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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Annual Meeting held on 9h May 2017 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Mr Mathew Taylor (Chairman)  Mrs Linda Southworth-Stevens  Mr Stephen Davies  Mrs Susan Davies  Mrs Catherine Grady  Mr Lisa Clark  Mr Mike Rigby      Apologies: Mr Geoff Stockham (holiday), Newport City Councillors Tom Suller & Richard White (meeting).  In attendance: 2 members of public, G C Thomas (Clerk)  1. Declarations of Interests  There were no interests declared.  2. Co-option to Fill Council Vacancy  The Council met Mrs Carol-Anne Heaven who was interested in becoming a Member of the Council.  ***Following discussion with Members about the role the Council resolved to co-opt Mrs Heaven to fill one of the vacant seats on the Council.***  3. Chairperson  Councillor Clark proposed that Mr Mathew Taylor be elected to the office of Chairperson to Marshfield Community Council which was seconded by Councillor Southworth-Stevens. There were no other nominations.  **The Council unanimously agreed to elect Councillor Taylor as Chairman.**  4. Vice-Chairperson  Councillor Taylor proposed that Mrs Catherine Grady should take the role of Vice-Chairperson.  **The Council unanimously agreed that Councillor Grady should act as Vice-Chairperson.**  5. Village Hall Management Committee Representative  Councillor Taylor proposed that **Mr Geoff Stockham** continues as the Council’s representative on the Village Hall Management Committee.  **The Council unanimously agreed to this proposal.**  6. One Voice Wales Area Committee Representative  **The Council agreed that Councillor Catherine Grady and Councillor Stephen Davies should represent the Council at One Voice Wales Monmouthshire/Newport Area Committee.**  7. Newport City Council Liaison Meeting  **The Council agreed that Councillor Mike Rigby should represent the Council at Newport City Council Liaison Meetings. Although, any Member can attend the meeting.**  8. Committees  **The Council agreed to the composition and terms of reference for the following committees:**  ***a) Finance and General Purposes Committee***  **Membership: Mathew Taylor (Chairman), Geoff Stockham, Mike Rigby, Linda Soutworth-Stevens**  *The Committee requires a quorum of two to function.*   * *Meet as necessary- Chair to call meetings* * *Meet in a convenient location (public invited to attend on meeting notice)* * ***Budgeting -****Prepare a budget for the next financial year to be presented to Council for approval.* * ***Scrutiny –*** *i) Check spending and income against budget. Ii) Verify bank statements.* * ***Review -*** *Carry out an annual review to feed into the Annual Governance Statement which is signed off by the Council, as part of the audit Annual Return.* * ***HR Issues –*** *To oversee the Council’s responsibilities as an employer.*   ***b) Planning Committee***  **Membership: Linda Southworth-Stevens (Chairperson) and all Council Members**  *The Committee was permitted to operate with a quorum of two Members*.   * *Meet as necessary – Chair to call meetings.* * *Meet in a convenient local location - (public are invited to attend on meeting notice)* * *To consider the Council's observations to planning applications sent by Newport City Council and to return the observations within the time targets set by NCC.* * *The Council delegates the power to send observations from the Committee to NCC, but requires the observations to be approved and adopted as soon as possible afterwards.* * *The Committee is not authorised to spend without prior consent from the Council*   ***c) Allotment Committee***  **The Council agreed to review the structure of the Committee with a proposal for a main Allotment Committee over two sub-committees. One sub-committee for Marshfield Road Allotments Site and one for Church Lane Allotments Site.**  **The membership of the main Allotment Committee was agreed as Councillor Mathew Taylor (Chairman) with all Council Members plus co-opted members to be decided.**  **The terms of reference will be decided at the first meeting of the Committee.**  9. Working Parties  The Council agreed that the following working parties should exist:  **a) Leisure Facilities Working Party**  Membership: Councillor Geoff Stockham (Chair/Lead), Councillor Catherine Grady and Councillor Susan Davies.  **b) Community Engagement Working Party**  Membership: Councillor Stephen Davies (Chair/Lead) Councillor Lisa Clark and Councillor Carol-Anne Heaven   * To look at aspects of community engagement. * To gather views from specific consultations on the needs of the Council area. * To put an emphasis on the needs of the elderly.   c) Village Hall Car Park/Patio/Pathways Tender Working Party  **The Council confirmed that this ad hoc working party will remain in place to deal with the project.**  **Councillor Geoff Stockham (Chair/Lead), Councillor Mathew Taylor and Councillor Linda Southworth-Stevens.**  9. Financial Regulations  **The Council agreed to adopt the Model Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.**   |  | | --- | |  |   10. Code of Conduct for Members  **The Council agreed to adopt the current Code of Conduct for Local Authority Members in Wales.**  10. Social Media Policy  **The Council received a model social media policy from One Voice Wales and agreed that Councillor Mathew Taylor and Councillor Catherine Grady should review the template and return to the Council with a final version to be considered for adoption.**  10. Statement of Accounts for 2016/17  **The Council approved and adopted the Statement of Accounts for 2016/167which had been prepared by the Clerk and circulated to Members.**  **Meeting Ended 20:10** |