



Langstone Community Council Policy and Finance Committee

Minutes of the meeting Tuesday 14/10 2025 at 19:00 PM

Present Committee Members: Councillors: R Bevan, S Davies, B Newport, J Smith, B Sheppard.

Also Present: Cllr J Bryant, Cllr J Humphries, Cllr L Humphries, NCC Cllr W Routely, 2 members of the public

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

PF25/012 Apologies for Absence

Members received apologies from Cllr I Riley, R Lewis, S George

PF25/013 Declarations of Interest

No Interests were declared

Minutes

PF25/014 Minutes: Members agreed the minutes of the previous meeting with no matters arising.

PF25/015 HR and Staffing:

- i. Members received and Update on staffing matters and noted:
 - a. Overtime- Members agreed to up to 60 hours of overtime spread over October/ November to facilitate the additional time needed to formulate the 26/27 budget, to be paid on the November pay cycle
 - b. Expenses- £16.99 for Printer Ink, £15.68 for 2500 sheets of a4 paper and £10.85 for 500 sheets of a3 paper were agreed for reimbursement to the clerk

- c. Annual leave requests- No Annual leave requests were submitted however the Clerk advised members that he was considering booking annual leave during the December recess period

PF25/016 Finance

- i. Members agreed to pay the following

Payment Method	Payee	Reference	Ammount
BACS	Anthony Bird	Clerks Wage (October)	£563.91
BACS	Anthony Bird	Expenses (printer ink and paper	£43.52
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. Members agreed to award a grant of £300 to Langstone Ladies Friendship Group
- iii. The Clerk updated members that the statement of completed accounts had been posted along with the council's annual return statement as presented to Audit Wales .
- iv. Members noted new insurance arrangements on rolling contract with current supplier
- v. Members noted and accepted the Q2 itemised schedule of receipts and payments and bank reconciliations as accurate
- vi. Members noted the budget to actual spend ratio for the first half of the year and noted that generally while top heavy at the beginning of the financial year spend is about as expected, and projected spend seemed accurate
- vii. Members discussed upcoming budget, clerk to circulate draft ahead of next meeting reflecting spending priorities identified in the meeting,

including updates to reflect inflation, additional works to park for next year, and increases in NJC scales.

PF25/017Policy Updates:

- i. Members agreed the New financial regulations
 - a. Including 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	14/10/25	X
4	Contract Standing Orders	14/10/25	X
5	Clerks Delegated Powers	14/10/25	X
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

clerk@langstonecommunitycouncil.org.uk

tel/ ffôn: 07513414936