St Dennis Parish Council
Minutes of the Extra Ordinary Council Meeting held at ClayTAWC on Thursday 27th August 2026 at 7.00 pm.

Present:
Cllr Clarke (Chair), Cllr Edmunds, Cllr Kelsey, Cllr J Griffin, Cllr A Griffin, Cllr James.

In Attendance:
Tamsyn Moore – Acting Clerk & RFO, Linda Ranger – Locum Clerk.

EO47/26 Apologies.
None.

EO48/26 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.

EO49/26 Public Participation.
a) No members of the public present.
b) Cornwall Councillor Report – June 2026 Report – circulated prior to the meeting.

EO50/26 To adopt the minutes of the Ordinary Meeting of the Parish Council on the 4th of August 2026. Minutes 4th August 2026
The Acting Clerk advised of a typographical error under Min Ref 141/26 which has been amended. It was **Resolved** to adopt the minutes. Proposed, seconded, all present in favour.

EO51/26 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein:
a) Staffing Committee: 18th of August 2026
b) Planning Meeting: 13th August 2026.
- PA26/04229 (Cornwall Energy Recovery Centre welfare facilities): No Objection.
- PA26/03197 (Biddicks House re-roofing works): No Objection.
- Noted update on Trerice Solar Farm Appeal (PA24/09234): Appeal allowed and costs application refused.
- Noted that an objection had been submitted for PA26/03109 (Trelith Processing Site noise condition discharge).
- PA26/05242 (self-build dwelling, Crown Terrace, Whitemoor): No Objection agreed.
- NALC Neighbourhood Plan Survey: request to complete the survey was declined.

c) Playing field Trust: 4th August 2026
- Approved replacement outdoor gym sign (£102).
- Approved budget of £300 for replacement swing chains.

- Office and Maintenance Team to review ROSPA items and identify any required works/costs.
- Agreed to install a No Electric Vehicles sign.
- Agreed to install a No Entry sign at Pen-y-darn gate (£20 + VAT).
- Further meeting to be arranged once additional fencing quotes for Pen-y-darn are received.
- End-of-year figures were postponed to a future meeting

The minutes of the above meetings were **Noted.** It was **Resolved** to adopt all the recommendations. Proposed, seconded, all present in favour.

EO52/26 Matters Arising from the meeting held on the 4th of August 2026 – Information Only.

- The Biennial Tree Safety Survey has been conducted, awaiting the surveyor's report.
- Memorial plaque for the bench at Freda's Triangle has been ordered.
- Invitation to provide a Parish Council representative as a Community Champion for Brannel School not yet received.
- PAT testing booked for 03.09.26.
- Citizen of the Year Award – Office awaiting confirmation details.
- The gift of recognition of service has been made.
- The following documents have been updated and uploaded to the Parish Council website.
    - Subject Access Request (SAR) Policy
    - General Privacy Notice
    - Data Protection Policy
    - Freedom of Information Request Policy
    - Privacy Notice

The above updates were **Noted.**

EO53/26 To agree the Delegated Decisions made of the past month.

It was **Resolved** to approve the delegated decisions. Proposed, seconded, all present in favour.

EO54/26 Annual Internal Audit Reports 2025/2026.

The Locum Clerk highlighted the lack of detail in the Annual Internal Audit Report, as such the Locum Clerk's recommendation was to receive the report but to instruct an alternative internal auditor to conduct future internal interim and annual audits.
It was **Resolved** to receive the report and accept the satisfactory result but that going forward an alternative Internal Auditor will be appointed. Proposed, seconded, all present in favour.

EO55/26 Annual Governance Statement.

The Locum Clerk advised that the previous Annual Governance Statement put forward to the Council at the Extra Ordinary Meeting held on the 18th of June 2026 Min ref: EO8/26 was inaccurate, the finance details were incomplete and a number of statements that were

ticked 'Yes' should have been ticked 'No'. It was therefore recommended to complete a new Annual Governance Statement during this meeting.

The Chair read aloud each statement on the Annual Governance Statement.

It was **Resolved** to accept the new Annual Governance Statement and for the Chair and Acting Clerk to sign the Annual Governance Statement. Proposed, seconded, all present in favour.

The Council duly witnessed the signing of the Annual Governance Statement.

EO56/26 Year End Accounts

The St Dennis Parish Council Financial Management Briefing provided by JT Audit and Accountancy was circulated to members prior to the meeting.
It was **Resolved** to adopt the final year end accounts as presented. Proposed, seconded, all present in favour.

EO57/26 Accounting Statements for 2025/26

a) To consider the accounting statements

b) To resolve to approve the accounting statements

c) To witness the presiding Chair sign and date the accounting statements

The accounting statements were considered. It was **Resolved** to approve the Accounting Statements for 2025/26. Proposed, seconded, all present in favour.

The Council duly witnessed the Chair sign and date the Accounting Statements 2025/26.

EO58/26 Public Right of Inspection

To formally note that the Public Right of Inspection period will run from Tuesday 1st September 2026 until Monday 12th October 2026 inclusive with the notice being issued by the Responsible Finance Officer on Friday 28th August 2026.
Noted.

EO59/26 Financial

a) To approve this month's payment to creditors and income as tabled.

h	**Community Account**				
CHQ No:	**Name**	**Invoice Number**	**Cost**		**Re**
DD	Barclays Bank		£8.50	Bank Charges 13.07.26 - 12.0	
DD	Giff Gaff	1787655410350	£ 10.00	Office mobile	
DD	Coast to Coast Communications	40323	£ 16.26	Phone	
DD	EDF	KI-D3F8A0F7-0001	£ 23.39	PF CCTV Electric - July	
DD	Smartest Energy	FWJMA4M6G/011	£ 12.36	Cemetery Electric - July	

DD	Smarty		£	20.00	PF CCTV Sim Card
DD	Smarty		£	18.00	Cemetery CCTV Sim Card
DD	Bright HR	U003455228	£	46.70	OH Package
BACS	Carrington Wood	VCINV0186	£	415.58	Agency Fees
BACS	Carrington Wood	VCINV0193	£	415.58	Agency Fees
BACS	Carrington Wood	VCINV0198	£	415.58	Agency Fees
BACS	Central Cleaning	2466	£	496.00	Cleaning of Public Toilets
BACS	Piran Tech	69042	£	14.28	Monthly Service Check
BACS	Banner/Complete	SINV04517033	£	29.18	Black Bags
BACS	Grahams Garden Machinery	133457	£	17.00	PPE
BACS	Grahams Garden Machinery	133458	£	23.00	Maintenance Supplies
BACS	Peninsula	U005832752	£	414.00	HR - Provision of services
BACS	Peninsula	U005836607	£	1,194.00	HR - Provision of services
BACS	Peninsula	U005846904	£	1,194.00	HR - Provision of services
BACS	TEEC	INV- 5771	£	216.00	Website Annual Fee
BACS	TEEC	INV- 5773	£	42.00	Domain Fee
BACS	Scribe (Starboard Systems)	INV-21439	£	417.60	Cemetery Software
BACS	Aalgaard Renshaw	INV- 0289	£	750.60	Finance Review
BACS	JT Audit & Accountancy	262709	£	1,700.00	Financial Management
BACS	Elan City Ltd	SAJ-UK/2026/03589	£	252.80	SID Mounting Bars
BACS	KR&CR Bakeries Ltd	233	£	186.70	Litter Pick Refreshments
BACS	Brunel Engraving Company Ltd	256901	£	77.33	Memorial Plaque
Card	Amazon	GB66WWUUDAEUI	£	32.83	Litter Pick Supplies
Card	Amazon	GB68OOXKAAEUD	£	2.84	Litter Pick Supplies
Card	Amazon	GB68OOXQ1AEUD	£	11.38	Litter Pick Supplies
Card	Amazon	GB68OOXJOAEUD	£	19.98	Litter Pick Supplies
Card	Amazon	GB68OOXLBAEUD	£	8.98	Litter Pick Supplies
Card	Amazon	GB68OOXQSAEUD	£	22.99	Litter Pick Supplies
Card	Amazon	GB66UW19JAEUI	£	5.96	Litter Pick Supplies
Card	Amazon	GB6008BM0D2UNI	£	39.90	Litter Pick Supplies
Card	Amazon	GB68OOXPMAEUD	£	53.78	Litter Pick Supplies
Card	Full Blooms	1181-0712	£	43.50	Flowers
Card	Microsoft	E03010BCCO	£	15.12	Online Services
Cash	Petty Cash		£	9.95	Postage
Cash	Petty Cash		£	12.18	Litter Pick Supplies

	Total		£	8,697.33	

Education Grants

CHQ No:	**Name**	**Invoice Number**		**Cost**	**Re**
DD	Barclays Bank		£	8.50	Bank Charges 13.07.26 - 12.0
BACS					
BACS					

	Total		£	8.50	
	Playing Field Trust				
CHQ No:	**Name**	**Invoice Number**	**Cost**		**Re**
DP	Barclays Bank		£	8.50 Bank Charges 13.07.26 - 12.0	
	Total			8.50	

Grand Total for August 2026 8,714.33

It was **Resolved** to approve all payments subject to the Penisula invoices being scrutinised by the Acting RFO and one Council Member. Proposed, seconded, all present in favour.

b) To approve the payment of Education Grants during the coming month for retrospective approval at next month's meeting.

It was **Resolved** to approve the payment of Education Grants during the coming month for retrospective approval at the next meeting. Proposed, seconded, all present in favour.

EO60/26 Clerk's Report

No written report provided. The Acting Clerk asked that it be noted that no Ordinary Full Council Meeting will be held on the 1st of September 2026 as scheduled. An alternative date later in the month will be agreed.

Noted.

Cllr J Griffin left the meeting at 20.27
Cllr J Griffin returned to the meeting at 20.29

EO61/26 To receive an update on the welcome signage and agree any associated costs

It was **Resolved** to defer this item. Proposed, seconded, all present in favour.

EO62/26 To receive an update on the land at Dunstan Close and to approve any associated costs

It was **Resolved** to defer this item. Proposed, seconded, all present in favour.

EO63/26 To discuss Hall Road Play Area and any associated costs

It was **Resolved** to defer this item. Proposed, seconded, all present in favour.

EO64/26 To receive an update on the Christmas Tree Lights Switch-On Event and to agree any associated costs

The Acting Clerk updated the Council members on the Bal Maiden Lantern commissioned by Cornish Lithium, inspired by the St Dennis Christmas Lantern Parade. The Acting Clerk advised that due to the lantern parade being restricted to the pavement this year and the Bal Maiden's size, it would not be practical for the Bal Maiden to lead the parade. It is

therefore suggested the Bal Maiden meet the lantern parade on Trelavour Prazey for the lights switch on. The Acting Clerk advised that Cornish Lithium have suggested the possibility of a dance group performance with the Bal Maiden on Trelavour Prazey Green but this is only at initial idea stage. The Acting Clerk advised that 12 weeks' notice is required to submit the Road Closure request for Wellington Road.
It was **Resolved** to invite Cornish Lithium to bring the Bal Maiden Lantern to the event and to have the Bal Maiden at Trelavour Prazey Green and for Cllr Edmunds, Cllr A Griffin and the Acting Clerk to submit the Road Closure paperwork and payment. Proposed, seconded, all present in favour.

EO65/26 To agree the cost of radio hire for the Remembrance Day Memorial Parade road closure and additional signage that will be needed for the event

It was **Resolved** to hire 10 two-way radios at £135 + VAT. Proposed, seconded, all present in favour.

EO66/26 To agree a donation to the British Legion for wreaths

It was **Resolved** to make a donation of £140 for 4 wreaths. Proposed, seconded, all present in favour.

EO67/26 To review and adopt the Vexatious Complaints Policy and Complaints Policy

It was **Resolved** to defer this item. Proposed, seconded, all present in favour.

EO68/26 To approve the cost of training for Cllrs and Staff

- The Acting Clerk and 4 Cllrs to attend – Healthy Debate Skills Session on 09.09.26 - No Cost
- 3 Cllrs to attend - Councillor Skills Session – Date & Cost TBC
- 3 Cllrs to attend – Chairing Skills Training – 15.09.26 £37.50+VAT per attendee

To allow for completion of the agenda items it was **Resolved** to suspend Standing Order 3x and extend the meeting by up to 30 minutes. Proposed, seconded, all present in favour.

- The Acting Clerk and 1 Maintenance Operative to attend - ICCM Management of Memorials training course – 29.10.26 – Cost TBC
- The RFO to attend the SLCC Financial Regional Seminar – Nov '26 £75+VAT

EO69/26 Reports from Outside Bodies

None.

EO70/26 Consultations/Surveys received up to the time of the meeting

a) General Consultations – None
b) Planning applications received up to the time of the meeting - None

EO71/26 Highways and Footpath Matters

a) Footpaths – None
b) Highways – Member of the public has raised concerns regarding the location of the Speed Monitoring Sign (SID) on Hendra Road – It was noted that there are strict criteria for the location of the SID and that these are decided by Cornwall Council.

EO72/26 Grant Requests

To consider grants received up to the time of the meeting
A request for a donation has been received from Cornwall Air Ambulance.
It was **Resolved** to review the request at the Full Council Meeting in March 2027. Proposed, seconded, all present in favour.

EO73/26 Correspondence Received

To consider the correspondence received up to the time of the meeting.
The correspondence list was circulated prior to the meeting, no further correspondence received. Noted.

EO74/26 Items for the next agenda

The Acting Clerk advised the next meeting will be scheduled for the 16th of September 2026.
No items raised.
The Chair reminded all members that if they wish to have an item included on the agenda for the next meeting it should be sent to the Acting Clerk no later than 10 days prior to the meeting date.

EO75/26 Confidential Matters

It was **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Proposed, seconded, all present in favour.

It was **Resolved** to allow the Locum Clerk to stay in the meeting. Proposed, seconded, all present in favour.

Staffing Matters

- **Grievance**
  A verbal update was provided by the Chair of the Staffing Committee. The Staffing Committee are following the recommended advice from Bright HR which was for the grievance to be dismissed in its entirety. **Noted**

- **Grievance Appeal**
  Options were discussed to facilitate an independent appeal investigation.

It was **Resolved** to appoint an independent representative at Bright HR to handle the grievance appeal investigation, costs to be agreed via email. Proposed, seconded, all present in favour

- **Subject Access Request**
  Verbal update given by the Chair of the Staffing Committee, ongoing with professional support – Meeting with Breakthrough Communications scheduled - **Noted**

- **ACAS Early Conciliation**
  It was **Noted** that the Chair of the Staffing Committee has received notification of an ACAS Early Conciliation. This is now being dealt with by Bright HR solicitors.

- **Long term absence**
  A verbal update given by the Chair of the Staffing Committee – Occupational Health Assessment booked, return to work interview completed, phased return agreed - **Noted**

The Acting Clerk – Tamsyn Moore left the meeting at 21.25

- **Appointment of the Clerk & RFO**

It was **Resolved** to accept the panels recommendation to appoint Tamsyn Moore as Clerk and Responsible Finance Officer from the 1st of September 2026 and that the Chair issue the contract of employment. Proposed, seconded, all present in favour.

The Acting Clerk – Tamsyn Moore returned to the meeting at 21.27

- **Temporary Staff**
  It was **Resolved** to delegate authority to the Clerk to extend the temporary staff contract on a weekly basis as required up until the next Full Council meeting. Proposed, seconded, all present in favour.

Meeting closed at 21.29