

## **PORTSKEWETT COMMUNITY COUNCIL**

*Cyngor Cymuned Porthiscoed*

[www.portskewettcc.org](http://www.portskewettcc.org)

*Clerk to the Council  
Mrs B Young*

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18 Osprey Drive  
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NP26 5SA

11<sup>th</sup> May 2022

### **COMMUNITY COUNCIL ANNUAL MEETING**

Councillors,

You are hereby given notice that the Portskewett Community Council Annual Meeting will be held on **Tuesday 17th May at 6.30p.m. by remote access**. The Annual Meeting will be followed immediately by the ordinary May meeting. All members of the Council are summoned to attend for the purpose of transacting the business as set out below. Any members of the public wishing to participate in the Annual meeting should contact the clerk in order to receive joining instructions.

*Beverley Young  
Clerk to the Council*

#### **AGENDA**

- 1. Sign the Attendance Book**
- 2. Apologies for Absence**
- 3. Minutes of the Last Meeting**
  - a. Confirmation of the accuracy of the minutes of the last meeting of the council.
- 4. Chair's Report**

To receive the Chair's report on the year ended 31<sup>st</sup> March 2022.
- 5. Election of Chairman and Vice Chairman**
  - a. To appoint a Chairman and Vice Chairman.
  - b. To receive acceptance of office forms from the Chairman and Vice Chairman.
- 6. Members Acceptance of the Code of Conduct**
  - a. Confirmation by members of their acceptance of the code of conduct.
  - b. To agree dates for members code of conduct training.
- 7. Review and adoption of appropriate standing orders and financial regulations**
- 8. Review and approval of the council's Risk Assessment**
- 9. Review of representation on or work with external bodies and arrangements for reporting back**
  - a. To confirm representation on:
    - Dog Fouling Awareness Group
    - Sevenside Cluster Group
    - One Voice Wales Newport Area Committee
    - Portskewett and Sudbrook Recreation Hall Committee
    - Portskewett and Sudbrook Church Hall Committee
    - Portskewett Heritage Centre Committee
    - ARW School Governing Body
    - Audit Committee
  - b. To confirm appointment of the Council's Pensions Officer
- 10. Review of inventory of land and assets including buildings and office equipment**
- 11. Confirmation of arrangements for insurance cover in respect of all insured risks**
- 12. Review and approval of the Council's subscriptions to other bodies**
- 13. Review and agree Regular Payments**
- 14. Review and adoption of the Council's policies and procedure**
  - a. Complaints procedure (One Voice Wales Model Local Resolution Protocol for Community & Town Councils)
  - b. Freedom of Information and Data Protection.
  - c. Press/Media Policy
  - d. Social Media Policy
- 15. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**

Beverley Young.....Clerk

Lisa Dymock.....Chair

Date: 11th May 2022