

**AGENDA AM CYFARFOD CYFFREDINOL BLYNYDDOL I'W GYNNAL AR-LEIN ar 20^{fed} MAI 2024
am 7yh**
**AGENDA FOR THE ANNUAL GENERAL MEETING TO BE HELD ONLINE on 20th MAY 2024 at
7pm**

You are hereby summoned to attend an online meeting of Newport Town Council for the purpose of transacting the following business.

If a member of the public/press wishes to attend the online meeting, please email the Clerk on npclerk@newport-pembs.co.uk by 16th May.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cyflwyniad y Gadair / Chair's introduction**
4. **Penodi Cadeirydd ac Is-Gadeirydd Newydd / Appointment of new Chair and Vice Chair**
 - 4.1. Appointment of representatives for full Council, committees and task and finish groups - **See Appendix 1**
 - 4.2. Appointment of representatives to represent Newport Town Council – **See Appendix 1**
5. **Cofnodion o'r cyfarfod AGM a gynhaliwyd ar 23^{ain} Mai 2023 / Minutes of the AGM meeting held on 23rd May 2023**
6. **Materion yn Codi / Matters arising**
7. **Derbyn cofnodion cyfarfod olaf pwyllgor / Receipt of the minutes of the last meeting of a committee – See Appendix 2**
8. **Ystyriaeth o'r argymhellion a wnaed gan bwyllgor / Consideration of the recommendations made by a committee**
9. **Adolygiad o gylch gorchwyl pwyllgorau / Review of the terms of reference for committees – see Appendix 3**
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**
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**
12. **Cadarnhau trefniadau ar gyfer yswiriant ar gyfer yr holl risgiau yswiriedig / Confirmation of arrangements for insurance cover in respect of all insured risks**
13. **Adolygiad o danysgrifiadau'r cyngor a / neu staff i gyrff eraill / Review of the council's and/or staff subscriptions to other bodies**

14. Adolygu a mabwysiadu rheolau sefydlog a rheoliadau ariannol priodol / Review and adoption of appropriate standing orders and financial regulations
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
16. Adolygiad o weithdrefn gwynion y cyngor / Review of the council's complaints procedure
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
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
19. Cyfatebiad / Correspondence

APPENDIX

Appendix 1 - Agenda item 4.1 and 4.2

Chair and Committee members 2023

CHAIR - Paul Harries
ProposeSecunder

VICE CHAIR – Morgan Lewis
Propose.....Secunder.....

COMMITTEE/WORKING GROUP CHAIR AND MEMBERS

PLANNING - John Griffiths
All Councillors are members

BUDGET AND FINANCE
All Councillors are members.

STREET MARKET- Chair - Morgan Lewis
Members – Paul Harries, John Griffiths, Sandra Bayes

TRAFFIC MATTERS ADVISORY COMMITTEE
Members – Jon Letten, Paul Harries, Morgan Lewis, Sandra Bayes
Forum member – Mary Hallinan

COMMUNITY NEEDS, ASSETS, PROJECTS AND GRANTS ADVISORY GROUP
Members – Elaine Lloyd, Paul Harries, Morgan Lewis, Jon Letten, Ros McGarry, Sandra Bayes
Members of the community – Nia Siggins, Paddy Davies, Lowri Evans

HOUSING AND NEEDS SURVEY TASK AND FINISH GROUP

Members – Elaine Lloyd, Ros McGarry, Jon Letten, Morgan Lewis, Sandra Bayes, Paul Harries
MOP – Paddy Davies

PARROG TASK AND FINISH GROUP

Members – Paul Harries, John Griffiths, Sandra Bayes, Daron Paish

**Priorities and achievements, Section 6 Environment Act, Climate and Ecological Emergency
Statement Task and Finish Group**

Members – Paul Harries, Elaine Lloyd, Sandra Bayes, Morgan Lewis

APPOINTMENT OF CLLRS. TO REPRESENT NTC ON:

SENIOR CITIZEN - Elaine Lloyd, Sandra Bayes

Propose – Ros Cleal, Secunder – Paddy Davies

BOAT OWNERS ASSOC. - Paul Harries

Propose – Ros Cleal, Secunder – Elaine Lloyd

NEWPORT FORUM – Morgan Lewis, Sandra Bayes

Propose – Paul Harries, Secunder – Ros Cleal

ONE VOICE WALES - Paddy Davies, Sandra Bayes

Propose – Paul Harries, Secunder – Elaine Lloyd

YSGOL BRO INGLI – Ros McGarry

Propose – Paul Harries, Secunder – Elaine Lloyd

PATH GROUP - John Griffiths

Propose – Paul Harries, Secunder – Ros Cleal

NORTH PEMBS TRANSPORT - Ros Cleal

Propose – Paul Harries, Secunder – Morgan Lewis

Newport Wellbeing steering group - Elaine Lloyd, Sandra Bayes

Propose – Paul Harries, Secunder – Ros Cleal

PRESELI PRACTICE PATIENT GROUP

Members – Sandra Bayes/Elaine Lloyd

[Appendix 2 – Agenda item 7 - receipt of the minutes of the last committee meeting](#)

Draft Notes Community Needs, Assets, Grants and Projects Advisory Group 23/04/24

1. Present : Elaine, Sandra, Paddy, Nia, Ros, Claire (Cwmpas) Apologies: Paul, Lowri, Morgan
2. Declarations of interest:None

3. Draft minutes of the meeting held on the 14th March: Agreed with the replacement of 'to' from 'and' on item 7.

4. Matters arising:None

5. Community Land Trust (CLT)-Cwmpas

Claire (Cwmpas) recommended that a steering group of 5-6 members, maybe 7-8 of a mixture from the Town Council and the community. To invite specific expertise to set goals and a shared vision. To set up a legal entity to work with other bodies. Community Benefit Society is shares and loans, a Community Benefit Society is investments by members only not shares.

CLT network-help fund-Cwmpas. Set of rules-template financial conduct society.

Directors-elected from membership-board

Advisory Committee

Sub groups for different aspects

Recommendation to the board

Clear role descriptions

Code of Conduct

Costs of setting up CLT-£800-£1000 (reg fee), possibly funded by Cwmpas.

Newport prevalence of second homes probably favored for funding-Welsh culture and language.

Jonathan(Cwmpas) can help negotiate on land that becomes available for community use.

Gower Community Land Trust did a land registry search of farm land and then approached the farmers, resulting in planning being submitted on land owned by a local farmer.

Housing Cooperative in Cardiff made an agreement with a landlord to purchase a house and to take it off the market for 6 months, in order for the negotiations to take place.

It was asked if we had missed the boat in Newport with a Housing Association already looking at land. No, can work with the HA as has happened in Nolton and Roch working with ATEB.

It was asked what advantage was it to the HA to work with the council. It was advantageous as it fits with their values, exception sites, CLT funding, HA doesn't have the funds, local interest in land i.e. link to \newport as opposed to the whole county. It would provide the HA with a better opportunity to meet local needs.

It was asked how long it would take to set up-1 month to approve.

Action: To ask Lowri to send the Housing and needs Survey to Claire, to agree on a date for a public meeting and arrange a meeting of the Assets Group to prepare for the meeting.

Business Plan was needed by Nolton and Roach when land was acquired from PCC.

Needed when starting to look for finance, investment and viable options for shares.

Action: Paddy and Nia to see if there is a grant to fund a public meeting or costs of setting up CLT if not funded by Cwmpas.

50% AH/50% OM in the National Park, but if funded by a CLT could be 100% AH if it was an exception site.

Post meeting information from Claire:

“You may recall that the most common legal forms for a Community Land Trust are a Community Benefit Society or a Community Interest Company. Around 75% of CLTs choose to be Community Benefit Society which are registered with the Financial Conduct Authority. We can assist with registering a legal entity and often do so with the additional support of the National Community Land Trust network. They have legal documents we can use for registration that are approved by the regulators although we can still amend parts of these to fit your specific circumstances.”

6 Mary's Farmhouse land

Noted that a Housing Association is looking into the land.

7 List of grants

Ongoing with Paddy and Nia.

8. Yr Hen Ysgol

Lowri has sent a letter to PCC inquiring into the possibility of the TC acquiring the building by a CAT if PCC decided to dispose of the building.

Draft RMc/ 06/05/2024

Appendix 3 – agenda item 9 – Committee terms of reference

Draft Terms of Reference for a proposed combined Newport Town Council “Community Asset Working Group” and “Grants and Projects Advisory Group”- for discussion by full Council

Suggested Title: “Community Needs, Assets, Projects and Grants Advisory Group”

NB The definition of “community assets” can include not only people, with their skills, knowledge, social networks and relationships, but also “physical assets” - buildings, facilities, and land

NB It is hoped that Newport Town Council will be able to engage a Development Officer to support the work of this Advisory Group and the implementation of resulting proposals

Purpose of the Community Needs, Assets, Projects and Grants Advisory Group

- To consider the Housing Needs Survey, Newport Action Plan, Newport Wellbeing Action Plan, Newport Town Council List of Priorities, and other statements of need as brought to our attention by any constituted community group, as the basis for understanding the community's needs.
- To make suggestions to Newport Town Council as to how to work with the community to decide priorities, and priorities for action.
- To consider how the community's existing and potential assets could be used to meet the community's needs now and in future. To investigate whether it would be beneficial to the community if any physical community asset/assets were improved. To investigate whether it would be of significant

benefit to the community for the community to acquire any physical asset/assets and the feasibility of doing so.

- To investigate grants available for projects, and for improvement to, or acquisition of, physical community assets

Membership

Membership of the Group is open to members of Newport Town Council

Individual members of the public with particular experience or expertise, and representatives of Community Groups, may be invited to serve on the Group, and this may be for a particular purpose or defined period

When discussions are sensitive because they involve potential acquisitions of property or negotiations with owners, members of the public may be asked to leave the meeting. Councillors will be asked to respect the confidentiality of such discussions.

Meetings

Will be held monthly at a time which allows the minutes to be considered at the next Newport Town Council meeting

The agenda will be circulated by the clerk at least 3 working days before the meeting

To be quorate, 3 Newport Town Councillors must be present

A chair and minutes secretary will be elected at the first meeting.

Accountability

A Report from each meeting will be made available to the clerk in time for the next Council meeting

All actions by the Group must have prior agreement of Newport Town Council

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Street Market Advisory Committee

Terms Of Reference (Date approved)

Purpose of the Advisory Committee

- To promote Newport Street Market
- To support the Market Manager in upholding the rules.
- To assist the Market Manager
- To act as a consultant in disputes arising from the Market
- To advise the Council on Market issues as needed.

Membership of the Advisory Committee

- The Chair and Vice Chair of Newport Town Council are ex officio members and membership of the advisory Committee is open to up to 3 other members of Newport Town Council

- Membership is not limited to any period of time and in the event of the inability of a Town Councillor being able to attend they can be temporarily or permanently replaced by another Town Councillor agreed by the members of the advisory committee.

Accountability

- Members are responsible for reporting back to full Town Council meetings.

Meetings

1. Meetings will be held at least quarterly.
- 2.The meeting will be quorate with 2 members attending.
3. A chair will be elected and a secretary to take minutes if required.
4. An agenda will be prepared prior to each meeting.
5. The agenda and minutes of the previous meeting will be circulated before the meeting.

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Traffic Working Group Terms of Reference

Purpose of the Group

- To identify and assess feasibility of projects and issues that could be progressed by the Town council for the benefit of improving traffic, road and pedestrian safety, cycling and parking in Newport.
- To pursue and consult with the relevant authorities to progress existing projects -:

Llwyngwair Path

Maeshelyg Path

A487 Town Centre safety.

Membership of the Group

- The membership of the group is open to up to 4 members of the Newport Town Council and 2 members of Newport Community Forum.

- Membership is not limited to any period of time and in the event of the inability of a Town Councillor being able to attend they can be temporarily or permanently replaced by another Town Councillor. Likewise, in the event of the inability of a Forum member being able to attend they can be temporarily or permanently replaced by another Forum member.

Accountability

- Members are responsible for reporting back to their respective bodies, Newport Town Council and Newport Community Forum Members.
- Communications of the Traffic Working Group to the relevant authorities dealing with these matters shall be restricted only to those that have been agreed at a meeting and shall be sent under the aegis of the Town Council or the County Councillor.

Code of conduct

- All meetings and communications shall be conducted in a constructive and cooperative manner.

Meetings

1. Meetings will be held on a regular basis.
2. A chair will be elected and a secretary to take minutes.
3. An agenda will be prepared prior to each meeting