

# **OLD ST. MELLONS COMMUNITY COUNCIL**

Minutes of Meeting held at the Village Hall at 6:30pm  
on Thursday 8<sup>th</sup> January 2026

**Chair:** Cllr Debbie Brown (DB)

**Vice Chair:** Cllr Sam Evans (SE)

**Councillors:** Cllr Ieuan Burrige-Bryant (IB)  
Cllr Jane Croad (JC)  
Cllr Gaynor Hassan (GH) Zoom  
Cllr Anne Hopewell-Ash (AH)  
Cllr Dianne Rees (DR) Zoom  
Cllr John Summers (JS) Zoom

**In attendance:**

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

**RFO to the Council:** Mrs Nadine Dunseath (ND)

1. **Apologies for absence & acceptance (1 min)**  
Cllr Rosemary James – unwell
2. **Declaration of interests and the nature of interests (1 min)**  
Accepted annual declaration of interest – if any other interests this will be declared below
3. **Minutes – to approve as a correct record of the minutes of the meeting held on 13<sup>th</sup> November 2025 (2 min)**

**It was resolved as a true and accurate record SE proposed GH seconded**

4. **Matters arising from the minutes of 13<sup>th</sup> November 2025 (20 min)**
  - 4.1 Car park – entrance for remedial works quotes update  
DB - Ongoing
  - 4.2 Burial Grave surrounds  
Clerk to seek further information. It was noted to look at the possibility of transferring the administration to the Church.
  - 4.3 Community plan ideas and Biodiversity to form a working party  
JC – ongoing to meet in January
  - 4.4 Hall Hire charges – long term  
SE, DB, JC and AH declared an interest  
IB acted as Chair

It was agreed to keep the existing long term private hires who have been using the hall for many years at £10 per hour.

To review the other hirers who pay by session and not per hour – Clerk to send information to Cllrs.

- 4.5 Outdoor Gym equipment maintenance  
Clerk has received two quotes – one from the existing supplier and another the Clerk has sourced – Freshair incl VAT £763.68, Adventure Playground Wales incl VAT £660.00

**It was resolved: all agreed with the cheaper quote**

4.6 Trees noted for immediate attention in Playing Field  
These have been felled as per health and safety and completed.

4.7 Legionella assessment

Clerk noted a full risk assessment has been carried out by Morgan Environmental. It was noted that a written scheme and quarterly maintenance quote has been received, Clerk wanted to investigate this further.

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.*

A resident noted that there are lots of children crossing the busy road by the Cenotaph and have concerns over potential loss of life, to add to this concern it was noted that when the new school opens there will be a lot more children in this area, asked if the Cllrs would consider a zebra crossing near this area. It was noted that the Clerk will raise the concern of the resident to the Ward Cllrs.

6. **County Councillors Report (5 min)**

*(Cllr Joel Williams, Cllr Peter Littlechild to present report)*

Nothing to report

7. **Finance (15 min)**

*(RFO to present financial report)*

*Bank balances have been received dated 5<sup>th</sup> January for the Main Account, for the Savings Account, and for the Tennis Club Savings Account. The financial report has been completed using this information.*

*The expenses and cheques that need to be approved and paid are as per the Bank Reconciliation and are detailed as follows: - Direct Debit and standing order payments for January, Cleaning Products for the Village Hall, OVW training course, Annual Website hosting, Q3 grass cutting contract, Confidential Shredding, Legionella Assessment, Half Yearly Ground Rental Village Hall, Christmas Gift Boxes, Returned hall hire bonds (4 for December, 5 for January), Staff Expenses and overtime for November and December.*

*LTA Venue Registration renewal for 2025-26 has been paid in December under Financial Regulations 6.9 (iii) to avoid late payment charges.*

*RFO confirms that the Cardiff Council Parks Department contribution of S106 funding towards the pavilion project has been received in December of £34050.*

*Income received during November totals £3656.01 as follows: - Village Hall Bookings £2110, Burial Fees £1490, Tennis Club £56.01*

*Income received during December totals £34960.83 as follows: - Village Hall Bookings £890, Tennis Club £20.83, S106 £34050.*

*With a further £1654.86 expected during January as follows: - Village Hall Bookings £1635, Tennis Club £19.86*

*Welsh Government have announced the 2026-27 S137 discretionary spending limit at £11.60 per electorate.*

*Cardiff and Vale Local Government Pension Scheme review the employer contribution rate every 3 years which is currently due to be reviewed from April 2026. The current employer contribution rate is 18.3% and is proposed to reduce to 15.1% for the next 3 years. This proposal is currently out for consultation.*

7.1 Approval of payments

**It was resolved: all agreed**

- 7.2 Staff Expenses and O/T  
RFO £4.50 – Nov, Clerk £3.60 – Nov, £10.80 – Dec, Caretaker £42.46 – Nov.  
Clerk, Caretaker O/T

**It was resolved: all agreed**

- 7.3 Review Q3 budget vs actual costs and consideration of budget lines  
RFO noted hall hire adjustments

**It was resolved: all agreed**

- 7.4 Quarterly signing of Bank Reconciliation  
Ongoing

- 7.5 PAYE months 7-9 by Jan  
It was noted paid £1179.97

- 7.6 Fixed Asset Register to review  
Cllrs reviewed and agreed with contents

**It was resolved: all agreed**

- 7.7 Option for Cllr's to opt out of Allowance  
Cllrs to email Clerk

- 7.8 Agree next year's budget  
Cllr reviewed and agreed

**It was resolved: all agreed**

- 7.9 Agree year's precept  
It was noted for 2026-2027: £60378

**It was resolved: all agreed**

**8. Annual Planner (5 min)**

- 8.1 Review Financial Regulations  
RFO has reviewed and no changes to be made

**9. Pavilion (DB, SE, JC, IB) (15 min)**

Zoom meetings will be held for updates – next meeting 28<sup>th</sup> January 2026

**10. One Voice Wales (IB, JS) (5 min)**

Next meeting 12<sup>th</sup> January 2026

**11. St. Mellons Primary CiW School (10 min)**

Teams meeting held on Tuesday 6<sup>th</sup> January 2026 with Director of Education and DB, DR, GH, JS

*SE noted the following:*

- *OSMCC recognises the potential benefits of federation in strengthening leadership capacity, sharing expertise, and supporting long-term educational stability*
- *encourage any future federation arrangements to actively maintain and enhance pupils' access to St Mellon's Church and other faith links. the community war memorial, local history, architecture, and green spaces, community events and intergenerational activities*
- *decisions affecting the school reflect the needs and voice of Old St Mellons.*

The diocese and school thanked the Community Council for the Christmas Tree.

Next Governors meeting – March 2026

**12. St. Edeyrn's Village including SEVRA (AP) (10 min)**

Nothing to report

**13. Training (10 min)**

*(Attendees to provide feedback from courses)*

Ongoing

**14. Correspondence (5 min)**

- Waste collection  
Email with cost sent to Cllrs. To note CC will not do garden waste.  
Clerk to make further enquiries
- Gopak Table Trolley and Folding Chair Trolley - Coedkernew selling these.  
Clerk to check cost and availability

**15. Items for next meeting (2 min)**

- Car park – entrance for remedial works quotes
- Community Plan Ideas – JC
- Hall hire – long term hourly charge currently £15 per session
- Gopak folding chair trolley – costs - Clerk
- Legionella – update Clerk
- Waste Collection – update Clerk

**Meeting closed at: 8pm**

**Next meeting: 12<sup>th</sup> February 2026 at 6:30pm**



*Cllr Debbie Brown*  
Chair to the Old St. Mellons Community Council