**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Annual Meeting held on 14th May 2024 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

 Mrs Sally Simpson

 Mr Lee Colvin

 Mrs Linda Southworth-Stevens

 Mr Gary Doubler

 Fr Ross Maidment

Apologies: Councillor Stephen Walsh-Jones (Work), Councillor Seema Sindhakar (Personal), Councillor Susan Davies (Personal)

In attendance: Mrs Nerys Pennel (Marshfield Village Hall Management Committee), Mr Steve Bateman (Church Lane Allotments), Mr Srinivas Maguluri, G C Thomas (Clerk)

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**1. DECLARATION OF INTERESTS**

No interests were declared

**2. Co-option to Fill Vacancy**

The Council met Mr Srinivas Maguluri who was interested in filling the vacant seat on the Council. ***Councillor Davis proposed that Mr Maguluri be co-opted to fill the vacant seat. This was seconded by Councillor Southworth-Stevens and unanimously agreed by the Council.***

Mr Maguluri signed a Declaration of Acceptance and participated in the following meeting.

**3. CHAIRPERSON**

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

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

**4. VICE-CHAIRPERSON**

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

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

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

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

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

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

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

**7. 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***

***The Council agreed that there would be no Allotment Committee but allotment matters should be brought to full Council.***

***Members agreed that Councillor Cath Davis, Councillor Linda Southworth-Stevens and Councillor Lee Colvin should take a lead in dealing with allotment matters not requiring a full Council decision.***

***The working groups for each allotment site will continue***

**Church Lane Working Group – (Currently Mr Stephen Bateman - Lead)**

**Marshfield Road Working Group– (Currently Mr Stephen Rowlands -Lead)**

*The Marshfield Road and Church Lane Working Groups will operate on a less formal basis under the control of the Council.*

**Terms of Reference**

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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 Council.*
* *To report to the Council on matters affecting [Church Lane] [Marshfield Road] requiring a Council decision, including agreement of the Council Chairperson and Vice-Chairperson to any spending from the allocated budget.*
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**8. 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.

f) Equality and Diversity Policy

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

**9. STATEMENT OF ACCOUNTS FOR 2023/24**

**The Council approved and adopted the Statement of Accounts for 2023/24 which had been prepared by the Clerk and circulated to Members.**

**Meeting Ended 19:45**