

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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COFNODION O CYFARFOD CYFFREDIN CYNGOR Y DREF A GYNHALIWDYD AR
4th August 2017 AM 7.00YH
MINUTES OF EXTRAORDINARY TOWN COUNCIL MEETING HELD on
4th August 2017 AT 7.00PM

Pobol yn presennol: Cllr. John Griffiths (Chair) (JG) Cllr. Ros. Cleal (RC)
Persons Present: Cllr. Jon Letten (JL) Cllr. Jano Williams (JW)
 Cllr. Bryce Barrett (BB)

Ymwelwyr / Visitors 6 members of the public (MOP)

Ymddiheuriadau

wrth: Cllr.Barbara Young Cllr Paul Harries
Apologies received from: Cllr.Elaine Lloyd Cllr.Mike Phillips

Minutes taken and prepared by Cllr Letten

Rhif No.	Eitem Item	Gweit' Action
0.	Ymddiheuriadau am absenoldeb/Apologies for absence Received from Cllr.Barbara Young, Cllr.Elaine Lloyd, Cllr Paul Harries, Cllr.Mike Phillips	None
1.	Datganiad o diddordeb / Declarations of Interest None declared. Cllr Barrett has checked with the relevant authorities and has no conflict of interest to declare.	None
2.0	Cofnodion o'r cyfarfod a gynhaliwyd ar 24^{ain} Gorffennaf 2017 Notes of the Working Group meeting held on 24th July 2017 2.1 Report from JW 2.2 Mr Parkin keen to be involved in business plan preparation. 2.2 Mr Parkin will be attending the next working group meeting on the 7 th August at 3PM. 2.3 PCC will be sending representatives to the next working party meeting.	Ongoing
3.0	Materion yn Codi / Matters arising 3.1 Working party meeting of the 1 st August, key not available for NTC office. Meeting held at JW home address with directions left on NTC office door directing interested parties to the new meeting location. JW to speak to clerk about obtaining a key.	JW & working group

3.2 Draft business plan was discussed as deadline has been extended to the 31st August.

4.0

I drafod y ffordd ymlaen yn dilyn gyfarfod y Cyngor ar 31 Gorffennaf a y chynllun busnes drafft

**JW&
working
group**

To discuss way forward subsequent to Town Council meeting of July 31st and the draft business plan.

4.1 Discussion of draft business plan shared at last NTC meeting.

4.2 JG raised point 4 paragraph 1 page 4 needs updating with others who are attending.

Building ownership discussion:

4.3 JG raised point 6 page 3 role of NTC will need clarification once decision has been made about type of ownership either freehold, option to purchase or leasehold and subsequent discussion and agreement with the forum and Library group.

4.4 RC raised point that a capital asset transfer (CAT) could be possible. BB agreed that this was an option. RC noted that paying the market value is not viable so capital asset transfer (CAT) is possible. JG noted that an offer less than the market value may come with covenants attached which would help to justify the reduced price e.g. community purpose.

4.5 Clarification needed from Mr Parkin if CAT is possible however it was noted by JG that this could delay proceedings as CAT is complicated, RC agreed.

4.6 JG raised a point about who will run the visitor centre/library once the type of ownership has been agreed? (either freehold, lease or option to purchase)

4.7 In response JW raised the point about payment for the building and JG noted if leased how long for? If purchased what will be the terms if freehold? Will the price be determined now or in the future? Rent to be paid? Current 3 year projections with an option to purchase at the end of the first 3 years, price determined now?

Terms of use discussion:

4.8 JW raised the point about library use and the terms of use. JG noted that needs to be clear who NTC has an agreement with is it with the forum and/or the library.

4.9 MOP noted that currently the library pays rent directly to the landlord.

4.10 MOP noted they are hoping to get the building at a reduced rate. JG reaffirmed options to purchase outright and lease are all possible at this stage. JG noted that the current agreement between PCC and the library could continue. JG suggested options 1 and 2 on page 4 of the business plan possible.

4.11 JG asked who will run the building if NTC acquires it? Suggested that the group e.g. management committee outlined in the business plan running the building needs to clarify who the trustees will be, names of those involved, set of accounts be made available, AGM minutes shared and their current constitution. Will there be a separate agreement with the library group?

4.12 JG suggested that as the building will be occupied by the

library/forum then NTC does not need to be involved in the daily running of the building. NTC would probably be responsible for insurance and maintenance with rental agreement with users set out.

Email received from Mr Parkin discussion:

4.13 RC noted that the working group and NTC are preparing the required documents which would then need to come back to NTC with a proposed business plan. BB noted they are reviewing the draft business plan for presenting in 10 days time. RC/BB reiterated the need for NTC overview only with minimum involvement needed.

4.14 BB suggested regular feedback meetings of progress which would need to be included in any lease agreement.

4.15 RC re iterated the importance of a united front when discussions commence with Mr parkin when he helps prepare the business plan, JL agreed.

4.16 MOP suggested that current service agreement could be used.

4.17 JG suggested that if a lease is discussed then it must have a clause allowing sub-letting of space within the building.

4.18 JG noted as previously pointed out that forum needs to clarify in writing the trustees clarify who the trustees will be, names of those involved, set of accounts be made available, AGM minutes shared and their current constitution. However the point was raised by a MOP that the forum is an umbrella organisation so instead a visitor group could be created? The working group needs to discuss this and decide who and how will be running the building.

4.19 MOP noted that it may be possible to set up an unincorporated association to run the building. The library group was created using this method.

4.20 Bullet points from Mr Parkins email then gone through JG lead the discussion. Points 1, 2 and 3 have been covered in the narrative of the draft business plan. Point 4 is covered as is dealt with in the 3 year forecasts. Point 5 JW suggested putting the options to Mr Parkin regarding building acquisition and which one is possible. BB suggested to put all 3 options forward. JL/RC favour outright purchase which may include some restrictive covenants being included.

4.21 Proposal to approve the current draft business plan was withdrawn as it is still work in progress.

Date of next meeting:

4.22 The next working group meeting will be on the 7th August.

4.23 The next Extraordinary NTC meeting will be on the 21st August at 7pm and on the 25th August 7pm (same agenda for both).

4.24 JG suggested response needed to Mr parkin for his email following a short discussion it was agreed that JW would respond.

4.25 No further points raised and the meeting closed at 20.12.