

**COFNODION DRAFT AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar
13^{eg} GORFFENNAF 2021 am 7yh
DRAFT MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 13th JULY
2021 at 7pm**

Pobol yn presennol: Cllr. Elaine Lloyd (Chair) Cllr. John Griffiths
Persons Present: Cllr Paul Harries (Vice Chair) Cllr. Bryce Barrett
Cllr. Paddy Davies Cllr. Morgan Lewis
Cllr. Jon Letten Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Ros Cleal Cllr. Adrian. Varney
Apologies received from: Cllr. Matthew Lewis

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Cleal, Varney and Lewis.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Harries declared a personal interest in item 6, Post office payment.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 13^{eg} Ebrill 2021 / Minutes of the meeting held on 13th April 2021

3.1. These minutes were approved at the 24th May town council meeting.

4. Materion yn Codi / Matters arising

4.1. Any matters arising were discussed at the 24th May town council meeting.

5. Adroddiad y Cadeirydd / Chairman's Report

5.1. Nothing to report

6. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

| | |
|--|--------|
| Newport Post office, 2 books of stamps | £20.40 |
|--|--------|

6.1. The accounts are as follows: Treasurers-£38,558.14, Canolfan Croeso-£3.04, 30-day savers-£21,236.16. Cllr. Davies proposed that all finances are paid, Cllr. Williams seconded, all agreed.

7. Adolygiad ariannol / Financial review

7.1. Receipts and payments – The Clerk went through the receipts and payments for the 1st quarter which includes receipt of the 1st precept and repayment of the Enhancing Pembrokeshire grant. Payments included mainly monthly direct debits, renewing Bull guard internet security for the computer, 1st payment to the contracted gardener, annual memberships. Cllr. Harries advised that the word ‘mistake’ be changed to ‘correction’ regarding an internal transfer, Clerk to rectify this. The Clerk and Cllr. Williams are aware of when Chess telephone need to be given notice of the cancellation of the contract, this is in October. Cllr. Davies proposed that these figures are correct and accepted, Cllr. Lloyd seconded, all agreed.

7.2. Income/expenditure actuals to budget – The Clerk explained that all figures for the 1st quarter are added together for the actuals to income. The repayment of £18,679.11 from PCC for the Enhancing Pembrokeshire grant has been put into both the income and expenditure, as this is money that was spent and has now been paid back, so is not an actual income. All councillors agreed to this. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.

7.3. Bank reconciliation – The Clerk confirmed that the 1st quarter bank reconciliation balances. Cllr. Lloyd queried the ‘sale of sheds’ which is on the summary receipt and payments sheet and is no longer relevant. Clerk advised that this can be discussed with Jane Jamison at the end of the year.

7.4. Variances – This will be done at the end of the year.

7.5. Consideration of the budget and our reserves – This will be done at the end of the year.

7.6. Capital and reserves accounts - The Enhancing Pembrokeshire grant has been repaid. Councillors to discuss possible reallocation of some of this money at the town council meeting on 26th July. The Canolfan Croeso project has come to an end and so the council have previously agreed to change the bank account name to reflect the Grants and Projects officer project. PCC have agreed that the grant for the Housing and needs survey can be paid into the treasurers account and be allocated into a reserve.

7.7. Notes and assets - This will be done at the end of the year.

7.8. High interest account for savings – leave on agenda.

7.9. Financial appeals payment regularity and terms of application – Regarding agenda item 12.1. Newport Forum have sent 2 emails, the first one asking for £200 and the 2nd email explaining what the money is needed for. The council have budgeted £1,500 for donations. Cllr. Harries proposed that applications are taken on an individual merit and that the council agree to donate this money to the Forum, Cllr. Letten seconded, all agreed. Agenda item 12.2 regarding financial appeal from Mencap. This to be discussed in February when the council deal with charity requests.

7.10. Repayment of Enhancing Pembrokeshire grant into reserve accounts – This was discussed in item 7.6. The town council congratulated Cllr. Williams on her hard work on

the Canoflan Croeso application and for the work on the reports to PCC so that the grant was repaid.

8. Dadansoddiad risg / Risk analysis

8.1. The council agreed that the risks identified at the last Budget & Finance meeting still stand, namely not having enough money in the reserves for potential elections, not delivering on the Enhancing Pembrokeshire funded projects, the ongoing Parrog shelter leases and repairs needed in the children's playground.

9. Tendr ar gyfer goleuadau Nadolig / Christmas lights tender

9.1. The council had hoped to set up a working group with businesses in the community to organise Christmas lights this year, but all agreed that it has been a hard year for businesses and that this may not be possible.

9.2. Cllr. Harries read through the governance document GD19-Tender guidelines. All agreed that the estimated works will exceed £1,000 and that a competitive tender will be sought. The Clerk has sent around the schedule of works, the council agreed with this and that "The contractor will work with the testing company for compliance" to be added to the works. The council agreed that the tender will be advertised on the website, Facebook page and in the noticeboard, that the council will approach 3 local contractors, N. Wilmott, T. Thomas and G. Davies, that the tender invitations and documents will be issued at the same time, that the date and time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter, whether VAT is included, tenders will be returned in sealed envelopes, tenderers to confirm that they have the appropriate insurance and public liability, returned tenders will be marked with the date they were received and that the council are not obliged to accept the lowest tender received. The last point previously stated 'The council may not accept the lowest tender received'. The Clerk to update the governance on this point. There are no meetings in August, so the Clerk will advertise the tender at the beginning of September so tenders will be received for the end of September meeting.

10. Ymgysylltu â'r leuenctid, £ 500 mewn cronfeydd wrth gefn/ Engaging with the Youth, £500 in reserves

10.1. Cllr. Williams is looking into setting up a skate park group. All agreed that engaging with the youth is important and that there could be a youth representative on the council. This to be kept on the agenda.

11. Taliadau grant Enhancing Pembrokeshire / Enhancing Pembrokeshire grant payments

11.1. All councillors have received the financial agreement form PCC regarding the Enhancing Pembrokeshire grant for the housing and needs survey. Cllr. Davies proposed that the agreement is signed by Cllr. Williams as the Project leader, Cllr. Barrett seconded, all agreed.

11.2. Cllr. Harries proposed that the council meet the housing and needs survey consultants online on 20th July at 7pm, Cllr. Lloyd seconded, all agreed. The interviews for the Grants and Project Officer are happening this Friday.

12. Apeliadau ariannol / Financial appeals

12.1. Financial appeal from Newport Forum – previously discussed in item 7.9.

12.2. Financial appeal from Mencap Cymru – previously discussed in item 7.9.

13. Ffurflen flynyddol swyddfa Archwilio Cymru / Welsh Audit office annual return

13.1. No update. The annual return has been sent.

14. Adolygiad o asedau / Analysis of assets

14.1. This is done at the end of the year.

15. Ad-dalu TAW i gronfeydd wrth gefn / Repayment of VAT into reserves

15.1. The Clerk and Cllr. Harries to look at this and report back to the council.

16. Cyfatebiad / Correspondence

16.1. Second and empty homes policies consultation, deadline 26th July – Cllr. Harries will be responding as the County Councillor. All councillors will respond individually. Cllr. Griffiths will forward the original Simon Brooks report to the Welsh Government to everyone. Cllr. Williams suggested that it would be useful to contact Julie James in the Welsh Government regarding the housing and needs survey and for the potential to be included in the pilot area that addresses the second home crisis. The Clerk to put this on the next agenda.

The next meeting is on the 26th July.

The meeting finished at 8.15pm.