



September 2010

St. Agnes Parish Council

Office Number:- 01872 553801

Burial Number:- 01872 553588

Email:- parishcouncil@stagnes.eclipse.co.ukwww.parish-council.com/stagnes**(Office hours 9.00 a.m. to 12 noon)****Open to members of the Public between 10.00 a.m. and 11.00 a.m. every week day**

An Extra Ordinary Meeting of St. Agnes Parish Council will be held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, at 7.30 p.m. on Wednesday 1st September 2010.

7.15 p.m. to 7.30 p.m. is “Open Forum” and if a member of the public wishes to attend and inform the Council of a matter of concern not on the agenda, they may do so during this time, but the Council will not discuss the matter and it will be placed on the next agenda if action is required.

Members of the public wishing to speak **must inform the Clerk upon arrival.**

1. DECLARATIONS OF INTEREST**2. APOLOGIES FOR ABSENCE TO BE APPROVED BY THE COUNCIL.****3. FORMATION OF STAFFING COMMITTEE.**

Proposal that a staffing committee be formed to be chaired by the current Chairman.

Proposal that Standing Orders be amended to include a committee structure.

Proposal that Terms of Reference be approved for the Staffing Committee.

4. HANDLING OF PLANNING APPLICATIONS.

Proposal that the following procedure is followed in respect of all planning applications.

- No application to be attached to the main agenda by addendum.
- Should the consultation period expire before the Council can consider the application the office is to inform Cornwall Council and seek an extension.
- Application received – applicant to be notified at which meeting the Council will consider application.
- Applicant notified that 3 minutes will be given to make representation to the Council.
- Objectors who have submitted a written statement will also be notified of the meeting when application is to be considered and further that they will have 3 minutes to make representation to the Council.

Proposal that a formal return card is printed for this purpose.

Chairman of the Council

5. STAFF SICKNESS & HOLIDAYS

Proposal that a book is kept solely for the purpose of recording staff sickness and holidays

6. OVERTIME

Proposal that all overtime, leave and time off in lieu to be agreed with the Chairman.

7. MAIL

Proposal that all correspondence is logged and acknowledged within 2 working days.

8. COMPLAINTS

All complaints must be logged and the Chairman informed.

9. EXPENITURE

Proposal that a work sheet be kept for all work carried out on behalf of the Council. Sheet to include nature of the job, price of materials, time taken and price charged. Councillors to check the work periodically

10. PARISH ROOMS

Proposal that consideration is given to increasing the charge for hiring the Parish Rooms to £8.00 this charge to be applicable to everyone, charities included.

Exclusion of the Public and the Press


The public and the press will be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972, Section 100, in view of the confidential nature of the business to be transacted

11. CEMETERIES

Consideration of current procedures

12. ACCOUNTS

Consideration of current procedures.



Chairman of the Council