

# PADSTOW TOWN COUNCIL

Council Offices  
Station House  
Station Road  
Padstow  
Cornwall  
PL28 8DA  
20 July 2022

Kathy Pemberton  
Town Clerk  
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## TO ALL MEMBERS OF THE COUNCIL

Councillors: J O'Keefe (Chairman), R Higman (Vice-Chairman), Mrs J Colwill, P Curgenvin, Mrs J Dawe, A P Flide, K Freeman, A N Rees, M Rickard, D N Vivian and Mrs T Walter and C Watson Smyth

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 26 July 2022 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully

*Kathy Pemberton*

Kathy Pemberton  
Town Clerk

**COVID:** Please note this meeting will be operated with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety.

## AGENDA

### Public & Press and invited to attend

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
  - o To receive the Cornwall Councillor's Report
  - o To receive the Police Report
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 28 June 2022** having been previously circulated and taken as read. (1-4)
6. **Clerk's Report/Work Programme:** To receive an update for information only. (to follow)
7. **Committees/Working Group Meetings:**
  - a) To receive minutes of the Planning Committee meeting (12 July 2022) (5-7)
  - b) To adopt the minutes and approve recommendations (if any) of the Staffing Committee meetings (19 July 2022) (to follow)
  - c) To adopt the minutes and approve recommendations (if any) of the Finance and General Purposes Committee meeting (19 July 2022) (8-9)

- 8. Finance:**  
**Monthly Accounts and Payments July 2022** (10-16)
- a) To receive the monthly Finance Report
  - b) To approve the accounts for payment and ratify payments made since the last meeting
  - c) To note the car park takings
  - d) Queen's Platinum Jubilee report
  - e) To discuss and decide on changing the instant access Barclays Active Saver Account to a Barclays Business Premium Account
  - f) Bank Reconciliations: To note their availability for inspection each month
- 9. Correspondence:**
- a) To note correspondence for information (17)
  - b) To give consideration i) Padstow Archive Project: Environmental Activities (18-20)
- 10. Health and Safety Review 2022:** To give consideration to this matter and discuss and decide on way forward. (21)
- 11. Gorsedh Kernow for 2023:** To give consideration to this matter and discuss and decide on way forward. (21-27)
- 12. Victoria Monument Refurbished Bench:** To give consideration to this matter and discuss and decide on way forward. (21-22)
- 13. Time2Move Holiday Programme:** To give consideration to this matter and discuss and decide on way forward. (28)
- 14. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
- 15. To Note Future Meeting Dates and to Note Date of Meeting:** Tuesday 27 September 2022 at 7.30 pm (29)
- 16. EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
- 17. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 28 June 2022** having been previously circulated and taken as read. (30)
- 18. To adopt the confidential minutes and approve recommendations** (if any) of the **Staffing Committee meeting** held on **Tuesday 19 July 2022** (to follow)
- 19. Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward. (to follow)
- 20. Tenant/Lease Matters Update:** To receive an update in this regard and discuss and decide on way forward. (to follow)

**PADSTOW TOWN COUNCIL**

**Minutes of the Full Council of Padstow Town Council held on  
Tuesday 28 June 2022 at 7.30 pm in the Council Chamber, Council  
Offices, Station House, Padstow**

**Present:** Councillors J O'Keefe (Chairman), R Higman (Vice-Chairman),  
Mrs J Colwill, P Curgenvin, Mrs J Dawe, K Freeman, A N Rees, M Rickard,  
D N Vivian and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer  
and minute taker) and Cornwall Councillor Stephen Rushworth

**2022/36 To receive apologies for absence and announcements:**

Apologies were received from Councillor A P Flide and C  
WatsonSmyth. There were no announcements.

**2022/37 Declarations of interest from Members:** There were no  
declarations of interest.

**2022/38 Dispensations:** There were no dispensations.

**2022/39 Public Participation:**

Cornwall Councillor's Report: Councillor Rushworth provided the  
following update:

- That he had been in touch with the Town Clerk and Chairman on number of issues recently.
- That he has spoken to Highways and Cornwall Housing about weeds at Sarah's Lane by the garages. In response to the Chairman, he would check the area later to see if this had been actioned.
- Confirmed the foyer building was still for sale but had no further update or information on this item.
- Confirmed that Cornwall Council do not repair play equipment if considered dangerous they would remove. Were open to conservations of devolving these type of play areas to local town and parish Councils.
- Soon having meeting regarding traffic issues and Link Road Car Park with relevant people, works to Link Road Car Park expected this winter. Welcomed the attendance of the Chairman and Town Clerk in any of these meetings.
- The 55 new houses in Padstow would be for people connected to Padstow, regardless of their Home Choice rating. They would have to register on Home Choice and either have been born in Padstow, lived here, have family here or working in Padstow for 3yrs. The same local connection system is in place at St Eval and was working. In response to the Chairman, Councillor Rushworth asked that an email be sent to him so he may take the matter up at County Hall concerning in respect of local connectivity criteria for older Council properties and only moving

from older Council housing to newer Council housing due to need, not want.

- A member raise query over hedges in Trevone, Councillor Rushworth confirmed he had already spoken to Highways.
- A member requested that he address the state of the roadway on the corner at the top of New Street.

**Cornwall Councillor Stephen Rushworth left the meeting and did not return.**

Police Report: The police report for the period 28/05/22 to 25/06/22 was noted for information. Town Clerk and Chairman would arrange a meeting to talk to the local police about the report.

**2022/40 RESOLVED** that the minutes of the meeting held on **Tuesday 31 May 2022** be signed as a true record.

**2022/41 Clerk's Report/Work Programme:** The Clerk's report was noted for information. The Town Clerk also provided further update in respect of the Protect Duty zoom meeting she attended and that a zoom meeting on Levelling up was coming up soon, anything useful in this regard she would share with Councillors.

There was a discussion about the MUGA schedule and Town Clerk clarified that she had received a draft specification but had raised further query with the Project Manager and was chasing for a response. She had liaised with the Committee Chairman who was updated and informed. The Project Manager would assist in determining the timeframe. She was providing updates as per the Clerk's report.

**2022/42 Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 14 June 2022.
- b) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of:
  - i) Staffing Committee held on 31 May 2022; and ii) Staffing Committee held on 21 June 2022.
- c) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of Highways, Roads and Transport Committee held on 31 May 2022.
- d) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of Finance and General Purposes Committee held on 14 June 2022.

**2022/43 Finance: Monthly Accounts and Payments June 2022**

- a) The monthly finance report was noted.
- b) **RESOLVED** to i) ratify payments made June (a) of £10,958.80 and standing orders or direct debits (regular payments of the same amount) of £8,239.50 and direct debits of

£1,627.67; ii) ratify payments made June (b) of £1,433.56 and direct debits of £5,688.17

c) Car park takings were noted.

d) The Queen's Platinum Jubilee Celebration costs were noted.

e) The availability of bank reconciliations for inspection was noted.

**2022/44 Correspondence:**

a) Correspondence for information was noted.

A member updated that an official letter would be forthcoming from the organisers but that the Marie Curie swim had raised over £70,000. All Councillors commented on how terrific this was, particularly as the weather had been so awful.

Councillor Freeman asked for copy of the police newsletter.

**2022/45 Complaints Handling Procedure:** The Town Clerk referred members to the agenda pack and outlined that this was replace the 2012 version, as well as standardise and include vexatious complainants.

**RESOLVED** to agree and adopt the Complaints Handling Procedure.

**2022/46 Environmental Agency Works: Plantation and Lawns Car Park Compound Update:** Members noted the update report in the agenda papers.

**2022/47 Queen's Jubilee Celebration Update:**

Members noted the update report in the agenda papers from Councillor Mrs Dawe.

The Chairman also thanked all Councillors, the Clerk and Council Team in making the Jubilee weekend a success. Special thanks to Councillors Dawe and Walter along with all the volunteers. He asked fellow Councillors to think about the future use of Wheal Jubilee Parc, along with MUGA and Core building and that ideas could come forward for the community budget at budget setting meetings later in the year.

A member also raised if there was a plaque being arranged to commemorate the Queen's Jubilee. The Town Clerk replied that as per the agenda reports previously that a plaque was being purchased to rededicate the refurbished bench at Victoria Monument and also, with input from the Tree Inspector, a tree and plaque will be planted later in the year.

**2022/48 Reports from members/Outside Organisations:** The Chairman updated that it had been a busy month with himself and his wife attending various commitments, such as St Austell Mayor making ceremony, Summer reception with The High Sheriff and Bodmin Hospital Annual Fete.

Chairman was elected as Vice-Chairman of the Wadebridge and Padstow Community Network's AGM. The AGM had various updates from the Police, Highways & Environment, Waste & Recycling and Development Officer for Cornwall Council (CC) Active Cornwall. The CC Active Cornwall Officer organises Time2Move Holiday programme, supporting families who are in receipt of benefits and experience triple inequalities of low physical activity, poor holiday diet and increase level of social isolation. Wadebridge currently run a programme and this could be something to consider in the future for MUGA/Core Building area. Chairman announced tomorrow would be his first meeting as Vice Chairman of the Panel with the focus was seeking views on the geography/boundaries of the network areas.

**2022/49** **Dates of Council Meetings:** Revision was given to meetings list with the 5 July Leisure, Tourism and Open Spaces Committee meeting being cancelled.

The Town Clerk advised that she would do a memo to Leisure, Tourism and Open Space Committee members regarding update since their last meeting and meeting would be called as and when required.

**2022/50** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2022/51** **RESOLVED** that the confidential minutes of the full Council meeting held on Tuesday 31 May 2022 be signed as a true record.

**2022/52** **RESOLVED** to adopt the minutes and approve recommendations (if any) for the Staffing Committee meeting held on Tuesday 21 June 2022.

**2022/53** **Use of Council Land: Railway Car Park:** See confidential minutes.

**2022/54** **Tenant/Lease Matters Update:** See confidential minutes

Meeting closed at 8.16pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Planning Committee meeting held on Tuesday 12 July 2022  
in the Council Chamber, Station House, Station Road, Padstow at 7.00 pm**

**Present:** Councillors J O'Keefe (Chairman), R Higman (Vice Chairman),  
Mrs J Colwill, P Curgenvin, Mrs J Dawe and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer  
and Minute Taker)

**P2022/16 Apologies and Announcements:** i) There were no apologies for  
absence; ii) the Chairman reminded members of the online planning  
training session covering the housing crisis action plan on  
Wednesday 27 July between 3pm – 5pm. Any members who were  
able to attend were asked to notify the office after the session so  
that training records could be updated.

**P2022/17 Declarations of Interest:** Councillor Mrs T Walter declared an  
interest in agenda item 6 iii d) **White Horses Upper Dobbin Lane  
Trevone Padstow** – Proposed remodelling, attic conversion,  
extension and associated works.

**P2022/18 Public Participation:** There was no public participation

**P2022/19 RESOLVED** that the **Minutes** of the meeting held on **Tuesday 14  
June 2022** be signed as a true record.

**P2022/20 Cornwall Council Planning Team: Levelling Up and  
Regeneration Bill:** Members noted the information received from  
the CC Planning Team regarding the levelling up and regeneration  
bill. Comment was made that this would be something to follow  
closely in relation to Planning decisions.

**P2022/21 Planning**

**i. The following Cornwall Council planning decisions were  
noted:**

a) **PA21/12718 Carrek Cottage Trevone Road Trevone  
Padstow PL28 8QJ** – Proposed demolition of garage and rear  
extensions and proposed construction of garage with  
bedroom/gym/playroom above.

**APPROVED**

b) **PA21/12187 Ilkek Homer Park Road Trevone Padstow  
PL28 8QU** – Demolition of the existing dwelling and replacement  
with a three-bedroom room in the roof style dwelling, with  
associated works.

**APPROVED**

- c) [PA22/01229](#) **San Marcos Upper Dobbin Lane Trevone PL28 8QR** – First floor extension with some ground floor amendments. **APPROVED**
- d) [PA22/01241](#) **Sanderling Dennis Lane Padstow Cornwall PL28 8DP** – Proposed loft conversion/Extension to dwelling **APPROVED**
- e) [PA22/03725](#) **Yawl Cottage 3 Hill Street Padstow Cornwall PL28 8EB** – Retrospective application for the installation of a domestic extractor cowl in the east facing roof plane of the recently approved summerhouse (PA21/07477) **APPROVED**
- f) [PA22/04113](#) **Veilsfield Bay Road Trevone Padstow Cornwall PL28 8QZ** – Proposed extension and alterations. **APPROVED**

**ii. The following tree works applications submitted to Cornwall Council were noted:**

- a) [PA22/05384](#) **Polyphant Cross Street Padstow Cornwall PL28 8AT** – Works to trees in a Conservation Area, namely, 2x Leylandi trees either side of the back gate and a 1 x Bay tree within the garden to be felled and removed.

**iii. RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):**

- a) [PA22/03663](#) **Land East of Treceus Farm B3276 between Bowleys Lane and Greenlane Treceus Padstow Cornwall PL28 8RT** – Non-material amendment in relation to decision notice PA19/08040 dates 13.05.20 plots 1,8,24,26,30,31,32,33,37,38 and 39 porches to be set on gallows brackets rather than posts. **SUPPORTED**

- b) [PA22/04804](#) **Kelhefyd Parkenhead Lane Trevone Padstow** – Proposed demolition of bungalow and construction of 2No. 3-bedroomed dwelling. **SUPPORTED – Subject to consideration being given to the neighbours for working hours and contractor parking.**

Councillor P Curgenvin voted against this decision and requested it be recorded.

- c) [PA22/05528](#) **15 Treverbyn Road Padstow Cornwall PL28 8DW** – Ground floor extension, first floor and roof extension and associated works. **SUPPORTED**

Councillor Mrs T Walter left the meeting.

- d) [PA22/05950](#) **White Horses Upper Dobbin Lane Trevone Padstow** – Proposed remodelling, attic conversion, extension and associated works. **SUPPORTED; Provided no overlooking issues.**

Councillor Mrs T Water returned to the meeting.



e) [PA22/05975](#) **Greens Café and Crazy Golf North Quay Padstow Cornwall** – Works to trees in conservation area (TCA), works include G1721 – Ash, Fell. Consider retaining stumps at around 2m height as habitat. T1722/Ash, Fell. T1723 – Ash, Fell. T1724 – Ash, Fell  
**SUPPORTED**

f) [PA22/06024](#) **Quay Walls Within The Old Boat Yard North Quay Padstow PL28 8AF** - Listed Building Consent for repointing and repair of Grade II listed harbour / sea walls  
**SUPPORTED**

**P2022/22** **Date of Next Meeting:** Tuesday 9 August 2022 at 7.00 pm noted.

Meeting closed at 7.24 pm

DRAFT

**PADSTOW TOWN COUNCIL**

**Minutes of the Finance and General Purposes Committee meeting held on Tuesday 19 July 2022 at 7 pm in the Council Chamber, Station House, Station Road, Padstow**

**Present:** Councillors R Higman (Chairman), J O'Keefe (Vice Chairman), Mrs J Dawe, A P Flide, K Freeman, M Rickard, Mrs T Walter

**In Attendance:** Mrs N Barnes (Responsible Financial Officer and minute taker)

**FGP2022/8      Apologies for absence and announcements:** There were no apologies for absence. There were no announcements.

**FGP2022/9      Declarations of Interest:** There were no declarations of interest.

**FGP2022/10     Public Participation:** There was no public participation.

**FGP2022/11     Minutes Tuesday 14 June 2022: RESOLVED** that the minutes of the meeting held on Tuesday 14 June 2022 were a true record of the meeting and they were signed by the Chairman.

**FGP2022/12     Budget Summary and Budget to Actual Variance Report 2022/23:** The Chairman referred members to the report on agenda pages 2-4 the Budget Summary and Budget to Actual Variance Report were noted.

**FGP2022/13     General Reserve and Asset Valuation Policy:**  
General Reserve Policy: Members were referred to agenda page 5 and noted the recommendation from the Joint Panel on Accountability and Governance (JPAG) that a General Reserve Policy (being a principle of action not full policy) be adopted.

It was noted that JPAG guidance recommends holding 3-12 months' revenue expenditure in free reserves (the General Fund). Members were supportive of the Responsible Financial Officer's (RFO) recommendation that Padstow Town Council holds 12 months, due to its reliance on non-guaranteed sources of income and having experienced the impact of events, such as the Covid-19 pandemic and national lockdowns.

**RESOLVED to recommend to the Full Council** to hold a minimum of one year's revenue expenditure in free reserves i.e the General Fund, as part of the Budget-setting process.

Asset Valuation Policy: Consideration was also given to agreeing an Asset Valuation Policy (being a principle of action not full policy) as recommend by JPAG. The RFO advised that the Council currently uses the acquisition cost for fixed

asset valuations unless the asset is materially enhanced. It was noted that this was in line with JPAG guidance and members were supportive of recommending to Council that this be agreed as policy.

**RESOLVED to recommend to the Full Council** that the Council uses the acquisition cost for fixed asset valuations as per the Joint Panel on Accountability and Governance (JPAG) guidance.

**FGP2022/14**

**Budget-setting 2023-24:** The Chairman requested that Committee members consider projects that they may wish to see included in the Budget 2023-24 (1.4.23-31.3.24). The Chairman thought the Railway car park needs relining and if Committee members can please email the RFO with ideas.

There was a general discussion, and it was thought that the use of the two buildings acquired by the Council in the last few years should be considered. The Chairman advised that members could contact the Chairman of the Council and Town Clerk, for this item to be considered for inclusion on September's Full Council Agenda.

General ideas to consider including in the Budget 2023-24 were: provision for possible free-swimming lessons for Padstow and Trevone children (the RFO advised that the Council has a Grants policy and the Friends of Padstow School could apply for a grant to provide free swimming lessons); buy in a sports development officer on a daily basis to arrange activities and forest school.

**FGP2022/15**

**Date of next meeting:** Tuesday 15 November 2022 was noted (budget meeting).

Meeting closed at 7.22 pm.

**Finance Report - Agenda item: 8a**

**Budget Report for the period 1.4.22 - 30.6.22**

	<b>Actual</b>	<b>Budget</b>	<b>Budget 1.4.22-30.4.22</b>
Revenue Income	351,552	274,876	820,705
Revenue Expenditure	184,404	223,001	771,075
Capital/project expenditure	16,218	90,250	361,000

**Debtors outstanding for more than 3 months:**

One of £7078 including VAT.

**Creditors outstanding for more than 3 months:**

None

Bank reconciliations have been performed regularly and signed monthly as correct by the Chair of Finance or Town Clerk.

To ratify payments made:

**ACCOUNTS OUTSTANDING**  
**June' c 2022**

Date	Cost centre	Supplier	Details	Net	VAT	Total
27.6.22	Investment Properties	Womble Bond Dickinson	legal services re leases etc	1500	300	1800
24.6.22	HRT	Cornwall Council	Civil Enforcement Officer (CEO) - PTC car parks 1 month			509.38
23.6.22	Administration	Golant Fire & Security	fire alarm service & batteries	336	67.2	403.2
20.6.22	Env - toilets	Waligate	Walcare soap	240.36	48.07	288.43
24.6.22	Administration	Konica Minolta	photocopying - 3 months	163.82	32.76	196.58
24.6.22	Administration	HSQE Ltd	training - IOSH managing safely	125	25	150
21.6.22	Corporate Services	Kestrel Guards	Core Building annual keyholding service	100	20	120.00
28.6.22	Administration	Tanist Ltd	FTTP, PSTN & Cloud Telephony service 1 month	90.65	18.13	108.78
27.6.22	Democratic Services		Mayor travel expenses attending Mayor making ceremonies, civic services etc			108.40
13.6.22	HRT	Flowbird	Smartfollo 1 month	85	17	102.00
17.6.22	LTOS	Seton	diversion left sign and frame	65.04	13.01	78.05
22.6.22	LTOS	Tudor Environmental	hazard tape & safety glasses	39.55	7.91	47.46
23.6.22	LTOS	Brunel Engraving Ltd	plaque (recharged)	38.9	7.78	46.68
22.6.22	Env - toilets		toilet door handles (reimburse staff)			34.14
21.6.22	LTOS	South West Water	water			26.80
						<u>4019.90</u>

Direct debits:

0.00
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**Approved by 2 Councillors who are bank signatories:**

Date	Name	Signature
	1	
	1	

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
July' a 2022

Date	Cost centre	Supplier	Details	Net	VAT	Total
30.6.22	HRT	G4S	car park machines cash collections 1 month	752.6	126.1	903.12
5.7.22	LTOS	Padstow Petrol Station	fuel	530.71	106.15	636.86
11.7.22	LTOS	Masons Kings	Stihl Viking pressure washer	495.42	99.08	594.5
9.5.22	LTOS	Quay Garage	Isuzu WK15 OBF - 4 new tyres	489.26	97.85	587.11
29.6.22	Corporate Services	Kestrel Guards	check call service 1 month	300	60	360
1.7.22	Administration	Tanist	IT support - 1 month	233.5	46.7	280.20
6.7.22	HRT	Flowbird	car park machines maintenance contract 1 month	218.15	43.63	261.78
27.6.22	Corporate Services	Womble Bond Dickinson	legal services	136.8	27.36	164.16
15.6.22	LTOS	Grahams Garden Machinery	strimmer heads, oil & cord	100.83	20.17	121.00
1.7.22	Env - toilets	Churchill Group	legionella control support	97.52	19.5	117.02
8.7.22	Env - toilets	Commercial Washrooms	aluminium u-brackets	50	10	60.00
28.6.22	Administration	St Petroc's Church	Church rooms hire - Council meetings 1 month	60.00		60.00
6.7.22	Administration		petty cash imprest - consumables	42.52		42.52
11.7.22			Chamber - coffeee sachets, paper cups, ethernet cable (reimburse staff)	35.87		35.87
5.7.22	Administration	Sea Spray	window cleaner	22.00		22.00
1.7.22	Administration	SeaDog IT	website support	15		15
7.7.22	Env - Cemetery		refund overpayment of fees	4		4
						<u>4255.14</u>
7th 1st	Corporate	Barclays Bank	bank charges		17.00	17.00
		Cornwall Council	Non Domestic Rates - PTC sites		8221.00	8221.00
						<u>8238.00</u>
			<u>Direct debits:</u>			
28.6.22	LTOS	Mole Valley Farmers	strimmer cord and padlocks	94.62	18.93	113.55
29.6.22	Env - toilets	AUK Supplies Ltd	toilet rolls, bin liners, mop heads & disposable gloves	422.55	84.51	507.06
30.6.22	LTOS	Biffa	bulk waste bin emptying	1405.22	281.04	1686.26
1.7.22	Administration	Sage UK Ltd	Sage Payroll & pensions - 1 month	43	8.6	51.60
1.7.22	Env - toilets	South West Hygiene	sanitary and nappy unit servicing, 3 sets of toilets - 1 month	209.36	41.87	251.23
1.7.22	Corporate Services	PARK NOW Ltd	RingGo fees 1 month (partly received as income)	3216.01	643.2	3859.21
						<u>6468.91</u>

**Approved by 2 Councillors who are bank signatories:**

Date	Name	Signature
	1	2
	1	2



Padstow Town Council									
Railway & Lawn car park takings 2022-23									
n/c 4404						n/c 4406			
	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>Budget</u>		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>Budget</u>
				<u>2022-23</u>					<u>2022-23</u>
Apr	23	26780	49115	20,000		0	6503	16638	5000
May	692	54029	49618	40,000		63	19405	17377	15000
Jun	3556	70341	56070	50,000		485	30490	22085	21000
Jul	51165	76531		60,000		20726	32816		25000
Aug	71756	86647		70,000		27741	35878		25000
Sep	64641	63818		50,000		26140	27711		21000
Oct	50706	57127		45,000		19619	21703		20000
Nov	3732	27011		20,000		934	5390		4000
Dec	4187	17716		10,000		945	4673		3000
Jan	784	13736		10,000		60	3390		2000
Feb	569	20283		10,000		43	5503		4000
Mar	2395	25304		10,000		212	6216		5000
	<u>254206</u>	<u>539323</u>	<u>154803</u>	<u>395000</u>		<u>96968</u>	<u>199678</u>	<u>56100</u>	<u>150000</u>
Railway	4271	151150	154803	110000		Lawn	548	56398	41000
sub totals						sub totals			
Apr-Jun '22						Apr-Jun '22			
<b>Apr-Jun</b>	<u>2020-21</u>	<u>2021-22</u>	<b><u>2022-23</u></b>	<u>Budget</u>					
			<u>2022-23</u>						
<b>Railway</b>	4271	151150	<b>154803</b>	110000					
<b>Lawn</b>	548	56398	<b>56100</b>	41000					
<b>Total</b>	4819	207548	<b>210903</b>	151000					
<b>Car park takings</b>									
April - June 2022 car park takings are £210,903 this year, which is £59,903 more than the Budget and £3355 more than the same period last year.									



## **PADSTOW TOWN COUNCIL: 26 JULY 2022**

### **AGENDA ITEM 8d: FINANCE – QUEEN’S PLATINUM JUBILEE REPORT**

As Council will know the Town Council has paid various invoices in respect of activities, health and safety requirements and amenities for the Queen’s Jubilee Fun Day, as well as other events associated with the occasion. A further invoice has been sent from a representative of Nadelik Lowen, for payment of Jubilee Medals as a memento of the occasion and for the children of our Parish. This was a lovely touch which was well received. Whilst all other invoices have been processed, as this matter had been discussed by Council and its view is at odds with this invoice, officers considered that it could not process this in the normal way and instead have brought this short report to Council for their consideration.

Relevant extract of the Council minute is below which outline that Council did not wish to provide a keepsake for children:-

*"Mention was made that it would be nice for the school children to be given a keepsake of the occasion with one member noting they had received a crown when at school during the Queen’s coronation. It was noted that the government will be arranging a commemorative book for all school children nationally and it was generally felt this would be sufficient."*

The cost is £508.79 and the RFO has confirmed it can come from the Capital Projects – Community Events Project.

## **Full Council meeting 26.7.22 Agenda item 8e**

### **Instant access Bank Account**

The RFO, in consultation with the Chair of Finance and Town Clerk, regularly reviews the interest rates on the Council's bank accounts, in accordance with PTC Financial Regulations and Investment Strategy. *'The Council's priorities will be centred on the security (protecting the capital sum from loss), then liquidity (keeping the money readily available for expenditure when needed) and then yield (the return made on the investment), in that order of importance.'*

Interest rates have been low for some time and the Bank of England is meeting again on 4.8.22 to review interest rates. It is thought that interest rates may increase following this meeting. Short term interest-bearing bank accounts will be reviewed again after this meeting.

Lloyds Bank does not currently offer any better interest rates on their business instant access accounts than the 0.01% currently paid on the instant access Business Call account. However, Barclays Bank now offers an instant access Business Premium Account that pays 0.1% interest. The current instant access Active Saver pays 0.01%.

#### **Recommendation**

The RFO, in consultation with the Chair of Finance and Town Clerk, recommend that the Council's Barclays Active Saver is closed, and a Business Premium account opened, and the funds transferred across.

## AGENDA ITEM 9: CORRESPONDENCE

### Councillors Correspondence for Information – July 2022

<b>Item</b>	<b>From</b>	<b>Referring To</b>	<b>Notes</b>
a	Marie Curie	Thank you email regarding Padstow to Rock Swim, currently looks like beat 2021 total of £72,000	
b	Cornwall Council - Licensing	Licensing Act 2003 – Review of Cumulative Impact Policies in relation to alcohol, entertainment and late night refreshment for Newquay, Truro, Falmouth, and Penzance	Opportunity to submit evidence in relation to the review of CIPs by 10 August 2022.
c	D&C Police	June Newsletter	Also shared on PTC website
d	Monitoring Officer at Cornwall Council	Recruitment to Cornwall Council Standards Committee	Support Officer sent email to Councillors to advise. Monitoring Officer has updated no need to nominate, individuals can apply.

## **PADSTOW TOWN COUNCIL: 26 JULY 2022**

### **AGENDA ITEM 9bi) PADSTOW ARCHIVE PROJECT: ENVIRONMENTAL ACTIVITIES**

Appendix 1 offers a summary of heritage project that Awen Productions CIC in respect of Padstow Archives. Their project is primarily an audio-visual community project but Heritage Fund is keen to include positive environmental activities and this is an opportunity they consider to work together on such things as:-

- to support planting traditional May Day flowers (Cowslips, Lily of the valley) in areas that you will be working in.
- to signpost to our project and vice versa, share our workshops/events through your networks.

They advise that they have a budget line for giving free plants to local people and to the school. If there were surplus amounts of plants they would be very happy for them to go around Padstow.

They welcome Council's thoughts, perhaps this is something we should share with our community and be a place to collect any traditional planting they are able to fund and also plant them on PTC public spaces?

## Padstow People's Autobiography

Our project brings back to Cornwall an extensive audio-visual archive in need of preservation about Padstow's ancient May Day tradition. At the heart of the project is the Padstow community working intergenerationally with us to create an accessible resource telling their story in their own words and through Doc Rowe's unique 60-year collection.

People-centred, 3-year intergenerational, inclusive project creating an accessible online, with never seen before archive of Padstow's May Day custom. Our ambition is that Doc's material is preserved in Cornwall, and that Padstow people, especially younger generations, are central in curating, interpreting and having wider legacy discussions. We know our project can excite people to get involved.

Our community heritage project will save individual stories, collective narrative, local dialect and contemporary contexts of ordinary people relating to Padstow's distinctive culture and traditions.

We will:

- Review and survey Doc Rowe's Padstow collection
- Digitise audio-visual material (1963 – 2000)
- Preserve the collection (1963 – present) by working in partnership with Kresen Kernow to safeguard material
- Workshops (Training): Oral history best practice
- Recording new oral testimonies with young people (18 – 30) and community members using Doc's archive as stimulus
- Catalogue audio-visual archive with community. Families listen to ancestors' interviews, summarise, consent, information, tagging, dialect explanation
- Junior School workshops with Kresen Kernow
- Community events: 'Know Your Patch' quiz nights, film screenings, exhibitions
- Mobile digitisation studio (Azook). Collect more material within Padstow estates
- Interpretation - digital assets created with community and young people including podcasts, oral histories and animation (school)
- Educational Resource – Website with community curated content. Making archive public, accessible and interactive. Digital outputs shared on-line through networks (e.g. Facebook: I Love Padstow May Day) and exhibited at Kresen Kernow
- Free seeds/plants to grow traditional May Day flowers in gardens, community areas and in Padstow School (Cowslips, Lily of the Valley).

Year 1

- Develop steering group: Padstow members and other stakeholders. Start to implement a legacy for the archive / website and develop future custodians beyond project
- Review and survey Doc's collection: Evaluate content, formats, urgency/risk. Identify people, families, descendants. Create a database

- Digitise material with Azook, other specialist companies and volunteers
- Run regular community sessions in Padstow to create and share content, identify key people and interpret material
- Run regular training workshops in best practice, oral history collection, technical skills, summarising oral histories
- Develop a team of community reporters focusing on younger generation (18 – 30) to collect memories and current testimonies and community ambassadors who will help us reach new audiences
- Create wireframe of website, start community curated content and outreach
- Screenings of audio-visual material
- Distribution of seeds and advice on growing May Day flowers in gardens and community areas (Cowslips, Lily of the Valley)
- End of Year 1 – present a 'work in progress' exhibition developed with community. Link with the school.

#### Years 2 and 3

- Continue digitisation, workshops, training
- Continue creating community curated content and share
- Complete website and community outreach interaction
- Deliver Padstow school workshops with artist, community members and Kresen Kernow
- Screenings of curated audio-visual material as it develops
- Create final community exhibition at Kresen Kernow and Padstow.

## **PADSTOW TOWN COUNCIL: 26 JULY 2022**

### **AGENDA ITEM 10: HEALTH AND SAFETY ANNUAL REVIEW 2022**

The above was undertaken during the early part of 2022. Overall, Jim Nicholson of James Hallam (formerly WPS) was happy with how the Council manages its practices in terms of health and safety. No significant or major issues of concern were raised. The Council Support Officer Tracey Trestain has given amazing support and initiative in pulling together and reviewing relevant information and paperwork in us being able to maintain a the health and safety standards expected.

Currently we are seeking clarification on some aspects of the report, however to ensure continual improvement and maintain our good practices an action plan has been pulled together. This will be brought to the next meeting of Council, along with update on current position on progress and copy of the review report.

In terms of the annual playground inspection, this was undertaken with any areas of concern either dealt with or monitored. As advised previously the Lawns Play Area is now closed, however, things are moving forward in seeking tenders for a new play area following a public consultation on what our community would like to see.

### **AGENDA ITEM 11: GORSEDH KERNOW FOR 2023**

Jenefer Lowe, Deputy Grand Bard has been in touch to see if Padstow would still be willing to host 2023. Council may recall it agreed to "*engage in conversations with both Gorsedh Kernow and the Old Cornwall Society about 2023*". 2022 is being hosted by Hayle. Council may recall that at the time it was thought a good idea to ask if the Old Cornwall Society lead on such an event and for representatives of both organisations to be invited to speak to the Council at a future meeting. What are Council's views, would it like to express its wish to support a visit from Gorsedh to Padstow for 2023? Representatives could be invited to Council's next meeting (27 September) or could always meet informally before that date if it so wished to understand more.

Appended to this report is the previous report and papers for information and minute extract (Appendix 1).

It should be noted that the Gorsedh ceremony takes place on the first Saturday of September when new bards are initiated and it is preceded by the Esedhvos Kernow, a celebration of Cornish culture and of the host town. A local committee would need to be informed which would work together to organise the event with Gorsedh Kernow. The Town Clerk has also contacted Daphne from the Old Cornwall Society to ascertain their level of interest, she has yet to hear back but hopes to update at the meeting.

What are Council's views?

### **AGENDA ITEM 12: VICTORIA MONUMENT REFURNISHED BENCH**

Council may recall as part of the celebration of the Queen's Jubilee the old iron bench located at the Victoria Monument undertaken a much-needed refurbishment and that this could then be placed back and rededicated to the Queen's Jubilee as it was undertaken in her Platinum Jubilee year.

A plaque is being organised and Town Clerk suggests the following wording.

***This bench was refurbished in 2022 by Padstow Town Council  
in the year of our Queen's Platinum Jubilee as a  
commemoration to this historic occasion***

If Council are happy with the wording above, the office can go ahead and place the order and then arrange for the bench to put in place. The Mayor may wish to undertake the placing of the plaque with photos taken and shared on our website and social media pages. Council's views are welcomed.



Minute Extract

**PADSTOW TOWN COUNCIL**

**Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 28 September 2021 at 7.30 pm in the Church Rooms, Church Street, Padstow**

**2021/82 Gorsedh Kernow:** The Town Clerk referred members to the agenda report. It was noted that Padstow's name had been put forward for the 2022 location and that a member of the Old Cornwall Society was happy to organise the event but that Gorsedh Kernow first required the Town Council's approval. It was noted that 2022 would be a busy year in respect of the Queens Jubilee and potentially visitor numbers could be extremely high as seen this year. Concern was expressed by a member that there may not be a venue large enough to seat 150 guests. The Town Clerk advised she had spoken to Bude who confirmed there had been a lot to do leading up to the day and that this would involve not just the Town Council but the community. It was noted, as detailed in the agenda papers that the event should fund itself and at least break even but that the Gorsedh would cover any losses in terms of finances. The Town Clerk welcomed the Council's view in this matter.

In general, it was felt that it was too much to take on for 2022 especially with the Queen's Jubilee and also planning would need to begin in October. It was thought a good idea was to ask that the Old Cornwall Society lead on such an event in Padstow and for a representative of both organisations to speak to the Council at a future meeting with a view to considering it for 2023.

**RESOLVED** to i) thank Gorsedh Kernow for the interest in Padstow but decline the offer to hold the event in 2022; and ii) engage in conversations with both Gorsedh Kernow and the Old Cornwall Society about 2023 and invite both to speak at a future meeting of the Full Council.



COPY

**AGENDA ITEM 14: GORSEDH KERNOW**

Council may recall that it was back last year that a request was submitted seeking Council's view in respect of hosting such an event for 2022. At the time Council requested more information. This has only now just been forthcoming, appendix 1 offers further detail in this regard. The Town Clerk has also approached Bude Town Council, who hosted this year. They did advise that it was somewhat of a different year due to COVID however, it is a large-scale event, over a number of days for the event and facets to the same. They were fortunate to have a large venue owned by the Council.

The Town Clerk has also now spoken with Daphne Hicks from the Padstow Old Cornwall Society who had originally suggested Padstow as a host for 2021 as it tied in with the 70<sup>th</sup> anniversary when it last occurred in Padstow in 1951. However, due to COVID-19 this moved the timescale onto 2022. When speaking with her, she advised that she would be happy to be involved and lead in this project. She knows several of the people involved, attended such events and has the connections and understanding in this regard.

As Council will know it is the Queen's Platinum Jubilee next year with Council having yet to properly look at this in terms of celebrations for Padstow, this alone will involve a lot of linking up and support from our community and work in progressing the same.

What are Council's views in respect of Gorsedh? Perhaps Council may wish to show support to such an event but that it be led by the Padstow Old Cornwall Society but for 2023? Consideration also needs to be given as to likely venue for a minimum of 150 for a sit down as advised at the time following the original request (Appendix 2 to this report).



## Gorsedh Kernow and Esedhvos Kernow

Gorsedh Kernow was established in 1928 and is the counterpart of the Welsh Gorsedd of Bards and the Breton Gorsez. It exists to celebrate, support, and promote the Celtic culture of Cornwall. New bards are proposed based on their work for Cornwall and are received into the Gorsedh at the bardic ceremony in September. This takes place in a different town each year, giving the opportunity to showcase different areas in turn.

Esedhvos Kernow is the programme of events which surrounds the Saturday ceremony, and which celebrates both the culture of Cornwall and of the locality in which the festival is taking place that year. Normally events include: a book fair, reflecting the annual Gorsedh publishing awards (Holyer an Gof), a presentation evening for the annual Gorsedh Kernow awards, a conference, a troyl (ceilidh), a concert, a Cornish language introductory / activity session, a guided walk and a Gorsedh service in a local church or chapel. These are the basics, but the intention is that programme can be tailored to the locality so that other events can be added to reflect local interests and specialities, as long as they fit with the ethos of the Gorsedh.

### How we work with towns

Each year a Local Organising Committee is established in the town which will be hosting the Gorsedh, ideally including the local Council and representatives of other organisations and under the Chairmanship of the Deputy Grand Bard. The LOC takes responsibility for ensuring that the necessary arrangements are made but also brings local knowledge to the table to make the Gorsedh their own for that year, reflecting the town itself.

LOC responsibilities include:

- Identifying a site for the ceremony and venues for events
- Dealing with the logistics
- Selecting a Lady of Cornwall and attendants to take part in the ceremony
- Collaborating on local publicity
- Engaging local suppliers
- Advising on any additional activity that the town would like to include / organise – additional events are always welcome

The main events noted above all have a designated officer from the Gorsedh who will lead on them: book fair, awards, concert, service, ceremony etc. and these officers will also attend LOC meetings. The Gorsedh deals with the invitations to the other Gorsedhs and the hosting of representatives from them

In addition to the main weekend – which is always the first weekend in September – a Proclamation ceremony is held in the preceding April, which prefigures and advertises that the Gorsedh will be taking place in the town in September. This involves a small procession and ceremony with bards and town representatives and provides an excellent opportunity to publicise the coming Gorsedh.

## **Finance**

The intention is that the Gorsedh will at least break even.

- Some expenditure is paid directly from the Gorsedh itself e.g., the costs of sound engineering and live streaming for the ceremony.
- The Gorsedh provides the LOC with a starting budget and takes responsibility for any losses incurred at the end, though this is rare. Equally any profits go to the Gorsedh to assist with future events. There is therefore no risk to the Council or LOC.
- Events such as the concert and the troyl are open to both bards and the public and are ticketed, with the price set by the LOC.
- The only closed event is the bardic tea, and bards pay the costs through booking their own tea tickets.
- There is an opportunity for stalls – cultural and commercial at the Gorsedh ceremony and the LOC takes responsibility for these
- If the LOC can raise additional sponsorship or support, or source support in kind, that can help, particularly if the LOC would like to mount additional events.

## **Promotion**

The Gorsedh will work with the LOC on promotion, with the LOC providing local knowledge and expertise. GK issues a quarterly newsletter and deals with the main press releases and draws up a comms plan in association with the LOC.

## **Summary**

We see the Gorsedh as a chance to showcase the historic and contemporary culture of different towns and areas of Cornwall. The aim is to benefit and celebrate the towns we visit. The organisation of the event is carried out jointly by the Gorsedh and the town to achieve a festival that works for both. Often local organisations will mount their own events to coincide with or as part of the programme. The Gorsedh is different every year, depending on the community in which it is held – a large town like Truro will do things differently from St Just, St Columb or Bude. It is a basis around which to build an event which works for the town and the Gorsedh on an appropriate scale.

For photos of past Gorsethow, see:

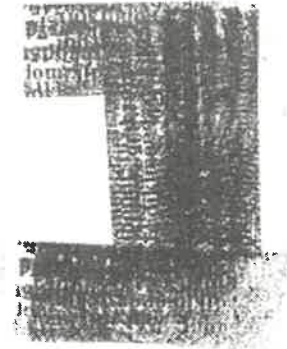
[www.gorsedhkernow.org.uk/galleries](http://www.gorsedhkernow.org.uk/galleries)

Other general information can also be found on the website.



Appendix

COPY



30-6-20

Syrra/Madama hweg,

My name is Pol Hodge and I am Kannas Bardh Meur / Deputy Grand Bard of the Cornish Gorsedd. I hope that Padstow has come out of lock-down relatively unscathed.

Last year I was in contact with Padstow Old Cornwall Society who suggested that Padstow would be a great location for the Gorsedh. The Gorsedh Council are in complete agreement. Since then we have been working hard planning the Gorsedh for Bude-Stratton. Then the pandemic struck and so it was decided to have a small celebration at Lys Kernow and to live stream it. The Bude-Stratton Gorsedh will now take place September 2021. So, it was proposed to hold Gorsedh Kernow at Padstow in 2022.

Obviously, we would need the support of the Town Council and would need to find a sit-down venue for a minimum of 150 – perhaps the extended Social Club? Anyhow, I would be grateful if you could discuss the possibility at your earliest convenience and get back to me.

Oll an gwella,



Pol Hodge

Mab Stenek Veur

Kannas Bardh Meur Gorsedh Kernow

cc Liz Carne, Melenek, Bardh Meur, Ms Daphne Hicks.

## **PADSTOW TOWN COUNCIL: 26 JULY 2022**

### **AGENDA ITEM 13: TIME2MOVE HOLIDAY PROGRAMME**

#### **1. Background**

- 1.1 As Council may recall the Chairman mentioned at last month's Full Council meeting he had attended Wadebridge and Padstow Community Network's AGM and found it interesting about the Time2Move Holiday Programme.
- 1.2 This month Cornwall Council's Community Link Officer has sent some further information about the programme, as well as seeking further providers.

#### **2. Brief Overview**

- 2.1 From the information provided it outlined that within the Wadebridge and Padstow Community Network Area there are around 2,000 children missing out on the opportunity to be active, to be fed and to socialise with their peers. Currently Cornwall Council has 2 projects in the network area: St Breock School – 4 days p/w – 45 Children per day and Wadebridge Leisure Centre – 2 days p/w 20 children per day.
- 2.2 The Time2Move Holiday programme aims to support families with children eligible for free school meals by providing them with a programme of activity and a meal during the school holidays.
- 2.3 Providers will need to have a space (village hall, community centre etc) and be able to provide a meal as part of the package and fill in application form for consideration by Cornwall Council.
- 2.4. Each session would be for four hours of activity, which includes a meal.
- 2.5. Active Cornwall will be able to support a programme of delivery with a grant of up to £25.00 per child eligible for benefits-related Free School Meals per day during the Summer Holidays.
- 2.6 Further information about the programme can be viewed on the following webpages:  
<https://www.activecornwall.org/children-young-people-families/t2m-holiday-programme/information-for-community-providers-and-schools/>

#### **3. Way Forward**

- 3.1 We have shared the information of the programme on our website and social media pages.
- 3.2 Council has concentrated its efforts on play facilities at the Lawns Car Park site this year as well as the Jubilee Celebrations. Therefore, this could be something that Council think about during the budget setting process for the Core Building for 2023/24. This could be an something the Council could do next year, which will give Council the time to not only get the Core Building ready but time to consider providers to work with for free meals and possible activities.



**PADSTOW TOWN COUNCIL  
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2022-23**

Date	Time	Meeting
<b>2022 DATES</b>		
<b>Tue 26 July</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 9 August	7.00 pm	Planning Committee
Tue 6 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 13 September	7.00 pm	Planning Committee
Tue 20 September	6.00 pm	Staffing Committee (budget)
<b>Tue 27 September</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 4 October	7.00 pm	Highways, Roads and Transport Committee (budget)
Tue 11 October	7.00 pm	Planning Committee
<b>Tue 25 October</b>	<b>7.30pm</b>	<b>Full Council</b>
Tue 1 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 8 November	7.00 pm	Planning Committee
Tue 15 November	7.00 pm	Finance and General Purposes Committee (budget)
<b>Tue 29 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 6 December	7.00 pm	Highways, Roads and Transport Committee
Tue 13 December	6.00 pm	Staffing Committee
Tue 13 December	7.00 pm or on the rising of Staffing	Planning Committee
<b>2023 DATES</b>		
Tue 10 January	7.00 pm	Planning Committee
Tue 17 January	7.00 pm	Leisure, Tourism and Open Space Committee
<b>Tue 31 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 7 February	7.00 pm	Highways, Roads and Transport Committee
Tue 14 February	7.00 pm	Planning Committee
Tue 21 February	7.00 pm	Finance, General Purposes Committee (grants)
<b>Tue 28 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 7 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 14 March	7.00 pm	Planning Committee
Tue 21 March	6.00 pm	Staffing Committee
<b>Tue 28 March</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 4 April	7.00 pm	Highways, Roads and Transport Committee
Tues 11 April	7.00 pm	Planning Committee
<b>Tues 25 April</b>	<b>7.30 pm</b>	<b>Full Council</b>

Meetings may be held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Council's website/noticeboards 3 days prior to the meeting.

**Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.**