

# St Martin – By - Looe Parish Council

Thursday 2<sup>nd</sup> May 2024

WORKING AGENDA, FOR THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM,  
FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM.  
TO BE HELD ON THURSDAY 9<sup>th</sup> MAY 2024 AT NO MAN'S LAND MEMORIAL HALL.

## The Annual Parish Council Meeting.

**Agenda Item 1:** Apologies for Absence.

**Agenda Item 2:** Election of Officers to serve to May 2025.

**Agenda Item 3:** Minutes of the Annual Parish Council Meeting held on 4<sup>th</sup> May 2023 - Approved on 1<sup>st</sup> June 2023.

**Agenda Item 4:** St Martin By Looe News – Annual return and report.

**Agenda Item 5:** Standing Orders/Code of Conduct – Review.

**Agenda Item 6:** Matters requested to be included in Agenda.

## The Parish Council Meeting.

**Public Question Time. IMPORTANT PLEASE READ NOTE BELOW.**

**Agenda Item 1:** Declarations of Interest.

**Agenda Item 2:** Apologies for absence.

**Agenda Item 3:** Minutes of the Annual Parish Meeting and the Parish Council Meeting held on the 4<sup>th</sup> April 2024 and The Planning Committee Meeting on 1<sup>st</sup> May 2024..

**Agenda Item 4:** Planning Applications:

**Agenda Item 5:** Planning Decisions received by the date of the meeting.

**Agenda Item 6:** Planning Matters.

**Agenda Item 7:** Finance.

**Agenda Item 8:** Reports on Matters arising from the Minutes.

**Agenda Item 9:** Business received after publication of agenda.

**Agenda Item 10:** Information received from CC and other Authorities.

**Agenda Item 11:** New Business.

**Agenda Item 12:** Around the Table.

### **Important - please note:**

***All requests from members of the public to speak at the meeting should be submitted in writing to the Clerk at the address below, at least 48 hours before the meeting.***

***This will enable the Parish Council to consider the request and respond accordingly. Failure to contact The Clerk may well result in the request to speak being refused.***

Charles Hyde (Mr) Clerk to the Council, 8 Trelawny Road, Menheniot, Liskeard. PL14 3TS, 01579 340905

[stmartinpc1@btinternet.com](mailto:stmartinpc1@btinternet.com) [www.stmartinbylooe.org.uk](http://www.stmartinbylooe.org.uk)

Please note that this Council executes its duty in considering the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

# ST MARTIN-BY- LOOE PARISH COUNCIL

To All Members of the Parish Council.

**WORKING AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 9<sup>th</sup> May 2024 AT NO MAN'S LAND MEMORIAL HALL AT 7.15PM.**

**Attended by:**

Parish Councillors: Robert Henly, Roberta Powley, Barbara Reynolds, Andrea Lankston, Jill Spicer, David Keeble.  
Mrs. Janet Keeble (Stand in Clerk and Proper Officer of the Council).  
Charles Hyde Parish Clerk & RFO.  
PCSO Dave Billing.

**Agenda Item1: Apologies for Absence:**

County Councillor Armand Toms.  
Parish Councillor Simon Lawes,

**Agenda Item 2: Election of Officers** - to serve to May 2025:

**Chairman:** Councillor Henly relinquished the Chair to the Clerk who asked for nominations for Chairman.

Councillor \_\_\_\_\_ was nominated by Councillor \_\_\_\_\_, seconded by Councillor \_\_\_\_\_, ALL AGREED.

Councillor \_\_\_\_\_ then took the Chair and thanked the Members for electing him/her.

**Vice – Chairman:** The Chairman asked for nominations for Vice-Chairman.

Councillor \_\_\_\_\_ was nominated by Councillor \_\_\_\_\_, seconded by Councillor \_\_\_\_\_. ALL AGREED

**Data Protection Officer:** All agreed that Councillor \_\_\_\_\_ be appointed to take a special interest in Data Protection.

**Rights of Way:** All agreed that Councillor \_\_\_\_\_ be appointed to take a special interest in Rights of Way.

**Transport Issues:** All agreed that Councillor \_\_\_\_\_ be appointed to take a special interest in Transport Issues.

**Election of Representatives to Outside Bodies** - to serve to May 2025:

**Memorial Hall Committee:** All agreed that Councillor \_\_\_\_\_ be appointed the Council's representative.

**St Martin's School Trust:** All agreed that Vice Chairman Powley be appointed the Council's representative.

**Cornwall Assoc of Local Councils:** All agreed that The Clerk be appointed the Council's representative.

*The Clerk would advise the various Bodies of the Council's representatives for the ensuing year.*

**Agenda Item 3. Minutes of the Annual Parish Council Meeting held on 4<sup>th</sup> May 2023**

Were approved at the meeting on the 1<sup>st</sup> June 2023.

**Agenda Item 4: St Martin-By-Looe News:**

**4.1.1: Annual Report** – Another successful year with all four issues out on time, advertising revenue remains strong with many new advertisers using the magazine this year.

Revenue exceeded expenditure by £396.99, money that needs to be allocated to a community project.

**Agenda Item 5: Standing Orders/Code of Conduct:**

Standing Orders review if needed.

New Financial Regulations published 8/5/2024, the Clerk needs to review and amend before preparing for adoption.

This will be done in the June 2024 meeting.

**Agenda Item 6: Matters requested to be included in Agenda:**

There being no other business, the meeting closed at:

# St Martin – By - Looe Parish Council

**To All Members of the Parish Council.**

**WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM.**

**TO BE HELD ON THURSDAY 9<sup>th</sup> MAY 2024 AT NO MAN'S LAND MEMORIAL HALL.**

Chairman:

Vice-Chair:

Parish Councillors: Robert Henly, Roberta Powley, Barbara Reynolds, Andrea Lankston, Jill Spicer, David Keeble.

Charles Hyde, Parish Clerk & Proper Officer of the Council.

PCSO David Billing.

## **Public Question Time and Councillors Comments on Declared Interests:**

### **Agenda Item 1: Declarations of Interest:**

### **Agenda Item 2: Apologies for absence:**

County Councillor Armand Toms.

Parish Councillor Simon Lawes.

### **Agenda Item 3: Minutes of the Parish Council Meeting:**

**3.1.1: Minutes for the Annual Parish Meeting held on 4<sup>th</sup> April 2024** It was proposed by Councillor \_\_\_\_\_ seconded by Councillor \_\_\_\_\_ and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

**3.1.2: Minutes for the Parish Council Meeting held on 4<sup>th</sup> April 2024** It was proposed by Councillor \_\_\_\_\_ seconded by Councillor \_\_\_\_\_ and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

**3.1.3: Minutes for the Planning Committee Meeting held on 1<sup>st</sup> May 2024** It was proposed by Councillor \_\_\_\_\_ seconded by Councillor \_\_\_\_\_ and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

### **Agenda Item 4: Planning Applications:**

None received.

### **Agenda Item 5: Planning Decisions received by the date of the meeting:**

None received.

### **Agenda Item 6: Planning Matters:**

None received.

**6.2: Correspondence:** Forwarded by email where possible.

### **Agenda Item 7: – Finance.**

#### **7.1.1: Summary of Accounts.**

#### ***Reconciled balances date 02/05/2024.***

Opening Bank Balances 1 <sup>st</sup> April 2024	£25,227.05
Income to date	£6,680.50
Expenditure to date	£1,077.07
Balance to date	£30,830.48

## **7.2: Accounts paid in April 2024.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March Internet Package & any expenses.	50.00
BACS	Cornwall Council – Clerks Salary March 2024.	649.98
BACS	Cornwall Council _ Magazine Print cost.	57.95
BACS	Cornwall Association of Local Councils - Subscription	257.09
BACS	Trenode Primary School Donation	50.00
	Total	1065.02

## **7.3: Income in April 2024.**

1-Apr-24	Bond interest		£	29.13
5-Apr-24	Tregoad AD REVENUE		£	20.00
8-Apr-24	Cornwall Council PRECEPT PT 1		£	6,183.00
22-Apr-24	HMRC VAT refund		£	448.37
		Total	£	6,680.50

It was proposed by \_\_\_\_\_ and seconded by \_\_\_\_\_ that Items 7.1, 7.2 and 7.3 are ratified.

## **7.4: Requests for Funding received by date of meeting.**

None received.

## **7.5: Receipts and letters of thanks received by the date of the meeting.**

None received.

## **7.6: Financial Business.**

**7.6.1: Presentation of end of year accounts** – Copy attached.

**7.6.2: Annual Governance Statement** – Presented by the Responsible Finance Officer (the Clerk) for approval by the Parish Council and signed and dated by the Chairman and Responsible Finance Officer at this meeting.

**7.6.3: Accounting Statements 2023/2024** - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at this meeting.

**7.6.4: Asset Register:** The Clerk has reviewed the Parish Council's assets and updated the register.

**7.6.5: VAT Reclaim** – Form to be completed. Value £448.37.

**7.6.7: Allocated funds** – At the end of the financial year the Parish Council's bank balance to date is £25,227.05.

Suggest and to be agreed at this meeting, £10,000, will be earmarked for the No Man's Land Play Area. £500 for election costs.

**7.6.8: The Blue Accounts Book** – To be signed by the Chairman at this meeting.

**7.6.9: Certificate of Exemption** – Agreed and signed by the Chairman at this meeting.

**7.6.10: Conflict of Interest with BDO LLP** – Confirm no conflict declared with Audit Co by the Chairman and Clerk signing the appropriate form.

**7.6.11: Annual Return (Audit)** – Will be submitted to the Internal Auditor Sally Farrant for inspection.

Exemption, Updated Contact Details and Conflict of Interest forms will be submitted to BDO LLP within the deadline.

All documents except the Internal Audit Report to be uploaded onto our website in line with the Financial/Transparency Regulations.



Date and Time of Next Meetings: 6<sup>st</sup> June 2024, **Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at

## FINANCE REPORT.

St Martin-By-Looe Parish Council

### May 2024 Report 2023/2024

Item	Amount budgeted	Actual Spent to date	Plus/Minus	Percentage	
Insurance	£ 450.00	£ 379.74	-£ 70.26	84%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	£70 paid in April 2024
Clerks Salary	£ 7,728.00	£ 7,715.76	-£ 12.24	100%	On Budget
CDC Admin fee	£ 72.00	£ 71.00	-£ 1.00	99%	On Budget
Clerks Expenses -All	£ 1,200.00		#VALUE!	#VALUE!	On Budget
Office Supplies	£ 250.00	£ 115.49	-£ 134.51	46%	Lower costs due to Free year of ink.
Defib Annual Subs	£ 340.00	£ 310.00	-£ 30.00	91%	On Budget
Street Furniture	£ 200.00	£ 170.00	-£ 30.00	85%	On Budget
Hall Hire/Zoom	£ 170.00	£ 160.00	-£ 10.00	94%	No invoice as yet.
Subscriptions	£ 280.00	£ 247.97	-£ 32.03	89%	On Budget
Misc & contingency	£ 350.00	£ 400.97	£ 50.97	115%	Community Garden money from last years grant
Grass Cutting/Weed spray	£ 800.00	£ 647.50	-£ 152.50	81%	No weed spray done
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ -	-£ 50.00	0%	
Grants & gifts	£ 150.00	£ 100.00	-£ 50.00	67%	£50 agreed in March meeting, paid in April.
British Legion Wreath	£ 20.00	£ 25.00	£ 5.00	125%	Will amend for precept
Audit fees	£ 100.00	£ 100.00	£ -	100%	On Budget
Website Hosting	£ 250.00	£ 142.62	-£ 107.38	57%	Cheaper supplier
Salt bins	£ 250.00	£ -	-£ 250.00	0%	Not spent
VAT	£ -	£ 448.37	£ 448.37	#DIV/0!	
Parish magazine	£ -	£ 258.01	£ 258.01	#DIV/0!	Cost covered by Ad revenue
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 1,289.99	£ 1,289.99	#DIV/0!	New laptop, printer and noticeboard at Millendreath.
<b>Total budget &amp; expenditure</b>	<b>£ 12,880.00</b>	<b>£ 12,617.42</b>	<b>#VALUE!</b>	<b>98%</b>	

### Income

Precept	£ 11,980.00	
Grants	£ 126.73	
Bank Interest	£ 301.66	
VATrefund	£ 344.70	
Misc	£ 232.30	Jubilee mugsales and Turnpike Trust Funds
Parish paths	£ -	
Tithe Map	£ 21.00	Acting as hoast only money to be paid to RNLI
Advertising revenue	£ 655.00	
<b>Total Income</b>	<b>£ 13,661.39</b>	

### St Martin-By-Looe News

Advertising revenue to date	£ 655.00	
Print costs (anticipated)	£ 258.01	
<b>Profit/Loss</b>	<b>£ 396.99</b>	Profit for community