

These are DRAFT Minutes and may be amended when presented for approval by Council at its next meeting.

Cyngor Cymuned Grosmont Community Council

Minutes of the Annual Meeting of Council held on Tuesday 13th May 2025 at 7.30 pm
in St Nicholas Church, Grosmont

Present: Cllr. Lowri Wynn Morgan (Chair), Cllr. Jamie Edwards, Cllr. Jan Williams, Cllr. Margie Barker, Cllr. Witek Mintowt Czyz and Cllr. Nicholas Jones. Michaela Chaplin (Clerk/RFO)

Six members of the public were also in attendance.

1. Apologies for absence

All present

2. Declarations of interest from Members

Declarations of interest from members would be declared at the relevant point in the meeting – None were received.

3. Chairs report for 2024/25

Cllr. Wynn Morgan reported that the previous Clerk had resigned. The Townhall renovation project had moved forward during the year.

4. Appointment of Chair for 2025/26

RESOLVED that Councillor Lowri Wynn Morgan be appointed Chair for 2025/26, and Councillor Wynn Morgan duly signed the Declaration of Acceptance of the Office of Chair.

5. Appointment of Vice-Chair for 2025/26

RESOLVED that Councillor Nicholas Jones be appointed Vice-Chair for 2025/26, Councillor Jones duly signed the Declaration of Acceptance of the Office of Vice-Chair.

6. Members Code of Conduct

RESOLVED that the Members Code of Conduct be adopted by Council.

7. Required Committees and Members

RESOLVED that as Council is small that we only need a Personnel Committee. Members of the committee are Cllr. J Edwards, Cllr. W Mintowt Czyz, Cllr. M Barker and Cllr. J Williams.

8. Members of External Bodies

RESOLVED that Members be elected to the following Outside Bodies as indicated –

- a. **One Voice Wales Monmouthshire Area Committee** – Cllr. L Wynn Morgan. RESOLVED that the Clerk will attend any relevant meetings as representative of the Council.
- b. **Grosmont Community Hub Management Group (GCHMG)** – Cllr. W Mintowt Czyz and Cllr. L Wynn Morgan. RESOLVED that the Clerk would attend meetings and be a contact for the Council.
- c. **Grosmont Futures** – Cllr. N Jones

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9. Income and expenditure report and bank reconciliation for 2024/25

RESOLVED that this would need to be moved to the June meeting as access to the bank account was still not possible.

10. Policies and Procedures

RESOLVED that the following policies and procedures be adopted–

- a. Standing Orders
- b. Financial Regulations
- c. Risk Management Strategy and Risk Register
- d. Document Retention and Disposal Policy
- e. Schedule of Delegation – Cllr. Wynn Morgan read out the section on the Town hall.

11. Financial Assistants and Policy

RESOLVED that this would need to be moved to the June meeting to allow further time to consider budget.

The Clerk did inform Council that under the Local Government Act 1894 Community and Town Councils are not able to give donations or grants to churches for maintenance or upkeep of their buildings or churchyards.

12. Financial arrangements for 2025/26

The Clerk mentioned that they had not been able to locate a current budget. It was reported that this was due to the previous Clerk not producing one and then being without a Clerk. RESOLVED that the Clerk produce a budget for 2024/25 and circulate to all Councillors prior to the next meeting where it will be discussed further.

- a. Cllr. Wynn Morgan updated the Councillors on the issues that they have had with Lloyd's banking adding the new Clerk leading to a complaint being lodged with Lloyds. RESOLVED to keep current signatories – Cllr. W Mintowt Czyz, Cllr. M Barker, Cllr. L Wynn Morgan and add the Clerk/RFO M Chaplin.
- b. RESOLVED that KLG Internal Audit be the Council's Internal Auditor for the previous required years and 2025/26.

13. Internal Auditor's Report, the Annual Return and Annual Governance Statement

All reports were distributed prior to the meeting. Council wanted it NOTED that they accept all the issues raised in the Internal Auditor's reports and will work with the new Clerk to put the issues right. Council want it NOTED that the auditor's criticism of the previous clerk are accepted.

- a. RESOLVED that the Internal Auditor's Final Report on the 2021-22 Accounts be accepted and that the Chair and Clerk be authorised to sign the Annual Return and submit to Audit Wales.
- b. RESOLVED that the Internal Auditor's Final Report on the 2022-23 Accounts be accepted and that the Chair and Clerk be authorised to sign the Annual Return and submit to Audit Wales.

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- c. RESOLVED that the Internal Auditor's Final Report on the 2023-24 Accounts be accepted and that the Chair and Clerk be authorised to sign the Annual Return and submit to Audit Wales.
- d. The Clerk reported that they were not able to complete 2024-25 due to lack of bank account access. The Clerk will complete 2024-25 as soon as possible and submit to the Internal Auditor

14. Asset Register

Clerk explained that the Asset register found did not have any Assets listed. Council RESOLVED that was not correct as they own the Town hall, piano, notice board and various other items. A piece of land was discussed, and it was unclear if the Council owned it. The Clerk is to research into ownership. All Councillors will email the Clerk with Assets that they are aware of, and the Clerk is to create an up-to-date Asset Register.

15. Member Remuneration

The Report of the Independent Remuneration Panel for Wales and Clerk's report had been distributed to Council prior to the meeting. The Clerk confirmed that Council must pay its members £156 a year towards extra household expenses and £52 a year towards the cost of consumables. Council was informed that they can opt out if they wish. A form was provided to each councillor to either opt out or provide bank details. Councillors to return form to Clerk by the June meeting.

It was RESOLVED that no Chair or Vice-Chair allowance would be paid for 2025/26.

16. Dates and Times of future meetings

RESOLVED that meetings would continue to be at 7.30pm on the 2nd Tuesday of the month subject to change due to unforeseen circumstances. No meeting would be held in August. The Clerk to publish the dates on the Council's website and notice boards. Clerk confirmed that Jane Moggridge has offered the use of the Church notice board while the Council's is out of action.

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Cyngor Cymuned Grosmont Community Council

Minutes of the Monthly Meeting of Council held on Tuesday 13th May 2025 straight after the Annual meeting which started at 7.30pm in St Nicholas Church, Grosmont

Present: Cllr. Lowri Wynn Morgan (Chair), Cllr. Jamie Edwards, Cllr. Jan Williams, Cllr. Margie Barker, Cllr. Witek Mintowt Czyz and Cllr. Nicholas Jones.

Six members of the public were also in attendance.

1. Apologies for absence

All present

2. Declarations of interest from Members

Declarations of interest from members would be declared at the relevant point in the meeting – None were received.

3. New Clerk

Councillors were pleased to welcome the new Clerk.

- a. RESOLVED that a new laptop and software had been purchased and the cost to be reimbursed to the Clerk.
- b. Contract signed by Clerk and Chair.
- c. Hours on the contract are 12 hours a week, but council RESOLVED that more hours were required to begin with and that the Clerk was to submit a time sheet of hours worked.
- d. SLCC Bootcamp RESOLVED the Clerk to attend.

4. Minutes of the Monthly meeting held on 4th March 2025

RESOLVED that the Minutes of the Monthly Meeting of Council held on 4th March 2025 be confirmed as a correct record.

5. Matters Arising

Further to minute 6 there was no further update regarding the bench. The Council requested that the Clerk make payment to Cross Ash PTFA for the £400 that had been agreed.

6. Policing Matters in the Community

Clerk informed Council and Public of what the reports stated. Council requested that the reports are emailed to all council members when received and be put up on the Council's website.

7. Town Hall Project

Peter Clarke gave a verbal report.

- Pre-contract meeting had occurred on 12th May 2025 and a start date of 27th May has been given with a 52-week work plan.
- A design meeting would be organised shortly.
- Mr Clarke stated a separate bank account will be needed, and this will need to be discussed further.
- Grosmont Community Hub Management Group's next meeting is Thursday 12th June virtually.

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Members of the public who are involved with the project mentioned finances and the Council's contribution. Cllr. Wynn Morgan explained that for the Council to take out a Public Works Loan for the project they needed to get borrowing approval prior to applying. This involves consultation with the public. It needs to be confirmed if consultation has occurred as the £30,000 PWL loan was agreed by the previous council. Finances to be discussed further. Further discussion occurred regarding sources of funds. It was RESOLVED that as all funding was to be in the council's name that the Clerk be involved with this element of the project and to attend any funding meetings.

8. Grosmont Online

It was confirmed that the website is now ready to go live. A member of the public queried whose website it was. The Clerk and Chair confirmed that it was the Council's website with community groups having their own sections which they have access to. The Council is required to have a website. Clerk enquired about the logo currently being used and was informed that it is not the Council's logo. It was RESOLVED that the Clerk and Cllr. J Edwards would look at having the council's own logo designed.

9. Finance Matters

- a. RESOLVED that Scribe to be used and monthly subscription to be paid by direct debit. The Clerk informed Council that they can have read only access to Scribe and to email request.
- b. Budget for 2025/26, RESOLVED that the Clerk with input from Councillors will put a 2025/26 budget together for the next meeting.
- c. RESOLVED that the Clerk's payment list be approved and paid as soon as access to the bank is gained.

10. Clerk's Report

Clerk gave a verbal report on what work she has been carrying out since starting, stating there were over 9000 unread emails. The Clerk mentioned the following work that needed to be completed –

- Biodiversity plan needs to be created, and report needs to be completed by end of 2025.
- Annual report needs to be created as soon after the financial year end as possible.
- A training plan needs to be created. The clerk will be sending out valuation forms to be completed.

11. Roads in and around Grosmont

Potholes continue to be an issue – Cllrs. to email the Clerk locations so that she can report to MCC.

12. Footpaths

No report.

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13. Correspondence

The Clerk confirmed that any relevant correspondence is forwarded to members when it is received.

- a. The clerk had received Jude Rogers' resignation as Councillor. The Council sends their thanks to Jude for all her hard work.
The Clerk updated members on the process that follows a Councillor resignation. Democratic services have been informed, and a Notice of Vacancy has been displayed on the Council's website. For an election to take place, ten electors from the ward must request it by contacting democratic services. This must be done by the 19th of May. If Local Democracy Officer receives requests by the date, they will look to set a date for the election after that. If they do not receive a request by that date, we the council can then co-opt someone to fill that seat.
- b. OVW training dates. The Clerk reminded members to email her if they wish to book on to any or want advice on which to attend.
- c. OVW - Innovative Practice Conference – Wednesday 2 July 2025.
RESOLVED that the Clerk would attend as representative for the Council.
- d. Caroline Pearch of Llangattock Longoed asked for a grant to support the maintenance of the churchyard. This was denied due to the rule in Wales that monies cannot be given to churches. Cllr. N Jones to inform them.

14. Reports from Members in relation to outside bodies

No reports received.

15. Other Matters

- Clerk to include planning on future meeting agendas.
Planning application has been submitted that Council instructed the Clerk to object to. RESOLVED Clerk to comment on relevant planning application. Clerk advised members of the public and Councillors can submit their own comments.
- There is now no access to the public litter bins due to the scaffolding and netting. RESOLVED that the Clerk is to contact MCC and see if a temporary bin can be placed near the Town Hall during the renovations.
- The Angel Inn had mentioned that since the public toilets have closed in the Town hall their toilets have been used a lot more. It was suggested that the landlord email the Clerk regarding the issue, and it can be discussed further at the next meeting.

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16. Time and date of next meeting

RESOLVED next meeting will be Tuesday 10th June at 7.30pm. Jane Moggridge confirmed that the meeting can be held in St Nicholas church. Jane was thanked for opening and closing the church for the council meeting.

17. Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following four items, by virtue of the nature of the business to be transacted.

18. Matters arising of a confidential matter

Tracie Vaughan the Town hall cleaning contractor has emailed stating they will not be continuing the cleaning after the renovations are completed.

19. Health and Safety Matters

There were none to report.

Meeting finished at 9.40pm