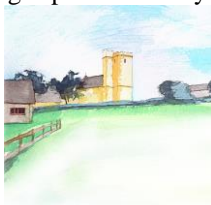


PORTSKEWETT COMMUNITY COUNCIL

Cyngor porthiscoed cymuned

Clerk to the Council
Mrs B Young
Telephone 01291 430818

Email:
clerkatportskewettcc@outlook.com



54 Main Road
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NP265SA

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10th May 2021

COMMUNITY COUNCIL MEETING

Councillors,

You are hereby given notice that the next meeting of Portskewett Community Council will be held on **Tuesday 18th May 2021 at 7pm by remote access**. All members of the Council are summoned to participate for the purpose of transacting the business as set out below.

Beverley Young
Clerk to the Council

AGENDA

1. Public Meeting

Due to Government restrictions in respect of COVID19 the meeting will take place remotely. Any members of the Public or Press wishing to participate should contact the clerk by Friday 14th May 2021 in order to receive joining instructions. Alternatively members of the public may raise issues by contacting the Clerk prior to the meeting. The Council will consider submissions from members of the public in the first 30 minutes of the meeting, commencing at 7.00pm. This will be followed immediately (or not later than 7.30pm) by the scheduled agenda. As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

2. Sign the Attendance Book

3. Apologies for Absence

a. To receive any apologies for absence.

4. Declarations of Interest

a. To receive any declarations of interest in agenda items.

5. Minutes of Audit Committee Meeting

a. Confirmation of the accuracy of the minutes of the meeting of the Audit Committee.

6. Clerk's Report

a. To receive and approve the Clerk's report on actions from the last meeting.

7. Reports from Representative on Governing Body for ARW Primary School and Other Bodies

- a. To receive a report from the council's representative on the governing body of ARW Primary School.
- b. To receive any reports from the council's representatives of any other bodies.

8. Discussion with County Councillor

a. To receive a report from the County Councillor.

9. New correspondence and matters raised

- a. To retrospectively approve recommendation on planning application DM/2019/01485 (email 21.4.21)
- b. To consider and make recommendation on planning application DM/2021/00772 (email 5.5.21)
- c. To note thanks from St Mary's Church for the donation they received.

10. Finance

- a. To approve the pink paper for May and authorise May payments.
- b. To authorise an increase in fixed assets budget to cover additional costs of laptop acquisition.
- c. To consider and approve Microsoft Teams training for clerk.
- d. To approve expenditure on "No BBQ in this area" sign and "No dogs in this area" sign.
- e. To consider cost of reprinting Portskewett and Sudbrook Maps for sale.
- f. To consider and approve renewal of Council Insurance.
- g. To consider quotes for flagpole and flagpole Christmas trees.

11. Annual Return

- a. To approve audited annual accounts for 2020/21.
- b. To receive and approve Internal Audit report for 2020/21.
- c. To receive and approve report on Review of Effectiveness of Internal Control 2020/21.
- d. To complete Annual Governance Statement in Annual Return for 2020/21.
- e. To approve and authorise Annual return for 2020/21

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12. Best Kept Garden Competition

- a. To consider and approve holding the event in 2021.
- b. To determine arrangements for the event.

13. Spring Clean Cymru – 28th May to 13th June 2021

- a. To receive an update on equipment availability.
- b. To approve risk assessment for the event.
- c. To receive an update on arrangements for the event.

14. Tree Inspection Report

- a. To receive an update on completion work required.

15. Provision of Dog Waste Bins

- a. To consider information on and costs of providing dog waste bins and determine whether this service should be provided.

16. Council Working Groups

- a. To consider the establishment of working groups to manage differing areas of the Council's responsibilities.
- b. To determine working groups required and membership of those groups.

17. Biodiversity Plan 2020-2022

- a. To consider and approve draft Biodiversity Plan.

18. Items of Local Concern (for information only)

19. Date and Time of Next Meeting

Beverley Young (Clerk)

Carol Carne (Chairman)

10th May 2021