

Langstone Community Council
Notes of the Task and Finish Group Meeting held on
Thursday 17 February 2022
at 6.30 pm

Date: 17 February 2022

In attendance:
Adrian Edwards Clerk
Llanmartin Residents Association
Mrs S Rayment

Time: at 18.30hrs
Venue: Llandevaud Village Hall

Cllr's Present

Cllr C Bryant
Cllr M Harring-Burn

Mr Ted Jeffrey (Chair)
Mr R Arthur
Mrs J Ford
Mr R Rayment
Mrs A Jarman
Mrs J Harring-Burn
Mrs A Kay

Apologies received:
Cllr Lance Humphries

The chair welcomed those present and gave a brief explanation for the Task & Finish Group meeting.

The Clerk explained before the working group appointed a Chair, the working group, would need to agree terms of reference. The Task and Finish group (T&FG) will form part of the Governance Group and will provide direction on the provision of the celebrations of the 70th Jubilee celebrations of her Majesty the Queen in the community of Llandevaud and Llanmartin. It was explained under part 1 of the Members Code of Conduct "co-opted member", in relation to a relevant authority, means a person who is not a member of the authority but who is a member of any committee or sub-committee of the authority, will need to agree to abide by the Members Code of Conduct, elected member or not. The Clerk gave all those present a copy of the ToR before the meeting started.

The terms of reference were noted and agreed by those present.

The clerk asked everyone to introduce themselves just in case someone didn't know those present. Everyone present introduced themselves.

1. Appoint a Chair to this T&F Group

Cllr Bryant asked for nominations for Chair to this Task and Finish group. It was proposed that Mr R Arthur be appointed as Chair. Mr R Arthur declined the nomination and gave his reasons. After some discussion Mr T Jeffery was appointed Chair for the duration of the T&FG meetings.

All those present agreed and no other nominations were made.

Meeting Note:

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2. Apologies for absence.

Cllr Lance Humphries

3. Declarations of interest.

It was explained that everyone in attendance would have an interest with the involvement they have with the group or organisation there are representing on the working group.

4 To consider arrangements for the 70th Jubilee of her Majesty the Queen between the 2nd June and the 5th June 2022

The Chair gave an explanation and asked if anyone had any proposals to share with those present. Mr R Rayment, explained that the Old Hamlet of Llanmartin Residents Association (TOHfLRA) has approached the owner of Pencoed Castle, making enquires if the land around the castle could be used for lighting the Beacon. The owner offered the use of the grounds and a HGV trailer to act as a stage for the event on the Common on the Saturday.

There was some discussion regarding the Beacon, and its size and if it would be visible from a distance. It was explained it is a free-standing beacon fuelled by bottled gas.

It was explained that around 1,500 beacons will be lit across the country at 21:15. It was agreed the lighting of the Beacon will be around 21:15. It was thought that the evening would start around 19:15 to 19:30.

Mr R Rayment also explained that the TOHfLRA have agreed to put on a Hog Roast on the day of the lighting of the Beacon. A discussion took place with a range of views being expressed. It was explained that it was expected that around 60 to 80 people may attend the lighting of the Beacon. There was some discussion about serving alcohol. I was agreed that no glasses will be used on that evening for health and safety reasons.

There was further discussion about holding a fish supper or similar in Llandevaud Village Hall on the Friday evening but the Village Hall committee may find it difficult to find sufficient volunteers to do this this, but the Village Hall can be made available on that evening. There was some discussion whether the evening would be age specific. There was some further discussion with a range of views being expressed by those present, and it was agreed that it should be an adult evening only. It was explained that the Village Hall can hold 60 people so tickets would need to be restricted.

The Chair explained that the Newport and Usk Lions organisation has been contacted and are willing to provide support over the weekend.

Meeting Note:

It was explained that the community should have unity when holding an event like this. It was explained that TOHfLRA had a number of volunteers over the years but recently those numbers have reduced. An event like this may attract residents to be part of the community spirit once again.

5 Confirm the most popular day over that weekend.

The Chair explained it would appear the most popular day will be the Saturday. There was a great deal of discussion what would be held and what events would take place.

One of the main topics that was raised was regarding the grass and would it be cut. It was explained as this event is a community event the Community Council would approach the Commons Committee and the landowner about cutting the grass in readiness. There was some discussion whether this money should come out of the budget for the celebration or from the Community Councils wider budget. One member said that will be for the Community Council to consider but understood the reason for the question.

It was explained that a timeline will be drawn up so an events programme can be considered and shared with the working group.

6 Extending an invitation to residents and share ideas and to consider the activities over the weekend.

The Chair gave a brief background and the reason for this. There was some discussion when a meeting should take place to seek the views of residents. There was also some discussion around leaflets and posters and letting residents know about any meeting.

It was explained that one person has started to put together a leaflet advertising the weekend, and this could be made into a poster. TOHfLRA explained that they were considering printing a leaflet to distribute to properties in Llanmartin Village.

It was felt that there should be a common theme to the leaflets showing the event is a community event. This will be discussed in further meetings.

7 Would there be a day event or a day/evening event?

It was felt this item had been discussed earlier in the meeting

8 Will a licence or licences need to be applied for, and delegate a person to apply for the licence

There was some discussion about a licence or licences for the weekend and would it be in the best interest if a local publican applied for a licence.

Meeting Note:

It was explained that groups and organisations can apply for an events licence from Newport City Council. It was explained that a person applies for the licence for an event. If there would be more than one event each event would need a separate licence.

After some discussion it was agreed that the Chair would apply for the relevant licence/s.

The provision of conveniences on the 2 June and the 4 June was raised. It was explained that there should be one female and one male convenience on the 2 June and at least three or four on the 4th June with one set aside for disability access.

The Clerk will look into this and report back.

9 Cost of the event/s, and any limits on expenditure.

It was agreed to defer this item until the group has more information and costs.

10 Consider dates the group would meet and report back. 3 or 4 March, 10 March, 6 April, 3 May, May ??

There was some discussion regarding dates for the meetings. It was explained that the earlier meetings need to be agreed due to the up-and-coming elections. One person asked what purdah is. It was explained it is the pre-election known as 'purdah', and describes the period immediately before elections or referendums when specific restrictions on communication activities are in place.

It was explained that the dates on the agenda were provisional, and dates needed to be agreed. Following this it was agreed that the next meeting should be the 24 February at 18:30 hrs. and the public meeting on the 11 March. It was agreed other dates will be confirmed in the next meeting. It was agreed that the public meeting will contain a presentation to seek views on what residents would like to see and inform everyone of what has been considered.

Item not on the agenda, but to be considered at the next meeting.

There was some discussion about the name of the group. It was agreed to consider "Jubilee Events Group".

Those present were informed about the planting arrangements for the flower boxes in the community. The clerk explained that he has been in contact with the local garden centre/nursery about the cost of plants.

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He explained that they were unwilling to provide an estimated cost until the end of April or the beginning of May.

He explained that he has also been in contact with other garden centre/nurseries, and he will have costs for the next meeting.

6. The date of the next meeting will be the 24 February 2022 at 18:30

The Chair thanked everyone for attending and the meeting closed at 20:28

Langstone Community Council
70th Jubilee celebrations Task and Finish Group
Terms of Reference

1 Aims:

The Task and Finish group (T&FG) will form part of the Governance Group and will provide direction on the provision of the celebrations of the 70th Jubilee celebrations of her Majesty the Queen in the community of Llandevaud and Llanmartin.

2 The purpose:

The purpose of the T&FG will be to provide activities and celebrations for the community of Llandevaud and Llanmartin working with organisations or local groups from within the community as indicated above.

3 Duration of T&FG:

These Terms of Reference (ToR) are effective from 4 February 2022 and continues until the 10 June 2022.

4 The Chair:

The role of the Chair is to facilitate discussion during the meetings.

5 Attendees:

The T&FG will comprise of representatives from:

- Langstone Community Council
- Llandevaud Commons Committee

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- Llanmartin Residents Association
- Llandevaud Village Hall Management Committee
- Additional members may be included in the group as required.

6 **Code of Conduct:**

Under part 1 of the Members Code of Conduct "co-opted member", in relation to a relevant authority, means a person who is not a member of the authority but who is a member of any committee or sub-committee of the authority, will need to agree to abide by the Members Code of Conduct, elected member or not.

7 **The T&FG members role:**

The role of the individual members of the T&FG will include:

7.1 When participating in meetings or reaching decisions regarding the business of your T&FG, based on the merits of the circumstances involved and in the public interest, have regard to any relevant advice offered by paid officers or residents.

7.2 Attending regular meetings as required, and participating in the group's work

7.3 Representing the interests of community and organisation they represent

7.4 Members of the one of the above organisations can nominate a proxy to attend a meeting if the member is unable to attend.

8 **Meetings:**

All meetings will be chaired by the person nominated at the first T&FG meeting on 17 February 2022. The Community Council will provide the administrative support to the T&FG.

8.2 Meeting agendas and notes will be prepared and presented by the Clerk to the Community Council and the working group. This includes:

- preparing agendas and supporting papers
- preparing meeting notes and information.
- confirming agreed dates

Meeting Note:

8.2 Any agenda items will be forwarded to the Clerk five days prior to the next scheduled meeting to enable the Clerk to include on any agenda.

8.3 The meeting quorum will be 5 members of the T&FG.

8.4 All decisions will be made by consensus.

8.5 If required subgroup meetings can be arranged outside of these times. That group will have no powers to make decisions or create expenditure on behalf of the T&FG, and all considerations will need to be reported to the next meeting.

8.6 A meeting should be no longer than 2hrs in anyone sitting.

9 **Reporting:**

All decisions will be by a majority and reported back to the Community Council relating to funding or any formal agreements.

10 **Voting:**

There will be no nominated proxy voting.

11 **Funding:**

11.1 Any financial impact on the Community Council budget will be reported to the Community Council before committing to expenditure.

11.2 The Community Council reserves the right to withdraw any funding if its members believe the events and not for the benefit of the inhabitants of the community.

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