

**Minutes of Millbrook Parish Council Full Council meeting
Held on Tuesday 21st May 2024 @ 7:30pm
Venue: The main hall in Millbrook Village Hall**

Councillors' Present: N Roberts (Chair of the Council), F McBain, R Meeson, P Polák, G Renshaw, F Reilly, E Woffenden and S Woffenden

In attendance: K Heald (Parish Clerk / RFO), five members of the public.

Cllr Roberts, resigning Chair from 2023-24 opened the meeting at 7:30pm.

Part 1: In accordance with Standing Order 5, the business of the Annual Parish Council meeting included items 1 – 16, as detailed below.

The Clerk asked if anyone would like to propose someone as Chair of the Council for 2024-25.

1. **Chair of the Parish Council** (Standing order 5e) (A.I.1)
 - a. To elect a Chair of the Parish Council for 2024-25
It was proposed by Cllr Reilly and seconded by Cllr McBain that Cllr Roberts be elected as Chair of the Council 2024-25. Cllr Wilton put forward a counter proposal, which was seconded by Cllr Meeson, that Cllr Renshaw be selected as Chair of the Council for 20225.
Votes:
Cllr Roberts – 4 votes
Cllr Glenshaw – 3 votes **Resolved that Cllr Roberts be elected as Chair of the Council.**
 - b. **To receive the Chair's declaration of Acceptance of Office** (A.I.2)
Cllr Roberts signed the Chair's declaration of Acceptance of Office, which was witnessed by the Parish Clerk.
2. **Vice Chair of the Parish Council** (Standing order 5e) (A.I.3)
 - a. To elect a Vice Chair of the Parish Council for 2024-25. It was proposed by Cllr Roberts and seconded by Cllr Reilly that Cllr Lewis is elected as Vice Chair of the Council for 2024-25. The motion was carried with three abstentions. **Resolved.**
 - b. **To receive the Vice Chair's declaration of Acceptance of Office**
As Cllr Lewis was absent from the meeting the Declaration of the Acceptance of Office will be signed when Cllr Lewis returns from holiday.

Order of the agenda altered by the Chair

3. Public forum and Cornwall Councillor report/update. (A.I.6)

3.1 Public forum:

- **NALC Subscription / Public forum procedures:** A query was raised on the Council's CALC / NALC subscription and disappointment was expressed that members of the public can only raise matters relating to the agenda during the public forum. The Council was asked whether this was a NALC (National Association of Local Councils) requirement. Cllr Roberts responded this procedure is detailed in the Parish Council's NALC model Standing Orders.
- **LiveWest:** The Council was recommended to review its archiving and retain information relating to the Inspection Report for Parson's Court.
- **Parish Council vacancy:** Four members of the public had either applied or expressed an interest in joining the Parish Council.

- 3.2 **Cornwall Councillor Report / Update:** Kate Ewert had sent her apologies and was absent from the meeting. Monthly report submitted to the Council.

Approved during the meeting held on _____ Minute _____

4. Chair's welcome and announcements (A.I.3)

- 4.1 **Resignation of Parish Councillor:** Official resignation from Cllr Mattholie received after the last meeting. He is happy to remain on the Council's Environment and Climate group. Cllr Roberts thanked Cllr Mattholie.
- 4.2 **Application for co-option:** An application for co-option was received after the agenda had been distributed and published on the Council's noticeboard and will be on the next agenda.
- 4.3 **Tamar Bridge and Torpoint Ferry Joint Committee:** Cornwall Area Partnership are seeking the views of town and parish councils of Cornwall Area Partnership (CAP) being promoted as a strategic partner to the Tamar Bridge and Torpoint Ferry Committee.
- 4.4 **Community Engagement Event / Annual meeting:** Thank you to all those who attended the event.
- 4.5 **Cornwall Association of Local Councils (CALC) teams meeting:** CALC will be hosting a Cornwall Council Budget Update 2024/25 for Town and Parish Councils along with information relating to the Second Homes Council Tax Premium.
- 4.6 **The Care Hub:** A request has been made from The Care Hub asking for a letter of support to assist with grant funding applications. Cllr Wilton recommended this should be included on the agenda for the next Council meeting.
- 4.7 **Mount Edgcombe Country Park Consultation:** An email has been received, which will be circulated by the Clerk, with a link to the public consultation on Mount Edgcombe Country Park's Conservation Management Plan.

19:45hrs Cllr E Woffenden and Cllr Polák joined the meeting.

5. Apologies for absence.(A.I.4)

Apologies received from Cllr Lewis and Cllr Wood,

6. To receive declarations of gifts, declarations of interest relating to matters on the agenda, in accordance with the Council's Code of Conduct, and to consider any requests for dispensations. (A.I.5)

a. Declarations of interests

- i) Cllr Reilly declared an interest in agenda item / minute 11b, Millbrook Football Club, as her husband manages the bar (The Brook) at the Football Club.
- ii) Cllr Reilly declared an interest in agenda item / minute 20, as the applicant, Guard Up Boxing CIC, hold sessions at Millbrook Football Club.
- iii) Cllr Roberts declared an interest in agenda item / minute 17.10, relating to reimbursement of a payment for travel expenses.

b. To consider members' requests for dispensation

None received

c. Declaration of gifts or hospitality with a value of over £50.00

None received.

7. Approval of the minutes from previous meeting (Standing Order 5jii) (A.I.17)

- a. **Minutes of the previous full Parish Council meeting:** It was proposed Cllr Roberts and seconded by Cllr McBain that the minutes of the Parish Council meeting held on 16th April 2024 are approved as a true and accurate record of the meeting. The motion was approved by those who attended the meeting. **Resolved.**
- b. **Annual Parish meeting:** The Council received the minutes of the Annual Parish meeting held on 11th May 2025 which will be formally approved at the next Annual Parish meeting.

Approved during the meeting held on _____ Minute _____

8. **Policies, procedures and terms of reference (Standing Order 5jv) (A.I.8)**
- a. **Current policies and procedures and Terms of Reference for committees and working groups:** The Council received the Parish Clerk's document detailing current dates reviewed.
 - b. **Traffic & Transport Advisory Task Group:** It was proposed by Cllr Roberts, seconded by Cllr McBain and unanimously agreed to approve the Traffic & Transport Advisory Task Group Terms of Reference. **Resolved**
 - c. **Christmas and Events Task Group:** It was proposed by Cllr Reilly, seconded by Cllr McBain and unanimously agreed to approve the Christmas and Events Task Group terms of reference. **Resolved.**
 - d. **Code of Conduct:** The Council accepted the Code of Conduct.
 - e. **General privacy:** The Council's General Privacy notice was noted.
 - f. **Health & Safety Policy:** It was proposed by Cllr Roberts, seconded by Cllr S Woffenden and unanimously agreed to approve the Council's Health & Safety policy. **Resolved.**
 - g. **Memorial Bench & Tree policy:** It was proposed by Cllr S Woffenden, seconded by Cllr Roberts and unanimously agreed to approve the Council's Memorial Bench and Tree policy. **Resolved.**
 - h. **Disciplinary policy**
 - i. **Sickness and absence policy**
 - j. **Training policy**
It was proposed by Cllr Roberts, seconded by Cllr McBain and unanimously agreed to approve the Council's Disciplinary, Sickness and absence and Training policies. **Resolved.**
 - k. **Election and Co-option of Councillor vacancies:** The Council received documents from CALC & SLCC regarding filling Councillor vacancies.
9. **Members of committees and working groups (Standing Order 5jvi & 5jvii) (A.I.9)**
To appoint members of the following existing committees and working groups. It was proposed by Cllr Roberts, seconded by Cllr Reilly and unanimously agreed by all Councillors to approve the members of the committees and working groups as detailed below.
Cllr Wilton recommended, once new Councillors have been coopted, the Council reviews the membership of committees and working groups because with Cllr Lewis and Cllr Wood being on the same committees there is a risk the committees could be inquorate when both are absent.
- a. **Staffing Committee:**
Committee members: Cllrs Roberts, Lewis, Renshaw, McBain, Meeson, Wilton and Wood.
 - b. **Planning Committee**
Committee members: Cllrs Roberts, Lewis, McBain, Meeson, Wilton and Wood.
 - c. **Finance Committee**
Committee members: Cllrs Roberts, Lewis, McBain, Meeson, Renshaw and Wood.
 - d. **Asset and Open Spaces Task Group**
Working group members: Cllrs Renshaw, Reilly, Roberts, Lewis, McBain, Polák and Wood.
 - e. **Traffic & Transport Advisory Task Group**
Working group members: Cllr Roberts, Lewis, Mc Bain E Woffenden, Wood and Non-Councillor J Woffenden
 - f. **Christmas & Events Working Group**
Working group members: Cllrs Reilly, Roberts, Lewis, McBain, E Woffenden and Wood.
Non-Councillors (subject to them agreeing to continue) J Elworthy, K Bristow and M Beadnall.
 - g. **New committees and working groups:** Appointment of new committees/working groups.
 - i) **Climate and Environment Working Group:** Cllr Roberts noted this group had been missed off the agenda, but the members wish to remain the same:
Cllr Roberts, E Woffenden, S Woffenden and non-councillor R Mattholie.
 - ii) **Community Engagement:** (Recommendation from Cllr Reilly) Cllr Reilly led a discussion explaining the benefits of a Community Engagement group, which would include non-Councillors actively assisting the council in gathering feedback on plans and ideas for the village in a more modern way.

Approved during the meeting held on _____ Minute _____

It was proposed by Cllr Reilly, seconded by Cllr Renshaw and unanimously agreed by all Councillors that a Community Engagement working group is formed. Cllrs McBain, Polák, Reilly, Renshaw E Woffenden and S Woffenden put themselves forward. **Resolved.**

10. Parish Council core documents (Standing order 5jxi) (A.I.10)

a. **Standing Orders:** To review Council's Standing Orders and to consider approval of modifications.

Cllr Roberts had a submitted a document with the following recommended changes:

- SO1c: Remove "A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn."
- SO1g: Remove "An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair."
- SO1jxii: Remove "Review of inventory of land and other assets including buildings and office equipment" (as this is reviewed for the audit)"
- SO4div shall permit a committee (delete "other than a standing committee"), to appoint its own chair at the first meeting of the committee;
- SO5jxv: Remove "Review the Council's policy for dealing with press / media." (as this is covered by the Council's rolling programme of reviewing policies and procedures).
- SO9: Under the heading "Motions for a meeting that require written notice to be given to the Proper Officer" remove the following:
 - "b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
 - c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
 - d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
 - e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
 - f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
 - g Motions received shall be recorded and numbered in the order that they are received.
 - h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection."
- SO10: After the meeting "Motions at a meeting remove "That do not require written notice" and 10a after "The following motions may be moved at a meeting " remove "without written notice to the Proper Officer".
- SO14ciii delete second "iii" and second "indemnify"
- SO15ii: Remove "subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it."
- SO17e insert "the" before "agenda"
- SO18c Amend so not in *italics* and remove closing quotation mark.
- SO18div "and/or c)" - otherwise there are two bs
- SO19c delete "upon a resolution"
- SO19e delete stray square bracket and add "committee" after "staffing" in line 2

Approved during the meeting held on _____ Minute _____

- SO24: Communicating with District and County or Unitary Councillors: remove “*District and County Council*”
- SO28: Amend from Planning Committee ‘are’ authorised to “is”.
- SO30 Increase budget to £1000 and amend typo in "emergency" on the same line.
- SO31b Delete “*A motion to add to or vary or revoke one or more of the Council’s standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.*”

CALC recommended changes from 2018 Standing Order amendments include a section on voting by a written ballot. The Clerk recommended including “Where there is more than one candidate and the vote relates to the election of officers, appointment of outside representatives and co-option, it is common practice to use a written ballot. If the council wishes to have this option, then insert a new standing order 8 b ‘Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.’ under Standing Order 8.

During the meeting the requirement of written notice for agenda items was discussed. Cllr Roberts recommended “Councillors wishing to bring forward items to be included on the agenda must ensure they are notified in writing to the Proper Officer at least five working days before the meeting is due, unless they have been noted in the minutes of the previous meeting.” It was proposed by Cllr Roberts and seconded by Cllr S Woffenden that the Council approves the Standing Orders as detailed above; a document is produced with these amendments for the next meeting when the Council adopts the revised Standing Orders. The motion was carried with two abstentions. **Resolved.**

- b. **Financial Regulations:** To review and consider approval of CALC’s new model Financial Regulations (A.I.11)
An email had been forwarded from CALC sent on Wednesday 8th May at 16:50hrs. The Clerk informed the Council that the specific changes had not been detailed and the document was a complete rewrite. Some Town and Parish Councils have deferred approving the new Model Financial Regulations in order to allow time for them to be reviewed. It was proposed by Cllr Wilton, seconded by Cllr Meeson and unanimously agreed by all Councillors that the Council defers approval on the new model Financial Regulations.

11. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and business (Standing Orders 5jx) (A.I.12)

- a. **Use of Millbrook Tanyard:** Kernow Lounge use of Millbrook Tanyard
It was proposed by Cllr Wilton seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council continues with Kernow Lounge's agreement allowing use of the Tanyard. (originally approved during the meeting held on 7th June 2022, minute 173c)

Cllr Reilly vacated the meeting.

- b. **Millbrook Football Club:** Lease agreement to be reviewed.
Cllr Roberts recommended the Football Club is reviewed by Cllr Lewis. It was noted the lease is a 99-year lease. The Football Club have an Annual General Meeting on Tuesday 28th May 2024.

Cllr Reilly returned to the meeting.

- c. **Millbrook Lake Moorings Association:** It was noted at the meeting held on 20th June 2023, Minute 34.2, it was agreed the Parish Council would not seek a new lease and support the MLMA in taking the new 25-year lease to commence in March 2025. No further updates.

Approved during the meeting held on _____ Minute _____

- 12. Review of representation on or work with external bodies and arrangements for reporting back.** (A.I.12)
- 12.1 **Cornwall Area Partnership (CAP):** To appoint a Parish Council representative (next meeting 6th June in Looe).
Cllr Roberts was willing to continue as the Cornwall Area Partnership representative. It was proposed by Cllr Roberts and seconded by Cllr Meeson that Cllr Roberts be the Council's CAP representative. **Resolved.**
- 12.2 **Millbrook Lake Moorings Association:** To appoint a Parish Council representative.
Cllr S Woffenden volunteered to continue as the representative for Millbrook Lake Moorings Association. It was proposed by Cllr Roberts, seconded by Cllr Meeson and unanimously agreed that Cllr S Woffenden is appointed as the Parish Council representative for Millbrook Lake Moorings Association. **Resolved.**
- 12.3 **Millbrook Village Hall Management Committee:** It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that Cllr Lewis continues as the Parish Council representative on Millbrook Village Hall Management Committee. **Resolved.**
- 13. Inventory of land and other assets including buildings and office equipment** (Standing Order 5jxiii). (A.I.13)
The Council noted the amendments, to include details of storage locations for the Council's lease agreements, on the Council's Asset register as recommended by the Internal Auditor. .
- 14. Insurance - Confirmation of arrangements for insurance cover in respect of all insurable risks** (Standing Order 5jxiv) (A.I.14)
It was proposed by Cllr Roberts, seconded by Cllr McBain and unanimously agreed that providing written confirmation is received that the skatepark is insured at its current value the Council approves the insurance renewal **Resolved.**
- 15. Subscriptions** (A.I.15)
To noted Council's and/or staff subscriptions to other bodies (Society of Local Clerks, Cornwall Association of Local Councils and the Institute of Cemetery Management.
- 16. Future meetings** (Standing Order 5jxvii) (A.I.16)
It was proposed by Cllr Roberts, seconded by Cllr S Woffenden and unanimously agreed that the Council continues to meet on third Tuesday of every month, with the exception of August and December when meetings will be arranged on exceptional circumstances. **Resolved.**

Part 2: Business of the Ordinary Parish Council meeting

- 17. Finance** (A.I.18)
- 17.1. **Council's bank balance:** The Chair noted the Council's Unity Trust bank balances in the current accounts and savings accounts.
Instant Access (Precept) - £59,370
Instant Access - £74,090.21 (savings account used for skatepark funds. The Clerk noted the majority of funds have been used but funds are being left in this account to receive interest. Current account £3,954.26.
- 17.2 **Council's savings account balance:** Cllr Roberts noted the balance in the Nationwide Building Society Account at the end of April 2024 was £52,687.13.
- 17.3 **CCLA Investment Management Fund:** Cllr Roberts noted the balance in the Public Sector Deposit Fund was £50,000.00.
- 17.4. **Bank reconciliation:** The bank reconciliation reports for April 2024 were received and noted.
- 17.5. **Payroll service provider:** It was proposed by Cllr Roberts, seconded by Cllr S Woffenden and unanimously agreed to approve the increase of payroll service fees of £2.50 per month from 1 Less Worry Payroll Services Ltd. **Resolved.**

Approved during the meeting held on _____ Minute _____

- 17.6 **Community Infrastructure Levy (CIL) Neighbourhood Payment Planning Application PA22/02227:** The Council noted the payment of £1,782.63 received in respect of The Old Cooperage, Southdown Quay.
- 17.7. **Telephone / Broadband:** Cllr Roberts noted the broadband is moving to full fibre and quotations had been received from BT for fibre broadband and digital line. It was proposed by Cllr Renshaw, seconded by Cllr Reilly and unanimously agreed to delegate to the Parish Clerk, in consultation with the Chair and Vice Chair, the responsibility of seeking alternative competitive quotations. **Resolved.**
- 17.8. **Monthly report:** The Council received the Parish Clerk's report detailing expenditure and funds received for 2024-25 to date.
- 17.9 **Submission of Annual Governance & Accountability Return (AGAR) – 2023/24**
- a. **External Auditors:** It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed that the Council confirms the appointment of BDO LLP and resolves there are no conflicts of interests with BDO LLP. The confirmation document was signed by the Chair and Parish Clerk / Responsible Finance Officer. **Resolved.**
 - b. **Internal Auditor:** The Council received the Internal Auditor's professional report and Annual Internal Audit report for 2023/24 (Page 3 of the Annual Governance and Accountability Return 2023/24 Form 3).
 - c. **Annual Governance Statement 2023/24:** It was proposed by Cllr S Woffenden, seconded by Cllr Roberts and unanimously agreed to approve the Annual Governance Statement (Page 4 of the Annual Governance and Accountability Return Form 3). The document was signed by the Chair and Parish Clerk. See appendix 1. Page 10
 - d. **Accounting Statements for 2023/24:** It was proposed by Cllr S Woffenden, seconded by Cllr McBain and unanimously agreed to approve the Accounting Statements for 2024-25 (Page 5 of the Annual Governance and Accountability Return / AGAR Form 3). See appendix 2, page 10. The document was signed by the Chair of Council and the Parish Clerk / Responsible Finance Officer. **Resolved.**
 - e. **Explanation of variance:** The Council received the explanation of variance report (a submission document for the External Auditors). Cllr Roberts noted the bottom line of the Asset Register on the report needs completing before submitting.
 - f. **One-off events:** The Council received the document for one-off events and noted the supporting submission documents relating to capital build projects over £100k in the financial year 2023-24, to be submitted to the External Auditors.
 - g. **Exercise of Public Rights:** It was proposed by Cllr Roberts, seconded by Cllr McBain and unanimously agreed to accept the Clerk's recommendation regarding the arrangements for the exercise of public rights, this being 3rd June to 12th July 2024. **Resolved.**
- 17.10 **Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk, included in the list below, and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair.

Cllr Roberts vacated the meeting.

It was proposed by Cllr Renshaw, seconded by Cllr Wilton and unanimously agreed that the Council approves the payment of £16.85 for reimbursement of Cllr Roberts travel expenses.

Cllr Roberts returned to the meeting.

The Clerk requested approval of additional payments, not listed on the agenda by the Council, to include £310.00 April invoice from Jan Moore for Public toilet cleaning, £1,092.00 from AFE Surfacing for works on the tarmac footpath and £34.80 for stationery from Viking Direct.

It was noted the works on pathway had been inspected and completed satisfactorily.

Cllr Wilton queried the use of weedkiller for Japanese Knotweed. Cllr Roberts responded the Council's Environmental policy is to only use weedkiller on Japanese Knotweed, a notifiable invasive plant the Council is obliged to attempt to eradicate.

It was proposed by Cllr Roberts, seconded by Cllr McBain and unanimously agreed that the Council notes and where applicable approves the payments as detailed:

- (i) Payments included since the last meeting (such as Standing Items or items made under delegated authority), not included on the previous agenda. = £8,868.76.
- (ii) Payments included on the agenda = £5,858.63
- (iii) Payments to be processed presented in the meeting = £1,436.80

Approved during the meeting held on _____ Minute _____

See appendix 3, pages 11-12. **Resolved**

For the benefit of members of the public / potential candidates for joining the Council
Cllr Roberts explained the reasons why councillors declared an interest and were required to vacate the meeting.

18. Youth Provision (A.I.18)

18.1 **Update on youth engagement consultation** A TEAMS meeting was held on 10th April 2024 with CC Kate Ewert and representatives from Action for Children. Cllr Reilly updated the Council. The Youth Provision consultation for targeted work in partnership with Action of children received suggestions for graffiti artwork / arts / football and parkour.

The selected options included football activities, in partnership with Plymouth Argyle, and graffiti artwork. Community Engagement officers have been visiting the area to do pop up projects (such as laser tag). This project will continue for a little while. A graffiti art project was discussed. The young people like the idea but do not want it to be adult led. The PCO who attended the meeting has access to funds that the Council and CC Ewert would not necessarily have access to.

18.2 **Graffiti wall:** It was proposed by Cllr Roberts, seconded by Cllr Polák an unanimously agreed that the Council supports in principle the installation of a graffiti wall. **Resolved.**

19. Traffic & Transport (A.I.19)

19.1 **Rame Peninsula Public Transport Users Group (RPPTUG) / campaign for late buses:** It was proposed by Cllr Roberts, seconded by Cllr Reilly and unanimously agreed that the Council supports RPPTUG's campaign for late buses.

19.2 **Quiet Lanes:** Cllr Roberts updated the Council that an email has been received from Cornwall Highways Manager stating "To install a 'Quiet Lane' an Experimental Traffic Regulation Order (ETRO) has to be progressed and consultation – there is no funding available to assist such a project".

19.3 **Road safety signage by Millbrook Cemetery:** The Council reviewed to correspondence from a parishioner and email response from Cornwall Highways Network Manager regarding informal signage directing pedestrians to use the footway by the cemetery.

(i) **Public Right of Way / pedestrian safety:** It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed that the Council seeks to register the path in the cemetery as a public right of way. **Resolved.**

(ii) **Pedestrian safety signage:** It was proposed by Cllr S Woffenden, seconded by Cllr Wilton and unanimously agreed that the Council asks the local schools to produce some signage directing pedestrians to use the footpath. **Resolved.**

Cllr Reilly vacated the meeting.

20. Grant funding and community support initiatives (A.I.20)

Guard Up Boxing CIC: The Council reviewed the grant funding request of £754 for Instructor training fees, as detailed in their application. It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed that providing evidence is produced that matched funding has been obtained from other sources that Council donates 50% of the amount requested. **Resolved**

Cllr Reilly returned to the meeting.

21. Car park – machine maintenance (A.I.21)

It was proposed by Cllr Wilton, seconded by Cllr McBain and unanimously agreed to accept the quotation of £774.10 from Flowbird for the maintenance of the car park machine in West Street Car park. **Resolved.**

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- 22. Cemetery Management** – See internal auditors report.
- 22.1 **Burial fees and Exclusive Right of Burial fees:** It was proposed by Cllr Wilton, seconded by Cllr McBain and unanimously agreed to accept the recommendation of the Internal Auditor and amend the Cemetery Regulations 9.1 and 9.7, showing the burial fees are per person and the Exclusive Right of Burial Fees are per plot. **Resolved.**
- 22.2 **Permit fees for memorials:** It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed to accept the Internal Auditor's recommendation regarding clarification on Exclusive Right of Burial Fees, as detailed on the full council minutes from 20th June 2023, minute 34.5. If a burial has taken place, but no memorial has been erected Exclusive Right of Burial Fees would not be applicable. The cemetery regulations will be amended so that it is clear Exclusive Right of Burial fees will not be charged for burials prior to 1st May 2023, including cases where there has not been a memorial erected. **Resolved.**
- 22.3 **Interment of cremated remains:** It was proposed by Cllr Roberts and seconded by Cllr S Woffenden that Exclusive Right of Burial fees would also be charged for cremated remains plots if a tablet is erected. **Resolved.**
- 22.4 **Burial registers:** The Council noted the actions detailed in the Internal Auditor's report to update the Burial Registers with Exclusive Right of Burial reference numbers and that a record of memorials is maintained within a register.
- 23. Memorial bench**
It was proposed by Cllr S Woffenden, seconded by Cllr Wilton and unanimously agreed by all Councillors to approve the request of a memorial bench by the lakeside as detailed on the images submitted by the Clerk (opposite Albany Villas). It was noted that once installed a vista would need to be maintained giving views across the seat from the bench. **Resolved.**
- 24. Use of Millbrook Lake**
It was proposed by Cllr Wilton, seconded by Cllr McBain and unanimously agreed by all Councillors to allow Torpoint and Millbrook Scout Explorers request to canoe/kayak on Millbrook Lake during an evening. It was agreed this would be a rolling consent, The conditions would remain the same as when the request was last put forward to the Council (20th June 2023, Minute 34.1) that kayaks do not approach the island or banks and use the dam when entering or exiting the water. **Resolved.**
- 25. Correspondence and matters to note** (for information only)
A list of correspondence and matters to note was presented to the Council and available on the Council's website.
- 26. Future items for agenda:** To raise matters for future consideration in full council, committee or working group meetings.
Cllr Wilton requested grass cutting is included on the agenda. Cllr Reilly highlighted the extensive consultation from last year and asked if the agenda item could be more specific. Cllr Roberts highlighted the feedback received from the Highways Inspector regarding the height of the cow parsley and the fact New Road is a 20mph limit.

The meeting closed at 20:55

Approved during the meeting held on _____ Minute _____

Appendix 1: Annual Governance Statement 2023-24

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
‘Yes’, means that this authority *‘prepared its accounting statements in accordance with the Accounts and Audit Regulations’*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
‘Yes’, means that this authority *‘made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge’*.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
‘Yes’, means that this authority *‘has only done what it has the legal power to do and has complied with Proper Practices in doing so.’*
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.
‘Yes’, means that this authority *‘during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.’*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
‘Yes’, means that this authority *‘considered and documented the financial and other risks it faces and dealt with them properly.’*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
‘Yes’, means that this authority *‘arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.’*
7. We took appropriate action on all matters raised in reports from internal and external audit.
‘Yes’, means that this authority *‘responded to matters brought to its attention by internal and external audit.’*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
‘Yes’, means that this authority *‘disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.’*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
‘Yes’, means that this authority *‘has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.’*

Appendix 3: Accounting Statement for 2023/24

Box No.	Description	31/03/2023 £	31/03/2024 £
1	Balances brough f/wd	225,368	196,133
2	Annual precept	106,250	117,740
3	Total other receipts	38,241	221,498

Approved during the meeting held on _____ Minute _____

4	Staff costs	71,607	78,578
5	Loan interest / capital repayment	0	0
6	Total other payments	102,119	307,614
7	Balances carried forward	196,133	149,179
8	Total cash and short-term investments	196,133	149,179
9	Total fixed assets plus long term investments and assets	162,481 Restated	367,341
10	Total borrowings	0	0

Appendix 3: Monthly payments

(Where applicable, amounts include V.A.T)

Note: where Councillors have declared an interest and vacated the meeting these payments should be approved separately.

References: C.D.A = Clerk's delegated authority, S.I. = Standing item (Employment terms / Contractors – general maintenance / Utilities)

a. The list below includes payments made since the last meeting which were not included on the payment listing from the previous meeting

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll Service (April)	45e, 19/07	38.69
Clear Insurance	Insurance - skatepark	C.D.A.	18.32
ICO	Information Commissioner Fee	S.I.	35.00
Nibra	Funders Sign for skatepark	COF revenue funding	124.99
Peninsula Medics	Paramedic attendance at Skatepark opening. celebration event / skatepark jam. (4 patients, treating 3 on site for minor abrasions and sending one to Minor Injuries for further assessment)	173.6, 19/03	150.00
Poptents Ltd	Custom tent for events	COF revenue funding	768.00
Premier Forest Products	Timber for repair work on the tractor	188, 26/03	821.78
Cllr Roberts	Mileage for CAP Course	C.D.A.	16.85
Safelincs	AED Wall cabinet	122.2, 21/11	333.23
Seadog IT	Website hosting	S.I.	29.95
Suigeneris	Anti-slip decking strips for multi-play unit	188, 26/03	389.93
Council staff / HMRC & Nest	Staffing costs: Wages, P.A.Y.E. and pension – April 2024	S.I.	6,142.02
	TOTAL		8,868.76

(ii) Payments to be processed

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Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll Admin Service	45e, 19/07	38.69
Clear Insurance	Insurance renewal for 2024-25	S.I.	1,851.37
Cornish Pod	Annual Engagement Event	176.2, 19/03	88.40
E-on Next	Energy costs EV Charging point 1/4/24 - 2/5/24	S.I.	194.85
Enhanscapes	Grounds maintenance – April instalment Weed spraying – Japanese Knotweed	140d, 15/02 C.D.A.	632.00 80.00
Octopus Energy	Electric bill public toilets – April 2024	S.I.	31.00
Play Safety	Inspection of tennis courts and play park.		206.40
Print Options	Printing newsletter booklets Budget agreed £1,500. Income received from advertising = £758.33	176.2, 19/03	1,550.00
Print Options	Printing for Annual Engagement Event (total budget £500)	176.2, 19/03	42.00
Scribe	Accounting package	S.I.	673.92
Julie Snooks	Internal Audit 2023/24 completed 24 – 26 April	140.7iv, 16/11	470.00
	TOTAL		5,858.63

(iii) To approve payments of invoices presented in the meeting received after the agenda has been published.

Payee	Details	Minute / Ref	Amount £
AFE Surfacing	Tarmac pathway		1,092.00
Jan Moore	Public toilet cleaning	S.I.	310.00
Viking Direct	Office stationery	176.2, 19/03	34.80
	TOTAL		1,436.80

Approved during the meeting held on _____ Minute _____