

OLD ST. MELLONS COMMUNITY COUNCIL

Agenda of meeting to be held at the Village Hall at 6pm on
Thursday 14th March 2024

1. **Apologies for absence & acceptance (1 min)**
2. **Declaration of interests (1 min)**
3. **Minutes – to approve as a correct record of the minutes of the meeting held on 8th February 2024 (2 min)**
4. **Matters arising from the minutes of 8th February 2024 (20 min)**
 - 4.1 D-Day80
 - 4.2 Managing Green Spaces – training date
 - 4.3 Village Plan – Public Meeting
 - 4.4 Village boundary signs
 - 4.5 Review Freedom of Information Act – update
 - 4.6 Review OSMCC Publication Scheme – update
 - 4.7 Review Health & Safety Policy – update
 - 4.8 Review GDPR Privacy Notice – update
 - 4.9 Review GDPR Website Privacy Notice – update
 - 4.10 Review Welsh Language Policy - update
5. **Local Residents (15 min) – web link available on request if meeting held via Zoom**

Under Standing Order 3.(e) the meeting may be adjourned for up to fifteen minutes for a public session. Each member of the public may speak only once and may express observations only. Members of the Council should not enter into any discussion. The Chair may limit an individual's speech to provide equal opportunity to all members of the public.
6. **County Councillors Report (5 min)**

(Cllr Joel Williams, Cllr Peter Littlechild presented their report via email)
7. **Annual Planner (15 min)**
 - 7.1 Risk assess St Edeyrn's wall and gates. Consider all encompassing annual risk review
 - 7.2 Review insurance provision – see 9.2
 - 7.3 Prepare Audit
 - 7.4 Quarterly review of fixed assets
 - 7.5 Annual Data Protection Registration Fee with ICO – direct debit
 - 7.6 Annual Fire Extinguisher – Blackwood Fire
 - 7.7 PAT Testing – Jack Rees Electrical
8. **Policies Procedures (15 min)**
 - 8.1 Review Code of Conduct
 - 8.2 Review Complaints Procedure
 - 8.3 Review Employers Liability Certificate
9. **Finance (15 min)**

(RFO to present financial report)

 - 9.1 To approve RFO, Clerk and Caretaker, Cleaner expenses and Staff O/T
 - 9.2 Insurance renewal
 - 9.3 End of year budget review
 - 9.4 Approval of internal auditors' quotation
10. **S106 Monies and Pavilion (15 min)**
11. **OSMCC Tennis Club (10 min)**

(Liz Croad-Protheroe to present report)

 - Constitution
 - Coaching concern
12. **Police Matters (5 min)**

(Police to present reports)
13. **Planning (5 min)**
 - 22/2/24 Ref: PA/24/00002 - Proposal Proposed development of 6no. residential units and associated works. Land East Of Blackbirds Way, St Mellons
 - 24/00304/HSE Proposal Single storey side extension to adjoin existing garage, double storey rear extension, hip to gable and dormer to attic, with balcony and associated works 1 Began Road, Old St Mellons
14. **One Voice Wales (RJ) (5 min)**
15. **St. Mellons Primary CiW School (5 min)**

(Mr Stephen Ashton to present report)
16. **St. Edeyrn's Church Working Party (DB, DR, GH, RJ, JS) (5 min)**
17. **St. Edeyrn's Village (5 min)**
18. **Village Hall Working Party (AH, DB, DR, GH, RJ) (5 min)**
19. **Playing Field Working Party (AH, DR, IB, JC, JS, SE) (10 min)**
20. **Training (10 min)**

(Attendees to provide feedback from courses)
21. **Correspondence (5 min)**
 - D-DAY 80 Flag of Peace – purchase?
22. **Items for next meeting (2 min)**


Mrs N Evelyn-Gauci

Clerk to the Old St. Mellons Community Council