

**COFNODION AM CYFARFOD CYFFREDINOL BLYNYDDOL A GYNHALIWDYD AR-
LEIN ar 17^{eg} MAI 2021 am 7yh
MINUTES FOR THE ANNUAL GENERAL MEETING HELD ONLINE on 17th MAY
2021 at 7pm**

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

Ymwelwyr / Visitors

Ymddiheuriadau Cllr. Ros Cleal

wrth:

**Apologies received
from:**

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Cleal.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cyflwyniad y Gadair / Chair's introduction

3.1. Cllr. Davies thanked everyone for their support over the last 9 months, especially to Vice Chair Cllr. Williams. Cllr Williams thanked Cllr. Davies for her hard work as Chair.

4. Penodi Cadeirydd ac Is-Gadeirydd Newydd / Appointment of new Chair and Vice Chair

4.1. Cllr. Davies asked whether there was anyone wishing to volunteer as Chair. No one volunteered. Advice received from OVW was that if no Chair is elected then an acting Chair can be chosen for each meeting. Cllr. Harries advised this would be difficult as the Chair and Clerk need to work together in between meetings to finalise the agendas amongst other work. The Clerk agreed. Cllr. Harries stated that it would be wrong for him to be Chair because of all the different chairmanships he currently has. Cllr. Varney explained that he is very busy in work at the moment. Cllr. Harries nominated Cllr. Lloyd as Chair which she agreed to, Cllr. Barrett seconded, all agreed. Cllr. Davies nominated Cllr. Harries as the Vice Chair, Cllr. Lloyd seconded, all agreed.

4.2. Appointment of representatives for full Council and committees: Planning, Budget and Finance, Street Market, Road and Road & traffic working group.

PLANNING-Cllr. Varney proposed that Cllr. Griffiths remains as the Chair, Cllr. Williams seconded, all agreed.

BUDGET & FINANCE-All councillors are members.

STREET MARKET-Cllr. Barrett proposed that he would take over the chairing of this from previous councillor Daron Paish, Cllr. Harries seconded, all agreed. Members –Cllrs. Griffiths, Harries and Barrett.

ROAD & TRAFFIC WORKING GROUP-Members are Cllrs. Harries, Letten, Barrett and Varney.

GRANTS AND PROJECTS OFFICER MANAGEMENT GROUP-Members are Cllrs. Davies, Williams, Cleal and Harries.

4.3. Appointment of representatives to represent Newport Town Council on: Senior Citizens, Cymdeithas Cychod Afon Nyfer a Harbwr Trefdraeth, Newport Forum, One Voice Wales, Ysgol Bro Inqli, Paths group, North Pembrokeshire Transport, Newport Wellbeing Steering group.

SENIOR CITIZENS. Cllr. Elaine Lloyd. Proposed by Cllr. Harries, seconded by Cllr. Griffiths.

BOAT OWNERS ASSOC. Cllr. Paul Harries. Proposed by Cllr. Lloyd, seconded by Cllr. Williams.

NEWPORT FORUM. Cllr. Elaine Lloyd, Cllr. Paul Harries. Proposed by Cllr. Williams, seconded by Cllr. Davies.

ONE VOICE WALES. Cllrs. Barrett, Varney. Proposed by Cllr. Williams, seconded by Cllr. Harries.

YSGOL BRO INGLI. Cllr. Adrian Varney. Proposed by Cllr. Harries, seconded by Cllr. Lloyd.

PATH GROUP. Cllr. Griffiths, Cllr. Barrett. Proposed by Cllr. Lloyd, seconded by Cllr. Davies.

NORTH PEMBS TRANSPORT. Mike Phillips by secondment. Proposed by Cllr. Harries, seconded by Cllr. Lloyd.

NEWPORT Wellbeing group. Cllr. Lloyd, Cllr. Cleal. Proposed by Cllr. Harries, seconded by Cllr. Davies.

5. Cofnodion o'r cyfarfod AGM a gynhaliwyd ar 21^{ain} Medi 2020 / Minutes of the AGM meeting held on 21st September 2020

5.1. Cllr. Harries proposed that the minutes are correct and approved, Cllr. Davies seconded, all agreed.

6. Materion yn Codi / Matters arising

6.1. No matters arising.

7. Derbyn cofnodion cyfarfod olaf pwyllgor / Receipt of the minutes of the last meeting of a committee

7.1. The Clerk has sent councillors the latest Road & Traffic working group minutes, which was held on 18th February 2021. Cllr. Harries moved that they are noted.

8. Ystyriaeth o'r argymhellion a wnaed gan bwyllgor / Consideration of the recommendations made by a committee

8.1. No recommendations to be considered.

9. Adolygiad o gylch gorchwyl pwyllgorau / Review of the terms of reference for committees

9.1. Cllr. Harries proposed that the current terms of reference for all committees are fine and accepted, Cllr. Williams seconded, all agreed.

10. Adolygu cynrychiolaeth ar gyrrff allanol neu weithio gyda nhw a threfniadau ar gyfer adrodd yn ôl / Review of representation on or work with external bodies and arrangements for reporting back

10.1. The Clerk advised that councillors write up any report and give verbal updates at meetings.

10.2. Correspondence has been received from the Forum Chair and from the Project Manager of Wellbeing Newport regarding the town council asking for a letter of support for the Enhancing Pembrokeshire grant to apply for funding for a housing needs survey. The Project Manager has asked for further information on this and has expressed concerns of possible duplication of their effort in their project. Cllr. Davies has drafted responses to both emails and sent to all councillors for their comments. Cllr. Barrett proposed that these 2 emails are sent to all recipients of the emails and also the Forum coordinating committee, Cllr. Lloyd seconded, all agreed.

11. Adolygiad o'r rhestr o dir ac asedau gan gynnwys adeiladau ac offer swyddfa / Review of inventory of land and assets including buildings and office equipment

11.1. The Clerk has sent out the draft review of the inventory of land and assets. The bus shelter at the bottom of Ffordd Bedd Morris appears to be owned by the Welsh Gov as does Newport square. The lease for Parrog shelter is still under negotiation. Cllr. Varney reported that some members of the community had queried that the Boat Club have fenced off the area around the Club. Cllr. Griffiths advised that this is a matter between the Boat Club and the Barony. Members of the community can contact the town council regarding this issue and the Clerk can then forward these queries to the Barony. The Clerk has updated donations to charities for 2021/21. Cllr. Harries proposed that the land and assets document is accepted, Cllr. Williams seconded, all agreed.

12. Cadarnhau trefniadau ar gyfer yswiriant ar gyfer yr holl risgiau yswiriedig / Confirmation of arrangements for insurance cover in respect of all insured risks

12.1. The Clerk confirmed the insurance is renewed on 1st June, that it has been paid for and that Zurich answered all of the town council's queries.

13. Adolygiad o danysgrifiadau'r cyngor a / neu staff i gyrff eraill / Review of the council's and/or staff subscriptions to other bodies

13.1. The Council subscribe to One voice Wales and SLCC (Society of Local Council Clerks).

14. Adolygu a mabwysiadu rheolau sefydlog a rheoliadau ariannol priodol / Review and adoption of appropriate standing orders and financial regulations

14.1. Cllr. Harries proposed that the standing orders and financial regulations are adopted and that the financial regulations be reviewed again in 6 months' time at a Budget & Finance meeting, Cllr. Letten seconded, all agreed.

15. Adolygiad o weithdrefnau'r cyngor ar gyfer delio â cheisiadau a wneir o dan Ddeddf Rhyddid Gwybodaeth 2000 a Deddf Diogelu Data 1998 / Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

15.1. Cllr. Harries advised that requests for confidential information does not have to be given out if that information is not in the public domain. All councillors should have training on freedom of information and data protection. Clerk to look into this. The Standing orders should be on the website. Cllr. Williams will sort this. There is a list of documents that should be on the website.

16. Adolygiad o weithdrefn gwynion y cyngor / Review of the council's complaints procedure

16.1. Cllr. Harries proposed that the complaints procedure has been reviewed and is accepted, Cllr. Letten seconded, all agreed.

17. Adolygiad o bolisi'r cyngor ar gyfer delio â'r wasg / cyfryngau / Review of the council's policy for dealing with the press/media

17.1. Cllr. Davies was to look at this from last years' AGM meeting. The Clerk and Cllr. Davies to work on this.

18. Pennu amser a lleoliad cyfarfodydd cyffredin y cyngor llawn hyd at a chan gynnwys cyfarfod blynyddol nesaf y cyngor llawn / Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

18.1. The Clerk will send dates of all meetings to councillors. She has already sent dates of meetings up until August.

19. Cyfatebiad / Correspondence

19.1. UK Community Renewal Fund support letter - North Pembrokeshire Trade and Tourism has submitted a composite application to the UK Community Renewal Fund based on a partnership approach to the renewal of North Pembrokeshire communities. Applications have been included from Newport Memorial Hall and Newport Information Centre to strengthen their positions for the future. The town council is happy to support this application and will forward a letter of support.

The Chair to hand over the chain to the new Chair. Clerk to organise this.

The meeting closed at 8pm.