

Proper Officer Report - July and August 2026

This report summarises the principal work undertaken during July and August 2026, in addition to the Council's routine Proper Officer and Responsible Financial Officer duties.

July 2026

I continued to oversee the completion and close-out of the Old School Hall toilet block refurbishment, including liaison with the contractor and surveyor, monitoring outstanding items, progressing grant and payment documentation, and following up on retention, snagging and warranty information.

I prepared the agenda, reports and supporting papers for the Full General Meeting on 7th July, attended the meeting, took the minutes and progressed the actions arising.

On 15th July, I attended a site meeting concerning the Flemingston Road/Stadium development site.

On 20th July, the bus shelters were cleaned in preparation for the community mural work. I continued to liaise with the artist and make the practical arrangements required for the project.

On 21th July, I attended The Gathering Place Fresh Start workshop, and on 24th July I attended the CAWG meeting.

I prepared for the Events and Projects Committee meeting held on 28th July, completed the associated meeting administration and progressed the agreed actions following the meeting.

Arrangements were completed for the Children's Craft Event held on Saturday 1st August. This included bookings, materials, venue arrangements, publicity and the supporting administration. I organised the event but was unable to attend on the day.

August 2026

The Children's Craft Event took place on 1st August. Following the event, community photographs and information were prepared for the Council's website and social media, together with advance promotion of the next children's craft activity planned for October.

On 5th August, the bus shelters were painted and prepared for the mural project. I continued to coordinate the work, liaise with the artist and arrange publicity for the completed memorial bus shelter mural and the forthcoming Four Cross mural featuring the winning competition designs.

On 10th August, I met with the Chair to purchase tombola items for the Village Fair and gift cards for the Children's Art Competition winners.

On 19th and 20th August, I met with the two Art Competition winners, presented their prizes and took photographs for publication on the Council's website and social media.

I prepared the agendas and supporting papers for the Grants Awards Committee and Grants Applications Committee meetings arranged for 24 August. As neither meeting was quorate, I completed the formal record of attendance, apologies and closure for Council records and publication.

Extensive final planning and preparation were undertaken for the Village Fair on 29 August. This included liaison with the venue, suppliers, activity providers and sponsors; confirming the event programme; coordinating councillor and volunteer support; purchasing and preparing tombola and craft items; producing publicity, signage and information displays; and dealing with practical site and event arrangements.

I assisted Cllr Toker with the arrangements for the community CPR training by securing the venues for both sessions.

General Proper Officer, Governance and Administrative Duties

In addition to the work listed above, I continued to prepare agendas, reports, summonses, notices and minutes; deal with correspondence and public enquiries; advise and support councillors; progress actions and decisions; maintain the Council's records; and liaise with residents, community organisations, contractors, professional advisers and the Vale of Glamorgan Council.

I continued to manage ongoing building and maintenance matters at the Old School Hall, including contractor correspondence, quotations, repairs, warranties and liaison with the nursery tenant. I also monitored other Council assets and projects, supported procurement activity and progressed grant and funding opportunities.

The Council's website and social media channels were updated regularly with statutory information, meeting documents, community news, event publicity and project updates. Work also continued on Council communications and the preparation of public information materials. I also continued my CiLCA studies and relevant professional development.

Responsible Financial Officer Duties

Routine financial administration continued throughout both months. This included processing invoices and payments, maintaining the accounting records, completing bank reconciliations, monitoring expenditure against the budget, administering payroll and pension matters, maintaining VAT records, supporting grant claims and applications, preparing financial information for meetings, responding to audit requirements and ensuring that procurement and approval procedures were followed.

The Council is asked to note the report.