

***Serving the Communities of Castleton and Marshfield***

*Chairman:* Mrs Catherine Grady

*Clerk:* Mr G C Thomas 4 Kenilworth Road Newport South Wales NP19 8JQ

*Tel:* 01633 375812

e-mail:[marshfieldcommunitycouncil@gmail.com](mailto:marshfieldcommunitycouncil@gmail.com)

Dear Councillor

The Annual Meeting of Marshfield Community Council will be held **on TUESDAY 12th May 2020** commencing at **7:30p.m.**  The Monthly Council meeting will follow immediately after the Annual Meeting.

**Due to the current situation with Coronavirus the Council is permitted to meet using video/audio conferencing and Members will conduct this meeting from their homes via Zoom. An invitation to link to this meeting has be emailed to you.**

**Members of public and press are welcome to join the meeting by following the joining instructions below. If required, written representations can be emailed to the Clerk to be brought up under item 3 of the monthly meeting agenda.**

## Yours sincerely

G C Thomas

Clerk

To Join Zoom Meeting: <https://us02web.zoom.us/j/87397453287?pwd=dlVCOHpON3ZrSnRCR1VEUHZmeGR2UT09>

Meeting ID: 873 9745 3287 - Password: 756398

**One tap mobile**

+442030512874,,87397453287#,,1#,756398# United Kingdom

+442034815237,,87397453287#,,1#,756398# United Kingdom

**Dial by your location**

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 873 9745 3287 - Password: 756398

Find your local number: [https://us02web.zoom.us/u/kcNwrsiMbY](https://www.google.com/url?q=https%3A%2F%2Fus02web.zoom.us%2Fu%2FkcNwrsiMbY&sa=D&usd=2&usg=AOvVaw3GnJZkz8ZUDCwYjVmxMBkx)

**AGENDA ANNUAL MEETING**

|  |  |
| --- | --- |
| **1** | **Apologies.** |
| **2** | **Election of Officers:**   * 1. **Chairperson.**   2. **Vice-Chairperson.**   3. **Representative to fill the Council’s seat on the Village Hall Management Committee.**   4. **Representatives to One Voice Wales Newport/Monmouthshire Area Committee.** |
| **3** | **a) To review membership, chairperson & terms of reference:**  **i) Planning Committee**  **ii) Finance & General Purposes Committee**  **iii) Allotments:**  **a) Allotment Committee.**  **b) Church Lane Site Working Group.**  **c) Marshfield Road Site Working Group.**  **iv) Transport & Road Safety Working Group.**  **b) To consider whether other Council committees or working groups are required to assist with the Council’s business.** |
| **4** | **To confirm the existing governance documents:**  ***1) Standing Orders:***  a) Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.  b) Public Participation in Meetings.  ***2) Council Policies:***  a) Independent Remuneration Panel for Wales Policy.  b) Social Media Policy.  ***3) Code of Conduct for Marshfield Community Council*** |
| **5** | **To receive and approve the Statement of Accounts for 2019/20 (see attached report).** |

**AGENDA MONTHLY COUNCIL MEETING**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Time (mins)** |
| **1** | **Apologies.** | **2** |
| **2** | **Declaration of interests.** | **1** |
| **3** | **Time allowed for members of public to speak (In line with Standing Order on Public Participation in Meetings). Please email the Clerk with any matters to be put to the Council by Monday 11th May** | **15** |
| **4** | **To confirm the minutes of the meeting held on 14th April 2020 and to adopt the resolutions and minutes of the meeting that took place on 14th April as full Council decisions.** | **5** |
| **5** | **Review of actions arising from the meeting held on 14th March 2020.** | **10** |
| **6** | ***Financial Matters:***  **i) To receive the Audit Annual Return and to consider the Annual Governance Statement (Parts 1&2) and certification of the Return to be sent to the external auditor.**  **ii) To approve payment of invoices.**  **iii) Other financial matters.** | **15** |
| **7** | **To receive an update on S106 funding for community projects.** | **10** |
| **8** | ***Planning Matters:***  **(i) To approve and adopt the comments to be returned to Newport City Council for the following planning applications:**  **MCC 933**  **Conex 20/0340**  **Proposal**: Proposed double storey side extension and demolition of existing conservatory.  **Site:** 24 Marysfield Close, Marshfield, CF3 2TY  **Application Type:** Full  **(ii) Other planning matters.** | **5** |
| **9** | **Correspondence.** | **5** |
| **10** | **To decide on the continuation of meetings scheduled for 9th June and 14th July 2020.** | **5** |
| **11** | ***Communication:***  **i) To agree items to be included in the monthly communication to residents in the Marshfield Mail and any posts required to the Community Council website.** | **5** |
| **12** | **Any other business.** | **5** |