



Langstone Community Council Policy and Finance Committee

Minutes of the meeting Tuesday 10/02/ 2026 at 19:00 PM

Present Committee Members: Councillors: R Bevan, S Davies, B Newport, J Smith, R Lewis, S George I Riley

Also Present: Cllr S George, Cllr J Humphries, Cllr L Humphries, NCC Cllr W Routely, 2 members of the public, Clerk to the Council A Bird

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

PF26/001 Apologies for Absence

Apologies received from Cllr B Sheppard and J Bryant

PF26/001 Declarations of Interest

No Interests were declared

Minutes

PF26/003 Minutes: Members agreed the minutes of the previous meeting (11/11) with no matters arising.

PF26/004 HR and Staffing:

- i. Members received and Update on staffing matters and noted:
 - a. Overtime- No request for overtime
 - b. Expenses- No expenses were submitted
 - c. Annual leave requests- The council agreed the clerks annual leave request for the dates 16 Feb-27 Feb with the return to work commencing 02- March

PF26/005 Finance

i. Members agreed to pay the following

Payment Method	Payee	Reference	Amount
BACS	Anthony Bird	Clerks Wage (February)	£563.91
S/O DD	Storage Giant Newport	Storage (feb)	£104.60
S/O DD	Rombourne	Virtual office (feb)	£43.26
S/O DD	Microshade	Web hosting (november)	£61.01
BACS	Newport Male Voice Choir	Christmas Concert Grant	£250
BACS	Langstone Church	Grant	£500
BACS	St Martins Church	Grant	£500
BACS	St Peters Church	Grant	£500

ii. Members heard grant applications from and the sum of £500 each for the following applicants

1. St Peter's Church, Llandevaud
2. St Martin's Church, Llanmartin
3. Langstone Church, Langstone

iii. Members also asked the clerk to prepare quarterly financial statements including cashbook and bank reconciliations as well as spend vs budget documentation for q3 for the next meeting

iv. Members also noted that the Clerk had been in touch with Audit Wales and would shortly be circulating information regarding the 22-25 audits (pending corrections and clarifications) and that the recommendations from Audit Wales would need to be formally voted on at the next meeting.

PF26/006 Policy Updates:

- i. The clerk introduced a new Data protection and GDPR policy, Model Publication Scheme, Health and Safety Policy, Social Media Policy, Co-option Policy, Dignity at Work Policy, Wellbeing Policy and Member-Officer Protocol. Members agreed to defer discussion until a later date

Anthony Bird

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