



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 **Thursday 15th 2025 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

9th May 2024

2025/
2026

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) *(Timings must be strictly adhered to)*

ANNUAL MEETING

1 ANNOUNCEMENTS

- 1.1 To receive apologies for absence

2 ELECTION OF CHAIR

- 2.1 To elect a Chair for the year 2025/2026
- 2.2 Chair to sign Declaration of Acceptance of Office

3 ELECTION OF VICE-CHAIR

- 3.1 To elect a Vice Chair for the year 2025/2026

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

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

5 MINUTES OF THE LAST ANNUAL MEETING

- 5.1 To note that the minutes of the last Annual Meeting held 1st May 2023 were adopted at the OM 5/6/24 Min No 21.1

6 REPORTS

- 6.1 To receive a report from the Chair for term of office 2024/2025 Cllr John Wagstaff
- 6.1 To note that the Council's Annual Report for 2024/2025 is currently being drafted and will be presented to Full Council at the earliest opportunity for adoption and publication by September 2025.

7 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 7.1 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*)

8 EXTERNAL BODIES, ORGANISATIONS AND AREAS OF RESPONSIBILITY

- 8.1 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

- 8.2 To agree arrangements for reporting back to Full Council.

9 GENERAL POWER OF COMPETENCE

- 9.1 To note that Council does not meet the eligibility criteria for the use of the General Power of Competence.

10 POLICIES, PROCEDURES & STATEMENTS [Policies | Penhow Community Council](#)

- 10.1 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 Safeguarding Policy (*Children & vulnerable adults*)
- k Training Plan
- l Unacceptable Actions by Individuals

- 10.2 To review and consider draft policies

- a Complaint Policy
- b Disciplinary & Grievance Policy
- c Equality & Diversity Policy
- d Health & Safety Policy
- e Information & Data Protection Policy

- 10.3 To adopt risk policy statements and consequential risk management arrangements

11 FINANCE - GOVERNANCE

- 11.1 To review of End of Year Accounts for 2024-2025, together with the review of Section 137 expenditure
- 11.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at National Westminster Bank plc
- 11.3 To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically
- 11.4 To adopt the Annual Investment Strategy for the year 2025/2026
- 11.5 To note that the Independent Remuneration Panel For Wales Annual Report in respect of Community Councils was adopted (OM 05/03/25 Min No 1550) and agreement made in respect of allowances.
- 11.6 To consider a sub budget 'Civic Allowance' of £500 be created from the existing 'Other Miscellaneous' budget of £5000, in respect of miscellaneous expenditure on the production of a vat receipt.
- 11.7 To review the inventory of land and other assets
- 11.8 To review Insurance cover arrangements in respect of all insured risks
 - a. To consider renewal of Ansvar Insurance for 2025/2026 at a cost of £598.37

- 11.9 To review and agree Council's and/or staff subscriptions to other bodies and other regular commitments.
- 12 MEETINGS**
- 12.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.
- 12.2 To confirm the date of the Next Ordinary Meeting
- ORDINARY MEETING**
- 13 MINUTES OF THE LAST ORDINARY MEETING**
- 13.1 To approve the minutes of the last Ordinary Meeting held on 2nd April 2025.
- 14 FINANCE**
- 14.1 To approve the Bank Reconciliation as at 30th April 2025.
- 14.2 To approve payments due for April/May 2025
- 15 CORRESPONDENCE**
- 15.1 To note that miscellaneous correspondence has been emailed direct to Members as appropriate for information purposes
- 16 PLANNING**
- 16.1 View and consider applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))
- a **25/0273:** Construction of outdoor manege – New Holding, Chapel Lane, Llandevaud NP18 2AF
- 16.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](http://Weekly List (newport.gov.uk))
- 17 PLAYING FIELD & PLAY AREA**
- 17.1 To note that the Annual Inspection of the playing field and play area, by RoSPA is scheduled for June 2025 at the cost of £80 per area.
- 18 REPORTS**
- 18.1 To receive report/s from City Councillors and agree any actions
- 18.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
- a Community Liaison (Cllr Wagstaff)
- b Green Spaces – including:
- i. to receive and consider quotations for Lectern style Notice Board for erection within the Playing Field in respect of the BUPA Grant monies.
- ii. to receive and consider quotation for spraying weeds along paths and entrance ways to Playing Field.
- iii. to consider an offer of a two year old 'Walnut' sapling for planting in the Playing Field.
- c Recreation Grounds and Street Furnishings (Cllrs Wagstaff & Jones) – including:
- i. To consider request to access rear of private property from Playing Field
- ii. To receive and consider quote from ALS Penhow for repairs or replacement of Play Park fence.
- d St John's Hall (Cllr Jones)
- 18.3 To receive feedback on preparations for the Family Fun Day event and agree any actions
- 19 EXCLUSION OF PRESS AND PUBLIC**
- 19.1 To consider the Exclusion of Press and Public [by virtue of The Public Bodies (Admission to Meetings) Act 1960] from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 20 PERSONNEL RELATED ISSUES**
- 20.1 To approve and issue the clerk with an employment contract in line with legislation.
- 20.2 To note that an Annual Staff Appraisal had been completed.
- 21 DATE OF THE NEXT MEETING**
- 21.1 To affirm the day, date, time and venue of the next Ordinary Meeting