

PORTSKEWETT COMMUNITY COUNCIL

Cyngor porthiscoed cymuned

Clerk to the Council
Mrs B Young
Telephone 01291 430818



18 Osprey Drive
Caldicot
Monmouthshire
NP26 5RL

Email:
clerkatportskewettcc@outlook.com

www.portskewettcc.org

11th May 2022

COMMUNITY COUNCIL MEETING

Councillors,

You are hereby given notice that the next meeting of Portskewett Community Council will be held on **Tuesday 17th May 2022 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 current guidance on hybrid meetings the meeting will take place remotely. Any members of the Public or Press wishing to participate should contact the clerk 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 the Audit Committee Meeting

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

6. Clerk's Report

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

7. Items of Local Concern

(For information only, as issues raised may not relate to items on the agenda no resolution for action can be taken)

8. 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:

- I. Give Dog Fouling the Red Card Working Group
- II. One Voice Wales Monmouthshire and Newport Area Committee
- III. Portskewett and Sudbrook Recreation Hall Committee
- IV. Portskewett Heritage Centre Committee
- V. Portskewett and Sudbrook Church Hall Committee

9. Discussion with County Councillor

a. To receive a report from the County Councillor.

10. New Correspondence and Matters Raised

- a. To receive update regarding parking outside ARW School, Portskewett.
- b. To receive an update on donations to provide a bench on the Coastal Path.
- c. To determine response to requests to use Harold's Field for parking for events.
- d. To note caretaker's annual leave.
- e. To determine uptake of free training places for Councillors.

11. Councillor Vacancies

a. To determine co-option process to be adopted.

12. Best Kept Garden Competition

- a. To consider and approve holding the event in 2022.
- b. To determine arrangements for the event.

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13. Finance

- a. To accept quotation from St John for first aid provision at Queen's Platinum Jubilee Community Fun Day.
- b. To approve cost of band for Queen's Platinum Jubilee Community Fun Day.
- c. To approve the pink paper for May and authorise May payments.
- d. To receive External Audit Report for 2020/21 and agree any action required.
- e. To approve renewal of Microsoft 365 license.
- f. To consider funding request from Portskewett and Sudbrook Recreation Hall for installation of Wi-Fi connection.

14. Insurance

- a. To consider insurance quotations.
- b. To confirm acceptance of an insurance quotation and authorise payment.

15. Speed Signs on Main Road, Portskewett

- a. To consider quotations for acceptance.
- b. To receive update on funding options.

16. Queen's Platinum Jubilee Event

- a. To determine appropriate course of action regarding inflatable equipment.
- b. To receive update on progress with arrangements.
- c. To note date of next meeting of the Events working group.

17. Annual Return 2021/22

- a. To approve internally audited annual accounts for 2021/22.
- b. To accept Internal Audit report for 2021/22.
- c. To complete Annual Governance Statement in Annual Return for 2021/22.
- d. To approve and authorise Annual return for 2021/22.

18. Adoption of Councillors Allowances 2022/23

- a. To determine adoption non-mandatory councillor's allowances.
- b. To determine how mandatory payments are to be made.

19. Annual Plan for 2022/23

- a. To approve the Annual Plan 2022/23 for publication.

20. Items for the Next Agenda

21. Date and Time of Next Meeting

Beverley Young (Clerk)

Lisa Dymock (Chair)

11th May 2022