

# Clerks Report 13<sup>th</sup> May 2024

## Meetings/ Training/Holiday

- 28<sup>th</sup> March – 7<sup>th</sup> April TOIL (16.5 Hours) and Bank Holiday (6 hours)
- Toil Accrued during April 9.5 hours
- Planned time off for the Clerk:
  - Monday 6<sup>th</sup> May
  - Monday 27<sup>th</sup> May- Friday 31<sup>st</sup> May

## Points of Interest

Staffing 121 with Vicki	17/04/2024
Photograph Councillors for CLUP Press Release	17/04/2024
CIL Report completed and filed	18/04/2024
CIL Agreement Signed by CC	01/05/2024
Parish Office Working Group Meeting, <b>2 Hours</b>	23/04/2024
Identifying issues with contractors cost for managing the public toilets 24/25. Contractors' costings spreadsheet was incorrect in a number of areas. <b>2 Hours</b>	30/04/2024
Staffing 121 with Vicki and Shirly <b>1 Hour</b>	01/05/2024

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## IT Issues

22/04/24	Day spent working with Microsoft to try to resolve IT issues after both Cllr. Goodwin & I had committed many hours to trying to sort it out for weeks! <b>5 hours</b>
24&25/04	Having thought the IT issue was corrected spent another day trying to remedy the issues which we had thought had been resolved. It has been identified that the issue is with Microsoft and not the parish Laptop. Much of the work completed on the 23 <sup>rd</sup> and 24 <sup>th</sup> April was also lost due to the issue and has had to be redone. <b>9 Hours</b> Cllr. Goodwin has recommended that the council considers purchasing a second laptop to ensure that if there are any issues with the parish computer the Clerks work will not be impacted as significantly as it currently happening, this will also be available for use by the 2 <sup>nd</sup> members of staff when the position becomes available. I would also recommend having the former parish laptop upgraded to a useable state to cover all eventualities.
29&30/04	Still having significant issues with the computer. Two further sessions online with Microsoft and morning spent with Cllr. Goodwin. A plan of work devised however to be noted that it will slow down work until the issue is totally resolved. Cllr. Goodwin to look at computer over weekend. <b>7 Hours</b>
07/05	Clerk without main computer as Cllr. Goodwin continues to work on sorting out the ongoing issue. Clerk and working from old (Slow) laptop

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30/04/2024 Cross referencing spreadsheets with budget for contractors cost for managing the public toilets- 24/25. Contractors' costings spreadsheet was incorrect in a number of areas.

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## Audit

The Internal Audit Report has now been received. There is recommendation within the report to increase the Fidelity Guarantee to a minimum of balances held plus half the precept. I strongly recommend this advice if followed.

The auditor has noted that they will be reducing their audit work next year, and therefore we will need to seek an alternate auditor. I have made contact with the local Clerks looking for a recommendation and asked the current auditor for a recommendation. They suggest engaging an auditor now, for next year would be prudent.

### IA Report 23/24

*Please note the Fidelity Guarantee has now been increased to reflect the recommendation of the auditor at no additional cost to the council's insurance policy.*

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## Councillor Expenses

I've received a few lots of councillor's expenses that I have not been comfortable paying recently as they have not been previously approved. All councillor expenses must be approved prior to any expenditure.

Invoices should be made to Portreath Parish Council and Purchase Orders must be issued before committing to expenditure.

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## Planning Report

### **Applications for consideration:**

*None*

### **Approved:**

[PA24/00310 | Certificate of lawfulness for the use of land for domestic purposes incidental to the enjoyment of 2 Rookery Cottages | 2 Rookery Cottages Mile Hill Porthtowan Truro Cornwall TR4 8TY](#)

[PA24/00988 | Change of use of existing first floor unit from residential \(Class C3\) to office accommodation \(Class E\(g\)\) | Unit 1 Bridge Retail Park New Portreath Road Redruth Cornwall TR16 4QQ](#)

### **Granted:**

[PA24/00931 | Erection of agricultural storage building. | Land North East Of Cosy Nook Nancekuke Redruth Cornwall TR16 5UG](#)

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## Annual Meeting Agenda Notes

### **12. To consider delegation arrangements to staffing Committee**

Clerks Recommendation: **NO CHANGE**

The Staffing Committee shall have the following specific Staff Management responsibilities:

- a. to be responsible for staff recruitment;
- b. confirm individual Contracts of Employment and all terms and conditions;
- c. plan for regular objective review of the Clerk's performance by this committee and take necessary action thereon;
- d. decide upon annual salary awards;
- e. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk;
- f. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon;
- g. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting;
- h. consider recommendations from the Appeal Panel and take necessary actions thereon.

### **13. To review the TOR for the staffing committee**

Clerks Recommendation – **NO CHANGE**

### **14. Review of standing orders**

Clerks Recommendation – **NO CHANGE**

### **15. Review of financial regulations**

Clerks Recommendation – **NO CHANGE**

### **16. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

#### **Contractors:**

E Sampson	Litter Picking
M Southerden	Management of Public Toilets
Wallgate	Service Contract for hand wash units in toilets
Mitchel & Sons Ltd	Demolition of former public toilets and building of the parish office and community hub
Vodafone	Council Mobile Phone Monthly SIM only contract

#### **Arrangements are currently in place with:**

Diane Green	Payroll Support
BDO LLP	Auditor (external)
Vision ITC	Website Hosting, Data Back Up IT Support (inc. NDP website)
ICO	Registration as Data Controller
HMRC	PAYE
BOPP	QR Donation Platform (utilised for the public toilets)
St Mary's Church	Hall Hire for meetings and Community Catch Up
Unity Trust Bank	Bank Accounts

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Lloyds Bank  
Action for Children  
Age Uk

UnityTrust Multi-Pay Card  
Provision of youth engagement  
Membership to allow transport hire for Community Catch up  
Option Agreement for the redevelopment of the WAAF Site for a 100% Affordable housing development

**Regular suppliers included:**

Octopus  
South West Water Business  
NEST

Electricity; Toilets paid by Direct Debit  
Water & Sewerage; Billed quarterly  
Pensions; Monthly Direct Debit

**17. Review of representation on or work with external bodies and arrangements for reporting back;**

Body/Group/Organisation	Current Representation	Reporting Arrangements
North Kerrier East Penwith Community Area Partnership	Chairman	Verbal report at meetings where required
Police Liaison	Cllr. Webb	Written report and verbal report at meetings and in between where required
Mining Villages Regeneration Group	Chairman,	Verbal report at meetings where required

**18. Review of inventory of land and other assets including buildings and office equipment;**

See Asset register

**19. Confirmation of arrangements for insurance cover in respect of all insurable risks;**

See attached Documents

Please note increase in Fidelity Guarantee as recommended by the internal auditor: *Page 9 TAP Policy Schedule*

**20. Review of the Councils Risk Management policy and Register**

See Attached Documents

Clerks Recommendation – **amendments required to page 10 (re. staffing committee) & 12 (re. It & computers)**

**21. Review of the Council's and/or staff subscriptions to other bodies;**

Body/Group/Organisation	Membership Type	Annual Cost
Cornwall Association of Local Councils (CALC)	Council Membership	£535.36
National Association of Local Councils (NALC)	Council Membership	£95.92
Society of Local Council Clerks (SLCC)	Clerks Membership	£284.00
Mining Villages Regeneration Group	Council Membership	£100.00

**22. Review of the Council's complaints procedure**

See Attached Documents

Clerks Recommendation – **Updated font and text size to bring in line with other policies**

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### **23. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);**

Clerks Recommendation:

- Freedom of Information Act Policy for Handling Requests for Information – See attached Document
- **Implement data protection policy**
- **Implement document retention policy**

### **24. Review of the Council's policy for dealing with the press/media;**

Clerks Recommendation: **Implement Press & media policy**

### **25. Review of the Council's employment policies and procedures**

Clerks Recommendation – Staffing Committee to review the policies:

- H&S Policy
- Dignity At Work Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy
- Equality & Diversity

### **26. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.**

Date	Amount	Particulars
28/04/23	£244.41	Donation to Portreath Preschool
30/05/23	20.50	Donation to Portreath Preschool
14/06/24	£52.00	Donation to Portreath Preschool
14/06/24	£150.00	Donation to Citizens Advice Cornwall
29/09/24	£300.00	Donation to Royal British Legion
17/11/23	£150.00	Donation to Illogan Sparnon Silver Band
17/11/23	£325.00	Donation to Royal British Legion
Total	£1241.91	

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### 27. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

<ul style="list-style-type: none"> <li>- 13<sup>th</sup> May 2024</li> <li>- 20<sup>th</sup> May 2024</li> <li>- 3<sup>rd</sup> June 2024</li> <li>- 17<sup>th</sup> June 2024</li> <li>- 1<sup>st</sup> July 2024</li> <li>- 2<sup>nd</sup> September 2024</li> <li>- 16<sup>th</sup> September 2024</li> <li>- 7<sup>th</sup> October 2024</li> <li>- 4<sup>th</sup> November 2024</li> <li>- 2<sup>nd</sup> December 2024</li> <li>- 13<sup>th</sup> January 2025</li> <li>- 3<sup>rd</sup> February 2025</li> <li>- 3<sup>rd</sup> March 2025</li> <li>- 7<sup>th</sup> April 2025</li> <li>- 12<sup>th</sup> May 2025</li> </ul>	<ul style="list-style-type: none"> <li>Annual Meeting of the Council</li> <li>Annual Meeting of Electors/ Annual Parish Meeting</li> <li>Full Council Meeting</li> <li>Staffing Committee Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Staffing Committee Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Full Council Meeting</li> <li>Annual Meeting of the Council</li> </ul>
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### 28. Review the document; Portreath Parish Council - Business Cessation Plan

See Attached Document

Clerks Recommendation: **No Change**

### 29. To note the decisions made under the scheme of emergency delegation during the year 22/23

Date	Reference	Details
02/10/2024	PPC23-001	Request that highways formalise the parking arrangements on Beach Road to include diagonal bays from the anchor to the first bridge and parallel bays from the first bridge to the start of the double yellow lines near to the public toilets.
05/10/23	PPC23-002	To approve the event Trembling Tram, 31st October 2023, on Parish Council owned land subject to appropriate insurance being in place.
11/12/23	PPC23-002	Approve instruction of contractor to carry out drainage design work for the former public toilet regeneration project
11/12/24	PPC23-004	Approve instruction of contractor to carry out CCTV survey of drains at the former public toilets

### 30. To consider extending the period of emergency delegation to the clerk in consultation with the council until the next annual meeting of the council

Clerks Recommendation: **In line with the Business Cessation Plan,**

Delegate authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £1500.00 to protect the interests of the community and ensure council business continuity during the periods where it is deemed inappropriate to meet due to an emergency situation, to be reviewed at the next annual meeting of the council.

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**32. To note the report from the internal auditor,**

[IA Report 23/24](#)

**33. To Complete and approve the Annual Governance Statement for the year 2023/24**

[JPAG Practitioners' Guide](#)

Clerks Recommended Response:

- 1 YES
- 2 YES
- 3 YES
- 4 YES
- 5 YES
- 6 YES
- 7 YES
- 8 YES
- 9 N/A

**34. To Approve the Accounting Statements for the year 2023/24**

Clerks Recommendation: ***Approval of the Accounting statement with no amendments required***

**35. To confirm there is no conflicts of interest with BDO LLP and Portreath Parish Council**

Clerks Recommendation: **Sign to confirm there are no conflicts of interest with BDO LLP and Portreath Parish Council**

**36. To RESOLVE that as the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. The declaration has effect until the Council's Annual Meeting 2025.**

Clerks Recommendation: **Resolve to approve the above.**

**37. To receive the following reports, authorise any action and consider associated expenditure**

a. **Finance**

v) CIL Income

23/24	£2534.23
24/25	£871.91 (To date)

vi) To note the regular direct debit payments from the current account

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£35
Octopus	Monthly	Monthly Electricity for Public Toilets	Variable
NEST	Monthly	Pension Contribution's for staff	Variable
BOPP	Monthly	Fees for handling QR donations	Variable
Unity Trust	Monthly	Settlement of expenditure and monthly fees on the Unity	Variable
Lloyds Bank	Monthly	Multipay Card	Variable
Vodafone	Monthly	Mobile Phone contract sim	£12.50 + VAT

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### viii.) Review of fees and charges

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£35.00
Unity Trust Bank	Quarterly	Account Fees	£18.00
Octopus	Paid by monthly DD	Standing Charge	£0.5540
		Unit Price/ KWH	£0.2851
South West Water	As billed quarterly	Water / Cubic Meter	£2.0059
		Sewerage/ Cubic Meter	£3.3916
		Standing charge	£0.4704
Vision ICT	Annually	Website Hosting (PC website)	£175.00
	Annually	Website Hosting (NDP website)	£175.00
	Annually	SSL Certificate	£50.00
	Annually	Data Back up	£120.00
	Biannually	.gov domain fee	£60.00
	Annually	Email box accounts (x10 @ £20 per account)	£200.00
Hudson Accounting	Annually	Internal Audit	£200.00
BDO LLP	Annually	AGAR	£300.00
D Green	Annually	Payroll Support	£120.00
BOPP	Monthly	Donation Administration fees, min 0.05 % per transaction, max 50p per transaction	0.005% of donations
Lloyds Bank	Monthly	Multipay card fees	£3.00
Microsoft	Annually	365 and onedrive subscription	£59.99

### **38. To Review and adopt the Safeguarding Policy, authorise any action and consider associated expenditure**

Clerks Recommendation: **No Change**