

ST.JUST-IN-PENWITH TOWN COUNCIL

Council Offices
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17 May 2016



ANNUAL MEETING

Dear Councillor,

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

DATE: MONDAY 23 MAY 2016

TIME: ON THE RISING OF THE ANNUAL TOWN MEETING

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

Town Clerk

To:

Mayor:

Deputy Mayor:

Councillors

Mrs M Blundy
Mrs F Cock
B Clemens
K McFadden
N McFadden
T McFadden

Mrs G McQueen
F Morris
D Roberts
G Roberts
Mrs G Salmon
D Stevens

23 MAY 2016

AGENDA

1. Election of Town Mayor & Declaration of Acceptance of Office

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. Election of Deputy Town Mayor & Declaration of Acceptance of Office

6. Minutes

To pass the following resolution:

RESOLVED – that the Mayor signs as a true and accurate record the Minutes of the Ordinary Meeting of the Town Council held on 9 May 2016 (copy attached).

7. Matters Arising

To consider any matters arising from the signed minutes.

8. Councillor Attendance at Meetings & Expenses

To receive details on Councillor attendance at meetings and travelling expenses throughout the year. (Copy attached).

9. Appointment to the Town Council Committees

Town Council to approve appointment to the following committees only:-

(a) Staffing Committee (5 councillors)

(N.B. To include the Mayor and / or Deputy Mayor but **NOT** both).

(b) Internal Audit Committee (6 councillors)

10. Council Appointments to Outside Bodies

(a) Cornwall Association of Local Councils

One representative (currently Cllr K McFadden)

- (b) Geevor Partnership
One representative (currently Cllr K McFadden)
- (c) Cornish Mining Consultative Forum
One representative (currently Cllr K McFadden / Cllr F Morris (Sub))
- (d) West Penwith Community Bus Committee
One representative (Currently Mrs McQueen)
- (e) St Just Community Sports Hall
One representative (currently Cllr D Roberts)
- (f) St Just Children's Centre
One representative (currently Cllr Mrs McQueen)
- (g) Rural Transport Partnership
One representative (currently Mrs McQueen/ Mrs Blundy)
- (h) Centre of Pendeen
One representative (currently Cllr K McFadden)
- (i) Local Council Planning Forum
One representative (currently Cllr F Morris)
- (j) St Just & Huelgoat Twinning Association
One representative
- (k) Board of Trustees Pengarth Day Centre
One representative (currently Cllr G Roberts)
- (l) Penzance, St Just Nevada City & Bendigo Twinning Group
Two representative (currently Cllr Mrs Cock + one vacancy)
- (m) Mayor's Parlour
One representative (Town Mayor)

(n) West Cornwall HealthWatch

One representative (currently Cllr Mrs Blundy)

(o) D & C Police Liaison Group

One representative (currently Cllr Clemens)

(p) Tin Coast Partnership Working Group

One representative (currently Cllr N McFadden)

11. Authorisation for Town Clerk & RFO

In accordance with the Financial Regulations the Town Council is asked to approve the following resolution:-

RESOLVED: That, in accordance with FR 6.9, authority is delegated to the Town Clerk & RFO to use internet banking for Town Council payments.

12. Approval of Direct Debit & Standing Order Payments

In accordance with financial regulations the Town Council is asked to approve the list of direct debit and standing order payee (FR 5.6) and to authorise the Town Clerk to make payments on the Council's behalf.

13. Amendments to Financial Regulations & Standing Orders

In accordance with recent changes to the Public Contracts Regulations 2015, the Town Council is asked to approve consequential amendments to standing orders and financial regulations regarding the procedure for awarding contracts for procuring public works, public service or supply contract with an estimated value of £25,000 (light touch) as set out below:-

Financial Regulations: recommended the insertion of new paragraph "11.1(i) When the Council is to enter into a contract with an estimated value of £25,000 or more (net of VAT) the Council must comply with Articles 109 to 114 of the Public Contracts Regulations 2015 light touch rules."

That the Town Council is authorised to make consequential amendments to Standing Orders.

14. Finance

(a) Financial Assistance.

The Town Council to consider the attached report by the Town Clerk which sets out details of a request for financial assistance from The Children's Ark, Pendeen towards its Early Arts Summer Fun Day.

- (b) Accounts for Payment

To approve the accounts for payment as set out on the attached schedule.

- (c) Letters of Thanks

15. Year End 31 March 2016

- (a) Completion of the Annual Governance Statement of the External Auditor

The Council is asked to complete the Annual Governance Statement of the External Auditor in order for the return to be completed by 27 May 2016 deadline.

- (b) Accounting Statements for 2015 / 16

The Council is asked to approve the accounting statements for 2015 / 16 for submission to the external auditor by 27 May 2016, and publication on the Council's website.

- (c) Internal Audit Report Year Ended 31 March 2016

To receive the report for the year ended 31 March 2015 prepared by Hudson Accounting Ltd. and to consider the recommendations contained therein.

16. Renewal of Council Insurance Cover

The Town Council is asked to approve the renewal of the Council's insurance cover with Zurich Insurance plc, and to enter into another long term agreement (5 years) at an annual cost of £953.64 (including Insurance Premium Tax) as it represents value for money, and accordingly for standing orders on contracts to be waived on this occasion.

17. Planning

- (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.

18. Library and One Stop Shop Devolution Programme

Town Council to consider its formal response to the attached communication received from Anne McSeveney, Cornwall Council regarding the Library and One Stop Shop Devolution Programme in advance of the 30 June 2016 deadline.

19. Update on Award of Contracts

The Town Clerk to provide the Town Council with an update on the progress made in identifying contractors to provide quotations for the outstanding work on the perimeter wall of the Plain-an-Gwarry and public seating.

20. Use of the Plain-an-Gwarry

The Town Council is asked approve an application for the use of the Plain-an-Gwarry from CAG Consultants for a community led local development consultation on 3 June 2016 from 2.30 – 5.30 p.m.

21. Information Items

None received.

22. Matters for Report

23. 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).”