

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
 Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

COFNODION AM CYFARFOD A GYNHALIWDYD ar 20^{fed} Mai 2019 am 8yh
MINUTES FOR THE MEETING HELD on 20th May 2019 at 8pm

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

Ymwelwyr / Visitors

Ymddiheuriadau

wrth:

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o ddiddordeb / Declarations of Interest	
1.1	Cllr. Davies declared a prejudicial interest in matters relating to the Visitors centre because of her position as secretary and trustee of the Library group. Cllr. Harries declared a personal and prejudicial interest in all planning matters as a member of the PCNPA planning committee.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 29^{ain} Ebrill 2019 Minutes of the meeting held on 29th April 2019	
2.1	The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Letten. All agreed.	
3.	Materion yn Codi / Matters arising	
3.1	Item 3.1 re fliers to put on cars that park on pavements. Cllr. Harries has been unable to locate these fliers.	
3.2	Item 3.5 re drafting a response to Anna Madeley from the Trunk Road Agency. Cllrs. Griffiths and Harries yet to do this.	PH JG
3.3	Item 5.1 re draft response to letter sent to the Western Telegraph regarding Iard y Parrog. Cllr. Griffiths has circulated draft letter, Cllr. Cleal has suggested amendments. Cllr. Harries proposed that this letter is sent to the Western Telegraph, Cllr. Williams seconded, all agreed.	
3.4	Item 7.2 re disposal of old market trailer. Cllr. Paish has sorted this. Clerk to thank him.	Clerk
3.5	Item 13.6 re transferring half of the Whiteman legacy to the playing field charity. Cllr. Griffiths to do this, Clerk has the transfer forms.	JG

3.6	Item 17.1 re full bins in the children's play area. Cllr. Griffiths to check this.	JG
3.7	Item 19 re request to hold board games meetings in changing rooms building. The group have reported back that this room is not adequate for their needs and have asked to rent Unit 3 instead. NTC agree to let them use Unit 3 as long as they are made aware that there are important and confidential documents in the room that must not be disturbed and that there is adult supervision at all times. Clerk to let Julie Moon know.	Clerk
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	<u>Councillor attendance and contribution</u> Cllr. Williams stated that she would personally like to see Councillors get more involved with tasks and activities and take on at least one task each. Attendance is a problem. Chair to contact Councillors with poor attendance.	JW
4.2	<u>Consider and decide on NTC meetings starting times</u> This is a playing field matter as it concerns their meeting. Clerk to put on the next playing field agenda.	Clerk
4.3	<u>Consider appointing a paid for facilitator to apply for grants and implement selected actions from the Newport Action plan once that Action plan has been updated and the updated approved</u> Cllrs. Harries and Griffiths are meeting with Sinead Henehan, PCC tomorrow to discuss this.	
4.4	<u>Pembrokeshire Town Wi-Fi scheme renewal costs</u> Clerk has emailed Byron Rees at United studios for his opinion on this scheme, no response received yet. Clerk to email him again and email Telemat to ask for an extension on a decision until the end of June.	Clerk
4.5	<u>Community Delivery Project overview for TCCs</u> Chair has emailed asking for list of assets. Waiting response.	
5.	Adroddiad o Cynghorydd Sir Paul Harries Report from County Councillor Paul Harries	
5.1	Cllr. Harries has information on CSO meeting; Maes Ingli sheltered accommodation and water sports training. Councillors to contact him for any further information. Cllr. Williams suggested a written report be emailed to all every month. Cllr. Harries advised that all information is on the PCC website.	
	Adroddiad y Pwyllgor / Committee Reports	
6.	Pwyllgor Cynllunio / Planning Committee	
6.1	Nothing to report.	
7.	Marchnad Stryd / Street Market	
7.1	<u>Consider request by stall holders for purchase of 4 stalls</u>	Clerk DP

- Clerk to remind Cllr. Paish to get a quote.
- 7.2 Disposal of old market trailer
The trailer has been disposed of.
8. **Mynwent Brynhyfryd / Brynhyfryd Cemetery**
- 8.1 Draft procedure update
Cllr. Davies has checked all records back to the 1960's. There are no records of invoices before 1981.
- 8.2 Consider and decide whether to charge for 2nd burials
Ongoing. The cemetery governance document needs to be updated.
- 8.3 Bee friendly scheme
Ongoing. Seeds from Kew gardens have been planted at various locations.
9. **Gwefan / Web Site**
- 9.1 New website update
Ongoing.
10. **Uned 3 / Unit 3**
- 10.1 Remedial work to front of Old school building
Ongoing. Cllr. Lloyd is waiting to hear back from PCC for when they will send a gardening team.
11. **Tudalen RAG / RAG sheet**
- 11.1 Rag sheet was discussed and updated.
12. **Canolfan Croeso**
- "To consider and vote on a proposal from Cllr Griffiths that Newport Town Council grant a lease of part of the Canolfan Croeso to the Visitor Centre Group as soon as conveniently possible (such lease to be in similar terms to the lease of the library) and that the Council's solicitors be instructed to draft the lease
- The lease should be identical to the lease that NTC have with the library group. Cllr. Griffiths proposed that the above motion be approved, Cllr. Letten seconded, all agreed. Cllr. Griffiths will do this.
- The Clerk to note that the correct name is the Information centre group and not the Visitor Centre group.
13. **Cyllid / Finance**
- Arian a dderbyniwyd / Monies received:**
- Street market deposits £.....
- G. Williams & sons, memorial erected in Brynhyfryd cemetery £206.00
- Cyfrifon i'w talu / Accounts to be paid:**

JG

	Town Clerk Pay (SO) p.m	£	
	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	£.....	
	Havards, 2 x maintenance box for printer	£43.00 (vat £7.17)	
	Korona Energy, gas supply to Canolfan Croeso between November 2018 to February 2019	£564.37 (£358.10 to be reimbursed by Library group)	
	Zurich insurance for Newport Town Council	£1,432.05	
	One Voice Wales invoices for councillor training	£80.00	
13.1	Treasurers account- £11,993.39, 30 day account - £30,214.29, Canolfan Croeso - £15,909.66.		
13.2	Clerk to invoice the library group for their share of the building insurance from when they moved into the building in December 2018 to 31 st May.		
	Clerk to also invoice the library group and information centre group for their share in the building insurance from 1 st June 2019 to 31 st May 2020.		
13.3	Cllr. Harries proposed that the money to pay the Corona Energy invoice be taken from the Community assets project reserve account, Cllr. Williams seconded, all agreed. Clerk to invoice the Library group for their share which is £358.10.		
13.4	<u>Consider and approve the finalised accounts</u>		
	The accounts that have been checked by Jane Jamison have been sent to all councillors. The accounts balance. Cllr. Young proposed that the accounts are accepted and approved, Cllr. Lloyd seconded, all agreed.		
	Clerk to send the accounts spreadsheet to the internal auditor tomorrow.		
	There is still some work to do on the significant variances and list of assets, also a grant description needs to be written. Cllr. Harries will ring Jane tomorrow to come and meet to sort these out.		
13.5	<u>Internal auditor</u>		
	Discussed in item 13.1.		
13.6	<u>Guidance on Payments to Members of Community and Town Councils</u>		
	Opt out forms for councillor allowances have been sent to everyone. This to be discussed at the next meeting. Clerk to put on the agenda.		
13.7	<u>£100 excess payment for Zurich insurance</u>		
	This to be decided upon after agenda item 13.6 has been agreed.		
13.8	<u>Consider and vote on proposal to transfer half of the Whiteman legacy to the playing field charity</u>		

- This was approved at the 29th April meeting.
- 13.9 Suggestions from the finance meeting regarding capital/reserve accounts
- Cllrs. Harries, Williams and Davies met to discuss and their suggestions were sent to all.
- Suggestions are:
- Change the name from capital account to reserve account.
- Separate the capital money from Parrog Yard. The capital is £11,612 which came from the sale of Parrog Yard.
- Need to have 25% of the precept in the undesignated reserves, there will now be £6,900 in here.
- Ground maintenance to be removed, new heading of Ground maintenance and town cleaning, there will be £404.32 in here.
- £2k to be moved out of the Youth and festivals reserve, £442.82 to be moved out of the Banner bunting and Xmas lights.
- £750 to put into new reserve account Elections and £500 into new reserve account Councillor allowance.
- £256 to put into new reserve account Senior Citizens, this is under spend from the budget last year.
- Cllr. Lloyd proposed that all of these suggestions are agreed and approved, Cllr. Williams seconded, all agreed.
- Cllr. Harries explained how the Town Council borrowed money from the Parrog yard account to purchase market stalls. The market has been paying this back every year with the profit from the market. £1,300 has been paid back this year. There is roughly £2,800 still owed for these stalls. Cllr. Harries proposed that NTC write off this debt, Cllr. Young seconded, all agreed.
- Back to point 13.4 regarding the £100 excess payment for Zurich insurance. Cllr. Harries proposed this money is paid from the Parc y plant reserves, Cllr. Lloyd seconded, all agreed.
14. **Cofnodion am y cyfarfod Cyllideb & Chyllid ar 16^{eg} Ebrill
Budget & Finance meeting minutes for 16th April**
- 14.1 The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Lloyd. All agreed.
15. **Materion yn codi / Matters arising**
- 15.1 Item 14.1 re NAEG request for Newport addresses for the Newport referendum letter.

NTC previously decided that they would adhere to advice given by PCC monitoring officer regarding giving these addresses to NAEG. The monitoring officer has responded saying it is NTC's decision whether they wish to do this. Cllr. Lloyd proposed that the addresses are given to NAEG on the condition that the excel spreadsheet is password protected and destroyed after use, Cllr. Williams seconded, all agreed.

16. **Maes chwarae plant / Children's play area**

16.1 Annual inspection report from PCC

Replacement equipment has arrived from Wicksteed. Cllr. Letten has done some work on the sand pit but more sand is needed.

A quote has been received from Preseli fencing for £310 plus vat to replace the wooden part and poles. Cllr. Harries proposed that this is paid from the Community asset projects reserves, Cllr. Williams seconded, all agreed.

16.2 Consider accepting quotation from Preseli fencing of £720 plus vat for removal of trees and repairing the fence. Note the insurance claim has been accepted by Zurich subject to excess of £100

All agreed for this work to go ahead. Zurich insurance will send a cheque for the amount less the £100 excess.

Clerk received message from Jason James with quote to sort out the trees. Clerk to thank him and inform him that NTC have made arrangements

Clerk

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

17.1 Ongoing.

18. **Adroddiad arolygu / Inspection reports**

18.1 No reports received.

19. **Dogfennau llywodraethu / Governance documents**

19.1 GD05 Data protection update from Cllr. Letten

Ongoing

20. **Cyfatebiad / Correspondence**

All correspondence was noted except for:

Incoming letter from Jason James re grass cutting tender. Clerk to respond.

Dyddiad y cyfarfod nesaf / Date of next meeting

The public are welcome to attend meetings of the Town Council.