

Trellech United Community Council
AGENDA 16 March 2026

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Trellech United Community Council via Zoom and in person on **Monday 16th March 2026, 7pm**, for the transaction of the business specified in the following agenda.

Yours faithfully,

Sue Baker

Clerk to Trellech United Community Council

Join Zoom Meeting

<https://us02web.zoom.us/j/88141338474?pwd=5jKzVwdTkTsQnrq9BzrGlNTAoChbLl.1>

Meeting ID: 881 4133 8474

Passcode: 029032

Public Forum - 15 minutes may be allocated for members of the public to address the council on matters for future consideration.

(Note: Members of the Council are not required to respond, except to ask questions for the purposes of clarification. There is a maximum of 5 minutes speaking time per person.)

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive declarations of interest in items on the agenda and for these to be added to the published summary. To include the item, reason, personal/prejudicial.

3. PUBLIC FORUM

David James has been invited to speak about rural affordable housing.

4. MINUTES

To approve the draft minutes of February OM Meeting 16/2/2026 on website.

5. COUNTY COUNCILLOR & UPDATES

To receive reports from County Councillors.

6. FINANCE

1. To note bank balances at 28/02/2026:

a. Account 1	£32,206.62
b. Account 2	£11,892.50
c. Total	£44,099.12

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2. To approve the payments and payment schedule for March 2026 as below:

Payee	Details	Amount £	Power to Pay	Budget	Notes
Merlin Environmental	Dog waste collection	£210.22	PHA1875 s164 (LGA1972 sched 14, power 27)	Dog Waste	
Salaries inc. tax/NI	Salaries	£1,209.46	LGA1972 s111	Salaries	
Catherine Williams	Payroll	£36.00	LGA1972 s111	Salaries	
Barclaycard	Smarty Phone sim costs.	£10.00	LGA1972 s111	Office Expenses	
One Voice Wales	Cllr Dunsford Cllr Harling (Induction Training)	£21.00 £0.00		Training	(Bursary £21) (Bursary £42)
Narth Brownies	Grant	£600.00	LGA1976s19	Project Grants	Previously approved
PRG Charity Account	Art in Penallt Grant	£1,500.00		PRG Charity	Previously approved
MCC	Dog Poo Bags	£57.60	PHA1875 s164	Dog Waste Collection	
One Voice Wales	Annual Membership	£489			

3. **To note:**

To approve any payments received following the publication of the formal agenda or any expected payments to be discussed here:

Payee	Details	Amount £	Power to Pay	Budget	Notes

To note the Narth Singers payment approved in last month's meeting has not been paid yet due to an issue with their account information.

Payment Authorisation Schedule to be confirmed:

- March 2026 – Cllr Wakerley & Cllr Roderick
- April 2026 – Cllr Wakerley and Cllr Poulter
- May 2026 - To be agreed

4. Finance Working Group

FWG met on 2nd March 2026 to discuss matters relating to the External Audit, Financial Decisions, Scribe Reporting, Reserves, School Grants and the Charity Account. Further details shown below. FWG membership to be discussed.

5. Audit Findings

In the FWG the RFO ran through the External Auditors report to explain each item. RFO has queried some items back to the External Auditors and requested further information. A summary table has been issued to all Councillors for review and approval, along with the publication of the Auditors Report, TUCC Response and Audit Notice.

The Approved TUCC Training Plan (July 2025) has now been published on the website and will be reviewed and included in the May Annual Meeting Pack.

To approve the Register of Members Interests which has been shared and to publish on the website, and to include this in future May Annual Meeting Packs.

6. Financial Decision Making

FWG discussed the protocol for financial decision making in Monthly Meetings, to approve that each financial decision should be made relating to the relevant budget item, and if additional funds are required these should be noted against the relevant budget item or reserves item for clarity.

7. Scribe Update

Scribe Direct Debit is now in place. RFO is continuing to input monthly transactions and gaining knowledge on how the system works. Year-end reports to be brought to April OM.

8. Penallt Recreational Ground Charity (Babington Meadow)

To agree movement of funds to support future payments in FY 2026/7 based on the below budget breakdown and to allow enough funds to remain in the account:

Budget Expenditure:

PRG – Insurance £450.00

PRG - Ground Maintenance £1,750.00

PRG - Land Mgt £200.00

PRG - Bank Charges £84.00

Total £2,484.00

Income:

Art in Penallt Grant £1,500

9. Trellech School

Community Councillor N Scarr to present.

10. Llanishen SID

To note-The Clerk has contacted MCC for further information on their supplier status and has identified a suitable supplier to use.

11. Asset Register

To review and approve the Asset Register that now includes land holding and defibrillators.

To review and approve the Defibrillator forward replacement plan to ensure that dates are accurately reflected in the asset register and costs in future budgets.

12. Risk Register

To review and approve the TUCC Risk Register to ensure it reflects our current position. (shared).

To discuss the potential for a new North Noticeboard.

7. PLANNING & PLANNING UPDATES/ENFORCEMENT

Any planning application received between the issuing of the Agenda and the meeting may still be considered at the OM.

Fast Track applications received between OMs will be devolved to the Clerk to provide a response on behalf of TUCC. New Planning Applications-devolved to the Clerk -N/A

New Planning Applications for consideration

1. **DM/2026/00255** Proposed single storey extension to the existing dwelling. Marshlands Llandogo Road Trellech Monmouthshire NP25 4PE.

Planning Updates/Enforcement/Licensing

2. Enforcement DM/2024/00712 Catbrook. No further update received from MCC following February meeting.

8. REPORTS & STANDING ITEMS

1. **Police Monthly Report** – shared and on website [TUCC area Police Report February 2026](#)

2. **Rights of Way Group. (Cllr May, Cllr Wakerley, Cllr Ash and Cllr Roderick)**

The notes of the recent ROW working group have been shared.

To agree the next steps about the off-road motorbikes in Whitebrook and surrounding woodland following the letter from MS Peter Fox.

3. **Land Holdings/Biodiversity Group (Cllr Decker-Thomas, Cllr Wakerley, Cllr Roderick and Cllr Weston)**

Broadstone Playpark

4. **Biodiversity Reporting** -Update

5. **Community Annual Meeting**

To agree the next Community Annual meeting date, format and attendees.

9. COMMUNITY COUNCILLOR UPDATES

10. TUCC SPECIFIC CORRESPONDENCE

Correspondence is forwarded to Councillors upon receipt, or added to the Agenda for discussion. Specific correspondence is recorded below.

- Wye Valley AONB River Charter and associated documents has been sent from Andrew Blake.
- OVW Training opportunities
- National Grid are about to start works in Llanishen near the Village Hall.

1. CLERK UPDATE

2. All Clerk actions arising from the February 2026 OM have been completed or are ongoing.
3. Pen y Fan Trees-the contractor has arranged to carry out the work on 9th March 2026 and National Grid on the 26th March.
4. Trellech Noticeboard-Chillipepper signs have been contacted about the work to start in April.
5. Focus is on updating policies
6. A bursary from OneVoice Wales has been applied to the Community Councillor training provided through them.
7. The approved staff and Councillor Training plan has been published on the website in line with the requirements.
8. The Register of Members Interests has been circulated for approval and publishing on the website.
9. Land Holdings work is on hold till next FY
10. Archiving of files and binding of minute books to be added to outstanding tasks.
11. A FOI request has been received from Hillside House Pen Y Fan.

11. FORWARD LOOK

April 2026

- A list of policies and dates to identify those needing to be added/updated before the AGM.
- Finance and Governance Toolkit GAP Analysis
- Annual Meeting Agenda Plan for May 2026

Next Meeting will be the 20th April 2026 via zoom and in person at Pelham Hall at 7pm.

An additional planning meeting will only be arranged if required and enough planning applications are received that cannot be managed within an OM or delegated to the Clerk.

RFO Calendar

April Finalise Cashbook from previous Financial Year Start to collate Internal Audit information Review Scheduled Payments Supplier details check bi-annually Set up new Cashbook for new Financial Year Prepare regular payments list	May Prepare Year End Accounts AGAR Completion & Approval Submission of Internal Audit VAT Reclaim AGM Annual Review of TUCC Policies & governance RFO & Council to Approve Annual Return
June 30 th June deadline for approval of accounts and internal audit submission Publish AGAR on Website Publish the Notice of Public Rights Internal Audit Report and Annual Governance Statement	July Quarterly Bank Reconciliations Actual v Budget Report External Audit Collation, approval by Council and Submission Public can inspect accounts Approval for Penallt Recreational Ground Annual Return Pension Regulator needs updating by September – instruct Payroll Company
August Appoint Internal Auditor Annual Return for Penallt Recreational Ground to be submitted to Charity Commission by 31 st August	September Publish Conclusion of Audit Notice, External Audit Report Publish members allowances on website and submit to IPRW Ask Council to consider objectives for the next financial year to assist in budget preparations Precept Planning Draft Budget to be prepared Mid-Year £ Health Check Mid-Year Contract Check Interim Internal Audit

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October Quarterly Bank Reconciliations Salaries to be forecast Budget Planning Meeting to be arranged	November Actual v Budget Report Draft Budget to be presented to Council Consider Reserves Prepare Precept Proposal Grant Submission Deadline-30 th November
December Precept Proposal for Approval Agree Charity Donations	January Quarterly Bank Reconciliations Review of TUCC Insurance & Renewal Review of Financial Regulations & Policies Submit Precept Request Book hall for meetings for the next year
February Review Asset Register Banking arrangements and mandate to be checked annually and prior to AGM Actual v Budget Report	March Year End Preparation and Year End Report for Council approval Review of Internal Controls Review of Risk Assessments Reconcile Payroll and Issue P60s