



Dear Members

You are summoned to attend the following meeting:

Langstone Community Council Policy and Finance Committee

Tuesday 14/10 2025 at 19:00 PM

The meeting will commence at 19:00 at Llandeud Community Hall, off Chepstow Road, Llandeud, Newport, NP18 2AA

Members of the Council, members of the press and the public may attend in person.

The meeting will also take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

Members of the Council, wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the video conference.

Agenda

To: Councillors: R Bevan, S Davies, R Lewis, B Newport, I Riley, B Sheppard, J Smith.

For meetings of the committee, the Quorum shall be at least a third of the total membership.

PF25/012 Apologies for Absence

To receive any apologies for absence from members

Apologies must be submitted in advance by the Member concerned.

(Members are reminded that failure to attend at least one relevant meeting within six months will result in automatic disqualification from holding office unless the absence is approved)

PF25/013 Declarations of Interest

Members are asked to declare any personal and/or prejudicial interests they may have to give details of the nature of the interest.

Minutes

PF25/014 Minutes: of the meeting held 09/09/25

- i. To receive and, if approved, confirm the above minutes. (*The Chair will be asked to sign and initial the minutes of the above meetings in accordance with the Local Government Act 1972, Schedule 12, and paragraph 41.*)
- ii. To discuss matters arising

PF25/015 HR and Staffing:

- i. Update on staffing matters to approve any:
 - a. Overtime
 - b. Expenses
 - c. Annual leave requests

PF25/016 Finance

- i. To formally approve any expenditure and expenses

Payment Method	Payee	Reference	Ammount
BACS	Anthony Bird	Clerks Wage (October)	£563.91
BACS	Anthony Bird	Expenses (printer ink and paper)	£48.99
S/O	Storage Giant Newport	Storage (October)	£104.60
S/O	Rombourne	Virtual office (October)	£43.26
DD	NCC	Park Maintenance Q2	£284.05
S/O DD	Microshade	Web hosting (August September)	£61.01

- ii. To Consider any grant applications received
 1. Langstone Ladies Friendship Group- £300

- iii. To receive update on audit process
- iv. Insurance Update
- v. Financial Monitoring Q2 Cashbook and Bank Reconciliation
- vi. Budget review q1 and q2
- vii. Budget 2026/2027 to discuss priorities and direction for the Clerk.

PF25/017 Policy Updates:

- i. Financial Regulations
 - a. Contract Standing Orders
 - b. Clerks Delegated Powers

	Policy	Date Reviewed	#
1	Contact Sheet	08/07/25	
2	Standing Orders	27/05/25	x
3	Financial regulations	09/09/25	
4	Contract Standing Orders	09/09/25	
5	Clerks Delegated Powers	09/09/25	
6	Committee Structure and Terms of Reference	10/06/25	x
7	Complaints Policy	09/09/25	X
8	Request for Information policy	09/09/25	X
9	Planning Policy	09/09/25	X
10	Recruitment Policy	09/09/25	X
11	Equality, Diversity and Inclusivity Policy	09/09/25	X
12	Grievance Policy	09/09/25	X
13	Discipline Policy	09/09/25	X
14	Protocol Hearings by Staff Disciplinary Committee	09/09/25	X
15	Code of Conduct	27/05/25	X
16	Data protection and GDPR Policy		
17	Model Publication Scheme		
18	Management of Records		
19	Social Media Policy		

20	Co-option Policy		
21	Dignity at Work Policy		
22	Grants and Awards Policy		
23	Model Local Resolution Protocol		
24	Health and Safety Policy		
25	Good Councillors Guide	09/09/25	X
26	Well Being Policy		
27	Shared Charter with NCC		
28	Biodiversity Plan	27/05/25	x
29	Armed Forces Community Covenant		
30	Annual Report		
31	Training Plan		

Anthony Bird

*Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)
Langstone Community Council/Cyngor Cymuned Langstone*

30 June 2025

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