

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



DRAFT Minutes

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Full Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 10th June 2026 at 7.00pm.

PRESENT:

Councillors Dave Crabtree (Vice Chairman), Anne Edwards, David Ekinsmyth, Graham Ford, Tara O'Donnell, Jenna Simmons, Suzanne Simmons, Stefan Szoka and Maggie Thompson.

IN ATTENDANCE:

Mrs Sarah Rimell, Clerk; and 2 members of the public (until point mentioned).

The Chairman explained the safety procedures.

FC26/06/1 CHAIRMAN'S WELCOME

Councillor Crabtree welcomed everyone to the meeting.

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DRAFT Minutes

FC26/06/2 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Councillor Cullimore.

Councillors Holmes, Miss Pollock and L Simmons were absent.

FC26/06/2.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs O'Donnell and **RESOLVED to receive and approve apologies from Councillor Cullimore.**

On a vote being taken the matter was approved unanimously.

FC26/06/3 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

There were no interests declared.

FC26/06/4 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC26/06/5 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA

Representative from the 1st Illogan Scout Group, Illogan Village Hall Management Committee, and Harris Mill Village Hall apologised for being unable to attend the Annual Parish Meeting, they presented the reports as follows.

1st Illogan Scout Group

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DRAFT Minutes

1st Illogan Scout Group consists of three sections: Beavers (ages 6–8), Cubs (8–10½), and Scouts (10½–14). They meet at Illogan Village Hall on Thursday evenings during school term time. In the warmer, drier months, meetings are often held outdoors in the surrounding woods or around the village.

Group Trustee meetings are held quarterly during half-term periods.

All three sections are well attended and currently have waiting lists. They are led by enthusiastic, well-trained volunteers who organise and deliver a wide range of activities. These include hiking, camping, cooking, environmental projects, and community work, all designed to challenge the young people and help them achieve Scouting awards.

Over the past year:

- Beavers have earned the Chief Scout's Bronze Award
- Cubs have earned the Chief Scout's Silver Award
- Scouts have earned the Chief Scout's Gold Award

When Scouts leave 1st Illogan, they can move on to a District Explorer Unit (ages 14–18) in Camborne or Redruth. There, they can work towards the Chief Scout's Diamond and Platinum Awards, as well as the Duke of Edinburgh's Awards, including the prestigious Gold Award. They can also aim to achieve the King's Scout Award.

Explorers who achieve the Duke of Edinburgh Gold Award may be invited to receive their award at Buckingham Palace, while those who earn the King's Scout Award may attend a presentation at Windsor Castle. A number of former 1st Illogan Scouts have accomplished these significant achievements.

Some members have even returned to the group after university to become volunteer Leaders, continuing the cycle of support and development.

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DRAFT Minutes

Our equipment is well used and generally fit for purpose, although some items are beginning to show signs of wear. A full stocktake and condition report of all equipment, including camping gear, will be carried out shortly.

Members come from a wide range of backgrounds within the Illogan community. We are committed to ensuring that financial hardship does not prevent any young person from taking part, and support is provided to families where needed so that all members can fully participate in our activities.

We are very grateful for the continued support of Illogan Parish Council and its individual members. Their guidance, practical help, occasional financial support, and loan of equipment are greatly appreciated. Thank you.

Illogan Village Hall Management Committee

Illogan Village Hall is pleased to report that our facilities are currently used by 11 regular groups, along with occasional one-off hires. Regular users represent a wide cross-section of the community and include Cubs, Scouts, Rainbows, Brownies, a martial arts group, a local autistic support group, a community choir, the Women's Institute (WI), U3A, and we also serve as one of the venues for the Village Fair. There are still some time slots available for new bookings.

During the year, the hall sustained roofing and associated wind damage as a result of Storm Gorette. This led to a temporary roof repair and some water ingress. Our insurers, Zurich, have been extremely supportive, and a settlement has been agreed. Roofers have been contacted and full repairs will be carried out as soon as possible.

One of our two gas boilers has failed and will need to be replaced. Fortunately, Illogan Village Hall has sufficient funds to cover this expense without difficulty.

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DRAFT Minutes

Aside from these issues, the hall remains in sound condition both inside and out, continuing to provide a safe and welcoming environment for all users. Only one session needed to be cancelled due to the roof damage. We continue to carry out regular maintenance and inspections, ensuring all required reports and certifications are up to date.

A significant maintenance project completed this year involved rebuilding, repointing, and securing sections of the rear boundary wall shared with the school. The full cost of this work was covered by the Hall.

Overall, we remain in a stable financial position. Looking ahead, the main anticipated expenditures are the boiler replacement and possible redecoration, particularly in the main hall. Like many organisations, we are experiencing significantly increased energy costs, which we are monitoring closely and managing as carefully as possible.

Recruiting volunteers to join the management committee remains a challenge; however, we are pleased to report that we do have a candidate for the position of Secretary.

Finally, we would like to express our sincere thanks to the Parish Council for their continued support and guidance.

Harris Mill Village Hall

Harris Mill Village Hall received several expressions of interest from local builders regarding the refurbishment works. Once all quotations have been submitted, the Committee intends to proceed with applications for grant funding.

An initial application was made to Cornwall Council; however, this was unsuccessful as the full funding required for the project had not yet been secured. The Committee would welcome guidance from Illogan Parish Council on the grant application process, including the most effective order in which to apply for funding.

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DRAFT Minutes

To support progress, the Committee is exploring a range of options, including delivering the project in phases to make funding more manageable. They are also mindful that, as planning permission has already been granted, work will need to begin within the required timeframe to avoid the need for reapplication and the associated additional costs.

2 members of the public left the meeting at 7.16pm.

FC26/06/6 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 20TH MAY 2026 AND THE CHAIRMAN TO SIGN THEM

FC26/06/6.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor Mrs S Simmons and **RESOLVED to approve the receive and approve the minutes of the Annual Parish Meeting held on the 20th May 2026 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

FC26/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 20th MAY 2026 AND THE CHAIRMAN TO SIGN THEM

FC26/06/7.2 It was proposed by Councillor Mrs S Simmons, seconded by Councillor Mrs O'Donnell and **RESOLVED to receive and approve the minutes of the Annual Council Meeting and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

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DRAFT Minutes

FC26/06/8 TO RECEIVE THE RECOMMENDATIONS FROM THE FINANCE, RESOURCES AND PROJECTS COMMITTEE ON THE 2025/2026-YEAR END ACCOUNTS AND EAR MARKED RESERVES AND AGREE ANY FUTURE ACTIONS.

FC26/06/8.2 It was proposed by Councillor Ford, seconded by Councillor Mrs S Simmons and **RESOLVED to receive the recommendations from the Finance, Resources, and Project Committee, receive and approve the year end accounts and transfers to the Earmarked Reserves.**

On a vote being taken the matter was approved unanimously.

FC26/06/9 TO CONFIRM THE INDEPENDENCE OF THE INTERNAL AUDITOR AND AGREE ANY FUTURE ACTIONS.

FC26/06/9.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs O'Donnell and **RESOLVED to confirm the independence of the internal auditor.**

On a vote being taken the matter was approved unanimously.

FC26/06/10 TO RECEIVE THE INDEPENDENT INTERNAL AUDITORS REPORT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2026 AND AGREE ANY FUTURE ACTIONS

FC26/06/10.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor Mrs S Simmons and **RESOLVED to receive the Independent Internal Auditors report for the financial year ending 31st March 2026 and that the recommendations are implemented.**

On a vote being taken the matter was approved unanimously.

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DRAFT Minutes

It was agreed that Officers would look into whether Piran Tech could provide an auto-saving service for Scribe.

FC26/06/11 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2026 AND APPROVE THE CLERK/RFO AND CHAIRMAN TO SIGN THE FORM.

FC26/06/11.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs S Simmons and **RESOLVED to that the Annual Governance Statement for the financial year ending 31st March 2026 was completed answering yes to questions 1-8, N/A to question 9 and yes to question 10 and the Clerk/Responsible Officer (RFO) and Chairman to sign the Statement.**

On a vote being taken the matter was approved unanimously.

FC26/06/12 TO CONFIRM THERE ARE NO CONFLICTS OF INTEREST WITH THE EXTERNAL AUDITOR, BDO LLP AND AGREE ANY FUTURE ACTIONS AND APPROVE THE CLERK AND CHAIRMAN TO SIGN THE FORM.

FC26/06/12.2 It was proposed by Councillor Ford, seconded by Councillor Mrs O'Donnell and **RESOLVED to confirm that there are no conflicts of interest with the external auditor ,BDO LP and for the Clerk and Chairman to sign the form.**

On a vote being taken the matter was approved unanimously.

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DRAFT Minutes

FC26/06/13 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 31ST MARCH 2026 AND DOCUMENTS TO BE SUBMITTED TO THE EXTERNAL AUDITOR AND APPROVE THE CHAIRMAN TO SIGN THEM

FC26/06/13.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs Thompson and **RESOLVED that the year-end accounting statements, explanations of variances, and bank reconciliations for the financial year ending 31 March 2026 be received and approved, that these documents be submitted to the external auditor for the purposes of the annual return, that the Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Return be issued on 18 June 2026 with the inspection period commencing on Friday 19 June 2026 and concluding on Thursday 30 July 2026, and that the Clerk and Chairman be authorised to sign all required documentation.**

On a vote being taken the matter was approved unanimously.

It was noted that the Council is in a strong starting position, as it is actively seeking to take on additional responsibilities through devolution from Cornwall Council. The initiatives and investments delivered in recent years, such as Illogan Park, the Illogan Parish Council Community Office, and the use of the Community Room, have been successful, notably without relying on loans. Looking ahead, as the Council's responsibilities continue to grow, it would be beneficial to adopt a more strategic and forward-looking approach to financial planning and budgeting.

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FC26/06/14 TO ADOPT THE STANDING ORDERS AND AGREE ANY FUTURE ACTIONS.

FC26/06/14.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor Mrs Edwards and **RESOLVED to adopt the Standing Orders.**

On a vote being taken the matter was approved unanimously.

FC26/06/15 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 17th June 2026, 7pm in Illogan Parish Council Community Office.

There being no further business the meeting closed at 7.44pm.

Signed

Date