



## **Langstone Community Council Policy and Finance Committee**

Minutes of the meeting Tuesday 09/09 2025 at 19:00 PM

Present Committee Members: Councillors: R Bevan, S Davies, B Newport, I Riley.

Also Present: Councillors J Bryant, J Humphries, L Humphries, S Voyle and 4 members of the public.

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

### **PF25/006 Apologies for Absence**

Members received apologies from Cllr B Sheppard, R Lewis, J Smith

### **PF25/007 Declarations of Interest**

No Interests were declared

### **Minutes**

**PF25/008 Minutes:** Members agreed the minutes of the previous meeting with no matters arising.

### **PF25/009 HR and Staffing:**

- i. Members received and Update on staffing matters and noted:
  - a. Overtime- No request for overtime was submitted, however members were advised of upcoming busy periods across Oct/Nov.
  - b. Expenses- No expenses were submitted
  - c. Annual leave requests- No Annual leave requests were submitted
- ii. Quarterly performance review of Clerk: members conducted review of the Clerks q1 performance, with assessments based on Job Knowledge and Competency, Accuracy in Financial Tasks, Policy Compliance and Updates, Communication and Reporting, Initiative and Problem solving,

collaboration and teamwork, and alignment with council values. With the clerk scoring an average of 4-5 in all areas. Future targets were identified- being: quicker turnaround for payments and more comprehensive spend vs budget finance reporting, and future training with cilca qualification to be looked at in the new year.

## **PF25/010 Finance**

- i. Members agreed to pay the following

2.

Payment Method	Payee	Reference	Ammount
BACS	Anthony Bird	Clerks Wage (September)	£563.91
S/O	Storage Giant Newport	Storage (September)	£104.60
S/O	Rombourne	Virtual office (August/September )	£43.26
BACS	Vision ICT	ICT Support (August/September )	
S/O DD	Microshade	Web hosting (August September)	£61.01
BACS	Pearls Party Props and Prints	LCC Centenary Party in the Park expenses and Organisation	£735
BACS	Cllr Sharon Davies	Expenses (thank you gifts)	£25.50

- i. No Grant applications were received
- ii. The Clerk had no new information on the Audit Process.
- iii. Members received and noted the Q1 financial data and agreed it as a true and accurate representation of the councils financial state. Members asked questions relating to expenses incurred for SLCC membership, ongoing staff costs, and payments made for hall bookings (which are paid until May 2026)

**PF25/011 Policy Updates:**

- i. Financial Regulations- Members agreed to defer this item until the October meeting so the clerk could circulate the finished draft, which has now been signed off by the working group
- ii. Complaints Procedure- Members adopted the revised policy
- iii. Grievance Policy
- iv. Recruitment Policy
- v. Discipline Policy
- vi. Protocol for Staff Disciplinary Hearings
- vii. Equality and Diversity Policy
- viii. Request for Information Policy
- ix. Good Councillors Guide
- x. Planning Policy

	Policy	Date Reviewed	#
1	Contact Sheet	08/07/25	
2	Standing Orders	27/05/25	x
3	Financial regulations		
4	Contract Standing Orders		
5	Clerks Delegated Powers		
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		

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		x
24	Health and Safety Policy		
25	Good Councillors Guide		
26	Well Being Policy		
27	Shared Charter with NCC		
28	Biodiversity Plan	27/05/25	x
29	Armed Forces Community Covenant		
30	RCC Zero Racism Wales Charter		
31	Annual Report		
32	Training Plan		

*Anthony Bird*

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

*16 Sept 2025*

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