Minutes of theAnnual Meeting of Langstone Community Council

Tuesday 12 May 2026 at 19:00 PM

Present: Councillors: R Bevan, S Davies, S George, J Humphries, L Humphries, R Lewis, B Newport, I Riley, B Sheppard.

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

2627/001: Election of Chair and Vice-Chair of the Council, Declarations of Acceptance of Office

a. Nominations for Chair of the Council
    i. Nominations were invited for the role of Chair of the Council. Cllr S Davies was elected as Chair
b. Nominations for Vice Chair of the Council
    i. Nominations are invited for the role of Vice Chair of the Council. Cllr S George was elected as Vice Chair
c. Declarations of Acceptance of Office
    i. Cllr S Davies signed the declaration of acceptance of office.

2627/002 Apologies for Absence

Apologies were given by S Voyle

2627/003 Declarations of Interest

No Declearations were given

2627/004 Chairs Address/ Annual Report to Council

The Chair of the council gave an address thanking members for all hard work during the previous 12 months and highlighted some of the accomplishments of the council.

2627/005 Ex Officio Members of the Council

AGM MINUTES

Members noted the appointment of 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.

2627/006 Review of the Terms of References, Membership and Chairmanship of Committees.

a. Members reviewed the terms of reference of committees

b. Members made appointments to serve on Council Committees and other Groups. To nominate and appoint members to serve on the Council's Committees, as follows:-
   i. Policy andFinance Committee (5 members)
   ii. Amenities and Events Committee (5 members)
   iii. 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.

c. Members appointed IR as chair of Policy and Finance Committee and RB as chair of Amenities and Events Committee.

d. Members noted 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.

2627/007 Review of Policy Arrangements for Council
Members Agreed the following policies and these were signed by the chair of the council

Policy
Contact Sheet
Standing Orders
Financial regulations
Committee Structure and Terms of Reference

AGM MINUTES

Complaints Policy
Request for Information policy
Planning Policy
Recruitment Policy
Equality, Diversity and Inclusivity Policy
Grievance Policy
Discipline Policy
Protocol Hearings by Staff Disciplinary Committee
Code of Conduct
Data protection and GDPR Policy
Model Publication Scheme
Social Media Policy
Co-option Policy
Dignity at Work Policy
Model Local Resolution Protocol
Health and Safety Policy
Well Being Policy
Biodiversity Plan

2627/008 Dates of Future Meetings

a) Members noted the schedule of meetings for the 2026/2027 municipal year.

Date	**Meeting**
May (12/05)	AGM & Full Council
June (09/06)	Full Council
July (14/07)	Full Council
August	Recess
September (08/09)	Full Council
October (13/10)	Full Council
November (10/11)	Full Council
December	Recess
January (12/01)	Full Council

AGM MINUTES

February (09/02)	Full Council
March (09/03)	Full Council
April	Council Dissolved/ Preelection Period
May (11/05)	NEW COUNCIL AGM & Full Council

Anthony Bird
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