

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHAFODD EI GYNNAL ar
 11^{fed} Hydref 2018 am 7yh
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD on
 11th October 2018 at 7pm.**

Pobol yn presennol: Cllr. John Griffiths (Chair) Cllr Paul Harries
Persons Present: Cllr. Jano Williams (Vice Chair) Cllr. Jon Letten
 Cllr. Elaine Lloyd Cllr. Paddy Davies
 Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Daron Paish Cllr. Barbara Young
 Cllr. Bryce Barrett

Apologies received from:

Rhif No.	Eitem Item	Gweit' Action
1	Datganiad o Diddordeb / Declarations of Interest	
1.1	Cllr. Davies declared a prejudicial interest in matters relating to the Visitors Centre as her position as a Trustee and Secretary of the Library Group.	
2.	Cofnodion o'r cyfarfod a gynhaliwyd ar 17^{fed} Gorffennaf 2018 Minutes of the meeting held on 17th July 2018	
2.1	Agreed and approved at the Town Council meeting on 30 th July 2018.	
3.	Materion yn Codi / Matters arising.	
3.1	No matters arising.	
4.	Adroddiad y Cadeirydd / Chairman's Report	
4.1	<u>New computer update</u> No update as Cllr.Barrett not present.	
4.2	<u>Skate park update</u> Cllr. Griffiths acknowledged that the skate park is a playing field matter but wanted to update the Council. Cllr. Williams has discovered that the company Rhino Ramps have gone under. She has contacted a firm in Llanelli (Ramps) who are working on a skate park in Tenby, so a meeting has been arranged with this firm for next week on the 17 th . Unfortunately, Wyn Davies from Property Refurb cannot attend this meeting. He has mentioned there may be unused equipment in the changing room, Cllr. Letten to check this.	JL

	Cllr. Griffiths to contact Dan to see if he can attend. Cllr. Williams has sent photos of the current state of the skate park, Clerk to circulate.	Clerk
5.	Sefyllfa Ariannol / Financial position	
5.1	Treasurers account-£25,718.20 and 30 day account-£48,691.05. Cllr. Lloyd 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: Jim Austin, Market Manager, from June to August £1,090.00 Dyfed Reed, Gravedigging job at Brynhyfryd £20.00	
5.3	Cllr. Lloyd advised that the cemetery policy states that any necessary repairs to graves/headstones should be paid for by members of the family. Clerk to ask Dyfed Reed (gravedigger) about the location/details of where the work was carried out Cllr. Lloyd proposed that all finances are paid, Cllr. Harries seconded, all agreed.	Clerk
6.	Adolygiad cyllideb / Budget Review	
6.1	<u>Income/Expenditure Actuals to Budget</u> Income Cllr. Harries went through the figures for the two quarters. The Clerk advised that she had not received bank statements up until the end of October yet. In the 1 st quarter, there was £1,402.80 received for reimbursed expenses, payment from PCC towards the skate park. Clerk to check with Jane Jamison that this figure is in the correct column. The bank receipt shows all the individual transactions. Expenditure Cllr. Harries went through the figures for the two quarters. Expenditure was £18,126.44, due mainly to payment for skate park equipment, Preseli fencing (Parc y plant), Senior Citizens and Tom Humfrey's 2 nd invoice for gardening work. On the bank payments, some figures have been highlighted in green. These are to show outstanding cheques that have not been cleared within the first quarter. There is a budget difference of £6,197.43. Cllr. Griffiths advised that annual expenditure has been budgeted for £26,125 and that over £18,000 has been spent already. Cllr. Harries proposed that all figures are correct and approved, Cllr. Griffiths seconded, all agreed.	Clerk
6.2	<u>Receipts and payments</u>	

Receipts

The total figure corresponds with the figure on the Actuals to Budget sheet. Included is £3.94 of interest received.

Payments

The total figure corresponds with the figure on the Actuals to Budget sheet.

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

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

6.3 Bank reconciliation

Jane Jamison has been to the office and along with the Clerk, has done the bank reconciliation for the 1st quarter, which was correct.

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 is done at the end of the financial year.

6.7 Capital account

The Clerk is working on a summary spreadsheet, making sure that every capital account decision is noted and that there is enough money in each capital account before any decision is made on expenditure.

The capital account is updated annually.

7. **Cymeradwyaeth Gwariant / Expenditure Approval**

7.1 Market stall trailer

The trailer axle has broken, a new trailer is needed asap otherwise the market cannot be held. Cllr. Harries proposed that a new trailer is purchased, Cllr. Lloyd seconded, all agreed. Cllr. Paish to source a trailer.

Cllr. Harries proposed that this payment comes from the Community Asset Project capital account, Cllr. Williams seconded, all agreed. This capital account used to be called 'Parrog yard project' and £7k was borrowed from this account to purchase market stalls. Currently, £4k is still owed for these purchases.

8. **Dadansoddiad Risg / Risk analysis**

8.1 Fidelity guarantee

Lloyds Bank has phoned Cllr. Griffiths to apologise that the paperwork for new signatories was not dealt with properly.

Confirmation of the new signatories (Cllrs. Griffiths and

Williams) should be received very soon.

Cllr. Harries proposed that NTC make sure that there are 4 signatories for cheques over £5k and that risks have been looked at and discussed, Cllr. Lloyd seconded, all agreed.

9. **Dychwelyd Archwiliad Grant Thornton**

Grant Thornton Audit Report

9.1 Annual return recommendations

1. Notice of appointment of Date for the Exercise of Electors' Rights.

The notice of appointment commenced on 24th May 2018, this was before the Council approved the Accounting statements and Annual Governance statement on 31 May 2018. Regulation stipulates that any rights of objection, inspection and questioning of the external auditor may only be exercised within a single period of 20 working days. However, due to the approval by Council occurring after the commencement date, the Council has not met the requirements of Accounts and Audit (Wales) Regulations 2014. Therefore we feel that the response to Assertion 4 should be 'No' per the Annual Governance Statement on the Annual Return.

A diary note will be made by the RFO for next year, to ensure that the Notice of appointment will be placed publicly for 20 days and after the Council has approved the accounting statements.

2. Low level of reserves

We note that the Council holds a low level of general reserves, approximately 19% of the annual expenditure for 2017/18 after allowing for reserves that are earmarked for specific purposes. The Council should consider the level of general reserves required and consider taking steps to increase the level of reserves in future years if it considers it necessary.

When all of the capital accounts are discussed at the end of the financial year, the Council will take note of the auditors point and take appropriate action.

The RFO will fill in the annual audit satisfaction survey.

The notice of conclusion has been posted on the website and notice board.

9.2 Rachel Thomson, internal audit report/recommendations

The internal audit report has been received, which stated:

The only observation I had which I have shared with you by phone was with regard to the new printer purchase that has been posted under photocopier lease rather than new equipment.

This was noted by the Council.

9.3 Rachel Thomson email regarding internal audit study

Clerk received email from Rachel regarding receiving notification of an internal audit study. Rachel has been asked to drop off her 'working papers' at County Hall. Rachel does not have these papers as she works from the full and comprehensive

	records provided by Jane. Rachel voiced concerns that she is not a qualified auditor and that it might be an idea for NTC to look for someone more qualified next year. Clerk to put the matter of an Internal Auditor on the next agenda.	Clerk
10.	Youth and Festival capital account, Children's play area	
10.1	Any repairs to the children's play area can come out of the Youth and Festivals, the Community Asset Projects or Ground maintenance capital account	
11.	Adolygiad o asedau / Review of assets	
11.1	These are reviewed every year. Clerk to send copy of last year's assets to Cllr. Davies. Cllr. Griffiths advised that the leases on the land down at Parrog need to be sorted. Cllr. Harries proposed that the assets had been discussed, Cllr. Lloyd seconded, all agreed.	Clerk
12.	Gwariant cyfrif cyfalaf / Capital account expenditure	
12.1	<u>Whiteman legacy, Mark Taylor Fund, Community asset project</u> These to be discussed at the next NTC meeting. There is £36,625 in the Community Asset Projects capital account.	
12.2	<u>Town Clerk pay and rise in weekly working hours</u> In the Clerk's appraisal, it became apparent that the Clerk needs more hours to manage the workload. The Chair and Vice Chair recommend that the Clerk's hours be raised from the current 10 hours a week to 12 hours a week. Only £4,900 was budgeted this year for the Clerk's salary. With the pay increase and increased hours, the Clerk's annual salary will be £5,932.86-this is a deficit of £1,032.86. Cllr. Williams proposed that the Clerk's hours to be increased to 12 hours a week and that the extra money be taken from the undesignated reserves capital account, Cllr. Letten seconded, all agreed.	
12.3	<u>Payment for election, capital account</u> Only £750 budgeted for this. NTC to wait until invoice is received.	
12.4	<u>New computer</u> Cllr. Griffiths proposed that the payment for the new computer come from the Community Asset projects capital account, Cllr. Williams seconded, all agreed.	
13.	Cofnodion o'r cyfarfod Anghyffredin a gynhaliwyd ar 29^{ain} Awst Minutes for the Extraordinary meeting held on 29th August	

13.1 Cllr. Letten proposed that the minutes are correct and approved, Cllr. Lloyd seconded, all agreed. Cllr. Harries abstained as he has an interest in all planning matters, being a member of PCNPA.

No matters arising.

14. **Bancio ar-lein / Internet banking**

14.1 Cllr. Harries has emailed Lloyds Bank to start the internet banking process and getting a debit card. This will be actioned once the signatories have been sorted.

15. **Cerdyn debit Cyngor dre
Town Council debit card**

15.1 Discussed in item 14.1.

16. **Canolfan Ymwelwyr Trefdraeth / Newport Visitors Centre**

16.1 PCC have asked for more information from NTC regarding the grant application. The panel deciding on the grant will meet in a few weeks.

Cllr. Harries voiced his opinion about the onerous grant application procedure at the Enhancing Pembrokeshire grant working group.

The Library group met today to discuss the sub lease.

17. **Arolygiad Maes chwarae Trefdraeth
Newport play area inspection**

17.1 This to come off the agenda.

Peter Delaney from PCC is inspecting 5 areas of Newport for the Town Council. There was a concern that this inspection was conflicting with another inspector, but this has now been resolved.

18. **Grwp codi arian / Fundraising group**

18.1 Cllr. Williams would like NTC to have a fundraising working group. Clerk to contact OVW to seek advice on this.

Clerk

19. **Dyddiad o gyfarfod yn mis Rhagfyr/ Date of December meeting**

19.1 The next meeting will be on 11th December 2018.

20. **Correspondence / Gohebiaeth**

20.1 No correspondence.

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