

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 GYNHALIWYD ar 24^{ain} Medi 2018 am 7.30yh
MINUTES FOR THE MEETING HELD on 24th September 2018 at 7.30pm

Pobol yn presennol: Cllr. Jano Williams (Vice Chair) Cllr. Elaine Lloyd
Persons Present: Cllr Paul Harries Cllr. Daron Paish
 Miss L Evans (Town Clerk)

Ymwelwyr / Visitors 3 members of the public

Ymddiheuriadau wrth: Cllr. Martina Costello Cllr. Bryce Barrett
 Cllr. Barbara Young Cllr. Ros Cleal

Apologies received from: Cllr. John Griffiths Cllr. Jon Letten

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 PCNPA, a personal interest in the details of the TIC lease as a member of PCNPA and an interest in agenda item 4.3, the Charter between Pembrokeshire's Town and Community Council sector and PCC as a County Councillor.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 30^{eg} Gorffennaf 2018 Minutes of the meeting held on 30th July 2018	
2.1	The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Lloyd, all agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 3.2 re voting for a cemetery sign. Cllr. Harries queried that how Councillors vote should only be noted in minutes if they have been requested by that Councillor. Clerk to check the standing orders.	Clerk
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	<u>Freehold and leasehold properties</u> Cllr. Griffiths will report on this at the next meeting as he is absent from tonight's meeting.	
4.2	<u>Post box on building</u> Cllr. Williams proposed that a post box be bought and erected on the building, Cllr. Paish seconded, all agreed. It was agreed that the money to pay for this would come from the 'Town cleaning and maintenance' capital account.	
4.3	<u>Charter between Pembrokeshire's Town and Community Council sector and Pembrokeshire County Council</u> The Clerk has a copy of this charter. Cllr. Harries reported that the charter has been receiving positive feedback. Clerk to check with	

OVW whether they are happy with this charter. Keep on agenda.

Clerk

Adroddiad y Pwyllgor / Committee Reports

5. Pwyllgor Cynllunio / Planning Committee

- 5.1 The last 2 planning meetings that were held only just managed to be quorate. Cllr. Williams advised that attendance at planning meetings needs to be improved. It is very important as it is a poor reflection on the Town Council.

The Clerk queried the time limit given on planning application decisions, been given 21 days to make a decision, which is not enough time as the Clerk is constantly asking for extensions on deadline dates. Cllr. Harries advised that PCNPA adhere to Welsh Government rules.

6. Marchnad Stryd / Street Market

- 6.1 A meeting was held on 13th August. Cllrs. Harries, Williams and Paish attended along with Jim Austin, Market Manager and stall holder representative Steve Cooper.

Cllr. Harries read out the draft minutes which included the following:

The current management system at the Market does not seem to be working satisfactorily. After discussion it was agreed that Jim will continue to be “in charge” of the Market as Market manager.

Due to other work commitments Jim will be absent from the Market from time to time. During his absence Steve will stand in for Jim keeping Jim informed of any decisions that need to be made.

The remuneration of Steve will be sorted between Steve and Jim.

This is to be a Trial period to run for 6 weeks. The stalls will be transported and erected as normal with the help of Malcolm.

New road closure signs are needed, Cllr. Paish will price signs from SIGMA.

Pop up stalls/tables were discussed, it was agreed that there should be no pop up stalls/tables without Jim’s permission. The fee for these stalls/tables is to be £10.00.

Margaret, a stall holder visited Cllr. Harries today and she is looking to recruit new stall holders with different products and mentioned more stalls may need to be purchased.

7. Mynwent Brynhyfryd / Brynhyfryd Cemetery

- 7.1 Draft procedure for purchasing a grave is ongoing.
- 7.2 A bee friendly questionnaire received by the Welsh Government has been completed by Cllr. Young and emailed back to them.

8. Gwefan / Web Site

- 8.1 Cllr. Harries proposed that the Chair and Vice Chair have access to the town council’s Facebook page, Cllr. Lloyd seconded, all agreed. The Clerk updates Facebook.

Payment for 40% of the fee for the new website is in the finance section, to be agreed upon.

9. Uned 3 / Unit 3

9.1 The Clerk has completed the hoover rota and has circulated to all Councillors.

10. **Taflen RAG / RAG sheet.**

10.1 The RAG sheet was discussed and updated.

Internet banking.

Cllr. Harries has investigated this and asked NTC whether they wished to proceed with internet banking. All agreed to go ahead.

Cllr. Harries asked if NTC wish to proceed with BACS payment. All agreed to go ahead with this. It was agreed that the Responsible Finance Officer (Clerk), Chair and Vice Chair would be given the authority to enable payments. Chair and Vice Chair to authorise payments up to £5,000 and 4 Councillors to authorise payments over £5,000.

Controls should be built into the banking facility. The Responsible Finance Officer can view and submit for payment and the Chair and Vice Chair can view and authorise payment.

It was agreed that NTC does not need a credit card. It was agreed that NTC would like a debit card. Spending limit set at £1,000, access to key officers only, cards to be kept in locked cabinet.

Two members must sign the instruction for Direct Debit/standing order. All payments must be reported to Council. The resolution to continue to use direct debits/standing orders must be renewed at least every two years.

11. **Canolfan Ymweld Trefdraeth / Newport Visitors Centre**

11.1 Cllr. Williams has spoken to Gary Meopham at PCNPA who is going to check the lease.

The Public Service Broadcasting System which is installed in the TIC building will not be removed. The ownership needs to be transferred from PCNPA to the Library. Awaiting Gary Meopham's response on this.

11.2 The Library have received the sub lease from NTC. They are meeting on 3rd October to discuss.

11.3 The application for the Enhancing Pembrokeshire grant has been completed and sent to PCC.

12. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits £540.00

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	£.....	
	Red Kite Law, costs/disbursements for TIC draft lease (paid)	£300.00	
	Thomas Humfrey, 2 of 3 invoices for gardening contract work		
	£1,981.00		
	Town Clerk outstanding pay for September	£47.46	
	United studios, 40% of new website cost	£384.00	
	Cllr. Jano Williams, printing costs, Jun 2017-Aug 2018	£155.40	
	Havards, batteries and padlock	£12.65 (vat £2.11)	
	Grant Thornton annual audit fee	£270.90	
12.1	Clerk confirmed that there is £26,372.90 in the Treasurers account and £48,688.92 in the 30 day account.		
12.2	Cllr. Paish proposed that all finances are paid except for the Grant Thornton audit fee as no invoice has been received yet, Cllr. Williams seconded, all agreed.		
12.3	Cllr. Paish proposed that Newport Town Council pay for the asbestos assessment for the changing rooms building, to be considered as a loan and pending sorting out the covenant on the playing field, Cllr. Williams seconded, all agreed. This money to come out of the Community Asset projects capital account.		
12.4	It was previously agreed in the Clerk's appraisal that her weekly hours are increased from 9 to 12 hrs. Currently, the Clerk's hours have increased to 10 hours. Defer this decision to increase to 12 hours until the Budget and Finance meeting. Clerk to work out what the deficit is as the increase in hours and pay have not been budgeted for.		Clerk
13.	Cofnodion o'r cyfarfod Anghyffredin a gynhaliwyd ar 29^{ain} Awst Minutes for the Extraordinary meeting held on 29th August		
13.1	These minutes to be presented at the next meeting as Cllr. Harries not present for the planning applications decisions and so this meeting is not quorate to approve these minutes.		Clerk
14.	Cyfarfod Tawelu Traffig / Traffic calming meeting		
14.1	Cllr. Harries has contacted the police, Welsh Government and Trunk Road agency. Mark Emmett from the Welsh Government has responded. Cllr. Harries is going to meet with Jeff Lester to discuss and will then report back to Newport Forum.		
15.	Cynllun CSB grant treth 2ail cartrefu PCC 2nd homes tax grant scheme		
15.1	Sandra Bayes, member of the public advised that she has sent in a grant application to produce an asset mapping handbook for Newport. A further 9 documents were requested from PCC to accompany this application.		
16.	Er cof am Janet Weston / In memory of Janet Weston		
16.1	Ongoing. Put on RAG sheet and take off agenda.		Clerk
17.	Awgrymu sefydlu gweithgor codi arian a digwyddiadau		

	Propose setting up a fundraising and events working group	
17.1	Cllr. Williams would like a fundraising working group set up to include Cllrs. Paish and Costelloe. The group would include members of the public. Cllr. Harries advised that Cllr. Williams check with OVW regarding fundraising procedures. Clerk to put on the Budget & Finance agenda.	JW Clerk
18.	Archwiliad Blynyddol Grant Thornton	
	Grant Thornton Annual Audit	
18.1	Annual return recommendations, Rachel Thomson internal audit recommendations and her email regarding an internal audit study to be put on the Budget & Finance agenda.	Clerk
19.	Polisi ar gyfer meinciau / Policy for benches	
19.1	Ongoing.	
20.	Adroddiad arolygu / Inspection reports	
20.1	No inspection report received.	
21.	Rheoliad Gwarchod Data Cyffredinol	
	General Data Protection Regulation	
21.1	Ongoing. Put on RAG sheet and take off agenda.	Clerk
22.	Parc y Plant	
22.1	Nothing to report.	
23.	Dogfennau llywodraeth / Governance documents	
23.1	Clerk to check GD05 Data protection and keep on agenda. Cllr Harries proposed that GD24 Environmental Policy is approved, Cllr. Williams seconded, all agreed.	
24.	Cyfatebiad / Correspondence	
	Apart from below all correspondence was noted: Emails PCC, no 1 re evaluation report on link officer's scheme. Cllr. Griffiths has responded.	
24.1	There being no further business the meeting closed at 9.30pm. The date of the next meeting is 29 th October.	