**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Annual Meeting held on 13th May 2025 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:15 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Present: Mrs Cath Davis (Chairperson)

 Mrs Chris Roberts

 Mr Lee Colvin

 Mr Nathan Howells

 Mr Gary Doubler

 Fr Ross Maidment

Apologies: Councillor Linda Southworth-Stevens (family matters), Councillor Seema Sindhakar (family matters), Councillor Susan Davies (Personal). City Councillor Trevor Watkins (meeting). Sgt Chris Johnson (Gwent Police).

In attendance: Two members of public, Mr Steve Bateman (Church Lane Allotments), G C Thomas (Clerk)

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**1. DECLARATION OF INTERESTS**

No interests were declared

**2. CHAIRPERSON**

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

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

**3. VICE-CHAIRPERSON**

Councillor Maidment proposed **Councillor Lee Colvin** to be Vice-Chairperson.

*The Council unanimously agreed that* ***Councillor Lee Colvin*** *should be the Vice-Chairperson.*

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

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

***This was unanimously agreed by the Council.***

Councillor Christine Roberts agreed to stand in if Councillor Southworth-Stevens was unavailable.

**The *Council agreed with this proposal.***

**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 Nathan Howells (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 Ross Maidment.**

**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.*

**7. GOVERNANCE DOCUMENTS**

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

1. ***Standing Orders***
2. ***Financial Regulations – The Council adopted the NALC model regulations 2024***

***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.

f) Data Protection Policy

g) Health and Safety Policy

h) Equality and Diversity Policy

***3) Code of Conduct for Marshfield Community Council***

**8. STATEMENT OF ACCOUNTS FOR 2024/25**

**The Council approved and adopted the Statement of Accounts for 2024/25 which had been prepared by the Clerk and circulated to Members.**

**Meeting Ended 19:30**