ST. JUST-IN-PENWITH TOWN COUNCIL

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| **Council Offices**  **1 Chapel Street**  **St Just**  **Penzance**  **Cornwall TR19 7LS**  **Telephone**  **(01736) 788412**  **Email:**  **townclerk@stjust.org**  **www.stjust.org** |  | crest_mono_lores |

29 May 2018

**ORDINARY MEETING**

Dear Councillor,

You are hereby summoned to attend the **Ordinary Meeting** of the Town Council to be held as follows: -

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| **DATE:** | **MONDAY 4 June 2018** |
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| **TIME:** | **7.15 P.M.** |
|  | **Pre-app at 7.15 pm Rose Hurditch** |
| **VENUE:** | **COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST** |



Locum Town Clerk

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| To: |  |
| Mayor: | Brian Clemens |
| Deputy Mayor: | Marna Blundy |
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| Councillors |  |
| Zoe Baxter | Louise Paine |
| Sue James | Grenville Prowse |
| Jonathan Manser | Geoff Roberts |
| Constance Moore | Debbie Shephard |
| Farmer Morris | Bev Strick |
|  |  |

**4 June 2018**

**AGENDA**

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| 1. | Public Address at Council Meetings  A period of fifteen minutes will be set aside to enable members of the public to put questions directly to the Council. Anyone wishing to put a question to the Council must do so by submitting it in writing **by no later than 10.00 a.m.** on the Friday preceding the meeting. | |
| 2. | Apologies for Absence | |
| 3. | Declarations of Interest | |
| 4. | Dispensations  Town Council to consider requests for dispensation for which an application has been received by the Town Clerk. | |
| 5. | Minutes  To pass the following resolution: | |
|  | **RESOLVED** – that the Town Mayor signs as a true and accurate record the Minutes of the Annual Meeting of the Town Council held on 14 May 2018 (copy attached). | |
| 6. | Matters Arising  To consider any matters arising from the signed minutes. | |
| 7. | Finance | |
|  | (a) | Financial Assistance.  None. |
|  | (b) | Accounts for Payment  To approve the accounts for payment as set out on the attached schedule. |
|  | (c) | Letters of Thanks  None |
| 8. |  | Completion of the Annual Governance Statement of the External Auditor 2017/18  The Town Council are required to complete the Annual Governance Statement of the External Auditor to enable the statement to be returned to the External Auditor by 9 June 2018. |
| 9. |  | Accounting Statements for 2017/ 18  The Town Council are required to complete the Accounting Statements 2017/18 of the External Auditor to enable the Accounting Statement to be returned to the external auditor by 9 June 2018. |
| 10. |  | Internal Audit Report Year Ended 31 March 2018  The Town Council considered the report for the year ended 31 March 2018 which had been prepared by Hudson Accounting Ltd. The Council’s internal auditor, and the recommendations contained therein if available. |
| 11. | Planning  Pre – application for affordable home, Rose Hurditch | |
|  | (a) | Applications  As part of the formal consultation process, the Council’s comments are sought on applications received from Cornwall Council since the last meeting as set out on the attached schedule. Copies of the applications are available for inspection at the Town Council offices. |
|  | (b) | Decisions  To note the decisions received since the last meeting. |
|  | (c) | Enforcements  To note new enforcements cases opened since the last meeting. |
| 12. | Neighbourhood Planning  Town Council to be updated on the current position on the Neighbourhood Plan. | |
| 13. | GDPR  The Council is registered with the Information Commissioner and the clerk has completed training with Cornwall Council/CALC. The council is working towards compliance e.g. awareness, training and review of the new legislation which requires the council, staff and councillors to protect data. The Council has placed a GDPR awareness message on its website. The Locum Clerk is suggesting that Council allows the audit committee to include the GDPR within its sphere of risk management. | |
| 14. | NALC Discussion Paper  CALC have forwarded a discussion paper which Marna (CALC lead) has read and produced a paper circulated by email last week to enable some of the key points to be discussed by full council. | |
| 15. | Vintage Motorcycle Club  A letter from Mr Paul Jelbert to use the Plain an Gwarry for 2 hours on 10th September 2018. Council to discuss the letter. | |
| 16. | Douglas Woolcock Foundation Trust  E mail request to have the Town Council support to have a second dedicated parking bay in Lafrowda Car park. | |
| 17. | Devolution  Community Network, Car Parks, and Library. | |
| 18. | Information Items  Midsummer Bonfire Celebration Saturday 23 June 2018 | |
| 19. | Matters for Report | |
| 20. | Exclusion of the Press and Public  If necessary, to consider passing the following resolution:  “RESOLVED - that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).” | |
| 21. | CCTV St Just  The free survey of a new system has been received. | |
| 22. | Update from Chair of Staffing  The Chair will update the Council following the Staffing Committee Meeting held on 15 May 2018 (Advice taken from CALC). | |
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