

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 12<sup>fed</sup>  
HYDREF 2021 am 7yh  
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 12<sup>th</sup> OCTOBER  
2021 at 7pm**

**Pobol yn presennol:** Cllr Paul Harries (Vice Chair) Cllr. John Griffiths  
**Persons Present:** Cllr. Paddy Davies Cllr. Bryce Barrett  
Cllr. Ros Cleal Cllr. Morgan Lewis  
Cllr. Jano Williams Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors**

**Ymddiheuriadau** Cllr. Jon Letten Cllr. Elaine Lloyd

**wrth:**

**Apologies received  
from:**

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllrs. Letten and Lloyd. It was agreed that Cllr. Harries would Chair the meeting in Cllr. Lloyd's absence.

**2. Datganiad o ddiddordeb / Declarations of Interest**

2.1. No declarations of interest.

**3. Cofnodion o'r cyfarfod a gynhaliwyd ar 13<sup>eg</sup> Gorffennaf 2021 / Minutes of the meeting held on 13<sup>th</sup> July 2021**

3.1. These minutes were approved at the 26<sup>th</sup> July town council meeting.

**4. Materion yn Codi / Matters arising**

4.1. All matters arising were discussed at the 26<sup>th</sup> July town council meeting.

**5. Adroddiad y Cadeirydd / Chairman's Report**

5.1. No report.

**6. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits £.....

**Cyfrifon i'w talu / Accounts to be paid:**

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**7. Adolygiad ariannol / Financial review**

- 7.1. The accounts are as follows: Treasurers-£37,716.05, 30-day savers-£21,236.71, Grants & Projects-£5,307.04. No deposits received for the market. Clerk to contact the Market Manager.
- 7.2. Receipts and payments – the first 2 quarters are complete. Cllr. Harries queried the Chess telephone payments. Cllr. Williams is checking to see when the town council are able to notify them that they do not wish to continue the contract. The contract is coming to an end in January. There could be a risk of 2 overlapping payments if the town council sign to a new company and exit the Chess contract before it ends. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Davies seconded, all agreed.
- 7.3. Income/expenditure actuals to budget – the first 2 quarters are complete. The Clerk explained that the money transferred from reserves should be put in the income and expenditure so they cancel each other out, as it is internal money that is being moved. The current underspend is £8k. The Clerk will be applying for a quarterly payment from PCC for the Enhancing Pembrokeshire grant for the GPO's role. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Barrett seconded, all agreed.
- 7.4. Bank reconciliation – The Clerk confirmed that the 2<sup>nd</sup> quarter bank reconciliation balances.
- 7.5. Variances – This will be done at the end of the year.
- 7.6. Consideration of the budget and our reserves-Discuss and agree on reserve allocations – The Clerk has sent everyone her reallocation suggestions which were: £900 into the Christmas lights reserve, £1,500 into the elections, £150 into the councillor allowance, £1,000 into the cemetery, and the council suggested putting in a reserve column for the children's play area and depositing £500 into this. Total is £4,050. The Clerk suggested this money is transferred from the Community Asset Project reserve. Cllr. Barrett proposed that the town council accept the Clerk's suggestions, Cllr. Williams seconded, all agreed.
- 7.7. Capital and reserves accounts – Discussed in item 7.5.
- 7.8. Notes and assets – This will be done at the end of the year.
- 7.9. High interest account for savings – All agreed that this is not worth pursuing.
- 7.10. Discuss and decide on paying for United Studios website maintenance, £79 + VAT a month – Cllr. Williams has sent the relevant information to everyone. There is an outstanding payment of £600 to be paid, the remainder for setting up the new website, which the Clerk confirmed was agreed on at least a year ago, Cllr. Harries proposed that this invoice is paid, Cllr. Barrett seconded, all agreed. The Clerk advised that £1k has been budgeted for the website. After the £600 payment and the monthly £10 payments for webmail, this will leave £290 in the budget. There is a lot of work involved in maintaining the website, uploading documents etc. The Clerk advised that legally the town council have to put certain documents on the website. Cllr. Davies advised that between the £10 payment a month for the webmail and the maintenance fee, this comes to under £1k a year. Cllr. Harries asked the Clerk to see what other town councils are paying for their websites. The council could pay this fee monthly until the end of this financial year and then put it in the budget for next year. Cllr. Davies proposed that the maintenance fee is paid monthly, Cllr. Barrett seconded, all agreed.

## 8. Dadansoddiad risg / Risk analysis

8.1. The Chess telephone contract was identified as a risk in item 7.2.

## **9. Adolygu'r Rheoliadau Ariannol / Review the Financial Regulations**

9.1. The Clerk to check what this is about for the next meeting.

## **10. Apeliadau ariannol / Financial appeals**

10.1. Tenovus Cancer Care – All agreed to discuss this appeal at the end of the financial year.

10.2. Newport Pembs Surf Life Saving Club – All agreed that this was a very worthy cause. Cllr. Barrett proposed the town council donate £500, Cllr. Griffiths seconded, all agreed.

## **11. Ffurflen flynyddol swyddfa Archwilio Cymru / Welsh Audit office annual return**

11.1. No update.

## **12. Adolygiad o asedau / Analysis of assets**

12.1. This will be done at the end of the year.

## **13. Ad-dalu TAW i gronfeydd wrth gefn / Repayment of VAT into reserves**

13.1. The Clerk and Cllr. Harries are looking into this.

## **14. Cyfatebiad / Correspondence**

14.1. Discuss PCC's terms and conditions regarding the Maes Ingli defibrillator – The Clerk read out the terms and conditions. The initial idea was to put it on the surgery's outside wall but it has come to light that this defibrillator needs to be attached inside a building. Cllr. Harries has spoken to Reg Atkinson at the Memorial Hall who may be willing to house it. Cllr. Harries proposed that the town council accept the terms and conditions, Cllr. Morgan Lewis seconded, all agreed. The Clerk to contact Libby Balchin to formalise the agreement for the defibrillator's responsibility.

The meeting closed at 7.50pm.