

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHAFODD EI GYNNAL ar
 18^{fed} Ebrill 2017 am 7yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 18th April 2017 at 7pm.**

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

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Jon Letten Cllr. Wendy Wright
 Cllr. Karl Wright Cllr. John Griffiths

Apologies received from:

| Rhif No. | Eitem Item | Gweit' Action |
|-----------------|---|----------------------|
| 1 | Datganiad o Diddordeb / Declarations of Interest | |
| 1.1 | Cllr. Lloyd declared an interest in the financial appeals item. | |
| 2. | Cofnodion o'r cyfarfod a gynhaliwyd ar 13^{ydd} Rhagfyr 2016 Minutes of the meeting held on 13th December 2016 | |
| 2.1 | Agreed and approved at the Town Council meeting on January 9 th . | |
| 3. | Materion yn Codi / Matters arising. | |
| 3.1 | No matters arising. | |
| 4. | Adroddiad y Cadeirydd / Chairman's Report | |
| 4.1 | <u>Clerk's salary</u> The Clerk's monthly salary will go up to £379.99 a month; this is a rise of £3.79. Cllr. Phillips to get the standing order from the bank and get 2 signatures to change the figure. | |
| 4.2 | <u>Getting ready for the audit</u> Document received from OVW. The deadline for returning the annual return is 12 th June. The Notice of Appointment of Date for the Exercise of Elector's Rights to be displayed by 27 th April. NTC have been appointed 11 th May as the date on or after which interested parties for the area to which the annual returns for the financial year ending 31 March 2017 relate may exercise their rights. The period between these 2 dates must be 20 working days. The accounts will need to be available from Unit 3 between Monday and Friday. This can be achieved by appointments being made. Jane Jamison to approve the accounts by 24 th April which is when the next NTC meeting will be held | |

and the accounts approved by NTC.

4.3 Training of Councillors

Document received by OVW regarding training packages being offered to Councils. Cllr. Harries recommended that local Councils such as Nevern, Dinas and St Dogmael's organise training sessions between them that can be held locally. This item to be put on the agenda for the May meeting.

Clerk

4.4

4.5

5. **Sefyllfa Ariannol / Financial position**

5.1 Treasurers account=£2,131.64 30 day account=£3,447.82, Parrog Yard=£45,215.01.

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

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

Cyfrifon i'w talu / Accounts to be paid:

OVW/ALCC membership £103.00

Mr. Ruel, refund Parrog Yard key deposit £5.00

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

6. **Adolygiad cyllideb / Budget Review**

6.1 Receipts and payments

Receipts

All payments received were noted. The total is 37,047.87. It is showing £32,047.87 on the Actuals to Budget. This is because £5k was transferred. 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.

Payments

All quarterly payments were checked and noted. The total is £33,799.53 plus £12.30 in the Parrog Yard account. This gives a total of £33,811.83 which is the same figure in the Actuals to budget.

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

6.2 Income/Expenditure Actuals to Budget

Income

The total is £32,047.87. £21k for the precept, £1,150 for burials, £6,485.50 for market, £510 for rental.

Expenditure

The total is £33,811.83. There is an overspend of £1,763.87

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

Cllr. Lloyd seconded, all agreed.

6.3 Bank reconciliation

Jane Jamison will deal with this.

6.4 Income/Expenditure – Actuals to Budget

Jane Jamison will deal with this.

6.5 Variances

Jane Jamison will deal with this.

6.6 Consideration of the budget and our reserves

Full consideration of the budget was look at, no new items identified. The Budget was set in January, and only began on 1st April. The budget will be considered again once NTC have the full and approved accounts.

Cllr. Phillips proposed that the figures are correct and approved, Cllr. Lloyd seconded, all agreed.

7. **Cymeradwyaeth Gwariant / Expenditure Approval**

7.1 No expenditure to be approved. Proposed by Cllr. Lloyd, seconded by Cllr. Phillips, all agreed.

8. **Dadansoddiad Risg / Risk analysis**

8.1 Cllr. Lloyd proposed that the closure of Lloyd's Bank in the town be identified as a risk and that £3k has been budgeted for the Parrog Yard/TIC project, Cllr. Phillips seconded, all agreed.

9. **Dychwelyd Archwiliad Grant Thornton**

Grant Thornton Audit Report

9.1 Noted at a previous meeting.

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

Public Loans Works repayment

10.1 The loan stands at £8,502.17. A decision has been made previously that an early settlement of the loan was not practical.

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

11.1 The list of assets was reviewed. The Christmas lights to be reviewed and amended as they have cost more than budgeted this year as well as the figure for the goalposts.

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|-------|--|-----------|
| 12. | Gŵyl Gaeaf / Winter Festival | |
| 12.1 | £500 has been received. This has been paid into the Treasurers account and will be in next years accounts. | |
| 13. | Diweddariad Iard y Parrog / Parrog Yard update | |
| 13.1 | A meeting is being held this Thursday with WWHA to discuss the Parrog Yard covenant. | |
| 14. | Bancio ar-lein / Internet banking | |
| 14.1 | Cllr. Phillips to get appropriate forms from the Bank on Thursday | |
| 15. | Cau cyfrif Iard y Parrog / Closing Parrog Yard account | |
| 15.1 | Cllr. Phillips to get appropriate forms from the Bank on Thursday. | |
| 16. | Ffurflen Cydymffurfio gweithle Pensiwn Pension Workplace compliance form | |
| 16.1 | Cllr. Lloyd to liaise with Jane Jamison regarding the compliance form. | EL |
| 17. | Prydles llungopiwr / Photocopier lease | |
| 17.1 | Cllr. Evans to research photocopier and maintenance costs. | JE |
| 18. | Tendr torri gwair / Grass cutting tender | |
| 18.1 | NTC have under budgeted the tender costs by £643. | |
| 19. | Apêl Ariannol / Financial appeals | |
| 19.1 | Cllr Lloyd left the room as she had declared an interest in this agenda item. There is £640 available for financial appeals. All financial appeals were discussed. Cllr. Sajko proposed that £100 each be given to Elly's Ward 10 flag appeal and Tenovus, and £200 each be given to the Newport Senior Citizens Welfare Association and Luncheon Club and Crwban Bach, Cllr. Evans seconded, all agreed. | |
| 20. | Correspondence / Gohebiaeth | |
| 20.1. | No correspondence. | |
| 12. | There being no further business the meeting closed at 8.45pm. The next meeting will be held on 24 th April. | |