



GRAIG COMMUNITY COUNCIL

Minutes of the Annual Meeting of the Community Council held at
Graig Community Hall (and remotely via Zoom)
at 19.00 on Wednesday 29th May 2025

Members present: Cllr J Watts, Cllr M Cleeve, Cllr D Williams, Cllr N Tarr, Cllr J Harris.

Members of the Public: 0

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

Meeting started at 19.02

1. **Election of Chairman** – Cllr Williams nominated Cllr Watts, seconded by Cllr Cleeve – **Resolved** - Cllr Watts was elected as Chairman and signed the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – Cllr Watts nominated Cllr Cleeve, seconded by Cllr Williams – **Resolved** - Cllr Cleeve was elected as Vice Chairman.
3. **Apologies for Absence**
Apologies were received from Cllrs Roe, Fry and Appleton.
Cllrs Whittaker and Sayer were absent.
4. **Declarations of Interest**
Members to declare an interest in any items of business on the agenda – **None**.
5. **Minutes**
To agree the accuracy of the minutes of the meeting held on Wednesday 30th April 2025
Resolved – Proposed Cllr Watts, seconded Cllr Harris with an agreed minor amendment to Item 9.
6. **Matters Arising from Minutes, Updates and Clerk's Update**
 - a) To consider matters arising from the minutes. Planning extension requested but no reply.
 - b) To receive any other updates: Cllr Cleeve updated:
 - Abandoned car still there – Cllr Cleeve received email from NCC to engage on its removal.
 - Pump house refurbishment is finished.
 - Rhiwderin Hall gas meter has been replaced with a basic one.
 - Gwent police have said can publish data on website, and police will attend GCC meetings twice a year.
 - The Best Kept Village group will be tidying up planters.
 - Hanging baskets are to be installed next week at community centres.
 - NCC are rewriting their litter picking policy.
 - c) To receive Clerk's update: Internal audit has now been completed and will be circulated.
7. **Recruitment**
To receive an update from the Recruitment working group. – Cllr Watts reported that the job advert and job description are to be finalised and circulated.
8. **Bassaleg Bridge**
To receive a City Cllr update on the bridge – City Cllr Harris gave brief update that funding has been obtained to complete the design work.
9. **City Councillor Reports**
To receive City Cllr reports.
City Cllr Harris reported:



GRAIG COMMUNITY COUNCIL

Minutes of the Annual Meeting of the Community Council held at
Graig Community Hall (and remotely via Zoom)
at 19.00 on Wednesday 29th May 2025

The AGM of the City Council took place on the 28th of May.

There was no police report, and appointments were elected to their positions.

The Presiding Member was appointed, with his deputy. The Leader of the council was elected who is councillor Dimitri Batrouni who then announced his cabinet.

The appoint of the Chairs to the Planning and Licensing Committees, Scrutiny Committees and Democratic Services Committee, were announced.

The appointment of members to committees by the political groups was made and then the Inauguration and Robing Ceremony of the Mayor for the year 2025-2026 was made, this is Councillor Kate Thomas who now is the 393rd Mayor of Newport.

There have been no issues reported to me since the last report.

Community Cllrs had some items to report to the City Cllr:

- There have been complaints of overfilled bins – Cllr Harris to contact the waste team to replace concrete bins with lidded bins.
- Bus shelters – Cllr Harris to ask about replacement shelters.
- There has been a request for a dropped kerb at the junction of Garth terrace/Caerphilly Road.

10. Planning

To consider responses to planning applications received – **None**.

11. Council Documents and Procedures

- a) To review, amend if required, and adopt the Council's policies and procedures – The council's policies were reviewed and adopted with no amendments – **Resolved** – Proposed Cllr Watts, seconded Cllr Williams, 4 voted for, 1 against – Proposal carried.
- b) To review delegation arrangements, committees and terms of reference (if any), agreements (inc. legal) and representation with external bodies and reporting back – Cllr Watts proposed to disband all dormant committees and look at working groups – **Resolved** - Proposed Cllr Watts, seconded Cllr Williams, 4 voted for, 1 abstained – Proposal carried. It was noted that Cllrs Williams, Tarr and Harris are currently members of the Joint Burial Board Committee, one other Cllr needs to be appointed.
- c) To review the Council's and staff subscriptions. Subscriptions in place are ICO, One Voice Wales, SW directories (half page advert costs £115.00) CPRW and Zoom for meetings. SLCC subscription to be considered when permanent Clerk in place.
- d) To review the Council's expenditure under s137 of the Local Government Act 1972. Confirmed £0.00 for 24-25 – **Noted**.
- e) To agree a Schedule of Meeting Dates for the year – **Agreed** - See appendix below.

12. Insurance

To review and approve the insurance cover for 2025/26 – Three quotations received:
Gallaghers - £5,526.53 – 1 year.

Clear Councils - £3,586.62- 1 year or £3,432.16 – 3 year LTA.

Zurich - £4,898.94 – 1 year or £4,440.88 – 3 year LTA.

Cllr Tarr proposed to accept Zurich 3 year LTA, no seconder.



GRAIG COMMUNITY COUNCIL

Minutes of the Annual Meeting of the Community Council held at
Graig Community Hall (and remotely via Zoom)
at 19.00 on Wednesday 29th May 2025

Cllr Harris proposed to accept Zurich 1 year at £4,898.94, seconded Cllr Williams, 4 voted for, 1 against – **Resolved** - Proposal carried.

13. Finance

- a) To receive financial documents to 30th April 2025 – **Received and noted**.
- b) To approve Cllr allowances for 25/26 – It was **resolved** to pay Cllrs the mandatory rate of £156.00 plus the flat rate of £52.00 for consumables for 25-26 – Total £208.00. It was further **resolved** to pay the Chairman the optional rate of £1500.00 and the Vice Chairman the optional rate of £500.00 for 25-26 – Proposed Cllr Williams, seconded Cllr Harris. Locum Clerk to write to Cllrs to confirm.
- c) To consider a grant application from the Best Kept Village group for - **Resolved** to grant £500.00 – Proposed Cllr Harris, seconded Cllr Williams.
- d) To approve the following schedule of payments – **Resolved** – Proposed Cllr Tarr, seconded Cllr Harris.

<u>Payee</u>		<u>Amount</u>
SLCC Enterprises Ltd	Locum Services – SD2147 - April 2025	£2,394.00
Fort View Grass Cutting	March 2025	£212.04
SW Directories	Advert in Directory May/June	£25.00
One Voice Wales	Cllr Training 9444 & 9481	£84.00
M Cleeve	Reimbursement of expenditure	£24.95
Rob Williams Landscaping	Sundial repair	£2,820.00
Olly Thomas Building & Maintenance	Pump house works	£4,560.00
V Llewellyn	Internal Audit 24-25	£382.50
Zurich Insurance	Insurance 25-26	£4,898.94
Best Kept Village Group	Grant	£500.00
Members	Members Allowances 25-26	£4,080.00

Bank balance as at 30th April 2025 - £98,875.61

14. **Next Meeting** - Wednesday 25th June 2025 at 19.00 – Full Council Meeting - Graig Community Centre and via Zoom.

Meeting closed at 20.47

Appendix

Schedule of Meeting Dates for 2025-26

25 June 2025	30 July 2025	27 August 2025	24 September 2025
29 October 2025	26 November 2025	17 December 2025	28 January 2026
25 February 2026	25 March 2026	29 April 2026	20 May 2026 – Annual Meeting