

**MINUTES OF THE ANNUAL MEETING OF PORTSKEWETT COMMUNITY COUNCIL**  
**HELD VIA REMOTE ACCESS**  
**TUESDAY 18<sup>th</sup> MAY 2021**

**Councillors Present:**

Miss L Dymock (Chair), Mr C Archer, Mrs C Carne, Mr T Fawcitt, Mr S Essery, Mr A Griffiths, Mr P Nurcombe, Mr G Parker, Mr I Standing.

1. **SIGN THE ATTENDANCE BOOK**

It was not possible to sign the Attendance Book as the meeting was held remotely.

2. **APOLOGIES FOR ABSENCE**

No apologies had been received.

3. **MINUTES OF THE LAST MEETING**

Cllr Dymock proposed that the minutes of the last meeting were accepted as a true record, seconded by Cllr Griffiths and agreed by all present.

4. **CHAIR'S REPORT**

Cllr Carne had circulated the report prior to the meeting. It outlined the work of the Council had continued despite the COVID19 pandemic, and detailed the achievements of 2020/21.

5. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

- a. Cllr Dymock was nominated for the position of Chair, Cllr Carne proposed Cllr Dymock be appointed, seconded by Cllr Fawcitt and agreed by all present.  
 Cllr Parker was nominated for the position of Vice-Chair. Cllr Griffiths proposed Cllr Parker be appointed, seconded by Cllr Fawcitt and agreed by all present.
- b. As the meeting was held remotely the clerk requested that Cllr Dymock and Cllr Parker confirm their acceptance of office by email. The declarations will be signed at the earliest opportunity. **Action: Cllr Dymock & Cllr Parker to email clerk.**

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

- a. As the meeting was held remotely the clerk requested that Councillors confirm their acceptance of the code of conduct by email; Acceptance of Code of Conduct declarations to be signed at the earliest opportunity. **Action: All Councillors to email clerk by Friday 21<sup>st</sup> May 2021.**
- b. Confirmation that Councillors have completed Code of Conduct training:  
 Cllr Carne – July 2017  
 Cllr Dymock – Undertook Code of Conduct Training with Monmouthshire County Council.  
 Cllr Richards – 19<sup>th</sup> March 2021
- Cllr Archer will attend code of conduct training on 20<sup>th</sup> May 2021. **Action: Clerk to notify remaining councillors of training dates in June when they have been released.**

7. **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. Cllr Fawcitt proposed that the standing orders and financial regulations be adopted, seconded by Cllr Archer and agreed by all present.

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

The clerk had circulated the Risk Assessment to members prior to the meeting for their consideration. It had been updated to include business continuity for an event such as the COVID19 pandemic. Members agreed that no further amendments were required at this time. Cllr Fawcitt proposed the risk assessment be approved, seconded by Cllr Parker and agreed by all present.

9. **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 – Cllr Carne  
 Severnside Cluster Group – Cllr Carne

Chairman's Signature .....

One Voice Wales – Cllr Essery  
 Portskewett and Sudbrook Recreation Hall Committee – Cllr Nurcombe  
 ARW School Governing Body – Cllr Carne

- b. Cllr Fawcitt was confirmed as the council's Pensions Officer. The Audit Review Committee will comprise Cllrs Nurcombe, Fawcitt, Standing, Carne and Dymock.
10. **REVIEW OF INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT**  
 The clerk had circulated a copy of the council's Asset Register to members prior to the meeting. Cllr Parker had confirmed that the Council generator is located at 25 Leechpool Holdings. **Action: Clerk to update asset register.**
11. **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**  
 The clerk confirmed that the council's insurance policy was renewed through Came and Company on 1<sup>st</sup> June 2020. Insurer: Pen, Policy No. RGBDX6962034. The councils' long term agreement ends on 31st May 2021, renewal of the Council insurance would be determined at the May meeting.
12. **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 2021/22 for both bodies had been considered and approved at ordinary council meetings.
13. **REVIEW AND APPROVAL OF REGULAR PAYMENTS**  
 The payroll payments schedule was approved at the Council meeting held on 20<sup>th</sup> April 2021.
14. **REVIEW AND ADOPTION OF THE COUNCIL'S POLICIES AND PROCEDURES**  
 The clerk had circulated the following policies and procedures to members prior to the meeting for their consideration:
- Complaints Procedure – One Voice Wales Model Local Resolution Protocol for Community and Town Councils. Members confirmed they had reviewed the procedure and agreed that no amendments were required at this time. Cllr Carne proposed that the procedure be adopted by the council, seconded by Cllr Archer and agreed by all present.
  - Freedom of Information and Data Protection Policies. Members confirmed they had reviewed the policies and agreed that no amendments were required at this time. Cllr Fawcitt proposed that the policies be adopted by the council, seconded by Cllr Parker and agreed by all present.
  - Press/Media Policy. Members confirmed they had reviewed the policy and agreed that no amendments were required at this time. Cllr Archer proposed that the policy be adopted by the council, seconded by Cllr Parker and agreed by all present.
  - Social Media Policy. Members confirmed they had reviewed the policy and agreed that no amendments were required at this time. Cllr Archer proposed that the policy be adopted by the council, seconded by Cllr Dymock and agreed by all present.
15. **DETERMINING THE TIME AND PLACE OF 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 agreed that meetings would be held remotely in June and July, the situation would be reviewed for September. **Action: Clerk to approach venues nearer the time to establish their availability.**

The Chairman thanked everyone for attending the Annual Meeting and the meeting was then declared closed at 6.50pm.

Beverley Young  
 Clerk to Portskewett Community Council.