



7th September 2023

I hereby give notice that the next Ordinary Meeting of St Arvans Community Council will be held on Tuesday 12th September 2023 at The Meeting Rooms at 7:00PM and via Webex (see end of agenda). All Members of the Council are summoned to attend and to consider and resolve upon the business to be transacted at the meeting as set out hereunder.

Catherine Baker, Clerk to St Arvans Community Council

AGENDA

2309.01 TO RECORD ATTENDANCE & ACCEPT APOLOGIES FOR ABSENCE

2309.02 PUBLIC SESSION (15 minutes)

To receive and consider any comments or questions from the public which may be answered but not debated

2309.03 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA

2309.04 TO APPROVE MINUTES OF MEETINGS

To approve the minutes of the [Extraordinary Meeting of 26th July 2023](#)

2309.05 TO RECEIVE REPORTS:

- a. Neighbourhood Police Crime & Traffic: written report from PCSO A Jones
- b. MCC: verbal report from County Cllr A Webb, if present.
- c. St Arvans Memorial Hall Management Committee Thursday 20th July 2023
- d. Wye Valley Villages Delivery Group Wednesday 12th July 2023

2309.06 PERSONNEL COMMITTEE

To receive update on litter picking risk assessment.

2309.07 FINANCE

Responsible Finance Officer - Monthly Finance Report to SACC for September meeting

- a. Reconciled balances at bank & building society at 30.7.23:

HSBC	£10,857.04
MBS	£10,063.96
Balance to Bank Reconciliation 30.7.23	£20,921.00

- b. To note payments made between 1.7.23 – 30.7.23

Date	Payee	Description & min ref	Amount
12/7/23	H3G (Three Mobile)	Clerk mobile - June	14.00
12/7/23	Pestek	Pest Control contractor	400.00

13/7/23	JAMF SOFTWARE	software	12.40
13/7/23	JAMF SOFTWARE	conversion fee	0.34
17/7/23	Cisco Webex	hybrid meeting fee	14.86
22/7/23	HSBC	Bank charges - June	5.00
27/7/23	Payroll July	HMRC/salaries	569.28
27/7/23	MES Ltd	Dog waste collection – July	127.40
27/7/23	M Taylor	Internal Audit Services	100.00
27/7/23	L Allen	Postage AR signed for	7.65
27/7/23	SA Meeting Rooms	Room hire June	36.00
27/7/23	Wales Audit Office	External Audit – 2018/19	200.00

c. Reconciled balances at bank & building society at 31.8.23:

HSBC	£22,880.23
MBS	£10,063.96
Balance to Bank Reconciliation 30.8.23	£32,944.19

d. To note payments made between 1.8.23 – 31.8.23

Date	Payee	Description & min ref	Amount
10/8/23	PEP Ltd	Devauden Road project	2,110.01
10/8/23	SA Meeting Rooms	Room hire – July	85.50
12/8/23	H3G (Three Mobile)	Clerk mobile - July	14.00
13/8/23	JAMF SOFTWARE	software	12.64
13/8/23	JAMF SOFTWARE	conversion fee	0.34
15/8/23	Cisco Webex	hybrid meeting fee	15.00
18/8/23	Blachere	Christmas lights connectors kit	81.60
25/8/23	HSBC	Bank charges - July	5.00
30/8/23	Payroll August	HMRC/Salaries	569.28
30/8/23	MES Ltd	Dog waste collection – August	127.40

e. Additional payments for approval and payment in September

To approve the following payments:

i. One Voice Wales annual membership subscription - £126.00

(LGA 1972, s143)

ii. Merlin Environmental Services Ltd – dog waste collection September - £127.40

(Litter Act 1983, s5,6)

iii. P Hole – KGF Playground car park – cutting out brambles, saplings & scrub and disposal - £150.00

iv. MCC – 1 x box dog waste bags - £53.70

d. Payments Received

Date	Payee	Description	Amount
17/08/23	HMRC	VAT reclaim 2022/23	5299.96
25/08/23	Monmouthshire County Council	Precept – 2 nd instalment	9744.00

e. Finance Committee

To agree the dates for the Finance Committee meetings and the [draft schedule of work](#) that the Committee will undertake as per the Terms of Reference.

f. Bank Account

To receive update on new Unity Trust bank account.

2309.08 PROPERTIES

a. King George's Field Playground:

- i) To receive update on progress of maintenance/repairs, and to agree future use of the recently-cleared patch of ground in car park.
- ii) To agree cost of 4 x ground-fixing bolts £17 & delivery £168 plus VAT for Broxap Coronation bench (min resolution 2304.08b).
- ii) To receive update on H&S recommendations, and agree costs of signage.

b. The Park Sports Field:

- i) To receive update on progress of maintenance/repairs, and agree costs of signage

2309.09 PLANNING

- a.** No new planning applications received by publication of agenda on 7th September 2023.

2309.10 COMMUNICATIONS

To update on Apple Business online tutorial.

2309.11 HIGHWAYS & MAINTENANCE

- a.** To note Devauden Road Project Community Consultation on Saturday 23rd September 2023, 10:30am – 11:30am at The Piercefield.

2309.12 ENVIRONMENT & RECREATION

a. Defibrillators:

To receive monthly defibrillator inspection report.

2309.13 CORRESPONDENCE

To note miscellaneous emails listed in the correspondence schedule.

2309.14 DATES OF FORTHCOMING MEETINGS requiring SACC representation

- a.** Give Dog Fouling the Red Card, Thursday 14th September 2023, 11am – 1pm (likely via Teams, but potentially in person)

2309.15 DATE OF NEXT MEETING(S): 10th October

14th November, 12th December, 9th January, 13th February, 12th March, 9th April, 14th May (Annual Meeting and Ordinary Meeting).

To join the meeting remotely use the Webex link below:

<https://starvanscommunitycouncil.my.webex.com/starvanscommunitycouncil.my/j.php?MTID=m42ebb0f187bcf5af633f2ab01ea6c72>

Meeting number: 2364 497 6341

Password: NvpHi559aif (68744559 from phones and video systems)