



ST MEWAN PARISH COUNCIL

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3rd May 2023

TO ALL MEMBERS OF THE COUNCIL

I hereby give notice that the **Annual Council Meeting** of St Mewan Parish Council will be held on **Wednesday 10th May 2022** at **St Marks Church Hall, Sticker** commencing at **19.00pm**.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours faithfully

Wendy Yelland

Wendy Yelland, Parish Clerk/Responsible Financial Officer

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

1. Election Of Chair 2023/2024

2. Chairman's Declaration of Office

To **RECEIVE** the signed Declaration of Acceptance of Office of the newly elected Chair

3. Persons Present/Apologies

To **NOTE** persons, present and **RECEIVE** apologies for absence.

4. Election of Vice – Chair 2023/2024

5. Declaration of Acceptance of Office

To **RECEIVE** the signed Declarations of Acceptance of Office of newly elected Councillors

6. To Co-Opt Parish Councillor/s to fill a casual vacancy which has arisen

a) To **RECEIVE** a brief presentation from candidate/s with an opportunity of Q & A's. Application prev circulated.

b) Members to proceed with a Vote.

c) To **RECEIVE** the signed Declarations of Acceptance of Office of newly elected Councillors

7. Declarations of Interest from Members/Dispensations

To **RECEIVE** any Declarations of Interest from Members. To **RESOLVE** to grant any requests for Dispensation in line with the Councillor Code of Conduct 2021 if appropriate.

8. Public Participation

To **RECEIVE** comments from members of the public. This provides an opportunity for members of the public to comment on items on the agenda as per Standing Orders or otherwise considered at the Chairman's discretion. Maximum time allowed will total 10 minutes/2 mins per person.

9. Cornwall Cllr Report

To **RECEIVE** Cornwall Cllr Michael Bunney's report and **NOTE**.

10. Council Meeting Minutes: 12th April 2023

To **RESOLVE** that the above Minutes of the Meeting of St Mewan Parish Council having been previously circulated, be taken as read, approved, and signed. Inc Confidential minute.

To **NOTE** any matters arising from the Minutes.

11. Clerk's Report

To **NOTE**

12. Asset Register Review

To **APPROVE** the justification for the **RESTATED** figure of 292953.00 for year ending March 2021/2022 on the Accountancy Statement 2022/2023 (as per 5.149 of the Joint Panel on Accountability and Governance Practitioners Guide March 2020)

13. Annual Internal Audit Report 2022/2023

To **CONSIDER** and **RESOLVE** any actions/recommendations and note. (previously circulated electronically)

14. External Audit – The Annual Governance Statement 2022/2023

To **CONSIDER** and **APPROVE** the above statement. To be signed by The Chair for submission to BDO LLP (previously circulated electronically)

15. External Audit – The Annual Accountancy Statement 2022/2023

To **CONSIDER** and **APPROVE** the above statement. To be signed by The Chair for submission to BDO LLP (previously circulated)

16. Parish Council Insurance 2023/2024

To **CONSIDER** three quotations requested. **RESOLVE** to appoint Council Insurer's for 23/24

17. Highways Expression of Interest

To **CONSIDER** and **APPROVE** submissions to Cornwall Council

18. Climate Change Objective (Standing Agenda Item)

To **RECEIVE** update, **RESOLVE** any further action required, **APPROVE** associated expenditure.

19. Grant/Donations

- a) To **CONSIDER** a grant application from St Marks Church Hall
- b) To **CONSIDER** a grant application from Sticker AFC

20. Parish Council Owned Bus Shelter

To **APPROVE** grant opportunity for Cornwall Council funding to renew the Bus Shelter on Trelowth Rd, Polgooth.

21. Sticker Car Park signage

To **CONSIDER** a request from Sticker AFC for them to erect signage on the back of existing sign.

22. Lower Sticker Playing Field

To **CONSIDER** a request from Sticker Village Association for permission to hold a family fun dog show as part of Sticker Carnival Week schedule of events.

23. Hire of Playing Fields and Open Space

To **APPROVE** applications for Events taking place in Lower Sticker and Trewoon Playing Fields

24. Terms of Reference

To **APPROVE** Terms of Reference for the following: –

- a) Working Party Groups
- b) Finance, Staffing, General Purposes and Audit Committee
- c) Planning Committee
- d) Rights of Way Committee
- e) Playing Fields Committee and Polgooth Playing Fields Trust

25. CALC and SLCC Membership 2023/24

To **APPROVE** CALC and SLCC memberships

26. Code of Conduct

To **ADOPT** the Code of Conduct published May 2021

27. Delegation Arrangements

To **APPROVE** the continued use of the revised delegation arrangements in line with Council's Standing Orders and Financial Regulations

28. Council Meetings 2023/2024

To **APPROVE** the Calendar of Ordinary Council Meetings 2023/2024 and venue

29. Election of Committees 2023/2024

To **APPROVE** membership of committee (inc substitutes)

- a) Finance, Staffing, General Purposes and Audit Committee
- b) Planning
- c) Playing Fields
- d) Polgooth Playing Field Trust
- e) Rights of Way

30. Committee Meetings 2023/2024

To **APPROVE** the Calendar of Meetings for:

- a) Finance, Staffing, General Purposes and Audit Committee
- b) Planning
- c) Playing Fields
- d) Polgooth Playing Field Trust
- e) Rights of Way

31. Election of Working Party Members 2023/2024

To **REAFFIRM** Cllr members for:

- a) The Goffin Project

32. Parish Council Policy Review 2022/2023

To **REVIEW** and **RE-ADOPT** the following policies: –

- a) Communications Policy
- b) Community Benefit Fund Policy & Application Form
- c) Climate Change Living Document
- d) Community Engagement Policy

- e) Cllr Co-Option Application
- f) Environment and Sustainable Development Policy
- g) Equal Opportunities Policy
- h) Equalities & Diversity Policy
- i) GDPR Policy
- j) Grant Policy & Application Form
- k) Handling of Complaints Policy
- l) Health & Safety Policy
- m) Lone Working Policy
- n) Policy of Use for Parish owned Bus Shelters
- o) Privacy Policy
- p) Reserves Policy
- q) Social Media and Electronic Communication Policy
- r) Training Policy
- s) Playing Field & Open Space Hire Agreement
- t) Allotment Rules & Regulations
- u) Business Continuity Plan
- v) Disciplinary Procedure
- w) Grievance Procedure
- x) Member Code of Conduct
- y) Model Publication Scheme
- z) Officer Member Protocol
- aa) Financial Risk Management Policy
- bb) Protocol for Marking the Death of a Senior Member of the British Monarchy
- cc) Statement of Internal Controls
- dd) Standing Orders
- ee) Financial Regulations

33. Investment Strategy Policy

To **APPROVE** the aforementioned policy (previously circulated)

34. Village Hall Parish Council Representatives

To **APPOINT** council member/s to attend Polgooth, Sticker and Trewoon Village Hall committees (as voting members in line with the deed)

35. Office Printer

To **APPROVE** new printer at a lease cost of £42.75 plus vat per month (5 year). Includes all printing costs, toners, call outs, support, parts, labour plus installation & set up.

36. Finance

- a) To **APPROVE** the May 2023, pay schedule of payments as presented.
- b) To **RECEIVE** and **NOTE** the bank balances inc petty cash as at the 30th of April 2023
- c) To **REMOVE** Mr John Kneller and Mrs J Padley as signatory holder from bank accounts
- d) To **RESOLVE** an additional authorised signatory for all bank accounts held
- e) To **APPROVE** application for a Unity Bank payment card.
- f) To **APPROVE** monthly Direct Debits as listed
- g) To **APPROVE** staff wages to be paid on the last working day of the month.

37. Members reports/feedback from training/workshops/meetings/external bodies/matters of interest in the parish

To **NOTE**

38. Correspondence received up to the time of meeting.

To **NOTE**

39. Items for Agenda

To **NOTE** any items for the next meeting

40. Public Bodies (Admission to Meetings) Act 1960

To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item.

41. Confidential Item

Staffing