



GRAIG COMMUNITY COUNCIL

Minutes of the Annual Meeting of the Community Council held at
Graig Community Hall (and remotely via Zoom)
at 7pm on Wednesday 14th June 2023

Members present: Cllr D Williams, Cllr N Tarr, Cllr P Appleton, Cllr L Fry, Cllr K Sayer, Cllr J Harris.

Members of the Public: 0

Minutes: Mrs C L Cotterell (Locum Clerk/RFO)

Meeting started at 7pm

1. Election of Chairman

Cllr Tarr proposed Cllr Williams as Chairman, seconded by Cllr Fry, voted 5 for, 1 against - Proposal carried – Cllr Williams was elected as Chairman and signed the Declaration of Acceptance of Office after the meeting.

2. Election of Vice Chairman

Cllr Williams proposed Cllr Tarr as Vice Chairman, seconded by Cllr Fry, voted 5 for, 1 against – Proposal carried – Cllr Tarr was elected as Vice Chairman.

3. Apologies for Absence

To receive apologies for absence – No apologies were received.
Cllr Singh was absent.

4. Declarations of Interest

Members to declare an interest in any items of business on the agenda – None received.

5. Minutes

To agree the accuracy of the minutes of previous meetings – Item **deferred** as minutes not yet available.

It was agreed to purchase an annual Zoom subscription. The bus stop on Caerphilly Road was discussed – Cllr Harris agreed to investigate replacement of older bus stops. Cllr Sayer enquired about litter bins disappearing – Cllr Harris agreed to investigate. Cllr Appleton enquired about a paper diary – Cllr Sayer agreed to obtain one. (resolved amendment 28.06.23, Item 4)

6. Council Documents and Procedures

- a) To review, amend if required, and adopt the Council's policies and procedures.
Resolved to adopt the updated Financial Regulations and new Internal Control Procedures. Updated model Standing Orders should be available to review and adopt at the next meeting. Agreed to review other policies and procedures at later meetings – Proposed Cllr Williams, seconded Cllr Tarr, all agreed.
- b) To review delegation arrangements, committees and terms of reference (if any), agreements (inc. legal) and representation with external bodies and reporting back.
It was **noted** that Cllrs Tarr, Appleton, Sayer and Harris were confirmed as members of the Burial Board. Cllr Appleton was confirmed as a member of the primary school governing body and Cllr Harris was confirmed as a representative of the secondary school.
- c) To review the Council's and/or staff subscriptions – **Agreed** to continue membership of One Voice Wales and the annual subscription to the Information Commissioners Office.
- d) To review the Council's expenditure under s137 of the Local Government Act 1972 – Item **deferred** as accounts not available yet.
- e) To agree a Schedule of Meeting Dates for the year. **Agreed** to accept the proposed dates for 2023-24 (see Appendix A).



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7. Finances

- a) To receive the annual financial documents for the year ending 31st March 2023 – Item **deferred** as accounts for the year ending 31st March 2023 were not available yet.

- b) To approve the following schedule of payments:

Resolved to approve the following payments – Proposed Cllr Williams, seconded Cllr Tarr.

<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>
Rogerstone CC	£1,654.67	Vision ICT x 2 invoices	£464.40
SW Directories	£55.00	FireQuip services x 2 invoices	£151.20
PWLB Loan repayment	£4,929.60	Newport City Homes (grass)	£212.04
Burial Board Precept 2023-24	£731.94	One Voice Wales subscription	£894.00
ICO Registration (Direct Debit)	£35.00	T Carter for Zoom payment	£14.39

- c) To consider remedial action recommended for fire extinguishers – **Resolved** to approve the recommended remedial action for the fire extinguishers, Graig - £107.50 + VAT, Rhiwderin - £112.00 + VAT – Proposed Cllr Williams, seconded Cllr Sayer.

8. Insurance

To review and approve the insurance quotation for 2023/24. Locum Clerk confirmed the insurance had been renewed as a matter of urgency due to the risk of non-delivery of essential Council services and confirmation of the next direct debit collection was awaited – Cllrs **resolved** to accept the action taken and the renewal of the insurance cover with Hiscox – Proposed Cllr Tarr, seconded Cllr Sayer.

9. Planning

To consider any planning applications received and agree a response.

- a) 23/0324 – application already decided.
- b) 23/0219 - Nant-Y-Garth, Old Road, Lower Machen, Newport NP10 8GU - SOLAR PANELS TO PRINCIPAL ELEVATION - No objection, provided it's in keeping with the area and neighbours agree.
- c) 23/0392 - 7 Badgers Wood Close Bassaleg Newport South Wales NP10 8SG - WORKS TO COPPER BEECH PROTECTED BY TREE PRESERVATION ORDER 8/97 - No objection provided permission sought from the Newport Council tree officer.

10. Annual Report

To approve the Community Council Annual Report for 2022/23 – Item **deferred** and report to be drafted.

11. Annual Governance and Accountability Return

- a) To receive the Audit Wales report for 2021-22 – **Resolved** to accept the Audit Wales report – Proposed Cllr Fry, seconded Cllr Harris.
- b) To agree an action plan addressing any matters raised – **Resolved** to approve the draft action plan (see Appendix B) – Proposed Cllr Fry, seconded Cllr Harris.
- c) To agree a fee for requested hard copies of audit documents. **Agreed** to charge £10 per hard copy requested of the completed Audit report for 2021-22.

The Locum Clerk updated the Council of the confirmation received from Audit Wales that Graig Community Council will be subject to a triennial full audit for 2022-23. A notice will be



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published on the website by 18th June advising the submission of the Annual Return for
2022-23 will be delayed due to no access to the accounts as yet.

12. Next Meeting

Wednesday 28th June 2023 – 7pm

Meeting closed at 8.22pm

These Minutes were amended and approved at the meeting held on 28th June 2023, Item 4

Appendix A

Schedule of Meeting Dates (usually the last Wednesday of the month):

2023

28th June

26th July

30th August

27th Sept

25th Oct

29th Nov

20th Dec

2024

24th Jan

28th Feb

27th March

24th April

29th May



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Appendix B

Audit Wales report for 2021-22 – Action Plan

Basis for Qualification – Accounting Statement	Action
The Council's accounting records (bank reconciliation) does not reconcile to the annual return.	To be investigated and annual return figures restated with correct figures and reconciled to the bank reconciliation.
The Council's annual return for the current year is arithmetically incorrect, the Council was unable to provide an explanation for the errors.	To be investigated and annual return figures restated with correct figures.
The Council has not provided a complete explanation for significant variances within the year.	To be investigated and reported back to Council.
The Council has not provided supporting explanation for its increase in borrowing and we are unable to conclude as to whether this borrowing was approved.	To be investigated and reported back to Council.
Basis for Qualification – Annual Governance Statement	Action
Assertion 1 – approval of the accounting statements. The Council has not had proper arrangements for the preparation and approval of the accounting statements for the current year. The Council did provide an approved annual return for audit.	To provide an approved annual return for audit for year ending 31 st March 2023. Ensuring proper arrangements in place for preparation and approval of the accounting statements for 2022-23.