



The minutes of the remote extraordinary meeting held on Tuesday 27th April 2021 via Zoom

Those present:

Cllr Hodgkinson, Cllr Pound (Vice-Chairman), Cllr P Jones, Cllr Riggs and Cllr S Jones

In attendance:

Sally Trethewey (Clerk), Cllr Eathorne-Gibbons (Cornwall Councillor) and Kevin Barnes (member of the public)

Cllr Pound (Vice-Chairman) chaired the meeting.

20/21 To accept apologies.

Apologies were received and accepted from Cllr Trethewey (Chairman) due to work commitments.

21/21 Declarations of Interest in items on the Agenda

- **Councillors to disclose any declarations of interests on any agenda items.**

There were no declarations of interest disclosed.

22/21 Dispensations

- **Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.**

There were no dispensations requested.

23/21 To approve the minutes of the remote council meeting held on Tuesday 6th April 2021 via Zoom

The minutes previously circulated were agreed and it was therefore,

RESOLVED that the minutes of the remote meeting held on Tuesday 6th April 2021 via Zoom be approved as a true record and duly signed.

Public Participation (15 minutes)

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

There were no questions.

24/21 Planning: -

- a) **To consider any planning applications received up to the date of the meeting.**

There were no planning applications received.

25/21 Finance:

- a) **To receive and approve the 'Statement of Accounts' as a true record and agree invoices for payment.**

The 'Statement of Accounts' previously circulated were approved. An additional invoice for M Pearson for Grass maintenance for £185.00 cost had been received since the statement of accounts was published. It was agreed to include this invoice for payment on the schedule.

To be approved at the extraordinary meeting being held on Tuesday 27th April 2021 via Zoom					
Name	Details of payment	Cost	VAT	Total	Paid By
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Diect Debit
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36	Direct Debit
Vision ICT Ltd	Annual Fee - Email hosting	£ 126.00	£ 25.20	£ 151.20	On-line Banking
AG Prowse Ltd	Repairs to Play Equip (M 34/20)	£ 223.54	£ 44.71	£ 268.25	On-line Banking
Mrs S Trethewey	Salary Month 1				On-line Banking
Mr G Brunsdn	Salary Month 1				On-line Banking
Mr M Pearson	Grass Maintenance	£ 185.00		£ 185.00	On-line Banking
TOTAL				£1,969.02	

It was therefore,

RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed and for the clerk to arrange payment of the invoices by on-line banking.

- b) To receive and approve the financial statement and end of year accounts for year ending 31st March 2021.**

The financial statement for the end of year accounts had been previously circulated, there were no questions from members. It was proposed and seconded with all in favour and therefore,

RESOLVED that the 'Financial Statement' for the end of year accounts for year ending 31st March 2021 be approved as a true record. The Clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed

- c) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2021**

The 'Internal Examination' report was previously circulated to members, there were no questions and no areas of concern highlighted. There was one advisory item which is to look at the last review dates of the Council's Policies and update where required. The clerk will look into this and will add to an agenda of a future meeting if required.

- d) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2021**

The Chairman read out each question of the Annual Government Statement and members answered each question in turn. It was therefore,

RESOLVED that the 'Annual Governance Statement' for year ending 31st March 2021 be approved as a true record. The Clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed.

- e) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2021**

The Statement of Accounts previously circulated were agreed by all and it was therefore

RESOLVED that the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2021 be approved as a true record. The Clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed.

- f) **To agree and authorise payment by Direct Debit for the annual Data Protection Fee to the 'Information Commissioners Office' of £40.00.**

Members discussed this item, and it was agreed and therefore

RESOLVED that the Clerk arrange for a Direct Debit to be set up to pay the annual 'Data Protection' fee to the Information Commissioners Office.

- g) **To consider and agree on the distribution of grants to parish organisations for 2021/2022 as per the Council's Grant Policy.**

Members discussed this item, and it was agreed and therefore

RESOLVED to allocate the following monies to be paid out on receipt of application requests as per the council's Grant Policy as follows:

St Erme Church - £1,500

St Erme Cricket Club - £1,250

St Erme Silver Circle - £250

St Erme Playing Field Trust - £500

Misc - £500

26/21 To discuss the return of face to face meetings of the Council commencing from May 17th 2021 as advised by CALC and carry out a risk assessment and review associated procedures.

Under regulations made under section 78 of the Coronavirus Act 2020 local authorities in England have express powers to hold public meetings virtually by using video or telephone conferencing technology, but these regulations will not apply to meetings on or after May 7th.

Local authorities who are subject to elections are legally required to hold their annual meeting within 21 days of the election, which this year will take place on 6th May. We are currently waiting advice from the Cornwall Association of Local Councils and the outcome of a High Court Judgment on whether these regulations can be extended after the 6th May 2021.

Members therefore have considered the risks to employees, members and the public for holding face to face meetings at the St Erme Community Centre. A risk assessment and procedures has been carried out ready for face-to-face meetings if required. This involved looking at the venue we use and their own COVID procedures that are in place along with their capacity. This will be a working risk assessment and will be updated following government guidelines.

Members discussed and have agreed to hold their first face to face meeting on May 19th subject to government guidelines.

Members will be required to review and update the Supplementary Financial Regulations and Supplementary Standing Orders that were adopted under the Coronavirus Act 2020.

27/21 To receive and resolve to adopt the updated Code of Conduct as advised by Cornwall Council.

This item will be put on the agenda of a future meeting and the current 'Code of Conduct' will remain in place until a new code is adopted.

28/21 The date and time of the 'Annual Meeting' of the Council will be held on Wednesday 19th May 2021 at the St Erme Community Centre at 7.30pm

The above date and time were agreed subject to government guidelines.

SIGNED

CHAIRMAN

DATED