



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

www.penhowcommunity.org

Clerk: Mrs Beverly Cawley (07785 747 762)

Dear Councillor

You are hereby **summoned** to attend an **Annual Meeting** of **Penhow Community Council** to be held in **St John's Hall, Penhow** on **Wednesday 1st May 2023 at 7.15pm**, *(followed by day to day items for discussion)* for the purpose of transacting the following business:

Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.

Beverly Cawley,
Clerk to the Council

25th April 2024

2024/
2025

Public Open Forum (members of the public should be mindful of the Council's standing orders numbers 3.d - k)

ANNUAL MEETING

1 ELECTION OF CHAIR

- 1.1 To elect a Chair for the year 2024/2025
- 1.2 Chair to sign Declaration of Acceptance of Office

2 ELECTION OF VICE-CHAIR

- 2.1 To elect a Vice Chair for the year 2024/2025

3 Declarations of interest in items on the agenda – Forms to be completed

- 3.1 To receive any declarations of interest in items on the agenda

4 MINUTES OF THE LAST ANNUAL MEETING

- 4.1 To adopt the minutes of the last Annual Meeting held 3rd May 2023

5 ANNUAL REPORT

- 5.1 To review and adopt the Council's Annual Report for 2023/2024

6 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 6.1 To consider the need for any Internal Committees or Working Groups:
 - a. To agree the terms of reference
 - b. To appoint members
 - c. To appoint a Chairperson *(if required)*To consider if there is a requirement for Discharge of Functions under S101 Local Government Act 1972 'Discharge of Functions' *(in the case of a committee)*

7 EXTERNAL BODIES, ORGANISATIONS AND AREAS OF RESPONSIBILITY

7.1 To appoint representatives to external bodies and areas of responsibility:

- a. Newport City Council Community Council Focus/Liaison Group
- b. One Voice Wales Area Committee
- c. St John's Village Hall
- d. Community Liaison
- e. Green Spaces
- f. Recreation Grounds and Street Furnishings
- g. Any other local groups

7.2 To agree arrangements for reporting back to Full Council.

8 GENERAL POWER OF COMPETENCE

8.1 To note/review the eligibility criteria for the use of the General Power of Competence

9 POLICIES, PROCEDURES & STATEMENTS

9.1 To review and adopt the following policies, procedures and statements:

- a Code of Conduct
- b Communications Policy (including Press and Media)
- c Financial Regulations
- d Environment (Wales) Act 2016 Part 1 – Section 6 – The Biodiversity and Resilience of Ecosystems Duty Report 2022
- e Freedom of Information Procedure
- f General Privacy Statement
- g Playing Field Key Protocol & Information for residents and all who use the field
- h Publication Scheme
- i Standing Orders
- j Training Plan

9.2 To note that there is a requirement for additional policies and agree a process for drafting and adopting.

- a Complaint Policy
- b Disciplinary & Grievance Policy
- c Equality & Diversity Policy
- d Health & Safety Policy
- e Information & Data Protection Policy
- f Unacceptable Actions by Individuals
- g Safeguarding Policy (*Children & vulnerable adults*)

9.3 To consider new policy: 'Protocol for Individuals wishing to run activities on Penhow Playing Field' (*refers OM 03/04/24 Min No 13.1*)

9.4 To adopt risk policy statements and consequential risk management arrangements

10 FINANCE - GOVERNANCE

10.1 To review of End of Year Accounts for 2023-2024, together with the review of Section 137 expenditure

10.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at National Westminster Bank plc

10.3 To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically

10.4 To adopt the Annual Investment Strategy for the year 2024/2025

10.5 To review and adopt part or all of the Independent Remuneration Panel For Wales Annual Report in respect of Community Councils

10.6 To review the inventory of land and other assets

10.7 To review Insurance cover arrangements in respect of all insured risks

- 10.7.a To consider renewal of Ansvar Insurance for 2023/2024 at a cost of £534.27
- 10.8 To review and agree Council's and/or staff subscriptions to other bodies and other regular commitments.
- 11 MEETINGS**
- 11.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.
- 11.2 To confirm the date of the Next Ordinary Meeting
- ORDINARY MEETING**
- 12 MINUTES OF THE LAST ORDINARY MEETING**
- 12.1 To approve the minutes of the last Ordinary Meeting held on 3rd April 2024.
- 13 FINANCE**
- 13.1 To approve the Bank Reconciliation as at 31st March 2024
- 13.2 To approve payments due for April/May 2024
- 13.3 To consider renewal of the AVG Internet security (*for laptop – expires 16/5/24*) at the cost of £84.99
- 14 CORRESPONDENCE**
- 14.1 To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes
- 14.2 To receive an invitation from Magor with Undy Town Council to lay a wreath at the Magor War Memorial to commemorate the 80th Anniversary of D-Day on Thursday 6th June 2024 at 10.45am
- 15 PLANNING**
- 15.1 View and consider applications at [Simple Search \(newport.gov.uk\)](https://newport.gov.uk/simple-search)
- 15.1.a **24/0231 – Full:** Proposed demolition of existing porch and replacement with new porch – 30 Rockfield Glade, Parc Seymour, NP26 3JF
- 15.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](https://newport.gov.uk/weekly-list)
- 16 PLAYING FIELD & PLAY AREA**
- 16.1 To note that the Annual Inspection of the playing field and play area, by RoSPA is scheduled for June 2024 at the cost of £78 per area.
- 16.2 To note and consider the offer, by RoSPA of a template (*for each area*) to be used by Councillors for their weekly inspections at a one off cost of £40 per area.
- 17 REPORTS**
- 17.1 To receive report/s from City Councillors and agree any actions
- 17.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
- a Community Liaison (Cllr Wagstaff)
- b Green Spaces (Cllr Weekes)
- c Recreation Grounds and Street Furnishings (Cllrs Wagstaff & Jones)
- d St John's Hall (Cllr Jones)
- 17.3 To receive feedback on preparations for the D-Day 80 event and agree any actions
- 18 DATE OF THE NEXT MEETING**
- 18.1 To affirm the day, date, time and venue of the next Ordinary Meeting