

## Clerks Report: Full Council Meeting 3<sup>rd</sup> July 2023

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

**b) Clerks Report,** authorise any action and consider associated expenditure

**i) General report**

- **Election Reserves:** At a recent meeting of the Smaller Councils Clerks, Sarah Mason of CALC has advised that the cost of an election (should it be required, for any reason) has significantly risen. Councils who have had elections in recent months suggesting that the costs have more than doubled. CALC have advised that councils consider their election reserves, with particular thought to building reserves in time for the May '25 elections. However, these costs may be relevant should the public request an election following the resignation of a councillor. CALC have advised the additional costs are forced by the costs of staffing an election and the amount of postal voted (increased cost of postage and increased popularity of voting by post).

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**12. Closure of the Portreath Post Office, discuss how the Parish council can support residents at this time,** authorise any action and consider associated expenditure

I have sourced a potential mobile post office service that may assist with visiting the parish on a regular basis. Do you think this is something that will be welcomed by parishioners?

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**13. To consider the process for co-option to fill casual vacancies,** authorise any action and consider associated expenditure

Recently I attended a co-option workshop with the Smaller Council's Clerks, hosted by Sarah Mason from CALC. I listened to how other councils conduct their co options and am happy that our procedures are lawful, inline with recommendation and reasonably good practice. Following the workshop I have some suggestions for refining the process.

- Initiating a formal application form for potential candidates to fill in. This will identify potential candidates' strengths and outline what they can bring to the council. I have attached a draft application form for your consideration. This is based on the model document from SLCC and I think needs some refining. I recommend that we spend 5 – 10 minutes looking at this at the meeting, so I would be grateful if you could read the form and bring your comments to the meeting to keep the discussion succinct.
- Adopting a formal policy to support the process (draft policy to follow)
- When co-opting councillors, the council should invite the new councillor to participate in the debates at the meeting, but voting not be allowed until the co opted member has been formally summonsed to a meeting (i.e.. Become a voting member at the next meeting of the council)
- When recruiting for councillors, advertise for candidates who fill the skill gaps of the council (i.e. persons with a strong finance background, with Hr experience or IT knowledge). A full skills audit of councillors would be beneficial, reviewed annually.