



**AGENDA**

**ST ATHAN COMMUNITY COUNCIL**

**FULL GENERAL MEETING WEDNESDAY 3rd**

**DECEMBER 2025 at 7pm**

Council Chambers, Old School Hall, Church Lane, St Athan, CF62 4PL

To: St Athan Community Councillors

**Please Note:**

1. The public will be permitted to attend the General Meeting, in person and remote.
2. Members unable to attend are to inform the Clerk by **12pm on Tuesday 2nd December 2025.**

	<b>ITEM</b>	<b>LEAD</b>																
1	<b><u>Welcome</u></b>	Chair																
2	<b><u>Attendees</u></b>	Chair																
3	<b><u>Apologies for absence</u></b>	Proper Officer																
4	<b><u>To receive declarations of Interest</u></b>	Chair																
5	<b><u>To confirm minutes of the last general meeting held on the 4<sup>th</sup> November 2025.</u></b> That subject to agreed amendments, the minutes of the General Meeting held on 4 <sup>th</sup> November 2025 be accepted as a true record of proceedings.	Chair																
6	<b><u>To consider any matters arising from those minutes</u></b>	Chair																
7	<b><u>Standing Orders Suspension</u></b>	Chair																
8	<b><u>Adopt Local Resolution Protocol (Internal complaints Policy)</u></b>	Proper Officer																
9	<b><u>Adopt Protocol on Member Officer Relations</u></b>	Proper Officer																
10	<b><u>Crime Statistics</u></b>	Proper Officer																
11	<b><u>Correspondence</u></b>	Proper Officer																
12	<b><u>Chair's Report</u></b>	Chair																
13	<b>St Athan Ward – Financial-November 2025</b>	Proper Officer																
	<table border="1"> <thead> <tr> <th><b>INCOME</b></th> <th><b>NOV</b></th> </tr> </thead> <tbody> <tr> <td>BALANCE B/F</td> <td>£15,871.37</td> </tr> <tr> <td>Rustic Roots -Rental</td> <td>£1,000.00</td> </tr> <tr> <td>Rustic Roots Electricity</td> <td>£363.82</td> </tr> <tr> <td>Vale Council - Precept</td> <td></td> </tr> <tr> <td>Christmas Market TGP stallholders</td> <td>£40.00</td> </tr> <tr> <td><b>INCOME TOTAL</b></td> <td><b>£1,403.82</b></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£17,275.19</b></td> </tr> </tbody> </table>	<b>INCOME</b>	<b>NOV</b>	BALANCE B/F	£15,871.37	Rustic Roots -Rental	£1,000.00	Rustic Roots Electricity	£363.82	Vale Council - Precept		Christmas Market TGP stallholders	£40.00	<b>INCOME TOTAL</b>	<b>£1,403.82</b>	<b>TOTAL</b>	<b>£17,275.19</b>	
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## EXPENDITURE

ADMINISTRATION	NOV
Annual - Website	426.00
Proper Officer -Salary	£2,366.16
Proper Officer - HMRC	£964.94
Proper Officer - Training	£420.00
Councillor - Attendance Remuneration	£160.00
Councillor - Training	£42.00
Microsoft - software	£11.52
Microsoft - storage	£1.99
Scribe software	£538.80
Office Equipment & Furniture	£167.36
Stationery, ink, paper, printing, postage	£149.40
Telephone and Broadband-OneCom	£48.00
Mobile Phone	£7.95
<b>TOTAL</b>	<b>£5,304.12</b>

BUILDING AND OUTSIDE AREA	NOV
Annual -Business Rates	£258.00
Electric - Supply	£332.47
Surveyors fee	£360.00
<b>TOTAL</b>	<b>£950.47</b>

WARD	NOV
Feeder Pillar x 2	£45.86
Fete and Music Event (Village Fair)	£480.00
Grass Cutting	£232.80
Planting	£72.00
Remembrance Sunday booklets	£99.00
Xmas Lights - new & accessories	£571.02
Xmas Lights - Switch on Event	£105.11
Christmas Art	£500.00
Christmas trees for Community	£279.95
<b>TOTAL</b>	<b>£2,385.74</b>

CHAIR'S ALLOWANCE	NOV
CHAIR'S ALLOWANCE	100.00
<b>TOTAL</b>	<b>100.00</b>

DONATION	NOV
Contingency Fund	£220.00
<b>TOTAL</b>	<b>£220.00</b>

<b>TOTAL EXPENDITURE</b>	<b>£8,960.33</b>
<b>TOTAL INCOME/Carried forward</b>	<b>£17,275.19</b>
<b>BALANCE</b>	<b>£8,314.86</b>

Figures correct as of 28/11/25

14	<b><u>Councillor Reports-overview</u></b>	Cllrs
15	<b><u>County Councillor Updates</u></b>	Cllr Lynch-Wilson/Cllr Haines
16	<b><u>Veterans Hub</u></b> Report from Cllr Roberts	Cllr Roberts
17	<b><u>Financial Assistance (Donation) requests</u></b> Gileston Parish Church-£350 Paul Lewis Community Centre-£100 towards the Christmas Panto. Donation towards refreshments for Christmas Carol Singing Event - £75 (under s137)	Proper Officer
18	<b><u>Planning Applications</u></b>	Proper Officer
19	<b><u>Future Council Events</u></b> Drop in 6 <sup>th</sup> Dec Other events	Chair/Proper Officer
20	<b><u>Feedback from Past Events</u></b>	All
21	<b><u>Feedback from suggestion box</u></b>	Chair
22	<b><u>Flower to thank Arlene and her family for the buffet at the Remembrance Service</u></b>	Cllr Cleave
23	<b><u>Bus Shelter Mural</u></b>	Chair
24	<b><u>Rustic Root-contribution to Business Rates</u></b>	Proper Officer
25	<b><u>Use of Chamber during weekdays</u></b>	Proper Officer
26	<b><u>Bus Driver Strike</u></b>	Chair
27	<b><u>Introduction of a Grant Committee</u></b>	Cllr Rhodes-Matthews
28	<b><u>Welsh Language Scheme – for discussion and consideration.</u></b>	Cllr Roberts
29	<b><u>Grant for a Community Minibus – to discuss potential funding sources and next steps</u></b>	Cllr Roberts
30	<b><u>St Athan Primary School Music project</u></b>	Cllr Lynch-Wilson
31	<b><u>New Email addresses</u></b>	Proper Officer
32	<b><u>Proper Officer continued training</u></b>	Chair
22	<b><u>Part II</u></b>	

**Sandra Toker – Chair**

## Appendix A

### ST. ATHAN COMMUNITY COUNCIL FINANCIAL STATEMENT – NOVEMBER 2025

#### Reserve

Carried forward	£16,497.87
Interest	£12.70
To Current Account	
From Current A/c	£964.94
<b>TOTAL</b>	<b>£17,462.81</b>

#### CURRENT ACCOUNT

##### Income

BALANCE B/F	£15,871.37
Rustic Roots -Rental	£1,000.00
Rustic Roots Electricity	£363.82
Vale Council - Precept	
Christmas Market TGP stallholders	£40.00
<b>INCOME TOTAL</b>	<b>£1,403.82</b>
<b>TOTAL</b>	<b>£17,275.19</b>

##### Expenditure

ADMINISTRATION	£5,304.12
BUILDING AND OUTSIDE AREA	£950.47
WARD	£2,385.74
CHAIR'S ALLOWANCE	100.00
DONATIONS	£220.00
<b>TOTAL EXPENDITURE</b>	<b>£8,960.33</b>
TOTAL INCOME/Carried forward	£17,275.19
<b>BALANCE</b>	<b>£8,314.86</b>