



Bishton Community Council
ANNUAL MEETING 1830 – 2000
Thursday 29th May 2025
Underwood Community Centre

MINUTES

1. Attendance

John Davies, Pamela Davies, Andy Cork, Carol Cork, Samantha Voaden-Miller, John Hall, Cherie Hall, Richard Stokes

Chris Ashman - Clerk

2. Apologies

Rachael Stephens

3. Chairman's Remarks

The Chair thanked everyone for attending the meeting. He has said that it has been an honour serving as Chair and he thanked the Councillors and The Clerk for their hard work and dedication in the last year.

The Chair welcomed Chris Ashman as the new clerk and acknowledged the recent passing of much loved former councillor Gillian Burton who served as a councillor for over 40 years.

In the last 12 months the council has supported a new floor cleaning machine for Underwood Community Centre, repairs and refurbishment to Bishton park area, agreed a donation for a new clock at Llanmartin school, a successful best kept garden evening at BVH and a donation to the Mayors charity, there was an excellent response for the Carol service held by the Christmas tree which Caldicot male voice choir attended and Councillors worked hard to arrange and execute, agreed a donation for new planters at Bishton Village, a donation to Llanmartin Scout Group for uniforms and new batteries and pads for Bishton defibrillator.

JH thanked John Davies for his sterling efforts as chair in the last 12 months

1. Appointment of Chair

John Davies was nominated by Carol Cork, seconded by Cllr Stokes. No other nominations were brought forward. No objections. Unanimously appointed.

2. Appointment of Vice-Chair

Pam Davies nominated Andrew Cork, seconded by Cllr Stokes. No other nominations were brought forward. No objections. Unanimously appointed.

3. Approval of Minutes of Annual Meeting 2023

Proposed by Andy Cork and seconded by John Hall

4. Review & adoption of appropriate Standing Orders, Financial Regulations

No amendments suggested. BCC already adopted latest version of Standing Orders and Model Financial Regulations.

5. Adoption of Council's Annual Report

Councillors satisfied with the Annual Report, A copy of which will be published on the Council website.

Greater communications of council activity via social media , website and local free press

Promotion of local activity by community groups on the website to be undertaken and possibly a meeting with councillors for local groups connected to next years annual meeting.

6. Appointment of Representation for external bodies:

a. One Voice Wales Area Committee

- i. John Davies and Chris Ashman(clerk) will attend WAC meetings. If either cannot attend an alternative councillor will take their place. The meetings are held in Usk.

b. Halls Together

- i. John Davies is a trustee of the organisation and attends regular meetings. Halls Together works to promote organisations that own and / or manage village halls and community centre.

c. NCC Liaison meetings

- i. These are hybrid meetings. John Davies attends these meetings. Richard Stokes and Chris Ashman to also attend where possible

7. Appointment of Councillors for internal committees

Finance & Procedure Committee: Cherie Hall will chair the meeting Rachael Stephens will vice-chair. Remaining members will attend the meeting. Request made that clear information be presented in a timely manner for these meetings. Breakdowns of utility costs for each premises is an example.

IT security policy to be reviewed and actions undertaken regarding councillor emails/passwords being updated.

8. Update of bank mandate

Chris Ashman (new clerk) to be added as signatory. Necessary authority forms completed.

9. Confirmation of insurance policy and inventory

BCC is fully insured and insurers are content with asset register. Policy covers all Council assets, staff and PLI. CA to check new cleaning machine and printer covered.

A zoom training session /refresh for councillors to be organised

10. Audit 2024/2025

The internal auditor is due to undertake the internal audit in the month of June for completion for submission to WAO early July. An additional council meeting may be needed to consider the IA report

11. Meeting dates for 2025/2026

The annual meeting schedule was circulated to Councillors. After some discussion it was agreed to keep an August meeting this year and review need next year. A copy of meeting dates will be made available online.

Meeting ended at 20.05

Incidental matters since May meeting:

Toilet repair at UCC

Confirm size of Bishton planters

Newport youth club – correct rental charge