



MAES CHWARAE TREFDRAETH / NEWPORT PLAYING FIELD

(Rhif Elusen Gofrestredig 524444 / Registered Charity No. 524444)

Heol Hir, Trefdraeth, Sir Benfro / Long Street, Newport, Pembrokeshire

Hon. Sec. Ms L. Evans, Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire. SA42 0TS

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COFNODION DRAFFT O CHYFARFOD HYBRID O YMDDIRIEDOLWYR A GYNHALIWDYD AM 7yh ar 8^{fed} MAI 2025

DRAFT MINUTES OF TRUSTEES HYBRID MEETING HELD ON 8th MAY 2025 at 7pm

Pobol yn presennol:	Cllr. Ros McGarry (Vice Chair)	Cllr. Jon Letten
Persons Present:	Cllr. Sandra Bayes	Cllr. Paul Harries
	Cllr. Jake Hollyfield	Miss L Evans (Town Clerk)
	Cllr. John Griffiths	
Ymwelwyr / Visitors	1 member of the public in the room and 1 online	

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Lewis and Morris.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. McGarry declared a personal interest in item 13.1.

3. Cofnodion draft o'r cyfarfod a gynhaliwyd ar 10^{fed} Mawrth 2025 / Draft Minutes of the meeting held on 10th March 2025

3.1. Cllr. Hollyfield proposed that the minutes are correct and accepted, Cllr. Letten seconded, all agreed.

4. Materion yn Codi / Matters arising

4.1. No matters arising. The Chair decided to move item 13 up the agenda, to be discussed next.

5. Tir drws nesaf i 13 Maes Morfa / Land next to 13 Maes Morfa

5.1. This is an ongoing dispute. Documents were received from M.A Sneade this morning. Cllr. Harries advised it is not ideal to receive documents this late; it is difficult for trustees to digest the information in time for the meeting. Cllr. Griffiths advised that the trustees have received advice from One Voice Wales with regards to their position regarding this dispute. The document received is from M.A. Sneade's solicitor which summarises the situation. In Cllr. Griffiths view the letter does not say it is private and confidential and can be shared. M.A Sneade agreed to the document being shared with J. Davies's solicitor who was present at the meeting. Cllr. Griffiths proposed that this document is shared with J. Davies and his solicitor, Cllr. Letten seconded, all agreed. The Clerk to forward them the document. Cllr. Griffiths advised that the trustees have been waiting a few weeks for J. Davies's solicitor to respond to them and urged the solicitor to respond as soon as possible.

The solicitor (B. Gawthorpe) advised that he will respond within 14 days. J. Davies did not agree to the GPS line; this is what the trustees wanted his solicitor to look at. Cllr. Griffiths advised that M.A. Sneade is interested in buying the land, can B. Gawthorpe ask his client if he is also interested in buying it. The solicitor asked if there is a formal lease. This was confirmed. M.A. Sneade agreed that this lease be sent to J. Davies and his solicitor. Cllr. Griffiths advised that the trustees will be seeking advice again on whether the trustees need to be involved and read out the advice received from OVW. Cllr. Griffiths proposed that the trustees respond to M.A. Sneade's solicitor to say that we will be sending the document to One Voice Wales for advice and will respond in due course, Cllr. Harries seconded, all agreed. B. Gawthorpe advised that once he has received the documents then he will respond to the trustees and M.A. Sneade's solicitor. The trustees have received a quote from JCP solicitors with a quote for dealing with the sale of the land. Cllr. Griffiths proposed that this is delayed until the trustees receive B. Gawthorpe's response, Cllr. Harries seconded, all agreed.

6. Adroddiad y Cadeirydd / Chair's Report

6.1. Nothing to report.

7. Adroddiad y gofalwr / Caretaker's report

7.1. Liz has reported some jugs and mugs missing from the kitchen. The Clerk to ask T. Hole, Tennis instructor about this. The gas safety check has been done.

8. Adroddiad Clwb Llewod Trefdraeth / Newport Lion's Football Club report

8.1. The season is nearly over; training and competitions will carry on over the summer. They will re-set the goals in Parc y Plant. Cllr. Harries reported that the playing field has received £412 last year from the Lions club for training and matches.

9. Adroddiad Clwb Tigwyr Trefdraeth / Newport Tiger's Club report

9.1. No report received. Cllr. Harries reported that the playing field has received £548 from the club last year for training and matches.

10. Adroddiad Crwban Bach / Crwban Bach report

10.1. Email received from Liz stating that they would be able pay £1,000 a year for fixed rate, exclusive use but cannot guarantee it would be used solely for Newport children. Newport children would be welcome to book like anyone else and there would be a discounted rate offered to them. Cllr. Lewis was going to ring Claire Cockwell at PCC who was offering advice about childcare services. Cllr. McGarry has received a query from Sonia at Silbers CiC who potentially want to rent the Dros Blant building for 3 hours a week, they are looking to get funding for a 1-year project to pay for this. Cllr. Harries suggested meeting with Liz to discuss the option of both parties using the building. Cllrs. Lewis, McGarry and Harries to meet with Liz. Cllr. McGarry proposed the trustees charge £11 an hour for rent, Cllr. Letten seconded, the majority agreed. Cllr. Harries reported that the playing field had received £180 from Crwban Bach last year for rent. The playing field income in 2024-25 was £2,240, the expenditure was £3,400.

11. Adroddiadau arolwg / Inspection reports

11.1. Skate Park inspection – all fine.

11.2. Playing field inspection – all fine.

11.3. ROSPA inspection – Cllr. Harries to look at this, they have been contacted and have sent us information. Clerk to check the SLA with PCC regarding annual inspections.

11.4. Smart meter in changing rooms – ongoing.

12. Parc Sglefrio / Skate Park

12.1. Skate Park lease – Clerk to contact Emyr for an update. Cllr. Harries agreed to be the new representative on the skate park committee.

12.2. The Clerk brought to the attention of the trustees that a group of people are playing rounders on the playing field. The trustees are happy for them to continue; it is a recreational sport. Cllr. McGarry reported that Jason James has queried the no mow May policy and that it is a long time not to cut the grass in Parc y Plant. The trustees are happy for this area to be cut.

13. Yswiriant / Insurance

13.1. Noted.

14. Prydlesi a chytundebau / Leases and agreements

14.1. Land leased to Mr and Mrs. Sneade – discussed in item 5.

14.2. Terms of use with playing field users – both football clubs have signed their terms of use. Trustees will bring the Crwban Bach terms up with Liz at the meeting.

15. Gofalwr yr ystafelloedd newid / Changing rooms Caretaker

15.1. Ongoing.

16. Adroddiad grŵp Tasg a Gorffen maes chwarae / Playing field Task & Finish group report

16.1. Trustees are going to meet with Liz.

17. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Newport Tigers Football Club	£108.00
Newport Lion Cubs Football Club	£195.00
Newport Town Council donation	£1,000.00

Cyfrifon i'w talu / Accounts to be paid:

Changing rooms caretaker hours	
Dŵr Cymru DD (p.m)	£19.00 (up from £13)
British Gas – Gas DD (p.m)	£44 (down from £56)
British Gas – electric (DD)	£48 (Down from £79, up from £65 and £53.00)
Bank account service charges (DD)	£4.25

17.1. The account has £8,320.60 in it. Cllr. Harries proposed that all finances are paid, Cllr. Griffiths seconded, all agreed.

- 17.2. Advertising Dros Blant room hire - ongoing.
- 17.3. Review fees and insurance documents for playing field users – trustees will meet with Crwban Bach.
- 17.4. Cash flow spreadsheet – Cllr. Harries has completed the 2024-25 sheet. Income is over £1k short to cover costs. Trustees to keep an eye on the cashflow. Cllr. Hollyfield asked how the trustees decide on how much to charge users? The Clerk to send him the agreements. Cllr. Letten declared an interest in this matter but advised that the Lions Football Club raise money from subs and fundraising.
- 17.5. Container planning application for the Football Club – ongoing.
- 17.6. Dan's skate park services and repairs – nothing to report.

18. Gohebiaeth / Correspondence

- 18.1. Email from Clerk to OVW re any implied obligation to assist in establishing a correct boundary line, response received – discussed in item 5.
- 18.2. Email to JCP solicitors regarding possible sale of land, response received – this to be put on hold.
- 18.3. Email from Clerk to Higos responding to their query about ongoing dispute – Clerk to send M.A Sneade's solicitor letter to them and advise that we are taking advice on the matter.
- 18.4. Request by Silbers CIC to rent for 3 hours a week the building next to Bro Ingli where after school club takes place – discussed in item 10.1.
- 18.5. Email received from C. Stockwell, PCC re Childcare setting query/advert on Facebook, Chair to call her – Clerk to ask Cllr. Lewis if he has rung her.

19. Taflen RAG / RAG sheet

- 19.1. The RAG sheet was discussed and updated.

The meeting closed at 8.15pm.

Investigate claiming gift aid

Gift Aid is a tax relief scheme. It allows charities to reclaim an extra 25% in tax on every eligible donation made by a UK taxpayer.

For example, if a donor gives £100 to a charity and is a UK taxpayer, the charity can claim an extra £25, making the total gift worth £125.

How to claim Gift Aid

Step 1: Register for Gift Aid

To register your charity for Gift Aid, you'll need the following documents:

- Bank account details and financial accounts
- Details of your Authorised Officials, including dates of birth and National Insurance numbers
- Registration number (if you're registered with a regulator)
- Charitable objectives (your charity's purpose)
- Your charity's governing document or rulebook
- Government Gateway user ID and password from when you registered your charity

Once you have that, visit <https://www.gov.uk/charity-recognition-hmrc> and click 'Start Now' to begin the process.

You can also contact HM Revenue & Customs (HMRC) by phone at 0300 123 1073 and they'll help walk you through the process.

Footnote - Once that has been done,

By signing up to JustGiving as a Gift Aid agent, we can claim Gift Aid for online donations - automatically.

Newport Playing Field Charity becoming a CIO

I introduced this subject when I worried about trustee' indemnity cover by our insurance

I did correspond with Paul about this previously and Paul thought we had to have a turnover of **£5000 pa**, but I don't think this is so, if you are already a charity, only if you are setting up as a CIO from scratch

The key advantage of a charity becoming a CIO (Charitable Incorporated Organisation) in the UK is the limited liability it offers to trustees, meaning they are not personally liable for the charity's debts

We are currently an unincorporated charity which is not a legal body in its own right: it cannot enter into contracts in its own name. This means the charity trustees have to enter into contracts on behalf of the charity and they can be personally liable if something goes wrong.

Limited liability as a CIO can make it easier to attract trustees as they are less exposed to personal risk.

These advantages are in addition to the advantages of being a charity As a CIO we would **still have to comply with one set of laws, charity law, and only one regulator. The Charity Commission** Annual returns, accounts and reports are still sent to one regulator, the Charity Commission. A CIO must submit annual returns and accounts to the Charity Commission regardless of income (non-CIO charities only have to submit returns if income is more than **£10,000**)

I have read that the conversion can be complex, in statements by solicitors who help carry this out, but I'm pretty sure that Michael King who advised Newport Community Library on just this, though now retired as an expert in Charity law, will be willing to do the same for the Playing Field

Newport Playing Field - Changing Room Action Log - 9th May 2025

No.		Action	By Whom	By When	Status	Comment
47	25/11/13	Football club require more floodlights. EP grant scheme being looked at. Newport specific EP grants may have ended,	John L	ASAP	A	Lowri to chase N Park. JL to get original letter. JL to apply for A place for Sport Grant. Not obtained. JL looking for new grants. JL looking at Lottery grant. Lions Football club are asking Stena to sponsor portable spotlights. Ongoing
152	12/03/24	Rotten wood on one corner of a window.	JL	ASAP	A	JL to update. JL looking to fill the rotten bits. 4 windows in total. JL has fixed some painting needed.
154	24/11/24	Strim around the building		ASAP	A	Grass needs strimming on West side of building. Work party Check
158	24/11/24	Green rubbish bin in Playing Field nearly full			A	Ask Football club? Asked 14/01/25 Check
159	24/11/24	Storage Cupboard Right	Hugh		A	Needs clearing out of Rugby/Football club possessions. Ask Football Club? Hugh Williams asked to sort it out 30th Nov. Mathew chasing
160	24/11/24	Storage Cupboard Left	Liz		A	Asked Liz to take a look. 29th Nov
161	24/11/24	Doors of Changing rooms need painting			A	Work Party
162	24/11/24	Refurbish Notice Board			A	Work Party
163	24/11/24	Clean up Boiler Room			A	Football Club? Asked 14/01/25 Check
165	24/11/24	Tidy up storage space in Home Changing room			G	Ask Football club? Asked 14/01/25 Done
166	24/11/24	Chidrens store room untidty	Liz		A	Asked Liz to take a look. 29th Nov
167	24/11/24	Playing Field Cert of Public Liability to be displayed			A	Ask Lowri for copy. Arrange when we get new insurance. Morgan has put it up need confirmation.
169	24/11/24	Fencing in SK8 Park			A	J Shevlin to be contacted. Johnny has agreed to do it. Johnny can no longer do this, JL to contact Euros
170	21/11/24	Investigate setting up a CIO	Sandra		A	Sandra to ask for this to be put on agenda?
171	21/11/24	Investigate claiming Gift Aid	Sandra		A	Sandra to ask for this to be put on agenda?

Note grass cut by PCC in July Aug & Sep