

STOKE CLIMSLAND ANNUAL PARISH COUNCIL MEETING MINUTES

MEETING OF THE STOKE CLIMSLAND PARISH COUNCIL

HELD ON MONDAY 20TH MAY 2019

PRESENT: Sarah Ross – Chairman (SR), Cllr Jerry Forbes (JF), Cllr Stuart Cazaly (SC), Cllr Shirley Bruna (SB), Cllr Philip Barriball (PB)

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ), 5 members of the public

SCAPCM 05/19/1 Apologies: Cllr Martin Howlett (MH), Cllr Caroline Vulliamy (CV), Cllr Nigel Cooper – Vice Chair (NJC), Cllr David Crawley (DC)

SCAPCM 05/19/2 Minutes of Last Annual Meeting:

It was proposed by SC, seconded by PB and RESOLVED to approve the minutes of the Annual Meeting, dated 21st May 2018, as a true record of the meeting, all in favour

SCAPCM 05/19/3 Matters Arising:

a. Election of Chairman and Vice Chairman

SR was proposed as Chairman by PB and seconded by SC, no further nominations were proposed. SR received a unanimous vote and was duly appointed Chair for 12 months to May 2020.

SR signed the declaration of acceptance of office, witnessed by RJ.

NJC was proposed as Vice Chairman PB and seconded by, SC, no further nominations were proposed. NJC received a unanimous vote and was duly appointed Vice Chairman for 12 months to May 2020.

b. Election of representatives to outside bodies:

PB proposed that the former representatives be elected en bloc apart from James Coumbe who has resigned, JF seconded this proposal, all in favour

- i. Allotments Venterdon: C. Vulliamy
- ii. Allotments Lockett: D, Crawley
- iii. Footpaths: C. Vulliamy
- iv. CALC representative: N. Cooper
- v. Parish Hall Committee: M Howlett
- vi. Kit Hill representative: J Forbes
- vii. Public Transport: S Cazaly
- viii. Friends of Stoke Climsland Church: N. Cooper
- ix. Old School Committee Officer: S Cazaly
- x. Churchyard Committee Officer: D Crawley
- xi. Caradon Community Network Panel: M Howlett and N Cooper
- xii. Old School News Officer: S, Bruna
- xiii. Community Facilities Group:
Assignment of this role deferred until more councillors could be present.
- xiv. Trustee vacancy for Stoke Climsland Charity Trust:
Assignment of this role deferred until more councillors could be present.

SCAPCM 05/19/4 Finance:

Presentation of Accounts for year ending 31.03.2019:

The Cashflow, Bank Reconciliation, Variance Analysis and Internal Audit Report from Dawe, Hawken & Dodd were displayed on screen and explained by the clerk. It was proposed by SC, seconded by JF to approve all of the above financial reports, all in favour.

AGAR exemption:

From Andrew Farr at Dawn, Hawken & Dodd:

We have concluded our internal audit and are satisfied with the results. We are attaching our report on the internal audit.

We do need to carry out a little more work in order to complete the AGAR form as there appears to be a difference between the opening balances on the 2018 AGAR form and the balances in the bank accounts at 31 March 2018. We would therefore be grateful if you would please allow us further time to complete this work which we would expect to complete within the next 2 to 3 weeks.'

RJ reported that she had since heard from Andrew Farr to say he has resolved the issue but it was too late to complete the AGAR form, so this item is to be deferred to the Ordinary Parish Council meeting of 17th June 2019. The public consultation period can then be set from 17th June to 27th June.

Insurance Renewal and Policy Schedule: the revised policy schedule for 2019-2020 was shown on screen. The following changes have been made.

Remove laptop

Play equipment increased from £47,472.58 to £60,000

Bus shelters amended to 2 and sum insured amended from £5,901.24 to £6,000

Defibrillator added for £2,000

Seats insured for £1,656.58 incorporated into street furniture and sum insured increased to £5,000

Salt bins added for £1,000

There is an additional premium of £118.99 for this, the overall renewal premium to £800.78.

Asset Schedule: The updated asset schedule was reviewed on screen

It was proposed by SB, seconded by SC and RESOLVED to approve the asset schedule for 2019-2020.

SCAPCM 05/19/5 Policy Review (to include procedures for ongoing review):

1. FOR REVIEW & APPROVAL

Standing Orders: NJC not present so defer to June meeting

Document Retention Schedule: There is a need to discuss fully the clauses relating to Criminal Record Checks when more councillors were present.

ACTION: CRC discussion to be added to next month's agenda

Financial Regulations: As confirmed by the internal auditor, the Financial Regulations need updating to conform with latest NALC model

ACTION: RJ to undertake a draft for review ASAP.

2. TO BE REVIEWED ON A ROLLING BASIS OVER 2019

Code of Conduct

3. FOR DEVELOPMENT in 2019

Information Management & Security

Media Policy

Publication Scheme

Copyright Policy

Policy for managing Planning Applications (inc. Pre-apps)

SCAPCM 05/19/6 Programme of dates for meetings up to and including March 2020

There was a general discussion of the suggestion of not having a meeting in August, any planning to be deferred unless unavoidable in which case small planning meeting.

It was proposed by SB, seconded by JF and RESOLVED to continue to meet on third Monday of every month, except August.

SCAPCM 05/19/7 Any Other Business NONE

SR closed the meeting 7:50pm