

# LANGSTONE COMMUNITY COUNCIL

Chair: Councillor Sharon Davies

Interim Clerk: Mrs Jacqueline Ford

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13th February 2025

Dear Councillors,

You are summoned to attend the Ordinary Meeting of the Langstone Community Council, to be held on the **18<sup>th</sup> February 2025 at 7.00 p.m. at Llandevaud Village Hall.**

A copy of the draft Minutes of the meeting on the 21<sup>st</sup> January 2025 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

- 25/021 Apologies for absence**
- 25/022 Declarations of interest and consideration of Councillors' declarations of interest forms**
- 25/023 To approve and sign minutes of the Full Council Meeting on the 21<sup>st</sup> Jan 2025**
- 25/024 Matters arising from the Council Meeting on the 21<sup>st</sup> January 2025 (not covered in agenda items)**
- 25/025 To consider any verbal or written reports from the Clerk or Councillors and correspondence received (where not covered in agenda items)**
- 25/026 Co-option update**

**25/027 15 minutes for the Newport City Councillors to report**

**25/028 Finance Committee/Working Group Update.**

- (i) Resignation of current FC Chair, Cllr Newport.
- (ii) Proposals for replacement Cllrs to Finance Committee
- (iii) Appointment/Election of FC Chair
- (iv) Sign Acceptance of Office
- (v) Accept monthly accounts reports for January 2025 (Receipt/Payments listing and monthly bank statement and reconciliation).

Unity Trust Bank Account		
Opening Balance	1 January 2025	£123,287.63
Closing Balance	31 January 2025	£122,068.93

- (vi) Approve payments:

Method	Payee	Description	Amount
DD	Lloyds Bank plc	Bank Card Charges	£3.00
SO	Microshade	Citrix Hosting	£57.54
DD	ICO	ICO Annual Registration	£35.00
DD	Rombourne	Virtual Office rent	£43.26
Fee	Unity Trust Bank	Service Charge	£6.00

- (vii) Approve additional signatories for Unity Trust Bank
- (viii) Appoint internal auditor for 2023/24 and 2024/25
- (ix) Approve list for recovery of Remuneration payments overpaid
- (x) Consider and decide on Grant Applications for 2024/25
- (xi) Set-up working group to work on items FC25/008 a, b and c from Finance Committee

**25/029 Community**

- (i) **CLLR MOTION:** Propose that engage with a local community group or artist(s) to paint the concrete LCC planters.
- (ii) **MOTION:** Recognising the significance of the 80th anniversary of Victory in Europe (VE) Day, the Council proposes to support and facilitate community-led celebrations that promote reflection, remembrance, and unity within our community.

**25/030 Planning Committee/Working Group Update**

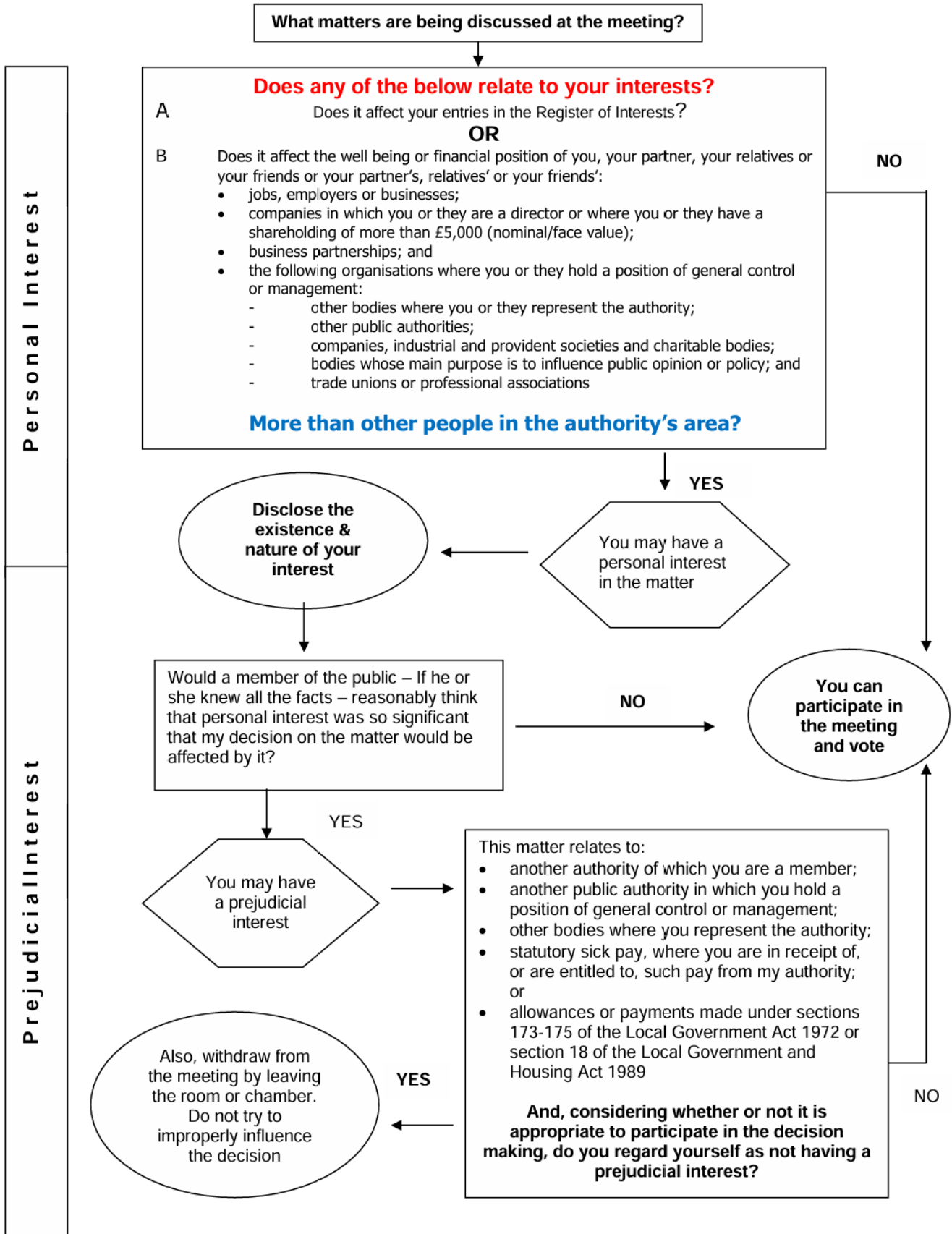
- (i) Consider any Planning applications considered or received before meeting [Weekly List](#)
- (ii) Consider report from the Planning Committee (if relevant)

**25/031 HR Committee /Working Group Update**

- (i) Update on Clerk recruitment process
- (ii) Consider recommendation from Finance Committee regarding potential job share and position of Interim RFO.

- 25/032 Parks Committee/Working Group update**
- (i) Consider quotes for possible investigative work (SG action from Dec Meeting)
  - (ii) Lease status (IR action Jan meeting)
- 25/033 Policies/procedures/statements (standard agenda item)**
- (i) Confirm volumes of historic minutes to be taken to Gwent Archives
  - (ii) Update on reviews and revisions of any policy related documents (for Info)
- 25/034 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
- 25/035. Agree next meeting – scheduled provisionally 18<sup>th</sup> March 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:** \_\_\_\_\_