

Langstone Community Council

Notes of the task and finish Group meeting held on Wednesday 4th May 2022

Date: 4th May 2022

Time: 6.30 pm

Venue: Llandevaud Village Hall

In Attendance: Clerk absent

Councillors present:

Mr Ted Jeffery (Chair)

Cllr M Harring-Burn

Mrs Harring-Burn

Mrs A Jarman

Mr M Robotham

Mrs A Kay

Mrs J Ford

1. Apologies for absence

Apologies received:

Mr A Edwards

Mr R Arthur

Mr R Rayment

Cllr L Humphries

Cllr C Bryant

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 of the Community

Councillors are representing the Community Council and a declaration is not required.

3. To accept the notes from the meeting on the 20th April 2022

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

All those present agreed.

4. To report on advertising and promotion of all three events

Alison Kay confirmed that using Eventbrite for ticketing the Fish Supper has been really successful.

51 tickets of 60 available have been sold. The refund process has also been tested and there is a wait list facility for anyone who hasn't managed to purchase tickets yet, but may wish to.

Mark confirmed that Flyers have been distributed for the Beacon event and the Fun Day. 93 tickets have been sold for the Beacon event including 6 children (who will be able to have a £2.50 lunch box as an alternative to a Hog Roast. 4 Vegetarians have expressed an interest and they will be accommodated.

Breakdown of ticket sales is approximately 46 Llandevaud 12 Langstone, 20 Llanmartin.

Mark needs to check if any of the guests are vegetarians.

5. To confirm the outstanding arrangements regarding the Beacon event planned for 2nd June

Banners ordered by Ted will be erected after they arrive on 11th May.

Ted has a key to most of the notice boards throughout the community and all events will be advertised on the poster. He will provide 2 laminated copies for the Llanmartin boards to which he doesn't have a key.

An official Press Release is required as it's a nationwide Jubilee celebration. Suggested publications are Wales Online, BBC and South Wales Argus. Ted will compose the Press Release and send to Mark for approval.

6. Update on the Risk Assessment for the 2nd June

The risk assessment needs to be completed 2 weeks before the event. There was a group discussion over a 'Plan B' ie what happens if the field for the Beacon lighting isn't prepared and the risk assessment can't take place.

The platform needs to be built latest 7 days before the event, Tony, Richard and Ted to attend.

There would be an option to hold a simple Beacon lighting event on Llandevaud commons if required. It was suggested that as we have Jubilee meeting scheduled for 18th May, this becomes a go/no go review about the suitability of the Castle site for the Beacon event.

Mark expressed confidence that the Beacon event would be able to go ahead at the Castle.

Alison raised the issue that there were many items still to be resolved at the Castle where items had been promised by Simon but they had not materialised. She expressed concern at the amount of additional work which Ted has had to deal with as a result of these issues.

She asked Mark and Jacqui what the Llanmartin group will be doing to take responsibility for the outstanding tasks, because Ted has other commitments for the Fun Day organising.

Mark said they would be assisting where they can.

7. To confirm the outstanding arrangements regarding the Village Hall event planned for 3rd June

As previously stated tickets are to be purchased via secure website www.eventbrite.com 51 tickets have been sold.

Sound tests for the Hall equipment have been completed by the 2 singers. Llandevaud group have a meeting schedule on 11th May to go through their detailed plans for the weekend.

We still need to confirm the details for the Toilets and how and when they will be delivered to each site and what the servicing arrangements are (toilet paper supplies etc). Ted to confirm with Adrian.

Carol agreed to try local businesses for potential raffle prizes. A raffle hasn't been advertised, so it would be an additional enhancement for the evening. We have considered selling tickets for the raffle to fund any additional expenses incurred for the evening not already budgeted for.

8. To confirm the outstanding arrangements regarding the Llandevaud Common event planned for 4th June

The group need to confirm who is going to be responsible for the activities, the lost children and first aid areas etc. This will all be discussed in the coming weeks.

2x 20ft curtain sided vehicles have been secured from Andrew Mould as the fall-back position as the trailers from the Castle owner didn't materialise.

We still need to secure generator as the ones promised again were not available. Discussions are progressing with Speedy hire and other suppliers, potentially the owner of Fairfield Manor in Llandevaud has a contact who may be able to supply. Ted to follow up this line of enquiry.

Overflow parking is required for the Fun Day on 4th June due to limited parking on the common.

We are hoping that the field will be made available in time at the castle. It is currently rented out to a farmer, who will keep his sheep on it until 2 weeks before the Jubilee weekend.

We have been promised that a field by the side of Llandevaud lane will then be made available as an overflow car park for the Fun Day.

9. Confirm the next meeting

Next meeting date Wed 18th May