

Langstone Community Council



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Members are invited to the **Jubilee Events Group** Task and Finish Group meeting of Langstone Community Council which will be held on **Wednesday 6th April 2022** at 6:30pm at Llandevaud Village Hall to consider the following agenda items. In accordance with the Local Authorities (Coronavirus)(Meetings)(Wales) Act 2021 this meeting will take place by complying with any restriction in place. **Please note** this meeting will be accessible for essential attendees only (elected councillors and supporting officers). Members are invited to declare Personal and Prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial. The council may consider excluding members of the press and public from a meeting of a council during any item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence. Copies of this agenda can be made available to members of the public attending a meeting by requesting a copy from the Clerk to the Council on 077 70 41 73 55 or by email at clerk@langstonecommunitycouncil.org.uk. **Please note:** Requests will need to be made giving 3 clear days' notice prior to the meeting in order to provide you with this agenda.

Adrian Edwards

Clerk to the Council
Date 2 April 2022

Agenda

The community council has a duty to ensure that all the rules for the administration of the council are followed.

1. Apologies for absence.
2. Declarations of interest.
3. To accept the notes from the meetings on the 22 March 2022.
4. To consider the comments and expectations made via email and social media.
5. To report on advertising and promotion of all three events.
6. To consider the financial contributions from the Community Council and the effect that they have on all events.
7. To confirm all the arrangements are in place regarding the Beacon event planned for 2nd June
8. Confirm the Risk Assessment for the 2nd June
9. Confirm all the arrangements are in place regarding the Village Hall event planned for 3rd June
10. Confirm all the arrangements are in place regarding the Llandevaud Common event planned for 4th June
11. Confirm the Risk Assessment for the 4th June
12. Grass cuttings before the event

13. Supply Trailer
14. Generator capacity and users demand
15. Consider security on the 3 and 4 June
16. To confirm ticketing arrangements for all events
17. Consider the recruitment and management of volunteers.
18. To consider that all third parties have the relevant insurance cover.
19. Update regarding Licenced Bars at all the events and consider the effect on Event Licences.
20. Inform the house holds along Upper Road Llandevaud of the proposals on the 4th June.
21. To consider the management of traffic on the 2nd and 4th June and the impact on the local roads.
22. To consider dates for any more group meetings to be held before the 2nd June
23. To consider asking residents and local businesses for raffle prizes and sponsorship.
24. Confirm the next meeting,

FOOT NOTE:

Due to the number of items on the agenda can reports be sent out prior to the meeting for consideration so there is no need to have long discussions over individual items during the meeting.

Langstone Community Council

Apology for Absence

I, Community Councillor/Group member _____

give the Community Councils, Proper Officer written notification for an Apology for Absence for not attending the meeting which I was summoned to on the date below:

Held on ____/____/____ details of which are set out below:

REASON FOR ABSENCE (see note)

Guidance Note:

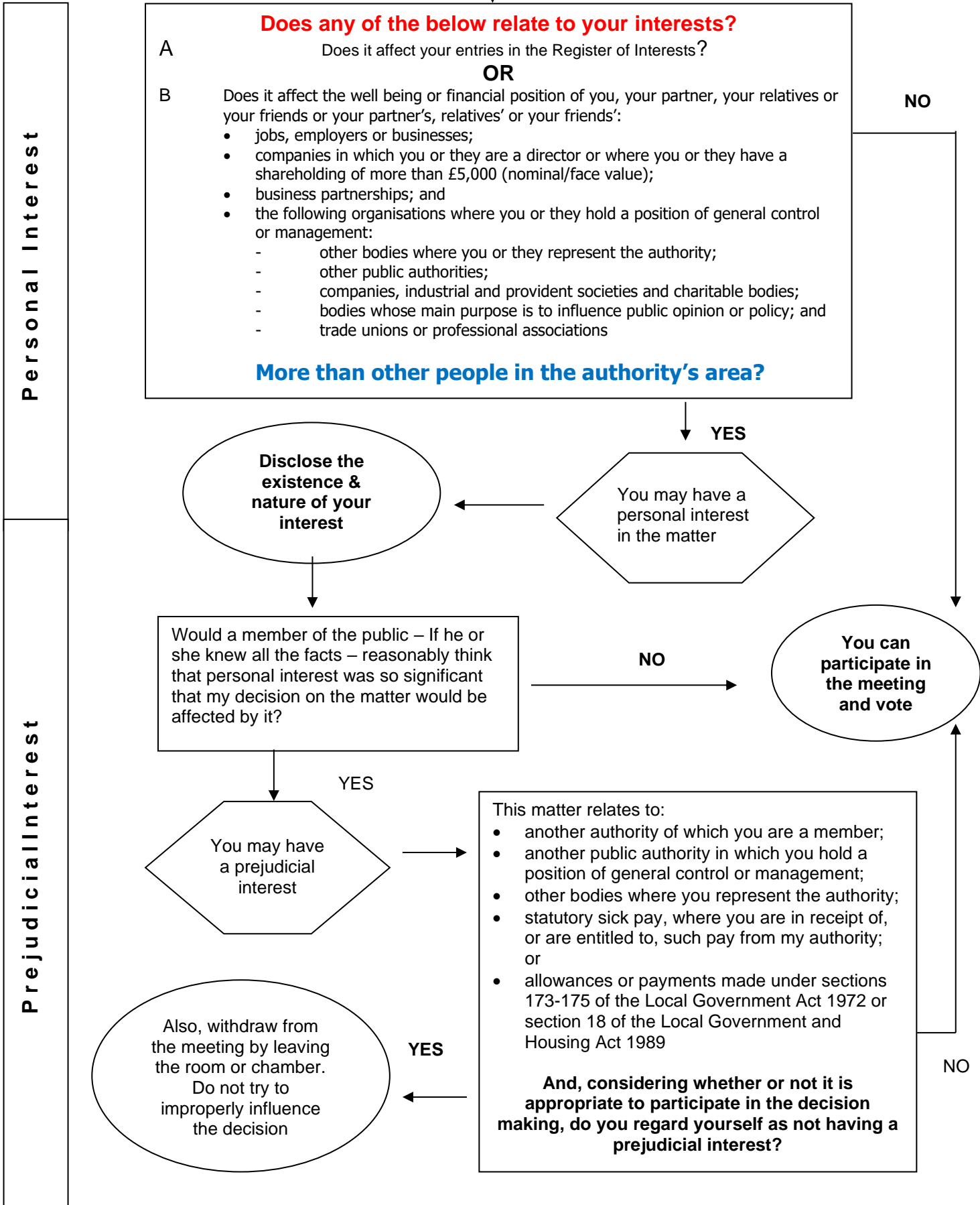
Whenever possible this form should be handed or emailed to the Clerk/Proper Officer before the start of the meeting. It is not sufficient simply to 'note apologies'. 'Noting apologies' tells the council nothing as to whether or not the members of the council accepted and approved the reason given for the absence, or, indeed, whether any reason was given at all. Members are requested to indicate the reason for non-attendance. Approval may be given by the council to an absence in advance; for example, where a member is intending to work abroad for an extended period.

Please Note: in addition to the written Apology for Absence, members have an obligation to declare the Apology for Absence orally or by emailing the Clerk/Proper Officer before the meeting.

Signed: _____

Date: _____

Members Declaring an Interest Flowchart



If the minutes of a preceding meeting/s have been served on the Community Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, the council will deem the minutes are accurate they shall be accepted as a true record. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Councils Standing Orders

MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

I, Community Councillor _____

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Langstone Community Council:

Held on _____/_____/_____ details of which are set out below:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest but I have received dispensation from the Standards Committee.**

Agenda item: _____

Details of the business on the agenda which the Personal Interest relates to:

Details of the personal/prejudicial interest:

Please Note: in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

Signed: _____

Date: _____