VAN COMMUNITY COUNCIL
CYNGOR CYMUNED Y FAN

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MINUTES
FULL COUNCIL MEETING
Thursday 15th October 2026

1. To note Member attendance and to receive any apologies

Present	Apologies
Cllr Elaine Forehead (chair)	
Cllr Jeff Grenfell (vice chair)	
Cllr Sharon Harris	
Cllr Anne Broughton Pettit	
Cllr Sheila Jones	
Cllr Lynne Hughes	
Cllr John Pettit	
Cllr Alison Vyas	
Cllr Matthew Ferris	
Clerk Michelle Moore	

2. Police & Community Safety Matters

In attendance: None

Noted

Members received October police report

3. Fire Service & Community Safety Matters

In attendance: None

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

Cllr S Harris is a volunteer for the Van Community Centre and Van Allotments garden clubs

5. Minutes

The minutes of the COUNCIL meeting held on 17th September 2026, were confirmed as an accurate record and arrangements were made to be signed by the chair

6. Financial Matters

6.1 Received and confirmed Bank Statements September 2026

6.2 Received and confirmed Bank Reconciliations & Payments for September 2026

6.3 Received and noted costs incurred by the council for the By- Election February 2026 at £4250

Resolved that in pursuance of the power conferred by section 13 of the Local Government and Elections (Wales) Act 2021 and being of the opinion that the expenditure above satisfies the requirements of the that section

7. To receive Auditor General's report 2025-2026

Noted

Unqualified with no recommendations

8. To receive the latest version of Standing Orders, as issued by One Voice Wales, and consider their adoption.

Resolved: Members agreed to adopt the Standing Orders, which the Clerk will publish on the website

9. To consider purchasing a Remembrance Day wreath for 11th November and agreeing the associated arrangements.

Resolved: The Clerk will order a wreath from E Thomas, Royal British Legion at a cost of £27

Chair Cllr E Forehead will represent the Council and ward and lay the wreath

Resolved that in pursuance of the power conferred by section 137 of the Local Government Act 1972(as amended) and being of the opinion that the expenditure above satisfies the requirements of the that section

10. To discuss Community Engagement projects in the ward

10.1 To receive an update from the working group tackling poverty in the ward

Noted: Cllr L Hughes has written to Carol Andrews

Resolved:

Blue Monday-to have a late afternoon start and to run into early evening. Cllr E Forehead suggested inviting the fire service

10.2 To receive an update and discuss the Remembrance Event, Feb 20th 2027

Noted: no entertainment has been secured for the Celebration Event(renamed)

Cllr A Vyas made initial contact with a potential choir at an approximate cost of £300,

Resolved:

The Clerk will make further enquiries with the choir

10.3 To receive an update and discuss the upkeep of Van Orchard

Noted: Cllr S Jones was unable to contact the volunteers. Andy King of Keep Wales Tidy met Cllr S Jones at the site and recommended a company to cut the grass for £380.
No funding is currently allocated in the budget for the orchard's upkeep
Resolved:
Cllr S Jones will contact the recommended company to confirm the cost
Clerk to ensure that this is now included in the budget for 2027-2028

10.4 To discuss and finalise awards and arrangements Van Community Champion Awards
Noted: All nominees and those who submitted nominations have been invited by text or email.
The awards and medals have been ordered from Everson Trophies.
Resolved:
Cllr Harris will try to obtain attendance numbers from the allotments and community centre, and the Clerk will follow up one week before the event to try and confirm a more accurate figure for catering purposes
Cllr E Forehead will follow up with Ryan Hyde to obtain the youth club names.

10.5 To discuss and consider arrangements for Christmas Event
Resolved:
Date: Saturday 5th December 2026
2 pm: Children's disco
5 pm: Soup and roll served
6 pm: Christmas lights switch on -contact the fire service to erect the lights
Contact James at the Toybox to provide teddy bears
Contact United Welsh to arrange Father Christmas and a sleigh
It was also **resolved** that Cllr S Jones will ask St James School to confirm whether the school choir will perform at Cwtch Café on Friday 18th December.

10.6 To discuss and consider producing a WINTER leaflet
Resolved:
The previous draft leaflet will be reused and updated, with copies printed as needed for events.

11. To receive and consider grant evaluation form -from Caerphilly choir
Noted: Van Community Council's name and logo were not used on any of their promotions or literature

12. Clerk's report

12.2 Outdoor mural with Aime Lock
Resolved:
Cllr J Grenfell will be arranging a TEAMS meeting regarding the outdoor mural, and everyone will be sent the link

12.4 After considering the grant application received from Van allotments, members unanimously agreed to award-

Resolved:

£1416.98 for growing kits as per application

£1354.24 for after school gardening club as per application

Resolved that in pursuance of the power conferred by section 6 of the Environment (Wales) Act 2016 and being of the opinion that the expenditure above satisfies the requirements of the that section

12.5 Cllr remuneration

Resolved:

The Clerk will circulate the Councillor remuneration opt-out forms to all members. Any member wishing to opt out must complete and return the signed form. The Clerk will commence the process for administering payments

13. items for next agenda

Budget 2027-2028 and Monitoring report

13. Date of next event

Community Champion Awards

Thursday November 12th Van Community Centre

14. Date of Next meeting

Ordinary Council Meeting

Thursday November 19th via TEAMS

Meeting closed 19:20 hrs

Chair

Clerk

Michelle Moore

M Moore