

AGENDA AM CYFARFOD CYFFREDINOL BLYNYDDOL I'W GYNNAL AR-LEIN ar 23^{ain} MAI 2023
am 7yh

AGENDA FOR THE ANNUAL GENERAL MEETING TO BE HELD ONLINE on 23rd MAY 2023 at
7pm

You are hereby summoned to attend an online meeting of Newport Town Council for the purpose of transacting the following business.

If a member of the public/press wishes to attend the online meeting, please email the Clerk on npclerk@newport-pembs.co.uk by 18th May.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cyflwyniad y Gadair / Chair's introduction**
- 4. Penodi Cadeirydd ac Is-Gadeirydd Newydd / Appointment of new Chair and Vice Chair**
 - 4.1. Appointment of representatives for full Council and committees: Planning, Budget and Finance, Street Market, Road & traffic working group, Wellbeing and Action plan working group, Community asset working group, Grant and projects working group.
 - 4.2. Appointment of representatives to represent Newport Town Council on: Senior Citizens, Cymdeithas Cychod Afon Nyfer a Harbwr Trefdraeth, Newport Forum, One Voice Wales, Ysgol Bro Ingli, Paths group, North Pembrokeshire Transport, Newport Wellbeing Steering group, Preseli Practice patient group.
- 5. Cofnodion o'r cyfarfod AGM a gynhaliwyd ar 17^{eg} Mai 2021 / Minutes of the AGM meeting held on 17th May 2021**
- 6. Materion yn Codi / Matters arising**
- 7. Derbyn cofnodion cyfarfod olaf pwyllgor / Receipt of the minutes of the last meeting of a committee**
- 8. Ystyriaeth o'r argymhellion a wnaed gan bwyllgor / Consideration of the recommendations made by a committee**
- 9. Adolygiad o gylch gorchwyl pwyllgorau / Review of the terms of reference for committees**
- 10. Adolygu cynrychiolaeth ar gyrfff allanol neu weithio gyda nhw a threfniadau ar gyfer adrodd yn ôl / Review of representation on or work with external bodies and arrangements for reporting back**
- 11. Adolygiad o'r rhestr o dir ac asedau gan gynnwys adeiladau ac offer swyddfa / Review of inventory of land and assets including buildings and office equipment**
- 12. Cadarnhau trefniadau ar gyfer yswiriant ar gyfer yr holl risgiau yswiriedig / Confirmation of arrangements for insurance cover in respect of all insured risks**

- 13. Adolygiad o danysgrifiadau'r cyngor a / neu staff i gyrff eraill / Review of the council's and/or staff subscriptions to other bodies**
- 14. Adolygu a mabwysiadu rheolau sefydlog a rheoliadau ariannol priodol / Review and adoption of appropriate standing orders and financial regulations**
- 15. Adolygiad o weithdrefnau'r cyngor ar gyfer delio â cheisiadau a wneir o dan Ddeddf Rhyddid Gwybodaeth 2000 a Deddf Diogelu Data 1998 / Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
- 16. Adolygiad o weithdrefn gwynion y cyngor / Review of the council's complaints procedure**
- 17. Adolygiad o bolisi'r cyngor ar gyfer delio â'r wasg / cyfryngau / Review of the council's policy for dealing with the press/media**
- 18. Pennu amser a lleoliad cyfarfodydd cyffredin y cyngor llawn hyd at a chan gynnwys cyfarfod blynyddol nesaf y cyngor llawn / Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
- 19. Cyfatebiad / Correspondence**

SUPPORTING DOCUMENTS

Agenda item 4

Chair and Committee members 2022

CHAIR - Paul Harries

Propose - Elaine Lloyd, Seconder - Morgan Lewis

VICE CHAIR - Elaine Lloyd

Propose – Paul Harries, Seconder – Ros Cleal

COMMITTEE/WORKING GROUP CHAIRMEN AND MEMBERS

PLANNING - John Griffiths

All Councillors are members

Propose – Paul Harries, Seconder – Elaine Lloyd

BUDGET AND FINANCE

All Councillors are members.

ST. MARKET Chair – Chair will be decided at the first meeting.

Propose - Seconder -

Members – Paul Harries, John Griffiths, Sandra Bayes

ROAD AND TRAFFIC WORKING GROUP

Members – Jon Letten, Paul Harries, Morgan Lewis, Sandra Bayes

Forum member – Mary Hallinan

GRANTS AND PROJECTS WORKING GROUP

Members – Paddy Davies, Jano Williams, Paul Harries, Elaine Lloyd, Ros Cleal, Ros McGarry, Sandra Bayes

GRANTS AND PROJECTS MANAGEMENT GROUP

Members – Paul Harries, Paddy Davies, Jano Williams

Nia Siggins attends these meetings as the GPO.

WELLBEING AND ACTION PLAN WORKING GROUP

Members – Elaine Lloyd, Paddy Davies, Paul Harries, Jano Williams, Morgan Lewis, Sandra Bayes

COMMUNITY ASSET WORKING GROUP

Members – Jano Williams, Elaine Lloyd, Paul Harries, Morgan Lewis, Jon Letten, Ros McGarry, Sandra Bayes

Members of the community – Nia Siggins, Lowri Evans

APPOINTMENT OF CLLRS. TO REPRESENT NTC ON:

SENIOR CITIZEN - Elaine Lloyd, Sandra Bayes

Propose – Ros Cleal, Seconder – Paddy Davies

BOAT OWNERS ASSOC. - Paul Harries
Propose – Ros Cleal, Secunder – Elaine Lloyd

NEWPORT FORUM – Morgan Lewis, Sandra Bayes
Propose – Paul Harries, Secunder – Ros Cleal

ONE VOICE WALES - Paddy Davies, Sandra Bayes
Propose – Paul Harries, Secunder – Elaine Lloyd

YSGOL BRO INGLI – Ros McGarry
Propose – Paul Harries, Secunder – Elaine Lloyd

PATH GROUP - John Griffiths
Propose – Paul Harries, Secunder – Ros Cleal

NORTH PEMBS TRANSPORT - Ros Cleal
Propose – Paul Harries, Secunder – Morgan Lewis

Newport Wellbeing steering group - Elaine Lloyd, Sandra Bayes
Propose – Paul Harries, Secunder – Ros Cleal

PRESELI PRACTICE PATIENT GROUP
Members – Sandra Bayes

Agenda item 7

Notes of Traffic Matters Advisory Committee held on line by Zoom on 23rd February 2023 at 7pm.

Present: , Cllr Paul Harries, Cllr Sandra Bayes, Cllr Elaine Lloyd, Gaynor Davies, Jon Letten. Lady Mary Hallinan and County Councillor Huw Murphy joined later.

1. Apologies: None

2. Cllr Paul Harries was elected as Note/Minute taker. All Agreed.

3. Minutes of the last meeting 10th November 2022 were discussed.

Notes were proposed for accuracy by Cllr Paul Harries Seconded by Cllr Lloyd – all agreed.

4.0 Actions and matters arising - None.

5.0 Correspondence since 10th November 2022

5.1 11th Nov 22 Email to Cllr Huw Murphy re highways matters (Lucy French)

Huw to contact Lucy French re items 1-4 in email 26th Oct 2022 (See attached and RAG sheet items 20-23)

5.2 11/Nov 22 Email to Cllr Huw Murphy re 20mph speed limits.

Noted Huw could the Pen y Bont 20mph limit be confirmed?

5.3 15th Nov 22 Email to Welsh Gov(cc Paul Davies) re Weltag and Road review meeting. Noted

5.4 16/11/22 Answer from Paul Davies. Noted

5.5 10/11/22 Email from Clare Williams to County Cllrs requesting views on the 20mph limit. Noted

5.6 28/11/22 Emails from - to Cllr Huw Murphy to Clare Williams re 20mph limit. Noted

5.7 29/11/22 Email from Cllr Huw Murphy to NTC re buffer limits. Noted

5.8 30/11-1/12/22 Emails between Cllr Huw Murphy and Clare Williams re speed limits. Noted

5.9 7/12/22 Welsh Gov response. Noted

5.10 20/12/22 Weltag Stage One report.

It was considered that a meeting be called to discuss the WelTAG stage one report in more detail and to discuss a potential meeting with Welsh Gov reps.

5.11 12/01/23 Welsh Gov response regarding meeting. Noted see above.

Late Correspondence

1. 14th Feb 2023 – Email from Huw with Traffic update.

Email noted and Thanks to be conveyed to Huw for his efforts.

2. Press release regarding £70 fines to be introduced for parking on pavements.

Noted – we need clarification on what constitutes a pavement in Town.

6.0 Action Log.

The Action Log was reviewed and updated

Items 11-15 and 32 to be discussed between the Disability access Officer and Cllr [Huw](#) Murphy.

Item 16 (Parking in and around Newport) [Huw](#) and Marc Owen.

Active Travel Items 24-28 [Huw](#) to discuss with Sue Lewis.

Agenda item 9

Community Asset Working Group Terms Of Reference

Purpose of the Group

- To identify potential assets within Newport that could be of value to the community and the feasibility of acquiring them
- To investigate financial options and grants to acquire these assets for the community
- To prepare business plans to support any applications for grants or finance.
- To investigate a way of working with the community to ensure that if any assets are acquired that they are used in a manner that has the significant support of the community and is for the benefit of the community.
- To apply for finance and instigate the implementation of the projects subject to the agreement of the Town Council in a vote. Membership of the Group
- The membership of the group is open to all members of Newport Town Council.
- Members of the community, agreed by the members of the working group, may be invited onto the group. All membership is not limited to any period of time. The Town Council reserves the right to request that an individual is no longer a member of the group, should circumstances dictate.
- Further members of the community may be invited to join for the work on specific projects and may be asked to leave should circumstances dictate.
- Due to the sensitivity of the matter of discussing acquisition or negotiations with property owners, these meetings will not be open to the public and the content of the discussion may be confidential.
- Members of the group will be required to respect the confidentiality of the discussions in this group. Accountability
- All acts and proceedings of the working group shall be fully reported to the council and will only proceed with its agreement.

Meetings

1. Meetings will be held as and when at the discretion of the chair.
2. A chair will be elected and a secretary to take notes.
3. An agenda will be prepared and distributed prior to each meeting at least 3 days prior to the meeting.

4. Prior notice of the meeting must be given a week beforehand.

5. Emergency meetings may be called at short notice at the discretion of the chair if circumstances dictate.

28 October 2021

Grants and Projects Advisory Committee

Terms Of Reference 6th June 2022

The group was established on (insert date of approval by Council)

Purpose of the Advisory Committee

- To identify and assess feasibility of potential projects that could be implemented by the Town council for the benefit of the Newport Community.
- To consider suggestions for such projects by the Town Council and the community.
- To investigate grants that could be applied for to finance these projects.
- To apply for grants and instigate the implementation of the projects subject to the agreement of the Town Council in a vote.
- To investigate the possibility of continuing a similar post in the future.

Membership of the Advisory Committee

- The Chair and Vice Chair of Newport Town Council are ex officio members and membership of the advisory Committee is open to up to 5 other members of Newport Town Council
- Membership is not limited to any period of time and in the event of the inability of a Town Councillor being able to attend they can be temporarily or permanently replaced by another Town Councillor agreed by the members of the advisory committee.

Accountability

- Members are responsible for reporting back to full Town Council meetings.

Meetings

1. Meetings will be held quarterly.
2. The meeting will be quorate with 3 members attending.
3. A chair will be elected and a secretary to take minutes if required.

4. An agenda will be prepared prior to each meeting.

5. The agenda and minutes of the previous meeting will be circulated before the meeting.

Street Market Advisory Committee

Terms Of Reference (Date written)

Purpose of the Advisory Committee

- To promote Newport Street Market
- To assist the Market Manager
- To act as a consultant in disputes arising from the Market
- To advise the Council on Market issues as needed.

Membership of the Advisory Committee

- The Chair and Vice Chair of Newport Town Council are ex officio members and membership of the advisory Committee is open to up to 3 other members of Newport Town Council
- Membership is not limited to any period of time and in the event of the inability of a Town Councillor being able to attend they can be temporarily or permanently replaced by another Town Councillor agreed by the members of the advisory committee.

Accountability

- Members are responsible for reporting back to full Town Council meetings.

Meetings

6. Meetings will be held quarterly.

7.The meeting will be quorate with 2 members attending.

8. A chair will be elected and a secretary to take minutes if required.

9. An agenda will be prepared prior to each meeting.

10. The agenda and minutes of the previous meeting will be circulated before the meeting.

Traffic Working Group Terms of Reference

Purpose of the Group

- To identify and assess feasibility of projects and issues that could be progressed by the Town council for the benefit of improving traffic, road and pedestrian safety, cycling and parking in Newport.
- To pursue and consult with the relevant authorities to progress existing projects - :
Llwyngwair Path
Maeshelyg Path
A487 Town Centre safety.

Membership of the Group

- The membership of the group is open to up to 4 members of the Newport Town Council and
2 members of Newport Community Forum.
- Membership is not limited to any period of time and in the event of the inability of a Town Councillor being able to attend they can be temporarily or permanently replaced by another Town Councillor. Likewise, in the event of the inability of a Forum member being able to attend they can be temporarily or permanently replaced by another Forum member.

Accountability

- Members are responsible for reporting back to their respective bodies, Newport Town Council and Newport Community Forum Members.
- Communications of the Traffic Working Group to the relevant authorities dealing with these matters shall be restricted only to those that have been agreed at a meeting and shall be sent under the aegis of the Town Council or the County Councillor.

Code of conduct

- All meetings and communications shall be conducted in a constructive and cooperative manner.

Meetings

1. Meetings will be held on a regular basis.
2. A chair will be elected and a secretary to take minutes.
3. An agenda will be prepared prior to each meeting.

The Town Council Wellbeing/Action Plan Project Working Group proposed terms and conditions

1. That, in cooperation with the ERO, the Town Council takes the lead on the Wellbeing/Action Plan project, as the follow up to the Housing and Needs Survey.
2. That all major decisions relating to the Wellbeing/Action Plan project made by the Forum project manager or ERO must be agreed by the full Town Council.
3. That the ERO gives regular updates to the Town Council about the Wellbeing/Action Plan project

4. That should the Town Council feel that the process is not being conducted in a manner conducive to producing a Wellbeing/Action Plan that reflects the views of the whole community it can veto the process and the Wellbeing/Action Plan project may then be stopped and PCC Enhancing Pembrokeshire informed.
5. That any public meetings relating to the Wellbeing/Action Plan are called and led by the Town Council.
6. Any reports, conclusions, actions taken as a result of the public meetings must be agreed by the Town Council.
7. Any resulting publication of the Wellbeing/Action Plan will be in the name of Newport Town Council and credits will be given to the Forum, the ERO and any other groups involved in the process.
8. That this Wellbeing/Action Plan can only be taken forward by Newport Town Council to begin a process of making Place Plans.