

**COFNODION AM CYFARFOD CYLLIDEB A CHYLLID A GYNHALIWDYD AR-LEIN ar 12^{fed}
HYDREF 2023 am 7yh
MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ONLINE on 12th OCTOBER
2023 at 7pm**

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

1. Ymddiheuriadau am absenoldeb / Apologies for absence

1.1. Apologies received from Cllrs. Cleal, Griffiths and Bayes.

2. Datganiad o ddiddordeb / Declarations of Interest

2.1. No declarations of interest.

3. Cofnodion o'r cyfarfod a gynhaliwyd ar 11^{fed} Gorffennaf 2023 / Minutes of the meeting held on 11th July 2023

3.1. These were approved and discussed at the town council meeting on the 28th September.

4. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

VAT return £1,149.18

Cyfrifon i'w talu / Accounts to be paid

Newport Memorial Hall, room hire for housing survey drop-in sessions, 21 st October	£40.00
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4.1. The accounts are as follows: Treasurers-£17,945.28, Grants & Projects-£10.00, 30-day savers-£36,840.39, Playing field-£7,351.14. The Clerk reported that roughly £2,200 had been received from the Memorial Hall in regards to the fundraising auction event held there last weekend. Cllr. Harries proposed that all finances are paid, Cllr. Lloyd seconded, all agreed.

4.2. Budget for replacement trailer and more street market stalls – this to be discussed in item 5.5.

4.3. Clerk's National insurance contributions – Clerk in contact with Jane Jamison regarding this and will report back at next meeting.

4.4. Clerk's pension enrolment – The Chair reported that the Clerk previously opted out of a works pension. The eligibility criteria is once the Clerk's earnings reaches £10k then they must be put into a pension. This to be reviewed in the Clerk's appraisal in November.

5. Adolygiad ariannol / Financial review

- 5.1. Receipts and payments – All happy with the receipts. The Chair questioned the Trade waste agreement. This is necessary to be able to put any waste out to be collected. The Chair also questioned the Spindogs website subscription. This has been investigated and was agreed by the council. Cllr. Morgan questioned the Google workspace payment. This is for the Clerk's Gmail/Clerk email address. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.
- 5.2. Income/expenditure actuals to budget – the first 2 quarters have been completed, everything balances. The underspend is showing £24k, the Clerk explained that this is because of an internal transfer from the GPO to the Treasurers account of £15,249. This is money paid back in last year's financial year from the Enhancing Pembrokeshire grant and so is not new received income. Cllr. Harries proposed that the figures are correct and accepted, Cllr. Lewis seconded, all agreed.
- 5.3. Bank reconciliation – the Clerk confirmed that the 2nd quarter balances.
- 5.4. Variances - this is done at the end of the year.
- 5.5. Capital and reserves accounts – underspend distribution – The Clerk and Chair have looked at the figures. 25% of the bank total at the end of 31st March should be retained in the undesignated reserves. The Clerk advised that there is roughly £6k to re-allocate but realised this is not the case. There is a figure of -£4,247 in the reserves that the Clerk did not calculate into the re-allocation. It looks like the re-allocation will be for £1,814.92. The Clerk to re-look at the figures and bring suggestions to the next town council meeting. Cllr. McGarry informed the council that the Youth Club cannot afford to give their members snacks at the weekly club. Council advised that the Youth Club need to write to them if they wish to make a financial appeal.
- 5.6. Notes and assets - this is done at the end of the year.
- 5.7. Depreciation of the Children's play area – One Voice Wales have advised that there is no need for any form of depreciation to be applied. The council are already building up a fighting fund for the play area.
- 5.8. High interest savings account – Cllr. Griffiths is sorting this.

6. Dadansoddiad risg / Risk analysis

- 6.1. The following were identified as potential risks: Children's play area, delaying opening a high savers account, the street market stalls, not progressing with the Finance and Governance toolkit and not updating the financial regulations document.

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

- 7.1. The Clerk to enquire when the paperwork including the paying in book and cheque book will be sent back as these are all needed.

8. Tir Parrog land

8.1. 2 valuations and information has been received from Edward Perkins, Chartered surveyors for the Barony. Cllr. Letten advised he thought the valuation was overpriced and questioned whether the council can afford it. Cllr. McGarry agreed with Cllr. Letten's observations but that the council should seriously consider the purchase if possible. Cllr. Lloyd advised that the acquisition of the car park and charging for parking could help keep the toilets open, it would stop other outside interested parties getting hold of this land and will also keep the historical and heritage aspects of the land such as the kiln. Cllr. Lewis advised that the 2 valuations were very different in price for the car park area but thinks the council should consider the acquisition. The Chair has been talking to the Clerk and Cllr. Griffiths, there is a lot of work to be done and facts to be gathered. Cllr. Harries proposed that a Task and Finish group is set up to investigate the desirability to acquire land in the vicinity of Parrog and surroundings, Cllr. Letten seconded, all agreed. All agreed that a representative from PCNPA, Newport Moorings committee and Cris Tomos from Planed should be invited to the task and finish meeting. The Clerk to respond to Edward Perkins and enquire whether they can give the council some time to investigate all options.

9. Trafod cadw cyllideb ar gyfer y Swyddog Grantiau a Phrosiectau / Discuss budgeting a retainer for the Grants & Projects Officer

9.1. The working group meeting to discuss this at their next meeting.

10. Sefydlu Grwp gweithio Pecyn Cymorth Cyllid a Llywodraethu / Set up Finance & Governance Toolkit Working group

10.1. The Clerk to organise this. Cllrs. Harries, Lewis and McGarry are in this group.

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

11.1. Chair and Clerk to investigate this.

12. Apeliadau ariannol / Financial appeals

12.1. No appeals received.

13. Cyfatebiad / Correspondence

13.1. CWBR Youth Welsh Government Democratic Engagement funding – Cllr. McGarry attended the meeting in Crymych. Clerk to ask Cllr. Bayes for an update as she is the council's representative.

13.2. Town council representative for Preseli cares – Cllr. Lloyd happy to volunteer but can only attend online meetings. Clerk to check these meetings are held online.

13.3. Meeting with the Local Democracy and Boundary Commission on 23rd October – Cllr. Bayes is attending. Chair advised that any comments or opinions will have to be as an individual.

The next meeting is on the 30th October.

The meeting closed at 8.03pm.