

Langstone Community Council
Notes of the Task and Finish Group Meeting held on
Wednesday 6 April 2022
at 6.30 pm

Date: 6 April 2022

In attendance:
Adrian Edwards Clerk

Time: at 18.30hrs

Venue: Llandevaud Village Hall

Cllr's Present

Mr Ted Jeffrey (Chair)
Cllr C Bryant
Mrs A Jarman
Mr R Rayment
Mr M Robotham
Mrs A Kay

Apologies received:

Cllr L Humphries
Mrs J Harring-Burn

The chair welcomed everyone.

1. Apologies for absence.

Cllr L Humphries, Mrs J Harring-Burn

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 they are representing on the working group. It was explained several of the Community Councillors are representing the Community Council and a declaration is not required.

3. To accept the notes from the meeting on the 22 March 2022

It was explained that agenda item 4 point one second line should have read "company approached would expect a minimum spend of £1K not ~~"charge an estimated £1K"~~

The other minor amendment was point 14 which should have read "There was some discussion over the numbers attending and the way the tickets ~~food~~ will be distributed between the two or three communities".

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

All those present agreed.

A number of points were raised as a matter of interest. Item 18 - there was some discussion about the distribution of tickets, and it was thought that there would be one distribution point for the distribution of all the tickets and the tickets should be a common theme for all the events.

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There were some thoughts about the use of the field adjacent to Llandevaud Village Hall as an overflow carpark on the evening. This will be an item for the next agenda.

4 To consider the comments and expectations made via email and social media.

The clerk expressed concern over several comments he has seen on social media and email exchanges, where an individual said “I’m very disappointed to see that an event we were willing to hold shows little support from the council if folk have to pay for their hog roast and drinks are paid for at a mobile bar.” The clerk explained that it has never been agreed that everything was going to be free.

That was on the wish list, and it’s disappointing to read “*support from the council if folk have to pay*”. He also explained that he found it very disappointing to read “*We thought the idea of joining forces with Llandevaud would swell our funds to do so many things we have in mind. This includes a Crescendo to the lighting of the beacon with a short fire show. We already have people on hold who could do this.*”

The clerk also explained that he was dismayed to read again “*Surely Llanmartin could be granted a budget of a couple of thousand*”. The clerk explained if this was the case why hasn’t this been highlighted before.

He explained that the Community Council suggested holding community events to celebrate the once in a lifetime event. He explained these events are not to swell the funds of one group or another, the community council are not a bank to distribute public funds to any one group. This is a community event not an event to raise funds for one group or another: its public funds for a community event. This event is one of a number of events for the committees. If community groups wish to apply for funding the Community Council has a grant system. The clerk explained that the comments made are his comments as the members of the Community Council have not seen the comments.

Representatives from the group explained the comments are not the thoughts of the group, but they didn’t think the comments were to swell the funds of the group, but to help promote other events.

There was some discussion, and it was felt that no event should be making a profit from any of the three events.

5. To report on advertising and promotion of all three events

Alison Kay explained that some information has been put on social media. It was explained that there has been one posting promoting the event on the 4th June by one of the attendees that will be on one of the craft stalls.

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It was explained that two people have contacted one of the groups and explained that they were unable to attend the public meeting but are willing to help on the weekend/day.

Alison Kay and Janet Mayers have been in discussion about placing an advert in Community First, and the advert will have some photographs and advertising all three events.

It was asked if there will be a charge for placing the advert and explained that advertising fees have not been discussed. It was explained that the last edition will be published the start of May.

The clerk explained that the Community Council made an observation to the publishers of Community First about Langstone Community Council and may-be the other Community Councils could help with the funding/publishing of Community First. The Community Council received a reply from the editor explaining that "It's too late to handover the magazine as advertising has been run down and there will be no revenue continuity". It was explained that this was following posts on social media, but it doesn't mean something can't be done going forward.

It was explained several years ago that Community First considered electronic publication. One of the reasons it didn't happen was the hard copy publication was a source of revenue. It was explained that this could be a way forward, as Llanmartin group distributes an electronic newsletter, and something similar could be considered.

It was explained that a communication plan has been drafted that would consider what needs to be done and what's been done, and places where advertising has been posted. It was explained that this is still work in progress.

It was explained that one person needs to be responsible for publicity, so you don't have two publications saying different things. There was some discussion if the group should have a publicity person, someone will speak to Janet Mayers.

It was explained that the clerk has written to the Mayor's office but received no response. The clerk has contacted the Lord Lieutenant's office and the deputy Lord Lieutenant has agreed in principle to attend representing the Lord Lieutenant and the Queen.

After some discussion it was agreed to invite Dame Clare Clancy to the 2 June, and the clerk will make contact with Dame Clare Clancy with the programme of events for that evening.

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It was explained that the Beacon will be mounted on a scaffold platform and the access will be via steps made from scaffolding stairs.

- 6 To consider the financial contributions from the Community Council and the effect that they have on all events.

The clerk distributed the budget costings so all those present had the opportunity to consider and discuss.

It was explained that item 8, the licence would be a personal licence for the sale of alcohol. The event would also need an event licence due to music being included in the programme of events. There was some discussion over item 5 about the numbers and total cost. It was explained since the first meeting the number has increased from 80 to 100 and now its 150 people attending. It was also explained that the estimated cost was £4.50 per head then it went to £6.00 per head increasing the budget heading cost from £480 to £900. It was explained by Mark Robotham that the supply cost has been reduced to £4.00 per head. Some of the other costs may be covered in the £5.00 ticket price.

There was some discussion around any complementary tickets that are going to be distributed to invited guests. It was explained that the tickets will be distributed and that will give an indication on the dietary needs of individuals on the evening.

The clerk explained that the budget figure agreed by the community council is £5,269.03 which is a little higher than the budget costs. This is cover any minor costs not considered or included in the budget.

A question was asked about item 24 as it would appear the sound system is not covered in the budget. It was explained that Community Council has a mobile sound system that could be considered for the 2 June and the sound system for the 4 June will be covered with the DJ costs.

There was some discussion relating to item 26 and the content of the advertising for the events. One banner will advertise the Beacon lighting and the other two will advertise the family event on the 4 June. One banner will be located on the A48 junction to Llandevaud and the other will be on the junction of Pencoed Lane on the Magor Road. It was thought the banners should be installed 10 or 12 days before the events. Alison Jarman will confirm the costs and report back to the next meeting. There was further discussion about several other items, and this will be reconsidered over the next couple of weeks.

Friday 3 June Fish Supper:

There was some discussion over the event on the 3 June. It was explained that the fish supper meal numbers have been increased to cover the food to volunteers on the evening. There was some discussion relating to

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the supply of alcoholic and non-alcoholic drinks on the evening. It was explained that the event will be an adult only event, therefore there will be no need to purchase large supplies of non-alcoholic drinks.

The chair explained that the event on the 3 June will be run by the Jubilee Group not the Village Hall committee. He explained that several members of the village hall committee have other diary commitments on that weekend. All those present accepted that and the event will be covered.

He also informed those present that an event is going to run at Langstone Village Hall on the same evening. It was thought that residents from both villages will attend the 3 June, and a further leaflet drop will be needed advertising the three events.

It was explained the cost of the event tickets will be £5.00 to cover overall costs of the event.

4th June Llandevaud Hall Common

There was some discussion over the hire of a generator for the common. It was explained that the owner is confident that he has sufficient generators to cover the capacity on the 4 June.

The clerk explained that a purchase order has been sent to a hire company. The clerk asked if that purchase order should be withdrawn, and it was explained that this should remain in place for a short time until confirmation has been agreed with the Castle owner.

The chair explained that he and Mark Robotham met with the Castle owner, and he has a box trailer where all the generators can be delivered and stored, and he will also provide the cables and cover mats so there will be no need to bury the cables in the ground. This will enable security to park alongside the trailer.

It was explained that the stage will be made up from two flat bed platforms which will be placed end to end, and the Castle owner will provide scaffolding to cover the two sides, top and the back so it will give the appearance of a covered stage. All the performers will need to provide information on the consumption of electricity.

There was some discussion about the provision of food and how this is going to be managed on the day. There was some debate over the insurance and cover for inclement weather.

There was some discussion over the payment of the Hog roast supplier. It was explained that he will need paying in full before the event. The clerk explained that he has had a conversation with him sometime ago. He will not cover the loss due to low attendance or inclement weather.

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A question was asked about the servicing of the portaloo's and the availability of toilet tissue. There was some discussion, and it was suggested that someone could be asked to monitor the situation through the day and replenish the portaloo's with tissue.

A question was asked, if the food is not sold what will the supplier do with it? I could be assumed that it will be packed and given to the group. It was suggested that if there is food left over due to one thing or another the food could be taken to the homeless in Newport centre.

There was some discussion over the table and chairs for the use on the common. It was thought that tables and chairs from Llandevaud Village Hall could be used.

A question was asked about a bottle stall and the provision of glass bottles being smashed on the common. This point was raised as a matter of concern as it has been suggested that glasses will be plastic on the other two events. There was some discussion, and it was felt that it wouldn't be an issue.

The chair made comment about the budget, and it was disappointing about the amount offered compared to the wish list, which was submitted to its maximum, but the chair thanked the Community Council for their contribution.

Those present were informed that a small meeting was convened in Langstone about holding a Jubilee event in Langstone and only 4 people attended with one apology offered.

One attendee offered some suggestions and one of the other attendees objected to any events being held on Centenary Park in Langstone, due on street parking and noise. Two of the attendees where asked if they would like to help or contribute organising anything and the invitation was rejected.

Estimated items considered in the preparation
These figures may subject to change

Event	Item	LCC £	Wish list £
	Thurs 2nd June Beacon lighting		
1. Beacon lighting	Alteration to Beacon	86.04	100
2. Beacon lighting	Gas for Beacon	96	96
3. Beacon lighting	Gas for Beacon	0.00	0.00
4. Beacon lighting	Beacon lighting music	0.00	0.00
5. Beacon lighting	Food for Beacon lighting	480.00	900.00
6. Beacon lighting	Portaloos Thurs 2nd June	130	150

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7.	Beacon lighting Llandevaud Common	Different bins for recycling/rubbish	0.00	0.00
8.	Beacon lighting	Event licence Supply by Bar Comp???	21.00	21.00
9.	Beacon lighting	Bugler	50.00	
10.	Beacon lighting	Bar costs	0.00	£238.67
11.	Beacon lighting	John Smiths beer	0.00	0.00
12.	Beacon lighting	Stella	0.00	0.00
13.	Beacon lighting	Stowford Original press cider	0.00	0.00
14.	Beacon lighting	Pinot Grigio white wine 5L	0.00	0.00
15.	Beacon lighting	Tempranillo red wine 5L box	0.00	0.00
16.	Beacon lighting	Tea	0.00	0.00
17.	Beacon lighting	Coffee	0.00	0.00
18.	Beacon lighting	100oz plastic tumblers Supply by Bar Comp:	0.00	11.99
19.	Beacon lighting and Llandevaud Common	Generators	0.00	0.00
20.	Beacon lighting and Llandevaud Common	Fuel for generators	0.00	0.00
21.	Beacon lighting and Llandevaud Common	Printed Hi Vis Tabards @ £1.20 each	0.00	24.00
22.	Beacon lighting and Llandevaud Common	Jubilee Bunting 30 metres	34.00	79.00
23.	Beacon lighting and Llandevaud Common	Wristbands for Bar/Beacon lighting event	0.00	0.00
24.	Beacon lighting and Llandevaud Common	Sound system	0.00	250.00
25.	Beacon lighting and Llandevaud Common	Printing costs for posters Poster size for Magor Rd, Pencoed Lane and Common Car Park 3@£20.00	0.00	60.00
26.	Beacon lighting and Llandevaud Common	Banners for display Magor Road, Pencoed Lane, Upper Road Castle entrance	0.00	105.00
27.		Sub total	897.04	2035.66
		Fri 3rd June Llandevaud Hall	0.00	
28.	Llandevaud Hall	Adults Fish and chip supper, attendees to pay for the food and bring their own drinks	390.00	360.00
29.	Llandevaud Hall	Entertainment	50.00	50.00
30.	Llandevaud Hall	Entertainment	?????	50.00
31.	Llandevaud Hall	Disposable Plates	0.00	0.00
32.	Llandevaud Hall	Disposable glasses	0.00	30.00
33.	Llandevaud Hall	Disposable cutlery	0.00	0.00
34.	Llandevaud Hall	Miscellaneous napkins, tablecloths	15.00	20.00
35.	Llandevaud Hall	Non-alcoholic drinks This item needs consideration???	30.00	30.00
36.	Llandevaud Hall	Prosecco	0.00	80.00
37.		Sub total	485.00	620.00
		Sat 4th June Llandevaud Hall Common		

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38.	Llandevaud Common	Licenced Bar/soft drinks approx. costs summary below	0.00	1,549.89
39.			0.00	
40.	Llandevaud Common	John Smiths beer	0.00	
41.	Llandevaud Common	Stella	0.00	
42.	Llandevaud Common	Stowford Original press cider 24 cans 440ml	0.00	
43.	Llandevaud Common	Pinot Grigio white wine 5L	0.00	
44.	Llandevaud Common	Tempranillo red wine 5L box	0.00	
45.	Beacon lighting and Llandevaud Common	12oz insulated paper cups & lids	0.00	
46.	Beacon lighting and Llandevaud Common	100oz plastic tumblers	0.00	
47.	Llandevaud Common	Tea	0.00	
48.	Llandevaud Common	Coffee	0.00	
49.	Llandevaud Common	Biscuits	0.00	
50.	Llandevaud Common	Cakes	0.00	
51.	Llandevaud Common	Cakes	0.00	
52.	Sat 4th Llandevaud Common	Mini cheese biscuits	0.00	
53.	Llandevaud Common	Crisps	0.00	
54.	Llandevaud Common	Water	0.00	
55.	Llandevaud Common	Water	0.00	
56.	Llandevaud Common	Simply fruity children's sugar free drinks	0.00	
57.	Llandevaud Common	Containers full of ice to keep drinks cold	0.00	
58.	Llandevaud Common	Various Generators for band, inflatables, bar area	0.00	
59.	Llandevaud Common	30 KVA Generator	0.00	
60.	Llandevaud Common	230 volts 32 amp 20 mtr cables	0.00	
61.	Llandevaud Common	Distribution 12 x 13 amp sockets 240 volt	0.00	
62.	Llandevaud Common	Transport to and from site	0.00	
63.	Llandevaud Common	Summary	673.74	673.74
64.	Llandevaud Common	Fuel for generators	162	162
65.	Llandevaud Common	Potential burgers and hot dogs Sat 4th (Up to 100 people total)	0.00	200
66.	Llandevaud Common	Hoggy Roast Sat 4th (Up to 200 people total)	600.00	600.00
67.	Llandevaud Common	Curry	0.00	0.00
68.	Beacon lighting and Llandevaud Common		0.00	39.48
69.	Llandevaud Common	60x24cm strong plates for food		
		Vinyl powder free gloves for food and drinks serving	6.50	6.49
70.	Llandevaud Common	4 ft tables	0.00	47.98
71.	Llandevaud Common	6 ft tables	0.00	68.38
72.	Llandevaud Common	Chairs	0.00	0.00
73.	Llandevaud Common	Rubbish sacks	4.50	11.29
74.	Llandevaud Common	Lighting for the common	0.00	0.00
75.	Llandevaud Common	Event licences	21.00	21.00
76.	Llandevaud Common	Music licence	?????	0.00

22-4-6 April T&F Group meeting with Llandevaud Groups v2 draft

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Chairman's initials

77.	Llandevaud Common	40ft Curtain sided trailer	0.00	0.00
78.	Llandevaud Common	Steps for the trailer	0.00	0.00
79.	Sat 4th Llandevaud Common	Local DJ	300.00	300.00
80.	Sat 4th Llandevaud Common	Local Bands	1,150.00	1150.00
81.	Sat 4th Llandevaud Common	Portaloos Sat 4th June	150.00	150.00
82.	Sat 4th Llandevaud Common	Sound system will be needed for the bands (midday to 10pm):	0.00	750.00
83.	Sat 4th Llandevaud 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.	0.00	300.00
84.	Llandevaud Common	Travel costs	0.00	42.00
85.	Llandevaud Common	Pagodas and tents in the event of wet weather	0.00	
86.	Llandevaud Common	Pagodas	0.00	474
87.	Llandevaud Common	Clear Span	0.00	1440.00
88.	Llandevaud Common	Stretch Tent	0.00	0.00
89.	Llandevaud Common	Indoor lighting	0.00	0.00
90.	Llandevaud Common	Line marker paint for pitches, stalls, music events	15.00	30.00
91.	Llandevaud Common	Wooden Stocks	0.00	0.00
92.	Llandevaud Common	Sponges £1 each	6.00	6.00
93.	Llandevaud Common	Plastic safety goggles for those being sponged	5.99	9.99
94.	Beacon lighting and Llandevaud Common	First aid kit	20.00	20.00
95.	Beacon lighting and Llandevaud Common	2 Jubilee Flags	22.00	21.90
96.	Llandevaud Common	Jubilee Bunting 30 metres	35.00	79.90
97.	Beacon lighting and Llandevaud Common	Wristbands	16.00	35.00
98.	Beacon lighting Llandevaud Common	Event tickets	0.00	0.00
99.	Llandevaud Common	Ice cream van	0.00	0.00
100.	Llandevaud Common	Giant Jenga game	0.00	30.00
101.	Llandevaud Common	Hessian Sacks for kid’s races	35.80	35.00
102.	Llandevaud Common	Face painting	0.00	0.00
103.	Llandevaud Common	Balloon animals	0.00	0.00
104.	Llandevaud Common	Llama (and/or other animal/ reptile)	0.00	0.00
105.	Llandevaud Common	Boules	0.00	0.00
106.	Llandevaud Common	Toss the beanbag	12.00	15.99
107.	Llandevaud Common	Plastic winner’s medals	0.00	6.49

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108.	Llandevaud Common	Egg and spoon race (6 plastic spoons and plastic-coloured eggs)	?	19.98
109.	Llandevaud Common	Ladder Game	0.00	0.00
110.	Llandevaud Common	Obstacle race	0.00	0.00
111.	Llandevaud Common	Fancy jubilee hat competitions	0.00	0.00
112.	Llandevaud Common	Wool Knitting crochet or other craft lessons	0.00	0.00
113.	Llandevaud Common	Bottle stall	0.00	0.00
114.	Llandevaud Common	Raffle	0.00	0.00
115.	Llandevaud Common	Cake baking competition	0.00	0.00
116.	Llandevaud Common	Slow Bike Race	0.00	0.00
117.	Llandevaud Common	Tombola stall	0.00	0.00
118.	Llandevaud Common	Portaloos Sat 4th June	As above	
119.	Llandevaud Common	Inflatables	550.00	550.00
120.	Llandevaud Common	Slush Puppy machines	0.00	100.00
121.	Llandevaud Common	Competition prizes /trophies	0.00	100.00
122.	Llandevaud Common	Coconut shy	0.00	20.00
123.	Llandevaud Common	Coconuts	15.00	15.00
124.	Llandevaud Common	Best kept garden competition	0.00	20.00
125.	Llandevaud Common	Scouts stand to recruit new members	0.00	0.00
126.	Llandevaud Common	Newport and Usk Vale Lions	0.00	0.00
127.	Llandevaud Common	Security	100.00	200.00
128.				
129.		2nd to 4th June total	4,993.83	12,408.78
130.				
131.		Langstone Community Council grant	5,269.03	

7. To confirm all the arrangements are in place regarding the Beacon event planned for 2nd June

Report from Llanmartin Group on the 2nd June

Ted and Mark met with Simon Wright (Pencoed Castle owner) on 2nd April. Agreement was made in regard to the siting of the event and the requirements of the host. He is very accommodating and appreciative of our needs. We will meet with him nearer the time of the event, perhaps 3 weeks prior to 2nd June. Ticketing for the event will be organised by a dedicated email address administered by OHLRA.

Hard tickets will be produced by OHLRA. The cost of this will be borne by OHLRA. There will be 150 numbered tickets to be handed in exchange for the Hog roast. Some thought has been given to supplying tickets for car entry which will be provided to ticket holders as necessary (obviously there will be multiple guests in some cars so not everyone will need a car ticket). Tickets will be delivered by hand and cash taken at the same time. This will be done by members of OHLRA. The design and information on the ticket is to be decided.

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The money will either be deposited in the LCC account or in that of OHLRA and a transfer made on completion of the ticket sales. Tickets will be on a first come first served basis depending on allocation by area.

Entry will be by car via the new private road off the Magor Road. There will be a banner to highlight the event for drivers. It might be worth a line on the banner to stress the event is by ticket only. We will need someone on the gate to check cars and occupants have tickets. This would probably be necessary from 6.30-8.30? Marshalling of car parking will be done by employees of Simon Wright.

The layout of the site will be self-explanatory with entrance to the site obvious from the car park. The whole event will be contained in the field nearest the Southern aspect of the Castle. Portaloos (x2) as organised by Adrian, will be on a newly prepared level site between the car park and the event.

The Mobile Flower Bar will be in a prominent position on entry to the site. (Ted has details of the licensee and has been in contact. We will need to discuss our requirements with them. The same provider is also attending the event on 4th June) There will be a marquee housing the tables with the plates etc for the serving of the food. The Hog roast will be positioned appropriately. (The provider is yet to provide bank details etc and has been chased so we can arrange payment of the deposit) There will be a small gazebo housing the sound system and associated equipment. All power will be supplied by appropriate extension of the mains supply of the Castle.

All cables will be buried appropriately to avoid risk to the public. Notes by the clerk for information the food service and sound system will be weather proofed by the cover provided. Guests will need to bring appropriate gear in case of poor weather.

Simon Wright will build a scaffold platform on the reverse side of the castle wall (about 8ft high) so that the buglers and the beacon will be seen by the guests. Currently we do not have a piper but presume we are still trying to find one. If we are unsuccessful, a recording of the piece will be played over the sound system. Simon will be happy to read the proclamation but will be equally happy if we have someone else appropriate to do it. We are hoping to acquire the services of a choir (or part of) to sing during the period between arrival and service of the Hog roast.

To date we have not had confirmation of their attendance. To date we are aware of some cost to the LCC but this has not been clarified and includes some items which will also be used for 4th June (eg sound system, bins). The cost of the Hog roast will be covered by the ticket sales (unless we are planning on giving away many tickets - how many freebies do we plan putting aside?).

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The cost of the bar services does not impact the LCC budget. All clearing up on the day after the event will be the responsibility of members of OHLRA. We will ask one of Simon's crew to move any items (eg bins) to the common on Friday afternoon. We are still keen on providing some additional 'entertainment' to make the event even more memorable. However, without any idea of available budget, it is difficult to make plans. We are mindful that the finances were discussed last week at a meeting of LCC but no information has been forthcoming about the result of the meeting. Perhaps this information will be available on Wednesday?

Mark Robotham explained that he doesn't think can offer any further information. There was some discussion relating to the sale of beverages and what will the power need be for the sale of different beverages. It was explained that the license is a personal license and if he not available he will need to nominate someone on his behalf.

It was also explained that the health and safety and food hygiene certificate are in three different names, therefore this will need to be confirmed how will be attending at the events. It was suggested that Alison Jarman liaise with the company.

There was some discussion over the access on the day and the marshalling of vehicles and parking on the evening.

It was explained about the printing and distribution of tickets. It was explained that tickets for Llanmartin will be hand delivered by members of the group. Applications will be made by email on a dedicated email address that will be done following this meeting. It was discussed again that the ticket availability will be 60-60-30, sold on a first come first served. There was some discussion about the collection of ticket sales, and it was agreed that the ticket proceeds will be collect by the said group and transferred to the Community Council at a later date. Any tickets for invited guest will come from that allocation.

It was explained that Llanmartin group will provide the food and refreshments for the choir and any staff required on the day.

A question was asked if the ticket is for food, what if someone would like to attend without requiring food. It was confirmed that the numbers will be 150 attendees. The event will be access by ticket only. A question was asked how many tickets would be needed in Llanmartin, it was explained 60 tickets will be sold quickly and was expected the same in Llandevaud. There was some discussion on entry for children and the provision of food for them! This will need to be matter for the next agenda.

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It was agreed that 120 tickets will be solely for both communities and the balanced will be managed through a central point email.

It was agreed the gazbo from Llanmartin will be available for the 4 June at Llandevaud.

8. Confirm the Risk Assessment for the 2nd June

The chair explained that a full RA will be made closer to the day so this could be submitted to the insurance company. A full inspection will be made by the chair and Richard Rayment to finalise the RA.

9. Confirm all the arrangements are in place regarding the Village Hall event planned for 3rd June

This agenda item was discussed above. One question was asked about the provision of a purchase order, to the shop providing the Fish and Chip supper. It was explained that this will provide security of the order for the group and the shop purchasing the extra fish to cover the order. It was agreed to wait for Jackie Haring-Burn to attend the next meeting. There was some discussion over the provision of food and any special dietary needs. It was explained this event is a Fish supper.

A question was asked about numbers from the Llanmartin community requiring tickets. It was explained that this event has not been discussed in any of their meetings. It was explained that this will be confirmed at the next meeting.

10. Confirm all the arrangements are in place regarding the Llandevaud Common event planned for 4th June

It was explained that the arrangement is well underway and progressing well. It was explained that the common group will be holding meetings between this group's meetings.

11. Confirm the Risk Assessment for the 4th June

The chair explained that a full RA will be made closer to the day so this could be submitted to the insurance company. A full inspection will be made by the chair and Richard Rayment to finalise the RA.

12. Grass cuttings before the event

There was some debate over the grass cutting for the event. The clerk explained that the grass will be cut at least twice before the event, and this will be confirmed by the Community Council.

13. Supply Trailer

This agenda item was discussed above.

Meeting Note:

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14. Generator capacity and users demand

This agenda item was discussed above.

15. Consider security on the 3 and 4 June

This agenda item was discussed above, and security would be needed over two evenings.

16. To confirm ticketing arrangements for all events

This agenda item was discussed above.

17. Consider the recruitment and management of volunteers.

The chair will write to the Lions group and ask what they would like and require on the day. A question was asked if they will be in attendance on the 2 June. The Lions coordinator will be asked for any observations and reported to the next meeting.

The recruitment of volunteers from the villages can be done through social media and invitation from members of the group. It was explained that it's hoped that everyone will help at the events as this is a joint event between both communities.

18. To consider that all third parties have the relevant insurance cover.

The Community Council insurance broker has been contacted and will provide further information. It was explained that independent stall holders and stage acts will need their own insurance and copies will need to be provided.

19. Update regarding Licenced Bars at all the events and consider the effect on Event Licences.

This agenda item was discussed above, and reports will be made to the next meeting.

20. Inform the house holds along Upper Road Llandeud of the proposals on the 4th June

It was suggested that all the properties that could be affected are informed of the proposals. The chair agreed to undertake this task and inform occupiers on Upper Road.

21. To consider the management of traffic on the 2nd and 4th June and the impact on the local roads.

The clerk explained that he has spoken to officers from Highways and explained that a one-way system will not be viable for a one-day event due the cost of administration.

If the group would like to undertake this the group would need to engage the services of a traffic management contractor which will come with a cost around £2,900.

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22. To consider dates for any more group meetings to be held before the 2nd June

The suggested the dates up to the week after the 5 June following the meeting.

20th April, 4th May, 18th May, 25th May and the 8th June

All the dates above were agreed by all those present

23. To consider asking residents and local businesses for raffle prizes and sponsorship.

This item was deferred to the next meeting

24. Confirm the next meeting 20 April

Meeting Note:

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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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