

**COFNODION DRAFFT AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 27^{ain} MEHEFIN 2024 am
7yh
DRAFT MINUTES FOR THE MEETING HELD ONLINE on 27th JUNE 2024 at 7pm**

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

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Griffiths.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28^{ain} Mai 2024 / Draft minutes of the meeting held on 28th May 2024

3.1. Item 4.1 should be 'Dwr' not 'Dw' and item 12.1 should be 'butts' not 'buts'. Subject to these amendments Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Harries seconded, all agreed.

4. Materion yn codi / Matters arising

- 4.1. Item 4.1 re Dwr Cymru public meeting notes. Cllr. Lewis to compile his notes with Cllr. Bayes notes. These can then be sent out to everyone who gave their email address on the night.
- 4.2. Item 4.2 re market flyers. These have been designed, Cllr. Lewis to put the council's logo and contact details on them and circulate to all.
- 4.3. Item 4.3 re road closed signs. The Clerk has responded to PCC but signs have not been received. Clerk to chase this up.
- 4.4. Item 6.2 re CAD drawings. Cllrs. Lewis and Bayes are looking at these.
- 4.5. Item 9.1 re Maes Inqli sheltered development. Cllr. Morris reported that the waterboard came out to repair the damaged pipe but did not clean up the mess afterwards, this was reported and they came back. The removal of the asbestos from the building began a week later than was proposed.
- 4.6. Item 17.1 re Cllr. Paish asking Evan Rees to put up the blue plaque on the old school building. The Clerk has emailed Cllr. Paish but not received a response.

5. Adroddiad y Cadeirydd / Chair's report

5.1. The Chair has attended the following meetings: Planning and public CLT meeting and has been dealing with the ongoing telephone situation with BT.

6. Adroddiadau/penderfyniadau pwyllgorau cyngori / Advisory committee reports/decisions

- 6.1. Community Needs, Assets, Projects and Grants – the notes of the last meeting were provided in the appendix. This meeting was held to discuss the details of the public CLT meeting which was held at the hall on the 13th June. This meeting was successful and Cwmpas were very helpful, around 12 people showed interest in being involved. The group will need to address how to proceed with setting up a CLT. Cllr. Harries queried point 8.1 in the notes and that he did not say that the housing task and finish group would be disbanded, he said that they could be disbanded once all of the work has been completed and this would be up to the Chair of the group Cllr. Lloyd. The Clerk to check with Cwmpas whether councillors can represent the council on the steering group. Clerk to arrange another meeting.
- 6.2. Traffic – the Clerk to arrange the next meeting.
- 6.3. Street market - Cllr. Bayes had reported an incident at the market where a registered blind man had fallen on apparatus and knocked his shins whilst the market was being cleared away. Cllr. Lewis has reported this incident to Jim Austin, the Market manager. Cllr. Morris also reported that there was a van parked on Market Street during the market which was blocking the road.
- 6.4. Housing survey – the group need to act on the recommendations made in the housing survey report. Clerk to check the response about Mary's Farmhouse land and call another meeting.
- 6.5. Priorities, Environment and Climate task and finish – the Clerk needs some final details for the priorities document and to call the next meeting.

7. Canolfan Croeso

- 7.1. Nothing to report.

8. Toiledau cyhoeddus / Public toilets

- 8.1. All agreed to discuss agenda item 12 (Parrog land) along with the public toilets. The Clerk has emailed the Barony's solicitor about confidentiality but they have not received instruction from their client regarding this. The Clerk has emailed PCNPA regarding their car park lease, the Clerk has not circulated this yet. Cllr. Harries read out this email. Cllr. Lewis thanked Cllrs. Griffiths and Harries for their hard work. Cllr. Harries proposed that he and Cllr. Griffiths meet with Gary Meopham, PCNPA online on 20th June to discuss the lease, Cllr. Lewis seconded, all agreed. A meeting has been organised with Katie Daly, PCC and the Barony's agent for 15th July.
Cllr. McGarry and Nia Siggins are working on a document that will explain why the council wish to retain Parrog. Cllr. Morris asked whether the red phone box is included in the land? No one is sure about this.
Appendix 2 showed correspondence from Dwr Cymru to PCC explaining that they have statutory powers and will retain access to the pumping station within the Parrog toilet block.

9. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

- 9.1. Cllr. Morris reported on this in item 4.5. PCC confirmed that planning permission was not needed for the asbestos removal. Letters were delivered to residents informing them of this work. The boundary wall of the building is one of the bungalows back garden wall, how will this be affected? This will be dealt with in the planning application for demolition.

10. Tendr goleuadau Nadolig / Christmas lights tender

10.1. Cllr. Harries read through the schedule of works. Point 3 to include wording 'including up to the Memorial Hall'. All happy with this document.

Cllr. Harries read through the governance document GD19-Tender guidelines. All agreed that the estimated works will exceed £1,000 and that a competitive tender will be sought. The council agreed that the tender will be advertised on the website, Facebook page and in the noticeboard, that the council will approach 4 local contractors, N. Wilmott, R. Stilwell, T. Thomas and G. Davies, that the tender invitations and documents will be issued at the same time, that the date and time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter, whether VAT is included, tenders will be returned in sealed envelopes, tenderers to confirm that they have the appropriate insurance and public liability, returned tenders will be marked with the date they were received and that the council are not obliged to accept the lowest tender received. Cllr. Lewis proposed that all guidelines are agreed upon and approved, Cllr. Lloyd seconded, all agreed. The Clerk will advertise the tender and the deadline will be before the July meeting so a decision on the successful tender can be made at this meeting.

11. Dogfennau llywodraethu / Governance documents

11.1. GD04 - Complaints procedure – there is one amendment to this document. Cllr. Lewis proposed that the amendment is accepted and the governance document be approved, Cllr. Harries seconded, all agreed.

11.2. GDF05 - Information and Data Protection Policy – this document was amended after the last meeting. Cllr. Lewis proposed that is approved, Cllr. Harries seconded, all agreed.

11.3. GD14 – Financial regulations – this is ongoing, we are waiting for the updated version to be sent to us from OVW.

12. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:

12.1. Parrog land – this was discussed in item 8.

13. Dŵr Cymru

13.1. Cllr. Harries reported that between 13th May to 27th May only 1 spill had been reported which lasted 3- and three-quarter hours. Dwr Cymru had advised they would be holding a roadshow in July, Clerk to chase this up.

14. Archwiliad Blynnyddol Cymru / Annual Audit Wales

14.1. The accounts have been sent to all councillors. The accounts have been checked by the Clerk and Cllr. Harries and the internal auditor.

The Clerk read through the annual audit:

Page 1 – the accounting statements/statement of income and expenditure have been filled in, checked and verified by the Clerk and the internal auditor.

Page 2 – annual governance statement. The Clerk read out all 9 statements which deal with effective financial management, system of internal control, risk assessments. The council answered 'yes' to all statements, confirming that all effective financial management had been completed and approved this section.

Page 3 – additional disclosure notes regarding expenditure under S137 Local Government Act and S2 Local Government Act 2000. The Clerk confirmed that the town council had donated £2,640 to charities in the year 2022/23. The Council agreed that this was the case. The Clerk has certified the accounting statements and signed this page as the RFO, dating it 26th June. The Chair will sign this page after the meeting and date it 27th June 2023.

Page 4 + 5 – Annual internal audit report - the internal auditor has filled in these pages and signed the annual return.

Accounting statements – the Bank reconciliation and significant variances have been updated and are to be sent with the annual return. Cllr. Lewis proposed that all figures and statements are correct and that the annual return is approved, Cllr. McGarry seconded, all agreed.

The Clerk advised that the following documents have also been requested by Audit Wales:

- A) Copies of the council's Standing orders and Financial Regulations
- B) A copy of the minutes of the meeting which the council adopted the Standing orders
- C) A copy of the minutes of the meeting which the council adopted the financial regulations. The Clerk explained that OVW had advised that new regulations would be sent this year and so these financial regulations were not approved in the year 2023-24. The Clerk will explain this to Audit Wales.
- D) Council contact details and other information.

All paperwork must be sent to Audit Wales by 4th July. The Clerk will email everything to them on Tuesday when she is back in the office. Clerk confirmed that the internal auditor has sent her report which confirms that she is happy with the council's accounts and procedures. The Clerk and Cllr. Harries will update the summary receipts and payments for 2023-24.

15. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£1,042.18
Nest, Clerk and council pension payments	£38.52
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£174.00
Plusnet, Telephone (DD) p.m.	£0.00
Good energy (electric) (DD) p.m.	£27.00
Google workspace	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Town Clerk, electric usage claim, working from home for meetings, 125 hrs from October 2022 to May 2024 (£6 a week for full time hours)	£20.00
Dod i Ben Cyf, collection and destruction of confidential waste	£58.80 (vat £9.80)
Newport Forum, printing costs for public meeting poster	£7.50
Newport Bay tree & garden services, contracted work	£1,856.25

15.1. The accounts are as follows: Treasurers-£14,388.93, GPO-£10, 30-day savers-£37,163.09, playing field-£9,153.59. Cllr. Lewis reported that he has sorted the contact page on the new website and has asked Spindogs about the Gmail account. The website domain name is renewed annually via 123 Reg. Cllr. McGarry volunteered to help out with the website when needed. Cllr. Lewis reported that he has been checking the changing rooms, turned radiators off, checked the boiler and turned the temperature down. Cllr. Lewis confirmed he would do weekly meter readings.

15.2. £156 cost of working from home councillor payment – the Clerk has emailed all councillors asking them that if they wish to claim this payment, they must confirm that they work from home.

- 15.3. Town Clerk's job description and contract of employment - Cllr. Harries and Clerk to do this.
- 15.4. Apportioned premium for insurance from Canolfan Croeso tenants, £656.51 – Cllr. McGarry declared a personal and prejudicial interest in this matter. Cllr. Harries proposed that the council request the apportioned premium from the Canolfan Croeso tenants, Cllr. Lewis seconded, all agreed.
- 15.5. Wicksteed play area equipment – Cllr. Letten reported that they have used a rotavator in the play area and that William his son is going to spade the existing sand. More sand needs to be ordered. Clerk to put the sand quote on the Budget & finance agenda. Euros Thomas is working on the play area repairs and will send a quote for further work.
- 15.6. Christmas lights – discussed in item 10.
- 15.7. Telephone contract changeover from PlusNet to BT – Cllr. Lewis went to Unit 3 on Tuesday to await a phone call from BT as the internet is connected but the phone line has still not been connected as it is currently on another order for Newport in Shropshire. Cllr. Lewis spoke to BT who confirmed that the phone would go live in 48 hours. BT have invoiced and are charging £100 for a connection fee so this is an ongoing battle. Invoices have also been received for Lowri Anne Evans Ltd which is another matter that needs to be resolved as this is an account that was never set up by the council.
- 15.8. Unit 3 insulation – no update. It looks like the youth hostel have vacated the building. The Clerk has emailed Lewis Hinds, PCC for an update.
- 15.9. Trade waste agreement – Clerk and Cllr. Harries to do this.
- 15.10. Quote for smoke alarms in Canolfan Croeso, £415 – Cllr. McGarry declared a personal and prejudicial interest in this matter. Clerk to check with Cllr. Griffiths what the lease states about liability for payment, the Chair can authorise up to £500 purchases in between meetings.
- 15.11. Bilingual market flyer – discussed in item 4.2.

16. Arolygiad blynyddol maes chwarae plant / Children's play area annual inspection

- 16.1. Discussed in item 15.5.

17. Cais clerc y dref am amser i ffwrdd / Town clerk request for time off

- 17.1. The Clerk has written to the council requesting 8 weeks off from work to go on an UK and European tour. The Clerk has suggested a way on how this can work with her working half her hours every week and taking the rest off as holiday leave and she will be able to attend the 2 full town council meetings online in September and October. Cllr. Harries proposed that the council fully support the Clerk's opportunity for going on this tour, Cllr. Lewis seconded, all agreed.

18. Ymgysylltiad ieuencid / Youth engagement

- 18.1. Nothing to report.

19. Blac ar adeilad i goffau Canolfan Eco Gorllewin Cymru / Plaque on building to commemorate West Wales Eco Centre

- 19.1. Cllr. Paish has confirmed he will ask Evan Rees to erect the plaque. We are still waiting for a bilingual sign for the Fields in Trust in Parc y Plant and need to decide on a location.

20. Llwybr Parc y Plant o'r maes parcio / Parc y plant footpath from the car park

- 20.1. Cllr. Bayes advised that this path was originally connected from the school to the park. Cllrs. Letten and Lewis to investigate.

21. Tudalen RAG / RAG sheet

21.1. The RAG sheet was discussed and updated.

22. Materion i adrodd arnynt / Matters to report

- 22.1. Proposed underlease to Newport Information Centre – this has been completed.
- 22.2. Grant lease of library – this has been completed.
- 22.3. Website update – discussed in item 15.1.
- 22.4. New bank signatory – Clerk and Chair to do as a priority.
- 22.5. Victoria gardens ownership – Clerk to follow this up.
- 22.6. Hybrid meetings – Cllr. Lewis has spoken to people at his work for suggestions on how to set up hybrid meetings, need to get a microphone, camera and a screen. Will do a trial run.

23. Cyfatebiad / Correspondence

All correspondence was discussed and noted except for the following:

- 23.1. Item 5.2 re community grant funding, Cllr. Bayes confirmed that the Forum have applied for this.
- 23.2. Item 6.2 re climate toolkit workshops, some councillors are attending these.
- 23.3. Item 6.2 re 2-mph speed limits. The council would like the 20mph extended on Cilgwyn Road to the top of Greystone hill, this section of road is very narrow. The Clerk to email Welsh Gov.
- 23.4. Item 7.1 re invitation to National Park engagement event, camping and caravan sites. Cllrs. Griffiths and Lewis are attending.
- 23.5. Item 1.1 re email to Sara Morris, PCNPA re weltag stage on, Clerk to check if a response has been received.
- 23.6. Item 11.2 re Royal Oak culvert. Council happy to meet with SWTRA, Clerk to arrange a date.
- 23.7. Item 11.3 re potential electric community car. Cllr. Bayes would like councillors to get involved and will circulate the next meeting date. The Forum and Memorial Hall are leading the way.
- 23.8. Late correspondence: There is a OVW Pems area committee meeting on 11th July in Haverfordwest. Cllr. Lewis confirmed he can attend.
Good energy has advised that the electric monthly direct debit needs to be increased from £27 to £77 to clear the balance and ongoing usage. All agreed to this.
Query received from Wholefood shop regarding putting a banner across the road. Clerk to advise them to contact the Trunk Road agency.

The meeting finished at 9.13pm.

The next meeting will be on 29th July.