



PENHOW COMMUNITY COUNCIL

clerk@penhowcommunity.org

www.penhowcommunity.org

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 6th May 2026 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 (07785747762)

29th April 2026

2026/
2027

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 2026/2027
- 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 2026/2027

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 15th May 2025 were adopted at the OM 4/6/25 Min No 25.1

6 REPORTS

- 6.1 To receive a report from the Chair for term of office 2025/2026 Cllr John Wagstaff
- 6.1 To note that the Council's Annual Report for 2025/2026 is currently being drafted and will be presented to Full Council at the earliest opportunity for adoption and publication by September 2026.

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)*
 - d. 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 or note 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. Penhow Village Shop
- h. Local Access Forum
- i. 1st Wentwood Scouts
- j. Langstone Primary School
- k. 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 Community Good Causes Donations and Grant Criteria & Application Form
- d Complaints Policy
- e Disciplinary & Grievance Policy
- f Equality & Diversity Policy
- g Environment (Wales) Act 2016 Part 1 – Section 6 – The Biodiversity and Resilience of Ecosystems Duty Report 2022
- h Financial Regulations
- i Freedom of Information Procedure
- j General Privacy Statement
- k Green Spaces Statement
- l Health & Safety Policy
- m Information & Data Protection Policy
- n Playing Field Key Protocol & Information for residents and all who use the field
- o Publication Scheme
- p Safeguarding Policy (*Children & vulnerable adults*)
- q Standing Orders
- r Training Plan
- s Unacceptable Actions by Individuals

10.2 To consider and adopt New Policies, Procedures & Statements:

- i. Internal Control Policy and Statement of Internal Control
- ii. Annual Review of Effectiveness of Internal Control.

10.3 To review and adopt the 'General Risk Assessment & Risk Assessment Schedule.

11 FINANCE - GOVERNANCE

11.1 To review of End of Year Accounts for 2025-2026, 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 2026/2027

11.5 To note that the Annual Remuneration Report 2026/2027 (final version) had been received from the Democracy & Boundary Commission for Wales (OM 04/03/26 Min No 165.2).

- i. To note mandatory payments to Community Councillors, and the option for individual Councillors to opt out from receiving payment.

- ii. To resolve whether to adopt (or not) non-mandatory determinations contained within the report affecting Community Councils.
 - iii. To agree when and how the payments are made, and at what intervals
 - iv. How to recover any payments made to a member who leaves their role during the financial year.
- 11.6 To review the inventory of land and other assets
- 11.7 To review Insurance cover arrangements in respect of all insured risks
 - a. To consider renewal of Ansvar Insurance for 2026/2027 at a cost of £679.76 (or £631.93 if taken out on a 3 year Long Term Undertaking).
- 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.

ORDINARY MEETING

13 MINUTES OF THE LAST ORDINARY MEETING

- 13.1 To approve the minutes of the last Ordinary Meeting held on 1st April 2026.

14 FINANCE

- 14.1 To approve the Bank Reconciliation as at 30th April 2026.
- 14.2 To note payments made in April 2026 and approve those due in May 2026

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 \(newport.gov.uk\)](https://www.newport.gov.uk/simple-search)
 - a *No applications received at time of publication.*
- 16.2 To note Newport City Council weekly new and decided planning lists. [Weekly List \(newport.gov.uk\)](https://www.newport.gov.uk/weekly-list)

17 NEWPORT CITY COUNCIL - WARD MATTERS

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

18 INFORMATION TECHNOLOGY – lead Cllr Bryn Harries

- 18.1 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 March & April Ordinary Meetings)*

19 VILLAGE MATTERS

- 19.1 Items of concern within the Village – For information only. Including:
 - i. Potholes
 - ii. Litter Bins
 - iii. Repeater Speed Signs on the A48

20 REPORTS

- 20.1 To receive report/s from City Councillors and agree any actions
- 20.2 To receive reports from Councillors on areas of responsibilities, and agree any actions required.
 - a Community Liaison (Cllr Wagstaff)
 - b Green Spaces (Cllr Pedder):
 - c Recreation Grounds and Street Furnishings (Cllrs Wagstaff & Jones)
 - d St John's Hall (Cllr Jones)
 - e 1st Wentwood Scouts (Cllr Harries)
 - f Penhow Village Shop (Cllr Pedder)
 - g Other
- 20.3 To receive report from the Clerk and agree any actions required.

21 DATE OF THE NEXT MEETING

- 21.1 To affirm the day, date, time and venue of the next Ordinary Meeting