



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

www.penhowcommunity.org

Dear Councillor

You are hereby **summoned** to attend an **Ordinary Meeting** of **Penhow Community Council** held in **St. John's Hall, Penhow** on **Wednesday 1st April at 7.15pm.**

Councillors attend this meeting under the provisions of the Community Council's Code of Conduct.

Any Resident or Councillor requiring access to the meeting remotely should contact the clerk no later than close of business on Monday 30th March 2026 to request a link to the meeting.

Beverly Cawley,
Clerk to the Council
(07785 747 762)

26th March 2026

2025/
2026

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

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 Ordinary Meeting held 4th March 2026

4 FINANCE

- 4.1 To approve the Bank Reconciliation as of 31st March 2026.
4.2 To note payments made in March 2026 and approve those due in April 2026
4.3 To note the position of the council's budget against its actual figures for the financial year 2025/2026 as at the close of business (and End of Year) on the 31st March 2025.

5 CORRESPONDENCE

- 5.1 To note that miscellaneous correspondence has been sent 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))
6.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](http://Weekly List (newport.gov.uk))
a. 26/0197 – Penhow Film Studios, Old Turnpike Road, Llanvaches – Change of Use to Commercial Dog Walking Field and associated works.

7 NEWPORT CITY COUNCIL - WARD MATTERS

- 7.1 To receive report/s from City Councillors and agree any actions

8 INTERNAL & EXTERNAL AUDIT

- 8.1 To note that the external audit paperwork has been received with the return requiring Council approval by end of June 2026.

- 8.2 To consider the appointment of an Internal Auditor for the financial year 2025/2026.
- 9 INFORMATION TECHNOLOGY – lead Cllr Bryn Harries**
- 9.1 To receive an update from Cllr Harries in respect of Council’s requirements to update/improve IT systems and provide Councillors with dedicated email addresses and agree any actions required.
(deferred OM 4/3/26 Min No.170.1)
- 10 VILLAGE MATTERS**
- 10.1 Items of concern within the Village – For information only.
- 11 COMMUNITY EVENTS**
- 11.1 Summer Fun Day – Saturday 6th June 2026,
To receive an update on preparations and agree any additional needs and any further actions required.
- 12 REPORTS**
- 12.1 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 Pedder)*
 - c. Recreation Grounds and Street Furnishings *(lead Cllrs Wagstaff & Jones)*
 - d. St John’s Hall *(lead Cllr Jones)*
 - e. 1st Wentwood Scouts *(lead Cllr Harries)*
 - f. To receive feedback on any other areas of responsibility.
- 12.2 To receive a report from the Clerk
- 13 DATE OF THE NEXT MEETING**
- 13.1 To Confirm the date of the next Ordinary Meeting: Wednesday 6th May 2026 at 7.15pm at St John’s Hall.