

BREAGE PARISH COUNCIL

Mrs Carol Macleod Clerk/RFO to the Council Parish Rooms Breage HELSTON TR13 9PD Tel: 01326 574781/07767165077

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ANNUAL ORDINARY PARISH COUNCIL MEETING TO BE HELD FOLLOWING THE ANNUAL PARISH MEETING IN THE PARISH ROOMS, BREAGE ON TUESDAY 7 MAY 2024

To: Breage Parish Councillors: You are hereby summoned to attend this meeting.

To: Members of the Public: You are hereby invited to attend this meeting.

You may contact the Parish Clerk on 01326 574781/07767165077 or email clerk@breagepc.org.uk

 Recoverable Signature

X Carol Macleod

Carol Macleod

Clerk and RFO to Breage Parish Council

Signed by: 2635630a-cbdb-4eaa-af3c-a9b5f8625bfd

AGENDA

1. FIRE EVACUATION PROCEDURE

2. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

3. ELECTION OF CHAIRMAN FOR THE YEAR 2024/2025

4. TO RECEIVE CHAIRMAN'S DECLARATION OF OFFICE

5. ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2024/2025

6. DECLARATION OF INTERESTS

i) Members to ensure that their registers of interests are up-to-date

7. PARISH COUNCIL WORKING GROUPS/TEAMS/COMMITTEES AND/OR OUTSIDE ORGANISATIONS

a) Members to be nominated - Chairman is ex-officio on all Committees

b) Names to be listed and resolved in one resolution

i) Finance and General Purposes Committee

Standing orders 17, 18, 19, apply.

3 Cllrs cannot be bank signatories Current: RR/NR/DT

ii) Bank Signatories

4 Cllrs Current: AB/HB/CMR/TW

iii) Bank Payment authorisation

2 Cllrs Current: CMR/TW

iv) NEST Pension Councillor

1 Cllr Current: HB

v) GDPR Councillor

1 Cllr Current: NR

Data Controller - Clerk

vi) Representatives Playing Fields and Village Halls

Ashton Amenity Area - 2 Cllrs Current: HB/NR

Breage Village Hall - 1 Cllr Current: CMR

Breage Field - 1 Cllr Current CMR plus AB to cover CIL bid

Carleen Village Hall - 1 Cllr Current: AB

Godolphin Cross Community Association - 1 Cllr Current: CMR

Praa Sands and District Community Centre - 1 Cllr BPC Custodial Trustee Current: DT

vii) Staff working group personnel

Standing order 20 applies

4 Cllrs Current: TW/NR/DT/RR

viii) Footpaths and Open Spaces

2 Cllrs Current: MS

ix) Cemeteries

1 Cllr Current: TW

x) H&Safety/Risk Assessment

2 Cllrs Current: MS/HB

xi Lengthsman Scheme

1 Cllr Current: AB

xii) S Kerrier Community Area Partnership

1 Cllr Rep Current: CMR and 1 Deputy Current: DT and TW sharing

xiii) Trevurvas Pond

2 Cllrs Current: DT/MS

xiv) Breage Neighbourhood Development Plan

Under full Council review

8.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 2 April 2024

9.PUBLIC PARTICIPATION

To include Cornwall Councillor's report

10.FINANCE

a) To review Financial Regulations and make any necessary resolution

b) To review Financial Risk Assessment and make any necessary resolution

c) To review Asset Register and make any necessary resolution

d) To resolve to accept the Internal Auditor's report and to accept satisfaction with the effectiveness of the Internal Audit

e) To resolve to action the approval of section 1, sound system of internal control and section 2, the end-of-year figures submitted by the RFO for external audit, and to agree to the signing

f) To note that the dates for publication for the 2023/2024 Annual Return will be Monday 10 June 2024 and the dates of the period for the exercise of public rights are Tuesday 11 June 2023 to Tuesday 23 July 2024

g) To resolve to approve that payments may be made by BACS/CHAPS – to be authorised by a bank signatory and checked by a Member of the F&GP Committee on the bank statements

i) To resolve to approve May payments

12	05/04/2024	bank	Cemetery fees	Long Rock Memorials refund	-135.00		-135.00
13	10/04/2024	dd	Office Supplies	LifeConnect24	80.75		80.75
14	10/04/2024	dd	Cemetery electricity	Yu Energy	15.18	0.76	15.94
15	02/04/2024	bank	Travel	Administration	57.05		57.05
16	02/04/2024	dd	Telephone and Internet	BT	10.00	2.00	12.00
17	02/04/2024	bank	Play equipment inspection	SWPSI Ltd	33.33	6.67	40.00
18	02/04/2024	bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
19	02/04/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	5.13	1.03	6.16
20	10/04/2024	bank	Computer IT	Primary PC Solutions Ltd	42.36	8.47	50.83
21	03/04/2024	dc	Amenity Areas	Ad Fontes Company Limited	9.98	2.00	11.98
22	11/04/2024	bank	Breage Gardening	Karen Badger	1,100.00		1,100.00
23	25/04/2024	dd	Electricity Parish Rooms	Engie Power Ltd	232.84	11.64	244.48
24	08/05/2024	bank	Play equipment inspection	SWPSI Ltd	33.33	6.67	40.00
25	08/05/2024	bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
26	26/04/2024	bank	Salaries	Administration	1,534.36		1,534.36
27	26/04/2024	bank	Salaries	Administration	54.32		54.32
28	26/04/2024	bank	Salaries	HM Revenue & Customs	381.00		381.00
29	26/04/2024	bank	Employer's NI	HM Revenue & Customs	195.08		195.08
30	02/05/2024	dd	Salaries	NEST	246.26		246.26
31	02/05/2024	dd	Pension Employer	NEST	49.55		49.55
32	08/05/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	206.00	41.20	247.20
33	08/05/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	31.35	6.27	37.62
34	08/05/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	5.18	1.04	6.22
35	15/04/2024	dd	Telephone and Internet	BT	160.59	32.12	192.71
36	29/04/2024	dd	Telephone and Internet	BT	10.79	2.16	12.95
37	08/05/2024	bank	Cemetery GRASS CUTTING	R Sanders	270.00	54.00	324.00
38	08/05/2024	bank	Grass Cutting & weed killing	R Sanders	240.00	48.00	288.00
39	08/05/2024	bank	Grass Cutting & weed killing	R Sanders	466.00	93.20	559.20
				Totals	5,468.75	343.89	5812.64

c) May receipts

No	Date	Receipt	Description	Supplier	Net	VAT	Total
1	04/04/2024	bank	Cemetery fees	Long Rock Memorials	270.00		270.00
2	08/04/2024	bank	Precept	Cornwall Council	45,000.00		45,000.00
3	10/04/2024	bank	CIL Community Infrastructure Levy	Cornwall Council	4,265.94		4,265.94
4	23/04/2024	bank	VAT refund	HM Revenue & Customs		4,161.74	4161.74
5	24/04/2024	bank	Cemetery fees	Long Rock Memorials	135.00		135.00
Totals					49,670.94	4,161.74	53,832.68

f) To receive bank balances

As at 29 April 2024: Current: £5,803.73; Savings: £186,192.11; Ashton Amenity Area: £40.36; Petty cash: £150.00

11. FOOTPATHS

i) Report MS

12. HIGHWAYS

i) Update A394 works

13. CEMETERY AND CLOSED GRAVEYARDS

i) Update TW

ii) Interment Rosmary Reynolds 3 May 2024 Section 1 Row 18 Grave 343

14. PLAYGROUND & EXERCISE AREAS

i) Safety inspections of equipment are carried out and reports provided each month

Breage

ii) Report on planned work AB

iii) Report on drainage AB

iv) Report on Committee Activity CMR

Ashton

v) Update

Praa Sands

vi) Update

15. PARISH ROOMS

i) The Clerk will continue to work from the office in accordance with Lone Worker Procedure as directed. The Clerk, as Lone Worker will text Mr Macleod two-hourly when she is at work. He will return the text as soon as is possible.

16. ANNUAL REPORT

i) To approve the 2023/24 Annual Report for distribution

17. POLICE

i) Report DT

18. S KERRIER COMMUNITY AREA PARTNERSHIP

i) Update CMR

ii) Godolphin Cross Highways Scheme update

19. LENGTHSMAN

i) Update AB

20. TREVURVAS POND

i) Report DT

21. ASHTON VILLAGE HUB

i) Update: Activities NR

22. GODOLPHIN SHUTE

i) Update AB

23. GODOLPHIN WORKING MENS' INSTITUTE /SNOOKER CLUB

i) Update

24. RISK ASSESSMENT 2024

i) Confirmation that there are no amendments to be made for 2024 MS

ii) To resolve to accept the 2024 Risk Assessment as produced by MS

25. CLERK'S REPORT Previously circulated to Councillors

26. MEMBERS' REPORTS TO THE COUNCIL AND REPORTS FROM OUTSIDE BODIES

27. MATTERS THE CHAIRMAN CONSIDERS TO BE OF AN URGENT NATURE

28. DATES AND TIMES OF NEXT MEETINGS

ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 29 MAY 2024; ORDINARY PARISH COUNCIL MEETING TUESDAY 4 JUNE 2024. MEETINGS TO BE HELD IN THE PARISH ROOMS AT 7.00 P.M. UNLESS OTHERWISE STATED.

29. EXCLUSION OF PRESS AND PUBLIC To resolve that Members of the Press and Public be excluded from the meeting on the grounds that agenda items that have been allocated here from the meeting may be discussed, due to the likely disclosure of exempt information as defined in Part 1, Schedule 12A of the Local Government Act 1972

30. STAFFING UPDATE