



A-barth Onan Hag Oll! Representing One and All

REPORTS FOR MAY 2023 MEETING

SEG Report to SPC 16-5-2023

11-5-23

Electric Vehicle event at Stithians Showground.

Phil and I will be helping with the EV event at the showground on 27th May. Kensa has no one available that weekend to talk about HtS so I have said I could fill in. However, it will have to be one or the other either HtS or sharing my EV experience. Waiting on their reply. Phil has 500 flyers to be distributed which I will be helping with but if anyone else would like to help that would be great.

Heat the Streets

I'm arranging another visit to promote the Heat the Streets project and to see our eco-retrofit bungalow. Have not fixed a date yet but it's likely to be Thur 25th May. The request came from Carrick U3A, about 10 of them I think. Because Cllr. Jonathan Watson and colleague, (Bishopsteignton, Devon) had to cancel last time along with a couple of others, I will invite them to this one.

Will also invite Tim Hughes again. He is involved in planning of a possible open eco homes event being discussed by Fal Energy Partnership

Community car

Have not made up my mind what to do about our old EV but will probably sell it. Hawkins Motors have said they would be interested in it.

Public EV charge point

At the last PC meeting it was thought better to check that there was sufficient power available at the proposed pole before calling for a meeting with CC. Has this been done?

Planetary

At the last Friends of the Earth meeting, I was asked if I would write to Mike Birkin (FoE Southwest organiser) for his opinion on Planetary's proposal for carbon capture. This I have done and I'm waiting for his reply.

Booklet

Still waiting for info to be sent for another possible booklet update. To be handed out after lectures as a QR code.

Fully Charged Live

I attended two days of this year's three-day event. In the Mega Theatre and Giga Theatre fifty talks were delivered over the three days. These talks keep me up to date on thoughts and new green technologies. There's more on this event in the next issue of The Stithians Times.

Earth Day march in London

Although demonstrations are not something my daughter and I like taking part in, we both think more must be done to prevent ecological collapse. The Big Biodiversity March organised by two hundred organisations including Friends of the Earth, Green Peace, Extinction Rebellion, Avaaz and Keep Britain Tidy, attracted tens of thousands of ordinary people, just like us. There's more on the march in the next issue of The Stithians Times.

Coronation Champion

It was a surprise when the Parish Council asked if I minded being nominated as Coronation Community Champion and an even greater surprise when I heard I had been selected and had been invited to a garden party at Buckingham Palace with one other. Of course, my one other was Connie, who without her support I would not have been able to have started up Stithians Energy Group and achieved the things we have.

It has been a great honour to have been selected for this award and gives me another opportunity to raise the climate issue. I have already been interviewed by BBC radio Cornwall. See link <https://www.bbc.co.uk/sounds/play/p0fln6lt> and Jane tells me Packet Newspapers will be running a story. Denis asked me to write a piece with some photos for the next issue of The Stithians Times.



A- barth Onan Hag Oll! Representing One and All

CLERK / RFO's REPORT & Annual Governance & Accountability Return (AGAR) 2022/23

10.1 Council's Current Financial Position

Summary of Decisions Required:

To note the Council's current financial position.

REPORT:

The Council's financial position as at 31st April 2022 are detailed in the attached appendices:

- Summary Report
- Bank Reconciliation
- Reserves Balance
- Checked Payments Report

I do not propose to elaborate further on these Appendices but will be pleased to address any matters that Members may wish to raise at the meeting.

10.2 Annual Governance & Accountability Return (AGAR) 2022/23

Decisions Required:

1. To approve the Internal Auditor's report as presented to the meeting.
2. To consider and approve the Annual Governance Statement for 2022/23
3. To approve the Accounting Statement for 2022/23.

REPORT:

In accordance with current regulations Council is required to complete / submit an AGAR.

The final accounts & supporting information for 2022/23 were submitted to the Internal Auditor on the 4th April 2023, the audit was completed on the 17th April 2023, no issues were reported. A copy of the report can be found at Page 3 of the AGAR attached.

Members of Stithians Parish Council have the responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. You are required to confirm, to the best of the Members knowledge and belief, with the respect to the Accounting Statements for the year ended 31st March 2023 by considering and answering the 9 statements detailed in page 4 of the AGAR attached.

AGENDA ITEM 10.1 – 10.4

The financial position as at 31st March 2023, as approved at the April Meeting under Minute: 04/04/23 and submitted to the Internal Auditor is detailed on the Accounting Statement, Page 5 of the AGAR. The Statement is presented to the Members for approval.

10.3 Renewal of Lease for the Former Toilet Building

Decision Required:

To agree to renew the lease for a period of 3 years in accordance with the current Terms & Conditions

The lease for the rental of the former toilet building is reviewed every 3 years, this is due as at 31st May 2023, A copy of the Lease is attached.

10.4 Report on Preliminary Briefing of 20mph Rollout.

Report for Noting

I joined an on-line meeting hosted by Cornwall Council who outlined the proposal for the roll out of the 20mph speed limits in the area. Stithians has been included in this phase. This phase is in the early stage, areas have been identified and are being discussed with each Ward Member (Cllr John Thomas), the scheme will be part of a public consultation – although no dates have been provided at this time.

Jane E Richards
Clerk / RFO
3rd May 2023

Stithians Parish Council

2 May 2023 (2023-2024)

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2023			
A	Cash in Hand 01/04/2023		191,278.27
	ADD Receipts 01/04/2023 - 30/04/2023		41,915.57
	SUBTRACT Payments 01/04/2023 - 30/04/2023		233,193.84
			10,012.78
	Cash in Hand 30/04/2023 (per Cash Book)		223,181.06
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	0.00	
	Lloyds Instant 30/04/2023	222,510.23	
	Lloyds Current Account (Treasurer: 30/04/2023	1,126.83	
			223,637.06
	Less unrepresented payments		456.00
			223,181.06
	Plus unrepresented receipts		
	Adjusted Bank Balance		223,181.06
A = B Checks out OK			

Stithians Parish Council
Reserves Balance up to 30th Apr 2023
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Playing Field Development	29,753.56	3,117.20			32,870.76
Tennis Court Fencing	8,816.27	2,000.00			10,816.27
Pavilion Replacement	49,444.75	8,141.85			57,586.60
Legacies	10,572.37				10,572.37
Community Fund	424.42				424.42
Institute Fund	22,834.44				22,834.44
Longdowns Play Area	8,500.00	1,000.00			9,500.00
Contested By-Election	3,245.00				3,245.00
Fingerposts	1,120.00				1,120.00
Monies Held for Lantern Parade	139.18				139.18
CIL Receipts	857.82				857.82
KCC Event 2023			609.27	400.00	-209.27
Donations for Play Equipment A	7,240.27				7,240.27
Scarecrow Festival					0.00
Benches for Parish					0.00
Enhanced LMP	3,420.00				3,420.00
Total Earmarked	146,368.08	14,259.05	609.27	400.00	160,417.86
TOTAL RESERVE	146,368.08	14,259.05	609.27	400.00	160,417.86
GENERAL FUND					62,763.20
TOTAL FUNDS					223,181.06

Stithians Parish Council

2 May 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 30/04/2023)

Ear Marked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
3	Playing Field - Rugby Club (MOI	825.18		-825.18				-825.18 (-100%)
8	CIL							(N/A)
81	Hire of Tennis Court	150.00		-150.00				-150.00 (-100%)
82	Bowling Club - Use of Field (MO	275.00		-275.00				-275.00 (-100%)
93	Computer & IT							(N/A)
94	Purchase equipment authorised							(N/A)
95	Playing Field Maintenance				2,750.00		2,750.00	2,750.00 (100%)
96	Donations to Playing Field Devel							(N/A)
97	Authorised expenditure from Inst							(N/A)
100	Election Costs 21/22							(N/A)
110	Donations / Resources for Kings		400.00	400.00		609.27	-609.27	-209.27 (N/A)
112	Pavilion Replacement							(N/A)
113	Scarecrow Festival							(N/A)
115	Playing Field Footpath 2022							(N/A)
116	Benches & Tables for Parish							(N/A)
118	Enhanced LMP							(N/A)
119	Donations for Play Equipment							(N/A)
SUB TOTAL		1,250.18	400.00	-850.18	2,750.00	609.27	2,140.73	1,290.55 (32%)

Environment Maintenance Coi

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend
10	EMC Highway Verge Maintenan				1,566.91	130.58	1,436.33	1,436.33 (91%)
11	EMC Litter Clearance				1,967.15	163.93	1,803.22	1,803.22 (91%)
12	EMC Haverigg Cemetery Mainte				671.53	55.96	615.57	615.57 (91%)
13	EMC Lower Churchyard Mainte				1,007.30	83.94	923.36	923.36 (91%)
14	EMC Closed Churchyard Mainte				1,231.14	102.59	1,128.55	1,128.55 (91%)
15	EMC Meadows Cemetery Ma				2,225.26	185.44	2,039.82	2,039.82 (91%)
20	EMC Toilet Cleaning				2,732.15	227.68	2,504.47	2,504.47 (91%)
25	EMC Footpath Maintenance				2,574.20	214.52	2,359.68	2,359.68 (91%)
29	EMC Longdowns Bus Shelter Cl				335.77	27.98	307.79	307.79 (91%)
31	EMC Crelow Fields Caretaking				615.18	51.30	563.88	563.88 (91%)
32	EMC Crelow Fields Grass Cutti				615.57	51.30	564.27	564.27 (91%)
33	EMC Crelow Fields Hedge Trim				391.72	32.64	359.08	359.08 (91%)
34	EMC Weed Treatment				503.65	41.97	461.68	461.68 (91%)
35	EMC Cleaning of Notice Boards				109.29	9.11	100.18	100.18 (91%)
66	EMC Maintenance of Speed Sign				660.31	55.03	605.28	605.28 (91%)
67	EMC Playing Field Grass Cutting				4,380.03	365.00	4,015.03	4,015.03 (91%)
68	EMC Playing Field Hedge Trimm				559.61	46.63	512.98	512.98 (91%)
69	EMC Playing Field Caretaker				8,282.21	690.18	7,592.03	7,592.03 (91%)
SUB TOTAL					30,428.98	2,535.78	27,893.20	27,893.20 (91%)

Environment, Highways & Foc

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
								+/- Under/over spend

Stithians Parish Council

2 May 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 30/04/2023)

16 Meadows Cemetery Maintenance	500.00		500.00	500.00 (100%)
18 Meadows Cemetery NNDR	800.00		800.00	800.00 (100%)
19 Water Supply Cemetery	100.00	31.29	68.71	68.71 (68%)
21 Litter Clearance Materials	100.00		100.00	100.00 (100%)
22 NNDR Toilets	400.00		400.00	400.00 (100%)
23 Toilets - Electricity	1,200.00		1,200.00	1,200.00 (100%)
24 Water & Sewage Toilets	450.00	81.01	368.99	368.99 (82%)
26 Toilet Repairs & Maintenance	500.00		500.00	500.00 (100%)
27 Village Green Status Costs	300.00		300.00	300.00 (100%)
28 Emergency Plan	300.00		300.00	300.00 (100%)
30 Bus Shelter Repairs & Maintenance	700.00	1.00	699.00	699.00 (99%)
36 Maintenance of Grit Bins	400.00		400.00	400.00 (100%)
65 Extra Footpath Maintenance & V	600.00		600.00	600.00 (100%)
90 General Maintenance				(N/A)
91 Meadows Cemetery Cremate	200.00		200.00	200.00 (100%)
104 Toilet Cleaning Materials	300.00		300.00	300.00 (100%)
105 Maintenance of Noticeboards - N	100.00		100.00	100.00 (100%)
106 Maintenance of MSAS - Material	100.00		100.00	100.00 (100%)
114 War Memorial				(N/A)
SUB TOTAL	7,050.00	113.30	6,936.70	6,936.70 (98%)

Finance & Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
37	Grants & Donations				300.00		300.00	300.00 (100%)
38	Grant to MVRG				100.00		100.00	100.00 (100%)
39	Public Relations				200.00		200.00	200.00 (100%)
40	Spotlight				500.00		500.00	500.00 (100%)
41	Website Maintenance				1,300.00	1,150.00	150.00	150.00 (11%)
42	Cemetery Admin System				417.60		417.60	417.60 (100%)
43	Hall Hire Stithians Centre				550.00	15.75	534.25	534.25 (97%)
44	Election Expenses							(N/A)
50	Admin Expenses				500.00	234.00	266.00	266.00 (53%)
51	PAYE Support & Maintenance							(N/A)
52	CALC / NALC Subscription				600.00	720.11	-120.11	-120.11 (-20%)
53	SLCC Subscription				270.00		270.00	270.00 (100%)
54	ICCM Membership				100.00	95.00	5.00	5.00 (5%)
55	Data Protection Fee				45.00		45.00	45.00 (100%)
56	Internal Audit Fees				420.00	456.00	-36.00	-36.00 (-8%)
57	External Audit Fees				410.00		410.00	410.00 (100%)
58	Chairman's Allowance				100.00		100.00	100.00 (100%)
59	Subsistence & Travel for Membe				100.00		100.00	100.00 (100%)
60	Insurance				2,700.00		2,700.00	2,700.00 (100%)
61	Training Staff & Councillors				440.00		440.00	440.00 (100%)
62	Neighborhood Development Plan				500.00		500.00	500.00 (100%)
63	Contingency Fund				500.00		500.00	500.00 (100%)
101	SCRIBE Accounting Annual Mair				676.80		676.80	676.80 (100%)
102	Field In Trust Membership							(N/A)
109	NALC Subscription							(N/A)
117	Clerks Working from Home Allow				480.00	26.00	454.00	454.00 (94%)
120	Postage							(N/A)

Stithians Parish Council

2 May 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 30/04/2023)

SUB TOTAL							
				11,209.40	2,696.86	8,512.54	8,512.54 (75%)

General Reserve

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
111 Kings Coronation Event							(N/A)
SUB TOTAL							(N/A)

INCOME

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	81,090.00	40,545.00	-40,545.00				-40,545.00 (-50%)
2 Cemetery Fee's	4,900.00	700.00	-4,200.00				-4,200.00 (-85%)
4 PCC	860.00		-860.00				-860.00 (-100%)
5 Toilet Rent (Wellness Hut)	1,800.00	150.00	-1,650.00				-1,650.00 (-91%)
6 Bank Interest	30.00	120.57	90.57				90.57 (301%)
7 LMP	3,000.00		-3,000.00				-3,000.00 (-100%)
9 Council Tax Support Grant (CTS							(N/A)
83 CC Closed Churchyard Maintena	600.00		-600.00				-600.00 (-100%)
84 Wayleaves	28.00		-28.00				-28.00 (-100%)
85 Electricity Charges for Tennant -	1,200.00		-1,200.00				-1,200.00 (-100%)
86 Playing Field							(N/A)
87 Donations to Council							(N/A)
89 VAT Claim							(N/A)
92 Administration & Finance							(N/A)
SUB TOTAL	93,508.00	41,515.57	-51,992.43				-51,992.43 (-55%)

Playing Field

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Water Playing Field (Bowling Clu				300.00	6.31	293.69	293.69 (97%)
71 General Maintenance Expenses					31.90	-31.90	-31.90 (N/A)
72 Annual Staining / Painting of Eqt							(N/A)
73 Lease from Glebe				600.00		600.00	600.00 (100%)
74 Annual Safety Inspection				250.00		250.00	250.00 (100%)
75 Electricity for Footpath Lighting				1,000.00	174.85	825.15	825.15 (82%)
80 Signage				200.00		200.00	200.00 (100%)
SUB TOTAL				2,350.00	213.06	2,136.94	2,136.94 (90%)

Playing Field Development Pro

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77 PWLB Loan 2 New Playing Field				1,389.26	694.63	694.63	694.63 (50%)

Stithians Parish Council

Summary of Receipts and Payments

2 May 2023 (2023-2024)

All Cost Centres and Codes (Between 01/04/2023 and 30/04/2023)

SUB TOTAL

1,389.26	694.63	694.63	694.63 (50%)
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Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Clerks Salary NETT				21,100.00	1,398.33	19,701.67	19,701.67 (93%)
46	Clerks HMRC Employer				1,300.00	130.65	1,169.35	1,169.35 (89%)
48	Clerk HMRC Employee					306.42	-306.42	-306.42 (N/A)
49	Clerks Pension ERs Contributor							(N/A)
SUB TOTAL					22,400.00	1,835.40	20,564.60	20,564.60 (91%)

Stithians Centre Development

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	PWLB Loan 3 Stithians Centre				1,566.72	783.36	783.36	783.36 (50%)
79	PWLB Loan 4 Stithians Centre				1,566.74		1,566.74	1,566.74 (100%)
SUB TOTAL					3,133.46	783.36	2,350.10	2,350.10 (75%)

Summary

NET TOTAL	94,758.18	41,915.57	-52,842.61	80,711.10	9,481.66	71,229.44	18,386.83 (10%)
V.A.T.					531.12		
GROSS TOTAL		41,915.57			10,012.78		

Payments For Checking by Finance Member April 2023

2 May 2023 (2023-2024)

Stithians Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 PWLB Loan 2 New Playing Fi	04/04/2023	10/04/23	Lloyds Current Accour		PWLB Loans	PWLB	E	694.63		694.63 ✓
1 PWLB Loan 3 Stithians Centr	04/04/2023	10/04/23	Lloyds Current Accour		PWLB Loans	PWLB	E	783.36		783.36 ✓
2 Electricity for Footpath Lighti	03/04/2023	10/04/23	Lloyds Current Accour	BACS	Electricity Stithians Bowling Cl	Stithians Bowling Club	L	174.85	8.74	183.59 ✓
3 CALC / NALC Subscription	01/04/2023	10/04/23	Lloyds Current Accour	BACS	CALC / NALC Annual Subscript	CALC - Cornwall Associatio	S	586.73	117.35	704.08 ✓
3 CALC / NALC Subscription	01/04/2023	10/04/23	Lloyds Current Accour	BACS	CALC / NALC Annual Subscript	CALC - Cornwall Associatio	E	133.38		133.38 ✓
4 Hall Hire Stithians Centre	04/04/2023	10/04/23	Lloyds Current Accour		Hire of Hall	The Stithians Centre	E	15.75		15.75 ✓
5 Water & Sewage Toilets	05/04/2023	10/04/23	Lloyds Current Accour	Direct Debit	Water Charges	Everflow	X	81.01		81.01 ✓
5 Water Supply Cemetery	05/04/2023	10/04/23	Lloyds Current Accour	Direct Debit	Water Charges	Everflow	X	31.29		31.29 ✓
5 Water Playing Field (Bowling	05/04/2023	10/04/23	Lloyds Current Accour	Direct Debit	Water Charges	Everflow	X	6.31		6.31 ✓
6 Clerks Salary NETT	14/04/2023	10/04/23	Lloyds Current Accour	BACS	Clerks Salary Nett	Clerk / RFO	X	1,398.33		1,398.33 ✓
6 Clerks Working from Home A	14/04/2023	10/04/23	Lloyds Current Accour	BACS	Clerks Salary Nett	Clerk / RFO	X	26.00		26.00 ✓
7 Clerks HMRC Employer	14/04/2023	10/04/23	Lloyds Current Accour	BACS	Clerks HMRC Employer (NI)	HMRC	X	130.65		130.65 ✓
8 Clerk HMRC Employee	19/04/2023	10/04/23	Lloyds Current Accour	BACS	Clerks HMRC Employee Payme	HMRC	X	306.42		306.42 ✓
9 Clerk HMRC Employee	19/04/2023	10/04/23	Lloyds Current Accour	BACS	Clerks HMRC Employee Payme	HMRC	X			
Duplicate entry - voucher cancelled										
10 EMC Footpath Maintenance	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	214.52		214.52 ✓
10 EMC Longdowns Bus Shelter	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	27.98		27.98 ✓
10 EMC Crelow Fields Grass Cu	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	51.30		51.30 ✓
10 EMC Crelow Fields Hedge T	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	32.64		32.64 ✓
10 EMC Cleaning of Notice Boar	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	9.11		9.11 ✓
10 EMC Closed Churchyard Mair	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	102.59		102.59 ✓
10 EMC Crelow Fields Caretaker	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	51.30		51.30 ✓
10 EMC Haverigg Cemetery Mai	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	55.96		55.96 ✓
10 EMC Highway Verge Mainten	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	130.58		130.58 ✓
10 EMC Lower Churchyard Main	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	83.94		83.94 ✓
10 EMC Litter Clearance	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	163.93		163.93 ✓
10 EMC Maintenance of Speed S	19/04/2023	10/04/23	Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	55.03		55.03 ✓
11 Donations / Resources for K	11/04/2023	10/04/23	Lloyds Current Accour		Benches / Picnic Tables	Recycled Furniture UK	S	465.00	93.00	558.00 ✓
12 EMC Weed Treatment	19/04/2023	10/04/23	Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	41.97		41.97 ✓
12 EMC Toilet Cleaning	19/04/2023	10/04/23	Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	227.68		227.68 ✓
12 EMC Meadowside Cemetery I	19/04/2023	10/04/23	Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	185.44		185.44 ✓
12 EMC Playing Field Hedge Trir	19/04/2023	10/04/23	Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	46.63		46.63 ✓
12 EMC Playing Field Grass Cutt	19/04/2023	10/04/23	Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	365.00		365.00 ✓
12 EMC Playing Field Caretaker	19/04/2023	10/04/23	Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	690.18		690.18 ✓
13 Bus Shelter Repairs & Mainte	19/04/2023	10/04/23	Lloyds Current Accour	BACS	Wayleave Longdowns Bus She	Mr E L Oppy	X	1.00		1.00 ✓

EMC
T Martin
£2,535.78 ✓

Stithians Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
14	Bus Shelter Repairs & Mainte	11/04/2023	10/04/23	Lloyds Current Accour		Wayleave Longdowns Bus She	Mr E L Oppy	X	Duplicate entry - voucher cancelled		
15	Website Maintenance	13/04/2023	10/04/23	Lloyds Current Accour	BACS	Website Hosting & Support Pa	Vision ICT	S	1,150.00	230.00	1,380.00 ✓
16	Admin Expenses	18/04/2023	10/04/23	Lloyds Current Accour	BACS	Email Hosting	Vision ICT	S	234.00	46.80	280.80 ✓
17	ICCM Membership	18/04/2023	10/04/23	Lloyds Current Accour	BACS	ICCM Membership Fee	ICCM	E	95.00		95.00 ✓
18	Internal Audit Fees	24/04/2023		Lloyds Current Accour	BACS	Internal Audit Fees	Peter Richards	X	456.00		456.00 ✓
19	General Maintenance Expens	28/04/2023		Lloyds Current Accour	Visa Debit	Playing Field Maintenance	Bradforbs (BBS)	S	31.90	6.38	38.28 ✓
20	Donations / Resources for K	19/04/2023		Lloyds Current Accour	BACS	Memorial Plaques	Anglia Sign Casting	S	144.27	28.85	173.12 ✓
Total									9,481.66	531.12	10,012.78

Vision ICT
£1,660.80For payment in
MAY

I can confirm that I have carried out a check of the Lloyds Bank Account and payments made.

Discrepancies found:

Signed: *H. Dawning*

Name: *Helen Dawning*

Date *9/5/23.*

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

STITHIANS PARISH COUNCIL

www.stithiansparishcouncil.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <i>NB NO PETTY CASH PAYMENTS</i>			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/04/2023 11/04/2023 17/04/2023

Name of person who carried out the internal audit

JAMES PETER RICHARDS PIIA, FMAAT, OMS

Signature of person who carried out the internal audit

J.P. Richards

Date

17/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

STITHIANS PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

www.stithiansparishcouncil.org.uk

Section 2 – Accounting Statements 2022/23 for

STITHIANS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	187,048	189,055	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	78,000	79,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,106	49,226	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	34,476	21,466	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,813	6,813	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	60,810	98,223	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	189,055	191,278	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	189,055	191,278	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	359,787	367,242	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	24,737	19,042	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

STITHIANS PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

STITHIANS PARISH COUNCIL **PLANNING APPLICATIONS MAY 2023 MEETING**

<u>Application No. and Applicant(s)</u>	<u>Address</u>	<u>Proposal</u>	<u>Date Received from Cornwall Council</u>	<u>Date Passed to Planning Portfolio Holder</u>	<u>Stithians Parish Council Recommendation</u>	<u>Date Returned to Cornwall Council/</u>	<u>Date Decision Notification Received from Cornwall Council</u>	<u>Decision of Cornwall Council</u>	<u>Date of Cornwall Council's Decision</u>
PA21/03160 Mr & Mrs N Ferris	Struthal Farm Access to Herniss Farm Herniss	Proposed removal of two static caravans and construction of two 3-bedroomed bungalows with off-road parking and garden amenity area	13/04/21	14/04/21	Supported	21/04/21			
PA22/08705 Mr & Mrs Bosher	West Penhalurick Lancarrow Four Lanes	Conversion and extension of an existing dwelling to form two dwellings.	21/10/22	24/10/22	SUPPORTED	16/11/22			
PA22/10533 Mrs R Lightfoot	47 Crelow Fields Stithians	Change of use from dwelling (C3) to dwelling/childminding business (C3/E).	06/12/22	04/12/22	SUPPORTED	15/12/22			
PA22/11061 Mr & Mrs K Peart	Redundant Lambing Barn Carnmeor Farm	Demolition of previously approved barn conversion & construction of self-build dwelling & associated works	23/12/22	28/12/22	SUPPORTED	18/01/23			
PA22/09363 Mr N Lake,	The Stone Masons Arms Longdowns	Replace single dwelling house and garage and replace with two semi detached dwellings and parking spaces	09/12/22	28/12/22	NOT SUPPORTED	18/01/23			
PA22/09276 Mr D Hoskins	Land West of Two Acre Farm	Retrospective application for the temporary retention of a static caravan as a rural workers dwelling and 6no. associated pigeon lofts	13/01/2023	16/01/2023	Do not object	18/01/23			
PA23/00110 Feritech Ltd	Feritech Innovation Centre Menerdue Lane	Demolition of existing B1/B8 unit and containers and erection of B1/B8 warehouse together with associated landscaping without compliance of Condition 2 in relation to Decision notice PA20/-3471 dated 16/10/2020	24/01/23	25/01/23	Supported	22/02/23			
Cornwall Council Planning Local Protocol					Option 2 Agree to Disagree	01/03/23			
PA23/00772 Mr J Holland	The Paddocks Penhalvean	Certificate of lawfulness for the existing use of the building known as The Old Workshop as a single dwellinghouse	01/02/23	01/02/23	Supported	22/2/23			

STITHIANS PARISH COUNCIL
PLANNING APPLICATIONS MAY 2023 MEETING

<u>Application No. and Applicant(s)</u>	<u>Address</u>	<u>Proposal</u>	<u>Date Received from Cornwall Council</u>	<u>Date Passed to Planning Portfolio Holder</u>	<u>Stithians Parish Council Recommendation</u>	<u>Date Returned to Cornwall Council/</u>	<u>Date Decision Notification Received from Cornwall Council</u>	<u>Decision of Cornwall Council</u>	<u>Date of Cornwall Council's Decision</u>
PA23/01415 Mr & Mrs Quincey & Mackay	Tigh Na Mor New Road Stithians	Proposed front extension and upward extension with replacement roof to create new first floor accommodation.	24/02/23	06/03/23	Supported	22/3/23	18/04/23	CONDITIONAL APPROVAL	17/04/23
PA23/01488 Mr G Shepherd Shepherd Property Group	Hernis Business Park Halvasso	Replace existing asbestos roofs of Units 3 and 4 with proposed aluminium roof material/finish, addition of new skylights to the north roof pitch of Unit 4 and addition of solar PV panels to the south roof pitch of Unit 4. Replacement of existing felt roof with a proposed green roof. Proposed addition of four new office micro studios.	07/03/22	07/03/22	Supported	22/3/23			
PA23/03325 Mr J Hennessy	7 Tremall Parc Crellow Hill	Single-storey rear kitchen extension	03/05/23	03/05/23					



UPDATE ON WORKS AGREED FROM

NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING –Monday 3rd April 2023

Decisions required:

1. To agree content, actions and associated expenditure detailed in notes.

Present: Cllr P. Blease, Cllr Mrs J Thomas, T. Martin – EMC Contractor, J. Richards – Clerk

Meeting not held in May, due to number of Bank Holidays and other meetings.

	ITEM	ISSUE	PLAN / ACTION	UPDATES	
1	BMX Track	Works to be completed to reinstate and improve the jumps on the BMX track	to link in with proposed Footpath around playing field	05/04/23 11/05/23	Spoil from footpath construction placed on track - to be flattened / constructed on completion of footpath Footpath Project currently on hold due to weather conditions Quote for work received from R Sanders Quote received from AJH
2	Pavilion	Proposed refurbishment	To investigate requirements / costs	03/04/23	Meeting held on 28th February, further investigation to be carried out Costings being sought
3	Enhanced LMP Project	Review potential footpaths to benefit from payment		03/04/23	3 pieces of work outstanding: <ul style="list-style-type: none"> • Repair access path on footpath 231/8/1/2 • Repair/improve stile on 231/1/2 • Gate on path 231/20/1 Work planned for w/c: 06/03/23

	ITEM	ISSUE	PLAN / ACTION	UPDATES	
					TM to purchase 20 stakes Quote for £50 received from Bob Sanders to replace blocks – accepted – March Meeting Work currently on hold due to weather / ground conditions
4	Longdowns Crossing			03/04/23	No further update
5	Meadowside Cemetery	Lawn Cemetery – regulations	Maintenance of area – turf to be laid. Plants removed.	03/04/23	Work delayed due to inclement weather.
6		Instillation of additional concrete beams	4 rows, A - D installed initially, now using the 3 rd row, row C. Would seem appropriate to start seeking quotes for an additional 6 beams, rows – E to J.	03/04/23	R Sanders informed that quote accepted. To notify when work is to proceed.
7	New Playing Field Footpath Memorial Stone	Granite stone			COMPLETED & path formally opened
8	Footpath Goonlaze Area	Footpath no to be confirmed: either 231/45, 46 or 47 Hedge overgrowing into footpath, issue compounded as footpath has now been fenced by landowner	JER To contact landowner to request that the boundary wall be cut back to allow access. Footpath 231/47/2	08/11/22	JER - Brief conversation with landowner – to confirm
9	Play Equipment	Spring Covers to Rocker Bike & Elephant Rocker splitting	.	16/01/23	To be monitored for further wear and tear.
		Sputnik –	.	03/04/23	Replacement seats installed. TM to purchase paint to 'touch up' paintwork,
		Roundabout	Age-appropriate wear & tear. To be monitored weekly and discuss with Playground Inspector in April 2023	03/04/23	JR to chase Southwest Playground Inspections for confirmation of date of inspection Inspection Confirmed: 15/05/2023
	16/01/23	Wooden Train & Carriage	TM to complete repair	11/05/23	Train deemed beyond repair. Replacement Ordered from Dragon Play

	ITEM	ISSUE	PLAN / ACTION	UPDATES	
		Wood splintering on wheel arch			
10	Footpaths	Various – reported by JT. 231/27/1 231/12/3	Issues with 2 x gates (Roseath & Laity Moor) – as these were installed by Cornwall Council – JR to report damage to Countryside Access and await response. TM to replace damaged / missing sign.		
	06/02/23	Footpath 231/10/1 Reports of issue with accessibility to stiles	JR to write to landowners on each boundary to request remedial work to be carried out and advise of any assistance that may be available from Countryside Access.		
	06/02/23	Footpath 231/11/1 Reports of on-going issues with landowner's dogs and access through farm	JR sent update to Countryside Access.	03/04/23	JT to make contact with Ramblers Association to ask if they can assist / offer advice.
11	Wellness Hut	Damp / Condensation Report of Light / Extractor Fan running constantly	JR To investigate cost of PIV Unit PB to contact electrician to investigate cause	04/04/23	Sensor adjusted – now working correctly.
12	Gribbas Corner	Suggested that the area could have a 'facelift' as part of the King Charles III Coronation celebrations	<ul style="list-style-type: none"> • Tidy up area • Replace Bench • New Plaques commemorating the Coronation of King Charles III 	11/05/23	Bench delivered
13	Litter Bins	Replace remaining 'oil drum' bins with same as those purchased earlier in year	JR to confirm cost and advise.		
14	Cormac / Open Reach	Number of signs from previous works left around the village	JR to report to Cormac and ask for them to be collected		All except cones opposite doctors surgery collected

	ITEM	ISSUE	PLAN / ACTION	UPDATES	
15	Cycle Rack	TM will be removing cycle rack from another site, if suitable would it be of use on Playing Field	Proposed to install on Playing Field Car Park behind the Clothing Bank		TM informed Clerk that cycle rack no longer available
16	Area adjacent to entrance Hendra Close	Overgrown hedge / brambles obscuring view	TM to submit quote to cut back growth		Work Completed

Next Meeting TBC .



A- barth Onan Hag Oil! Representing One and All

Decisions Required:

- 1. To agree expenditure for additional works to complete BMX track & extension to footpath.**
- 2. To agree expenditure for removal of rubber base in playing field**

REPORT:

Quotes have been received from A J H Contractors & Bob Sanders for the additional work discussed as part of the Playing Field Footpath Project.

Copies of the quotes are attached to this report.

The cost of these works will be allocated from the Playing Field Development Ear Marked Reserve.

J E Richards
Clerk / RFO

QUOTE

Jane Clerk Parish Council

Date
5 May 2023

Expiry
8 Jun 2023

Quote Number
QU-0003

VAT Number
431782692

AJH Contractors South
West Limited
Miners Barn
Carnyorth Terrace
St. Just
Penzance
Cornwall
TR19 7QE
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
To construct path from changing rooms to main path as per discussed with William .	1.00	1,200.00	20%	1,200.00
To dig up rubber mats in playing field and top with quarry dust . Mats to stay on site extra cost to cart away	1.00	350.00	20%	350.00
BMx track for digger and driver. Per day	1.00	350.00	20%	350.00
Dumper and driver for BMx track Per day	1.00	210.00	20%	210.00
Subtotal				2,110.00
TOTAL VAT 20%				422.00
TOTAL GBP				2,532.00

R SANDERS

Garden and Countryside Maintenance

18 Castle Green, Helston, TR13 8EZ.

Tel; 07971677938.

VAT No; 213478614

Mrs J Richards
Stithians Parish Council
Pentreath
Carnmenellis
TR16 6PJ

19th February 2023

Dear Mrs Richards

Quote for works around Stithians

Thank you for asking for my company to quote for various works around Stithians as detailed in the email dated 17th January 2023.

Landscaping of BMX track

Reconstruct the BMX track and level area the cost would be.

£1700.00.

All the above are plus Vat.

If there are any questions, please do not hesitate to contact me.

Yours Sincerely

Bob Sanders

Robert Sanders



A- barth Onan Hag Oll! Representing One and All

UPDATE ON PAVILION REFURBISHMENT

Decisions Required:

To agree next steps.

REPORT:

Investigation & discussion regarding the possible refurbishment / replacement of the Pavilion have continued.

Cllr Ms H Downing has carried out a detailed cost analysis of the various options, copies are attached to this report.

After initial discussion the Bowling Club have confirmed that they are not interested in progressing any involvement in the project.

There has been no further discussion with the Rugby Club.

Other funding opportunities have been investigated, as advised previously any funding application would have to demonstrate that the project was of significant benefit to a variety of users.

Other potential users / stakeholders for the project will need to be engaged if funding is required.

Also to further consider if the building could be subject to a 'general facelift', to meet the needs of future use.

For further discussion and agree next steps.

J E Richards
Clerk / RFO
9th May 2023

ORDER OF COST ESTIMATE
FOR
REFURBISHING EXISTING RUGBY PAVILLION
AT
STITHIANS RUGBY CLUB

SUMMARY

Apr-23

Building Works			
External Works			132,895
Main Contractors Preliminaries			7,340
Main Contractors Overheads & Profit			29,945
Building Works Estimate	7%		11,913
Project Consultants Fees		£	182,093
Base Cost Estimate			Excluded
Design Development Risks		£	182,093
Construction Risks			Excluded
Employer Change Risks			-
COST LIMIT (Inflation Excluded)			-
Inflation Allowance - 2Q2023 to 2Q2024		£	182,093
COST LIMIT (VAT Excluded)	2.60%		4,734
		£	186,827
		£/m2	2,364.90

Note: Please refer to the Basis of Estimate particularly the Notes, Qualifications and Exclusions listed therein.

ORDER OF COST ESTIMATE

FOR

REFURBISHMENTS & ALTERATIONS EXISTING RUGBY PAVILLION

AT

STITHIANS RUGBY CLUB

SUMMARY

Apr-23

Building Works			
External Works			189,625
Main Contractors Preliminaries			16,540
Main Contractors Overheads & Profit			58,825
Building Works Estimate	7%		18,549
Project Consultants Fees		£	283,539
Base Cost Estimate			Excluded
Design Development Risks		£	283,539
Construction Risks			
Employer Change Risks			
COST LIMIT (Inflation Excluded)			
Inflation Allowance - 2Q2023 to 2Q2024		£	283,539
COST LIMIT (VAT Excluded)	2.60%		7,372
		£	290,911
		£/m2	2,327.29

Note: Please refer to the Basis of Estimate particularly the Notes, Qualifications and Exclusions listed therein.

ORDER OF COST ESTIMATE

FOR

NEW RUGBY PAVILLION

AT

STITHIANS RUGBY CLUB

SUMMARY

Apr-23

Building Works			
External Works			217,705.00
Main Contractors Preliminaries			16,040.00
Main Contractors Overheads & Profit			58,850.00
Building Works Estimate			20,485.00
Project Consultants Fees		£	313,080
Base Cost Estimate			Excluded
Design Development Risks		£	313,080
Construction Risks	0%		Excluded
Employer Change Risks			Excluded
COST LIMIT (Inflation Excluded)			Excluded
Inflation Allowance - 2Q2023 to 2Q2024		£	313,080
COST LIMIT (VAT Excluded)	2.60%		8,140
		£	321,220
		£/m2	2,569.76

Note: Please refer to the Basis of Estimate particularly the Notes, Qualifications and Exclusions listed therein.



A- barth Onan Hag Oll! Representing One and All

Authorisation of Payments –May 2023

Decisions Required:

- To authorise the payment of invoices received & regular payments due for the period, 18th April to 17th May 2023, Voucher No's: 18 – 33, Total: £18,195.98.

REPORT:

The attached Payments Awaiting Authorisation Reports dated 11th May details all invoices received, or payments made since the meeting held on the 18th April 2023.

Explanatory Notes (where applicable)

Voucher No	Details
20	Payment for the Memorial Plaque – cost has now been donated by N. Whitbread-Jordan
23 - 25	Clerk's Salary & HMRC Payment
26	Payment to AJH Contractors for the work to complete the Footpath, this now includes VAT, which will be reclaimed.
27	Payment of 30% deposit for the approved purchase of the new play equipment.
28-29	Details the payment for the Environmental Maintenance Contract payable in 12 equal payments. The total monthly payment is £2,535.78
30 - 33	Invoices from T Martin for work completed outside the scope of the EMC Contract

J E Richards
Clerk / RFO
11th May 2023

Stithians Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18 Internal Audit Fees	24/04/2023		Lloyds Current Accour	BACS	Internal Audit Fees	Peter Richards	X	456.00		456.00
19 General Maintenance Expens	28/04/2023		Lloyds Current Accour	Visa Debit	Playing Field Maintenance	Bradforbs (BBS)	S	31.90	6.38	38.28
20 Donations / Resources for K	19/04/2023		Lloyds Current Accour	BACS	Memorial Plaques	Anglia Sign Casting	S	144.27	28.85	173.12
21 Data Protection Fee	02/05/2023		Lloyds Current Accour		Annual Data Protection Fee	ICO	E	35.00		35.00
22 Toilets - Electricity	05/05/2023		Lloyds Current Accour	Direct Debit	Electricity - Toilet (Wellness H	Corona Energy	L	144.96	7.25	152.21
22 Toilets - Electricity	05/05/2023		Lloyds Current Accour	Direct Debit	Electricity - Toilet (Wellness H	Corona Energy	L	-50.04	-2.50	-52.54
22 Toilets - Electricity	05/05/2023		Lloyds Current Accour	Direct Debit	Electricity - Toilet (Wellness H	Corona Energy	L	13.61	0.68	14.29
23 Clerks Salary NETT	15/05/2023		Lloyds Current Accour	BACS	Clerks Salary Nett	Clerk / RFO	X	1,398.13		1,398.13
23 Clerks Working from Home A	15/05/2023		Lloyds Current Accour	BACS	Clerks Salary Nett	Clerk / RFO	X	26.00		26.00
24 Clerks HMRC Employer	15/05/2023		Lloyds Current Accour	BACS	Clerks HMRC Employer (NI)	HMRC	X	130.65		130.65
25 Clerk HMRC Employee	15/05/2023		Lloyds Current Accour	BACS	Clerks HMRC Employee Payme	HMRC	X	306.62		306.62
26 Playing Field Footpath 2022	10/05/2023		Lloyds Current Accour		Playing Field Footpath Project	A J H Contractors	S	2,584.00	516.80	3,100.80
27 New Play Equipment	10/05/2023		Lloyds Current Accour		New Playground Equipment	Dragon Play & Sports Ltd	S	8,099.70	1,619.94	9,719.64
28 EMC Highway Verge Mainten	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	130.58		130.58
28 EMC Litter Clearance	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	163.93		163.93
28 EMC Closed Churchyard Mair	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	102.59		102.59
28 EMC Haverigg Cemetery Mai	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	55.96		55.96
28 EMC Lower Churchyard Main	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	83.94		83.94
28 EMC Crelow Fields Caretaki	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	51.30		51.30
28 EMC Footpath Maintenance	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	214.52		214.52
28 EMC Longdowns Bus Shelter	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	27.98		27.98
28 EMC Cleaning of Notice Boar	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	9.11		9.11
28 EMC Crelow Fields Grass Cl	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	51.30		51.30
28 EMC Crelow Fields Hedge T	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	32.64		32.64
28 EMC Maintenance of Speed S	16/05/2023		Lloyds Current Accour	Emc Monthly Payment	Environment Management Cor	Tyrone Martin	X	55.03		55.03
29 EMC Meadows Cemetery I	16/05/2023		Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	185.44		185.44
29 EMC Toilet Cleaning	16/05/2023		Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	227.68		227.68
29 EMC Weed Treatment	16/05/2023		Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	41.97		41.97
29 EMC Playing Field Hedge Trir	16/05/2023		Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	46.63		46.63
29 EMC Playing Field Grass Cutt	16/05/2023		Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	365.00		365.00
29 EMC Playing Field Caretaker	16/05/2023		Lloyds Current Accour	EMC Monthly Payment	Environment Management Cor	Tyrone Martin	X	690.18		690.18
30 General Maintenance Expens	11/05/2023		Lloyds Current Accour	BACS	Playing Field Maintenance	Tyrone Martin	X	50.00		50.00
31 General Maintenance	11/05/2023		Lloyds Current Accour	BACS	General Maintenance	Tyrone Martin	X	12.00		12.00
32 General Maintenance	11/05/2023		Lloyds Current Accour	BACS	Playing Field Maintenance	Tyrone Martin	X	50.00		50.00

Stithians Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33	General Maintenance	11/05/2023		Lloyds Current Accour	BACS	General Maintenance	Tyrone Martin	X	50.00		50.00
Total									16,018.58	2,177.40	18,195.98