

**St MINVER LOWLANDS PARISH COUNCIL**  
**AGENDA OF THE ANNUAL COUNCIL MEETING**  
**HELD IN THE COUNCIL CHAMBER CAR PARK ON**  
**MONDAY, 17<sup>th</sup> May 2021 @ 6pm**

**Attendee numbers are limited due to Covid restrictions, therefore, members of the public who wish to make representations on any of the items listed below are asked to contact the Clerk by noon on 17<sup>th</sup> May 2021.**

Minute	AGENDA ITEMS	Action
	<b>Present –</b>	
96/2020	<b>Election of Chairman</b> – Cllr. Gilbert is willing to stand.	
	<b>Chairman’s Welcome and Public Forum</b> – members of the public may address the Parish Council, prior to the commencement of the meeting.	
97/2020	<b>Apologies –</b>	
98/2020	<b>Members’ Declarations –</b> <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>	
99/2020	<b>Election of Vice Chairman</b> – Cllr. Gisbourne is willing to stand.	
100/2020	<b>Vacancy</b> – Members to advertise the casual vacancy on the Parish Council.	
101/2020	<b>Acceptance of Office –</b> <ol style="list-style-type: none"> <li>a. <i>Members</i> – Members to sign their Acceptance of Office form. NOTE – Members to give their permission for their contact details to be published on the website, etc.</li> <li>b. <i>Chair</i> – Chair to sign his / her Acceptance of Office.</li> <li>c. <i>Vice Chair</i> – Vice Chair to sign his / her Acceptance of Office.</li> </ol>	
102/2020	<b>Register of Financial Interests Forms</b> – Members to complete and return it to the Clerk by 7 <sup>th</sup> June 2021.	
103/2020	<b>Apologies for Absence –</b>	
104/2020	<b>Council Committees/Appointments to Outside Bodies</b> – the following appointments to be made: <ol style="list-style-type: none"> <li>a. <i>Emergency Officer</i> – Cllr. Mould currently in post.</li> </ol>	

	<ul style="list-style-type: none"> <li>b. <i>Footpaths Liaison</i> – Cllr. Mould currently in post.</li> <li>c. <i>Highways Liaison</i> – Cllr. Gisbourne currently in post.</li> <li>d. <i>Playing Fields Committee (three posts)</i> – Cllrs. Gilbert, Morgan were previously in post.</li> <li>e. <i>Police Liaison</i> – Cllr. Gilbert currently in post.</li> <li>f. <i>St Minver Cemetery Committee (three posts)</i> – Cllrs. Gisbourne, Mould and Morgan currently in post.</li> <li>g. <i>Daymer Bay Community Interest Company</i> –</li> <li>h. <i>St Minver Pre-School Liaison</i> – Cllr. Gilbert currently in post.</li> <li>i. <i>St Minver Football Club Liaison</i> – Cllr. Richards currently in post.</li> <li>j. <i>CC Planning Partnership</i> – Cllr. Boswell-Munday currently in post</li> <li>k. <i>Polzeath Beach Management Group</i> – two representatives</li> </ul>	
105/2020	<p><b>End of Year Accounts 2020/21</b> – Members to consider:</p> <ul style="list-style-type: none"> <li>a. <u>Internal Auditor's Report</u> – Members to receive and consider any recommendations from their Internal Auditor. Copy to follow.</li> <li>b. <u>Annual Governance Statement 2020/21</u> – Members to consider and approve the statement. Copy circulated previously.</li> <li>c. <u>Accounting Statement for 2020/21</u> – Members to receive and accept the 2020/21 accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. Copy circulated previously.</li> </ul>	
106/2020	<b>Meeting Closed</b> –	

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

Date: 10<sup>th</sup> May 2021

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