



Tuesday 30th April 2024

Dear Councillor

You are hereby summoned to attend the Annual meeting of St Erme Parish Council on **Tuesday 7th May 2024** at the **St Erme Community Centre at 7.30pm**.

The press and members of the public are welcome to attend.

S Trethewey
Mrs S Trethewey (Clerk to the Council)

AGENDA

- 1) Election of Chairman and signing of the 'Chairman's Declaration of Acceptance of Office.'
- 2) To accept apologies.
- 3) Election of Vice-Chairman and signing of the 'Vice-Chairman's Declaration of Acceptance of Office.'
- 4) Councillors to disclose any declarations of interests on any agenda items.
- 5) Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.
- 6) To receive and approve the minutes previously circulated for the meeting held on Tuesday 2nd April 2024. (Appendix 1)

Public Participation (15 minutes)

The public are given 15 minutes to discuss any item on the agenda, after this period the members of the public may stay at the meeting but will not be able to comment or participate.

7) Planning: (Appendix 2)

a) To consider any planning applications received up to the date of the meeting: -
PA24/02096: The Caravan, land adjacent to Pengelly Cottage, St Erme

b) To update on other planning items:

i) Chief Planning Officer's Advice Note: Use of new Landscape Character Assessment and Areas of Great Landscape Value Descriptions'.

8) Highways: (Appendix 3)

a) To update on the proposed 'Parking Restrictions'.

b) To update on the Community Speed Watch.

9) To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2024 to 31st March 2025. (Appendix 4)

10) To appoint representatives to outside bodies. (Appendix 5)

11) To agree the continuation of the Council's Committees. (Appendix 6)

12) Councillors to discuss any matters with Cornwall Councillor if present.

- 13) Clerks update and report. (Appendix 7)
- 14) To agree the annual subscriptions for 2024/2025. (Appendix 8)
- 15) **Finance: (Appendix 9)**
- a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.
 - b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2025.
 - c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2024.
 - d) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2024.
 - e) Members to consider any conflicts of Interest with BDO LLP who are carrying out our Annual Governance Review.
 - f) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2024.
 - g) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2024.
 - h) To receive quotations and agree the renewal of the Council's annual insurance for 2024/2025.
 - i) To review the council's current bank procedures for the Bank Accounts.
- 16) To review and agree the dates of the St Erme Parish Council meetings for 2024/2025. (Appendix 10)
- 17) **To review and update the following documents. (Appendix 11)**
- Standing Orders
 - Financial Regulations & Supplementary Financial Regulations.
- 18) To resolve to adopt the 'Community Benefit Fund' policy. (Appendix 12)
- 19) To resolve to sign up to the 'Civility and Respect Pledge'. (Appendix 13)
- 20) **Councillors to report on any meetings attended as representative:**
- St Erme Playing Field Trust (Cllr Hodgkinson)
 - St Erme Community Enhancement Group (Cllr Trethewey)
 - St Erme Village Hall (Cllr S Jones)
 - Roseland and Truro Community Area Partnership (Cllr Trethewey)
- 21) To agree the date of the next meeting to be held on Tuesday 4th June 2024 at the St Erme Community Centre 7.30pm.

PART 2

Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following agenda items.

- 22) **Staff / Employment. (Appendix 14)**

Following the meeting of the Council there will be a meeting of the Keate Charity Trustees.