



ST MEWAN PARISH COUNCIL

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

PUBLIC NOTICE OF COUNCIL MEETING

10th May 2018

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 16th May 2018** commencing at **7.00pm** for transacting the following business.

Yours faithfully

Wendy Yelland

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

1. **Election of Chairman**
2018/19
2. **Declaration of Acceptance of Office**
The newly elected Chairman to sign the Declaration of Acceptance of Office
3. **Election of Vice – Chairman**
2018/19
4. **Members to sign the Declaration of Acceptance of Office**
To confirm all members present have signed the Dec of Acceptance of Office
 - a) *Consider requests for extension of period for Dec of Office*
5. **Dispensation Requests**
6. **Public Participation ¹ to include:**
 - a) *Cornwall Cllr's Report*

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.*

- 7. Code of Conduct 2018/19**
To readopt the Code of Conduct
- 8. Chairman's Allowance**
To approve the Chairman's Allowance of £150 as per budget
- 9. Schedule of Ordinary Council Meetings for 2018/19 (prev circulated)**
a) To approve council's meeting dates for public information
- 10. Re-Appoint St Mewan PC's Responsible Financial Officer**
- 11. 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 – Lower Sticker, Trewoon and Sticker Activity Park*
 - e) Rights of Way*
- 12. Polgooth Playing Fields Trust**
To resolve members attendance
- 13. Committee Terms of Reference 2018/19**
To readopt the Committee's Terms of Reference for:
 - a) Finance, Staffing, GP and Audit*
 - b) Rights of Way*
- 14. 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*
- 15. GDPR**
 - a) To approve council's GDPR Privacy Notice (prev circulated)*
 - b) To approve council's GDPR Policy (prev circulated)*
 - c) To approve council's Retention Policy*
 - d) To approve council's FOI Information Schedule Policy (prev circulated)*
- 16. Standing Orders**
To approve the continued use of SO's
- 17. Financial Regulations**
To approve the continued use of FR's
- 18. Delegation Arrangements**
To approve the continued use of the current delegation arrangements in line with Council's Standing Order's and Financial Regulation's
- 19. Council Meeting Minutes**
To approve the minutes of the meeting held on the 11th April 18 (previously circulated)
- 20. Matters Arising (For reporting and information only)**
- 21. Committee Meeting Minutes**
To approve the recommendations therein of:
 - a) Planning Meeting*
 - b) Finance*
- 22. Financial Risk Assessment 2018/19**
To approve as previously circulated and recommended by the Finance Committee
- 23. Grant Policy 2018/19**
To approve as previously circulated and recommended by the Finance Committee
- 24. Internal Audit Report 2017/18**
To receive the Internal Auditor's report and approve any procedural and accounting changes as recommended (prev circulated)
- 25. Internal Control System 2018/19**
To consider and approve as previously circulated
- 26. Asset Register**
To approve the council's registered assets

- 27. St Mewan PC Year End March 18 accounts (prev circulated)**
To consider and approve
- 28. Ear Marked Reserves 2018/19**
To approve reserves as previously circulated
- 29. External Audit - The Annual Governance Statement 2017/18**
To consider and approve the above statement as previously circulated
- 30. External Audit - The Annual Accountancy Statement 2017/18 as (prev circulated)**
To approve the above statement for signing by the person presiding for submission
- 31. Came & Company approved insurers**
Members to receive and approve Parish Council renewal costs for 2018/19 (prev circulated)
- 32. Affiliation to CALC and SLCC for 2018/19**
To consider and approve full memberships
- 33. Financial 2018/19**
- a) *To approve the April 18 pay schedule as presented for bacs*
 - b) *To approve the current authorised bank signatories*
 - c) *To approve continued direct debit payments*
 - d) *To approve payments on the 1st of month as required*
 - e) *To approve automatic monthly payment for Microsoft Office 365 - council to refund clerk*
- 34. The Goffin Fort**
To consider and approve removal FOC
- 35. Playing Fields Annual Report 2018/19**
Members to approve any action required
- 36. Neighbourhood Plan update (For information only)**
- 37. Correspondence received up to the time of meeting (For information only)**
- 38. Matters of Interest in the Parish (For information only)**
- 39. 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.
- 40. Confidential**

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.