

**COFNODION AM CYFARFOD A GYNHALIWDYD AR-LEIN ar 26^{ain} MEHEFIN 2023 am 7yh
MINUTES FOR THE MEETING HELD ONLINE on 26th JUNE 2023 at 7pm**

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

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllr. Griffiths.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 1^{af} Mehefin 2023 / Draft minutes of the meeting held on 1st June 2023

3.1. Cllr. Lewis proposed that the minutes are correct and approved, Cllr. Harries seconded, all agreed.

4. Materion yn codi / Matters arising

4.1. No matters arising.

5. Adroddiad y Cadeirydd / Chair's report

5.1. Nothing to report.

6. Tan-gynnig arfaethedig i Ganolfan Gwybodaeth Trefdraeth (CGT) / Proposed underlease to Newport Information Centre

6.1. Consider submitting the notes to RedKite Law with the Council's comments and requesting RedKite Law for advice prior to responding to CGT (Newport Information Centre) – Cllr. Griffiths is working on this and will report back at next meeting.

7. Lloches bws Castell / Castle Bus shelter

7.1. Clerk to ask solicitor for a breakdown of the costs. Cllr. Lloyd proposed that the council are happy to proceed in this matter, Cllr. Letten seconded, all agreed.

8. Adroddiadau pwyllgorau cynghori / Advisory committee reports

8.1. Grants and projects - upcoming meeting has been arranged.

8.2. Community assets - upcoming meeting has been arranged.

8.3. Traffic – traffic notes sent to all. Clerk to action points from this meeting.

8.4. Street market - upcoming meeting has been arranged.

9. Tendr goleuadau Nadolig / Christmas lights tender

9.1. The deadline is end of July.

10. Tai Fforddiadwy - Tir i'r de o Feidr Eglwys / Affordable Housing - Land to south of Feidr Eglwys

10.1. Defer this to the next meeting.

11. Canolfan Croeso

11.1. Information centre garden plan – Clerk to circulate this again to councillors. Clerk to arrange a meeting between the gardeners and Cllrs. Harries and Letten.

11.2. Dripping pipe – the council are happy for the tenants to contact the plumber to arrange a visit.

12. Cyfarfodydd Hybrid meetings

12.1. Clerk to ring Telemat for information. Clerk has circulated information regarding a system that the council could buy and use for hybrid meetings. Ongoing.

13. Toiledau cyhoeddus / Public toilets

13.1. Letter received from Chief Exec of PCC – Cllr. Morgan's draft response has been circulated to all. Point 3.6 regarding ownership of the toilet block is unclear. This question to be added to the letter. Cllr. Harries proposed that this letter is sent to Will Bramble, Chief Exec, Katie Daly, PCC and Di Clements and Garry Meopham, PCNPA.

14. Parcio ar traeth mawr / Newport sands parking

14.1. The 15-point letter drafted by Cllr. Harries was discussed at the last meeting. All councillors have received a copy of this draft letter. The traffic working group would like to add a point about traffic congestion. Cllr. Harries advised that a point about prescriptive easement should be included. The council are happy for these points to be included. Cllr. Harries has drafted a conclusion: "Newport Town Council calls on PCNPA to reconsider the removing of vehicular access to the beach and to take part in a consultation with the wider community to discuss the future accessibility on Traeth mawr." Cllr. McGarry proposed that this letter is sent to PCNPA, Cllr. Lloyd seconded; the majority voted in favour of this proposal.

15. Swyddi gwag cynghorwyr / Councillor vacancies

15.1. The Clerk is waiting to hear from PCC whether an election has been requested regarding the 3rd councillor vacancy. No applications have been received for the current 2 councillor vacancies. Clerk to readvertise the vacancies.

16. Adroddiad arolwg tai / Housing survey report

16.1. Task and finish group – Clerk to call a meeting. Correspondence received from Jo Hobson, PAVS and Rosie Barnes from Cwmpas who would like to attend the meeting as well as Julian Brewer from PCC. Clerk to arrange a meeting and invite them.

16.2. Calling a public meeting – this to be discussed at the meeting.

17. Dogfennau llywodraethu / Governance documents

- 17.1. GD13 - Standing orders – defer until the next meeting.
- 17.2. GD23 – Social media policy – Cllr. Lewis has circulated this document with suggested amendments. Cllr. Harries proposed this document is updated and approved, Cllr. Lloyd seconded, all agreed.

18. Archwilio Cymru Blynyddol / Annual Audit Wales

- 18.1. Statement of Payments made to Members of Newport Town Council for the financial year April 2022 to March 2023 – the Clerk has circulated this to all councillors, no payments were made in this financial year.
- 18.2. Arrangements for making payments, annual audit – the Clerk has filled in these details. Cllr. Lewis proposed that the statement of payments and arrangements for making payments are approved, Cllr. Letten seconded, all agreed. The Clerk confirmed that the audit notice is going up in the noticeboard tonight and that it will also be on the website.
- 18.3. The accounts have been sent to all councillors. The accounts have been checked by the Clerk, Jane Jamison the financial advisor and the internal auditor. There is an underspend of around £5k for this year which the Chair and Clerk will look at and bring suggestions for allocation at the next Budget and finance meeting.
The Clerk read through the annual audit:
Page 1 – the accounting statements/statement of income and expenditure have been filled in, checked and verified by Jane Jamison (financial advisor), the internal auditor and by the Clerk herself.
Page 2 – annual governance statement. The Clerk read out all 9 statements which deal with effective financial management, system of internal control, risk assessments. The council answered ‘yes’ to all statements, confirming that all effective financial management had been completed and approved this section.
Page 3 – additional disclosure notes regarding expenditure under S137 Local Government Act and S2 Local Government Act 2000. The Clerk confirmed that the town council had donated £2,740 to charities in the year 2022/23. The Council agreed that this was the case. The Clerk has certified the accounting statements and signed this page as the RFO, dating it 22nd June. Cllr. Lloyd proposed that all figures and statements are correct and that the annual return is approved, Cllr. Morgan Lewis seconded, all agreed. The Chair will sign this page after the meeting and date it 26th June 2023.
Page 4 + 5 – Annual internal audit report - the internal auditor has filled in these pages and signed the annual return.
Accounting statements – the Bank reconciliation and significant variances to be sent with the annual return. Cllr. Harries proposed that these 2 documents are approved, Cllr. Lewis seconded, all agreed.
The Clerk confirmed that the council is having a full transactional audit for the 2022-23 financial year and that there is a lot of paperwork to collate. The nearest drop off point for all paperwork is Swansea or everything can be couriered. The deadline is 1st August.

19. Materion yr amgylchedd / Environment matters

- 19.1. Climate Emergency statement – ongoing.
- 19.2. Tree planting project/Brynhyfryd tree survey report and estimate cost of works – this to be put on the Budget & finance agenda.
- 19.3. Children’s play area annual inspection report – Cllr. Letten looking at this.

20. Lloches parrog a golygfan / Parrog shelter and viewpoint

- 20.1. Clerk to contact the Barony’s chartered surveyors for an update.

21. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£850.00
PCC, Enhancing Pembrokeshire grant, housing survey	£7,382.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£814.84
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£164.50 (up from 155.00)
Plusnet, Telephone (DD) p.m.	£32.14 (vat £5.36)
Good energy (electric) (DD) p.m.	£27.00 (down from £33)
Google workspace	£1.74
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
Amazon, Printer ink (paid)	£35.99
Bullguard internet security (DD, paid)	£49.99 (vat £8.33)
Pack of 25 A4 clip files (paid)	£27.82
Zoom renewal, 30th June	£119.90
One Voice Wales, Cllr training	£19 (bursary of £19 incl)
Havards, batteries, gloves, key tags	£15.10 (vat £2.52)
Newport Bay gardening services, contracted work, 1 of 4 invoices	£1,856.25
J. Austin, Market Manager hours	£360.00

- 21.1. The accounts are as follows: Treasurers-£19,252.08, GPO-£15,439.55, 30-day savers-£21,316.99. Cllr. Lewis proposed that the figures are correct and that all finances are paid, Cllr. McGarry seconded, all agreed
- 21.2. CWBR Youth – nothing to report. Cllr. Bayes to get an update.
- 21.3. Request for Blue plaque on building to commemorate West Wales Eco Centre – County Cllr. Huw Murphy has contacted PCC regarding this matter. PCC have emailed back stating that the council will need a licence and planning permission. Cllr. Harries has drafted a response: “Newport Town Council is a tenant at the Old School Building (Unit 3). The council thinks that it would be a good idea for PCC to erect a commemorative plaque on the Old School building. The plaque would highlight that the building was the first smallest commercial Solar PV installation in the UK to feed electricity back into the grid on the 11th October 1996 pioneering what is now a vast industry. We believe that the County Council should celebrate this. Should Pembrokeshire County Council wish to do this there would be no need for a licence. I trust that PCC can consult with PCNPA’s planning department if required. Newport Town Council would be happy to contribute to reasonable costs.” All agreed with this response. Clerk to send to Huw Murphy.
- 21.4. Plusnet business broadband – Clerk to send the email to Cllr. Lewis to investigate.
- 21.5. Canolfan Croeso tenants’ insurance premium – Zurich insurance has advised that the tenants insurance premium is £625.25. Cllr. Harries proposed that the council ask the tenants to pay their share, Cllr. Lloyd seconded, all agreed.
- 21.6. Time capsule video – this documents the burial of a time capsule in the friend’s garden for the millennium year. Cllr. Letten to investigate the transfer of this to dvd.

22. Tudalen RAG / RAG sheet

22.1. The RAG sheet was discussed and updated.

23. Cyfatebiad / Correspondence

All correspondence was noted except the following:

- 23.1. Item 3.2. Clerk to send Mr. Varney a copy of the letter sent to PCNPA.
- 23.2. Item 8.1 re Jo Hobson request to attend council meeting. Cllrs. Harries, McGarry and Bayes to meet with her.
- 23.3. Late correspondence received from A. Varney re experience of using PCNPA disabled wheelchair on the beach. Clerk to reply to say that the council sympathises with him in this matter and would like to be kept informed of any further updates.
- 23.4. Late correspondence received re Priorities for the Future Generation Commissioner survey, deadline is 3rd July.
- 23.5. Late correspondence received from MOP re toilets at traeth mawr. Clerk to respond.
- 23.6. Late correspondence received from Rosie Barnes, Cwmpas re attending the housing and needs survey meeting. Clerk to organise this meeting.
- 23.7. Late correspondence received from Chamber of trade re Christmas market and using the council's licence to hold it. Clerk to check if the licence can be used, the council agreed to not charge for the market stall hire but that the Market Manager will oversee this. The Chamber of trade will need to apply for the street closure permission. The council will need to check that their insurance will cover this event.

The next meeting is on the 31st July.

The meeting closed at 8.51pm.