

**CYNGOR TREF TREFDRAETH**  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD HYBRID CYLLIDEB A CHYLLID A GYNHALIWDYD ar 18<sup>fed</sup>  
RHAGFYR 2024 am 7yh  
MINUTES FOR THE HYBRID BUDGET AND FINANCE MEETING HELD on 18<sup>th</sup> DECEMBER  
2024 at 7pm**

**Pobol yn presennol:** Cllr Morgan Lewis (Chair) Cllr. Paul Harries  
**Persons Present:** Cllr. Ros McGarry (Vice Chair) Cllr. Jake Hollyfield  
Cllr. Sandra Bayes Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors**

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

1.1. Apology received from Cllr. Griffiths. The Chair welcomed the new councillor Jake Hollyfield to the council.

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

2.1. Cllr. Harries declared a personal and prejudicial interest in the post office invoice in the finance section.

**3. Cofnodion o'r cyfarfod a gynhaliwyd ar 18<sup>fed</sup> Gorffennaf 2024 / Minutes of the meeting held on 18<sup>th</sup> July 2024**

3.1. These minutes were approved at the July town council meeting.

**4. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits £.....

**Cyfrifon i'w talu / Accounts to be paid**

Newport Bay tree and garden services, invoice 3/4	£1,856.25
Newport Senior Citizens Welfare Association, financial appeal (paid)	£500.00
Newport Post office, 2 x Notebooks	£7.98
One Voice Wales, councillor training	£20.00 (£20 bursary included)

**5. Adolygiad ariannol / Financial review**

5.1. The accounts are as follow: Treasurers-£25,477.18, GPO-£10, 30-day savers-£37,362.88, playing field-£7,730.35. The Clerk went through the invoices. Cllr. Lewis proposed that all invoices are paid, Cllr. Hollyfield seconded, all agreed except Cllr. Harries who abstained.

5.2. Receipts and payments – the Clerk went through the receipts, explained most of the income is from the street market, burial plot purchases and the precept. The council have

received £30 from Lloyds Bank due to the complaint made against them. The Clerk went through the payments which include monthly direct debits, rent and rates, town clerk wages, electric. The Clerk confirmed she is happy with these figures. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.

- 5.3. Income/expenditure actuals to budget – these show all the income and expenditure in quarters. The 3<sup>rd</sup> quarter has not yet been completed as we aren't at the end of December. The Clerk has put in estimates for income and expenditure for this quarter. Income includes the precept, market, interest. Expenditure includes equipment repairs, administration, professional fees, trade waste agreement. There is currently an underspend of £12k but the Clerk advised that this will be paid out in the next quarter. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.
- 5.4. Bank reconciliation – the Clerk confirmed that the first 2 quarters bank reconciliations balance with the bank statements. Cllr. Harries proposed that this is accepted, Cllr. Lewis seconded, all agreed.
- 5.5. Variances – This will be discussed at the end of the year.
- 5.6. Capital and reserves accounts – Cllr. Harries explained that the reserve headings are chosen by the council e.g. Parc y plant, cemetery, youth and festivals. Cllr. Hollyfield enquired about the Whiteman Legacy. This money was left to the council to spend on the youth of Newport.
- 5.7. Notes and assets – these are discussed at the end of the year.
- 5.8. High interest savings account – ongoing.

## **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 debit bank card, Parrog project, youth hostel, youth club, playing field. The name has now been changed for the online banking access.

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

- 7.1. This is ongoing.

## **8. Praesept am 2025 / Precept for 2025**

- 8.1. The Clerk has circulated suggestions for next years precept. The council need to look at ideas and suggestions for the precept tonight, then will keep discussing it at the early January meeting and have a final decision at the end of January meeting. The Clerk's suggested precept is a £3k increase on last year. Cllr. Bayes asked how much the precept increases the council tax for the people of Newport. The Clerk to find these figures which have been sent from PCC. The independent group in PCC have advised a council tax increase of between 9-11%. Cllr. McGarry shared her concerns that maybe burial charges are not enough to help pay for the upkeep of the cemetery. Cllr. Harries advised that the Clerk's salary is a substantial proportion of the precept.

Cllr. Bayes queried whether £1k donation to the playing field is enough. The Clerk to check the reserves for councillor payments as there may be enough there. 'Legal fees' to be changed to 'Parrog'. Clerk to include a line for the youth hostel. Cllr. Harries advised there is £11,612 in the Capital Parrog yard reserve, £3,456 in the GPO reserve, £10,625 in the undesignated reserve, nearly £4k from PCC section 106 and £15k from the Enhancing Pems grant. This is nearly enough for the cost of the first phase of the Parog project. Cllr. Bayes proposed that the precept be increased by £25k, there was no seconder. Cllr. Hollyfield asked about councillor attendances at meetings. The Clerk advised that councillors are summoned to meetings and should send their apologies if they cannot attend.

## **9. Adolygu'r Rheoliadau Ariannol / Review the Financial Regulations**

9.1. A task and finish group consisting of the Clerk and Cllrs. Lewis and McGarry has been set up to look at this, to be done in the new year.

## **10. Apeliadau ariannol / Financial appeals**

10.1. Appeals will be decided in February.

## **11. Ffurflen flynyddol swyddfa Archwilio Cymru / Welsh Audit office annual return**

11.1. Nothing to report.

## **12. Cyfatebiad / Correspondence**

12.1. Letter from Lloyds Bank, accounts being changed to Community accounts from 14<sup>th</sup> Jan 2025 and charges will be applied – the Clerk has circulated the information to everyone. These payments to be considered when setting the budget.

12.2. Email from OVW re Salary calculator for the new employer national insurance thresholds – the Clerk has asked the accountant for advice, this as will need to be considered when setting the budget.

12.3. Enhancing Pembrokeshire grant award, grant agreement to be signed – this has been done.

12.4. Fallen tree in Feidr Dywyll – this to be referred to the playing field.

12.5. Email from Cllr. McGarry re clearing works needed in Brynhyfryd cemetery – Cllr. McGarry has cleared up a lot of debris, Cllr. Lewis agreed to help with the clearing up.

The next meeting is in early January.

The meeting finished at 8.30pm.