

# MARSHFIELD COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Monday 16 May, 2011 at the Village Hall, Wellfield Road, commencing at 7:35 p.m.

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Present: Mr R Bashi (Chairperson)  
Mr S Tilley  
Mr G Ham  
Mr C Hemmings  
Mr G Kemp-Philp  
Mrs S Hood

Apologies: Mr K Bennett(ill), Mrs S Burke (holiday), Mrs J Charlton (work),  
City Councillors R White & T Suller,  
In attendance: PCSO Joanne Lewis (Gwent Police), G C Thomas (Clerk)

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## **1. Election of Officers**

### **a) Chairperson:**

*Mrs Rebecca Bashi*

### **b) Vice-Chairperson:**

*Mrs Sue Burke*

### **c) Representative to Village Hall Management Committee:**

*Mr Chris Hemmings*

### **d) Representatives to One Voice Wales Area Meetings:**

*Mr Gwyn Kemp-Philp & Mr Keith Bennett*

### **e) Representatives to Newport City Council Liaison Meeting:**

*Mr Keith Bennett & Mr Gwyn Kemp-Philp*

### **f) Planning Committee:**

*The Council agreed that **all Members** would be members of the Committee with **Mrs Bashi** as Chairperson. The Committee was permitted to operate with a quorum of two Members.*

*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 power to send observations from the Committee 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 from the Council*

**g) Allotment Committee:**

*The Council agreed that the Committee should comprise Mrs Rebecca Bashi (Chairperson) Mr Gareth Ham, Mrs Sue Burke, Mr Chris Hemmings, Mrs Stephannie Hood, Mr Steve Tilley, Mrs Joanne Charlton, Mr Gwyn Kemp-Philp.*

*The Committee was permitted to operate with a quorum of two Members and was authorized to enter into contracts up to £500 in value.*

*Meet as necessary - Chair 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.*

**h) Village Hall Children's Play Areas Working Group:**

*Mrs Sue Burke, Mr Gareth Ham, Mrs Stephannie Hood.*

*To act as a liaison between play area users, contractors and the Community Council.*

*Not authorized to spend without prior consent from the Council*

**i) Leisure Facilities Committee:**

**Mr Chris Hemmings (Chairperson) Mrs Rebecca Bashi, Mrs Sue Burke, Mr Gareth Ham, Mrs Joanne Charlton, Mr Keith Bennett, Mr Gwyn Kemp-Philp.**

*Terms of reference to be agreed.*

**2. Standing Order on Contracts**

The Council noted the report on this matter and agreed to adopt the Standing Order as presented which requires special measures for contracts exceeding a value of £2,500 .

**3. Statement of Accounts**

The Council noted the statement of accounts for the period 1 April 2010 to 31 March 2011, presented by the Clerk.