

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID HYBRID A GYNHALIWDYD ar 17^{eg}
EBRILL 2025 am 7yh**

**MINUTES FOR THE HYBRID BUDGET AND FINANCE MEETING HELD on 17th APRIL 2025 at
7pm**

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

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Hollyfield and Griffiths.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 18^{fed} Rhagfyr 2024 / Minutes of the meeting held on 18th December 2024

3.1. These minutes were approved at the January town council meeting. Cllr. Harries queried about the new cemetery fees. The Clerk confirmed this is on the town council agenda for the 28th April 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	£180.00
---------------------------------	---------

5. Adolygiad ariannol / Financial review

5.1. The accounts are as follow: Treasurers-£8,435.90, Parrog/C. Croeso-£1,005.75, 30-day savers-£37,486.89, playing field-£8,435.85. Cllr. Lewis proposed that all invoices are paid, Cllr. Letten seconded, all agreed

5.2. Receipts and payments – Receipts – the 4th quarter is complete. Income consists of street market deposits, burial purchases, Planed grant. Payments – the 4th quarter is complete. Expenditure includes google workspace, Christmas lights, councillor allowances, 2 road closed street market signs. Cllr. Lewis proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.

- 5.3. Income/expenditure actuals to budget – Cllr. Harries asked that the budget for 2025-26 be added onto this sheet. Clerk to do. The 4th quarter has been completed for income and expenditure. There has been an overspend in the budget on gifts and donations but there is money in the reserve for donations. The professional fees is payment to Gwenno Accountancy for payroll and internal audit. The overall underspend for the year is £1,031. Cllr. Lewis proposed that the figures are correct and accepted, Cllr. McGarry seconded, all agreed.
- 5.4. Bank reconciliation – the Clerk has completed the bank reconciliation for all 4 quarters and has done the end of year bank reconciliation for the first time. The Clerk is confident that the end of year reconciliation balances. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.
- 5.5. Variances – this is done at the end of the financial year.
- 5.6. Capital and reserves accounts – the council have not spent much reserve money this year. The underspend of £1,031 will need to be divvied up into the reserves. The Clerk and Cllr. Harries will bring suggestions to the council.
- 5.7. Notes and assets - this is done at the end of the financial year.
- 5.8. High interest savings account – ongoing.

6. Dadansoddiad risg / Risk analysis

- 6.1. Cllr. Harries advised that the Parrog project is a risk. The following money can be used for its purchase: Capital Parrog Yard-£11,612, GPO-£3,456, S106 from PCC-£3,927, the Enhancing Pembrokeshire grant-£15,000, Planned grant-£1,000, totalling £34,995. £52k is needed for the purchase. There is enough money in the reserves for the shortfall. The council have not budgeted for signage and possible planning permission. Other risks include delaying opening a high savers account, not having a debit bank card, having enough signatories, youth hostel, youth club, playing field.

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

- 7.1. This is ongoing.

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

- 8.1. These have been reviewed and will be approved at the next council meeting.

9. Trafod cytundeb cyflogaeth newydd Clerc y Dref / Discuss new contract of employment for Town Clerk

- 9.1. This to be discussed soon.

10. Apeliadau ariannol / Financial appeals

- 10.1. Donation / funding request for £1,000 from Newport Memorial Hall for Caffi Cwtch project and new crockery for the hall and Llangollen International Eisteddfod - £2,500 has been budgeted for donations in 2025-26. Cllr. McGarry advised that Caffi Cwtch are only having a further 6 sessions. Cllr. McGarry proposed that the council donate £500 toward the memorial hall for new crockery, Cllr. Lewis seconded, all agreed. This to come out of

the reserves. The council to discuss asking to see organisations accounts at the next meeting.

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

11.1. The Clerk needs to get the accounts and paperwork ready to send to the internal auditor.

12. Adeilad Hostel leuenctid / Youth Hostel building

12.1. There was a meeting scheduled for 4 councillors which was cancelled and the meeting with Clare, PCC has been postponed for now. Cllr. Harries has circulated questions that the council should send to Clare and read them out:

1. If Newport Town Council (NTC) do not take on the lease what would PCC intend to do with the building?
2. Would PCC negotiate with the interested parties that have been identified?
3. If NTC considers that it does not have the capacity to take on the lease, would PCC have any suggestions of assistance, bearing in mind that this project could promote business opportunities in Newport?
4. Does PCC have any alternative ideas?

Cllr. Lewis is happy to send these questions. The Clerk confirmed that the council have budgeted £2k for youth hostel legal fees. Cllr. McGarry advised that the council need to consider its workload and capacity. This is on the agenda to be discussed at the end of the month meeting.

13. Cyfatebiad / Correspondence

13.1. No correspondence.

The meeting closed at 8.02pm.