



The Meeting Rooms, Church Lane
St Arvans, Chepstow, NP16 6EU

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Minutes of the Finance Committee Meeting of St Arvans Community Council held in the Meeting Rooms, St Arvans on Tuesday, 28th November 2023 at 5.00pm

ATTENDANCE: Cllrs A Clay, R Edwards, P Farley (Chair), B Howells.

IN ATTENDANCE: Mrs L Allen Responsible Finance Officer

MEMBERS OF PUBLIC: 0

APOLOGIES: Catherine Baker (Clerk)

Prior to the commencement of the meeting the Chair reported that the resignation of the Responsible Finance Officer had been received. Thanks were expressed to the employee for the work that had been completed in setting up financial processes and procedures.

2311.01 DECLARATION OF INTEREST IN ITEM(S) ON THE AGENDA

None, however interests can be declared at any point during the meeting.

2311.02 APOLOGIES

None.

2311.03 PUBLIC SESSION (15 minutes)

None present.

2311.04 PURCHASE OF RUGBY POST

Members considered the quotations received for the purchase and installation of a single rugby post for the Park Sports Field.

RESOLVED:

To purchase a single rugby post for the Park Sports Field at a cost of £572.90 plus VAT (£168.28) and shipping costs of £268.50 and accept the quote for installation of £340.00. Funding to come from General Reserves (LGA 1976, (Misc Prov), s19).

2311.05 PRINTING

Members considered the quotes for printing costs for "Seasons Greetings" cards detailing relevant village information for example: surgery details, local community groups, foodbank, Gwent Association of Voluntary Organisations, Community Council contact details, etc.

RESOLVED:

To approve the quotation received of 80p per card and delegate authority to the Communications Subgroup to arrange the content with the publication being in the New Year. Maximum budget agreed of £340.00 (LGA 1972, s144).

2311.06 DRAFT BUDGET 2024/25

Members considered the draft budget for 2024/25 including existing Earmarked Reserves and Notes to Accompany the draft budget.

RESOLVED:

To recommend a budget of £28,896.12 to Full Council for the financial year 2024/25 as detailed below:

Description	This Year 2023-2024 to 31.10.23		Projected y/e spend	2024/25
	Actual	Budget		
STAFF				
Clerk annual salary	£2,851.94	£5,520.00	£5,520.00	£7,355
RFO annual salary	£951.09	£1,380.00	£1,380.00	
Clerk admin allowance (pro-rata)	£145.81	£250.00	£250.00	£312
RFO admin allowance (pro-rata)	£36.12	£62.00	£62.00	
Clerk/RFO - training and mileage	£0.00	£120.00	£50.00	£100
Subscriptions (SLCC/OVW/ICO/BANK)	£253.24	£350.00	£300.00	£350
Audit of Accounts (internal)	£100.00	£150.00	£100.00	£165.00
Audit of Accounts (external)	£0.00	£220.00	£220.00	£220.00
Insurance	£583.48	£620.00	£583.48	£620.00
COUNCILLORS				
Councillors allowances 7 x £150.00	£0.00	£1,050.00	£1,050.00	£1,460.00
Chairs allowance	£0.00	£250.00	£250.00	£250.00
Councillor training OVW/other	£213.00	£280.00	£280.00	£280.00
Councillor mileage allowances	£0.00	£100.00	£100.00	£100.00
KGPF				
Annual H&S inspection	£0.00	£140.00	£140.00	£150.00
Play equipment replacement	£112.00	£120.00	£8.00	£1,000.00
Play equipment repair	£2,500.00	£3,000.00	£2,250.00	£1,000.00
Bench repairs/maintenance	£680.00	£800.00	£680.00	£800.00
Grass cutting	£572.99	£560.00	£573.00	£611.00
Tree inspection next due 2028	£0.00	£80.00	£80.00	£0.00
Tree surgery - pro rata MCC tba in August	£0.00	£150.00	£150.00	£150.00
Fence maintenance and repair	£100.00	£200.00	£100.00	£200.00
Mole control	£400.00	£400.00	£400.00	£450.00
Hedge cutting/maintenance	£150.00	£100.00	£150.00	£200.00
PARK SPORTS FIELD				
Annual H&S inspection	£0.00	£260.00	£260.00	£270.00
Grass cutting	£572.98	£560.00	£573.00	£611.00
Tree inspection next due 2028	£0.00	£120.00	£120.00	£0.00
Trees and hedges	£0.00	£750.00	£750.00	£750.00
Willow removal	£600.00	£300.00	-£300.00	
Fence repairs	£0.00	£75.00	£75.00	£75.00
Hedge maintenance & cuts x 2				£307.48
Clear weeds around the Hall				£300.00
The Fountain				
Area sweep inc. tree and barrier	£256.00	£256.00	£0.00	£275.00
WI Maple Tree				
Christmas tree lights	£68.00	£240.00	£240.00	£150.00
Replace cut out, fit commando socket	£0.00	£682.00	£682.00	
Electricity costs	£0.00	£100.00	£100.00	£100.00
COMMUNICATIONS & MEETINGS				
Website & Emails	£484.75	£466.00	£484.75	£500.00
Hall hire - meeting rooms	£299.00	£500.00	£500.00	£500.00
Hybrid meeting platform	£87.50	£200.00	£200.00	£200.00
Printing/postage costs	£7.65	£100.00	£50.00	£100.00
Mobile phone	£81.69	£150.00	£160.00	£170.00

HIGHWAYS & MAINTENANCE				
Devauden Road traffic project	£0.00	£1,100.00	£1,100.00	£0.00
Street/pavement clean - MCC 1 day	£765.00	£765.00	£0.00	£816.00
Traffic cones	£0.00	£50.00	£50.00	
Litter Pick - KWT/BCW	£0.00	£270.00	£270.00	
Footpath markers	£0.00	£80.00	£80.00	
Maintenance services eg weed control	£0.00	£1,000.00	£1,000.00	£0.00
Tintern Road - verge/hedge cuts				£204.00
Tintern Road - Forge Gdns cuts				£104.00
Lower Devauden Road grass cuts				£272.64
Grange Road stim/grass cut				£898.00
ENVIRONMENT				
Defibrillators - Fair Oak	£0.00	£500.00	£500.00	£0.00
Defibrillators - batteries, pads, labels	£0.00	£200.00	£200.00	£200.00
Dog bins - emptying	£849.36	£1,275.00	£1,275.00	£1,320.00
Dog bins - bags & labels - MCC	£60.75	£80.00	£60.75	
Environmental & Biodiversity	£0.00	£500.00	£500.00	£0.00
Memorial Hall Centenary	£0.00	£250.00	£250.00	
Devauden Road traffic project				£3,000.00
Bus Shelters				£1,500.00
MISC				
Section 137	£0.00	£500.00	£500.00	£500.00
Contingency	£0.00	£2,000.00	£0.00	
Total	£13,782.35	£29,231.00	£24,356.98	£28,896.12

2311.05 CORRESPONDENCE

Cllr P Farley declared a personal interest in this item.

Members considered correspondence received from St Arvans Church regarding a donation and noted the advice from the National Association of Local Councils that “whilst there is no consensus on this issue (whether the Local Government Act 1984 which prohibits council involvement in property relating to the affairs of the Church e.g. maintenance or contribution to costs has been overridden by newer legislation), a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid”.

RESOLVED:

To honor the same level of donation as in previous years and to discuss whether the church has an alternative means, for example a charity, in which it can apply to the community council for funding.

2311.06 ITEMS FOR THE NEXT MEETING

Defibrillator at Howick.

2311.07 DATE OF THE NEXT MEETING

The next meeting to be agreed by Full Council for a suitable date in February 2024.

Signed Chair _____ Date _____

The meeting closed at 6.40pm.