

JEFFREYSTON COMMUNITY COUNCIL

Interim Clerk/RFO: Marie Everall, Collinsford Cottage, Jeffreyston, Kilgetty SA68 0RX
jeffreystoncc@gmail.com

24th November 2025

Dear Members,

The MEETING of Jeffreyston Community Council will take place at Jeffreyston Village Hall on **MONDAY 1st December 2025 at 7.00 pm.** ALL Members of the Council are summoned to attend for the purpose of considering and resolving the business to be transacted as set out below. As per the provisions of the Local Government and Elections (Wales) Act 2021, members of the public are welcome to attend this meeting.

Yours sincerely,

Mrs M Everall

A/Clerk

1. **Chairs Welcome**
2. To note all present and approve / apologies for absence
3. Declarations of Personal/Prejudicial/Pecuniary Interest
4. To agree the Minutes of the previous meetings
 - (a) 2nd June 2025
 - (b) 3rd November 2025
5. Public Participation: Members of the public may ask questions or comment on Agenda items (Will not normally exceed 15 minutes in length)
6. **Matters arising from previous meetings:**
 - (a) HMRC Update
 - (b) Staffing Matters
7. **Planning Matters**
 - (a) Planning Application 25/0402/PA – Cresselly Cricket Club
Proposal: Change of use from an agricultural field to a second cricket pitch
Site Address: Cresselly Cricket Club, CRESSELLY, Kilgetty, Pembrokeshire, SA68
Decision: Conditionally Approved. Date Decided: 05-Nov-2025
 - (b) *To consider any urgent consultations received after publication of the November Agenda*
8. **Financial Matters**
 - (a) HSBC balance End of Nov (To be circulated prior to meeting)
 - (b) HSBC Bank Charges DD – 0.80p
 - (c) Approve Bank Reconciliation for October (To be circulated)
 - (d) Approve Receipts and Payments Report (To be circulated)
 - (e) Approve payments and to Note
 - i Hire of Church Hall – Invoice outstanding
 - ii Admin Costs – Reimbursement Cllr Everall - £82.20
 - iii Clerk's salary for November £202.40 – To note
 - iv Easy Web Sites DD £36.96 monthly – To note
 - (f) *To consider any urgent payment of invoices received after publication of the December Agenda*

- (g) To discuss a donation request from the **Urdd National Eisteddfod Ynys Môn 2026**
 - (h) To discuss a donation request from **Urdd Gobaith Cymru ‘Fund for All’ Appeal 2026**
 - (i) Update on 2023/24 and 2024/25 Audits
9. **Replacement Noticeboards**
Update
 10. **Play Park / Village Green Inspection Reports & Grass Cutting**
Update
 11. **Budget 2026/27**
To consider / approve the draft budget
To consider / approve the Draft Reserves Policy (Circulated 17/11)
 12. **Training**
 - (a) Update on attendance
 - (b) OVW Training List
 - (c) To consider / approve the Draft Training Plan – Option 1 (Circulated 20/10)
 - (d) To consider / approve the Draft Training Plan - Option 2 (Circulated 17/11)
 13. **Policy Approval**
 - (a) To consider the approval of the Draft Internal Financial Controls Policy (Circulated 18/11)
 14. **Risk Assessment 2025/26**
 - (a) To consider and approve the Risk Assessment for 2025/26 (Circulated 18/11)
 15. **Governance Matters**
 - (a) Approved and signed Minutes 2023 / 2024 / 2025
 - (b) Statutory Annual Report 2024/25
 - (c) Section 6 Environment Act (2016) Report due by the end of 2025
 - (d) Publication of Audit Notices
 - (e) Update Asset Register / Insurance Policy
 16. **Highway Matters**
 - (a) Surface Dressing Programme 2026 – Temp Road Closures
 17. **Correspondence**
 - List circulated prior to meeting (up to 24.11.25)
 - Easy Web Sites – Server Issues resulted in files uploaded in previous 7 days were lost (November Minutes)
 18. **Update from County Councillor Vanessa Thomas**
 19. **Update from PCSO (Emma Hayward)**
 20. **Community Update**
 21. **Minor Matters** (Discussion – no decisions) **Items for January Agenda**
 22. **Approve date of the next meeting**
Monday 5th January 2026 at Jeffreyston Church Hall (To be confirmed)

Jeffreyston Community Council Meetings are regulated by its’ Standing Orders