

**MINUTES OF PORTSKEWETT COMMUNITY COUNCIL ANNUAL MEETING**  
**HELD AT PORTSKEWETT & SUDBROOK RECREATION HALL**  
**WEDNESDAY 20th MAY 2026**

**Councillors Present:**

Cllr C Carne (Chair), Cllr Fawcitt, Cllr B Lillie, Cllr P Nurcombe and Cllr M Patterson.

**Members of the Public Present:**

No members of the public were present.

1. **SIGN THE ATTENDANCE BOOK**

- a. The Attendance Book was duly signed.

2. **APOLOGIES FOR ABSENCE**

- a. Apologies had been received from Cllr Parker who was on holiday and Cllr L Dymock who had another commitment.  
b. No requests to approve apologies had been received.

3. **MINUTES OF THE LAST MEETING**

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

4. **CHAIR'S REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2026**

- a. The Chairman's report had been circulated prior to the meeting and was duly noted.

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

- a. Cllr Parker was nominated for the position of Chair; he had informed the clerk prior to the meeting that he was willing to stand. Cllr Fawcitt proposed Cllr Parker be appointed, seconded by Cllr Nurcombe, agreed by all. Cllr Carne was nominated for the position of Vice-Chair. Cllr Fawcitt proposed Cllr Carne be appointed, seconded by Cllr Nurcombe, agreed by all.  
b. Cllr Carne completed the declaration of acceptance of office, Cllr Parker will complete the declaration of acceptance of office on his return. **Action: Cllr Parker & clerk to complete the declaration.**

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

- a. All councillors present completed their acceptance of the code of conduct. **Action: Cllr Dymock to complete the declaration.**

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

- a. The standing orders and the financial regulations had been reviewed by members and the clerk. Members agreed no amendments were required at this time.  
b. Cllr Nurcombe proposed the standing orders and financial regulations be adopted, seconded by Cllr Fawcitt agreed by all. **Action: clerk to update website.**

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

- a. The following Risk Assessments were reviewed by members and the clerk:
- Council General Risk Assessment
  - Play Area and Equipment Risk Assessment
  - Caretaker's Role Risk Assessment
  - Clerk's Home Working Risk Assessment

Members agreed no amendments were required at this time.

- b. Cllr Nurcombe proposed the four risk assessments be approved, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to update website.**

Chairman's Signature .....

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 Carne
  - Portskewett and Sudbrook Recreation Hall Committee – Cllr Nurcombe
  - Portskewett & Sudbrook Church Hall Committee – Cllr Lillie
  - The Cornfield Project – Cllr Lillie
  - Severnside Area Committee – Cllr Carne
  - 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 reviewed by members, who agreed no amendments were required. Cllr Fawcitt proposed the Terms of Reference be approved, seconded by Cllr Nurcombe, agreed by all.
- b. Members of the Audit Committee were agreed as Cllr Carne, Cllr Fawcitt, Cllr Lillie and Cllr Parker.

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

- a. The council's Asset Register was circulated to members. It was agreed no further amendments were required. The clerk reminded councillors the values for insurance were based on purchase value, not replacement cost, as previously agreed by the Council.
- b. Cllr Lillie proposed the asset register be approved as a true record, seconded by Cllr Patterson, agreed by all.

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

- a. The clerk confirmed that the council's insurance policy was renewed through Unity Insurance on 1<sup>st</sup> June 2025. Insurer: Q Underwriting Services Ltd, Policy No. 025530/06/25. Renewal of the Council insurance will 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 2026. Cllr Fawcitt proposed the membership be renewed for 2027/28, seconded by Cllr Lillie, agreed by all.
- b. The subscription to the Society of Local Council Clerks was renewed in May 2026. Cllr Fawcitt proposed the membership be renewed for 2027/28, seconded by Cllr Lillie, 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 payment of the monthly bank card fee of £3.00 be approved, seconded by Cllr Lillie, agreed by all.
- b. Cllr Fawcitt proposed payment of the monthly bank charge of £7.00 be approved, seconded by Cllr Lillie, agreed by all.
- c. Cllr Fawcitt proposed payment of the monthly charge of £24.00 for hire of the Recreation Hall committee room for Council meetings be approved, seconded by Cllr Lillie, agreed by all.
- d. Cllr Fawcitt proposed payment of the monthly charge of £31.00 payable by direct debit for website hosting be approved, seconded by Cllr Lillie, agreed by all.
- e. Cllr Fawcitt proposed payment of the monthly Employee's contribution of £62.52 and the Employer's pension contribution of £179.60 be approved, seconded by Cllr Lillie, agreed by all.

15. **WORKING GROUPS**

a. **Review of Working Groups**

The Council has two working groups, the Events working group and the Place Plan working group. Both groups meet as and when required. Members agreed no additional working groups were required.

Chairman's Signature .....

b. Membership of the Working Groups

The Events working group will be made up of the Councillors available for each event and any volunteers who are available to help at the event.

Remaining members of the Place Plan working group were Cllr Carne, Cllr Lillie, Cllr Parker and Cllr Dymock. It was agreed that that membership will remain the same.

16. 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 – Members confirmed they had reviewed the One Voice Wales Model Local Resolution Protocol for Community and Town Councils and agreed that no amendments were required.
- b. Freedom of Information and Data Protection Policies – Cllr Carne reviewed the Freedom of Information Policy and no amendments were required. Cllr Lillie reviewed the Data Protection Policy and updated it to align with new legislation.
- c. Press/Media Policy – Cllr Fawcitt reviewed the policy, and no amendments were required.
- d. Social Media Policy – Cllr Fawcitt reviewed the policy, and no amendments were required.
- e. Training Policy – the clerk reviewed the policy, and no amendments were required.
- f. Health and Safety Policy – the clerk reviewed the policy, and no amendments were required.

Cllr Fawcitt proposed all of the above policies and procedures be adopted by the council, seconded by Cllr Patterson, agreed by all. **Action: clerk to update website.**

17. 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. A schedule of meeting dates had been circulated. Members previously agreed that Wednesday was the preferred day for meetings, the clerk had requested that meetings return to the third Wednesday of the month and confirmed the Recreation Hall committee room was available. **Action: clerk to publish on website.**

The Chairman thanked everyone for attending and the meeting was declared closed at 6.49pm.

Mrs B Young - Clerk



Chairman's Signature .....