



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)
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30th April 2024

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 8th May 2024** 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 2024/2025

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 2024/2025

5. Declaration of Acceptance of Office

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

6. 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.

7. 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.

8. Cornwall Cllr Report

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

9. Council Meeting Minutes: 10th April 2024

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.

10. Clerk's Report

To **NOTE**

11. Annual Internal Audit Report 2023/2024

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

12. External Audit – The Annual Governance Statement 2023/2024

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

13. External Audit – The Annual Accountancy Statement 2023/2024

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

14. Ear Marked Reserves and Ring-Fenced Reserves

To **CONSIDER** Clerk's allocation of EMR's and RFR's. **RESOLVE** to **CONSIDER** and **APPROVE** with any changes necessary.

15. Zurich Parish Council Insurance 2024/2025 (2nd year of 3-year agreement)

To **APPROVE** the annual renewal premium of £2207. 30 Period of cover 1st June 24 to 31st May 25.

16. Climate Change Objective (Standing Agenda Item)

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

17. Trewoon Recreation Ground Top Gate

To **CONSIDER** a request for the top gate from the dog walking corridor to be unlocked. Council to **RESOLVE** how best to proceed.

18. Highways and Footpath Matters

- a) Link path from Southdown Rd to Sticker Village – previously circulated. **RESOLVE** how best to proceed.
- b) Any other matters arising after dispatch of agenda.

19. Parish Council Banking Arrangements

- a) Updates to consider.
- b) Update received from Unity Trust Bank
- c) Update on CCLA

20. Grant/Donations

- a) To **CONSIDER** a grant application from Sticker Village Association

21. Fish & Chip Van in Sticker Car Park

3-month review request by Tom Doran

22. Lower Sticker Playing Field

- a) To **CONSIDER** Hire of Field for any event held from 1st May 24 to 31st March 2025

- b) 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. 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

24. CALC and SLCC Annual Memberships 2024/2025

- a) To **APPROVE** CALC membership at £1247.39 and
- b) To **APPROVE** Clerk's SLCC Membership at £238.00

25. Code of Conduct

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

26. Delegation Arrangements

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

27. Council Meetings 2024/2025

To **APPROVE** the Calendar of Ordinary Council Meetings 2024/2025

28. Election of Committees 2024/2025

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

- a) Finance, Staffing, General Purposes and Audit Committee
- b) Planning

29. Committee Meetings 2024/2025

To **APPROVE** Committee Meetings as and when necessary

30. Election of Working Party Members 2024/2025

To **REAFFIRM** Cllr members for:

- a) The Goffin Project

31. Parish Council Policy Review 2024/2025

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) Handing 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

32. Investment Strategy Policy

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

33. 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)

34. Finance

- a) To **APPROVE** the May 2024, pay schedule of payments as presented.
- b) To **RECEIVE** and **NOTE** the bank balances inc petty cash as at the 30th of April 2024

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

To **NOTE**

36. Correspondence received up to the time of meeting.

To **NOTE**

37. Items for Agenda

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

38. 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.

39. Confidential Item

Land updates.

To **RATIFY** expenditure to Birketts under Financial Regs 4.1