



MAES CHWARAE TREFDRAETH / NEWPORT PLAYING FIELD

(Rhif Elusen Gofrestredig 524444 / Registered Charity No. 524444)

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

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

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COFNODION O CHYFARFOD O YMDDIRIEDOLWYR ar 27^{ain} TACHWEDD 2017 am 7.00 yh yn UNED 3, YR HEN YSGOL, HEOL ISAF SANT MAIR, TREFDRAETH,

MINUTES OF MEETING HELD on 27TH NOVEMBER 2017 at 7.00 pm in UNIT 3, THE OLD SCHOOL, LOWER ST MARY ST, NEWPORT,

Pobol yn presennol: Persons Present:	Cllr. Mike Phillips (Chair) Cllr. John Griffiths (Vice Chair) Cllr. Barbara Young Cllr. Bryce Barrett	Cllr. Jon Letten Cllr. Jano Williams Cllr Paul Harries Miss L Evans (Town Clerk)
Ymwelwyr / Visitors	8 Members of the public (MOP)	
Ymddiheuriadau wrth: Apologies received from:	Cllr. Jon Letten Cllr. Wendy Wright	Cllr. Elaine Lloyd Cllr. Ros Cleal

Rhif No.	Eitem Item	Gweit Action
1.	Datganiad o diddordeb / Declarations of Interest	
1.1	No declarations of interest.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 23^{ain} Hydref 2017 Minutes of the meeting held on 23rd October 2017	
2.2	The minutes were proposed as correct by Cllr. Harries, seconded by Cllr. Griffiths. All agreed.	
3.	Materion yn codi / Matters arising	
3.1	Item 3.1 re Gift Aid. Playing Field needs to register with HMRC. Clerk and Cllr. Harries are working on this.	Clerk PH
3.2	Item 4.2 re changing room showers. The showers need to be cleared; Clerk has emailed the Rugby Club, to be put on the RAG sheet. Cllr. Harries thanked Cllr. Phillips for replacing the toilet seat and light bulb in the changing rooms.	
3.3	Item 9 re inspection reports. None have been received.	
3.4	Item 10.4 re monthly invoicing on contracts. Contracts state invoices to be paid upon receipt.	
4.	Adroddiad y Cadeirydd / Chairman's report	

4.1	Discussed in item 3.2	
5.	Adroddiad y gofalwr / Caretaker's report	
5.1	Nothing to report.	
6.	Adroddiad Clwb Llewod Trefdraeth Newport Lion's Club report	
6.1	Nothing to report.	
7.	Adroddiad Clwb Rygbi / Rugby Club report	
7.1	No report. Clerk to nudge them/Mike Mathias about removing their possessions from the shower.	Clerk
8.	Adroddiad Crwban Bach/ Crwban Bach report	
8.1	<p>The Clerk read out Liz Davies's report on the changing rooms. They are concerned about cleanliness where changing rooms and toilets are being left dirty. Lights are being left on in the building, the gas safety certificate needs to be renewed, the fire alarms need to be tested, the fire safety file needs to be updated, suggestions of paying by monthly bank transfer and fundraising ideas.</p> <p>Cllr. Williams proposed that the Chair and Vice Chair meet with the Caretaker to discuss the job description, Cllr. Harries seconded, all agreed.</p> <p>The Chair, Vice Chair and Clerk met with Liz to discuss the charging issue. Payment has been received for afternoon sessions since January but not for morning sessions. Liz has previously stated that she does not feel she should have to pay any backdated fees as the Trustees did not answer her request to the cost of charges for many months.</p> <p>Cllr. Griffiths proposed that providing the Trustees receive £400 from Crwban Bach to pay for sessions from 25th September to 27th November at the rate of £50 a week, they will accept this as a final settlement, Cllr. Young seconded, all agreed. A new contract to be signed.</p>	Clerk
9.	Adroddiadau arolygu / Inspection reports	
9.1	No reports received.	
10.	Cyllid / Finance	
	Monies received.	
	Crwban Bach, Apr-Jun afternoon charges	£322.50
	Crwban Bach, July to 25 th Sep afternoon charges	£67.50
	Mr. Sneade	£50.00
	Accounts to be paid.	
	Changing rooms caretaker hours	tba
	Dŵr Cymru (DD) p.m	£10.00
	British Gas–Gas (DD) p.m	£18.00
	British Gas–Electric (DD) p.m	£42.00
	DN Wilmott, new fusebox in changing rooms	£300.00
	Higos Insurance	£766.69

	Cllr. Mike Phillips, Replaced toilet seat	£19.99
10.1	There is £1,218.74 in the Playing Field account.	
10.2	Cllr. Harries proposed that all finances are paid, Cllr. Griffiths seconded, all agreed.	
11.	Anfonebu misol / Invoicing monthly	
11.1	Clerk advised that the contracts do not state how often the playing field users should be invoiced. Cllr. Phillips proposed that they are now invoiced monthly, Cllr. Paish seconded, all agreed.	
12.	Gohebiaeth / Correspondence	
12.1	Apart from below, all correspondence was noted: Emails, no 6 re Higos insurance. Cllr. Harries has checked the documents. Every Councillor has received them. Is everyone happy with them? Cllr. Barrett proposed that the documents are accepted as correct, Cllr. Phillips seconded, all agreed.	
13.	Taflen RAG / RAG sheet. The RAG sheet was discussed and updated.	
	The next meeting to be held on 8th January 2018.	