

St Dennis Parish Council
Minutes of the Annual Meeting of the Parish Council held at ClayTAWC on
Tuesday 5th May 2026 at 7.00 pm.

Present: Cllr Clarke, Cllr Burnett, Cllr Edmunds, Cllr Kelsey, Cllr J Griffin, Cllr A Griffin.

In Attendance: Clerk Lynn Clarke, Senior Administrator Tamsyn Moore, Cornwall Councillor Dick Cole (CC Cole) and 1 member of the public.

28/26 Election of Chair.

Cllr Clarke was nominated 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.

29/26 Election of Vice Chair.

Cllr Burnett was nominated and seconded for the position of Vice Chair. There being no further nominations it was put to a vote.

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.

30/26 Apologies.

None.

31/26 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.

32/36 To review the delegation arrangements to committees, sub committees, and staff.

It was **Resolved** to continue with the current delegation arrangements. Proposed and seconded all in favour.

33/26 To review the Terms of Reference for Committees and Working Parties.

The documents were reviewed, and it was **Resolved** to accept the Terms of Reference with the exception of the Neighbourhood Plan Working Party as this was no longer required. Proposed seconded 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](#); [Christmas Event Working Party](#).

34/26 To appoint Members to Existing Committees.

Members were appointed to the existing Committees. A full list of those appointed can be found here: [Committee List](#)

35/26 To consider the appointment of new committees.

It was **Resolved** that a new working party was required. This working party will formulate the Neighbourhood Priorities Statement on behalf of the Council. Cllr Kelsey, Cllr Edmunds, Cllr J Griffin and CC Cole were nominated to sit on the panel. Proposed seconded all present in favour.

36/26 To Review the representation with external bodies and to agree arrangements for reporting back to the Council.

It was **Resolved** that representatives would provide written reports for the Council. Representatives were appointed as set out below:

Community Trust: Cllr Clarke, Cllr Edmunds, Cllr A Griffin.

Imerys Liaison : Cllr A Griffin & Cllr Kelsey.

Clay Network: Cllr Clarke & Cllr Kelsey, Cllr J Griffin as reserve.

Cllr Advocacy Scheme: Cllr Clarke & Cllr A Griffin.

Cornish Lithium Community Liaison: Cllr Kelsey & Cllr A Griffin.

St Stephen Environmental Committee: Cllr Kelsey

Arundel Trust Education Fund: Cllr Clarke.

Arundel Trust: Cllr A Griffin.

CERC Forum: Cllr Clarke.

Proposed, seconded all in favour.

37/26 To review the Councils and staff subscriptions to other bodies.

It was **Resolved** to delegate to the General-Purpose Finance and Audit Committee to be reviewed at the next meeting. Proposed, seconded, all present in favour.

38/26 To Adopt the Councils' [Standing Orders](#).

The Standing Orders were reviewed and It was **Resolved** to adopt the Standing Orders with no amendments. Proposed, seconded, all present in favour.

39/26 To Adopt the Councils' [Financial Regulations](#).

The Financial Regulations were reviewed and It was **Resolved** to adopt the Councils' Financial Regulations with no amendments. Proposed, Seconded, all present in favour.

40/26 To review the arrangements including legal agreements with other local authorities and not for profit bodies & businesses.

It was **Resolved** to delegate this review to the General Purpose and Finance Committee. Proposed, Seconded, all present in favour.

41/26 To review the inventory of land and other assets including buildings and office equipment.

Deferred – To be reviewed alongside the Annual Audit Paperwork.

42/26 To confirm the arrangements for insurance cover in respect of all insurable risks.

It was **Resolved** To continue with cover from Clear Councils and to accept the quotation of £1758.48 for 2026-2027. Proposed, seconded, all present in favour.

43/26 To review the Councils' [Code of Conduct](#).

The document was reviewed and It was **Resolved** to accept the Council Code of Conduct with no amendments. Proposed, seconded all in favour.

44/26 To adopt the Council's [Co-option Policy](#).

The document was reviewed and It was **Resolved** To adopt the policy as presented. Proposed, seconded, all in favour.

45/26 To review the Councils [Complaints Procedure](#).

The document was reviewed and It was **Resolved** to accept the policy with no amendments. Proposed, seconded all present in favour.

46/26 To review the Council's [policy for dealing with the press / media](#).

The document was reviewed and It was **Resolved** to accept the policy with no amendments. Proposed, seconded, all present in favour.

47/26 To review the Councils policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection Legislation.

It was **Resolved** to delegate the review to the Staffing and GDPR Committee. Proposed, Seconded, all present in favour.

48/26 To review the Council's employment policies & procedures.

It was **Resolved** to delegate the review to the Staffing and GDPR Committee. Proposed, Seconded, all present in favour.

49/26 To Review the Scheme of Delegation and to consider its implementation.

It was **Resolved** to accept the policy with no amendments and to implement this for 12 months. A copy of the document can be found [here](#).

50/26 To review the Council's action plan for the next year.
Deferred until the next full council meeting.

51/26 To review the Councils expenditure under section 137.

This was reviewed and it was **Resolved** to keep the amount within the budget to £4000.00. Proposed seconded all in favour.

52/26 To agree provisional dates for the committee meetings during 2025 – 2026.

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 as presented. Proposed, seconded, all present in favour.

Meeting Dates: 2026 – 2027.

Meeting closed 7.26 pm.

Signed: