

**MINUTES OF THE ANNUAL GENERAL MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD AT ARW SCHOOL, PORTSKEWETT**  
**TUESDAY 21st MAY 2019**

Councillors present:            Mr T Fawcitt (Chair)  
    Mrs C Carne  
    Mr S Essery  
    Mr P Fox  
    Mr A Griffiths  
    Mrs C Hubbard  
    Mr I Standing  
    Mr A Whiteley

1.    **SIGN THE ATTENDANCE BOOK**

The Attendance Book was duly signed.

2.    **APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Nurcombe and Councillor Parker.

3.    **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

- a. It was proposed by Councillor Standing and seconded by Councillor Hubbard that Councillor Nurcombe be elected to the position of Chairman. This was unanimously agreed by the members.

It was proposed by Councillor Hubbard and seconded by Councillor Carne that Councillor Fawcitt be elected to the position of Vice Chairman. This was unanimously agreed by the members.

- b. Councillor Fawcitt completed the Acceptance of Office declaration which was received by the clerk. It was agreed that the clerk should obtain Councillor Nurcombe's Acceptance of Office declaration at the earliest opportunity after the meeting. **Action BY**

4.    **MINUTES OF THE LAST MEETING**

It was proposed by Councillor Fawcitt and seconded by Councillor Essery and agreed that the minutes of the last meeting were accepted as a true record. The Chairman duly signed the minutes.

5.    **MEMBERS ACCEPTANCE OF THE CODE OF CONDUCT**

All members present at the meeting confirmed their acceptance of the code of conduct by signing the acceptance form. The clerk will obtain confirmation by Councillor Parker at the earliest opportunity after the meeting. **Action BY**

6.    **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

The clerk had circulated the standing orders and the financial regulations to members prior to the meeting for their consideration. Members agreed that no amendments were required at this time.

It was proposed by Councillor Carne and seconded by Councillor Hubbard that both the standing orders and financial regulations should be adopted by the council. This was unanimously agreed by the members.

7. **REVIEW OF THE COUNCIL'S RISK ASSESSMENT**

The clerk had circulated the Risk Assessment to members prior to the meeting for their consideration. Members agreed that no amendments were required at this time.

It was proposed by Councillor Fawcitt and seconded by Councillor Griffiths that the risk assessment should be adopted by the council. This was unanimously agreed by the members.

8. **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

- a. The following members were confirmed as the council's representatives on the bodies below:

Dog Fouling Awareness Group – To be confirmed later.

Caldicot Area Cluster Group – Councillor Carne

One Voice Wales – Councillor Essery

Portskewett and Sudbrook Recreation Hall Committee – Councillor Nurcombe

ARW School Governing Body – Councillor Standing

- b. Councillor Fawcitt was confirmed as the council's Pensions Officer, and Councillors Nurcombe, Standing, Fawcitt, Hubbard and Carne were confirmed as members of the Audit Review Committee.

9. **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

The clerk had circulated a copy of the council's Asset Register to members prior to the meeting. All entries were confirmed to be correct.

10. **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The council's insurance policy is due for renewal on 1<sup>st</sup> June 2019. The council had entered a three year agreement with Came and Company in 2018 and would therefore remain with them until 2021. The renewal notice had been received and was on the agenda for consideration at the ordinary meeting in May.

11. **REVIEW OF THE COUNCIL'S SUBSCRIPTION TO OTHER BODIES**

The council subscribes to One Voice Wales and The Society of Local Council Clerks. The renewals for 2019/20 for both bodies had recently been considered and approved at ordinary council meetings.

12. **REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

The clerk had circulated the One Voice Wales Model Local Resolution Protocol to members prior to the meeting for their consideration.

It was proposed by Councillor Carne and seconded by Councillor Griffiths that this model should be adopted as the council's policy. This was unanimously agreed by members.

13. **REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

The clerk had circulated the council's existing policy to members prior to the meeting for their consideration. Members agreed that no amendments were required at this time.

It was proposed by Councillor Fawcitt and seconded by Councillor Griffiths that the policy should be adopted by the council. This was unanimously agreed by the members.

14. **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

The clerk had circulated the council's Press/Media policy to members prior to the meeting for their consideration. Members agreed that no amendments were required at this time.

It was proposed by Councillor Fawcitt and seconded by Councillor Hubbard that the policy should be adopted by the council. This was unanimously agreed by the members.

15. **REVIEW OF THE COUNCIL'S SOCIAL MEDIA POLICY**

The clerk had circulated the council's Social Media Policy to members prior to the meeting for their consideration.

The clerk reminded member's that she had no knowledge of, or access to social media and reiterated that she felt it was therefore inappropriate for the clerk to be responsible for monitoring and reviewing the operation of this policy, as stated in 3.2 of the policy.

It was proposed by Councillor Carne and seconded by Councillor Griffiths that the policy should be adopted by the council and that Councillor Fawcitt should undertake the monitoring role. This was unanimously agreed by the members. **Action TF**

16. **DETERMINING THE TIME AND PLACE OR ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE FULL COUNCIL**

The clerk had circulated a schedule of proposed meeting dates to members prior to the meeting for their consideration.

It was proposed by Councillor Fawcitt and seconded by Councillor Hubbard that the schedule be approved. This was unanimously agreed by the members.

The Chairman thanked everyone for attending the Annual Meeting and the meeting was then declared closed at 7.25pm.