

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION O CYFARFOD CYNGOR Y DREF A GYNHALIWDYD AR
 25th Awst 2017 AM 7.00YH
 MINUTES OF EMERGENCY TOWN COUNCIL MEETING HELD on
 25th 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) Cllr. Barbara Young (BY)
 Cllr Paul Harries (PH) Cllr Wendy Wright (WW)

Ymwelwyr / Visitors 6 members of the public (MOP)

Ymddiheuriadau wrth: Cllr. Elaine Lloyd Cllr. Mike Phillips

Apologies received from: Cllr Daron Paish

Minutes taken and prepared by Cllr Letten

Rhif No.	Eitem Item	Gweit' Action
0.	Ymddiheuriadau am absenoldeb/Apologies for absence Received from Cllr. Daron Paish, Cllr. Elaine Lloyd, Cllr. Mike Phillips	None
1.0	Datganiad o diddordeb / Declarations of Interest Cllr Harries declared an interest as a member of the Pembrokeshire coast national park board.	Completed
2.0	Cofnodion o'r cyfarfod a Anghyffredin a gynhaliwyd ar 21ain Awst 2017/ Minutes of the extraordinary meeting held on 21st August. Minutes checked for accuracy and proposed for approval by BB and seconded by WW.	Ongoing
3.0	Materion yn Codi / Matters arising Letter & email received from the secretary of the visitor centre action group (S bayes) comments noted.	Completed
4.0/7.0	Derbyn adroddiad wrth y Grwp Gweithio Canolfan Ymwelwyr ynghylch a'r sefyllfa bresennol Receive report from the visitors centre working group as to the current position. Ystyried, ac os yw'n briodol, gwblhau Cynllun Busnes Cyngor Dref Trefdraeth yn ymwneud a'r Ganolfan Ymwelwyr. To consider and if appropriate finalise the business plan of	Ongoing

Newport Town Council relating to the visitor centre.

4.1 JG proposed item 4.0 and 7.0 of the agenda be looked at together as may have an affect on subsequent discussions.

JW report on progress:

4.2 JW acknowledged the work of the visitor centre group and their contribution including the petition which received one thousand signatures. Agreed by BB and JG.

4.3 JW outlined current position. NTC decision to acquire building referred back by JW (lease for 3 years with an option to buy). NTC working with the library and action group has meant adjustment has been needed to the finances including the distribution of costs.

4.4 JW reported a meeting had been held between James parkin (JP) and two member of the visitor centre group.

4.5 PH clarified that the intention of the visitor group to retain the building and continue to run it as it is as outlined in their business plan (by the PCNP) has meant NTC has been placed in a difficult position.

4.6 JW/JG met with JP the current PCNP position on the visitor centre may change with the change in PCNP board members but attitude still the same. The October vote by the board may mean we lose the visitor service. A plan B needs to be in place.

4.7 JP unhappy that the visitor centre group is not a registered charity but were informed by the group that this was not necessary. There were some discrepancies in the finances and was expecting to see changes.

4.8 JW noted the choice was to leave the decision to the vote of the PCNP board or to put a plan in place.

4.9 PH noted that the visitor centre group had submitted a business plan to the JP. The visitor centre group had not negotiated with NTC and the idea for the library group and PCNP to work together to deliver the service level agreement (SLA).

4.10 JW discussed this with JP he is in favour as the library group is a charity and favourable to Mike Cavanagh who is head of cultural services. So aim is to draw up the business plan with the library group as sole tenant of the building with the finances adapted to suit. The library group needs to meet to discuss whether they agree.

4.11 JW quoted the petition: keep the visitor centre open/work with the community to expand the services on offer for the benefit of the community. Thanks were given to the action group for organising the petition. These aims were being addressed with the current proposal.

4.12 JG commented that the last visitor working group meeting minutes were not yet available which was attended by Anita Thomas the head of library services

NTC business plan:

4.13 PH proposed that the NTC business plan was looked at.

4.14 PH read the business plan point by point. Noted by PH that the third paragraph on page 1 addresses the visitor centre group points.

4.15 The fourth paragraph on page 1 discussed briefly the long term financial sustainability of the project which could be affected in a

positive way by taxation changes BB and RC agreed this would be of benefit.

4.16 Under the objectives section on page 1 PH noted that the first bullet point which makes reference to leasing the building links to the proposed second home tax proposal.

4.17 Under the benefits to the community section point noted the centre will be owned by a democratically elected body. BB noted that the visitor experience will be raised as an introduction to Newport WW agreed and PH pointed out that it would increase access for people. Final bullet point of this section term “open” deleted after a short discussion. BY noted there maybe be grants available linked to bees to use to develop the space at the rear of the building.

4.18 Under the management and staffing section it needs to be clarified under the first bullet point if core staffing will be provided by PCC. Second bullet point amended to include “training needs to be provided by PCNP for the visitor service during the transition period with a view to having volunteers fully trained to carry the service forward” JW noted this was mentioned by JP.

4.19 BB noted that timing is critical. PH noted that this is a working document which can be discussed with PCNP and others. BB concerned over the seasonal nature of tourism and that implementation needs to be by spring 2018. RC noted that this will depend on the library group and PCNP. JW commented that their needs to be full consultation with the library group, PCC and PCNP to become operational by the start of the spring season.

Revenue account section of business plan:

4.20 PH went through the revenue account based on the building being leased and points discussed. Year 1 noted that a pepper corn rent could be asked for. Noted that the library rent net could be £950 as explained by PH but there is room for negotiation. NTC may not keep rent. RC noted that a rent would have to be charged but it does not have to be a significant amount. JW pointed out that JP said an additional sum maybe available from the PCNP. JW assumed utility bills would be shared with the library. RC assumes that the library are willing to negotiate and as noted by PH we are not allowed to make a profit. BB also pointed out that the income made by the PCNP will go to cover their costs.

4.21 WW clarified that PCNP will cover costs and that the rent charged to the library will be the same as we are charged. Thus keeping the service in the town.

4.22 JG noted with regard to rent could reduce the figures to £1050 so the library only pays £50. BB agreed that we need to support the library. BB pointed out that due to the change an inducement/sweetener should be offered to the library group. PH noted that £3000 would be going to the capital account which could be used to support the library. This £3000 is available for the project

4.23 RC proposed that the rental figure should be reduced to £1050 seconded by BY, all councillors agreed. Year 4 figures may have to be negotiated.

Capital account section of business plan:

4.24 Salaries may reduce but volunteers may increase so figures

should work as noted by PH.

4.25 RC clarified with regard to utilities paid by PCNP shared with library.

4.26 PH explained that Year 1 £7000 was used to buy market stalls being repaid at around £800 a year. BB noted these stalls are an asset. Other money maybe be available as can be transferred from other accounts. NTC could add £10000 form the Parrog yard sale. In the future £3000 could be made available to the library annually Years 2 to 5 could show £3000 less if the money is used.

4.27 JG asked PH to clarify and PH noted that it shows we are financially viable without extra cash (second home tax). Gives PCNP reassurance.

4.28 BB noted that the library group decision is critical to the rest of the discussion JG agreed and it was hoped that the business plan discussion had enlightened the library group members, JW/JP offered to meet with the library group.

4.29 MOP noted on the back page of the business plan point there was a 60/40 split. Point 8 PCNP currently pays the phone bill query over the cost of the phone bill. Point 7 cost of computer maintenance queried. Noted that the NTC figures are close to the library figures. PH noted that the £1722 the library needs to raise is close to the projected figure of £2000.

4.30 The library/NTC have a revenue account/business plan so PCNP can cross check.

Ystyried (ac os yw'n dderbyniol) cymeradwyo'r cynllum busness a baratowyd gan Llyfrgell Gymunedol Trefdraeth.

To consider (and if acceptable) to approve the business plan prepared by Newport Community library.

5.1 JG noted that the business plan produced was comprehensive agreed by PH. JG congratulated the group on the document that had been prepared. PH suggested that the library group and NTC documents should be submitted together. Unanimous approval of suggestion by councillors.

5.0 5.2 JW proposed that NTC approves the library business plan and WW seconded. The council voted unanimously in favour.

Ystyried (ac os yw'n dderbyniol) cymeradwyo'r cynllum busnes a baratowyd gan Grwp Gweithredu Canolfan Ymwelwyr Trefdraeth.

6.0 **To consider (and if acceptable) to approve the business plan prepared by Newport Visitor centre action group.**

6.1 JG noted from his and JW meeting with JP that the NTC had been put in a difficult position.

6.2 JG noted that the meeting of the 21st August it had been stated that the building should be acquired by the community but the plan produced assumes that PCNP will continue to run the visitor centre. This is at odds with the two other business plans produced.

6.3 MOP noted if a pepper corn rent is charged the original plan outlined the use of volunteers with funding for core staff coming from parks through merchandise. Retail sales used to fund staff. Concerned that no confirmation from PCNP as to the finances. Agreed if library took on running the centre then what is required if PCNP continue to

run it?

6.4 MOP suggested we look at the business plan from July however we discussed business plan produced for the 21st August. It was suggested a fall back plan was available in July.

6.5 PH noted the attachments from the previous meeting of the 21st August and the letter from the 23rd August which was sent to the PCNP.

6.6 JG suggested we discuss the plan. PH noted that the plan made reference to a preferred option however some agree/disagree with this so the NTC plan alleviates this. PH thanked the action group as they have highlighted areas which the NTC have made into aims and objectives in the NTC plan. The NTC plan has superseded the visitor group plan and replaced it.

6.7 BB noted that the NTC plan is a consolidation of the library group, visitor centre group and NTC plans. The action group have successfully brought groups together which reflects the views of those concerned. The action group will achieve their aims as set out in their plan and petition.

6.8 RC noted that the visitor centre group plan already submitted regardless of whether the PCNP has the time to look at it and prepared on the basis that PCNP retains the building and runs the visitor centre.

6.9 BB noted that the PCNP do not want to retain the building and are happy to hand the service over.

6.10 JG proposed that we do not accept the visitor group business plan dated 23rd August seconded by RC as it is in conflict with the NTC plan. Seven voted yes with one abstention.

Cyllid/Finance

7.1 Accounts to be paid approved PH proposed and RC seconded.

7.2 PH thanked all those involved in helping produce the plans and vote of thanks to the library and visitor centre group in producing a workable solution. Outbreak of spontaneous applause.

7.0

Meeting closed at 20.56