

Ponsanooth Parish Council

Clerk Mary Gosling. 3 Cliff Terrace Portreath TR164LE
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To all members of the Council

You are hereby summoned to attend a meeting of Ponsanooth Parish Council at the Café, Ponsanooth Hall, for the purpose of transacting the following business.

Agenda for the Annual Meeting of Ponsanooth Parish Council

on 15th May 2022 from 6.45pm – 9.15pm

Item 8 will be a public session to enable the people of Ponsanooth to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes. Room capacity will limit the number of people able to access the meeting. Please book into the meeting in advance, this will allow the Clerk to ensure the venue suits the number of people wishing to attend. If possible, a spokesperson can be nominated for a particular issue.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk by email ponsanoothpc@gmail.com at least 24 hours before the meeting so that every effort may be made to provide access.

AGENDA - Annual Meeting 15th May 2023

1. To receive nominations for and appoint Chairman for the year 2023/24
2. Signature of Declaration of Office Register by newly appointed Chairman
3. To receive nominations for and appoint Vice Chairman for the year 2023/4
4. Chairman's Welcome

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5. To receive apologies
6. To Receive Declarations of Interest
7. To sign as a true and correct record the minutes of the meeting held on 17th April 2023.
8. Public Participation session This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 3 minutes, per person, Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.
9. Review of delegation arrangements to Finance Committee and to confirm a – c to be delegated to the Finance Committee
 - a. Review of inventory of land and other assets including buildings and office equipment;
 - b. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - c. Review of the Councils Risk Management policy and Register
 - d. Review of the terms of reference for the Finance Committee
10. Appointment of at least 5 members to Finance Committee;
11. Review of standing orders and Financial Regulations;
12. Review of the Councils Complaints Procedure.
13. Appointment of at least 2 Councillors to the Road safety group and review of terms of reference.
14. Appointment of at least 2 Councillors to the Chapel working group and review of terms of reference.
15. To consider and adopt the Equality and Diversity Policy.
16. To consider and adopt the Sustainable Development Policy.
17. Review of representation on or work with external bodies and arrangements for reporting back;
18. Review of the Council's and/or staff subscriptions to other bodies; - Cornwall Association of Local Councils and Society of Local Council Clerks.
19. To agree to review the following policies as per the dates on the Councils policy review schedule.
 - a. policy for dealing with the press/media;
 - b. Council's employment policies and procedures;

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20. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.
21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council, noting some date changes due to bank holidays.
22. To consider further planting at Treluswell roundabout and to agree any associated costs and expenditure for planting and watering.
23. Report from County Councillor Peter Williams
24. Approval of the Annual Governance Statement 2022/2023
25. To approve the Annual Accounting Statement for 2022/2023.
26. To consider grant request from PPFA for £1080 for Street games.
27. To receive the finance report including the bank reconciliation for April 2023, an updated budget position and payment schedule for May 2023.
28. To note the 45 total extra hours in total, to enable the Clerk to support the administration of the Community levelling funding. To be worked as 7.5 hours extra per month. To be completed by 30/9/23.
29. To confirm the Ponsanooth Parish Council have all the criteria in place to apply for Foundation Quality Council Award.
30. Planning
31. To consider the draft heads of terms public open space at Forth an Cos, with the view to accept transfer to Ponsanooth Parish Council and agree costs of between £1,040 and £1,560 plus VAT and disbursements.
32. To consider an application for CIL funding – deadline for expression of interest early June 23.
33. Report from Chapel working group.
34. Report from Road safety working group.
35. Report from Ponsanooth Playing Field Association

Mary Gosling Parish Clerk 9th May 2022