

**CYNGOR TREF TREFDRAETH**  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS  
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS  
Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 16<sup>eg</sup>  
MEHEFIN 2022 am 7yh**

**MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 16<sup>th</sup> JUNE 2022 at  
7pm**

<b>Pobol yn presennol:</b>	Cllr Paul Harries (Chair)	Cllr. John Griffiths
<b>Persons Present:</b>	Cllr. Elaine Lloyd (Vice Chair)	Cllr. Morgan Lewis
	Cllr. Paddy Davies	Miss L Evans (Town Clerk)
	Cllr. Sandra Bayes	
<b>Ymwelwyr / Visitors</b>		
<b>Ymddiheuriadau wrth:</b>	Cllr. Jano Williams	Cllr. Jon Letten
<b>Apologies received from:</b>	Cllr. Ros Cleal	Cllr. Ros McGarry

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

1.1. Apologies received from Cllrs. Cleal, McGarry, Williams and Letten.

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

2.1. No declarations of interest.

**3. Cyfrifon blynyddol / Annual accounts**

- 3.1. All councillors have received the accounts. Income and expenditure were looked at. Cllr. Morgan Lewis asked who Jane Jamison is. The Chair explained that Jane helps prepare the accounts before they go to the internal auditor. Cllr. Davies queried a bounced cheque. The Clerk explained this was because the name on the cheque was slightly different to the account holder's name. Cllr. Harries proposed that the council agree on the income and expenditure, Cllr. Morgan Lewis seconded, majority agreed, one abstained.
- 3.2. Actuals to Budget – this shows the 4 quarters for all income and expenditure. £18k was received from PCC for the Enhancing Pembrokeshire grant for Canolfan Croeso.
- 3.3. Reserves - Cllr. Bayes has sent a query to the Clerk regarding the Whiteman legacy. The Clerk will respond to this email. The Clerk wrote to A. Connock who is handling the Whiteman legacy in 2019. Newport Youth Club were given £150 of this legacy.
- 3.4. Bank reconciliation – this has been done for the end of the year. Cllr. Harries proposed that the council agree on this, Cllr. Davies seconded, all agreed.
- 3.5. Summary of receipts and payments – all happy with these figures.

**4. Nodiadau ac asedau / Notes and assets**

- 4.1. Cllr. Harries proposed that Canolfan Croeso is added to the list of assets, Cllr. Bayes seconded, all agreed. Cllr. Bayes asked who owns the bus shelter. The council pay a £5 annual lease to Mr. Slade for this piece of land. It is insured under the council's policy. Cllr.

Griffiths suggested that the town council could approach the landowner and ask for the land transfer of this asset. Cllr. Bayes questioned the dates against the earmarked reserves. Cllr. Harries explained that these are nominal dates for when the money should be spent. The Clerk to check with PCC what the number of electors is for Newport.

## **5. Ffurflen Archwiliad Blynyddol / Annual Audit Return**

5.1. The Chair asked the Clerk to read through the annual audit.

Page 1 – the accounting statements/statement of income and expenditure have been filled checked and verified by Jane Jamison (financial advisor), the internal auditor and by the Clerk herself. Cllr. Harries proposed that the council accept these figures, Cllr. Lloyd seconded, all agreed.

Page 2 – annual governance statement. The Clerk read out all 9 statements which deal with effective financial management, system of internal control, risk assessments. The council answered 'yes' to all statements, confirming that all effective financial management had been completed and approved this section.

Page 3 – additional disclosure notes regarding expenditure under S137 Local Government Act and S2 Local Government Act 2000. The Clerk confirmed that the town council had donated £1,400 to charities in the year 2021/22. The Council agreed that this was the case. The Clerk has certified the accounting statements and signed this page as the RFO, dating it 14<sup>th</sup> June. The Chair proposed that all figures and statements are correct, the council agreed. Cllr. Lloyd proposed that the annual return is approved, Cllr. Morgan Lewis seconded, all agreed. The Chair will sign this page after the meeting and date it 16<sup>th</sup> June 2022.

Page 4 + 5 – Annual internal audit report - the internal auditor has filled in these pages and signed the annual return.

Accounting statements – the Bank reconciliation and significant variances to be sent with the annual return. Cllr. Davies proposed that these 2 documents are approved, Cllr. Lloyd seconded, all agreed.

Annual Governance statement – Audit Wales have sent a template for an explanation of payment controls that must be filled in and sent back with the annual return. The Clerk has filled this in and sent it to everyone. Clerk to correct one of the bank accounts names from Grants and Projects to Canolfan Croeso. Cllr. Harries proposed that this document is approved, Cllr. Lloyd seconded, all agreed.

The Clerk to also send a copy of the audit notice that was put in the noticeboard and on the website on 14<sup>th</sup> June. The annual return to be sent to Audit Wales before the 15<sup>th</sup> July.

**The meeting finished at 8pm.**