

# CYNGOR TREF PORTHMADOG



May 6 2025

Dear Councillor,

You are summoned to the next meeting of the Town Council at 18.30, Tuesday evening, May 13 2025 in Ystafell Glaslyn, Y Ganolfan, Porthmadog and via Microsoft Teams. To receive an invitation for entry, contact the Clerk on [clerccyngtreport@gmail.com](mailto:clerccyngtreport@gmail.com)

## ANNUAL GENERAL MEETING 13.5.25 AGENDA

1. In attendance
2. Apologies.
3. Elect the Chairman of the Council for the year 2025/2026
4. Elect the Vice-Chairman of the Council for the year 2025/2026
5. To elect members of the following Committees for the year 2025/2026

### ☐ Staffing Committee: Membership 2024/2025:-

Chairman of the Council – Cllr. Aled Griffith  
Vice-Chairman of the Council – Cllr. John Gwynedd Roberts  
Cllr Gwilym Jones  
Cllr Karen Owens

### 6. Election of Representatives on external committees: Membership 2024/2025:-

Porthmadog Harbour Sub-Committee - Cllr Dr Melfyn Edwards (Cllr Gwilym Jones is already Chairman of the Harbour Committee)  
Rebecca Trust - Cllr. Gwilym Jones  
Y Ganolfan - Cllr Michael Roberts  
Porthmadog Maritime Museum - Cllr Carol Hayes  
Madog Sports Club - Cllr Alwyn Gruffydd  
Citizen's Advice Bureau (Caernarfon Branch) - Cllr Carol Hayes  
Caru Port - Cllr Michael Roberts  
Twinning Committee - Cllr Alwyn Gruffydd  
Arfon Dwyfor Area Committee (One Voice Wales) - Cllr Alwyn Gruffydd, Cllr Gwilym Jones

### 7. Management Documents – one paper copy on the table to be signed by the Chairman.

**Need to receive and approve the documents below annually.**

1. Standing Orders
2. Financial Rules
3. Code of Conduct
4. Internal Audit of the Council
5. Risk Assessments
6. Register of Assets
7. Planning Policy
8. Paperless Policy
9. Language Policy
10. Equality Policy
11. Training Scheme
12. Social Media Policy
13. Environmental Policy
14. Health and safety policy

**Regular Town Council Meeting May 13 2025**

**AGENDA**

**1. In attendance**

**2. Apologies.**

**3. Ratification of minutes of the Town Council :-**

- **Regular Meeting April 8 2025**
- **Finance and Property Committee April 29 2025**

**4. The Clerk's Report**

**5. Declarations of interest.**

**6. PLANNING APPLICATIONS**

**(a) Rhif Cais / Application No.: C24/0736/44/LL ( emailed 29.4.25)**

Lleoliad / Location: Caffi Bwlch Y Moch, Bwlch Y Moch Cafe, Bwlch Y Moch Ffordd Prenteg, Tremadog, Porthmadog, Gwynedd, LL49 9SN

Bwriad / Proposal: Bwriad ar gyfer ehangu safle gwefru cerbydau trydan presennol yng Nghaffi Bwlch Moch, trwy ychwanegu tri bae gwefru cerbydau trydan cyflym ac offer ategol

Proposal for the expansion of an existing electric vehicle charging site at Bwlch Moch Cafe, with the addition of three rapid electric vehicle charging bays and ancillary equipment

**(b) Rhif Cais / Application No.: C25/0251/44/DT ( emailed on 1.5.25)**

Lleoliad / Location: Talgarreg, 22 Craig Madog, Tremadog, Porthmadog, Gwynedd, LL49 9TG

Bwriad / Proposal: Estyniad deulawr arfaethedig ar ochr yn annedd a dymchwel lolfâ haul bresennol. Proposed Two storey side extension and removal of existing conservatory.

**© Rhif Cais / Application No.: C25/0306/44/LL (emailed on 2.5.25)**

Lleoliad / Location: Tafarn Pencei, Pencei Public House, Brig Y Don, 17 - 18 Pen Y Cei, Porthmadog, Gwynedd, LL49 9AT

Bwriad / Proposal: Gwaith uwchraddio'r ty tafarn drwy codi ffenestr gromen ar y cefn a dau canopi / Refurbishment work to the public house with a dormer window to the rear and 2 canopies

**7. CONSTITUTIONAL AND STAFF MATTERS**

- **Decide on Attendance Allowance**
- **Decide on tidying rota for Bryn Coffa**

**8. MATTERS ARISING :-**

- **Cllr Dr Melfyn Edwards** - proposal to ask the Planning Department about an update on the Borth y Gest marsh.
- **Cllr Dr Melfyn Edwards** – proposal to ask Gwynedd Council for an update on the location of the proposed 3G playground
- **Cllr Michael Roberts** - proposal to ask Gwynedd Council about the situation of the money collection machines in the car parks of Porth y Gest and Heol y Parc.
- **Cllr Jeremy Davies** :- Proposal to contact three website design companies to enquire about the cost of creating a new bilingual website for Porthmadog Town Council.
- **Cllr Jeremy Davies** :- Proposal to contact the Head of Gwynedd Council's Maritime Department, Bryn Pritchard Jones, to ask if there is a process at the end of the agreement period to install a memorial bench.
- **Cllr Carol Hayes** :- proposal to pay to replace the vandalised public information board near the train station.
- **Cllr Carol Hayes** :- Proposal to appoint an appropriate employed person to organise Christmas celebrations 2025 under the direction of Elfyn Lewis, our clerk.
- **Cllr Llywelyn Rhys** :- Proposal to contact the Highways/Municipal Department of Gwynedd Council to ask them to take action to control overnight parking by camper vans.( see correspondence 10)

**9. Matters to be brought before the Chairman either for information or to be put on the Agenda for the next meeting.** Agenda closing date for June 10 2025 = June 1 2025, (Standing Orders 9 (b) "at least ten days before the Council meeting".)

**10. Correspondence: Waiting List for a Reply** (copy attached).

**11. CORRESPONDENCE :**

1	SIAN GWENLLIAN A.S.	Thanks for support
2	ALED GRIFFITH	Letter of resignation
3	DWYNWEN WILLIAMS	National Grid Community Fund
4	ARWEL HUGHES	Response to 310.4.25 Ysbyty Alltwen
5	MARTIN THOMAS L. BRYN JONES	Welsh Highland Railway
6	CYNGOR GWYNEDD	Gwynedd SPF Diwylliesiant Support Fund
7	GETHIN V. JONES C.G. LEWIS ALUN EVANS	Response to 312.4.25 Capel y Garth
8	RHIAN WYN WILLIAMS C.G.	Response to 195.12.24 bus parking spaces
9	ARWEL LEWIS JONES PHIL WILLIAMS	Response to E3.4.25 re Cae Bodawen compensation  Response to E3.4.25 re Cae Bodawen compensation
10	ANDREW BAMWELL	Camper vans Pencei

**12. FINANCIAL MATTERS:**

**Receipts :-**

1	HMRC	VAT refund 2024-2025	£10,449.83
2	CAE PAWB	Rent 2025 cash	£ 390.00
3	CAE PAWB	Rent 2025 cheques	£ 112.50
4	HSBC	Bank Interest up to 19.4.25	£ 52.85
5	CYNGOR GWYNEDD	1 <sup>st</sup> payment of 2025-2026 Praesept	£36,829.15

**Payments :-**

1	Clerk	Phone line and Internet April 2025	£72.50
2	Clerk	Clerk wages April 2025	£1,597.44
3	H.M.R.C.	Clerk Income Tax April 2025	£399.36
4	Clerk	Working from home allowance 2024-2025	£300.00
5	ONE VOICE WALES	The Council training Cllr Jeremy Davies 22.4.25	£42.00
6	Y GANOLFAN	Office rent 2025-2026	£5,200.00
7	Chairman	Chairman's Allowance 2025-2026	£1,200.00
8	HMRC	Chairman's Allowance Income Tax 2025-2026	£300.00
9	Geiriau Gwyn	Translation Harbwr 200 meeting on 2.4.25	£144.00

(A copy of each cheque is available for inspection for audit / financial rules)

Marian Roberts  
( Clerk )

Marian Roberts (Clerc/Clerk), 29, Maes Gerddi, Porthmadog, Gwynedd, LL49 9LE  
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E-bost/ e-mail : [clerccyngtreport@gmail.com](mailto:clerccyngtreport@gmail.com)

