

ST EWE ANNUAL PARISH MEETING (Meeting of the Electors)

DRAFT MINUTES

MONDAY 17 MAY 2021

7.00 pm, St Ewe Village Hall

PRESENT:

Will Richards (Chairman of the Parish Council), John Dickinson, Michael Howell, Tracey Jenkin, Trevor Johns, Janet Lockyer, Finlay Luke, Peter Shannon, Terry Teverson and Philip Vellenoweth.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, and Ward Member Cllr Michael Bunney.

APOLOGIES:

Adam Getliff, Kate Ashworth

MINUTES:

The meeting began at 7.05 pm.

Cllr W Richards, Chairman of the Parish Council, chaired the Parish Meeting.

The minutes from last year's Annual Parish Meeting on 26th May 2020 were approved and signed as a true and correct record (proposed Will Richards, 2nd Tracey Jenkin).

Reports from organisations in the parish

- a) Police Report. The police were advised of the meeting date but were not able to send a report.
- b) County Councillor Report. Michael Bunney introduced himself to everyone present. He emphasised that he will not bring party politics into his role as advocate for the parishioners and the parish council and that he will do his utmost to support the wishes of the parish in planning and other matters.
- c) Parish Council Chairman's Report. Will Richards gave his report which is copied below at Appendix 1.
- d) Parish Council Finance Report. The clerk gave the report which is copied below at Appendix 2. There were no questions.
- e) No other organisations had submitted a report.

No elector or member of the public wished to speak.

Date of the next Annual Parish Meeting will be Monday, 9 May 2022

The meeting closed at 7.22 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 22 May 2021

SIGNED:

THESE ARE DRAFT MINUTES.

Chair of meeting: _____ Date: _____

APPENDIX 1 — Chairman's Report 2020-2021

This year is going to be no exception for me in terms of keeping my report brief and free from waffle. We have 3 meetings to conduct this evening, including the co-option of 5 Councillors and the signing of Declarations of Office for the newly elected Councillors. Today is also the next step in removing some of the Covid restrictions and will be the first time in several months that the Crown will be open. And I've got a table booked!

If you want to recap on any of the council's business over the last 12 months (or longer) feel free, as the information is all available on the St Ewe website, the Tower & Spire parish magazine, the parish notice boards and, from now, even the parish council Facebook page!

This is the first physical meeting that the parish council has had for quite some time and, although the technology is available to us, it is so much better to be able to sit in a room with my friends and neighbours (who also happen to be parish Councillors) and have the discussions.

I would like to thank all of the parish Councillors, including those who have not sought to be re-elected, for giving their time to serve the community, and although everyone doesn't always agree on the approach, everyone has the same motivation to make our community the best place it can possibly be, and that is politics! Also a big thank you to those Councillors who take extra roles and responsibilities.

I would like to give our sincere thanks to James Mustoe who acted as our ward Councillor last year when the election was cancelled. He stepped up and looked after us despite having his own busy life and responsibilities. That brings me nicely to welcome Michael Bunney who has been elected as our new ward Councillor. Congratulations and we look forward to having you working on our behalf!

A big thanks goes to Christine our clerk. Without your hard work and vigilance the business of the parish council would be much less smooth and manageable. We also appreciate that you have read the Standing Orders and understand them!

The final thanks goes to the people who live and work within the parish – some of whom attend our meetings, some might read the minutes to know what's going on, and others who don't take an interest, but do trust that we do the right things on their behalf. And in my experience, people do let you know when they are not happy! Sometimes, some of what we are required to do might feel quite mundane, but ours is the first tier of democracy, and it is our responsibility to make sure things are done in an open and honest way.

APPENDIX 2 — Finance Report 2020-2021**Financial Report Year End 2020-21****10 May 2021**

1.0 Cash and Bank Reconciliation

The year-end bank reconciliation is complete and shows the year beginning with £10,248.63 in cash and ending with £10,554.49, a difference of £305.86.

2.0 Reserves and earmarked funds, total £10,554.49

At year end the total for reserves and earmarked funds is £10,554.49, which is of course the total cash held by the council. St Ewe has been advised that local councils do not carry cash over to the next fiscal year.

The contingency reserve has increased from £649.44 to £2,123.68. The election reserve increased by £100 to £3,600. Work on website accessibility, including a new hosting package was relatively inexpensive at £389.49, so the website/village feature reserve decreased to £610.51.

The Aura Wind Turbine Fund

£1,360 of this fund was spent to replace the dilapidated wooden finger-post at the Trevithick Hill T-junction with a traditional metal fingerpost, and a grant of £1,500 was made to the Village Hall as a partial payment for energy efficient lighting, resulting in £2,926.86 at year end. St Ewe's Grant Application form is available on the website if anyone wishes to request funds for parish benefit.

Emergency Fund

This fund remains at £600. The council has resolved to use the funds for first aid training and a date was just about to be set when the Covid-19 measures came in to play. First Aid training will perhaps be available this year. The Emergency Plan was activated as a response to the pandemic in order to help the vulnerable and it proved very effective.

Transparency Fund

The transparency fund remains at £109.40 for the purchase of a printer/scanner, for the clerk's office, but it is still not needed.

St Ewe Defibrillator

The parish council has £400.04 for equipment maintenance and training. Further fund raising will be needed for equipment maintenance in the future.

St Ewe Climate Action Group (SECAG)

A new group was formed to consider and implement ways of improving climate change at the parish level. A grant from the Ward Member's Community Chest of £184.00 will go toward purchasing permanent trees that will be planted in Autumn 2021 in the gardens and on the land of interested parishioners. Other projects are being discussed and any interested people are welcome to join the group.

3.0 Budget Comparison

Total payments for 2020-21 are £10,480.57 (without VAT). Subtracting earmarked funds of £3,249.49 from total payments, the payments from the 2020-21 budget amount to £7,231.08, compared to the budget of £7,479, resulting in the council being £248 under budget for this year.

VAT

Parish councils do not take VAT into consideration for budgeting purposes because parish councils may reclaim VAT.

4.0 Transparency Code and audit

All councils must publish their Annual Return along with the *Notice of Period for the Exercise of Public Rights*. The Annual Return was rebranded as the Annual Governance and Accountability Return or AGAR, which is often still called the Annual Return.

The Transparency Code for Smaller Authorities applies to St Ewe, as its annual turnover is well under the £25,000 cut off. In accordance with the Code, the council's financial details have been published on its website since the 2014-15 financial year, and these include a list of all payments. The Code requires a list of payments over £100 and St Ewe publishes all payments.

External Audit.

At St Ewe's level of expenditure, the external audit is a 'limited review' audit. Beginning financial year 2017-18, St Ewe is not required to have an external audit and, accordingly, the council is again able to opt out of the limited review external audit for 2020-21 (saving £200). The council will not submit the Annual Return to the external auditor, but the Annual Return is still published on the website, along with the documents required by the *Transparency Code* that include a list of all payments.

Internal Audit.

In accordance with Audit Regulations, all parish councils have an internal audit for assurance that the council is conducting its affairs lawfully and handling its public money properly. An independent and competent internal auditor is appointed each year by the council. The internal auditor's report forms part of the Annual Return and any issues raised by the internal auditor must be addressed by the council before it completes its Annual Governance Statement for the Annual Return. Internal audit is the public's assurance that its council operates lawfully and effectively.

Christine Wilson, CiLCA

Proper Officer and Responsible Financial Officer

St Ewe Parish Council

clerk@st-ewe-parish.co.uk

END.