

**St Mellion Parish Council**  
**Annual Meeting**  
**Tuesday 14th May 2020 at 6:50 pm**  
**St Mellion Parish Hall**  
**Minutes**

**In attendance**

Cllr Bridie Kent (outgoing and incoming Chair) (BK); Cllr Alan Twist (outgoing Vice Chair) (AT); Cllr Steve Crook (SC); Cllr Hilary Gill (HG); Cllr Pam Sambrook (PS) Ren Jackaman (RJ), Clerk to the Parish Council.

Three members of the public, one arrived at 6:58pm, left 7:20pm.

**1. Councillor matters**

**APCM2020-1.1** To receive apologies for absences: Cllr Nick Habermehl (NH)

**APCM2020-1.2** To receive declarations of pecuniary interests  
None declared.

**APCM2020-1.3** To receive declarations of non-registrable interests  
None declared.

**APCM2020-1.4** To approve written requests for dispensations  
None submitted.

**2. Current Chair's annual report**

**APCM2020-2** BK summarised work of the Parish Council for 12 months to 14.5.19 (attached).

**3. Appointment of Chair for 12 months to May 2020**

**APCM2020-3** AT nominated BK; PS seconded BK; no further nominations were proposed. BK received a unanimous vote and was duly appointed Chair for 12 months to May 2020. BK signed the declaration of acceptance of office, witnessed by RJ.

**4. Appointment of Vice Chair for 12 months to May 2020**

**APCM2020-4** AT announced his resignation as Vice Chair and as councillor. BK gave a vote of thanks to AT for his service as a councillor and noted his considerable contribution to the work of the Parish Council during his term of office. AT then joined the public gallery and took no further part in the meeting as a council member. HG nominated PS as Vice Chair; SC seconded PS; no further nominations were proposed. PS received a unanimous vote and was duly appointed Vice Chair for 12 months to May 2020.

**5. Internal audit report for year ended 31st March 2020**

The internal audit report from Dawe, Hawken & Dodd was shown on screen.

**APCM2020-5** It was proposed by BK, seconded by PS and **RESOLVED**  
To accept the internal auditor's report for ye 31.3.19

**6. External audit submission for year ended 31st March 2020**

The following documents were reviewed on-screen:

- The relevant sections of the completed Annual Governance and Accountability Return (AGAR) as at 14.5.19;
- The year end Bank Reconciliation, Cash Book and Actual vs. Budget for both the Revenue and Capital accounts were shown on screen.

- NB the Annual Internal Report for 2017/18 (page 4 of the AGAR) completed by the internal auditor which confirms all applicable internal control objectives have been met has not yet been received and will be circulated next month.

**APCM2020-6i** It was proposed by SC, seconded by HG and **RESOLVED**

To exempt St Mellion Parish Council from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 because gross income and expenditure for ye 31.3.19 was £11,840.34 and £12,196.20 respectively and below the £25,000 threshold.

BK and RJ signed and dated the Certificate of Exemption on page 3 of the AGAR.

**APCM2020-6ii** It was proposed by BK, seconded by SC and **RESOLVED**

To answer 'yes' to statements 1 to 8 of Section 1 Annual Governance Statement 2018/19 with statement 9 marked as 'not applicable'.

BK and RJ signed and dated Section 1 Annual Governance Statement 2018/19 on page 5 of the AGAR. Justifications for the answers are summarised below.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes; and verified by the CIPFA-qualified internal auditor.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Standing Orders and Financial Regulations are in place; bank reconciliations are completed monthly and reviewed by full Council on a quarterly basis at which time it is signed by a Councillor (not the Chair) on a rota basis; there is a 100% check on expenditure prior to full Council meetings (the monthly payment schedule and associated invoices are checked by a Councillor (not the Chair) prior to full Council approving payment; and a system is in place to ensure payroll is approved by two Councillors before being run); there have been no major breaches during the year; the CIPFA-qualified internal auditor confirms that internal controls are working satisfactorily with no significant issues raised.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes; the PC does not operate outside of its legal powers.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes; Notice of Public Rights and Publication of Annual Governance & Accountability Return (AGAR) posted on website and notice boards; AGAR and supporting documents posted on PC's website.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes; financial risk assessment was revised in line with JPAG's 'Governance and Accountability for Smaller Authorities in England' March 2017 and approved on 31.8.17; insurance cover in place with Zurich.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes; CIPFA-qualified internal auditor completed a full review after year end and provided a detailed report of findings and recommendations; also completed and signed the AGAR's internal audit section to this effect.
7. We took appropriate action on all matters raised in reports from internal and external audit.	None raised by external audit; all matters raised in internal audit report for ye 2017 have been actioned and/or are ongoing work in progress.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Yes, with no matters occurring that were not accommodated in the budget for precept.

**APCM2020-6iii** It was proposed by HG, seconded by SC and **RESOLVED**

To approve the year end Bank Reconciliation, Cash Book and Actual vs. Budget for both the Revenue and Capital accounts

BK and RJ signed and dated Section 2 Accounting Statements for 2018/19 on page 6 of the AGAR.

**APCM2020-6iv** It was proposed by PS, seconded by HG and **RESOLVED**

To set the public inspection period from Monday 3rd June 2019 to Friday 12th July 2020.

RJ to finalise the annual return, forward the exemption certificate to PKF Littlejohn, and arrange for publication of required documents on the Parish Council's website and notice boards.

## **7. Review of Parish Council's policies and procedures**

### **7.1 Standing Orders**

BK confirmed these are based on NALC's 2013 model with various subsequent amendments. The last complete re-issue was adopted by full Council on 13.12.16. A further amendment was adopted by full Council on 14.3.17 (this referred to Code of Conduct and dispensations).

**APCM2020-7.1** It was proposed by SC, seconded by BK and **RESOLVED**

That no amendments are required to current Standing Orders at this time and they will be reviewed at the Parish Council annual meeting in 2020 or if/when a need arises sooner.

### **7.2 Financial Regulations**

BK confirmed these are based on NALC's 2014 model and reflect further NALC amendments in January 2016. The last complete re-issue was approved by full Council on 11.10.16.

**APCM2020-7.2** It was proposed by PS, seconded by HG and **RESOLVED**

That no amendments are required to current Financial Regulations at this time and they will be reviewed at the Parish Council annual meeting in 2020 or if/when a need arises sooner.

### **7.3 Payroll signatories**

BK confirmed the current procedure for payroll authorisation as follows. At month end, the Clerk emails hours, reimbursements sheet and receipts to the Chair, Vice Chair and one other Councillor for approval. Two of the three Councillors must approve the hours and reimbursements by return email. The email with approvals plus the reimbursement sheet is forwarded to the payroll agent for PAYE submission prior to the 5th of the following month. The three Councillors are copied on the email.

**APCM2020-7.3i** It was proposed by BK, seconded by PS and **RESOLVED**

To continue the current payroll procedure and review again at the Parish Council annual meeting in 2020.

### **7.4 Direct debit approvals**

BK confirmed one direct debit as follows: NEST (monthly employer and employee pension contributions for the Clerk).

**APCM2020-7.4** It was proposed by BK, seconded by SC and **RESOLVED**

To continue direct debits to NEST with further review at the Parish Council annual meeting in 2020.

### **7.5 Financial risk assessment**

The spreadsheet dated 31.8.17 and approved by full Council on 12.9.17 had been pre-circulated. Councillors had no suggested amendments.

**APCM2020-7.5** It was proposed by BK, seconded by HG and **RESOLVED**

That no amendments are required to the financial risk assessment approved on 12.9.17 and that it will be reviewed at the Parish Council annual meeting in 2020 or if/when a need arises sooner.

### **7.6 Asset schedule and checks**

The asset schedule for insurance purposes and asset schedule for audit purposes had been pre-circulated and were shown on-screen. Both documents have been updated to incorporate the three new bus shelters.

**APCM2020-7.6** It was proposed by BK, seconded by SC and **RESOLVED**

That the asset schedule for audit and insurance purposes approved as an accurate reflection of current assets and will be updated if further assets are acquired or existing ones disposed of and reviewed again at the Parish Council annual meeting in 2020.

Assets are checked on a bi-monthly basis as follows: AT checks Dunstan Lane grit bins (2); RJ checks the Parish Council computer, keyboard, screen and cabinet; all other assets are checked by SC who records all checks on a spreadsheet.

It was proposed by BK seconded by HG and **RESOLVED** that SC will continue to check his allotted assets, HG will check the bus shelters for the asset checks and PS will check the grit bins formerly checked by AT, NH will check that the WWI medals are in place in the Parish Hall.

### **7.7 Insurance cover**

Zurich policy schedule (dated 28.5.19), policy wording, and certificates for employee and public liability for ye 27.5.20 had been pre-circulated. The premium of £617.17 is included on the payment schedule for 14.5.19.

**APCM2020-7.7** It was proposed by BK, seconded by SC and **RESOLVED**

That the cover provided by Zurich Municipal in the policy schedule dated 28.5.19 is adequate and will be reviewed at the Parish Council annual meeting in 2020 unless a need arises sooner.

**7.8 Publication scheme** (including procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018). The Publication Scheme approved on 16.5.17 and published on the Parish Council's website had been pre-circulated.

**APCM2020-7.8i** It was proposed by , seconded by and **RESOLVED**

That RJ should change the phrase 'Data Protection Act 1998' for 'General Data Protection Regulations 2018' throughout. Once this editing has taken place, the Publication Scheme will be completely up to date but it will be reviewed versus the ICO's model document once this has been revised for GDPR compliance (no version available as of 13.5.19).

**APCM2020-7.8ii** It was proposed by HG, seconded by BK and **RESOLVED**

To continue with ICO registration at an annual fee of £40 renewable in November 2019.

### **7.9 Policy for dealing with the press/media**

Councillors agreed this is covered by Standing Orders (no. 21) already reviewed under

item 7.1.

### **7.10 Complaints procedure**

Councillors agreed this is covered by Standing Orders (no. 13) already reviewed under item 7.1.

**7.11 Revised Document Retention Policy:** RJ has revised the existing Document Retention Schedule to incorporate the recommendations published by Cornwall Record Office in 2018. The revised document was pre-circulated and shown on screen.

**APCM2020-7.11** It was proposed by BK, seconded by SC and **RESOLVED** to adopt the updated version of the Document Retention Schedule for current practice, it will be reviewed at the Parish Council annual meeting in 2020 or if/when a need arises sooner. When the new Kresen Kernow Centre opens in Autumn 2019, RJ will organise the deposit of all non-current records there and will arrange for 100 year Public Record Seal to be imposed on any records containing sensitive material or personal data, in accordance with GDPR 2018.

### **7.12 Remaining policies and procedures contained in the procedures manual**

A hard copy of the manual was available at the meeting.

**APCM2020-7.12** It was proposed by BK, seconded by PS and **RESOLVED**

To defer review of the procedures manual until measures required under GDPR had been completed and any resulting amendments could be actioned in one go.

The Policy on Travel and Subsistence Expenses for Parish Councillors (approved on 8.11.16) states: 'In accordance with paragraph 99 of the Guidance on Consolidated Regulations for Local Authority Allowances (ODPM 2003), after any revision, and at least annually, this policy will be posted on the Parish Council's website and notice boards for a minimum period of four weeks.' RJ to arrange this required publication. The latest figures have not yet been published by Cornwall Council.

## **8. Review of Parish Council's community grant scheme**

BK recapped that, on 11.10.16, full Council resolved to allocate the £25k compensation payment from the Newton Ferrers solar farm to a 'community grant scheme'. An application form and completion guidelines were approved by full Council on 8.11.16. To date, the scheme has funded a park bench for The Glebe (£333.33 ex VAT). There is £24,667 remaining. The scheme is publicised on the Parish Council's website, has been advertised in the *Mellanus News* and also in the notice for the Annual Parish Meeting of Electors. A condition of the resolution on 11.10.16 was to review the scheme at Parish Council annual meetings.

At the Parish Council annual meeting on 16.5.17, it was resolved to continue the scheme with the proviso that, should a need arise for its funds to be diverted to a project proposed by the Parish Council, this would be allowable pending a registered motion that would be debated by full Council in public session. Councillors agreed to continue with this resolution and also to post the application form and guidelines on the Parish Council's website.

**APCM2020-8** It was proposed by BK, seconded by HG and **RESOLVED**

To continue the community grant scheme with the proviso that should a need arise for its funds to be diverted to a project proposed by the Parish Council, this would be allowable pending a registered motion that would be debated by full Council in public session.

## 9. Subscriptions to other bodies

The Parish Council subscribes only to CALC (annual fee for ye 2020 of £189.09 + £15.20 VAT was on the payment schedule for 9.4.19). There were no suggestions for additional subscriptions.

## 10. Review of Service Level Agreement with Cornwall Legal for ye 31.3.20

An SLA from Cornwall Legal had been pre-circulated. It was noted that the hourly rate has increased from £96 to £98 plus VAT.

**APCM2020-10** It was proposed by PS, seconded by HG and **RESOLVED**

To accept the SLA for 2020 from Cornwall Legal.

## 11. Agenda items and Councillor roles/responsibilities

The agenda and responsibilities had been discussed in the context of personnel matters and resources in closed session on 10.4.18. Following the death of Ian Waite, Hugh's resignation, it was agreed to discuss a six-month suspension of the following items at the Parish Council annual meeting:

- local housing needs assessment;
- given names for key parish roads;
- safe passageway.

Councillors agreed at the time that this was a prudent decision in the light of resource limitations and also that the suspension should be reviewed at the Parish Council's December meeting.

It was now discussed whether any of the above items would be reinstated as current.

**APCM2020-11** It was proposed by BK, seconded by SC and **RESOLVED**

It was decided to defer indefinitely the safe passageway due to lack of funding, to continue to defer the local housing needs assessment and the given names for key parish roads, to be reviewed in six months.

## 12. Representation on/work with other bodies and arrangements for reporting back

Two external groups were discussed with no additional bodies being suggested.

i. Cornwall Council's Community Network Panel meetings: Currently NH is designated rep, RJ has been attending meetings since July 2018.

ii. Tamar AONB meetings: previous Councillor Hugh Campbell had acted as the Parish Council's representative, there is currently no representative assigned; RJ and HG are happy to share this duty.

**APCM2020-12** It was proposed by BK, seconded by PS and **RESOLVED**

That Councillor Nick Habermehl serve as St Mellion Parish Council's representative on Cornwall Council's Community Network Panel meetings for ye 2020 and that Councillor Hilary Gill serve as St Mellion Parish Council's representative on Tamar AONB meetings for ye 2020.

## 13. Parish Council meeting schedule up to/including the 2020 Parish Council annual meeting

Councillors agreed to continue Parish Council ordinary meetings every second Tuesday of the month (except August & December) at 7pm at the church hall and provisionally set the Parish Council annual meeting 2020 for Tuesday 12th May at 7pm in the church hall.

**APCM2020-12** It was proposed by BK, seconded by SC and **RESOLVED**

To approve the proposed schedule of parish council meetings for the year 2019 and the date of the Parish Council annual meeting of 2020.

**14. Public comment** None

**15. Close**

The Parish Council annual meeting 2019 closed at 8:10pm.

[The Parish Council ordinary meeting started at 8:10pm.]

I certify that these minutes are a true reflection of the St Mellion Parish Council annual meeting held on 14th May 2019.

**Signed**

**Name** Bridie Kent

**Position** Chair of the Parish Council

**Date** 11th June 2019

**St Mellion Parish Council**

**Annual Meeting 14th May 2019**

**Chair's Report**

DRAFT