

St Cleer Parish Council Motion Template

Date of document	6 Jan 24
Committee / Sub Committee The motion is intended for:	PC Jan 24
Proposer:	K Johnson
Seconder:	

Situation:

The following membership fees are due for renewal for Cllr Johnson:

- (1) Internal Audit Forum (IAF) - Affiliate membership fee £10
- (2) Society of Local Council Clerks (SLCC) - Membership £65 including student upgrade £15

Background:

(1) IAF membership subscription was endorsed by the PC for 22/23 at the Sep 22 PC meeting under minute 189/9. The full written motion in support of the original subscription is available to view in the supporting documents for the Sep 22 PC meeting at the council webpage. (NB - it is EXACTLY this degree of audit trail and accountability that should become the standard St Cleer PC seeks to adopt.)

(2) SLCC membership subscription was endorsed by the PC for 22/23 at the Jan 23 PC meeting under minute 12/1. The full written motion in support of the original subscription is available to view in the supporting documents for the Jan 23 PC meeting at the council webpage. (NB - it is EXACTLY this degree of audit trail and accountability that should become the standard St Cleer PC seeks to adopt.)

Assessment:

(1) Internal Audit Forum provides exceptional peer review, resource library and access to latest developments in public sector audit process.

(2) SLCC similarly provides exceptional resource library and access to latest developments in town and parish council business.

The benefit of both subscriptions has ALREADY been empirically evidenced through significantly improved awareness, reporting and record of PC activity.

Examples:

IAF

- unanimous PC dismissal of 21/22 Internal Audit report as noted by External Auditor
- 21/22 AGAR properly recording 6 of 8 assertions as non compliant
- 22/23 AGAR properly recording 8 of 8 assertions as non compliant
- out of sequence Internal Audit highlighting additional areas for attention
- 22/23 Internal Audit highlighting additional areas for attention

SLCC

- daily access to discussion forum via email update allowing 'pull' information for relevant topics
- awareness of broader national issues affecting PCs
- access to lobbying resources and latest updates on sector developments
- certified sector qualification

Proposed Motion:

Resolve to allocate from Cllr training EMR (or other header as deemed appropriate) sufficient funds to renew recently expired membership fees as specified above at the current 2024 rates as invoiced by IAF and SLCC.

Date received:

Action taken or motion rejected:

Signature of clerk:

Disposal:

Parish meeting

Date of meeting:

St Cleer Parish Council

Conflict of Interest with BDO LLP form

Date of Document:	20/1/24
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	31/1/24
Proposer:	Sue Harbord
Seconder:	Jon Prinn
3 rd and 4 th Signatories if required under Standing Order (this applies specifically to EXO matters and Recissions)	

Situation:

The external auditor has requested that the Parish Council fill in a form regarding any potential Conflict of Interest between themselves and the Parish Council.

Background:

This is a standard form required by the auditor, please see attached form below.

Assessment: What is your assessment?

We need to consider if we have any conflict of interest with BDO.

Proposed Motion:

St Cleer Parish Council has no conflict of interest with BDO. This is to be recorded in the minutes so that the form can be completed and signed by the RFO and Chair

Date received:

Action taken or motion rejected (under S09h):

Signature of Clerk / Officer receiving the motion:

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

St Cleer Parish Council
Calc Recruitment Motion

Date of Document:	24.01.24
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	31.01.24
Proposer:	Jon Prinn
Seconder:	
3rd and 4th Signatories if required under Standing Order	

<p>Situation: The Council has no employed clerk and there is a need to recruit</p>
<p>Background: The council lost is paid clerk/assistant clerk in July 2023 and no recruitment has taken place since then. The delay in the recruitment is the fault of Cllr Prinn, of which he apologises.</p>
<p>Assessment: There are limited individuals on the council with the time and knowledge to conduct the recruitment process. Recruitment will be heavily scrutinised by the public. Therefore it may be wise to task CALC to conduct the recruitment process as follows. The CALC can offer to run the process for the council i.e. work with members to prepare the advertisement, advertise and circulate application packs, gather the applications and support the shortlisting. The cost would be in the region of £600 - £700 up to the point of interview. Please note the HR committee will then conduct short listing, the interviews and recommend a candidate Please see Email from CALC in relation to this motion</p>
<p>Proposed Motion: To instruct CALC to conduct the recruitment process on behalf of the Council, and liaise with the Chair and vice chair of the Council. Cost £700 +vat</p>
<p>Date received: 24.01.24</p>
<p>Action taken or motion rejected (under SO9h):</p>
<p>Signature of Clerk / Officer receiving the motion:</p>

St Cleer Parish Council

RFO Additional Hours request for external audit

Date of Document:	20/1/24
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	31/1/24
Proposer:	Sue Harbord
Seconder:	Jon Prinn
3 rd and 4 th Signatories if required under Standing Order (this applies specifically to EXO matters and Recissions)	

Situation:

The RFO has received a request from the external auditors for a large amount of additional information required to complete audit.

Background:

An email was received from Council Audits requesting information to complete the annual review.

Assessment: What is your assessment?

At present the RFO is contracted to work 5 hours per week, this additional work would not be achievable in the hours allocated.

Proposed Motion:

if required the RFO be given 10 additional hours to complete this work. If this additional 10 hours is not sufficient an additional 10 hours can be approved by the Chair and Vice Chair.

Date received:

Action taken or motion rejected (under SO9h):

Signature of Clerk / Officer receiving the motion:

St Cleer Parish Council

Rialtas End Of Year

Date of Document:	20/1/24
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	31/1/24
Proposer:	Sue Harbord
Seconder:	Jon Prinn
3 rd and 4 th Signatories if required under Standing Order (this applies specifically to EXO matters and Recissions)	

Items noted in red are simply prompts and may be removed by the Proposer or Clerk prior to the agenda being issued

<p>Situation:</p> <p>We need to booking the end of the financial year Rialtas closedown</p>
<p>Background:</p> <ul style="list-style-type: none"> This is completed annually to facilitate the end of year accounts for the AGAR form
<p>Assessment: What is your assessment?</p> <ul style="list-style-type: none"> This is required to complete the AGAR
<p>Proposed Motion:</p> <p>To engage Rialtas for the end of year at a cost of £569.00 + VAT</p>
<p>Date received:</p>
<p>Action taken or motion rejected (under SO9h):</p>
<p>Signature of Clerk / Officer receiving the motion:</p>

St Cleer Parish Council

Gold Foot Path Motion

Date of Document:	24.01.24
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	31.01.24
Proposer:	Jon Prinn
Seconder:	
3rd and 4th Signatories if required under Standing Order	

Situation: The Council does cut the footpaths, claiming money from Cornwall Council
Background: The council cut foot paths and in the past there has been a mowing/cutting contract which is no longer in place.
<p>Assessment:</p> <p>The council has been emailed by the contractor, who undertook the Gold path cutting last year.</p> <p>The nesting season is fast approaching, and the cutting is a time sensitive matter.</p> <p>The contractor has provide a price of £1338.75 (this is an increase of 5% on last year due to rising fuel costs etc) to cut all Gold Foot Path</p>
<p>Proposed Motion:</p> <p>To resolve to instruct the same contractor to cut all the gold paths at the cost of £1338.75</p>
Date received: 24.01.24
Action taken or motion rejected (under SO9h):
Signature of Clerk / Officer receiving the motion: