



GRAIG COMMUNITY COUNCIL

Minutes of the Meeting of the Community Council held at
Graig Community Hall (and remotely via Zoom)
at 19.00 on Wednesday 24th April 2024

Members present: Cllr D Williams, Cllr N Tarr, Cllr L Fry, Cllr M Cleeve, Cllr K Sayer, Cllr J Roe
(present in the room). Cllr J Watts and Cllr P Appleton (present via zoom).

Members of the Public: 1

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

Meeting started at 19.11

1. Chairman's Welcome and Public Participation

The Chairman welcomed all to the meeting. A resident asked for the following issues to be followed up and the actions were agreed:

- speed sign relocation – agreed Cllr Harris to follow up with NCC.
- replacing faded information signage at both halls – it was agreed to put this on the next agenda.
- safe routes to schools – agreed Cllr Harris to follow up with NCC
- extending 20mph speed limit – agreed Cllr Harris to follow up with NCC
- Cutting back tree branches obscuring street lights – agreed Cllr Harris to follow up with NCC
- traffic road markings on Bassaleg main roundabout – agreed Cllr Harris to follow up with NCC
- central services contracts for both halls – it was noted that the energy contracts are to be reviewed on this agenda.

2. Apologies for Absence

To receive apologies for absence – **None**.

3. Declarations of Interest

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

4. Rhiwderin Flooding

To receive an update – It was noted that Cllr Harris is investigating the flood risk report, Clerk to invite Martin Coombes (NCC) to visit the area to discuss outstanding issues.

5. Forge Mews/Bassaleg Bridge

To receive an update and consider any action required – An update was received from Jayne Bryant confirming 1.2m funding has been provided for the design. It agreed that Cllr Harris will make more enquiries for clarity.

6. Car Parking at Graig Hall

To receive an update and consider any action required – Cllrs agreed to discuss the car parking further at the mid monthly meeting.

7. Energy Quotations

To consider energy quotations – After a discussion about research carried out by Cllr Watts, it was **resolved** for the Clerk to request whether EDF could offer a combined quotation to supply electricity and gas for both halls. It was noted that business rates for energy tend to fluctuate on a daily basis – Proposed Cllr Williams, seconded Cllr Sayer.



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8. Minutes

To agree the accuracy of the minutes of the meeting held on Wednesday 27th March 2024 –
Resolved - Proposed Cllr Harris, seconded Cllr Sayer.

9. Matters Arising from Minutes and Clerk's Update

- To consider any updates or matters arising from the minutes – **None**.
- To receive Clerk's update – **Update was noted**.

10. Newport City Councillors

To receive a report from City Councillors – Cllr Harris had previously circulated his report and it was **noted**.

11. Annual Return and Internal Audit for 2022-23

- To receive the Internal Audit report for 2022-23 and agree any action required – The Internal Audit report and draft Action Plan were circulated and accepted by Council.
- To approve the Accounting Statements for 2022-23 – It was **resolved** to approve the Accounting Statements for 2022-23 – Proposed Cllr Tarr, seconded Cllr Cleeve.
- To approve the Annual Governance Statement for 2022-23 – It was **resolved** to approve the Annual Governance Statement for 2022-23 along with the explanations for “No” answers to the assertions 2, 3, 4, 5 and 8 – Proposed Cllr Tarr, seconded Cllr Fry.

During Item 11 Cllr Appleton lost connection and left the meeting.

12. To appoint an Internal Auditor for 2023-24.

It was **resolved** to appoint Lyn Llewellyn as internal auditor for 23-24 provided the fee is within 15% of the 22-23 fee – Proposed Cllr Tarr, seconded Cllr Cleeve.

13. Finance

- To receive financial documents – the bank reconciliation, receipts and payments summary to 31 March 2024 and the Q4 Budget vs Actual 23-24 report were all **noted**.
- To approve Cllr allowances for 24/25 – It was agreed to **defer** this item to the Annual Meeting in May.
- To consider the Talktalk broadband contract offer – It was **agreed** that Cllr Watts will investigate quotes for a new broadband package for one or both halls.
- To approve the following schedule of payments.

It was **resolved** to approve the following payments and to investigate setting up a standing order to pay the Fort View grass cutting costs for the remaining 7 months for 2024 – Proposed Cllr Tarr, seconded Cllr Roe.

<u>Payee</u>		<u>Amount</u>
One Voice Wales	Cllr Training	£38.00
V L Llewellyn	Internal Audit fee for 2022-23	£350.00
Audit Wales	External Audit fee for 2021-22	£357.00
NCC	Annual Play Area inspections 2024-25	£7,800.00
Newport City Homes	Fort View Grass Cutting March 24	£212.04
SLCC Enterprises Ltd	Locum fees March 24 (Invoice 737)	£2,346.00
Allotments	Reimburse Allotment Secretary for envelopes	£8.59

Bank balance as at 31st March 2024 - £61,941.13



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14. Website/Social Media

To consider proposals for the Council website/email arrangements and social media.

- a) To approve Cllr training for Cllrs Watts and Cleeve 3 x courses each @£40 per session – Total £240.00
- b) To approve delegation to Cllrs Watts and Cleeve for access to certain parts of the website – (with the exception of "The Council" section which includes Council Meetings & Minutes, Finances, Councillors, Policies & Procedures, Council Documents, Burial Board and Community Council Vacancies, along with Police Reports that will be located under "Our Community".)
- c) To approve changes made by VisionICT to:
 - i) update the Navigation Bar (quotation to follow)
 - ii) carry out a website MOT.
- d) To approve a site secure certificate charge – approx. £125.00
- e) To approve delegation to Cllrs Watts and Cleeve to access Google Analytics to enable review of website usage.

It was **resolved** to approve all the above proposals - Proposed Cllr Roe, seconded Cllr Williams.

15. Planning – None.

16. Next Meeting

Wednesday 29th May 2024 at 19.00 – Annual Council Meeting - Graig Community Centre and via Zoom.

Meeting closed at 21.00

These minutes were approved at the meeting held on 29th May 2024