



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

www.penhowcommunity.org

Dear Councillor

You are hereby **summoned** to attend an **Ordinary Meeting** of **Penhow Community Council** to be held in **St. John's Hall, Penhow** on **Wednesday 5th June 2023 at 7.15pm.**

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 (07785 747 762)

30th May 2024

2024/
2025

Public Open Forum

(members of the public should be mindful of the Council's standing orders numbers 3.d - k)
[standing-orders-2024.pdf \(penhowcommunity.org\)](#)

1 CHAIR'S ANNOUNCEMENTS

- 1.1 To receive apologies for absence
- 1.2 To receive any update and feedback from Chair on meetings/events attended

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – Forms to be completed

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

3 MINUTES OF THE LAST MEETING

- 3.1 To adopt the minutes of the last Annual & Ordinary Meeting held 1st May 2024

4 ELECTION OF VICE CHAIR

- 4.1 To elect a Vice Chair for the year 2024/2025 (*refers to AM 010524 Min No 2.1*)

5 FINANCE - GOVERNANCE

- 5.1 To approve the Bank Reconciliation as at 31st May 2024.
- 5.2 To approve payments due for May/June 2024

6 ANNUAL GOVERNANCE AND ACCOUNTS REPORT & INTERNAL AUDIT

- 6.1 To approve the Annual Accounts Report for the Year ended 31 March 2024 and consider and agree the Annual Governance Statement for submission to Wales Audit Office by 30/06/24
- 6.2 To receive and adopt the Internal Audit for Year ended 31 March 2024 for submission to the Wales Audit Office by 30/06/24

7 GRANT FUNDING

- 7.1 To consider an opening and closing date for 2024/2025 Community Grant Applications

8 CORRESPONDENCE

- 8.1 To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes.

9 PLANNING

- 9.1 View and consider applications at [Simple Search \(newport.gov.uk\)](https://newport.gov.uk)
None received at time of agenda publication.
- 9.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](https://newport.gov.uk)

10 CONSULTATIONS

- 10.1 Newport City Council: Local Flood Risk Management Strategy - *closing date: 05/07/24*
[Open consultations | Newport City Council](#)
- 10.2 Newport City Council: Draft Air Quality Action Plan – *closing date: 19/07/24*
[Open consultations | Newport City Council](#)

11 POLICIES, PROCEDURES & STATEMENTS

- 11.1 To consider proposed amendments to a new policy: ‘Protocol for individuals wishing to run activities on Penhow Playing Fields’ (*refers AM 010524 Min No 9.3*)
- 11.2 To consider new policies for the following:
- a. Disciplinary & Grievance Policy
 - b. Health & Safety Policy
 - c. Equality & Diversity Policy
 - d. Information & Data Protection Policy
 - e. Safeguarding Policy (*Children & Vulnerable Adults*)
 - f. Unacceptable Actions by Individuals

12 D-DAY 80 COMMEMORATION

- 12.1 To receive feedback on the preparations and agree any actions required.

13 ASSETS

- 13.1 To consider replacement of the notice board on Greenmeadow Drive (adjacent to the bus shelter).
- 13.2 To note the ownership and responsibility for the bus shelters on the A48 and consider removal of two bus shelters from the Council’s asset list. (*refers AM 010524 Min No 10.6*)

14 VILLAGE MATTERS

- 14.1 To consider dog waste bag dispensers in the Park/Playing Fields, and agree any actions
- 14.2 To receive an update on, and consider the Bottle Bank

15 REPORTS

- 15.1 To receive report/s from City Councillors and agree any actions
- 15.2 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)
 - e To receive feedback on any other areas of responsibility

16 DATE OF THE NEXT MEETING

- 16.1 To affirm the day, date, time and venue of the next Ordinary Meeting
Wednesday 3rd July 2024 7.15pm at St John’s Hall.