

**CYNGOR TREF TREFDRAETH**  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS  
 Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS  
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**COFNODION AM CYFARFOD A GYNHALIUYD ar 30<sup>eg</sup> Gorffennaf 2018 am 7.30yh**  
**MINUTES FOR THE MEETING HELD on 30<sup>th</sup> July 2018 at 7.30pm**

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

**Ymwelwyr / Visitors** 3 members of public

**Ymddiheuriadau wrth:** Cllr. Martina Costelloe Cllr. Elaine Lloyd  
 Cllr. Daron Paish Cllr. Ros Cleal

**Apologies received from:**

<b>Rhif No.</b>	<b>Eitem Item</b>	<b>Gweit' Action</b>
1.	<b>Datganiad o diddordeb / Declarations of Interest</b>	
1.1	Cllr. Harries declared a personal interest in agenda item 12 as he is a member of PCNPA who own the building.	
2.	<b>Cofnodion o'r cyfarfod a gynhaliwyd ar 25<sup>ain</sup> Mehefin 2018</b> <b>Minutes of the meeting held on 25<sup>th</sup> June 2018</b>	
2.1	The minutes were agreed as correct, proposed by Cllr. Barrett, seconded by Cllr. Williams, all agreed.	
3.	<b>Materion yn Codi / Matters arising</b>	
3.1	Item 4.6 re work on overhanging trees. NTC are waiting for confirmation of date for the works to be carried out.	
3.2	Item 4.7 re parking signs for cemetery and Parc y plant. Cllr. Barrett has spoken to Llysmddyg who have agreed not to park at the entrance to Parc y plant. Cllr. Barrett proposed that a sign is erected at the cemetery gates about not parking there unless visiting, Cllr. Williams seconded, all agreed except for Cllr. Harries who voted against.	
3.3	Item 8.1 re draft procedure for cemetery. Cllrs. Williams and Harries to liaise on this.	<b>PH JW</b>
4.	<b>Adroddiad y Cadeirydd / Chairman's Report</b>	
4.1	<u>Grassed area at Parrog</u> The Barony may be interested in leasing this land to NTC. Cllr. Harries proposed that Cllr. Griffiths contact the Barony's solicitor and that the lease for the Parrog peninsula is unchanged, but that a lease for the grassed land should have more flexibility otherwise there is no reason for NTC to lease this land, Cllr. Barrett seconded, all agreed. Cllr. Griffiths will speak to the solicitor and explain that NTC are not interested in leasing the land unless the lease is significantly changed.	<b>JG</b>

4.2	<u>Consider advertising on Facebook page for handyman</u>	JG
	Cllr. Griffiths to prepare a schedule of works for what is needed from a handyman and circulate to all. The handyman would need to have their own insurance and public liability	
4.3	<u>Christmas lights – Jill Kynock</u>	PH
	Cllr. Harries to remind Neil Wilmott to check out the condition of the Christmas lights.	
4.4	Land adjacent to fountain	
	Cllr. Griffiths has circulated to all a summary of NTC’s freehold and leasehold properties. NTC do not have deeds to this land in question.	
	Cllr. Harries in his capacity as a County Councillor has been receiving complaints about parked cars causing obstruction. The Police have been called out. Yellow lines are being considered. The Trunk Road Agency does not own this land either.	
	A member of the public advised that at a Town Council meeting (possibly back in 1995) the land was given to NTC by the owner, Mr. Saunders. Clerk to put this on the agenda for the October meeting when NTC will check the land leases.	Clerk
4.5	Cllr. Harries reported that he has been approached by Alun Davies regarding lighting up the Castle in yellow to celebrate Geraint Thomas winning the Tour de France. The Castle owners are happy for this to go ahead. Cllr. Harries proposed that up to £50 from the Youth and Festivals capital accounts is made available for this to happen, Cllr. Griffiths seconded, all agreed.	PH
	<b>Adroddiad y Pwyllgor / Committee Reports</b>	
5.	<b>Pwyllgor Cynllunio / Planning Committee</b>	
5.1	The Clerk advised that as an Extraordinary meeting may be called in August, that the planning applications be discussed at this meeting. Cllr. Williams proposed that the Extraordinary meeting be held on Thursday 30 <sup>th</sup> September, Cllr. Griffiths seconded, all agreed. Clerk to issue the agenda on Thursday as she will be on holiday for the next 2 weeks.	
6.	<b>Marchnad Stryd / Street Market</b>	
6.1	All notes from the 16.06.18 were noted.	
6.2	Cllr. Harries has spoken to Jim Austin, the Market Manager. The stall holders want to meet with NTC to discuss issues they have with the market. The Clerk has received a phone call from a lady who wants to sell eggs but has been told she cannot. Jim Austin will deal with all of this.	
7.	<b>Iard y Parrog / Parrog Yard</b>	
7.1	This item to be taken off the agenda.	Clerk
8.	<b>Mynwent Brynhyfryd / Brynhyfryd Cemetery</b>	
8.1	The draft procedure for the cemetery was discussed in item 3.3.	
8.2	Bee friendly scheme. Cllr. Young has the schedule of works to employ	

Berwyn to cut the grass but unfortunately did not bring it with her to the meeting. Cllr. Harries proposed that Cllr. Young liaise with the Chair/Vice and Clerk, Cllr. Barrett seconded, all agreed.

9. **Gwefan / Web Site**

9.1 NTC need to sign the quote received from Byron Rees, United Studios. 40% needs to be paid upfront, roughly £340.

Clerk to schedule a website meeting.

Clerk

Cllr. Barrett proposed that the Chair and Vice Chair sign the quote but that they get a timescale from Byron, Cllr. Harries seconded, all agreed. Clerk to find out which account the money to pay for the new website was coming from.

Clerk

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 Appendix A has been circulated to all Councillors. Cllr. Griffiths proceeded to go through this document.

Point 3 regarding PCNPA not prepared to pay compensation for any improvements. Cllr. Griffiths reasoned that if an extension is built to house the Town Clerk/Council meetings, money will be saved on renting unit 3 from PCC, so the cost of an extension could be written off in 30 years time.

Cllr. Harries recorded a personal interest in the details of the lease of the Visitors centre as a member of PCNPA and so will not vote on any decisions.

There has been no mention yet by PCNPA of the rangers using the office, but NTC amenable if approached.

The property does not have the benefit of a right of way over the side access.

PCNPA do not have Asbestos and fire risk assessments for the building. NTC can carry out these assessments once the lease has been signed. These works to be included in the application for the Enhancing Pembrokeshire grant.

A member of public asked about sub letting to any other bodies. The solicitor has advised that NTC can sub let.

Cllr. Williams advised on the application for the Enhancing Pembrokeshire grant. Any costs incurred before a grant is awarded cannot be reimbursed.

Quotes are needed for internal building works. Cllr. Harries advised that any works that cost over £1,000 need to go through the tender process. The Clerk printed out copies of the tendering guidelines and Cllr. Harries went through each point. Cllr. Williams proposed that the application for tender be advertised on the noticeboard, website and Facebook and for quotes to be received by 29<sup>th</sup> August, 5pm, Cllr. Barrett seconded, all agreed.

NTC agreed that Derek Williams, Liam Siggins and Property Refurb would be approached directly for tenders. Envelopes containing returned tenders will be marked with the date and time received.

Clerk to put tenders on the agenda for the Extraordinary meeting in August.

Cllr. Griffiths proposed that:

1. the draft lease be approved on the basis that no provision of compensation for improvements will be made
2. that there will not be an onsite cafe
3. that the lease be amended to allow renting of a meeting space, Cllr. Williams seconded, all agreed.

Cllr. Griffiths spoke about instructing solicitor to draft the lease between NTC and the library. The library has asked for a 10 year lease with an annual break clause. They would like an option to renew after 10 years. Cllr. Barrett proposed that NTC instruct solicitors that the Library pay a percentage to be agreed of running costs excluding external repairs, Cllr. Williams seconded, all agreed.

NTC agree that the library can rent out space for meetings.

NTC will pay for the insurance. As NTC is not occupying the building, the building should pay for its own way. Cllr. Barrett advised that the Library will be charged a portion of costs including utilities and insurance.

Groups occupying the building will pay their share for repairs/painting the property etc.

Cllr. Harries concerned whether costs will be covered and that the library should be charged rent.

Cllr. Griffiths proposed that the library be charged a peppercorn rent, Cllr. Barrett seconded, all agreed except Cllr. Harries who voted against.

- 12.2 Cllr. Williams proposed that NTC consider and agree in principal to contribute a sum of not more than £5,000, as part of the enhancing Pembrokeshire grant applied for in connection with the Visitors centre/Community library, Cllr. Barrett seconded, all agreed. NTC are applying for a £25,000 grant.

13. **Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits	£410.00
U3A, Spring term rental of Unit 3	£66.50
Tennis Club, annual lease and AGM meeting	£60.00
VAT reclaim	£1,177.36

**Cyfrifon i'w talu / Accounts to be paid:**

Town Clerk Pay (SO) p.m	£
Dwr Cymru (DD) p.m	£20.50
Unit 3 rental (DD) p.m	£150 (vat £25)
Council Tax (DD) p.m	£149.00

Chess telephone (DD) p.m	£63.66(vat £10.61)
Good energy (DD) p.m	£30.00
Jim Austin, Market Manager	£.....
Kestrel Web solutions, 6 months website hosting	£60.00
New computer for Unit 3	£1,030.79

13.1 Clerk confirmed that there is £19,648.15 in the Treasurers account and £48,684.98 in the 30 day account.

13.2 Cllr. Barrett proposed that all finances are paid except for the new computer, Cllr. Williams seconded, all agreed.

13.3 The Mark Taylor fund and Berenice Whiteman legacy to be discussed at the October meeting.

13.4 Community Asset project capital account

A by election has been called, this will cost NTC approximately £4,000, only £750 was budgeted for this. It will have to be decided which account the payment for the new computer and increase in Clerk's salary will come from, as these are all extra costs. The Clerk is keeping a record of all capital account expenditure decisions.

13.5 New computer for Unit 3

Cllr. Barrett and the Clerk have discussed different computer options and have agreed on which one is needed. Cllr. Griffiths received notes from a member of the public, John Evans just before the meeting. John Evans spoke and informed the meeting that the current computer was 4 years old and not 10 years old, that the computer can be upgraded to Windows 10 for £100, that spending £1,000 on a new computer was a waste of money and that a new computer can be bought for £300.

Cllr. Harries asked Cllr. Barrett whether on the new computer that someone can check the emails in the Clerk's absence, that everything can be backed up, that there will be an easier filing system, that it will be compliant with GDPR, website enquiries will be received, access passwords will be set up from new and Outlook will be set up. Cllr. Barrett answered yes to all of these questions.

Cllr. Barrett proposed that the new computer be ordered, Cllr. Williams seconded, all agreed except for Cllr. Harries who abstained.

Cllr. Barrett will help set up the new computer, will pay for the computer and be reimbursed.

13.6 Cllr. Harries has been looking into internet banking and sent out details to everyone. He will continue to look into this matter.

PH

14. **Cofnodion o'r cyfarfod Cyllideb a Chyllid a gynhaliwyd ar 17<sup>eg</sup> Gorffanaf**

**Budget and Finance minutes for 17<sup>th</sup> July 2018**

14.1 The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Griffiths, all agreed. No matters arising.

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

15.1 Ongoing.

16. **Cynllun CSB grant treth 2ail cartrefu  
PCC 2<sup>nd</sup> homes tax grant scheme**
- 16.1 Ongoing.
17. **Er cof am Janet Weston / In memory of Janet Weston**
- 17.1 Ongoing. Discuss at next meeting.
18. **Archwiliad Blynyddol Grant Thornton  
Grant Thornton Annual Audit**
- 18.1 The Clerk has not heard back from the auditors yet after sending them requested information via email.
19. **Polisi ar gyfer meinciau / Policy for benches**
- 19.1 Ongoing.
20. **Adroddiad arolygu / Inspection reports**
- 20.1 Clerk received inspection reports from Peter Delaney, no problems to report.
21. **Rheoliad Gwarchod Data Cyffredinol  
General Data Protection Regulation**
- 21.1 Ongoing.
22. **Parc y Plant**
- 22.1 Nothing to report.
23. **Dogfennau llywodraeth / Governance documents**
- 23.1 Cllr. Harries proposed that GD01 Attendance Management be accepted, Cllr. Williams seconded, all agreed. GD05 Data protection to be discussed at the next meeting.
24. **Cyfatebiad / Correspondence**
- All correspondence was noted:
- The date of the next meeting is 30<sup>th</sup> August.