

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**NOTICE AND AGENDA OF THE ANNUAL COUNCIL MEETING**  
**TO BE HELD ON THE WHITECROSS VILLAGE GREEN**  
**TUESDAY, 18<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 18<sup>th</sup> May 2021.**

Minute	AGENDA ITEMS	Action
	<b>Present –</b>	
57/2021	<b>Election of Chairman 2021/22 –</b>	
	<b>Chairman’s Welcome and Public Forum –</b> members of the public may address the Council, prior to the commencement of the meeting.	
58/2021	<b>Apologies –</b>	
59/2021	<b>Election of Vice Chairman 2021/22 –</b>	
60/2021	<p><b>Members’ Declarations –</b></p> <p>a. <i>Pecuniary/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.</p> <p>b. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest is apparent.</p> <p>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – all Members need to have a dispensation as custodian trustees of the Polruan Village Hall.</p>	
61/2021	<p><b>Acceptance of Office –</b></p> <p>i. All Members to sign their Acceptance of Office forms. NOTE – Members to give their permission for their contact details to be published on the website, etc.</p> <p>ii. Newly appointed Chairman to sign his / her Acceptance of Office form.</p> <p>iii. Newly appointed Vice Chairman to sign his / her form.</p>	
62/2021	<b>Register of Financial Interests Forms</b> – Members to complete and return it to the Clerk by 7 <sup>th</sup> June 2021.	
63/2021	<b>Casual Vacancies</b> – the two casual vacancies have been advertised on the website and notice boards.	
64/2021	<p><b>Appointment of Members to Outside Bodies –</b></p> <p>a. <i>Polruan Village Hall Committee</i> – Cllr. Kelly currently in post.</p> <p>b. <i>Fowey Harbour Port Users Group</i> – post vacant.</p> <p>c. <i>Whitecross Village Hall Committee</i> – post vacant</p>	

	<p>d. <i>The Churchyard Guild</i> – Cllr. Adams currently in post.</p> <p>e. <i>Age Concern</i> – Cllr. Bunt currently in post.</p> <p>f. <i>Staffing Committee (four posts)</i> – Cllrs. Adams, Kelly and Talling currently in post.</p> <p>NOTE – Members to consider a recommendation that Mrs Margaret Shakerley continues to attend Staffing Committee Meetings to deal with the complaint against a member of staff.</p>	
65/2021	<p><b>End of Year Accounts 2020/21 –</b></p> <p>a. Internal Auditor’s Report – Members to consider any recommendations. NOTE – the Clerk to obtain a copy of relevant Cormac invoice (February 2021) and amend the VAT records accordingly.</p> <p>b. Annual Governance Statement – Members to consider and approve the statement. Copy previously circulated.</p> <p>c. Accounting Statement – Members to receive and accept the accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. Copy previously circulated.</p>	
66/2021	<p><b>Meeting Closed –</b></p>	

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

Date: 11<sup>th</sup> May 2021