

PORTSKEWETT COMMUNITY COUNCIL

ANNUAL REPORT 2025/26



Chair's Report

It's been a privilege to serve as Chairman of Portskewett Community Council for the last 12 months. I would like to thank the Clerk and the Caretaker along with my fellow Councillors for their hard work and support.

I believe we've done well this year with the Memorial Beacon, Fun day, Laser Event, Carol service and lantern making, and Community Awards, along with supporting the Portskewett Inn with a community BBQ, which have all been well supported by the Community.

Also, this year I believe we've made progress with our Place Plan and renewing The Recreation Hall lease. I think we're in a good place going forward, with an excellent team around us and an ever expanding community, here's looking forward to the next 12 months.

Yours sincerely

Grahame Parker
Chair of Portskewett Community Council 2025/2026

Key Contact Details

Chair – Cllr G Parker

Clerk & Responsible Finance Officer – Mrs B Young

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Councillors

Miss L Dymock	County Councillor
Miss L Dymock	Leechpool Ward
Mrs C Carne	Portskewett Ward
Mr T Fawcitt	Portskewett Ward
Mr B Lillie	Portskewett Ward
Mr P Nurcombe	Portskewett Ward
Mr M Patterson	Portskewett Ward
Mr G Parker	Sudbrook Ward

There are currently two councillor vacancies in the Portskewett Ward and one in the Sudbrook Ward.

Councillors Attendance at Meetings

2025/26	James Adams	Carol Carne	Lisa Dymock	Timothy Fawcitt	Phillip Holley	Thomas Hooper	Nathan Hubbard	Bryan Lillie	Peter Nurcombe	Graham Parker	Mark Patterson	Steven Phillips	Hayley Wilsher
April	o	x		x	o		A	x	A	x		x	o
Audit Committee	o	x		x				x					
VE Day Beacon		x		x	x		o	x	x	x		o	o
May AM		x		A	x		o	x	x	x		x	o
May		x		A	x		o	x	x	x		x	o
June		x		R	A			A	x	x		x	o
Community Fun Day		x		A	x			A	A	x		x	o
July		x		x		x		R	x	x		x	o
September		x	R	A	o	x		A	x	x			o
October		x	R	x	A	A		x	A	x			o
Community Laser Display		A	x	x	x	x		A	x	x			
Remembrance Service		A	x	x	o	o		o	x	x			
November		x	R	x	o	x		x	x	x	x		
Carols on the Green		x	x	x	x	o		o	o	x	x		
December		x	R	x	o	A		A	x	x	x		
January EM		A	o	x	o	R		R	x	x	R		
January		A	R	x	o	o		A	x	x	x		
February		x	A	R	o	R		A	A	x	x		
March		A	R	x	o	x		x	x	x	x		

x Present at meeting
o Not present & no apologies
A Apologies for absence
R Joined meeting remotely

Training Attended 2025/26		Councillors														Caretaker	Clerk
Training Undertaken	Organisation	Cllr Adams	Cllr Carne	Cllr Dymock	Cllr Fawcitt	Cllr Holley	Cllr Hooper	Cllr Hubbard	Cllr Lillie	Cllr Nurcombe	Cllr Parker	Cllr Patterson	Cllr Phillips	Cllr Wisler	Village Caretaker	Clerk	
Module 9 Code of Conduct	OVW			24.11.25									2.6.25				
SLCC/OVW Joint Virtual Conference	SLCC/OVW															12.11.25	
Responding to Planning Applications P1	Planning Aid Wales															4.11.25	
Responding to Planning Applications P2	Planning Aid Wales															19.11.25	
Finance Training	SLCC															12.2.26	
Module 28 Year End and Audits	OVW															16.4.26	
Audit Webinar	WAO															30.4.26	

Sub-Committees

The Council has one sub-committee which is the Audit Committee. This committee carries out an annual review of the internal controls of the Council and reviews the reports of the Internal and External Auditors, making recommendations to the Council if necessary.

Working Groups

The Council currently has two working groups; the Place Plan working group and the Events working group.

The Place Plan working group was established to undertake the work required in order for the Council to develop a Place Plan for the community, with the aim of it being adopted by Monmouthshire County Council as supplementary planning guidance, to be considered in respect of any new developments within the community.

The Events working group is made up of Councillors and volunteers who organise events for the community, such as the Community Fun Day, the Laser Event and Carols on the Green.

Other Council Activities

The Council administrates the Oak Grove Solar Farm Community Grant Fund, which provides grants to support local groups and organisations within the community. In 2025/26 the following grants were awarded:

	£
Portskewett and Sudbrook WI	352
Portskewett and Sudbrook Football Club	500
Caldicot Musical Theatre Society	1,320
Portskewett with Sudbrook Church Hall	1,328
Portskewett and Sudbrook Junior Football Club	500
Portskewett and Sudbrook Recreation Hall	1,000

The Best Kept Garden competition is an annual event which takes place in July. Trophies are awarded for the best front garden in each of the villages. The winners of the 2025 competition were 3 Wedgewood Drive in Portskewett and 7 Great Spring Road in Sudbrook.

The Council's Community Awards Scheme recognises the contribution of members of the community who, through volunteering in various roles, enhance community life. The 2025 award winners were:

Community Volunteer of the Year - Mr and Mrs Ayres
 Green Community Champion - Mrs J Chandler
 Junior Volunteer of the Year (Under 13) – Ghilly Lewis

Governance and Finance

Audit

The internal audit for the 2025/26 financial year will be finalised in June 2026.

The 2022/23, 2023/24 and 2024/25 external audits were completed by Wales Audit Office in 2025 and were all unqualified. The external audit of the 2025/26 accounts is due to be undertaken by Wales Audit Office in August 2026.

The financial statement below shows how the council used it's funds in the year ended 31st March 2026.

Actual Income and Expenditure against Budget 2025/26

	Budget	Actual	Variance	Explanation
	£	£	£	
EXPENDITURE				
General Administration:				
Audit Fees	1,655.26	300.00	1,355.26	WAO Fee 2022/23, 2023/24 & 2024/25 not yet invoiced
Hire of Halls for Meetings	330.00	312.00	18.00	
Data Protection Registration	35.00	47.00	(12.00)	Overspend due to increase in renewal fee
Donations:				
Donations General	1,000.00	750.00	250.00	
Donation to Chepstow TIC	369.00	0.00	369.00	Grant not requested
Donation to St Mary's Church	500.00	500.00	0.00	
Donation Monmouthshire County CAB	1,500.00	1,500.00	0.00	
Donation MCC Summer Holiday Activities	1,000.00	0.00	1,000.00	Grant not requested
Payments to Charities	0.00	0.00	0.00	
Other Payments:				
Tree Surveys	257.50	650.00	(392.50)	Budget shortfall funded from unidentified service costs
Subscriptions to SLCC and OVV	690.10	713.00	(22.90)	Inflation increase more than anticipated
Lease Costs-Harold's Park	133.20	133.22	(0.02)	
Lease of Land-The Quest	75.00	4.00	71.00	Budget based on Lease
Community Fun Day or Community BBQ	3,285.08	1,972.44	1,312.64	Some costs incurred in 2024/25 & £275 for 2026/27
80th Anniversary of VE Day	59.33	0.00	59.33	Costs incurred in January 2025
Carols on the Green Event	95.79	69.57	26.22	Additional supplies not required
Village Laser & BBQ Event	4,956.11	5,056.56	(100.45)	Deposit for 2026 Laser Display paid in 2025/26
Playground Inspections	100.94	100.00	0.94	
Fixed Assets	1,231.00	1,231.00	0.00	Expenditure funded from Contingency Reserve
Dog Bins Purchase, Installation & Waste Collection	0.00	0.00	0.00	
Replacement Defibrillator Batteries and pads	908.46	525.99	382.47	No additional replacements needed due to use
Best Kept Garden Competition	25.75	30.00	(4.25)	Cost increase higher than anticipated
Miscellaneous:				
Hardship Fund	300.00	300.00	0.00	Grant to Caldicot Food Bank for Christmas Food Parcels
Village Planters	200.00	160.00	40.00	
Remembrance Service	39.00	25.00	14.00	
Repairs/Renewals	1,160.39	241.39	919.00	MCC Invoice o/s for repairs to 4 gates in Harold's Field
Miscellaneous	50.00	184.96	(134.96)	Local Government Handbook funded from Contingency Reserve
Christmas Trees and Lighting	150.00	56.87	93.13	
Running Costs:				
Salaries (Not Including Overtime)	21,035.46	21,111.39	(75.93)	Pay awards higher than anticipated
Clerk's Telephone Allowance	324.00	324.00	0.00	
Clerk's Office Allowance	519.96	519.96	0.00	
Clerk's Pension ER's	2,830.87	2,928.28	(97.41)	Pay awards higher than anticipated plus overtime
Clerk's NI ER's	1,389.06	1,850.53	(461.47)	Pay awards higher than anticipated plus overtime
Overtime	389.50	389.50	0.00	Additional hours worked, funded from Contingency Reserve
Training (Councillors and Clerk)	414.58	265.00	149.58	Planned training was not taken up.
Councillors' Allowances	2,580.00	156.00	2,424.00	Not all mandatory allowances were accepted
Election Expenses	750.00	0.00	750.00	£750 reserved each year for 5 years (year 3 of 5)
Council Insurance	1,325.61	1,349.72	(24.11)	
Postage, Printing and Stationery	374.92	326.40	48.52	
Website domain, hosting and development	335.35	325.58	9.77	
Information Technology	2,500.00	0.00	2,500.00	No expenditure incurred
Website Accessibility Regulations Compliance	100.00	0.00	100.00	No expenditure incurred
Microsoft Licence and Antivirus Subscription	149.35	134.15	15.20	
Grounds Maint. Village Green & The Quest	2,841.77	2,857.82	(16.05)	Expenditure due in November 2025
Grounds Maint. Harold's Park & Stowball Common	1,000.00	1,000.00	0.00	
Dog Waste Collection Service	3,822.00	4,145.40	(323.40)	Overspend due to additional bin installed
Dog Fouling	184.37	167.50	16.87	
Bank Charges	111.24	255.50	(144.26)	Includes transactions refunded by bank of £134.50
Cadw Grant Sudbrook Church	0.00	11,861.65	(11,861.65)	Unplanned expenditure funded by Cadw Grant
Oak Grove Community Fund	5,000.00	5,000.00	0.00	
VAT on Expenditure	0.00	4,130.86	(4,130.86)	Vat to be reclaimed for 2025/26
Total Expenditure	68,084.94	73,962.24	(5,877.30)	
Reserve for Unidentified Service Costs	17,028.71	1,233.49	15,795.22	Repair of Rec.Hall water main & resurface car park
Total Funding Required	85,113.65	75,195.73	9,917.92	

TO BE FUNDED BY	£	£	£	
Precept	51,936.00	51,936.00	0.00	
Interest on investments	0.00	383.37	(383.37)	Income not anticipated as not predictable
Income from Events	0.00	1,327.10	(1,327.10)	Income not anticipated as not predictable
VAT reclaimed	1,703.00	1,658.51	44.49	VAT reclaimed less than anticipated when budget set as a VAT invoice could not be obtained from a supplier
Other Income	0.00	134.50	(134.50)	Refund of transactions not stopped by bank
Lottery Community Fund Climbing Track Grant	0.00	14,950.00	(14,950.00)	Unplanned community grant funding from Lottery
Cadw Grant Sudbrook Church	0.00	11,861.65	(11,861.65)	Unplanned grant funding from Cadw
Oak Grove Community Fund	5,000.00	5,000.00	0.00	
Total Income	58,639.00	87,251.13	(28,612.13)	
Earmarked Reserve for Election Expenses	2,250.00	2,250.00	0.00	
Ringfenced Reserve The Quest Climbing Track	0.00	14,950.00	(14,950.00)	
Year End Reserve for 2024 Playscheme	1,000.00	0.00	1,000.00	Reserve w/o as grant not requested
Yr End Res. External Audit 22/23 & 23/24	1,200.00	1,372.00	(172.00)	
O/s Training Reserve 2023/24, 2024/25 & 2025/26	943.00	1,092.58	(149.58)	
Yr End Res. MCC Repairs to gates Harold's Field	0.00	940.37	(940.37)	
Balance of Accounts	21,081.96	17,925.41	3,156.55	
Total Funding	85,113.96	125,781.49	(40,667.53)	

Annual Report approved: 20th May 2026