

**MINUTES OF THE ANNUAL MEETING OF STITHIANS PARISH COUNCIL HELD IN THE
STITHIANS CENTRE ON TUESDAY 16th MAY 2023 COMMENCING AT 7pm**

ATTENDANCE

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

Members of the Public present were:

Mr Brian Piper
Mrs Diane Bell

1 ELECTION OF CHAIR

Cllr P Blease nominated Cllr Miss H Downing, who accepted the nomination. The nomination was then seconded by Cllr Mrs C. Sylvester.

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

Proposed by Cllr P Blease seconded by Cllr Mrs C Sylvester and carried unanimously.
MINUTE AM23/01

2 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRWOMAN

Cllr Miss H Downing duly signed the Declaration of Acceptance of Office of Chairman and chaired the remainder of the meeting. The Chairwoman offered her thanks to the out-going Chairman – Cllr P Blease, on behalf of the Members.

3 APOLOGIES

Apologies were received and accepted from Cllr T Smith.

4 ELECTION OF VICE-CHAIR

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

RESOLVED that Cllr P Blease be elected Vice-Chair of the Parish Council for the ensuing year.

Proposed by Cllr Mrs C Sylvester, seconded by Cllr R Iles and carried unanimously.
MINUTE AM23/02

5 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANTS FOR PLANNING

Cllr Miss H Downing 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 Miss H Downing, seconded by Cllr R Iles and carried unanimously.
MINUTE AM23/03

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

Proposed by Cllr A Bunclark, seconded by Cllr P Blease and carried unanimously.
MINUTE AM23/04

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 W Thomas seconded by Cllr R Iles and carried unanimously.

MINUTE AM23/05

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

RESOLVED that Cllr W Oakley-Moore be appointed Portfolio Holder for Footpaths, Highways and Environment for the ensuing year.

Proposed by Cllr A Bunclark seconded by Cllr R Iles and carried unanimously.

MINUTE AM23/06

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 Mrs C Sylvester seconded by Cllr A Bunclark and carried unanimously.

MINUTE AM23/07

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 W Thomas be appointed Portfolio Holder for Stithians Playing Fields.

Proposed by Cllr Mrs C Sylvester, seconded by Cllr A Bunclark and carried unanimously.

MINUTE AM23/08

It was noted that an Assistant was required.

RESOLVED that Cllr T Smith serve as an Assistant to the Playing Field Portfolio Holder for the ensuing year.

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

MINUTE AM23/09

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 AM23/10

10 APPOINTMENT OF NEIGHBOURHOOD WATCH & POLICE LIAISON OFFICER

RESOLVED that the Neighbourhood Watch element be opened to the wider community, Cllr A Bunclark be appointed the Police Liaison Support Officer for the ensuing year.

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

11 APPOINTMENT OF MEMBERS OF THE PLAYING FIELD WORKING GROUP

RESOLVED that Cllrs P. Blease, R Iles, N Hayden and H Jones serve on the group for the ensuing year.

Proposed by Cllr A Bunclark, seconded by Cllr Mrs J Thomas and carried unanimously.
MINUTE AM23/12

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 Mrs C Sylvester be appointed to check the financial transactions of the Council for the ensuing year.

Proposed by Cllr W Thomas, seconded by Cllr R Iles and carried unanimously.
MINUTE AM23/13

13 APPOINTMENT OF THE COUNCIL'S TRANSPORT REPRESENTATIVE

Mr Rod Davis had informed the Clerk that he was not able to continue in this role, Mr Davis was thanked for his contribution and wished all the best.

RESOLVED that this position would be advertised.

Proposed by Cllr W Thomas, seconded by Cllr R Iles and carried unanimously.
MINUTE AM23/14

14 APPOINTMENT OF TREE WARDEN

RESOLVED that Cllr T Smith be appointed the Council's Tree Warden for the ensuing year with Cllr Mrs J Thomas as assistant, the Clerk was asked to contact Mrs Nicola Whitbread-Jordan to ascertain if she would be happy to continue to serve as an assistant.

Proposed by Cllr P Blease, seconded by Cllr A Bunclark and carried unanimously.
MINUTE AM23/15

15 APPOINTMENT OF THE COUNCIL'S REPRESENTATIVE ON THE:

15.1 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 R Iles, seconded by Cllr Mrs C Sylvester and carried unanimously.
MINUTE AM23/16

15.2 COMMUNITY AREA PARTNERSHIP

RESOLVED that Cllr P Blease be appointed the Parish Council's Representative on the Community Area Partnership.

Proposed by Cllr W Thomas seconded by Cllr H Jones and carried unanimously.
MINUTE: AM23/17

15.3 MINING VILLAGES REGENERATION GROUP

RESOLVED that Cllr P Blease be appointed the Parish Council's Representative on the Mining Villages Regeneration Group.

Proposed by Cllr W Thomas seconded by Cllr R Iles and carried unanimously.
MINUTE: AM23/18

16 CHAIRMAN'S ALLOWANCE FOR 2023/23

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 2023/24.

Proposed by Cllr Mrs C Sylvester seconded by Cllr R Iles and carried unanimously.
MINUTE AM23/19

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 Mrs J Thomas, seconded by Cllr H Jones and carried unanimously.
MINUTE AM23/20

18 APPOINTMENT OF INTERNAL AUDITOR FOR 2023/24

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 2023/24.

Proposed by Cllr W Thomas, seconded by Cllr H Jones and carried unanimously.
MINUTE AM23/21

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 Mrs C Sylvester, seconded by Cllr P Blease and carried unanimously.
MINUTE AM23/22

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 R Iles, seconded by Cllr Mrs C Sylvester and carried unanimously.
MINUTE AM23/23

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, Direct Debits & Regular Payments detailed in the report presented to the meeting.

Proposed by Cllr P Blease seconded by Cllr Mrs C Sylvester and carried unanimously.
MINUTE AM23/24

23 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 P Blease seconded by Cllr W Thomas and carried unanimously.
MINUTE AM23/25

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 P Blease, seconded by Cllr Mrs C Sylvester and carried unanimously.
MINUTE AM23/26

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 W Thomas, seconded by Cllr R Iles and carried unanimously.
MINUTE AM23/27

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 AM23/28

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 P Blease and carried unanimously.
MINUTE AM23/29

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 P Blease, seconded by Cllr A Bunclark and carried unanimously.
MINUTE AM23/30

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 AM23/31

29 SCHEDULE OF MEETINGS FOR 2023-24

RESOLVED to agree the Schedule of Meetings for 2023/24 including the next Annual Meeting at 7pm on Tuesday 21st May 2023 as presented to the meeting.
Proposed by Cllr H Jones, seconded by Cllr W Thomas and carried unanimously.
MINUTE AM23/32

The meeting closed at 19.26hrs.

Signed as a true and accurate record of the proceedings.

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Signed as a true and accurate record of the proceedings.

..... *H. Downing* Chairman

Date: *20-6-23*