

**BISHTON COMMUNITY COUNCIL**  
**CYNGOR CYMUNED TRESEFJOB**

Clerk's Office – 15 Caerau Road – Newport – NP20 4HL  
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Finance & Procedure Committee Meeting – Wednesday 4<sup>th</sup> December 2024  
Underwood Community Centre, Conference Room, 1800

**MINUTES**

**1. Attendance**

Rachael Stephens, Carol Cork, Andy Cork, Pamela Davies, John Davies

**2. Apologies**

Cherie Hall, Richard Stokes, John Hall

Cherie Hall has resigned as Chair for the Finance & Procedure Committee citing time restraints

Rachael Stephens left the meeting at 1910

**3. Appointment of Chairperson for Finance & Procedure Committee**

Andy Cork will Chair the meeting for the evening. Proposed by Andy Cork seconded by John Davies - A Chairperson will be selected at each F&P meeting until a permanent Chair is agreed.

**4. Any comments from public**

None present

**5. Review Q3-Q4 spending and budget for 2024/2025**

- a. Discuss and agree outstanding projects with timescale and management plan
  - i. Councillors looked at the outstanding projects that were proposed at the start of the year: Waterproof treatment for Bishton Village Hall, installation of CCTV at Underwood Community Centre, Bishton Village Hall and Underwood Play Fields.
    1. The budget for waterproofing has been reduced to £1,000 (Feb / March)
    2. CCTV installation will be re-assessed in the new year as part of a longer-term contract (February)
    3. £5500 + VAT has been ring-fenced for maintenance to Bishton Play Park. (Jan / February)
- b. Discuss and agree any new budget items for remainder of 2024/2025 Financial Year
  - i. Cover cleaner has been added to the budget at a maximum of 10 hours per week at £8.60 per hour. The cover cleaner is on a zero-hour contract but is currently covering for the cleaner who is on sick leave until further notice.

**6. Review uplifts for 2025/2026**

- a. Standard uplift margin for annual running costs
- b. Uplifts considered for annual fixed costs
- c. Increase of allotment rent by £5 in March and per year to match inflation
- d. Remove skips from budget

**7. Chair to sign bank reconciliation reports for 2024/2025 to date**

- a. Council Chair will sign bank reconciliations for filing

**8. Agree any revisions to Council risk assessment**

- a. Revisions accepted (debit card & mitigate incorrect spending)

**9. Note new direct debit for website hosting service at £30 per month**

- a. Noted

**10. Note new income stream from lease at Bishton Village Hall**

- a. £300 per month for rent, 12p per day standing charge and utilities used (meter readings to be taken before and after use)

**11. Note VAT submission for Q1-Q4 2024/2025**

- a. £1999.49

**12. Note Comments in Digital Health Report from One Voice Wales**

- a. OVW Digital Health Report showed no major issues with the Council's Digital Health

**13. Councillor Training**

- a. Reminder for all councillors to take advantage of OVW training opportunities