

# Mabe Annual Parish Council Meeting Minutes – 9 May 2024

**Minutes of Mabe Parish Council Annual Meeting** held on Thursday 9 May 24 at 1904 hrs, Mabe Parish and WI Hall, Antron Hill, Mabe.

**Councillors present:** Councillors: K West (Vice Chair), C Cole, B Galke, P Simmons, R Philips, M Wilkinson, T Tindle.

**Cornwall Councillor:** C.Cllr John Bastin.

**Officer support:** Clerk/RFO

Minute no:	Agenda Items
FC.24.25.001	<b>Apologies for absence</b> – Apologies were received from Councillors Tisdale and Wills
FC.24.25.002	<b>Election of Chair for 2024/2025</b> – Following a brief discussion where it was disclosed that Councillor Tisdale was prepared to be the Chair for another year Councillor West proposed and Councillor Wilkinson seconded a motion that he be elected Chair for another Year.  <b>Resolved</b> – That Councillor Tisdale be the Chair for 2024/2025.
FC.24.25.003	<b>Election of Vice Chair for 2024/2025</b> – Following a brief discussion it was proposed by Councillor Wilkinson and seconded by Councillor Simmons that Councillor West continue as the Vice Chair for the year 2024/2025.  <b>Resolved</b> – That Councillor West be the Vice Chair for the year 2024/2025
FC.24.25.004	<b>Members Declaration of Interests</b> - None
FC.24.25.005	<b>To approve written requests for dispensation</b> – None
FC.24.25.006	<b>Scheme of Delegation</b> – It was proposed by Councillor West and seconded by Councillor Wilkinson that the Scheme of Delegation be amended removing the Covid delegated powers. The Scheme of Delegation to be reviewed prior to Annual Parish Council Meeting in May 2025.  <b>Resolved</b> – That the Scheme of Delegation be removed as proposed.
FC.24.25.007	<b>Terms of Reference for Committees</b> – It was proposed by Councillor West and seconded by Councillor Wilkinson that the Terms of Reference for the Staffing Committee be updated as discussed and adopted until annual review prior to Annual Parish Council Meeting 2025.  <b>Resolved</b> – To adopt the amended Terms of Reference, to be reviewed prior to the Annual Parish Council Meeting 2025.  It was proposed by Councillor West and Seconded by Councillor Wilkinson that the Planning Sites Protocol and Planning Committee Terms of Reference be merged as the Planning Committee Terms of Reference to be amended by Councillor Galke and presented at the next Full Council Meeting in Jun 24.

	<p><b>Resolved</b> – That Councillor Galke amend the Planning Committee Terms of Reference and present at the next Full Council Meeting in Jun 24, the next review to be conducted prior to the Annual Parish Council Meeting 2025.</p> <p>It was proposed by Councillor West and Seconded by Councillor Wilkinson that the Finance Committee Protocol be amended to that shown, to be reviewed prior to the Annual Parish Council Meeting 2025.</p>
FC.24.25.008	<p><b>Appointment of Councillors to Working Groups and Committees</b></p> <p><b>Resolved</b> – That the councillors as listed below be on the respective Committees/Working Groups.</p> <p>Planning Committee – Councillors Tisdale, West, Tindle, Galke, Cole</p> <p>Staffing Committee – Councillors Tisdale, West, Tindle, Galke</p> <p>Finance Committee – Councillors Tisdale, West, Phillips</p> <p>Footpaths – Councillors Cole, Wills, Tisdale, Simmons</p> <p>Health &amp; Safety – Tindle, West, Wilkinson</p>
FC.24.25.009	<p><b>Review of Complaints Procedure</b> – Proposed by Councillor West and seconded by Councillor Wilkinson that the Complaints Procedure be overhauled and presented at the Jun 24 Parish Council Meeting.</p> <p><b>Resolved</b> – That Complaints Procedure be overhauled and presented at the Jun 24 Parish Council Meeting, Councillor Galke to action.</p>
FC.24.25.010	<p><b>Review of the Council’s policies, procedures and practises in respect of its obligation under freedom of information and data protection legislation.</b></p> <p><b>Resolved</b> – To defer this matter to the Jun24 Full Council Meeting.</p>
FC.24.25.011	<p><b>Review of any other policy</b> – Following a brief discussion.</p> <p><b>Resolved</b> – That Councillor Galke undertake a review of the council policies and present her findings by Jul 24 Parish Council Meeting.</p>
FC.24.25.012	<p><b>Review of the Council’s spending under s137 LGA 1972</b> – After a brief discussion</p> <p><b>Resolved</b> – That the matter be referred to the Finance Committee for consideration.</p>
FC.24.25.013	<p><b>To agree the time and place of ordinary meetings of the Council up to and including the next annual meeting of the council.</b></p> <p><b>Resolved</b> – That ordinary Council meetings be held at 1900 hrs at the WI Hall, Antron Hill, Mabe on the second Thursday of the month</p>
FC.24.25.014	<p><b>Appointment of representatives to outside bodies</b> – Following a short discussion</p> <p><b>Resolved</b> – That the following Councillors be appointed</p> <p>Community Area Partnership – Councillors West (Voting), Galke (Substitute), Simmons</p> <p>University Link – Councillors Wills, Simmons</p> <p>Climate Change – Councillor Simmons</p> <p>Mabe Community Hub – Councillors Cole, West</p>

	Defibrillator Checks – Councillors Cole, Galke
FC.24.25.015	<p><b>Review of arrangements with other local authorities, not for profit bodies and businesses.</b></p> <p><b>Resolved</b> – To defer this item to a later date once required information has been compiled.</p>
FC.24.25.016	<p><b>Review of the Asset Register</b> – After a brief discussion.</p> <p><b>Resolved</b> – That the Clerk present an updated Asset Register at the Jun 24 Parish Council Meeting.</p>
FC.24.25.017	<p><b>Review of the Council’s Financial Risk Assessment</b> – Proposed by Councillor Cole and seconded by Councillor Galke that this matter be referred to the Finance Committee to report back to the Full Council.</p> <p><b>Resolved</b> – That the matter be referred as proposed.</p>
FC.24.25.018	<p><b>Confirmation of insurance cover, including renewal of current insurance policy</b> – The Clerk confirmed that insurance cover was in place sufficient for the Council’s needs and would be renewed in Jun24.</p> <p><b>Resolved</b> – That the Council remain with the current insurer for the next year.</p>
FC.24.25.019	<p><b>Review of subscriptions to other bodies</b> – The Clerk gave the Council a brief on the subscriptions currently held by the Council. These are NALC, CALC and Information Commission.</p> <p><b>Resolved</b> – To continue these subscriptions.</p>
FC.24.25.020	<p><b>Review of direct debits</b> – The Clerk informed the council that the following direct debits were in place:</p> <p>IONOS Yearly for domain hosting</p> <p>Information Commission Yearly for data protection</p> <p>Hugo Fox Monthly for website</p> <p>Vodafone Monthly for mobile broadband</p> <p><b>Resolved</b> – To continue with the direct debits as listed.</p>
FC.24.25.021	<p><b>Bank signatories</b> – The Clerk briefed the Council on who the four bank signatories were</p> <p><b>Resolved</b> – To retain the current signatories, no changes required.</p>
There being no further business to discuss the meeting closed at 2003 hrs	
	Signed by Chair