

MARSHFIELD COMMUNITY COUNCIL

Minutes of the Annual General Meeting held on Monday 14 May, 2012 at the Castleton Village Hall, Marshfield Road, commencing at 8:00 p.m.

Present: Mr C Edwards, Mr K Evans, Mrs K Evans, Mr N Evans, Mrs S Jefferson, Mrs V Maud, Mr A Quilter, Mr A Rowbotham, Mr A Sims, Mr M Sykes, Mr M Woods

Apologies: None

In attendance: Sgt Jason White, CSO Caroline Doidge, CSO Rod Caddy (Gwent Police), City Councillor R White, G C Thomas (Clerk), 6 members of public.

1. Election of Officers

In the absence of the outgoing Chairperson and Vice-Chairperson Councillor Sykes was nominated to take the chair for the election of a chairperson.

a) Chairperson:

Mr Karl Evans

b) Vice-Chairperson:

Mrs Kirstie Evans

c) Representative to Village Hall Management Committee:

Mrs Sharon Jefferson

d) Representatives to One Voice Wales Area Meetings:

Mr Matthew Sykes and Mr Nathan Evans

e) Representatives to Newport City Council Liaison Meeting:

Mr Matthew Sykes and Mr Nathan Evans

f) Planning Committee:

*The Council agreed that the Committee would comprise **all Members of the Council** with **Mr Adam Rowbotham** as Chairman. 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 would comprise **all Members of the Council** with **Mr Anthony Quilter** as Chairman.*

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 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 £200 in value without earlier consent from the Council.*

h) Leisure Facilities Committee:

*The Council agreed that the Committee would comprise **all Members of the Council** with **Mr Karl Evans** as Chairperson.*

Functions and delegated authority

- *To ultimately provide a new leisure facility (or facilities) within the grounds of Marshfield Village Hall to, ideally, provide something for the children/teenagers of the village to do, although this can also extend to adult leisure facilities too.*
- *To gather feedback from village residents so as to determine the most wanted facility.*
- *To contact and liaise with companies who can provide such facilities so as to obtain quotes and ultimately install a leisure facility.*
- *To make recommendations to the Community Council on all financial matters. The Community Council is responsible for the final decision*
- *To act as a liaison for the existing Council's children's play areas between users, contractors and the Community Council*

Can members be co-opted?

Yes, by either Marshfield Community Council or a quorum of the Leisure Committee

How and when are they appointed?

At Marshfield Community Council AGM or by agreement of the Committee or Council as needed.

What is the duration of the appointment?

Ordinarily one year as per community council positions (therefore may be less for co-opted members).

Frequency of meetings

Meetings will be as required, however, ideally, at least once per month but no less than three times per year.

Report mechanism

Minutes of Committee meetings are to be provided for the Council for approval and adoption. Meeting details are to be fed back monthly to Marshfield Community Council during its slot in the agenda.

Quorum

Three members of the Leisure Committee will be required to form a quorum.

i) Village Hall Children's Play Areas Working Group:

The Council decided not to form a working group but to incorporate the responsibility for the Council's children's play areas into the Leisure Committee.

However, Councillor Sims agreed to make weekly safety checks whilst the Council carries out a review of how safety checks can be made.

2. Standing Order on the Length of Time of Council Meetings

The Council agreed not to create a standing order but to work to an informal target of meetings not exceeding two and a half hours.

3. 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 .

4. Statement of Accounts

The Council noted the statement of accounts for the period 1 April 2011 to 31 March 2012, presented by the Clerk. The receipts and payments record book was signed by the Chairman and the Clerk.

5. Bank Signatories

The Council agreed that Councillors Karl Evans, Kirstie Evans, Adam Sims and Nathan Evans will act as signatories for the Councils's Barclays bank accounts.