



**Bishton Community Council
Finance & Procedure Meeting 1830 – 2100
Monday 25th March 2024
Underwood Community Centre**

DRAFT MINUTES

1. Attendance

Cherie Hall, John Hall, John Davies, Andrew Cork, Carol Cork, Samantha Voaden-Miller

2. Apologies

Rachael Stephens, Pamela Davies

3. Agree Insurance Renewal Quote for 2024/205

Gallagher Insurance policy renewal is £2,630.08 which is an increase of £164.13 from the previous year.

Resolved: Council agreed to renew insurance with Gallagher Insurance.

4. Agree Clerk working from home & fuel allowance to be paid.

- a. October 2023 – March 2024 allowances
 - i. Resolved: Council agreed to continue paying these allowances every six months.

5. Review and agree draft policies:

- a. Allotment management Policy
 - i. Resolved: Councillors agreed with new policy. Will be ratified at next ordinary meeting.
- b. Revised Standing Orders
 - i. Resolved: Council agrees with amendments Will be ratified at next ordinary meeting.
- c. Model Financial Procedures
 - i. Resolved: Councillors happy with new procedures. Will be ratified at next ordinary meeting.
- d. Public Participation Policy
 - i. Resolved: Councillors happy with new policy. Will be ratified at next ordinary meeting.

6. Finance Review for Q1-Q4 2023/2024

- a. Resolved: Council will complete all allocated 2023/2024 spending by March 31st this will leave around £3k in the current account into the new year.

7. Review and agree proposal to reserve £2500 towards new fence at Bishton Play Park

- a. Resolved: Clerk and councillors completed a park inspection and noted works which can be prioritised. Councillors agreed fence is not in as poor a state as first thought and can be repaired with wire and new posts. John H can source posts. Council will also look to fill in the divots

in the ground that could be a tripping hazard, this will be reviewed in April after the first round of grass cutting from NCC.

- b. Agreed to source quotations for the cleaning and re-laying of rubber matting around play equipment.

Agreed to source quotations to replace loose planks on benches.

8. Agree Custodians / POCS for:

- a. Underwood Community Centre
 - i. The Clerk and Chair will continue to manage bookings and access for UCC. Bookings can be made online through the booking system which also produces a publically available calendar.
- b. Bishton Village Hall
 - i. The Clerk and Chair will manage bookings for BVH and those looking to book the hall should use the online booking system. (Available through the Council website and links below)
- c. Underwood football club
 - i. Richard Stokes is happy to continue as POC for the football club.

9. Review facility hire cost:

- a. Football club hire rates.
 - i. Resolved: Not to change at this time
- b. Underwood Community Centre
 - i. Resolved: Not to change BUT will be reviewed in line with the increased utility costs for the year
- c. Bishton Village Hall
 - i. Resolved: Not to change BUT will be reviewed in line with the increased utility costs for the year
- d. Review Hall Hire Terms & Conditions
 - i. Underwood Community Centre
 - 1. Draft T&Cs prepared by Clerk and amended during the meeting. New drafts to be reshared for agreement.
 - ii. Bishton Village Hall
 - 1. Draft T&Cs prepared by Clerk and amended during the meeting. New drafts to be reshared for agreement.
- e. **Review and agree Hall Safeguarding Policies**
 - i. Underwood Community Centre
 - 1. Resolved: Councillor happy with safeguarding policies to be ratified at next ordinary meeting.
 - ii. Bishton Village Hall
 - 1. Resolved: Councillor happy with safeguarding policies to be ratified at next ordinary meeting.
- f. **Agree Training Plan 2024/2025**
 - i. Councillors are encouraged to enrol onto a minimum of 2 training modules from OVW per annum. Training is also available through Planning Aid Wales. Clerk to undergo further SLCC training. New Councillors will be expected to enrol onto New Councillor Induction and code of conduct.

End of Meeting.

Community Centre & Hall Booking Links:

[Underwood Community Centre](https://hallbookingonline.com/underwood) OR: hallbookingonline.com/underwood

[Bishton Village Hall](https://hallbookingonline.com/bishton) OR: [halbookingonline.com/bishton](https://hallbookingonline.com/bishton)

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