

**MINUTES OF THE ANNUAL MEETING OF STITHIANS PARISH COUNCIL HELD IN THE  
STITHIANS CENTRE ON TUESDAY 19<sup>th</sup> May 2026 COMMENCING AT 7pm**

**ATTENDANCE:** Present were Cllr Miss H Downing, Cllr P Blease, Cllr Mrs J Thomas, Cllr Mrs S Cotton, Cllr W Thomas, Cllr Mrs V Nicholas, Cllr Mrs C Sylvester, Cllr Mrs J Taylor, Cllr D Nightingale, Cllr T Smith and the Clerk.

Also Present: 1 member of public.

**1 ELECTION OF CHAIR**

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

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

**MINUTE AM26/01**

**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 W Oakley-Moore.

**4 ELECTION OF VICE-CHAIR**

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

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

**MINUTE AM26/02**

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

**RESOLVED that Cllr P Blease be appointed as portfolio holder for planning.**

*Proposed by Cllr W Thomas seconded by Cllr Mrs S Cotton.*

**MINUTE: AM26/03**

**RESOLVED that Cllr W Thomas and Cllr Mrs S Cotton be appointed as assistants to the portfolio holder for planning.**

*Proposed by Cllr Mrs J Taylor seconded by Cllr Mrs C Sylvester*

**MINUTE: AM26/04**

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

**RESOLVED that Cllr W Thomas & Cllr Mrs V Nicholas be appointed as assistants to the portfolio holder for finance & Administration.**

*Proposed by Mrs C Sylvester seconded by Cllr Mrs S Cotton.*

**MINUTE: AM26/05**

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

**RESOLVED that Cllr W Oakley-Moore be appointed as portfolio holder for footpaths, highways & the environment and Cllr Mrs J Thomas as assistant to the portfolio holder**

*Proposed by Cllr W Thomas seconded by Cllr Mrs S Cotton.*

**MINUTE: AM26/06**

**8 APPOINTMENT OF PORTFOLIO HOLDER FOR STITHIANS PLAYING FIELDS**

As Trustees of the Playing Field, all Councillors have an interest in the Playing Field, it is 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 C Sylvester seconded by Cllr Mrs S Cotton.*

**MINUTE AM26/07**

- 9 APPOINTMENT OF PUBLIC RELATIONS OFFICER  
**RESOLVED that Cllr P Blease be appointed the Council's Public Relations Officer for 2026/27**  
*Proposed by Cllr Mrs J Taylor, seconded by Cllr Mrs V Nicholas.*  
**MINUTE AM26/08**
- 10 APPOINTMENT OF COUNCILLORS TO CHECK FINANCIAL TRANSACTIONS  
**RESOLVED that Cllr W Thomas & Cllr Mrs V Nicholas be appointed to check the financial transactions of the Council 2026/27.**  
*Proposed by Cllr Mrs S Cotton, seconded by Cllr Mrs C Sylvester.*  
**MINUTE AM26/09**
- 11 APPOINTMENT OF TREE WARDEN  
**RESOLVED that Mr T Smith be appointed the Council's Tree Warden for 2026/27 and Cllr Mrs J Thomas & Mrs N Whitbread Jordan as assistants.**  
*Proposed by Cllr W Thomas, seconded by Cllr P Blease.*  
**MINUTE AM26/10**
- 12 APPOINTMENT OF THE COUNCIL'S REPRESENTATIVES ON EXTERNAL ORGANISATIONS:  
**RESOLVED that:**
- **Cllr Mrs J Taylor be appointed the Parish Council's Representative on the Stithians Centre Management Committee for 2026 /27.**
  - **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 Mrs S Cotton seconded by Cllr Mrs S Cotton.*  
**MINUTE: AM26/11**
- 13 CHAIRMAN'S ALLOWANCE FOR 2026/27  
**RESOLVED that the Chairman's Annual Allowance remain at £100 for 2026/27.**  
*Proposed by Cllr W Thomas seconded by Cllr Mrs J Thomas and carried unanimously.*  
**MINUTE: AM26/12**
- 14 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 Taylor.*  
**MINUTE: AM26/13**
- 15 APPOINTMENT OF INTERNAL AUDITOR FOR 2026/27  
**RESOLVED that Mr James Peter Richards be appointed the Parish Council's Internal Auditor for the financial year 2026/27.**  
*Proposed by Cllr W Thomas, seconded by Cllr Mrs V Nicholas and carried unanimously.*  
**MINUTE AM26/14**
- 16 GENERAL POWER OF COMPETENCE  
As resolved at the Annual Meeting held on the 13<sup>th</sup> May 2025, Minute: AM25/26, following the May Council Elections.  
The information was noted.
- 17 COUNCIL'S ASSET REGISTER  
**RESOLVED to approve the Council's Asset Register as presented to the meeting.**  
*Proposed by Cllr Mrs J Thomas , seconded by Cllr W Thomas.*  
**MINUTE AM26/15**

- 18 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 P Blease seconded by Cllr Mrs S Cotton.*  
**MINUTE AM26/16**
- 19 INSURANCE ARRANGEMENTS  
**RESOLVED to confirm the adequacy of the current arrangements for insurance cover in respect of all insured risks and this item be moved to the September Meeting for consideration prior to policy renewal date.**  
*Proposed by Cllr Mrs J Thomas seconded by Cllr Mrs S Cotton.*  
**MINUTE AM26/17**
- 20 COMPLAINTS PROCEDURE.  
**RESOLVED to adopt the Council's Complaints Procedure as presented to the meeting.**  
*Proposed by Cllr W Thomas seconded by Cllr P Blease.*  
**MINUTE: AM26/18**
- 21 CODE OF CONDUCT  
**RESOLVED to adopt the Code of Conduct as presented to the meeting.**  
*Proposed by Cllr Mrs J Taylor , seconded by Cllr P Blease and carried unanimously.*  
**MINUTE AM26/19**
- 22 FREEDOM OF INFORMATION REQUESTS  
**The Clerk advised that this policy was currently under review and would be presented at the June Meeting**
- 23 REVIEW OF COUNCIL'S POLICY IN RESPECT OF DATA PROTECTION ACT 2018  
**The Clerk advised that this policy was currently under review and would be presented at the June Meeting**
- 24 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 W Thomas, seconded by Cllr Mrs C Sylvester.*  
**MINUTE AM26/20**
- 25 RISK ASSESSMENTS  
**RESOLVED to accept the Council's Risk Assessments as presented to the meeting.**  
*Proposed by Cllr P Blease seconded by Cllr Mrs J Thomas.*  
**MINUTE AM26/21**
- 26 SCHEDULE OF MEETINGS FOR 2026-27  
**RESOLVED to agree the Schedule of Meetings for 2026/27 as presented to the meeting.**  
*Proposed by Cllr Mrs C Sylvester , seconded by Cllr Mrs J Thomas.*  
**MINUTE AM26/22**

The meeting closed at 19.24hrs.

Signed as a true and accurate record of the proceedings.

Chairwoman: .....Date: .....