



# St Teath Parish Council

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**29 April, 2024**

## **To all Members of St Teath Parish Council**

Dear Councillor

You are hereby summoned to the Annual Meeting of St Teath Parish Council to be held in the Community Centre, St Teath on Thursday, 16 May at 7pm for the purpose of transacting the business stated in the agenda below.

Yours faithfully

Julie Fairman  
Clerk & Responsible Finance Officer

Members of the press & public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

If members of the public join the meeting after the Public Participation item on the agenda, they may not be permitted to speak.

Under the Local Government Act (LGA) 1972 Sch 12 10 (2)(b), the Council is unable to make any decisions on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by *Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986* case law, no one councillor can make a decision on behalf of the Council.

Agendas & Minutes of St Teath Parish Council Meetings are available to view via [www.stteathparishcouncil.gov.uk](http://www.stteathparishcouncil.gov.uk) and on St Teath noticeboards.

## AGENDA

**1. Election of Chairman for 2024/25**

To elect a Chairman

**2. Chairman Declaration of Acceptance of Office**

To receive the signed Declaration of Acceptance of Office of the newly elected Chairman

**3. Election of Vice Chairman for the year 2024/25**

To elect a Vice Chairman

**4. Vice Chairman Declaration of Acceptance of Office**

To receive the signed Declaration of Acceptance of Office of the newly elected Vice Chairman

**5. Apologies for Absence**

To receive apologies for absence and note apologies not received.

**6. Declarations of Interest**

a) Pecuniary Interests: To review and receive Declarations of Pecuniary Interests as declared on the Register of Interests.

b) Non-registerable Interests: To receive Declarations of Non-registerable Interests.

c) Dispensations: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.

d) Gifts & Hospitality: To declare any gifts or hospitality in line with the Council's Code of Conduct.

**7. Public Participation**

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. (Meeting then closes to the public).

**8. Full Council Meeting Minutes**

To receive and resolve to adopt the minutes of the ordinary meeting held on Thursday, 4 April 2024 to allow the presiding Chairman to duly sign.

**9. Clerk's Report**

To receive a verbal report from the Clerk on any matters arising from previous minutes, meetings attended by officers and future dates for the diary. For information only.

**10. Parish Councillor's Reports**

To include an update on any meetings attended by Members as representatives of the Parish Council and to note future dates for the diary. For information only.

**11. Cornwall Councillor Report**

To receive and note the report from Cornwall Councillor Dominic Fairman and ask questions on the content.

**12. Standing Orders**

To resolve to approve the continued use of the current Standing Orders.

**13. Financial Regulations**

To resolve to approve the continued use of the current Financial Regulations – Accounts & Audit Regulations 2015.

**14. Review of Arrangements**

To resolve to approve the continuation of the current arrangements (including legal arrangements) with other local authorities, not for profit bodies and businesses.

**15. Appointments to External Bodies**

To resolve to appoint members as representatives to sit on various external bodies and approve the current arrangements for reporting back.

**16. Code of Conduct**

To resolve to re-adopt the Code of Conduct for the forthcoming year.

**17. Asset Register Review**

To receive a verbal report from Cllr Kerri Kitto on the asset register review and resolve any action required.

**18. Insurance Review**

To receive a verbal report from Cllr Geoff Gale on the insurance review and resolve any action required.

**19. Subscriptions**

To resolve to approve renewal of current annual subscriptions held by the Council.

**20. Financial Arrangements**

To resolve to appoint Linda Coles as the Internal Auditor for 2024/25.

**21. Conflict of Interest**

To discuss and resolve whether there is a conflict of interest with the external auditors – BDO LLP.

**22. Finance Matters**

To approve expenditure payments.

To note income.

To approve any transfers of funds.

To note account balances.

**23. Biodiversity**

To discuss and agree a working party to examine the implications of the Biodiversity Duty so that any action may be taken.

**24. Planning Matters and Planning Applications**

To consider and discuss all planning applications, matters of correspondence and approvals/refusals received from the Local Planning Authority.

**25. Funding Opportunities**

To receive information, discuss and resolve a course of action as appropriate.

**26. Traffic Calming**

To receive information, discuss and resolve a course of action as appropriate.

**27. D Day Landings Commemorations**

To receive information, discuss and resolve a course of action as appropriate.

**28. Clocktower**

To receive information, discuss and resolve a course of action as appropriate.

**29. Correspondence**

To review all correspondence, including invitations, received via post or email up to the time of the meeting.

**30. Training and Meeting Attendance**

To receive information, discuss and resolve a course of action as appropriate.

**31. To agree Matters for the next meeting**

To discuss and propose agenda items for the next Full Council Meeting.

**32. Diary Dates**

To advise of the date for the next Full Council Meeting and any other appropriate meetings.

**33. Annual Meeting Closed**