

**COFNODION DRAFFT AM CYFARFOD CYFFREDINOL BLYNYDDOL A GYNHALIWDYD AR-LEIN  
ar 23<sup>ain</sup> MAI 2023 am 7yh  
DRAFT MINUTES FOR THE ANNUAL GENERAL MEETING HELD ONLINE on 23<sup>rd</sup> MAY 2023 at  
7pm**

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

**Ymwelwyr / Visitors**

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

1.1. No apologies received. The Chair conveyed the very sad news of Cllr. Jano William's passing away. Our hearts go out to her family and especially her son. Jano was a fantastic member of the council and would very often be on the phone to Cllr. Harries nearly every day such was her drive for the council. She will be greatly missed personally, by the town council and by the community. She was single minded in her efforts to make the town a better place for everyone. She was instrumental in setting up Canolfan Croeso, was a former Chair of the town council and committee groups, instrumental in getting the skate park committee back up and running, the housing and needs survey project which was a huge amount of work, with housing issues being very important to her, Parc y Plant and registering it with Fields in Trust and environmental issues. The chair asked that the town council observe a minute silence in Jano's memory.

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

2.1. No declarations of interest.

**3. Cyflwyniad y Gadair / Chair's introduction**

3.1. Cllr. Harries stated that this has been his 2<sup>nd</sup> time as Chair. He has had an interesting time and feels honoured and privileged to have been the Chair. This council is brilliant and carries out a lot of work. The Chair also thanked Vice Chair Elaine Lloyd for her support throughout the year.

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

4.1. Cllr. Harries asked the Clerk whether she had received any volunteers to be the Chair? The Clerk confirmed that she had not. Cllr. Harries pointed out that the council is currently 3 councillors short and is willing to continue as the interim Chair for now. Cllr. Letten nominated Cllr. Harries for Chair, Cllr. Lloyd seconded, all agreed. Cllr. Cleal nominated Cllr. McGarry as Vice Chair. Cllr. McGarry asked whether anyone else would be nominated. Cllr. Bayes nominated Cllr. Lewis for Vice Chair, Cllr. McGarry seconded, all agreed.

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

PLANNING- Cllr. Griffiths happy to remain as the Chair, all agreed. All councillors are members.

BUDGET & FINANCE-All councillors are members.

STREET MARKET- Cllr. Lewis was appointed the Chair at a street market meeting and is happy to continue.

Members –Cllrs. Griffiths, Harries and Bayes.

ROAD & TRAFFIC WORKING GROUP-Members are Cllrs. Letten, Lewis and Bayes. Forum member is Mary Hallinan.

GRANTS AND PROJECTS WORKING GROUP-Members are Cllrs. Harries, Lloyd, Cleal, McGarry, Bayes.

GRANTS AND PROJECTS OFFICER MANAGEMENT GROUP - this group has been **DISBANDED**.

WELLBEING AND ACTION PLAN WORKING GROUP – This group has been **DISBANDED**.

COMMUNITY ASSET WORKING GROUP-Members are Cllrs. Harries, Lloyd, Lewis, Letten, Bayes and McGarry.

Members of the community – Nia Siggins, Lowri Evans.

The Chair and Vice Chair are members for all the working groups.

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. Cllrs. Lloyd. Proposed by Cllr. Harries, seconded by Cllr. Cleal.

BOAT OWNERS ASSOC. Cllr. Harries. Proposed by Cllr. Lloyd, seconded by Cllr. Letten.

NEWPORT FORUM. Cllrs. Bayes and Lewis. Proposed by Cllr. Harries, seconded by Cllr. Lloyd.

ONE VOICE WALES. Cllrs. Lloyd and Bayes. Proposed by Cllr. Harries, seconded by Cllr. Cleal.

YSGOL BRO INGLI. Cllr. McGarry. Proposed by Cllr. Harries, seconded by Cllr. Lloyd.

NEWPORT PATH GROUP. Cllr. Griffiths. Proposed by Cllr. Letten, seconded by Cllr. Lewis.

NORTH PEMBS TRANSPORT. Cllr. Cleal. Proposed by Cllr. Harries, seconded by Cllr. Lewis.

NEWPORT WELLBEING STEERING GROUP. Cllrs. Lloyd and Bayes. Proposed by Cllr. Harries, seconded by Cllr. Cleal. Unsure whether this group is still active?

PRESELI PRACTICE PATIENT GROUP- Cllr. Bayes. Proposed by Cllr. Harries, seconded by Cllr. Cleal.

**5. Cofnodion o'r cyfarfod AGM a gynhaliwyd ar 17<sup>eg</sup> Mai 2021 / Minutes of the AGM meeting held on 17<sup>th</sup> May 2021**

5.1. Cllr. Cleal proposed that the minutes are correct and approved, Cllr. Lloyd seconded, all agreed.

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

6.1. Item 14.1. New revised standing orders have been sent to the Clerk today. These will be revised at the next meeting.

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

7.1. The last committee meeting was the traffic working group. The minutes have been sent to everyone. Cllr. Harries proposed that these minutes are correct, Cllr. Letten seconded, all agreed. A meeting to be called.

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

8.1. The traffic working group to discuss any recommendations at their next meeting.

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

9.1. Community asset group terms of reference – these to be referred back to the working group.  
Grants and projects group terms of reference – these to be referred back to the group. Cllr. Lewis proposed that the street market terms of reference are approved, Cllr. Lloyd seconded, all agreed. Cllr. Harries proposed that the traffic terms of reference are approved, Cllr. Lewis seconded, all agreed. The wellbeing and action plan group has been disbanded.

**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. Notes from all working group meetings are circulated to all councillors and noted in the next full town council meeting. Councillors that represent the town council on external bodies report back at meetings which are recorded on the RAG sheet.

**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. Cllr. Harries proposed that the inventory of land and assets is approved, Cllr. Griffiths 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 insurance renewal is on the 1<sup>st</sup> June. Cllr. Griffiths to check the documents.

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

13.1. The town council subscribe to One Voice Wales and the Society of Local Council Clerks. Cllr. Harries proposed that these subscriptions are kept, Cllr. Lewis seconded, all agreed.

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

14.1. Last year's standing orders do not have the correct review date on them of 16.05.22, Clerk to rectify. Cllr. Lloyd proposed that the standing orders are adopted, Cllr. McGarry seconded, all agreed. Defer the financial regulations to the next Budget & finance meeting.

**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. Lewis proposed that the town council's governance on data protection is approved, Cllr. Lloyd seconded, all agreed.

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

16.1. This to be deferred to the next town council meeting.

**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. Lewis to look at this. Clerk to put on the agenda for next meeting.

**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 sends dates of all meetings to councillors. Town council meetings are usually on the last Monday of each month. The AGM is usually held in the middle of May.

**19. Cyfatebiad / Correspondence**

19.1. No correspondence.

The meeting finished at 7.45pm.

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## **SUPPORTING DOCUMENTS**

### **Agenda item 4**

#### **Chair and Committee members 2022**

**CHAIR** - Paul Harries

Propose - Elaine Lloyd, Seconder - Morgan Lewis

**VICE CHAIR** - Elaine Lloyd

Propose – Paul Harries, Seconder – Ros Cleal

#### **COMMITTEE/WORKING GROUP CHAIRMEN AND MEMBERS**

**PLANNING** - John Griffiths

All Councillors are members

Propose – Paul Harries, Seconder – Elaine Lloyd

**BUDGET AND FINANCE**

All Councillors are members.

**ST. MARKET** Chair – Chair will be decided at the first meeting.

Propose - ..... Seconder - .....

Members – Paul Harries, John Griffiths, Sandra Bayes

**ROAD AND TRAFFIC WORKING GROUP**

Members – Jon Letten, Paul Harries, Morgan Lewis, Sandra Bayes

Forum member – Mary Hallinan

**GRANTS AND PROJECTS WORKING GROUP**

Members – Paddy Davies, Jano Williams, Paul Harries, Elaine Lloyd, Ros Cleal, Ros McGarry, Sandra Bayes

**GRANTS AND PROJECTS MANAGEMENT GROUP**

Members – Paul Harries, Paddy Davies, Jano Williams

Nia Siggins attends these meetings as the GPO.

**WELLBEING AND ACTION PLAN WORKING GROUP**

Members – Elaine Lloyd, Paddy Davies, Paul Harries, Jano Williams, Morgan Lewis, Sandra Bayes

**COMMUNITY ASSET WORKING GROUP**

Members – Jano Williams, Elaine Lloyd, Paul Harries, Morgan Lewis, Jon Letten, Ros McGarry, Sandra Bayes

Members of the community – Nia Siggins, Lowri Evans

**APPOINTMENT OF CLLRS. TO REPRESENT NTC ON:**

**SENIOR CITIZEN** - Elaine Lloyd, Sandra Bayes  
Propose – Ros Cleal, Seconder – Paddy Davies

**BOAT OWNERS ASSOC.** - Paul Harries  
Propose – Ros Cleal, Seconder – Elaine Lloyd

**NEWPORT FORUM** – Morgan Lewis, Sandra Bayes  
Propose – Paul Harries, Seconder – Ros Cleal

**ONE VOICE WALES** - Paddy Davies, Sandra Bayes  
Propose – Paul Harries, Seconder – Elaine Lloyd

**YSGOL BRO INGLI** – Ros McGarry  
Propose – Paul Harries, Seconder – Elaine Lloyd

**PATH GROUP** - John Griffiths  
Propose – Paul Harries, Seconder – Ros Cleal

**NORTH PEMBS TRANSPORT** - Ros Cleal  
Propose – Paul Harries, Seconder – Morgan Lewis

**Newport Wellbeing steering group** - Elaine Lloyd, Sandra Bayes  
Propose – Paul Harries, Seconder – Ros Cleal

**PRESELI PRACTICE PATIENT GROUP**  
Members – Sandra Bayes

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