

JEFFREYSTON COMMUNITY COUNCIL

Interim Clerk: Helen McLeod-Baikie, Carew Mountain, Cresselly Tel: 01646 651465
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29th September 2025

Dear Members,

The MEETING of Jeffreyston Community Council will take place at Jeffreyston Church Hall on **MONDAY the 6th October 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 H McLeod-Baikie

Mrs H McLeod-Baikie – A/Proper Officer

1. Chairs Welcome

2. To Note all present and approve any apologies for absence
3. Declaration of Personal/Prejudicial/Pecuniary Interest
4. To agree the Minutes of previous meetings
 - (a) 2nd June 2025 (Awaiting Amendments)
 - (b) 8th September 2025
5. Public Participation: Members of the public may ask questions or make comments on Agenda items. (Will not normally exceed 15 minutes in length)

6. Matters arising from previous minutes

- (a) Risk Assessment 25/26
- (b) Update Asset Register / Insurance Policy
- (c) HMRC Update
- (d) 2024/25 Audit Update
- (e) Staff Update – if any

7. Planning Matters

Planning applications to be considered at the meeting can be viewed online by visiting the relevant planning authority's website, using the reference stated on the agenda

(a) To consider any urgent consultations received after publication of October Agenda

8. Financial Matters

- (a) HSBC Bank Balance @ 01.10.2025
- (b) To approve Bank Reconciliation for August and Sept (To be circulated prior to meeting)
To approve Receipts and Payments Report 01.08. – 01.10. (To be circulated prior to meeting)
- (c) Postal Costs £9.80 (C.C V Thomas - Approved Sept 2025) Cheque required
- (d) Clerk's Salary Sept £202.40 – To note
- (e) Easy Website DD Oct £36.96 – To note
- (f) HSBC Bank Charges Aug - £1.20 – To note
- (g) Hire of Church Hall – Invoice Pending
- (h) Requests for donations / small grant application
- (i) Councillor's Allowances 2024/25 – Nil Return Submitted 24/09 – To note
Councillor's Allowances 2025/26 – Forms outstanding – To action
- (j) *To consider any urgent payment of invoices received after publication of the October Agenda*

9. To discuss Noticeboards and receive update on replacements
10. To approve updated Financial Regulations 2025 (Circulated 22/9)
11. To approve a Freedom of Information Publication Scheme for the Community Council (Circulated 22/9)
12. To discuss Play Area Inspection Reports and receive update on 2026/27 Grass Cutting / Inspection Reports / Play Area Maintenance (Report Circulated 26/09)
13. To receive feedback on recent OVW training courses and discuss the Training Plan
14. To discuss the council's Biodiversity Plan and explore options available and consider setting up a working group
15. To commence discussion on the 2026/27 Budget in preparation for the next precept submission in Jan/Feb 2026
16. **Highway Matters**
17. **Correspondence** (List circulated – 15/9)
18. **Update** from County Councillor Vanessa Thomas
19. **Update** from PCSO Emma Hayward
20. **Community Update**
 - (a) Consider forming a working party for community engagements and events
21. **Minor Matters** (Discussion only – No decisions taken)
Items for November Agenda – Approved and Signed Minutes 2023 – 2025
Remembrance Sunday – Replacement Poppy Wreath / RBL Donation
22. To approve date of next meeting
Monday 3rd November 2025 – 7.00 pm at Jeffreyton Church Hall (To be confirmed)
 - *Please note that audio or video recordings of full council meetings is not permitted without the council's prior written consent*
 - *Jeffreyton Community Council meetings are regulated by its' Standing Orders*