



Dear Members

You are summoned to attend the following meeting:

Annual Meeting of Langstone Community Council

Tuesday 12 May 2026 at 19:00 PM

The meeting will commence at 19:00 at Llandevaud Community Hall, off Chepstow Road, Llandevaud, Newport, NP18 2AA

Members of the Council, members of the press and the public may attend in person.

The meeting will also take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

Members of the Council, wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the video conference.

Agenda

To: Councillors: R Bevan, J Bryant, S Davies, S George, J Humphries, L Humphries, R Lewis, B Newport, I Riley, B Sheppard, J Smith, S Voyle.

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

The outgoing Chairperson, Councillor Sharon Davies, will chair the opening of the meeting pending the election of a new Chairperson.

2627/001: Election of Chair and Vice-Chair of the Council, Declarations of Acceptance of Office

- a. Nominations for Chair of the Council
 - i. Nominations are invited for the role of Chair of the Council.
- b. Nominations for Vice Chair of the Council

- i. Nominations are invited for the role of Vice Chair of the Council.
- c. Declarations of Acceptance of Office
 - i. It is recommended that the Chair signs the declaration of acceptance of office in the presence of the Proper Officer before the next meeting of the Council.

2627/002 Apologies for Absence

To receive any apologies for absence from members

Apologies must be submitted in advance by the Member concerned.

(Members are reminded that failure to attend at least one relevant meeting within six months will result in automatic disqualification from holding office unless the absence is approved)

2627/003 Declarations of Interest

Members are asked to declare any personal and/or prejudicial interests they may have to give details of the nature of the interest.

2627/004 Chairs Address/ Annual Report to Council

To receive an address from the Chair on their time in office and of the last municipal year

2627/005 Ex Officio Members of the Council

To appoint the Chair and Vice Chair of the council to serve as ex-officio members (with normal voting rights) on all Council Committees and Sub-committees during their term of office.

2627/006 Review of the Terms of References, Membership and Chairmanship of Committees.

- a. Terms of Reference of Committees
 - i. To review the attached terms of reference for committees, including any delegated powers.
- b. Appointment of Members to serve on Council Committees and other Groups. To nominate and appoint members to serve on the Council's Committees, as follows:-

- i. Policy and Finance Committee (5 members)
- ii. Amenities and Events Committee (5 members)
- iii. HR, Staffing and Complaints Committee (ad hoc)

(Ex Officio members will also sit on each committee)

For meetings of Full Council the Quorum shall be at least a third of the total membership.

For all other committee and sub-committee meetings, the quorum shall be 3.

The chair of council will also direct the formation of any working group subject to the needs of the council.

- c. To Appoint Chairship of Each Committee
- d. To note that all committees and structure of the council will be under review by the full council and may be subject to change throughout the year.

2627/007 Review of Policy Arrangements for Council

Policy
Contact Sheet
Standing Orders
Financial regulations
Committee Structure and Terms of Reference
Complaints Policy
Request for Information policy
Planning Policy
Recruitment Policy
Equality, Diversity and Inclusivity Policy
Grievance Policy
Discipline Policy
Protocol Hearings by Staff Disciplinary Committee
Code of Conduct
Data protection and GDPR Policy
Model Publication Scheme

Social Media Policy
Co-option Policy
Dignity at Work Policy
Model Local Resolution Protocol
Health and Safety Policy
Well Being Policy
Biodiversity Plan

2627/008 Dates of Future Meetings

- a) Members are to note the attached schedule of council meetings for the 2026/2027 municipal year (members are to note that these meeting dates are subject to change and a full committee timetable will be made available subject to consultation with committee chairs)

Date	Meeting
May (12/05)	AGM & Full Council
June (09/06)	Full Council
July (14/07)	Full Council
August	Recess
September (08/09)	Full Council
October (13/10)	Full Council
November (10/11)	Full Council
December	Recess
January (12/01)	Full Council
February (09/02)	Full Council
March (09/03)	Full Council
April	Council Dissolved/ Preelection Period
May (11/05)	NEW COUNCIL AGM & Full Council

Anthony Bird

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