

AGENDA AM CYFARFOD HYBRID I'W GYNNAL ar 30^{eg} MEHEFIN 2025 am 7yh
AGENDA FOR THE HYBRID MEETING TO BE HELD on 30th JUNE 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 **27th June 2025**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 2^{ail} Mehefin 2025 / Draft minutes of the meeting held on 2nd June 2025 – Appendix 1**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion drafft o'r cyfarfod anghyffredin preifat a gynhaliwyd ar 18^{fed} Mehefin / Draft minutes of the private extraordinary meeting held on 18th June**
- 6. Materion yn codi / Matters arising**
- 7. Adroddiad y Cadeirydd / Chair's report**
- 8. Swydd Clerc y Dre / Town Clerk job**
 - 8.1. Handover process
- 9. Y Adeilad hostel ieuenctid / Youth Hostel building**
- 10. Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
 - 10.1. Community Needs, Assets, Projects and Grants
 - 10.2. Traffic – notes of 19th June meeting
 - 10.3. Street market - Road closure and trading licence applications - Appendix 2
 - 10.4. Priorities, Environment and Climate task and finish – notes of the 12th June meeting
Appendix 3
 - 10.5. Section 6 - The Environment Act 2016-report to be completed by end of 2025
- 11. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
- 12. Dogfennau llywodraethu / Governance documents**
 - 12.1. GD18 – Welsh Language Policy – Appendix 4
- 13. Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets**
 - 13.1. Report from meeting with Kathryn Perkins on 9th June – Appendix 5
 - 13.2. Insurance information needed for Parrog quote cover

14. Dŵr Cymru

15. Tendr Goleuadau Nadolig / Christmas lights tender – Appendix 6

16. Swyddi wag Cyngorydd / Councillor vacancies

17. Archwiliad Blynyddol Cymru / Annual Audit Wales

17.1. Internal auditor's report – Appendix 7

17.2. Annual return – Appendix 8

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

19. Cyllid / Finance

Arian a dderbyniwyd / Monies received

Street market deposits	£0
Burial plot purchase	£1,277.00
New memorial/headstone installed	£528.00

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
Cllr. J. Letten, transfer of millennium video onto dvd	£44.00
PCC, Service level agreement for children's play area and skate park annual inspections, 2024025	£654.00
Gwenno Acocuntachy, annual review of council's book-keeping system and preparing the 2025 Annual return document for certification	£300 (VAT £50)
Gwenno Accountancy, produce payslips for 3 months, submit payroll details to HMRC on a monthly basis	£72.00 (VAT £12)
Newport Post office, printer paper	£7.50
Planning Aid Wales, Cllr Training-Planning for listed buildings, conservation areas	£20.00
One Voice Wales, Cllr training, introduction to community engagement	£21.00 (£21 bursary included)
Cllr. J. Letten, yacht varnish for play area equipment	£40.00
Newport Bay Tree & garden services, contracted work, 4/4 invoice	£1,856.25

J. Austin, Market manager hours and stall hire to Canolfan Brynberian for pollinator day	£460.00
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- 19.1. Town Clerk's Contract of employment
- 19.2. Unit 3 window insulation
- 19.3. Christmas lights update
- 19.4. Red Kite, Newport Information centre underlease invoice
- 19.5. The old school Communal areas responsibility –
- 19.6. Questions on the 2nd home tax sent to Cllr. Huw Murphy
- 19.7. PCC Invitation to Apply for Capital Funding for Play Equipment and Play spaces
- 19.8. PCC Small funding allocation for community events, £3k
- 19.9. Financial appeal from Newport and District Breton Twinning Association
- 19.10. Norton antivirus renewal, payment options
- 19.11. Newport Bay tree and garden services quote for Brynhyfryd cemetery, clearing of overhangs, cuttings chipped and removed, £200
- 19.12. Euros Thomas Quotation for fencing at play-park, to remove existing fence and replace with 30mts v-mesh 4ft high fence, £2,099 + VAT
- 19.13. Euros Thomas Quotation for repairs to skate park - to replace chain link. Supplier have recommended that we use mesh rolls which would be compatible with the existing wooden posts rather than chain link. To replace a pedestrian gate and hanging post. To replace two posts at the entrance, £1,633 plus VAT
- 19.14. Canolfan Croeso tenants' insurance premium for 1 & 2 Bank Cottages, £522.76

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

- 20.1. PCC, Play area annual inspection report

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

22. Tudalen RAG / RAG sheet [Appendix 9](#)

23. Materion i adrodd arnynt / Matters to report

- 23.1. Proposed underlease to Newport Information Centre
- 23.2. Website sub group update
- 23.3. New bank signatory
- 23.4. Victoria gardens ownership
- 23.5. Brynhyfryd inspection report
- 23.6. Risk assessment schedule
- 23.7. PCNPA Consultation on Local Development Plan 3: Draft Delivery Agreement

24. Cyfatebiad / Correspondence [Appendix 10](#)

Dyddiad y cyfarfod nesaf / Date of next meeting