

CYNGOR TREF TREFDRAETH NEWPORT TOWN COUNCIL

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COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 18^{fed} GORFFENNAF 2024 am 7yh MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 18th JULY 2024 at 7pm

Pobol yn presennol: Cllr Morgan Lewis (Chair) Cllr. Jon Letten
Persons Present: Cllr. Ros McGarry (Vice Chair) Miss L Evans (Town Clerk)
Cllr. Sandra Bayes
Ymwelwyr / Visitors County Cllr. Huw Murphy

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Paish, Harries, Lloyd, Cleal, Griffiths and Morris.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Bayes declared a personal and prejudicial interest in agenda items 9.1 and 11.1.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 16^{eg} April 2024 / Minutes of the meeting held on 16th April 2024

3.1. These minutes were approved at the 29th April town council meeting.

4. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits £.....

Cyfrifon i'w talu / Accounts to be paid

J. Austin, Market Manager hours (£120 for Brynberian pollinator day stall hire, £630 for May to July hrs, £900 for Oct 23 to April 24 hrs)	£1,650.00
Gwenno Accountancy services Ltd, Internal audit	£250.00
Euros Thomas, repairs to children's play area	£1,176 (VAT £96)
Top soil shop, 40x25kg bags of sand QUOTE	£197.45 (vat £32.91 delivery £24)
Edging board for sand pit x 8 QUOTE	£127.50

5. Adolygiad ariannol / Financial review

5.1. The accounts are as follows: Treasurers-£13,277.30, Grants & Projects-£10.00, 30-day savers-£37,201.47, Playing field-£9,084.59. The invoice for the internal audit is budgeted. The Clerk advised that the Euros Thomas repairs invoice be paid from the undesignated reserves and that the quotes for the sand and edging board for the play area eventually be paid from the play area reserves. Cllr. Lewis proposed that the quotes for the sand and

edging board be approved, Cllr. Letten seconded, all agreed. Cllr. McGarry proposed that all invoices are paid, Cllr. Letten seconded, all agreed.

- 5.2. Receipts and payments – the first quarter is complete. The receipts show a refund from Plusnet, market income and the precept from PCC. The payments include donations, payment to Heatshine for the solar pipes on Canolfan Croeso and memorial hall hire. The Clerk advised that there is a new column to show pension contributions, these are contributions from the council and the Clerk. The SLA is a service Level agreement that the council has with PCC for the play area and skate park inspections. The Clerk has updated the summary receipt of payments sheet for 2023-24 which were circulated to all councillors. Cllr. Letten proposed that the figures are correct and accepted, Cllr. Morgan seconded, all agreed.
- 5.3. Income/expenditure actuals to budget – the first quarter is complete. The income was £13,572 and expenditure was £9,373. This is an underspend of £4k. The Clerk explained that this will change over the next quarters as there are activities budgeted for that have not been paid out yet. Cllr. Bayes asked about the market profit, the Clerk advised that the market usually makes a slight profit every year. Cllr. Lewis proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.
- 5.4. Bank reconciliation – the Clerk confirmed that the first quarter bank reconciliation balances. Cllr. Lewis proposed that this is accepted, Cllr. Letten seconded, all agreed.
- 5.5. Variances – the variances were approved at the June council meeting for the annual audit. This will be discussed again at the end of the year.
- 5.6. Capital and reserves accounts – the Clerk explained that she and Cllr. Harries reviewed the reserves figures and allocated a redistribution to areas that needed more money. The suggested allocations were: £500 to play area, £500 to banner, bunting and Christmas lights and £500 to senior citizens. The Clerk explained that the undesignated reserves should hold 25% of what was in the bank at the beginning of the financial year which is £11,605.50. This is what is in the reserves. Cllr. McGarry proposed that these reallocations are accepted, Cllr. Bayes seconded, all agreed.
- 5.7. Notes and assets - the notes and assets were approved at the June council meeting for the annual audit. This will be discussed again at the end of the year.
- 5.8. High interest savings account – this needs to be investigated as a priority.

6. Dadansoddiad risg / Risk analysis

- 6.1. The following were identified as potential risks: delaying opening a high savers account, not updating the financial regulations document, not changing the name on the bank card and potential future capital projects.

7. Grwp gweithio Pecyn Cymorth Cyllid a Llywodraethu / Finance & Governance Toolkit Working group

- 7.1. The Chair and Clerk began working on this toolkit. This is ongoing.

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

- 8.1. The Clerk is waiting to receive updated regulations from OVW.

9. Apeliadau ariannol / Financial appeals

- 9.1. Newport Community Forum appeal for £600 to enable the Friendship and Fitness group to continue for a further 20 weeks – Cllr. McGarry asked whether participants could pay more than the £5 they are charged now as she attends Pilates which costs £10. This donation will only keep it going temporarily. Cllr. Bayes responded by saying that the same principle could be applied to the senior citizen's lunch. This group was set up to combat loneliness and is working well. Cllr. McGarry added that she was only questioning the cost and sustainability for this group. As Cllr. Bayes declared an interest in this item the council were not quorate to make a decision. This will be put onto the next council agenda.

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

- 10.1. The annual audit was sent in before the deadline of 4th July.

11. Cyfatebiad / Correspondence

- 11.1. Email from Newport Forum re a potential accessible electric vehicle for Newport Community and to ask if the council would discuss this opportunity and if broadly approve of the concept, to send us a letter of support for this venture – Cllr. McGarry advised that there is a lot of information regarding this matter and that the council may not be in possession of the full facts. Cllr. Bayes advised that she had forwarded emails to the Clerk for circulation. As Cllr. Bayes has declared an interest in this item, the council were not quorate to make a decision. This to be put on the next council agenda.
- 11.2. ER & SA Thomas QUOTE for repairs to children's play area, £780 + VAT – this is a quote for the last of work needed to be done as advised in the annual inspection report. Cllr. Letten proposed that this quote is approved, Cllr. Lewis seconded, all agreed. Cllr. Letten to let Euros know.
- 11.3. Email from Huw Murphy re Planned decommissioning of non-compliant street lighting, Cilgwyn Road, forwarded to all (11.07.24) – All agreed that this road is dark and windy and can be a fast road. The Clerk advised that many people walk on this road late at night. Cllr. Lewis proposed that he draft a letter to County Cllr. Huw Murphy to state that the council wish to keep this light and replace it with a compliant light, Cllr. Letten seconded, all agreed.

The meeting closed at 7.37pm.