

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 15<sup>fed</sup>  
 Rhagfyr 2022 am 7yh  
 MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 15<sup>th</sup> DECEMBER  
 2022 at 7pm**

<b>Pobol yn presennol:</b>	Cllr Paul Harries (Chair)	Cllr. Morgan Lewis
<b>Persons Present:</b>	Cllr. Elaine Lloyd (Vice Chair)	Cllr. Ros McGarry
	Cllr. Sandra Bayes	Cllr. Jon Letten
	Cllr. Paddy Davies	Cllr. John Griffiths
		Miss L Evans (Town Clerk)

**Ymwelwyr / Visitors**

**Ymddiheuriadau wrth:** Cllr. Jano Williams Cllr. Ros Cleal

**Apologies received from:**

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

1.1. Apologies received from Cllrs. Williams and Cleal.

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

2.1. No declarations of interest.

**3. Cofnodion o'r cyfarfod a gynhaliwyd ar 8<sup>fed</sup> Tachwedd 2022 / Minutes of the meeting held on 8<sup>th</sup> November 2022**

3.1. These were approved at the 30<sup>th</sup> November town council meeting.

**4. Cyllid / Finance**

**Arian a dderbyniwyd / Monies received:**

Street market deposits (Dec)	£440.00
PCC, Enhancing Pembs grant, GPO project	£2,304.00

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

Newport Senior Citizens Welfare Committee (paid)	£500.00
Information Commissioners office, Data protection fee (Annual DD, paid)	£35.00
Keith Edwards Ltd, Housing survey project	£2,500.00
PCC, Recharge for provision of electoral services, 5 <sup>th</sup> May 2022	£2,990.44

**5. Adolygiad ariannol / Financial review**

- 5.1. The accounts are as follows: Treasurers-£31,347.40, Grants & Projects-£8,057.55, 30-day savers-£21,247.92, Playing field-£9,250.24. Cllr. Lloyd proposed that all finances are paid, Cllr. Lewis seconded, all agreed.
- 5.2. Receipts and payments – 3<sup>rd</sup> quarter not complete as this is the end of December. The Chair went through the figures. Cllr. Griffiths proposed that the figures are correct and accepted, Cllr. Letten seconded, all agreed.
- 5.3. Income/expenditure actuals to budget – The 3<sup>rd</sup> quarter not complete as this is the end of December. The Clerk has written explanations on this sheet about the £12k underspend. If all monies are spent by the end of March then there will be no underspend. The Chair decided to discuss the precept now as the Actuals to Budget helps inform the budget for next year. The Clerk and Chair have discussed draft precept figures and sent to everyone. The Chair advised that the council can decrease the precept, keep it the same or increase it. The town council should keep in mind the % of any increase. As an example, an increase of 10% would be an extra £2,763 on the precept. Cllr. Bayes stated that the Good Councillor guide advises that councils refer to their priorities for the future to help set the budget. The Chair went through the suggested figures. There will be a transactional audit for 2022-23 which will cost more than a normal audit. Cllr. Davies advised that councillors can claim for expenses incurred from working at home, Clerk to check with OVW. Clerk advised that Good Energy have not taken an electric payment for Unit 3 since June. The Clerk is chasing this up. The Chair advised that partitioning Unit 3 could help keep heating costs down. Cllr. Davies suggested that money be budgeted for a Grant consultant as the GPO was halfway through some community projects when her job role finished. Cllr. Davies to bring a budgeted figure to the next meeting. Budget for councillor training increased to £500. Christmas lights budget suggested at £4,400. This is a large expense but overall, the council feels that these lights bring people into the town and are appreciated by everyone. Website package may be increasing, Cllr. Lewis to check this. The Chair advised that he and his wife were invited to the Senior Citizens Christmas dinner which the council donated towards. The Chair paid for their dinners. There is £5,600 in the election reserves which should be enough for 2 councillor elections if they are requested. The current suggested figure of the precept at £28,594 is a 6% increase. PCC have informed the council that they may be looking to offload the Parrog toilets responsibility. A task and finish group for this matter to be arranged. The council also agreed to precept money for the Playing field. There is currently £2k in the playing field reserves. The precept will be further discussed at the 9<sup>th</sup> January meeting. Councillors to send any ideas and figures to the Clerk. Cllr. Lewis proposed that the actuals to budget figures are correct and accepted, Cllr. Lloyd seconded, all agreed.
- 5.4. Bank reconciliation – the 3<sup>rd</sup> quarter not completed as this will be the end of December.
- 5.5. Variiances - this is done at the end of the year.
- 5.6. Capital and reserves accounts – The Chair asked councillors if they had any ideas for capital expenditure. The children's play area could benefit from this. The Clerk confirmed that the council have £8k (repayment for the GPO salary) and £5k (repayment for housing survey consultancy cost) coming back into the Community asset project reserves. The undesignated reserves should have 25% of what is in the bank. The Chair advised that Arborculture has inspected the trees by Pen y Bont, 2 trees need reducing and one needs to be chopped down as soon as possible due to safety issues. The council agreed for the work to go ahead. The Chair reported that there were in excess of 10 dog poo bags left on the bank by Parc y Plant. Cllr. Davies proposed that the capital and reserve figures are correct and accepted, Cllr. Lewis seconded, all agreed.

5.7. Notes and assets – Finalise assets list and Discuss Asset register – these have been updated with Canolfan Croeso being added as an asset. Cllr. Harries proposed that the asset list is approved, Cllr. Lloyd seconded, all agreed.

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

6.1. The Clerk advised that the possibility of increasing the precept could be a risk.

## **7. Materion cyflogaeth y Clerc / Clerk's employment matters**

7.1. This to be discussed at the end of the meeting.

## **8. Praesept am 2023 / Precept for 2023**

8.1. This was discussed in item 5.3.

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

9.1. Prepare a 3-year financial forecast – Chair and Clerk to do this.

## **10. Apeliadau ariannol / Financial appeals**

10.1. Newport Memorial Hall – Financial requests are usually dealt with every February. Cllr. Letten advised that this request is critical. The Clerk advised that financial payments should be in the accounts to be paid section, showing how much the council are agreeing to and advised this payment of £240 for a new bilingual sign could be agreed in principle tonight and approved in January. Cllr. Davies proposed in principal that this financial request be approved, Cllr. Harries seconded, all agreed.

10.2. Newport area gig guide – this to be discussed and decided in February.

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

11.1. All fine.

## **12. Cyfatebiad / Correspondence**

12.1. Email from PCC re Newport Parrog public convenience – discussed in item 5.3. Cllr. Harries proposed a task and finish group be set up, Cllr, Lewis seconded, all agreed. Cllrs. Harries, Lewis and Letten volunteered to be in this group.

12.2. Email from Spindog, new website provider regarding hosting and support packages – discussed in item 5.3.

12.3. Email from County Cllr. Huw Murphy re PCC Budget seminar and deficit – this to be put on the January agenda. Clerk to send the 'Have your say' email to councillors again.

The Clerk left the meeting at 8.25pm as the council wished to discuss agenda item 7, Clerk's employment matters. The notes were taken by the Chair.

1. Clerks Contract of Employment – spelling mistake of employment in first line. Contract discussed, proposed by Cllr Harries, seconded by Cllr Lewis. All agreed.

2. Clerks Job Description discussed, proposed by Cllr Lloyd, seconded by Cllr Lewis. All agreed.