



ST MEWAN PARISH COUNCIL

Parish address: Kerenza, The Chase, Sticker, St Austell PL26 7HL
Telephone: 07727 603448

PUBLIC NOTICE OF COUNCIL MEETING

11th May 2017

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 in **Polgooth Village Hall** on **Wednesday 17th May 2017** commencing at **7.00pm** for transacting the following business.

Yours faithfully

Mrs W Yelland
Parish Clerk/RFO
E mail: clerk@stmewanparishcouncil.org.uk
Website: www.stmewanparishcouncil.org.uk
Follow on: [Facebook](#) and [Twitter](#)

AGENDA

- 1. Election of Chairman**
2017/2018
- 2. Declaration of Acceptance of Office**
The newly elected Chairman to sign the Declaration of Acceptance of Office
- 3. Apologies**
- 4. Election of Vice – Chairman**
2017/2018
- 5. Members to sign the Declaration of Acceptance of Office**
To confirm all members have signed the Dec of Acceptance of Office
 - a) *Consider requests for extension of period for Dec of Office*
- 6. Induction Evening 8th May 17**
- 7. Members received:** a) *Register Of Interest Forms*, b) *Induction Pack*, c) *Code of Conduct*, d) *Good Cllr Guide*, e) *Electronic Communication authorisation forms*.
- 8. Dispensations**
- 9. Public Participation ¹ to include:**

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 5 minutes per person. This time may be extended at the discretion of the Chairman.*

- a) *Police Report*
 - b) *Cornwall Cllr's Report*
 - 10. Cllr Vacancies**
To approve the co-option of Cllr vacancies that have arisen
 - 11. Code of Conduct**
To readopt the Code of Conduct for the forthcoming year
 - 12. Chairman's Allowance**
To approve the Chairman's Allowance of £150 as per budget
 - 13. Schedule of Ordinary Council Meetings for 2017/2018**
a) To approve meeting dates for public information
 - 14. Re-Appoint the Responsible Financial Officer**
 - 15. Election of Committees**
To approve the membership of committees (with substitutes) and schedule of meetings:
 - a) *Allotments*
 - b) *Finance, Staffing, General Purposes and Audit*
 - c) *Planning*
 - d) *Playing Fields*
 - e) *Rights of Way*
 - 16. Committee Terms of Reference**
To readopt the Committee's Terms of Reference for the forthcoming year
 - 17. Financial Risk Assessment**
To readopt the FRA for the forthcoming year with any changes recommended
 - 18. Appoint Cllr representatives to attend meetings for:**
 - a) *Polgooth Village Hall*
 - b) *Sticker Village Association and Lower Playing Field*
 - c) *Trewoon Village Hall and Recreational Ground*
 - d) *Community Area Network Meeting*
 - 19. Standing Orders and Financial Regulations**
To approve the continued use of SO's and FR's
 - 20. Delegation Arrangements**
To approve the continued use of the current delegation arrangements in line with Council's Standing Orders and Financial Regulations
 - 21. Council Meeting Minutes**
To approve the minutes of the meeting held on the 5th April 17 (previously circulated)
 - 22. Matters Arising (For reporting and information only)**
 - 23. Committee Meeting Minutes**
To approve the recommendations therein of:
 - a) *Planning Meeting – held on the 27th April 17*
 - 24. Internal Audit**
To receive the Internal Auditor's report and approve any procedural and accounting changes as recommended (prev circulated)
 - a) *To resolve how to proceed on Item K – G2 of the External Audit Form (prev circulated)*
 - 25. External Audit 2016/2017**
 - a) *To approve the additional reserve allocation (prev circulated)*
 - b) *To approve Schedule A/B/C1/C2 x3/E/F1//G1/G2 (prev circulated)*
 - c) *To approve the Annual Governance Statement 2016/17 (prev circulated)*
 - d) *To approve the Annual Accounting Statements 2016/17 (prev circulated)*
 - e) *To approve the Annual Return 16/17 and Schedules for submission to Grant Thornton*
 - 26. Came & Company approved insurers**
-

Members to receive and approve Parish Council renewal valuation for 17/18 for one or three years (prev circulated)

27. Affiliation to CALC and SLCC for the forthcoming year

To approve full memberships for 17/18

28. Playing Fields

- a) To approve the removal of concrete tunnel at Sticker Activity Park, dress with top soil and grass to make good (within the approved Playing Field budget)*
- b) To approve remedial repairs to steps of Embankment Slide in Polgooth Park as per advice (within the approved Playing Field budget)*

29. Dog Field in Sticker

To approve the renewal of dog waste bin at St Stephens Rd (within the approved Amenities budget)

30. Hewaswater Housing Development

Members to approve the name Riverfield View re Andrew Toms request

31. Bequeathed Money

Members to approve agreement for signing

32. Financial

- a) To approve the April 17 pay schedule as presented for cheque signing*
- b) To approve bank signatories for the forthcoming year*
- c) To approve set up cost of Gmail and G suite by Sea Dog It - £95.00*
- d) To approve renewal of ESET subscription. To purchase by the clerk's personal card to be refunded by the council. (1yr – 31.46 / 2yr - 57.11/ 3yr - 76.94)*
- e) To approve automatic monthly payment for Microsoft Office 365 (increase from 7.80 to 9.40 from April 17) council to refund clerk*

33. Neighbourhood Plan update (For information only)

34. Correspondence received up to the time of meeting (For information only)

35. Matters of Interest in the Parish (For information only)

36. 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.*

37. Confidential

Commercial land and property update - resolve how best to proceed

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

WORKING FOR THE PARISH OF ST MEWAN