Grants	6	(2,000)	(1,000)
Total expenditure		(5,845)	(3,835)
Net income/(expenditure) before investment gains/(losses)		(1,567)	(2,506)
Gains/(losses) on investment assets	7	-	430
Net movements in funds		(1,567)	(2,076)
Reconciliation of Funds			
Total Funds brought Forward		620,099	618,532
Total Funds Carried Forward		618,532	616,456

Appendix 1

Neath Port Talbot Welsh Church Act Trust Fund

Balance Sheet as at 31st March

	Note	31-Mar-20 £	31-Mar-21 £
Fixed Assets			
Tangible Investment Assets	8	90,877	91,307
Total Fixed Assets		90,877	91,307
Current Assets			
Debtors	9	5,317	2,396
Short Term Investments	10	523,739	523,545
Total Current Assets		529,056	525,941
Liabilities			
Creditors: Amounts falling due within 1 year	11	(1,401)	(792)
Net Current Assets		527,655	525,149
Total Net Assets		618,532	616,456
The Funds of the Charity			
Unrestricted Income Funds	12		
Fund Balance		537,355	537,785
Income Accumulation Account		81,177	78,671
TOTAL CHARITY FUNDS		618,532	616,456

The following notes form part of these accounts.

Neath Port Talbot Welsh Church Act Trust Fund

Notes to the accounts

1. Accounting Policies

a) Basis of preparation and assessment of going concern

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

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

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

b) Fund structure

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

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

c) **Basis of Accounting**

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

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

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

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

2. **Investment Income**

The Welsh Church Act Fund holds short term cash deposits with Neath Port Talbot County Borough Council. These investments operate on an instant access basis, and interest is based on the Council's return on its investments. The average interest rate for 2020/21 was 0.18% (2019/20 was 0.71%).

Details of short term deposits are provided at Note 10.

3. **Other income**

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

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

The Fund has paid Neath Port Talbot Council £2,273 (2019/20 £2,228) for financial support services and £549 (2019/20 £538) for legal advice.

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

Appendix 1

5. Governance costs

Wales Audit Office plans to charge £667 for their independent examination of the Fund. The actual cost for 2019/20 was £646 reduced from the estimate charge of £1,300.

6. Grants

The Fund has paid out or committed the following grants:

Year approved	Name	Purpose	Payment made £
2020/21	St Davids Church Building Fund	Costs towards a new flat roof	1,000
Total grants paid during year			1,000

The Fund trustees have approved the following grants.

2004/05	Musica Rediviva	Church organ manuscript	4,000
2019/20	The Rectorial Benefice of Aberavon - St Mary's Church	New heating system and external remedial works to preserve and maintain the fabric of the building	4,000
2019/20	Saron Chapel	Re-pointing external wall	600
Total grants approved but not committed			8,600

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

Appendix 1

7. Gains or losses on investment assets

8. Tangible Investment Assets

The tangible investment assets relate to holdings of agricultural land and buildings and freehold reversions. The valuer has undertaken an annual revaluation review and confirmed that there is no requirement to restate the valuation position. Details of the holdings are as follows:

Details		Value 31-Mar-20 £	Value 31-Mar-21 £
Vale of Neath			
Residential Neath	80 Llantwit Road, Neath	18,600	18,600
Agricultural Land	Llantwit Road Neath opp St Illtyds Church	3,250	3,250
Agricultural Land	Glebe under canal	100	100
Land Cadoxton Neath	5.4 Acres at Cwmbach Road	12,049	12,049
Land Cadoxton Neath	3.74 Acres North of Cwmbach Road	7,500	7,500
Land Cadoxton Neath	0.4 Acres South of Cwmbach Road	500	500
Misc. Interest Cadoxton Neath	Garage Site, Cwmbach Road	2,000	2,000
Misc. Interest Cadoxton Neath	Garage Site, Glebeland Street	2,000	2,000
Land Cadoxton Neath	Land and stream adjoining 25 Church	1	1
Total		46,000	46,000
Vale of Neath - Wayleaves			
Cadoxton Neath	Land North West of Cwmbach Road	177	177
		177	177
Vale of Glamorgan - Agricultural			
Peterson-Super-Ely	Gwern y Gae Uchaf Farm	20,500	20,500
Peterson-Super-Ely	Backway Farm	24,200	24,200
Total		44,700	44,700
Vale of Glamorgan - Wayleaves			
Peterson-Super-Ely	East of the Fruit Garden	0	430
		0	430
TOTAL FIXED ASSETS		90,877	91,307

Appendix 1

9. Analysis of Debtors

The debtors falling due within one year are as follows:

	31-Mar-20	31-Mar-21
	£	£
Investment Income	3,975	1,015
Estate rentals	1,342	1,381
Total	5,317	2,396

10. Analysis of Short term investments

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

	31-Mar-20	31-Mar-21
	£	£
Opening value	525,327	523,739
Additions/Investments	(1,588)	(194)
Total	523,739	523,545

11. Analysis of Creditors

The creditors falling due within one year are as follows:

	31-Mar-20	31-Mar-21
	£	£
Independent examination fees	(1,300)	(667)
Estate rental prepayments	(101)	(125)
Total	(1,401)	(792)

Appendix 1

Unrestricted Income Funds – analysis of net assets

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

	2019/20	2020/21
	£	£
Fixed investment assets	90,877	91,307
Current assets	529,056	525,941
Current liabilities	(1,401)	(792)
Total	618,532	616,456

The movement in the income funds is:

31-Mar-20	2020/21			31-Mar-21
Fund b/fwd	Income	Expenditure	Revaluation gain/(loss)	Fund c/fwd
£	£	£	£	£
618,532	1,329	(3,835)	430	616,456

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank