

# Langstone Community Council



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Members are summoned to the **Ordinary Meeting** of Langstone Community Council which will be held on **Tuesday 11 July 2023 at 6:30 pm Llandevaud Village Hall**, to consider the following agenda items. Member of the public wishing to login to this meeting will need to contact the clerk by emailing [clerk@langstonecommunitycouncil.org.uk](mailto:clerk@langstonecommunitycouncil.org.uk) for the link. 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](mailto: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 14 June 2023

## Amended Agenda

1. Apologies for absence.
2. Declarations of interest.
3. 15 minutes set aside for Community interaction and members of the community to ask the Clerk or elected member's questions of local interest. **Any questions should be submitted to the clerk 3 clear working days before the meeting. All questions need to be relevant to the agenda.**
4. To consider any verbal or written reports from Gwent Police.
5. To receive and sign minutes of Ordinary Meeting on the 13 June 2023.
6. Matters to report.
7. To consider the notes from Public Meeting 12 June 2023.
8. To consider minutes from Sub Committees
9. To consider any verbal or written reports from (Clerk)
10. To consider notifications from the Public Service Ombudsman for Wales.
11. Update on information relating to WAO (Clerk)
12. To note finance matters, including Income & Expenditure.
13. To adopt the amended Standing Orders deferred from the June meeting.
14. Members declaration of interest forms (Clerk)
15. Members declaring an interest on agenda item of order business (Clerk)
16. Members offering apologies for none attendance (Clerk)
17. Macmillan Coffee morning in Llandevaud (Cllr Carol Bryant)
18. Macmillan Coffee Morning in Langstone (Cllr Mark Oliver-Mardon)

19. Sports Day/Family Day - Langstone (Cllr Mark Oliver-Mardon)
20. Remembrance Sunday service (Cllr Carol Bryant)
21. Planting flower boxes for autumn (Cllr Carol Bryant)
22. Councillors' payments (Cllr J Haring-Burn)
23. Why councillors should have a printed copy of the updated Code of Conduct. (Cllr J Haring-Burn)
24. Planting a Christmas tree in each of the areas represented by LCC. (Cllr J Haring-Burn)
25. Christmas Arrangement (Cllr M Haring-Burn)
26. Contract with Gwent Archive about storage (clerk)
27. Pension Regulator and registration (Clerk)
28. To note any miscellaneous items of correspondence received and distributed since the last meeting.
29. Passing resolutions and the importance of compliance and the implication on violation of those resolutions.
30. The Chair contact One Voice Wales to arrange a meeting with councillors to talk about our working practices.
31. Reports from members on outside bodies.
32. Giving the Clerk delegated powers during the summer recess with consultation with the Chair
33. Members requests for items for inclusion on the agenda (Motions need to be tabled with the Proper Officer at least 10 clear days before the meeting.)

# **Langstone Community Council**

## **Apology for Absence**

I, Community Councillor \_\_\_\_\_

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

What matters are being discussed at the meeting?

**Does any of the below relate to your interests?**

- A** Does it affect your entries in the Register of Interests?  
**OR**  
**B** Does it affect the well being or financial position of you, your partner, your relatives or your friends or your partner's, relatives' or your friends':
- jobs, employers or businesses;
  - companies in which you or they are a director or where you or they have a shareholding of more than £5,000 (nominal/face value);
  - business partnerships; and
  - the following organisations where you or they hold a position of general control or management:
    - other bodies where you or they represent the authority;
    - other public authorities;
    - companies, industrial and provident societies and charitable bodies;
    - bodies whose main purpose is to influence public opinion or policy; and
    - trade unions or professional associations

**More than other people in the authority's area?**

NO

YES

Disclose the existence & nature of your interest

You may have a personal interest in the matter

Would a member of the public – If he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

NO

You can participate in the meeting and vote

YES

You may have a prejudicial interest

This matter relates to:

- another authority of which you are a member;
- another public authority in which you hold a position of general control or management;
- other bodies where you represent the authority;
- statutory sick pay, where you are in receipt of, or are entitled to, such pay from my authority; or
- allowances or payments made under sections 173-175 of the Local Government Act 1972 or section 18 of the Local Government and Housing Act 1989

Also, withdraw from the meeting by leaving the room or chamber. Do not try to improperly influence the decision

YES

**And, considering whether or not it is appropriate to participate in the decision making, do you regard yourself as not having a prejudicial interest?**

NO

Personal Interest

Prejudicial Interest

**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:** \_\_\_\_\_

## Langstone Community Council Remuneration payments to Councillors

I Councillor \_\_\_\_\_ to Langstone Community Council **I do / not wish** to receive/accept a payment representing a contribution towards costs and expenses as determined by the Independent Remuneration Panel for Wales in their report. The councillor's details are required for the community council's records **if payment is to be received:**

Full name registered with HMRC \_\_\_\_\_

NI number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Signed \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ 2023

### NOTE:

The clerk/RFO will make payment to any elected member of Langstone Community Council, and details recorded in any information the community council will be obliged to provide the Independent Remuneration Panel for Wales or any Department of HMRC  
Details will also be published on notice boards and the website.

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