



NEWPORT PLAYING FIELD / MAES CHWARAE TREFDRAETH
(Registered Charity No.534444)
Long Street, Newport, Pembrokeshire SA42 0TS

**AGENDA FOR MEETING TO BE HELD at 19.00 ON 5th January 2015
in UNIT 3, THE OLD SCHOOL, LOWER ST MARY ST.**

No	Item	
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1. **Minutes of the meeting held on 24th November 2014**

2. **Matters arising.**

3. **Caretaker's report**

4. **User Group report**

5. **Newport Lion's Club report**

6. **Rugby Club report**

7. **Rugby Sevens**

8. **Inspection reports**

9. **Finance**

Monies received.

Mr. Sneade £50.00

Accounts to be paid.

10. **User Contracts**

11. **Correspondence**

Date of next meeting

January 26th 2015

The public are welcome to attend meetings of the Newport Playing Field.



MAES CHWARAE TREFDRAETH / NEWPORT PLAYING FIELD

(Rhif Elusen Gofrestredig 53444 / Registered Charity No. 53444)

Stryd Hir, Trefdraeth, Sir Benfro / Long Street, Newport, Pembrokeshire

Hon. Sec. Ms L.Evans, Unit 3, Lower St Mary St, Newport, Pembrokeshire. SA42 0TS

**COFNODION O CHYFARFOD O YMDDIRIEDOLWYR Y CAE CHWARAE A GYNHALIWYD
AM 7yh ar IONAWR 5ed 2015**

yn UNED 3, YR HEN YSGOL, HEOL ISAF SANT MAIR, TREFDRAETH, SIR BENFRO, SA42 0TS

**MINUTES OF PLAYING FIELD TRUSTEES MEETING HELD at 7 p.m. on JANUARY 5TH 2015
in UNIT 3, THE OLD SCHOOL, LOWER ST MARY ST, NEWPORT, PEMBROKESHIRE, SA42 0TS**

Pobol yn presennol: Cllr. Elaine Lloyd (Chairperson) Cllr Mike Phillips,
Persons Present: Cllr. Mike Sajko Cllr Paul Harries
Cllr. John Evans Miss L Evans (Clerk)
Cllr. Josh Peniket Angharad Davies
Cllr. Karl Wright

Ymddiheuriadau Cllr Jon Letten Gian Cafolla
wrth: Cllr. Peter Harwood

**Apologies received
from:**

Rhif No.	Eitem Item	Gweit' Action
1.	Cofnodion o'r cyfarfod a gynhaliwyd ar Tachwedd 24^{ain} 2014 / Minutes of the meeting held on November 24th 2014 The minutes were agreed as correct. Proposed by Cllr. Harries and seconded by Cllr. Peniket.	
2.	Materion yn codi / Matters arising	
2.1	It was discussed that the date of the meeting be inserted in Item 1 for future meeting minutes, that all Playing Field documents have the Playing field logo as a heading, that all titles are written bilingually and that a point of reference is needed for items that arise, to give clarity.	Clerk
2.2	Item 2.1 re arranging licence with the Tennis Club and contacting Dave Pritchard. Clerk has emailed Mr Pritchard, will follow up with another email.	Clerk

2.3	Cllr. Evans had drafted the licence for the Tennis Club. Will meet with Cllr. Harries to discuss further. Cllr. Harries thanked Cllr. Evans for all his work on preparing the draft licence.	JE PH
2.4	Item 2.2 re retaining all Council deeds. All the legal documents should be kept together including all conveyances, terms of use. Cllr. Evans had prepared a proposed filing system which allowed for this.	JE
2.5	Item 7.2 re email received from Sinead Henehan (Community Safety, Poverty and Regeneration Manager at PCC) regarding money available for Skate park. This is in progress. No money will be added to what is there already but Sinead will look into this.	
2.6	Item 8.1 re cheques to be paid. Clerk to note down to whom any cheques are paid on the meeting Agenda.	Clerk
2.7	Item 9.1 re the 4 signed terms of use from the user groups. They need to be checked for correct information.	JE
2.8	Item 10.2 re letter received from the Rugby Club. Clerk to open a file to contain all correspondence/emails/letters regarding the Rugby 7's.	Clerk
3.	Adroddiad y gofalwr / Caretaker's report	
3.1	Caretaker reported that everything is fine. The changing rooms need a good spring clean.	
4.	Adroddiad Grŵp Defnyddwyr / User Group report	
4.1	No report as no representatives from the User groups present.	
5.	Adroddiad Clwb Llewod Trefdraeth / Newport Lion's Club report	
5.1	No report as Cllr. Letten not present.	
6	Adroddiad Clwb Rygbi / Rugby Club report	
6.1	No report	
7	7's Rygbi / Rugby 7's	
7.1	Chris Lodge will be attending the next Playing field meeting. Cllr. Sajko to contact him if we haven't heard from him by mid January. Will be essential to have the information prior to the next meeting.	MS

8	Adroddiadau arolygu / Inspection reports	
8.1	Reports received from Mr Knapp-Fisher for the weeks of December 1 st and December 8 th . All ok.	
9.	Finance / Cyllid	
9.1	Cheque received from Mr Sneade. Clerk informed the meeting of the Playing Field account figure which was £690.35.	
9.2	Clerk received time sheet from Angharad Davies, Caretaker. A cheque was given to the Caretaker.	
10.	Contractau defnyddwyr / User contracts	
10.1	See 2.7 above.	
11.	Gohebiaeth / Correspondence	
11.1	Letters of complaints regarding the proposed Rubgy 7's event 2015 have been received. These to be listed on the next meeting's correspondence.	Clerk
11.2	Higos insurance to be advised of the Clerk's contact details.	Clerk
11.3	RAG sheet to be added as an agenda item.	Clerk
	Close of meeting. There being no further business the Meeting closed at 7.30pm.	
	The next meeting to be held on Monday January 26th 2015.	