



Wednesday 7th May 2025

Dear Councillor

You are hereby summoned to attend the Annual meeting of St Erme Parish Council on **Tuesday 13th May 2025** 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) To confirm all members have signed their 'Declaration of Acceptance of Office' and agree to extend the date of signing the document for Cllr Gould.
- 2) Election of Chair and Vice-Chair and signing of the 'Chair/Vice Chairs Declaration of Acceptance of Office.'
- 3) Apologies.
- 4) **Declarations of Interest and Dispensations.**
 - a) Councillors to disclose any declarations of interests on any agenda items.
 - b) Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.
- 5) To agree to advertise the vacancy on the Council as per the Council's Co-Option Policy.
- 6) To receive and approve the minutes previously circulated for the meeting held on Tuesday 1st April 2025.

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:

- a) To consider any planning applications received up to the date of the meeting: -
- b) To update on other planning items:
- c) To resolve to develop a 'Neighbourhood Priorities Statement' for the neighbourhood and to designate the area of St Erme Parish.

8) Highways:

- a) 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 2025 to 31st March 2026.

10) To appoint representatives to outside bodies.

11) To agree the Council's Committees and Working Groups.

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

- 13) Clerks update and report.
- 14) To agree the annual subscriptions for 2025/2026.
- 15) To agree the renewal of the Council's annual insurance for 2025/2026.
- 16) **Finance:**
 - 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 2026.
 - c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2025.
 - d) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2025.
 - 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 2025.
 - g) To receive, approve and sign the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2025.
 - h) To review the council's current bank procedures for the Bank Accounts.
- 17) To review and agree the dates of the St Erme Parish Council meetings for 2025/2026.
- 18) To receive a report from the Health & Wellbeing Working group and agree a budget for their 'Coffee' morning and any associated costs.
- 19) To agree for CALC to carry out bespoke 'Code of Conduct' training for our Council
- 20) To receive and respond to an email regarding the closure of the Tregony Police Station.
- 21) **To review and update the following documents.**
 - Standing Orders.
 - Financial Regulations.
 - Community Benefit Fund Policy.
- 22) To receive and respond to an email from Trispen Fun Day Committee regarding the Council having a stall at the annual Fun Day event on 26th July 2025.
- 23) **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 Gould)
 - St Erme Cricket Club (Cllr Gould)
- 24) To agree the date of the next meeting to be held on Tuesday 3rd June 2025 at the St Erme Community Centre 7.30pm.

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