

## ILLOGAN PARISH COUNCIL

Minutes of the Annual Council Meeting held at the Penwartha Hall on Wednesday 15th May 2013 at 7:30 p.m.

PRESENT: Councillors D Ekinsmyth (Chairman), T. Wilkins, (Vice Chairman), R Bentley, Miss K Bowden, Ms V.R. Cadby, Mrs J Ferrett, G.D. Ford, P Holmes, Mrs M Loxton, L Pavey, S Richardson, Mrs M Roberts, S Szoka, Mrs M Thompson

IN ATTENDANCE: Ms S Willsher, Clerk; Ms J Whitmore, Admin. Assistant, and two members of the public

Cllr Ekinsmyth explained the safety procedures.

**FC13/05/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2013/2014 AND THE CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr Bentley nominated Cllr Wilkins who declined the office.

It was proposed by Cllr Mrs Thompson, seconded by Cllr Mrs Ferrett and

**FC13/05/1.2 RESOLVED that Cllr Ford be elected as Chairman for the municipal year 2013/2014.**

On a vote being taken there were 9 votes FOR and 0 votes AGAINST.

Cllr Ford read aloud and signed the Chairman's Declaration of Acceptance of Office.

Cllr Ford thanked the Members for their support. He felt that with the changes in local government there were opportunities for the Council. He urged Members to attend meetings and training and hoped for an enjoyable and productive 12 months.

He moved to thank the outgoing Chairman which was approved by a majority vote. He believed that behind every Councillor there was a strong and supportive spouse or partner and Cllr Ekinsmyth was presented with flowers for his wife.

**FC13/05/2** **TO CONFIRM THAT ALL DECLARATIONS OF ACCEPTANCE OF OFFICE HAD BEEN SIGNED AND TO AGREE A DEADLINE FOR ALL REMAINING FORMS TO BE COMPLETED.**

The Clerk confirmed that all Declarations of Acceptance of Office had been signed.

**FC13/05/3** **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**FC13/05/4** **TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2013/2014**

It was proposed by Cllr Holmes, seconded by Cllr Pavey and

**FC13/05/4.2** **RESOLVED that Cllr Mrs Ferrett be appointed as Vice Chairman for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

**FC13/05/5** **MEMBERS TO DECLARE PERSONAL AND PREJUDICIAL INTERESTS (INCLUDING DISCLOSABLE PECUNIARY INTERESTS AND NON REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no declarations of personal or prejudicial interests.

**FC13/05/6** **TO PRESENT THE RAY UREN AWARD**

Due to unforeseen personal circumstances Mr Mayne was unable to attend the meeting to receive the award and it was agreed to postpone the presentation of the award until the June meeting.

**FC13/05/7** **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON THE 17TH APRIL 2013 AND THE CHAIRMAN TO SIGN THEM**

Amend to show that one member of the public was present.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/7.2**      **RESOLVED**      **that the Minutes of the Full Council Meeting held on 17th April 2013 are received and approved with the above amendments to include that there was one member of the public present and are signed by the Chairman.**

On a vote being taken there were 10 votes FOR and 0 against.

**FC13/05/8**      **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL COUNCIL HELD ON THE 24TH APRIL 2013 AND THE CHAIRMAN TO SIGN THEM**

Amend to show that one member of the public was present.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/8.2**      **RESOLVED**      **that the Minutes of the Extraordinary Full Council Meeting held on 24th April 2013 are received and approved with the above amendment to include that there was one member of the public present and are signed by the Chairman.**

On a vote being taken there were 10 votes FOR and 0 against.

**FC13/05/9**      **TO APPOINT SIGNATORIES TO THE BANK MANDATE**

It was proposed by Cllr Wilkins, seconded by Cllr Miss Bowden and

**FC13/05/9.2**      **RESOLVED**      **that Cllrs Ekinsmyth, Ford, and Szoka be appointed with the Clerk as signatories to the Bank Mandate.**

On a vote being taken there were 13 votes FOR and 0 AGAINST.

**FC13/05/10**      **TO APPOINT STANDING COMMITTEES, AGREE TERMS OF REFERENCE AND THE NUMBER OF MEMBERS ON EACH COMMITTEE**

It was proposed by Cllr Ford, seconded by Cllr Ferrett and

**FC13/05/10.2**      **RESOLVED**      **to appoint the following standing committees, terms of reference and the number of members on each committee:**

***Finance and Resources Committee – 7 members:***

**Purpose**

- To prepare and recommend the annual budget and precept for approval by the Full Council
- To monitor income, expenditure and budgetary positions through the year
- To monitor and review the Council's annual subscriptions
- To prepare forward financial forecasts
- To monitor and review capital purchases and leases
- To review office facilities and equipment
- To prepare, monitor and review the Council's risk assessments and policies
- To monitor and review the Council's insurance provision
- To monitor and review the Council's banking arrangements

**Governance**

Committee of Illogan Parish Council

***Planning and Environmental Services Committee – 9 members:***

**Purpose**

- To comment on planning development and control matters to Cornwall Council as statutory consultees
- To hold pre-application discussions and meetings
- To deal with all transportation and highways matters
- To monitor the maintenance of footpaths and green spaces in the Parish
- To monitor agency working with Cornwall Council and other agencies

**Governance**

Committee of Illogan Parish Council

**Resources**

Delegated responsibility for the Amenities (except Christmas Lights), Bus Shelters, Footpaths Maintenance, Parish Signs, Bins, Verge Clearing budgets.

### ***Staffing Committee – 4 members:***

#### **Purpose**

- To compile and monitor terms and conditions of all Council employees
- To agree job descriptions, person specifications, adverts and contracts for Council employees
- To interview and appoint Council employees when appropriate
- To receive and take the relevant action with regard to all employee complaints and grievances
- To complete annual performance reviews for all Council employees
- To monitor and approve training requirements for all Council employees

#### **Governance**

Committee of Illogan Parish Council.  
Council Members will be appointed at the Annual Council Meeting.

#### **Resources**

Delegated responsibility for the staffing budgets.

### ***Events Committee – 6 Members:***

#### **Purpose**

- To provide and facilitate events and activities to be hosted by the Council.
- To promote public participation in the Gardening Competition, Christmas Lights Switch-on Events and any other appropriate event to be held.

#### **Scope**

Christmas trees, Christmas lights, entertainment, competitions, parade, judges, prizes, prize giving, events.

#### **Governance**

- Committee of Illogan Parish Council.
- Council Members of the Events Committee are appointed at the Annual Parish Meeting. Representatives of community organisations, partner agencies and interested members of the public may be co-opted onto the Committee provided they accept and adhere to Illogan Parish Council's Code of Conduct and Standing Orders.
- There must be a minimum of three Illogan Parish Councillors present at a meeting for any decision to be made. Only

Illogan Councillors may vote on decisions taken by this Committee.

**Resources**

Delegated responsibility for the Christmas Lights and Events budget.

***Complaints Committee (New) – 4 Members:***

**Purpose**

- To receive notifications of alleged breaches of the Code of Conduct
- To seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter
- To seek and share information relevant to the complaint
- To grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the Full Council

**Governance**

Committee of Illogan Parish Council.

***Parish Plan/Projects Committee (New)– Number of members to be deferred until next meeting:***

**Purpose**

- To monitor and review actions in the Parish Plan
- To make recommendations to Full Council on progressing actions within the Parish Plan
- To monitor and review projects in the Parish
- To liaise with outside organisations to improve and regenerate the area and progress projects i.e. Green Ripple, Illogan Regeneration Group

**Governance**

Committee of Illogan Parish Council.

***Devolution Committee (New) – 9 Members plus Cornwall Councillor as Liaison:***

**Purpose**

- To compile a list of assets and services the Council would consider being devolved from Cornwall Council

- To commence discussions with Cornwall Council regarding devolving assets and services
- To monitor and review correspondence and communications with Cornwall Council regarding devolution
- To prepare reports for the Full Council on possible devolution from Cornwall Council including projected expenditure, future insurance, health and safety and maintenance requirements of any assets or services that the Council are negotiating
- To complete the actions resolved at Full Council as appropriate

**Governance**

Committee of Illogan Parish Council

The Clerk confirmed that non Council members could be co-opted provided they signed up to the Council's Code of Conduct.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Ferrett and

**FC13/05/10.2 RESOLVED that the Clerk would review the current Standing Orders so that the Chairman and Vice Chairman would not automatically be ex officio members of all committees, and table the revised Standing Orders at the next meeting.**

It was proposed by Cllr Ford, seconded by Cllr Ferrett and

**FC13/05/10.3 RESOLVED that the Clerk prepare a report for the next Full Council meeting, detailing draft terms of reference for a Governance Review Committee.**

On a vote being taken the matter was approved unanimously.

**FC13/05/11 TO APPOINT MEMBERS TO STANDING COMMITTEES**

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/11.2 RESOLVED that Cllrs Bentley, Ekinsmyth, Pavey, Szoka Mrs Thompson, Ford and Mrs Ferrett be appointed to the Finance and Resources Committee for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Mrs Thompson and

**FC13/05/11.3 RESOLVED that Cllrs Bentley, Cadby, Ferrett, Pavey, Richardson, Mrs Roberts, Szoka, Wilkins and Ford be appointed to the Planning and Environment Committee for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

A ballot was held for members to be appointed to the Staffing Committee.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/11.4 RESOLVED that Cllrs Ekinsmyth, Loxton, Szoka and Wilkins be appointed to the Staffing Committee for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/11.5 RESOLVED that Cllrs Bentley, Miss Bowden, Ms Cadby, Mrs Loxton, Pavey, Wilkins be appointed to the Illogan Events Committee for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/11.6 RESOLVED that Cllrs Richardson, Szoka, Thompson and Wilkins be appointed to the Complaints Committee for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Pavey and

**FC13/05/11.7 RESOLVED that membership of the Parish Plan/ Projects Committee for the municipal year**



**2013/2014 be deferred to the next meeting of Full Council.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Pavey and

**FC13/05/11.8 RESOLVED that Cllrs Bentley, Miss Bowden, Ms Cadby, Ekinsmyth. Mrs Ferrett, Holmes, Pavey and Richardson are appointed to the Devolution Committee for the municipal year 2013/2014.**

On a vote being taken the matter was approved unanimously.

**It was agreed to defer appointing members to the Governance Review Committee until the June meeting.**

**FC13/05/12 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF APRIL 2013**

It was proposed by Cllr Holmes, seconded by Cllr Mrs Thompson and

**FC13/05/12.2 RESOLVED that the statement of payments, receipts and bank reconciliations for the month of April 2013 are received.**

On a vote being taken the matter was approved unanimously.

**FC13/05/13 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2013**

It was proposed by Cllr Ford seconded by Cllr Wilkins and

**FC13/05/13.2 RESOLVED that accounts totalling £7,054.71 are approved for payment in May 2013.**

On a vote being taken the matter was approved unanimously.

**FC13/05/14 TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTING STATEMENTS FOR THE ANNUAL RETURN**

It was proposed by Cllr Ford, seconded by Cllr Ekinsmyth and

**FC13/05/14.2 RESOLVED that the End of Year Accounting Statements for the Annual Return be received and approved.**

On a vote being taken the matter was approved unanimously.

**FC13/05/15 TO RECEIVE THE INDEPENDENT INTERNAL AUDITORS REPORT AND AGREE FUTURE ACTIONS**

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/15.2 RESOLVED that the Independent Internal Auditor’s Report be received and that, on the advice of the Internal Auditor, the Fidelity Guarantee Cover be increased from £260,000 to £328,000.**

On a vote being taken the matter was approved unanimously.

**FC13/05/16 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT**

The Chairman read each statement out and members unanimously agreed the Council’s response.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC13/05/16.2 RESOLVED that boxes one to eight are answered ‘yes’ and box nine is answered ‘n/a’**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.40 pm.

Signed: .....

Dated: .....