

## **NASH COMMUNITY COUNCIL – MINUTES**

Meeting held on 2<sup>nd</sup> April 2026 7.30pm

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### **1. Apologies for Absence - none**

In Attendance – Cllr Sarah Williams (Chair) Cllr Jennifer German (Vice Chair) Stacey Williams (RFO), Desmond Williams, Alf Thomas, Gavin Luke, Paul Clifford.

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### **2. Declarations of Interest**

None

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### **3. Minutes of Previous Meeting**

Minutes of 5<sup>th</sup> March approved.

*Proposed: Alf Thomas, Seconded Jennifer German*

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### **4. Hall Matters**

#### **4.1 – Kitchen refurbishment update**

Councillors considered quotations for the works. Two quotations were received to date. A lower quotation was not for the full scope of works, as it excluded flooring, fuseboard housing, lower spec splashback and did not include full project management. Several other contractors attended site but did not submit quotations despite follow-up.

It was therefore RESOLVED to appoint SSC Fabricators to undertake the works.

**4.2 – Grant update** - Councillors noted that National Lottery funding of £20,000 had been received into the Council's bank account for the kitchen refurbishment works. The quotation for the works is £20,117 + VAT (£4,023). It was RESOLVED to appoint CFSC Bar Services and that the Council would fund the additional cost above the grant funding. Any required deposit payment is authorised in accordance with the Council's Financial Regulations.

**4.3 Carpet update** – Councillors noted that a contractor had attended the hall to measure for carpet at the bar area; however, a quotation had not been received. It was RESOLVED that the Chair would obtain alternative quotations, including contacting a local carpet supplier for supply and fitting.

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## **5. Council Business**

**5.1 CCTV Update** - Councillors noted that, following a meeting with Newport City Council and local residents, CCTV cameras have now been installed at several locations throughout the village.

**5.2 – Councilor Vacancy** - Councillors noted that following the resignation of Mr Leo Knoyle on 9 March 2026, a vacancy has arisen. The Chair has contacted Democratic Services, and a Notice of Vacancy has been received and displayed on the Council’s website and notice board.

**5.3 Clerk Role Discussion** - Councillors noted that an expression of interest in the Clerk vacancy had been received via a local resident. The salary for the position was discussed and it was RESOLVED to set this at £2,500. It was further RESOLVED that, should the individual remain interested, they would be invited to interview

**5.4 – Audit and Governance** - Councillors noted that the annual return and audit are due around May. Due to the lack of a full handover from the previous Clerk, there is some uncertainty regarding the information required and relevant deadlines. It was RESOLVED that Cllr Jennifer German would contact the previous Clerk to seek clarification, and that the Chair would obtain guidance from One Voice Wales.

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## **6. Finance**

Receipts and payments approved.

Bank reconciliation signed.

Councillors discussed the requirements of Making Tax Digital for VAT and the need for appropriate digital software to ensure future compliance. It was RESOLVED that the RFO would obtain quotations for suitable software.

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## **7. Correspondence**

Circulated as relevant.

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## **8. Date of Next Meeting**

**14<sup>th</sup> May 8pm**

**Signed:**

**Chair** \_\_\_\_\_ **Date:**