

St Mellion Parish Council
Annual Parish Council Meeting
Tuesday 12th May 2015 at 7pm in the Church Hall, St Mellion

Minutes

In attendance

Cllr Ken Henley (outgoing and incoming Chair) (KH); Cllr Ian Waite (outgoing and incoming Vice Chair) (IW); Cllr Anita Brocklesby (AB); Cllr Steve Crook (SC); Cllr Jean Dransfield (JD); Cllr Geoffrey Postles (GP)

Parish Clerk Christine Douglas (CD)

Unitary Councillor Jim Flashman (JF)

Ten members of the public

1. Councillor matters

<i>APCM2015-1.1</i> To receive apologies for absences	None received
<i>APCM2015-1.2</i> To receive declarations of pecuniary interests	None declared
<i>APCM2015-1.3</i> To receive declarations of non-registerable interests	None declared
<i>APCM2015-1.4</i> To approve written requests for dispensations	None submitted

2. Current Chair's annual report

APCM2015-2 KH summarised work of the Parish Council for 12 months to 12.5.15 (attached).

3. Appointment of Chair for 12 months to May 2016

APCM2015-3 IW nominated KH; GP seconded KH; no further nominations were proposed; KH received a unanimous vote and was duly appointed Chair for 12 months to May 2016; KH signed the declaration of acceptance of office, witnessed by CD.

4. Appointment of Vice Chair for 12 months to May 2016

APCM2015-4 GP nominated IW; AB seconded IW; no further nominations were proposed; IW received a unanimous vote and was duly appointed Vice Chair for 12 months to May 2016.

5. Review of Parish Council's policies and procedures

5.1 Standing Orders and financial regulations

APCM2015-5.1 Most recent revisions to both documents were approved on 9.12.14. KH proposed, GP seconded, and all agreed that no further revisions are required at this time. The documents will be reviewed at the Annual Parish Council Meeting in 2016, unless any related issues arise sooner (e.g. as a result of the internal auditor's report for year ended 31.3.15 - to be discussed on 9.6.15).

5.2 Inventory of assets

APCM2015-5.2 i The asset schedule dated 10.5.15 had been pre-circulated to Councillors. KH proposed, GP seconded, and all agreed that this was an accurate reflection of current assets and that the schedule should be updated if further assets are acquired or existing ones

disposed of. Notwithstanding such changes, the schedule will be reviewed at the Annual Parish Council Meeting in 2016.

APCM2015-5.2 ii The form for checking assets had been pre-circulated to Councillors. KH proposed, GP seconded, and all agreed that the form and the bi-monthly frequency for checks is acceptable. Next review at the Annual Parish Council Meeting in 2016.

5.3 Insurance cover

APCM2015-5.3 A summary of cover provided by Zurich Municipal, plus the policy booklet, had been pre-circulated to Councillors. CD recapped the key points and confirmed that the annual premium of £238.50 for 12 months to 27.5.16 had been paid in April 2015. IW proposed, GP seconded, and all agreed that cover is adequate but asked the Clerk to find out why contract disputes are omitted and report to the meeting on 9.6.15.

5.4 Subscriptions to other bodies

APCM2015-5.4 CD confirmed that the annual subscription to CALC (£156.75 inc VAT) for 12 months to 31.3.16 had been paid in April 2015. IW proposed, GP seconded, and all agreed to review this subscription at time of renewal (i.e. at the Parish Council meeting in March 2016).

5.5 Representation on/work with other bodies and arrangements for reporting back

APCM2015-5.5 KH proposed, IW seconded, and all agreed to accept the following.

- i. NDP Steering Group: IW requested that a review of current arrangements be deferred until 9.6.15.
- ii. Cornwall Bus Forum meetings (three times pa): GP offered to continue as Parish Council representative.
- iii. Tamar AONB meetings (held ad hoc): GP offered to continue as Parish Council representative.
- iv. Cornwall Council Community Network Panel meetings: JD offered to continue as Parish Council representative.

[Note: JF requested that the Parish Council considers attending Kit Hill committee meetings. Clerk to request information from Jenny Heskett, Cormac Ranger, and report to Councillors for their consideration on 9.6.15.]

5.6 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

APCM2015-5.6i The Publication Scheme approved on 14.1.14 had been pre-circulated to Councillors. KH proposed, GP seconded, and all agreed that the document does not require amendment and should be reviewed again at the Annual Parish Council Meeting in 2016 or if/when significant legal changes occur, whichever is sooner.

APCM2015-5.6ii KH proposed, IW seconded, and all agreed to renew annual registration with the Information Commissioner's Office (ICO) when this becomes due in November 2015 (at a cost of £35).

APCM2015-5.6iii A Service Level Agreement (SLA) with Cornwall Council Legal Department for year ended 31.3.16 had been pre-circulated to Councillors. CD confirmed only minor changes versus the previous year's document (i.e. changes to job titles only). KH proposed,

GP seconded, and all agreed to sign the SLA for year ended 31.3.16 and review the arrangement when setting the precept for year ended 31.3.17 (i.e. during December 2015).

5.7 Policy for dealing with the press/media

APCM2015-5.7 CD confirmed that this is included under Standing Order 21. KH proposed, GP seconded, and all agreed to add a further clause (clause c) to state that 'Any press release agreed under 21(b) shall be circulated to all Councillors as soon as is practicable'. This proposal shall stand for 28 days before adoption on 9.6.15.

5.8 Complaints procedure

APCM2015-5.8 CD confirmed that this is included under Standing Order 14. KH proposed, GP seconded, and all agreed to review this in line with other Standing Orders (i.e. as per *APCM2015-5.1*).

6. Parish Council meeting schedule up to/including the 2016 Annual Parish Council Meeting

APCM2015-6i KH proposed, GP seconded, and it was agreed to continue holding ordinary Parish Council meetings on the second Tuesday of each month, except August, at 7pm in the church hall, St Mellion. JD abstained.

APCM2015-6ii KH proposed, GP seconded, and all agreed to hold the next Annual Parish Council Meeting on Tuesday 10th May 2016 (directly after the Annual Parish Meeting of Electors and directly before the ordinary Parish Council meeting of that month).

7. Public comment

None.

The Annual Parish Council Meeting 2015 closed at 734pm.

[The monthly Parish Council meeting started at 735pm.]

I certify that these minutes are a true reflection of the St Mellion Annual Parish Council Meeting held on 12th May 2015.

Signed

Name Ken Henley
Position Chair of the Parish Council
Date 9th June 2015