

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 CYLLIDEB A CHYLLID A GYNHALIWDYD ar
 11^{fed} RHAGFYR 2018 am 7yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 11th DECEMBER 2018 at 7pm.**

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

Ymwelwyr / Visitors

Ymddiheuriadau Cllr. Elaine Lloyd Cllr. Jon Letten
wrth: Cllr. Ros Cleal

**Apologies received
 from:**

| Rhif No. | Eitem Item | Gweit' Action |
|-----------------|---|----------------------|
| 1. | Datganiad o Diddordeb / Declarations of Interest | |
| 1.1 | Cllr. Davies declared a possible interest in agenda item 17 Newport Visitors centre as a trustee and secretary of the Library group. | |
| 2. | Cofnodion o'r cyfarfod a gynhaliwyd ar 11^{eg} Hydref 2018 Minutes of the meeting held on 11th October 2018 | |
| 2.1 | These minutes were approved at the 26 th November meeting. | |
| 3. | Materion yn Codi / Matters arising | |
| 3.1 | No matters arising. | |
| 4. | Adroddiad y Cadeirydd / Chairman's Report | |
| 4.1 | <u>New computer update</u> NTC are waiting to be given a debit card before the new computer is purchased. The debit card application is in progress. | |
| 5. | Sefyllfa Ariannol / Financial Position There is £13,870.29 in the Treasurers account and £48,695.05 in the 30 day account. Cllr. Harries proposed that these figures are correct and accepted, Cllr. Griffiths seconded, all agreed. | |
| 5.1 | Arian a dderbyniwyd / Monies received: National Assembly, Paul Davies advice surgery in Unit 3, £20.00 | |

Cyfrifon i'w talu / Accounts to be paid:

Transfer from Mark Taylor to playing field account (paid)
£1,000.00

Enquin Environmental Ltd, Asbestos assessment on changing
rooms £576.00 (vat £96)

Litemania, light bulbs for Christmas lights £198.42 (vat £33.07)

Phillips Crymych, television for Maes Ingli Sheltered
accommodation £499.00

- 5.2 Cllr. Harries proposed that the payment to Litemania for
new Christmas bulbs come out of the Banner and bunting
capital account, Cllr. Griffiths seconded, all agreed.
- 5.3 PCC will pay for the television licence for the communal
television in Maes Ingli Sheltered Accommodation and NTC
will reimburse them. Cllr. Griffiths proposed that the
television is purchased tomorrow, Cllr. Harries seconded, all
agreed. This money to come from the budgeted Senior
citizens budget. There is currently £710 left for Maes Ingli.
- 5.4 Cllr. Young proposed that all finances are paid, Cllr.
Williams seconded, all agreed.
- 5.5 Cllr. Griffiths decided to deal with the correspondence now.

1. A request has been received from Attinuke to hire out
Unit 3 on Wednesday evenings for parents and their children
to play board games.

Councillors have reservations as the room is not very child
friendly. Cllr. Griffiths proposed that NTC check their
insurance and the Clerk invite Attinuke to come and view
Unit 3 to see what her thoughts are and also the Dros blant
building as this is a possibility for them as well, Cllr. Young
seconded, all agreed.

If NTC are insured and they would like to use Unit 3, then
NTC authorise the Chair and Vice Chair to agree to the
request and charge £10 for the use every Wednesday night.

2. Sandra Bayes has requested that the Forum be allowed to
use the addresses of Newport database again for their
Enhancing Pembrokeshire grant funded application to
distribute a Newport handbook. NTC are happy for the
Forum to use the database as long as they adhere to
confidentiality and general data protection rules and destroy
the database after using it.

6. **Adolygiad cyllideb / Budget Review**

6.1 Income/Expenditure Actuals to Budget

Income

All three quarters were look at and discussed.

Councillors need an idea of what next year's precept will be.

Clerk

This year it was £24,600.

Cllr. Barrett advised that there is a better way to present the accounts and that he would like to re-work the figures for the next meeting.

The income shows the precept. The interest is accumulated in the 30 day account. This account will have less money in it as more money is being spent, mainly on the TIC building so next year the interest will be less.

There may be income from money generated by selling advertising space on the website.

Car parking and sale of sheds to be deleted as these do not apply anymore.

Expenditure

All three quarters were look at and discussed.

£700 has been budgeted for admin, there is £400 left to spend.

Auditors set at £300, this to stay the same.

The Clerk's salary has risen due to increased working hours and NTC agreeing to increase her pay scale from SCP19 to SCP22. This means that the budget set for the Clerk's salary was not enough; it will be £5,932.86 for the year. Only £4,900 was budgeted.

The Clerk advised that her hourly rate will be going up by approx 32pence, as this is what happened last April.

Cllr. Griffiths advised that money will be needed for leases and land registry. Approx £500 for the Parrog shelter/land at Camelot, £500 to register the land at Brynhyfryd cemetery, £1,000 to register land adjacent to the Castle Hotel, £800 for the children's play area as NTC do not have a lease from PCC, £1,000 to register the fountain (opposite Llysmddyg). This all comes to £3,800.

Cllr. Griffiths to ask Jane Jamison to attend the next meeting in January to advise on setting a precept.

Cllr. Williams proposed supporting the Memorial Hall with a £1,000 donation. Councillors agreed that the Memorial Hall should be able to finance themselves.

NTC have previously put £3,000 aside to support the Library group. There should be £3,000 set aside this year to support them and the Canolfan Croeso management group as an emergency fund.

NTC are responsible for the structural repairs to the TIC building, should money be set aside for these payments?

A new expenditure of £300 for the Bee Friendly to be budgeted for the precept.

£2,000 to be budgeted for building repairs.

Keep £1,500 in the budget for Senior citizens.

£5,000 to be budgeted for professional fees.

Town inspection, Parrog Yard loan repayment, Parrog Yard project/TIC, planning and photocopier lease to be taken out of

JG

the actuals to budget expenditure.

NTC need to work out how much donations will come to in next year's financial year and adhere to the Section 137 of £8.12 payment per elector, approx 846 electors.

Cllr. Barrett proposed that figures had been checked and were correct, Cllr. Griffiths seconded, all agreed.

6.2 Receipts and Payments

Cllr. Barrett proposed that these figures had been looked at in agenda item 6.1 and were correct, Cllr. Williams seconded, all agreed.

6.3 Bank reconciliation

The Clerk has done the first quarter bank reconciliation and will endeavour to do the 2nd quarter. This is also done at the end of the year.

6.4 Income/Expenditure

This is done at the end of the financial year.

6.5 Variances

This is done at the end of the financial year.

6.6 Consideration of the budget and our reserves

This is done at the end of the financial year.

6.7 Capital account

Cllr. Griffiths advised that NTC should have a capital account for the TIC community asset project.

NTC have agreed to match fund the Enhancing Pembrokeshire grant by approx £4,600, some of this has already been spent.

It has been previously agreed to pay in £18,489.11 into the new bank account for the TIC grant project.

The Cemetery Path capital account to change its name to Cemetery.

Cllr. Barrett proposed that a capital account be made for the Children's play area, transfer money from the Community asset project capital account, Cllr. Griffiths seconded, all agreed.

The Mark Taylor fund will become nil. NTC need to decide what should happen with the Whiteman legacy.

Cllr. Williams proposed that the capital accounts had been looked at and were correct, Cllr. Davies seconded, all agreed.

7. **Cymeradwyaeth Gwariant / Expenditure Approval**

No expenditure to be approved.

8. **Dadansoddiad Risg / Risk Analysis**

The Whiteman legacy is a risk as NTC need to decide what should happen with this money. Cllr. Harries proposed that Councillors have looked at the budget and considered the risks, Cllr. Griffiths seconded, all agreed.

9. **Dychwelyd Archwiliad Grant Thornton
Grant Thornton Audit Report**
- 9.1 No invoice received yet.
Rachel Thompson has emailed to say she is waiting for a response from the audit study as she is concerned that the work she does is not satisfactory. NTC will contact Rachel once the precept has been set.
10. **Adolygu'r taliad i aelodau o £150 ac adolygu'r taliad i Gynghorwyr am gyfrifoldebau penodol o £500
Review payment to members of £150 and review payment to Councillors for specific responsibilities of £500**
- 10.1 All Councillors agreed not to budget payment to members.
11. **Praesept am 2019 / Precept for 2019**
- 11.1 Discussed in agenda item 6.1.
12. **Treth Cyngor am adeilad Canolfan Croeso
Council Tax for the Welcome Centre building**
- 12.1 Cllr. Williams is waiting for a response from PCC regarding this.
13. **Cyfrif cyfalaf Ieuenctid a gŵyliau, ardal chwarae plant
Youth and Festival capital account, children's play area.**
- 13.1 Capital accounts were discussed in agenda item 6.7.
14. **Adolygiad o asedau / Review of assets
Proposer/Seconder**
- 14.1 This is reviewed at the end of the financial year.
Cllr. Griffiths proposed that NTC need to review their assets based on updated legal and accountancy advice, Cllr. Barrett seconded, all agreed.
15. **Gwariant cyfrif cyfalaf / Capital account expenditure**
- 15.1 This is done at the end of the financial year.
16. **Grant Gwella Sir Benfro ac yr effaith ar Adran 137
Enhancing Pembrokeshire grant and it's effect on Section 137**
- 16.1 The grant does not affect Section 137.
Section 137 is the appropriate sum of expenditure for Town and Community Councils in Wales. It is set to £8.12 per elector for 2019/20, Newport has approx 846 electors.
17. **Canolfan Ymweld Trefdraeth / Newport Visitor's centre**
- 17.1 To consider authorising the Chair and/or Vice Chair and/or Clerk to sign the lease of the new library premises at

Canolfan Croeso/Welcome Centre in favour of Newport Library Working Group on the following terms:

10 year term, Rent of £1 per annum, Tenant's break clause every year, Landlord to maintain exterior including roof and structure, Tenant to maintain interior, Tenant to pay 50% of insurance premium, Shared use of garden and forecourt.

The rent is 50p per annum, shared between NTC and the Library group.

Cllr. Harries proposed that NTC authorise the Chair and Vice Chair to sign the lease on the above terms, Cllr. Barrett seconded, all agreed, Cllr. Davies abstained.

17.2

To consider allowing Newport Library Working Group to have access to the new library premises (pending completion of the lease) to prepare the premises for occupation.

Cllr. Harries proposed that the Library have access to the new premises, Cllr. Barrett seconded, all agreed, Cllr. Davies abstained.

17.3

To consider authorising Red Kite Law to complete the lease in favour of Newport Library Working Group

Cllr. Harries proposed authorising Red Kite Law to complete the lease in favour of the Library group, Cllr. Barrett seconded, all agreed, Cllr. Davies abstained.

18.

Bancio ar-lein

Internet Banking

18.1

This is in progress.

19.

Cerdyn debit Cyngor Dre

Town Council debit card

19.1

This is in progress.

20.

Grwp codi arian

Fundraising group

20.1

This is ongoing.

21.

Date of next Meeting

21.1

The next meetings are on the 14th and 28th January.

Clerk to ask PCC for an extension on the precept requirements until 29th January.

Clerk