

6th Aug 2025

General Meeting

Members of the St Nicholas with Bonvilston Community Council are summoned to attend a general meeting of the council online on **Tuesday 12th Aug 2025 at 7pm.** Members of the public are welcome, and encouraged to attend, and will have opportunity to address the council.

To join the Zoom meeting please click the link:

<https://zoom.us/j/97117383170?pwd=950kOsgZzObcxOQcbS4GdQQe0C57bn.1>

Meeting ID: 971 1738 3170

Passcode: 987253

The meeting will be held in accordance with the Local Government and Elections (Wales) Act 2021. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents. The meeting will be recorded to ensure the accuracy of the Minutes.

Agenda

1. Chair's welcome and introduction

- a. Welcome Mr. Ronnie Alexander, Independent Member on the Standard Committee of Vale of Glamorgan for observation of our general meeting.

2. To accept apologies for absence

3. To receive Declarations of Interest under the Council's Code of Conduct

4. To approve Minutes of:

- a. Meeting of June 27th,2025
- b. Annual Meeting of June 27th, 2025
- c. Extraordinary Meeting of July 15th, 2025
- d. Extraordinary Meeting of July 28th,2025
- e. Extraordinary Meeting of Aug 4th, 2025

5. Public participation

6. Police Matters

7. Planning applications for review

8. The Clerk/RFO update

- a. Administration

- i. ILCA (Introduction to Local Council Administration) Training for the Clerk, fees £120+VAT
- ii. New Laptop, printer, fireproof filing cabinet and stationery needed for daily work.
- iii. Mobile SIM card expired, Cllr. Perry sorted it out for now. consider setting it up as direct debit.

b. Finance & payment of accounts

- i. Scribe Accounts cloud-based software login details were handed over to the Clerk/RFO on 5th Aug 2025.
- ii. The summary reports and related reports as of 5th Aug 2025 handover. Mostly incomplete, require training and working hours plan to bring up to date.
- iii. Invoices received in July 2025:
 - 1. Doghill Property Management – Grass cutting
 - a. Invoice116 for service on 22 July 2025- Due date:28 Jul 2025-£75 Supplier chasing for the cheque.
 - b. Invoice114 for service on 9th July 2025-Due date:25th Jul 2025-£75 (not sure if paid or not, no access to bank statement yet)
 - 2. One Voice Wales – Training fee
 - a. Invoice9764-The Council Meeting-Module5 on 10th Jul 2025-£42
 - b. Invoice9827-The Council-Module1 on 24th Jul 2025-£42
 - c. Councillor Training Bursary Scheme can cover £100 max annually. Forms to be sent to One Voice Wales.
 - 3. LGRC-Locum Clerk
 - a. Invoice2205-Locum Clerk/RFO Services -June 2025 & recharge of Employers National Insurance- £1925.14 – Due Date:9th Aug 2025
 - b. Previous Clerk mentioned they will charge a few hours for Jul 2025 due to the phone calls and emails during the transition period, invoice and time sheet not provided yet.
 - 4. SLCC
 - a. Invoice: MEM255109-1 -SLCC Membership Fee- £160 - paid by card on 8th Jul 2025
 - 5. Clerk Salary

- a. Request to set up as regular payments.
- b. Approve the extra working hours 6.69hours for Jul 2025- Total amount for July 2025 including extra hours: £989.73 (time sheet supplied to the council)

9. Other projects and responsibilities

- a. Elect members to the Finance Committee
- b. Motion: Establishment of School & Community Engagement Sub-Committee proposed by Cllr. M Hinton
- c. Motion: Temporary Suspension of Non-Essential Expenditure proposed by Cllr. I Forcada
- d. Cllr. I Forcada proposed meetings in person from September onwards
- e. Bus stop improvements proposal by Cllr. I Perry
- f. VJ Day – Saturday, August 15- Big Band
- g. Land at Campbell Court – payment
- h. Councillor remuneration payments and agreement of Chair’s allowance and committee Chair’s allowance

10. Any matters the Chairman decides are urgent

11. To receive reports from Chairman, Clerk and Members

12. Correspondence from organisations including One Voice Wales

13. Correspondence from the members of the public

14. Next meeting

Tuesday, 9th Sep 2025 at 7pm General Meeting (monthly)

Signed by *Joan Chen*
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Joan Chen – Clerk to the Council