

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

 *Chairperson:* Ms Cath Davis

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

  *Tel:* 01633 375812

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Dear Councillor

The Annual Meeting of Marshfield Community Council will be held **on TUESDAY 14th May 2024** 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 meetings in person or by following the Zoom joining instructions below. If required, written representations can be emailed to the Clerk by Monday 13th 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/89497734668?pwd=aEo0blhOcWgwU0lwOTVDZ2lEaTQ5UT09](https://www.google.com/url?q=https://us02web.zoom.us/j/89497734668?pwd%3DaEo0blhOcWgwU0lwOTVDZ2lEaTQ5UT09&sa=D&source=calendar&usd=2&usg=AOvVaw2ZkuBQq8i_jpB9aEq2MPo5)

Meeting ID: 894 9773 4668
Passcode: 512717

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Meeting ID: 894 9773 4668
Passcode: 512717

Find your local number: [https://us02web.zoom.us/u/kdqsvpoY2](https://www.google.com/url?q=https://us02web.zoom.us/u/kdqsvpoY2&sa=D&source=calendar&usd=2&usg=AOvVaw3234sgO5kgtX_R9er34BYa)

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|  | **AGENDA - ANNUAL MEETING** |
| **1** | **Apologies.** |
| **2** | **Declarations of Interests** |
| **3** | **To meet persons interested in becoming a member of the Council and to decide on co-option to fill the existing vacancy** |
| **4** | **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.**
 |
| **5** | **a) To review membership, chairperson & terms of reference for:** **i) Planning Committee** **ii) Finance & General Purposes Committee** **iii) Allotment Committee** |
| **6** | **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*** |
| **7** | **To receive and approve the Statement of Accounts for 2023/24 (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 13th May 2024.** | **15** |
| **4** | **To confirm the minutes of the monthly Council meeting held on 9th April 2024** | **5** |
| **5** | **Review of matters arising from the Council meeting held on 9th April 2024** | **15** |
| **6** | **To consider action following concerns about fly tipping and litter between the Newport border near Rumney and Peterstone, along Broad Street Common (B4239).** | **5** |
| **7** | **Newport City Councillor’s Report.** | **10** |
| **8** | **New Bus Service -Update following meeting with Newport City Councillor Screen.** | **5** |
| **9** | **Update on Let’s Fix It – Church Lane Road Surface Campaign Group.** | **5** |
| **10** | ***Financial Matters:***1. **To receive the renewal notice for the Council’s insurance policy and agree payment.**
2. **To consider a request from Marshfield Primary School PFA for a donation towards road safety measures outside the school.**
3. **To receive a request from the Village Hall management Committee for financial assistance towards siting new litter bins.**
4. **To consider purchasing a large flag and 10 lamp post signs from Royal British Legion and bunting to display at Groes Corner for D -Day Celebrations.**
5. **To agree a core budget figure for building a new website.**
6. **Invoices and payments.**
7. **Other financial matters.**
 | **20** |
| **11** | **To receive suggestions and consider adopting a new Community Council logo and the purchase of a banner including the new logo to display at community events.** | **5** |
| **12** | **Planning Matters** | **5** |
| **13** | **Allotments**1. **To agree a skip rental for Marshfield Road allotment site.**
2. **Other allotment matters.**
 | **5** |
| **14** | **Update report on the installation of barn owl sculpture at Groes Corner and tidying of the pollinating garden on Marshfield Road/Marysfield Close junction and the grass area Marysfield Close.** | **5** |
| **15** | **To consider inviting ReMake Newport to present to a Council meeting.** | **2** |
| **16** | **Correspondence.** | **5** |
| **17** | **Scarecrow Festival Update.** | **5** |
| **18** | ***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** |
| **19** | **Any other business.** | **5** |
|  | **The next Monthly Council meeting is scheduled for Tuesday 11th June 2024** |  |