PORTSKEWETT COMMUNITY COUNCIL

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15th May 2025

COMMUNITY COUNCIL ANNUAL MEETING

Councillors,

You are hereby given notice that the Annual Meeting of Portskewett Community Council will be held on **Wednesday 21st May at 6.30pm at Portskewett and Sudbrook Recreation Hall.** 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.

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.

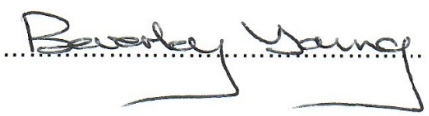
Any members or members of the public wishing to participate in the Annual Meeting remotely should contact the clerk in order to receive joining instructions.

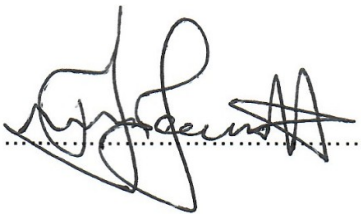
Mrs B Young
Clerk to the Council

AGENDA

1. **Sign the Attendance Book**
2. **Apologies for Absence**
   a. To receive any apologies for absence.
   b. To approve any apologies for absence.
3. **Minutes of the Last Meeting**
   a. To confirm the accuracy of the minutes of the April meeting of the council.
   b. To confirm the accuracy of the minutes of the Audit Committee meeting.
4. **Chair's Report**
   a. To receive the Chair's report on the year ended 31st March 2025.
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.
7. **Review and adoption of appropriate Standing Orders and Financial Regulations**
   a. To receive a report on the review of Standing Orders and Financial Regulations.
   b. To adopt the Standing Orders and Financial Regulations.
8. **Review and approval of the Council's Risk Assessments**
   a. To receive a report on the review of the Council's Risk Assessments.
   b. To adopt the Risk Assessments.
9. **Review of representation on or work with external bodies and arrangements for reporting back**
   a. To confirm representation on:
      Dog Fouling Awareness Group
      One Voice Wales Monmouthshire/Newport Area Committee
      Portskewett and Sudbrook Recreation Hall Committee
      Portskewett and Sudbrook Church Hall Committee
      The Cornfield Project Committee
      The Severnside Area Committee
      ARW School Governing Body
   b. To confirm appointment of the Council's Pensions Officer.
10. **Audit Committee**
    a. To approve the Audit Committee Terms of Reference.
    b. To determine membership of the Council's Audit Committee.

11. **Review of inventory of land and assets including buildings and office equipment**
    a. To review the Council's asset register.
    b. To approve the Council's asset register.
12. **Confirmation of arrangements for insurance cover in respect of all insured risks**
    a. To confirm appropriate insurance is in place.
13. **Review of the Council's subscriptions to other bodies**
    a. To confirm ongoing membership of One Voice Wales.
    b. To confirm ongoing membership of the Society of Local Council Clerks.
14. **Review and Approve Regular Payments**
    a. To approve payment of monthly bank card fee.
    b. To approve payment of monthly bank charge.
    c. To approve charge for hire of meeting room.
    d. To approve payment of monthly website hosting charge.
    e. To approve employee and employer pension contributions.
15. **Working Groups**
    a. To review working groups.
    b. To agree membership of working groups.
16. **Review and adoption of the Council's policies and procedure**
    a. To adopt the Complaints procedure (One Voice Wales Model Local Resolution Protocol for Community & Town Councils).
    b. To adopt the Freedom of Information and Data Protection Policies.
    c. To adopt the Press/Media Policy.
    d. To adopt the Social Media Policy.
    e. To adopt the Training Policy.
    f. To adopt the Health and Safety Policy.
17. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**
    a. To approve the meetings schedule for 2025/26.


Clerk


Chair

15th May 2025