

**Minutes of the Extraordinary Meeting of South Hill Parish Council held in the Parish Hall, Golberdon on 24<sup>th</sup> October 2017 at 7.30pm.**

**1.. Councillors Present:** Cllrs. D Hicks (Chairman), D Smith (Vice Chairman), Mrs L Moir, D Brent, Mrs W Trewin, D Skelton, A Budd, J Gale.

**Also attending:** Mrs J Hoskin (Parish Clerk)

**2. Public Session:** There were no members of the public present.

**3. Apologies for absence:** Cllrs. N Easton, T Brewer.

**4. Members Declarations of Interest on Items on the Agenda:** None declared at this point of the meeting.

**5. To review / update the following policies obtained from CALC /NALC:**

- **Standing Orders:** It was agreed that the new model standing orders be adopted following amendments to meet the requirements of the parish council. The council's asset register will be updated.
- **Financial Regulations:** Amended to meet the requirements of the parish council and adopt.
- **Handling Requests for Information:** Adopt as draft.
- **Handling Complaints:** Adopt as draft.
- **Code of Conduct:** Agreed to adopt the document as published in October 2012.
- **Grants Policy:** Agreed to adopt the grants policy once amended.

Questions were raised as to whether or not the council needed a Risk Management Policy.

Cllr D Skelton had obtained copies of Website and Social Media & Email Policies and these will be circulated to Councillors.

**6. Allotments – to review / update the lease agreement for the allotments:** Councillors looked at the conditions of the existing lease agreement and resolved to adopt a new revised document. This to be issued when the agreements are renewed on the 1<sup>st</sup> April 2017.

An existing allotment holder will be asked if they wished to continue with their two plots as they were not being planted or maintained. The council did have a waiting list of others wanting an allotment.

**7. Parish Plan 2005 to be discussed:** Councillors looked at the 2005 parish plan document and discussed the points actioned. The parish council supported educational and recreational needs in the hall and field; the police were now attending the Community Network meetings rather than visiting meetings of the parish council. The mobile library service had now been withdrawn by Cornwall Council. Energy and conservation needs had changed since the plan was written.

**8. To close the Meeting:** There being no further business the meeting closed at 10.05pm.

Dated: 21<sup>st</sup> November 2017

Signed: