

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHAFODD EI GYNNAL ar
 31^{ain} Hydref 2017 am 7yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 31st October 2017 at 7pm.**

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

Ymwelwyr / Visitors 1 visitor

Ymddiheuriadau wrth: Cllr. Elaine Lloyd Cllr. Wendy Wright
 Cllr. Jon Letten

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1	Datganiad o Diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared an interest in all planning matters. Cllr. Harries also declared that as a member of Newport Town Council, he is involved in seeking to utilise land owned by PCC to provide affordable housing and as a member of PCNPA planning a personal interest in the Visitor Centre.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 18^{ydd} Gorffennaf 2017 Minutes of the meeting held on 18th July 2017	
2.1	Agreed and approved at the Town Council meeting on 31 st July 2017.	
3.	Materion yn Codi / Matters arising.	
3.1	No matters arising.	
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	The Chairman was approached by a member of public with concerns over precept spending.	
5.	Sefyllfa Ariannol / Financial position	
5.1	Treasurers account-£9,284.32 and the 30 day account-£48,666.77 Cllr. Harries proposed that these figures are accepted, Cllr. Phillips seconded, all agreed.	
5.2	Arian a dderbyniwyd / Monies received: Cyfrifon i'w talu / Accounts to be paid:	
	Wales Audit Office, annual return	£231.00
	Street Market Manager	£540.00
	Street Market Manager (Nevern show/Cardigan Food Festival)	

£230.00

5.3 Cllr. Harries proposed that all accounts are paid, Cllr. Phillips seconded, all agreed.

6. **Adolygiad cyllideb / Budget Review**

6.1 Income/Expenditure Actuals to Budget

Income

Cllr. Harries went through the figures for the first two quarters. The total was incorrect as there was a figure for 'Transfer from Capital' missing. Clerk rectified this mistake on the spreadsheet and printed new copies for everyone. The total for the first quarter is £11,340.17 and 2nd quarter is £12,359.02.

Expenditure

The total for the first quarter is £8,527.09 and 2nd quarter is £6,306.23.

Cllr. Griffiths proposed that all figures were correct and approved, Cllr. Phillips seconded, all agreed.

6.2 Receipts and payments

Receipts

Figures highlighted in yellow is money to be transferred from a Capital account. £725 moved from Parc y Plant capital account to Treasurers account to pay for goal posts, so this shows incoming and outgoing spend.

£389 has been paid to Marc Spencer for wood for Parrog shelter. £214 to be taken from the Town cleaning and maintenance capital account and £175 to be used from the budgeted Building repairs (shelter).

The total figure corresponds with the figure on the Actuals to Budget sheet.

Payments

The first and second quarter corresponds to the Actuals and budget figure including £5 paid out for Parrog yard key deposit.

All Councillors checked the figures to see if anything looks incorrect, it all looks fine.

Figures in yellow are unrepresented cheques.

There is an under spend in the 2nd quarter, Councillors to be aware of this but it is nothing to worry about. £3k has been budgeted for Project/TIC.

Cllr. Phillips proposed that all figures are correct and approved, Cllr. Griffiths seconded, all agreed.

6.3 Bank reconciliation

Jane Jamison will deal with this at the end of the year.

6.4 Income/Expenditure

Jane Jamison will deal with this at the end of the year.

6.5

Variances

Jane Jamison will deal with this at the end of the year.

6.6

Consideration of the budget and our reserves

This was looked at under the 'Actuals to Budget'. Cllr. Harries went through the reserves figures which included £35k in Parrog Yard, £1,100 in cemetery, £1,000 in Town benches.

The Parrog Yard project was queried as to whether a decision had been made on what this money was to be spent on. Clerk checked the significant variances for 2016/17 which states that the 'council purchased the Parrog Yard and intended to erect youth facilities, but is now considering the purchase of other community assets that may require Town Council funding.'

Cllr. Williams proposed that the title of this reserve be changed to 'Community Asset project', Cllr. Phillips seconded, all agreed. This will be changed at the end of the financial year.

Cllr. Phillips proposed that all figures were correct and approved, Cllr. Griffiths seconded, all agreed.

6.7

Capital account

Cllr. Phillips proposed that all figures are correct and approved, Cllr. Williams seconded, all agreed.

7.

Cymeradwyaeth Gwariant / Expenditure Approval

7.1

No expenditure to be approved.

8.

Dadansoddiad Risg / Risk analysis

8.1

Clerk and Cllr. Harries met this morning to check over all the figures, checked each quarter. The Clerk receives weekly bank statements which are checked against the accounts spreadsheet.

The Clerk to start doing interim bank reconciliation which should show up any problems.

Cllr. Phillips proposed that the risks above had been identified and discussed, Cllr. Harries seconded, all agreed.

9.

Dychwelyd Archwiliad Grant Thornton

Grant Thornton Audit Report

9.1

The Clerk has received an invoice for £231 which is on this agenda to be paid.

10.

Ad-daliad Benthyciadau Gwaith Cyhoeddus

Public Loans Works repayment

10.1

The loan stands at £7,998.20. Cllr. Phillips proposed that this figure is correct and approved, Cllr. Harries seconded, all agreed.

11.

Adolygiad o asedau / Review of assets

11.1

The list of assets was reviewed. Cllr. Griffiths to collect copy of the deeds from the Solicitor. The Trunk Road agency has claimed the land adjacent to the Castle Hotel, NTC believes this land is

Clerk

owned by them. Cllr. Griffiths to prepare a schedule to consider the assets that the Town Council own.

Cllr. Phillips proposed that the figures are correct and approved, Cllr. Williams seconded, all agreed.

12. **Diweddariad Iard y Parrog / Parrog Yard update**

12.1 No update on the sale has been received yet. Currently people rent parking spaces at Parrog Yard. The notice to vacate will not be served until the certainty of the sale going through. Once the contract is signed, the people that park there will need to be given a 3 month notice.

The decision on the planning application is due on 8th November.

13. **Bancio ar-lein / Internet banking**

13.1 Ongoing.

14. **Ffurflen Cydymffurfio gweithle Pensiwn**

Pension Workplace compliance form

14.1 The Clerk has received the declaration of compliance from the Chair.

15. **Prydles llungopiwr / Photocopier lease**

15.1 Purchasing a new printer will cost around £250-£350, it will have a 3 year warranty and annual running costs will be approx £250, so it will cost £600 for the first year.

To keep the current photocopier, the settlement will cost 2 payments (£240 x 2), £50 for paperwork and £100 annual running costs which amounts to £640.

Cllr. Griffiths proposed that NTC do not purchase the current photocopier, Cllr Young seconded, all agreed.

Cllr. Harries proposed that NTC buy their own printer up to a cost of £400 and for the Chair and Vice Chair to decide on which one. Cllr. Williams proposed an amendment to this to include the Clerk in the decision making, Cllr. Phillips seconded, all agreed.

Cllr. Harries proposed that the cost of this purchase be taken out of the budgeted 'photocopier lease', Cllr. Phillips seconded, all agreed.

16. **Lwfans Cynghorwyr / Councillor Allowance**

16.1 Cllr. Harries not in favour of this allowance as the precept will have to be raised. This matter to be looked at in the next Budget and Finance meeting in early January.

17. **Ariannu gwefan newydd / Funding new website**

17.1 There is £453 in the website capital account. Cllr. Harries proposed that this money is used to pay for the new website and the rest be taken from the Undesignated reserves, Cllr. Phillips seconded, all agreed. There is £200 budgeted this year for the website, £120 to go towards this year's hosting, £80 left to pay for the new hosting.

18. **Rhodd tuag at Cefnogi Tîm Trefdraeth**

Donation towards Supporting Team Newport

- 18.1 £660 has already been spent on donations this year. Cllr. Griffiths proposed that the £60 donation be given to this cause, Cllr. Phillips seconded, all agreed.

19. **Correspondence / Gohebiaeth**

- 19.1. No correspondence.

There being no further business, the meeting closed at 8.30pm.

The next meeting will be held on.....