

**EXECUTIVE DECISION RECORD**

**24 OCTOBER, 2018**

**CABINET**

**Cabinet Board Members:**

Councillors: C.Clement-Williams, D.W.Davies, A.R.Lockyer, P.A.Rees,  
P.D.Richards and A.J.Taylor

Invitees: Councillor A.N. Woolcock (Chairperson of the Scrutiny  
Committee)  
Councillor S.Rahaman (Vice Chairperson of the Scrutiny  
Committee)

**Officers in Attendance:**

S.Phillips, H.Jones, A.Jarrett, C.Griffiths, D.Griffiths and N.Headon

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1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor A.J.Taylor be appointed as Chairperson.

2. **MINUTES OF PREVIOUS MEETINGS HELD ON 6 SEPTEMBER, 12  
SEPTEMBER AND 3 OCTOBER, 2018**

Noted by Committee.

3. **FORWARD WORK PROGRAMME 2018**

Noted by Committee.

4. **PROPOSAL FOR THE INTRODUCTION OF NON-REFUNDABLE CEREMONY BOOKING DEPOSITS FOR NEATH PORT TALBOT REGISTRATION SERVICES**

**Decision:**

That booking deposits for ceremonies conducted within Neath Port Talbot Registration Service, be non-refundable and set at a rate of £50, with implementation for all customer bookings made after 1 January, 2019.

**Reason for Decision:**

The proposal, if implemented could not only result in income generation but will assist in improving administrative support at the Neath Registration Office, with the aim of enhancing customer choice and experience and allowing for better preparedness for busy periods for ceremonies and staffing requirements.

**Implementation of Decision:**

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

5. **PUBLIC SERVICE OMBUDSMAN FOR WALES ANNUAL REPORT 2017/2018**

That the report be noted.

**CHAIRPERSON**