



Port Isaac • Trelights • Port Gaverne

**NOTICE AND AGENDA OF THE SECONDARY COUNCIL MEETING  
TO BE HELD IN PORT ISAAC SCHOOL  
MONDAY, 22<sup>nd</sup> JANUARY 2018 @ 7pm**

Members of the public and press are invited to attend this meeting of the Council.

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting.	
17/2018	<u>Apologies for Absence</u> –	
18/2018	<u>Members' Declarations</u> – <ol style="list-style-type: none"> <li>a. <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda.</li> <li>b. <i>Non-registerable interest</i> – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.</li> <li>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li>d. <i>Dispensations</i> – Members to consider any requests for dispensations.</li> </ol>	
19/2018	<u>New Road Premises</u> – <ol style="list-style-type: none"> <li>a. <i>Bin Storage Area</i> – Minute 154a/2017. Members to receive an update, i.r.o. a licence to CC to store their bins on site.</li> <li>b. <i>Shop</i> – Members to consider any issues:               <ol style="list-style-type: none"> <li>i. <u>BT 'Phone Line</u> – BT require a survey fee of £225 before they are able to provide a quotation to install a new line. Cllr. Raynor had agreed this can be deferred until a PO facility is available.</li> </ol> </li> <li>c. <i>Any Other Issues</i> –</li> </ol>	Information
20/2018	<u>Playing Field</u> – <ol style="list-style-type: none"> <li>a. <i>Toilets / Shelter</i> – Minute 8a/2018 refers. Members to receive an update.</li> <li>b. <i>Play Equipment</i> – Members to receive an update.</li> <li>c. <i>H&amp;S Inspections</i> – Members to consider the operational inspection records for the play equipment from Cormac.</li> <li>d. <i>Any Other Issues</i> –</li> </ol>	Cllr. Webster
21/2018	<u>Public Conveniences</u> – <ol style="list-style-type: none"> <li>a. <i>New Road WCs</i> –               <ol style="list-style-type: none"> <li>i. <u>Compliance Testing</u> – Ms Sonia Armstrong, Cormac advised the following tests needs to be completed:</li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>• EICR (electrical report) requires annual testing.</li> <li>• Wallgates (if any) require annual servicing.</li> </ul> <p>Legionella Risk Assessments (2 yearly) and sampling (6 monthly).</p> <p>NOTE – this is currently included in the contract with Cormac. Mr Charlie Attwood, Wallgate had been asked for his advice as to whether the wallgates need to be tested for legionella and had provided documentation.</p> <p>ii. <u>Snagging List</u> – Members to receive an update.</p> <p>iii. <u>Any Other Issues</u> – complaint regarding doors opening whilst in use.</p> <p>b. <i>Roscarrock WCs</i> – Minute 238b/2017 refers. The quarterly report had been received and circulated via email.</p> <p>Mr Jon James, CC had been asked to instigate procedures to enable the PC to acquire a 99-year lease on the WCs.</p> <p>NOTE – Minute 228d/2017 refers. It was <b>RESOLVED</b> to pay CC to keep the Roscarrock toilets open until further notice. For further consideration in January 2018.</p>	
22/2018	<p><u>Cemetery</u> –</p> <p>a. <i>Headstone Inspections</i> – Members to consider the views of R.J. Bray &amp; Son and Drew Memorials who had been asked for their advice as to the frequency of testing.</p> <p>b. <i>Any Issues</i> –</p>	
23/2018	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Benches on CC Land</i> – Minute 197a/2017 refers. Mr Oliver Jones, Highways had provided maps of the benches, but pointed out that although the majority are located within highway limits they are not considered to be highway maintainable. Previously circulated via email. Members to consider the next step.</p> <p>b. <i>Any Other Issues</i> –</p>	
24/2018	<p><u>Car Park Matters</u> –</p> <p>a. <i>Parking on Grass Areas</i> – Members to receive a verbal report regarding the laying of mesh and gravel chippings on the area at the end of the overflow car park, to facilitate vehicles turning. Minute 198a/2017 refers.</p> <p>b. <i>Parking Machines</i> – decision as to the purchase of a new machine is deferred until the power is installed for the Trewetha WCs.</p> <p>c. <i>Advertising Notices</i> – 238a[iv]/2017 refers. Members to consider a request to allow a charity to advertise their organisation on the car park notice board. Deferred to the January Secondary meeting.</p> <p>d. <i>Catering Concession</i> – Minute 15/2018 refers. Decision to be taken at the February Full Council meeting.</p> <p>e. <i>Any Other Issues</i> –</p>	<p>Cllr. Raynor</p> <p>Information</p>
25/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Internal Interim Audit Response</i> –</p> <ol style="list-style-type: none"> <li>i. <u>VAT Procedure Note</u> – the Clerk had written the procedure note. Copy on file.</li> <li>ii. <u>Land Holdings</u> – the Clerk had compiled the list. Copy placed on the PC's website.</li> <li>iii. <u>Procurement List</u> – the Clerk had compiled the list. Copy placed on the PC's website.</li> <li>iv. <u>Banking</u> – Members to consider 'spreading' its cash holdings in order to take advantage of the FSCS £85K cash protection scheme.</li> </ol>	

	<p>b. <i>Procedures</i> – Members to consider and re-adopt the following policies. <b>Copies previously circulated via email.</b> NOTE – procedures are reviewed annually in February.</p> <p>i. <u>Financial Risk Management</u> – individual risk assessments were adopted by Members during August / September 2017.</p> <p>ii. <u>Statement of Internal Control</u> –</p> <p>iii. <u>Anti-fraud and Corruption Policy</u> –</p> <p>iv. <u>Standing Orders</u> –</p> <p>v. <u>Press Policy</u> –</p> <p>vi. <u>Bench Policy</u> – revisited in July 2017. NFA.</p> <p>vii. <u>Financial Regulations</u> – covered by Minute 162a[i]/2017. NFA.</p> <p>c. <i>Parking Enforcement</i> – Ms Jo-Anne Lucas, CC had sent a Service Level Agreement form for completion.</p>	
26/2018	<u>Any Urgent Business</u> – Members to consider any urgent business not included on the agenda.	
27/2018	<p><u>Date of Next Meeting</u> –</p> <p>a. Full Council meeting – 12<sup>th</sup> February 2018.</p> <p>b. Secondary Council Meeting – 26<sup>th</sup> February 2018.</p>	
28/2018	<u>Meeting Closed</u> –	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 15<sup>th</sup> January 2018

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