

LANGSTONE COMMUNITY COUNCIL

Acting Chair: Councillor Sharon Davies
E-mails: sdavies@langstonecommunitycouncil.org.uk

Interim Clerk: Mrs Jacqueline Ford
Tel No: 07522 859372

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14th January 2025

Dear Councillors,

You are summoned to attend the Ordinary Meeting of the Langstone Community Council, to be held on the **21st January 2025 at 6:30 p.m. at Llandevaud Village Hall.**

A copy of the draft Minutes of the meeting on the 10th December 2024 is attached to this invitation.

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.

If you have any queries concerning the meeting agenda, please contact the clerk.

Yours sincerely,

Mrs J Ford

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest and consideration of Councillors' declarations of interest forms**
- 3. Election of Chair (following resignation) for remainder of 24/25**
- 4. Chair to sign the Acceptance of Office**
- 5. Election of Vice Chair if necessary for remainder of 24/25**
- 6. To approve and sign minutes of the Full Council Meeting on the 10th December 2024**
- 7. Matters arising from the Council Meeting on the 10th December 2024 (not covered in agenda items)**

- 8. To consider any verbal or written reports from the Clerk or Councillors and correspondence received**
- 8.1 Clerk report on findings since appointment and access to emails (where not covered in later agenda items).
- 9. 15 minutes for the Newport City Councillors to report**
- 10. Police update** (note report already circulated)
- 11. Review of 2024 Remembrance Service – compile learning points**
- 12. Finance Committee Update.**
- 12.1 Update on recovery of information and equipment from RW/CB.
- 12.2 Update on Bank Access/cheque signatory process for Cllrs SD and BN
- 12.3 Revised Remuneration payment cheques for relevant Cllrs and recovery of overpayments
- 12.4 25/26 Budget preparation – process and status
- 12.5 Asset Register - process and status
- 12.6 Approve payments
- 12.7 Audit Wales requested actions (22/23 and 23/24)
- 12.8 Grant Applications to LCC– proposal for decision on payments.
- 12.9 Consider setting up a “Grant requesting team” to source potential funding opportunities
- 12.10 Financial Regulations 2024 edition – plan to implement
- 12.11 Procurement Act (key date Feb 2025) ([The Procurement Act 2023: A short guide for suppliers \(HTML\) - GOV.UK](#))
- 13. HR Committee Update**
- 13.1 Working Group on recruitment for permanent clerk update
- 13.2 Update on training course returns to Cllr S.George
- 13.3 Nominations for the 4 available remaining free training modules
- 14. Planning Committee**
- 14.1 Consider any Planning applications considered or received before the meeting [Weekly List](#)
- 14.2 Consider report from the Planning Committee (if relevant)
- 15. IT Committee**
- 15.1 Update on VisionICT and web access, progress on update of website
- 15.2 Update on Microshade and other IT related items.
- 16. Parks Committee**
- 16.1 Consider quotes for possible work (SG action from Dec Meeting)
- 16.2 **CLLR MOTION:** Cllr Iain Riley to join the Parks Committee
- 16.3 Confirm with Chair (or relevant person) whether the Centenary Park lease was extended in 2010 after expiry in 2007 and obtain a copy.
- 16.4 **CLLR MOTION:** If no lease exists, Park Committee to seek to ascertain the status of the park with Newport City Council (NCC) and if required negotiate either a new lease agreement or initiate discussions regarding an asset transfer.
- 17. Community**
- 17.1 **CLLR MOTION:** Propose that the Place Plan initiative be absorbed into the Council as a formal sub-committee (e.g. of the Planning Committee) with the existing Place Plan initiative structure and membership retained.
- 17.2 Christmas trees 2025 – proposed way forward

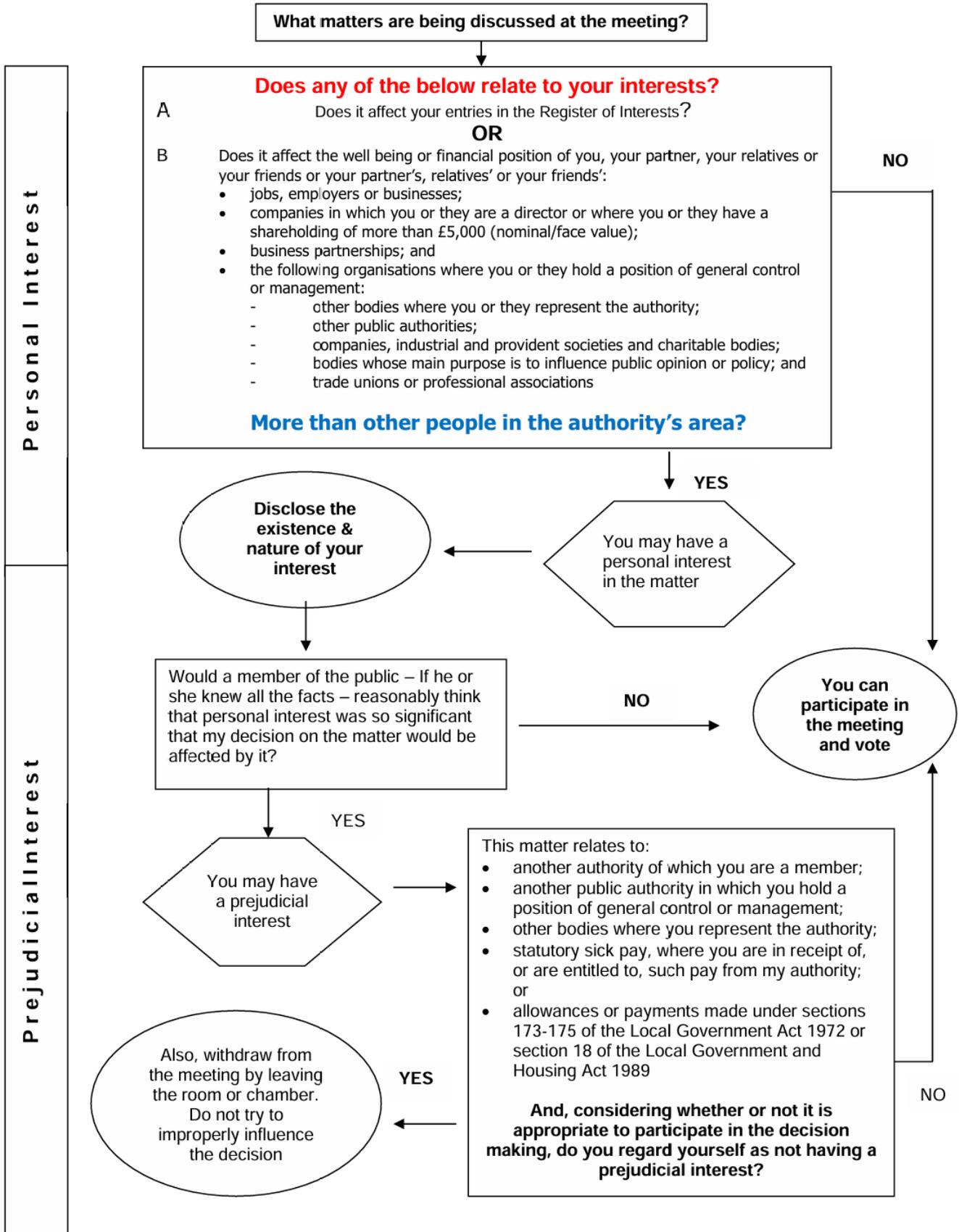
18. Policies/procedures/statements

18.1 Progress update on Standing Orders, Policy Documents review

19. 15 minutes set aside for Community interaction and members of the community to ask the Clerk or Councillors questions of local interest. Whilst members of the community should feel free to raise matters of importance, it is requested that any questions should be submitted to the clerk at least 24 hours before the meeting

20. Next meeting – scheduled provisionally 18th February 2025.

Members Declaring an Interest Flowchart



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: _____