



ST MEWAN PARISH COUNCIL

Parish address: Kerenza, The Chase, Sticker, St Austell PL26 7HL
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PUBLIC NOTICE OF COUNCIL MEETING

2nd May 2019

To all Members of the Public

Dear Sir or Madam,

You are hereby invited to attend the **Annual Council Meeting** of the Parish, to be held at **St Marks Church Hall, Sticker** on **Wednesday 8th May 19** commencing at **6.15 pm** for the purpose of transacting the following business.

Yours faithfully

Wendy Yelland

Mrs W Yelland
Parish Clerk/RFO
E mail: clerk@stmewanparishcouncil.gov.uk
Website: www.stmewanparishcouncil.gov.uk
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AGENDA

Press and 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

- 1. Election of Chairman 2019/2020**
- 2. Declaration of Acceptance of Office**
The newly elected Chairman to sign the Declaration of Acceptance of Office
The Chairman reminds all Cllrs it is *their* responsibility to update *their* Register of Interest details
- 3. Election of Vice- Chairman 2019/2020**
- 4. Apologies**
- 5. Declarations of Interest**
- 6. Dispensations Requests**

- 7. Public Participation to include ¹**
 - a) Community Link Officer's report
 - b) Cornwall Cllr's Report
- 8. Code of Conduct**
To readopt
- 9. Officer Member Protocol Policy (as previously circulated)**
To readopt
- 10. Chairman's Allowance**
To approve the Chairman's budget allowance of £150.00
- 11. Calendar of Meetings 2019/2020 (as previously circulated)**
 - a) To consider and approve ordinary council meeting dates and venue
 - b) To approve committee meeting dates and venues
- 12. Election of Committees**
 - a) To approve membership of committees (inc substitutes)
- 13. Re-appoint St Mewan PC's Responsible Financial Officer**
- 14. Tree Wardens**
To appoint 2 Cllrs who have received suitable training to inspect for reporting
- 15. Polgooth Playing Field Trust**
To resolve members attendance
- 16. Committee Terms of Reference**
To re-adopt the Terms of Reference as previously circulated
 - a) Finance, Staffing, GP & Audit
 - b) Planning
 - c) Rights of Way
 - d) Playing Fields
- 17. Appoint Cllr representatives to attend meetings: -**
 - a) Polgooth Village Hall
 - b) Trewoon Village Hall
 - c) Sticker Village Association
 - d) Community Area Network
- 18. Standing Orders**
To approve the continued use of SO's
- 19. Financial Regulations**
To approve the continued use of FR's with the additional clause 11.1 (j) as previously circulated
- 20. Delegation Arrangements**
To approve the continued use of current delegation arrangements in line with Council's Standing Orders and Financial Regulations
- 21. Annual Internal Audit Report 2018/19**
To approve the internal auditor's report as previously circulated and note any recommendations therein
- 22. St Mewan PC Scribe year end accounts 2018/19**
To approve as presented
- 23. Asset register 2018/19**
 - a) To approve disposal of: Filing Cabinet 71.69, Acer Travel/mate Notebook 300.00, Obsolete Computer Equipment 205.00
 - b) To approve the current figure as at year end 2018/19
- 24. Internal Control System**

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The designated time will be 10 minutes and no longer than 2 minutes per person. This time may be extended at the discretion of the Chairman.

To review the effectiveness of the internal controls, consider and re-adopt the internal control system as prev circulated (to precede the Annual Governance Statement as per Account & Audit Regulations 2015 requirements)

25. External Audit - The Annual Governance Statement 2018/19

To consider and approve the above statement as previously circulated

26. External Audit - The Annual Accountancy Statement 2018/19

To consider and approve the above statement as previously circulated for signing by the person presiding for submission

27. Financials 2019/20

- a) To approve the current authorised bank signatories
- b) To approve the continued use of direct debits
- c) To approve payments for payroll and HMRC on the 1st of month

28. GDPR Annual Report

Members to approve report as previously circulated

29. General Power of Competence 2019/20

To reaffirm eligibility and approve the continued use of the General Power of Competence.

30. Internal Auditor 2019/20

To re-appoint Hudson Accounting as Council's Internal Auditor for 2019/20

31. Grant Policy 2019/20

To re-adopt the continued use of the council's grant policy

32. Came & Company 2019/20

To approve the Parish Council's annual renewal of £1203.58. (Final year of 3-year agreement)

33. Affiliation to CALC and SLCC

To consider and approve membership to CALC of 889.99

To consider and approve SLCC membership of 196.00

34. Council Meeting Minutes

To approve the minutes of the meeting held on the 10th April 19 (prev circulated) including Confidential

35. Matters Arising (For reporting and information only)

36. Committee Meeting minutes (prev circulated) and note any recommendations made therein:

37. Financial

- a) To approve the May 19 payment schedule
- b) To approve the bank balances inc petty cash as at 30th April 19
- c) To approve additional expenditure and vire funds of £720.00 from PF EMR's to the GF due to unforeseen additional repairs at Sticker AP. Terms of Reference (PF) 4.1

38. Parish Council owned Bus Shelters

- a) To consider requests for a fixed bench seat, to be installed by community volunteer, PC to supply materials (Sticker)
- b) To approve staining of shelter by community volunteer, PC to supply stain (Sticker)
- c) Members to discuss SSE report previously circulated and discuss how best to proceed (Sticker)
- d) To discuss and consider terms of use for celebratory decoration/additional usage etc previously circulated
- e) To approve expenditure (Sticker) as per recommendation and within Terms of Reference (FSGP&A) under delegated powers
- f) To receive and consider a request to decorate the Sticker bus shelter

39. Parish Council owned Jubilee Seat at Hewaswater

To approve staining by community volunteer, PC to supply stain

40. Playing Field Equipment

To approve painting/staining of existing equipment at an approx. cost of no more than £750 inc labour and materials and to vire £750.00 from PF EMR's to GF. Recommendation from PF Committee.

41. Trewoon Wall

- a) Members to approve final tender document as previously circulated
- b) Members to approve and agree where to publicise

42. Community Governance Review

- a) To discuss responses received from St Ewe, St Stephens in Brannel, Pentewan Valley and Grampond in Creed Parish Councils regarding suggestions from St Mewan PC to change the boundary line
- b) To discuss correspondence from St Austell TC regarding their suggestions to change the boundary line
- c) To agree any further action that may be required

43. Correspondence received up to time of meeting (for information only & consider any items to agenda)

44. Matters of Interest to the Parish (for information only & consider any items to agenda)

45. 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.

46. Confidential

- a) To discuss anti-social behaviour in the Parish
- b) To discuss information received on Parish Council Land in Sticker and resolve how best to proceed
- c) Members to consider an extension to contract of works