

PADSTOW TOWN COUNCIL

Council Offices, Station House
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8 May 2019

TO ALL MEMBERS OF THE COUNCIL

Councillors: R Higman (Chairman), C Watson-Smyth (Vice-Chairman), F J Bealing, R Buscombe, M Evans, A P Flide, K Freeman, A Rickard, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

Dear Councillor

All Members of the Council are hereby summoned to attend the **ANNUAL MEETING** of **Padstow Town Council** in the **Council Chamber, Station House, Station Road, Padstow** on **Tuesday 14 May 2019 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

NB: Please note start time of this meeting.

Yours faithfully

K E Pemberton
Kathy Pemberton
Town Clerk

AGENDA

Public & Press are invited to attend

1. **Election of Chair of the Council/Town Mayor:** To **ELECT** the Chair of the Council/Town Mayor for 2019/20 and **RECEIVE** the signed Declaration of Acceptance of Office
2. **Election of Deputy Chair of the Council/Deputy Mayor:** To **ELECT** the Deputy Chair of the Council/Deputy Mayor for 2019/20.
3. **To receive apologies for absence and announcements**
4. **Election of Committees:** To **ELECT** Committee Members for the following (C pg 1)
Committees:
 - a) Leisure, Tourism and Open Spaces (7)
 - b) Highways, Roads and Transport (7)
 - c) Staffing (5)
 - d) Planning (6)

5. Working Groups:

(pg 1)

To **Note** current working group in place which reports direct to full Council and consider if they should be re-established, if so, Council to **ELECT** Working Group members.

- a) Neighbourhood Development Plan Working Group (6)

6. Election of Council Representatives: To **ELECT** Representatives to the following organisations:

(pg 1)

- a) Cornwall Association of Local Councils (CALC) (1)
- b) Camel Advisory Group (1)
- c) Memorial Hall Committee (1)
- d) Padstow Area Tourism Association (1)
- e) Padstow Sea Cadets Management Committee (1)
- f) Wadebridge and Padstow Community Network Meeting (1)
- g) Plastic Free Coastlines Steering Group (1)

7. Scheme of Delegation/Committee Terms of Reference: To **discuss and decide** on each Committee giving due consideration to the Terms of Reference relevant to its Committee and making any recommendations for changes/updates to Council.

(pg 2
+ separate
cover)

8. Dates of Council Meetings: To confirm meeting dates for 2019/20. (pg 3)

PADSTOW TOWN COUNCIL: 14 MAY 2019

AGENDA ITEM 4: ELECTION OF COMMITTEES

Council is required to give due consideration to the appointment of Councillors on each of its Committees as per the numbers outlined on the agenda front sheet and as noted below:-

- a) Leisure, Tourism and Open Spaces (7)
- b) Highways, Roads and Transport (7)
- c) Staffing (5)
- d) Planning (6)

Finance and General Purposes Committee:

With regards to the Finance and General Purposes Committee, as outlined in the Council's Scheme of Delegation, this Committee's membership is drawn from the Mayor, Deputy Mayor and Chairs of Leisure, Tourism and Open Spaces Committee, Highway Roads and Transport Committee and Staffing, along with 3 other Councillors. In total the Committee's membership is 8.

Therefore, membership to the Finance and General Purposes Committee will be considered at the Council's meeting on 28 May 2019, once each Committee has met and elected their Chairs.

AGENDA ITEM 5: WORKING GROUPS

Council are asked to note the only group currently established is the Neighbourhood Development Plan Steering Group, which report direct to the Council. This group should continue to see the Plan through to its conclusion.

Required membership is 6, with the Local Cornwall Councillor invited to attend. This is a time limited project led group current membership is: K Freeman, R Higman, A Rickard, H M Saunders, D N Vivian and C Watson-Smyth.

COMMITTEE WORKING GROUPS

At present there are no working groups under any Committees.

AGENDA ITEM 6: ELECTION OF COUNCIL REPRESENTATIVES

Council are asked to give consideration to the appointment of representatives to the following organisations.

ORGANISATION
Cornwall Associations of Local Councils (1)
Camel Advisory Group (1)
Memorial Hall Committee (1)
Padstow Area Tourism Association (1)
Padstow Sea Cadets Management Committee (1)
Wadebridge and Padstow Community Network Meeting (1)
Plastic Free Coastlines Steering Group (1)

NB: Cornwall Planning Partnership is not included this time as requested by CALC nominations were sought last month with Council recommending Councillor K Freeman.

AGENDA ITEM 7: SCHEME OF DELEGATION/COMMITTEE TERMS OF REFERENCE: It's recommended that each Committee give consideration to their own terms of reference at their first meeting. Appendix 1 (sent under separate cover) is the attached Scheme. Please **RETAIN** a copy and take to your respective Committee meetings.

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS
FOR 2019-2020



Date	Time	Meeting
2019 DATES		
Tue 14 May	7.00 pm	Annual Council Meeting
Tue 21 May	7.00 pm	Planning Committee (elect Chairman)
<i>Tue 21 May</i>	7.30 pm or on rising of	<i>i) Highways, Roads & Transport Committee (elect Chairman) ii) Leisure, Tourism and Open Spaces Committee (elect Chairman) iii) Staffing Committee (elect Chairman)</i>
Tue 28 May	7.30pm	Full Council
Tue 4 June	7.00 pm	Highways, Roads & Transport Committee
Tue 4 June	7.30 pm on the rising of HRT	Leisure, Tourism and Open Spaces Committee
Tue 11 June	7.00 pm	Planning Committee
Tue 18 June	6.00 pm	Staffing Committee
Tue 25 June	7.30 pm	Full Council
Tue 9 July	7.00 pm	Planning Committee
Tue 16 July	7.00 pm	Finance & General Purposes Committee
Tue 30 July	7.30 pm	Full Council
Tue 13 August	7.00 pm	Planning Committee
Tue 3 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 10 September	7.00 pm	Planning Committee
Tue 17 September	6.00 pm	Staffing Committee
Tue 24 September	7.30 pm	Full Council
Tue 1 October	7.00 pm	Highways, Roads and Transport Committee
Tue 8 October	7.00 pm	Planning Committee
Tue 29 October	7.30pm	Full Council
Tue 5 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 12 November	7.00 pm	Planning Committee
Tue 19 November	7.00 pm	Finance & General Purposes Committee (budget)
Tue 26 November	7.30 pm	Full Council
Tue 10 December	6.00 pm	Staffing Committee
Tue 10 December	7.00 pm or on the rising of Staffing	Planning Committee
2020 DATES		
Tue 14 January	7.00 pm	Planning Committee
Tue 21 January	7.00 pm	Leisure, Tourism and Open Space Committee
Tue 30 January	7.30 pm	Full Council
Tue 11 February	7.00 pm	Planning Committee
Tue 18 February	7.00 pm	Finance, General Purposes Committee (grants)
Tue 25 February	7.30 pm	Full Council
Tue 4 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 11 March	7.00 pm	Planning Committee
Tue 18 March	6.00 pm	Staffing Committee
Tue 25 March	7.30 pm	Full Council

All meetings held at Council Offices, Station House, Station Road, Padstow PL28 8DA
 Extra meetings to be arranged as required