**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Co-option and Annual Meeting held on 11th May 2020 via a Zoom video/audio conference call commencing at 7:30 p.m.

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 Present: Mrs Cath Davis

 Mrs Linda Southworth-Stevens

 Mrs Rachel Johnson-Poulsen

 Mrs Susan Davies

 Mr Geoffrey Stockham

Apologies: Mr M Dawkes (work), Mrs Catherine Grady (ill).

In attendance: Mrs Jayne Constance & Ms Triona Lambert (Marshfield Village Hall Management Committee), Ms Caroline Antoniou (Magpies), Mr Brian Miles (Chairman Wentloog Community Council), G C Thomas (Clerk.

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1. Declaration of Interests

No interests were declared.

2. Temporary Chairman

In the absence of the Chairman and with no Vice-Chairman, the meeting was required to elect a temporary Chairman to deal with the business on the agenda.

***Councillor Davis nominated Councillor Stockham to act as temporary Chairman. This was seconded by Councillor Stockham and confirmed by a majority of those present.***

3. Co-option to Fill Council Vacancies

Prior to the start of the Annual Meeting the Council received applications from candidates to join the Council. Members met Mr John Holland and Mrs Cathy Holland and discussed the role of community council members.

***Councillor Stockham moved that Mr Holland and Mrs Holland be co-opted to fill two of the three vacant seats on the Council. This was unanimously agreed by the Council.***

Mr & Mrs Holland made a Declaration of Acceptance and were permitted to participate in the following meeting as Community Councillors.

**ANNUAL MEETING**

4. Chairperson

Councillor Johnson-Poulsen proposed that Mrs Catherine Grady be elected to the office of Chairperson to Marshfield Community Council which was seconded by Councillor Southworth-Stevens Councillor Stockham proposed that Councillor Cath Davis be elected to the office of Chairperson. There were no other nominations.

**The Council agreed by a majority vote to elect Councillor Cath Davis as Chairman.**

*(Councillor Davis took the Chair)*

5. Vice-Chairperson

Councillor Stockham proposed himself to be elected to the office of Vice-Chairman. There were no other nominations.

**The Council unanimously agreed to elect Councillor Stockham, with one abstention.**

6. Marshfield Village Hall Management Committee Representative

Mrs Rachel Johnson-Poulsenwished to continue as the Council’s representative on the Village Hall

**The Council unanimously agreed to Councillor Rachel Johnson-Poulsen continuing as its representative on the Village Hall Management Committee.**

7. One Voice Wales Area Committee Representative

**The Council agreed that Councillors Cath Davis and Geoff Stockham should represent the Council at One Voice Wales Monmouthshire/Newport Area Committee.**

8. Newport City Council Liaison Committee

**The Council agreed that Councillor Cath Davis should be the Council’s prime representative at these meetings**

9. Marshfield Primary School Governors - Minor Authorities Seat

Councillor Brian Miles asked the Council to consider the position of minor authorities school governor. ***Councillor Rachel Johnson-Poulsen expressed an interest in filling this seat and this was agreed by the Council.***

10. COMMITTEES

**The Council agreed to the composition and terms of reference for the following committees and working groups:**

***a) Planning Committee***

**Membership – Mrs Linda Southworth-Stevens (Chairperson), Mrs Susan Davies (Vice-Chairperson) and all Council Members.**

**Terms of Reference**

 *The Committee requires a quorum of two members to function.*

* *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 Committee to send observations 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.*

***b) Finance and General Purposes Committee***

 **Membership – Mr Carwyn Griffiths, Mrs Linda Southworth-Stevens, Mr Mark Dawkes, Mrs Rachel Johnson-Poulsen (Chairmanship to be decided)**

**Terms of Reference**

*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.*

***c) Allotment Committee***

**Membership**

**1.Allotment Committee – All Council Members + co-opted members (currently Steve Thornton, Troy Davey, John Lucas, Steve Bateman and Mrs Rachel Mattey). Councillor Catherine Grady Chairman.**

**2.Church Lane Working Group – (Currently Mr Steve Thornton (Lead), Mr Roger Jones. Mr Stuart Faulkner)**

**3. Marshfield Road Sub-Committee – (Currently Mrs Rachel Mattey (Lead), Mr Paul Walkey, Mr Allen Bird)**

**Terms of Reference**

*The Allotment Committee will be 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.*

*The Marshfield Road and Church Lane Working Groups will operate on a less formal basis under the control of the Allotment Committee.*

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| * *Meet as necessary*
* *To carry out day-to-day management of the Council's allotments in [Church Lane] [Marshfield Road] on behalf of the Allotment Committee.*
* *To report to the Allotment Committee on matters affecting [Church Lane] [Marshfield Road] requiring an Allotment Committee decision, including agreement of the Committee or the Allotment Committee Chairman to any spending from the allocated budget.*
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**c) Transport & Road Safety Working Group**

Councillor Brian Miles offered help with this subject on behalf of Wentloog Community Council and suggested a partnership of all four community councils in the Marshfield ward.

***The Council agreed to retain this Working Group and that Councillor John Holland should take the lead.***

The Working Group will be permitted to include any councillors and non-councillors if suitable persons come forward.

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| **Terms of Reference*** To improve public transport and road safety for Castleton and Marshfield.
* To work with other community councils.
* To discuss relevant matters and lobby on behalf of the Community Council.
* To report back to the Council when appropriate.

The Group lead will make arrangements for meetings and notify members of the details. |

**d) Partnership Groups**

Councillor Davis proposed that the Council approaches the other adjoining community councils about creating partnerships on subjects of common interest. The Marshfield CC representatives is to be decided according to the subjects to be discussed.

***This was agreed by the Council.***

11. GOVERNANCE DOCUMENTS

**The Council confirmed the existing governance documents:**

***1) Standing Orders:***

a) Entire NALC Model Standing Orders (*subject to further consideration to ensure the adopted Standing Orders are suitable for the Council’s needs and discretionary information is inserted where necessary****).***

***Standing Orders previously confirmed:***

b) Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.

c) Public Participation in Meetings.

***2) Council Policies:***

a) Independent Remuneration Panel for Wales Policy.

b) Social Media Policy.

c) Allotment Waiting List Policy.

***3) Code of Conduct for Marshfield Community Council***

12. STATEMENT OF ACCOUNTS FOR 2020/21

**The Council approved and adopted the Statement of Accounts for 2020/21 which had been prepared by the Clerk and circulated to Members.**

**Meeting Ended 20:00**