

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 13<sup>eg</sup>  
EBRILL 2021 am 7yh  
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 13<sup>th</sup> APRIL 2021 at  
7pm**

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

**Ymwelwyr / Visitors**

**Ymddiheuriadau wrth:** Cllr. Ros Cleal Cllr. Bryce Barrett  
**Apologies received from:** Cllr. Jano Williams

**1. Ymddiheuriadau am absenoldeb / Apologies for absence**

1.1. Apologies received from Cllrs. Cleal, Williams and Barrett.

**2. Datganiad o ddiddordeb / Declarations of Interest**

2.1. No declarations of interest.

**3. Cofnodion o'r cyfarfod a gynhaliwyd ar 15<sup>eg</sup> Rhagfyr 2021 / Minutes of the meeting held on 15<sup>th</sup> December 2021**

3.1. These minutes were approved at the town council meeting on 11<sup>th</sup> January 2021.

**4. Materion yn Codi / Matters arising**

4.1. All matters arising were dealt with at the 11<sup>th</sup> January meeting.

**5. Adroddiad y Cadeirydd / Chairman's Report**

5.1. Nothing to report.

**6. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits £.....

**Cyfrifon i'w talu / Accounts to be paid:**

SLCC Annual membership	£130.00
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6.1. The accounts are as follows: Treasurers-£18,920.68, Canolfan Croeso-£3.04, 30-day savers-£21,235.64, Playing field-£16,477.56. The Clerk advised that it was worth paying

for the SLCC membership this year. Cllr. Harries proposed that the membership is paid, Cllr. Lloyd seconded, all agreed.

- 6.2. Insurance renewal – the renewal is due 1<sup>st</sup> June, cost is £1,499.93. The renewal details need to be checked for their terms for Canolfan Croeso and how much the insurance cost is so that the town council can be reimbursed this money from the Canolfan. The terms of the lease with PCNPA state that the town council are responsible for the buildings cover. Cllr. Griffiths has written an email suggesting clarification points needed from Zurich which include the street market, Christmas lights, volunteers in the Canolfan. Cllr. Griffiths will liaise with the Clerk for this email to be sent to Zurich. The Clerk has already sent the insurance documents to PCNPA to see if they are happy with it.
- 6.3. Y Pantri licence – Cllr. Cleal had agreed to negotiate with Newport Forum but the council are unsure if this has happened yet. The Forum have sent back an amended licence. Cllr. Letten joined the meeting. Cllr. Griffiths advised the following: Clause 2-The proposed use should be inserted after the word unit i.e. “for the purpose of?” In the same clause there must be a provision for terminating the arrangement. So, the words” by either party giving to the other at least three months written notice” should be added after the word terminated and Clause 10 should be reinstated as the Forum will require access to the site. The town council also need the Forum to confirm that they have Third Party insurance for operating Y Pantri and that a copy will be provided to the Council on request. Cllr. Griffiths and the Clerk to liaise on this and email the Forum.

## **7. Adolygiad ariannol / Financial review**

- 7.1. Receipts and payments – all four quarters have been completed. Cllr. Harries asked about the Amazon Prime payment. This has been reimbursed. When the town council signed up for an Amazon account they assumed that the council wanted a prime account. The Clerk notified them that this was not the case. Cllr. Harries also queried the headstone payment received. The Clerk explained that it costs £215 to erect a headstone in Brynhyfyd cemetery. Cllr. Harries also queried why a payment to PCC for £594 for the street market in the 3<sup>rd</sup> quarter was highlighted in yellow. The Clerk has explained this to all councillors in an email sent on the 8<sup>th</sup> April. This payment is highlighted as there was an outstanding cheque of £237.90 for the street market from last year’s financial year which was not cashed. When this £594 was paid, the outstanding cheque needed to be deducted from the 3<sup>rd</sup> quarter. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Davies seconded, all agreed.
- 7.2. Income/expenditure actuals to budget – The Clerk advised that she had sent amended figures to the council and that the underspend figure is now £10,206.69. The payments from the reserves are highlighted and are included in the income box as well. The burials income was budgeted at £2k but we have received £7,413 so a difference of £5,713. The expenditure underspend is £2,828.21. The Clerk has put suggestions where this underspend could go in the reserves. Cllr. Harries proposed that these draft actuals to budget and the 4 quarter bank reconciliations be approved, Cllr. Davies seconded, all agreed.
- 7.3. Bank reconciliation – the individual quarterly bank reconciliations have been completed by the Clerk. Jane Jamison who checks the accounts will complete the amalgamated year end bank reconciliation.
- 7.4. Variiances – Jane Jamison will do these. Clerk advised that the accounts need to be approved by the 30<sup>th</sup> June.

- 7.5. Consideration of the budget and our reserves – Jane will confirm what the underspend is after checking the accounts and the town council will need to decide where to allocate this money. Cllr. Davies advised that the elections reserve needs boosting as there may be an election this year with a councillor having left and elections being held next year. Cllr. Harries noted the budget and reserves, Cllr. Davies seconded, all agreed.
- 7.6. Capital and reserves accounts – Cllr. Davies questioned whether a councillor's name who received the £150 councillor allowance should be named on the accounts? The Clerk will check with OVW. Cllr. Harries noted the capital and reserves, Cllr. Davies seconded, all agreed.
- 7.7. Notes and assets – Jane will complete these for the end of the financial year.
- 7.8. High interest account for savings – Cllr. Varney suggested this but is not in attendance. To be deferred.
- 7.9. Financial appeals payment regularity and terms of application – The Clerk suggested that future financial appeals should be decided in February so cheques have a chance to be cashed before the end of the financial year. Cllr. Griffiths proposed that the town council agree to this, Cllr. Harries seconded, all agreed. The Clerk suggested that financial appeals could be considered during the year. Cllr. Davies proposed that future Budget & Finance agendas have an agenda item for any financial appeals received to be considered, Cllr. Lloyd seconded, all agreed.

## **8. Dadansoddiad risg / Risk analysis**

- 8.1. Cllr. Davies advised that not having enough money in the reserves for potential elections could be a risk, not delivering on an Enhancing Pembrokeshire funded project could be a risk, £18k expected back from PCC for an Enhancing Pembrokeshire grant, this has not been received yet. The ongoing Parrog shelter leases could be seen as a potential risk, repairs needed in the children's playground is a risk.

## **9. Ffurflen flynyddol swyddfa Archwilio Cymru / Welsh Audit office annual return**

- 9.1. The Clerk advised that the 3-year full audit cycle has now been deferred by a year, so Newport will be fully audited for the year 2022/23. The annual return needs to be approved by 30<sup>th</sup> June. The Clerk is delivering all the folders with invoices/bank statements, paying-in books and cheque books to Jane Jamison tomorrow. The annual governance statement documents that have been requested are the Clerk's contract of employment, evidence of the Clerk's salary reviews and the Clerk's payslip and evidence for tax for October 2020. The Clerk will look for these.

## **10. Adolygiad o asedau / Analysis of assets**

- 10.1. These will be completed by Jane Jamison.

## **11. Ad-dalu TAW i gronfeydd wrth gefn / Repayment of VAT into reserves**

- 11.1. The Clerk will talk to Jane about this.

## **12. Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Chwefror 2021 / Independent Remuneration Panel for Wales Annual Report - February 2021**

- 12.1. This report came out in February 2021. One section deals with 'payments to members of Community and Town Councils'. This section advises whether the town council need to make a decision on certain payments.
- 12.2. All town councils must make available a payment to each councillor of £150 as a contribution to cost and expenses. No decision is required as this payment is mandated unless they advise the Clerk that they do not want to accept it. The Clerk has sent everyone an opt-out form if they do not wish to receive this payment.
- 12.3. Town councils in Group B or C can make an annual payment of up to £500 each to 5 members in recognition of specific responsibilities. A decision is required on this, the payment is optional. The Chair confirmed that she will not be claiming this. Cllr. Harries proposed that £250 is set aside in reserves for the Chair and Vice if they wish to claim it, Cllr. Lloyd seconded, all agreed.
- 12.4. Travel costs, payment of overnight subsistence and payment of financial loss allowance are allowed and optional. Cllr. Harries proposed that travel costs of 45p a mile is agreed upon, Cllr. Griffiths seconded, all agreed. Cllr. Letten proposed that payment of overnight subsistence is approved, Cllr. Lloyd seconded, all agreed. Cllr. Davies proposed that the council will decide to pay financial loss considering each circumstance, Cllr. Lloyd seconded, all agreed.
- 12.5. Payment to a civic head and Deputy civic head is not applicable to this council as the Mayor is not a member of the town council. Cllr. Davies proposed that this decision does not need to be accepted, Cllr. Harries seconded, all agreed.

### **13. Cyfatebiad / Correspondence**

No correspondence.

The meeting closed at 8.15pm.