**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Annual Meeting held on 10th May 2022 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:15 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present: Mrs Cath Davis (Acting Chairperson)

 Mrs Chris Roberts

 Mrs Susan Davies

 Mrs Linda Southworth-Stevens

 Mrs Sally Simpson

Apologies: None.

In attendance: 2 members of public, PCO Caroline Doidge (Gwent Police), Mrs Jayne Constance (Marshfield Village Hall Management Committee), G C Thomas (Clerk)

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**1. ELECTIONS**

The election held on 5th May had returned five community councillors, elected unopposed, with six vacant seats. The five councillors signed their Declaration of Acceptance to observe the Code of Conduct.

The Council noted the result of the Newport City Council Tredegar Park/Marshfield Ward with three Councillors representing the new area.

**2. CHAIRPERSON**

There were no nominations. Members agreed that Councillor Davis should Chair today’s meeting.

**3. VICE-CHAIRPERSON**

There were no nominations.

**4. MARSHFIELD VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE**

Councillor Roberts nominated **Councillor Davis**. This was seconded by Councillor Simpson and agreed by the Council. Councillor Davis agreed to take the Council’s seat on the Village Hall Management Committee but asked for this to be reviewed before the next Annual Meeting.

**7. ONE VOICE WALES AREA COMMITTEE REPRESENTATIVE**

The Council agreed that **Councillor Davis and Councillor Roberts** should represent the Council.

**8. NEWPORT CITY COUNCIL LIAISON COMMITTEE**

The Council agreed that **Councillor Davis and Councillor Roberts** should be primary representatives for the Council, but any Member could attend.

**9. COMMITTEES/WORKING GROUPS**

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

***a) Planning Committee***

**Membership – Councillor Sally Simpson (Chairperson), Councillor 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 – Councillor Linda Southworth-Stevens (Chairperson), Councillor Sue Davies, Councillor Sally Simpson**

**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 – Councillor Cath Davis (Chairperson) and all Council Members + co-opted members to be reviewed.**

**2. Church Lane Working Group – (Currently Mr Steve Thornton (Lead), membership to be reviewed)**

**3. Marshfield Road Sub-Committee – (Membership to be reviewed)**

**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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**d) Transport & Road Safety Working Group**

The decision on this working group was deferred until later.

**e) Marshfield/Tredegar Park Ward Community Council Chairperson’s Focus Group**

The Council agreed that **Councillor Cath Davis** should represent the Council in the absence of a Council Chairperson.

**10. GOVERNANCE DOCUMENTS**

***i) The Council agreed the following existing documents should continue unchanged:***

Standing Orders.

Social Media Policy.

Allotment Waiting List Policy.

Biodiversity and Resilience of Ecosystems Duty Plan.

Training Policy.

Code of Conduct for Members of Marshfield Community Council

**ii) Independent Remuneration Panel for Wales Policy** - ***Following some changes to the IRPW recommendations the Council made the following decisions***:

Determination 44 - The Clerk to notify Councillors of the mandatory payment of £150 to each Member which may be declined in writing.

Determination 51 – The Council must provide for a contribution towards costs of the care of dependent (provided by informal or formal carers) children and adults and for personal assistance needs.

Determination 45 - Payment for Members undertaking a senior role - Optional £500 for up to three Members – This was agreed in principle but before payment is made it should go before Council to check if it is appropriate.

Determination 46 – Travel costs for attending approved duties - This was agreed in principle but before payment is made it should go before Council to check if it is appropriate.

Other optional determinations were not adopted by the Council

**11. STATEMENT OF ACCOUNTS FOR 2022/22**

**The Council approved and adopted the Statement of Accounts for 2021/22 which had been prepared by the Clerk and circulated to Members.**

**Meeting Ended 19:45**