

ST CLEER PARISH COUNCIL

AGENDA




Topic: St Cleer Parish Council Meeting
 Time: Sep 23, 2020 07:00 PM London

NOTICE is hereby given that a Virtual Meeting of the Parish will be held on as directed at 7.30 to which members are summoned to attend



Join Zoom Meeting
<https://us02web.zoom.us/j/81937082436?pwd=NDNsTTFyc2FY1VVeGdsOVNLaW1tQT09>
 Meeting ID: 819 3708 2436
 Passcode: 270657
 Find your local number: <https://us02web.zoom.us/u/kb6lthexX>

1	<p>To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting</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 	
3	<p>Notified Questions Received</p> <ul style="list-style-type: none"> • Status of the WC • Church yard • Use of the Field in Trust • Limited re-opening of the Pavilion 	
4	<p>Matters Arising</p> <ul style="list-style-type: none"> • WC in St Cleer Village – review of RA • RoSPA - Appointed • Website Launch – Update / Motion to link Zoom to Facebook Live • Mobile Speed Camera – Poles installed; Camera due in October • Remembrance Sunday – Application in place for 6-50 participants (Covid) • Antisocial Behavior – Horizon x 2 • To note and adopt National Salary Agreement (the in line with the 2004 national agreement) • Checklist for holding in person meetings • Councilors declarations and Privacy Notice form audit • Covid Signage at Horizon and Pavilion - Appended • 'St Cleer is Beautiful' photo competition winners 	
5	<p>Penhale Development (Georgina Hayman Development Manager, Coastline Housing Ltd) Names Suggested (others may be tabled at the meeting):</p> <hr/> <ul style="list-style-type: none"> <li style="width: 50%;">• Walkey Way <li style="width: 50%;">• John Shear Way <li style="width: 50%;">• Darus Cresc <li style="width: 50%;">• Doniert Cresc 	
6	<p>Report from Cornwall Councilor</p> <ul style="list-style-type: none"> • Trees in Tremar Lane 	

7	<p>Liskeard and Looe Network Fund</p> <ul style="list-style-type: none"> • Shelter at Redgate • EOI 																						
8	<p>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list). The St Cleer NDP is to be found here: https://plansupportservices/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf</p> <p>I have been informed by Cornwall Council that we need to consult with the local parish/ town council with regards to the new road Champion View on the new housing development adjacent to Railway Crescent. Please can you confirm that there is no objections to the new proposed development's road being named Champion View. I look forward to hearing from you. Should you require any further information please do not hesitate to contact me.</p> <table border="1"> <tr> <td>Lauren Prentice</td> <td rowspan="2"></td> </tr> <tr> <td>Technical Manager</td> </tr> <tr> <td colspan="2">Fred Champion Groundworks Ltd</td> </tr> <tr> <td colspan="2">Doublebois Ind Estate</td> </tr> <tr> <td colspan="2">Liskeard</td> </tr> <tr> <td colspan="2">Cornwall</td> </tr> <tr> <td colspan="2">PL14 6LE</td> </tr> <tr> <td colspan="2">01579 320080</td> </tr> <tr> <td colspan="2">07876 168169</td> </tr> <tr> <td colspan="2">Lauren@fcg-uk.com</td> </tr> <tr> <td colspan="2">www.fcgroundworks.com</td> </tr> </table> <p>Construction of 2 dwellings with parking and turning areas. Planning Application Trevaz Darite Liskeard Cornwall PL14 5JL Ref. No: PA20/06932 Received: Thu 13 Aug 2020 Validated: Thu 13 Aug 2020 Status: Pending Consideration</p>	Lauren Prentice		Technical Manager	Fred Champion Groundworks Ltd		Doublebois Ind Estate		Liskeard		Cornwall		PL14 6LE		01579 320080		07876 168169		Lauren@fcg-uk.com		www.fcgroundworks.com		<p>Due to the nature of Virtual Meetings it is necessary for all Councillors to have inspected the documents on the Cornwall Portal PRIOR to the meeting</p>
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9	<p>Update from FGPC</p> <ul style="list-style-type: none"> • YTD Figures - Circulated • To adopt the Best Value Statement 20-21 - Appended • Increase the monthly limit on the Lloyds Bank Multipay Card to £500; over 8 weeks giving an operating amount of £1,000 - appended • To Review the Hire Rates for the Parish, as recommended by FGPC - Appended • To appoint Due Diligence Auditors for FGPC due to a lack of non-signatory members <p>Policies and Procedures to adopt</p> <ul style="list-style-type: none"> • 5 Day Protocol (New) • Social Media Policy (Edited) • S137 Form (Improved form) • Vexatious Policy and form (Routine Review) • Internal Controls Policy (Routine Review) 																						
10	Horizon Defibrillator Motion - Appended																						
11	Clerk Laptop Motion - Appended																						
12	<p>PPM for the Pavilion – received and to go to Estates 14.10.20</p> <ul style="list-style-type: none"> • (Paint colour for windows) <p>That the financial Delegated Authority for estates be temporarily lifted to commission the urgent works required at the Pavilion (Appended); A total of an estimated £3,040</p>																						
13	RBL Bench Motion - Appended																						
14	TOR Community Engagement and Emergency Planning Working Group																						
15	Co-option of Councillor																						

St Cleer Parish Council - Best Value Statement 2020-2021

1. Purchasing

Budget holders (Committees or Officers) can purchase items to the limit set in the Financial Regulations 2019 and not incur a deficit, without the approval of the Responsible Financial Officer.

The Council requirement is that all purchasing decisions are made after adequate market testing or research. Quotations and tenders as appropriate are required as illustrated below. A note of verbal quotes for lower value items should be made and retained

ESTIMATED VALUE OF GOODS OR SERVICES (Net of VAT)	NUMBER OF QUOTATIONS REQUIRED
Goods under £1,000	Delegated to the RFO to purchase #1
£1,000 - £2,500	Two verbal quotations
£2,500 - £10,000	Above £1,500 (£5,000 for works) and up to £10,000 – Three written estimates.
£10,000 - £35,000	Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria as indicated in section 3
£35,000 to EU Thresholds	Use of the Government Procurement Portal Above EU Thresholds Use of the Government Procurement Portal.

Comment [RJ1]: Amend to higher level permitted

- A. The Parish Council regards this sum as material in relation to legislation also regard this sum as “material” in terms of the Local Government Meetings and Documents (England) Local Audit and Accountability Act 2014, section 40 (see also financial regulation 7.6).
- B. The values are for single items or groups of items, which must not be disaggregated artificially.
- C. The sterling equivalents of EU thresholds (net of VAT) are €209,000 (£164,176) for 2016-17 for supplies and Part A services and €5,225,000 (£4,104,394) for works. [The Public Contracts Regulations 2006]. The sterling equivalents are changed on 1st January of each even-dated year.

2. Extra-ordinary circumstances

In the event of an extra-ordinary event arising (e.g. when a “special offer” or bankrupt stock is available and /or an immediate decision is called for) then the tendering process may be waived with the authority of the Responsible Financial Officer in consultation with either the Chairman or Vice Chairman of the Council. In this event the process situation must be reported to the next meeting of the Finance and General Purposes Committee to be included in the formal minutes when an explanation can be given.

3. Purchasing Policy

The following principles will apply to all procurement which is based on MEAT (Most Economically Advantageous Tender rather than lowest price)

Non-Discrimination	<p>St Cleer sets out to be anti-discriminatory in all of its procurement activity and will seek to protect suppliers from the following as laid out in the Equality Act 2010</p> <ul style="list-style-type: none"> • age • disability • gender reassignment • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation
Transparency	<p>St Cleer will abide by the regulations in relation to Transparency and will carry out due diligence audit of these matters which will be reported to Parish.</p> <ul style="list-style-type: none"> • St Cleer operates a Preferred Provider listing which will be published on the website and which it is possible to join at any time. This listing is based on a supplier questionnaire (SQ) and receipt of insurance, references and some limited due diligence checks in relation to

	<p>health and safety, PLI / Professional Indemnity and EU Insurance, risk assessment and method statements.</p> <ul style="list-style-type: none"> St Cleer reserves the right to use competence and capability shown in past contracts to inform future contracting arrangements
Equal Treatment	<ul style="list-style-type: none"> St Cleer will ascertain supplier suitability based only on the items noted in the Preferred Provider SQ. Where practicable it will employ a 30-day procurement process (save where exigent circumstances are noted). It will use central purchasing organisations (KCS, CCS, YPO, NEPO, ESPO, Bloom) where possible JCTLtd.Co.UK, NEContract.com and TED Daily are also acceptable commissioning portals.
Proportionality	<ul style="list-style-type: none"> St Cleer Parish Council actively endorses the notion of proportionality in relation to commercial value of procurement and will purchase accordingly whilst acknowledging the Public Contracting Regulations 2015. St Cleer will seek to purchase in such a way as the Consumer Credit Act coverages may also be added to purchasing safeguards
Recognition of Standards and Industry accreditations	St Cleer will recognise standards and equivalent standards as laid down by Lead Industry Bodies such as CORGI, BSIF etc
Aspirations	<p>The following principles will be asked and positively contribute to all purchasing decisions:</p> <ul style="list-style-type: none"> Lack of zero hours contracts Living Wage employment practices Anti trafficking policy Low transport impact Use of local economy Sustainable and environmentally friendly practices Demonstrated social value or community benefit

2019 Version adopted by Parish	24.6.2019
Ratified by FGPC	9 September 2020
Update to be Ratified Parish	September 2020

Privacy Notice for Suppliers
St Cleer Parish Council is the Data Controller under the new data protection law and will only use your information for purposes relating to your company supplying goods and services to us.

Information Held
It is necessary for us to collect and hold information about you to meet contract obligations. This information will include:

- Contact name, address, business and mobile telephone numbers, email address and other relevant contact information;
- Bank account and other relevant financial details;
- Details of at least two referees.

Who is processing my data?
All personal and other data held is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is St Cleer Parish Council.

How will we use the information we hold about you?
We will collect information about you (where applicable) to:

- Enter into a contract for the supply of goods and services;
- Comply with our legal obligations;
- Ensure that the information we hold about you is kept up to date;

What is the legal basis for us to process your data?
The legal basis for processing the data is:

- Perform a task in the public interest or for our official functions;
- Carrying out a contract to which you are a party.

Who we will share your information with
We may share your information with partner organisations, including:

- Our Employees, agents and professional advisors;
- With other third-party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records?
We will only keep your information for the minimum period necessary. Your information will be kept for six years. All information will be held securely and destroyed under confidential conditions.

Your rights
You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect. To exercise these rights, you will need to put your request in writing and provide proof of identification to the Clerk, Hockings House, St Cleer PL14 6EE. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information
It is important that we hold accurate and up to date information about you in order to deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information
If you have any questions or concerns about how your information is used, please contact St Cleer Parish Council, Hockings House, St Cleer PL14 6EE. In the first instance. More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

ST CLEER PARISH COUNCIL

HIRE RATES

		2017-2018	2018-2019	2019-2020	2020-2021
				Agreed	Proposed
Pavilion (Per hour)					
Per hour	Regular	£ 6.00	£ 6.00	£ 6.25	£6.25
Per hour	Casual	£ 8.00	£ 8.00	£ 16.25	£16.25
Functions	until 6pm	£ 35.00	£ 35.00	£ 45.00	£45.00
Functions	6-10pm	£ 47.00	£ 47.00	£ 60.00	£60.00
Functions	6-12am	£ 60.00	£ 60.00	£ 75.00	£75.00
Commercial	Any				£20.00
MUGA (Per hour)					
Non Floodlit	Regular			Included in main rent	Included in main rent
Non Floodlit	Casual			£ 6.25	£15.00
Floodlit	Regular			Included in main rent	Included in main rent
Floodlit	Casual			£ 6.25	£19.00
Commercial	Any				£20.00
Specified Users	Per Annum				Pandemic
Football club (Team)	Adult	£ 440.00	£ 440.00	£ 450.00	Waived
Football club (Team)	Adult inc MUGA			£ 500.00	Waived
Football club (Team)	Junior	£ 75.00	£ 75.00	£ 75.00	Waived
Football club (Team)	Junior (Inc MUGA)			£ 75.00	Waived
Football club (Team)	Adult non St Cleer			£ 750.00	
Football club (Team)	Adult non St Cleer inc MUGA			£ 850.00	
Football club (Team)	Junior Non St Cleer			£ 150.00	
Football club (Team)	Junior Non St Cleer (Inc MUGA)			£ 200.00	
Commercial	Any				£20/hour (plus cost of Pavilion if used)
Allotments	800sq ft	£ 30.00	£ 30.00	£ 30.00	Waived
Allotments	1200sq ft	£ 35.00	£ 35.00	£ 35.00	Waived
Allotments	Water		£ 5.00	£ 5.50	Waived
Youth Club (inc MUGA)		£ 150.00	£ 75.00	£ 75.00	Waived
Youth Club (No MUGA)					
Storage / Other					
Pavilion				£10	Waived
Shed 1				TBA	
Shed 2				TBA	
Car Boot Sale				£ 35.00	£40.00

St Cleer Parish Council

Clerk Laptop

Date of Document:	14.09
Committee / Sub Committee the motion is intended for:	Parish
Date of that Meeting:	23 September 2020
Proposer:	
Seconder:	
Situation:	The Clerk's laptop was purchased in 2018 and operates in an increasingly slow manner. On zoom meetings when more than one application needs to be open it does not function; twice the Clerk has had to sign into a meeting from a personal device which prohibits use of the material on the Parish laptop
Background:	
Current:	<p>Device specifications</p> <p>Inspiron 5570</p> <p>Device name DESKTOP-67EC9R7</p> <p>Processor Intel(R) Pentium(R) CPU 4415U @ 2.30GHz 2.30 GHz</p> <p>Installed RAM 4.00 GB</p> <p>Device ID A1DF676F-D085-428B-8081-710CCA3AD04F</p> <p>Product ID 00325-80000-00000-AAOEM</p> <p>System type 64-bit operating system, x64-based processor</p> <p>Pen and touch No pen or touch input is available for this display</p> <p>Windows specifications</p> <p>Edition Windows 10 Home</p> <p>Version 1909</p> <p>Installed on 26/03/2020</p> <p>OS build 18363.1016</p>
Assessment:	With reference to two Councillors (for expertise) the following is suggested: The laptop is underpowered; it can be enhanced but this offers a short-term solution. A new Laptop offering at least
	<ul style="list-style-type: none"> 8g of RAM Graphics Card and Processor upgrade to i7
Proposed Motion:	That the Clerk be given a budget amount and delegated authority to purchase a new laptop with the advice of 2 named Councillors

St Cleer Parish Council

Defibrillator Horizon

Date of Document:	17.08.2020
Committee / Sub Committee the motion is intended for:	Parish
Date of that Meeting:	23 September 2020
Proposer:	
Seconder:	
3 rd and 4 th Signatories if required under Standing Order	

Situation:

Parish agreed a programme of installation of Defibrillators and a manner in which this might be progressed
There are external AEDs at Market Inn; Sports Field and Darite

Background:

Locations not served include Tremar and Common Moor

Assessment:

The Horizon Shop would, if formally requested, install an AED at their location (which would move should / when the new development is built)

Give that both locations cover an area currently not supported by AED this provides an opportunity to expand the provision

Proposed Motion:

That Parish fundraises £500 to support the development of a Horizon AED

That Parish Funds an AED at Horizon of the type that links directly to a monitoring station (such as at Market Inn)

Date received:**Action taken or motion rejected (under SO9h):****Signature of Clerk / Officer receiving the motion:**

St Cleer Parish Council

RBL Bench plus second Bench at St Cleer Church

Date of Document:	20.7.2020
Committee / Sub Committee the motion is intended for:	Parish
Date of that Meeting:	September
Proposer:	SxH
Seconder:	
3 rd and 4 th Signatories if required under Standing Order	

Situation:

2 Benches in St Cleer need to be managed

Background:

There are 2 benches opposite Market Inn; neither are on the Asset Survey documentation and the Asset List is not explicit in this matter

RBL now have folded and were under the impression that Parish had adopted their bench which is clearly marked.

Assessment:

The Benches have not been assessed or maintained since 2018. Responsibility for them in absentia of documentation needs to be determined.

Parish needs to work with RBL to ensure safety in the village

Proposed Motion:

1. To accept liability for the RBL bench or to work with RBL to have it removed.
2. To accept liability for the second bench or not
3. Once 1 and 2 above are concluded to ask for an assessment of the health and safety of the benches be conducted by the Clerk and remedial actions taken (removal of both should it be deemed necessary)
4. Clerk to report back to Estates should bench provision at that site need to be supported
5. RBL have £200 to contribute to remedial actions.

Date received:**Action taken or motion rejected (under SO9h):****Signature of Clerk / Officer receiving the motion:**

**Cornwall Council Community Network Highways Scheme
Expression of Interest Form – Year 4 L&L CNA**



Notes	
To help us process your Expression of Interest, please:	
<ul style="list-style-type: none"> • Read the Community Network Highways Scheme guidance carefully • Complete the form as fully as you can and return to your Community Link Officer • Let us know if you have any questions before sending in your application 	
FOR OFFICE USE ONLY: Date received:	Ref No:

Section A: Contact details

1. Name/position of person submitting this proposal	
2. Contact email	
3. Contact telephone number	

Section B: Scheme outline

1. Location	
2. What is the LTP objective you are trying to achieve? See page 33 of Local Transport Plan (www.cornwall.gov.uk/connectingcornwall)	
3. What is the problem? What local outcome you are aiming to achieve?	
4. How have you identified this problem? Let us know of any evidence available, including community representations and photographs/maps of the particular site.	
5. Why is this a priority for the parish council?	
6. Is there any additional funding available to support this scheme? If so, how much and from what source?	

7. Area of benefit – schemes which benefit a larger area of the Community Network are encouraged	
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Declaration	
I declare that the information supplied in this form is true to the best of my knowledge and that, if I am submitting this proposal on behalf of a town or parish council or local organisation, I have their consent to do so.	
Signature:	Date:
Name (Please Print):	

Privacy Notice: This information is being collected by Cornwall Council. The Chief Executive is the Council's Data Controller. Any information provided may be retained on computer or in manual files in accordance with the Council's policy for the retention of information. This information will be used for processing your expression of interest. It may also be used for related council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party except where the council specifically contracts for data processing support. The information may be used for statistical or research purposes, which will be de-personalised where appropriate.

Please return to your Community Link Officer; david.read@cornwall.gov.uk

Summary of recommended years and cost for implementing elements of works.

Items	Year 2020/21	Costs	Year 2021/22	Costs	Year 2022/23	Costs	Year 2023/24	Costs
Drainage in front of Door DO 3		250.00						
Pavilion Roof Overhang Soffit		1,200.00						
S – E Elevation blockwork render				75.00				
Repair 4 sections PVC square RWP's.		150.00						
External Entrance Kitchen Door – construct Step		150.00						
External Doors	DO 2	380.00	DO 6	680.00	DO 1	300.00		
	DO 3	530.00	DO 7	680.00				
	DO 5	380.00	DO 8	680.00				
External Windows					WI 1	315.00		
					WI 2	315.00		
					WI 3	530.00		
					WI 4	530.00		
Kitchen - Replace door, drawer fronts and plinths								900.00
Meeting Room Replace lighting								660.00
Total Estimated Costs		£3,040.00		£2,115.00		£1,990.00		£1,560.00

St Cleer Parish Council

Banner Motion

Date of Document:	14.9.20
Committee / Sub Committee the motion is intended for:	Parish
Date of that Meeting:	23 September 2020
Proposer:	
Seconder:	

Situation:
Laminated, locally printed notices were put in place in July as lockdown eased. These are now deteriorating

Background:
We need to have a longer term solution put into play that offers more water resistance and the core message



Assessment
Guidance changes; the key message remains:



Proposed Motion:
That the Clerk be given delegated authority to purchase 2 signs (as above) for a cost of approximately £40 (Bannoc Buzz)

St Cleer Parish Council

Lloyds Bank Multipay Motion

Date of Document:	14.9.20
Committee / Sub Committee the motion is intended for:	Parish
Date of that Meeting:	23 September 2020
Proposer:	FGPC
Seconder:	

Situation:
The Clerk has a Lloyds Bank card; it has a payment lead in of 6 weeks which means that a payment for £150 stays on the balance for 6 weeks. In August, Zoom (£120) and Geosphere (£144) plus paint (£127) rendered the card to be declined on the basis of a lack of funds for 6 weeks.

Background:
The Clerk has a £500 limit of spend; but the rolling limit on the card (called the programme amount) needs to be higher so that it remains operable.

Assessment
FGPC recommend a Programme limit of £1000

Proposed Motion:

Lloyds Bank Corporate Director

Unity Bank
PO Box 7183,
Plymouth PL6,
Wilton PL6 9DG
Email: BSC@unity.co.uk

Dear Unity Bank

Re: 2042059 Multipay Card

In accordance with our bank mandate and as directed by Rebecca Bignall on 16.7.2020 we would like to change our Multipay corporate card limit to £1000.

It is our understanding that this is a programme limit change enabling £500 to be spent per calendar month and allow for funds to be accessed over their 6-week lead in offered under the scheme.

That 2 bank signatory Councillors be delegated the authority to sign the letter (content above)

COMMUNITY ENGAGEMENT AND EMERGENCY PLANNING TASK AND FINISH GROUP

The Council will review and determine the terms of reference for all Task and Finish Groups and Working Parties at the annual meeting of the Council.

Appointment: - The Task and Finish Group members are appointed by the Parish Council.

This is an informal group with no delegated authority to act independently

Other members – Other members will be drawn from Council or from any individuals with specific expertise in community responding or who may be a key contact during such a crisis

General

The Task and Finish Group shall comply with all Council's policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

Objective

To promote those activities that engage with the electors and residents of St Cleer that benefit the locality; including but not exclusive to all elements of community engagement and emergency planning

Aim	Objectives
Develop the St Cleer Emergency Plan, a first response plan, for St Cleer in case of major incident	<p>This is a very bounded and time specific Parish supported intervention aimed at:</p> <ul style="list-style-type: none"> • Identification of key people • Key communication methods • Communication Strategy • Initial evacuation sites with suitable accommodations provided • Initial identification of vulnerable people within the village • Identification of resources within the village eg water, power, machinery • Enabling the Police, Ambulance, Fire and other agencies access to the village and assisting with the management of traffic flow to enable this and to protect others • Provision of equipment to be used in extreme circumstances • Provision of information to Gold Command Centre in advance to enable a co-ordinated response to St Cleer as and when needed
<p>Communication Strategy</p> <ul style="list-style-type: none"> • Within the village • Without the village 	<ul style="list-style-type: none"> • Proactive plan of community engagement; competitions, surveys and mailshots • Contemporary website • Engaging social media; Live streaming of meetings on zoom • Planning applications on social media • Meetings published on Social Media • Links to Minutes on Social Media
Development of a Business Continuity Plan for the Parish	<ul style="list-style-type: none"> • Back up / Cyber safety adequate • IT outage / ITC inadequacies for the workplan • Virtual Meeting arrangements • Clerk replacement / locum
Promotion of initiatives that will promote both community cohesion and ability to respond to major incident	<ul style="list-style-type: none"> • Community Resilience Training (e.g. Duke of Cornwall Awards) • Red Cross Reserves • Heart start courses (use of AEDs) • Use of Allotments (Fill capacity) • Work with antisocial behavior to improve St Cleer – Driving behavior and criminal damage • Receive reports on data from the mobile speed camera • Agree rotation of the camera • Support of the St Cleer Environmental Group

<p>Noticeboards</p> <ul style="list-style-type: none"> • Agendas and Minutes • Locations 	<p>Proactive publication Agenda and minutes</p> <ul style="list-style-type: none"> • Darite • Crows Nest • Redgate • Tremar • Trecarne • Horizon • Pavilion <p>Static info</p> <ul style="list-style-type: none"> • Trevelth Quoit • Siblyback
<p>Publications</p> <ul style="list-style-type: none"> • Granite Post • Clerestory 	Regular publication of Parish business
Publication Policy	Annual Review and publication Website to be updates post all meetings
<p>Events</p> <ul style="list-style-type: none"> • Remembrance • Operation London Bridge 	<p>Arrange road closure for events</p> <p>Provide TTRO Section 8 Marshalls</p>

Developed from TOR for Community Engagement and TOR for Emergency Planning

CommEngagement meeting 16.9.20

Parish 28.10.20

**ST CLEER PARISH COUNCIL
COMMUNITY ENGAGEMENT TASK AND FINISH GROUP**

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General

The Task and Finish Group shall comply with all Council’s policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

ObjectiveThe short term provision of an effective Communications Strategy which will form policy and practice in the future

Publications • Granite Post • Clerestory	Achieved
Publication Policy	Annual Review
Events • Carnival • Remembrance • Operation London Bridge	Policy Achieved Remembrance
Volunteers • Link to Emergency Planning	
Planning	Proactive publication of Agenda Link to Cornwall Planning
	Achieved Achieved



Aim	Objectives
Strategy • Within the Parish • With other Parishes • With Cornwall Council	Short medium and long term aim Published
Public Relations • Media Strategy	Shift from Firefighting to proactive plan
Social Media • Facebook • Instagram • Twitter	Increase Councillor involvement as Admins Achieved Increase media presence Achieved
Promotion • Allotments • Use of Pavilion	Fill allotments Achieved
St Cleer Website • Links to Cornwall Council	Tender and revision Achieved Cornwall • Register of interests • Complaints • Planning portal
Live Streaming meetings • CCTV Tender	Tender Achieved
Noticeboards • Agendas and Minutes • Locations	Agenda and minutes • Darite • Crows Nest • Redgate • Tremar • Treverna • Horizon • Pavilion Static info • Treveithy Quoit • Sibbyback