



9 May 2025

The next Annual Meeting and Ordinary Meeting of St Arvans Community Council will be held at The Meeting Rooms on Thursday 15th May 2025 at 7:00PM and via Teams (see end of agenda).

AGENDA

ANNUAL MEETING

2505.01 TO RECORD ATTENDANCE AND ACCEPT APOLOGIES FOR ABSENCE

2505.02 ELECTION OF CHAIR

- a) To receive nominations and elect the Chair for 2025-2026
- b) For the Chair to sign the acceptance of office declaration

2505.03 ELECTION OF VICE CHAIR

- a) To receive nominations and elect the Vice Chair for 2025-2026
- b) For the Vice Chair to sign the acceptance of office declaration

2505.04 TO REVIEW, AMEND AND ADOPT (AS APPROPRIATE) STATUTORY DOCUMENTS

Including Standing Orders, Financial Regulations, Code of Conduct, Complaints and Risk Assessment.

2505.05 – TO REVIEW AND AGREE MEMBERSHIP OF COMMITTEES AND ADVISORY BODIES

2505.06 – TO REVIEW AND AGREE REPRESENTATION ON OTHER BODIES

2505.07 – TO CONFIRM DATES AND MEETING PLACES FOR COUNCIL MEETINGS IN 2025-26

ORDINARY MEETING

2505.08 PUBLIC SESSION (15 minutes)

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

2505.09 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA

2505.10 TO APPROVE MINUTES OF THE MEETINGS HELD ON 20 MARCH 2025 and 24 APRIL:

2505.11 TO NOTE MATTERS ARISING FROM THE MINUTES OF 24 APRIL 2025 (FOR INFORMATION ONLY)

2505.12 TO RECEIVE REPORTS:

- Neighbourhood Police Crime & Traffic: report from PCSO E Park:
- Monmouthshire County Council: monthly report from County Cllr A Webb

2505.13 PERSONNEL GROUP

To receive updates.

2505.14 FINANCE

- a Reconciled balances at bank & building society:

	30.4.25
HSBC cheque to be cashed	£308.05
MBS	£10,201.01
Unity Trust	£34,483.80

- b. To approve April bank reconciliation:

HSBC cheque	£308.05
Mon BS	£10,201.01
Unity Trust	£34,483.80
Net balance as at 30 April 2025	£44,992.86
Net Opening Balance on 1st April 2025 Unity	£29,538.27
HSBC cheque	£308.05
Mon BS	£10,201.01
Total	£40,047.33
Add: Receipts for the Year to 30 April 2025	£7,966.00
Less: Payments for the Year to 30 April 2025	£3,020.47
Closing Balance as at 30 April 2025	£44,992.86

- c. To receive April cashbook

<i>Supplier</i>	<i>Details</i>	<i>Debit</i>	<i>Credit</i>
Gallagher	Insurance	£634.92	
Penterry Church	Grant	£250.00	
Audit Wales	Audit fee 23-24	£200.00	
Clerk	April salary	£480.84	
HMRC	April tax	£120.20	
Audit Wales	Audit fee 19-20	£200.00	

Audit Wales	Audit fee 20-21	£200.00	
Councillor annual allowance	Helen Hathaway	£156.00	
Merlin	Dog waste collection	£157.78	
Vision ICT	Hosting 25-26	£562.50	
Three	Clerk's mobile	£14.00	
Barclaycard	Jamf and Microsoft	£38.23	
MCC	Precept		£7,966.00
Unity Trust	Bank Charge April	£6.00	
Total	April	£3020.47	£7,966.00

- d. To approve May payments (ready to be authorised)

<i>Supplier</i>	<i>Details</i>	<i>Amount</i>
Barclaycard	JAMF and Microsoft	£25.08
St Arvans Village Trust	April 25 meeting	£19.00
St Arvans Village Trust	Mar 25 meeting	£19.00
Merlin Waste	Dog Waste May	£157.78
One Voice Wales	Training - The Council meeting	£42.00
One Voice Wales	Training - Chairing	£42.00
Barrie Howells via Amazon	Defib batteries	£26.46
Barrie Howells via Amazon	Defib batteries	£27.75
Sheena Banfield via First Stop Stationers	Welcome card printing	£10.60
Clerk	Clerk salary	£480.84
HMRC	Tax April	£120.20
M Jones – handyperson	Devauden Road bench repairs	£181.93
Total	May	£1,152.58

- e. Any other financial items.

2505.15 PLANNING

- New planning applications:
 - DM/2025/00585, 4 Laurel Park, St Arvans, Proposed rear extension with maximum depth of 3.00m.
- Planning Decisions:
 - None

2505.16 COMMUNICATIONS

- To receive report and agree any action.

2505.17 HIGHWAYS & MAINTENANCE

-To receive report and agree any action.

2505.18 ENVIRONMENT & RECREATION

-To receive report and agree any action.

2505.19 MCC CONTRACT

To review grounds maintenance contract

2505.20 CORRESPONDENCE

-Miscellaneous emails listed in correspondence schedule

2505.21 CLERK'S REPORT

2505.22 DATES OF FORTHCOMING MEETINGS requiring SACC representation

2505.23 DATE OF NEXT MEETING(S): 19/06/2025, 7pm at The Meeting Rooms, St Arvans;

St Arvans Community Council Meeting

15 May 2025

19:00 - 21:00 (GMT)

Meeting link:

[St Arvans Annual and Ordinary Meeting | Microsoft Teams | Meet-up-Join](#)

Correspondence – April-May 2025

Amy Thompson-Lancaster, Re: Monmouthshire County Council - A new Road Markings report has been submitted – 22975804

MCC, Re: Media release: Monmouthshire residents invited to join new Let's Talk forum
MCC, Planning application and enforcement Training for Community and Town Councils - slides

OVW, training dates - April - June 2025

Agenda for consortium of Wye Valley Councils meeting 15 May 25

Fundraising Opportunities for Ty Hafan Children's Hospice