**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Annual Meeting held on 14th May 2019 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m.

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Present: Mrs Catherine Grady (Chairman)

Mrs Linda Southworth-Stevens

Mrs Susan Davies

Mr Ronald Carrie

Mr Mark Dawkes

Apologies: Rachel Johnson-Poulsen (ill), Mr Mike Rigby (resigned)

In attendance: 1 member of public, Mrs Jayne Constance (Marshfield Junior/Youth Football Club), G C Thomas (Clerk)

1. Declarations of Interests

There were no interests declared.

2. Council Vacancy

The Council was sorry to receive the resignation from the Council of Councillor Mike Rigby.

Members wished to thank Mr Rigby for his contribution to Council business and send best wishes for the future.

***The Council declared a vacancy and asked the Clerk to make the necessary notices to advertise the vacancy.***

3. Chairperson

Councillor Davies proposed that Mrs Catherine Grady 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 Grady as Chairman.**

Councillor Grady signed a Declaration of Acceptance for the office of Chairperson.

4. Vice-Chairperson

Councillor Davies proposed Mr Ronald Carrie to be elected to the office of Vice-Chairman. This was seconded by Councillor Southworth-Stevens. There were no other nominations.

**The Council unanimously agreed to elect Councillor Carrie as Vice-Chairman.**

5. Marshfield Village Hall Management Committee Representative

Councillor Grady proposed **Mrs Rachel Johnson-Poulsen** for 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 Ron Carrie and Councillor Catherine Grady should represent the Council at One Voice Wales Monmouthshire/Newport Area Committee.**

7. Newport City Council Liaison Meeting

**The Council agreed any Member can represent the Council at Newport City Council Liaison Meetings.**

8. Committees

**The Council agreed to the composition and terms of reference for the following committees:**

***a) Planning Committee***

**Membership – Mrs Linda Southworth-Stevens (Chairperson), Mrs Susan Davies (Vice-Chairperson) and all Council Members.**

**Terms of Reference**

*The Committee requires a quorum of two members to function.*

* *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 Committee to send observations 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.*

***b) Finance and General Purposes Committee***

**Membership – Mr Ron Carrie (Chairman), Mrs Linda Southworth-Stevens, Mr Mark Dawkes**

**Terms of Reference**

*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.*

*The Council adopted the terms of reference but agreed they could be reviewed in the near future*

***c) Allotment Committee***

**Membership**

1.Allotment Committee – All Council Members + co-opted members (currently Steve Thornton, Troy Davey, John Lucas, Steve Bateman. The Council also agreed to co-opt Ms Rachel Mattey to the Allotment Committee.

The Council agreed to replace the Sub-Committees with Working Groups to reflect the less formal method of operation.

2.Church Lane Working Group – (Currently Mr Steve Thornton (Lead), Mr Roger Jones. Mr Stuart Faulkner)

3. Marshfield Road Working Group – (Currently Ms Rachel Mattey (Lead), Mr Paul Walkey, Mr Allen Bird)

**An Allotment Committee meeting will be required to agree a Committee Chairman.**

**Terms of Reference**

*The Allotment Committee will be permitted to operate with a quorum of two Members but this must include, at least, one elected Councillor. Co-opted members are permitted to vote.*

* *Meet as necessary - Chairman to call meetings*
* *Meet in a convenient local location - (public are invited to attend on meeting notice)*
* *To manage the Council's allotments in Church Lane and Marshfield Road. Including lettings, rent, shed provision, rules and general supervision of tenants and plots.*
* *The Council has delegated the power to undertake day to day management including allocation of plots, deciding on questions posed by tenants, communication with tenants and arranging maintenance and repair of the allotment site. The decisions of the Committee should be provided to the Council in a written report as soon as is practical afterwards.*
* *The Committee is authorised to enter into contracts up to £500 in value without earlier consent from the Council****,*** *with regard to the annual budget set by the Council.*

*The Marshfield Road and Church Lane Working Groups will operate on a less formal basis under the control of the Allotment Committee.*

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| * *Meet as necessary* * *To carry out day-to-day management of the Council's allotments in [Church Lane] [Marshfield Road] on behalf of the Allotment Committee.* * *To report to the Allotment Committee on matters affecting [Church Lane] [Marshfield Road] requiring an Allotment Committee decision, including agreement of the Committee or the Allotment Committee Chairman to any spending from the allocated budget.* |

9. Standing Orders

**a) Financial - The Council agreed to continue to adopt the Model Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.**

**b) Public Participation – The Council agreed to reaffirm the standing order for public participation.**

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10. Code of Conduct for Members

**The Council agreed to continue to adopt the current Code of Conduct for Local Authority Members in Wales.**

11. Independent Remuneration Panel for Wales

**The Council adopted the mandatory payments available to Members and agreed to reaffirm its policy on discretionary payments to members.**

12. Social Media Policy

The Council received a recommended social media policy from Councillors Dawkes and Southworth-Stevens based on the One Voice Wales model.

**The Council agreed to adopt the recommended policy.**

13. Statement of Accounts for 2018/19

**The Council approved and adopted the Statement of Accounts for 2018/19 which had been prepared by the Clerk and circulated to Members.**

**Meeting Ended 20:25**