

MINUTES OF THE ANNUAL MEETING OF STITHIANS PARISH COUNCIL HELD IN THE STITHIANS CENTRE ON TUESDAY 13th May 2025 COMMENCING AT 7pm

ATTENDANCE

Present were Cllr Miss H Downing, Cllr Mrs J Thomas, Cllr S Cotton, 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 W Thomas.

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 W Thomas and carried unanimously.

MINUTE AM25/01

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, Cllr Mrs C Sylvester and Cllr P Blease.

4 ELECTION OF VICE-CHAIR

Cllr W Thomas nominated Cllr P Blease. There were no other nominations,

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 AM25/02

5 APPOINTMENT OF PORTFOLIO HOLDER & ASSISTANT FOR PLANNING

As several Members were not present this item postponed until the June Meeting.

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

As several Members were not present this item postponed until the June Meeting.

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

As several Members were not present this item postponed until the June Meeting.

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 Mrs S Cotton and carried unanimously.

MINUTE AM25/03

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 Mrs J Thomas and carried unanimously.

MINUTE AM25/04

10 APPOINTMENT OF POLICE LIAISON OFFICER

RESOLVED that this appointment be removed.

Proposed by Cllr W Thomas, seconded by Cllr S Cotton and carried unanimously.

MINUTE AM25/05

- 11 **APPOINTMENT OF MEMBERS OF THE PLAYING FIELD WORKING GROUP**
RESOLVED that all Members are included in the administration of the Playing Field and that relevant Working Groups be set up when required.
Proposed by Cllr W Thomas, seconded by Cllr S Cotton and carried unanimously.
MINUTE AM25/06
- 12 **APPOINTMENT OF COUNCILLOR TO CHECK FINANCIAL TRANSACTIONS**
RESOLVED that Cllr W Thomas be appointed to check the financial transactions of the Council for the ensuing year.
Proposed by Cllr Miss H Downing, seconded by Cllr Mrs S Cotton and carried unanimously.
MINUTE AM25/07
- 13 **APPOINTMENT OF TREE WARDEN**
RESOLVED that Mr T Smith be appointed the Council's Tree Warden for the ensuing year
Proposed by Cllr W Thomas, seconded by Mrs J Thomas and carried unanimously.
MINUTE AM25/08
- 14 **APPOINTMENT OF THE COUNCIL'S REPRESENTATIVES ON EXTERNAL ORGANISATIONS:**
RESOLVED that:
- Cllr P Blease be appointed the Parish Council's Representative on the Stithians Centre Management Committee for the ensuing year.
 - Cllr P Blease 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.
- Proposed by Cllr W Thomas seconded by Cllr Mrs S Cotton and carried unanimously.*
MINUTE: AM25/09
- 15 **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 Mrs J Thomas and carried unanimously.
MINUTE: AM25/10
- 16 **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 Mrs J Thomas and carried unanimously.
MINUTE: AM25/11
- 17 **APPOINTMENT OF INTERNAL AUDITOR FOR 2025/26**
RESOLVED that Mr James Peter Richards be appointed the Parish Council's Internal Auditor for the financial year 2025/26.
Proposed by Cllr Miss H Downing, seconded by Cllr W Thomas and carried unanimously.
MINUTE AM25/12
- 18 **GENERAL POWER OF COMPETENCE**
RESOLVED to confirm that the Council satisfies the criteria necessary to exercise the General Power of Competence.
Proposed by Cllr Miss H Downing, seconded by Cllr W Thomas and carried unanimously.
MINUTE AM25/13
- 19 **COUNCIL'S ASSET REGISTE**
RESOLVED to approve the Council's Asset Register as presented to the meeting.
Proposed by Cllr Mrs J Thomas , seconded by Cllr W Thomas and carried unanimously.
MINUTE AM25/14
- 20 **SUBSCRIPTIONS TO OTHER BODIES**

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 S Cotton and carried unanimously.

MINUTE AM25/15

21 INSURANCE ARRANGEMENTS

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 Mrs S Cotton and carried unanimously.

MINUTE AM25/16

22 COMPLAINTS PROCEDURE.

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

Proposed by Cllr W Thomas seconded by Cllr Mrs S Cotton and carried unanimously.

MINUTE AM25/17

23 CODE OF CONDUCT

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

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

MINUTE AM25/18

24 FREEDOM OF INFORMATION REQUESTS

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 W Thomas seconded by Cllr Mrs S Cotton and carried unanimously.

MINUTE AM25/19

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

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 S Cotton, seconded by Cllr W Thomas and carried unanimously.

MINUTE AM25/20

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

MINUTE AM25/21

27 RISK ASSESSMENTS

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

Proposed by Cllr W Thomas seconded by Cllr Mrs S Cotton and carried unanimously.

MINUTE AM25/22

28 SCHEDULE OF MEETINGS FOR 2025 - 26

RESOLVED to agree the Schedule of Meetings for 2025/26 as presented to the meeting.

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

MINUTE AM25/23

The meeting closed at 19.25hrs.

Signed as a true and accurate record of the proceedings.

Chairman:

Date: