

MINUTES OF THE ANNUAL MEETING OF PORTSKEWETT COMMUNITY COUNCIL
HELD VIA REMOTE ACCESS
TUESDAY 17th MAY 2022

Councillors Present:

Miss L Dymock, Mr J Adams, Mrs C Carne, Mr P Holley, Mr P Nurcombe, Mr G Parker (Chair), 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**

Apologies were received from Cllr Fawcitt who had been detained at work.

3. **MINUTES OF THE LAST MEETING**

Cllr Holley proposed that the minutes of the last meeting were accepted as a true record, seconded by the Chair, agreed by all. **Action: clerk to publish on website.**

4. **CHAIR'S REPORT FOR THE YEAR ENDED 31st MARCH 2022**

Cllr Dymock's report had been circulated prior to the meeting. In it she outlined the community activities the Council had undertaken during the past year and the organisations within the community that had benefitted from the Council's financial support. Cllr Dymock paid tribute to the contribution made by Peter Fox AM during his years as County Cllr for Portskewett, and to Cllr Griffiths for his service throughout his 41 years with the Community Council. Cllr Archer and Cllr Essery were also thanked for their work during their time with the Council.

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

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

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, clerk to get declarations signed.**
- b. Confirmation that Councillors have completed Code of Conduct training:
Training had been arranged for Cllr Adams, Cllr Carne and Cllr Holley. All other councillors to notify clerk of preferred training date. **Action: Cllrs to notify clerk of preferred date, clerk to book training.**

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. The documents had also been reviewed by the Audit Committee. Members agreed that no amendments were required at this time. Cllr Carne proposed the standing orders and financial regulations be adopted, seconded by Cllr Adams, agreed by all.

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

The clerk had circulated the Risk Assessment to members prior to the meeting for their consideration. This had also been reviewed by the Audit Committee. Members agreed no further amendments were required at this time. Cllr Adams proposed the risk assessment be approved, seconded by Cllr Dymock, agreed by all.

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
 One Voice Wales – Cllr Standing
 Portskewett and Sudbrook Recreation Hall Committee – Cllr Nurcombe

Chairman's Signature

Portskewett Heritage Centre Committee – Cllr Nurcombe
 ARW School Governing Body – Cllr Carne
 Portskewett & Sudbrook Church Hall Committee – Cllr Holley

- b. Cllr Fawcitt was confirmed as the council's Pensions Officer. The Audit Review Committee will comprise Cllrs Parker, Fawcitt, Nurcombe, Standing and Carne.
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. Members agreed no amendments were currently required. The clerk reminded councillors the insurance values were currently based on purchased value with an inflation uplift, further work would be required to establish replacement values for all assets.
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 AJ Gallagher on 1st June 2021. Insurer: Axa, Policy No. RGBDX6962034. 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 2022/23 for both bodies had been considered and approved at ordinary council meetings.
13. **REVIEW AND APPROVAL OF REGULAR PAYMENTS**
 The regular payments incurred by the Council are:
- Unity Trust Bank – Quarterly Charges of £18.00 payable 31st March, 30th June, 30th September and 31st December.
 - Lloyds Corporate Payment Card – Monthly charge of £3.00.
- Cllr Holley proposed the payments be approved, seconded by Cllr Carne, agreed by all.
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:
- a. 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 Nurcombe proposed that the procedure be adopted by the council, seconded by Cllr Carne, agreed by all.
 - b. 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 Carne proposed that the policies be adopted by the council, seconded by Cllr Adams, agreed by all.
 - c. Press/Media Policy. Members confirmed they had reviewed the policy and agreed that no amendments were required at this time. Cllr Dymock proposed that the policy be adopted by the council, seconded by Cllr Adams, agreed by all.
 - d. Social Media Policy. Members confirmed they had reviewed the policy and agreed that no amendments were required at this time. Cllr Holley proposed that the policy be adopted by the council, seconded by Cllr Carne, agreed by all.
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 circulated a schedule of proposed meeting dates prior to the meeting for councillors' consideration. The location of the meetings was yet to be confirmed. Cllr Nurcombe proposed the dates be approved, seconded by Cllr Adams, agreed by all. **Action: Clerk to publish on website.**

The Chairman thanked everyone for attending the Annual Meeting and the meeting was then declared closed at 7.03 pm.

Beverley Young
 Clerk to Portskewett Community Council.

Chairman's Signature