ST AGNES PARISH COUNCIL

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Council meeting – 2nd November 2020

Minutes of the meeting of St Agnes Parish Council as above, held online and via telephone, 18:30.

Present: Cllrs Ripper (Chair), Clark (Vice Chair), Ball, Brown, Bunt, Drew, Forbes, Hougham, Johns, Roberson, Roberts, Slater.
Absent: Cllrs Field, Rodda.
In attendance: L Dunkley, Clerk; C Callaway, Deputy Clerk. 0 members of the public.

78/20 Apologies for absence.
RECEIVED from Cllrs Field, Rodda. Cwll Cllrs Duffin, Mitchell.

79/20 Declarations of interest/Requests for dispensation. None.

80/20 Public Participation. None.

81/20 Council meeting minutes: 5th October 2020
RESOLVED that the minutes of the meeting of the Council, as above, having been previously circulated, were taken as read, approved and signed. Cllrs Clark/Slater. 9 voted in favour, 2 abstained: Cllrs Bunt, Brown, Hougham. The following matters were **NOTED**: 66/20 – the extension of service at the library has been implemented, though this will be disrupted as a result of Central Government announcement on a lockdown from 5th November. 70/20 – a play areas meeting has yet to take place. Clerk to pursue.

82/20 Cornwall Councillors' reports
NOTED forthcoming decisions from the Community Governance Review – yet to be confirmed by Cornwall Council.

83/20 Schedule of Payments
RESOLVED to approve as above. Cllrs Clark/Forbes. Unanimous.

84/20 Miners and Mechanics Institute – request for funding and assistance
RECEIVED as above. The following comments were made:
Cllr Slater: The MMI is thought to be selling an asset which will raise a significant sum, therefore is there a need for a grant from the Council?
Cllr Forbes: The applicant has only provided estimated costs; they appear to be seeking grants totalling over £18,000 which exceeds the required amount for the project of £14,720. The Council has previously granted £7,600 to repair the previous heating system. The professional advice that says the current system is not compliant has not been evidenced. How the £10,000 small business grant has been used has not been explained. The MMI constitution is very complex – and not easy to understand e.g. there is reference to a "First Charity Trustee" but no explanation on what that is. The accounts are unaudited.
Cllr Brown: Believe the current system does circulate and does not bring in fresh air.
Cllr Ripper: Aware that assets are to be sold but a sale is not imminent. Have seen the system and is minded to agree it does circulate air and is not compliant, though there has been no independent evidence provided.
Cllr Clark: Late correspondence from applicant regarding evidence that current system is not compliant - explanation given that two sources have verified the current system is not compliant. Though the evidence is not forthcoming.

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RESOLVED to defer a decision pending responses to the following queries/actions:

- That the accounts are audited.
- That evidence is provided to justify the option chosen, and the claim of non-compliance of the current system.
- That clarity on the costs, and grants/funds raised by the MMI is given.
- That the MMI consider simplifying the complex Constitution e.g. explanation of a "First Charity Trustee".

Cllrs Forbes/Slater. 11 voted in favour, 1 abstained: Cllr Bunt. Officers to respond.

85/20 Budget 2021/22

CONSIDERED items for inclusion and **APPOINTED** Cllrs Ripper, Clark, Slater, Ball and the Clerk and Deputy Clerk to a working group (representing all Committees) to look at need in detail and return to Council with recommendations. Clerk to pursue.

86/20 Dogs on beaches

CONSIDERED issues as above. Cornwall Council have been contacted and asked to clarify matters related to Blue Flag beaches. A response is yet to be received.

87/20Laptop purchase for remote working

A lengthy discussion took place which concluded in agreement that there is a need for a new laptop for the Deputy Clerk and that the quotation from the Council's IT supplier was acceptable. **RESOLVED** to authorise expenditure on a laptop for use by the Deputy Clerk (c.£1500). Cllrs Slater/Ball. Unanimous. Council also agreed that it was necessary to purchase a tablet for use by the Handyperson (c.£200). Officers to action.

88/20 Update: Mount Hawke School and land for staff parking per 68/20

RECEIVED as above from Cllr Roberson. A visit had taken place and the Community Link Officer is pursuing some actions as a result. Further information to follow in due course.

89/20 Items for Bolster magazine

RECEIVED suggested items for the next edition: Speed sensors; lockdown measures; dog fouling; grants for community organisations; positive Christmas message; Helping Hands St Agnes (consolidated contact list for support). Clerk to pursue.

90/20 Notification of meeting/Suggested items for agenda: 7th December 2020

NOTED suggested items for the next Council meeting: Water refill station project; Budget 2021/22; car park survey; MMI grant; Dogs on beaches; Mt Hawke school update.

91/20 Reports from Council representatives

NOTED the following reports:

- Community Network Panel – report circulated.

**Cllr Bunt left the meeting*

- St Agnes Christmas Light Committee - lockdown is restricting installation activity, but some core lighting is hoped to be put up before the start of the 5th Nov lockdown
- Cllr Clark attended the Parish Youth Project meeting and Code of Conduct training.
- **APPOINTED** Cllr Roberson as the Cllr advocate for the OPCC. Clerk to notify.

92/20 Public Bodies (Admissions to Meetings) Act 1960.

RESOLVED that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following item: Staffing. Cllrs Forbes/Clark. Unanimous.

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93/20 Staffing/Council structure per H26/20

CONSIDERED the recommendation of the Human Resource Committee as above. There was a lengthy discussion and interrogation of the detail circulated. **RESOLVED** that the new structure is adopted at a total estimated initial increase in expenditure of £55,275 as follows:

a) January 2021: Initiate new Facilities Operatives rota; Increase contracted hours for handyperson and appoint assistant handyperson; make SCP adjustments for the two staff members outlined.
b) April 2021: Appoint and begin the new role currently termed "Environment and Property Manager".
c) May 2021: Adopt new Committee structure.

Cllrs Brown/Forbes. Unanimous. HR Committee to pursue.

94/20 Staff contract of employment template per 27/20

CONSIDERED the recommendation of the Human Resource Committee as above. **RESOLVED** that the new staff contract of employment is adopted and applied to existing and future employees. Cllrs Clark/Slater. Unanimous.

95/20 Staff handbook per H28/20

CONSIDERED the recommendation of the Human Resource Committee as above. **RESOLVED** that the new staff contract of employment is adopted and applied to existing and future employees. Cllrs Forbes/Clark. Unanimous.

Meeting closed at 20:15.

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Signed ……. Date……..

Appendix A: SCHEDULE OF PAYMENTS

Cornwall Council	Half yearly rent for Beaconsfield Play Area	£15.00
Cwll Countryside Sups	Brushwood killer - Parish Handyperson	£12.48
Initial W/room Hyg	Waste management at WCs/Library/Council Offices - Oct 2020 to Jan 2021	£279.14
St Agnes LIC	Reimburse planning application fee (Tree work - Gdn of Rest) Clerk's authority	£85.00
1st Security Locksmth	Repair to disabled toilet door - Porthtowan WCs (overdue - June 2020)	PAID £45.00
No 2 The Same Signs	Signs for Beaconsfield Play Area & telephone box outside Parish Rooms	£96.00
B White	Accounting support for Quarter 2, per contract	£675.00
SSE Enterprise	Routine maintenance of street lighting - April to September 2020	£291.60
A Cleaner Generation	Window cleaning at Parish Rooms - September 2020	£18.00
Sheet Plastics (Online)	Replacement clear acrylic sheet for Mount Hawke bus shelter (vandalised)	PAID £34.51
Cornwall ALC Ltd	Virtual finance training - Budgeting. Cllr J Clark on 19/11/2020	£36.00
Naturally Green	Continuation of Enhanced PROW Project - Work to steps: Job 2 (extensive) & 3	£1,848.00
Cornwall ALC Ltd	Virtual Code of Conduct training. 3 delegates - Cllrs Rodda, Slater, Clark	£72.00
Cornish Fixings Co Ltd	Supplies for Parish Handyperson - Brackets etc for Library guttering	£18.84
Zoom Video Comms.	Additional Zoom licence to enable Deputy Clerk to host meetings	PAID £78.05
Wish (Online)	X3 laptop stands for office staff working from home (Health & Safety)	PAID£101.76
D Murrish Plumbing	Outside tap at rear of Churchtown WCs for Chegwyn Rose Garden Min PR48/19	£101.48
Macsalvors Ltd	Supplies for Parish Handyperson - Rollers, paint, masking tape etc	£39.49
Macsalvors Ltd	Supplies for Parish Handyperson - Safety boots & mix gas	£82.54
Bunzl	Cleaning & hygiene supplies - Public toilets	£93.64
Survey Monkey	One month's subscription - Trelawny Car Park survey	PAID £99.00
Cormac Solutions Ltd	Leak investigation July 2020 - Trevaunance Cove WCs wallgate unit (Ladies)	£159.90
Signscape & Signco.	X12 Anti-theft clips for Speed Sensor poles	PAID £86.47
Royal British Legion	Poppy Appeal - X5 Remembrance wreaths. Approved: minute 170/19	£92.50
C Kalber	Cemetery maintenance & grave digging - October 2020	£1,573.33
Kernowek Gdners Ltd	Open Spaces cutting per contract. X2 cuts Dec-July X3 cuts August X2 cuts Sept	£4,080.00
Bunzl	Refillable foam wash & disinfectant cleaner - WCs	£101.92
B Barrett	Reimburse for cash purchase - Exterior allcoat paint for street furniture	£20.72
Rialtas Bus Sol Ltd	Annual support - Making tax digital for VAT	£70.80
Staffing costs	Total expenditure - October 2020	£16,860.76
PETTY CASH RECORD	Reconciled running total with cash in tin: £28.20 - 02/11/2020	
LIBRARY TAKINGS	September 2020 – Nil	
RECEIPTS		
Car park donations	St Agnes collection (x4 honesty boxes)	£249.29
Allotment holders	Renewal of annual leases at Mithian & Mount Hawke (online pymts to 30/09)	£125.00
M Carveth	Burial (re-open grave)	£500.00
D Tresise & Sons	x1 inscription @ £25.00 and x1 plaque @ £35.00	£60.00
Member of public	Memorial bench plaque – Porthtowan	£400.00
Allotment holders	Renewal of annual leases at Mithian & Mount Hawke (cash/cheque pymts)	£75.00
HMRC	VAT repayment - Quarter 2 2020/21	£3,335.21
Car park donations	St Agnes collection (x4 honesty boxes)	£128.12
Allotment holders	Renewal of annual leases at Mithian & Mount Hawke (online pymts October)	£150.00

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D Tresise & Sons	Headstone	£70.00
R Pascoe & Sons Ltd	Headstone	£70.00
M Carveth	X3 interments of ashes	£550.00
Goundrys	Rental income for Flat 17B (less £108 management fee)	£900.00
Car park donations	St Agnes collection (x4 honesty boxes)	£263.38
Allotment holder	Late annual lease renewal for full plot at Mithian site	£50.00

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