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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 InterestsThere were no interests declared.2. Co-option to Fill Council VacancyThe 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. ChairpersonCouncillor 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-ChairpersonCouncillor 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 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 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 PartiesThe 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.**

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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** |