

REDWICK COMMUNITY COUNCIL

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**Minutes of the Ordinary meeting of Redwick Community Council
held on Monday 31st March 2025 at 7.00pm in Redwick Village Hall.**

Councillors: Cllr K James, Cllr E Jarrett, Cllr R Waters (Chair)

Apologies: Cllr M Duthie, Cllr J Williams

In Attendance: Beverly Cawley (Clerk)

Members of Public:

Min No
2024/24-25

Public Open Forum (*members of the public should be mindful of the Council's standing orders numbers 3.d - k*)

None

77 **Chair's Announcements**

77.1 **To receive apologies for absence from Councillors**

Cllrs Duthie and Williams.

78 **Declarations of interest in items on the agenda – Forms to be completed**

78.1 **To receive any declarations of interest in items on the agenda**

None.

79 **Minutes**

79.1 **To adopt the minutes of the Ordinary Meeting held on 10th March 2025**

Resolved: To adopt the minutes of the Ordinary Meeting held on 10th March 2025

80 **'The Redwick Community Council (Dissolution) Order 2025'**

80.1 **To receive a signed/sealed copy of the 'Redwick Community Council (Dissolution) Order 2025' from the Newport City Council Head of Law and Standards and Proper Officer.**

Received and noted.

81 **Audit and Finance**

81.1 **To note the external audit paper/templates had not yet been received from Wales Audit, but the documents had been completed for the internal auditor using the previous year's template, and that the internal audit had not been completed due to the delay in receiving the bank statement.**

Members noted that the new template had now been received from Wales

Audit and completed. The new document would be sent to the internal auditor.

- 81.2 **To adopt the Annual Return and Governance statements, subject to completion of the internal audit, and agree how this can be signed off after the dissolution of the Council, on the correct template.**

Members were presented with the Annual Return and Governance statement. Members were in agreement with the figures quoted, and agreed they be signed off, subject to the completion of the internal audit, as the Council would dissolve before the internal auditor finishes his checks. The clerk would forward a copy of the internal audit report to members upon completion.

Resolved: To adopt the Annual Return and Governance Statement, and for the Chair to sign them off. This is subject to receipt of the delayed internal audit report. If any discrepancies are found, then Councillors agreed to meet to review and re-sign the AGAR if necessary.

- 81.3 **To note the Bank Reconciliation as at date of last statement.**

Members noted the outstanding cheques and vat refund and the allowance for the transfer of the closing balance to the Redwick Community Group.

Resolved: To adopt the Bank Reconciliation as provided.

- 81.4 **To confirm and arrange transfer of the monies remaining in the Council bank account (less commission payment due and the outstanding cheques and following receipt of the vat refund) to the 'Redwick Community Group'.**

Resolved: To sign a letter to Lloyds Bank advising them to close the bank account by transferring the balance to 'Redwick Community Group'. The letter would be sent following clearance of the outstanding cheques and receipt of the vat refund.

82 **Dissolution of Redwick Community Council**

- 82.1 **To agree a format in respect of final close down of Council's affairs.**

The Clerk would:

- i. Emails will be monitored once per week
- ii. The result of the internal audit will be shared with members.
- iii. The documentation would then be forwarded to Wales Audit Office with a request for early completion.
- iv. Members would be advised when the bank account had finally been closed.
- v. Member would be advised when the External (Wales) Audit had been completed.
- vi. Following completion of the external audit, the Web site would be closed down, and any refund forwarded to the Redwick Community Group.
- vii. Minutes held would be sent to Gwent Archives, and copies sent to the Redwick History Group.
- viii. Upon completion of the external audit, the laptop will be handed over to the Redwick Community Group.

83 **Suspension of Meeting**

- 83.1 **To agree to suspend the meeting whilst the minutes of the meeting are typed up**

Resolved: To suspend the meeting whilst the minutes are typed up and

printed.

84

THE MEETING WAS SUSPENDED AT 7.19 pm

THE MEETING RE-COMMENCED AT 7.35 pm

Minutes of the Ordinary Meeting of 31st March 2025

To receive, adopt and sign the minutes of the Ordinary Meeting of 31st March 2025, the final meeting of the Redwick Community Council.

The minutes were read out to members.

Resolved: To adopt the minutes of the last meeting of Redwick Community Council held on 31st March 2025

MEETING CLOSED AT 7.40pm

Current account statement balance as at		
17/03/2025		1,012.44
outstanding cheques		
970		
1003		
1005		
Lloyds bank tfr to close		
Plus monies expect in		
HMRC vat refund	558.42	558.42
		0.00
Current Account Balance		1,012.44
Current Account	0.00	0.00
BPA1 - Gen Dep	0.00	0.00
	0.00	0.00
TOTAL		
Total Receipts inc balances b/fwd		28,827.97
less total payments		28,827.97
		0.00



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