

# MARSHFIELD COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Monday 13th May, 2013 at the Marshfield Village Hall, Wellfield Road, commencing at 7:35 p.m.

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Present: Mr Karl Evans (Chairman)

Mr Adam Rowbothan

Mrs Kirstie Evans

Mr Anthony Quilter

Mr Matthew Sykes

Mrs Sharon Jefferson

Mr Nathan Evans

Mr Mike Woods

Apologies: Mr Adam Sims (), Mr Cenydd Edwards (family matters), Mrs Victoria Maud (family matters)

In attendance: Mr Gary Blythe, Mrs Joanne Powell and Mr Kenneth Honey (Allotment Committee Members) Newport City Councillors Richard White and Tom Suller  
G C Thomas (Clerk)

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## **1. Declaration of Interests**

*Mrs K Evans – Marshfield Village Hall Management Committee*

## **2. Election of Officers**

### **a) Chairperson**

*Mrs Kirstie Evans*

### **b) Vice-Chairperson**

*Mr Karl Evans*

### **c) Representative to Council's Seat on Village Hall Management Committee**

*Mrs Sharon Jefferson*

### **d) Representatives to One Voice Wales Area Meetings**

*Mr Matthew Sykes and Mr Karl Evans*

### **e) Representatives to Newport City Council Liaison Meeting:**

*This role was left open for any Member to attend, depending on availability.*

## **3. Committee Composition and Terms of Reference**

### **a) Planning Committee**

*The Council agreed that the Committee would comprise **all Members of the Council** with **Mrs Victoria Maud** as Chairperson. 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*

#### **b) Allotment Committee**

*The Council agreed that the Committee would comprise **all elected councilors and include co-opted members Gary Blythe, Ken Honey and Joanne Powell with Mr Gary Blythe as Chairman.***

*The Committee was permitted to operate with a quorum of two Members but this must include 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 £200 in value without earlier consent from the Council, with regard to the annual budget set by the Council.*

#### **c) Leisure Facilities Committee:**

*The Council agreed that the Committee would comprise **all Members of the Council with Mr Adam Rowbotham as Chairman.***

##### **Functions and delegated authority**

- *To ultimately provide a new leisure facility (or facilities) within the grounds of Marshfield Village Hall to, ideally, provide something for the children/teenagers of the village to do, although this can also extend to adult leisure facilities too.*
- *To gather feedback from village residents so as to determine the most wanted facility.*
- *To contact and liaise with companies who can provide such facilities so as to obtain quotes and ultimately install a leisure facility.*
- *To make recommendations to the Community Council on all financial matters. The Community Council is responsible for the final decision*

- *To act as a liaison for the existing Council's children's play areas between users, contractors and the Community Council*

**Can members be co-opted?**

*Yes, by either Marshfield Community Council or a quorum of the Leisure Committee*

**How and when are they appointed?**

*At Marshfield Community Council AGM or by agreement of the Committee or Council as needed.*

**What is the duration of the appointment?**

*Ordinarily one year as per community council positions (therefore may be less for co-opted members).*

**Frequency of meetings**

*Meetings will be as required, however, ideally, at least once per month but no less than three times per year.*

**Report mechanism**

*Minutes of Committee meetings are to be provided for the Council for approval and adoption. Meeting details are to be fed back monthly to Marshfield Community Council during its slot in the agenda.*

**Quorum**

*Three members of the Leisure Committee will be required to form a quorum.*

**d) Village Hall Children's Play Areas Working Group:**

*This Group was placed under the control of the Leisure Facilities Committee and the composition and terms of reference are to be decided by the Committee.*

**4. Standing Order on Contracts**

The Council noted the report on this matter and agreed to adopt the Standing Order as presented which requires special measures for contracts exceeding a value of £2,500.

**5. Statement of Accounts**

The Council noted the statement of accounts for the period 1 April 2012 to 31 March 2013, presented by the Clerk. The receipts and payments record book was signed by the Chairman and the Clerk.