

# ST ATHAN COMMUNITY COUNCIL



*These minutes are published in draft form to meet the Council's publication duties.  
They are subject to confirmation and approval at the next appropriate meeting of the Council.*

**Meeting:** Annual General Meeting of the Council (AGM)

**Date:** Tuesday 5<sup>th</sup> May 2026

**Meeting Start:** 1900hrs

**Meeting Concluded:** 1925hrs

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

**Chair:** Cllr Sandra Toker

**Minute Taker:** Proper Officer Maria Stevens

**Number of Public in attendance:** 0 (Zero)

## 1 Welcome

The outgoing Chair welcomed all attending.

## 2 Attendance

Cllr S Toker

Cllr H Cleave

Cllr R Eustace

Cllr D Willmot

Cllr/County Cllr J Lynch-Wilson

Cllr P King

Cllr K Manfield-Remote

Cllr G Clarke

Cllr L Wiltshire -Remote

Cllr D Bridgeman-Remote

County Cllr S Haines

## 3 Apologies for absence

None

## 4 Election of Chair

The outgoing Chair Cllr S Toker took the chair and asked Members for nominations for the role of Chair for the year 2026/2027.

In Accordance with Standing Orders adopted for nominations for the role of Chair the following applied.

Nominations: One-Cllr Toker

A vote was taken by show of hands, with 10 votes in favour.

Proposed by Cllr Eustace. Seconded by Cllr King.

Cllr Sandra Toker duly elected as Chair for the period 2026-27

## 5 Election of Vice-Chair

The Chair asked Members for nominations for the role of Vice-Chair for the year 2026/2027.

In Accordance with Standing Orders adopted for nominations for the role of Vice-Chair the following applied.

Nominations: Two- Cllr Cleave & Cllr Bridgeman.

A secret ballot was held.

Cllr Cleave – 8 votes. Cllr Bridgeman – 2 votes.

Proposed by Cllr Eustace. Seconded Cllr King

Cllr Hayley Cleave was duly elected as Vice-Chair for the period 2026-27

## 6 Declaration of Interest

None

## 7 To note that the minutes of the Annual General Meeting of the Council held on 6<sup>th</sup> May 2025 were accepted as a true record at the Full General Meeting of the Council on 8<sup>th</sup> July 2025, minute

number 3049. To be confirmed in this meeting.

## 8 **Adoption of Standing Orders and Financial Regulation**

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:

- i. That County Councillor S Haines representative on the Vale of Glamorgan Council be a Co-opted Member of the Council, but with no voting right
- ii. Proper Officer may incur expenditure not exceeding £500 running of council as advised in Model Financial Regulations (2024)
- iii. Nominations for the roles of Chair and Vice-Chair shall be submitted to the Clerk at the April General Meeting, with the successful candidates to be selected at the Annual General Meeting in May by secret ballot or show of hands, as determined by the Council.

The Standing Orders, with amendments, were proposed for adoption by Cllr Toker and seconded by Cllr Eustace.

## 9 **Statement of Account FY ending 31st March 2026**

Copies of the Statement of Account had been distributed to all Members prior to the meeting. Copy at Appendix 1.

Proposed by Cllr Willmot, seconded by Cllr Eustace

Subject to amendment the Statement of Account for the financial year ending 31st March 2026 be accepted subject to audit.

## 10 **Review and Adoption of Committee Terms of Reference & Financial Regulations**

Financial Regulations  
Finance Committee  
Building Maintenance Committee  
Events & Projects Committee  
Employee Review Committee  
Grants Applications Committee  
Grants Awards Scheme Committee

The Committee Terms of Reference and Financial Regulations were reviewed and adopted by the Council.

A vote was taken, with 10 votes in favour and 0 votes against adopting all Committee Terms of Reference and Financial Regulations

Proposed Cllr Lynch-Wilson. Seconded Cllr King

## 11 **Appointment of Members to Internal and External Committees. Internal Committees 2026-2027**

Members were appointed to the Internal & External Committees for 2026–2027.

<b>Internal</b>	<b>2026-2027</b>
Full General	All
AGM	All
Finance Committee	All
Employee Review Committee	Cllr Toker
Employee Review Committee	Cllr Eustace
Employee Review Committee	Cllr Willmot

Building Maintenance Committee	Cllr Eustace
Building Maintenance Committee	Cllr Willmot
Building Maintenance Committee	Cllr Clarke
Events & Projects Committee	Cllr Toker
Events & Projects Committee	Cllr Cleave
Events & Projects Committee	Cllr Lynch-Wilson
Events & Projects Committee	Cllr King
Events & Projects Committee	Cllr Wiltshire
Grants Application Committee	Cllr Toker
Grants Application Committee	Cllr Cleave
Grants Application Committee	Cllr King
Grants Awards Committee	Cllr Toker
Grants Awards Committee	Cllr Cleave
Grants Awards Committee	Cllr King
<b>External</b>	
Aberthaw Cement Works C.L.C	Cllr Willmot
Aberthaw Power Station Local Liaison Committee/CCR Energy	Cllr King
Aberthaw Power Station Local Liaison Committee/CCR Energy	Cllr Clarke
Bro Tathan Local Council Liaison Committee	Cllr Eustace
Cardiff Airport Liaison/Consultative Committee	Cllr King
Cardiff Airport Liaison/Consultative Committee	Cllr Bridgeman
Conservation Area Planning Representative -Gileston	Cllr Clarke
Friends of the Glamorgan Heritage Coast	Cllr Wiltshire
Llantwit Major Public Footpaths Committee	Cllr King
One Voice Wales	Cllr Bridgeman
St Athan Community Association (PLCC)	Cllr Lynch-Wilson
St Athan Community Association (PLCC)	Cllr Cleave
Community Liaison Committee, VoG Council	Cllr Toker
Community Liaison Committee, VoG Council	Cllr King
Local Access Forum	Cllr Bridgeman
St Athan Primary School Governor	Cllr Willmot
Gathering Place Round Table	Cllr Toker
Gathering Place Round Table	Cllr King
Glamorgan Local Area Energy Plan (LAEP)	Cllr King
Western Vale Community Councils	Cllr Toker
Western Vale Community Councils	Cllr King

**12 Chair's Allowance.**

Council agreed for Chair's Allowance to remain at £500  
Proposed by Cllr Lynch-Wilson. Seconded by Cllr Cleave

**13 Community Council Annual Report 2025-26**

The Community Council Annual Report 2025–26 was accepted.  
Proposed Cllr Toker. Seconded Cllr Bridgeman

## Appendix 1

### ST ATHAN COMMUNITY COUNCIL STATEMENT OF ACCOUNTS - FY ENDING 31st MARCH 2026

FY Ending 31st March 2025	INCOME	FY Ending 31st March 2026
24,905.95	Carried Forward	26,291.75
321.45	Bank Interest	149.97
10,000.00	Nursery Rent	12,000.00
2,962.53	Rustic Roots-Cleaning	247.87
4,709.35	Rustic Roots - Electricity	3,813.13
85,242.00	Precept	87,800.00
3,324.13	VAT Refund	4,535.57
200.00	Fete/Village Fair	100.00
0.00	Family Fun Day	205.00
0.00	Christmas Market TGP	70.00
0.00	Poppy Sponsorship	55.00
0.00	Community Centre Hire	20.00
35.00	Donation	0.00
0.00	Refund	155.91
700.00	Notice Board refund	0.00
500.00	Cost of living Grant	0.00
<b><u>132,900.41</u></b>		<b><u>135,444.20</u></b>

FY Ending 31st March 2025	EXPENDITURE	FY Ending 31st March 2026
46,943.61	Administrative	57,840.66
33,030.63	Building & Outside Area	30,090.22
24,634.42	Ward	18,716.29
250.00	Chair's Allowance	280.00
1,750.00	Grants/Donations	2,290.00
	VAT	
<b><u>106,608.66</u></b>		<b><u>109,217.17</u></b>

#### BREAKDOWN OF EXPENDITURE

FY Ending 31st March 2025	ADMINISTRATION	FY Ending 31st March 2026
0.00	Annual Fee Audit	725.00
823.00	Annual Fee One Voice Wales	808.00
2,769.87	Zurich Insurance	2,409.78
192.00	Annual Fee Website	426.00
144.00	Annual Fee Society for Local Community Clerks	315.00
74.99	Annual Fee Bit Defender	84.99
2,377.93	Civic Chain Update	£968.57
22,020.31	Clerk Salary	27,179.49

9,234.44	HMRC	3,261.90
158.50	Clerk/RFO training	1,166.40
27.90	Travelling Expenses	77.40
588.00	Accountant fee for payroll	528.00
3,295.94	Councillor Remuneration (Allowance)	3,618.66
360.00	Councillor Training	761.00
0.00	Long service J Austin	50.00
170.52	Microsoft Office 365	151.18
0.00	Scribe software	783.60
1,779.22	Office Equipment	1,015.70
425.94	Stationery & Postage	677.70
740.84	Telephone & Broadband	682.40
0.00	Bank charges	11.90
69.00	Mobile Phone	66.92
0.00	Internal Compliant	5,872.85
0.00	By-Election 15/01/2026	6,023.22
0.00	By-Election 19/02/2026	175.00
1,357.39	RFO Pension	0.00
35.00	Annual Fee Audit Internal	0.00
80.82	Annual Fee 'You Need A Budget' Software	0.00
200.00	Job evaluation	0.00
18.00	Library Hire	0.00
<b>46,943.61</b>		<b>57,840.66</b>

<b>FY Ending 31st March 2025</b>	<b>- - BUILDING &amp; Outside Area</b>	<b>FY Ending 31st March 2026</b>
2,447.96	Non - Domestic Council Rates	2,584.40
0.00	Annual PAT test	80.00
0.00	Fire Equipment Service	273.43
0.00	Cleaning Materials	117.22
231.00	Window Cleaning	385.00
6,792.87	Electric	4,955.09
237.59	Water Rates	457.65
7,800.00	Maintenance - Major Repairs	1,252.45
144.00	Maintenance - Routine	2,526.54
0.00	Shed	60.00
0.00	Hedge Lopper	154.44
0.00	Roof Replacement	17,244.00
240.00	EPC report	0.00
133.50	Health & Safety	0.00
5,181.92	Caretaker Salary	0.00
891.00	HMRC - Caretaker	0.00
5,595.79	Electrical Upgrade	0.00
280.00	Locksmith	0.00
90.00	CCTV	0.00
65.00	Microwave	0.00
150.00	Outside light at Kitchen	0.00
2,750.00	External rubberised flooring	0.00
<b>30,351.67</b>		<b>30,090.22</b>

**FY Ending**

**WARD**

**FY Ending**

31st March 2025	-	31st March 2026
0.00	Bus Shelter Cleaning	5.76
0.00	Civic ceremony Awards	165.00
51.25	Civic ceremony church flowers	73.80
98.00	Civic ceremony Booklet	104.00
1,033.00	Civic ceremony PLCC hire and catering	1,545.00
0.00	Community Information Event	163.97
28.80	DDay 80 anniversary	450.00
499.03	Feeder Pillar x2	457.65
2,839.57	Fete / Party in the Park	3,663.56
0.00	Family fun Day	1,044.21
330.00	Cost of living Initiative	130.38
847.80	Flower Baskets	510.00
2,970.00	Grass Tender	3,928.60
1,012.00	Newsletter x2	1,153.53
217.50	Remembrance Sunday & Lamp Post Poppies	1,049.97
1,244.35	Christmas Light Set Up/Down	1,522.82
3,676.08	Xmas Lights - New, Accessories & Repair	449.76
2,043.98	Xmas Lights - Switch On Event	520.33
0.00	Christmas Leaflets	98.00
0.00	Christmas Lights Ride	650.00
200.00	Christmas Meal	250.00
455.31	Xmas trees -community	279.95
500.00	Xmas Art- bus shelters	500.00
44.96	Civic ceremony labels	0.00
3,240.00	War Memorial- specialist clean	0.00
681.60	Defibrillator	0.00
88.74	Defibrillator consumables	0.00
95.00	E Vale grass cutting/clearance	0.00
100.30	Planting	0.00
2,337.15	Notice boards	0.00
<b>23,423.37</b>		<b>18,716.29</b>

FY Ending 31st March 2025	CHAIRS' ALLOWANCE	FY Ending 31st March 2026
0.00	Brownies	120.00
250.00	Veterans Hub Refreshments	100.00
0.00	The Gathering Place Community Café	60.00
0.00		
<b>250.00</b>	-	<b>280.00</b>

FY Ending 31st March 2025	GRANTS/DONATIONS	FY Ending 31st March 2026
0.00	St Tathan	400.00
250.00	Flemingston Parish Church	0.00
350.00	Gileston Parish Church	350.00
0.00	Methodist Church	300.00
0.00	Marie Curie	100.00
200.00	PLCC	300.00
0.00	U15's Football	250.00

0.00	Valeways	50.00
0.00	The Gathering Place	200.00
	Guides	120.00
	Rainbows	120.00
0.00	Wales Air Ambulance	100.00
150.00	Contingency/sports equipment	0.00
500.00	St Athan School PTA	0.00
100.00	SSAFA	0.00
200.00	Urdd	0.00
<b>1,750.00</b>		<b>2,290.00</b>

**VAT**

<b>102,718.65</b>	<b><u>TOTAL</u></b>	<b>109,217.17</b>
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<b>FY Ending 31st March 2025 Payment</b>	<b><u>RECONCILIATION</u></b>	<b>FY Ending 31st March 2026 Payment</b>
24,905.95	Balance Brought Forward	26,291.75
107,994.46	Add Receipts	109,152.45
<u>132,900.41</u>		<u>135,444.20</u>
<u>106,608.66</u>	Expenditure	<u>109,217.17</u>
<u>26,291.75</u>	Balance	<u>26,227.03</u>

<b>Balance in Bank as at 31st March 2025</b>		<b>Balance in Bank as at 31st March 2026</b>
11,458.05	Business Reserve Account	19,187.38
14,833.70	Current Account	7,039.65
<u>26,291.75</u>		<u>26,227.03</u>

The above statement represents fairly the financial position of the authority as at the 31st March 2026 and reflects its income and expenditure during the financial year.