

St Dennis Parish Council
Minutes of the Annual Meeting of the Parish Council held at ClayTAWC
on Tuesday 13th May 2025 at 7.00 pm.

Present: Cllr Clarke, Cllr Burnett, Cllr Edmunds, Cllr Kelsey, Cllr J Griffin, Cllr A Griffin.

In Attendance: Clerk Lynn Clarke, Senior Administrator Tamsyn Moore, Office Administrator Jessica Griffiths, and 1 member of the public.

30/25 To receive signed acceptance of office forms.

The Clerk being the proper officer to the Council received the Declaration of Acceptance Office forms duly signed by those present.

31/25 Election of Chair.

Cllr Clarke was proposed and seconded for the position of Chair. There being no further nominations it was put to a vote. All present in favour.

Cllr Clarke was duly elected Chair of St Dennis Parish Council and signed the Declaration of Acceptance of Office.

32/25 Election of Vice Chair.

Cllr Burnett and Cllr Edmunds were proposed and seconded for the position of Vice Chair. This was put to a vote by a show of hands, 4 votes for Cllr Burnett and 2 votes for Cllr Edmunds. Cllr Burnett was duly elected Vice Chair of St Dennis Parish Council and signed the Declaration of Acceptance of Office.

The Chair welcomed all present to the Annual Meeting of the Parish Council. Cllr Clarke took the opportunity to thank Tamsyn Moore and Jessica Griffiths for their roles in organising and managing the recent VE day event.

33/25 Apologies.

None.

34/25 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.

35/35 To review the delegation arrangements to committees, sub committees, and staff.

The clerk read out the delegation arrangements a copy of this report can be found [here](#). It was **Resolved** to continue with the current delegation arrangements. Proposed and seconded all in favour.

36/25 To review the Terms of Reference for Committees and Working Parties.

The documents were reviewed, and it was **Resolved** to make amendments to the number of Cllrs required for Committee Membership and to formally dissolve the Emergency Plan Working Party as this working party is no longer required. The Neighbourhood Plan Working Party was retained with a view to amending this as later in the year. Proposed seconded all present in favour.

A copy of the Terms of Reference can be found below:

Cemetery [Committee](#); Planning [Committee](#); General Purpose, Finance and Audit [Committee](#); Education Bursary [Committee](#); Staffing & General Data Protection [Committee](#); Appeals [Panel](#); Neighbourhood Plan Working [Party](#); Christmas Event Working [Party](#).

37/25 To appoint Members to Existing Committees.

Members were appointed to the existing Committees.

38/25 To consider the appointment of new committees.

It was **Resolved** that further Committees were not required. Proposed seconded all in favour.

39/25 To review the Councils and staff subscriptions to other bodies.

The Clerk advised of the following subscriptions:

Cornwall Association of Local Councils

National Association of Local Councils

Society of Local Council Clerks

Association of Local Council Clerks

Institute of Cemetery and Crematorium Management.

It was **Resolved** to continue to subscribe to these outside bodies. Proposed seconded all present in favour.

40/25 To determine the time and place for Ordinary Council meetings over the next four years.

It was **Resolved** to hold the ordinary council meetings on the first Tuesday of every month (with the exception of the January meeting which will be held on the second Tuesday) at 7 pm at the ClayTAWC Building Fore Street St Dennis. Proposed seconded all present in favour.

41/25 To determine if the Council are eligible to adopt the General Power of Competence.

The Clerk advised that as only 6 members had been elected from the 11 seats. The Council did not meet the requirement for the General Power of Competence to be adopted as two thirds of Cllrs must be elected members to adopt this power.

42/25 To Adopt the Councils' [Standing Orders](#).

It was **Resolved** to adopt the Standing Orders. Proposed, seconded, all present in favour.

43/25 To Adopt the Councils' [Financial Regulations](#).

The draft document was reviewed, and it was agreed to keep both options for the tendering process above £60,000. It was agreed to remove the holding of a debit card by the Chair as there will be an additional card held by the office for emergency use. With these amendments it was Resolved to adopt the Financial Regulations. Proposed, seconded, all in favour.

44/25 To adopt the Councils' [Code of Conduct](#).

It was **Resolved** to adopt the Council Code of Conduct as presented. Proposed, seconded all in favour.

45/25 To adopt the Council's [Co-option Policy](#).

It was **Resolved** To adopt the policy as presented. Proposed, seconded, all in favour.

46/25 To review the Councils [Complaints Procedure](#).

The policy was reviewed, and it was agreed to change the word Chairman to Chair throughout the document. With these changes made it was **Resolved** to accept the policy. Proposed, seconded all present in favour.

47/25 To review the Council's [policy for dealing with the press / media](#).

It was agreed to change the word Chairman to chair throughout the document. With these changes it was **Resolved** to accept the policy. Proposed, seconded, all present in favour.

48/25 To Review the Scheme of Delegation and to consider its implementation.

The policy was reviewed, and it was **Resolved** to make the following amendments: The use of the card for payments up to a value of £200 where a decision to spend has been approved by the Council has been added and to implement the policy for 12 months.

Proposed, seconded, all in favour

All present in favour. A copy of the document can be found [here](#).

49/25 To Review the representation with external and to agree arrangements for re-reporting back to the Council.

It was Resolved to provide written reports for the Council and to continue to represent the Parish Council at the following meetings.

Community Trust: Cllr Clarke, Cllr Burnett & Cllr Edmunds.

Imerys Liaison: Cllr A Griffin & Cllr Kelsey.

Clay Network: Cllr Clarke & Cllr Kelsey

Cllr Advocacy Scheme: Cllr Clarke & Cllr A Griffin.

Cornish Lithium Community Liaison: Cllr Kelsey.

St Stephen Environmental Committee: Cllr Kelsey

Arundel Trust Education Fund: Cllr Clarke.

Arundel Trust: Cllr A Griffin.

CERC Forum: Cllr Clarke.

Proposed, seconded all in favour.

50/25 To agree the Councils Goals and priorities over the next four years in office.

Deferred until the next full council meeting.

51/25 To review the Councils expenditure under section 137.

This was reviewed and it was **Resolved** to keep the amount within the budget to £4000.00.

Proposed seconded all in favour.

52/25 To agree provisional dates for the committee meetings during 2025 – 2026.

It was highlighted that the dates provided could be subject to change and that the document is for guidance only.

With this in mind it was **Resolved** to approve the meeting schedule as presented below. All present in favour.

Meeting Dates

11th June Playing Field & Cemetery

25th Additional Full Council for Annual Governance Return and Audit approval & General Purpose (if required) & Education

10th September General Purpose

17th or 24th September Playing Field & Cemetery / General Purpose

22nd October Education General Purpose Budget planning meeting.

26th November Playing Field, Cemetery & General Purpose

29th January Education

11th February General Purpose if Required

25th February Playing Field & Cemetery

Planning Meetings and Staffing Meetings can be held as and when required and added onto the end of other meetings if needed.

Meeting closed 7.50 pm.

Signed: