

# Zennor Parish Council

Chairperson: Cllr J F Brookes, Tredour, Zennor, St Ives, TR26 3DA, 01736 799492

Clerk: Jeanette Ratcliffe, 21 Leskinnick Terrace Penzance, TR18 2HB, 07850599719

## Minutes of Meeting Tuesday 10th March 2015

**Present:** Cllrs Jon Brookes (Chair), Sam Nankervis (Vice Chair), Jennifer Gourley, Lottie Millard, Nick Lambert; Cllr Roy Mann (Cornwall Councillor)

**Also Attending:** Jeanette Ratcliffe (Clerk)

**Apologies:** Cllrs Sandy Martin & Nicky Monies; Peggy Rickaby (ZPC Transport Officer); Terry Webb, Neighbourhood Beat Officer;

### 1. Welcome and Apologies

As above

### 2. Minutes 10<sup>th</sup> February 2015

Minutes signed as read and correct.

### 3. Matters Arising

None

### 4. Declarations of Interest

*Item 10a:* Chair declared an interest, owing to his son being one of the contractors tendering for ZPC LMP work.

### 5. Public Participation

None

### 6. Parish Council regulations & procedures

- a. *ZPC Timetable of Regular Annual & Monthly Tasks (for information).* Clerk presented this document, designed as an aid for councillors and the new Clerk, when appointed. Councillors suggested a number of minor additions. **Action:** Make additions and add document ZPC regulations and procedures folder (**Clerk**).
- b. *CALC guidance.* Two recent pieces of guidance ZPC have been forwarded to councillors.
  - I. 1) Since 30 January 2015 the Local Government (Electronic Communications)(England) Order 2015 has been in force, legally permitting councillors to be summoned to the parish council meeting by email, as opposed to the Clerk having to post the papers out to them. The guidance recommends measures ZPC in order to incorporate this decision in their Standing Orders and formal procedures. **Action:** Review Standing Orders as part of Annual Meeting (**Councillors**).
  - II. 2) Transparency Code for Small Authorities (December 2014) – which appears to make it necessary from April 2015 for the parish council to publish on a website information associated with its meetings (agendas, minutes, supporting papers), all items of expenditure over £100, its end of year accounts, internal audit report, annual governance report, list of councillor responsibilities etc. **Action:** clarify with CALC implications for ZPC (**Chair/ new Clerk**).