

**St. Mellion Parish Council  
Annual Parish Council Meeting  
10<sup>th</sup> May 2022 – 6:55 pm  
St. Mellion Church Hall  
MINUTES**

**IN ATTENDANCE:**

Cllr Bridie Kent (outgoing and incoming Chair) (BK); Cllr Pam Sambrook (outgoing and incoming Vice Chair) (PS); Cllr Nick Habermehl (NH); Cllr Hilary Gill (HG); Cllr Ben Bryan (BB); Cllr Adam Strurtridge (AS) (arrived at 7:01 p.m.).

Parish Clerk Ren Jackaman (RJ)

Seven members of the public

**1. Councillor matters**

- 1.1 *To receive apologies for absences*  
None
- 1.2 *To receive declarations of pecuniary interests*  
None
- 1.3 *To receive declarations of non-registrable interests*  
None
- 1.4 *To approve written requests for dispensations*  
None

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

This is the annual summary of activity from the St. Mellion Parish Council. I'd like to thank the parish councillors for their hard work this year – we are all volunteers and it is important to acknowledge this. As some of you will know, the Parish Council set its budget and precept for the year ending March 2023 at the meeting in January and, doing so, we factored in the lack of spending in the year preceding, due to the Covid 19 pandemic, together with the rising rates of council tax. Consequently, the decision was made to reduce the precept from £11,500 in year end 2022 to £8000. It is hoped that this reduction will go some way to reducing the financial burden of parishioners in these difficult and costly times. The Parish Council has also created two new reserve funds of £5000 each, one to support the work of the Neighbourhood Development Plan group and the other to be used for financing the celebrations of the Queen's Platinum Jubilee. We look forward to both of these activities in 2022/2023.

A Neighbourhood Development Plan is important for all parishes, and St. Mellion is no exception. We held a public meeting last year to gauge the amount of support for a plan that will help us use and develop land under the Localism Act, which gives local people rights to shape the development of the communities in which they live. We have set up a group of volunteers to take this forward and shortly a survey will be circulated to you all so that you can share your own points of view about the merits and problems associated with the local area and what you would like to see for the future. The group will then use this information to help shape the draft plan. This will then be shared for more consultation and input from you all. Please work with us to create this plan.

In 2022, we finally managed to get all three defibrillators installed for emergency use, with one in the village of St. Mellion (located in the old red phone box) and two located on Dunstan Lane (at the beginning and middle by the grassed area). If you need to access one to help someone who has gone into cardiac arrest (when their heart has stopped) please dial 999 and the operator will tell you the location of the nearest defibrillator.

In 2022, we held two litter picks which as usual were rewarding, with over 10 bags of rubbish collected during each pick.

During the last four years we have installed three bus stops to provide shelter from the elements as people wait for buses. For the final one, we have had to purchase a small plot of land from the Dioceses. We can see the light at the end of the long tunnel and hope to have news on this within the next two months. We intend to create a pull-in for buses and erect a bus shelter on the site that has been approved by Cornwall Council on the northbound section of road in the village, just down from the current bus stop.

Thanks to all who have helped us in our endeavours this year and we look forward to a really enjoyable jubilee celebration in June – please keep a look out for the posters.

BK gave thanks to RJ for her continued support as Parish Clerk.

### **3. Appointment of Chair for 12 months to May 2023**

HG nominated BK; NH seconded BK; no further nominations were proposed. BK received a unanimous vote and was duly appointed Chair for 12 months to May 2023.

BK signed the declaration of acceptance of office, witnessed by RJ.

### **4. Appointment of Vice Chair for 12 months to May 2023**

BK nominated PS; BB seconded PS; no further nominations were proposed. PS received a unanimous vote and was duly appointed Vice Chair for 12 months to May 2023.

### **5. Internal audit report for year ended 31st March 2022**

The annual internal audit report from the AGAR as completed by Andrew Farr of Dawe, Hawken & Dodd dated 02/05/2022 was reviewed and noted. There were no recommendations for changes to existing practices.

### **6. External audit submission for year ended 31st March 2022**

All Councillors had read the pre-circulated draft of the annual return documents for the year ending 31.3.22, namely the AGAR Return including the Certificate of Exemption, plus Explanation of Variances & Bank Reconciliation. The AGAR was displayed onscreen.

RJ read out statements 1 to 9 of Section 1 (annual governance statement) of the annual return form. All agreed to answer 'yes' to statements 1 to 8 and 'not applicable' to statement 9.

It was proposed by HG, seconded by PS and **RESOLVED** that statements 1 to 8 of Section 1 of the annual return should be answered 'yes' with statement 9 marked as 'not applicable'.

BK and RJ signed and dated Section 1.

RJ explained draft figures for Section 2 (accounting statements) of the annual return form.

It was proposed by PS, seconded by NH and **RESOLVED** to approve the figures in Section 2 of the draft annual return for ye 31.3.22 dated 03/05/2022, the Certificate of Exemption.

BK and RJ signed and dated Section 2 and the Certificate of Exemption

RJ summarised date options (confirmed by the external auditor, SPK Littlejohn) for publishing the annual return and allowing the public right of inspection. Councillors agreed to the earliest inspection period possible.

It was proposed by BK, seconded and PS and **RESOLVED** to set the public inspection period from Monday 13th June 2022 to Friday 22nd July 2022.

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

### 7.1 Standing Orders and Financial Regulations

#### Standing Orders:

Following the retraction of legislation which allowed for remote meeting during the pandemic, CALC has advised that the current Standing Orders (adopted 22/07/2020) should now revert to the previously approved version which does not contain the amendment for conducting remote meetings.

It was proposed by BB, seconded by HG and **RESOLVED** to revert to the Standing Orders adopted on 13/12/2016, to be reviewed at the next Annual Parish Council Meeting May 2023, or sooner should the need arise.

#### Financial Regulations:

Following the transfer of all bank accounts from Lloyds Bank PLC to Unity Trust Bank and in order to facilitate secure online payments, it has become necessary to alter the existing Financial Regulations to allow for the reduction of signatories required to authorise payments from three to two. It was noted that the standard number of signatories required for Local Councils is two and with a small council of only six members, this is a sensible measure.

Accordingly, a draft amended version of the Financial Regulations had been pre-circulated and was shown on screen. The following amendments were suggested (in red):

*6.3. All payments shall be made by **BACS transfer, Direct Debit**, cheque, or other instructions to the Parish Council's bankers, or otherwise, in accordance with a resolution of the Parish Council.*

*6.4. Orders for payment drawn on the bank account in accordance with the schedule as presented to the Parish Council shall be **authorised (or signed in the case of cheque payments) by two** Councillors of the Parish Council in accordance with a resolution instructing that payment. A Councillor who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.*

*6.6. **BACS transfers to be prepared by RFO prior to council meeting and authorised by two signatories after the payment schedule has been approved at the relevant Ordinary Meeting.** Cheques or orders for payment shall not normally be presented for signature other than at a Parish Council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Parish Council at the next convenient meeting.*

*6.7. If thought appropriate by the Parish Council, payment for utility supplies (energy, telephone and water) and any national non-domestic rates may be made by variable Direct Debit provided that the instructions are signed by **two** Councillors and any payments are reported to the Parish Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Parish Council at least annually.*

*6.8. If thought appropriate by the Parish Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced, by **two** Councillors, are retained, and any payments are reported to the Parish Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Parish Council at least annually.*

*6.9. [new clause] The default method of payment shall be by BACS transfer, prepared by the RFO and authorised by two signatories.*

*9.8. The RFO shall complete promptly any VAT Return as required, or at least once annually in June. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.*

It was proposed by NH, seconded by AS and **RESOLVED** to adopt the revised Financial Regulations.

#### Financial Risk Assessment:

The updated Financial Risk assessment was reviewed onscreen and pre-circulated. Amendments have been made to indicate the change to the number of signatories and option for BACS payments.

It was proposed by BB, seconded by AS and **RESOLVED** to approve the Financial Risk Assessment dated 05/05/2022

BK and RJ signed and dated the amended Financial Risk Assessment.

#### 7.2 Inventory of assets

The asset schedules dated 27/04/2022 had been pre-circulated to Councillors and were reviewed onscreen.

It was proposed by HG, seconded by NH and **RESOLVED** that the asset schedules dated 27/04/2022 are an accurate reflection of current assets but will be updated if further assets are acquired or existing ones disposed of, and will be reviewed at the Annual Parish Council Meeting in May 2023.

#### 7.3 Insurance cover

The policy schedule from Zurich Municipal dated 13/04/2022 had been pre-circulated to Councillors. And was reviewed onscreen. RJ confirmed an annual premium of £ 653.71 for 12 months to 27/5/2023. This was included in the payment schedule for the ordinary Parish Council meeting which follows this meeting.

It was proposed by BB, seconded by NH and **RESOLVED** That the cover provided by Zurich Municipal in the policy schedule dated 13/04/2022 is adequate, will be renewed for 12 months to 27.5.2023, and reviewed at the Annual Parish Council Meeting in May 2023.

#### 7.4 Subscriptions to other bodies

The annual subscription to CALC for ye 31.3.23 is £253.57 inc. VAT and was approved at the Ordinary Meeting on 12<sup>th</sup> April 2022.

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

- Caradon Community Network Panel – AS volunteered.
- TVAONB – BK volunteered.
- St. Mellion Primary School – HG volunteered.
- St. Mellion Golf & Country Club – BB volunteered.
- Licensing – PS volunteered.

#### 7.6 Procedures for handling requests made under the Freedom of Information Act 2000 and the GDPR 2018.

RJ confirmed that St. Mellion Parish Council has continued registration with the Information Commissioner's Office: Annual fee £40.

It was proposed by BK, seconded by NH and **RESOLVED** to renew the annual registration with the Information Commissioner's Office when this becomes due in November 2022

#### 7.7 Policy for dealing with the press/media

BK confirmed this is included under Standing Order 21 and covered under item 7.1. above.

#### 7.8 Complaints procedure

RJ confirmed that the Complaints Procedures adopted at the meeting of 9<sup>th</sup> March 2021 still accords with current recommendations and that this is also covered under Standing Order 14 item 7.1. above.

### **8. Parish Council meeting schedule up to/including the 2023 Annual Parish Council Meeting**

St. Mellion Parish Council meets on the second Tuesday of each month at 7 p.m.

The council is in recess in August and December and so no meeting is held in those months (although a closed budget meeting is usually held in December).

Accordingly, the dates proposed for public meetings in the year ending May 2023 are as follows:

14<sup>th</sup> June 2022  
12<sup>th</sup> July 2022  
13<sup>th</sup> September 2022  
11<sup>th</sup> October 2022  
8<sup>th</sup> November 2022  
10<sup>th</sup> January 2023  
9<sup>th</sup> February 2023  
9<sup>th</sup> March 2023  
13<sup>th</sup> April 2023  
11<sup>th</sup> May 2023 (to include APCM and AEM)

### **9. Public comment:**

No comments.

### **10. Close**

BK closed the meeting at 7:41 p.m.