AN ORDINARY MEETING OF NASH COMMUNITY COUNCIL IS TO BE HELD AT 8.00pm ON

THURSDAY 4th September 2025

AT NASH COMMUNITY HALL.

AGENDA

**1** **APOLOGIES FOR ABSENCE**

**2.** **To receive and accept declarations of interest**

**3** **PREVIOUS MINUTES**

**3.1 To receive and approve minutes of regular meeting held on the 3rd July 2025.**

**4. MATTERS ARISING FROM THE MINUTES**

**4.1** **CCTV -**  Cllr. S Williams to update.

**4.2 Hall Bookings and matters arising**

**4.2.1 Opening & closing of hall – any issues or concerns**

**4.2.2** **Hall booking charges and update** - feedback from Booking Clerk

**4.2.3 Hall Car Park –** update on new signage will be produced outlining this and Cllr Williams has agreed to action this ASAP.

**4.2.4 Fire Exit Doors –** these should be kept closed at all times and hirers are reminded of this on booking and on the day of hire, however this has been subject to abuse by some parties and needs to be addressed. It was agreed to reinforce this that we should incorporate:-

1. official seals on the doors, that in the event of an emergency, break easily for the doors to be opened, but will act as a deterrent in the meantime.
2. Decoy cameras – its too expensive to add to at present but we can look to put in place in the future
3. Alarm signage on the doors as a deterrent – again something we can look to put in place in the future
4. Clearer signage

Booking clerk to update at next meeting

**4.2.5 Hall Floor – protecting of the condition of the floor**  - update on felt pads for bottom the legs of the table in particular to help reduce this abuse.

Proposal by Cllr Nurden - The floor will require resurfacing soon with treated with floor protection fluid as this hasn’t been carried out for a while, and this should be scheduled early in 2026 – Committee to approve and to obtain quotes for the works ASAP

**4.2.6 Recycling Bins –** Cllr Nurden will update progress.

**4.2.7 Hall Kitchen refurbishment – update** Cllr Nurden will arrange to contact relevant trades etc and obtain quotes / advice on the work required and report back to the committee at next meeting.

**4.3 Carpet Area in Bar** - A quote was still awaited. It was agreed that the quote should only be for the bar and stage steps, not the stage area. Cllr Nurden to obtain updated quotes and report back to committee

**4.4 Retirement of Clerk to the Council –** ONGOING ADVERTISEMENT for the role of Clerk is needed, and until such time an new clerk is in situ this role would be split between Cllr Williams & Cllr Nurden, with a rotation of councillors support as required. Handover of council documentation has taken place from outgoing clerk.

Action: Cllr Williams to update and confirm that this has been actioned

**5.5 Bank Reconciliation & Bank statements to be signed -** statements were present and signed but no summary available – Handover of the documentation and updating of new signatories and online banking has been completed - Cllr Williams & Finance Officer to update at next meeting

**5.6 Hall bookings for August**

| **A.Jones** | **Ceroc Dance** | **£150 & £60 clean** | **10/8/25** |
| --- | --- | --- | --- |
| **A.Jones** | **Ceroc Dance** | **£150 & £60 clean** | **23/08/25** |
| **S.Hussain** | **Party** | **£200 & £60 clean** | **28/08/25** |
| **R.James** | **Family Gathering** | **£200 & £60 clean** | **30/08/25** |
| **F.Sissay** | **Wedding** | **£200 & £60 clean** | **31/08/25** |
| **Total August Bookings (minus cleans)** |  | **£900** |  |

**5.6 To approve receipts**

| Name | Payment Date | Method | Date of event | Description | Amount |
| --- | --- | --- | --- | --- | --- |
| F.Sissay | 1/9/25 | BACS | 31/08/25 | Bond Retained due to excess mess, damage and failure to recycle | £200 |
| S.Hussain | 1/9/25 | BACS | 28/08/25 | Bond Retained due to excess mess, damage and failure to recycle | £100 |
| NA EVANS | 1/9/25 | BACS | 22/11/25 | Christmas Fayre – stall fee | £25 |
| MCGLONE-THOMSON K | 1/9/25 | BACS | 22/11/25 | Christmas Fayre – stall fee | £15 |
| C.Matthews | 1/9/25 | BACS | 7/9/25 | Party | £255 |
| WORGAN KJ | 28/08/25 | BACS | 22/11/25 | Christmas Fayre – stall fee | £15 |
| J.Matthew | 27/8/25 | BACS | 13/09/25 | Party – Anthony Bino | £420 |
| WARD NR | 21/08/25 | BACS | 22/11/25 | Christmas Fayre – stall fee | £50 |
| Ceroc | 21/08/25 | BACS | 12/09/25 | Ceroc Dance | £190 |
| A.Hussain | 21/08/25 | BACS | 28/08/25 | Party | £370 |
| Kay Jones Trading | 21/08/25 | BACS | 22/11/25 | Christmas Fayre – stall fee | £25 |
| F.Sissay | 19/08/25 | BACS | 31/08/25 | Wedding | £420 |
| DAMODARAN BM | 18/08/25 | BACS | 30/08/25 | Family Gathering – R. James | £220 |
| T.Partner | 14/08/25 | BACS | 23/05/26 | Wedding | £500 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5.7 To approve expenditure**

| **Date** | **Payee** | **Details** | **Amount** |
| --- | --- | --- | --- |
| 20.6.25 | Sarah Williams | Cleaning items - chq 101682 | £55.93 |
| 29.6.25 | Hannah Thomas | 2 x hall cleans - chq 101683 | £120.00 |
|  | Tina Smith | Underpayment of booking clerk honorarium fee- Cheque 101684 | £62.65 |
| 27.6.25 | HMRC | BACS | £30.97 |
| 27.6.25 | ADJ Protection Ltd | BACS | 252.49 |
|  | cancelled | Cheque 101685 - incorrect payee | £0.00 |
| 28.6.25 | Lee Francis | Hall lock ups - chq 101686 | £75 |
| 1.7.25 | Solopress | Newsletters - chq 101687 | £44.63 |
| 10.7.25 | Hannah Thomas | 2 x hall cleans - chq 101688 | £120.00 |
| 28.7.25 | Hannah Thomas | 2 x hall cleans - chq 101689 | £120.00 |
| 28.7.25 | Hannah Thomas | Hall clean - chq 101690 | £60.00 |
| 28.7.25 | SSE | DD | £144.22 |
| 12.8.25 | Sarah Williams | BACS | £181.81 |
| 14.8.25 | Hannah Thomas | Hall clean - BACS | £60.00 |
| 14.8.25 | Lee Francis | 2 x Hall Lock ups - BACS | £50.00 |
| 15.8.25 | ICO | DD | £47.00 |
| 15.8.25 | British Gas | DD | £40.56 |
| 28.8.25 | Hannah Thomas | Hall clean - BACS | £60.00 |
| 2.9.25 | Hannah Thomas | 3 x hall clean plus 1 agreed double clean | £300.00 |
| 2.9.25 | GD Environmental  | June & July waste collection | £441.00 |
| 2.9.25 | Lee Francis | 3 x hall lock ups BACS | £75.00 |

**6. CORRESPONDENCE**

Correspondence had been circulated Electronically to Councillors

**7. PLANNING**

All Planning Schedules had been circulated to Councillors electronically.

**8. ANY OTHER BUSINESS & AGENDA ITEMS FOR FUTURE MEETINGS**

**8.1 Attendance at Area Meetings of One Voice Wales and Liaison Meetings for Community Councils and Newport City Council. –** Cllr Williamsto update on courses and attendees who have come forward

**8.2 Request for Hall Booking by Newport C.C. for Elections 2026.** UPDATE ref acceptance of new costs from council

**8.3 Visit from PC Daniel Sutherland** - Cllr Williams had spoken to Gwent Police at Monmouthshire show and asked for a representative for our area to contact us. PC Daniel Sutherland then contacted Cllr Williams and agreed to come to the next council meeting September 4th at 8pm, so councillors can highlight any ongoing issues and perhaps arrange a monthly meeting with residents

**8.4 Hall Cleaning charge -** Hannah has requested an increase in her cleaning fee as she feels her current payment of £60 is not enough.  Double invoicing has always been agreed in the past for when the hall has been left in a particularly bad state but going forward the basic fee would need to be increased

**8.5 Ceroc Dancers** - Cllr williams had discussed with Amanda of Ceroc Dancing that the booking fee would be increasing.  Amanda stated that if it was increased by a great deal then they would be looking to take their business elsewhere - they book it twice a month every month and leave the hall spotless. They are currently paying £210 (which includes the £60 cleaning fee).  To be discussed with councillors

**8.6 New Urn in kitchen** needs to be purchased - price would be around £150 to be discussed and agreed

**9. NOTICE OF NEXT MEETING –**

The next meeting would be held on Thursday2nd October 2025 .