

PORTSKEWETT COMMUNITY COUNCIL

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9th May 2023

COMMUNITY COUNCIL MEETING

Councillors,

You are hereby given notice that the next meeting of Portskewett Community Council will be held on **Tuesday 16th May 2023 at 7pm at Portskewett & Sudbrook Recreation Hall**. All members of the Council are summoned to participate for the purpose of transacting the business as set out below.

Mrs B Young
Clerk to the Council

AGENDA

1. Public Meeting

Any members of the Public or Press wishing to participate remotely should contact the clerk to receive joining instructions. Alternatively, members of the public may raise issues by contacting the Clerk prior to the meeting.

Members of the public may address the Council for 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.

Members of the Public and Press are entitled to be at the meeting, Public Bodies (Admission to meeting) Act 1990 Section 1, extended by the Local Government Act 1972 Section 100, unless precluded by the council by resolution during the whole or part of the proceedings.

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 Last Council Meeting

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

6. Clerk's Report

a. To receive the Clerk's report on actions from previous meetings.

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. Planning

a. To note enforcement cases (emailed 6.5.23).

11. Finance

- a. To approve renewal of Microsoft 365 license.
- b. To approve the pink paper for May and authorise May payments.
- c. To determine award of grant to St Mary's Church for Grounds Maintenance.

12. Insurance

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

13. Annual Return 2022/23

- a. To approve internally audited annual accounts for 2022/23.
- b. To accept the Internal Audit report for 2022/23.
- c. To complete Annual Governance Statement in Annual Return for 2022/23.
- d. To approve the Annual Return for 2022/23.

14. Adoption of Councillors Allowances 2023/24

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

15. Tree Surveys

- a. To receive the Tree Survey report.
- b. To determine action required.

16. Community Fun Day

- a. To receive an update on the event.
- b. To determine rescheduling the event.

17. Best Kept Garden Competition

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

18. Annual Plan for 2023/24

- a. To consider the draft Annual Plan.
- b. To approve the Annual Plan 2023/24 for publication.

19. Establishment of Working Groups

- a. To approve establishment of recommended working groups.
- b. To agree membership of working groups established.

20. Place Plan

- a. To receive an update on the membership of the working group.
- b. To agree next steps.


21. Defibrillator

- a. To consider grant funded cost of defibrillator and cabinet.
- b. To determine provision of a 4th defibrillator.

22. Items for the Next Agenda

23. Date and Time of Next Meeting

.....  Clerk

.....  Chair

..... 9.5.23 Date