

ILLOGAN PARISH COUNCIL

Minutes of the Annual Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 15th May 2024 at 7.00pm.

PRESENT: Councillors Ekinsmyth (Chairman), Cullimore (Vice Chairman), Crabtree, Ford, Holmes Jobson, Ms Kemp, Mrs O'Donnell, Miss Pollock, Simmons, Szoka, and Thompson.

IN ATTENDANCE: Mrs S Rimell, Clerk; and Miss E James, Assistant to the Clerk

The Chairman explained the safety procedures.

ACM24/05/1 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/2025 AND THE ELECTED CHAIRMAN TO SIGN THE DECLARATION OF OFFICE

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

ACM24/05/1.2 RESOLVED to elect Cllr Ekinsmyth as Chairman of the Council for the municipal year 2024/2025 and the Chairman to sign the Declaration of Acceptance of Office.

On a vote being taken the matter was approved unanimously.

ACM24/05/2 TO APPOINT A VICE CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/2025

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

ACM24/05/2.2 RESOLVED to appoint Cllr Cullimore as Vice Chairman of the Council for the municipal year 2024/2025.

On a vote being taken the matter was approved unanimously.

ACM24/05/3 SAFETY PROCEDURES

The Chairman explained the Safety Procedures.

ACM24/05/4 CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting.

ACM24/05/5 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Cllr Hodge. The Clerk advised that Cllr Mrs Edmunds had resigned from the Council. There were no members absent.

It was proposed by Cllr Ms Kemp, seconded by Cllr Jobson and

ACM24/05/5.2 RESOLVED to receive and approve apologies for absence from Cllr Hodge.

On a vote being taken the matter was approved unanimously.

ACM24/05/6 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 Simmons declared a Part 5B non-registerable interest in the item related to the supply of the boundary signs.

ACM24/05/7 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

ACM24/05/8 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

ACM24/05/9 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

ACM24/05/10 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 17TH APRIL 2024 AND THE CHAIRMAN TO SIGN THEM

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

ACM24/05/10.2 RESOLVED to receive and approve the minutes of the Full Council meeting held on the 17th April 2024 and the Chairman to sign them.

On a vote being taken on the matter there were 10 votes FOR and 0 votes AGAINST

ACM24/05/11 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

FC24/03/13.2 - the paint had arrived for the Purple Poo Campaign. 5 Councillors had volunteered to spray and record. The campaign was due to start on the 1st June 2024. There had been mixed reactions to the scheme on social media.

FC24/04/24.2 - the large bush in the play had been removed. After a meeting with Wicksteed on Monday they would provide ideas of how the space could be used.

FC24/04/23.2 – we were awaiting a date to be confirmed for the Fixed Electrical Certificate and PAT testing to be completed.

FC24/04/25.2 – a quote had been received for a first visit to Mary's Well with a CAT and Genny. From that any recommended follow up work could be advised.

ACM24/05/12 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETINGS, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Jobson, seconded by Cllr Cullimore and

ACM24/05/12.2 RESOLVED to receive the Delegated Decisions Register and ratify all decisions made.

On a vote being taken the matter was approved unanimously.

ACM24/05/13 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF APRIL 2024 AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Jobson and

ACM24/05/13.2 RESOLVED to receive the reports on the payments, receipts and bank reconciliation for the month of April 2024.

On a vote being taken the matter was approved unanimously.

ACM24/05/14 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2024 AND AGREE ANY FUTURE ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)

It was proposed by Cllr Crabtree, seconded by Cllr Jobson and

ACM24/05/14.2 RESOLVED to authorise payment of accounts for the month of May 2024 in the sum of £17,987.79 inc. VAT.

On a vote being taken on the matter there were 11 votes FOR and 1 vote AGAINST.

ACM24/05/15 TO RECEIVE CORRESPONDENCE REGARDING THE BATTERIES IN THE TEHIDY AND ILLOGAN VILLAGE HALL DEFIBRILLATORS, AGREE WHETHER TO REPLACE THE BATTERIES OR UPGRADE THE DEFIBRILLATORS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

There was a discussion about the advantages of replacing the whole defibrillator rather than just the batteries. The batteries for the new model would now be included in the annual fee. This was not the case for the current model, and they would likely need replacing again in the future incurring more costs.

It was also noted that the newer model defibrillator would also benefit from advancements made in medical equipment since the installation of the current model.

It was suggested that the Council should hold another defibrillator training session.

It was proposed by Cllr Ms Kemp, seconded by Cllr Cullimore and

ACM24/05/15.2 RESOLVED **to upgrade the Tehidy and Illogan Village Hall defibrillators with the new model.**

On a vote being taken the matter was approved unanimously.

ACM24/05/16 **TO RECEIVE AND APPROVE THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS**

The Clerk advised that NALC had released the new model Financial Regulations last week. This timing was poor and did not allow enough time for them to be considered before the annual meetings. It was recommended to approve the current Financial Regulations but members were advised that this item would be coming back to the Council.

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

ACM24/05/16.2 RESOLVED **to receive and approve the Financial Regulations.**

On a vote being taken the matter was approved unanimously.

ACM24/05/17 **TO RECEIVE AND APPROVE THE STANDING ORDERS AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Crabtree, seconded by Cllr Ms Kemp and

ACM24/05/17.2 RESOLVED **that the following amendment be made to the Standing Orders:**

Section 3 – Meetings Generally – insert new 3f. to read “The Chair of a meeting must be seated next to the Clerk at the head table to receive advice from the Clerk and the Vice-Chair of the meeting must sit next to the Chair.”

On a vote being taken on the matter there were 11 votes FOR and 1 vote AGAINST.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Ms Kemp and

ACM24/05/17.3 RESOLVED **to receive and approve the Standing Orders with the previous amendment.**

On a vote being taken on the matter there were 11 votes FOR and 1 vote AGAINST.

ACM24/05/18 **TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT FOR 2023/2024 AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Jobson, seconded by Cllr Crabtree and

ACM24/05/18.2 RESOLVED **to receive and approve the Draft Annual Report**

for 2023/2024 with the correction of typos.

On a vote being taken the matter was approved unanimously.

ACM24/05/19 TO APPOINT STANDING COMMITTEES AND AGREE THE NUMBER OF MEMBERS ON EACH COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR

The Committees Task and Finish Group had numerous debates regarding changes to the standing committees. They were careful on the potential numbers of members to ensure they would be large enough to be effective but not so large as to become overwhelming.

There was a forensic approach to the duties and labels of the committees with a tighter focus on where their attention would be.

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

ACM24/05/19.2 RESOLVED to appoint the following standing committees and number of members on each committee for the 2024/2025 municipal year:

- **Climate, Environment and Planning Committee – max 9 members**
- **Community Events Committee – max 7 members**
- **Finance, Resources and Projects Committee – max 7 members**
- **Governance Review Committee – max 7 members**
- **Staffing Committee – max 5 members**

On a vote being taken on the matter there were 10 votes FOR and 1 vote AGAINST.

ACM24/05/20 TO SET THE TERMS OF REFERENCE FOR ALL STANDING COMMITTEES FOR THE 2024/2025 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

ACM24/05/20.2 RESOLVED to set the Terms of Reference for all standing committees for the 2024/2025 municipal year as follows:

2024/2025 Terms of Reference for the Climate, Environment and Planning Committee

Purpose – Climate

To establish deliverables of what the Parish Council can achieve to ensure local commitments and actions are implemented, to reduce carbon emission and build resilience to the changing climate.

Consider climate change when planning the Council's core activities.

Collect and collate information on climate change and the Council's progress

To consider parish wide activities to promote awareness of the climate emergency and encourage actions to reduce carbon emissions.

To create a Climate Action Plan

To promote Climate Change and Environmental initiatives and groups via media and events.

To engage with local businesses, schools, places of worship, community groups and other establishments to discuss and progress climate change initiatives.

To liaise directly with the Cornwall Council Climate Change Team on the County-Wide proposals and initiatives.

To propose ways in which the Council can support the reduction of waste and the benefits of recycling to the wider community.

Purpose – Environment

To monitor and manage Illogan Park.

To arrange appropriate maintenance of Illogan Park.

To deal with all transportation and highways consultations and publicise responsibilities.

To monitor the maintenance of footpaths and green spaces in the parish.

To monitor, review and maintain the condition of signs in the parish.

To consider sites for the erection of new signs.

To seek public comments on traffic issues.

To review the condition of the parish, consider management and maintenance required including weeding, planting, the installation of benches, planters etc

Purpose - Planning

As statutory consultees, send responses to Cornwall Council referencing Illogan Parish Neighbourhood Development Plan, material planning considerations and other comments on planning applications, development and control matters.

To hold, in public, pre-application discussions and meetings.

Governance

The Committee will usually meet on the 1st and 3rd Wednesday of each month unless otherwise agreed by the Committee or Full Council. The meeting on the third Wednesday of each month will only deal with commenting on any planning applications as statutory consultees.

Committee of Illogan Parish Council.

Council members will be appointed at the Annual Council Meeting or as vacancies arise.

There will be a minimum of 7 and no more than 9 Councillors on this Committee.

Resources

Delegated responsibility for the Litter Control, General Maintenance, Bus Shelter Maintenance, Footpath Maintenance, Parish Signs, Bins, Manningham Wood Maintenance, Rosemullion Maintenance, and Verge Clearing budgets.

2024/2025 Terms of Reference for the Community Events Committee

Purpose

To provide and facilitate events, festivals and activities to be hosted by the Council including the Christmas Lights Switch On Events, Illogan Fun Day and any other event or activity the Council and this Committee resolves to hold or be involved with.

To promote involvement in and participate in community events.

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.

To organise commemorative events and memorabilia for occasions such as the royal jubilees, Council anniversaries, opening of facilities etc by hosting community events, plaques, benches, planters etc.

Scope

Events, community liaison.

Governance

Committee of Illogan Parish Council.

Council Members of the Community Events Committee are appointed at the Annual Council Meeting or as vacancies arise.

There will be no more than 7 Councillors and 7 co-opted members of the public on this Committee.

Representatives of Community Organisations, partner agencies and interested members of the public may be co-opted onto the Committee by resolution of 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 financial decision to be made. Only Illogan Parish Councillors may vote on financial decisions above £1,000.

Resources

Delegated responsibility for the Events revenue and capital budgets.

2024/2025 Terms of Reference for the Finance, Resources and Projects 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 prepare forward financial forecasts and a 5-year projects and maintenance plan.

To monitor and review the Council's insurance provision and make recommendations to Full Council.

To monitor and manage all aspects of the Council's website and ICT provision.

To liaise with appointed contractors via the Clerk/Council Office to ensure the efficient progression of projects.

Review documentation and raise any queries to the appropriate contractor via the Clerk/Council Office

Regularly monitor and review progress of the projects against the agreed timelines and raise queries, where necessary, such as if timelines are not being met, or work seems to be behind schedule

Consider and agree minor amendments to the agreed works which will not majorly affect the completion deadline or cost of the project. Amendments up to £10,000 can be agreed by this Committee.

To advertise, obtain quotes and appoint contractors to complete any surveys required for the projects up to a maximum of £10,000.

To regularly review and monitor the budgets and expenditure for the projects.

Visit the site of the projects to monitor progress with the Clerk

To monitor, and review the implementation of the Parish Plan

Where necessary make recommendations to Full Council

Governance

Ordinarily the Committee will meet a maximum of six times per year with four meetings being held between June and December unless additional meetings are required for a specific reason and a resolution is passed by either the Committee or Full Council.

Committee of Illogan Parish Council

Council members will be appointed at the Annual Council Meeting including the Chairman of the Committee (as per Standing Orders) or as vacancies arise.

There will be no more than 7 Councillors on this Committee.

All contact with contractors will only be made by the Clerk/Council Office

Site visits will be prearranged with the contractor and will only be held with a Council Officer present.

The Clerk will provide detailed updates on the projects and their progress to the monthly Full Council meetings.

Resources

Delegated responsibility for the website maintenance budget.

2024/2025 Terms of Reference for the 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.

To investigate and decide on any complaints received as per the Complaints Procedure.

To adopt new policies and procedures as necessary.

Governance.

Ordinarily the Committee will meet a maximum of six times per annum unless additional meetings are required for a specific reason and a resolution is passed by either the Committee or Full Council.

Committee of Illogan Parish Council.

Council members will be appointed at the Annual Council Meeting or as vacancies arise.

There will be no more than 7 Councillors on this Committee.

Resources

Delegated responsibility for the Health and Safety budget.

2024/2025 Terms of Reference for the Staffing Committee

Purpose

To liaise with the Clerk and the Assistant to the Clerk, to discuss progress and any areas for concern.

To have full delegated powers for all staffing matters.

To compile and monitor terms and conditions of all council employees.

To agree and keep up to date all personnel paperwork including 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 agree the reasoning for completing annual performance appraisals.

To agree the process and paperwork for annual performance appraisals.

To agree the review, monitor and action the annual performance appraisals for all employees. The Clerk's appraisal is completed by the Chair and Vice Chair of the Staffing Committee. The Assistant to the Clerk's appraisal is completed by the Clerk and the Chairman or Vice Chairman of the Staffing Committee.

To monitor and approve training requirements for all employees.

To regularly review staffing provision, terms and conditions and salaries.

Governance

The Committee will meet at least quarterly or as and when required.

Committee of Illogan Parish Council.

Council Members will be appointed at the Annual Council Meeting or as vacancies arise.

There will be a maximum of 5 Councillors on this Committee, where possible there must be a mix of genders.

Either the Chairman or the Vice Chairman of the Council will sit on the Staffing Committee but will not Chair the Committee.

Only members of the Staffing Committee may be present at meetings unless invited for a specific reason and attendance will only be permitted for the related agenda items.

Members of the Staffing Committee must not disclose any information, share or show any documentation to others. They must also not discuss staffing matters with any Member not on the Committee other than for the purpose of line manager liaison.

A Member may only discuss staffing matters with an advisory body and the Member has been requested to do so by resolution of the Staffing Committee.

Advice on staffing matters will be sought from South West Councils, to which the Council pay an annual subscription for Human Resources (HR) advice.

Resources

Delegated responsibility for the staffing and staff training budgets

On a vote being taken the matter was approved unanimously.

ACM24/05/21 TO APPOINT MEMBERS TO STANDING COMMITTEES FOR THE 2024/2025 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ekinsmyth, seconded by Cllr Ms Kemp and

ACM24/05/21.2 RESOLVED

that the standing committees will be made up of the following members:

- **Climate, Environment and Planning Committee – Cllrs Cullimore, Ekinsmyth,**

Ford, Holmes, Jobson, Ms Kemp, Miss Pollock, Szoka and Mrs Thompson.

- **Community Events Committee – Cllrs Cullimore, Ford, Hodge, Ms Kemp, Mrs O’Donnell and Simmons.**
- **Finance, Resources and Projects Committee – Cllrs Crabtree, Cullimore, Ekinsmyth, Ford, Jobson, Ms Kemp and Mrs Thompson.**
- **Governance Review Committee – Cllrs Crabtree, Ford, Holmes, Miss Pollock and Mrs Thompson.**
- **Staffing Committee – Cllrs Crabtree, Cullimore, Ford, Jobson and Ms Kemp.**

On a vote being taken the matter was approved unanimously.

ACM24/05/22 TO ELECT THE CHAIRMAN OF THE FINANCE, RESOURCES AND PROJECTS COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR

It was proposed by Cllr Ms Kemp, seconded by Cllr Cullimore and

ACM24/05/22.2 RESOLVED to elect Cllr Crabtree as Chairman of the Finance, Resources and Projects Committee for the 2024/2025 municipal year.

On a vote being taken the matter was approved unanimously.

ACM24/05/23 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES FOR THE 2024/2025 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Jobson and

ACM24/05/23.2 RESOLVED to appoint the Clerk, Chairman and Vice Chairman of the Council and Chairman and Vice Chairman of the Finance, Resources and Projects committee as bank signatories for the 2024/2025 municipal year.

On a vote being taken the matter was approved unanimously.

ACM24/05/24 TO CONSIDER SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Mrs O’Donnell and

ACM24/05/24.2 RESOLVED that the following subscriptions falling to be paid annually are approved:

- **Cornwall Association of Local Councils (CALC)**
- **Society of Local Council Clerks (SLCC)**
- **South West Councils**
- **Scribe and Scribe Bookings**

- **Parish Online**
- **Breakthrough Communications including Council Hive Hub**
- **Canva**

On a vote being taken the matter was approved unanimously.

ACM24/05/25 TO RENEW THE APPROVAL FOR USE OF VARIABLE DIRECT DEBITS FOR UTILITY SUPPLIES AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Jobson and

ACM24/05/25.2 RESOLVED to renew the approval of variable direct debits to the following suppliers:

- **Barclaycard**
- **BT**
- **South West Water (Source for Business)**
- **Southern Electric**
- **NCI – O365 licences**
- **Unity Trust**
- **ICO**

On a vote being taken the matter was approved unanimously.

ACM24/05/26 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES FOR THE 2024/2025 MUNICIPAL YEAR AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS

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

ACM24/05/26.2 RESOLVED that the following Councillors will be representatives to the following outside bodies:

- **Cornwall Association of Local Councils (CALC) – Cllr Ekinsmyth**
- **Illogan Village Hall Management Committee – Cllr Ekinsmyth**
- **Police Liaison Group – Cllrs Jobson, Ms Kemp and Mrs O’Donnell**
- **South Crofty Mine Liaison Group – Cllr Mrs Thompson**
- **North Kerrier and East Penwith Community Area Partnership – Cllrs Ms Kemp and Mrs Thompson**
- **Harris Mill Village Hall Committee – Cllr Simmons**

On a vote being taken the matter was approved unanimously.

ACM24/05/27 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

There was nothing to report.

ACM24/05/28 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

As of today, Illogan Parish Council Community Office is registered as a Safe Place. We will be included on the mapping system and the Safe Places app. Being a Safe Place means that people with learning disabilities and/or autism will know that can come here and we will do our best to assist them with any problem they have. This could include having been bullied, lost their purse, wallet or phone, missed their bus, or hurt themselves. We will give them a place to rest, a glass of water and contact the person named on their Safe Places card.

The deadline to return the 360° appraisal forms for Emma and myself is Friday. Please do complete as much as you can and feedback on the form and process.

The next Cllr audit is due. Please could two councillors volunteer to complete this?

I attended a meeting yesterday with a Cornwall Councillor and local residents regarding the yellow lines in Coronation Road. I encouraged them to attend the next planning meeting as the lines will be on the agenda so that they could share their views with the Council. They asked me whether there was any point as the last meeting they attended they were shut down by the chairman of the meeting. This view is contrary to the aims of the Council to improve communications with residents. As a Council we must make members of the public feel welcome at our meetings and listened to in all our contact with them.

ACM24/05/29 TO RECEIVE CORRESPONDENCE FROM THE 10TH APRIL 2024 UNTIL THE 7TH MAY 2024, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

There was no correspondence to receive.

ACM24/05/30 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE 4TH APRIL 2024:

i. COMMUNITY EVENTS COMMITTEE – 9TH APRIL 2024

Cllr Cullimore reported there had been a 'wash up' of the March Litter Pick with 30 volunteers and 25 bags of rubbish collected it was a big success. Thanks to all the Councillors who attended. The next Litter Pick was on the 5th October 2024.

Thanks were given to all Councillors for helping to make the D-Day tribute. Preparations for the D-Day anniversary were complete. As many people as possible were needed to attend on 6th June 2024 at 8.30pm, in uniform to light the lanterns.

Progress was being made on Illogan Fun Day with the main changes being to the layout following feedback from last years feedback. There was a provisional schedule for the acts.

Arrangements for the Christmas Events were underway.

ii. FINANCE AND RESOURCES COMMITTEE – 15TH APRIL 2024

Cllr Crabtree reported the work for the precept had been completed at the end of last year so there had just been a round up of this and a review of the Community Room Hire.

Since Covid the Council had moved away from petty cash and the office staff now used Barclaycards were now used for many purchases. A recommendation was being brought to Full Council for Barclaycard reports to be made at Full Council each month and for the spending to be ratified.

iii. STAFFING COMMITTEE – 16TH APRIL 2024

Cllr Ford advised that the revision of the appraisal process following training had now been completed. He wished to thank Cllr Jobson for his work on the 360° process.

Cllr Jobson suggested that the 360° feedback could extend to everyone in the room and that it could be a way to get to know fellow councillors better.

iv. PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE – 17TH AND 22ND APRIL AND 1ST MAY 2024

Cllr Mrs Thompson reported that there had been 5 applications considered, 2 of which were controversial and had required additional meetings. She expressed her thanks to the Councillors on the Committee and to the Clerk for the reports.

v. GOVERNANCE REVIEW COMMITTEE – 24TH APRIL 2024

Cllr Ford reported that the Committee had carried on with the annual review of standing policies and risk assessments, including the Standing Orders and Financial Regulations. He wished to thank the other members who were very good at going through all of the finer details.

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

ACM24/05/30.2 RESOLVED

to note the Minutes of the following Committee meetings held since 4th April 2024:

- **Community Events Committee – 9th April 2024**
- **Finance and Resources Committee – 15th April 2024**
- **Staffing Committee – 16th April 2024**
- **Planning and Environmental Services Committee – 17th and 22nd April and 1st May 2024**
- **Governance Review Committee – 24th April 2024**

On a vote being taken the matter was approved unanimously.

ACM24/05/31 TO RECEIVE A 2-MINUTE UPDATE FROM THE COUNCIL REPRESENTATIVE ON OUTSIDE BODIES INCLUDING THE POLICE LIAISON COMMITTEE AND ON CLLRS WHO HAVE ATTENDED TRAINING COURSES OR CONFERENCES

Cllr Jobson reported he had attended the Police Liaison Committee meeting held on the 2nd May 2024. He commented that- it had been the best meeting, in his opinion, since he joined the committee.

There was a new Inspector Brown who seemed very hands on and a good manager.

They heard from Inspector Tom Patrick from the Domestic Abuse team. They were currently identifying high risk people and offering assistance such as sanctuary, advice and panic rooms. The Domestic Violence disclosure team dealt with 32,000 complaints of domestic abuse last year with domestic abuse being the number one offence in Cornwall.

Police would attend and an arrest would be made whenever a complaint of domestic abuse was received. There had also been changes to some procedures, notably, under-16's could now be interviewed as witnesses in cases of domestic abuse and the police were giving schools instructions in order to assist with this.

They were also keen to tackle issues of drugs, violence and anti-social behaviour. There was currently a more hands on approach being taken in Camborne and work was being done to improve 999 and 111 call handling. There was a focus on prolific offenders.

ACM24/05/32 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

Cllr Jobson requested an agenda item to consider the breakdown of quotes of tenders so as to include man hours, materials, etc.

Cllr Simmons requested an agenda item to discuss the lowering of the speed limit on Bridge Hill.

ACM24/05/33 DATE & TIME OF NEXT MEETING:

The next meeting would be held on Wednesday 19th June 2024, 7pm in Illogan Parish Council Community Office.

ACM24/05/34 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

ACM24/05/34.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

Cllr Simmons left the meeting at 8.39pm

ACM24/05/35 TO RECEIVE RECOMMENDATIONS FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE AND QUOTES FOR THE SUPPLY OF PARISH BOUNDARY SIGNS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Crabtree, seconded by Cllr Cullimore and

ACM24/05/35.2 RESOLVED to accept the quote from No 2 The Same for the supply of parish boundary signs.

On a vote being taken on the matter there were 10 votes FOR and 1 vote AGAINST.

Cllr Simmons re-entered the meeting at 8.41pm.

ACM24/05/36 TO RECEIVE RECOMMENDATIONS FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE AND QUOTES FOR THE ERECTION OF PARISH BOUNDARY SIGNS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Crabtree, seconded by Cllr Ms Kemp and

ACM24/05/36.2 RESOLVED to accept the quote from Cormac for the erection of parish boundary signs.

On a vote being taken on the matter there were 10 votes FOR and 2 votes AGAINST.

There being no further business the meeting closed at 8.44pm

Signed

Date

ACCOUNTS FOR PAYMENT MAY 2024					
Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
To Ratify					
Electricity for Office	SSE		141.37	7.07	£148.44
To Pay					
Salaries	All Employees		£4,727.92		£4,727.92
IT Support	NCI Technologies		£67.00	£13.40	£80.40
Contractor	DJM Gardening		£1,961.33		£1,961.33
Website Hosting	KernowTek		£10.00		£10.00
Illogan RBL	Grant	FC24/04/12.2	£476.74		£476.74
Out of hours call handling	Phoneta		£34.48	£6.90	£41.38
Fire alarm maintenance	Duchy Alarms		£464.50	£92.90	£557.40
Stationery	Complete		£95.43	£19.09	£114.52
Grass cutting, tree work etc	Greens Grounds and Trees		£1,018.51	£203.71	£1,222.22
MSAS Signs	ElanCity	FC24/03/28.2	£4,413.98	£882.80	£5,296.78
Family magic show etc	Jon Martin Magic	CL24/03/10.2	£165.00		£165.00
Slacklining School	The Slackline School	CL24/03/10.2	£1,100.00		£1,100.00
Cleaning and opening community room	X-treme Clean		£1,473.00	£294.60	£1,767.60
Purple Poo signs	Contract Signs	FC24/04/13.2	£44.80	£8.96	£53.76
Training	CALC		£150.00	£30.00	£180.00
O365 Licences	NCI Technologies		£124.25	£24.85	£149.10
Internet	BT		£40.99	£8.20	£49.19
Water for Illogan Park	Source for Business		£34.45		£34.45
	TOTAL TO PAY		£16,402.38	£1,585.41	£17,987.79