

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 21 May 2014 at 7:30 p.m.

PRESENT: Councillors Mrs V Cadby (from point mentioned), D Ekinsmyth, Mrs J Ferrett, G D Ford, P Holmes (from point mentioned), Mrs M Loxton, L Pavey, S. Richardson, Mrs M Roberts and S Szoka.

IN ATTENDANCE: Ms S Willsher (Clerk), Ms J Whitmore (Admin Assistant) and two members of the public (to point mentioned).

The Chairman explained the safety procedures.

FC14/05/01 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2014/2015 AND THE CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

It was proposed by Cllr Mrs Roberts, seconded by Cllr Mrs Loxton and

FC14/05/01.2 RESOLVED that Cllr Ford be elected as Chairman for the municipal year 2014/2015.

On a vote being taken there were 7 votes FOR and 0 votes AGAINST.

Cllr Ford read aloud the Declaration and signed it. Cllr Ford thanked the members for their support.

FC14/05/02 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2014/2015

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

FC14/05/02.2 RESOLVED that Cllr Mrs Ferrett be appointed as Vice Chairman for the municipal year 2014/2015.

On a vote being taken there were 7 votes FOR and 0 AGAINST.

FC14/05/03 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed members and the public, and gave particular thanks to Cllr Mrs Ferrett for her support as Vice Chairman during the previous municipal year.

Apologies were received from Cllrs Bentley and Mrs Thompson and Cllrs Ms Cadby and Holmes for late arrival.

The Chairman reported that Cllr Wilkins had resigned and he read out the letter of resignation.

FC14/05/04

MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

Cllr Ford declared an interest in the agenda item relating to approving the payment of annual subscriptions and specifically the subscription to the LCR publication.

FC14/05/05

TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

FC14/05/06

TO PRESENT THE RAY UREN AWARD

The Chairman briefly explained the Ray Uren Award which the Council presented to a member of the public annually. The Award was made to mark outstanding contributions to the community in any field by any individual outside paid professional duty.

The Chairman welcomed Rachel Grenfell and her mother to the meeting. Just before Christmas 2013 Rachel (aged 6) acted swiftly when her mum became ill and passed out. She promptly phoned 999 and gave the emergency services her home address. When the paramedics arrived, Rachel only opened the door after the paramedics produced their ID.

While the paramedics dealt with her mum, Rachel read a story to her younger sister and twin brother, and found her uncle's phone number on her mum's phone so that he could be called regarding the emergency.

Rachel's actions were exemplary and the Chairman stated he was delighted to present her with the Ray Uren award. A bouquet of flowers was presented to Rachel's mother

Cllrs Mrs V Cadby, P Holmes and one member of the public entered the meeting at 7.45 pm.

FC14/05/07

PUBLIC PARTICIPATION (MAXIMUM OF 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

A member of the public spoke regarding the Parish Plan, Illogan Park and the housing stock. He urged the Council to initiate a review of the 2011 Parish Plan at their earliest opportunity, to include the members of the original project group and other representatives from the Parish.

He further urged the Council to make every effort to preserve and improve Illogan Park as well as other existing community open spaces, and to use all available means to ensure that these valuable spaces were not lost to future housing development.

With regard to housing stock, he suggested the Council consider consulting with residents of the Parish with regard to which parts of the parish they would prefer housing development to occur and which should be safeguarded, assuming that medium to large scale development was deemed necessary. Whilst holding no legal weight, these views could be persuasive when trying to argue for or against a particular development. This process had been successfully applied by other European member states and was conducted on an annual basis.

FC14/05/08

TO RECEIVE REPORTS FROM THE 2013/2014 CHAIRMAN AND VICE CHAIRMAN

The Chairman wished to thank members who worked hard over the last year. Since the last meeting he had presented prizes to the winners of the Easter Treasure Trail, attended Trevithick Day in Camborne, attended the dedication of the headstone to WO2 Michael Long (Royal Canadian Air Force) at the Commonwealth War Graves Commission and the re-dedication of the restored War Memorial at RAF Portreath, and the presentation this evening of the Ray Uren Award. The item regarding bus services could not be discussed due to the lack of response to invitations to Cornwall Council and the Service Contractor to provide information.

The Vice Chairman stated that although the Council had moved forward in the past year she hoped that things would move forward more quickly this year, particularly with regard to Illogan Park. She was disappointed in the attendance at some meetings and asked members that if they took up posts on committees that there should be a degree of commitment.

FC14/05/09

TO RECEIVE AN UPDATE ON ILLOGAN PARK

Unfortunately Cornwall Council had failed to provide Illogan Parish Council with information requested and copies of reports that the Council required before they could proceed with the transfer. The two key areas of information that this Council was waiting for from Cornwall Council were:

- whether there would be any Transfer of Undertakings Protection of Employment Regulations (TUPE) requirements involved with the transfer and what those requirements would be; and
- copies of the asbestos plan, register and other relevant documentation. There is specific legislation regarding asbestos and breaching these regulations could result in large fines for the Council.

Cornwall Council had only provided a verbal update and had declined to commit to putting information in writing.

Illogan Parish Council confirmed that they were committed to taking on the freehold of Illogan Park and explained that Cornwall Council were delaying the process.

A press release had been compiled and a formal letter to Cornwall Council had been sent explaining that Illogan Parish Council was frustrated that Cornwall Council had been unable to provide an asbestos register and the other information requested. Illogan Parish Council had taken expert advice and was fully aware of the requirements around asbestos. The Council had requested that Cornwall Council provide the relevant asbestos report or the necessary funds to enable Illogan Parish Council to commission a full asbestos survey. Illogan Parish Council could not take over the freehold of Illogan Park until the asbestos issue had been resolved.

Illogan Parish Council had also sent a letter to the local MP explaining the situation with Illogan Park, including the condition of the changing rooms, the issues the Football and Rugby Club were experiencing with the facilities and negotiations with Cornwall Council and highlighting the issues being faced by Illogan Parish Council. The letter would request the MP's support, asking him to write to Cornwall Council.

The Rugby Club and Football Club as lessees decided that they would write to Cornwall Council regarding the condition of the Park and the facilities.

The Parish Council wished to reassure members of the public that it was working hard to ensure that all risks were kept to a minimum and that the transfer was completed in an appropriate manner, effectively and efficiently.

FC14/05/10

TO RECEIVE A REPORT FROM THE CLERK

A report had been circulated with the agenda regarding procedural matters; amended draft Standing Orders and Financial Regulations would be considered by the Governance Review Committee, together with a number of other policies and would then be forwarded to the Full Council with the recommendations of the Committee. The inventory of land and assets, insurance requirements and deeds and trust instruments would also be reviewed.

The Clerk had attended the Cornwall Association of Local Councils' Audit and Accountability training, and had started training on the PAYE and Scribe accounting system.

Cllr Mrs Ferrett and the Clerk had visited Parsonage Well following works carried out by Cormac. There were a number of items that had not been completed as per the quote, or to the appropriate standard. Cormac agreed to rectify the concerns highlighted.

Cllr Ms K Bowden had failed throughout six consecutive months to attend any meetings of the Council, its committees or sub-committees and had therefore ceased to be a councillor.

FC14/05/11 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16 APRIL 2014 AND THE CHAIRMAN TO SIGN THEM

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

FC14/05/11.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 16 April 2014 with an amendment to FC14/04/17.2 stating that it was a unanimous vote, and for the Chairman to sign them.

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

FC14/05/12 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Minute FC14/04/06 – Footpaths - Cllrs Mrs Ferrett and Mrs Roberts had met with the contractor. The footpath maintenance may need to be reviewed.

FC14/05/13 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Finance and Resources Committee 9 April 2014**
- ii. Events Committee 14 April 2014**
- iii. Planning and Environment Committee 16 April 2014**
- iv. Planning and Environment Committee 7 May 2014**
- v. Devolution Committee 12 May 2014**

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

FC14/05/13.2 RESOLVED to note the Minutes of the Finance & Resources Committee 9 April 2014, the Events Committee of 14 April 2014, the Planning & Environment Committee of 16 April 2014, the Planning & Environment Committee of 7 May 2014 and the Devolution Committee of 12 May 2014.

On a vote being taken the matter was approved unanimously.

FC14/05/14 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES

There were currently three appointed signatories plus the Clerk. The bank mandate was set up so that all cheques had to be signed by two signatories plus the Clerk.

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

FC14/05/14.2 RESOLVED to confirm that the Bank Mandate remained the same requiring cheques to be signed by two signatories plus the Clerk and that the current signatories, Cllrs G Ford, D Ekinsmyth and S Szoka be appointed for the municipal year 2014-2015.

On a vote being taken the matter was approved unanimously.

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

FC14/05/14.3 RESOLVED to appoint Cllr Pavey as an additional signatory to the Bank Mandate for Illogan Parish Council.

On a vote being taken the matter was approved unanimously.

FC14/05/15 TO APPOINT STANDING COMMITTEES, AGREE TERMS OF REFERENCE AND THE NUMBER OF MEMBERS ON EACH COMMITTEE AND APPOINT MEMBERS TO STANDING COMMITTEES

A list of the current standing committees, terms of reference and members on each committee was circulated to members.

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

FC13/05/15.2 RESOLVED that the standing committees for 2014/2015 would be Planning and Environment Committee, Finance and Resources Committee, Staffing Committee, Complaints Committee, Illogan Events Committee, Devolution Committee, Governance Review Committee, Neighbourhood Development Plan Advisory Committee, Paynters Lane End Working Party and Parish Plan/Projects Committee.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

FC13/05/15.3 RESOLVED that the terms of reference for each committee will be as follows:

Complaints Committee

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.

Devolution Committee

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
- To commission surveys and/or reports as may be required in assessing any project identified and referred by Full Council

Governance

Committee of Illogan Parish Council

Council Members of the Devolution 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, Standing Orders, Financial Regulations and all other policies.

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.

Events Committee

Purpose

- To provide and facilitate events and activities to be hosted by the Council.
- To promote public participation in any event or activity to be held by the Council.
- To liaise with the Governance Review Committee to ensure that all suitable and sufficient policies, procedures, planning, health and

safety requirements, risk assessments and any other documentation is in place to minimise risks at events.

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, Standing Orders, Financial Regulations and all other policies.

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.

Finance and Resources Committee

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 monitor and review the Council's insurance provision
- To monitor and review the Council's banking arrangements

Governance

Committee of Illogan Parish Council

Council members will be appointed at the Annual Council Meeting.

Governance Review Committee

Purpose

- To review at least annually all of the Council's policies
- To update and amend Council policies when required
- To approve, monitor and review Health and Safety and Risk Assessments

- To make recommendations to the Full Council on amendments to Standing Orders and Financial Regulations
- To monitor changes in legislation and how they apply to the Council and its policies
- The Committee will meet at least twice per year

Governance

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

Neighbourhood Plan Advisory Committee

To defer the terms of reference for this Committee to the June Full Council meeting.

Parish Plan/Projects Committee

To defer the terms of reference for this Committee to the June Full Council meeting.

Parish Signs Working Party

To defer the terms of reference for this Committee to the June Full Council meeting.

Paynters Lane End Traffic Working Party

To defer the terms of reference for this Committee to the June Full Council meeting.

Planning and Environmental Services Committee

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
Council members will be appointed at the Annual Council Meeting.

Resources

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

Staffing Committee

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, grievances and any disciplinary action in line with Council policies and procedures.
- To complete annual performance reviews for all council employees
- To monitor and approve training requirements for all employees

Governance

Committee of Illogan Parish Council.

Council Members appointed at the Annual Council Meeting.

Resources

Delegated responsibility for the staffing budgets.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Szoka, seconded by Cllr Mrs Roberts and

FC14/04/15.4 RESOLVED that Cllrs Pavey, Richardson, Szoka and Mrs Thompson be appointed to the Complaints Committee for the municipal year 2014/2015.

On a vote being taken the matter was approved unanimously.

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

FC14/04/15.5 RESOLVED that Cllrs Bentley, Mrs Cadby, Ekinsmyth, Ferrett, Holmes, Mrs Loxton, and Pavey be appointed to the Devolution Committee for the municipal year 2014/2015. One vacancy remained to be filled.

On a vote being taken the matter was approved unanimously.

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

FC14/04/15.6 RESOLVED that Cllrs Bentley, Cadby, Ford, Mrs

Loxton, Pavey and Mrs Roberts be appointed to the Events Committee for the municipal year 2014/2015.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

FC14/04/15.7 RESOLVED that Cllrs Bentley, Ekinsmyth, Ford, Pavey, Szoka and Mrs Thompson be appointed to the Finance & Resources Committee for the municipal year 2014/2015.

On a vote being taken the matter was approved unanimously.

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

FC14/04/15.8 RESOLVED that Cllrs Ekinsmyth, Ford, Loxton, Pavey and Thompson be appointed to the Governance Review Committee for the municipal year 2014/2015. Two vacancies remained to be filled.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Mrs Roberts, seconded by Cllr Szoka and

FC14/05/15.9 RESOLVED to appoint Cllrs Bentley, Ms Cadby, Ekinsmyth, Mrs Ferrett, Ford, Pavey, Richardson, Mrs Roberts and Szoka to the Planning and Environmental Services Committee for the municipal year 2014/2015.

On a vote being taken the matter was approved unanimously.

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

FC14/05/15.10 RESOLVED to appoint Cllrs Ekinsmyth, Loxton, Roberts and Szoka to the Staffing Committee for the municipal year 2014/2015.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Mrs Roberts, seconded by Cllr Pavey and

FC14/05/15.11 RESOLVED to defer appointing members to the Neighbourhood Plan Advisory Committee, Parish Plan/Projects Committee, Parish Signs Working Party and Paynters Lane End Traffic Working Party until the June Full Council meeting.

On a vote being taken the matter was approved unanimously

FC14/05/16 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY

Cllr Ford left the meeting at 8.45 p.m.

A list of annual subscriptions was circulated to members. The Clerk asked members to clarify how many copies of the LCR they want to subscribe to.

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

FC14/05/16.2 RESOLVED to reduce the subscription to LCR from four copies per quarter to two copies per quarter.

On a vote being taken the matter was approved unanimously.

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

FC14/05/16.3 RESOLVED to pay the annual subscriptions to the Cornwall Association of Local Councils (CALC), the Society of Local Council Clerks (SLCC), South West Councils, the National Association of Local Councils Direct Information Service (DIS) and the reduced subscription to LCR publication.

On a vote being taken the matter was approved unanimously.

Cllr Ford returned to the meeting at 8.52 p.m.

FC14/05/17 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS

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

FC14/05/17.2 RESOLVED that representatives to outside bodies for the municipal year 2014/2015 would be:

Cornwall Association of Local Councils
Cllrs Ekinsmyth, Mrs Thompson and Szoka

Illogan Village Hall Management Committee
Deferred to July Full Council Meeting

Illogan Regeneration Group (to include Tolvaddon)
Cllrs Ekinsmyth, Mrs Ferrett and Richardson

Friends of Manningham Wood
Deferred to July Full Council Meeting

Mineral Tramways
Cllr Mrs Cadby

Cornwall Bus Forum
Cllrs Ford and Mrs Thompson

Young People Cornwall
Cllr Mrs Loxton

On a vote being taken the matter was approved unanimously.

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

FC14/05/17.3 RESOLVED that representatives to outside bodies report back to the Full Council and that this become an automatic agenda item.

On a vote being taken the matter was approved unanimously.

FC14/05/18 TO SET THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD

It was proposed by Cllr Mrs Roberts, seconded by Cllr Mrs Loxton and

FC14/05/18.2 RESOLVED that the calendar dates for Full Council ordinary meetings for the municipal year 2014/2015 would be as follows:

**Wednesday 18 June 2014
Wednesday 16 July 2014
August – RECESS
Wednesday 17 September 2014
Wednesday 15 October 2014
Wednesday 19 November 2014
Wednesday 10 December 2014
Wednesday 21 January 2015
Wednesday 18 February 2015
Wednesday 18 March 2015
Wednesday 15 April 2015
Wednesday 20 May 2015**

On a vote being taken the matter was approved unanimously.

FC14/05/19 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF APRIL 2014 (TO BE TABLED AT THE MEETING)

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

FC14/05/19.2 RESOLVED to receive reports on the payments, receipts and bank reconciliations for the month of April 2014.

On a vote being taken the matter was approved unanimously.

FC14/05/20 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2014 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC14/05/20.2 RESOLVED to authorise payment of accounts for the month of May 2014, together with an additional payment to LCR for £34.00, totalling £9,113.09 (a list of accounts are attached to these minutes)

On a vote being taken the matter was approved unanimously.

FC14/05/21 TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTING STATEMENTS, EXPLANATION OF VARIANCES AND BANK RECONCILIATIONS FOR THE ANNUAL RETURN FOR THE FINANCIAL YEAR ENDING 31 MARCH 2014 AND APPROVE THE CLERK/RFO AND CHAIRMAN TO SIGN THEM

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

FC14/05/21.2 RESOLVED to receive and approve the end of year accounting statements, explanation of variances and bank reconciliations for the annual return for the financial year ending 31 March 2014 and approve the Clerk/RFO and Chairman to sign them

On a vote being taken the matter was approved unanimously.

FC14/05/22 TO RECEIVE THE INDEPENDENT INTERNAL AUDITOR'S REPORT AND AGREE FUTURE ACTIONS (TO BE TABLED AT THE MEETING)

The Independent Internal Auditors report was circulated to members. The Chairman wished to thank Mr B White and the Clerk for a report that was rated Excellent by the Independent Internal Auditor.

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

FC14/05/22.2 RESOLVED to receive the independent internal auditor's report and to note that no future actions were required.

On a vote being taken the matter was approved unanimously.

FC14/05/23 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2014 AND APPROVE THE CLERK/RFO AND CHAIRMAN TO SIGN THEM

The Clerk read each statement out and members unanimously agreed the Council's response.

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

FC14/05/23.2 RESOLVED to complete the Annual Governance Statement by answering boxes one to eight with 'yes' and box nine is answered 'n/a' for the financial year ending 31 March 2014 and approve the Clerk/RFO and Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC14/05/24 TO RECEIVE CORNWALL COUNCIL'S REVIEW OF POLLING DISTRICTS AND POLLING PLACES – ILLOGAN PARISH COUNCIL AND AGREE ANY FUTURE ACTIONS AND ANY RESPONSE

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

FC14/05/24.2 RESOLVED to receive Cornwall Council's review of polling districts and polling places and that the Clerk would write to Cornwall Council supporting the recommendations and made by Carn Brea Parish Council that members of the public should be able to vote in their own ward for example Tolgus and East Hill.

On a vote being taken the matter was approved unanimously.

FC14/05/25 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

1. Poster for the Heritage Funding Fair for the South West – Friday 20 June 2014, 10.30am to 3.30pm at Exeter Community Centre. NOTED
2. Emails from Mr Dixon regarding speeding, traffic/pedestrian safety and using mobile phones whilst driving. NOTED
3. CALC Audit training – Tuesday 27 May 2014, 7pm-9pm in Bodmin. NOTED
4. Correspondence regarding a recent article in the press about Cllr Wilkins. NOTED
5. Cornwall Council revised LMP grant offer. A footpath previously shown as being in Illogan was removed and therefore the LMP grant was reduced. NOTED

6. CALC CiLCA course starting Friday 30 May 2014 - £275+VAT. NOTED
7. CALC Working With Your Council Course starting Friday 27 June 2014 - £225+VAT. NOTED
8. NALC Making Localism Work Conference – Thursday 18 September 2014 – Bristol. DEFERRED TO NEXT FULL COUNCIL MEETING.
9. Email from Mr Harper asking if anyone knows the location of the site of the Royal Air Force Spit Fire that crashed in Nance Wood on the 16 April 1943. CLLR FORD KNEW A PERSON WHO MAY BE ABLE TO PROVIDE THE INFORMATION REQUESTED AND WOULD FORWARD HIS CONTACT DETAILS TO THE CLERK.
10. Email from Cllr Biscoe, Cornwall Council Cabinet Member for Transport and Waste describing the outcomes of the now-completed subsidised bus tendering exercise. AGENDA ITEM AT THE JUNE FULL COUNCIL MEETING.
11. CALC letter re Cornwall Council Standards and Ethics Committee – appointment of a Clerk to the Standards Committee – person specification and application form. NOTED
12. Invitation to the Community Network Panel Meeting, 24 September 2014, 7-9pm, Pool Innovation Centre. NOTED

FC14/05/26

**TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS;
AGREE WHERE TO DISCUSS AND TIMESCALES**

To invite Jeremy Rowe, Portfolio Holder for Devolution and Localism, to the July Full Council meeting.

To consider attendance at the National Association of Local Council's 'Making Localism Work' Conference on 18 September in Bristol.

FC14/05/27

DATE & TIME OF NEXT MEETING

Wednesday 18 June 2014, 7.00 p.m. in Penwartha Hall.

There being no further business the meeting closed at 9.15 pm.

Signed

Date

Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
Accounting	B E White		£250.00		£250.00
Salaries	All Employees		£1,779.19		£1,779.19
Service Charge for Office	DTZ		£1,250.46	£250.11	£1,500.57
Cord & Oil for Strimmer	Portreath Garden Machinery		£16.98	£3.40	£20.38
Training- DE & GF half day	CALC	FC14/04/14.2	£25.00	£5.00	£30.00
Training - Clerk full day	CALC	FC14/04/14.2	£30.00	£6.00	£36.00
Annual Subscription	CALC		£1,023.22	£137.87	£1,161.09
Annual Subscription	South West Councils		£350.00	£70.00	£420.00
Strimmer Repair	Portreath Garden Machinery		£34.03	£6.80	£40.83
Contractor	D Heyes		£1,360.96		£1,360.96
Stationery	Martin Luck		£30.14	£6.03	£36.17
Christmas Lights	Blachere Illumination	EC14/04/18.2	£115.50	£23.10	£138.60
Expenses	S Willsher	FR14/04/8.2	£77.60	£11.20	£88.80
Petty Cash	S Willsher		£112.91		£112.91
Independent Internal Audit	South and West Internal Audit		£200.00		£200.00
Annual Subscription	LCR		£34.00		£34.00
Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00
Telephone	BT		£70.50	£14.10	£84.60
	Total		£6,803.82	£542.28	£7,346.10