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**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 13TH MAY 2024 HELD AT
THREEMILESTONE COMMUNITY CENTRE AT 7PM**

**PRESENT: CLLR. I HOLROYD, CLLR D GREEN (CHAIRMAN FROM ELECTION), CLLR K LA BORDE , (VICE
CHAIRMAN FROM ELECTION), CLLR. ROBINSON, CLLR. F J DYER MBE, CLLR. J DOBSON, CLLR E HAZELL, ,
CLLR. B HILTON, CLLR I HOLROYD, CLLR. A JONES**

**001/2024 TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION
OF ACCEPTANCE OF OFFICE**

Cllr Holroyd announced that he was standing down as Chair of the KPC Cllr Green was elected as New
Chair, proposed by Cllr La

Cllr. Green was proposed by Cllr. La Borde and seconded by Cllr Dobson. Agreed, Cllr Dyer abstained.

**RESOLVED: TO ELECT CLLR. GREEN AS CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S
DECLARATION OF ACCEPTANCE OF OFFICE**

Proposed by: Cllr. La Borde

Seconded by: Cllr. Dobson

Vote: 10 in favour, 1 abstention

**002/2024 TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF
ACCEPTANCE OF OFFICE**

**RESOLVED: TO ELECT CLLR. LA BORDE AS VICE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE VICE
CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Proposed by: Cllr. Hilton

Seconded by: Cllr. Hazell

Vote: 9 in favour, 2 abstentions

003/2024 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr. PENHALLURICK & CLLR. GAMMON

004/2024 TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

MEMBERS ARE INVITED TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS IN ITEMS ON THE AGENDA AS REQUIRED BY THE KENWYN PARISH COUNCIL CODE OF CONDUCT FOR MEMBERS AND BY THE LOCALISM ACT 2011.

No declarations of interest.

005/2024 To Consider Written Dispensations

None.

006/2024 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)

Outside toilet/Noticeboard/Outstanding Invoice

007/2024 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

not available

008/2024 TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH

RESOLVED: TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH

Proposed by: Cllr. Hilton

Seconded by: Cllr. Holroyd

Vote: unanimous

009/2024 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS FOR KENWYN PARISH COUNCIL

RESOLVED: TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS FOR KENWYN PARISH COUNCIL

Proposed by: Cllr. Hilton

Seconded by: Cllr. Holroyd

Vote: unanimous

010/2024 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED COMMITTEES:

PLANNING – UP TO 14 MEMBERS. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN TO BE DEALT WITH IN THE PLANNING COMMITTEE MEETING.

RESOLVED: TO APPOINT ALL MEMBERS OF KENWYN PARISH COUNCIL TO SERVE ON THE PLANNING COMMITTEE

Proposed by: Cllr. Dyer

Seconded by: Cllr. La Borde

Vote: unanimous

FINANCE AND GENERAL PURPOSES – 6 MEMBERS. CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL AUTOMATICALLY BECOME CHAIRMAN AND VICE CHAIRMAN OF THE F & GP COMMITTEE

RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE FINANCE & GENERAL PURPOSES COMMITTEE

CLLR. D GREEN (CHAIRMAN)

CLLR. LA BORDE (VICE CHAIRMAN)

CLLR. ROBINSON

CLLR. JONES

CLLR. DYER

CLLR. HOLROYD

EMPLOYMENT – 5 MEMBERS TO INCLUDE CHAIRMAN. 3 MEMBERS WILL BE SELECTED FROM THE 5 TO DEAL WITH ANY EMPLOYMENT/GRIEVANCE ISSUES.

RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE EMPLOYMENT COMMITTEE

CLLR. GREEN (CHAIRMAN)

CLLR. (VICE CHAIRMAN)

CLLR. ROBINSON

CLLR. JONES

CLLR. HOLROYD

011/2024 TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES AS REQUIRED:

THREEMILESTONE COMMUNITY CENTRE MANAGEMENT COMMITTEE (2 MEMBERS)

RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE AS REPRESENTATIVES ON THE THREEMILESTONE COMMUNITY CENTRE MANAGEMENT COMMITTEE

CLLR. HAZELL CLLR GREEN IS A DIRECT MEMBER

CLLR. JONES

POLICE LIAISON (4 MEMBERS)

RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE AS REPRESENTATIVES ON THE POLICE LIAISON GROUP

CLLR. HOLROYD

CLLR. ROBINSON

CLLR. HAZELL
CLLR. GREEN

EMERGENCY PLANNING (ALL WARD MEMBERS WHERE THE EMERGENCY OCCURS OR IN THE CASE OF A SIGNIFICANT EMERGENCY ALL MEMBERS OF THE COUNCIL)

RESOLVED: TO APPOINT ALL WARD MEMBERS WHERE THE EMERGENCY OCCURS OR IN THE CASE OF A SIGNIFICANT EMERGENCY ALL MEMBERS OF THE COUNCIL TO THE EMERGENCY PLANNING COMMITTEE

KENWYN COMMUNITY BENEFIT FUND PANEL – 3 MEMBERS

RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE KENWYN COMMUNITY BENEFIT FUND PANEL

CLLR. GREEN
CLLR. HOLROYD
CLLR. LA BORDE

TRURO/ROSELAND COMMUNITY NETWORK PANEL (2 MEMBERS)

RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE TRURO & ROSELAND COMMUNITY NETWORK PANEL

CLLR. DYER
CLLR. LA BORDE

012/2024 To agree venue for Council meetings for the year 2024/25

1. Agreed unanimously to continue to alternate. Proposed by Chair

013/2024 TO REVIEW AND ADOPT COUNCIL POLICIES –

- Three Year Business Plan
- Code of Conduct March 2021
- Co-Option Policy
- Complaints Procedure Policy
- Retention Policy
- Debt Recovery Policy
- Employment Matters Policy
- Policy On Employing People with Convictions
- Policy On Combatting Harassment and Bullying
- Policy On Public Participation
- Access To Council Services and Dealing With and Vexatious Persons Policy

- Requests for Charitable or Other Financial Donations Policy
- Openness Regulations Relating to Filming and Recording meetings
- Data Protection Policy
- Communications Protocol and Social Media Guidance
- Freedom of Information
- Redundancy Policy
- Awarding Dispensations Guide
- Equal Opportunities Policy
- Eye Test Policy
- No Smoking Policy
- Bereavement and Compassionate Leave Policy
- Parental Leave Policy
- Maternity Policy
- Absence Management Policy
- Work Related Stress Policy
- Violence at Work Policy
- Flexible Working Policy
- Quotations and Tenders Policy
- Community Engagement Policy
- Press and Media Policy
- Grievance Policy
- Health and Safety Policy
- Time Off in Lieu Policy
- Member Officer Protocol
- Information Protection Policy November 2019
- Virtual Meeting Policy

GDPR/Data Protection Act 2018

- Registration Certificate
- Privacy Notice Adoption Confirmation
- Contact Consent Form Employee
- Contact Consent Form General
- Contact Consent Form Village Hall and/or Playing Field Hirer
- Employee Privacy Statement
- Hirers Privacy Statement
- Information Protection Policy
- Job Application Privacy Statement
- Information Security Incident Policy
- Kenwyn Parish Council Neighbourhood Plan Privacy Statement

- New Councillor Privacy Statement
- Removable Media Policy
- Access Request Form
- Data Breach Record
- GDPR Jargon and Acronym Buster
- GDPR Risk Assessment
- General Data Protection Awareness Checklist for Councillors
- Check List Technical and Organisational Safeguards
- Email Consent Log
- Phone Consent Log
- GDPR Data Portability Request Form

RESOLVED: VOTED TO ADOPT UNANIMOUSLY

014/2024 TO REVIEW AND ADOPT THE TERMS OF REFERENCE FOR COMMITTEES FOR THE NEW COUNCIL YEAR

Terms of Reference for Committees

- Planning Committee
- Employment Committee
- Finance General Purposes Committee
- Friends of Threemilestone Playing Field Group
- Friends of Shortlanesend Playing Field Group

RESOLVED: TO ADOPT THE TERMS OF REFERENCE FOR THE PLANNING AND Finance & general purposes COMMITTEES ONLY FOR THE NEW COUNCIL YEAR

Proposed by: Cllr. Robinson

Seconded by: Cllr. Hilton

Vote: unanimous

015/2024 To delegate the annual review of the Kenwyn Parish Council Risk Assessment for Playing Fields to the Finance and General Purposes Committee to report back to council at a future meeting – update from 2023 Annual Parish Council Meeting

RESOLVED: To delegate the annual review of the Kenwyn Parish Council Risk Assessment for Playing Fields to the Finance and General Purposes Committee to report back to council at a future meeting – update from 2023 Annual Parish Council Meeting

Proposed: Chair

Vote: unanimous

016/2024 To delegate the annual review of the Kenwyn Parish Council Risk Assessment and Health & Safety Policy for Shortlanesend Village to the Finance and General Purposes Committee to report back to council at a future meeting- update from 2023 Annual Parish Council Meeting

Proposed: Chair

Vote: unanimous

017/2024 TO REVIEW AND APPROVE THE INVESTMENT STRATEGY 2022-2025

RESOLVED: TO APPROVE THE INVESTMENT STRATEGY 2022-2025

Not dealt with

018/2024 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR PLAYING FIELDS

To delegate the annual review of the Kenwyn Parish Council Risk Assessment for Playing Fields to the Finance and General Purposes Committee to report back to council at a future meeting- update from 2023 Annual Parish Council Meeting

019/2024 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT AND HEALTH & SAFETY POLICY FOR SHORTLANESEND VILLAGE

RESOLVED: delegate the annual review of the Kenwyn Parish Council Risk Assessment and Health & Safety Policy for Shortlanesend Village to the Finance and General Purposes Committee to report back to council at a future meeting- update from 2023 Annual Parish Council Meeting

Proposed by: Chair

Seconded by: Cllr. Robinson

Vote: unanimous

020/2024 TO APPROVE THE ASSET REGISTER AS AT 31.03.2023

RESOLVED: TO APPROVE THE ASSET REGISTER AS AT 31.03.2024

Not dealt with probably as not available due to accounting software being so behind during Clerk's sick leave

021/2024 Finance and Payment of Accounts

- i) To note bank reconciliations**
- ii) Approve accounts for payment**
- iii) Internal controls – to delegate responsibility for the monthly internal controls to any two members of the Finance and General Purposes committee for the year 2024/25.**

Not dealt with – to be discussed at next meeting

022/2024 To consider applications received at the time of the meeting for the vacancies on Kenwyn Parish Council

No applications received

023/2024 Langarth Presentation-

Cllr. Dobson - Agreed that Cornwall Councillors Harris and Tudor be invited to the future Langarth GV meetings. Agreed to invite to Truro City Council to relevant Langarth GV meetings if Truro CC offer reciprocal invitation.

024/2024 FUTURE AGENDA ITEMS

- i. Threemilestone Playpark**
 - 1. All weather surface.**
 - 2. Surface Toddlers Wooden Hut**
 - 3. Adult and disabled swings**
 - 4. Provision of public toilets**
- b. Chairmans Announcements**
 - i. The Chair thanked Cllr Harry for his work as a Cllr and particularly over the last year acting as Clerk. He also wished to thank Cllr Holroyd for his work as Chairman of KPC**
 - ii. The Chair stressed his wish for Kenwyn PC to work more closely with Truro City Council.**

The meeting closed at 7.35pm

