

# REDWICK COMMUNITY COUNCIL

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## Minutes of the Ordinary meeting of Redwick Community Council held on Monday 10<sup>th</sup> March 2025 at 7.00pm in Redwick Village Hall.

**Councillors:** Cllr K James, Cllr E Jarrett, Cllr M Duthie,  
Cllr R Waters (Chair) Cllr J Williams (7.15pm)

**Apologies:**

**In Attendance:** Beverly Cawley (Clerk)

**Members of Public:**

Min No  
2024/24-

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

None

### **65 Chair's Announcements**

65.1 To receive apologies for absence from Councillors

None

65.2 To receive any update and feedback from the Chair on meetings attended.

None

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

66.1 To receive any declarations of interest in items on the agenda

None

### **67 Minutes**

67.1 To adopt the minutes of the Ordinary Meeting held on 23<sup>rd</sup> January 2025

**Resolved:** To adopt the minutes of the Ordinary Meeting held on 23<sup>rd</sup> January 2025

### **68 Audit**

68.1 To note that Robert Ware has been requested to undertake the final internal audit.

Robert Ware had agreed to undertake the internal audit at a cost of £150 +vat.

### **69 Correspondence**

69.1 To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes

Noted

### **70 Planning**

- 70.1 View applications at [Simple Search \(newport.gov.uk\)](https://newport.gov.uk/simple-search)  
24/1036: Demolition of existing cottage and construction of dwelling and formation of access, parking and turning area - Summerlease Cottage Green Street Redwick

**Resolved:** To support planning application 24/1036

- 70.2 To note Newport Council weekly new and decided planning lists.  
[Weekly List \(newport.gov.uk\)](https://newport.gov.uk/weekly-list)

#### CLLR JOHN WILLIAMS ENTERED MEETING AT 7.15PM

#### 71 Future of the Redwick Community Council

- 71.1 To receive any feedback and/or update on the dissolution of the Community Council and agree any actions.

Nothing had been received back from Wales Audit regarding the final audit and the cost/templates etc.

- 7.2 To note that :

- i. One Voice Wales have been advised that Council will not re-new its membership.

Noted

- ii. DM Services (payroll) have been advised of the dissolution of Council. They have issued a P45 for staff, and advised HMRC that we are no longer in existence following the March 2025 payroll for Statutory payments. All invoices for DM Services are up to date, with no further payments due. Payroll documentation needs to be downloaded before the end of April 2025 when our access to the portal will close.

Noted

- iii. The invoice outstanding for works being undertaken on the trees at the Prince Charles patch will be sent direct to the new Redwick Community Group for payment.

Noted that National Grid, has now given the go ahead for works on the one tree at end of the month. They will be isolating the cables etc on 31<sup>st</sup> March and the tree work has been factored in for that day. The invoice will be sent to the new Redwick Community Group for payment.

#### 72 Finance

- 72.1 **To confirm the Bank Reconciliation of the Council's Bank Accounts.**

Members noted the reconciliation is at the 28 Jan as the February statement had not been received.

**Resolved:** To confirm the Bank Reconciliations of the Council's Bank Accounts to 28<sup>th</sup> January 2025

- 72.2 **To note and accept list of payments to be made for February 2025 and due March 2025.**

**Resolved:** To note and accept the list of payments to be made for February 2025 and March 2025.

- 72.3 To consider early payment of final salary and statutory payments to assist with the closure of the bank account.

Members noted that the HMRC account will be notified of the dissolution of Council as at the 31<sup>st</sup> March, so there was a need to make any due payments as

soon as possible. There was also a requirement to get all cheques cleared as soon as possible.

**Resolved:** To pay the March salary and HMRC statutory payments early so that cheques can clear before the end of March 2025.

- 73.4 **To consider payment of internal auditor and its impact on the closure of the bank account.**

**Resolved:** To pay the internal auditor as soon as possible, to ensure the cheque clears early.

- 74.5 **To consider the anticipated final position of the Council's Bank account and agree a date for closure.**

Following payment of the final cheques the clerk would submit a request for vat refund from HMRC. A letter would be drafted for signature at the Ordinary Meeting on 31<sup>st</sup> March 2025 authorising Lloyds Bank to close down the Council's bank account (following clearance and receipt of outstanding items) and transfer the remaining balance to the Redwick Community Group.

**Resolved:** To pay the Redwick Community Group an amount of £4500.00 with immediate effect.

## **75 Reports**

- 75.1 **To receive and note any written reports from Clerk and Councillors**

None

## **76 Meeting Dates**

- 76.1 **To note that the last Ordinary Meeting of Council will be on Monday 31<sup>st</sup> March 2025 at 7pm in the Village Hall.**

Members noted that at this last meeting, they would need to suspend the meeting for a short while, whilst the minutes are typed up, printed and then reopen the meeting, read the minutes, adopt them and sign them off, as they need to be signed prior to the dissolution of Council at 11.59pm on 31<sup>st</sup> March 2025.

**MEETING CLOSED AT 7.40PM**

## APPENDIX 1

### BANK RECONCILIATION

28/01/2025		6,079.03
less outstanding cheques		
967	-87.60	
969	-51.60	
970	-200.00	
	-339.20	
<b>Current Account Balance</b>		<b>5,739.83</b>
Current Account	5,739.83	5,739.83
BPA1 - Gen Dep	-0.00	-0.00
<b>TOTAL</b>		<b>5,739.83</b>
Total Receipts inc balances b/fwd		28,269.55
less total payments		22,529.72
		<b>5,739.83</b>

## APPENDIX 2

### Payments and Receipts for Feb 25/Mar 25

PAYMENTS					
REF NO	PAYEE	DESCRIPTION	NET	VAT	GROSS
'00973/00974	Various	Salary & Statutory payments- Feb 25	129.14		129.14
10001/10002	Various	Salary & Statutory payments - Mar 25	258.28		258.28
10003	Robert Wade	Internal Audit	150.00	30.00	180.00
10004	B Cawley	Reimbursement of post/ print	33.72		33.72
10005	Lloyds Bank	Commission	6.25		6.25
10006	Price Groundworks & Agri Services	Mowing x 4	240.00	48.00	288.00

**TOTAL EXPENDITURE**

**895.39**

RECEIPTS			
REF	RECEIVED FROM	DESCRIPTION	

**TOTAL RECEIVED IN**

**£**