

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

*Chairperson:* Ms Cath Davis

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

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Dear Councillor

The Annual Meeting of Marshfield Community Council will be held **on TUESDAY 9th May 2023** 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 8th 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/84519702197?pwd=bTA3WGhKelFWK0t3YndmQlhQRHVJQT09>

Meeting ID: 845 1970 2197

Passcode: 359475

One tap mobile +441314601196,,84519702197#,,,,\*359475# United Kingdom +442034815237,,84519702197#,,,,\*359475# United Kingdom Dial by your location +44 131 460 1196 United Kingdom +44 203 481 5237 United Kingdom +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

Meeting ID: 845 1970 2197

Passcode: 359475

Find your local number: [https://us02web.zoom.us/u/kg1HSFoui](https://www.google.com/url?q=https://us02web.zoom.us/u/kg1HSFoui&sa=D&source=calendar&usd=2&usg=AOvVaw00rottbSM0jS2AWDR5mWd-)

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|  | **AGENDA - ANNUAL MEETING** |
| **1** | **Apologies.** |
| **2** | **Declarations of Interests** |
| **3** | **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.** |
| **4** | **a) To review membership, chairperson & terms of reference for:**  **i) Planning Committee**  **ii) Finance & General Purposes Committee**  **iii) Allotment Committee** |
| **5** | **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.  e) Training Policy.  ***3) Code of Conduct for Marshfield Community Council*** |
| **6** | **To receive and approve the Statement of Accounts for 2022/23 (see attached report).** |

**MONTHLY COUNCIL MEETING**

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| **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 8th May 2023.** | **15** |
| **4** | **To confirm the minutes of the monthly Council meeting held on 11th April 2023** | **5** |
| **5** | **Review of matters arising from the Council meeting held on 11th April 2023** | **15** |
| **6** | **Newport City Councillor’s Report.** | **10** |
| **7** | **To receive an update on the proposed Neighbourhood Watch Scheme.** | **5** |
| **8** | **To review the Council’s training plan and agree future requirements.** | **5** |
| **9** | ***Financial Matters:***   1. **To receive the renewal notice for the Council’s insurance policy and agree payment.** 2. **To receive a request for a donation to Marshfield Magpies to pay the group’s insurance premium.** 3. **Invoices and payments.** 4. **Other financial matters.** | **10** |
| **10** | ***Planning Matters:***  **a) To receive an update on the proposal to develop a strategic development plan/place plan for the Marshfield Community Council area.**  **b) To consider observations to planning applications received by Newport City Council.**  **c) Other planning matters.** | **10** |
| **11** | **Correspondence.** | **5** |
| **12** | **Update of Newport Medieval Ship presentation at Marshfield Village Hall on 9th June**. | **5** |
| **13** | **Scarecrow Festival Update.** | **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 13th June 2023** |  |