



# Langstone Community Council Policy and Finance Committee

## Minutes of the meeting Tuesday 11/11/ 2025 at 19:00 PM

Present Committee Members: Councillors: R Bevan, S Davies, B Newport, J Smith, B Sheppard,, R Lewis, S George I Riley (online)  
Also Present: Cllr S George, Cllr J Humphries, Cllr L Humphries, NCC Cllr W Routely, 12 members of the public

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

### **PF25/018 Apologies for Absence**

No Apologies received

### **PF25/019 Declarations of Interest**

No Interests were declared

### **Minutes**

**PF25/020 Minutes:** Members agreed the minutes of the previous meeting (14/10)with no matters arising.

### **PF25/021 HR and Staffing:**

- i. Members received and Update on staffing matters and noted:
  - a. Overtime- Members agreed to up to pay 62 hours of overtime spread over October/ November to facilitate the additional time needed to formulate the 26/27 budget, to be p-aid on the November pay cycle
  - b. Expenses- No expenses were submitted

- c. Annual leave requests- The council agreed the clerks annual leave request for the week commencing the 15th Dec, and that “office closure” for the christmas period would be 22nd Dec-4th Jan
- d. Staff Review- Members individual feedback to be collated, Long next cycle of performance goals include: The Clerk taking on social media and website duties, developing the annual report, taking council through financial tool kit and VAT, PAYE. it was also agreed that the Clerks probationary period was now over, and that the clerk suggested working 15 hours a week (up from 9) starting in the new financial year, the new working arrangements were agreed in principal with members to agree full details of hours and updated payscale at later date.

#### **PF25/022 Finance**

- i. Members agreed to pay the following

Payment Method	Payee	Reference	Amount
BACS	Anthony Bird	Clerks Wage (November)	£563.91
BACS	Anthony Bird	Clerks overtime Sept-Nov (62 hours)	£920.06
S/O	Storage Giant Newport	Storage (November)	£104.60
S/O	Rombourne	Virtual office (October)	£43.26
DD	NCC	Planters	£800.00
S/O DD	Microshade	Web hosting (november)	£61.01

- ii. Members agreed to award a grant of £1,400 to Langstone Village Hall for the installation and maintenance of a new external defibrillator for public use. Members were positive in merits of such an application especially when finding that ongoing costs of maintenance would be met by LVH, however members held concerns regarding the council's relationship with the hall and have asked the clerk to reach out to the LVH enquiring about its use for council purposes in the new municipal year.
- iii. Members deferred discussion of the budget until full council meeting

**PF25/023 Policy Updates:**

- i. No new policy updates were introduced,

	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*

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