

MINUTES OF THE ANNUAL MEETING OF STITHIANS PARISH COUNCIL
HELD IN THE STITHIANS CENTRE ON TUESDAY 18th MAY 2021
COMMENCING AT 7pm

ATTENDANCE

Present were Cllr P Blease, Cllr Mrs J Thomas, Cllr Mrs C Sylvester, Cllr W Thomas, Cllr Bunclark, Cllr M Whitbread-Jordan, Cllr Iles, Cllr N Hayden, Cllr Mrs H Downing, the RFO and the Clerk.

Members of the Public present were Mr & Mrs Patel and Brian Piper.

1 APOLOGIES

Apologies were received and accepted from Cllr Mrs S Maskelyne who was ill and Cllr J Goddard for personal reasons.

2 ELECTION OF CHAIR

Cllr W Thomas nominated Cllr Blease, who accepted the nomination. The nomination was then seconded by Cllr Mrs J Thomas.

There being no other nominations, Members voted on Cllr Blease's nomination and it was

RESOLVED that Cllr Blease be elected Chairman of the Parish Council for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr Mrs J Thomas and carried unanimously.

MINUTE AM21/01

3 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Cllr Blease duly signed the Declaration of Acceptance of Office of Chairman and chaired the remainder of the meeting.

4 ELECTION OF VICE-CHAIR

Cllr Mrs J Thomas nominated Cllr Mrs C Sylvester who accepted the nomination. There were no other nominations and her nomination was put to the vote.

RESOLVED that Cllr Mrs C Sylvester be elected Vice-Chair of the Parish Council for the ensuing year.

Proposed by Cllr Mrs J Thomas, seconded by Cllr W Thomas and carried unanimously.

MINUTE AM21/02

5 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANTS FOR PLANNING

Cllr Iles nominated Cllr Bunclark, who accepted the nomination.

There were no other nominations for the post of Planning Portfolio Holder and Cllr Bunclark's nomination was put to the vote.

RESOLVED that Cllr Bunclark be appointed Portfolio Holder for Planning for the ensuing year.

Proposed by Cllr Iles, seconded by Cllr W Thomas and carried unanimously.

MINUTE AM21/03

Further RESOLVED that Cllrs Iles, W Thomas, Hayden and Mrs Downing be appointed as assistants to the Planning Portfolio Holder.

Proposed by Cllr Bunclark, seconded by Cllr Whitbread-Jordan

and carried unanimously.

MINUTE AM21/04

6 APPOINTMENT OF ASSISTANTS TO THE PORTFOLIO HOLDER FOR FINANCE & ADMINISTRATION

The Clerk pointed out that the Chairman of the Council was the designated Portfolio Holder with the Vice-Chairman as Deputy.

It was noted, however, that, in terms of Standing Orders two Assistants were required. The Clerk is also an ex-officio member of this committee.

It was also noted that it had not been necessary to convene any meeting relating to Finance for some considerable time and that financial matters were currently dealt with by the Full Council.

RESOLVED that no Assistants to the Portfolio Holder for Finance & Administration be appointed at the present time and that the matter would be addressed as and when it became necessary to do so.

Proposed by Cllr Iles, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/05

7 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANT FOR FOOTPATHS, HIGHWAYS & THE ENVIRONMENT

RESOLVED that Cllr Mrs Thomas be appointed Portfolio Holder for Footpaths, Highways and Environment for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/06

It was noted that an Assistant was required.

RESOLVED that Cllr Whitbread-Jordan serve as Assistant to the Footpaths, Highways and Environment Portfolio Holder for the ensuing year.

Proposed by Cllr Iles, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/07

8 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANT FOR STITHIANS PLAYING FIELDS

The Clerk pointed out that, although, as Trustees of the Playing Field, all Councillors had an interest in the Playing Field, it was still necessary, in order to implement effective management of the Playing Field, to appoint a Portfolio Holder and Assistant.

RESOLVED that, subject to his acceptance, Cllr Goddard be appointed Portfolio Holder for the Playing Fields for the ensuing year and, should he not accept, the post be filled by Cllr Mrs J Thomas.

Proposed by Cllr Iles, seconded by Cllr W Thomas and carried unanimously.

MINUTE AM21/08

It was noted that an Assistant was required.

RESOLVED that either Cllr Mrs J Thomas or Cllr Goddard serve as Assistant to the Playing Field Portfolio Holder for the ensuing year, depending upon the decision of Cllr Goddard

under Minute AM21/08.

Proposed by Cllr Iles, seconded by Cllr W Thomas and carried unanimously.

MINUTE AM21/09

- 9 APPOINTMENT OF PUBLIC RELATIONS OFFICER
RESOLVED that Cllr Blease be appointed the Council's Public Relations Officer for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/10

- 10 APPOINTMENT OF WEBMASTER
As the administration of the website was about to be transferred to Vision ICT, there was no need to appoint a webmaster.

- 11 APPOINTMENT OF NEIGHBOURHOOD WATCH & POLICE LIAISON OFFICER

RESOLVED that Cllr Bunclark be appointed the Council's Neighbourhood Watch and Police Liaison Support Officer for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/11

- 12 APPOINTMENT OF MEMBERS OF THE PLAYING FIELD WORKING GROUP

RESOLVED that Cllrs Blease, Goddard, Hayden, Iles and W Thomas serve on this group for the ensuing year.

Proposed by Cllr Mrs J Thomas, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/12

- 13 APPOINTMENT OF COUNCILLOR TO CHECK FINANCIAL TRANSACTIONS

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED that Cllr Hayden be appointed to check the financial transactions of the Council for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/13

- 14 APPOINTMENT OF THE COUNCIL'S TRANSPORT REPRESENTATIVE

Although he was not present at the meeting, Rod Davis had informed the Clerk that he was willing to act as the Council's Transport Representative.

RESOLVED that Mr Rod Davis be appointed the Parish Council's Transport Representative for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/14

- 15 APPOINTMENT OF TREE WARDEN
RESOLVED that Cllr Mrs J Thomas be appointed the Council's

- Tree Warden for the ensuing year with Cllr Whitbread-Jordan and his wife as Assistants.
Proposed by Cllr Blease, seconded by Cllr Mrs Sylvester and carried unanimously.
MINUTE AM21/15
- 16 APPOINTMENT OF THE COUNCIL'S REPRESENTATIVE ON THE STITHIANS CENTRE MANAGEMENT COMMITTEE
RESOLVED that Cllr Blease be appointed the Parish Council's Representative on the Stithians Centre Management Committee for the ensuing year.
Proposed by Cllr Mrs Sylvester, seconded by Cllr Mrs J Thomas and carried unanimously.
MINUTE AM21/16
- 17 CHAIRMAN'S ALLOWANCE FOR 2022/23
The Clerk referred to his report, a copy of which is appended to these Minutes.
RESOLVED that the Chairman's Annual Allowance remain at £100 for 2022/23.
Proposed by Cllr Mrs Downing, seconded by Cllr Whitbread-Jordan and carried unanimously.
MINUTE AM21/17
- 18 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS
The Clerk referred to his report, a copy of which is appended to these Minutes.
RESOLVED to adopt the Standing Orders and amended Financial Regulations as presented to the meeting.
Proposed by Cllr Mrs J Thomas, seconded by Cllr Whitbread-Jordan and carried unanimously.
MINUTE AM21/18
- 19 APPOINTMENT OF INTERNAL AUDITOR FOR 2021/22
The Clerk referred to his report, a copy of which is appended to these Minutes.
RESOLVED that Mr James Peter Richards be appointed the Parish Council's Internal Auditor for the financial year 2021/22.
Proposed by Cllr Blease, seconded by Cllr W Thomas and carried unanimously.
MINUTE AM21/19
- 20 GENERAL POWER OF COMPETENCE
The Clerk referred to his report, a copy of which is appended to these Minutes.
RESOLVED to confirm that the Council satisfies the criteria necessary to exercise the General Power of Competence.
Proposed by Cllr Iles, seconded by Cllr Mrs J Thomas and carried unanimously.
MINUTE AM21/20
- 21 COUNCIL'S ASSET REGISTER
The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to approve the Council's Asset Register as presented to the meeting.

Proposed by Cllr Whitbread-Jordan, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/21

22 SUBSCRIPTIONS TO OTHER BODIES

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to continue to pay the subscriptions detailed in the report presented to the meeting.

Proposed by Cllr W Thomas, seconded by Cllr Mrs Downing and carried unanimously.

MINUTE AM21/22

23 INSURANCE ARRANGEMENTS

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to confirm the adequacy of the current arrangements for insurance cover in respect of all insured risks.

Proposed by Cllr W Thomas, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/23

24 COMPLAINTS PROCEDURE

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to adopt the Council's Complaints Procedure as presented to the meeting.

Proposed by Cllr Whitbread-Jordan, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/24

25 CODE OF CONDUCT

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to adopt the Code of Conduct as presented to the meeting.

Proposed by Cllr Blease, seconded by Cllr Whitbread-Jordan and carried unanimously.

MINUTE AM21/25

26 FREEDOM OF INFORMATION REQUESTS

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to adopt the Council's Procedure for handling requests made under the Freedom of Information Act 2000 as presented to the meeting.

Proposed by Cllr Blease, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/26

27 REVIEW OF COUNCIL'S POLICY IN RESPECT OF DATA PROTECTION ACT 2018

The Clerk referred to his report, a copy of which is appended to

these Minutes.

RESOLVED to adopt the Council's Procedure for handling information under the Data Protection Act 2018 as presented to the meeting.

Proposed by Cllr W Thomas, seconded by Cllr Bunclark and carried unanimously.

MINUTE AM21/27

28 **POLICY FOR DEALING WITH PRESS & MEDIA**

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to adopt the Council's Policy for dealing with the Press and Media as presented to the meeting.

Proposed by Cllr Mrs Sylvester, seconded by Cllr W Thomas and carried unanimously.

MINUTE AM21/28

29 **RISK ASSESSMENTS**

The Clerk referred to his report, a copy of which is appended to these Minutes.

RESOLVED to accept the Council's Risk Assessments as presented to the meeting.

Proposed by Cllr Blease, seconded by Cllr Mrs Downing and carried unanimously.

MINUTE AM21/29

30 **SCHEDULE OF MEETINGS FOR 2021-22**


RESOLVED to agree the Schedule of Meetings for 2021/22 including the next Annual Meeting at 7pm on Tuesday 17th May 2022 as presented to the meeting.

Proposed by Cllr Bunclark, seconded by Cllr Iles and carried unanimously.

MINUTE AM21/30

The meeting closed at 19.23.

Signed as a true and accurate record of the proceedings.

.....  Chairman

Date: 15/6/21