

**St Dennis Parish Council**  
**Minutes of the Annual Meeting of the Parish Council held at ClayTAWC**  
**on Tuesday 2<sup>nd</sup> May 2023 at 7.00pm**

**Present:** Cllr Clarke, Cllr Burnett, Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Burnett, Cllr Taylor, Cllr Harwood, Cllr Griffin, Cllr Hawkins.

**In Attendance:** Lynn Clarke (Clerk), Tracey Hutton Senior Office Administrator, Cornwall Councillor Cole (CC Cole).

**28/23 Election of Chair for 2023 – 2024.**

Cllr Julia Clarke was nominated for Chair. There being no other nominations a vote was held. All Cllrs present in favour.

Cllr Clarke was duly elected as Chair for St Dennis Parish Council and signed the declaration of acceptance of office.

The Chair thanked Cllrs for the nominations and welcomed all present to the Annual meeting of the Parish Council.

**29/23 Election of Vice Chair for 2022-2023**

Cllr Jennifer Burnett was nominated Vice Chair. There being no further nominations this was put to a vote. All present in favour.

Cllr Burnett was duly elected Vice Chair of St Dennis Parish Council and signed the declaration of acceptance of office.

**30/23 Apologies.**

None.

**31/23 Declarations of Interest.**

None. The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

**32/23 Review and election of Committees.**

Cllr Hawkins will join the Planning Committee, the Appeals Panel and the Playing Field Working Party.

Cllr Griffin will join Cllr Clarke and Cllr Edmunds as a representative with the Police and Crime Commissioners Office.

All other committee members to remain the same.

A full list can be found [here](#).

**33/23 To review the Councils' [Standing Orders](#)**

**Resolved** – To make no changes to the Standing Orders. All present in favour.

**34/23 To review the Council's [Financial Regulations](#).**

**Resolved** – To make no changes to the Financial Regulations. All present in favour.

**35/23 To review the Council Code of Conduct.**

**Resolved** – To make no changes to the Code of Conduct. All present in favour.

**36/23 To review the Scheme of Delegation.**

**Resolved** – To make no changes to the Scheme of Delegation. All present in favour.

**37/23 To review delegation arrangements to committees, sub committees and staff.**

**Resolved** – To agree the delegation arrangements as set out in the Terms of Reference and Scheme of Delegation for 12 months. All present in favour.

**38/23 To review the Terms of Reference for Committees and Sub Committees.**

**Resolved** – To accept the Terms of Reference with the following amendments.

Staffing Committee number of membership to be lowered to 4 and to remove section ix Appointment of Appeals Panel.

Terms of Reference Education Grant Committee. Two typographical errors amended.

Neighbourhood Plan Terms of Reference. Paragraph amended to read correctly as text missing.

Cemetery Committee Terms of Reference. Amendment of section 1 membership, removal of the sentence if thought appropriate.

All present in favour.

**39/23 To agree dates in advance for Committee meetings during 2023 - 2024.**

**Resolved** for the Clerk to draw up a list and circulate for email agreement. All present in favour.

Standing order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are requested to withdraw.

**40/23 Confidential items –**

None

Annual Meeting closed 19.27 pm. Ordinary Meeting of the Parish Council was resumed.

Signed: .....