

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

*Chairman:* Ms Cath Davis

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

*Tel:* 01633 375812

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

Dear Councillor

The Annual Meeting of Marshfield Community Council will be held **on TUESDAY 10th May 2022** commencing at **7:15 p.m.**  The meeting will be held in the main hall of Marshfield Village Hall, Wellfield Road, and can also be joined remotely via Zoom using the joining details below.

The monthly Council meeting will follow immediately after the Annual meeting

If attending in person the Council will adhere to the Covid-19 safety measures which are in force at the time. Please do not attend the Hall if you feel unwell or are displaying any symptoms of Covid-19.

**Members of public and press are welcome to join the meeting in person or by following the Zoom joining instructions below. If required, written representations can be emailed to the Clerk by Monday 9th May to be brought up under item 3 of the monthly meeting agenda.**

## Yours sincerely

G C Thomas

Clerk

Join Zoom Meeting [https://us02web.zoom.us/j/85828050635?pwd=WEt1bmxFUnp1aHR2ZnJHMjdMRnc3Zz09](https://www.google.com/url?q=https://us02web.zoom.us/j/85828050635?pwd%3DWEt1bmxFUnp1aHR2ZnJHMjdMRnc3Zz09&sa=D&source=calendar&usd=2&usg=AOvVaw3KA4bm7yaLgVch1aFsq6Jk)

Meeting ID: 858 2805 0635

Passcode: 331899 One tap mobile +442034815240,,85828050635#,,,,\*331899# United Kingdom +442039017895,,85828050635#,,,,\*331899# United Kingdom

Dial by your location +44 203 481 5240 United Kingdom +44 203 901 7895 United Kingdom +44 208 080 6591 United Kingdom +44 208 080 6592 United Kingdom +44 330 088 5830 United Kingdom +44 131 460 1196 United Kingdom +44 203 481 5237 United Kingdom Meeting ID: 858 2805 0635

Passcode: 331899

Find your local number: [https://us02web.zoom.us/u/kbk5MkrAS0](https://www.google.com/url?q=https://us02web.zoom.us/u/kbk5MkrAS0&sa=D&source=calendar&usd=2&usg=AOvVaw3oTdvvBo8Yk29m7Q_4ijMH)

|  |  |
| --- | --- |
|  | **AGENDA** |
| **1** | **Apologies.** |
| **2** | **Declarations of Acceptance of Office, following election.** |
| **3** | **Declarations of Interests** |
| **4** | **To meet candidates wishing to join the Council and to decide on co-option to fill six vacancies following the uncontested election.** |
|  | **ANNUAL MEETING** |
| **5** | **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.** |
| **6** | **a) To review membership, chairperson & terms of reference:**  **i) Planning Committee**  **ii) Finance & General Purposes Committee**  **iii) Allotments:**  **a) Allotment Committee.**  **b) Church Lane Site Sub-Committee.**  **c) Marshfield Road Site Sub-Committee.**  **iv) Transport & Road Safety Working Group.**  **b) To consider whether other Council committees or working groups are required to assist with the Council’s business.** |
| **7** | **To confirm the existing governance documents:**  ***1) Standing Orders*** *including* financial regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.  ***2) Council Policies:***  a) Independent Remuneration Panel for Wales Policy.  b) Social Media Policy.  c) Allotment Waiting List Policy.  d) The Biodiversity and Resilience of Ecosystems Duty Plan  ***3) Code of Conduct for Marshfield Community Council*** |
| **8** | **To receive and approve the Statement of Accounts for 2021/22 (see attached report).** |

**MONTHLY COUNCIL MEETING**

|  |  |  |
| --- | --- | --- |
| **1** | **Declaration of interests** | **1** |
| **2** | **Police Matters** | **10** |
| **3** | **Time allowed for members of public to speak (In line with Standing Order on Public Participation in Meetings). Please email the Clerk with any matters to be put to the Council by Monday 9th May 2022.** | **15** |
| **4** | **To confirm the minutes of the monthly Council meeting held on 12th April 2022** | **5** |
| **5** | **Review of matters arising from the Council meeting held on 12th April 2022** | **15** |
| **6** | **Council Chairperson’s business report.** | **10** |
| **7** | **Marshfield Village Hall Chairperson’s report.** | **10** |
| **8** | **To receive an update from the Community Engagement Working Group on the arrangements for a newsletter.** | **10** |
| **9** | **To receive an update on the Assault Course/Trim Trail project and to decide on the next step.** | **10** |
| **10** | ***Financial Matters:***  **a) To discuss heating improvements for Marshfield Village Hall**  **b) To agree the service level agreement with Newport CC for play area safety checks.**  **c) to approve payment of the Council’s insurance premium**  **d) Invoices and payments.**  **e) Other financial matters.** | **10** |
| **11** | ***Planning Matters:***  **a) To receive an update on the proposal to develop a strategic plan for the Marshfield Community Council area.**  **b) To consider a response to the Wentloog Renewable Energy Hub DNS planning application.**  **c) To consider observations to planning applications received by Newport City Council.**  **d) Other planning matters.** | **10** |
| **12** | **To consider arrangements for the Clerk’s annual appraisal.** | **10** |
| **13** | **Correspondence.** | **5** |
| **14** | ***Communication:***  **a) 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** |
| **15** | **Any other business.** | **5** |
|  | **The next Monthly Council meeting is scheduled for Tuesday 14th June 2022.** |  |