

**St Dennis Parish Council**  
**Minutes of the Annual Meeting of the Parish Council held at ClayTAWC**  
**on Tuesday 7<sup>th</sup> May 2024 at 7.00 pm.**

**Present:** Cllr Clarke, Cllr Burnett, Cllr Edmunds, Cllr Kelsey, Cllr Harwood, Cllr Hawkins, Cllr J Griffin, Cllr A Griffin, Cllr James, Cllr Mackenzie.

**In Attendance:** Clerk Lynn Clarke, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole) and 1 member of the public.

**27/24 Election of Chair.**

Cllr Clarke was proposed and seconded for the position of Chair. There being no further nominations it was put to a vote. All present in favour.

Cllr Clarke was duly elected Chair of St Dennis Parish Council and signed the Declaration of Acceptance of Office.

**28/24 Election of Vice Chair.**

Cllr Burnett was proposed and seconded for the position of Vice Chair. There being no further nominations it was put to a vote. All present in favour.

Cllr Burnett was duly elected Vice Chair of St Dennis Parish Council and signed the Declaration of Acceptance of Office.

The Chair welcomed all present to the Annual Meeting of the Parish Council.

**29/24 Apologies.**

None.

**30/24 Declarations of Interest.**

None.

The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

**31/24 Review of Committee Membership.**

The Committees were reviewed, and several changes were made: a copy of the committee members can be found [here](#).

**32/24 To Review the Councils' Standing Orders.**

The document was reviewed with no amendments. All present in favour.

**33/24 To review the Councils' Financial Regulations.**

The policy was reviewed with no amendments. All present in favour.

**34/24 To review the Councils' Code of Conduct.**

The policy was reviewed with no amendments. All present in favour.

**35/24 To Review the Scheme of Delegation.**

The policy was reviewed, and it was **Resolved** to make the following amendments: Emergency expenditure raised to align with the Financial Regulations and Standing Orders. A further amendment was added to limit the amount of funds that can be resolved to agree via email at a meeting to £5000.

All present in favour. A copy of the document can be found [here](#).

**36/24 To Review the delegation arrangements to Committees, Sub Committees, and staff.**

The delegation arrangements were reviewed it was **Resolved** not to make amendments. All present in favour.

**37/24 To review the Terms of Reference for Committees and Working Parties.**

The documents were reviewed, and it was **Resolved** to not to make amendments. All present in favour. A copy of the Terms of Reference can be found below:

Cemetery [Committee](#); Planning Committee; General Purpose, Finance and Audit [Committee](#); Education Bursary [Committee](#); Staffing & General Data Protection [Committee](#); Appeals [Panel](#); Neighbourhood Plan Working [Party](#); Emergency Plan Working [Party](#).

**38/24 To agree provisional dates for meetings for 2024-2024.**

It was highlighted that the dates provided could be subject to change and that the document is for guidance only.

With this in mind it was **Resolved** to approve the meeting schedule. All present in favour. A copy of the provisional dates can be found [here](#).

Meeting closed 7.30 pm.

Signed: .....