Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

## COFNODION DRAFFT AM CYFARFOD HYBRID A GYNHALIWYD ar 2<sup>ail</sup> MEHEFIN 2025 am 7yh DRAFT MINUTES FOR THE HYBRID MEETING HELD on 2<sup>nd</sup> JUNE 2025 at 7pm

Pobol yn presennol: Cllr. Ros McGarry (Vice Chair) Cllr. John Griffiths

Persons Present: Cllr. Morgan Lewis (V. Chair) Miss L Evans (Town Clerk)

Cllr. Jake Hollyfield

Ymwelwyr / Visitors Cllr. Huw Murphy

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

1.1. Apologies from Cllrs. Paish, Letten, Bayes and Harries.

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

2.1. Cllr. Hollyfield declared a personal interest in one of the invoices in the finance section.

## 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28<sup>ain</sup> Ebrill 2025 / Draft minutes of the meeting held on 28<sup>th</sup> April 2025

3.1. Item 16.1, spelling mistake in the word 'future,' the Clerk to rectify. Subject to this amendment, Cllr. Hollyfield proposed that the minutes are correct and approved, Cllr. Griffiths seconded, all agreed.

### 4. Materion yn codi / Matters arising

4.1. Item 25.3 re streetscape enhancement scheme. Newport is now included in this.

### 5. Adroddiad y Cadeirydd / Chair's report

5.1. The Chair has attended the following meetings: AGM Town Council 7<sup>th</sup>, Playing Fields 8<sup>th</sup>, Parrog Meeting 13<sup>th</sup>, Dwr Cymru Meeting Sewage/Housing 16<sup>th</sup>, Meeting with Liz re Dros Blant with Paul 19<sup>th</sup>, Planning Meeting 19<sup>th</sup>, Grants Meeting 21<sup>st</sup>. She has spoken with Jon Harvatt-Crawley, Open Reach regarding Fibre Network, works will commence on 22nd Sept. She has spoken with Mike, Chair Aberporth Hall re parking at Aberporth and reported the bridge and ground below Parc y Plant to PCC on the 28<sup>th</sup>.

### 6. Swydd Clerc y Dre / Town Clerk job

- 6.1. <u>Applications received</u> 3 applications have been received. Cllr. Griffiths proposed that the applications are shortlisted down to 2, Cllr. Hollyfield seconded, all agreed.
- 6.2. Recruitment process the Clerk to email all councillors to see if they wish to attend the subcommittee to discuss the interview process. This meeting to be held on 3<sup>rd</sup> June. The council agreed that interviews to be held on the 10<sup>th</sup> June at 7pm and 8pm. The Clerk to notify the successful candidates and let the third person know that they did not make the shortlist this time.

6.3. <u>Handover process</u> – the Clerk has agreed to come back and help with this on a freelance basis.

### 7. Y Adeilad hostel ieuenctid / Youth Hostel building

- 7.1. Notes from 1<sup>st</sup> May meeting the notes have been circulated to all. PCC have sent over the application form but asked that this wasn't circulated to the interested parties until the council have decided whether they will take on the lease.
- 7.2. Discuss taking on the lease of the old youth hostel building Cllr. Hollyfield asked whether PCC have agreed they will manage the lease if the town council do not? This has been confirmed. Cllr. Murphy asked whether the building could be used for affordable housing. Cllr. Hollyfield advised that momentum has gathered for the building to be used for a business, looking into housing options could delay developments. Cllr. Griffiths agreed that the current process should take its course. Cllr. McGarry advised that councillors feel that the council does not have the capacity to take on the lease. Cllr. Hollyfield proposed that the council do not take on the lease, Cllr. Griffiths seconded, all agreed. The Clerk to inform PCC of their decision.

## 8. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions

- 8.1. Community Needs, Assets, Projects and Grants nothing to report.
- 8.2. <u>Traffic</u> Cllr. Murphy reported that he is enquiring about a 20mph repeater sign for Newport and is chasing up traffic issues in Newport.
- 8.3. <u>Street market Road closure and trading licence applications</u> Cllr. Lewis has sent round a date for the next meeting, to be held on the 19<sup>th</sup> June.
- 8.4. Priorities, Environment and Climate task and finish Clerk to call a meeting.
- 8.5. <u>Section 6 The Environment Act 2016-report to be completed by end of 2025</u> this to be discussed in the next priorities meeting.

## Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

9.1. Latest monthly update has been received. There will be an Asbestos Removal Contractor attending Maes Ingli to undertake an asbestos re-assurance survey on 9<sup>th</sup> June for 3 days.

### 10. Dogfennau llywodraethu / Governance documents

- 10.1. Practice Development note Co-option The Clerk confirmed that these guidance documents are not to be publicised on the website. There are currently 2 vacancies, the Clerk advised that the council may need a better poster to attract more interest. Cllr. Hollyfield suggested that interested candidates attend meetings to see what the council does. Cllr. McGarry advised that people need to realise what the council does and what its responsibilities are. Cllr. Lewis proposed that the current poster is sent to everyone, Cllr. McGarry seconded, all agreed. The practice development note was noted.
- 10.2. <u>Practice Development note Who does what acronyms</u> Cllr. Lewis proposed that this practice note is accepted, Cllr. McGarry seconded, all agreed.

### 11. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets

11.1. <u>13<sup>th</sup> May Parrog meeting notes</u> – Cllr. Hollyfield proposed that the notes are accurate, Cllr. Griffiths seconded, all agreed. Cllr. Griffiths has sent draft emails to all councillors and proposed that the Chair and Paul, who Chairs the Parrog meetings have final approval, Cllr. McGarry seconded, all agreed. Cllr. Hollyfield asked Cllr. Murphy if he had an update

on the 2<sup>nd</sup> homes tax money? Cllr. Murphy has enquired and been told that this money is included in the precept.

Point 10-Cllr. McGarry has found the press release, this to be sent to Pure West radio and local newspapers.

Point 12-enquiry to the land register regarding Camelot/Gorwel. They have replied to say that copies are available for a fee. Cllr. Griffiths advised that the council do not need to acquire copies now. It had been suggested that Cllr. Griffiths attend the last Moorings Association meeting but this was declined. Cllr. Harries attended their meeting and was told that a member of the association would be in contact with the council, this has not happened yet. Cllr. Lewis reported that a Court Leet meeting was held last Friday. Alex Hawksworth and the Steward were not present. The Court Leet are going to contact the Barony with questions regarding the Charter.

Point 13.3 re Zurich insurance questions, this to be discussed at the next Parrog meeting. Point 13.5 re signage and planning, Cllrs. Lewis and McGarry are doing a site visit with John Harries on Thursday.

Point 15 re commoners' rights on Parrog. Cllr. Lewis has reported on this in point 12.

- 11.2. Report from fundraising group meeting on 21<sup>st</sup> May the Clerk to send Cllr. McGarry an up-to-date bank statement for a grant application.
- 11.3. <u>Email received from Isabelle Davies at Edward Perkins, dated 30<sup>th</sup> April Cllr. Griffiths has written a draft response.</u>
- 11.4. <u>Insurance information needed for Parrog quote cover</u> to be discussed at the next Parrog meeting.
- 11.5. Review the "In principle" agreement to buy Parrog land (18th October 2024) Cllr. Griffiths proposed that the council continue with negotiations, Cllr. Hollyfield seconded, all agreed.

### 12. Dŵr Cymru

12.1. Meeting notes for 16<sup>th</sup> May meeting – Cllr. McGarry thanked Cllrs. Harries and Huw Murphy for taking notes. Cllr. McGarry proposed that they are accurate, Cllr. Griffiths seconded, all agreed. All actions to be done by Dwr Cymru. Cllr. Bayes asked whether there is still commitment to building 15 houses on the proposed land? This is not definite. Gareth Thomas from WWHA was not present at the meeting. Cllr. Murphy confirmed that 2<sup>nd</sup> homes tax money is being used for the Maes Ingli sheltered development.

### 13. Swyddi wag Cynghorydd / Councillor vacancies

13.1. There are 2 vacancies that will now go to co-option. Advertising these vacancies was discussed in item 10.1.

### 14. Archwiliad Blynyddol Cymru / Annual Audit Wales

- 14.1. <u>Details of capital projects undertaken during the year. This should include project name</u> and spend in year. If none, please state that this is the case.
- 14.2. A copy of the minutes of the meeting at which the project contract was approved.

  Clir. Griffiths has drafted a response for the Clerk for this annual return question. The Clerk confirmed that all paperwork has been sent to the internal auditor.

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

15.1. Noted.

### 16. Cyllid / Finance

### Arian a dderbyniwyd / Monies received

PCC, 1<sup>st</sup> precept payment £17, 658.00

Street market deposits £805 (up until 14<sup>th</sup> May)

30 day-savers interest £25.68

Senedd payment for Paul Davies MS advice surgery £50.00

### Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£1,004.05
Nest, council pension payments (DD) p.m.	£54.34
NI employers' contribution	£143.70
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£174.00
BT Telephone/internet (DD) p.m.	£58.74 (vat £9.79), up
	from £53.94)
Good energy (electric) (DD) p.m.	£77.04 (up from £27.00)
Google workspace (DD) p.m.	£6.00
Bank charges (DD)	£4.25
Bank charges (C.Croeso/Parrog account) (DD)	£4.25
PCC, Street market trading consent	£888.00
Zurich insurance renewal (approved) Paid	£1,288.90
Newport Memorial Hall, financial donation towards new	£500.00
crockery (approved)	
Friends of Newport & Nevern, financial donation towards	£250.00
making the garden more accessible and safer (approved)	
OVW, councillor training, Chairing skills	£21.00 (bursary of £21
	applied)
Norton antivirus annual subscription	£49.99 (vat)
Cllr. Hollyfield, document library plugin for website	£99.00 (vat £16.50)
Audit Wales, 2023-24 Audit fees	£200.00
J. Austin, Market manager hours from 14 <sup>th</sup> April to 12 <sup>th</sup> May	£450.00
Fishguard Tool hire, rotavator hire for children's play area	£40.00
PCC, Trade waste agreement	£62.46

- 16.1. The accounts are as follows: Treasurers-£20,978.17, Canolfan Croeso/Parrog-£997.25, 30-day savers-£37,512.57 playing field-£8,228.60. Cllr. McGarry proposed that all invoices are paid, Cllr. Lewis seconded, all agreed except 1 abstention.
- 16.2. Town Clerk's Contract of employment this to be discussed with the new clerk.
- 16.3. <u>Unit 3 window insulation</u> ongoing. Cllr. Hollyfield made the point that this has been on the agenda for a while. Cllr. McGarry will contact John Rogers for a quote.
- 16.4. <u>Christmas lights update / Christmas lights tender</u> the council are meeting with the Chamber of Trade on Wednesday to discuss. The Clerk advised that the Christmas lights tender usually goes out around this time of year.
- 16.5. Red Kite, Newport Information centre underlease invoice ongoing.
- 16.6. The old school Communal areas responsibility keep on the agenda.
- 16.7. Questions on the 2<sup>nd</sup> home tax sent to Cllr. Huw Murphy discussed previously.

- 16.8. <u>Discuss asking to see the accounts for organisations seeking a financial donation</u> The council agreed that they should reserve the right to request accounts. It is a matter of good practice. Cllr. Griffiths proposed that the council ask organisations that send in a financial appeal to see their accounts, Cllr. Lewis seconded, all agreed.
- 16.9. <u>PCC Invitation to Apply for Capital Funding for Play Equipment and Play spaces</u> Cllr. Letten is looking at this grant funding.
- 16.10. PCC Small funding allocation for community events, £3k Cllr. Lewis proposed that the council contact PCC to confirm they wish to receive this money which could be used towards Ffair Gurig, Cllr. McGarry seconded, all agreed.

## 17. Adroddiad Maes chwarae plant a Parc y Plant / Children's play area and Parc y Plant report

17.1. Cllr. Letten has circulated his report on these 2 areas.

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

18.1. This is ongoing.

### 19. Tudalen RAG / RAG sheet

19.1. The RAG sheet was discussed and updated.

### 20. Materion i adrodd arnynt / Matters to report

- 20.1. <u>Proposed underlease to Newport Information Centre</u> ongoing.
- 20.2. Website sub group update Cllr. McGarry thanked Cllr. Hollyfield for all his work on the website. He has been looking at documents, a calendar which will link to the agenda, using the document management plugin and creating pages which have not gone live yet. It is fairly easy to navigate. Cllr. Hollyfield to send link to everyone.
- 20.3. New bank signatory ongoing.
- 20.4. Victoria gardens ownership ongoing.
- 20.5. <u>Brynhyfryd inspection report</u> all fine. Cllr. McGarry has spoken to Jason James regarding tree works.
- 20.6. Risk assessment schedule the Clerk to circulate the template.

### 21. Cyfatebiad / Correspondence

All correspondence was noted.

### 22. Ceisiadau Cynllunio / Planning Applications

Link to view planning applications:

https://planning.agileapplications.co.uk/pcnpa/application-details/93626

	Application Number:- NP/25/0107/FUL				
5.1	Site:- New Court, Newport, Pembrokeshire, SA42 0UA				
	<b>Proposal:-</b> Replacement dwelling – AMENDED PLAN, (04 Rev H - Proposed Block, Floor Plan and Elevations)				
	Comments:- None				
	Recommendation:- Approval.				

### **GD18 - WELSH LANGUAGE POLICY**

The Council's Welsh Language Scheme was prepared under the Welsh Language Act 1993.
This Scheme received the approval of the Board under section 14 (1) of the Act on the date noted in section (b).
By signing section (a) below, the Council has agreed to conform to this Scheme and to operate in accordance with all the clauses outlined in the body of the Scheme.
(a) to be completed by the Chair of the Council
Council name:
Full name of Chair:
Signature:
(b) to be completed by the Welsh Language Board

Date of approval: ....../.......23

### 1. OPENING STATEMENT

The Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public.

The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.

The Council aims:

- to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice.
- to encourage the use of the Welsh language in the community
- to encourage others to use the Welsh language in the community.

### 2. SERVICE PLANNING AND DELIVERY

### 2.1 New Policies and Initiatives

- 2.1.1 In devising new policies and initiatives the Council will:
  - assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme.
  - promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity.
  - consult with the Welsh Language Board in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Board's agreement.
  - ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993.
  - ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.

### 2.2 Standards of Quality

2.2.1. Services provided in English or Welsh will be of an equally high standard and equally prompt.

### 3. DEALING WITH WELSH SPEAKING PUBLIC

### 3.1 Written Communication

- 3.1.1. The Council will welcome correspondence in Welsh or English.
- 3.1.2. Correspondence through the medium of Welsh will not lead to any delay
- 3.1.3. Every correspondence received in Welsh will be answered in Welsh.
- 3.1.4. All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, will be in Welsh.
- 3.1.5 All correspondence with a member of the public will be initiated in his/her preferred language if known.
- 3.1.6 All circular or standard letters to the public will be bilingual.
- 3.1.7 The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly in the original language.
- 3.1.8 The Clerk of the Council will be responsible for translating correspondence.
- 3.1.9 The Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.

### 3.2 Telephone Calls

- 3.2.1 The Council will welcome telephone calls in Welsh or English.
- 3.2.2 If the Clerk is not bilingual, he/she will offer to arrange for a Welsh speaking Council member to return the call when a member of the public wishes to speak Welsh, or explain that the individual is welcome to continue with the call in English or send in their enquiry in written form in Welsh.

### 3.3 Public Meetings organised by or on behalf of the Council

[namely meetings the Council arranges with the public, for example, road diversion, improve facilities or annual general meeting. Not the Council's regular meetings where members of the public can attend and listen, but not contribute without prior invitation – see 3.4.]

- 3.3.1. Any public meeting that is held to discuss the Welsh language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual.
- 3.3.2 All publicity for public meetings will be bilingual, and will invite those attending to notify the Clerk of their language choice in advance so that appropriate translation arrangements can be made.
- 3.3.3 The Council will provide translation facilities, according to need, for public meetings arranged by or on behalf of the Council.5

- 3.3.4 When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements.
- 3.3.5 Any written materials such as leaflets or acetates that are used in public meetings about the Welsh language, Welsh medium education, Council Tax or information about local elections/by-elections will be bilingual.

### 3.4 Council Meetings

[Mainly the Council's regular meetings, which are open to the public, but where the public are not part of the meeting.]

- 3.4.1 The notice and agenda for the Council's meetings will be available bilingually on request.
- 3.4.2 A bilingual version of the minutes will be available to the public on request.
- 3.4.3 The Council will respond to requests for information in relation to the minutes, or sections of the minutes in the preferred language of the individual.

### 3.5 Face-to-Face Meetings with the Public

3.5.1 The Council will welcome meetings with the public in either Welsh or English and the Clerk will ensure that appropriate arrangements are made to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual officer or Member of the Council. If none of the officers or elected member can speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.

### 3.6 Other Dealings with the Public

3.6.1 When the Council contacts the public via information technology, namely computers, website, e-mail or touch screens, this information will be available in Welsh and English for the public.

### 4. THE COUNCIL'S PUBLIC FACE

### 4.1 Corporate Identity

- 4.1.1 The Council's corporate identity will be bilingual.
- 4.1.2 The name and address of the Council will appear bilingually on official headed paper, fax papers and compliment slips, and any other promotional material.6

### 4.2 Signage

[This guideline is relevant to Council office signs, if an office exists, and any external public signs.]

4.2.1 All new information signs or those replacing previous signs on Council property will be bilingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the Welsh version appearing to the left. Where this is not practical, the Welsh version will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

### 4.3 Publishing and Printing Material

- 4.3.1 All publications aimed at the public, such as documents and explanatory material dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections and grant forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.
- 4.3.2. If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
- 4.3.3. Press releases dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections and grant forms will be bilingual, and will specifically target papurau bro (monthly community papers).
- 4.3.4. All Advertising and publicity activities will be bilingual.
- 4.3.5. Council advertisements and notices dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections to be placed in the press, on notice boards or any other medium will be bilingual.
- 4.3.6 Job advertisements will appear in the English language in English publications, apart from when bilingual skills are desirable then the advert will be bilingual. Advertisements will appear in Welsh only in Welsh language publications.

### 4.4 Statutory and promotional functions

4.4.1 In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the linguistic nature of the community and their audience in the activities for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.

- 4.4.2 When the Council is consulted on planning applications, the Council will encourage applicants to erect bilingual signs in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area.
- 4.4.3 When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of standard or indigenous names when appropriate. The Council will ask the opinion of the Welsh Place Names Standardisation Panel in any cases of uncertainty.

### 4.5 Services by Other parties

- 4.5.1 Any arrangements made by the Council to use a third party to deliver services to the public on its behalf will comply with the specific requirements in the Scheme as outlined by the Council. The Council will outline which relevant measures in the Scheme the third party will have to adhere to within the tendering or contract specifications.
- 4.5.2 The Third party will need to confirm that it has complied with the relevant aspects of the Scheme by letter.

### 5. IMPLEMENTING AND MONITORING THE SCHEME

### 5.1 Staffing

5.1.1 When the position of Clerk to the Council becomes vacant it will be noted in the advert that bilingual skills are desirable for the post to ensure that the Council can implement the clauses contained in this Scheme.

### 5.2 Administrative Arrangements

- 5.2.1 This scheme has the full support of the Council.
- 5.2.2 The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.

### 5.3 The Translation Service

- 5.3.1 The Clerk will be responsible for the written translation needs of the Council, and will also be responsible for the standard of all Welsh text produced.
- 5.3.2 If the Clerk cannot complete the work within the timescale, the Council will employ an external translator.
- 5.3.3 The Clerk will be responsible for arranging simultaneous translation facilities for all the Council's needs.

5.3.4 When needed, this facility will be available for all public meetings arranged by or on behalf of the Council, and in any other Council meeting if that is the decision of the Council.

### 5.4 Monitoring

- 5.4.1 Responsibility for monitoring the Scheme will rest with the Clerk of the Council.
- 5.4.2 The Council will receive a brief annual report on implementing the Scheme that will be displayed locally (the local press, local information boards, papurau bro etc) with a copy being sent to the Welsh Language Board. Also the Council will invite local residents to offer their views on the service and how it could be improved, by placing a copy of the Report in a public place.
- 5.4.3. The Report will deal with every aspect of the Scheme.
- 5.4.4. The Council will welcome suggestions from the public (by letter or telephone communication) regarding improvements to any aspect of the Scheme.

### 5.5 Publicity

5.5.1. The Council will publicise the Scheme regularly through the local press and/or on its notice boards.

### 5.6 Contacting the Council

5.6.1 Any comments, complaints or suggestions regarding the Scheme should be addressed to the Clerk of the Council.

### 6. TIMETABLE

6.1 The Council will be expected to outline its timetable for implementing this Scheme in writing to the Welsh Language Board. The timetable will be considered as an integral part of the Welsh Language Scheme and implementation in accordance with the timetable will be compulsory.

GD18 WELSH Language.doc Approved (To be)

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

Eich cyfeirnod/Your Ref: Ein cyfeirnod/Our ref:

## Ref: 2025 – SCHEDULE OF WORKS ASSOCIATED WITH THE ERECTION OF XMAS LIGHTS 2025/2026

- 1. The erection of the Xmas lights to be on or around 12th December and their subsequent removal on or around 10th January or as directed by the Clerk to the Council
- 2. Collection and return of the street lights from and to storage
- 3. The provision of plant suitable for the erection of the lights in East Street, Market Street, Bridge Street, West Street and up to the Memorial Hall.
- 4. The checking prior to erection and replacement of any broken lights. The cost of any such lights not included.
- 5. Complying with and liaising with the statutory authorities as necessary.
- 6. The provision of suitable insurance as required by Pembrokeshire County Council for works in and on the highway.
- 7. The contractor will work with the testing company for compliance

The details of the exact location of the erected lights can be obtained from Cllr Paul Harries on 01239 820809.

Dyddiad/Date: 30.06.25

# GD19 – TENDERING GUIDELINES GUIDELINES FOR RESPONSIBLE FINANCE OFFICER (RFO) IN SENDING OUT APPLICATIONS FOR TENDERS VALUED IN EXCESS OF £1,000.00.

- 1. If the value of any proposed works is estimated to be in excess of £1,000.00 then NTC shall confirm and minute that competitive tenders should be sought.
- 2. NTC shall confirm the content/details of the works for which tenders are being sought, and such acceptance minuted.
- 3. NTC shall agree, when tenders are required, where, and by what medium, to advertise.
- 4. NTC shall agree who will be approached directly for tenders.
- 5. Unless circumstances dictate otherwise tenders shall sought from a minimum of three tenderers.
- 6. The Tender invitation and any documents are to be issued at the same time.
- 7. The Date and Time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter.
- 8. Tenderers shall be instructed that replies need to state clearly whether or not VAT is included in their figure. If registered, to state their VAT registration number.
- 9. Tenderers are to be advised that tenders shall be returned in a sealed envelope marked as (**Private. Sealed Tender for .....**)
- 10. Tenderers to confirm that they have the appropriate insurance and, if required, to indicate if they are covered by Public Liability insurance, details of such insurance will be requested if tender is accepted.
- 11. Envelopes containing returned Tenders shall be marked with the date and time received.
- 12. NTC are not obliged to accept the lowest tender received. The reason for such a decision shall be minuted.

GD17 NTC Tender guide.doc Approved 24/02/2014 GD17. 23/02/14: r1401 25/03/14, Logo added.

Re-examined and updated on 13th July 2021



Miss Lowri Evans Newport Town Council Unit 3, The Old School Business Centre Newport SA42 0TS

10<sup>th</sup> June 2025

### Dear Lowri

As requested, I have examined the records for Newport Town Council for the year ending 31st March 2025. As part of my examination, I have carried out the following:

- Gone through the records of income and expenditure
- Cross referenced these to invoices and to payments and receipts on the bank statements.

I am satisfied that the records are in good order and that good practice has been carried out throughout the year. The appropriate records have been properly kept and are well supported with invoices. The budget has been monitored through the year, with variances accounted for by you. Vat and salaries have also been properly accounted for. Finally, I am satisfied that the accounts are supported by an adequate audit trail, and in compliance for the annual return requirements.

I have signed and return to you the Annual Internal Audit.

Yours sincerely

Miss Gwenno S Eynon

FMAAT, MATT



## Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: Insert name here

NEWPORT TOWN COUNCIL

		Year ending		Notes and guidance				
		31 March 2024 (£)	31 March 2025 (£)	Please round all figures to nearest £.  Do not leave any boxes blank and report £0 or nil balances.  All figures must agree to the underlying financial records for the relevant year.				
Sta	tement of income a	nd expenditure/rece	eipts and payments	•				
1.	Balances brought forward	44,741	46,422	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.				
2.	(+) Income from local taxation/levy	30,389	33,124	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.				
3.	(+) Total other receipts	19684	18,164	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4.	(-) Staff costs	10388	15'813	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.				
5.	(-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).				
6.	(-) Total other payments	38,003	37443	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).				
7.	(=) Balances carried forward	46,422	47,454	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
Sta	tement of balances	0						
8.	(+) Debtors	NIC	NIL	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.				
	(+) Total cash and investments	46,422	41 454	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10.	(-) Creditors	NIL	NIL	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11.	(=) Balances carried forward	46,499	47454	Total balances should equal line 7 above: Enter the total of (8+9-10).				
12.	Total fixed assets and long-term assets	72,530	7 2 530	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.				
13.	Total borrowing	NIC	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				

### **Annual Governance Statement**

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

		Agre	eed?	'YES' means that the Council:	Toolkit
		Yes	No*		
1.	In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.		1 1 X	Has consulted with the community and focussed its activities to meet the community's needs	A, C
2.	We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.			Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	В
3. l	We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].			Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4.	We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5.	We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.			Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6.	<ul> <li>We have put in place arrangements for:</li> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>			Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
	We have maintained an adequate system of internal control and management of risk, including:  measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments  assessment and management of risks facing the Council  an adequate and effective system of internal audit d reviewed the effectiveness of these arrangements.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8.	We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9.	We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10.	General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021			Meets the eligibility criteria to exercise the general Power of Competence	E

<sup>\*</sup> Please include an explanation for any 'No' answers

### Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the Governance Statement	reader to	unders	tand th	ne accounting statement and/or the Annual
1. Expenditure under S137 Local Government Act Section 137(1) of the 1972 Act permits the Council Council considers that the expenditure is in the inte some of its inhabitants, providing that the benefit is Council to incur expenditure for certain charitable a both section 137(1) and (3) for the financial year 20 In 2024-25, the Council made payments totalling £ 'Other payments' in the Accounting Statement.	to spend of rests of, an commens and other po 24-25 was	nd will turate wurposes £10.81	oring dir ith the o s. The r I per ele	rect benefit to, the area or any part of it, or all or expenditure. Section 137(3) also permits the maximum expenditure that can be incurred under
rust Funds				
Trust funds – The Council acts as sole trustee for and i responsible for managing trust fund(s)/assets. We	s Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

### Council approval and certification

exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:			
payments, as the case may be, for the year ended 31 March 2025.	Minute ref:			
RFO signature: Lain Wans	Chair signature:			
Name: LOWRI EVANS	Name:			
Date: 17/06/2025	Date:			

<sup>\*</sup> Please include an explanation for any 'No' answers

### Annual internal audit report to:

Name of body:	NEWPORT	TOWN	COUNCIL	

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

			Α	greed?		Outline of work undertaken as part of
		Yes	No*	N/A	Not covered**	the internal audit (NB not required if detailed internal audit report presented to body)
1.	Appropriate books of account have been properly kept throughout the year.	/	21			
2.	Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	/				
3.	The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/				
4.	The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<b>/</b>				
5.	Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6.	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			/		
7.	Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8.	Asset and investment registers were complete, accurate, and properly maintained.	/				

<sup>\*</sup> Please include an explanation for any 'No' answers

			A	greed?		Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)	
			No*	N/A	Not covered**		
9.	Periodic and year-end bank account reconciliations were properly carried out.	<b>/</b>	- W 11,	1 1 1 1 1 1 1 1 1 1 1 1			
10.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	/					
11.	Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	/					

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 10.06.2025\_.] \* Delete if no report prepared.

#### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	GWENNO	SIAN	EMON	
Signature of person who carried out the internal audit:	Brigh	a car		
Date: 10.06. 2025	0			

<sup>\*</sup> If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

<sup>\*\*</sup> If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

<sup>\*</sup> Please include an explanation for any 'No' answers

## Council contact details and other core information

Please provide the following contact details for the Council.

	Current details
Clerk's name	Lowri Evans
Clerk's address	Unit 3, The Old School, Lower St Mary Street, Newport, Pembrokeshire, SA42 0TS
Clerk's contact telephone	01239 821127
Clerk's email address	npclerk@newport-pembs.co.uk
Council website	https://newport-pembs.co.uk

## **Accounting records**

Please indicate the format in which the Council keeps its accounting records

	Yes / No
Manuscript cashbook / receipts and payments book	
Spreadsheet	Yes
Accounts software packages:	
Rialtas	
Sage	
Scribe	
Xero	
Other (Please specify)	

### **Newport Town Council**

Annual Return for the Year ended 31 March 2025

### **Annual Governance Statement**

Question 10 – explanation for the 'no' answer:

- 1. Elected Councillors we are a council of 11 councillors (currently only 9 as we have 2 vacancies) 6 were elected, 3 were co-opted and the 2 current vacancies are going for co-option as well. Two thirds are needed to be elected and so we do not qualify.
- 2. A Qualified Clerk The Clerk is not a qualified Clerk.

### CYNGOR TREF TREFDRAETH NEWPORT TOWN COUNCIL 31/03/2025

### Significant Variances

Box 2 Annual Precept Variance of 10%. No explanation needed.

Box 3 Other receipts. Variance of -1520, 7%. No explanation needed.

**Box 4. Staff Costs**. Variance of £2425, 27%. This is due to increases in the hourly rate for council clerk and a change in the clerk's salary scale.

Box 6 – Other Payments. Variance of -£3,362, 7%. No explanation needed.

Boxes 7, 9.- Balances carried forward. Variance of £1,032, 4%. No explanation needed.

### Please Note

- 1. The reserves are high in comparison to the precept because the council have saved £11681 for the Parrog Yard project. This council purchased the Parrog Yard and intended to erect youth facilities, but is now considering the purchase of other community assets that may require Town Council funding.
- 2. We can confirm that the Town Council reviewed the level of Fidelity guarantee during the year.
- 3. Newport Town Councillors are Trustees of Maes Chwarae Trefdraeth / Newport Playing Field, Charity No. 524444. This charity, at the moment, is managed solely by the Town Council.

	<u>Newpo</u>	rt Town (	<u>Council</u>			
	Pembrokeshire					
	David David			L 0005		
	Bank Recond	ilation 31	ist Marc	<u>n 2025</u>		
				2024		
	Opening Balance	01/04/2024		46422.13		
	plus receipts			51287.43		
				97709.56		
	minus payments			50255.74		
				47453.82		
Bank Acc	counts					
	Canolfan Croeso		31/03/2025	5.75		
	<u> </u>		31/03/2025			
	Savings Treasurers		31/03/2025			
	IICasulcis		31/03/2023	47453.82		
l Innresen	ted Cheques:			47433.02		
Onpresen	and deposits					
	ана асрозна			47453.82		
	Canolfan Croeso				01/04/2024	10
	plus receipts					0.00
	less expenditure					4.25
	Balance 31.03.2025	per statemer	<b>1</b>			5.75
	Datance 31.03.2023	per statemer	IL			5.73
	Cavings				04/04/0004	27040.0
	Savings				01/04/2024	37042.9 413.2
	plus receipts less expenditure					0.00
	1000 Oxportantaro					0.00
	Balance 31.03.2025	per statemer	nt			37456.10
	Tropourers				04/04/0004	0260.00
	Treasurers				01/04/2024	9369.23
	plus receipts less expenditure					50874.23 50,251.49
	Balance 31.03.2025					9,991.97
	plus o/s cheques less o/s deposits					0.00
						0.00
	Per statement	Balance 31.0	3.2025			9,991.97

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

Date: 30.06.25

Dear Audit Wales.

Please find attached the completed annual return for Newport (Pembrokeshire) Town Council along with the additional information that you have requested and explanations:

- 1. Annual Return for 2024-25
- 2. Council contacts and other core information
- 3. Bank reconciliation
- 4. Significant variances
- 5. Copy of the council's latest Training plan
- 6. We are not subject to the requirements of the Well-being of Future Generations (Wales) Act 2015
- 7. Capital Contracts please read the following explanation:
  - a) The owner of certain land at Parrog Newport has indicated (through his agent) his intention to dispose of part of his property portfolio.

To enable the Town Council to make an informed decision the Council has obtained a valuation at a cost of £1,170. Although the Council has made a decision in principle to proceed with a possible acquisition, the current owner has not yet made a full disclosure of all relevant issues. On 30th April the agents acting for the proposed seller emailed the Council and informed the Council that they were waiting for a "clear confirmation of all instructions..."

Nothing further has been heard to date. The project is simply known as "The Parrog Project "

I attach a copy of the minutes of the meeting when the "in principle "decision was made (minute number 11.2).

- b) As is apparent from my comments in a), a project contract has not yet been prepared by the proposed seller's representatives (because the negotiations have not yet been concluded).
- 8. Link to the Council's website page where the audit completion notice for 2023-24 has been published: https://newport-pembs.co.uk/documents/

Kind regards,

Lowri Evans.

Newport Town Clerk Newport Town Council. Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

## COFNODION AM CYFARFOD HYBRID A GYNHALIWYD ar 28<sup>ain</sup> HYDREF 2024 am 7yh MINUTES FOR THE HYBRID MEETING HELD on 28<sup>th</sup> OCTOBER 2024 at 7pm

Pobol yn presennol:Cllr. Morgan Lewis (Chair)Cllr. Paul HarriesPersons Present:Cllr. Ros McGarry (Vice Chair)Cllr. Jackie Morris

Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

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

1.1. Apologies received from Cllrs. Griffiths, Letten, Lloyd, Bayes and Paish.

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

2.1. No declarations of interest.

## 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 30<sup>eg</sup> Medi 2024 / Draft minutes of the meeting held on 30<sup>th</sup> September 2024

3.1. Cllr. McGarry proposed that the minutes are correct and approved, Cllr. Morris seconded, all agreed.

### 4. Materion yn codi / Matters arising

- 4.1. Item 4.1 re Cilgwyn lights. Cllr. Lewis has not received a response from Cllr. Huw Murphy yet.
- 4.2. Item 4.2 re baptism pool. The Clerk has informed the person who contacted her about the upkeep of it that the community group who purchased the chapel now own it.
- 4.3. Item 8.1a re draft letter about land at Pen y Bont, the Clerk has sent this letter to Sara Morris, PCNPA.
- 4.4. Item 8.1b re onsite meeting with Mr. E Jones concerning land at Parrog. Cllrs. Lewis and McGarry have met with him and will write up the notes and discuss in the next community asset meeting.
- 4.5. Item 9.1 re Maes Ingli residents' letter, Cllr. Morris will chase this up
- 4.6. Item 22.2 re unit 3. Cllr. Lewis thanked the councillors that have cleaned the toilets.
- 4.7. Item 22.24 re online meeting with Higos. Clerk to ask for the minutes of this meeting.

## 5. Cofnodion drafft o cyfarfod anghyffredin a gynhaliwyd ar 9fed Medi / Draft minutes of the extraordinary meeting held on 9th September 2024

5.1. The word 'draft' on top of page is missing the 'f.' Clerk to rectify. Subject to this amendment, Cllr. McGarry proposed that the minutes are correct and approved, Cllr. Morris seconded, all agreed. There was a private session in this meeting. These minutes have been circulated. Cllr. Lewis proposed that these minutes are correct and approved, Cllr. Morris seconded, all agreed.

### 6. Materion yn codi / Matters arising

6.1. The council have agreed to investigate doing a place plan.

### 7. Adroddiad y Cadeirydd / Chair's report

7.1. The Chair has attended the following meetings: Town Council Meeting 30/09/24, Parrog Land Meeting - 01/10/24, Site meeting regarding Maes Curig Land - 12/10/24, Priorities Meeting - 14/10/24 - Need to re arrange, Parrog Land Meeting - 18/10/24, Playing Field Task and Finish - 21/10/24, Parrog Land Meeting - 25/10/24, Meeting with clerk RE contract and appraisal - 28/10/24.

## 8. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions

- 8.1. Community Needs, Assets, Projects and Grants an email from Claire at Cwmpas has been received. The council are happy that Cllr. McGarry sends this email out to the people who are interested in joining the CLT group. All agreed on 19<sup>th</sup> November, 7pm for the next CLT group meeting at Unit 3.

  Item 4 in the notes, Cllr. McGarry reported that a group has not been set up for the Bethlehem community purchase yet. A meeting has been held and there is another one scheduled. Item 6.1, Clerk to follow up on which housing association is interested in Mary's
- 8.2. <u>Traffic</u> Clerk to ask Jessica Hatchett for an onsite visit to Newport. There is a loose barrier by the post office, Clerk to contact PCC. Clerk to write to the Highways authority to ask where the designated footpath through Newport is as the police do not seem to know.
- 8.3. <u>Street market</u> Cllr. Lewis will call a street market meeting. Cllr. Morris asked about how much space there should be between the stalls as there was not much access outside Spar today. Cllr. Lewis will talk to the market manager.
- 8.4. Housing survey Clerk to call a meeting.

Farmhouse land.

8.5. <u>Priorities, Environment and Climate task and finish</u> – need to re-arrange this meeting. Cllr. Lewis has circulated a list of green spaces in Newport.

## Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

9.1. The Maes Ingli residents to send a letter to the Clerk. Cllr. Morris reported that the PCC warden had visited some Maes Ingli houses saying that the delay in the development is because there were flat roofs in the designs. The council agreed that PCC should be aware of what building designs are acceptable in the National Parks.

### 10. Dogfennau llywodraethu / Governance documents

10.1. <u>GD14 – Financial regulations</u> – the new template has been received and will be discussed at the next meeting.

### 11. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets

11.1. Meeting notes, 1st October and 18th October – the 1<sup>st</sup> October notes were noted. 18<sup>th</sup> October notes-Cllrs. McGarry and Lewis will make a start on the Enhancing Pembs grant application as the deadline is 8<sup>th</sup> November. The Brilliant Basic grant deadline is 22<sup>nd</sup> November. Nia Siggins is looking at the Awards for all grant. There needs to be an extra council meeting to discuss and approve the Enhancing Pembs grant before it is submitted. The Clerk will call an extra meeting for the 7<sup>th</sup> November.

- 11.2. Cllr. Harries proposed that NTC agree in principle to allow this group to go ahead with the project and continue to make progress, Cllr. Morris seconded, all agreed.
- 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. <u>The Old School building</u> Cllr. Harries proposed that the public is excluded from the meeting to discuss the old school building matter, Cllr. Lewis seconded, all agreed. The Clerk took the notes for this private session.

### 13. Dŵr Cymru

13.1. Cllr. Harries reported that the reporting technology failed on the 5<sup>th</sup> September. There was a spill on the 16<sup>th</sup> and 21<sup>st</sup> and another spill which lasted 7 hrs. There has been no spill since the 20<sup>th</sup> October.

## 14. Tendr ar gyfer gwaith atgyweirio ac inswleiddio ffenestri Tender for window repair and insulation works

14.1. Cllrs. Lewis and Griffiths to write up a schedule of works for the next meeting.

### 15. Tir gerllaw tafarn y Castell / Land adjacent to Castle Inn

15.1. Defer this until the next meeting.

### 16. Swydd wag Cynghorydd / Councillor vacancy

16.1. The Clerk reported that no request for an election has been made to PCC so now the council will follow the co-option procedure. She will put a notice up in the noticeboard, website and Facebook that there is a council vacancy available, deadline to receive interested letters will be before the November meeting and the vacancy will be discussed at this meeting. The Clerk reported that Cllr. Shevlin has sent in a resignation letter. The Clerk has informed PCC, the procedure for allowing electors to request an election will happen now.

### 17. Cais Grant Gwella Sir Benfro / Enhancing Pembrokeshire grant application

17.1. The Clerk will call an extra meeting for the 7<sup>th</sup> November to discuss this.

### 18. Archwiliad Blynyddol Cymru / Annual Audit Wales

18.1. Nothing to report.

### 19. 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
BT Telephone/internet (DD) p.m.	£0.00
Good energy (electric) (DD) p.m.	£77.04 (up from £27.00)
Google workspace	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Blachere, Christmas bulbs and festoons	£862.20 (vat £143.70)
Newport Memorial Hall, hire of the main hall and committee	£44.00
room for Parrog public meeting and CLT meeting	
Newport Memorial Hall, cakes for plaque unveiling event	£60.03
Gwenno Accountancy. Produce payslips for the 6 months	£120.00
ending 30th September 2024. Submit payroll details to HMRC	
on a monthly basis.	
B. Evans, cutting of hay at Brynhyfryd cemetery	£150.00

- 19.1. The accounts are as follows on 8<sup>th</sup> October-Treasurers-£17,038.34, GPO-£10, 30-day savers-£37,269.89, playing field-£8,718.63. The invoice for the Christmas lights to be paid from the Christmas lights or undesignated reserves. Cllr. Lewis reported that he will be moving the website over to Fasthosts from Spindogs this month. 123 Reg have confirmed that the website and email won't be affected. Cllr. Harries proposed that all finances are approved and paid, Cllr. Lewis seconded, all agreed.
- 19.2. Town Clerk's job description and contract of employment The Chair and Vice Chair met with the Clerk today to do the annual appraisal. The Clerk has filled in her section, the Chair to fill in his section and meet again to discuss and finalise the appraisal. The new contract of employment document was discussed. The Clerk to send the draft document to all councillors so it can be discussed and approved at the next meeting. The Clerk reported that she has been the town clerk for 10 years. Cllr. Harries then reported that he had been a town councillor for 30 years.
- 19.3. <u>Telephone contract changeover from PlusNet to BT and outstanding bills</u> Cllr. Lewis confirmed that the phone and internet are working, the billing is still an issue which Cllr. Lewis is dealing with.
- 19.4. Unit 3 insulation this to be included in the tender process.
- 19.5. Trade waste agreement this has been completed by Cllr. Harries.
- 19.6. <u>Christmas lights</u> the anchor strength test is scheduled for 4<sup>th</sup> November. The Clerk has all the documents ready to send to SWTRA for their permission. Once she has received the strength test report she will send all documents. She has sent the permission form to PCC.
- 19.7. Rental charge for Unit 3, hot desking The Clerk advised that she would prefer any hot desking arrangement to be on a day that she is not in the office. The interested person has visited unit 3 and is happy with the space. Currently the council have agreed to charge £10 per 2 hours for renting the space. Cllr. McGarry is doubtful this is enough to cover costs which include the heating. Further discussions need to be had before any decision is made.
- 19.8. Red Kite, Newport Information centre underlease invoice defer until the next meeting as Cllr. Griffiths input is needed.

### 20. Maes chwarae plant / Children's play area

20.1. Nothing to report.

### 21. Ymgysylltiad ieuenctid / Youth engagement

21.1. Nothing to report.

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

22.1. This was a successful event. Thank you to Cllrs. McGarry and Bayes for their hard work and to Cllr. Paish for offering tea and hospitality for free. Cllr. Harries to share photos of the event.

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

23.1. The land registry shows that this footpath is not owned by anyone. Keep on the agenda.

### 24. Tudalen RAG / RAG sheet

24.1. The RAG sheet was discussed and updated.

### 25. Materion i adrodd arnynt / Matters to report

- 25.1. Proposed underlease to Newport Information Centre defer until the next meeting.
- 25.2. Website update Cllr. Lewis updated in item 19.1.
- 25.3. New bank signatory the Clerk and Cllr. Harries rang Lloyds Bank to discuss a new signatory and asked for a new debit card. The Clerk has received an authentication card for the pin reader but the pin number no longer works so she can't access online banking. Lloyds Bank were meant to send an email regarding applying for a new debit card, this has not been received yet and mandate forms in the post for a new signatory have not been received yet. There will need to be another phone call to Lloyds Bank.
- 25.4. <u>Victoria gardens ownership</u> ongoing.
- 25.5. Royal Oak culverts work the works have started on Sundays. Cllr. Morris reported that there were a lot of problems and disruptions on the first Sunday but yesterday seemed to be running much more smoothly. SWTRA are liaising with the Memorial Hall to arrange another public meeting. The council need to keep the public updated on Facebook and the website.

### 26. Cyfatebiad / Correspondence

All correspondence was noted except for the following:

- 26.1. Item 2.1 council tax payment. This to be put on the agenda under 'Matters to report.'
- 26.2. Item 3.1 re suicide benches in Newport. Cllr. Letten is looking at recycling benches. Cllr. Morris reported that there used to be a bench at the top of Parrog road. Clerk to ask for more information.
- 26.3. Item 6.2 re digital health checks, Cllr. Lewis will look at this.
- 26.4. Item 6.3 location for planting trees. Cllr. McGarry had suggested the top of Brynhyfryd cemetery and the field below H.M. Jones house.
- 26.5. Item 8.3 re damp issues in Canolfan Croeso. Cllr. McGarry has looked but cannot see an issue. There is a C. Croeso meeting this week and she will report back to the council.

The next meeting is on the 25<sup>th</sup> November.

The meeting finished at 8.32pm.

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
Ffon/Tel: 01239 821127 Gwefan/Web: www.newport-pembs.co.uk E-bost/E-mail: npclerk@newport-pembs.co.uk

### **Newport Town Council - Training Plan 2022-2023**

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

All councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are circulated to all members accordingly. All councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

In terms of the council's immediate training plans these are set out as follows:

wно	WHAT	HOW	WHEN	COMMENTS
New and returning councillors	Basic induction training	To be delivered by the Clerk and Chair	10.05.22	
New councillors	Code of conduct training	One Voice Wales	31.03.23	
New councillors	The Council Module 1	One Voice Wales	31.03.23	
Councillors who have identified the need for this training	Understanding the law Module 4	One Voice Wales	31.03.23	
			31.03.23	

Councillors who have identified the need for this training	Financial Governance and accountability	One Voice Wales		
Chair of planning	Relevant planning courses	Planning Aid Wales	31.03.23	
Chair and Vice Chair	Chairing Skills – Module 10	One Voice Wales	31.03.23	
Chair and Vice Chair	Local Government Finance Module 21	One Voice Wales	31.03.23	
Clerk	Continuous professional development	Attendance at sector specific conferences, seminars and events	31.03.23	

### Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 30<sup>eg</sup> Mehefin 2025 Newport Town Council Correspondence for online meeting held on 30<sup>th</sup> June 2025

### 1. Cynllunio a thai/ Planning and housing

- 2. Uned 3 / Unit 3
- 3. Materion amgylchedd a lles / Environment matters and wellbeing
- 4. Gwefan a Materion TG / Website and IT issues
- 5. Cyllid / Finance
- 1. Email from OVW re latest newsletter and grant funding opportunities, forwarded to all

(10.06.25)

### 6. Un Llais Cymru/ Cymdeithas Clercod Cynghorau Lleol/ Llywodraeth Cymru

### One Voice Wales /Society of Local Councils and Clerks/Welsh Government

1. Email from SLCC re SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) WEST WALES BRANCH, 4<sup>th</sup> July, forwarded to all (24.06.25)

### 7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro

### Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

1. Email from MOP re state of path running alongside Parc y Plant

(23.06.25)

- 8. Materion cyffredinol Cyngor y dre / General Town Council issues
- 9. Mynwent / Cemetery
- 10. Ysgol/ Yeuenctid/ Chwarae/ Gohebiaeth plant / School/Youth/Play/Children correspondence
- 11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd / Road closures/Road Trunk Agency/Road matters
- 1. <u>Email</u> from <u>Cllr.</u> Huw Murphy re traffic issues <u>Wishlist</u> to Trunk <u>Road</u> agency, forwarded to councillors (04.06.25)
- 12. Marchnad stryd / Street Market