

## **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes for meeting to be held in the Village Hall, Newport Rd,  
Old St. Mellons at 7.00pm on Thursday 8<sup>th</sup> June 2017

### **Present:**

**Chair:** Cllr Rosemary James (RJ)  
**Vice Chair:** Cllr Sarah Johns (SJ) - Apologies  
**Councillors:** Cllr Vic Davies (VD)  
Cllr Dennis Matthews (DM)  
Cllr Dianne Rees (DR)  
Cllr Derek Stroud (DS)  
Cllr Joel Williams (JW)

**Clerk to the Council:** Mrs N Evelyn-Gauci (NEG)

**In attendance:** Mr Paul Good (RFO)

### **1. Apologies for absence (1 min)**

Cllr Sarah Johns – work commitments

### **2. Declaration of interests (1 min)**

None.

### **3. Finance Report (15 min)**

3.1 Annual Return including governance statement to be approved and certified

**It was resolved: Governance Statement, Appendix 2 All documentation was present All agreed – Chair Cllr Rosemary James & Clerk Ms Neried Evelyn-Gauci signed and completed the form – approved and certified.**

The RFO has forwarded the June Finance Report to Councillors.

The May bank reconciliation shows cheques numbered 3822 – 3832 totalling £3,138 as outstanding at month end. The tree work is now completed at the Playing Fields and includes the future risk assessment of the trees. The recommended tree work at St Edeyrns burial grounds is due to be carried out next week. The annual gas inspection for 2017-18 of the Village Hall has been carried out and the appropriate certificate received. The annual electric inspection of both hall and pavilion due in July will be carried out this month. The additional insurance premium relating to increased property values is also shown in the list of payments. Councillors will note in the DD list that electricity refunds have automatically been credited to the bank account and this contract is currently being reviewed. However, the gas supply is not due for renewal until November and the DD is being increased to cover the shortfall. Income of £4,976 has been received in the month and I am pleased that the 2016-17 VAT refund of £3,470 is included. In addition £486 has been banked in the current month.

Councillors have also been sent copies of the 2017-18 Financial Risk Assessment to be reviewed and subject to their approval it should be recorded in the Minutes. The RFO does not consider there is a need for the Assessment to be amended. The bank mandate discussed at the last meeting relating to the removal and addition of signatories needs to be completed.

Subject to Councillors approving the Annual Return, Governance statements and attachments to be certified and signed, the RFO will forward the Return to the external auditors by the audit date, 13<sup>th</sup> June 2017. The RFO confirmed that no member of the public had requested access to view the accounts in accordance with the Elector's rights notice.

All agreed that RFO be given thanks for all the hard work.

#### 4. In – Private Meeting re Co-option of Councillors (5 min)

Members of the public were asked to leave at this point 19:30

It was decided that all 3 candidates that expressed an interest re-submit a document approved by One Voice Wales – Chair will contact candidates by telephone.

A new document expression of interest was shown to the Cllrs was approved, with an amendment to add a return date of said form.

It was agreed that an Extraordinary Meeting be called after the completed documents have been returned.

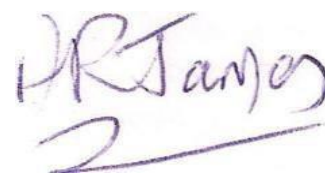
#### **It was resolved: all agreed**

Next Extraordinary Meeting: date TBC

To invite candidates to attend a meeting to make a presentation independently and in private session.

**Meeting closed at: 20:17**

**Date of next meeting: 13<sup>th</sup> July 2017**

A handwritten signature in purple ink, appearing to read 'R James' with a flourish underneath.

*Cllr Rosemary James MBE  
Chair to the Old St. Mellons Community Council*