

# REDWICK COMMUNITY COUNCIL

[www.redwickcc.org](http://www.redwickcc.org)

[redwickcc@outlook.com](mailto:redwickcc@outlook.com)

Dear Councillor

You are hereby **summoned** to attend an **Ordinary meeting of Redwick Community Council** to be held in the **Village Hall** on **Thursday 23rd May 2024 at 7pm** followed by its **Annual Meeting**, 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

17th May 2024

## AGENDA

### Open Forum

Public Open Forum (*members of the public should be mindful of the Council's standing orders numbers 3.d - k*)

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## ORDINARY MEETING:

- 1 Chair's Announcements**
  - 1.1 To receive apologies for absence from Councillors
- 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**
  - 3.1 To adopt the minutes of the Ordinary Meeting held on Tuesday 19th March 2023
- 4 Finance**
  - 4.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 15th April 2024.
  - 4.2 To note and accept/ratify list of payments made prior to Year End at 31/03/24.
  - 4.3 To note and accept list of payments made in new financial year (for April/May 2024)

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4.4 To note and consider invitation from One Voice Wales to renew membership for the year 2024/2025 at the cost of £33

4.5 To consider closure of the Council's savings account and transfer of the funds to the Council's Current account.

## 5 Correspondence

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

## 6 Planning

6.1 View applications at [Simple Search \(newport.gov.uk\)](http://Simple Search (newport.gov.uk))

6.1.a **24/0225:** Agricultural shed for the storage of fodder and agricultural machinery and associated access – Land South West of Booker Distribution Centre, Queensway, Llanwern, Newport.

6.1.b **24/0252:** Two storey side extension, single storey rear extension and front canopy/porch – Chantilly, South Row, Redwick, Newport

6.1.c **24/0261:** Conversion of an existing garage and first floor extension above – Oak Cottage, North Row, Redwick, Newport

6.1.d **24/0303:** Minor alterations to the existing dwelling including insertion of sliding doors and new/replacement windows and associated internal works (resubmission of 24/0060) – The Coach House, South Row, Redwick Newport

6.2 To note Newport City Council weekly new and decided planning lists as forwarded to Councillors.

[Weekly List \(newport.gov.uk\)](http://Weekly List (newport.gov.uk))

## 7 Future of the Redwick Community Council

7.1 To receive an update from Cllr Jarrett on the disbandment of the Community Council

7.2 To consider and agree the transfer of the Community Council's assets to the new 'Redwick Community Group', and agree any actions required.

7.3 To consider transferring the management of the Community Fund ('Community Share' monies from the Turbines) to the new 'Redwick Community Group', with immediate effect, and the transfer of the Community Fund balance to the new Redwick Community Group.

7.4 To consider and agree any other actions required in respect of the disbandment

## 8 Audit

8.1 To note that following the close down of financial year ending 31/03/24 the internal auditor was sent the relevant documentation to undertake the internal audit.

8.2 To receive and adopt the Internal Audit Report for year ended 31/03/2024 and consider any recommendations

## 9 Annual Governance and Accounts Report

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- 9.1 To receive Annual Accounts Report for the Year Ended 31 March 2024
- 9.2 To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2024
- 9.3 To approve Annual Accounts and Annual Governance Statement for submission to Wales Audit Office by 30.06.2024
- 9.4 Chair to sign the Annual Return and Annual Governance Statement

## 10 Road Races

- 10.1 To receive an update from Cllr Jarrett on the cancellation of the Caldicot Choir Road Race Event.

## 11 Consultations

- 11.1 Newport City Council – Local Flood Risk Management Strategy - closing date: 05-/07/24  
[Have your say on our flood risk plans | Newport City Council](#)

## ANNUAL MEETING:

### 1 ELECTION OF CHAIR

- 1.1 To elect a Chair for the year 2024/2025
- 2.1.a Chair to sign Declaration of Acceptance of Office

### 2 ELECTION OF VICE-CHAIR

- 2.1 To elect a Vice Chair for the year 2024/2025

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

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

### 4 OUTGOING CHAIR'S REPORT

- 4.1 To receive and note the Outgoing Chair's Report for 2023/2024

### 5 MINUTES OF THE LAST ANNUAL MEETING

- 5.1 To note that the minutes of the last Annual Meeting held 11th May 2023 were adopted at the Ordinary Meeting held on 27<sup>th</sup> July 2023 Min No 22.2

### 6 INTERNAL COMMITTEES, TERMS OF REFERENCE AND DISCHARGE OF FUNCTIONS

- 6.1 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*)

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## **7 EXTERNAL BODIES AND ORGANISATIONS**

- 7.1 To appoint representatives to external bodies:
- a. Village Hall committee
  - b. History Society
  - c. One Voice Wales
  - d. Newport City Council Community Council Focus Group
  - e. Any other local groups
- 7.2 To agree arrangements for reporting back to Full Council.

## **8 POLICIES, PROCEDURES & STATEMENTS**

- 8.1 To review and adopt the following Council Policies and Statements.
- Code of Conduct
  - Disciplinary & Grievance Policy
  - Equality & Diversity Policy
  - Financial Regulations
  - Freedom of Information Procedure
  - General Privacy Notice
  - Health & Safety Policy
  - Information & Data Protection Policy
  - Publication Scheme
  - Standing Orders
  - Unacceptable Actions by Individuals
- 8.5 To adopt risk policy statements and consequential risk management arrangements

## **9 FINANCE**

- 9.1 To review of End of Year Accounts for 2023-2024, together with the review of Section 137 expenditure
- 9.2 To consider and agree signing authority with regards to the Community Councils Banking requirements at Lloyds Bank plc
- 9.3 To nominate a Councillor (independent of cheque signing process) to review monthly bank reconciliations periodically
- 9.4 To adopt the Annual Investment Strategy for the year 2024/2025 as at 31/03/24
- 9.5 To review and adopt part or all of the Independent Remuneration Panel For Wales Annual Report in respect of Community Councils
- 9.6 To review the inventory of land and other assets
- 9.7 To review Insurance cover arrangements in respect of all insured risks.
- 9.7.a To consider renewal cost for 2024/2025 insurance premium of £257.60 due 1/6/24
- 9.8 To review Council's and/or staff subscriptions to other bodies

## **10 MEETINGS**

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- 10.1 To determine the time and place of Ordinary Meetings of the Council up to and including the next annual meeting of the Council.
- 10.2 To confirm the date of the Next Ordinary Meeting