

MINUTES OF PORTSKEWETT COMMUNITY COUNCIL ANNUAL MEETING
HELD AT PORTSKEWETT & SADBROOK RECREATION HALL
TUESDAY 16th MAY 2023

Councillors Present:

Mr J Adams, Mrs C Carne, Mr T Fawcitt (Chair), Mr G Parker, Mrs I Thomas and Miss H Wilsher.

1. **SIGN THE ATTENDANCE BOOK**

- a. The Attendance Book was duly signed.

2. **APOLOGIES FOR ABSENCE**

- a. Apologies were received from Cllr Lillie who was working away, Mr N Hubbard, Mr D Hunt and Mr P Nurcombe for family reasons.

3. **MINUTES OF THE LAST MEETING**

- a. Cllr Thomas proposed that the minutes of the April meeting were accepted as a true record, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website.**

4. **CHAIR'S REPORT FOR THE YEAR ENDED 31st MARCH 2023**

- a. In his report Cllr Parker looked back at the events and changes that took place during the past year. Starting with the return to face-to-face Council meetings, followed in June by Community celebrations for the Queen's Platinum Jubilee and sadly in September the passing of Her Majesty Queen Elizabeth II, when the period of mourning was marked within the Community.

Cllr Parker paid tribute to Cllr Ian Standing, a valued member of the Community Council for nearly 20 years, who passed away in December 2022 and who's contribution to the Council is much missed.

Cllr Parker highlighted the steps taken to tackle dog fouling in the community, the litter picking days held and grants allocated to support various community groups. He also touched on the improvements made to the play area at Sudbrook Camp.

Cllr Parker reflected on the changes the community has seen with the Trinity Close and Mill Meadows developments, and the Crick Road development now underway. He ended his report by welcoming the three new Councillors and thanking everyone for their support during his time as Chair.

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

- a. Cllr Fawcitt was nominated for the position of Chair, Cllr Carne proposed Cllr Fawcitt be appointed, seconded by Cllr Wilsher, agreed by all.
 Cllr Carne was nominated for the position of Vice-Chair. Cllr Thomas proposed Cllr Carne be appointed, seconded by Cllr Fawcitt, agreed by all.
- b. Cllr Fawcitt and Cllr Carne completed their declarations of acceptance of office, which were also signed by the clerk.

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

- a. All Councillors present completed their acceptance of the code of conduct, which were also signed by the clerk. **Action: Cllrs Lillie, Hubbard, Hunt & Nurcombe to complete acceptance of office and clerk to sign.**

The clerk confirmed that all Councillors had completed Code of Conduct training in the last 12 months.

7. **ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

- a. The clerk had circulated the standing orders and the financial regulations to members and the documents had also been reviewed by the Audit Committee. One Voice Wales will issue revised documents shortly, Councillors therefore agreed that no amendments should be made at this time.
- b. Cllr Adams proposed the standing orders and financial regulations be adopted, seconded by Cllr Thomas, agreed by all.

Chairman's Signature

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

- a. The clerk had circulated the Risk Assessment to members, and this had also been reviewed by the Audit Committee. Members agreed no amendments were required at this time.
- b. Cllr Fawcitt proposed the risk assessment be approved, seconded by Cllr Carne, 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
 - One Voice Wales Monmouthshire/Newport Area Committee – Cllr Thomas
 - Portskewett and Sudbrook Recreation Hall Committee – Cllr Nurcombe
 - Portskewett & Sudbrook Church Hall Committee – Cllr Lillie
 - Portskewett Heritage Centre Committee – Cllr Nurcombe
 - ARW School Governing Body – Cllr Carne
- b. Cllr Fawcitt was confirmed as the council's Pensions Officer.

10. **AUDIT COMMITTEE**

- a. The Audit Committee Terms of Reference had been circulated to members. Cllr Parker proposed the committee be amended to four members, seconded by Cllr Carne, agreed by all. **Action: clerk to update Audit Committee Terms of Reference.**
- b. Members of the Audit Committee were agreed as Cllrs Fawcitt, Carne, Nurcombe and Parker.

11. **REVIEW OF INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT**

- a. The clerk had circulated a copy of the council's Asset Register to members. It was agreed no amendments were currently required. The clerk reminded councillors the values for insurance were based on purchase value with an inflation uplift, further work is required to establish replacement values for all assets.

12. **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

- b. The clerk confirmed that the council's insurance policy was renewed through Unity Insurance on 1st June 2022. Insurer: aQmen Ltd, Policy No. 025530/06/22. Renewal of the Council insurance would be determined at the May Ordinary meeting.

13. **REVIEW OF THE COUNCIL'S SUBSCRIPTION TO OTHER BODIES**

- a. The Council's subscription to One Voice Wales was renewed in April 2023. Cllr Parker proposed the membership be renewed for 2024/25, seconded by Cllr Carne, agreed by all.
- b. The subscription to the Society of Local Council Clerks was renewed in May 2023. Cllr Adams proposed the membership be renewed for 2024/25, seconded by Cllr Carne, agreed by all.

14. **REVIEW AND APPROVAL OF REGULAR PAYMENTS**

The clerk had circulated a schedule of the regular monthly payments to members.

- a. Cllr Fawcitt proposed the monthly bank card fee of £3.00 be approved, seconded by Cllr Parker, agreed by all.
- b. Cllr Fawcitt proposed the quarterly bank charge of £18.00 be approved, seconded by Cllr Parker, agreed by all.
- c. Cllr Fawcitt proposed the monthly charge of £24.00 for hire of the Recreation Hall Committee room for Council meetings be approved, seconded by Cllr Parker, agreed by all.
- d. Cllr Fawcitt proposed the monthly Employer's Pension Contribution of £196.76 be approved, seconded by Cllr Parker, agreed by all.

15. **REVIEW AND ADOPTION OF THE COUNCIL’S POLICIES AND PROCEDURES**

The clerk had circulated the following policies and procedures to members 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 Wilsher proposed that the procedure be adopted by the council, seconded by Cllr Thomas, 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 Wilsher proposed that the policies be adopted by the council, seconded by Cllr Thomas, 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 Wilsher proposed that the policy be adopted by the council, seconded by Cllr Thomas, 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 Wilsher proposed that the policy be adopted by the council, seconded by Cllr Thomas, agreed by all.

16. **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE FULL COUNCIL**

- a. The clerk circulated a schedule of proposed meeting dates prior to the meeting for consideration. Cllr Adams proposed the dates be approved, seconded by Cllr Carne, agreed by all. **Action: clerk to publish on website.**

The Chairman thanked everyone for attending the Annual Meeting and the meeting was declared closed at 6.45pm.

Mrs B Young
Clerk to Portskewett Community Council.