

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
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COFNODION AM CYFARFOD A GYNHALIWIYD ar 21^{ain} Mai 2018 am 7.30yh
MINUTES FOR THE MEETING HELD on 21st May 2018 at 7.30pm

Pobol yn presennol: Cllr. John Griffiths (Vice Chair) Cllr. Jon Letten
Persons Present: Cllr Paul Harries Cllr. Ros Cleal
 Cllr. Barbara Young Cllr. Jano Williams
 Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Martina Costelloe Cllr. Elaine Lloyd
 Cllr. Daron Paish Cllr. Bryce Barrett

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared a personal and prejudicial interest in all planning matters as he is a member of the National Park planning committee. As a County Councillor he has a personal interest in negotiations regarding Parrog Yard and a personal interest in TIC items as a member of the National Park.	
1.2	The agenda items 18-24 from the previous meeting are on this agenda and will be dealt with in due course in the meeting.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 30^{ain} Ebrill 2018 Minutes of the meeting held on 30th April 2018	
2.1	The date for the meeting and minutes of previous meeting are incorrect. Clerk to rectify. The minutes were agreed as correct subject to the above amendments, proposed by Cllr. Harries, seconded by Cllr. Williams. All agreed.	Clerk
3.	Materion yn Codi / Matters arising	
3.1	Item 4.2 re Chairman's gavel and badge of office. These have been located by Cllr. Harries.	
3.2	Item 5.3 re LDP. This was considered at the planning meeting.	
3.3	Item 6.1 re gas pipe installation to the old Lloyds bank building. The Canteen has confirmed that they have no objection, the Clerk has not heard from the Butchers. Clerk to give Wales and West Utilities contact details for the Canteen and the Butcher so they can liaise.	
3.4	Item 7.1 re Parrog yard sheds. The sheds have been sold. There is a 4 th June deadline for Ysgol Bro Ingli for name suggestions for the new housing estate. Cllr. Cleal proposed that Cornel Janet be sent to WWHA as a suggestion from NTC, Cllr. Young seconded, all agreed.	
3.5	Item 24.1 re letter received regarding legacy left to NTC. A letter has been sent to Ann Connock saying that NTC are aware of the legacy and	

	that the money is still in the account.	
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	Cllrs. Harries and Griffiths are attending the GDPR training on 22 nd May.	
	Adroddiad y Pwyllgor / Committee Reports	
5.	Pwyllgor Cynllunio / Planning Committee	
5.1	Clerk received email from Gill Britton regarding Hendre Farm certificate of lawfulness. Clerk to respond saying that it is down to PCNPA and their legal advisors.	Clerk
5.2	Cllr. Williams to publicise candidate site HA3 on the website.	JW
6.	Marchnad Stryd / Street Market	
6.1	Cllr. Harries has been approached by one of the stall holders. The stall holders have concerns about the integrity of the street market. They would like to hold a meeting with the street market committee on a Monday afternoon, 2pm at the Golden Lion. Clerk to ask Cllr. Paish to call a meeting on a suitable date.	Clerk DP
7.	Iard y Parrog / Parrog Yard	
7.1	Discussed in item 3.4.	
8.	Mynwent Brynhyfryd / Brynhyfryd Cemetery	
8.1	The draft procedure for purchasing a grave is ongoing.	
8.2	Bee Friendly Scheme. Cllr. Young gave a talk to a gardening group. The next grass cut to be done in August. Cllr. Young to ask Berwyn for a quote for the work.	BY
8.3	Quote received for work on overhanging trees, £225 + vat. Clerk and Cllr. Griffiths to contact Liam Morris for a written confirmation that Mike Siggins at PCNPA is happy for this work to be done. Cllr. Cleal proposed that NTC authorise Liam Morris to do this work, Cllr. Williams seconded, all agreed. Cllr. Harries proposed that the money be used from the Cemetery Path Capital account, Cllr. Cleal seconded, all agreed. Clerk to keep a note of all capital account decisions.	Clerk JG
9.	Gwefan / Web Site	
9.1	The website meeting has been arranged for 30 th May.	
9.2	Chess Broadband to be taken of the agenda and put on the RAG sheet.	
10.	Uned 3 / Unit 3	
10.1	Hoover rota is ongoing.	Clerk
11.	Taflen RAG / RAG sheet.	
11.1	The RAG sheet was discussed and updated.	
12.	Canolfan Ymweld Trefdraeth / Newport Visitors Centre	
12.1	<u>Consider terms of proposed agreement/lease with Newport Library</u>	

group

The Library group members agreed to the lease condition in their 16th May meeting.

Gary Meopham has re-written a section to include a sub letting.

The Library group are seeking a 10 year under lease with option to renew and a break clause every year. This will be discussed at the next working group meeting along with a PCC member.

12.2 Update from working group

Cllr. Williams has had a key for the TIC building and has inspected it.

Cllr. Williams is meeting with PAVS tomorrow to discuss organising volunteers. The next working group meeting is this Thursday. The group have the forms for the Enhancing Pembrokeshire grant; they need to get accurate costings for the setting up and furnishing of the TIC.

Cllr. Williams is meeting Andrew James from Building Regulations to check the building.

The Library have a plan of the space they need, this was circulated at the meeting to all Councillors.

12.3 Appointing a surveyor

Cllr. Griffiths has contacted Red Kite Law, they have suggested Dylan Williams. The estimate cost for a survey is £1k + vat; Mr. Williams is willing to reduce this to £850 + vat.

Cllr. Harries proposed that the surveyor is asked to survey the TIC building, Cllr. Williams seconded, all agreed.

Cllr. Harries proposed that the money to pay the surveyor comes from the Community Asset Project Capital account, Cllr. Young seconded, all agreed.

13. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits £630.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m	£
Town Clerk, under pay from April and travelling expenses	£60.79
Dwr Cymru (DD) p.m	£20.50
Unit 3 rental (DD) p.m	£150 (vat £25)
Council Tax (DD) p.m	£145.00
Chess telephone (DD) p.m	£63.66(vat £10.61)
Good energy (DD) p.m	£30.00
Street Market Manager	£360.00
One Voice Wales, Clerk training	£40.00
One Voice Wales, Cllr. Williams training	£40.00
Red Kite Law, searches for TIC (paid)	£400.00

Havards, chain/padlock for P. Yard, printer ink £80.79 (vat £13.47)
 Cllr. John Griffiths, payment to Red Kite and laminating costs £53.00
 Greenacres Skip hire for Parrog Yard £252.84 (vat £42.14)
 Zurich insurance £949.04
 ER & SA Thomas, Parc y Plant fencing work £790 plus vat
 Liam Morris, tree work in cemetery £225 + vat

13.1 Clerk confirmed that there is £22,507.44 in the Treasurers account and £48,680.78 in the 30 day account.

13.2 The Clerk advised that there were some incorrect figures in the finance section. The underpay for the Clerk should be £54.49. The Zurich insurance figure may not be correct, and the invoices for the Parc y plant fencing work and Liam Morris tree work have not been received yet.

13.3 Cllr. Cleal proposed that subject to the amendments above, all finances are paid, Cllr. Young seconded, all agreed.

13.4 The £400 paid to red Kite Law for searches on the TIC building to be paid back into the Community Asset Project Capital account.

13.5 Cllr. Harries proposed that Cllr. Griffiths becomes a signatory, Cllr. Cleal seconded, all agreed.

JG

14. **Cyfarfod Tawelu Traffig / Traffic calming meeting**

14.1 Ongoing.

15. **Cynllun CSB grant treth 2ail cartrefu
 PCC 2nd homes tax grant scheme**

15.1 Cllrs. Harries and Williams attended the Enhancing Pembrokeshire grant meeting at PCC which was informative.

Newport Forum and NTC held a meeting on the 17th May to discuss this grant and to see how many community groups are interested in applying. Between all the groups, they will be applying for £24k, but groups must contribute 20% of the cost.

16. **Archwiliad Blynyddol Grant Thornton
 Grant Thornton Annual Audit**

16.1 All Councillors have received copies of the accounts. They have received the bank receipts and payments, actuals to budget. The under spend is £3,679.08.

16.2 **Capital Account**

The Community asset projects has £39, 241.88, Cemetery path has £1,100, Parc y plant has £1,275, Town cleaning and maintenance has £286, Town benches has £1,000, website has £453, youth and festivals has £2,500, banner bunting and xmas lights has £1,133.24, Mark Taylor fund has £4,884.96, Whiteman legacy has £8,069. 69, ground maintenance has £1,410. 89 and undesignated reserves has £3,631.47.

NTC need to consider what to do with the Whiteman legacy, Mark Taylor and the Community Asset project capital money. This to be

discussed at the next Budget and finance meeting.

Parrog yard project. £7,430.64 was used to pay for the market stalls.

The account shows a record of the £1k loan to the playing field from the Youth and festivals account.

£1,064 from the Mark Taylor fund went towards skate park equipment/repairs. £948.86 was recouped from PCC towards this leaving £4,884.96 in the account.

16.3 Bank reconciliation

The Bank reconciliation figures were checked. There is £0 in the Parrog Yard account, £48,678.71 in the savings account and £16,307.42 in the Treasurers account.

A list of unpresented cheques was checked.

Cllr. Cleal proposed that all figures are correct and that the accounts are accepted and approved, Cllr. Young seconded, all agreed.

16.4 Assets

The assets were checked. Parrog Yard and the festival sheds have been taken off as NTC no longer owns them.

The assets list all of the capital accounts and their figures as above in item 17.2.

Grant Thornton is asking for the date of use for when the reserves will be used. NTC agreed 2023 for the Community asset project, 2023 for the Mark Taylor fund and 2025 for the Whiteman legacy.

The total figure for the capital accounts is £58,779.

16.5 Significant variances

All Councillors checked the significant variances and explanations.

Cllr. Griffiths proposed that the significant variances are correct and approved, Cllr. Williams seconded, all agreed.

16.6 The accounts to be given to Rachel Thomson, the internal auditor tomorrow. The accounts are available to the public from 24th May.

16.7 Cllr. Harries read out all the account and audit questions. There is one question that cannot be answered as the internal auditor has not received the accounts yet and sent her report. Clerk to call an Extraordinary meeting for next week when the internal auditor will have received the accounts and sent her report.

Cllr. Cleal proposed that all the figures are correct and that the accounts and assets are accepted, Cllr. Williams seconded, all agreed.

17. **Polisi ar gyfer meinciau / Policy for benches**

17.1 Ongoing.

18. **Adroddiad arolygu / Inspection reports**

18.1 Annual inspection. One of the wooden poles in the climbing frame in the children's area is split in the middle and could cause injury. Cllr. Letten to check and repair.

19. **Rheoliad Gwarchod Data Cyffredinol**

Clerk

JL

	General Data Protection Regulation	
19.1	Cllrs. Harries and Griffiths attending PCC training tomorrow.	
20.	Parc y Plant	
20.1	Nothing to report.	
21.	Dogfennau llywodraeth / Governance documents	
21.1	GD02 Code of conduct Cllr. Harries proposed that nothing needs amending and to keep it as it is, Cllr. Cleal seconded, all agreed. Clerk to ask OVW if they have their own Code of conduct.	Clerk
22.	Enwau Cymraeg / Welsh names	
22.1	Put on RAG sheet.	Clerk
23.	Cyfatebiad / Correspondence Other than below, all correspondence was noted:	
23.1	Incoming letters No 13 re letter from HMRC re changes to VAT claim. Clerk to contact Jane Jamison. No 22 re Hywel Dda consultation questionnaire. Cllr Harries has completed this; all Councillors should do the same.	Clerk
23.2	There being no further business the meeting closed at 10.15pm. The date of the next meeting is 25 th June.	