

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 12^{fed}
GORFFENNAF 2022 am 7yh
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 12th JULY 2022 at
7pm**

Pobol yn presennol: Cllr Paul Harries (Chair) Cllr. Morgan Lewis
Persons Present: Cllr. Elaine Lloyd (Vice Chair) Cllr. Jon Letten
Cllr. Sandra Bayes Cllr. Ros McGarry
Miss L Evans (Town Clerk)

Ymwelwyr / Visitors

Ymddiheuriadau wrth: Cllr. Paddy Davies Cllr. John Griffiths
Apologies received from:

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Griffiths and Davies.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 11^{fed} Ebrill 2022 / Minutes of the meeting held on 11th April 2022

3.1. These minutes were approved at the town council meeting on 30th May 2022.

4. Materion yn Codi / Matters arising

4.1. Matters arising were discussed at the 30th May 2022 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

J. Austin, Market Manager hours for June	£270.00
Gwenno Accountancy Services Ltd, annual review of council's book keeping system and preparing annual return	£250.00

E. Balchin, reimbursement of replacement defib pads for the Maes Inqli defibrillator	£77.99
Newport Bay Tree & Garden Services, contracted gardening work, 1 of 4 invoices	£1,690.00
Jane Jamison, Assistance with accounts preparation and preparing and submitting payroll	£302.50

6.1. The accounts are as follows: Treasurers-£23,744.12, Grants & Projects-£4,601.55, 30-day savers-£21,238.29. The Clerk went through the invoices which are all budgeted for except for reimbursement of replacement defib pads. The Clerk suggested this payment come from budgeted equipment repairs. Cllr. McGarry queried the contracted gardening work. Clerk explained that this work is invoiced 4 times a year. This work is put out for tender every 2 years. We are now in the 2nd year of this tender. Cllr. Lloyd proposed that all finances are paid, Cllr. McGarry seconded, all agreed.

7. Adolygiad ariannol / Financial review

7.1. Receipts and payments – The accounts have been sent to everyone. Cllr. Harries went through the 1st quarter for income which includes the 1st precept payment from PCC and street market deposits. Interest on the savers account is very low, generating 50p this quarter. The expenditure includes SLCC annual membership, Market manager payments, monthly direct debits for utility bills and rates and rents. Cllr. McGarry queried the high cost of the insurance. The Clerk advised that the town council compare prices for a competitive deal and have an agreement which will keep the cost the same for the next 5 years. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.

7.2. Income/expenditure actuals to budget – Cllr. Harries went through the total income for the 1st quarter. Most of the income budgeted are educated guesses-£3,000 for burials, £4,000 for the market. The total expenditure for the 1st quarter was discussed including the Clerk's salary, gifts and donations, telephone and website. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lloyd seconded, all agreed.

7.3. Bank reconciliation – this is done at the end of the year. The Clerk has not completed the 1st quarter bank reconciliation.

7.4. Variiances – this is done at the end of the year.

7.5. Capital and reserves accounts – The Chair and Clerk have discussed the reserves regarding distributing underspend from the previous financial year. There is currently £18,827.56 in undesignated reserves. There should be 25% of the total money in the accounts left in the undesignated reserves which is £12,500. This leaves around £6,300 to be distributed. Underspend from last year includes £1,500 for elections, £500 for senior citizens, £100 for play area equipment, £100 for grants and donations. This comes to £2,200. This leaves around a further £3,800 to be distributed. The Clerk read out her and the Chair's suggestions: £500 for the cemetery, £500 for Parc y Plant, £500 for Banner, bunting and Christmas lights, £1,200 for Playing field charity which is a new reserve, £500 for councillor allowances and £1,000 for gifts and donations. Total of redistributed undesignated reserves comes to £6,300, leaving £12,527.56 in the undesignated reserves. Cllr. Bayes queried whether money should be allocated to the Youth and festivals reserve? The Whiteman legacy is a possible fund that could be used for this which has a specific purpose to be used for the youth of Newport. The Chair explained that these reserve figures can be discussed again at the next Budget & Finance meeting. The Clerk advised

that the council should agree on the reserves tonight as she needs to know how much is in each reserve when advising on where future payments should come from over the next quarter. Cllr. Harries proposed that the town council agree to the suggested distribution of reserve money, Cllr. Morgan Lewis seconded, all agreed.

7.6. Notes and assets – these have been discussed and are finalised at the end of the year. Cllr. Bayes queried the Castle bus shelter and whether this was listed as an asset. The Clerk will check with Cllr. Griffiths. Jane Jamison has also advised that the council should have an asset register spreadsheet containing information on date the asset was purchased, cost, description etc. This matter to be kept on the agenda.

8. Dadansoddiad risg / Risk analysis

8.1. The Chair thanked the Clerk who sent an email to all councillors on 28th June regarding the fidelity guarantee, confirming that this it is checked and reviewed every year.

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

9.1. GD14 Financial regulations have been sent to everyone. Cllr. Harries has made some notes that have been circulated. The Chair and Clerk will go through these notes and report back to the town council. The council need to prepare a 3-year financial forecast.

10. Apeliadau ariannol / Financial appeals

10.1. Pembrokeshire Pride – July event – The Clerk emailed asking for further information but did not receive a response. Clerk to email again and put on next agenda.

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

11.1. The annual return has been sent to Audit Wales. The Chair thanked the RFO/Clerk for all her hard work. The Clerk advised that the town council will be fully audited for this financial year. She has received an email with more details regarding this.

12. Adolygiad o asedau / Analysis of assets

12.1. This has been discussed in item 7.6. Clerk to remove this item from the agenda.

13. Cyfatebiad / Correspondence

13.1. Email from Clerk re Independent Remuneration Panel for Wales - Community and Town Councils – statement of payment pro forma – this is a form that needs to be completed and sent back by September and put on the website. Clerk will fill this form in and circulate to all councillors.

The next meeting is on the 25th July.

The meeting finished at 7.50pm.