

# ST WINNOW PARISH COUNCIL

**Chairman:** Councillor Penny Rowe

**Clerk:** Mrs Kerry Pearce

**Mobile:** 07974 029515

**Email:** stwinnowpc@btinternet.com

Dear Councillor

Dated: Tuesday 7<sup>th</sup> May 2024

The **Annual Parish Meeting of St Winnow Parish Council** will be held in the **Red Store, Lerryn** on **Tuesday 7<sup>th</sup> May 2024 at 7.30 p.m.** The Annual Parish Meeting will be followed by a **meeting of the Parish Council** when Councillors are summoned to attend.

## Annual Parish Meeting

### AGENDA

- 1. Apologies for Absence**
- 2. Acting Chairman's Welcome and Public Participation.** *Members of the public may address the Council prior to the commencement of the meeting. This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.*
- 3. Minutes of Annual Parish Meeting 2023**
- 4. Chairman's Annual Report**
- 5. Devon & Cornwall Police Annual & Monthly Report**
- 6. Cornwall Councillors Annual Report**
- 7. Red Store Annual Report**

The Annual Parish Meeting will be followed by a meeting of the Parish Council

## Meeting of the Parish Council

### AGENDA

1. Election of Chairman
2. Election of Vice Chairman
3. Declaration of Members Interest. (i) Disclosable Pecuniary Interest. (ii) Non Pecuniary Interest.
4. To receive minutes of meeting held on 5<sup>th</sup> March 2024
5. Matters arising from those minutes.
6. Planning Applications.
7. Planning Results.
8. Grant Funding, Applications & use of Funds.
9. Neighbourhood Plan.
10. Common Land CL04 CL05
11. To Approve and Adopt the Financial Risk Assessment
12. To Approve and Adopt the Financial Regulations
13. To Approve and Adopt the Internal Financial Controls
14. To Approve and Adopt the Asset register
15. To Approve and Adopt the Standing Orders
16. To Approve the Clerks Contract of employment and Rate of Pay

As of 1st April 2023, the clerk pay is on spinal point 9 on a rate of £12.06 per hour. The Clerk is Currently paid for 10 hours per month. In addition to this, the clerk works from home and claims expenses for the use of electricity and WIFI and telephone calls of £20.00 per month.

17. Correspondence & Circulars – SC Ethy Bench
18. Finance, to confirm the drawing of the following cheques.
  - I. Cheque No: 520 To the Clerk for Salary & Expenses (APRIL) 120.60 + 20.00 = £140.60
  - II. Cheque No: 521 To the Clerk for Salary & Expenses (MAY) 120.60 + 20.00 = £140.60
  - III. Cheque No: 522 To Diane Malley for Payroll for £120.00
  - IV. Cheque No: 523 To Cornwall ALC for Membership for £238.73  
Any other invoices or requests for grant funding will be dealt with at this meeting.
  - V. To consider quote for Councils Insurance for 2024/25
  - VI. To consider grant to St Winnow PCC for year 2024/25
  - VII. To consider donation to Cornwall Air Ambulance 2024/25
19. To Approve & Sign the Certificate of Exemption, of the annual governance and accountability return.
20. To approve the income and expenditure against the cash book to be signed by the chair.
21. Date & Venue of Next Meeting. *Tuesday 11<sup>th</sup> June (will need wellies) Suggested alternative 2<sup>nd</sup> July 2024 in the Red Store at 7.30pm.*
22. Any Other Business.