**NASH COMMUNITY COUNCIL**

**MINUTES OF ORDINARY MEETING HELD ON WEDNESDAY**

**4th. JANUARY 2024**

**Present: Cllr. J.German (Chair)**

Cllr. A.G.Thomas

Cllr.L.Knoyle

Cllr. J.Nurden

Cllr. G.Bhudia - Luke

Cllr.S.Williams

Cllr. D. Johnson

**In attendance: Clerk - Mr.A.C.Ducroq,**

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1.**APOLOGIES - There were no apologies for absence**

2. **DECLARATION OF INTEREST**

There were no declarations of interest

**3. MINUTES OF PREVIOUS MEETINGS**

The minutes of the meeting held on the 7th.December 2023 were taken as read, approved and signed ..

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**4. MATTERS ARISING FROM THE MINUTES**

**4.1** **Gwent Police - Unlawful Encampment Act 2022 -** The Clerk confirmed that a copy of the response from Gwent Police on this matter had been placed on the Village notice board so that residents could see that we have attempted to get Gwent Police to act appropriately when these encampments arise.

**4.2 CCTV -** Cllr. S.Williams gave a progress report on this matter. The Clerk stated that if the Community Council were to proceed with the scheme, it would need to be included in the budget considerations for 2024/25, and decided on at this meeting. A discussion ensued and it was agreed that whilst the Community Council were committed to the scheme, it was perhaps premature to include the scheme in the budget for 2024/25 as the Public Consultation exercise needed to be carried out first, and perhaps public opinion obtained whether electors were willing to fund the scheme by way of the precept or perhaps willing to fund the scheme by way of donation to the cost. It was agreed to prepare a leaflet or letter to residents outlining the benefits of the scheme and suggesting a donation of £5 per household.

**4.3. Computer Laser Printer / Copier -** Cllr Williams would take a look at laptop and printer to see if she could rectify problem when time permitted.

**4.4 Matters arising from the Hall Committee -** Henry Persse Chairman of the Hall Committee would attend the next meeting of the Nash Charity to address their concerns.

**4.5**  **Possible Vesting of Play area to the ownership of Nash Community Charity or Nash Community Council**

No further response had been received friom Newport City Council regarding the possibility of the transfer of ownership of the Play Area. Councillor Martin Kellaway had requested a response from Newport City Council, but it was not forthcoming to date.

**5.0 Accounts/Finance**

5.1 **To consider the Council Budget and to set a Precept for the year 2024/2025.**

**Draft budgets for 2024/2025 prepared as follows by Clerk for consideration. One including CCTV Camera project and one without.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Income** |  | **2023/24** | 2024/25 | + CCTV |  |  |
|  |  |  |  |  |  |  |
| Precept |  | 1445 | 2625 | 9095 |  |  |
| Reserves |  | 6000 | 4000 | 4000 |  |  |
| Hall bookings |  | 8000 | 10000 | 10000 |  |  |
| Solar Panels |  | 1250 | 1250 | 1250 |  |  |
| TOTAL INCOME |  | **16695** | **17875** | 24345 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Staff Costs/expenses** | | |  |  |  |  |
| Clerks salary |  | 2500 | 2500 |  |  |  |
| Hall Managers expenses |  | 1000 | 1000 |  |  |  |
| cleaning expenses |  | 2400 | 3000 |  |  |  |
|  |  | 5900 | 6500 |  |  |  |
|  |  |  |  |  |  |  |
| **Administration** | |  |  |  |  |  |
| Insurance |  | 1400 | 1500 |  |  |  |
| Bank Charges |  | 0 | 0 |  |  |  |
| Membership subscriptions |  | 100 | 100 |  |  |  |
| Postage |  | 50 | 50 |  |  |  |
| Stationary |  | 50 | 80 |  |  |  |
| Printer Ink |  | 90 | 90 |  |  |  |
| Office equipment |  | 0 | 500 |  |  |  |
| Councillor Expenses |  | 0 | 0 |  |  |  |
| Councillor Training |  | 100 | 100 |  |  |  |
| Clerk Training |  | 0 | 0 |  |  |  |
| Conferences |  | 0 | 0 |  |  |  |
| External audit |  | 300 | 600 |  |  |  |
| Internal audit |  | 750 | 750 |  |  |  |
| Telephone/Broadband |  | 200 | 300 |  |  |  |
| Chairmans Fund |  | 50 | 50 |  |  |  |
| Website | Hosting | 200 | 200 |  |  |  |
| Professional Fees |  | 0 | 0 |  |  |  |
| PAYE - Accountants charge |  | 300 | 300 |  |  |  |
|  |  | 3590 | 4620 |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Expenditure** | |  |  |  |  |  |
| Council tax |  | 200 | 200 |  |  |  |
| SWALEC |  | 3500 | 3500 |  |  |  |
| NRW drainage fee |  | 5 | 5 |  |  |  |
| Welsh water |  | 600 | 700 |  |  |  |
| Waste contractors |  | 1200 | 1200 |  |  |  |
| New Chairs |  | 1000 | 0 |  |  |  |
| Hall Maintenance |  | 100 | 500 |  |  |  |
| Grounds Maintenance |  | 0 | 0 |  |  |  |
| Weed control/hedge cutting |  | 0 | 0 |  |  |  |
| car park maintenance |  | 0 | 0 |  |  |  |
| snow clearance |  | 200 | 200 |  |  |  |
| Gazebo maintain |  | 0 | 50 |  |  |  |
| cleaning products |  | 400 | 400 |  |  |  |
| CCTV Monitoring |  |  |  | 1380 |  |  |
| CCTV Install |  |  |  | 5090 |  |  |
| **Total** |  | 7205 | 6755 | 6470 |  |  |
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| **TOTAL EXPENDITURE** |  |  |  |  |  |  |
| Staff costs/expenses |  | 5900 | 6500 | 6500 |  |  |
| Administration |  | 3590 | 4620 | 4620 |  |  |
| Expenditure |  | 7205 | 6755 | 13225 |  |  |
|  |  |  |  |  |  |  |
|  | **TOTAL** | **16695** | **17875** | 24345 |  |  |
|  |  |  | **£18.86** | **£65.34** |  |  |
|  |  |  | **per prop** | **per prop** |  |  |
|  |  |  |  |  |  |  |

As previously discussed in Minute 4.2 above, it had been agreed to leave the CCTV scheme for consideration to the following financial year.A discussion ensued and it was agreed to set a precept for 2024/25 of £2625 which equated to £18.86 per property

**5.2 Hall Bookings and Receipts / Expenditure.**Hall Bookings,Receipts & Expenditure were approved as follows;

**Hall Bookings:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1.24 | Amanda Ellis | Ceroc Tea Dance | £150 + £60 clean |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28.1.24 | Amanda Ellis | Ceroc Tea Dance | £150.+£60 clean |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.24 | Amanda Ellis | Ceroc Tea Dance | £150+£60 clean |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25.2.24 | Amanda Ellis | Ceroc Tea Dance | £150+£60 clean |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**5.3 To approve receipts:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payment Date | Method | Date of Event | Description | Amount |
| 3.11.23 | Cash 100317 | 24.11.23 | Gathering | £260 |
| 26.11.23 | Cash 100317 | 26.11.23 | Ceroc Tea Dance | £190 |
| 26.11.23 | Cash 100317 | 6.1.24 | Ceroc Tea dance | £20 deposit |
| 26.11,23 | Cash 100317 | 28.1.24 | Ceroc Tea Dance | £20 deposit |
| 26.11.23 | Cash 100317 | 3.2.24 | Ceroc Tea Dance | £20 deposit |
| 26.11.23 | Cash 100317 | 25.2.24 | Ceroc Tea Dance | £20 deposit |

**To approve expenditure:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Payee | Details | Amount |  |  |  | |  |
| 1.12.23 | T.Smith\* | Janitorial Supplies 101546 | | | £12.14 | |
| 12.12.23 | T.Smith\* | 3 x cleans Hall101547 | | | 180.00 | |
| 4.1.24 | A.C.Ducroq | Clerk's salary Oct,Nov,Dec 2023 101548 | | | 500.00 | |
| 4.1.24 | HMRC | PAYE deduction Clerk's salary BACS | | | 125.00 | |
| 4.1.24 | T.Smith | 2 x cleans 101549 | | | 120.00 | |

\*All of above paid outside of meeting

**6 BANK STATEMENTS**

A Bank Reconciliation was not presented as the bank statement had only arrived that day, but the statement was circulated.

**7. CORRESPONDENCE**

Correspondence had been circulated Electronically to Councillors .

8 **PLANNING**

All Planning Schedules had been circulated to Councillors electronically.

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

**9.1 Notice of the Resignation of the Clerk w.e.f. 31st. December 2023**

The Clerk agreed to carry on his duties until a replacement was found or his health precluded him from carrying out his duties

**9.2 Damage to External Kitchen Door at Village Hall -** The Clerk reported that there was damage to a panel on the kitchen door at the hall. He undertook to get a quote for repairs.

**NOTICE OF NEXT MEETING -**The next meeting would be held on **Thursday 1st.February 2024**.

Signed Chairman..........................................................................Date..............................

Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_