

**COFNODION AM CYFARFOD CYLLIDEB A GYNHALIWDYD AR-LEIN ar 14<sup>eg</sup> RHAGFYR 2021  
am 7yh  
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 14<sup>th</sup> DECEMBER  
2021 at 7pm**

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

**Ymwelwyr / Visitors**

**Ymddiheuriadau** Cllr. Bryce Barrett

**wrth:**

**Apologies received**

**from:**

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

1.1. Cllr. Barrett sent his apologies.

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

2.1. Cllr. Harries declared a personal and prejudicial interest in all planning matters as a member of the PCNPA planning committee.

**3. Cofnodion o'r cyfarfod a gynhaliwyd ar 12<sup>fed</sup> Hydref 2021 / Minutes of the meeting held on 12<sup>th</sup> October 2021**

3.1. These minutes were approved in the 29<sup>th</sup> November town council meeting.

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

4.1. Matters arising were discussed at the 29<sup>th</sup> November but Cllr. Williams wanted to update the council on item 7.2 regarding the Chess telephone contract. She has looked around for better deals, Plusnet has a good deal, Cllr Williams has sent the details to everyone. Cllr. Morgan Lewis proposed that the town council go ahead and switch to Plusnet, Cllr. Davies seconded, all agreed.

4.2. Cllr. Davies updated the council on item 7.6 re reserve reallocation. There needs to be a ringfenced budget for the housing survey project. The total cost is £10k, the council agreed to £2,700 match fund (some of this is in kind). The Clerk to set up a ringfenced reserve.

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

5.1. Nothing to report.

## 6. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits £3,190.00

### Cyfrifon i'w talu / Accounts to be paid

Lifting Gear and Safety Ltd, Pull test on Christmas lights anchorage	£384.00 (vat £64)
ArbWales, Brynhyfryd tree assessment survey	£200.00
Keith Edwards Ltd, 50% consultancy fee-Housing survey	£2,500
D N Wilmott, install and maintain Christmas lights	£3,500.00

6.1. The accounts are as follows: Treasurers-£35,827.39, 30 day-savers-£21,237.05, Grants & Projects-£3,283.55, Playing field-£12,453.85. The lifting gear invoice to be paid from the Christmas lights reserve, Brynhyfryd tree assessment already been agreed upon, Keith Edwards invoice discussed in item 4.2, DN Wilmott to be paid from the Christmas lights budget. Cllr. Harries thanked the Clerk, Cllr. Griffiths and Neil Wilmott for their work in getting the Christmas lights permission from the Welsh Gov and getting the lights up. Cllr. Harries proposed that all finances are paid, Cllr. Morgan Lewis seconded, all agreed.

## 7. Adolygiad ariannol / Financial review

7.1. Receipts and payments – The Clerk advised that the first 2 quarters are complete, but the 3<sup>rd</sup> quarter isn't finished as the end of the 3<sup>rd</sup> quarter is the end of December. The town council has donated £500 towards the Surf Club and as shown in item 6, the Market Manager has paid in £3,190 for the street market. There is a bounced cheque that was given to Cllr. Harries who declared an interest in this matter. The Clerk will sort this payment out by BACS. Cllr. Morgan Lewis proposed that the figures are correct and accepted, Cllr. Davies seconded, all agreed.

7.2. Income/expenditure actuals to budget – The 3<sup>rd</sup> quarter isn't complete yet. There is an underspend of £4k but £3,500 will be paid out for the Christmas lights. Cllr. Harries proposed that these figures are correct and accepted, Cllr. Williams seconded, all agreed.

7.3. Bank reconciliation – the first 2 quarters balance. The 3<sup>rd</sup> hasn't been done yet.

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

7.5. Consideration of the budget and our reserves- Discuss and agree on reserve allocations – the reserves were discussed and decided upon at the last Budget & Finance meeting. There will need to be a ringfenced reserve for the housing survey project. Cllr. Morgan Lewis asked what the Whiteman Legacy was. This is a legacy that was left for the youth of Newport. Cllr. Griffiths will circulate information about this. Cllr. Harries proposed that these figures are correct and accepted, Cllr. Davies seconded, all agreed.

7.6. Capital and reserves accounts – this has been discussed in item 7.5. The Clerk to remove item 7.5 from future agendas as it is the same as item 7.6.

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

## **8. Dadansoddiad risg / Risk analysis**

8.1. The Clerk advised that the Enhancing Pembrokeshire Projects, with money been spent from reserves and then being paid back by PCC is a potential financial risk. The Clerk will have to keep an eye on these finances.

## **9. Praesept am 2022 / Precept for 2022**

9.1. All councillors to start thinking about the 2022/23 precept and any projects they wish to fund. There is a column in the actuals to budget sheet for 2022/23 for councillors to fill in with their figures and to bring these figures to the January meeting. It is possible to have a separate extra meeting just to discuss and approve the precept.

## **10. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) - Ystyried y penderfyniadau canlynol Proposed underlease to Newport Information Centre - Consider the following resolutions:**

- 10.1. Authorising the Town Clerk to sign RedKite terms and conditions of business
- 10.2. Accepting the costs estimate of RedKite
- 10.3. Confirming that the Town Clerk is authorised to provide instructions to RedKite in this matter on behalf of the Council
- 10.4. Informing RedKite of the names of the Trustees of CGT
- 10.5. Instructing RedKite to submit the draft underlease to CGT such draft having been circulated to councillors prior to this meeting
- 10.6. Instructing Redkite to seek the consent of PCNPA to the proposed underlease
- 10.7. The Clerk has not received any cost estimate from Red Kite and so the town council cannot proceed until this has been received. Leave this on the agenda for January's meeting.

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

11.1. The Clerk is unsure what this agenda item is about. The town council have signed up to a Governance and financial management self-evaluation toolkit for councils. The Clerk advised she will need some councillors to assist on this. Cllr. Harries and Morgan Lewis volunteered to help.

## **12. Arolwg Tai / Housing Survey**

12.1. The final draft has been sent to everyone. Cllr. Harries raised a point regarding question 1 – should this read 'This survey is about Housing and needs provision in Newport' and state 'the responses you provide in this survey will only be used for the Newport and needs survey'. Also, the line 'Skip to question 4' should be removed. The Welsh translation has not been received yet. The printers can have the letters ready by the end of the first week in January. Cllr. Letten joined the meeting. Most of the surveys will be done online. There are 800 people on the electoral register. Hard copies can be put in the post office and library. Cllr. Harries proposed that the survey is approved subject to the points raised, Cllr. Lloyd seconded, all agreed.

## **13. Gweithgor Asedau Cymunedol / Community Asset working group**

- 13.1. Ratify terms and conditions for the Community Asset Working Group – Cllr. Harries advised that a quorum is needed is missing from the terms of reference. Point 5 should read investigate not apply. As it is a working group, there are invited members of the public who are involved. The procedure of going into a private session to discuss sensitive issues is unclear. The full town council can resolve to go into a private session. Cllr. Harries proposed that the group have another look at the terms of reference and bring back to the next meeting, Cllr. Morgan Lewis seconded, the majority agreed.

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

- 14.1. Welsh National Sheepdog trials – to be put on the February agenda.
- 14.2. Marie Curie – to be put on the February agenda.
- 14.3. Denbighshire National Urdd Gobaith Cymru – to be put on the February agenda.

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

- 15.1. Nothing to report.

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

- 16.1. This is done at the end of the year. This to be taken off the agenda as it is doubled with agenda item 7.7.

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

- 17.1. The Clerk and Cllr. Harries are looking into this.

#### **18. Cyfatebiad / Correspondence**

- 18.1. Bench suggestions, by the skate park/playing field and top of Market St in front of the gardens – a previous bench at the skate park/playing field kept being moved and damaged. All agreed to delay any new benches until the skate park has been refurbished. The gardens at the top of Market St belong to the Friends of Newport and Nevern. Clerk to forward them the email.
- 18.2. Playing Field container planning application approval – this has been approved. Terms and conditions need to be met. Cllr. Letten will read these.
- 18.3. Brynhyfryd Cemetery tree report – the invoice for this has been discussed in the finance section. Cllr. Harries left the meeting due to the next items being to do with planning matters.
- 18.4. Exchange of emails regarding Tal y Wern NP/21/0120/FUL between Newport Town Council and PCNPA – this has been considered by the DMC and has been approved. Cllrs. Harries and Griffiths spoke at the meeting. Clerk to put this on the next planning agenda.
- 18.5. Email from R. McGarry re amended plans for Tal y Wern NP/21/0120/FUL – this was approved at the DMC meeting.

18.6. Email from R. McGarry re non-compliance by Morgan Construction to the environmental matters on the Llain yr Eglwys site. The Clerk to put this matter on the next planning agenda.

**The meeting closed at 8.15pm.**