

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 11^{fed}
EBRILL 2022 am 7yh
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 11th APRIL 2022 at
7pm**

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

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Gabriel Pelin Cllr. Jano Williams
Apologies received from: Cllr. Morgan Lewis

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Cllrs. Pelin, Lewis and Williams sent their apologies.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. Cllr. Harries declared a personal interest in the Post Office payment as he is a partner in the Post Office.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 14^{eg} Rhagfyr 2021 / Minutes of the meeting held on 14th December 2021

3.1. These minutes were approved in the 10th January town council meeting.

4. Materion yn Codi / Matters arising

4.1. All matters arising were dealt with in the 10th January meeting.

5. Adroddiad y Cadeirydd / Chair'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

Newport Post Office, envelopes and stamps for the housing survey mailout	£2,256.00
Newport Post office shop, envelopes	£126.00

Euros Thomas, replace one leg on swing in Children's play area	£780 (vat £130)
PCC, Trade Waste Agreement, renewal charge	£37.00

6.1. The accounts are as follows: Treasurers-£23,860.03, Grants & Projects-£4,601.55, 30-day savers-£21,237.57, playing field-£12,050.25. Cllr. Griffiths proposed that all finances are paid, Cllr. Lloyd seconded, all agreed, Cllr. Harries abstained as he previously declared an interest in the Post office payment.

7. Adolygiad ariannol / Financial review

7.1. Receipts and payments – All the quarters have been completed for the receipts and payments. Cllr. Harries queried the transfer income on the 10th August. The Clerk advised that this was an error on her part and had made a payment from the playing field account instead of the treasurers account which was promptly rectified. This to be put down as an adjusted payment. Cllr. Griffiths proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.

7.2. Income/expenditure actuals to budget – All the quarters have been completed. There is an underspend of roughly £2.5k. The budget of £1.5k for elections has not been spent this year. Councillors can decide on which reserve pot/pots the underspend can go to after the accounts have been finalised. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.

7.3. Bank reconciliation – The Clerk has completed the first 2 quarters bank reconciliation. Jane Jamison, the financial advisor will do an end of year bank reconciliation.

7.4. Variiances – Jane Jamison will itemise the variiances for the council to agree on.

7.5. Capital and reserves accounts – The Clerk advised that in the Reserves sheet, Column 15, this shows where the underspend from last year was distributed. The sum for the year beginning total is incorrect, this should show as £64k. Clerk to rectify this. The reserves were noted.

7.6. Notes and assets – Jane Jamison will sort these out at the end of the financial year.

8. Dadansoddiad risg / Risk analysis

8.1. The Clerk advised that not having enough funds for future election costs is a risk, the uncertainty of Parrog shelter lease and repairs needed are a risk, the expenditure of the GPO project and waiting for reimbursement from PCC for the Enhancing Pembro's grant is a risk. Cllr. Lloyd proposed that risks has been discussed and identified, Cllr. Davies seconded, all agreed.

9. Adolygu'r Rheoliadau Ariannol / Review the Financial Regulations

9.1. Review the figure of £500 that the Clerk and Chair can authorise for emergency purposes
– All agreed that this figure is reasonable and to keep this limit.

10. Apeliadau ariannol / Financial appeals

10.1. All agreed to keep the following appeals until next February: Age Cymru Dyfed, Ty Hafan, leading children's hospice in Wales and Citizens Advice Pembrokeshire.

11. Ffurflen flynyddol swyddfa Archwilio Cymru / Welsh Audit office annual return

11.1. The Clerk has received instructions and arrangements for this year's audit. The Clerk has not received the report for last year's audit. The accounts are up to date and the Clerk will email the accounts spreadsheet and take all paperwork and folders to Jane Jamison to be checked. The Clerk advised that the annual audit this year asks about town council's arrangements for payment and have included a questionnaire to be filled in. Currently the Clerk needs either the Chair or Vice Chair to supervise all payments. Cllr Griffiths suggested a signed mandate for each payment could be done, requiring 2 signatures. Cllr. Griffiths to send a template of this to the Clerk. The Clerk to ask Fishguard town council about their procedures. The Clerk advised that Newport's full audit will happen in 2022-23.

12. Adolygiad o asedau / Analysis of assets

12.1. This to come off the agenda as it duplicates agenda item 7.6.

13. Tendr goleuadau Nadolig / Christmas lights tender

13.1. The Clerk advised that this tender will need to be advertised and agreed upon before the summer. Cllr. Harries proposed this is put on the agenda for the May meeting, Cllr. Lloyd seconded, all agreed.

14. Cyfatebiad / Correspondence

14.1. No correspondence.

The meeting closed at 8.50pm.