

Penelope Andrews, Councillor		In attendance
Sue Harbord, Councillor	Vice Chair of Council	In attendance
Suzanne Horsfield, Councillor		
Jonathan Prinn, Councillor	Chair of Council	Observing
Clive Sargeant, Councillor		Observing
Brian Seage, Councillor		
Brian Smith, Councillor	Chair, FGPC Committee	In attendance
Tony Turton, Councillor		
Chris Ullman, Councillor		
Derris Watson, Councillor	Vice Chair FGPC	In attendance
Andy Webb, Councillor	Vice Chair of Council	
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	
Roni Jones	Clerk In attendance	RJ
Members of the Public		4

1	<p>Apologies for Absence</p> <p>None</p>				
2	<p>Members declarations</p> <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations <p>No interests were raised</p>				
3	<p>Minutes of Previous meeting</p> <p>To receive and approve minutes of the last meeting 11th November 2020</p> <p>BSm proposed the minutes as accurate and was seconded by SH; Motion carried</p>				
4	<p>Matters Arising</p> <p>Review the ongoing closure of the village WC. A new Risk Assessment was adopted by FGPC and the ongoing closure of the WCs was proposed by DW and Seconded by PA. Motion Carried</p>				
5	<p>Financial Report</p> <p>Quarter 3 Figures (Circulated)</p> <p>SWW – Allotments – a new charge was proposed by DW to raise to £8.50 per plot (from £5.50) and a motion be taken to Parish on 24.2.21. Seconded by SH. Motion Carried</p> <table border="1" style="width: 100%;"> <tr> <td> <p>Situation:</p> <p>St Cleer Allotments have a water supply and tenants contribute £5.50 per annum to cover the costs</p> </td> </tr> <tr> <td> <p>Background:</p> <p>This summer has been warmer and more allotments are being actively worked as a result of changes in Parish to drive up occupancy</p> </td> </tr> <tr> <td> <p>Assessment:</p> <p>The SWW invoice has just raised significantly on the basis of the metered supply to £39 per month from £22.50 There are 56 allotments</p> </td> </tr> <tr> <td> <p>Proposed Motion:</p> <p>To raise the charge for water from £5.50 to £8.50 to cover the increased costs, Effective 1.4.2021.</p> </td> </tr> </table>	<p>Situation:</p> <p>St Cleer Allotments have a water supply and tenants contribute £5.50 per annum to cover the costs</p>	<p>Background:</p> <p>This summer has been warmer and more allotments are being actively worked as a result of changes in Parish to drive up occupancy</p>	<p>Assessment:</p> <p>The SWW invoice has just raised significantly on the basis of the metered supply to £39 per month from £22.50 There are 56 allotments</p>	<p>Proposed Motion:</p> <p>To raise the charge for water from £5.50 to £8.50 to cover the increased costs, Effective 1.4.2021.</p>
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6

Insurance Broker Motion (Circulated)

Following debate PA proposed and SH seconded that Came and Co be retained as Cyber Insurance provider; Motion carried.

SH asked that Zurich requote and that the two providers (below) be offered to Parish to vote on once Zurich’s position was known:

Assessment:	£ 2,316.27 (3 year)	£ 1,996.17 (3 year)
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MAIN

Came and Co		Cover Levels		Limit of Indemnity / Sum Insured
Area of Cover	Pen Underwriting Limited via Axa	Zurich		
Public Liability	£10,000,000	Public Liability		£12m
Including	Hirees Liability £5,000,000 Libel & Slander £500,000 Motor No claims £250 each Excess & Bonus	Employers Liability		£10m
Employers’ Liability	£10,000,000	Fidelity Guarantee		£500k
Officials & Trustees Liability	£500,000	Officials Indemnity		£10m
Employee Dishonesty	£150,000	Libel and Slander		£500k
Legal Expenses	£500,000	Legal Expenses		£200k
Personal Accident	£100,000/£500pw	Money		£250k
Property Damage		Personal Accident		£100k/£500 pw
Including	Defibrillators & Cabinets £5,000	Personal Accident – Key Worker Cover		£100k/£500 -£100pw
Business Interruption		Material Damage Cover (All Risks)		See Schedule Attached
Including	Loss of Revenue £10,000 Increased Cost of Working £10,000 Key Person Cover £250pw up to max £2,500 pa			
Contents (away from premises)	£5,000			
Money	£2,500			
Internet & Email	£500,000			
Crisis Management	£500,000			

CYBER

Insurer	Limit	Retention	E Theft	Premium	Insurance Tax	Total	Package
C&C (OSC)	250K	1K	25K	£285.00	£ 34.20	£ 319.20	Yes

Proposed Motion:

To appoint Zurich as Parishes MAIN Insurance brokers for a term of 3 years* subject to the Parish view of the level of cover queried

To appoint Came and Co as Cyber Insurers for a term of 3 years

7

Appoint a new Fire Service Engineer

It was agreed to request a signage review of Firewatch and ask Parish to approve a 3-year contract as indicated below:

Assessment:

COMPANY	FIRE EXTINGUISHER SERVICE	
Golant Fire	£ 126.00	Signage Assessment Free
Fire Safety Solutions	*	Fire Assessment £350.00
Firewatch	£ 119.10	
GFS Fire	No reply	
Marlow Fire	No reply	

Proposed Motion:

To recommend a 3-year contract to Firewatch, subject to their offer of a Signage assessment for Parish as indicated by Golant. (Requested)

8

Policies Review

IT and Communication Policy some errors had been noted in this document and this had been revised. DW proposed and SH seconded the motion to recommend this policy to Parish. Motion Carried

9

Standing Items

S 137 Application – St Cleer School

Bsm proposed and PA seconded that Parish be requested to support the application for £500 for the provision of 2 iPads for the benefit of children resident in St Cleer over Covid and beyond. Motion Carried

Business Plan review

SH proposed and PA seconded the recommendation that Parish adopt the business plan as appended. Motion carried

Risk Register

DW and PA proposed that the appended revised and rescored Risk Assessment be recommended to Parish; Motion Carried

Transparency Code Update

The Committee noted the revised Transparency Audit.

Workplan review

The committee noted the Clerk Workplan and suggested that PA be asked to undertake Due Diligence audit on Q1-3 once it is possible to meet in person

A change of process was recommended for Q4 requiring the 3 bank signatories review the

- Rialtas
- Bank Statement
- Invoices are in keeping

Clerk to revise the policy and bring that forward to Parish on 24.2.21. In keeping with a change to the RA all invoices were to be sent to cheque signatories as a matter of practise henceforth.

Clerk Work Plan

MEETINGS	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	Status	
Parish	26	25	22	27	24	29	TBC	23	28	25	16	27	24	24	21		
Finance	12		8	20	10			9	FRED+Circ	11			10				
Estates		11				15			14			13		10			
Community Engagement	19		29	3				16				20				29	
Emergency Planning	19			3				16				20				29	
HR		18			17				21						17		
APM				13													
Clerk Leave		2-6th	9 + 14th			6-10th	1 week		5-9th		Xmas week				1 week		
TASKS	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL		
Plan next year spend					17			16	14								Achieved
Standing Orders	Agenda																Reviewed in July 2020
Financial Regulations	Agenda																Outstanding
Risk Assessment		Agenda															Achieved
Health and Safety Appraisal			Asset Survey	Date													Outstanding
Asset Register	Agenda																Achieved
AGAR / close accounts / Int and Ext Audit			Clerk	Clerk													Achieved
Finance Due Diligence Audit	Date			Date				Date		Date			Date				Outstanding
3rd Quarter outturn / Budget planning								Set Rents	FRED								Achieved
Precept										Agenda							Achieved
Estates Due Diligence Audit		Date				Date				Date		Date					Outstanding
Skate Park	17th	16/25th	Funds	Funds	Funds	Funds	Funds	Funds									Outstanding
Muga																	
Wifi																	Achieved
CCTV																	Outstanding
WWW																	achieved
Allotments Water																	Ongoing
Trees to Trethey Quoit																	Awaited
Noticeboard Sibleyback and T Quoit																	
Legionella Test	Julian												Julian				ordered
Vertidrain Pitch							Sandow										ordered
Hedge Trimming	Baynes	Baynes															
Regularise Title Deeds																	

AIM(S)	OBJECTIVE	ACTIONS
1. Improved Connectivity at meetings <ul style="list-style-type: none"> o Live stream meetings o Access the internet at meetings o Provide a Wi-Fi hotspot for the parish and Pavilion users 2. Caretaker to be digitally connected (more than just by phone) 3. Assets of the parish to be monitored in order to prevent antisocial behaviour and improve accountability if this is an issue	Install CCTV to monitor the assets of the village Install WIFI to the Pavilion Have these systems linked	1. Specification to be developed 2. £2.5K is in EMR and ought to be adequate Achieved 2020 Achieved 2020 <ul style="list-style-type: none"> • Offer from Memorial Hall to share CCTV in relation to Horizon
1. Improve allotments 2. Respond to the request of the users 3. Improve uptake of allotments within the Parish	Extend water pipe and repair fence at St Cleer's Allotments	1. Work to be costed and authorised later in the year 2. £2.5K is allocated and may need to be revised
1. Improve community facilities	Replace all benches within St Cleer, and have the new ones installed on concrete plinths to manage weed ingress	1. Benches replaced or renovated 2. Trees to Street Boundary on Sports Field, MG, Trethevy Quoit 3. Wild flower seeds into chippings at pavilion Achieved 4. Sponsored Birdboxes Achieved
1. Manage community concerns for road safety in St Cleer 2. Change speeding behaviour of drivers using the village 3. Respond to the requests of the electors	Install mobile speed camera in St Cleer, cost effectively	1. Post installed 2. Spend authorised 3. Camera to be deployed
Millennium Garden <ul style="list-style-type: none"> • Potentially in partnership with CORMAC, major cutting, re surfacing and re painting initiative to be undertaken • Specification/ agreement to be developed • £2.5K is in EMR and ought to be adequate 	Improvement of use and access	Achieved
Notice Boards <ul style="list-style-type: none"> • An element of the Community Engagement Strategy; increase access to information across the parish not just in the main village. • No agreement reached on need, siting or strategy 	Increased engagement	
Defibrillators <ul style="list-style-type: none"> • Darite Defibrillator installed; further site to be identified as per motion in May 2019 • Based on one full cost defibrillator per annum 	Health and well being Equality of access	Horizon AED Authorised 2021 Market Inn AED moved to phone box
Skatepark <ul style="list-style-type: none"> • Refurbish 	Health and well being Community Engagement Anti-Social Behaviour measure	Tender and Consultation Fundraising Contracting Installation

Website	Up to date Compliant	Achieved
Bus Shelter at Redgate	Installed	In progress
Pavilion PPM	Assessment undertaken Quotes Let contracts	
Grit Bin community assessment	Plot Review Motion and Action Plan	
Allotment Management	Mandate from Parish to increase staffing JD / Person Spec Implement	Achieved Achieved
CCTV at Pavilion	Specification Quotes Install	
Speed Camera Management	Siting schedule Working Party Training Data Management Petition to Cornwall with data	

No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Litigation and Loss	Financial incompetence	2	x	2	4		<ul style="list-style-type: none"> • ELI / PLI / Fidelity Guarantee / Business interruption / Accident Insurances to meet needs of the Parish • Cashflow reserve of 50% precept (target) • Diligent inspection regimes to community assets • Due Diligence audit of inspection regimes • Asset register linked to Insurance
2	Lack of financial management	Bankruptcy	2	x	2	4		<ul style="list-style-type: none"> • Strong Financial Regulations which are owned and delivered by a strong FGPC • Clear understanding of the information presented • Regular monitoring of accounting • FGPC committee to include due diligence audit • FGPC to hold Council to account on KPIs such as regular checks on Register of Interests • Recording of income and expenditure in accessible format
3	Lack of Equality of Access	Discrimination by default or design	3	x	2	6		<ul style="list-style-type: none"> • Equality impact assessments on new processes • Equality impact assessments on existing processes and as all procedures are evaluated • Monitoring at recruitment • Evidence of commitment to non-discrimination • Evidence of diversity awareness at Parish • Deep Dive on specific procedures to ensure equality issues are examined and responded to
4	Precept not linked to business plan	Insufficient funds to deliver Business Plan	3	x	3	9		<ul style="list-style-type: none"> • Each committee to have clear plans for 3 years • Spending planned over that time • Precept meets budget • Whole Parish Council ownership of the Budget and Precept • Effective amounts set aside to meet programme of asset replacement
5	HR Related Litigation	Financial impact Reputational Risk	3	x	3	9		<ul style="list-style-type: none"> • Use HMRC Basic Tools • Diligent HR Policy Use eg Lone working policy • Effective delegation • Appraisal / Training Needs Analysis • Training provision and recording • Grandparenting system for appraisals • Effective HR Committee • Councillor Training • Membership of SW Councils for HR Advice
6	Inadequate bank account provision	Reliance on Cheques Clerk purchasing limited	1	x	1	2		<ul style="list-style-type: none"> • Use Internet based account • Clerk access to the accounts • Access to statements • Clerk to have a purchasing card • Invoices to be emailed to Authorisers

7	Bank account with excess of £85K	Financial loss	1	x	1	2		<ul style="list-style-type: none"> • Two separate bank accounts held
8	Corruption	Litigation and financial Loss Reputational Risk	2	x	1	2		<ul style="list-style-type: none"> • Use of Code of Conduct • Register of interest updated at least annually • Diligent expression of interests in meetings • Training for Councillors • Provision of decision matrix for councillors in meetings • Excellent practice in cross parish involvement in planning applications • Appropriate purchasing and compliance with regulations (including concessions)
9	Inappropriate Procurement	Litigation and financial Loss Reputational Risk	2	x	1	2		<ul style="list-style-type: none"> • Clerk to manage all procurements and concessions • Contracting to meet Financial Regulations • Use of Procurement Organisations • Appropriate purchasing and compliance with regulations (including concessions) • GDPR assessment on procurement as required • Contracts to manage GDPR and Anti Trafficking (require contractor compliance)
10	Breach of GDPR Breach of ICO regulations in relation to FOIs	Loss of data which harms an individual Litigation	3	x	4	12		<ul style="list-style-type: none"> • Adopt Data Protection Policies from DPO • ICO Registration and compliance in relation to all FOIs • Management of FOIs within guidelines • DPO Appointment • GDPR Policy and Procedures • Due Diligence / Audit / evidence of governance in this area
11	Accounting malpractice Fraud	Loss of income Reputational Risk	4	x	1	4		<ul style="list-style-type: none"> • Introduction of Finance IT system • Due Diligence audits of accounting • Cross parish involvement with the AGAR • Internal Audit leading to quantifiable improvements • External Audit leading to quantifiable improvements • Utility use monitored and reported
12	Breach of Health and Safety Law or tenet thereof	Loss of life Litigation Reputational Risk	1	x	2	2		<ul style="list-style-type: none"> • Staff Training • Audit of all service areas / provision • Due Diligence of inspections • Action Plan implementation • Engagement within Estates Committee • Reporting to Parish
13	Prevention of Breach of Health and Safety Law or Tenet	Loss of life Litigation Reputational Risk	1	x	2	2		<ul style="list-style-type: none"> • Defibrillator provision and reporting to SWAST • First Aid boxes regularly reviewed • PAT Testing • Electrical Surveys • Water Temperature Surveys • Fridge Temp Surveys • Review Accident Book • Sanitary Bin contract

								<ul style="list-style-type: none"> • Sharps disposal contract
14	Mismanagement of Council Asset	Loss Litigation related to Asbestos or Legionella	2	x	2	4		<ul style="list-style-type: none"> • Planned and preventative maintenance regimens • Regular inspection and reporting on outcomes • Identified risks acted upon and mitigated • Health and Safety Diligence • Staff Training and sense of accountability • Routine Testing and recording • Improved CCTV monitoring
15	Lack of Council functionality	Lack of Governance	2	x	3	6		<ul style="list-style-type: none"> • Training • Focus on outcome focussed discussion • Use code of conduct and standing orders diligently; • Challenge intimidation and filibustering. • Promote appropriate transparency • Promote organisational confidentiality
16	Lack of community engagement	Irrelevance and mission drift	3	x	2	6		<ul style="list-style-type: none"> • Live stream meetings • Engage with community on surveys, social media and news • Consult on key issues such as NDP / Skate Park
17	Lack of Public Confidence	Lack of community engagement	2	x	3	6		<ul style="list-style-type: none"> • Policy of engagement • Appropriate social media output • Excellent web-based information • Challenge of misinformation • Acts that show activity are communicated eg Car Park • Replacement of benches, New Gym Equipment and work with football teams
18	Poor Moral of Councillors and Staff	Loss of Councillors, staff and contractors	4	x	4	16		<ul style="list-style-type: none"> • Concentrate on the work in hand and achievements • Challenge issues which lead to negative impact • Record Progress
19	Scrutiny of Planning Applications	Loss of public confidence, in appropriate planning decisions.	2	x	2	4		<ul style="list-style-type: none"> • Formalise Planning Committee, to meet monthly to visit sites and prepare recommendation to full Council • Provide guidelines to councillors • Training for Clerk and Councillors • Engage with Planning Dept • Use of Social Media
20	Lack of training of Councillors	Poor decision making Inappropriate conduct Inefficient working of the Council	2	x	3	6		<ul style="list-style-type: none"> • Arrange training for Planning, Code of Conduct and Chairmanship • Clerk support at meetings to maintain Standing Orders • Training Needs Analysis • In house training
21	Democracy impeded by intimidation	Loss of Councillors, staff and contractors Litigation	3	x	3	9		<ul style="list-style-type: none"> • Use of Standing Orders and Financial Regulations • Training of Councillors, strict adherence to the Member / Officer protocol and report breaches to the Chair, employment committee or Moderator. • Use of Vexatious Customers Policy

	Harassment and Intimidation of staff and Contractors Lack of adherence to the Code of Conduct	Poor performance of duties / Time management impact Cost of lost opportunity						<ul style="list-style-type: none"> • Referral of incidences of Harassment and Intimidation to Monitoring Officer • Referral of incidences where appropriate the Police • Use of Cornwall Legal Support when required • Use of Insurance Lawyers when required • Protection of staff by Council
22	Parish meetings overburdened	Potential for hasty or poor decision making Pressing matters deferred	1	x	3	3		<ul style="list-style-type: none"> • Circulation of papers prior to the meetings • Chairman Trained • TOR for all Committees Reviewed • Delegated Authority Managed effectively • Financial Regulations improved • Motions framework to create a vote centred meeting and swift decision making • Chair to prioritise Agenda where necessary to ensure matters are dealt efficiently.
23	Reputational Risk created by trolling	Strong Community Engagement	3	x	3	9		<ul style="list-style-type: none"> • Improve use of social media • Improve use of St Cleer News / Granite Post • Community Engagement TOR • Influence opinion by results
24	Loss of functioning parish as a result of Councillors - interim Cornwall Tenure	Reputational Risk Risk of loss of Clerk	1	x	1	1		<ul style="list-style-type: none"> • Manage all risks and decision making in line with Transparency Code
25	Inadequate policy and procedural framework	Illegal or less than best practice working Inefficient working of the Council Litigation	1	x	1	1		<ul style="list-style-type: none"> • Review core policy and procedures annually • Develop procedure manual from NALC / CALC / Other Parishes • FGPC to monitor progress • Introduction of audit and reporting in relation to procedure, processes and governance
26	Lack of evidence of training of staff	Fully trained and competent workforce aimed at delivering the needs of the parish	1	x	1	1		<ul style="list-style-type: none"> • Health and safety training • Manual handling training • lifting and handling training • Water safety training • Risk Assessment Training • CilCA qualification for Clerk • RoSPA Inspection qualification
27	Lack of resilience of office due to clerk sickness / absence	Lack of Business Continuity	2	x	4	8		<ul style="list-style-type: none"> • Use of Locums / Councillor appointment (CALC / SLCC) • Access to ITC • Policy for locum appointment in emergency
28	Cyber security Cloud Back E mail for Councillors	Compliance with GDPR Management of Hacking Remote working and encrypted back up	4	x	4	16		<ul style="list-style-type: none"> • Proposal to Parish to extend Insurance to include Cyber Cover (also includes virus protection) • iCloud (or similar) back up with internet provider used to provide Broadband at the Pavilion • New Webmaster to provide Councillor e mails
29	Water supply at the Allotments	Compliance with water safety regulations	3.5	x	2	7		<ul style="list-style-type: none"> • Enhancements to water supply from the mains to be addressed with alacrity.