

AGENDA AM CYFARFOD HYBRID I'W GYNNAL ar 31^{eg} MAWRTH 2025 am 7yh
AGENDA FOR THE HYBRID MEETING TO BE HELD on 31st MARCH 2025 at 7pm

You are hereby summoned to attend a **HYBRID** meeting of Newport Town Council for the purpose of transacting the following business.

If a member of the public/press wishes to attend the meeting online, please email the Clerk on npclerk@newport-pembs.co.uk by **28th March 2025**.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion drafft o'r cyfarfod gynhaliwyd ar 24^{ain} Chwefror 2025 / Draft minutes of the meeting held on 24th February 2025 – Appendix 1**
4. **Materion yn codi / Matters arising**
5. **Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd ar 18^{fed} Chwefror 2025 / Draft minutes of the extraordinary meeting held on 18th February 2025 – Appendix 2**
6. **Materion yn codi / Matters arising**
7. **Cofnodion drafft o'r cyfarfod anghyffredin gynhaliwyd mewn sesiwn PREIFAT ar 27^{ain} Chwefror 2025 / Draft minutes of the extraordinary meeting held in PRIVATE session on 27th February 2025 – Appendix 3**
8. **Materion yn codi / Matters arising**
9. **Adroddiad y Cadeirydd / Chair's report**
10. **Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
 - 10.1. Community Needs, Assets, Projects and Grants – report from the Public meeting held on 17th March – Appendix 4
 - 10.2. Traffic
 - 10.3. Street market - Road closure and trading licence applications
 - 10.4. Housing survey
 - 10.5. Priorities, Environment and Climate task and finish
11. **Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
12. **Dogfennau llywodraethu / Governance documents**
 - 12.1. GD14 – Financial regulations – Appendix 5
 - 12.2. Practice development note - Guidance on powers and policies which relate to Local Councils – Appendix 6
 - 12.3. Practice development note - Organising a Successful Event – Appendix 7
 - 12.4. Practice development note - Asset Register – Appendix 8
 - 12.5. Practice development note - Meetings Administration – Appendix 9

13. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets

- 13.1. Meeting notes for 4th March meeting – [Appendix 10](#)
- 13.2. Email received from Isabelle Davies at Edward Perkins, dated 13th March
- 13.3. Cleaning contract for the toilet block
- 13.4. Vision statement for Parrog - *Newport Town Council's vision for Parrog, which includes the public toilets, car park, historic lime kilns and public open space, is to acquire and maintain the area for the use and benefit of inhabitants and visitors, and to care for the environment for future generations.*
- 13.5. Advice received from One Voice Wales regarding advice on sale of land – [Appendix 11](#)
- 13.6. Consider the offer to buy a portion of Parrog from the Moorings committee
- 13.7. Email received from K. Daly, 25th March
- 13.8. Insurance information needed for Parrog quote cover

14. Y Adeilad hostel ieuenctid / Youth Hostel building

- 14.1. Report on the open day sessions
- 14.2. Proposals received – [Appendix 12](#)

15. Dŵr Cymru

16. Swydd wag Cyngorydd / Councillor vacancy

17. Archwiliad Blynyddol Cymru / Annual Audit Wales

- 17.1. Auditor General's report and audit opinion – Audit opinion: Unqualified

18. Newidiadau'r Comisiwn Ffiniau i Gynghorau Cymuned / Boundaries Commission changes to Community Councils

19. Tender torri gwair / Grass cutting tender

20. Cyllid / Finance

Arian a dderbyniwyd / Monies received

Street market deposits	£1,125.00
Planed, Community asset grant	£1,000
Burial plot purchase	£1,188.50

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£1,195.58 (includes back payment from April 2024)
Nest, council pension payments (DD) p.m.	£54.34
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£174.00
BT Telephone/internet (DD) p.m.	£0.00
Good energy (electric) (DD) p.m.	£77.04 (up from £27.00)
Google workspace (DD) p.m.	£6.00
Bank charges (DD)	£4.25
Financial appeals: Newport Playing Field	£1,000

Ysgol Bro Ingli	£500
National Eisteddfod 2026, Llantwd	£500
Carningli Branch, Royal British Legion	£500
Cllr. Lewis, reimbursement of Jabra conference speaker	£79.82
CleanTalk AntiSpam and CleanTalk Site Security, annual fee (£6.95 + £9.54)	£ £16.49
Councillor allowances, 2 x £156	£312.00
Cllr. Hollyfield, training mileage expenses, 47 miles @.45p	£21.15
One Voice Wales Annual membership	£331.00
SLCC Annual membership	£190.00
Blachere Illumination UK Ltd, Christmas light bulbs	£862.20 (vat £143.70)
Planning Aid Wales, Cllr. Bayes training session	£10.00
J. Austin, Market Manager hours, DBS check	£741.50
PCC, 2 x 'Temporary Road closed' signs for the street market	£216.00 (vat £36)
PCC, Street Market Road closure	£1,010.76 (£560.00 admin fee and £450.76 advertising)
PCC, Trade waste agreement	£59.60

- 20.1. Town Clerk's appraisal, Contract of employment - [Appendix 13](#)
- 20.2. Telephone contract changeover from PlusNet to BT and outstanding bills
- 20.3. Unit 3 window insulation
- 20.4. Canolfan Croeso bank charges
- 20.5. Christmas lights
- 20.6. Red Kite, Newport Information centre underlease invoice
- 20.7. The old school Communal areas responsibility – [Appendix 14](#)
- 20.8. Letter of engagement from internal auditor – [Appendix 15](#)
- 20.9. SLCC Annual membership
- 20.10. Paul Davies MS, Advice surgery, Unit 3, 28th Nov, 10-12pm – fee and access
- 20.11. PCC, Trade waste agreement

21. Maes chwarae plant / Children's play area

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

23. Tudalen RAG / RAG sheet [Appendix 16](#)

24. Materion i adrodd arnynt / Matters to report

- 24.1. Proposed underlease to Newport Information Centre
- 24.2. Website sub group update
- 24.3. New bank signatory
- 24.4. Victoria gardens ownership
- 24.5. Royal Oak culverts work
- 24.6. Parrog and CLT group meeting notes to be put on the website
- 24.7. Brynhyfryd inspection report
- 24.8. Children's play area and Parc y plant report
- 24.9. Cllr. Hollyfield report on training events
- 24.10. Risk assessment schedule

25. Cyfatebiad / Correspondence [Appendix 17](#)

Dyddiad y cyfarfod nesaf / Date of next meeting

Signed by the Clerk

