

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHAFODD EI GYNNAL ar
 13^{ydd} Rhagfyr 2016 am 6.30yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 13th December 2016 at 6.30pm.**

Pobol yn presennol: Cllr Mike Phillips (Acting Chair) Cllr Paul Harries
Persons Present: Cllr Mike Sajko Cllr John Evans
 Cllr. John Griffiths Miss L Evans (Town Clerk)

Ymwelwyr / Visitors Gareth Thomas Paddy Davies
 Ros McGarry

Ymddiheuriadau wrth: Cllr. Jon Letten Cllr. Ros Cleal
 Cllr. Karl Wright Cllr. Elaine Lloyd

Apologies received from: Cllr. Daron Paish

Rhif No.	Eitem Item	Gweit' Action
1	Datganiad o Diddordeb / Declarations of Interest	
1.1	Cllr. Harries has consulted with the monitoring officer and Standards committee of the PCNPA and can speak about all matters concerning Newport Visitors Centre at PCNPA meetings.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 17^{fed} Hydref 2016 Minutes of the meeting held on 17th October 2016	
2.1	Agreed and approved at the Town Council meeting on October 31 st .	
3.	Materion yn Codi / Matters arising.	
3.1	No matters arising.	
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	<u>Newport TIC</u> Cllr. Sajko has attended meetings with the action group to save the TIC. There are 2 possible outcomes, one is to retain the service in the current building, and the second is other options such as community asset transfer, leasing or purchasing the building. The action group met yesterday and the feeling is that PCNPA will not continue with the present service. The action group would like NTC to agree in principle that they would be prepared to buy the building. One option with this is that the building be shared between NTC, Library and the TIC. Cllr. Harries thanked Cllr. Sajko for his work with the action group. There is an opportunity for the building to become an asset for the community. Other options to look at are capital	

funding to purchase the property or a Charitable Trust to run the building.

There could be a possibility of extending the building to include a museum for Newport. Possible funding raised from tax charged on 2nd homes. Could this money be channelled into town facilities? NTC need to work closely with the action group and devise a proposal as PCNPA need to receive the proposal by February 1st. If the officers are happy with the initial proposal that NTC are happy to work with PCNPA there may be a chance of having a year's extension of the current service whereby there would be time to work on a definitive proposal.

Cllr. Sajko proposed that NTC agree in principal that they would be prepared to buy the TIC building, Cllr. Harries seconded, all agreed.

Cllr. Harries proposed that the Clerk arrange a meeting and liaise with Paddy Davies, the action group and James Parkin, PCNPA for early January, Cllr. Sajko seconded, all agreed.

Clerk

4.2

Parrog Yard/Pottery development

Gareth Thomas from Wales and West Housing introduced himself. Tai Cantref has now merged with Wales and West Housing.

Gareth has circulated the development designs in emails and brought print outs which were passed around to all Councillors. They have had successful pre-application discussions with the planners and Conservation Officers who are happy in principal.

The disposal of surface water is one issue that is holding up the development. Soakaway testing has been done on the site which is not conducive to water disposal. They will be conducting a highway drain test onsite this Thursday and will let NTC know the results.

The consultation process is now under new Planning Wales regulations, as there will be over 10-12 buildings, it is classed as a major development.

The plans will have to go out for consultation to NTC and the community 28 days before putting in a planning application. A drop in session needs to be organised in January whereby members of the public can see the draft plans and ask questions.

The draft application will not be complete until the water disposal situation is resolved.

All parties' solicitors are in contact with each other. A report will be prepared after the 28 day consultation. The planning application could be submitted as soon as end of February.

Cllr. Harries asked whether there is a disposal of assets procedure. Cllr. Griffiths to look into this.

JG

The draft contract has been agreed by Wales and West Housing; this now needs to be sent to NTC's solicitor. Cllr. Griffiths to liaise with the solicitors.

JG

NTC to put in a covenant in the contract that the affordable housing will only be available for social rental.

PCC need to remove the present covenant on Parrog Yard. Gareth

PH

Thomas has been in contact with Barry Cook. Cllr. Harries will contact Barry Cook and look to resolve this situation asap.

There will be car parking space for 20 cars in the development, currently Parrog Yard provide 21 spaces.

NTC thanked Gareth Thomas for attending the meeting

4.3 Matters arising from B & F meeting on October 17th

Item 6.1 re market stall payments. Clerk is now inputting the dates these payments refer to.

Item 6.1 re Parrog Yard Comm to look into Parrog yard parking shortfall. This has not been done yet.

Item 6.1 re rates for Unit 3. This has been resolved.

Item 6.1 re Street market to look at making the market more profitable. This has not been done yet.

Item 6.1 re outstanding parking payments for Parrog Yard. Clerk and Cllr. Evans to send details to Cllr. Harries regarding Mr. Wilmott's parking situation.

**P.
Yard
Comm
S.
Mark
Comm**

**Clerk
JE**

4.4 Invoice received

NTC have received an invoice from Neil Wilmott for Christmas lights work and purchasing bulbs for the Castle floodlights. NTC happy to pay for the castle floodlights invoice now and to pay the other invoice of £3k when the Christmas lights have been dismantled, Clerk to put this figure on the next agenda.

Clerk

4.5 If a meeting has more items on the agenda than is needed for a Budget and Finance meeting, then the meeting should be called an Extraordinary meeting.

5. **Sefyllfa Ariannol / Financial position**

5.1 Treasurers account=£3,232.60, 30 day account=£3,447.25, Parrog Yard=£45,000.40. As there is only £3,232.60 in the Treasurers account.

Cllr. Phillips proposed that these figures were accepted, Cllr. Sajko seconded, all agreed.

5.2 **Arian a dderbyniwyd / Monies received:**

Cyfrifon i'w talu / Accounts to be paid:

Market Manager	£180.00
Glyn Edwards, Printing paper/Foot rest	£58.94 (vat £9.82)

5.3 Cllr. Phillips moved that all finances are paid, Cllr. Sajko seconded, all agreed.

6. **Adolygiad cyllideb / Budget Review**

6.1 Receipts and payments

Receipts

All payments received were noted. Clerk to bring the breakdown of VAT payments to the next meeting. The transfer column is highlighted as these figures are not included in the Actuals to

Budget, as this is money that is already in the bank.

£250 received from Masons Monuments, this was for erection of a headstone.

Payments

VAT payments were queried for T. Humfrey (not VAT registered), SLCC payment (VAT not charged on subscriptions), Kestrel web solutions (no VAT on invoice).

£60 cash was taken to give to Victor/Victrix for Ysgol Bro Ingli. This to be taken from the Mark Taylor fund.

Payment of £924 to Lumalite for Christmas harnessing. This to be taken from the capital account for Banner and bunting.

Cllr. Evans proposed that all figures were correct and approved, Cllr. Sajko seconded, all agreed.

6.2 Income/Expenditure Actuals to Budget

Income

The income received for the last 3 quarters tallies with the receipts sheet, as does the expenditure with the bank payments sheet.

There is £5,703.28 left to spend in the last quarter. Last year £6,848 was spent in the last quarter, £1,459 received as income (this income was late payments from the street market). If this figure is subtracted from the £6,848 this leave £5,389, so we are looking on target for spending the £5,703.28 in the last quarter.

Payment to grant Thornton is still outstanding.

Cllr. Harries thanked the Clerk for her hard work on the accounts.

Cllr. Evans proposed that all figures were correct and approved, Cllr. Griffiths seconded, all agreed.

6.3 Bank reconciliation

Not applicable.

6.4 Income/Expenditure – Actuals to Budget

Not applicable.

6.5 Variances

Not applicable.

6.6 Consideration of the budget and our reserves

All Councillors looked at the figures for the budget and reserves. Parrog Yard has £33,292.16, Cemetery has £1,100, Parc y Plant has £2,000, Youth and Festivals has £4,000, banner and bunting has £1,556.33, ground maintenance has £1,410.89.

Chair has agreed that £500 be spent on bulbs for the Winter festival, this to be put on the next agenda. Cllr. Harries proposed it is paid, Cllr. Evans seconded, all agreed. So £1k will come out from the Youth and Festivals capital account.

£924 for the Christmas harnessing and £186.85 for castle floodlights to come out of the banner and bunting reserve. £60

Clerk

for the Victor/Victrix to come out of the Mark Taylor fund.
Cllr. Evans proposed that the figures are correct and approved,
Cllr. Griffiths seconded, all agreed.

7. **Cymeradwyaeth Gwariant / Expenditure Approval**

7.1 No expenditure to be approved.

8. **Dadansoddiad Risg / Risk analysis**

8.1 Risks were looked at but no financial risks were identified.

9. **Dychwelyd Archwiliad Grant Thornton**

Grant Thornton Audit Report

9.1 No invoice received yet.

10. **Ad-daliad Benthyciadau Gwaith Cyhoeddus**

Public Loans Works repayment

10.1 The loan stands at £8,992.35.

11. **Adolygiad o asedau / Review of assets**

11.1 The list of assets was reviewed. The Christmas lights to be reviewed as they have cost more than budgeted this year.

Significant variances

Considering that the Parrog Yard project is now undeliverable, and that Parrog Yard is now part of an affordable housing development plan, Cllr. Evans proposed that the Parrog Yard account be closed and money transferred to the 30 day account, Cllr. Phillips seconded, all agreed. Clerk to contact Lloyd's on the procedure.

Clerk

Notes needed on Section 137, expenditure limit for the Town Council for the next meeting.

Clerk

12. **Gŵyl Gaeaf / Winter Festival**

12.1 It has been agreed that NTC will contribute £500 towards the Winter festival.

13. **Diweddariad Iard y Parrog / Parrog Yard update**

13.1 Discussed in item 4.2

14. **Dyddiad o gyfarfod mis Ionawr / Date of January meeting**

14.1 The next meetings will be on January 9th and 30th.

15. **Correspondence / Gohebiaeth**

15. Other than below all correspondence was noted:

Library – the Library group do not think they will need funding from NTC this year.

Website, no 4 – Clerk has sent documents received from OVW regarding social media to all Councillors. Keep this item on the

	agenda for the next meeting.	Clerk
	General TC issues – Cllr. Evans has emailed James Parkin for plans of the TIC building.	
	Incoming letters	
	No 2 re quarterly inspections, put this on the next meeting agenda.	Clerk
	No 8 re letter from Mid and West Wales fire and rescue service. Chair and Clerk to check this.	Clerk MP
12.	There being no further business the meeting closed at 9.20pm.	
	The next meeting will be held on January 9 th 2017.	