



Representing and serving the communities of:

Catbrook, Llanishen, Penallt, The Narth,
Trellech, Trellech Grange and Whitebrook

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Draft Minutes of the Annual Meeting of Trellech United Community Council of Monday 19th May 2025, which commenced at 7:00pm at Pelham Hall and via Zoom video conferencing.

All Minutes are draft until the following meeting when agreed.

A. Poulter	Councillor	Attended	R. Decker-Thomas	Chair	Attended
G. Weston	Councillor	Attended	L. Wakerley	Vice Chair	Attended
S. Geddes	Councillor	Attended	P Ash	Councillor	Attended via zoom
D. May	Councillor	Attended	S. Roderick	Councillor	Attended via zoom
E. Webb	Councillor	Absent	K. Darlow	Councillor	Apologies
N. Scarr	Councillor	Attended via zoom			
R John	C. Councillor	Apologies	J McKenna	C. Councillor	Apologies
S Baker	Clerk	Attended	H. Rouse	RFO	Attended

1. Election of Chair for 2025-6

It was **Resolved** to appoint Cllr Rosemary-Decker Thomas as Chair for her third term.

2. Apologies-Noted

3. DECLARATIONS OF INTERESTS-None

4. OUTGOING CHAIR ADDRESS

The Chair thanked Councillors for their contribution over the year, and welcomed the positive impact of a new RFO and Clerk and the interim Clerk. Funding had been provided to local Halls, local Charities and groups, Trellech School and the Community Council also funded maintenance of the Catbrook and Penallt play areas and village greens. TUCC also contributed towards the Narth Life of Manor Wood project and was still looking for a Community Councillor for the Narth Ward.

The Council also engaged with Rights of Way Groups and other local stakeholders on issues in the Wards such as planning, flooding, sewerage and road safety.

5. ELECTION OF VICE-CHAIR

It was **Resolved** to appoint Cllr Leanne Wakerley as Vice Chair.

6. MINUTES

It was **resolved** to approve the minutes of the May 2024 Annual Meeting [Minutes-AM-2024-watermarked-approved-by-RDT.pdf](#)

7. REVIEW OF POLICIES

It was **Resolved** to confirm that the following policies were in place.

- I. Standing Orders (under review)
- II. Financial Regulations updated 2024
- III. Code of Conduct
- IV. Local Resolution Protocol
- V. Freedom of Information
- VI. Complaints Policy
- VII. Unacceptable Actions Policy
- VIII. Data Protection Policy
- IX. Document and Retention Policy
- X. Grant Funding (under review)
- XI. E-Mail address
- XII. Sickness Policy
- XIII. Health and Safety
- XIV. TUCC Resignation of Councillors

8. ADVISORY GROUPS

It was resolved to agree the following sub-groups of the Council:

- a) Finance Working Group-Cllr Wakerley, Cllr Roderick, Cllr Scarr, with the RFO and Clerk.
- b) Biodiversity and Land Holdings Group-Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick and Cllr Weston.
- c) Staffing Group-Cllr Geddes, Cllr May and Cllr Decker-Thomas.
- d) Rights of Way-Cllr May, Cllr Wakerley, Cllr Ash and Cllr Roderick.

9. OUTSIDE BODIES

It was Resolved to confirm representative to outside bodies as below.

Body	Representative	Action
Village Hall-Pelham	Cllr David May	n/a
Village Hall-Llanishen	Cllr George Weston	n/a
Village Hall- Whitebrook-	No formal requirement	For Cllr Ash to raise at the next Whitebrook Village Hall meeting.
Village Hall-Catbrook	None appointed, no formal requirement.	
The North Village Hall	None appointed	No Councillor representative
Babington Meadow (Penallt Recreation Ground Charity)	None appointed-TUCC managing directly	
Trellech School Governor	Cllr Nikki Scarr	n/a

Wye Valley Consortium (new 2024)	Cllr Decker Thomas and Cllr Wakerley	n/a
Catbrook Educational Trust	Appoint 4, includes Cllr Wakerley.	n/a
Catbrook Football Field	No appointment	Cllr Wakerley to confirm.
Wye Valley Villages Group	Cllr Geddes and Cllr Weston	n/a
Charity of William Jones-Llanishen	George Weston	n/a
Babington Centre (Babington Educational Trust)	No appointment	Cllr Darlow to confirm arrangements
Penallt Babington Educational Foundation	No appointment	Penallt Councillors to confirm
Trellech Consolidated Charities	Cllr Decker Thomas	

10. REGULAR PAYMENTS

It was Resolved to approve the following regular bank payments which may be paid prior to meetings but reported to the next meeting.

- a) Merlin Waste (monthly)
- b) Pelham Hall Hire (annually)
- c) Councillors' Annual Remuneration Payments
- d) One Voice Wales annual membership for Clerk and RFO (annually)
- e) SLCC membership (for Clerk and RFO (annually)
- f) Information Commissioners' Office (annually)
- g) Monthly salary and admin allowance for Clerk and RFO (monthly)
- h) Microsoft Office annual subscription
- i) Zoom annual subscription
- j) Catherine Williams payroll provider (monthly)
- k) Audit Fees (annually)
- l) Bank Charges (monthly)
- m) Mobile Phones (monthly)
- n) Cloud Next Website (annually)
- o) Insurance (annually)

11. PAYMENT AUTHORISATION

It was Resolved to approve the recurring schedule of payment authorisations which are updated according to availability each month and are recorded in the monthly OMs.

It was Resolved to approve Bank Reconciliations to be carried out quarterly by Cllr Geddes.

12. MEETING DATES

It was Resolved to agree the schedule of meeting dates on the third Monday of the month which have been sent out as Calendar appointments.

16 June 2025

21 July 2025

15 September 2025
20 October 2025
17 November 2025
15 December 2025
19 January 2026
16 February 2026
16 March 2026
20 April 2026

Meeting closed 7.45pm.

Signature of Chair:

Date: