

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHAFODD EI GYNNAL ar
 17^{fed} Ebrill 2018 am 7yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 17th April 2018 at 7pm.**

Pobol yn presennol: Cllr. John Griffiths (Vice Chair) Cllr Paul Harries
Persons Present: Cllr. Jon Letten Cllr. Jano Williams
 Cllr. Ros Cleal Cllr. Bryce Barrett
 Cllr. Martina Costelloe Miss L Evans (Town Clerk)
 Cllr. Daron Paish

Ymwelwyr / Visitors 2 MOP

Ymddiheuriadau wrth: Cllr Mike Phillips Cllr. Barbara Young
 Cllr. Elaine Lloyd

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1	Datganiad o Diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared that he has a personal interest in agenda item 18 concerning the Visitors Centre as a member of PCNPA.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 11^{fed} Rhagfyr 2017 Minutes of the meeting held on 11th December 2017	
2.1	Agreed and approved at the Town Council meeting on 29 th January 2018.	
3.	Materion yn Codi / Matters arising.	
3.1	No matters arising.	
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	Enhancing Pembrokeshire grant briefing PCC are holding training sessions for the 2 nd homes tax grant scheme on 16 th May. It would be beneficial for Councillors to attend. Cllr. Griffiths is already booked onto the afternoon session. Clerk to book Cllrs. Harries and Cleal onto the afternoon session as well. Clerk to re-send the email.	Clerk
4.2	Cllr. Griffiths invited a MOP to talk. The MOP advised that Newport Forum have decided to ask NTC to organise and run a group to discuss the community needs and project ideas. The Development Team at PCC can attend this meeting; the date of 26 th April has been suggested. Cllr. Griffiths advised that the letter received from the Forum was too late to add to the correspondence list for this meeting but will be on next month's list.	

The Forum may go ahead with the meeting on the 26th. Cllr. Harries recommended that Councillors attended this meeting.

5. **Sefyllfa Ariannol / Financial position**

5.1 Treasurers account-£16,311.22, the 30 day account-£48,678.71 and Parrog Yard is £0. The total balance is £64,989.93.

Cllr. Barrett proposed that these figures are accepted, Cllr. Williams seconded, all agreed.

5.2 **Arian a dderbyniwyd / Monies received:**

Cyfrifon i'w talu / Accounts to be paid:

No monies received or account to be paid.

6. **Adolygiad cyllideb / Budget Review**

6.1 Income/Expenditure Actuals to Budget

Income

Cllr. Harries thanked Jane Jamison and the Clerk for their work on the accounts.

Cllr. Harries went through the figures for all 4 quarters.

Expenditure

The figures for all 4 quarters were looked at.

There is a budget difference of £15,795.09. This is mainly due to a payment of £11,892.21 from Red Kite Law, to do with the sale of Parrog Yard.

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

6.2 Receipts and payments

Receipts

The total figure corresponds with the figure on the Actuals to Budget sheet. Most of the income comes from the street market.

Payments

Figures highlighted in yellow are outstanding cheques at the year end.

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

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

6.3 Bank reconciliation

Jane Jamison and the Clerk have done this. Cllr. Williams proposed that all figures are correct and approved, Cllr. Cleal seconded, all agreed.

6.4 Income/Expenditure

Income and Expenditure balances. Cllr. Paish proposed that all figures are correct and approved, Cllr. Cleal seconded, all agreed.

- 6.5 Variances
Jane Jamison and Cllr. Harries will meet on Thursday to finalise the Capital accounts. If there is a 15% difference in figures, the Auditors need a detailed explanation, for example, the payment of £11k for Parrog Yard.
- 6.6 Consideration of the budget and our reserves
The Capital account will be sorted and updated before the NTC meeting on 30th April. It was decided that the 'Parrog Yard project' account be changed to 'Community Asset projects'. This will be updated.
- 6.7 Capital account
Cllr. Harries went through all the different capital accounts and the figures in each one. These will be updated by Jane and Cllr. Harries before the 30th April meeting.
7. **Cymeradwyaeth Gwariant / Expenditure Approval**
- 7.1 No expenditure to be approved until the Capital accounts have been updated.
8. **Dadansoddiad Risg / Risk analysis**
- 8.1 The Clerk and MOP's left the room as Councillors discussed the Clerk's pay and then re-entered the room at the appropriate time.
Not updating the capital account and finalising the assets were identified as a risk. Also, not having banking facilities in Newport was identified as a risk as cheques take longer to clear through the Post Office.
Cllr. Griffiths proposed that risks had been looked at and discussed, Cllr. Harries seconded, all agreed.
9. **Dychwelyd Archwiliad Grant Thornton
Grant Thornton Audit Report**
- 9.1 The Clerk has received the documentation for the Annual audit return. The deadline is 25th June.
10. **Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol
Independent Remuneration Panel for Wales Annual Report**
- 10.1 The report has been received. Councillors can receive an annual payment of £150. The budget and precept has been set for this year.
11. **Adolygiad o asedau / Review of assets**
- 11.1 These are reviewed every year. Parrog Yard will need to be removed as NTC no longer own it.
12. **Diweddariad Iard y Parrog / Parrog Yard update**
- 12.1 Simon at Tiriet has shown interest in having the old petrol pump at Parrog Yard. WWAHA have advised that he can have it for a modest donation to their Community Benefit fund. Clerk to forward this email to Simon for him to liaise with Gareth at

Clerk

WWHA.

Cllr. Costelloe advised that if the pump was restored it could be worth up to £1,500.

Cllr. Paish has organised a skip which has taken a lot of the rubbish from Parrog Yard shed. There are some tables left in there. A MOP asked about the plastic ducks that were stored there. These have been put in bags. Cllr. Barrett offered to store the ducks.

13. **Taliad am ffens yn Parc y Plant**

Payment for fence in Parc y Plant

13.1 The company have started the work. The quote is £790 plus vat. There is £2k in the Parc y Plant Capital account. Cllr. Cleal proposed that the money for the repairs be used from this capital account, Cllr. Barrett seconded, all agreed.

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

14.1 Ongoing.

15. **Cerdyn debit Cyngor dre**

Town Council debit card

15.1 Ongoing.

16. **Prydles llungopiwr / Photocopier lease**

16.1 The Clerk has been informed that The Golden Lion will be taking on the rental of the photocopier. Glyn Edwards has not notified NTC of this. Clerk to contact Glyn Edwards for an update on the situation.

Clerk

17. **Taliad wrth Red Kite Law / Payment from red Kite Law**

17.1 NTC have received £11,892.21 from Red Kite Law which was the outstanding payment for the sale of Parrog Yard.

18. **Ystyried termau prydles y Ganolfan Ymwelwyr**

Consideration of Visitor's Centre lease heads of terms

18.1 The draft heads of terms have been received from Gary Meopham, PCNPA and have been circulated to all Councillors.

PCNPA have stated a 1st June deadline.

Cllr. Griffiths raised a few points:

1. NTC will need to be satisfied that they will be compensated at the end of the term for any improvements/extensions that have been carried out with the consent of PCNPA. NTC will need their Solicitor's advice on this.

2. A repairing covenant, that NTC give back the property in no worse condition than it is now. How can this be proven?
Photos/survey?

3. Entering into a licence agreement with the Library and possibly a TIC group. Cllr. Cleal advised there is more security in a sub lease than a licence.

Cllr. Barrett advised that this is only PCNPA's first offering. Should NTC go back to them and say they want to sub lease? Is 30 years enough?

Cllr. Griffiths believes that a 30 year term is good. There is a break clause, with one year's notice. The Library group need to know that the break clause could mean they would have to vacate within a year if notice is given.

The lease will not have the benefit of the security provisions under the 1954 Act. NTC will not automatically be entitled to a new lease at the end of term of 30 years.

18.2 Cllr. Paish proposed that NTC agree to the draft heads of terms and for Cllrs. Griffiths and Williams to send a response to Gary Meopham, Cllr. Barrett seconded, all agreed except for Cllr. Harries who abstained.

18.3 Cllr. Williams proposed that the Library be sent a copy of the draft heads of terms, Cllr. Barrett seconded, all agreed.

18.4 A MOP stated that the Library group needs to see the business plan before they can agree. Cllr. Williams advised that if the Library need further information, that they contact the Chair and Clerk.

18.5 Cllr. Paish proposed that red Kite Law are appointed NTC's Solicitors, Cllr. Barrett seconded, all agreed. NTC need to think of a surveyor for the building. Clerk to put on next month's agenda.

19. **Dyddiad o gyfarfod yn mis Gorffennaf / Date of July meeting**

19.1 The next meeting will be on 17th July 2018.

20. **Correspondence / Gohebiaeth**

20.1 No correspondence.

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

Clerk