

**MINUTES OF THE ANNUAL MEETING OF STITHIANS PARISH COUNCIL HELD IN THE STITHIANS CENTRE ON TUESDAY 17<sup>th</sup> MAY 2022 COMMENCING AT 7pm**

ATTENDANCE

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

Members of the Public present were Mr Brian Piper.

**1 ELECTION OF CHAIR**

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

There being no other nominations, Members voted on Cllr P Blease nomination, it was **RESOLVED that Cllr P Blease be elected Chairman of the Parish Council for the ensuing year.**

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

**MINUTE AM22/01**

**2 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

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

**3 APOLOGIES**

Apologies were received and accepted from Cllr K. Turton

**4 ELECTION OF VICE-CHAIR**

Cllr P. Blease 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 AM22/02**

**5 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANTS FOR PLANNING**

Cllr P Blease nominated Cllr A Bunclark, who accepted the nomination.

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

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

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

**MINUTE AM22/03**

**Further RESOLVED that Cllrs Iles, W Thomas, and Jones be appointed as assistants to the Planning Portfolio Holder.**

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

**MINUTE AM22/04**

**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 the 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 A Bunclark seconded by Cllr W. Thomas and carried unanimously.***  
**MINUTE AM22/05**

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

**RESOLVED that Cllr M Whitbread-Jordan be appointed Portfolio Holder for Footpaths, Highways and Environment for the ensuing year.**

***Proposed by Cllr P Blease, seconded by Cllr H Jones and carried unanimously.***  
**MINUTE AM22/06**

It was noted that an Assistant was required.

**RESOLVED that Cllr Mrs J Thomas serve as Assistant to the Footpaths, Highways and Environment Portfolio Holder for the ensuing year.**

***Proposed by Cllr P Blease, seconded by Cllr H Jones and carried unanimously.***  
**MINUTE AM22/07**

**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 Cllr P Blease be appointed Portfolio Holder for Stithians Playing Fields.**

***Proposed by Cllr Mrs Thomas, seconded by Cllr R Iles and carried unanimously.***  
**MINUTE AM22/08**

It was noted that an Assistant was required.

**RESOLVED that Cllr H Jones serve as an Assistant to the Playing Field Portfolio Holder for the ensuing year.**

***Proposed by Cllr Mrs J Thomas, seconded by Cllr W Thomas and carried unanimously.***  
**MINUTE AM22/09**

**9 APPOINTMENT OF PUBLIC RELATIONS OFFICER**

**RESOLVED that Cllr P Blease be appointed the Council's Public Relations Officer for the ensuing year.**

***Proposed by Cllr N Hayden, seconded by Cllr A Bunclark and carried unanimously.***  
**MINUTE AM22/10**

- 10        **APPOINTMENT OF NEIGHBOURHOOD WATCH & POLICE LIAISON OFFICER**
- RESOLVED that Cllr A 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 H Jones and carried unanimously.*  
MINUTE AM22/11
- 11        **APPOINTMENT OF MEMBERS OF THE PLAYING FIELD WORKING GROUP**
- RESOLVED that Cllrs P. Blease, R Iles, n Hayden and W Thomas serve on the group for the ensuing year.  
*Proposed by Cllr Mrs C Sylvester, seconded by Cllr M Whitbread-Jordan and carried unanimously.*  
MINUTE AM22/12
- 12        **APPOINTMENT OF COUNCILLOR TO CHECK FINANCIAL TRANSACTIONS**
- The Clerk referred to her report, a copy of which is appended to these Minutes.  
RESOLVED that Cllr Miss H Downing be appointed to check the financial transactions of the Council for the ensuing year.  
*Proposed by Cllr N Hayden, seconded by Cllr A Bunclark and carried unanimously.*  
MINUTE AM22/13
- 13        **APPOINTMENT OF THE COUNCIL'S TRANSPORT REPRESENTATIVE**
- Although he was not present at the meeting, Rod Davis had been invited to remain as the Council's Transport Representative,  
RESOLVED that pending acceptance of the invitation Mr Rod Davis be appointed the Parish Council's Transport Representative for the ensuing year.  
*Proposed by Cllr W Thomas, seconded by Cllr R Iles and carried unanimously.*  
MINUTE AM22/14
- 14        **APPOINTMENT OF TREE WARDEN**
- RESOLVED that Cllr M Whitbread-Jordan be appointed the Council's Tree Warden for the ensuing year with Cllr Mrs J Thomas and Mrs Nicola Whitbread-Jordan as her Assistants.  
*Proposed by Cllr H Jones, seconded by Cllr W Thomas and carried unanimously.*  
MINUTE AM22/15
- 15        **APPOINTMENT OF THE COUNCIL'S REPRESENTATIVE ON THE STITHIANS CENTRE MANAGEMENT COMMITTEE**
- RESOLVED that Cllr P 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 R Iles and carried unanimously.*  
MINUTE AM22/16
- 16        **CHAIRMAN'S ALLOWANCE FOR 2022/23**
- The Clerk referred to her 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 W Thomas, seconded by Cllr Whitbread-Jordan and carried unanimously.*  
MINUTE AM22/17

**17 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk referred to her 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 W Thomas, seconded by Cllr A Bunclark and carried unanimously.***  
**MINUTE AM22/18**

**18 APPOINTMENT OF INTERNAL AUDITOR FOR 2022/23**

The Clerk referred to her 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 2022/23.**

***Proposed by Cllr W Thomas, seconded by Cllr H Jones and carried unanimously.***  
**MINUTE AM22/19**

**19 GENERAL POWER OF COMPETENCE**

The Clerk referred to her 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 R Iles, seconded by Cllr Mrs J Thomas and carried unanimously.***  
**MINUTE AM22/20**

**20 COUNCIL'S ASSET REGISTER**

The Clerk referred to her 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 A Bunclark and carried unanimously.***  
**MINUTE AM22/21**

**21 SUBSCRIPTIONS TO OTHER BODIES**

The Clerk referred to her 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 P Blease seconded by Cllr M Whitbread-Jordan and carried unanimously.***  
**MINUTE AM22/22**

**22 INSURANCE ARRANGEMENTS**

The Clerk referred to her 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 A Bunclark and carried unanimously.***  
**MINUTE AM22/23**

**23 COMPLAINTS PROCEDURE**

The Clerk referred to her 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 W Thomas, seconded by Cllr A Bunclark and carried unanimously.***  
**MINUTE AM22/24**

**24 CODE OF CONDUCT**

The Clerk referred to her 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 Mrs J Thomas, seconded by Cllr H Jones and carried unanimously.*

**MINUTE AM22/25**

**25 FREEDOM OF INFORMATION REQUESTS**

The Clerk referred to her 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 Mrs C Sylvester, seconded by Cllr W Thomas carried unanimously.*

**MINUTE AM22/26**

**26 REVIEW OF COUNCIL’S POLICY IN RESPECT OF DATA PROTECTION ACT 2018**

The Clerk referred to her 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 Mrs J Thomas, seconded by Cllr Mrs C Sylvester and carried unanimously.**

**MINUTE AM22/27**

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

The Clerk referred to her 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 W Thomas, seconded by Cllr H Jones and carried unanimously.*

**MINUTE AM22/28**

**28 RISK ASSESSMENTS**

The Clerk referred to her 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 H Jones, seconded by Cllr Mrs C Sylvester and carried unanimously.*

**MINUTE AM22/29**

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

**RESOLVED to agree the Schedule of Meetings for 2022/23 including the next Annual Meeting at 7pm on Tuesday 16<sup>th</sup> May 2023 as presented to the meeting.**

*Proposed by Cllr H Jones, seconded by Cllr W Thomas and carried unanimously.*

**MINUTE AM22/30**

The meeting closed at 19.20.

Signed as a true and accurate record of the proceedings.

..... Chairman

Date:.....

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