

Langstone Community Council
Notes of the Task and Finish Group Meeting held on
Tuesday 8 March 2022
at 6.30 pm

Date: 8 March 2022

In attendance:
Adrian Edwards Clerk

Time: at 18.30hrs

Venue: Llandevaud Village Hall

Cllr's Present

Cllr M Harring-Burn
Cllr Lance Humphries

Mr Ted Jeffrey (Chair)
Mrs J Ford
Mr R Rayment
Mrs J Harring-Burn
Mrs A Kay

Apologies received:

Mr R Arthur
Mrs A Jarman
Cllr C Bryant
Mark Robottom

The chair welcomed those present and gave a brief explanation for the Task & Finish Group meeting, and he explained the partnership is working well. The group are working under the terms of reference that was presented at the first meeting. He reminded those present, the discussions and outcomes remain confidential until a formal release is made, to ensure no different information is circulated. He explained he hopes that everyone understands.

1. Apologies for absence.

Mr R Arthur, Mrs A Jarman, Cllr C Bryant, Mark Robottom

2. Declarations of interest.

It was explained that everyone in attendance would have an interest with the involvement they have with the group or organisation there are representing on the working group. It was explained several the Community Councillors are representing the Community Council and a declaration is not required.

Mrs Ford explained that she wasn't expected to attend this meeting and explained that she has a diary commitment and would need to leave around 19:45hrs.

3 To accept the notes from the meetings on the 24 February 2022

The notes presented were accepted by those present as an accurate record.

All those present agreed.

4 General update on the arrangements the 2nd June and the 5th June 2022

4.1 Consider feedback on details from Llanmartin Group relating to event planned for 2nd June

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Mr R Rayment gave those present an update.

Following the meeting between the Castle landowner and Mr Robottom, it was explained that it was proposed the structure/scheduling of the event would follow a suggested timeline; 19.00hrs start, hog roast served around 20.00hrs, ceremony would start around 21.00hrs and the lighting of beacon 21.15 hrs, and the event would draw to a close, around 22.00hrs.

It was explained that the owner has asked about numbers attending. It was thought that there is no concern about numbers attending and parking wouldn't be an issue. THfOLM have reconsidered the numbers that could attend and would like to increase the numbers for the Hog Roast from 80 to 150 people.

The Chair asked if the person catering would cope with the increase in numbers. There was some discussion about the costs and the supply. Mrs Ford has not asked the caterer at present about costs for increased numbers attending.

It was confirmed that the cost currently is £5.45 for 100 attendees. It was explained it was thought the cost wouldn't change significantly. Mrs Ford will ask the caterer to confirm if a deposit is required. Mrs Ford also explained that the caterer has another event on the same day, and she will pick up the supplies and a member of the caterer's staff will follow them to the event on the 2 June.

Access to the event would be via the new access road, from Magor Road and temporary signage can be provided if necessary. It was suggested it might be better to simply provide this information on the ticket and this would avoid the cost of erecting signage.

There was some discussion that people may walk from Llanevaud to the Castle via Pencoed Road.

The event will need to be ticketed to control the attendance even though there will be no charge. There was some discussion around this, and it will be confirmed at the next meeting.

It was explained that parking does not present a problem. The owner has proposed his staff marshal the parking arrangements so no need for outside help on this. It was asked will there be a cost to recover the cost of the owners staff marshalling the carparking. It couldn't be confirmed at this stage.

There was some discussion around the supply of a trailer to act as a stage for the 4th June. It was asked if a flatbed trailer/lorry is available, and have we requested a particular size. It was explained that the owner has a selection of trailer sizes that can be available.

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After some discussion that it was confirmed that any trailer would need to be curtain sided.

It was confirmed that 20 pallets will be required to make steps and should not be a problem. It was agreed that 20 pallets would be sufficient, and the pallets would need to be all the same size. It was explained that the Landowner needs to ensure they are available for the day.

Mr R Rayment explained that the owner has several generators available and would supply them for the two days and asked if the group would need a 5-10KVA.

It was explained that it is expected that around 30KVA would be needed on the 4th June to run all the equipment. It was suggested that the owner would supply cabling and sockets etc. for the events.

Mr R Rayment explained that he would go and inform Mr Robottom and he will need to have a conversation with the owner of the Castle and report back.

The Chair explained that would like to attend the next meeting between Mr Robottom and the Castle owner to establish some of the ground rules and to undertake a provisional risk assessment of the surroundings, so a draft risk assessment is ready to be submitted to the insurance company.

Temporary toilets will be essential.

The owner would prefer good quality temporary toilets and he will get a quote. It was asked if there is a maximum budget for this? The Landowner would prefer better quality temporary facilities if possible. Do we have details of the quotes for temporary toilets? Mrs Ford explained that the castle owner could provide the temporary toilets and make up the difference between the costs obtained and the owners preference.

It was explained that the event will start at 19:30hrs and the lighting of the Beacon will take place at 21:15 hrs. It was explained that the Beacon positioning can be agreed at a later date.

Mr R Rayment said that it might not be at the top of the castle for practical reasons but the Beacon will be in a prominent position. It was thought the Beacon should be high up so it can be seen over the River Severn and surrounding areas. This is to be confirmed.

It was explained that the Owner was adamant that a mobile bar, run independently and drinks paid for by guests is the only way forward.

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The owner was not keen on the idea of having a bar run by the event group. There is more control on the supply of alcohol with a proper bar and the quality of drinks served is taken care of with onboard refrigeration/ice etc.

The owner may have access to companies who provide this service if requested. It was asked if the events group have any mobile bar services in mind. There was some discussion over this. It was explained that this could be a costly way of providing drinks.

The Chair asked Mr R Rayment if budget costs could be obtained and reported back to the next meeting. The Chair also explained that a temporary licence would be required by the publican, as the Event License the group will be applying for may not cover the sale of alcohol by a publican. This will need to be confirmed by the next meeting.

Mr R Rayment explained that Mr Robottom said that an electrical supply will be no problem. The owner will provide appropriate extension cables from the permanent supply at the castle.

The owner is happy for the group to bring in a sound system and he has a variety of lights to festoon the area. If we want to bring in extra lights that will be acceptable. This can be reviewed nearer the time.

The owner is happy for the THfOLM marquee to be erected on the site. A question was asked if this will be sufficient? It was asked will there be any contingency in the budget to cover costs not identified in the planning stage?

The Chair explained that no final budgets have been agreed at this stage and the funding has not been approved at this stage, but some movement will be required. It was explained that costs need to be reasonable and not over estimated.

THfOLM believe the cost of a couple of thousand pound for the 2 June could be classed reasonable. One member said that THfOLM have increased numbers and that will increase the total budget.

The clerk asked, if a publican is selling alcohol will the publican be selling or providing non-alcoholic beverages at no charge? It was also asked if the alcohol is sold will the publican undertake a litter pick or will that be an event group litter pick. There was some discussion over the litter picking following the event, and it was explained that the THfOLM group will do this.

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A question was asked about the size of the marquee. It was also confirmed that the THfOLM marquee can be used on the 4th June on Llandevaud Common.

There was some discussion about a risk assessment and the chair asked Mr R Rayment with his background in H&S could they do the joint risk assessment. This was agreed.

Mrs Ford explained the materials for the changes to the beacon will be delivered on the 9th March and it hoped the changes will be made withing the next 10 days. The clerk asked if a deposit is needed, and Mrs Ford explained that the material costs have been paid for.

A question was asked about a bugler. It was explained that all pipers have been booked in advance.

Mrs Ford explained that THfOLM group have started to design a flyer to publish the event on the 2nd June. The Chair asked is this for the three events or just the THfOLM event on the 2nd June.

Mrs Ford explained it was for THfOLM event only. There was some discussion over this, and it was thought that the posters and flyers should be the same design showing uniform approach.

A discussion took place relating to the size of the flyer and it was agreed the flyer should be A6 in size. It was explained that the design will be shared with the THfOLM group.

4.2 Consider feedback on details of the Village Hall event planned for 3rd June

The Chair asked for any feedback regarding the Fish supper, as no-one representing the Village Hall is present. It was explained the meals have been booked. There was some discussion about the numbers and would any volunteers have the same opportunity to have food. It was explained that all the volunteers should be offered the same as they will be serving the food on the evening. It was explained that the volunteers will be grazing but should be provided with the same opportunities and able to see the entertainment.

A question was asked if there is a requirement to have two entertainers. It was explained that one person would not been able to run through the entire evening without a break.

It was suggested that a programme of events is needed so it can be run on a timetable system. It was expected picking up and delivering the food would be around 19:30 hrs, ready to serve at 20:00h hrs.

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A question was asked if there will be sufficient tables and chairs for the evening. It was explained that several chairs are stored in a storeroom. It was asked if there will be enough volunteers to help to serve and collect the foods. It was explained that 5 or 6 volunteers would be needed. It was explained that volunteers also need to have food and the order extended to cover the volunteers.

Plates will not be required as the meals will come in fish boxes, and the cutlery and accompaniments will be provided by the Fish & Chip shop. Plastic glasses will be used on the evening.

The entertainment will start just after everyone has finished eating and this would be expected to be 20:45 hrs. It was thought not to have silence when one person is taking a rest. The second person could take over, that way there is no gap in the evening's entertainment.

There was some question about the sound system in the hall. It was explained that there will be a system for the 2 June and this system could be extended to use on the 3 June.

A question was asked about the distribution of the tickets where food is served, and no one from outside both communities should be given a ticket until residents have had the opportunity to express an interest in attending. It could be done on a post code basis. It was asked if it should be done on a family application or individually.

It was suggested that tickets should be distributed based on the numbers in the community. This will be discussed in greater depth at the next meeting.

There was some discussion over the dates that have been booked at Langstone Village Hall. It was suggested that the dates booked for the 2 and 3rd June are returned to the Langstone Village Hall to allocate to any other group that may wish to book the venue for an event.

It was suggested that Langstone residents could use Llandevaud Common on the 4th June if anyone from Langstone would like to arrange an event. It was explained that residents in Langstone are expecting the Community Council to arrange events.

A question was asked where a day event can be held in Langstone? Langstone doesn't have a large open area in the village. Langstone only has a recreation ground, and would that be sufficient in size to hold an open event? The Clerk explained that he has asked for suggestions, but he's not had a response to date.

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It was said, the Community Council have been part of these events in Llandevaud and Llanmartin but it is individual groups and people that have taken up the challenge to arrange these events.

Mrs Ford and Mr R Rayment left the meeting at 19.42Hrs

There was some discussion over the parking on the 3 June and should the restaurant be contacted to investigate if part of their carpark could be used by those attending the Fish supper. A suggestion was also made about parking in the field extending from the Church Carpark.

Mrs Kay volunteered to contact the restaurant owners and report back to the next meeting

4.3 Consider feedback on details of the Llandevaud Common event planned for 4th June

The Chair gave an update and explained that the Lions group have provided contact details for traders that attend small events and festivals with arts and craft stalls.

There was some discussion over contacting a caterer that may be able to provide a burger van on the afternoon or evening. There was some discussion over the protection of any plant items. Concern was expressed over the security of the plant and any gazebos that may need to be erected on the Friday evening.

It was explained that someone has agreed to stay over night to watch the equipment as there has been a spurt of burglaries in the community. It was discussed that this will be a consideration by the Community Councils insurance.

There was some discussion over the number that will attend the event on the 4th June. It was explained that the provision of food cannot be accurate. Everyone has been to events where the food has sold out before the end of the event.

A discussion took place, if an upper limit was purchased, and the day was not well attended that could mean that there would be a substantial amount of food left over and the cost would be unrecoverable.

There was a discussion over the ticketing and the provision of food. There was some debate over the numbers that could attend and the numbers for food. There was some discussion should the Hog Roast be sold, and any income is taken back to cover the costs of other items.

It was felt that it should be the same across both events.

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The provision of the sale of soft drinks could be left to a local group. It was explained that the Community Council will not purchase drinks for sale with any profits going to third party. The Clerk said the Community Council will not consider that as an option.

It was felt that each group could man the bar and any profit made could be returned to the Community Council, and the Community Council could use this to cover any other expenses that will incurred over the weekend.

It was suggested that the local groups could purchase the drinks and in the case of the event on the 2 June a private publican will be manning and running the bar for profit.

It was said that there needs to be clear distinction between the sale of the drinks and the Community Council. It was suggested that an estimated £1K could be made and returned to the Community Council.

This matter will be discussed in greater detail at the next meeting following the public meeting.

5. Extending an invitation to residents on the 18 March to share ideas and to consider the activities over the weekend.

5.1 Consider the power point presentation for the 18 March

The Chair gave those present an update on the power presentation. The Chair was thanked for all his work. A copy of the presentation was distributed to all those on the Group for comment.

Several amendments were suggested, and it was explained those amendment will be made in the next couple of days.

The Chair gave an update on the licence applications. The Chair will update again at the next meeting.

- 6 Consider the management of traffic on the 4th June and the impact on the local roads

There was some discussion over the traffic implications from the A48 up or down Llandevaud Land and the same concern over Pencoed Lane from Magor Road.

It was suggested that NCC Highways are contacted to investigate any road traffic orders.

7. Cost of the event/s, and any limits on expenditure.

The Chair said that this is an ongoing matter and the spread sheet that has been distributed will be considered by members of the Community Council and the Clerk will feed back any information. The clerk explained that a budget has not been agreed, or budget amounts published as it is best to have predicted

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figures first. If a budget is published openly there would be a tendency to spend or max out the published budget.

8. Confirm the dates going forward 4 March, 11 March, 6 April, 3 May,

It was agreed to defer this item until the group has more information and costs.

9. Recommendations to put to the Community Council finance meeting. funding the event and implication to the budget

Mrs Kay will provide an updated spread sheet following this meeting.

10. The date of the next meeting will be the 22 March at 18:30

The Chair thanked everyone for attending and the meeting closed at 20:32

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Estimated items considered in the preparation

Event	Item
	Thurs 2nd June Beacon lighting
Beacon lighting	Alteration to Beacon
Beacon lighting	Gas for Beacon
Beacon lighting	Gas for Beacon
Beacon lighting	Beacon lighting music
Beacon lighting	Food for Beacon lighting
Beacon lighting	Portaloos Thurs 2nd June
Beacon lighting Llandevaud Common	Different bins for recycling/rubbish
Beacon lighting	Event licence
Beacon lighting	Bugler
Beacon lighting	Bar costs
<i>Beacon lighting</i>	<i>John Smiths beer</i>
<i>Beacon lighting</i>	<i>Stella</i>
<i>Beacon lighting</i>	<i>Stowford Original press cider</i>
<i>Beacon lighting</i>	<i>Pinot Grigio white wine 5L</i>
<i>Beacon lighting</i>	<i>Tempranillo red wine 5L box</i>
<i>Beacon lighting</i>	<i>Tea</i>
<i>Beacon lighting</i>	<i>Coffee</i>
<i>Beacon lighting</i>	<i>100oz plastic tumblers</i>
Beacon lighting and Llandevaud Common	Generators
Beacon lighting and Llandevaud Common	Fuel for generators
Beacon lighting and Llandevaud Common	Printed Hi Vis Tabards @ £1.20 each
Beacon lighting and Llandevaud Common	Jubilee Bunting 30 metres
Beacon lighting and Llandevaud Common	Wristbands for Bar/Beacon lighting event
Beacon lighting and Llandevaud Common	Sound system
Beacon lighting and Llandevaud Common	Printing costs for posters Poster size for Magor Rd, Pencoed Lane and Common Car Park 3@£20.00
Beacon lighting and Llandevaud Common	Banners for display Magor Road,Pencoed Lane, Upper Road Castle entrance
	Fri 3rd June Llandevaud Hall
Llandevaud Hall	Adults Fish and chip supper, attendees to pay for the food and bring their own drinks
Llandevaud Hall	Entertainment
Llandevaud Hall	Entertainment
Llandevaud Hall	Disposable Plates
Llandevaud Hall	Disposable glasses

22-3-8 March T&F Group meeting with Llandevaud Groups v2

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Chairman's initials

Llandeveau Hall	Disposable cutlery
Llandeveau Hall	Miscellaneous napkins, tablecloths
Llandeveau Hall	Non-alcoholic drinks
Llandeveau Hall	Prosecco
	Sat 4th June Llandeveau Hall Common
Llandeveau Common	Licenced Bar/soft drinks approx costs ummary below
<i>Llandeveau Common</i>	<i>John Smiths beer</i>
<i>Llandeveau Common</i>	<i>Stella</i>
<i>Llandeveau Common</i>	<i>Stowford Original press cider 24 cans 440ml</i>
<i>Llandeveau Common</i>	<i>Pinot Grigio white wine 5L</i>
<i>Llandeveau Common</i>	<i>Tempranillo red wine 5L box</i>
<i>Beacon lighting and Llandeveau Common</i>	<i>12oz insulated paper cups & lids</i>
<i>Beacon lighting and Llandeveau Common</i>	<i>100oz plastic tumblers</i>
<i>Llandeveau Common</i>	<i>Tea</i>
<i>Llandeveau Common</i>	<i>Coffee</i>
<i>Llandeveau Common</i>	<i>Biscuits</i>
<i>Llandeveau Common</i>	<i>Cakes</i>
<i>Llandeveau Common</i>	<i>Cakes</i>
<i>Sat 4th Llandeveau Common</i>	<i>Mini cheese biscuits</i>
<i>Llandeveau Common</i>	<i>Crisps</i>
<i>Llandeveau Common</i>	<i>Water</i>
<i>Llandeveau Common</i>	<i>Water</i>
<i>Llandeveau Common</i>	<i>Simply fruity children's sugar free drinks</i>
<i>Llandeveau Common</i>	<i>Containers full of ice to keep drinks cold</i>
<i>Llandeveau Common</i>	<i>Various Generators for band, inflatables, bar area</i>
<i>Llandeveau Common</i>	<i>30 KVA Generator</i>
<i>Llandeveau Common</i>	<i>230 volts 32 amp 20 mtr cables</i>
<i>Llandeveau Common</i>	<i>Distroboard 12 x 13 amp sockets 240 volt</i>
<i>Llandeveau Common</i>	<i>Transport to and from site</i>
<i>Llandeveau Common</i>	<i>Summary</i>
<i>Llandeveau Common</i>	<i>Fuel for generators</i>
Llandeveau Common	Potential burgers and hot dogs Sat 4th (Up to 100 people total)
Llandeveau Common	Hoggy Roast Sat 4th (Up to 200 people total)
Llandeveau Common	Curry
Beacon lighting and Llandeveau Common	60x24cm strong plates for food
Llandeveau Common	Vinyl powder free gloves for food and drinks serving
Llandeveau Common	4 ft tables
Llandeveau Common	6 ft tables
Llandeveau Common	Chairs
Llandeveau Common	Rubbish sacks
Llandeveau Common	Lighting for the common
Llandeveau Common	Event licences
Llandeveau Common	Music licence

22-3-8 March T&F Group meeting with LLandevuad Groups v2

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Chairman's initials

Llandeveau Common	40ft Curtain sided trailer
Llandeveau Common	Steps for the trailer
Sat 4th Llandeveau Common	Local DJ
Sat 4th Llandeveau Common	Local Bands
Sat 4th Llandeveau Common	Local Bands
Sat 4th Llandeveau Common	Local Bands
Sat 4th Llandeveau Common	Local Bands
Sat 4th Llandeveau Common	Portaloos Sat 4th June
Sat 4th Llandeveau Common	Sound system will be needed for the bands (midday to 10pm):
Sat 4th Llandeveau Common	Photo Booth/Mirror – due to the event being outdoors, these options are not possible, however, they can provide a “Selfie Pod” which works exceptionally well outside and the photos can be downloaded onto phones with all photos taken of the day being sent to us after the event for advertising.
Llandeveau Common	Travel costs
Llandeveau Common	Pagodas and tents in the event of wet weather
Llandeveau Common	Pagodas
Llandeveau Common	Clear Span
Llandeveau Common	Stretch Tent
<i>Llandeveau Common</i>	<i>Indoor lighting</i>
Llandeveau Common	Line marker paint for pitches, stalls, music events
Llandeveau Common	Wooden Stocks
Llandeveau Common	Sponges £1 each
Llandeveau Common	Plastic safety goggles for those being sponged
Beacon lighting and Llandeveau Common	First aid kit
Beacon lighting and Llandeveau Common	2 Jubilee Flags
Llandeveau Common	Jubilee Bunting 30 metres
Beacon lighting and Llandeveau Common	Wristbands
Beacon lighting Llandeveau Common	Event tickets
Llandeveau Common	Ice cream van
Llandeveau Common	Giant Jenga game
Llandeveau Common	Hessian Sacks for kids races
Llandeveau Common	Face painting
Llandeveau Common	Balloon animals
Llandeveau Common	Llama (and/or other animal/ reptile) petting,
Llandeveau Common	Boules
Llandeveau Common	Toss the beanbag
Llandeveau Common	Plastic winners medals
Llandeveau Common	Egg and spoon race (6 plastic spoons and plastic coloured eggs)
Llandeveau Common	Ladder Game
Llandeveau Common	Obstacle race
Llandeveau Common	Fancy jubilee hat competitions
Llandeveau Common	Wool Knitting crochet or other craft lessons

22-3-8 March T&F Group meeting with Llandeveau Groups v2

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Llandeud Common	Bottle stall
Llandeud Common	Raffle
Llandeud Common	Cake baking competition
Llandeud Common	Slow Bike Race
Sat 4th Llandeud Common	Tombola stall
Llandeud Common	Portaloos Sat 4th June
Llandeud Common	Inflatables
Llandeud Common	Slush Puppy machines
Llandeud Common	Competition prizes /trophies
Llandeud Common	Coconut shy
Llandeud Common	Coconuts
Llandeud Common	Best kept garden competition
Llandeud Common	Scouts stand to recruit new members
Llandeud Common	Newport and Usk Vale Lions
Llandeud Common	Security

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Langstone Community Council
70th Jubilee celebrations Task and Finish Group
Terms of Reference

1 Aims:

The Task and Finish group (T&FG) will form part of the Governance Group and will provide direction on the provision of the celebrations of the 70th Jubilee celebrations of her Majesty the Queen in the community of Llandevaud and Llanmartin.

2 The purpose:

The purpose of the T&FG will be to provide activities and celebrations for the community of Llandevaud and Llanmartin working with organisations or local groups from within the community as indicated above.

3 Duration of T&FG:

These Terms of Reference (ToR) are effective from 4 February 2022 and continues until the 10 June 2022.

4 The Chair:

The role of the Chair is to facilitate discussion during the meetings.

5 Attendees:

The T&FG will comprise of representatives from:

- Langstone Community Council
- Llandevaud Commons Committee
- Llanmartin Residents Association
- Llandevaud Village Hall Management Committee
- Additional members may be included in the group as required.

6 Code of Conduct:

Under part 1 of the Members Code of Conduct "co-opted member", in relation to a relevant authority, means a person who is not a member of the authority but who is a member of any committee or sub-committee of the authority, will need to agree to abide by the Members Code of Conduct, elected member or not.

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7 **The T&FG members role:**

The role of the individual members of the T&FG will include:

7.1 When participating in meetings or reaching decisions regarding the business of your T&FG, based on the merits of the circumstances involved and in the public interest, have regard to any relevant advice offered by paid officers or residents.

7.2 Attending regular meetings as required, and participating in the group's work

7.3 Representing the interests of community and organisation they represent

7.4 Members of the one of the above organisations can nominate a proxy to attend a meeting if the member is unable to attend.

8 **Meetings:**

All meetings will be chaired by the person nominated at the first T&FG meeting on 17 February 2022. The Community Council will provide the administrative support to the T&FG.

8.2 Meeting agendas and notes will be prepared and presented by the Clerk to the Community Council and the working group. This includes:

- preparing agendas and supporting papers
- preparing meeting notes and information.
- confirming agreed dates

8.2 Any agenda items will be forwarded to the Clerk five days prior to the next scheduled meeting to enable the Clerk to include on any agenda.

8.3 The meeting quorum will be 5 members of the T&FG.

8.4 All decisions will be made by consensus.

8.5 If required subgroup meetings can be arranged outside of these times. That group will have no powers to make decisions or create expenditure on behalf of the T&FG, and all considerations will need to be reported to the next meeting.

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8.6 A meeting should be no longer than 2hrs in anyone sitting.

9 **Reporting:**

All decisions will be by a majority and reported back to the Community Council relating to funding or any formal agreements.

10 **Voting:**

There will be no nominated proxy voting.

11 **Funding:**

11.1 Any financial impact on the Community Council budget will be reported to the Community Council before committing to expenditure.

11.2 The Community Council reserves the right to withdraw any funding if its members believe the events and not for the benefit of the inhabitants of the community.

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