



Dear Members

You are summoned to attend the following meeting:

Annual Meeting of Langstone Community Council

Tuesday 27 May 2025 at 19:00 PM

The meeting will commence at 19:00 at Llandevaud Community Hall, off Chepstow Road, Llandevaud, Newport, NP18 2AA

Members of the Council, members of the press and the public may attend in person.

The meeting will also take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

Members of the Council, wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the video conference.

Agenda

To: Councillors: R Bevan, J Bryant, S Davies, S George, J Humphries, L Humphries, R Lewis, B Newport, I Riley, B Sheppard, J Smith, S Voyle.

For meetings of the Full Council, the Quorum shall be at least a third of the total membership.

The outgoing Chairperson, Councillor Sharon Davies, will chair the opening of the meeting pending the election of a new Chairperson.

25/060: Election of Chair and Vice-Chair of the Council, Declarations of Acceptance of Office

- a. Nominations for Chair of the Council
 - i. Nominations are invited for the role of Chair of the Council.
- b. Nominations for Vice Chair of the Council

- i. Nominations are invited for the role of Vice Chair of the Council.
- c. Declarations of Acceptance of Office
 - i. It is recommended that the Chair signs the declaration of acceptance of office in the presence of the Proper Officer before the next meeting of the Council.

25/061 Apologies for Absence

To receive any apologies for absence from members

Apologies must be submitted in advance by the Member concerned.

(Members are reminded that failure to attend at least one relevant meeting within six months will result in automatic disqualification from holding office unless the absence is approved)

25/062 Declarations of Interest

Members are asked to declare any personal and/or prejudicial interests they may have to give details of the nature of the interest.

25/063 Chairs Address/ Annual Report to Council

To receive an address from the Chair on their time in office and of the last municipal year

25/064 Ex Officio Members of the Council

To appoint the Chair and Vice Chair of the council to serve as ex-officio members (with normal voting rights) on all Council Committees and Sub-committees during their term of office.

25/065 Review of the Terms of References, Membership and Chairmanship of Committees.

d. Terms of Reference of Committees

- i. To review the attached terms of reference for committees, including any delegated powers.
- e. Appointment of Members to serve on Council Committees and other Groups. To nominate and appoint members to serve on the Council's Committees, as follows:-

- i. Finance Committee (4 members)
- ii. Planning Committee (4 members)
- iii. Amenities and Events Committee (4 members)
- iv. Parks Committee (4 Members)
- v. HR, Staffing and Complaints Committee (ad hoc)

(Ex Officio members will also sit on each committee)

For meetings of Full Council the Quorum shall be at least a third of the total membership.

For all other committee and sub-committee meetings, the quorum shall be 3.

The chair of council will also direct the formation of any working group subject to the needs of the council.

f. To Appoint Chairship of Each Committee

- g. To note that all committees and structure of the council will be under review by the full council and may be subject to change throughout the year.

25/066 Standing Orders

To review and agree the attached standing orders for the 2025/2026 municipal year.

25/ 067 Contract Standing Orders

To review and agree the attached contract standing orders for the 2025/2026 municipal year.

25/068 Financial Regulations

To review and agree the attached financial regulations for the 2025/2026 municipal year.

25/069 Code of Conduct

To review and agree the attached model code of conduct for members and officers and protocol for members and officers for the 2025/2026 municipal year.

25/070 Local Resolution Protocol

To review and agree to the local resolution protocol complaints procedure.

25/071 Dates of Future Meetings

- a) Members are to note the attached schedule of council meetings for the 2025/2026 municipal year (members are to note that these meeting dates are subject to change and a full committee timetable will be made available subject to consultation with committee chairs)

Date	Meeting
May (27/05)	AGM & Full Council
June (10/06)	Full Council
July (08/07)	Full Council (annual return)
August	Recess (The chair of council reserves the right to convene meetings during this time period where appropriate notice is given)
September (09/09)	Full Council
October (28/10)	Full Council
November (11/11)	Full Council (Clerks Performance Review)
December	Recess (The chair of council reserves the right to convene meetings during this time period where appropriate notice is given)
January (13/01)	Full Council (Precept)
February (10/02)	Full Council
March (10/03)	Full Council
April (14/04)	Full Council
May (12/05)	AGM & Full Council

b) Council Calendar of Events

Members to be advised that a calendar of events for the year will be developed and maintained by the Amenities and Events Committee and will be circulated to all members once finalised

Anthony Bird

*Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)
Langstone Community Council/Cyngor Cymuned Langstone*

06 May 2025/ 06 Mai 2025

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