**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Annual Meeting held on 9th May 2023 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:30 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present: Mrs Cath Davis (Chairperson)

 Mrs Chris Roberts

 Mrs Susan Davies

 Mrs Linda Southworth-Stevens

 Mrs Sally Simpson

 Mr Stephen Walsh-Jones

Apologies: Councillor Linda Southworth-Stevens, Councillor Ross Maidment, Councillor Gary Doubler

In attendance: Newport City Councillor Allan Screen, ­­PC Ben Ashman (Gwent Police), Mr Tim Davies (Marshfield Village Hall Management Committee), G C Thomas (Clerk)

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**1. DECLARATION OF INTERESTS**

No interests were declared

**2. CHAIRPERSON**

Councillor Roberts proposed **Councillor Cath Davis** to be Chairperson

*This was seconded by Councillor Simpson and unanimously agreed by the Council.*

**3. VICE-CHAIRPERSON**

Councillors Legge, Walsh-Jones and Roberts were nominated to take the office of Vice-Chairperson. Councillors Roberts and Walsh-Jones withdrew their nomination.

*The Council unanimously agreed that* ***Councillor Patrick Legge*** *should be the Vice-Chairperson.*

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

Councillor Davis nominated **Councillor Linda Southworth-Stevens**.

*This was seconded by Councillor Simpson and unanimously agreed by the Council.*

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

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

**6. COMMITTEES/WORKING GROUPS**

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

***a) Planning Committee***

**Membership – Councillor Sally Simpson (Chairperson) primarily assisted by Councillor Linda Southworth-Stevens and Councillor Sue Davies but all Councillors to be members of the Committee.**

**Terms of Reference**

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

* *Meet as necessary – Chairperson 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- Chairperson 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 Stephen Thornton - Lead), membership to be reviewed.**

**3. Marshfield Road Sub-Committee – (Currently Mr Stephen Rowlands -Lead), 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 - Chairperson 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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**7. GOVERNANCE DOCUMENTS**

*The Council agreed to adopt the following existing governance documents unchanged:*

***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***

**8. STATEMENT OF ACCOUNTS FOR 2022/23**

**The Council approved and adopted the Statement of Accounts for 2022/23 which had been prepared by the Clerk and circulated to Members.**

**Meeting Ended 20:05**