

**COFNODION DRAFFT AM CYFARFOD HYBRID A GYNHALIWDYD ar 30^{eg} MEHEFIN 2025 am
7yh
DRAFT MINUTES FOR THE HYBRID MEETING HELD on 30th JUNE 2025 at 7pm**

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

Ymwelwyr / Visitors

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies from Cllrs. Harries, Griffiths, Paish and County Cllr. Huw Murphy.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest. Cllr. McGarry welcomed everyone to this important meeting that will be Lowri's last meeting. Cllr. McGarry thanked the Clerk for all her hard work over the last 10 years.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 2^{ail} Mehefin 2025 / Draft minutes of the meeting held on 2nd June 2025

3.1. In the persons present Cllr. McGarry is down as Vice Chair, the Clerk to rectify this to Chair. Subject to this amendment, Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Hollyfield seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. Item 9.1 re Maes Ingli update. The Clerk to follow up on the asbestos removal.
4.2. Item 11.1 re press release about Parrog toilets. Cllr. McGarry has sent this to the local papers.

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

5.1. Cllr. Hollyfield's name is missing from councillors present, this to be rectified. Subject to this amendment, Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Hollyfield seconded, all agreed.

6. Materion yn codi / Matters arising

6.1. Cllrs. McGarry and Hollyfield have contacted 4 of the referees given by the new clerk, no response received after a week, Cllr. McGarry followed up on this and received one response, Cllr. McGarry read out the reference which is very positive. Cllr. McGarry to ring the other referees as the council agreed that they should receive 2 references.

7. Adroddiad y Cadeirydd / Chair's report

7.1. The Chair has attended the following meetings: Town Council Meeting 2nd, Recruitment process meeting for new clerk 3rd, Xmas lights meeting with Chamber of Trade 4th, spoke with PCC re £3,000 Community grant for Ffair Curig 4th, Parrog signage meeting with the Moorings 5th, Met Jason at Brynhyfryd regarding tree work 7th, Job Interviews for new clerk 10th, Priorities Meeting 12th, met John Rodgers regarding the windows in Unit 3 12th, EGM Clerk Job 18th, Market Meeting 19th, met Sonia and Liz in Crwban Bach building regarding hire of building 20th, Planning Meeting 23rd, Town Council Meeting 30th (to be attended). Have contacted PCC and PCNPA several times regarding repair of bridge and path from Lower Mary's St to Pen y bont.

8. Swydd Clerc y Dre / Town Clerk job

8.1. Handover process – Lowri has informed the unsuccessful candidate of the outcome of the interview. They have asked for feedback. Cllr. McGarry has responded to them. Lowri will be in the office with the new Clerk on Wednesday and Friday for the handover process, Cllrs. Hollyfield and McGarry will pop into the office.

9. Y Adeilad hostel ieuenctid / Youth Hostel building

9.1. The Clerk has informed PCC of the council's decision not to take on the lease, no response has been received from PCC. This item to be taken off the agenda.

10. Adroddiadau/penderfyniadau pwyllgorau cyngbori / Advisory committee reports/decisions

10.1. Community Needs, Assets, Projects and Grants – will meet in September.

10.2. Traffic – notes of 19th June meeting - these notes are for the street market meeting. Nothing to report on the traffic.

10.3. Street market - Road closure and trading licence applications – a meeting was held on the 19th June; these notes have been sent to everyone. The Market manager sends a monthly invoice to the Clerk. There is currently a spare stall that can be rented out. There needs to be an official notice for the road closure on the street/pole, it looks like it has been removed. There are concerns regarding the rules of the market, what is the definition of local produce? One stall is selling books bought from a charity shop, another is selling non local food. Cllr. Lewis has received an email from the Market Manager who does not agree with the stalls just being for local produce. The Clerk to find the market rules and circulate to everyone. Cllr. Lewis to look at banners, an A frame sign, more bilingual flyers. All of the actions to be completed before October.

10.4. Priorities, Environment and Climate task and finish – notes of the 12th June meeting – Cllr. Lewis went through the meeting notes. NAEG is currently dormant. Cllr. Bayes advised that the council should be setting priorities for this year.

10.5. Section 6 - The Environment Act 2016-report to be completed by end of 2025 – this is in progress.

11. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development

11.1. The Clerk has just received the latest update and read it out to the council.

12. Dogfennau llywodraethu / Governance documents

- 12.1. GD18 – Welsh Language Policy – Cllr. Hollyfield proposed that the council do adhere to this policy and that the form is filled in by the Chair and approved, Cllr. Lewis seconded, all agreed.

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

- 13.1. Report from meeting with Kathryn Perkins on 9th June – Cllr. Griffiths has drafted a response, Cllr. McGarry noted the council's thanks to him for this. Cllr. McGarry proposed that the council approve the draft letter and that it is sent to Edward Perkins, Cllr. Letten seconded, all agreed.
- 13.2. Insurance information needed for Parrog quote cover – this is ongoing.
- 13.3. Notes of Meeting for Parrog Signage 5th June 2025 – Cllr. Lewis read out the notes.

14. Dŵr Cymru

- 14.1. Nothing to report.

15. Tindr Goleuadau Nadolig / Christmas lights tender

- 15.1. The Clerk read through the schedule of works. Point 3 that says 'including up to the Memorial Hall' to be deleted.
- 15.2. The Clerk read through the governance document GD19-Tender guidelines. All agreed that the estimated works will exceed £1,000 and that a competitive tender will be sought. The council agreed that the tender will be advertised on the website, Facebook page and in the noticeboard, that the council will approach 4 local contractors, N. Wilmott, R. Stilwell, M. Evans and G. Davies, that the tender invitations and documents will be issued at the same time, that the date and time when tenders are to be returned shall be clearly stated in the Invitation to Tender letter, whether VAT is included, tenders will be returned in sealed envelopes, tenderers to confirm that they have the appropriate insurance and public liability, returned tenders will be marked with the date they were received and that the council are not obliged to accept the lowest tender received. Cllr. Lewis proposed that the schedule of works and all guidelines are agreed upon and approved, Cllr. Letten seconded, all agreed. The Clerk will advertise the tender and the deadline will be before the July meeting so a decision on the successful tender can be made at this meeting.

16. Swyddi wag Cynghorydd / Councillor vacancies

- 16.1. There are 2 vacancies, the deadline is the end of July. Cllr. Hollyfield suggested that the council should have an information pack for interested candidates, Cllr. Lewis proposed that Cllr. Hollyfield begins this process, Cllr. Letten seconded, all agreed.

17. Archwiliad Blynnyddol Cymru / Annual Audit Wales

- 17.1. Internal auditor's report – The report has been received and sent to all councillors and states that the internal auditor is satisfied with the council's account keeping.
- 17.2. Annual return – The accounts have been sent to all councillors. The accounts have been checked by the Clerk and the internal auditor.
- The Clerk read through the annual audit:
- Page 1 – the accounting statements/statement of income and expenditure have been filled in, checked and verified by the Clerk and the internal auditor.
- Page 2 – annual governance statement. The Clerk read out all 10 statements which deal with effective financial management, system of internal control, risk assessments. The council answered 'yes' to 9 statements, confirming that all effective financial management had been completed and approved this section. Question 10 states that the Council has

resolved to adopt the General Power of Competence, the council answered no to this. A no answer needs an explanation which the clerk has prepared: 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.

Page 3 – additional disclosure notes regarding expenditure under S137 Local Government Act and S2 Local Government Act 2000. The Clerk confirmed that the town council had donated £4,020 to charities in the year 2024/25. The Council agreed that this was the case. The Clerk has certified the accounting statements and signed this page as the RFO, dating it 17th June. The Chair will sign this page after the council have discussed the full annual return and date it 30th June 2025.

Page 4 + 5 – Annual internal audit report - the internal auditor has filled in these pages and signed the annual return.

Accounting statements – the Bank reconciliation and significant variances have been updated and are to be sent with the annual return. Cllr. McGarry proposed that all figures and statements are correct and that the annual return is approved, Cllr. Letten seconded, all agreed.

The Clerk advised that the following documents have also been requested by Audit Wales:

- A) Contact details and other core information
- B) Copy of the council's latest Training plan
- C) An explanation about capital contracts and the ongoing Parrog project
- D) Link to the Council's website page where the audit completion notice for 2023-24 has been published.

All paperwork must be sent to Audit Wales by 7th July. The Clerk will email everything to them tomorrow.

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

18.1. Nothing to report.

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, 2024/25	£654.00
Gwenno Acocuntacny, 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

- 19.1. The accounts are as follows: Treasurers-£19,363.54, Canolfan Croeso/Parrog-£993, 30-day savers-£37,537.54 playing field-£8,163.35. Cllr. Lewis proposed that all invoices are paid, Cllr. McGarry seconded, all agreed.
- 19.2. Town Clerk's Contract of employment - to be discussed with the new clerk.
- 19.3. Unit 3 window insulation – Cllr. McGarry has met with John Rogers who has had a look at the windows and advised the heat is being lost through the windows, not the gap between the room and room above. Council to review this in 6 months.
- 19.4. Christmas lights update – discussed previously.
- 19.5. Red Kite, Newport Information centre underlease invoice – ongoing.
- 19.6. The old school Communal areas responsibility – ongoing.
- 19.7. Questions on the 2nd home tax sent to Cllr. Huw Murphy – ongoing.
- 19.8. PCC Invitation to Apply for Capital Funding for Play Equipment and Play spaces – Cllr. Letten is looking at this. The Clerk to ask Dinas clerk about who installed their play area equipment.
- 19.9. PCC Small funding allocation for community events, £3k – this money is available until 31st October, the Clerk to re-send the grant criteria to everyone. This to be discussed at the next meeting.
- 19.10. Financial appeal from Newport and District Breton Twinning Association – the Clerk advised that £750 has already been spent on donations so far this year. There is £1,960 in the budget and reserves this year for donations. This appeal to be put on the Budget and finance agenda.
- 19.11. Norton antivirus renewal, payment options – Cllr. Hollyfield will install a free antivirus.
- 19.12. Newport Bay tree and garden services quote for Brynhyfryd cemetery, clearing of overhangs, cuttings chipped and removed, £200 – Cllr. Hollyfield that this quote is approved and money used from the hedges and trees reserve, Cllr. McGarry seconded, all agreed.
- 19.13. Euros Thomas Quotation for fencing at play-park, to remove existing fence and replace with 30mts v-mesh 4ft high fence, £2,099 + VAT – the clerk advised that works over £1k should go out to tender, this to be put on the Budget and finance agenda.

- 19.14. 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 - this is on the playing field agenda.
- 19.15. Canolfan Croeso tenants' insurance premium for 1 & 2 Bank Cottages, £522.76 – Cllr. McGarry declared a personal interest. Cllr. Hollyfield proposed that the council ask the tenants for their share of the insurance premium, Cllr. Letten seconded, all agreed.

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 – Cllr. Letten has gone through the report. There are overhanging trees in the play park, Cllr. McGarry will ask Jason James for a quote for this work.

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

- 21.1. The Clerk will follow up for a response from Carwyn Rees.

22. Tudalen RAG / RAG sheet

- 22.1. The RAG sheet was discussed and updated.

23. Materion i adrodd arnynt / Matters to report

- 23.1. Proposed underlease to Newport Information Centre – ongoing.
- 23.2. Website sub group update – Cllr. Hollyfield has been working on a more streamlined document section, calendar section, links have been sent to everyone.
- 23.3. New bank signatory – ongoing.
- 23.4. Victoria gardens ownership - ongoing.
- 23.5. Brynhyfryd inspection report – all ok.
- 23.6. Risk assessment schedule – new clerk to look at this.
- 23.7. PCNPA Consultation on Local Development Plan 3: Draft Delivery Agreement – Cllr. Bayes has sent around a draft response. Cllr. McGarry proposed this is sent to PCNPA, Cllr. Letten seconded, all agreed.

24. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 24.1. Item 7.1 re state of path running alongside Parc y plant. Cllr. McGarry reported that there has been progress, PCC have taken responsibility and the path has been strimmed.

The next meeting is on the 28th July.

The meeting closed at 9.21pm.

Appendix 2

Finance (Income and Expenditure (payments received))

Income Received	Amount
The National Lottery Community Fund	£20,000.00

Expenditure (payments received)	Amount
Dyfed Alarms	£187.00
Harvard's Newport (padlock and chain)	£16.05
British Telecom (BT)	Direct Debit
Good Energy (Direct Debit)	£77.04
Lowri Evans (Clerk ad hoc hours)	£434.75



Appendix 3

Correspondence

1. Fishguard Library (Cllr Huw Murphy email)
2. E-Scooter Poster (posting on the Town Council notice board)
3. Newport Town Council Office Space
4. Newport Town Council Ducks (storage)
5. Cymru Wledig LPIP Rural Wales – Community-led Action Research
6. Road Closures: Ffordd Bedd Morris, nr Newport
7. Southwest Wales Bus Network Consultation
8. 2025 - Council Tax Premium Consultation
9. Playing Field Building (request from Chair)
10. How can planning contribute to providing age friendly communities (Cllr Sandra Bayes)
11. Finance Committee correspondence for 28.07.2025 meeting:
 - a) Victoria Gardens
 - b) Suite software
 - c) Finance & Governance Toolkit Working group
12. SPF funding (Cllr Sandra Bayes)
13. Draft introducing new councillors (Cllr Sandra Bayes)
14. Dwr Cymru - upgrading the sewage system (Cllr Sandra Bayes)