

Annual Meeting of the Council 15th May 2023

Supporting Information

12. To consider delegation arrangements to staffing Committee

Clerks Recommendation:

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 adopt the TOR for the staffing committee

See attached Document.

15. Review of standing orders

Clerks' recommendations:

- Standing Orders – Add review Page

16. Review of financial Regulations

Clerks' recommendations:

- Financial Regulations – No immediate action, but at the June meeting, adopt the model document as is for now. The model document is currently being rewritten, so would be prudent not to waste time revising the current document.

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

Contractors:

E Sampson	Litter Picking
K Richards Landscaping	Grounds Maintenance (toilets)
M Southerden	Management of Public Toilets
Wallgate	Service Contract for hand wash units in toilets

Arrangements are currently in place with:

Diane Green	Payroll Support
S Hudson Accounting	Auditor (Internal)
BDO LLP	Auditor (external)
Vision ITC	Website Hosting, Data Back Up IT Support (inc. NDP website)
ICO	Registration as Data Controller
BOPP	QR Donation Platform (utilised for the public toilets)
St Mary's Church	Hall Hire for meetings and Community Catch Up Sessions
Unity Trust Bank	Bank Accounts
Action for Children	Provision of youth engagement
Age Uk	Membership to allow transport hire for Community Catch up
Classic Builder(SW LTD)	Option Agreement for the redevelopment of the WAAF site for
affordable housing	

Regular suppliers included:

Octopus	Electricity; Toilets paid by Direct Debit
South West Water Business	Water & Sewerage; Billed quarterly, paid by BACS
NEST	Pensions; Monthly Direct Debit

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

Body/Group/Organisation	Current Representation	Reporting Arrangements
CPIR Community Network Panel Now Community Area Partnership	Chairman	Verbal report at meetings where required
NHS North Kerrier Reference Group	Cllr. Gillian Tull	Brief email or 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

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

See Asset register

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

See attached Documents

21. Review of the Councils Risk Management policy and Register

See Attached Documents

22. 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	£432.86
National Association of Local Councils (NALC)	Council Membership	£93.45
Society of Local Council Clerks (SLCC)	Clerks Membership	£187.00
Society of Local Council Clerks (SLCC)	Clerks CPD Membership	£55.00
Mining Villages Regeneration Group	Council Membership	£100.00

23. Review of the Council's complaints procedure;

See Attached Document

24. 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 and document retention policy

25. Review of the Council's policy for dealing with the press/media;

Clerks Recommendation: Implement Press & media policy

26. Review of the Council's employment policies and procedures;

Clerks Recommendation: Newly formed staffing committee to manage staff matters, procedures and policies. Policies to be reviewed at the first Staffing Committee meeting.

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27. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

Date	Amount	Particulars
28/07/2022	£250.00	Donation to Portreath Surf Lifesaving Club
21/10/2022	£215.00	RBL Poppy Appeal – Poppy Wreaths
11/11/2022	£500.00	RBL Poppy Appeal - Lorry Poppies, poppy crosses, car poppies
22/11/2022	£17.00	Donation to Royal British Legion from Cllr. Crabtree (2021 donation)
22/11/2022	£50.00	Donation to Royal British Legion
27/01/2023	£150.00	Donation to Illogan Sparnon Silver Band
Total	£1182.00	

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

- 15th May 2023 Annual Meeting of the Council
- 22nd May 2023 Annual Meeting of Electors
- 5th June 2023
- 3rd July 2023
- 19th June 2023 Staffing Committee
- 31st July 2023 (Planning meeting ONLY if required)
- 4th September 2023
- 18th September 2023
- 2nd October 2023
- 6th November 2023
- 20th November 2023
- 4th December 2023
- 8th January 2024
- 5th February 2024
- 4th March 2024
- 25th March 2024
- 15th April 2024
- 13th May 2024 Annual Meeting of the Council

29. Review the document *Portreath Parish Council – Business Cessation Plan*

See Attached Document

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

Date	Reference	Details
09/09/2022	OLB22-001	Purchase Floral Tribute to HM Queen Elizabeth II
09/09/2022	OLB22-002	Purchase of Framed Portrait of HM Queen Elizabeth II

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31.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.

33.To note the report of the internal auditor

See attached Document

34.To Complete and approve the Annual Governance Statement for the year 2022/23

Clerks Recommended Response:

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

35.To Approve the Accounting Statements for the year 2021/22

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

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

(a) Finance

v) Clerks' recommendation: Create a CIL Reserve using the CIL income received £1809.51 and the CIL Monies remaining from 22/23 (from general reserves) £418.76 **Total reserve: £2228.27**. This will not affect the budget set at the December meeting as the year has started with slightly increased funds than predicted.

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 at 03/05/22	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 Corporate Multipay Card (once application is approved)	Variable

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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	£0.5187
		Unit Price/ KWH	£0.3092
South West Water	As billed quarterly	Water / Cubic Meter	£1.9940
		Sewerage/ Cubic Meter	£3.2362
		Standing charge	£0.3093
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
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

37.To review and adopt the Safeguarding Policy

See attached Document

39. To review and adopt the TOR for the climate action working group

See attached Document