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| **MARSHFIELD COMMUNITY COUNCIL**Minutes of the Annual Meeting held on 10th May 2016 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present: Mr Mathew Taylor (Chairman) Mrs Linda Southworth-Stevens Mr Cenydd Edwards Mr Joel Williams Mrs Catherine Grady Mr Geoff Stockham Mr James Rowlands Mrs Susan Davies Apologies: Mr Alan Chase (holiday), Mr Mike Rigby (personal), Newport City Councillors Tom Suller & Richard White (meeting).In attendance: 5 members of member of public, three representatives of the Marshfield Primary School’s Parents and Friends Association, G C Thomas (Clerk)1. Declarations of InterestsThere were no interests declared.2. Co-option to Fill Council VacancyThe Council met Mr Daniel Hutchinson who was interested in becoming a Member of the Council. Mrs Sarah Lyons, who had met the Council last month, wished to continue her interest in becoming a Member of the Council but was unable to attend due to ill health.Members of the public and the candidate present were asked to leave the meeting room whilst the Council decided who to co-opt. ***The Council resolved to co-opt Sarah Lyons to the Council.***3. ChairpersonCouncillor Williams proposed that Mr Mathew Taylor be elected to the office of Chairperson to Marshfield Community Council which was seconded by Councillor Rowlands. There were no other nominations.**The Council unanimously agreed to elect Councillor Taylor as Chairman.**4. Vice-ChairpersonCouncillor Taylor proposed that Mr Joel Williams should take the role of Vice-Chairperson.**The Council unanimously agreed that Councillor Williams should act as Vice-Chairman.**5. Village Hall Management Committee RepresentativeCouncillor 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 Joel Williams 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 that Councillor Joel Williams 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 Committee*** **Membership: Joel Williams (Chairman), Geoff Stockham, Mike Rigby***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.*

**b) Planning Committee****Membership: Linda Southworth-Stevens (Chairperson), Cenydd Edwards (Vice-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*****Current Membership: All Council Members (including Mathew Taylor who has special responsibility for allotments) and co-opted members Charlotte Perry, Gary Blythe (Chairperson), Paul Walkey (Vice Chairperson), Fiona Frascina, Steve Bateman, Allan Bird.***The Committee was 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.*

9. Working PartiesThe Council agreed that the following ad hoc working parties should exist:**a) Communication Working Party**Membership: Councillor Catherine Grady (Chairperson), Councillor Joel Williams, Councillor Mathew Taylor.* To look at aspects of communication, publicity and engagement, including the Council’s Facebook pages.

**b) Leisure Facility Working Party**Membership: Councillor James Rowlands, Councillor Geoff Stockham, Councillor Catherine Grady and Councillor Mathew Taylor plus representatives of the Village Hall Management Committee.* To look at all matters to make progress following Council agreement to build a multi-use games area size 34M x 19M, and to report back to Council.

**c) Youth Engagement Working Party**Membership: Councillor Mathew Taylor (lead), Councillor Cen Edwards and Councillor Mike Rigby.* To explore external funding for a young person’s meeting place/shelter.
* Reactivate Marshfield Youth Club with an employed youth worker.
* Discuss with Marshfield Village Hall Management Committee how we attract activities to the village.
* Regular meetings with young people to discuss community needs and decision making.
* Regularly review the public transport options for the village and lobby Newport City Council to improve if and where is needed.

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.**

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10. Statement of Accounts for 2015/16 **The Council approved and adopted the Statement of Accounts for 2015/16 which had been prepared by the Clerk and circulated to Members.****Meeting Ended 20:00** |