

# Supporting information on Annual Parish Council meeting agenda items

## Item 8

### Appointment of members to existing committees and to confirm the lead on any Council Projects

Existing committees and members in 2024/25 (not included people no longer Councillors)

**Planning** – whole Council. Previously when a separate Committee had a minimum of 5 members.

**Access & Amenities** (9 members) – Cllrs Keith Hambly-Staite, Phil Allen, Brian Yates, Corine Dyke, Alison Avar, Julian Newman, Rick Bowers and Richard Brickell. (1 vacancy)

**Staffing** (5 members) – Cllrs Keith Hambly-Staite and Richard Brickell (3 vacancies)

**Finance & General Purposes** (5 members) – Cllrs Keith Hambly-Staite and Richard Brickell (3 vacancies)

Existing projects: **Wellbeing** (Active Feock) – led by Cllr Hambly-Staite

## Item 9 - Appointment of any new committees or working parties

None proposed

## Item 10 - Review of terms of reference for Committees

### **Terms of Reference for the Feock Parish Council Planning Committee**

The Committee will consist of all Parish Councillors.

The Committee's Chair and Vice will be the Chair and Vice Chair of the Parish Council.

The Committee quorum shall be 5 members.

The Assistant Parish Clerk will attend the committee meetings and take minutes which will be published on the Council's website.

The Parish Clerk has the delegated authority to comment on planning applications in the absence of a Planning Committee.

#### **The Committee will undertake the following roles and functions:**

- To consider all individual planning applications submitted within the parish and provide a consultee comment under delegated authority to Cornwall Council. Procedure for dealing with planning applications shown on the attached flowchart.
- To reply to 5 day Local Council Protocol procedure communications from Cornwall Council. A response will be decided via email by a minimum of 2 committee members, usually the Proposer and Seconder of the original consultee comment.
- To send a representative of the committee to speak in reference to an application that the Parish Council has asked for determination at a Cornwall Council Planning Committee meeting.
- To comply with GDPR the Committee and Assistant Clerk will delete all electronic records and destroy all paper copies of correspondence relating to planning applications as soon as Cornwall Council has decided the application and the Parish Council's consultee comment has been formally ratified in the minutes of a planning committee meeting.

#### **Decision Making Legal Advice (for noting)**

Members have received training on the Code of Conduct, predetermination, and bias and therefore, will be aware of their responsibility to determine planning applications based on the information before them at the meeting.

Members are reminded that the decision-making role must be approached with an open mind as to the merits of the arguments for and against the application, which they must consider before making a final decision at the meeting.

Members are further advised that they must not predetermine, or be seen to have predetermined, the outcome of an application and that the information they receive at the meeting is therefore the basis on which they should make their decision.

Therefore, whilst Members will have reviewed details of the application prior to the meeting and provided initial thoughts to enable a draft consultee comment to be taken to the meeting, this draft maybe be amended as appropriate following debate at the meeting.

## Feock Parish Council

### Terms of Reference - Access & Amenities Committee

Composition:	Elected members up to 9, representatives from all wards required (quorum is 5)
Chairmanship:	Committee Chair and Vice Chair to be elected from the Committee members Committee members will be elected by the Council at the Annual Parish Council meeting each year, vacancies occurring during the year will be filled at Full Council Co-optees may be Councillors or members of the public
Meetings:	Usually monthly. In the event of an item of urgency to be convened by the Clerk
Timing:	7pm
Venue:	Feock Parish Council Office, Devoran
Reports to:	Full Council

### Terms of reference and matters delegated to the Committee:

1. The Committee will elect a Chair and Vice Chair to service for a minimum period of 12 months at the first Committee meeting in each Council year. The members to service on the committee will be elected at the Annual Meeting of the Parish Council in May each year and will serve for a minimum period of 12 months and subsequent vacancies will be filled by Full Council. Co-opted members will be co-opted by the Council as necessary.
2. The improvement, maintenance and management of all open spaces, grounds, Common Land (CL), Village Greens (VG), play areas and land owned (F), and managed by Feock Parish currently together with noticeboards as follows:
  - Point Quay (F), Green (VG) and Orchard (F)
  - Retallack Playing Field, Feock (F)
  - Devoran Recreation Ground
  - Park an Gwarry Play Park, Carnon Downs
  - Pengelly Meadows Recreation Area, Carnon Downs
  - Land at Restronguet Point (CL)
  - Carnon Mine (CL)
  - Penpol car park (F)
  - Penpol Pond (CL)
  - Chycoose Beach (CL)
  - Carnon Yard (F)
  - Land at Market Street (CL) & Old Market Hall (F)
  - Footpaths and public rights of way in association with Cornwall Council
  - Tumulus at Park an Creeg, Carnon Downs
  - Churchyards in association with the Parochial Church Councils (maintenance grants)
  - Noticeboards x 7
  - Any other assets acquired by the Parish

3. To consider such matters as may be delegated by the Council from time to time.
5. The provision, management and maintenance of public seats, litter bins and dog bins
6. Authorisation of expenditure on projects within the Committee's budget titled budget line 'Parish Maintenance – Miscellaneous', within the limits previously approved by the Council for the budget year. The committee cannot commit or spend from future budgets not confirmed or from future years.
7. All aspects of Health and Safety that fall within the remit of the committee including risk assessments of Council land and assets
8. Making recommendations to the Council on matters not within existing policy as issues are raised.
9. Preparation and review of plans for future requirements within the scope of the committee regardless of feasibility and presentation to Full Council
10. The consideration of recommendations of Working groups etc under the control of the Access & Amenities Committee
11. Consultation with other relevant bodies with similar interests, including other local Parish Councils and sub-Committee's, and consideration of their recommendations
12. The Committee will oversee the Feock Community Transport Scheme and health and wellbeing projects including MyFeock and Active Feock and other appropriate projects as agreed by the Full Council.
13. Work towards provision of enhanced cycleways and footpath links in the parish.
14. Work towards provision of enhanced local transport, where appropriate in the parish.



# Feock Parish Council

## Staffing Committee – Terms of Reference



### **Purpose**

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

### **Membership**

The Committee shall comprise of five (5) Councillors. The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required.

### **Functions**

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- Advising Full Council on staffing levels and structure (to be referred to Full Council for decision)
- any other matters delegated to the Committee or deemed relevant to these terms of reference. For example when an urgent decision regarding staffing arrangements is required and timescales do not allow this to be taken to Full Council for approval.

### **Specific Sub-committees or Panels**

Smaller and specifically focussed Sub-committees may be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel may also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

### **Confidentiality**

Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the Committee with the press and the public excluded where appropriate.

**Terms of Reference for the Feock Parish Council**  
**Finance & General Purposes Committee**

1. The Committee will consist of a minimum of 5 members (at least 1 from each ward) who will be nominated and elected at a Council Meeting.
2. The Committee will elect a Chair & Vice Chair to serve for a minimum period of 12 months. The Chair and Vice Chair may stand for re-election on an unrestricted basis.
3. The Committee quorum shall be 3 members
4. The Committee will meet publicly at least three times a year, and on additional occasions if required, on dates, times and venues determined by the Chair of the committee in conjunction with the Parish Clerk.
5. The Chair may co-opt other council members to serve on the committee from time to time or to act as substitutes if elected members of the committee are unable to attend.
6. The Parish Clerk will attend the Finance & General Purposes Committee meetings and take minutes which will be published on the Council's website.
7. The Committee will undertake the following roles and functions
  - Consider and recommend the precept level to the full Parish Council
  - Consider and recommend the annual budget to the full Parish Council
  - Consider and recommend the Parish Council business plan and 3 year financial strategy to the full Parish Council
  - Consider and recommend policies and procedures to full Parish Council
  - Consider and recommend details of annual staff pay increases to full Parish Council
  - Consider and make recommendations regarding Council funds to the full Parish Council to ensure sound financial governance.

## **Item 11 - Review and adoption of appropriate standing orders and financial regulations, Investment Strategy, Financial Risk Assessment and adopt new Reserves Policy**

The Financial Regulations and Standing Orders have recently been revised and adopted there is no need to review them.

# **Investment Strategy Policy**



## **INTRODUCTION**

Feock Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Policy is reviewed under guidance issued by the Ministry of Housing, Communities and Local Government in 2018 Statutory Guidance on Local Government Investments (3<sup>rd</sup> Edition).

## **INVESTMENT OBJECTIVES**

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Policy.

## **POLICY**

The Parish Council shall diversify its reserves between multiple relatively highly rated UK banks and/or building societies.

The Parish Council shall retain a minimum of four months estimated expenditure in current and deposit account giving immediate access.

A significant percentage of the Council's reserves shall be placed in interest bearing deposits such as a Fixed Term Deposit.

To retain liquidity Fixed Term Deposits should be placed with phased end dates.

Investments shall be decided and placed by the Parish Clerk & Responsible Finance Officer following a due diligence exercise.

## **SPECIFIED INVESTMENTS**

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government or a local authority or Town or Parish Council will automatically be Specified Investments.

# Financial Risk Assessment



Subject	Risk(s) identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files are kept electronically and regular back-ups of files are made to a hard-drive and stored within the fire-proof safe. In the event of the Clerk or Assistant Clerk not being available the Chairman would contact the Cornwall Association of Local Councils for advice	Existing procedures adequate Review when necessary.
COVID SPECIFIC	Council not able to fully function due to COVID-19 restrictions	M	Online meetings etc. Telephone system able to operate from staff homes, laptops etc available for staff to work from home and files maintained on an online system.	Maintain online service provision etc
	Unable to display paper agendas in noticeboards	L	All agendas are displayed on the website	Maintain practice
	Signing of documents - documents such as minutes, payment lists not signed.	L	Clerk to keep ongoing list of unsigned documents to be signed as appropriate as soon as physically possible.	Maintain practice review when necessary
	Security of materials when working from home	L	All PC files and equipment needed at home kept in separate storage. GDPR maintained and no documents left out.	Maintain practice
	Staff welfare & wellbeing		Support from staff resilience available through CALC. Defined working hours and contact methods agreed with Clerk/Chair.	
	Unable to visually assess parish assets		Community help needed to assess state of parish	

Updated: 08/10/24

	in situ		assets – any noted problems added to works list for Clerk's next visit of passed onto Councillors to verify & play equipment in all parks checked monthly by contractor.	
Precept	Adequacy of Precept Requirements not submitted to Cornwall Council Amount not received by Cornwall Council	L L L	The Council reviews the Precept requirements annually (initially by the Finance & General Purposes Committee with then a recommendation to full Council) including the actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Cornwall Council. This figure is submitted in writing to Cornwall Council. The Clerk informs Council at a full Council meeting when the monies are received (50% April/50% in September)	Existing procedure adequate
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements	Existing procedure adequate Review the Financial Regulations when necessary
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. Any errors made by the bank in processing cheques or any loss/charges would be discovered by the Assistant Clerk and bank reconciliation and would be dealt with by informing the bank.	Existing procedure adequate Review the Financial Regulations when necessary and bank signatory list when necessary, especially after a Councillors resignation, election or Annual meeting. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	The petty cash tin is kept in the locked safe which can only be accessed by the Parish Clerk and Assistant Clerk. Petty cash transactions are	Existing procedure adequate

Updated: 08/10/24



			payments are included on the monthly payment schedule provided to all. Councillors at full Council Meetings. Payments checked at Audit.	
Pensions	Wrong amount deducted from Employee's salary Wrong amount paid to Cornwall Pensions Pension contribution not paid to Cornwall Pensions	L L L	The payroll excel spreadsheet calculates employer and employee contributions automatically. The total Pension amount paid is detailed on each monthly payment schedule taken to full Council meetings. A completed return is emailed to Cornwall Pensions each month detailing the amounts and date of bank payment.	Existing procedure adequate
Clerk/Assistant Clerk	Loss of Clerk/Assistant Clerk Fraud Actions undertaken Health & Safety	L L L L	The Parish Clerk has sufficient reserves to enable training for the CiLCA qualification in the event of the Clerk resigning. Financial information and bank reconciliations taken to each full Council meeting. Division of duties between Clerk and Assistant Clerk. The Clerk and Assistant Clerk provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles.	Include in training budget when setting precept. Existing procedure adequate. Purchase reference books when necessary. Clerks membership of SLCC. Attending training courses when relevant. Monitor of working conditions, safety requirements and Insurance regularly.
Councillor allowances	Councillors over-paid	L	The Chairman has a budgeted annual allowance that its used if necessary for sundry items. Any expenses are claimed by presenting the relevant receipt to the Council for approval and detailed on the monthly accounts for payment list. Expenses are monitored via a Budget vs Actual document taken to each full Council meeting.	Existing procedure adequate
VAT	Re-claiming	L	The Council has Standing Orders/Financial Regulations which set out the requirement s that VAT is to be re-claimed. Checked at Audit.	Existing procedure adequate
Annual Return	Submit within the time limits	L	Annual Return is sent in draft form to the Internal Auditor for completion. Signed by the Chairman	Existing procedure adequate

Updated: 08/10/24

			and Clerk and then sent to the External Auditor within the requested time limit.	
Legal powers	Illegal activity or payments	L	From April 2018 the power to pay for activities/purchases is detailed for each invoice on the monthly payments schedule taken to full Council.	Existing procedure adequate
Council records (paper)	Loss through theft or fire damage	L	Since 2014 electronic records have been kept. Paper records prior to 2014 are kept within metal filing cabinets within the Council's office and historical minute books are kept within the fire proof safe. Salaries/personnel information is kept within a locked cupboard with the Clerk and Assistant Clerk being the only key holders	Existing procedure adequate
Council records (electronic)	Loss through theft or corruption of computer	L M	Back-ups of the electronic records are regularly made and the hard-drive stored within the fire-proof and locked safe. Bullguard anti-virus is installed on all computers and lap-tops.	Existing procedure adequate

Amendment suggested at October Finance & General Purposes Committee:

#### Legal Powers

Remove: 'From April 2018 the power to pay for activities/purchases is detailed for each invoice on the monthly payments schedule taken to full Council.

Reason: Too onerous and time consuming for staff.

The Reserves Policy is a new draft policy that needs discussion and adoption.



# Reserves Policy

## Introduction

Feock Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation.

The purpose of this policy is to set out how the Council will determine and review the level of reserves. The Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, legislation does not specify the minimum level of reserves that an authority should hold, meaning it is the responsibility of the Responsible Financial Officer to follow current best practice and advise the Council, whilst ensuring there are procedures to follow.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 edition) advises: 'As with any financial entity, it is essential that authorities have sufficient Reserves (General and Allocated) to finance both their day-to-day operations and future plans. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.'

Reserves fall into two categories – general or allocated.

## General Reserves

These are funds which do not have any restrictions to their use. These reserves can be used to smooth the impact of uneven cash flow, offset budget requirements if necessary or can be held in case of unexpected events or emergencies. JPAG (March 2022 edition) advises that: 'The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserves is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). The smaller the authority the closer the figure may be to 12 months. In all of this, it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained.' NRE is effectively Precept less any Loan Repayments and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves

The primary means of building General Reserves will be through a reallocation of funds (underspend on projects) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year. Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment. If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Allocated Reserves to provide short term resources.

### **Allocated Reserves (ARs)**

These can be held for several reasons. The money is held for specific items of expenditure to meet known or predicted liabilities or projects.

Allocated Reserves can be used to 'smooth' the effects of certain expenditure commitments over a period of time, thereby reducing the impact of significant expenditure in any one year. Typically, they are held for the following reasons:

- Renewals, e.g. equipment, planned property maintenance
- To carry forward an underspend where expenditure has been committed to a particular project that cannot be spent in year
- To enable the Council to meet the excess of claims not covered by insurance
- To indicate commitment to a capital project
- To meet known or predicted liabilities
- CIL or S106 monies that have to be spent on specific work/projects

Reserves will be established on a 'needs' basis, in line with anticipated requirements, and must be held for a genuine and intended purpose.

Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council. Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished the following year. However, Allocated Reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

Allocated Reserves should be separately identified and should be subject to annual review and justification.

### **Current Level of Reserves**

The level of financial reserves held by the Council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year. The current minimum level of General Reserves to be held by the Council is 3 months of predicted expenditure. This policy will be reviewed on an annual basis to ensure these levels remain appropriate as changes in activity levels / range of services provided will inevitably lead to changes in the requisite minimum of General Reserves.

**Item 12 - Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

Local Maintenance Partnership Agreement for cutting surfaces of public rights of way - £4267.64 received from Cornwall Council in 2024/25.

Verge grass cutting agreement with Cornwall Council - £746.10 received from Cornwall Council in 2024/25

**Item 13 - Review of representation on or work with external bodies/organisations and arrangements for reporting back**

Current representatives:

- Carnon Downs Village Hall – Cllr Brickell
- Devoran Village Hall – Cllr Anne Allen
- Point Quay Association – Cllr Phil Allen
- Restronguet Creek Society – Cllr Phil Allen
- Feock Playing Field Committee – Feock Ward Cllrs collectively
- Devoran Recreation Area – Devoran Ward Cllrs collectively
- Neighbourhood Watch – no specific representative, Clerk receives email updates
- Cornwall Council Community Network Park – Cllr Rick Bowers
- Devoran School – Cllr Cathy Kemp
- Devon & Cornwall Police (via the Police & Parish Councils Liaison Group) – Cllr Jan Allen
- Carnon Downs Community Association – Parish Clerk

New representatives are needed for Devoran Village Hall and the Police as Cllrs Jan Allen and Anne Allen are no longer Councillors.

Point Quay Association has been renamed Point & Penpoll CIO and the Parish Council can have up to 2 trustees on the Committee.

# Item 14 - Review of inventory of land and assets including buildings and office equipment

## FEOCK PARISH COUNCIL ASSET REGISTER

	Acquisition date	Purchase Price (£1 if gifted)	Location
<b>FREEHOLD PROPERTY</b>			
Land at Carnon Yard (CL257349)	21/08/1987	£ 8,597	Carnon Yard
Point Quay and Orchard (CL54596)	28/11/1989	£ 40,102	Point, TR3 6NL
Penpol carpark (CL116605)	28/06/1996	£ 210	Harris Hill, TR3 6RR
Retallack Playing Field (CL95697)	14/02/1994	£ 5,323	Retallack, Feock
The Old Market Hall, Devoran (CL290685)	01/06/2012	£ 260,232	Market Street, Devoran TR3 6QA
Fence re Pre-School	19/04/2014	£ 765	Courtyard of Old Market Hall, Devoran
<b>PROPERTY HELD UNDER THE COMMONS REGISTRATION ACT 1965</b>			
Penpol Pond (CL106)	01/10/1970	£ 1	Penpol
Land at Restranguet Point (CL105)	01/10/1970	£ 1	Land at the end of the point past Marble Head Cottage Grid ref SW 81702 37109
Carnon Mine (CL102)	01/10/1970	£ 4,651	Land opposite 1 Old Tram Road, Devoran Ordnance Survey Grid ref SW 80278 38823
Chycoose Beach (CL103)	01/10/1970	£ 1	Beach along Old Tram Road, Devoran
Land at Market Street, Devoran (CL257330)	04/07/1978	£ 1	Market Street behind PC Noticeboard Ordnance Survey Grid red SW 79393 39142
Point Green (VG601)	01/02/1967	£ 2,606	Land opposite Point Green cottages TR3 6NH
<b>ASSETS "Gifts and Bequests"</b>			
Tumulus (Bronze Age barrow), Park an Creeg, Carnon Downs (CL257329)	17/02/1969	£ 1	Park an Creeg, Carnon Downs
Pengelly Meadows Playing Field (CL345364)	12/12/2018	£ 1	Play area at Trevince Road, Carnon Downs
Carnon Downs Playing Field		£ 1	Play area at Parc-An- Gwarry, Carnon Downs
Devoran Recreation Ground (CL257368)(VG602)	22/01/1920	£ 1	St Johns Terrace, Devoran



TELEPHONE BOXES			
Point Green		£ 1	On land opposite Point Green cottages TR3 6NH
Devoran	2017	£ 1	Bottom of Market Street, Devoran
Carnon Downs	2016	£ 1	Located next to Alexandra Court on Forth Coth, Carnon Downs
STREET FURNITURE			
Bike Rack, Greenbank Road	Jan-14	£ 1	Located opposite Tregenza, Greenbank Road, Devoran.
Street Lights, Devoran			Belmont Terrace, Carclew Lane, o/s Orchard Cottage on Carclew Terrace, Olive Villas, Devoran path, adj to Melhuish, Carclew Terrace
Steel Planter on Forth Coth, Carnon Downs	20.07.18	£ 485	Located on the pavement next to Alexandra Court on Forth Coth, Carnon Downs
Steel Planter on Forth Coth, Carnon Downs	20.07.18	£ 485	Located on the pavement near Well Dental on Forth Coth, Carnon Downs
Bench next to Carnon Downs phone box	04.11.19	£ 496	Located to the side of the phone box on Forth Coth, Carnon Downs
Bench at Carnon Yard	06.10.22	£ 310	Located at Carnon Yard
Bench at Carnon Yard	06.10.22	£ 310	Located at Carnon Yard
Bench at Carnon Mine	23.01.23	£ 229	Located at Carnon Mine
Bench at Carnon Mine	23.01.23	£ 229	Located at Carnon Mine
Bench at Restronguet Point	01.12.22	£ 245	Located at Restronguet Point
Bench at Restonguet Point	13.07.23	£ 322	Located at Restronguet Point

**Note: Specific locations of Active Feock benches to be added to Asset Register**

Bench at Carnon Mine	23.01.24	£	195	Located at Carnon Mine
Bench at Devoran Park	06.12.24	£	292	Located in Devoran Park
Broxap's Mild Steel 'Senior Sheffield' Cycle Rack	20.06.24	£	260	Dyson's Field
2 x 4' Picnic tables	03.07.24	£	360	Dyson's Field
2 x 3 Seater bench seats	03.07.24	£	370	Dyson's Field
8 1.7m Bkck/Brwn Sloper Bench (1525mm Seat)@ £465.00	16.12.24	£	4,464	Locations to be determined

#### BUS SHELTERS

Carnon Downs Village Hall		£	5,761	Grid ref SW 80014 40382
Carnon Downs, Forth Coth		£	1	Grid ref SW 79994 40393
Harcourt Lane, Feock		£	1	Grid ref SW 82011 38709
Penelewey		£	6,033	Grid ref SW 81739 40446
Carnon Gate, Devoran		£	1	Grid ref SW 79063 39362
Four Turnings, Feock		£	1	Grid ref SW 81813 39845
Porthgwidden, Feock	2013	£	10,035	Grid ref SW 82113 38087

#### NOTICE BOARDS

Devoran		£	750	Market Street
Carnon Downs		£	750	Forth Coth
Penelewey		£	750	Penelewey layby
Point Green		£	663	Opposite phonebox
Feock		£	750	Entrance to Retallick Playing Field
Feock		£	605	Replacement for corner of Church Hall car park

#### DOG WASTE BINS

Glasdon UK Limited - RETRIEVER 35 CHUTE TOP DOG BIN GREEN BASE/GREY TOP	11.08.21	£	232	Wrinkling Lane, Feock (Roundwood end)
Glasdon UK Limited - S.TRIMLINE 50"HSL"D/GREEN BIN C/W BLACK LOCK COVER W/P FXG	11.08.21	£	155	Wrinkling Lane, Feock (B3289 end)
Manutan Ltd - (A104341) 50 L Capacity Manutan Wall Mounted Litter Bin	16.03.22	£	83	Carnon Mine (opposite 1 Old Tram Road)

#### DEFIBRILLATORS

Market Street, Devoran	04.03.15	£	400	Within phonebox
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Ferris Garage	04.03.15	£	400	Exterior wall of building
Carnon Downs	31.03.17	£	400	Within phonebox
Point Green	31.03.19	£	600	Within phonebox
Penelewey	14.08.23	£	1	At the Punchbowl & Ladle

#### PLAYING FIELD EQUIPMENT

Carnon Downs (Park An Gwarry)		£	27,697	
Carnon Downs (Pengelly Meadows) - 63m @ 3m high & 24m @ 2.4m high Green Weld Mesh fencing	22.02.22	£	6,239	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic Chest Press	22.02.22	£	2,772	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic High Pulley	22.02.22	£	2,772	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic Rowing Machine (Legs)	22.02.22	£	3,020	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic Stepper	22.02.22	£	3,020	
Carnon Downs (Pengelly Meadows) - Outdoor Table Tennis Table	22.02.22	£	3,000	
Feock (Retallack Park) (old zip wire and toddler tower removed)	22.02.22	£	25,516	
Feock (Retallack Park) - Proludic JS14A Metal cableway (replacement zip wire)	22.02.22	£	5,984	
Feock (Retallack Park) Gym - Proludic Urbanix Spinning Bicycle	22.02.22	£	1,222	
Feock (Retallack Park) Gym - Elliptical Trainer	22.02.22	£	1,314	
Feock (Retallack Park) Gym - Proludic Urbanix Hydraulic Chest Press	22.02.22	£	2,772	
Feock (Retallack Park) Gym - Proludic Urbanix Hydraulic High Pulley	22.02.22	£	2,772	
Feock (Retallack Park) Gym - Proludic Urbanix Hydraulic Squat	22.02.22	£	2,143	
Feock (Retallack Park) Gym - EuroTramp Trampoline 1.5m x 1.5m	22.02.22	£	3,441	
Feock (Retallack Park) Gym - Rotating Climber	22.02.22	£	3,845	
Feock (Retallack Park) - Origin Combi 1 (replacement toddler tower)	22.02.22	£	6,216	
Feock (Retallack Park) Gym - Origin Balancing Beam	22.02.22	£	317	
Feock (Retallack Park) Gym - EcoSmart Grass mat 3m	22.02.22	£	3,596	
Devoran		£	31,250	
Carnon Downs Recreation Area		£	760	

#### OFFICE FURNITURE & EQUIPMENT

Chairman's Board		£	405	Parish Council office on wall
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Chairmans's Chain		£ 185	Parish Council office in safe
Canon mono laser printer		£ 131	Parish Council office locked cupboard
Rio 2 Standard desk cherry		£ 74	
5 no. 4 drawer filing cabinets		£ 395	Parish Council office hall/kitchen area
Sistec T5 Cupboard Safe		£ 1,159	Parish Council office locked cupboard
Vertical blind Banlight FR Vanilla 65x120		£ 229	Parish Council office fitted
3 no. Vertical blind classic cream 60x120 @ £135		£ 405	Parish Council office fitted
2 no. Bisley 4 drawer flush front filing cabinet grey @ £121.15		£ 242	Parish Council office hall/kitchen area
3 no. Nobo 3 panel showboard blue/grey @£136.79		£ 410	Parish Council office
2 no. 1.8 Left hand oak/slate corner desks @ £181		£ 362	Parish Council office
1800x800x735 Rectangular Desk In Oak/Slate		£ 139	
1600 Rectangular Desk In Oak/Slate		£ 133	Parish Council office
3 no. 800 deep desk drawer units in Oak @ £139		£ 417	Parish Council office
6 no. 1400x600 fliptop table, oak @ £198		£ 1,188	Parish Council office
2 no. 1600x700 fliptop table, oak @ £208		£ 418	Parish Council office
2 no. Swen Brevis 1000x1065 Open Oak Bookcases @ £125		£ 250	Parish Council office
4 no. teak low reception chairs (aqua cloth) ex-showroom @ £20		£ 80	Parish Council office
2 no. Auckland HD Achr Blk Chairs @ £74		£ 148	Parish Council office
16 no. ISO chair black frame burgundy cloth @ £20		£ 320	Parish Council office
24 no. ISO chair black frame red cloth @ £20		£ 480	Parish Council office
LEC 55cm Larder Fridge (Parish Office)		£ 180	Parish Council office kitchen
Brother MFCJ5625DW All-in-One Wireless A3 Inkjet Printer	11.02.15	£ 152	Parish Council office kitchen
Flavel Single Cavity 50cm Electric cooker (Market Hall)		£ 180	In Market Hall kitchen (Devoran Pre-school)
Projector BenQ MX660P		£ 366	Parish Council office - locked cupboard
Colour Ricoh Photocopier (MP C4504)	10.01.18	£ 1,816	Parish Council office
Staples high speed 12 sheet shredder	26.07.13	£ 99	Parish Council office - locked cupboard
Lenovo Yogi 500 laptop	08.12.15	£ 299	Parish Council office for use by DR
HP 350 Laptop	28.02.16	£ 298	Parish Council office for use at meetings
HP 400 Small Form Factor Desktop G	28.02.16	£ 349	Parish Council office below DR's desk
HP 400 Small Form Factor Desktop G	28.02.16	£ 349	Parish Council office below DS's desk

HP EliteDisplay E221c LED 21.5 Screen	28.02.16	£	99	Parish Council office on DR's desk
HP EliteDisplay E221c LED 21.5 Screen	28.02.16	£	99	Parish Council office on DS's desk
Bush 50' FHD 1080p LED TV	08.12.15	£	290	Parish Council office - fixed to wall
Fellows Automax 130C Cross Cut Shredder	06.06.18	£	190	Parish Council office - behind DR's desk
Operator Chair with Posture Sprung Seat Colour: Black - MARCH 2020	04.03.20	£	162	Parish Council office - DS's desk chair
Breville VKJ318 HotCup Hot Water Dispenser, 2litres Gloss Black - OCTOBER 2019	18.10.19	£	41	Parish Council office on kitchen worktop
HP Pav 13 R5 8GB 256GB Laptop - JUNE 2020 (HAIRE Project)	25.06.20	£	499	Parish Council office for use by CW
HP Pav 13 R5 8GB 256GB Laptop - JUNE 2020 (HAIRE Project)	25.06.20	£	499	At home address of DR to use for remote working
HP Pav 13 R5 8GB 256GB Laptop - JUNE 2020	25.06.20	£	499	At home address of DS to use for remote working
WD 2 TB My Passport Portable Hard Drive with Password Protection - Red - JULY 2020	24.07.20	£	57	Parish Council office in safe
4 x Samsung Galaxy Tab A 10.1-Inch 32 GB Wi-Fi - Black (HAIRE Project) @ £164.99	30.08.20	£	495	Parish Council office in safe
4 x Samsung Galaxy Tab A 10.1-Inch 32 GB Wi-Fi - Black (HAIRE Project) @ £166.62 each	28.08.20	£	666	Parish Council office in safe
<b>MICRO LIBRARY (items located within the Micro Library)</b>				
Lenovo Tab 2 Wifi	23.02.16	£	120	In Micro Library, lobby to Parish Council office
MDF bookcase	05.12.15	£	354	In Micro Library, lobby to Parish Council office

**Item 15 - Confirmation of arrangements for insurance cover in respect of all insured and agree insurance policy provider for 2025/26**

Insurance company contacted and information will be provided by the meeting.

**Item 16 - Review of Council's and/or staff subscriptions to other bodies**

Council has membership of:

Cornwall Association of Local Councils - £1536

Open Spaces Society - £45

Trolver Croft Residents Association - £250



## **Feock Parish Council**



### **Code of Practice for Handling Complaints**

Feock Parish Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its members, employees or contractors. To address these issues the Council has adopted a procedure for the handling of complaints. This procedure allows people to have a form of address to the Council if they feel they have a complaint, or have been unfairly treated in their dealings with the Council staff, Councillors, the Council or its Committees.

#### **Complaints against an Officer of the Council or Contractor**

1. Any complaint against an Officer, employee or contractor must be submitted in writing to the Chairman.
2. If the complaint is made against the actions of the Clerk or Assistant Clerk, it will be considered as an employment issue and the Chairman will present the complaint to the Finance & General Purposes Committee of the Council for consideration at a meeting held in the absence of the press or public or if more timely to the next Full Parish Council meeting.
3. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press.
4. Persons mentioned in the complaint will have the opportunity to will explain the nature of their actions to the meeting, in the absence of the public and press.
5. The result of any council consideration of a complaint will be announced at a Council meeting in public.

#### **Complaints against a member of the Council**

Parish and Town Councillors sign up to a Code of Conduct on taking office. The Parish Council is unable to investigate complaints against any of its members. If you wish to submit a complaint for breach of this code should do so to the Monitoring Officer at Cornwall Council.

Mr S Mansell  
Principal Legal Officer Corporate Governance  
Cornwall Council  
Treyew Road  
TRURO  
Cornwall  
TR1 3AY

Further information can be found on [www.cornwall.gov.uk](http://www.cornwall.gov.uk)



## **Feock Parish Council**

# **Freedom of Information Act - Policy for Handling Requests for Information**

### **Freedom of Information**

The Parish Council adopted the Model Publication Scheme with effect from 1st January 2009. This scheme will enable members of the public to view and access information held by the Parish Council.

### **Obtaining Information and Information held**

There are three ways to obtain the information:

#### **Parish Council web site**

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

#### **Inspect Documents held by the Clerk**

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are

#### **Individual Written Request**

If the information is not included in the publication scheme or on the web site, you may send a written request to

The Parish Clerk, Feock Parish Council, The Old Market Hall, Market Street, Devoran, TR3 6QA.

Your request must include your name, address for correspondence, and a description of the information you require.

#### **Council's Response to a Written Request**

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).



## Feock Parish Council

# Social Media & Press Policy for Councillors

### Press Policy

#### 1. Introduction

Feock Parish Council welcomes enquiries from the Press and Media and recognises its relationship with the Press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the Press and using the opportunities of the Media to publicise events being organised.

The Press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960. They are not, however, invited to attend informal Council meetings which are fact finding sessions only and are not scheduled official Council meetings.

#### 2. Purpose

The aim of the policy is to ensure that Feock Parish Council is seen to communicate in a professional and objective manner and reflects the corporate view of the Council.

#### 3. Scope

The Press Policy includes:-

- Official Council Press Releases
- Councillor Press correspondence
- Freedom of Information Requests
- Press Protocol

#### 4. Policy

##### a) Official Council Press Releases

i) Official Council Press releases and statements will be prepared by the Parish Clerk in consultation with other Members as required;

ii) The Parish Clerk will act as the Council's Press Officer. Any official contact with the Media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Parish Clerk;

iii) Members who identify a Media opportunity should discuss this with the Parish Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;

iv) If a Member or an employee receives an approach or enquiry from the Media about any matter relating to the Parish Council, it should be referred to the Parish Clerk.

##### b) Councillor Press Correspondence

i) Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the Media. *Members must make it clear however, that any view expressed which differs from Council Policy are their own personal views and should be recorded as such;*

ii) Such releases, political or non-political, should bear no reference whatsoever to the Council or any Officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

iii) Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Parish Clerk.

**c) Freedom of Information Requests**

i) All requests received under the Freedom of Information Act must be referred to the Parish Clerk who will arrange for the request to be satisfied in accordance with the legislation.

ii) Members should be aware that any Council-related information that they hold on personal devices can be the subject of a FoI request.

**d) Press Protocol**

i) The Parish Clerk is responsible for issuing official Press releases on behalf of the Parish Council;

ii) Official Press releases will not identify the political party or group affiliation, if any, of a Member(s) quoted in the release;

iii) When the Media seeks information on an issue that is, or likely to be, subject to legal proceedings then advice will be obtained from the Council's solicitor before any response is made;

iv) All Press releases and other materials are filed for reference by the Parish Clerk.

v) During an election year, from the issue of the Notice of Election until the day following the election (Purdah), Officers will not normally issue Press releases;

## Social Media Policy

### 5. Introduction

Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests.

For the purposes of this Policy, the term “social media” covers sites and applications including but not restricted to Facebook, Twitter, LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments in relation to online newspaper articles.

### 6. Purpose

The widespread availability and use of social media networking applications bring opportunities to communicate and engage with members of the community in new ways. This Policy relates to Councillor use of social media, whether inside or outside of official capacities.

The Parish Clerk is responsible for any social media sites set up for the Council as a corporate body. *It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.*

It is important that the Council utilises these technologies effectively whilst being fully aware of its legal responsibilities and ensuring the reputation of the Council is not adversely affected.

### 7. Scope

The Social Media Policy includes:-

- User Responsibilities
- Safety
- Information Protection
- Best Practice
- Elections
- Breaches of this Policy

### 8. Policy

#### a) User Responsibilities

i) In any biography where the Councillor is identified as a Councillor, the account should state that the views are those of the Councillor in question and may not represent the views of the Council. Use of the Council's crest on a personal account or website should only occur with the written permission of the Parish Clerk.

ii) The Council crest should not be used on sites or applications which are unrelated to or not representative of the Council's official position. If in doubt, contact the Parish Clerk.

iii) Where possible, a Councillor should make clear who they are in the profile of any account and whether they are an authorised representative of the Council. In exceptional circumstances, such as a potential threat to personal safety, the Parish Clerk must be consulted.

iv) When commenting online on any matter relating to the Council, Councillors should identify themselves as a Councillor and make it clear whether or not they are representing the views of the Council. Councillors must not make anonymous posts nor use a pseudonym to hide their identity.



v) Councillors are personally responsible for the content that they publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may amount to libel.

vi) Councillors must treat others with respect and not make disrespectful, rude or offensive comments.

vii) Councillors must comply with the Council's Equality Policy.

#### **b) Safety**

i) Councillors must be aware of their own safety when placing information on the internet and should not publish something that could leave them vulnerable.

ii) Any Councillor receiving threats, abuse or harassment via their use of social media should report it to the Parish Clerk and/or the Police.

iii) Councillors' social media accounts should be password protected and not shared.

#### **c) Information Protection**

i) Councillors must not disclose information, make comments or engage in activity on behalf of the Council ***unless they are authorised to do so.***

ii) Councillors must handle personal or sensitive information in line with the Council's Data Protection Policy.

iii) Social media sites are in the public domain and it is important that Councillors ensure that they are confident of the nature of the information they publish. Comments posted online are permanently available and can be used by the Media such as newspapers.

iv) Councillors must not publish or report on meetings which are private or internal nor release confidential reports/papers.

v) Copyright laws apply online. Councillors must not use images to which they do not hold the copyright. Information shared should be attributed to the source.

#### **d) Best Practice**

i) Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes, but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute.

ii) Social media accounts set up as a Councillor must not be used to promote personal financial interests, commercial ventures or personal campaigns, whether or not related to the function of the Council.

iii) Use of social media must not breach the Council's misconduct, equality or bullying & harassment policies.

#### **e) Elections**

i) The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature – and this includes web advertising. Full guidance for candidates can be found at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

ii) Councillor social media accounts may need to be closed down for a defined period before local council elections in order to comply with legislation (Purdah).

#### **f) Breach of this Policy**

i) Failure to comply with this Policy will be deemed as a breach of the Members Code of Conduct and will be reported to the Monitoring Officer.

ii) Other violations, such as breaching the Data Protection Act 1988 could lead to criminal or civil action being taken against the individual(s) involved.

iii) The Council reserves the right to request the closure of any applications or removal of any content published by Councillors deemed inappropriate, or which may adversely affect the reputation of the Council, or put it at risk of legal action.

**Item 20 - Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of the Parish Council in 2025/26**

All meetings to be held in the Parish Council Office at 6pm

Monday 9<sup>th</sup> June 2025

Monday 14<sup>th</sup> July 2025

No meeting in August

Monday 15<sup>th</sup> September 2025

Monday 13<sup>th</sup> October 2025

Monday 10<sup>th</sup> November 2025

Monday 15<sup>th</sup> December 2025

Monday 12<sup>th</sup> January 2026

Monday 9<sup>th</sup> February 2026

Monday 9<sup>th</sup> March 2026

Monday 13<sup>th</sup> April 2026

Monday 11<sup>th</sup> May 2026 – Annual Meeting of the Parish Council

**Item 21 - Clerks update on matters arising from previous minutes**

**VAS at Penelewey**

No response as yet from Highways regarding cutting back the trees, chased again 08/05/25

**Bamboo at Carnon Mine**

Clerk has contacted contractor to request this is cut back so the 20mph sign is visible

**Bookswap bookcase in Carnon Downs**

Clerk has ordered new bookcase to replace the damaged one.

**Bus shelters in Feock**

Clerk has spoken to Contractor regarding repairs needed to Porthgwidden and Fourturnings bus shelters. Contractor cleans bus shelters every 3 to 4 weeks with a pressure washer, removes rubbish, chewing gum and leaves, cigarette ends and cuts back brambles.

**Bus timetables**

Clerk yet to arrange a meeting with Cornwall Council regarding timetable style, to be arranged for June/July.

**Yellow lines outside of Carnon Downs Spar**

Clerk to put this on a future agenda of Access & Amenities Committee for discussion.

**Creek speed limit signs**

Clerk has responded to Restronguet Creek Society regarding Councils views about a sign at Carnon Mine.

**Additional dog waste bins**

One additional bin to be purchased. Clerk arranging installation of bin at Dyson's Field.

**Item 25 - BDO LLP Audit Conflict of Interest**

Councillors to confirm that none have a conflict of interest with the Audit  
Copy of Internal Audit form included below.

## Item 26 - Approval of Annual Governance Statement 2024/25

To follow at meeting.

## Item 27 - Approval of Accounting Statement 2024/25

To follow at meeting.

### Annual Internal Audit Report 2024/25

#### FEOCK PARISH COUNCIL

[www.feockparishcouncil.gov.uk/audit-information](http://www.feockparishcouncil.gov.uk/audit-information)

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

NOT  
USE

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/11/2024 23/04/2025 24/04/2025

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

24/04/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

**Item 28 - Review of Feock Neighbourhood Development Plan (NDP)**

Council to consider proposal to carry out a review of the NDP that was adopted in 2018 to take into account new planning legislation and the new Cornwall Local Plan. Cllr Corine Dyke has volunteered to lead on this project but has given apologies for the meeting so it may be appropriate to defer this item to the June Meeting when Cllr Dyke can attend to speak on this item and her proposal.

**Item 30 - Active Feock Funding**

Council to consider allocating budget from Active Feock allocated reserves (£10K) to install bike racks across the Parish and investigate installing a bench at the Orchard in Pengelly Meadows

Bike racks cost: £2664 for 5 including delivery and installation

Locations: Pengelly Meadows and Retallack Recreation Areas, Fourturnings by bus shelter, Carnon Downs by Village Hall bus shelter and on Greenbank Road, Devoran (to replace existing wooden bike rack).

Benches (same as those recently installed, made from recycled materials): £520 each plus approx. £300 installation depending on method used.

Orchard in Pengelly Meadows is not owned by Parish Council and permission will need to be sought from Pengelly Meadows management company as residents pay towards its maintenance.