



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CILCA)

Tre Bethan

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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 14th May 2025** 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 2025/2026

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 2025/2026

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 report and **NOTE**.

9. Council Meeting Minutes: 9th April 2025

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 2024/2025

To **NOTE** any recommendations. Any action required to be considered at the Finance meeting.

12. External Audit – The Annual Governance Statement 2024/2025

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 2024/2025

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

14. Zurich Parish Council Insurance 2025/2026 (3rd year of 3-year agreement)

To **APPROVE** the annual renewal premium of £2606.46. Period of cover 1st June 25 to 31st May 26

15. Climate Change Objective (Standing Agenda Item)

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

16. Highways and Footpath Matters

a) To **CONSIDER** any matters arising up to time of meeting

17. Lower Sticker Playing Field

a) To **CONSIDER** Hire of Field for events held from 1st May 25 to 31st March 2026

b) To **CONSIDER** a request from Sticker Village Association for permission to hold a family fun dog show

18. 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

19. CALC and SLCC Annual Memberships 2025/2026

a) To **APPROVE** CALC membership

b) To **APPROVE** Clerk's SLCC Membership

20. General Power of Competence

To **RESOLVE** that St Mewan Parish Council, meet the criteria stated in legislation and are therefore eligible to use The General Power of Competence – Localism Act 2011

21. Code of Conduct

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

22. Delegation Arrangements

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

23. Council Meetings 2025/2026

To **APPROVE** the Calendar of Ordinary Council Meetings 2025/2026

24. Election of Committees 2025/2026

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

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

25. Election of Working Party Members 2025/2026

To **REAFFIRM** Cllr members for:

- a) The Goffin Project

26. Parish Council Policy Review 2025/2026

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

27. Investment Strategy Policy

To **APPROVE** the aforementioned policy

28. Husbandry Policy

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

29. 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)

30. Finance

- a) To **APPROVE** the May 2025, pay schedule of payments as presented.
- b) To **RECEIVE** and **NOTE** the bank balances inc petty cash as at the 30th of April 2025

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

To **NOTE**

32. Correspondence received up to the time of meeting.

To **NOTE**

33. Items for Agenda

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

34. 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.

35. Confidential Item

Land update