



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 6th November 2024 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)

31st October 2024

2024/
2025

AGENDA

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 formally welcome and appoint a new Co-opted Councillor.
- 1.3 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 Ordinary Meeting held 2ND October 2024

4 FINANCE - GOVERNANCE

- 4.1 To approve the Bank Reconciliation as of 31st October 2024.
- 4.2 To approve payments made for October and due in November 2024
- 4.3 To note and accept the NJC pay increases for the financial year 2024/2025 as from 1st April 2024.

5 CORRESPONDENCE

- 5.1 To note that miscellaneous correspondence was forwarded to Members, as appropriate, for information purposes.

6 PLANNING

- 6.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))
 - a **24/0524** - Land North Of Rock Cottage Arcade Road Penhow – Conversion of building into residential use to include a small side extension, construction of detached domestic stable block, standalone bat house and associated works including landscaping, formation of a small domestic garden , improvements to access and provision of two parking spaces.

- 6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](https://newport.gov.uk)
- 7 GRANT FUNDING**
- 7.1 To consider grant application from the Village Shop (*refers OM 04/09/24 Min No. 54.2.f*)
- 8 POLICIES, PROCEDURES & STATEMENTS**
- 8.1 To note receipt of new/updated Model Financial Regulations, and consider adoption.
- 8.2 To consider need for a Social Media Policy following completion of the council's 'Digital Maturity of Community and Town Council's Self-Assessment'
- 9 VILLAGE MATTERS**
- 9.1 To confirm siting of two Christmas Trees, and agree purchase and installation
- 9.2 Other items of concern within the Village – for information only.
- 9 COMMUNITY EVENTS**
- 9.1 To consider requirements for Remembrance November 2024 and agree any actions required.
- 9.2 To consider events for Christmas 2024 and agree any actions.
- 9.3 To consider Family Fun Day 7th June 2024 and agree any actions required.
- 10 INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT 2025/2026**
- 10.1 To receive and note the IRPW's draft annual report for 2025/2026
- 11 ANNUAL REPORT 2023/2024**
- 11.1 To receive and adopt the draft Annual Report for the year 2023/2024.
- 12 ROSPA PLAY PARK RISK ASSESSMENT REPORT**
- 12.1 To consider the ROSPA Risk Assessment Report on the Playing Field and Play Park and agree any actions required.
- 13 REPORTS**
- 13.1 To receive report/s from City Councillors and agree any actions
- 13.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
- a Community Liaison (*lead Cllr Wagstaff*)
- b Green Spaces (*lead Cllr Weekes*) including:
- i. Feedback on the Keep Wales Tidy Top-Up package in respect of 'Local Places for Nature Garden'.
- ii. Feedback on the BUPA Foundation Green Community Grant and agree any actions required.
- c Recreation Grounds and Street Furnishings (*lead Cllrs Wagstaff & Jones*) including:
- i. Broken cradle swing seat
- ii. Gate at bottom end of Playing Field (*refers OM 04/09/24 Min No 59.2*)
- iii. Access to Playing Field from adjacent properties
- d St John's Hall (*lead Cllr Jones*)
- e To receive feedback on any other areas of responsibility
- 13.3 To receive a report from the Clerk
- 14 BUDGET FOR THE FINANCIAL YEAR 2025/2026**
- 14.1 To consider Council's Budget requirements for the financial year 2025/2026
- 15 DATE OF THE NEXT MEETING**
- 15.1 To affirm the day, date, time, and venue of the next Ordinary Meeting:
Wednesday 4th December 2024 7.15pm at St John's Hall.