

St Cleer Parish Council
Transparency Statement for the year 2019-2020

In the civic year the following matters were raised with The Information Commissioners' / Monitoring Office(r)

Description	Date	Finding
Complaint that a letter was not managed as an FOI FS50865760	March 2019	The complaint was not treated in line with FOI guidelines and a review of process required; St Cleer agreed with ICO
Complaint that the FOI outcome (above) of a review was inadequate FS50865760	16.9.2019	1.An investigation concluded that St Cleer had not withheld any information 2.Initial findings were endorsed
Complaint that a FOI sent to a personal address was not attended to as prescribed FS50865760	23.10.2019	1.ICO directed that the letter be treated as a FOI 2.Reply to complainant demonstrated that all of the information requested was in the public domain
Complaint by St Cleer that the ICO decision was inappropriate RCC0879535	13.11.2019	ICO did not agree with the tenet of the complaint
SLCC adopted the Complaint to the ICO made by St Cleer RCC0879535	14.11.2019	Matter ongoing
Code of Conduct Complaint (Harbord) Information Commissioners Decision Notice FS50827145	11.12.2019	Rejected
Code of Conduct Complaint (Harbord/Watson) re planning application PA19/08136, the NDP and the meeting of the Council held on 23 October 2019.	11.12.2019	Rejected
4 FOIs were received from one member of the general public accounting for 69.33h of work: <ul style="list-style-type: none"> St Cleer Car Park FS50827145 A letter was not managed as a FOI enquiry FS50865760 Accounting Records Planning / LA Protocol 	February 2019 (ran into 19/20) October 2019 June 2019 November 2019	Including on costs at 25% (NIC, Pension, Tax and office expenditure) £1,300 No substantive material details requested were provided as much was in the public domain or outside of the provisions of the Freedom of Information Act 2000
Request for an Internal Review under the Freedom of Information Act re planning / LA Protocol	February 2020	Complaint not upheld
Invoice 2019-2020 for Cornwall Council to be a single point of contact for a vexatious complainer	31.3.2020	£211.68; with the cost noted above this offers a total of £1,511.68
1 FOI was received and retracted from a member of the general public accounting for 1 hour of work: <ul style="list-style-type: none"> Climate emergency 	October 2019	
Fin Ombudsman related to HSBC rejecting as unpaid all cheques legitimately presented to them from September 2019 when their systems changed	January 2020	Outstanding – acknowledgement received but nothing more to date

In the civic year

Police	Date	Finding
Referral for Harassment	27.11.19	ASBO Stage 1 warning given

In the civic year the following panel(s) were convened

Panel	Date	Finding
Vexatious Panel	16.9.19	Continuance of previous finding (12.1.19 Single point of Contact appointed)

In the Civic year 2019-2020 The HR Committee dealt with the following matters

Description	Date	Finding
NALC assessment of terms applied to the Clerk	October 2019	Implemented

In the Civic year 2019-2020 The Finance and General Purposes Committee Audited as follows

Description	Date / Finding
Purchases over £5000 <ul style="list-style-type: none"> WMS £5182 (public toilets) 	<ul style="list-style-type: none"> 25.1.20
All Purchases over £500 <ul style="list-style-type: none"> CALC Membership £994 Rialtas £864 (Purchase) DA Giles £683 (Retention) Darite Defib £1620 A Davey Electrics £644 Butler Fuels £740 RoSPA £522 KCS (Benches) £2649 NDP £1750 G Phelps Electrics Came and Co £2100 Vincent's Tractors £1660 NP Arboricultural £1896 Butler Fuels £677 	<ul style="list-style-type: none"> 8.4.19 8.4.19 8.4.19 10.5.19 24.4.19 10.5.19 23.9.19 22.11.19 12.12.19 25.1.20 11.02.20 24.02.20 25.03.20 10.3.20
All Meetings Agenda advertised with at least 3 clear days' notice	Achieved
All Meetings Minutes published on website	Achieved
Regular audit of banking reconciliation	Achieved Monthly
Councillor Register of Interests	Achieved
Councillor Acceptance of office / Code of Conduct confirmation	Achieved
Councillor Social Media Compliance	No issues noted
Tenders <ul style="list-style-type: none"> Skatepark ITT issued 	Delayed by Pandemic

In the Civic year 2019-2020 the following contracts were entered into

Description	Date	Finding
SLA with Football Teams	May 2019	3 year
WCM – Toilet refurbishment	Paid 23.1.20	£5184.12
SWS - Sanitary waste collection	4.9.2019	24 Months
CheaperWaste – Recycling Contract	23.1.20	12 months
A Sandow – Pitch Maintenance	Specific Work	Ongoing
B Baynes – Hedge Trimming		Ongoing
Happy Habitats – Tree Management Pavilion	23.1.20	Specific Work
Cornwall Council – Single point of contact	1.12.19	Ongoing

In the Civic year 2019-2020 The Estates Committee Audited as follows

Description	Finding
Compliance with Gym weekly inspections	Achieved
Compliance with Horizon Park weekly inspections	Achieved
Compliance with Legionella Monitoring at the Pavilion	Achieved
Equality Impact Assessments on Pavilion, Allotments, Millennium Garden, Outdoor Gym, Football pitches	Further audit work required

In the Civic Year 2019-2020 S 137 Grants were awarded as follows:

Recipient	Amount	Date agreed at Parish
NIL		

In the Civic Year 2019-2020 The following was published

Description	Date	Finding
Meetings Timetable 2020-2021	May 2020	Complies with Transparency Code
Parking Spaces: <ul style="list-style-type: none"> Trethevy Quoit St Cleer Pavilion 		Provided free and for public benefit
Senior Salaries over £50,000 per annum	NIL	
The Pay multiple for 2019-2020 was	1.61	

Reflection of Councillor Election / appointments – No previous Parish Record Digitally Kept

Note	Date	Councillors
Uncontested Election 2017		Smith T, Watson, Sargeant, Harbord, Horsfield , Shead, Lockley, Dickson (Max, Chorlton and Ramsay failed to take office; 5 vacancies remained)
Co-option 2017	June	Johnson and Shute (Shute failed to take office; 4 vacancies remained)
Uncontested Bye Election 2017		Buckley (3 vacancies remained)
Co-option 2017	September	Turton, Webb, Price and Unsworth (Replaced Smith T; Unsworth failed to take office)
Co-option 2018	January	Smith B (Replaced Unsworth)
Co-option 2018	August	Prinn (Replaced Dickson)
Co-option 2018	September	Andrews and Seage (Replaced Johnson and Price)
Co-option 2019	November	Ullman (Replaced Lockley and Buckley; 1 vacancy remained)
Co-option 2019	December	Brunt
Co-option 2020	February	(Vacancy)
Election Due 2021		

4 Elected 8 Co-opted 1 Vacancy

There were no referrals to the Police or others to Investigate Fraud; there were no internal investigations in relation to fraud. There were no claims made against the Insurance policies held

Dated and Signed	<i>R Jones</i>	<i>S Harbord</i>	<i>B Smith</i>
22 May 2020	Clerk	Chair of Council	Chair of FGPC