

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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Pobol yn presennol: Cllr Paul Harries (Chair) Cllr. Morgan Lewis
Persons Present: Cllr. Sandra Bayes Cllr. Ros McGarry
Cllr. Jon Letten Miss L Evans (Town Clerk)
Cllr. John Griffiths

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Jano Williams Cllr. Elaine Lloyd
Apologies received from:

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 11^{fed}
EBRILL 2023 am 7yh
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 11th APRIL 2023 at
7pm**

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Williams and Lloyd.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Harries declared a personal and prejudicial interest in agenda item 4, the post office payment.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 15^{fed} Rhagfyr 2022 / Minutes of the meeting held on 15th December 2022

3.1. These minutes were approved at the 9th January 2023 town council meeting.

4. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid

SLCC Annual membership	£146.00
P. Davies, supply of electric for Christmas lights	£73.08
PCC, Street market road closure and advertising	£965.53 (vat £68.17)
Financial appeal - Graffiti artist fee for creating a painted art board for Newport Youth Club	£290.00
Councillor allowance for 1 councillor	£120 (£30 tax)
Newport Post office, printing paper	£7.50

5. Adolygiad ariannol / Financial review

- 5.1. The accounts are as follows: Treasurers-£14,921.29, Grants & Projects-£8,057.55, 30-day savers-£21,277.85. Cllr. Bayes reported that the graffiti painted artboard is not going ahead anymore so this request to be removed. Cllr. Lewis proposed that all finances are paid, Cllr. Letten seconded, all agreed.
- 5.2. Receipts and payments – Receipts - all councillors have had the full year accounts. Interest payments have gone up. The total receipts figure for the year is £48,893. Payments – councillors have received the full year accounts. Included in the payments are the GPO wages. The total expenditure figure for the year is £54,546. The Clerk changed the date for the total figure from 2021-22 to 2022-23. Cllr. Lewis proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.
- 5.3. Income/expenditure actuals to budget – The Chair and Clerk have been checking these figures today and there are a few discrepancies on this sheet. The reserve expenditure calculations are not adding up properly. There is roughly an underspend of £4,757. Reasons for this are that the street market has made £1,839 more income than predicted, burials have made £873 more and the VAT reimbursement was not factored into the income. Taking these into account shows that the underspend is around £900.
- 5.4. Bank reconciliation – The Clerk confirmed that she has done this for all 4 quarters and the figures balance. Jane Jamison, financial advisor will complete the end of year bank reconciliation. Cllr. Harries 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 - The Clerk advised that the Community Asset project reserves currently has -£3k in it. There will be a £10k repayment coming from Pembrokeshire County Council for the Enhancing Pembs Housing survey project. Any underspend will be put into the reserves.
- 5.7. Notes and assets – this will be done at the end of the year.
- 5.8. Depreciation of the Children’s play area – the council need to look at what the play area cost and when it was installed. Cllr. Letten to check measurements for the Wicksteed order.
- 5.9. Councillor Basic payment for extra costs of working from home, £156 – this was previously the councillor allowance at £150.

6. Dadansoddiad risg / Risk analysis

- 6.1. Risks identified are: the depreciation of the children’s play area, Cllr. Bayes suggested that the council should look at the bus shelter and Cllr. Griffiths advised that the Canolfan Croeso should have a pot of money for any future repairs/maintenance; the discrepancies in item 5.3; the possible Parrog toilet purchase is a risk and finalising the £10k Enhancing Pembs grant repayment is a risk.

7. Trafod cadw cyllideb ar gyfer y Swyddog Grantiau a Phrosiectau / Discuss budgeting a retainer for the Grants & Projects Officer

7.1. Former Cllr. Paddy Davies was keen on this as is Cllr. Harries. Clerk to put on the RAG sheet to be discussed. The Clerk advised that a 2nd application for the progression of the GPO had been applied for but had not received funding due mainly to the allocation of Newport funds being awarded to another project. This application could be looked at again. Cllr. McGarry is looking at a possible children's play area Enhancing Pembro application.

8. Sefydlu Grwp gweithio Pecyn Cymorth Cyllid a Llywodraethu / Set up Finance & Governance Toolkit Working group

8.1. The latest toolkit was sent in November. There are 6 sections to be completed. The Chair and Clerk have completed section 1 and sent it to all councillors. Chair and Clerk will continue looking at this.

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

9.1. Prepare a 3-year financial forecast – Clerk to ask OVW for a template.

10. Apeliadau ariannol / Financial appeals

10.1. Cruse Bereavement support in Pembrokeshire, Regional Committee of Urdd Gobaith Cymru in Pembrokeshire, Pembrokeshire Coast Charitable Trust, Mencap, Llangollen International Musical Eisteddfod, Macmillan Cancer support in Pembrokeshire, Young Farmers Club Pembrokeshire.

10.2. Financial appeals are usually paid each February. The Clerk to check back on a previous appeal to help with a musical website. All agreed for these appeals to be discussed in February.

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

11.1. The Clerk has received the annual return from Audit Wales. The council will receive a full transactional audit this year

12. Cyfatebiad / Correspondence

12.1. Draft letter, consideration by Newport Town Council of the future provision of public toilet facilities 27th March 2023 – this letter has been circulated to all councillors. Cllr. Morgan pointed out a spelling mistake in point 3.9, Clerk to rectify. Cllr. Griffiths congratulated Cllr. Harries on the quality and quantity of the letter. Cllr. Harries proposed that the letter is approved and sent to the list of people in the letter, Cllr. Griffiths seconded, all agreed. This letter to be shared on the website and Facebook.

12.2. The Chair reported that Arborculture has requested that the council approve the National grid turning off the power around Parc y Plant on 24th April so that the tree can be felled. All councillors are happy with this.

12.3. The Clerk reported that PCC have confirmed that no election has been requested for the current 2 councillor vacancies so this will now become a co-option matter. The Clerk to follow the co-option procedure.

The meeting finished at 7.50pm.