

All Councillors are hereby summoned to attend the
ANNUAL MEETING of PORTREATH PARISH COUNCIL
which will be at St Mery's Church Hall on Monday 13th May 2024, from 6:30pm

A G E N D A

1. To receive nominations for and appoint Chairman for the year 2024/25
2. Signature of Declaration of Office Register by newly appointed Chairman
3. To receive nominations for and appoint Vice Chairman for the year 2024/25
4. Chairman's Welcome
5. To receive apologies
6. To Receive Declarations of Interest
7. Chairman's Report
8. To confirm the minutes of meeting held on Monday 25th April 2024
9. **Public Participation Session**, when members of the public may raise matters with Councillors
10. **To receive the report of Cornwall Councillor Dave Crabtree**, authorise any actions and consider any associated expenditure
11. **To confirm the Staffing Committee membership**
12. **Consider delegation arrangements to Staffing Committee**
13. **To review the terms of reference (TOR) for the Staffing Committee**
14. **Review of standing orders**
15. **Review of financial regulations**
16. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
17. **Review of representation on or work with external bodies and arrangements for reporting back;**
18. **Review of inventory of land and other assets including buildings and office equipment;**
19. **Confirmation of arrangements for insurance cover in respect of all insurable risks;**
20. **Review of the Councils Risk Management policy and Register**
21. **Review of the Council's and/or staff subscriptions to other bodies;**
22. **Review of the Council's complaints procedure;**
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*);**
24. **Review of the Council's policy for dealing with the press/media;**

- 25. Review of the Council's employment policies and procedures;**
- 26. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.**
- 27. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**
- 28. Review the document; Portreath Parish Council - Business Cessation Plan**
- 29. To note the decisions made under the scheme of emergency delegation during the year 23/24**
- 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**
- 31. Planning**
- (a) To give consideration as consultees to:**
 - i) None**
 - (b) To give consideration as consultees to any planning applications received since the preparation of this agenda**
 - (c) To give consideration to any planning applications referred to the council under the 5-day notice protocol**
 - (d) To note any planning appeals**
 - (e) To receive the report of planning decisions and correspondence and authorise any actions**
- 32. To note the report from the internal auditor, authorise any action and consider associated expenditure**
- 33. To Complete and approve the Annual Governance Statement for the year 2023/24**
- 34. To Approve the Accounting Statements for the year 2023/24**
- 35. To confirm there is 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.**
- 37. To receive the following reports, authorise any action and consider associated expenditure**
- (a) Finance**
 - i) To receive report on the balance of the bank account**
 - ii) To approve the bank reconciliation for the month of April 2024**
 - iii) To receive the Payment Schedule for the period 1st April– 30th April 2024 and authorise payment of invoices received, and payments scheduled for 1st May – 31st May 2024**
 - iv) To note any income received**
 - v) To note the receipt of CIL funds**
 - vi) To note and approve the regular direct debit payments from the current account**

vii) To approve the use of BACS and CHAPS payments

viii) Review of fees and charges

(b) Clerks Report

(c) Police Liaison Report, authorise any action and consider associated expenditure

(d) Update from the Youth and Community Engagement Working Group

(e) Update on the anti-dog fouling campaign

(f) Update on the Community Catch Up Group

(g) Update from the Portreath Climate Action Network, authorise any action and consider associated

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

39. Update on projects for the year 23/24, authorise any action and consider associated expenditure

a) Former Public Toilets – Redevelopment: Parish Office & Community Hub

b) Public Toilets

c) Technology

d) WAAF Site

i) General Update

ii) Update on the progress of planning application for the potential 100% affordable housing development of the Former WAAF Site

e) Potential Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land from Cornwall Council,

40. To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

b) General correspondence

c) Correspondence received since the preparation of this agenda

41. To give consideration to any applications received for grants/donations

42. To agree the date of the next meeting, Monday 5th June 2023, 6:30pm

43. Close of Meeting

PORTREATH
PARISH COUNCIL

L.B. Jose

CLERK TO THE COUNCIL

portreathparishcouncil@gmail.com

Chairman - Councillor Mr. I Stewart