

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

*Chairperson:* Mr Alan Chase

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

*Tel:* 01633 664285

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

Dear Councillor

The next meeting of Marshfield Community Council will be held at the Village Hall, Wellfield Road, Marshfield **on TUESDAY 10th May 2016** commencing at **7:30p.m.**

## Yours sincerely

G C Thomas

Clerk

**AGENDA – ANNUAL MEETING**

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| **No.** | **Item** |
| **1** | **Apologies.** |
| **2** | **Declaration of Interests** |
| **3** | **To meet persons interested in filling the vacancy on the Council and to consider co-option to fill the vacancy.** |
| **4** | **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.**   5. **Representative to Newport CC Liaison Meeting.** |
| **5** | **a) Committee Membership, Chairperson & Terms of Reference:**  **i) Planning Committee.**  **ii) Allotment Committee.**  **iii) Finance Committee**  **b) To consider other Council committees or working groups required to assist with the Council’s business.** |
| **6** | **To adopt the Model Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.**   |  | | --- | |  | |
| **7** | **To receive and approve the Statement of Accounts for 2015/16 (see attached report).** |

**AGENDA - MONTHLY COUNCIL MEETING**

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| **No.** | **Item** | **Time (mins)** |
| **1** | **Apologies.** | 2 |
| **2** | **To receive the resignation from the Council of Mr Alan Chase and to declare a vacancy.** | 2 |
| **3** | **Declaration of interests.** | 1 |
| **4** | **To confirm the minutes of the Council Meeting held on 12th April 2016 (attached).** | 2 |
| **5** | **Time allowed for members of public to speak (In line with Standing Order on Public Participation in Meetings).** | 15 |
| **6** | **To review issues involving HGV ‘s using Marshfield Road.** | 10 |
| **7** | **Leisure Facilities Working Party report** | 15 |
| **8** | **Youth Club Working Party report** | 10 |
| **9** | ***Planning Matters:***  **a) To approve and adopt the minutes of the Planning Committee held on 27th April 2016. (attached)**  **b) Other planning matters.** | 10 |
| **10** | **Review of actions arising from the last Council meeting held on 12th April 2016.** | 15 |
| **11** | ***Financial Matters:***  **a) Finance Committee 2016/17 budget report.**  **b) To receive details of the annual audit for year ending 31 March 2016.**  **c) To consider the Council’s insurance policy renewal from 1st June 2016**  **d) To consider a request for financial assistance from Marshfield School PFA.**  **e) To consider allocation of concurrent money received from NCC for 2015/16 and 2016/17.**  **f) To consider donations to Marshfield Village Hall Events Team**  **g) To consider a donation towards the upkeep of Castleton Baptist Church graveyard**  **h) To decide on the provision of an inclusive swing for the Village Hall play area.**  **i) Other financial matters.** | 40 |
| **12** | ***Allotment Committee:***  **a) To approve and adopt the minutes of the Allotment Committee held on 8th April 2016 (attached)**  **b) To decide on a policy regarding applications for an allotment from people outside the Council area.** | 10 |
| **13** | **To consider the provision of festive lighting for Christmas 2016** | 10 |
| **14** | ***Correspondence*** | 10 |
| **15** | ***Communication:***  **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 |
| **16** | **Any other business.** | 10 |
| **The next Council meeting will be held on Tuesday 14th June 2016 at Marshfield Village Hall.** | | |