



FULL COUNCIL MEETING

Council Chambers

25th April 2023 following the Annual Parish Meeting at 7.44pm

Minutes

PRESENT: TOLMAN (CHAIR)(ST), CLLR BROOKS (SB), CLLR COAKLEY (MC), LONG (AL), POUND (SP), SMITH (MS), STENTIFORD (TS), WARD (PW), WATSON (PVW).

OFFICERS: TOWN CLERK, ASSISTANT TOWN CLERK, RESPONSIBLE FINANCIAL OFFICER

7 X MEMBERS OF THE PUBLIC/PRESS

		Action
1.	APOLOGIES – Cllr Gold, Rev. Moss & Susie Iannantuoni	
2.	MINUTES - Approval of the minutes of 28 th March 2023. RESOLVED. It was proposed by Cllr Long seconded by Cllr Smith and unanimously agreed to accept the minutes as a correct record of the proceedings.	
3.	MATTERS ARISING- None	
4.	DISCLOSURES OF INTEREST- To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct Cllr Watson – Item 18 on the agenda	
5.	DISPENSATIONS None	
6.	RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING RESOLVED. It was proposed by Cllr Tolman and seconded by Cllr Pound and unanimously agreed to ratify all decisions made since the last meeting.	
7.	PUBLIC SESSION. - An opportunity for any parishioner of any age to ask questions or to raise concerns. None	
8.	TOWN FORUM – To receive any updates from the group. Previously gave an update during the Annual Parish Meeting.	

9.	<p>TOWN TEAM – To receive any updates from the group. Cllr Smith is having a meeting with the Former Chair of the Town Team to gain a broader idea of what the Town Team is and in which direction it is going. Cllr Smith will update Cllrs at next meeting.</p>	
10	<p>KELLY-BRAY RESIDENTS ASSOCIATION MATTERS – To receive any updates from the group. Susie Iannantuoni sent her apologies. There was nothing to report from the Kelly-Bray Residents Association.</p>	
11	<p>POLICE MATTERS – To receive any updates As reported during the Annual Parish Meeting. NOTED</p>	
12	<p>FIRE MATTERS - No report received</p>	
13	<p>CARADON COMMUNITY NETWORK PANEL – To receive any updates. Cllr Long informed the Cllrs that the Caradon Community Network Panel will be changing their name in due course, renaming as Tamar Community Area Partnership merging with neighbouring towns. They will be linked with Launceston merging 17 panels down to 12. They are currently waiting for the merge to happen. Any monies currently held will be safe.</p>	
14	<p>REPORTS</p> <ul style="list-style-type: none"> a) Planning Committee. To receive the approved minutes from the meeting held on 7th March 2023 and 4th April 2023. RESOLVED. Proposed by Cllr Long seconded by Cllr Watson and unanimously agreed to receive the minutes. b) Town Hall & Premises Committee. To receive the approved minutes from the meeting held on 21st March 2023. RESOLVED. Proposed by Cllr Pound seconded by Cllr Brooks and unanimously agreed to receive the minutes. c) Outside Services Committee. To receive the approved minutes from the meeting held on 21st March 2023. RESOLVED. Proposed by Cllr Stentiford seconded by Cllr Coakley and unanimously agreed to receive the minutes. d) Finance & General Purposes Committee. – To receive the approved minutes from the meeting held on 28th March 2023. RESOLVED. Proposed by Cllr Tolman seconded by Cllr Brooks and unanimously agreed to receive the minutes. e) Staffing Committee – Update from the Chair (if any). This will be covered in the Part Two Session. 	

	<p>f) Any other reports [not for decision] from Councillor’s. None.</p> <p>g) Report from Cornwall Councillor – Cllr Long reported that voting for the Mayor of Cornwall has now taken place with 65% of voters voting against it. This idea has now been shelved with continuing talks taking place. Police and Highways have been very busy over the last week or so due to the fatal accident near Liskeard. Callington Councillor’s Surgeries are well attended with the majority of the public voicing their concerns over Cornwall housing issues. Newquay airport has a potential new take over bid.</p>	
15	<p>FINANCE</p> <p>a) Approval for expenditure as listed, and note the payments made since the last meeting (see addendum 1.0 below)</p> <p>RESOLVED. Proposed by Cllr Brooks and seconded by Cllr Pound and unanimously agreed to approve payments as listed</p> <p>b) Budget monitoring and indicative outturn for 2022/2023 – the RFO gave an update on the each committee’s current financial position. Noted</p> <p>Cllr Watson queried if the Mural funds are from grant funding and potentially out of date. The RFO will look into this.</p>	
16	<p>EXTERNAL AUDITOR REQUIREMENTS FOR 2022/2023</p> <p>Smaller Authorities’ Audit Appointments Limited (SAAA) is the sector led limited company appointed as the ‘specified person’ to procure and appoint external auditors to smaller authorities, perform the functions set out in the relevant legislation and to manager the ongoing audit contracts. BDO LLP is appointed for 2022-23 to 2026-27.</p> <p>Prior to the meeting the instructions for 2022-2023 had been circulated for consideration.</p> <p>The RFO explained the procedures for the current year and the areas being tested, namely:</p> <ol style="list-style-type: none"> 1. Effective financial management during the year, and for the preparation of the accounting statements. 2. An assessment of the risks facing the Council and appropriate steps to manage those risks, (including risk management, internal controls and insurance coverage) 3. Any action required in previous reports to have implemented. <p>The Clerk went through the evidence to support these tests and answered questions from the Members.</p> <p>Resolved. It was proposed by Cllr Brooks seconded Cllr Long and unanimously agreed that the Council has proper and robust accounting procedures in place; considers risk</p>	

	management and insurance coverage throughout the year. There were no matters requiring action from the audit.	
17	<p>FOR DISCUSSION/DECISION – Neighbourhood Plan Update (if any)</p> <p>Cllr Long explained that he has received an email from Cornwall Council confirming that they and natural England are content with the draft plan. No further screening is required. We are now waiting for the drafted plan for the final stage.</p> <p>NOTED</p>	
	Cllr Watson left the room for the item 18.	
18	<p>For Decision – Co-option. To receive applications for the office of Town Councillors and to co-opt the candidates to fill the existing vacancies.</p> <p>a) Vacancy #1 b) Vacancy #2</p> <p>Each applicant introduced themselves to the Council answering any questions that were asked of them.</p> <p>The meeting will be suspended for a brief period to allow Councillors to discuss the applications. Members of the public and press will be asked to leave the room during this process but will be invited back in when the meeting resumes.</p> <p>Cllrs cast their written vote for Vacancy #1. The votes were counted and verified by the Town Clerk and RFO who declared that Kim Mayer was unanimously voted for vacancy #1.</p> <p>Cllrs then cast their written vote for Vacancy #2. The votes were counted and verified by the Town Clerk and RFO who declared that Elly Valdebouze received the majority vote for vacancy #2.</p> <p>Both new Cllrs then signed their declarations of acceptance of office and took their places at the table.</p>	
19	<p>ANY URGENT ITEMS – for information only</p> <p>None</p>	
20	Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed to move to a Part Two session at 8.36pm	

	<p>PART TWO SESSION</p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers will be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <p style="padding-left: 40px;">a) Update on Staffing matters</p> <p>The Clerk Informed the Cllrs that Alison Hurn, the Assistant Town Clerk has passed her CiLCA qualification.</p>	
	<p>Date of next meeting: Tuesday 23rd May 2023</p>	
	<p>There being no further business the meeting was closed at 8.43pm</p>	

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Payments for approval 29th March 2023						
To be minuted at April Full Council						
				Net	VAT	Gross
F&GP	BACS	Clifton Emery Design	Neighbourhood Plan	£4,650.00	£930.00	£5,580.00
F&GP	BACS	Every Corner Distribution	April newsletter distribution	£478.00	£95.60	£573.60
F&GP	BACS	Karen Gold	Filmshow expenses	£7.88	£1.57	£9.45
TH&P/OS	BACS	John Smiths Tyres	Citroen Van - value & balance	£69.00	£0.00	£69.00
OS	BACS	Noticeboard Company	Kelly Bray noticeboard	£928.08	£185.61	£1,113.69
			BACS Payments	£6,132.96	£1,212.78	£7,345.74
THP/OS	DD	RAM	Lease of Tracking Unit	£27.95	£5.59	£33.54
			DD Payments	£27.95	£5.59	£33.54
			Total Payments	£6,160.91	£1,218.37	£7,379.28

Payments for approval 5th April 2023						
To be minuted at April Full Council						
				Net	VAT	Gross
OS	BACS	Aquasource	Repairs to rainwater harvester	£643.75	£128.75	£772.50
OS/TH&P	BACS	Biffa	General Waste	£155.96	£31.19	£187.15
OS/TH&P	BACS	Biffa	Recycling	£31.06	£6.21	£37.27
F&GP	BACS	CALC	Annual Membership Subs 2023/24	£1,701.05	£268.11	£1,969.16
OS	BACS	Cormac Solutions	Annual maintenance of machinery	£3,859.69	£771.94	£4,631.63
OS	BACS	EE	Allotment Camera Data	£39.00	£7.80	£46.80
OS/TH&P	BACS	Entry Group	Roller Shutter Door Maintenance	£160.00	£32.00	£192.00
OS	BACS	Environment Agency	Sewage effluent discharge charge	£251.00	£0.00	£251.00
OS	BACS	GB Tool Hire	Fence panel hire (for play equipment)	£48.30	£9.66	£57.96
OS	BACS	GB Tool Hire	Traffic Film Remover	£39.95	£7.99	£47.94
TH&P	BACS	GB Tool Hire	Cleaning Consumables	£363.57	£72.72	£436.29
OS	BACS	GB Tool Hire	Air Compressor Repairs	£98.90	£19.78	£118.68
OS	BACS	GB Tool Hire	Pressure Washer Repairs	£120.00	£24.00	£144.00
OS	BACS	Lynher Training	Chainsaw course (HJ)	£200.00	£0.00	£200.00
TH&P	BACS	National Grid	Electrical Compliance work at Oxfam	£135.86	£27.17	£163.03
OS	BACS	Pear Technology	Cemetery Mapping	£240.00	£48.00	£288.00
OS	BACS	Sparling Recycling Ltd	Dispose of waste from allotments	£121.20	£24.24	£145.44
F&PG	BACS	Summerfield Planning Ltd	Neighbourhood Planning	£1,500.00	£300.00	£1,800.00
OS	BACS	Travis Perkins	Plywood & Decking Stain	£81.69	£16.34	£98.03
OS	BACS	Travis Perkins	Cemetery Toilet repairs	£52.50	£10.52	£63.02
TH&P	BACS	Trewarthas	Hammerite, Brush Cleaner, Mastic Gun and Sealant	£72.81	£14.56	£87.37
			BACS Payments	£9,916.29	£1,820.98	£11,737.27
TH&P	DD	Corona Energy	Electricity Usage	£271.79	£54.36	£326.15
F&GP	DD	Google	March- Google Workspace	£310.50	£0.00	£310.50
F&GP	DD	SAGE	Monthly Subscription	£64.50	£12.90	£77.40
			DD Payments	£646.79	£67.26	£714.05
			Total Payments	£10,563.08	£1,888.24	£12,451.32

Payments for approval 14th April 2023						
To be minuted at April Full Council						
				Net	VAT	Gross
OS/TH&P	BACS	A&M Defence & Marine	Annual Inspection of Ladders	£240.00	£48.00	£288.00
F&GP	BACS	Banner Business Solutions	Office Stationery	£126.76	£25.35	£152.11
F&GP	BACS	CALC	Breakthrough Communication Courses	£90.00	£18.00	£108.00
OS	BACS	Cormac Solutions	Replace Two Trailer Tyres	£278.66	£55.73	£334.39
TH&P	BACS	Cornwall Council	March Parking Enforcement	£333.60	£0.00	£333.60
F&GP	BACS	Alison Hurn - reimbursement	Post Office - Stamps	£92.50	£0.00	£92.50
F&GP	BACS	HR Support Consultancy	March HR Support	£34.13	£6.83	£40.96
OS	BACS	Institute of Cemetery & Crematorium Management	2023/2024 Subscription	£95.00	£0.00	£95.00
OS	BACS	Fenland Leisure Products	Playpark parts; shackles, component connectors, caps	£139.50	£27.90	£167.40
F&GP	BACS	Zurich	Annual Insurance Policy 1.5.23-30.4.24	£9,502.65	£64.67	£9,567.32
			BACS Payments	£10,932.80	£246.48	£11,179.28
TH&P	DD	Drax	Electricity in March - Staff Room	£155.02	£7.76	£162.78
TH&P	DD	Drax	Electricity in March - New Offices	£111.07	£5.56	£116.63
OS	DD	Drax	Electricity in March - Chapel	£171.15	£8.56	£179.71
TH&P	DD	Drax	Electricity in March - Public Toilets	£58.11	£2.91	£61.02
OS	DD	Drax	Electricity in March - Workshop	£61.75	£3.09	£64.84
F&GP	DD	Natwest	Autopay Charges	£18.50	£0.00	£18.50
			DD Payments	£575.60	£27.88	£603.48
			Total Payments	£11,508.40	£274.36	£11,782.76