PORTSKEWETT COMMUNITY COUNCIL

Clerk to the Council: Mrs B Young
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16th April 2026

COMMUNITY COUNCIL MEETING

Councillors,

You are hereby given notice that the next meeting of Portskewett Community Council will be held at **Portskewett and Sudbrook Recreation Hall on Wednesday 22nd April 2026 at 7pm**. All members of the Council are summoned to participate for the purpose of transacting the business as set out below. If you wish to join the meeting remotely please request the link.

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. **Attendance**
   a. Members to sign attendance book.
3. **Apologies for Absence**
   a. To receive any apologies for absence.
   b. To approve 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. To confirm the accuracy of the minutes of the March Council 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 (OVW) Monmouthshire and Newport Area Committee
      III. Portskewett and Sudbrook Recreation Hall Committee
      IV. Portskewett and Sudbrook Church Hall Committee
      V. The Cornfield Project Committee
      VI. Severnside Area Committee
9. **Discussion with County Councillor**
   a. To receive a report from the County Councillor.

10. **Correspondence**
    a. To determine response to any correspondence received.
    b. To adopt the One Voice Wales Civility and Respect Pledge.

11. **Planning**
    a. To note planning applications approved/refused by Monmouthshire County Council.
    b. To determine a response for any new planning applications received.
    c. To note response submitted for Planning Application DM/2026/00348

12. **Finance**
    a. To approve pension contributions payments schedule for 2026/27.
    b. To approve the pink paper for April and authorise April payments.
    c. To receive quarterly report on bank reconciliations.
    d. To approve quarterly budget monitoring report for the 12 months ending 31st March 2026.
    e. To receive unaudited accounts for 2025/26.
    f. To arrange meeting of the Audit Committee.
    g. To approve donation for Community Barbeque.
    h. To approve removal and addition of signatories on the bank mandate.

13. **Community Events**
    a. Community Fun Day
    I. To approve booking of Bike Battle display team and payment of fee.
    II. To arrange a meeting of the Events Working Group.

14. **Place Plan**
    a. To receive an update from the working group.

15. **Sudbrook Camp and Chapel**
    a. To receive an update from Cadw.
    b. To note ArchaeoDomus survey sheets.

16. **Training Plan**
    a. To receive an update.

17. **Tree Survey Report**
    a. To approve contract for tree work.

18. **Renewal of Recreation Hall Lease**
    a. To consider the draft lease.
    b. To approve the council acting as guarantor.
    c. To approve submission of the Deed of Surrender.

19. **Councillor Vacancy**
    a. To note councillor resignation.
    b. To receive an update in respect of the vacancy.

20. **Appointment of Health and Safety Officer**
    a. To determine the appointment of a Health and Safety Officer.

21. **Review of Documents**
    a. Review of 2025/26 Annual Plan.
    b. To assign reviews of the following Council policies and procedures:
    I. Complaints Procedure.
    II. Freedom of Information policy.
    III. Data Protection Policy.
    IV. Press/Media Policy.
    V. Social Medial Policy.

22. **Items for the Next Agenda**
    a. To receive any items for the May agenda.

23. **Date and Time of Next Meeting**
    a. To note the date and time of the Annual Meeting.
    b. To the date and time of the next Ordinary meeting.

Beverley Young ... Clerk ..... Chair Date: 16th April 2026