



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
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Full Council meeting – 23rd January 2023

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, St Agnes, TR5 0TL, 18:00.

Present: Cllrs Rodda (Chair), Clark (Vice Chair), Barrow, D Brown, G Brown, Bunt, Caddy, Nason, Ripper, Watson (late arrival), Woolcott.

Absent: Cllrs Bradbury, Davies, Knight.

In attendance: L Dunkley, Clerk; 0 members of the public.

185/22 Apologies for absence.

RECEIVED from Cllrs Davies, Knight.

186/22 Declarations of interest/Requests for dispensation. None.

187/22 Public Participation. None.

188/22 Schedule of Payments

RESOLVED to approve as above. Cllrs Clark/Ripper. Unanimous. **RECEIVED** a budget report.

189/22 Public Bodies (Admissions to Meetings) Act 1960.

RESOLVED that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Personal data. Cllrs Rodda/Clark. Unanimous.

190/22 Pay review outcomes

RECEIVED pay review reports and recommendations for each member of staff from the HR Committee. Per minute H28/22 the pay reviews were conducted “in-house” in conjunction with appraisals. **RESOLVED** to adopt the detail set out in the recommendations per minute H41/22, including changes to job descriptions, job titles, contracted hours and SCP – pay, and to make provision within the 2023/24 budget to reflect the changes. Cllrs Clark/D Brown. Unanimous. Thanks were given to Cllrs Rodda and Ripper for the considerable time and effort put into the process. **HR Committee to progress.**

191/22 Adjournment of meeting: Reintroduce the public

RESOLVED to adjourn the meeting to allow the public to re-enter as the nature of the business remaining is not confidential. Cllrs Rodda/Clark. Unanimous.

**Cllr Watson entered the meeting*

192/22 Budget considerations 2023/24

CONSIDERED an updated draft budget following input from Committees, consideration by Full Council and analysis by officers. **RESOLVED** to set expenditure at £666,245, non-precept income at £142,800, and a precept of £458,500 for 2023/24. Cllrs Ripper/Barrow. Unanimous. **Clerk to action.**

Meeting closed at 18:30.

Appendix A: SCHEDULE OF PAYMENTS

Trelawny Citroen Ltd	MOT defect repairs to Council Isuzu truck. Minute 20/22	PAID	£2,396.27
SLCC Enterprises Ltd	Practitioners' Conference & accommodation - L Dunkley. Minute 173/22		£480.00
Porthtowan Village Hall	Grant funding request, as approved. Minute 166/22		£3,000.00
St Agnes Scouts	Grant funding request, as approved. Minute 168/22		£1,595.00
M/Hawke Mill Green Tst	Grant funding request, as approved. Minute 169/22		£4,000.00
ADT Fire & Security Plc	Annual maintenance of fire alarm system at Parish Rooms to Dec 2023		£249.23
Cornwall Council	Trelawny Road car parking ticket enforcement (November 22) inc mileage		£66.00
Cornwall ALC Ltd	Budgeting training - E Goater. Clerk		£36.00
Cornwall ALC Ltd	Social Media for Local Councils training - L Dunkley. Clerk		£36.00
Macsalvors Ltd	Workwear: S Blakeley (Min H26/22). Maintenance supps for Handyperson		£482.34
The Driftwood Spars	Hospitality/team-building. Chair's allowance/approval	PAID	£303.80
Screwfix (Trade UK)	Compost/ties/stakes/plants - Library planter & tree planting. H/person		£68.50
Screwfix (Trade UK)	X2 toilet seats for Trevaunance Cove & Porthtowan WCs - Parish H/person		£54.98
N.A.M.M	Membership renewal 2023 (National Association of Memorial Masons)		£264.00
Cornwall ALC Ltd	Essentials of Being a Good Employer training - D Rodda. Clerk		£36.00
Screwfix (Trade UK)	Aerosol lubricant. Parish Handyperson		£6.99
Viking	Longlife milk (office)/erase-all sponges (Facilities)/paper/batteries. Clerk		£70.35
J Pickersgill	Reimbursement for x6 bags of rock salt for gritting. Clerk		£35.94
Clive Kalber	Cemetery maintenance and grave digging - December 2022		£1,265.00
IPS Group (UK) Ltd	Card transaction fees for parking meters + wireless data - December 2022		£96.18
C Belsito	Vehicle mileage - Library community outreach work undertaken in Dec 2022		£29.17
St Agnes LIC	Annual payment for maintenance works, per agreement. Minute EP107/21		£1,800.00
SW Playgd Safety Insp	Annual safety inspections at five play areas within the parish. Minute 113/20		£750.00
CP & S News	Newspapers for the library - December 2022. Clerk		£34.50
Macsalvors Ltd	Screenwash/WD40/thumb catch. Parish Handyperson (trade account)		£15.28
Initial W/Room Hygiene	Quarterly waste management at public toilets to April 2023		£486.09
J Pickersgill	Reimbursement for bulb & fitting - Halfords. Council vehicle check (Peugeot)		£12.49
Cornwall Council	Trelawny Rd car parking ticket enforcement (Dec 22) including mileage		£45.60
Cornwall ALC Ltd	Managing Difficult People/Conversations training course - Clerk		£36.00
B E White	Accounting support for Quarter 3 2022/23		£675.00
Viking	X2 2023 wall planners		£2.83
RGB Building Supplies	Power door closer arm/body - WCs. Parish Handyperson (trade account)		£19.12
Swift Janitorial Supplies	Soap dispensers/toilet tissue/cloths/ cleaner/hand towel roll/aerosols. WCs		£586.10
C Callaway	Reimbursement for x2 First Aid Manuals (Office and Library). Clerk		£25.90
Screwfix Ltd (Trade UK)	X3 multi-purpose limescale power sprays for WCs		£12.00
Secur-A-Door Ltd	Service for automatic sliding door at library. Clerk		£180.00
Buyaparcels.com	Makita strimmer for Maintenance Team. Minutes 172/22 & EP142/22	PAID	£189.99
Viking	Scissors (office)/erase-all sponges (WCs Team)		£13.49
Toolstation Ltd	SumUp 3G & WiFi Card Reader and payment kit for library. Minute 123/22	PAID	£129.00
Staffing costs	Total expenditure - January 2023		£25,378.43

PETTY CASH RECORD

December 2022 total - £49.86

LIBRARY TAKINGS

December 2022 - £69.20

RECEIPTS

Car park card payments	201 card payment transactions - Trelawny Road C/P parking meters - December	£659.00
Car park cash payments	Trelawny Road C/P - cash received in parking meters from 15/11 - 15/12	£467.60
RingGo (Park Now Ltd)	Income from car park pay & display charging via RingGo app - November	£376.92
Amazon	Refund for returned item - Limescale remover (public toilets)	£28.50
Parishioner	Exclusive Right of Burial - burial plot purchase	£750.00
Tresise & Baldwin	Plaque and vase @ £35 each	£70.00
Car park cash payments	Trelawny Road C/P - cash in parking meters from 15/12/22 - 19/1/23	£292.00
St Agnes Museum Trust	Annual rent - Museum building	£5.00
RingGo Ltd (Park Now)	Income from car park pay & display charging via RingGo app - December	£329.69
Drew Memorials	Memorial headstone permit	£80.00
HMRC	VAT repayment Quarter 3, 2022/23	£737.66
Cornwall Council	Library self-billing receipt for VAT owed during Q2 & Q3, 2022/23	£28.77
Allotment holder	New half plot takeover at Mithian site. Deposit & pro rata lease	£43.75
Car park donations	Porthtowan collection	£69.87