

ST CLEER PARISH COUNCIL

Minutes of the XO meeting of the Parish Council held on September 6th 2023 at 7pm in the Sports Pavilion, St Cleer

Present: Cllrs. R. Pearce, I. Morris, J. Prinn, S. Horsfield, C. Sargeant, S. Harbord, B. Dupreez, K. Johnson.

Apologies: None

Absent: Cllrs. P. McFaul, N. Emms, S. Hearn (later sent apologies due to a broken wrist)

In Attendance: I Morris, Acting Clerk & E. Luther, Asst. Clerk

Members of Public: 7

X9/23/4	<p>Elections</p> <p>Due to the resignation of the previous Chair this item was held first in order that a new Chair could chair the meeting.</p> <p>i) Announcement from Vice Chair, Cllr. Raymond Pearce</p> <p>Cllr. Pearce reminded councillors of the Code of Conduct and that no member should obstruct a meeting. He said that any councillor wishing to speak should raise their hand and would be allowed to speak for three minutes only. He then went through the election procedure in detail.</p> <p>ii) To elect a Chair</p> <p>Cllr. Johnson proposed himself as Chair. Cllr. Prinn also proposed himself as Chair, which was seconded by Cllr. Sargeant. As Cllr. Johnson's proposal received no seconder, Cllr. Prinn was the only candidate. The vote was by show of hands.</p> <p>To RESOLVE to elect Cllr. Jon Prinn as Chair for the remainder of the civic year 2023/24</p> <p><u>Carried</u></p> <p><i>*At this point the meeting was temporarily suspended in order for Cllr. Prinn to sign the Acceptance of the Office of Chair. The meeting then resumed*</i></p> <p>ii) To elect a Vice Chair if necessary</p> <p>This was not necessary. Cllr. Pearce remains as Vice Chair.</p>	
X9/23/1	<p>Persons Present/Absent: To note persons present and absent as above.</p>	
X9/23/2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <p>None</p>	
X9/23/3	<p>Allow 15 minutes for members of the public to address the council</p> <p>After comments made by members of the public regarding messages on the council Facebook page, the new Chair, Cllr. Prinn apologised, and said such comments should not have been written and did not represent the views of the council. He agreed to pay a donation of £50 to St Cleer Youth Club at the suggestion of a member of the public, as a sign of good will. This was accepted by the member of the public.</p>	
X9/23/4	<p>Elections – see first item</p>	

X9/23/5	<p>Approval of Minutes of previous meetings:</p> <p>i) To RESOLVE to approve the Minutes of July 12th 2023 Cllr. Johnson requested two amendments, separating out his point of order, and deleting a sentence from him. To RESOLVE to amend the minutes as requested above. Proposed: Cllr. Prinn, Seconded: Cllr. Harbord <u>Carried</u></p> <p>ii) To RESOLVE to approve the Minutes of July 26th 2023 Cllr. Johnson asked that the HSBC balance be added retrospectively to maintain the records in the Minutes. To RESOLVE to approve the minutes of July 26th 2023 Proposed: Cllr. Prinn, Seconded: Cllr. Johnson <u>Carried</u></p>	
X9/23/6	<p>Finance</p> <p>i) To note the total balance of £168,954.83 in PC bank accounts on August 30th 2023 consisting of: Unity Current: £72,262.94 Unity Deposit: £28,531.90 HSBC Current: £37,441.03 HSBC Deposit: £30,718.96</p> <p>ii) To choose a councillor to do the deep dive internal control checks in September 2023 Cllr. Pearce volunteered to perform these checks To RESOLVE that Cllr. Pearce do the above checks Proposed: Cllr. Prinn, Seconded: Cllr. Harbord <u>Carried</u></p> <p>iii) End of Year Financial Summary for the Civic year 2022-2023 The Assistant Clerk reported that the council had underspent in a number of areas due to council inactivity. Accounts will be published online in due course, along with the AGAR.</p>	
X9/23/7	<p>External Audit and Year End Accounts</p> <p>i) To RECEIVE and APPROVE the Annual Governance Statement, 2022-2023</p> <p>ii) To RECEIVE and APPROVE the Annual Accounting Statement, 2022-2023</p> <p>iii) To RECEIVE and NOTE the Internal Auditor's Report</p> <p>Proposed: Cllr. Prinn, Seconded: Cllr. Harbord For: Cllrs. Prinn, Harbord, Morris, Pearce Against: Cllr. Johnson Abstained: Cllrs. Dupreez and Horsfield</p>	

X9/23/8	<p>Policies and Documents</p> <ul style="list-style-type: none"> i) To RESOLVE to adopt the revised Standing Orders as circulated ii) To RESOLVE to adopt the revised Financial Regulations as circulated iii) To RESOLVE to adopt the revised Financial Risk Assessment as circulated iv) To RESOLVE to adopt the Code of Conduct policy as circulated Proposed: Cllr. Prinn, Seconded: Cllr. Harbord <u>Carried</u> v) To identify policies from but not limited to those listed below, that require updating and set up working group(s) to do so: <ul style="list-style-type: none"> a) Abusive, persistent and vexatious matters b) Social Media c) Health and Safety d) Data Protection e) Complaints f) Employment 	<p>Deferred Deferred Deferred</p> <p>Deferred</p>
X9/23/9	To RESOLVE to have a deadline of 12 noon on the 3rd Wednesday of the month for invoices to the council, with invoices received after this deadline being put in for payment the following month	Deferred
X9/23/10	To RESOLVE to give the Acting Clerk and Assistant Clerk authority to move the council's HSBC bank accounts to Lloyds Bank plc	Deferred
X9/23/11	<p>To RESOLVE to add {insert names} as signatories to the Lloyds account(s) once set up</p> <p><i>Interested councillors should make their names known to the Chair and Clerk either prior to the meeting or promptly at the start of this item.</i></p>	Deferred
X9/23/12	<p>To RESOLVE to pay to CALC, when invoiced, the sum of £250 plus VAT and mileage for in-person Code of Conduct training, with the probable date of training to be the evening of October 18th 2023</p> <p>After a brief discussion, this was amended: To RESOLVE to undertake the training as described above subject to absent councillors being able to make the date of October 18th 2023 Proposed: Cllr. Prinn, Seconded: Cllr. Harbord <u>Carried</u></p>	
X9/23/13	<p>To RESOLVE to form a working group of councillors {insert names}, headed by Cllr. XX to work on stopping or mitigating the planned school bus cuts in 2024</p> <p>Cllrs. Pearce, Dupreez, Horsfield, Prinn and an interested member of the public, Mr. Garry Fitch-Goodwin, will form a working group (no Head).</p> <p>To RESOLVE to form a working group consisting of the above councillors and member of the public, Garry Fitch-Goodwin.</p> <p>Proposed: Cllr. Prinn, Seconded: Cllr. Sargeant <u>Carried</u></p>	

X9/23/14	<p>Subcommittees and Appointments</p> <p>1) To appoint representatives to outside bodies who will notify parish in advance of any meeting and report back on all matters at the Parish meeting following the external meeting:</p> <ul style="list-style-type: none"> i) Commoners Association ii) Police & Crime Commissioner Liaison <p>It was decided not to have representatives for the above positions.</p> <p>2) To appoint members to committees and any sub-committees:</p> <ul style="list-style-type: none"> i) HR <p>Cllrs. Prinn, Pearce, Dupreez, Harbord and Johnson were appointed to the HR committee</p> <p>Proposed: Cllr. Prinn, Seconded: Cllr. Johnson</p> <p><i>Carried</i></p> <ul style="list-style-type: none"> iii) To consider whether any new committees should be formed or previous committees reformed <p>It was decided to reinstate the Finance and General Purposes Committee with members being Cllrs. Harbord, Dupreez, Prinn and Pearce.</p> <p>Proposed: Cllr. Prinn, Seconded: Cllr. Pearce</p> <p><i>Carried</i></p>	
X9/23/15	<p>Subscriptions: To Review the council's subscriptions:</p> <ul style="list-style-type: none"> i) CALC <p>To RESOLVE to continue the CALC subscription and membership</p> <p>Proposed: Cllr. Pearce, Seconded: Cllr. Harbord</p> <p><i>Carried</i></p> <ul style="list-style-type: none"> ii) SLCC (Clerk/Asst Clerk) subscription(s) <p>Cllr. Johnson asked that his subscription be renewed too.</p> <p>To RESOLVE to renew the SLCC subscriptions for the Assistant Clerk, Clerk if required, and Cllr. Johnson</p> <p>Proposed: Cllr. Prinn, Seconded: Cllr. Pearce</p> <p><i>Carried</i></p> <ul style="list-style-type: none"> iii) Any other subscription (s) not aforementioned 	Deferred
X9/23/16	<p>Matters Arising</p> <p>None</p>	
X9/23/17	<p>Plans and Priorities: 30 minutes (approx.) for councillors to discuss priorities and identify and allocate key tasks to be done</p> <p>Discussion not had due to the length of the meeting</p> <p>Meeting Closed 9.45pm</p>	