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**MINUTES OF A MEETING OF NEYLAND TOWN COUNCIL HELD ON MONDAY 4th JULY 2022 AT 7.00 AT NEYLAND COMMUNITY HUB, JOHN STREET, NEYLAND**

**PRESENT:** Cllr P Hay

Cllr A Lye

Cllr A Phelan

Cllr M Harry

Cllr Rhianna Riggs

Cllr Karen Panter

Cllr Leah Unwin

Cllr Angela Radice

Cllr Steve Thomas

**ALSO IN ATTENDANCE:** Vanessa Walker – Town Clerk,

**APOLOGIES:**  None

**3032 TO APPOINT A CHAIR FOR THE MEETING**

Cllr. Andrew Lye was nominated to act as Chair for the meeting. Proposed by Cllr. M Harry, seconded by Cllr. P Hay. All in favour.

Cllr Lye welcomed the five new Town Councillors - Rhianna Riggs; Karen Panter; Leah Unwin; Angela Radice and Steve Thomas.

**DECLARATIONS OF INTEREST**

 None.

**3033 REPRESENTATION BY PUBLIC** None

**3034 MINUTES OF LAST MEETING** The Minutes of the Extraordinary Meeting held on the 28th June 2022 were agreed as a true record. Proposed by Cllr. M Harry, seconded by Cllr. A Phelan.

The Minutes of the Ordinary Meeting held on the 6t June 2022 were agreed as a true record Proposed by Cllr M Harry, seconded by Cllr A Phelan. All in favour.

**3035 MATTERS ARISING**The following points were raised:

3009(a) **Lease for transfer of land at Neyland Athletics Club**. The solicitor

 had confirmed that the transfer should be completed by the end of

 July.

3001 **Proposed Community Gardens.** The Clerk the suggested that a

personal letter be sent to Mr. William Bramble, CEO of Pemb County Council, initiating the formal complaints procedure against the Property Dept. It is understood that Mr. Bramble is monitoring all complaints personally. This was agreed.

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3014 **Attendance at Civic Events**. It was agreed that all Councillors could

 choose to attend a Civic Event if they wished to.

3022 **Public Toilet Facility at Brunel Quay**. The Clerk confirmed that formal

 notice had been given of the Town Council’s wish to cease part

 funding the facility.

3020 **Use of the MUGA**. An email had been received from Pembs County

 Council confirming that if the Town Council wished to have the MUGA

 open all the time hroughout the summer holidays there would be

 significant restrictions and liabilities which would need to be met by

 the Council. Councillors felt that these conditions were unacceptable

 and the Clerk was asked to contact the County Councillors for

 Neyland. Proposed by Cllr M Harry, seconded by Cllr A Phelan.

3025 (10) **CCTV at Brunel Quay.** Cllr. P Hay had assisted the Police in accessing

 the footage from the camera which had been useful in the

 investigation of the accident there on the 2nd June.

3025 (4) **Skatepark** – sign now installed.

**3036 PROPOSED CHANGES TO THE RECORDING AND REPORTING OF FINANCIAL**

**INFORMATION**

Samples of a new way of presenting financial information at Town Council meetings were made available. The existing software licence was costing £365 + VAT per year and there would be a penalty payment of £250+VAT

to withdraw from the current three year contract but the new proposal would use Excel software and would therefore be free. Cll M Harry proposed that the new arrangements be adopted and that the Town Council should cancel the EDGEIT contract. Seconded by Cllr A Phelan.

**RESOLVED: That the contract with EDGEIT be terminated.**

**3037 UPDATE ON ACCOUNTS TO 30TH JUNE 2022**

The following financial information had been circulated.

a) Bank Account Reconciliation Summary showing a balance of £37,516.20 in the Current Acct, £19,763.96 in the Savers Acct, £290.34 in the Mayor’s Acct and £1.00 in the Twinning Acct

b) The Financial Statement – Cashbook showing income of £55,553.07 (gross) and expenditure £33855.93 (gross).
c) The Financial Budget Comparison showing the Budget set, the actual income and expenditure figures and the balance remaining under each heading.

**RESOLVED: That the financial information be agreed and accepted.**

**3038 TRAINING FOR NEW TOWN COUNCILLORS**

The Clerk would send round the One Voice Wales current training schedule. All the new Councillors would attend the New Councillor Induction Module.

**RESOLVED: All new Town Councillors should attend One Voice Wales training sessionS.**

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**3039 MAYOR’S/CHAIR’S ANNOUNCEMENTS**

 None.

**3040 RESTORATION OF TWINNING RELATIONSHIP BETWEEN SANGUINET AND**

**NEYLAND**

It will be the 10th Anniversary of the Twinning between the two towns next year and the Mayor of Sanguinet had written to say that Sanguinet were planning several events to commemorate this and inviting Neyland to participate and hold events of its own. The Clerk offered to set up a virtual meeting in September with Councillors from Sanguinet so that plans could be discussed.

 **RESOLVED: To make plans to commemorate the 10th Anniversary of the Twinning Sanguinet and Neyland.**

**3041 APPLICATION FOR COMMUNITY BENEFIT FUNDING TO JLEN**

The Clerk and Cllr M Harry had re-established communication between the Town Council and JLEN, the company that operated the Wear Point wind turbine. Apart from a recent donation to fund the AED defibrillator located at the Co-op in the High Street there had been no community benefit derived from the wind turbine which was installed several years ago. Negotiations had indicated that there would be a will to fund community projects and the Town Council was being asked to put forward project ideas for funding. Ideas included additional play equipment at Brunel Quay, community project bringing children and older people together and a suicide prevention project at the Cleddau Bridge. Further suggestions were requested for the next meeting.

**RESOLVED: To make an application for funding for a community benefit project(s) to JLEN.**

**3042 NEYLAND CONSERVATION AREA APPRAISAL**

 Cllr. A Lye would be meeting with Daniel Evans the new Historic Building Officer and

 would be inviting C Cllr. S Hancock to walk with them around Neyland.

**3043 PEMBROKESHIRE PRIDE**

 An email had been received requesting funding towards the cost of the

 forthcoming Pembrokeshire Pride event in July. After discussion Councillors

 agreed a donation of £200. Proposed by Cllr A Lye, seconded by Cllr S Thomas.

 Carried by vote 8:1. Councillors asked that the Town Council be kept informed

 and for feedback of the event.

 **RESOLVED: To donate £200 to Pembrokeshire Pride.**

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1. **REVIEW OF STANDING ORDERS AND COUNCIL POLICIES**

 A Task and Finish Group consisting of Cllrs: A Lye, A Phelan, S Thomas and Leah

 Unwin will progress a review of the old Standing Orders and make sure the Town

 Council has the required set of current policies BY THE Annual Meeting in May.

**RESOLVED: That a Task & Finish Group review the Standing Orders and Council Policies.**

**3045 TRANSACTIONS FOR APPROVAL AND PAYMENT**

Accounts totalling £9,529.26 (gross) were approved for payment. Proposed by Cllr A Phelan seconded by Cllr M Harry.

**3046 COUNTY COUNCILLOR REPRSENTATION AT TOWN COUNCIL MEETINGS**

The two Neyland County Councillors have always been sent an agenda and minutes for Town Council meetings as a matter of courtesy. The Clerk was asked to extend an on-going invitation to all meetings and to ask for a monthly report from now on if attendance was not possible.

**3047 OUTSTANDING ITEMS FROM FORMER MINUTES NOT YET ACTIONED**

Many items were outstanding post Covid, the Clerk was asked to include these on the forthcoming agendas on a regular basis to ensure that they were followed up and concluded.

**3048 PUBLIC RELATIONS OPPORTUNITY**

At very short notice the Town Council had been offered an opportunity for advertising as part of coverage of the Neyland Carnival next week. Councillors agreed the cost of £200+VAT. Proposed by Cllr M Harry, seconded by Cllr P Hay.

**RESOLVED: To take out an advert In the Western Telegraph**

**3049 TOWN CLERK’S REPORT**

None submitted.

**3050 DATE OF NEXT MEETING** It was agreed that an Extraordinary Meeting should be held in August to progress the formation of Committees and the next round of co-option interviews. Date to be confirmed.

 The meeting closed at 9.50pm.

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Signed………………………………………………. Chair …………………………. Date

Signed…………………………………………………. Town Clerk