



MINUTES OF THE ANNUAL GENERAL MEETING
ST ATHAN COMMUNITY COUNCIL
HELD ON TUESDAY 10th MAY 2022

PRESENT	<p>Councillor J Angove Councillor R Eustace Councillor S Harries Councillor J Lynch-Wilson Councillor S Toker Councillor D Willmot Councillor D White</p>
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MINUTE	ITEM	ACTION
1.	The Chairman welcomed those present to the meeting.	
2.	Apologies for absence.	
3.	<p><u>PREVIOUS MINUTES</u></p> <p>Copies of the Minutes had been distributed to all Members prior to the meeting.</p> <p>PROPOSED by: Councillor B Acott SECONDED by: County Councillor J Lynch-Wilson</p> <p>That minutes of the Annual General Meeting held on Tuesday 4th May 2021 be accepted as a true record of the proceedings.</p>	CARRIED
4.	<p><u>STATEMENT OF ACCOUNT FOR F/Y ENDING 31ST MARCH 2022</u></p> <p>Copies of the Statement of Account had been distributed to all Members prior to the meeting. Copy at Annex A.</p> <p>PROPOSED by: Councillor D Willmot SECONDED by: Councillor D White</p> <p>That the Statement of Account for the financial year ending 31st March 2022 be accepted subject to audit.</p>	CARRIED
5.	<p><u>ELECTION OF CHAIRMAN</u></p> <p>The outgoing Chairman Councillor R Eustace took the chair and asked Members for nominations for the Chairman role for the year 2022/2023</p> <p>PROPOSED by: Councillors B Acott SECONDED by: Councillor D White</p> <p>1st nomination: Councillor R Eustace</p> <p>PROPOSED by: County Councillor J Lynch-Wilson SECONDED by: Councillor J Angove</p>	

MINUTE	ITEM	ACTION
	<p>2nd nominated: Councillor J Angove</p> <p>There were no other Nominations.</p> <p>A vote was taken on the 1st proposition: For 4 Against 0 Abstention 3 Accordingly, the 2nd proposition failed and no vote was required.</p> <p>Councillor R Eustace was duly re-elected as Chairman for the year 2022/23.</p>	CARRIED
6.	<p><u>ELECTION OF VICE-CHAIRMAN</u></p> <p>Councillor R Eustace thanked members for their nomination and asked for nominations for Vice-Charman.</p> <p>PROPOSED by: Councillors B Acott SECONDED by: Councillor D Willmot</p> <p>Nomination: County Councillor J Lynch-Wilson</p> <p>There were no other Nominations.</p> <p>County Councillor J Lynch-Wilson was duly re-elected as Vice-Chairman for the year 2022/23.</p>	CARRIED
7.	<p><u>ELECTION OF MEMBERS TO VARIOUS COMMITTEES</u></p> <p>Prior to the election of committee members, it was agreed that where possible members should rotate serving on committees.</p> <p>The under named Councillors were nominated and duly elected to serve on the following internal and external committees:</p> <p>Internal: General Maintenance Committee Councillor R Eustace Councillor D Willmot</p> <p> Projects Committee Councillor R Eustace County Councillor J Lynch-Wilson Councillor D White Councillor S Toker</p> <p> Merger Council Building / Library Councillor R Eustace Councillor J Angove</p> <p>External: Aberthaw Cement Works C.L.C. Councillor D Willmot</p>	

MINUTE	ITEM	ACTION
7. Cont...	<p>Bro Tathan Local Council Liaison Committee Councillor R Eustace Councillor B Acott Councillor James Angove</p> <p>Cardiff Airport Liaison Committee Councillor R Eustace.</p> <p>Conservation Area Planning Representative Flemingston: Councillor R Eustace Gileston: Vacant</p> <p>Friends of the Glamorgan Heritage Coast Councillor B Acott</p> <p>One Voice Wales. Councillor S Toker</p> <p>Llantwit Major Public Footpaths Committee. Councillor B Acott</p> <p>St Athan Community Association County Councillor J Lynch-Wilson</p> <p>School Governors Councillor D Willmott</p> <p>Vale of Glamorgan Council, Community Liaison Committee Councillor S Toker</p> <p>Aberthaw Power Station Local Liaison Committee Councillor B Acott</p>	
8.	<p><u>ADOPTION OF STANDING ORDERS AND AMENDMENTS</u></p> <p>PROPOSED by: County Councillor J Lynch Wilson SECONDED by: Councillor B Acott</p> <p>That Standing Orders as recommended by the National Association of Local Councils 2018 as amended and approved by Council, which have been circulated prior to the meeting be adopted, with the following amendments.</p> <p>1. That County Councillor S Haines representative on the Vale of Glamorgan Council be a Co-opted Member of the Council, but with no voting rights.</p>	CARRIED
9.	<u>CHAIRMAN'S ALLOWANCE</u>	

MINUTE	ITEM	ACTION
	PROPOSED by: Councillor B Acott SECONDED by: Councillor D White That the Chairman's Allowance remains at £250.00	CARRIED
10.	<u>COMMUNITY COUNCIL ANNUAL REPORT</u> PROPOSED by: Councillor D Willmot SECONDED by: Councillor S Toker That the annual report for 2021-22 be accepted and distributed as appropriate.	CARRIED

There being no further business to discuss the meeting closed at 7.24 pm. There were no members of the public present.

ANNEX A

ST ATHAN COMMUNITY COUNCIL
STATEMENT OF ACCOUNTS - FY ENDING 31st MARCH 2022

FY Ending 31st March 2021	INCOME	FY Ending 31st March 2022
13,302.11	Carried Forward	9,714.05
7.99	Amazon	Nil
3.76	Bank Interest	0.61
68.76	Bank Refund	Nil
476.00	Community Centre hire	1,940.00
Nil	Fete	800.55
38,400.00	Precept	38,473.00
Nil	Microsoft refund	106.55
1,821.49	VAT Refund	1,649.90
<u>54,080.11</u>		<u>52,684.6</u>

EXPENDITURE

16,891.82	Administrative	19,893.10
225.00	Chairmans' Allowance	142.70
18,598.33	Council Building	10,237.28
1,583.00	Grants/Donations	2,230.00
5,418.01	St Athan Ward	9,218.92

1,649.90	VAT	1,682.85
<u>44,366.06</u>		<u>43,404.85</u>

FY Ending
31st March 2021

BREAKDOWN OF EXPENDITURE

FY Ending
31st March 2022

ADMINISTRATION			
Payment		Payment	VAT
336.45	Annual Fee Audit	Nil	
35.00	Annual Fee Audit Internal	35.00	
Nil	Annual Fee Bit Defender	73.31	14.67
25.00	Annual Fee NatWest Bank Custody	25.00	
565.00	Annual Fee One Voice Wales	581.00	
85.00	Annual Fee Website	85.00	
57.60	Annual Fee 'You Need A Budget' Software	68.49	
36.00	Bank Charges	Nil	
Nil	Civic Chain Update	1,231.90	246.39
200.34	Clerk Expenses	Nil	
7,430.40	Clerk Salary	9,068.01	
2,000.00	Councillor Remuneration	1,700.00	
60.00	Councillor Training	0.00	
2,664.99	HMRC PAYE	3,108.28	
68.76	Miscellaneous	Nil	
Nil	Microsoft Office 365	201.20	40.24
39.98	Office Equipment	39.15	
274.74	Office Furniture	116.66	23.33

Nil	Payment Error	30.00	
397.59	Stationery & Postage	402.94	64.18
795.24	Telephone & Broadband	1,028.38	207.82
1,819.73	Zurich Insurance	2,098.78	
16,891.82		19,893.10	596.63

CHAIRMANS' ALLOWANCE

Payment		Payment	
25.00	Playgroup Xmas Party	Nil	
150.00	Royal British Legion Wreath	20.00	
50.00	Miscellaneous	Nil	
Nil	Summer Fete - Mr C Carr	82.00	
Nil	Open Top Bus Refreshments	40.70	
225.00		142.70	

COUNCIL BUILDING

Payment		Payment	VAT
4,386.40	Caretaker Salary	4,327.80	
25.00	Cleaning Materials	7.90	1.58
4,278.92	Electric	3,058.86	410.74
53.89	Fire Equipment Service	136.60	27.32
2,113.25	Council Tax	2,113.25	
88.02	Health & Safety	Nil	
Nil	Playgroup Hall Hire (Refund)	180.00	
6,216.07	Maintenance - General Repairs	Nil	
1,138.06	Maintenance - Routine	4.98	1.00
0.00	Window Cleaning	280.00	
233.32	Scouts Shed	Nil	
65.40	Water Rates	127.89	
18,598.33		10,237.28	440.64

GRANTS/DONATIONS

Payment		Payment	
Nil	Bro Radio	500.00	
200.00	Flemingston Parish Church	200.00	
300.00	Gileston Parish Church	300.00	
50.00	Glamorgan Heritage Coast	Nil	
Nil	Hope Rescue	50.00	

Nil	Library & Hub	Nil
Nil	MacMillan Cancer Support	50.00
Nil	Marie Curie	30.00
Nil	Methodist Church	200.00
Nil	Noah's Ark	50.00
200.00	Other Appeals	Nil
Nil	Paul Lewis Community Centre	100.00
100.00	RAF St Athan Voluntary Band	Nil
33.00	Royal British Legion	Nil
400.00	St Athan Parish Church	400.00
Nil	St Athan School	50.00
Nil	Urdd	100.00
Nil	Wales Air Ambulance	50.00
Nil	War Memorial Trust	150.00
300.00	Youth Club	Nil
1,583.00		2,230.00

ST ATHAN WARD

Payment		Payment	VAT
265.28	Feeder Pillar x2	211.28	2.76
1,628.40	Flowe Baskets	353.00	70.60
Nil	Fete	1,861.25	120.04
943.20	Grass Tender	1,650.00	
61.50	Litter Pick	102.67	17.68
330.00	Newsletter x2	1,020.60	40.00
35.50	Remembrance Sunday & Lamp Post Poppies	339.81	
1,406.00	Xmas Lights - Erect/Take down	1,584.00	316.80
Nil	Xmas lights - Insurance	157.81	
248.13	Xmas Lights - New, Accessories & Repair	388.50	77.70
Nil	Xmas Lights - Switch On Event	1,000.00	
500.00	Xmas Open Top Bus	550.00	
5,418.01		9,218.92	645.58
1,649.90	VAT	1,682.85	
44,366.06	TOTAL	43,404.85	

FY Ending 31st March 2021	<u>RECONCILIATION</u>	FY Ending 31st March 2022
Payment		Payment
13,302.11	Balance Brought Forward	9,714.05
40,778.00	Add Receipts	42,970.61
<u>54,080.11</u>		<u>52,684.66</u>
<u>44,366.06</u>	Expenditure	<u>43,404.85</u>
<u>9,714.05</u>	Balance	<u>9,279.81</u>

Bank balance as at 31st March 2021:

Business reserve Account 3,227.77
 Current Account 6,052.04
 Total 9279.81

The above statement represents fairly the financial position of the authority as at the 31st March 2022 and reflects its income and expenditure during the financial year.



Signed:
Councillor R Eustace
Chairman

Date: 10th May 2022



Signed:
Mr D Patterson
Council Clerk / RFO

Date: 10th May 2022