

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHAFODD EI GYNNAL ar
 17^{fed} Gorffennaf 2018 am 7yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 17th July 2018 at 7pm.**

Pobol yn presennol: Cllr. John Griffiths (Chair) Cllr Paul Harries
Persons Present: Cllr. Jano Williams (Vice Chair) Cllr. Barbara Young
 Cllr. Elaine Lloyd Cllr. Bryce Barrett
 Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Martina Costelloe
 Cllr. Ros Cleal

Apologies received from:

| Rhif No. | Eitem Item | Gweit' Action |
|-----------------|--|----------------------|
| 1 | Datganiad o Diddordeb / Declarations of Interest | |
| 1.1 | Cllr. Harries declared that he has a personal interest in agenda item 17 concerning the Visitors Centre as a member of PCNPA. | |
| 1.2 | Cllr. Griffiths welcomed Cllr. Lloyd to the meeting. Cllr. Lloyd has been unable to attend meetings due to poor health. | |
| 2. | Cofnodion o'r cyfarfod a gynhaliwyd ar 17^{fed} Ebrill 2018 Minutes of the meeting held on 17th December 2017 | |
| 2.1 | Agreed and approved at the Town Council meeting on 30 th April 2018. | |
| 3. | Materion yn Codi / Matters arising. | |
| 3.1 | No matters arising. | |
| 4. | Adroddiad y Cadeirydd / Chairman's Report | |
| 4.1 | No report. | |
| 5. | Sefyllfa Ariannol / Financial position | |
| 5.1 | Treasurers account-£18,319.29 and 30 day account-£48,684.98. Cllr. Griffiths proposed that these figures are accepted, Cllr. Williams seconded, all agreed. | |
| 5.2 | Arian a dderbyniwyd / Monies received: Cyfrifon i'w talu / Accounts to be paid: Rees Richards, TIC schedule of condition £960 (vat £160.00) Rhino Ramps, Sheet of Rhinex £454.00 (excl vat) | |

5.3 Cllr. Harries proposed that Rees Richards is paid, Cllr Lloyd seconded, all agreed. The sheet of rhinex has not been ordered from Rhino Ramps so no invoice has been received yet. They have reduced their invoice by £200. Cllr. Harries proposed that NTC purchase the equipment, Cllr. Lloyd seconded, all agreed. Clerk to contact them to confirm order.

Clerk

6. **Adolygiad cyllideb / Budget Review**

6.1 Income/Expenditure Actuals to Budget

Income

Cllr. Harries went through the figures for the first quarter. The income is £12,037.80; this is mainly from the precept and the street market.

Money was received from PCC to help pay for skate park repairs. There will be no future payments from PCC as this was all that was left for NTC.

Cllr. Barrett asked that the accounts be sent with the agenda for the next meeting, Clerk agreed to do this.

Expenditure

Cllr. Harries went through the figures for the first quarter. Expenditure was £11,104.92, due mainly to payment for skate park equipment, Preseli fencing (Parc y plant) and Tom Humfrey 1st invoice for gardening work.

Some figures have been highlighted in red. These are to show outstanding cheques that have not been cleared within the first quarter.

There is a budget difference of £939.15.

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

6.2 Receipts and payments

Receipts

The total figure corresponds with the figure on the Actuals to Budget sheet. Included is £6.26 of interest received.

Payments

The total figure corresponds with the figure on the Actuals to Budget sheet. The payment under 'General maintenance' was for the skate park.

All Councillors checked the figures to see if anything looked incorrect, it all looks fine.

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

6.3 Bank reconciliation

Jane Jamison to show the Clerk how to do the quarterly bank reconciliation.

6.4 Income/Expenditure

This is done at the end of the financial year.

6.5 Variances

This is done at the end of the financial year.

6.6 Consideration of the budget and our reserves

This will be considered in agenda item 6.7.

6.7 Capital account

Money was borrowed from the Parrog Yard account to pay for the market stalls. The market made £1,364.72 last year; this money was paid back into the Community Asset projects capital account (previously Parrog yard capital account). There is still £4,164.14 owing on the repayment of the market stalls.

NTC need to decide whether to retain the money in this account until costings for the TIC building and ideas for other projects are finalised. Clerk to put the Community asset projects capital account as an agenda item for the next meeting.

Cllr. Griffiths has spoken to Mark Taylor about the Mark Taylor capital account. He is happy for the money to be spent on the skate park or playing field. Cllr. Griffiths voiced his opinion that this money should be transferred into the playing field account. Clerk to put this capital account as an agenda item for the next meeting.

Cllr. Griffiths read out the statement from the Berenice Whiteman legacy 'To Newport Borough Council of Newport Pembrokeshire the sum of eight thousand pounds for the purchase of equipment for the proposed Young people's Centre at old Parrog Road depot Newport Pembrokeshire or if that Scheme shall not be realised for the purchase of equipment for some other Young People's Centre within the Borough it being my intention that this gift on behalf of myself and my late husband Alex Whiteman is to be used for the benefit of the young people of Newport to improve their health and recreation.'

Cllr. Harries raised one possible idea of a sailing coach coming to Newport to teach the local children.

This to be discussed at the next meeting as an agenda item.

7. **Cymeradwyaeth Gwariant / Expenditure Approval**

7.1 Discussed in item 5.3.

8. **Dadansoddiad Risg / Risk analysis**

8.1 It has been discussed that quarterly bank reconciliations should be done.

The 3 capital accounts (Community asset projects, Mark Taylor and Whiteman Legacy) need further discussion and decisions.

NTC have considered the fidelity guarantee, including that 2 signatories are needed for each cheque. The fidelity guarantee insurance is in place, processes have been reviewed and are appropriate to the Council's circumstances

Cllr. Griffiths proposed that risks had been looked at and

Clerk

discussed, Cllr. Harries seconded, all agreed.

9. **Dychwelyd Archwiliad Grant Thornton**
Grant Thornton Audit Report

9.1 The Clerk has received an email from Grant Thornton. They are requesting details of the reserves held on 31st March 2017 and evidence that the number of electors provided is correct. The Clerk has emailed back with the reserves for 31st March 2017 and has contacted PCC regarding the number of electors query. Clerk to put this as an agenda item for the next meeting.

Clerk

10. **Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol**
Independent Remuneration Panel for Wales Annual Report

10.1 Clerk to remove this as an agenda item.

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

11.1 These are reviewed every year.

12. **Penderfynnu archebu cyfrifiadur newydd**
Decide on purchase of new computer

12.1 Cllr. Barrett has emailed all Councillors with some information. The software on the current computer is out of date for security reasons. The computer is not capable of taking Windows 10; the processor is not fast enough.

There are 2 possible systems which will have the full Microsoft suites. The cost will be approx £700-£900. Clerk to put this as an agenda item for the next meeting.

13. **Diweddariad gwerthusiad Clerc y Dre**
Town Clerk appraisal update

13.1 The Clerk met with the Chair and Vice Chair on Tuesday for her annual appraisal. The main points to come from the appraisal is that the Clerk will try to attend up to 3 training sessions a year and that the Council will fund the Clerk her time for attending these sessions. Travel costs are already budgeted for. Cllr. Griffiths proposed that this is agreed, Cllr. Young seconded, all agreed.

It has been agreed previously that the Clerk move from spinal column point 19 to 22, increasing her hourly rate. This started from 1st April 2018. It was discussed at the appraisal that the Clerk increase her weekly hours from 9-12 hours a week. Currently this is not possible, but the Clerk is happy to increase her hours to 10 hours a week, to be reviewed in 3 months time. Cllr. Barrett proposed that the Clerk's weekly hours be increased to 10 hours from September onwards, Cllr. Harries seconded, all agreed.

This will exceed the budget for the Clerk's salary. It needs to be decided which account this excess payment is to come from.

14. **Gwariant cyfrif cyfalaf / Capital account expenditure**

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|------|--|----------|
| 14.1 | This was discussed in item 6.7. | PH |
| 15. | Bancio ar-lein / Internet banking | JG |
| 15.1 | Documents from OWW finance training have been circulated to Chair/Vice Chair and Cllr. Harries which includes advice on internet banking and having access to credit cards. Cllr. Harries will visit Lloyds Bank to get further information on setting up online banking. Cllr. Griffiths has paperwork for him and Cllr. Williams to become signatories. Pervious Councillors Josh Peniket and Mike Phillips to be removed from the list. | PH JG |
| 16. | Cerdyn debit Cyngor dre Town Council debit card | Clerk |
| 16.1 | Discussed in item 15.1. | Clerk |
| 17. | Canolfan Ymwelwyr Trefdraeth / Newport Visitors Centre | Clerk |
| 17.1 | The Community Asset Transfer working group have sent in their Expression of interest form to PCC who have agreed to consider a full application. The application needs to be in by September, the decision will be made in October. Cllr. Williams hoping to bring proposals and plans to the Town Council meeting on 30 th July. If not enough time, an Extraordinary meeting will need to be called in August. Any money spent before approval of the application will not be paid retrospectively. 20% is needed in match funding, in kind or financial. Cllr. Griffiths asked the Clerk to put ‘asking the Council to match fund the grant application, up to £5k’ on the agenda for the next meeting. Cllr. Griffiths will send a report on the lease, which will be as an Appendix to the agenda, all Councillors to read as decisions will need to be made in the 30 th July meeting. NTC need to decide on the length of lease with the Library. | Clerk |
| 17.2 | The Clerk advised Councillors that as a by-election has been called, a decision will need to be made about where this money is going to come from to pay for it. PCC have advised that the election will cost approximately £3,200 and that the poll cards will cost £680. Only £750 was budgeted in this financial year for elections. | Clerk |
| 18. | Arolygiad Maes chwarae Trefdraeth Newport play area inspection | Clerk |
| 18.1 | An email has been received from PCC highlighting 3 areas. 2 have been addressed by Cllr. Letten; the loose stepping stone on the junior multi play unit and padlocking the gate between play area and private garden. Cllr. Letten has also removed the chain from the tyre swing, and Mike Phillips and Cllr. Griffiths have | Clerk |

repaired the swings.

The 3rd area highlighted was the attempted repair of rot cavity in the trim trail which was not acceptable. Cllr. Letten will ask Euros Lewis fencing about replacing the tinder.

JL

19. **Dyddiad o gyfarfod yn mis Hydref / Date of October meeting**

19.1 The next meeting will be on 16th October 2018.

20. **Correspondence / Gohebiaeth**

20.1 No correspondence.

There being no further business, the meeting closed at 9pm.