

OLD ST. MELLONS COMMUNITY COUNCIL

Minutes of the meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7.30pm on Thursday 19th January 2012

Present:

Councillors: Mr D Stroud - Chair

Mrs D Brown

Mrs A Davies

Mrs G Jones

Mrs J Rogers

Clerk to the Council: Mrs N Winstanley

1 Apologies for absence.

- 1.1 Mrs P Jenkins
- Mrs D Rees
- Mrs R James
- Mr L Phillips

2 Declaration of interests.

- 2.1 Councillor A Davies - Old St Mellons V.A.
 - St Edeyrn's churchyard
 - Playing fields and Tennis Courts

3 Minutes of the Meeting of 20 October 2011

- 3.1 Cllr questioned why Section 5 showed questions from the public and answers. The Chair stated that questions were answered at the time and felt it was acceptable to leave the information shown in the minutes.
- 3.2 P.2 (4.1.6) Painting of the railings by the Groundsman, Cllr Davies "asked" if this was in his job description.
- 3.3 P.5 (7.1.3) – "The quote for the fire alarm system was agreed since this quote provided the relevant certificates included within the quote." Should be added.
- 3.4 P. 5 (8.1.1) – "Some" Cllrs agreed that a Finance Working party should be set up should be changed to "All" Cllrs agreed.
- 3.5 P.9 (9.2) "December" not November for the Carol Service.

Subject to the above amendments the Chair approved and signed the minutes as a true record of the meeting.

4 Matters arising from the minutes

- 4.1 (4.1.1) The Chair has been unable to contact the Alley Gating officer. Once again the Council had a full Agenda for the January meeting so Chair thought best for him not to attend. The Chair was under the impression the information provided by the Officer would be standard for all Councils, not specific to Old St Mellons and documentation is easily available. It was suggested that maybe he could send information in writing and if any Councillors have any questions we could consider then whether he needs to attend a meeting as it may not be worth his or the

Council's time. Clerk to write to the Alley Gating Officer to see if he can provide information and whether this would be specific to our Council.

4.2 (4.1.3) The probation Officer had contacted the Clerk to confirm that everything on the list could be done at some point over the next year and would be in contact in February to arrange dates etc. However, the Chair had since discovered they are unable to sand the floor. Cllrs suggested the guttering needs cleaning or replacing. Some sections had been already been repaired, but it could be something to add to the list, possibly purchase guttering and request this to be erected by the team. The Caretaker is unable to perform work on the guttering due to Health and Safety risks. Clerk to find out if guttering could be added to the list.

4.3 (4.1.4) Clerk wrote to the Council early December concerning the ownership of the boundary wall at St Edeyrns, but has not yet received a response. Clerk to chase up Land Registry and seek more information.

4.4 (4.1.6) Cllr asked whether a Grant has been received for the Cenotaph. Cllr Jones has applied but has discovered that the Cenotaph is the responsibility of Cardiff County Council and not the Community Council. Chair noted that the painting of the railings surrounding the Cenotaph was not requested by the Council and therefore the Groundsman should not be paid for the hours worked.

4.5 (4.1.7) Cllr Jones wished to make a note of thanks to everyone involved with the Winter 2011 Newsletter. All agreed the Newsletter looks very good.

4.6 Cllr asked how the money which was leftover from the Coffee Mornings was used. Cllr Jones replied this was used for cleaning the curtains in the Village Hall.

4.7 (4.1.11) Chair noted that the Cleaner's contract has now been signed

4.8 (7.1.2) Chair stated that there was no reasonable requirement to install an alarm in the disabled toilet as the Fire Assessment had not highlighted this as a requirement. There is an Emergency light in the toilet if the lighting fails.

4.11 (7.2) Chair has asked whether a battery operated alarm could be installed in the pavilion but this was not acceptable due to the loss of life of batteries proving to be ineffective. To install a hardwire system with 2 smoke detectors would be less than the requirement to obtain three quotes, therefore the Chair will arrange for the work to be carried out by the same company as per the Village Hall. All agreed the smoke alarm needs to be installed.

4.12 The chairman stated than in order for the work to be performed, the books being stored in the pavilion, by the Village Association, need to be removed. Chair has spoken with the VA and they have agreed to remove the books but have suggested these will be placed in the Steel cabinet with the Mower and Tents. There was some discussion as to whether there was enough room, a Health and Safety issue and whether the Council should have been asked. Clerk to write to VA to request a date for when the books will be removed and to establish the agreement for placing the books in the steel cabinet.

4.13 Chair had arranged for the Central heating annual Service during December. The Nursery requires proof that the Service has been completed for their records. All agreed the Clerk can pass this information on when the invoice is received. Clerk to check when the Electrical PAT Testing is due.

4.14 (9.5) Cllr Brown's husband has bought a Christmas tree which the Council now owns. Cllr Jones would like to thank all Cllrs who helped at the Carol Service as this was a very successful evening.

5 Local Residents

Under Standing Order 84 the meeting was for a public session. Issues raised to be considered by Council.

Clerk to chase up Haford Housing as there is still a litter problem.

6 Highways and Planning

6.1 (Three applications) The first two had been e-mailed to all Councillors for comments, since the deadline for response would have passed before the meeting. No comments were received on these and no further comments put forward.

1 - Longueville Court, Druidstone Road – 07/12/11

2 - Pen-Y-Bryn, Druidstone Road – 22/12/11

3 - 8 Melville Avenue – 05/01/12 (deadline 26/01/12)

6.2 Cllr Rogers explained in Melville Avenue, not all properties are the same shape and size. The application is quite a modern design, converting a bungalow into a two story house. Cllr Rogers had contacted residents in close vicinity. There were only two objections with concerns over light and privacy. It was decided not to comment on the application. Questions were asked as to whether there are any plans to view. Clerk to look at future applications and bring any plans to future meetings

7 Finance – Audit and Precept

7.1.1 External Audit Report from Mazars has been received. Clerk read through what the Audit required "The Annual Return was not presented to the Council for initial approval before 30th September 2011, as required by the Accounts and Audit (Wales) Regulations 2005 (as amended). The Council should undertake a risk assessment, which should consider both financial and operational risks. This should be formally reviewed on an annual basis".

All Cllrs agreed to this statement and agreed to review the risk assessment on an annual basis. The Clerk handed out a risk assessment schedule which she had updated for Old St Mellons Community Council. A couple of minutes were given for Councillors to read through and make comments. A vote was taken to accept the Risk Assessment put forward by the Clerk. All agreed for the Risk Assessment to be included with the Audit report.

7.1.2 The Clerk explained the report required the Asset figure for 2010/11 should be calculated and shown and a couple of figures required altering. Clerk to check on asset register, update if required and calculate figure.

7.1.3 The report requested that Section 2 – Annual governance Statement should be completed. The Clerk ran through each statement set out in the report and provided the draft response agreed at a Finance Working Party. This was opened up for discussion. Each statement was formally agreed by the Council. Clerk to update the Annual Return with the information requested.

7.1.4 The Annual Return was signed and dated by both the Clerk and the Chair.

7.2 Clerk had completed the precept request form for £26,300. All Cllrs present agreed to accept the figure. The Precept was signed and agreed for the Clerk to send back to Cardiff Council.

Monthly Finance Report:

7.3 Clerk informed that invoices for the Newsletters were sent out late December and that most of the adverts had been paid for. This almost covered the cost of the Newsletter, short of £100. Clerk to chase those outstanding.

7.4 Clerk still to look into electricity costs and investigate alternative suppliers. It was noted that the entry on the finance report for Eon should have read £10 for Electricity for the Playing fields not Gas for Village Hall. Clerk to amend minutes.

7.5 Nursery payments are up to date but the Toddler group has not paid since September. Clerk has chased this with the Nursery chair. All other Village Hall payments are up to date (paid until end November) except for the Table Tennis group whom have been in contact with the Clerk and payment is due shortly.

7.6 Cllr Rogers offered information to the Clerk concerning property law, charity, health and safety, tax and VAT lawworkswww.lawworks.uk. Clerk accepted the information and will use as reference.

7.7 Cllr Jones thanked the Clerk for adapting to the role in a short space of time.

8 Working Party Reports

8.1 Cllr Reports:

8.1.1 A letter concerning street lighting in Courtenay Close had been sent, by 29th December all lights were satisfactory. Only part of the close has been adopted but the Council agree some more light would be beneficial.

8.1.2 Timing on the lamp in The Ton is on the Council's list to be done.

8.1.3 There is a planting event at The Dell 9.15am on Saturday 21st January if anyone wishes to attend.

8.1.4 Cllr Jones made a note of thanks to Cardiff Council for cutting back the trees in Mill Lane which has provided a large amount of light to the surrounding properties. Cllr Rogers stated there Cardiff Council will continue cutting back and there will also be improvements to paving and lighting and extra bins available by end of February.

8.2 Hall Working Party:

8.2.1 All agreed that the groups using the Village Hall must be invoiced monthly for their use and invoices should be paid promptly.

8.2.2 The chair informed that on occasions the Nursery has left the doors unlocked, he suggested a £15 charge when the Nursery fail to lock the door since there is a

£15 caretaker call out fee. It was also noted the doors have been left open and heating on at a cost to the council for energy. The Nursery has been asked to clean the hall after each use.

8.2.3 Chair raised the issue of having a bouncy castle in the Village Hall for use with a private hire of the hall. The Council's insurance does not cover Bouncy Castles but most Councillors thought that hirers should provide their own insurance for a bouncy castle and this would absolve any blame towards the Council.

It was suggested there should be a clause added to the policy stating 'No Bouncy Castle's' to be used in the Village Hall. Another suggestion was that there should also be a clause within the Hire Agreement, stating that any equipment brought into the Village Hall should be at the hirer's risk. The Chair proposed 'No Bouncy Castles' to be used in the Village Hall' Cllr Rogers Second the motion. All agreed.

8.2.4 The Chair informed that the Nursery wish to hire the small hall every Wednesday morning for training sessions. It was agreed that since that Hall is already booked to the Nursery for a large section of the week and therefore not available to other hirers, this should be on a 10 week trial basis to see if it would affect other users. Since the charges at present for the Nursery and Toddler group are very small, it was not possible to lease the hall at the same price. The Council felt it only fair to charge the going rate for hiring the hall for 2 hours which is £30. Clerk to inform the Nursery of the charge and the trial basis.

8.2.7 Prior to the meeting the Clerk had picked up a letter from the office concerning an accident claim for a child who attended the nursery. The claim was for 14th October 2010 and had previously been sent to the Nursery. All agreed the Clerk should forward the Claim to the Nursery again, keep a copy of the letter and write to the Solicitors stating the Council has passed on the claim.

8.3 Media Working Party:

Not met since the last Council meeting.

8.3.1 Notice boards have been updated with information on new contact details. The minutes which have been received, have been published on the website.

8.3.2 Cllr questioned when the bulb planting events had taken place. Cllr Jones informed the area alongside the Hairdressers had been dug up and was waiting to be reinstated before planting could go ahead. Cllr Rogers said she and others had planted their own in the village, not at a particular event.

8.3.3 Some residents had raised concerns over the litter in the village. Chair proposed to have an annual litter pick, Cllr Jones second the motion, all agreed. Clerk to e-mail dates in March for the litter pick.

8.4 Playing Fields Working Party:

Not met since last Council meeting

Chair recommended that the Groundsman should be made aware he is responsible for cutting the hedge around the playing field since this is in his job description. The hedge around the tennis courts should only be approx. 1m high for safety purposes of being able to see inside the courts. It was noted that the path was not swept before

December and a resident fell in the park. Clerk to write to Groundsman concerning cutting hedges.

8.5 St Edeyrns Working Party:

Not met since the last Council meeting

8.6 Finance Working Party:

Most matters discussed at the Finance Working party arose under Item 7.

The grass in St Edeyrns had been cut twice in November and was proving costly. Chair suggested this should be put out to tender and the Working Party for St Edeyrns should discuss at the next meeting. Clerk to find document for Cwmni Coed stating the no. cuts per year, work out the no. cuts taken place this year and to ensure there are no invoices paid until March.

9 Freedom of Information

Chair spoke on behalf of Cllr James (Not present). Cllr James is still looking through information, however some parts of the report are not complete and feel it is inadvisable to include the FOI report in the next Newsletter until all sections are complete. Chair commented it may be advisable for the Council be prudent as to what information is offered on the website, since this could cause the Council a large amount of resources in time and money.

Cllr Davies questioned whether the Council would be in breach of anything for not already placing the information on the website? Chair's responded "No".

10 Charter from Cardiff Council

All agreed this would be a positive step for the Council since it would provide good communication across other local Community Councils and a point of contact for the Clerk to discuss issues.

11 Jubilee Celebrations

(It had been decided at a previous meetings that neither the Community Council nor Village Association would be involved in the Celebrations). A group of local residents have arranged a celebration planned for 2nd June 2012 and had booked the Village hall. Local residents will be contacted and invited and Cllr Rogers is CRB checked with Insurance and has consent forms for children.

Cllrs Howells, the Executive Member for Sport and Leisure stated:

- The Council will not be setting aside any funds for celebrations in the City.
- The Council website will be updated with road closures
- Lighting of lamps will be shown on a guide by guide basis.
- There will be no memorabilia provided for young people, schools may provide own

12 Tennis Court Lease and Village Plan

12.1 Clerk read a letter from the Chair of the Village Association whom have requested to extend the lease on the Tennis Courts whilst they deliberate the Conditions of the lease. All in agreement to extend the lease for 3 months. There

was also agreement that the legal document of the lease may be out of date and another document should be drawn up. Clerk to write to VA, stating the Council is happy to extend the lease for three months and request clarification and variation on the conditions which cause concern for the VA.

12.2.1 Cllr Rogers handed out a proposed Village Survey 'Have your Say' document which will assist in forming the Village Plan. The plan was originally produced in 2000 and requires updating.

Cllrs suggested the grouping of the questions should be identified more clearly and a blank box with any other comments. Cllr Rogers noted that she would re-work the questions and e-mail for comments, however having looked at other Community Councils with too many questions and information to interpret, it could prove difficult to report the statistics. Chair agreed.

12.2.2 It was agreed that the responses for the survey could be posted to the Clerk's address and Cllr Rogers will provide a pie chart showing the results. Cllr Rogers will approach the Village Association to see if the survey could be included with their Newsletter which is due to be sent out earlier than the next Community Council Newsletter.

12.2.3 Cllr Rogers also confirmed that in a meeting in July 2011 it was confirmed that the responsibility of the War memorial lay with Cardiff Council.

13 Correspondence Received

30th November to 19th January is listed at end of minutes. Folder available at the meeting for viewing.

This section prompted discussion concerning gritting of the path outside the Village Hall. The caretaker would be unable to perform gritting on a daily basis as this was not in his job description. Some Cllrs thought grit/salt should be provided in a box and available to users of the village hall. Cllr Rogers stated there is a snow guide provided by the Council and legal information concerning gritting and the Community Council could purchase a bin at the cost of £2-300. Most Cllrs thought that was expensive. After a short discussion, it was decided that the Clerk should write to all users of the Hall to explain it is their responsibility to purchase grit or salt and to make the path safe for their group.

Cllr wished to note that there are many parents with children attending the nursery, who are parking on the zigzag and double yellow lines outside the Village Hall. Clerk to request the Nursery write to parents, asking them to park safely when dropping their children at the Nursery.

January 2012 Council Meeting – Clerk’s Report

1 Staffing

Cleaner has now signed Contract

Staff have been paid on time and Payslips amended to show tax information.

2 Training

As above – contacted other Council clerks in the area and received offers of assistance with any enquiries.

3 Finance

PAYE: P45 completed and sent to Paul Twyman. Myself set up on HMRC website No PAYE due for Jan and April, overpaid in November. Expect approx £200 return.

Audit: Annual Return filled in and sent to External Auditors, received back for consultation at meeting. Met with Auditor late December, provided spreadsheets for ledger accounts and cashbook. Completed four months so far, priority item.

Invoices: Sent for Newsletter and Village hall for Sept, Oct and Nov will continue to send at beginning of each month and chase up the next month if not paid. Records kept separately for invoices to keep account of non-payment.

4 Burials

1 request for cremation – met with gravedigger to establish next plot and found all forms, adapted and changed addresses. Requested not needed in end.

1 request for future purchase of burial plot next to husband – response sent not enough room, happy to be buried on new ground.

5 Other

Meeting with Insurance Company next week to establish what required for insurance – need to update fixed asset register.

Computer records and e-mails – sorted files into folders easier access to information

6 Clerk actions from previous meeting/s.

Meeting date	Agenda item	Clerk’s action	Action taken
Sept 2011	Highways & planning	Check advertising limits for banners	Done – Contacted highways 7 th December. (All banners on highway illegal and will be removed at a charge. Banners on private land require planning permission at a charge).
Sept 2011	Clerks Report	VAT to be identified and reclaimed	Outstanding – Priority Item

Sept 2011	Correspondence Received	Govt Procurement Service – energy costs – clerk to investigate savings	Outstanding – Priority item
Nov 2011	Matters arising	Contact probation service concerning list of works to village hall	Done – spoken with probation officer, all on list can be done will contact late Jan to arrange dates.
Nov 2011	Matter arising	Contact Land Registry concerning ownership of wall surrounding St Edeyrns	Done - Letter written to Council 15 th December (no response)
Nov 2011	Matters arising	Write to VA to thank for new Windows	Done – Letter written 15 th December
Nov 2011	Highways & Planning	Planning application – Balmala, Wen Fawr Lane request to reinstate the footpath with the plans.	Done – written to Council 10 th December (no response)
Nov 2011	Highways and Planning	Contact Cardiff Council/Wales Gas to question working hours for Jct Newport rd/Ty Mawr Lane and when complete	Done – phoned Council 7 th December. (Officer in charge said workmen have been there past 2 weekends and cannot work during some periods to allow for cement to dry or when collecting materials. Work completed before Christmas.)
Nov 2011	Finance: Independent Audit	Purchase a Cash/Day book	Done – Computer spreadsheet set up. Spoken with Internal Auditor – not necessary as long as Computer records are backed up.
Nov 2011	Finance: Independent Audit	Find appropriate Training	Outstanding - SLCC website, next course in March – 3 hours away Clerk felt too far, await closer training and look into One Voice Wales
Nov 2011	Finance: Independent Audit	Add minute ref to Mazars report and send with all information required	Done – posted 1 st December

Nov 2011	Finance: Independent Audit	Investigate Nursery Payments and others outstanding	Done – reported in Finance section above
Nov 2011		Investigate when the next Central heating Check is due	Done - Chair arranged and check done in December

14 Items for next meeting

Freedom of Information

Tennis Court Lease

St Edeyrns – Plots confirmed and Cutting grass

15 Date of next meeting

The next meeting will take place on Thursday February 23rd 2012

The meeting closed at 10.15pm

Nicola Winstanley
Clerk to Old St Mellons Community Council

Correspondence Received

- 1 01/12/11 – Becca Carr (Nursery)– Leak in Store room – actioned by Chair
- 2 02/12/11 P.Twyman/SLCC – Information on Land Registry – Looked on site location not found.
- 3 03/12/11 - Clare Anderson – No apologies from Cllr Rogers - Noted
- 4 05/12/11 - One Voice Wales – Consultation available on website
- 5 05/12/11 – Tim Davies Cardiff Council – Winter Maintenance meeting – Chair attended
- 6 05/12/11 – One Voice Wales – Interested completing Journeys Survey
- 7 06/12/11 – Cllr Stroud – Information on FOI Scheme – Sent to all Cllrs
- 8 09/12/11 – One Voice Wales – Green Futures Training – Passed to Cllrs
- 9 09/12/11 – One Voice Wales - Buckingham Palace Garden Party – Passed to Chair
- 10 09/12/11 – Dennis Jones/Cllr Rees – Probation List – Spoken with Dennis works to be completed throughout the year.
- 11 12/12/11 – Press release Juile Morgan – New Children’s Hospital Heath - Noted
- 12 14/12/11 – Cllr Rees – Street Referencing Letter – Noted
- 13 15/12/11 – Lisa Baily Cardiff Council – Neighbourhood Intelligence Reports (stronger links between members and neighbourhood Mgmt teams) available on website – Passed to Cllrs
- 14 16/12/11 - Came & Company Insurance – Info. On Managing seasonal Issues – Passed to Chair
- 15 20/12/11 – Press release Julie Morgan – Llandaff train station investment
- 16 20/12/11 – Independent Remuneration Panel for Wales Annual Report Dec 11 – Report on website
- 17 22/12/11 – Melanie Clay Cardiff Council – Draft Charter for local Community Councils – Agenda item
- 18 29/12/11 - Vernon Evans Imperial War Museum concerning item in Newsletter – passed to Cllr Rees – response sent
- 19 04/01/12 – One Voice Wales – Funding Newsletter
- 20 06/01/12 – Mrs Powell – Purchase grave next to husband – e-mailed response
- 21 10/01/12 – Inside Government – Future outlook for Adult Social Care Services conference – passed to Cllrs
- 22 Public Sector Efficiency – Free to attend seminars in London – Passed to Cllrs
- 23 10/01/12 – Various Community Council concerning the Charter
- 24 11/01/12 – Becca Carr (Nursery) – Hire Hall/Food hygiene board – Chair dealing with
- 25 11/01/12 – SLCC – Courses advertised – Noted
- 26 12/01/12 – Paul Atkins Table Tennis invoices – Clerk e-mailed and resolved
- 27 13/01/12 – One Voice Wales – Training Courses – Passed to all Cllrs
- 28 15/01/12 – Cllr Jenkins – Welding padlock etc. – Noted

- 29 16/01/12 – Kayleigh Edwards Welsh Government – Proposal to move Election Date – Passed to all Cllrs
- 30 17/01/12 – Local Government Bylaws (Wales) Bill – Passed to all Cllrs
- 31 17/01/12 – Tim Forward Came & Co. – Request to meet to discuss renewal Insurance – Meeting next week
- 32 17/01/12 – Hilary Walkey-Williams (OSMVA) – Incorrect invoice – Response sent
- 33 17/01/12 – Press Release Julie Morgan – Join Burma Campaign – Noted
- 34 17/01/12 – One Voice Wales – BBC Documentary following migrant families in Wales – Passed to all Cllrs

Correspondence by Post:

- 1 10/12/11 – Consultation on Local Government Bylaws
- 2 27/12/11 – Cardiff Council - Commercial Waste Survey
- 3 07/01/12 - One Voice Wales – Area Meeting
- 4 18/01/12 – Bryncethin Nursery – Advertising hanging baskets

Correspondence by Phone:

- 1 01/12/11 – Rumney Funeral Home – application for a Burial taking place on 7th December 11- forms sent 5th December
- 2 01/12/11 – Cardiff Journalism School – Councils opinion on regulating Carol singing – left answer phone message on 2nd December – no opinion, not regulating singing.
- 3 29/12/11 – Resident - Information on cremation burial – Information found out and discussed with resident (plot not required)

MONTHLY FINANCE REPORT

For period ending 19th January 11

Current account

£

Opening balance at 30 December 2011

6,125.01

Less - Payments

Direct debits:

Cardiff Council - 01/01/12	£428.00
Voucher Statement Fee	£3.25
E-On Electricity - 12/01/12	£180.00
E-On Gas - 12/01/12	£10.00

Total Direct Debits

£621.25

Cheques not yet banked:

	£	Chq No
Groundsman - Expenses for fuel and paint	32.98	3054
Beechwood Electrical - Fire alarm system	1,118.00	3057
Clerk wages - December plus tax reclaimed from Nov pay	525.78	3058
Cardiff Council - Half yearly rent	92.50	3059
Cardiff Council - Container hire Jan to March 12	119.08	3060
Cardiff Council - Various Stationary October bill	92.63	3061
Cardiff Council - Toilet rolls/ hand towels - October bill	31.78	3062
Cardiff Council - Mop/broom/envelopes/files - October bill	40.03	3063
Designer Print - 1100 Newsletters	495.00	3064
AJW Construction - Replace and repair toilet and taps	163.20	3065
P. Barnett Cwmni Coed - Cut and strim St Edeyrns - Aug 11th	220.00	3066
Clerk Expenses - Postage, Calls, Mileage	69.22	3067
Cleaner Wages - December/January	125.00	3068
Caretaker Wages - December/January	40.00	3069
Cardiff Council - Cleaner/Toilet rolls/Sacks	52.87	3070

Total cheque payments

3,218.07

Note - cheques in bold remain to be signed

Total Outgoings

3,839.32

Plus - Receipts

	£	Stub No
V Makin Hall Hire - 19/11/11	25.00	100640
St Johns College - Newsletter adverts	25.00	100640
Artists - Oct/Nov	35.00	100640
WI and TT - Hall usage Oct/Nov	65.00	100640
Table Tennis - Hall usage Sept	40.00	100640

Cllr Rees - Newsletter advert	50.00	100641
Brownies - Hall usage Sept - Dec	40.00	100641
Guides - Hall usage - Oct/Nov	40.00	100641
C. Marrin - Hall hire 21/01/12	30.00	100641
Rumney Motors - Newsletter advert	25.00	100641
Little Fishes Nursery - Newsletter advert	15.00	100641
Gornos - Newsletter advert	25.00	100641
Yvonne Lewis - Hall hire January 28th (Received 12th Jan)	55.00	To bank
The Entertainers - Hall usage Oct/Nov (received 15th Jan)	65.00	To bank
Pili Pala Nursery - Hall usage Oct/Nov (received 17th Jan)	1,155.00	To bank

Total income

1,690.00

Closing balance

3,975.69

Business Reserve Account

Opening balance at 30th November 2011

9,637.86

Receipts - Interest for December and January

2.42

Payments - Statement fee December and January

6.50

Closing Balance

9,633.78

Total bank balances

13,609.47

Payments/Receipts for December

Cheques issued and banked during December not previously shown on report as no meeting in December:

	£	Chq No.
Clerk wages - November 11 (tax deducted - claimed in Dec)	350.52	3050
Cleaner wages - November / December 11	153.76	3051
Royal Mail - redirection of mail for new Clerk	27.2	3052
Caretaker wages - November / December 11	52	3053
Cwmni Coed - grass cutting and strimming - 4th and 26th Nov (previously shown as chq no. 3049 on finance report for Nov - chq cancelled)	440	3055
P Twyman - Last 3.5 weeks wages - October/November 11	188.46	3056

Total payments

£1,211.94

Income received and banked during December:

	£	Stub No.
Entertainers Hall usage - September 11	£20.00	100639
Total Receipts	<u>£20.00</u>	

OLD ST MELLONS COMMUNITY COUNCIL

RECEIPTS AND PAYMENT FOR THE YEAR ENDING 31ST MARCH 2011

31 March '10				31 March '11
£		Receipts		£
20,000.00		Precept		22,000.00
6.02		Interest on Investment		5.24
2,575.00		Hall Receipts including Letting Fees		7,095.00
3,635.00		Burial Ground Fees		1,545.00
33.80		Playing Field Letting		94.67
710.33		V.A.T. reclaimed		0.00
1,600.00		Grants & Donations		7.00
		Misc. Receipts (Insurance Premium Refund, newsletter adverts, written off cheques)		480.00
285.00		Total Receipts		31,226.91
28,845.15				
		Payments		
		General Administration		
2,721.36		Clerk's Salary		2,042.68
1,521.31		PAYE		1,542.93
8,649.46		Other		4,972.64
0.00		Election costs		0.00
		Village Hall		
2,305.40		Wages		2,284.97
7,487.73		General running costs		11,729.17
		Burial Ground		
1,275.00				2,580.00
		Playing Fields		
2,824.87				2,549.58
		V.A.T. on Payments		
462.23				1,083.26
27,247.36		Total Payments		28,785.23
7,320.09	1st April 09	Opening General Fund Balance	1st April 10	8,917.88
28,845.15		Add Receipts		31,226.91
				40,144.79
-27,247.36		Deduct Payments		-28,785.23
8,917.88	31st March 10	Closing General Fund Balance	31st March 11	11,359.56
		Bank Reconciliation		31 MARCH '11
		Bank / Cash in Hand		
		Current Account		2,247.51
		Capital Reserve Account		9,641.95
				<u>11,889.46</u>
		Less Un-presented Cheques		
		2970	40.00	
		2966	71.90	
		2943	40.00	
		2965	378.00	
				-529.90
		Net Bank/Cash in hand		11,359.56

RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31ST MARCH 2010

31 March '09		31 March '10
£	Receipts	£
20,000.00	Precept	20,000.00
97.89	Interest on Investment	6.02
3,258.50	Hall Receipts including Letting Fees	2,575.00
4,435.00	Burial Ground Fees	3,635.00
118.03	Playing Field Letting	33.80
2,888.32	V.A.T. reclaimed	710.33
1,405.00	Grants & Donations	1,600.00
	Misc. Receipts (Insurance Premium Refund, newsletter adverts, written off cheques)	285.00
709.08		
32,911.82	Total Receipts	28,845.15
	Payments	
	General Administration	
8,930.61	Clerk's Salary	2,721.36
	PAYE	1,521.31
	Other	8,649.46
1,964.54	Election costs	0.00
	Village Hall	
12,008.40	Wages	2,305.40
	General running costs	7,487.73
	Burial Ground	
1,568.76		1,275.00
	Playing Fields	
4,782.30		2,824.87
	V.A.T. on Payments	
714.44		462.23
29,969.05	Total Payments	27,247.36
4,377.32	1st April 09 Opening General Fund Balance	1st April 09 7,320.09
32,911.82	Add Receipts	28,845.15
37,289.14		36,165.24
-29,969.05	Deduct Payments	-27,247.36
7,320.09	31st March 09 Closing General Fund Balance	31st March 10 8,917.88
	Bank Reconciliation	31 March '10
	Bank / Cash in Hand	
	Current Account	2,666.55
	Capital Reserve Account	6,639.96
		<u>9,306.51</u>
	Less Unpresented Cheques	
		2862 51.20
		2858 72.00
		2857 128.00
		2859 128.00
		2861 9.43
		-388.63
	Net Bank/Cash in hand	8,917.88