

Langstone Community Council

Notes of the task and finish Group meeting held on Wednesday 20th April 2022

Date: 20 April 2022

Time: 6.30 pm

Venue: Llandevaud Village Hall

In Attendance: Clerk absent

Councillors present:

Mr Ted Jeffery (Chair)

Cllr C Bryant

Cllr L Humphries

Cllr M Harring-Burn

Mrs Harring-Burn

Mrs A Jarman

Mr R Rayment

Mr M Robotham

Mrs A Kay

1. Apologies for absence

Apologies received:

Mr A Edwards

Mr R Arthur

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 6th April 2022

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

All those present agreed.

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

Alison Kay explained that Flyers advertising all 3 events on a single flyer, and a specific one for the 4th June Family fun Day have been produced in DRAFT. Some minor amendments need to be made, adding logos and removing reference to Adrian for example.

Llandevaud group have been using Holly Morgan to create the flyers with a consistent Jubilee theme, for all events.

Tickets prices for all events to be confirmed.

Discussion held with the whole group as to what age should be considered as children and therefore no need for them to purchase event tickets for the beacon. The ticket price for the Beacon event includes a hog roast.

It was agreed by the group that under 12's would not pay for a Beacon ticket and would not get a hog roast. Any under 12's who may want a hog roast will need to purchase an entry ticket.

A vote was taken about the ticket prices for all events. It was agreed by the group that the following prices will apply.

Thurs 2nd June- Beacon £5 per ticket (except under 12's)

Fri 3rd June- Fish supper - £5 per ticket

Sat 4th June- Family fun day- £3 per hog ticket

5. To confirm the outstanding arrangements regarding the Beacon event planned for 2nd June

LCC's Sound systems for the Beacon event have been tested by Ted

- 1) The music sounds good but there is no microphone
- 2) 2nd system hasn't been tested yet
- 3) Fallback position is to rent a suitable sound system at a cost of £250

Ticketing for the event- the Beacon team are not registered for GDPR.

Wording needs to be put on the tickets that all name and address information will be destroyed 48 hours after the event.

Langstone, Llanmartin and Llandevaud residents will be prioritised for tickets.

A5 tickets will be double sided with additional information, parking, event location etc. Lions staff will be available to provide entrance gate control on the night.

Banners- funding is secured.

Banner sizes are to be reviewed and wording agreed. They will follow the Jubilee theme.

Banners will be ordered by Ted

Castle owners will supply suitable posts to secure the banners to.

Ted will produce a RED FILE containing all required documentation, to cover the event.

6. Update on the Risk Assessment for the 2nd June

Risk assessment is to be completed nearer the event date

7. To confirm the outstanding arrangements regarding the Village Hall event planned for 3rd June

Tickets are to be purchased via secure website www.eventbrite.com. Alison Kay expects the site to be ready to receive orders by next week. A maximum of 60 tickets will be available.

Jackie will contact Angelo's fish Bar for an invoice, to enable the Clerk to raise a purchase order.

Llanmartin group indicated they would like 15 tickets for the Fish and chip supper.

Roly had confirmed that an overflow carpark will be made available at the back of the hall, with the caveat that there is no livestock in there.

A volunteer will be needed to direct people to the parking area.

Carol agreed to try local businesses for potential raffle prizes. A raffle hasn't been advertised, so it would be an additional enhancement for the evening,

8. To confirm the outstanding arrangements regarding the Llandeud Common event planned for 4th June

Roly confirmed he has a gazebo available for use on the common.

Llanmartin group have a marquee for the event on 2nd June. Richard and Mark confirmed they will dismantle it and transport it to the common. The Llandeud team will help erect it.

1st Llanmartin Scouts group are putting a stall up and running a Leather woggle weaving puzzle and a Shukla game. Also a Bake sale – the scouts are working on their Fundraising badge

The Lions will be running a stall which in addition to promoting their volunteering activities will be supplying wrapped cakes and biscuits.

There will be fifteen craft stalls with a mixed variety of items available for sale.

There will be a tea and coffee stall that will also sell specialist ice creams and sell pizzas and hot dogs.

A local wood carver Nigel Ryder will be carving wooden items on the day and have objects for sale.

St John's ambulance attendance is an outstanding action with the Clerk to follow up.

We don't have a first aider in our group. Suggestion was made that the nearest defibrillator is in the phone box on Upper Road but that is in need of servicing.

Carol took an action to see if the servicing of the defibrillator can be brought forward.

Carol confirmed that LCC will fund themed flower boxes throughout the ward.

There has been some confusion over who is the named licence holder for the Flower Bar as a number of documents have been presented with different names. Martin is the actual licence holder and had sent the correct food hygiene paperwork to Ted via Aly Jarman.

Traffic management information needs communicated with the residents in Llandeud who may be impacted by additional traffic over the Jubilee weekend as a result of the activities.

Clerk to provide the appropriate wording.

The grass on the common needs to be cut at least twice before the event on 4th June.

Clerk to confirm the grass cutting dates with the contractor.

40ft curtain sided trailer may not be able to drive up Pencoed Lane from the A48

Ted to speak to Roly about cutting the dead tree which is in his garden and overhanging the lane causing an obstruction.

Hog roast is scheduled for 12.30 to 14.30. Mike has asked Jon Straw to check with Chris Underwood (the supplier), what is the latest possible time we can have the hog roast as he can only do a 2 hour slot due to hygiene regulations.

Clearing of the common on Sunday 5th June. Volunteers are needed. Names TBC nearer the date
Ted will produce a RED FILE containing all required documentation, to cover the event.

9. Update on the Risk Assessment the 4th June

Risk assessment is to be completed nearer the event date

10. Update on the Supply of a Trailer

TBC. Potential loan from Estuary Oils.

11. Update on the Generators

TBC. Castle owner to confirm availability

12. Update on the ticketing arrangements for all events

Tickets will be online via www.eventbrite.com for the Fish supper. The Llanmartin team are managing al the ticketing for the Beacon event receiving orders, taking payments and distribution of tickets)

13. Update on the recruitment and management of volunteers.

2 volunteers have been received into the Jubilee events mailbox. it's not known how many other people may come forward at this stage.

14. Update on the Event Licences.

Ted has secured event licences for all the events. The Flower bar owner has his own personal liquor licence.

15. Update on raffle prizes and sponsorship.

Ongoing

16. Confirm the next meeting,

Next meeting date Wed 4th May