



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)
Tre Bethan
The Chase, Sticker
St Austell, PL26 7HL

Tele: 07464 350837

E: clerk@stmewanparishcouncil.gov.uk

W: www.stmewanparishcouncil.gov.uk

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5th May 2026

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 13th May 2026** 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 2026/2027**
- 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 2026/2027**
- 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** monthly report

9. Council Meeting Minutes: 8th April 2026

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. Committee Meeting Minutes

a) Planning 8th April 26

11. Clerk's Report

To **NOTE**

12. Annual Internal Audit Report 2025/2026

To **NOTE** recommendations. Any action required to be considered at the Finance, Staffing, General Purposes and Audit meeting.

13. Internal Auditor for 26/27

To **CONSIDER** appointing Aalgaard Renshaw for 26/27

14. Conflict of Interest with External Auditor BDO LLP 2025/2026

To **CONFIRM** that there are no conflicts of interest with BDO LLP.

15. External Audit – The Annual Governance Statement 2025/2026

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

16. External Audit – The Annual Accountancy Statement 2025/2026

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

17. Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for Accounts Year Ending 31st March 2026

To **APPROVE** dates commencing on the 3rd of June 2026 to the 14th July 2026

18. Ear Marked Reserves for 26/27

To **RATIFY** proposed EM Reserves approved at Finance Meeting 10th Dec 25

Trewoon Play Area underspend 25/26	2000.00
Staff Costs for additional member of staff outside of approved 26/27 budget	5000.00
Website	3000.00
Additional Maintenance	3320.00
Playing Fields	1539.89

To **CONSIDER** and **APPROVE** additional EM Reserves

Sticker Rally Grant received for Cemetery Volunteers	200.00
Trewoon Shed	3647.00
Enhanced Footpath Scheme Gates and Fixings	1500.00

19. Zurich Parish Council Insurance 2026/2026 (3-year agreement)

To **APPROVE** the annual renewal premium of £2719.33. Period of cover 1st June 26 to 31st May 2029

20. Climate Change Objective (Standing Agenda Item)

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

21. Polgooth Village Hall (Standing Agenda Item)

Update up to time of meeting, **APPROVE** any associated expenditure necessary.

22. Men In Sheds

Clerk to update. Email previously circulated from group trustee

23. Parish Council Emails

To **RECEIVE** update. **RESOLVE** how best to proceed

24. Highways and Footpath Matters

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

25. Playing Fields

a) Sticker Village Association –

To **RECEIVE** application for Hire of Field for events held from 1st May 26 to 31st March 2027. To include permission of Dog Show event.

b) Trewoon Recreational Land

26. Grants and Donations

To **CONSIDER** any applications/requests received up to time of meeting.

27. Terms of Reference

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

a) Working Party Groups

b) Finance, Staffing, General Purposes and Audit Committee – change on membership composition

c) Planning Committee

28. CALC and SLCC Annual Memberships 2026/2027

a) To **APPROVE** CALC membership of £1390.64

b) To **APPROVE** Clerk's SLCC Membership £316.00

29. Code of Conduct

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

b) To **APPROVE** CALC Cllr Code of Conduct training as previously circulated.

30. Training for Cllr and Clerks

To **APPROVE** requests from Cllrs or Clerks for training as set out in the CALC calendar previously circulated.

31. Delegation Arrangements

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

32. Council Meetings 2026/2027

To **APPROVE** the Calendar of Ordinary Council Meetings 2026/2027

33. Election of Committees 2026/2027

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

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

34. Election of Working Party Members 2026/2027

To **APPOINT** Cllr Members in conjunction with Clerks

- a) Website
- b) GDPR, IT Policy and any other policies considered necessary to be reviewed in conjunction
- c) Emergency Plan
- d) Any other group required

35. Parish Council Policy Review 2026/2027

To **RE- ADOPT** the following policies: -

- a) Biodiversity Policy
- b) CCTV Management Policy – addition of Sticker Activity Park, Scouts Hall, Sticker Open Space (Dog field) Polgooth Playing Fields and Polgooth Chapel
- c) Climate Change Living Document
- d) Communication Policy
- e) Community Benefit Fund Policy and Grant Application Form
- f) Community Volunteer Award Nomination Form
- g) Community Engagement Policy
- h) Data Protection Policy
- i) Data Breach Policy
- j) Data Subject Request Policy
- k) Environmental and Sustainable Policy
- l) Small Grant Application Form and Donation Policy – change to align with budget allocation for 26/27
- m) Handling of Complaints Policy
- n) Health & Safety Policy
- o) Investment Strategy
- p) IT Policy
- q) Lone Working Policy
- r) Policy for use of Bus Shelters
- s) Privacy Policy
- t) Reserves Policy
- u) Social Media and Communications Policy
- v) Sticker Car Park Operating Policy and Procedures
- w) Training :Policy
- x) Vexatious Policy
- y) Zero Tolerance Policy
- z) Playing Field and Open Space Terms and Hire Form
- aa) Expression of Interest Allotment Form
- bb) Action Plan 26/27
- cc) Allotment Rules & Regulations
- dd) Business Continuity Plan
- ee) Disciplinary Procedure
- ff) Financial Regulations
- gg) Financial Risk Management Schedule
- hh) GDPR Annual Report
- ii) Grievance Procedure
- jj) Members Code of Conduct
- kk) Model Publication Scheme
- ll) Officer Member Protocol
- mm) Protocol for Marking the Death of a Senior Member of the British Monarchy
- nn) Standing Orders
- oo) Statement of Internal Controls

36. 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)

37. Finance

- a) To **APPROVE** the May 2026, pay schedule of payments as presented.
- b) To **RECEIVE** and **NOTE** the bank balances inc petty cash as of the 30th of April 2026

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

To **NOTE**

39. Correspondence received up to the time of meeting.

To **NOTE**

40. Items for Agenda

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

41. 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.

42. Confidential Item

Land update