

**COFNODION AM CYFARFOD CYFFREDINOL BLYNYDDOL A GYNHALIWDYD AR-LEIN ar 16^{ain}
MAI 2022 am 7yh
MINUTES FOR THE ANNUAL GENERAL MEETING HELD ONLINE on 16th MAY 2022 at 7pm**

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

Ymwelwyr / Visitors

Ymddiheuriadau

wrth:

Apologies received

from:

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. No apologies received.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cyflwyniad y Gadair / Chair's introduction

3.1. The Chair welcomed the 2 new councillors to the council and thanked everyone for their hard work and support over the last year. She also thanked Cllr. Harries for his hard work as the County Councillor and the hardworking Clerk. The Clerk confirmed that all councillors have signed their declaration of office forms.

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

4.1. Cllr. Elaine nominated Cllr. Paul Harries as the new Chair, Cllr. Morgan Lewis seconded, all agreed. Cllr. Harries is honoured to be the new Chair and thanked Cllr Lloyd for her exemplary and excellent job as the Chair for the last year. Cllr. Harries nominated Cllr Lloyd as the Vice Chair, Cllr. Cleal 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. Harries proposed that Cllr. Griffiths remains as the Chair, Cllr. Lloyd seconded, all agreed. All councillors are members.

BUDGET & FINANCE-All councillors are members.

STREET MARKET- A meeting to be called where a new Chair will be appointed.

Members –Cllrs. Griffiths, Harries and Bayes.

ROAD & TRAFFIC WORKING GROUP-Members are Cllrs. Letten, Morgan Lewis and Bayes.

GRANTS AND PROJECTS OFFICER MANAGEMENT GROUP-Members are Cllrs. Cleal, McGarry and Bayes.

WELLBEING AND ACTION PLAN WORKING GROUP-Members are Cllrs. Davies, Williams, Morgan Lewis and Bayes.

COMMUNITY ASSET WORKING GROUP-Members are Cllrs. Letten, Bayes and McGarry. 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 and Bayes. Proposed by Cllr. Cleal, seconded by Cllr. Davies.

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

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

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

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

PATH GROUP. Cllr. Griffiths. Proposed by Cllr. Harries, seconded by Cllr. Cleal.

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

NEWPORT Wellbeing Steering group. Cllrs. Lloyd and Bayes. Proposed by Cllr. Harries, seconded by Cllr. Cleal.

PRESELI PRACTICE PATIENT GROUP-Member is Cllr. Bayes.

5. Cofnodion o'r cyfarfod AGM a gynhaliwyd ar 17^{eg} Mai 2021 / Minutes of the AGM meeting held on 17th May 2021

5.1. Cllr. Lloyd 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 last committee meeting was the traffic working group. The minutes have been sent to everyone. The council noted these minutes.

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

8.1. There were 4 recommendations made by the traffic working group. The Clerk to action these matters.

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

9.1. Traffic working group – Cllr. Lloyd proposed that the terms of reference are approved, Cllr. McGarry seconded, all agreed.

9.2. Grants & Projects – all happy to agree to these terms of reference.

9.3. Community asset – these terms of reference to be reviewed at the next working group meeting.

9.4. Wellbeing Action plan – no terms of reference have been agreed upon, only terms of conditions for a specific matter. The working group to discuss the terms of reference at their next meeting and bring back to the council.

9.5. Street market – this working group needs terms of reference, to be written at the next group meeting.

10. Adolygu cynrychiolaeth ar gyrff 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. Verbal updates from all working group meetings are reported back to full council. Cllr. Bayes suggested that arrangements to report back should be improved and proposed that this should be on agendas as a standing item, Cllr. Morgan Lewis seconded, the majority agreed, 2 abstained.

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. These to be reviewed at the next Budget & Finance meeting. Canolfan Croeso should be on the list of assets.

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 1st June and has been renewed. The council have agreed to a 5-year agreement.

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 town council subscribe to One Voice Wales and 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. Standing orders have been sent to everyone. Cllr. Bayes questioned that working groups are not in the standing orders. Cllr. Harries advised that any suggested changes to the standing orders should be sent to the Clerk along with a request for an Extra meeting to be held to discuss suggested changes. Cllr. Harries proposed that the standing orders are adopted, Cllr. Lloyd seconded, all agreed. The Clerk suggested that the financial regulations be discussed at the next Budget & Finance meeting. The matter of signatories to be looked at.

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. All governance documents relating to data protection and freedom of information were approved in 2020. Cllr. Bayes asked about training for these topics. Clerk to ask OVW. There are training sessions for new councillors available with OVW. Clerk to look into this.

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

16.1. Cllrs. Lloyd, Letten and Morgan Lewis are looking into the details of adopting the informal resolution protocol.

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. Harries proposed that the policy has been reviewed and be adopted, Cllr. Lloyd seconded, all agreed.

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 a list of meeting to all councillors. This list will be put on the website and Facebook.

19. Cyfatebiad / Correspondence

19.1. Email from the Mayor regarding the Queen's Jubilee event – Cllr. Griffiths explained that Zurich insurance have advised that the council/playing field are only covered if they are organising the event. If it is a third party organising it then they need to have their own insurance in place. The Clerk advised that she has not received an official request for a donation towards the event. Cllr. Harries hoped that the event is a success and that the council fully support it.

The meeting closed at 9pm.