

**MINUTES OF THE ANNUAL MEETING OF STITHIANS PARISH COUNCIL HELD IN THE
STITHIANS CENTRE ON TUESDAY 21st MAY 2024 COMMENCING AT 7pm**

ATTENDANCE

Present were Cllr Miss H Downing, Cllr H. Jones, Cllr P Blease, Cllr Mrs J Thomas, Cllr Mrs C Sylvester, Cllr Miss J Barson, Cllr W Thomas and the Clerk.

Also Present: CCllr J. Thomas & 3 members of the public.

1 ELECTION OF CHAIR

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

RESOLVED that Cllr Miss H Downing be elected Chairman of the Parish Council for the ensuing year.

Proposed by Cllr Mrs J Thomas seconded by Cllr P Blease and carried unanimously.

MINUTE AM24/01

2 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRWOMAN

Cllr Miss H Downing duly signed the Declaration of Acceptance of Office of Chairwoman and chaired the remainder of the meeting.

3 APOLOGIES

Apologies were received and accepted from Cllr R Iles and Cllr A Bunclark.

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

MINUTE AM24/02

5 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANT FOR PLANNING

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

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

MINUTE AM24/03

Further RESOLVED that Cllrs R Iles be appointed as assistant to the Planning Portfolio Holder.

Proposed by Cllr W Thomas, seconded by Cllr P Blease and carried unanimously.

MINUTE AM24/04

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 P Blease and carried unanimously.

MINUTE AM24/05

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

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

Proposed by Cllr P Blease seconded by Cllr Miss J Barson and carried unanimously.

MINUTE AM24/06

8 APPOINTMENT OF PORTFOLIO HOLDER 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.

RESOLVED that Cllr W Thomas be appointed Portfolio Holder for Stithians Playing Fields.

Proposed by Cllr Mrs J Thomas seconded by Cllr Miss J Barson and carried unanimously.

MINUTE AM24/07

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 W Thomas, seconded by Cllr Miss J Barson and carried unanimously.

MINUTE AM24/08

10 APPOINTMENT OF POLICE LIAISON OFFICER

RESOLVED that Cllr A Bunclark be appointed the Police Liaison Support Officer for the ensuing year.

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

MINUTE AM24/09

11 APPOINTMENT OF MEMBERS OF THE PLAYING FIELD WORKING GROUP

RESOLVED that Cllrs P. Blease, R Iles, and T Smith serve on the group for the ensuing year.

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

MINUTE AM24/10

12 APPOINTMENT OF COUNCILLOR TO CHECK FINANCIAL TRANSACTIONS

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

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

MINUTE AM24/11

13 APPOINTMENT OF THE COUNCIL'S TRANSPORT REPRESENTATIVE

RESOLVED that this position would be removed from the list of responsibilities.

Proposed by Cllr W Thomas, seconded by Cllr P Blease and carried unanimously.

MINUTE AM24/12

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 W Thomas, seconded by Cllr P Blease and carried unanimously.

MINUTE AM24/13

15 APPOINTMENT OF THE COUNCIL'S REPRESENTATIVES ON EXTERNAL ORGANISATIONS:

RESOLVED that:

- Cllr Miss J Barson be appointed the Parish Council's Representative on the Stithians Centre Management Committee for the ensuing year.
- Cllr W Thomas be appointed the Parish Council's Representative on the Community Area Partnership.
- Cllr P Blease be appointed the Parish Council's Representative on the Mining Villages Regeneration Group until such time a successor was appointed

Proposed by Cllr Miss H Downing seconded by Cllr Mrs C Sylvester and carried unanimously.

MINUTE: AM24/14

16 CHAIRMAN'S ALLOWANCE FOR 2024/23

RESOLVED that the Chairman's Annual Allowance remain at £100 for 2024/5.

Proposed by Cllr W Thomas seconded by Cllr Miss J Barson and carried unanimously.

MINUTE: AM24/15

17 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to adopt the Standing Orders and Financial Regulations as presented to the meeting.

Proposed by Cllr W Thomas, seconded by Cllr P Blease and carried unanimously.

MINUTE: AM24/16

18 APPOINTMENT OF INTERNAL AUDITOR FOR 2024/24

RESOLVED that Mr James Peter Richards be appointed the Parish Council's Internal Auditor for the financial year 2024/25.

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

MINUTE AM24/17

19 GENERAL POWER OF COMPETENCE

RESOLVED to confirm that the Council satisfies the criteria necessary to exercise the General Power of Competence.

Proposed by Cllr P Blease, seconded by Cllr Mrs C Sylvester and carried unanimously.

MINUTE AM24/18

20 COUNCIL'S ASSET REGISTER

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

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

MINUTE AM24/19

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

MINUTE AM24/20

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 Miss J Barson seconded by Cllr W Thomas and carried unanimously.

MINUTE AM24/21

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 Mrs J Thomas, seconded by Cllr Miss J Barson and carried unanimously.

MINUTE AM24/22

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 Mrs C Sylvester and carried unanimously.

MINUTE AM24/23

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 Miss J Barson and carried unanimously.

MINUTE AM24/24

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

MINUTE AM24/25

27 POLICY FOR DEALING WITH PRESS & MEDIA

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

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

MINUTE AM24/26

28 RISK ASSESSMENTS

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

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

MINUTE AM24/27

29 SCHEDULE OF MEETINGS FOR 2024 - 25

RESOLVED to agree the Schedule of Meetings for 2024/25 including the next Annual Meeting at 7pm on Tuesday 20th May 2024 as presented to the meeting.

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

MINUTE AM24/28

The meeting closed at 19.25hrs.

Signed as a true and accurate record of the proceedings.

Chairman: *H. Dunning*

Date: *18-6-24*