

Langstone Community Council
Notes of the Task and Finish Group Meeting held on
Tuesday 22 March 2022
at 6.30 pm

Date: 22 March 2022

In attendance:
Adrian Edwards Clerk

Time: at 18.30hrs

Venue: Llandevaud Village Hall

Cllr's Present

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

Apologies received:

Cllr C Bryant
Cllr L Humphries

The chair welcomed those present and gave a brief explanation for the Task & Finish Group meeting, and he explained the partnership is working well.

It was explained that he has some concerns that some matters have been posted on social media by others outside the working group. He reminded those present, the discussions and outcomes remain confidential until a formal release is made, to ensure that no misinformation is circulated. He explained he hopes that everyone understands. It was explained that it's been noted that one resident has posted on social media asking if special dietary requirements at the fish supper and at the Beacon Lighting will be catered for. He also explained that more than one person expressed comments that free food was going to be available at the events. It was explained that this has never been agreed as the budgets have not yet been confirmed. It was also explained that the Clerk had informed the working group that the Village Hall in Langstone had been booked to ensure the venue would be available. He explained that it has been reported on social media as a bad thing, not a good thing, for thinking ahead. Again, it was asked how that information got in the public domain. There was some debate around this, and the comments were noted.

1. Apologies for absence.

Cllr's C Bryant, L Humphries

2. Declarations of interest.

It was explained that everyone in attendance would have an interest with the involvement they have with the group or organisation they are representing on the working group. It was explained several the Community Councillors are representing the Community Council and a declaration is not required.

3 To accept the notes from the meetings on the 8 March 2022

22-3-22 March T&F Group meeting with LLandevaud Groups v1 draft

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Chairman's initials

The notes presented were accepted by those present as an accurate record.

All those present agreed.

The notes of the Public Meeting held on Friday 18 March 2022 were presented to those in attendance and were accepted by those present as an accurate record.

All those present agreed

The Chair thanked the Clerk for the notes of the public meeting which were very good and recorded all the relevant points made.

4 General update on the arrangements the 2nd June and the 5th June 2022

4.1 To confirm all the arrangements are in place regarding the event planned for 2nd June

The Chair invited the Llanmartin group to give an update on the current position.

It was said that the proposed suggestion to provide an upgraded mobile toilet was not an affordable reason going forward, and to remain with the proposed arrangements.

1. It was explained that the proposed bar arrangements have been investigated by the landowner and one company approached would charge an estimated £1k. It was said that a second company had been sought, which will serve beverages including teas and coffees. It was explained that the provision of serving free soft beverages would detract from the supply of bar service and the company is a commercial enterprise.
2. It was suggested by Llanmartin group that the second option would be the best option and all beverages would be chargeable that evening.
3. It was explained that a £100 deposit would be required, and the deposit will be refundable after the event. It was explained that all profits will be retained by the contractor. A question was asked if the contractor will have their own licence and will there be need for a power source to run the bar.
4. It was confirmed the company will have their own licence and power supply to run the bar.
5. It was explained that THfOLM will undertake the litter pick the following day.
6. The expected start time will be 19:00hrs when the bar will be open, for service at 20:00hrs.
7. A bugler will be in attendance, and it was explained that two other buglers will attend at no extra cost.
8. It was suggested that a light would need to be close to where the bugler will be standing so they can read the music.
9. It has not been confirmed at this stage who will read the proclamation, and what that will be. It was confirmed that a proclamation is already on a relevant website.

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10. It was explained that the City Council Mayor will be attending a City Council event. There was some discussion about who would be a suitable appropriate person to ask to read the proclamation.
11. It was asked if something else should be done on the evening as a formality. It was explained that THfOLM have considered providing a fire display and a fireworks display. There was some discussion over the costs. The Clerk asked for an estimated cost on this and explained that there isn't a bottomless pit on the budget for a firework display. It was explained that the cost for a firework display may not be feasible due to financial restraints. The Clerk explained that when planning an event like this you don't say that you have a budget of X, as the budget will be exhausted. The Community Council also needs to consider other events in the "ward". It was explained in February and suggested that a wish list was put forward so consideration could be given to everything. It was explained that cost could be sought and reported back for consideration.
12. There was some discussion if a choir could attend for the earlier part of the evening.
13. There was some discussion relating to the programme the Clerk sent to a group email, and the Clerk asked who has access to the email in Llanmartin, as the information was sent to the group email address. It was explained that Mrs Ford is the recipient on that email group. Mrs Kay said that she would forward the email and the programme for the 2 June.
14. There was some discussion relating to the Hog Roast and it was explained that the person who was going to supply the food as pulled out due to other commitments, and a new supplier has been contacted. It was explained that the new supplier will provide all the accompaniments including side orders etc for £4.95.

It was explained the cost doesn't include plates and serviettes, and THfOLM would provide those. It was explained that the working group was informed that the new supplier was going to charge £6.00 per head and that was gong to increase the cost by around a 100% with the increase in numbers. It was confirmed that the cost will be £4.95 not £6.00.

A question was asked how confident are THfOLM that 150 people will attend. There was some discussion over the numbers attending and the way the food will be distributed between the two or three communities.

There was some discussion that one Community can't have all the allocation of the food that evening. It was suggested that tickets could be split 50,50,50 or 60,60,30. It was explained that this needs to be confirmed before the event moves into the final stages.
15. There was some discussion over the numbers that needed to be booked and the cost per head, and should attendees pay for the food. As explained in the public meeting, the food should be paid for as if entry is free people may not turn up, but with a cost people will think 'I paid for this'.
16. There was some discussion over the insurance cover for the event and to be compliant a full risk assessment (RA) will need to be written and submitted to the insurers for agreement. The Clerk explained that he had received a standard RA sheet containing a full list of activities. He explained

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that the open space that was proposed for use has/had several stones laying on the ground. As attendees would be walking freely the Community Council and the working group as partners, cannot have hazards that could cause trips and falls.

The Community Council will be required to provide a RA and name who is responsible for the risk, and whether all permits and licences are in place for third parties attending the event. For example, catering vans, non-event run stalls, bands, bouncy castles etc.

All third parties must have their own public liability insurance, evidenced to the Council. However, stalls run for no financial gain by local people or groups may not have their own public liability insurance. This is something that will need to be checked.

If we are using a generator for electricity, the generator enclosure should be accessible for normal operations or emergencies. The generator should be segregated from public areas of the venue, with clear danger warning signs around the intake or enclosure.

The chair read out a list of requirements to include in the RA

It was explained that the Chair and a member from THfOLM group will undertake the RA and sign it off for submission to the insurance company.

17. There was some discussion over the numbers that should attend the event on the 2 June. It was agreed that the event should be limited to 150 people.

18. There was some discussion around the identifying the numbers that have purchased tickets for food. It was agreed that food will be obtained via purchase of a ticket. There was also some discussion over the way people can purchase a ticket and should that be via one email address or one person dealing with distribution of tickets. This will be confirmed at the next meeting.

A question was asked about the residents from Langstone attending the Beacon event. The Clerk explained that there is only one "Beacon" that the Community Council own, and the Community Council represents the Community, this should be an event for the whole Community.

19. A question was asked about the design of the ticket, and should it be a common theme and all the tickets should be similar in design. There was some debate, and it was explained that a member from THfOLM group will design the ticket.

20. A point was made regarding lighting for when people are leaving the event. It was explained this was raised by the owner of the Castle. This will be a matter for the RA.

In Conclusion

The bar will require a £100 deposit that will be refundable.

The RA will be arranged in the next ten days.

Design of tickets to be presented at the next meeting

Budgets from the CC

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4.2 To confirm all the arrangements and consider the details of the Village Hall event planned for 3rd June

A member of the Village Hall committee explained that this is going to be run by the Commons Committee as the Village Hall doesn't have enough people to attend that weekend.

It was explained that the start time is not confirmed as the Village Hall may still be in use by the Play Group. It was explained that day will be a bank holiday, therefore will the hall be in use?

It was explained that most of the arrangements are in place and the food order is in place. It was explained that there are sufficient tables and chairs.

A question was asked about the sound system, and one of the entertainers will bring his own PA system. A question was asked about the system that is installed in the Village Hall and is it in use. It was explained that it was useable but that can be checked with the Chair of the Village Hall.

It was explained that it is expected that the field adjacent to the Village Hall carpark can be used as an overflow carpark on the 3rd June. It was also said that the restaurant has indicated that we could use the one side, but that will be confirmed at the next meeting.

A question was posed about the cost of the supper and will that be chargeable for those attending. It was suggested at the public meeting that a charge should be around £5.50 per ticket. It was explained that charging will be consistent with the event on the 2 June.

4.3 Consider feedback on details of the Llandevaud Common event planned for 4th June.

It was explained that there is some concern over the first responders as they will not be available.

It was explained that Newport Highways have been contacted about the temporary traffic orders. It was explained that the Clerk has not received a reply at this stage.

The Chair said that 15 craft stalls have confirmed that they will be attending and will bring their own gazebos and table and chairs.

The chair explained that the power by generator is still not confirmed as the group are waiting for confirmation if the generators will be provided free of charge. It was explained as from the 1st April all diesel plant will need to be run on white diesel.

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It was explained that confirmation of the trailer for the event has not been confirmed, but it is hoped that a contingency will be in place.

The chair explained that a person who attended the public meeting asked what if any, do we have as a contingency if it rains.

There was some discussion about food and other stalls. It was explained that the Hog Roast supplier will require payment in full. This is to cover his overheads and the company is left with produce he is unable to sell. There was some debate over the cost of a ticket.

The chair said that he has been in contact with a person with an ice cream van. It was explained that the person doesn't require payment for attending, but the person will provide teas and coffees to be distributed freely and the person will counter charge for this at £180.00. There was some discussion around this, and it was agreed to consider this. It was explained that the person will be self-sufficient.

It was explained that the group may have an opportunity to obtain a freezer so ice creams can be made available for the younger age group who attend the event. The ices can be purchased from a local supplier.

There was some discussion over the supply or sale of goods. It was said that the Community Council is going to make a saving if people will need to pay for goods. It was explained that the matter relating to food was put on the wish list, it was never agreed that it would be a free day out for everyone. It was said this is the reality of putting on an event and all the costs involved. An example was given if anyone attends a festival or country fair you don't receive teas, coffees, and free food with the entry price. It was explained the Community Council set a budget for Community events in the Community not solely for these two events.

There was some debate over the Community Councils budgets and the amount that should be spent in Llanmartin and Llandevaud. The members of the Community Council need to consider the wider Community not just two communities.

It was explained that the Common Event will be running from mid-day until 21:30hrs, and food is not going to be available all day and evening. It was explained should there be other food distributors invited so food could be available to everyone for longer.

It was thought that the Hog Roast is more of an adult thing and should be in the evening and may be a second food provider is invited for the afternoon.

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A question was asked about the number of bouncy castles that will be on the common. It was explained that there will be two play inflatables and one that will be set up as the bar.

The chair informed everyone that there will be DJ's on the day and a choir from Chepstow along with other live bands. The timeline has not been agreed at this stage.

There was some debate over the management of the traffic from the A48 or the Magor Road towards the village.

5. Update from the 18 March public meeting

The chair believes that most of the points have been discussed during the earlier part of the meeting. It was confirmed that it came from the public meeting that residents wanted to see something done and the food element should be chargeable.

It was also said that volunteers will be needed as its going to be a long day for those who have come froward. It was also thought that a gazebo or tent needs to be on the common for first aid and lost children.

6 Grass cutting before the event.

The Clerk explained that the grant application has been submitted to the Community Council for cutting the grass before the event.

The Clerk explained that prior to the sale of the land, under the schedule of maintenance, City of Newport used to cut the grass twice a year. The Clerk informed those present that City of Newport have indicated that they will not be cutting the grass going forward.

The Clerk explained that being one of the partners, organising this Jubilee event, this would need to be considered by members of the Community Council. Everyone knows that there are elections in May and there could be a different administration with different thoughts.

There was some debate about the grass and when it should be cut so some of the games and events can take place. It was thought that the grass would need cutting twice before the 4 June. This will be an item for the next agenda.

7. Update regarding Licenced Bars at all the events.

The chair said that bar providers will have their own licences for selling the beverages.

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8. Consider any feedback on the Licence applications

This agenda has been debated and discussed during other parts of this meeting

9. Consider the management of traffic on the 4th June and the impact on the local roads.

This has been discussed in other parts of the meeting.

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

This agenda item was discussed under different agenda items of the meeting and further information will be made available at the next meeting.

11. Confirm the next meeting 6 April

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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
- 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.

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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

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.

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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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