**MINUTES**

**FULL COUNCIL MEETING**

**Thursday 16th May 2024**

**Held at Van Community Centre**

PUBLIC IN ATTENDANCE

1. **To note Member attendance and to receive any apologies**

 ***In attendance***

Cllr Anne Broughton-Pettit (via TEAMS)

Cllr Christine Forehead

Cllr John Pettit (via TEAMS)

Cllr Jeff Grenfell

Cllr Lynne Hughes (via TEAMS)

Cllr Matthew Ferris

Cllr Sharon Harris

Cllr Sheila Jones

CLERK Michelle Moore

***Apologies***

Cllr Elaine Forehead

Cllr Sheila Newbury

1. **Police & Community Safety Matters**

*In attendance:*CSO Lisa Gibbs and colleague

Noted

Council received verbal police report

Cllrs and Police engaged with the public on issues they raised concerning Coed Pwll, Lansbury Park

Chair requested the discussion between the police and the public to continue in the Phoenix room (in the Centre) and informed the public that they would be available after the meeting

1. **Fire Service & Community Safety Matters**

*Nonattendance*

**4.** **Declarations of Interest: To receive disclosures of personal interests from members in accordance with the code of conduct.**

None

**5.** **Minutes**

The minutes of the FULL COUNCIL meeting held on 18th April 2024 were agreed as an accurate record and arrangements made to be signed by the chair

**6.** **Financial Matters**

6.1 Received and agreed Bank Statements April 24

6.2 Received and agreed Bank Reconciliations, Payments for April 2024

6.3 To receive further information from Caerphilly & District Twinning Association regarding their financial assistance request 21st March 2024

**Resolved:** To grant the full amount of £250

**7.** **Audit Year Ended 31st March 2024**

7.1 Received and noted internal auditor’s report, in respect of the internal audit for year ended 31st March 2024

7.2 Received and noted bank reconciliation which verifies box 9 of the Annual return.

7.3 **Resolved:** To approve the Annual Return and arrangements were made for the Presiding Chair to sign the Annual Return to certify.

**8.** To receive the updated budget based on the End of Year figures March 31st 2024

**Resolved:** To adopt the budget

**9.** To receive Insurance renewal 1st June 2024-31st May 2025 at £889.02

**Resolved:** Clerk to clarify details on the removal of *cyber claims* and report to Cllrs via email directly, before a payment is made

**10. To receive the Annual Report 2023-2024**

**Resolved:** To approve the Annual Report 2023-2024 and Clerk to post on the website

**11.** **To receive feedback on Skateboard Academy free sessions April 5th and consider more sessions in July and August**

**Resolved:** Clerk to book x2 1hr sessions in the 1st week and 3rd week of August

Friday 12noon -1pm

Friday 1.30 -2.30pm

(Days and times open to change due to possible booking constraints)

**12. To receive grant evaluation form -Create Caerphilly Skills and Wellbeing**

**Note**

Council disappointed that their acknowledgement for funding the event was discrete and our logo was not included on any of their promotional posters

**Resolved**: All future awards for funding must include our logo and name on their promotional material and correspondence

**13. To discuss the remembrance project at Van orchard**

**Resolved:** Cllr Matthew Ferris to draft a letter to residents to gauge their opinion on the proposed memorial garden

**14.** **To consider and discuss how to promote Community Engagement**

**Resolved:** maximum of £150 ( CIL budget) granted to volunteers to cover garden materials in the Van orchard

Cllr Sheila Jones to liaise with the volunteers and to ensure receipts are submitted for reimbursement

**Noted**

Cllr Elaine Forehead and Sheila Jones met with Geraint Jones ,GAVO to discuss possible funding opportunities in the Van ward

Cllr Matthew Ferris gave a brief update on the St James school , governors meeting

**15.** **Clerk’s Report**

Received and noted

**16.** **Planning Application**

Noted

**17.**  **Items for the next agenda**

17.1 To receive information on the CIL and make an action plan for spend-**confirmed**

**Resolved:**

To include an update from Cllr Matthew Ferris on the litter picking hub

To invite David Llewellyn as a guest speaker to update council on the outcomes from the asset mapping in the ward

To invite Geraint Jones as a guest speaker in our July meeting

**18.** **Date of Next meeting**

Full Council Meeting Thursday June 20th @ 6pm Van Community Centre

Resolved: Clerk to book the hall in advance

**Meeting closed at 19.35**