

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 8^{fed}

Tachwedd 2022 am 7yh

**MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 8th NOVEMBER
2022 at 7pm**

Pobol yn presennol: Cllr Paul Harries (Chair) Cllr. Morgan Lewis
Persons Present: Cllr. Elaine Lloyd (Vice Chair) Cllr. Ros McGarry
Cllr. Sandra Bayes Miss L Evans (Town Clerk)
Cllr. Paddy Davies

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Jon Letten Cllr. John Griffiths
Apologies received from: Cllr. Jano Williams

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Williams, Griffiths and Letten.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 12^{fed} Gorffennaf 2022 / Minutes of the meeting held on 12th July 2022

3.1. These were approved at the 25th July town council meeting.

4. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid

| | |
|----------------------------------------------------------------|----------------------|
| PCC, Street market, advertising costs for road closure | £351.86 (vat £58.64) |
| PCC, Street market trading licence | £793.00 |
| OVW, 4 training sessions (including bursary discount) | £92.50 |
| Lifting Gear & Safety, Pull test on Christmas light anchorages | £384.00 (vat £64) |

5. Adolygiad ariannol / Financial review

5.1. The accounts are as follows: Treasurers-£25,790.26, Grants & Projects-£5,753.55, 30-day savers-£21,240.79. Cllr. Lloyd proposed that all finances are paid, Cllr. Lewis seconded, all agreed.

- 5.2. Receipts and payments – the 2 quarters are complete. Receipts include precept, market income and burial plot purchased. Cllr Harries advised that personal names should not be used in the expenditure sheet, Clerk noted this. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.
- 5.3. Income/expenditure actuals to budget – this is the budget for the year, first 2 quarters are complete. Any precept surplus at the end of the financial year goes into the reserves. Cllr. Lewis proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.
- 5.4. Bank reconciliation – the Clerk has completed the bank reconciliation for the first 2 quarters and confirmed that they balance. Cllr. Lloyd proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.
- 5.5. Variances – this is done at the end of the year.
- 5.6. Capital and reserves accounts – Clerk reported that there hasn't been much expenditure from the reserves in the first 2 quarters. Clerk has not yet received an invoice from PCC for the May elections. Cllr. Davies confirmed that the GPO is looking for grants for the children's play area.
- 5.7. Notes and assets – Finalise assets list and Discuss Asset register – The asset list has been circulated. Cllr. Griffiths has added information about the Canolfan Croeso asset. Clerk to ask Cllr. Griffiths if the sum of £1 is correct for the asset and whether an evaluation has been obtained for the building. This item to be put on the next town council agenda.
- 5.8. Discuss Grants & Projects account – there is £5,753.55 in this account. There are still 2 outstanding monthly wages to be claimed from PCC. All agreed this account should be kept open and £10 left in it. Money to be transferred out once the last payment has been received.
- 5.9. Direct debit mandate for Unit 3 PCC rent – this payment is currently set up as a standing order on PCC's old system. Cllr. McGarry proposed that the council sign up for a direct debit, Cllr. Lewis seconded, all agreed. Clerk to fill in the form and send to PCC.

6. Dadansoddiad risg / Risk analysis

- 6.1. The outstanding query of the Canolfan Croeso asset was identified as a possible risk, action will be taken to resolve this.

7. Adolygu'r Rheoliadau Ariannol / Review the Financial Regulations

- 7.1. Prepare a 3-year financial forecast – Chair and Clerk to look at this.
- 7.2. Names of signatories – Current signatories are Cllrs. Harries, Lloyd, Williams and Griffiths. Cllr. Davies is happy to be added as a signatory. A councillor needs to go to the bank and discuss this with them.
- 7.3. Approval of the use of a variable direct debit, standing order, BACS, CHAPS to be renewed by resolution of the Council at least every two years – the Clerk has sent a list of all due payments to councillors. Cllr. Harries proposed that all payments are approved and renewed, Cllr. Lloyd seconded, all agreed.
- 7.4. List of due payments – discussed in item 7.3.

8. Apeliadau ariannol / Financial appeals

- 8.1. Christmas lunch financial appeal from Newport Senior Citizens Welfare Association – A letter has been received requesting financial assistance for the Senior citizens Christmas lunch event. The Clerk confirmed there is £1,200 left in the Senior citizens reserve. Cllr. Harries proposed that £500 is donated towards this cause, Cllr. Lewis seconded, all agreed.

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

- 9.1. The Clerk confirmed that she has received unqualified audit reports for both 2020-21 and 2021-22. The Chair thanked the Clerk for her hard work.

10. Cyfatebiad / Correspondence

- 10.1. No correspondence.

11. Canlyniad Tai arolwg / Housing Survey results

- 11.1. The final draft of the housing survey has been sent to all. Cllr. Davies had reminded Keith Edwards that the original application asked that recommendations would be included in the report. Keith has explained why this hasn't been taken onboard. The council all agreed that recommendations should be given. Cllr. Paul Harries' name has been misspelt, this needs correcting. Cllr. McGarry proposed that this item be deferred to another meeting solely to discuss the housing survey and request that Keith Edwards attend this meeting, Cllr. Davies seconded, all agreed.

The meeting closed at 8.06pm.