

PADSTOW TOWN COUNCIL

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Town Clerk
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10 May 2023

TO ALL MEMBERS OF THE COUNCIL

Councillors: Mrs J Colwill, P Curgenvan, Mrs J Dawe, A P Flide, K Freeman, R Higman, A J Hoskin, J O'Keefe, A N Rees, M Rickard, Mrs T Walter and C WatsonSmyth

Dear Councillor

All Members of the Council are hereby summoned to attend the **ANNUAL MEETING** of **Padstow Town Council** in the **Church Rooms, Church Street, Padstow** on **Tuesday 16 May 2023 at 7.00 pm or on the rising of the Annual Parish Meeting, whichever the later** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

NB: Please note venue for this meeting.

Yours faithfully

A handwritten signature in black ink that reads "Kathy Pemberton". The signature is written in a cursive, slightly slanted style.

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 2023/24 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 2023/24.
- 3. To receive apologies for absence and announcements**
- 4. To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- 5. Dispensations:** To consider requests from Members for dispensations.
- 6. 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.

7. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 25 April 2023** having been previously circulated and taken as read. (p1-4)
8. **Election of Committees:** To **ELECT** Committee Members for the following (p 5)
Committees:
 - a) Leisure, Tourism and Open Spaces (7)
 - b) Highways, Roads and Transport (7)
 - c) Staffing (5)
 - d) Planning (6)
9. **Election of Council Representatives:** To **ELECT** Representatives to the following organisations: (p5-6, 7-9)
Formal Appointments:
 - a) Camel Advisory Group (1)
 - b) Bodmin, Wadebridge, Padstow, St Teath and Tintagel Community Area Partnership (CAP) (1)
Informal Appointments:
 - c) Padstow Sea Cadets Unit Management Team (1)To **NOTE:**
 - d) Appointment of Chairman to the Cornwall Association of Local Councils (CALC)
10. **Committee Terms of Reference/Scheme of Delegation:** 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 at a future meeting. (p6, 10-12)
11. **Emergency Scheme of Delegation:** To discuss and decide on continuation of Emergency Scheme of delegation. (p6)
12. **Dates of Council Meetings:** To confirm meeting dates for 2023/24 (p 13-14)
13. **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.
14. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 25 April 2023** having been previously circulated and taken as read.

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting of Padstow Town Council held on Tuesday 25 April 2023 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, Mrs J Dawe, K Freeman, A Hoskin, A N Rees, Mrs T Walter and C WatsonSmyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant TC/Assistant RFO and minute taker) and Cornwall Councillor S Rushworth (part)

2022/211 To receive apologies for absence and announcements:

- i) Apologies were received from Councillors P Curgenvan, A Flide and M Rickard
- ii) The Chairman confirmed that the Gorsedh Kernow proclamation went ahead on Saturday 22 April and that he had attended.

2022/212 Declarations of interest from Members: There were no declarations of interest.

2022/213 Dispensations: There were no dispensations.

2022/214 Public Participation: There was no public participation.

Cornwall Councillor's Report: Cornwall Councillor Rushworth provided the following updates to Council:

- Had received confirmation that a whole resurfacing scheme has been agreed for CC's Link Road car park, date to be confirmed.
- Advised that the scrutiny committee were currently working up a new work programme.
- A personal concern he would be working on was how the tourism industry could diversify to accommodate for increased travel by electric vehicles in the next 10 years. Current concern being that the current infrastructure will not cope with the volume of visitors the county currently receives on Fridays and Saturdays that will need to charge vehicles enroute and once in Cornwall needing to charge vehicles. Considers the sector needs to change to increase number of change-over days so that travel is not concentrated over just 2 or 3 days of the week.
- Still had a high level of housing casework. One local person's housing issue had now been resolved.
- Works to Hawkers Cove housing was due to start in April, would be chasing this up.

Police Report: The police report for the period 25/03/23 to 23/04/23 was noted for information having been tabled and read.

2022/215 RESOLVED that the minutes of the meeting held on **Tuesday 28 March 2023** be signed as a true record.

2022/216 Clerk's Report/Work Programme: The report was noted for information.

2022/217 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 4 April 2023.
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 18 April 2023.

2022/218 Finance: Monthly Accounts and Payments April 2023

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made March (b) of £10,450.16, gross wages of £24,966.81 and direct debits of £1,480.71; ii) ratify payments made March (c) of £4,879.07, standing orders or direct debits (regular payments of the same amount) of £9,327.73 and direct debits of £1,160.93; iii) ratify payments made April (a) of £147,573.06, standing orders or direct debits (regular payments of the same amount) of £9,329.50 and direct debits of £143.28; and iv) ratify payments made April (b) of £8,585.86 and direct debits of £2,785.32.
- c) Car park takings were noted.
- d) Members noted the receipt of a Cornwall Council Community Infrastructure Levy (CIL) of £7,121.68. The CIL would be used to help pay for the MUGA and new play equipment.
- e) The availability of bank reconciliations for inspection was noted.

2022/219 Correspondence:

- a) Correspondence for information was noted.
- b) i) Consultation: Cornwall Council Public Space Protection Order (Alcohol Consumption). Members gave consideration to the consultation noting that there were no areas of Padstow currently included. It was generally felt that there were no significant issues within Padstow like those seen other towns such as Newquay where drinking takes place in larger groups.

RESOLVED not to respond to the Cornwall Council Public Space Protection Order (Alcohol Consumption) consultation.

ii) Tree Work Permission Request: Birch Utility Services – Plantation: **RESOLVED** to approve the request from Birch Utility Services to trim a tree in plantation on behalf of National Grid so that it clears powerlines overhead subject to i) receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisors; and ii) that should the proposed date of 12 July 2023 be moved, final sign off be delegated to the Town Clerk in consultation with the Chairman.

iii) Bandstand Request: John Bray Cornish Holidays: Following consideration of this request it was **RESOLVED** to i) permit the

request from John Bray Cornish Holidays to use the bandstand on 30 August 2023 for the purpose of holding a charity event on behalf of children's charity The Wave Project, as set out in the agenda pages; ii) advise that they contact Padstow Harbour Commissioner regarding the event; and iii) that permission be granted subject to receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisor.

2022/220 Parish Event for King's Coronation – Wheal Jubilee Parc: The Chairman referred members to the agenda report. It was noted that a decision was required regarding who would be the event Councillors between the hours of 9am – 3pm.

RESOLVED that Councillors R Higman, A Hoskin, Mrs J Colwill, Mrs J Dawe and K Freeman act as event Councillors for the Coronation Event in Wheal Jubilee Parc on Saturday 6 May.

It was suggested that the Facilities Officer contact the event Councillors to arrange time slots and to determine matters such as who would make the decision to cancel the event due to weather.

2022/221 Multi-Use Games Area and Lawns Play Area Update: The Town Clerk provided a verbal update on this item as follows:

Lawns Play Area: The main inspection would take place mid-May. The Facilities Officer was currently obtaining the equipment certificates and undertaking relevant risk assessments ready for opening and had been speaking with Council's Health and Safety Advisor about the same. It was hoped that the play area would be open in time for May Day, the Town Clerk was speaking to Council's insurers in this regard. She was also speaking with the contractors regarding an issue with the gate with a view to doing a "quick fix" so as not to delay opening before the issue could be resolved properly.

MUGA: It was noted that there was still no completion date. The Town Clerk advised that the contractors had experienced issues when spraying the surfacing due to weather and this had affected the properties and vehicles of some of the residents in School Hill. Previous advice from the contractor was that the spraying would not take place during high winds. Once made aware of the situation, officers had contacted the contractor and project manager and the contractor had confirmed they would be speaking to those affected. It was noted that a site meeting with the project manager was arranged for Friday. It was further noted that the Facilities Officer was currently speaking with the contractor to see if the green space outside the Social Club could be made available for May Day.

2022/222 Council's Annual Town Meeting – 9 May 2023: The Chairman advised that to date none of the invited speakers had been able to

confirm attendance at the Annual Town Meeting and that therefore the meeting may be limited to the Chairman's update. Consequently it was suggested the Annual Town Meeting be postponed to Tuesday 16 May prior to the Annual Council Meeting scheduled for the same night.

RESOLVED that i) the Annual Town Meeting be rearranged for Tuesday 16 May 2023 at 6.30pm; ii) the start time for the Annual Council Meeting be amended to 7.30pm or on the rising of the Annual Town Meeting; and iii) both meetings be held in the Church Rooms.

2022/223 Reports from members/Outside Organisations: There was no report.

2022/224 Dates of Council Meetings In May and Date of Next Meeting:
The date of the next meetings were noted:

- Annual Council Meeting, Tuesday 16 May 2023 at 6.30pm or on the rising of the Annual Town Meeting [church rooms]; and
- Full Council, Tuesday 30 May 2023 at 7.30pm

2022/225 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2022/226 RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 28 March 2023 be signed as a true record.

2022/227 Tenant/Lease Matters: Members noted the updates in respect of this item.

2022/228 Use of Council Land: Railway Car Park: See confidential minutes.

Meeting closed at 8.19 pm

AGENDA ITEM 8: 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 Committee. The remaining vacancies are filled by other Councillors. In total the Committee's membership is 8.

Therefore, membership to the Finance and General Purposes Committee will be considered by Council once each Committee has met and elected their Chairs.

AGENDA ITEM 9: ELECTION OF COUNCIL REPRESENTATIVES:

Councillor representative roles fall into two categories, those which are formal appointments required by the organisation's constitution/terms of reference (typically regional with an outlined role), and those which are an informal appointment providing a local member link at the organisations request (typically local). Councillors will know the Code of Conduct applies whenever the Councillor is acting as a Councillor or the public perceive them to be acting as a Councillor.

Council annually appoints Councillor representatives. Each organisation on the agenda has confirmed that they require a Councillor to be appointed. A request has not been received from Padstow Memorial Hall this year but should one be made at a later date this can be brought to a future meeting for consideration.

As members will know the 19 Community Network Panels are being replaced in May this year by 12 Community Partnership Areas. Padstow will belong to the Bodmin, Wadebridge, Padstow, St Teath and Tintagel CAP. Appendix 1 to this report is a briefing paper summarising the proposals for the new CAPs as agreed by Cornwall Council earlier this year together with a draft version of members roles and responsibilities. Each Parish/Town Council is required to nominate a named Councillor to attend meetings and, where a formal vote is required, to also cast 1 vote. The localism team has confirmed that a substitute representative is permitted to attend and vote in the absence of the named representative. Therefore, Council is asked to elect both a first representative and a substitute member. Any other member may attend meetings, but not vote but they are asked to confirm their attendance prior to the meeting to ensure capacity is not an issue.

Memberships: Council is a member of the Cornwall Association of Local Councils (CALC) and the Chairman and the Town Clerk are the Council's representatives.

Council is requested to make the following appointments:

- a) Formal Council appointment of one Councillor to the Camel Advisory Group

- b) Formal Council appointment of one Councillor to the Bodmin, Wadebridge, Padstow, St Teath and Tintagel CAP
- c) Informal Council appointment of one Councillor to the Padstow Sea Cadets Unit Management Team
- d) To note the appointment of the Chairman to the Cornwall Association of Local Councils (CALC)

AGENDA ITEM 10: COMMITTEE TERMS OF REFERENCE/SCHEME OF

DELEGATION: It's recommended that each Committee give consideration to their own terms of reference at their first meeting. However, that Council is asked to review the Staffing Scheme of Delegation taking into consideration the suggested changes by the Town Clerk as per the tracked changes (Appendix 2).

AGENDA ITEM 11: EMERGENCY SCHEME OF DELEGATION

Council will know that at the outset of the pandemic it agreed to an Emergency Scheme of Delegation to ensure that the business of the Council continued. As restrictions relating to the pandemic began to ease, advice from the Cornwall Association of Local Councils was that this process remain in place, which is a lawful form of decision making to be used only as an emergency measure, when meeting would be inappropriate, unsafe or impossible. Legislation allows for the Council to delegate to an officer not individual Councillors. Based on the CALC recommendation Council are asked again to give this due consideration, if they wish it to remain in place. The Town Clerk considers this has been incredibly useful at times and should remain.

RECOMMEND THE FOLLOWING: i) That the Council delegates authority to the Clerk in consultation with the Chairman and Vice-Chairman/Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with the members of the Council; and ii) This scheme of delegation will be reviewed each year at the Annual Meeting of the Council.

The Town Clerk recommends this be adopted and confirms that if used, the same process would be followed to ensure consultation with Councillors and Council decisions published on the Council website.

AGENDA ITEM 12: DATES OF COUNCIL MEETINGS

Councillors are asked to agree the schedule of meeting dates for 2023/24 as outlined in Appendix 3 to this report. For information, the Council is required as a minimum to meet once in May for the statutory annual meeting and at least three other times during the year.

Community Area Partnerships

Community Area Partnerships: Briefing

This paper summarises the proposals for the new Community Area Partnerships, agreed by Cornwall Council's Cabinet in February 2023.

A. Overview

- 12 new "Community Area Partnerships"(CAPs) will be introduced across Cornwall from May 2023. They will replace the 19 Community Networks.
- The vision for the CAPs is "**Bringing local organisations and people together to tackle the issues that matter to communities, so that everyone can start, live and age well.**"
- Their main benefits will be:
 - They will be better able to take, drive and influence action on priority community issues
 - They will help strengthen connectivity and joint working with communities, being a space where all partners can better coordinate their work in place for the benefit of local people
 - They will have a more consistent approach, while tailoring their work to the community they serve
 - They will have more involvement in decisions about funding
- The CAPs will involve Cornwall Councillors and Town & Parish Councils in each area, working with other organisations that serve our communities, like the Police, health services and voluntary and community sector, and involving and engaging the public.
- Cabinet has agreed a broad framework for the CAPs; detailed arrangements will now be developed and implemented through a co-design process with CAP stakeholders.

B. Key Roles

- The key roles of each CAP are set out below and are designed to ensure they:
 - Are an influential voice for their communities ("Community Voice")
 - Can take effective action to progress community priorities and support communities to take action to help each other ("Community Action")
 - Can help prioritise the use of specific funding allocated to the CAP areas ("Community Funding")

1. Partnership Focus: To provide a space for partners to collaborate and coordinate their work in place and get things done, sharing their skills, assets and learning and working together to build solutions.

2. Town & Parish Councils: To champion and facilitate their work, acting as the "go to": place to get mutual support, platform to share best practice, and pathway to progress and seek funding for projects and ideas.

3. Community Action Plans: To work with communities to agree the top priorities in their area, agree an action plan to progress these and keep communities up to date on progress. Cornwall Council will take CAP priorities into account in its own strategies and share them with partner agencies.

4. Shared Prosperity Fund: Cornwall and the Isles of Scilly have been awarded £132 million from the Government's Shared Prosperity Fund. This funding is being used to achieve good growth for communities and businesses. The CAPs will be closely involved in this work, with a particular role on two programmes:

- **The Community Levelling Up Programme.** This [programme](#) aims to help communities develop their place-shaping ambitions. Communities can apply for funding for projects like town centre improvements and neighbourhood infrastructure projects.
- **The Community Capacity Fund.** This [fund](#) aims to help communities develop plans for projects so they are in a good position to secure large scale funds to deliver those projects.

A share of these funds is being allocated to each CAP area. The CAPs will be asked to recommend which projects the funding should be spent on, to best promote good growth and address issues in their areas; Cornwall Council will then make a formal decision, taking this recommendation into account. CAPs will also be able to apply to a central "performance" reserve to bring forward more/larger projects in their areas.

Community Area Partnerships

5. Highway Scheme: The area-based highways scheme, with an annual budget of £1.05m, supports neighbourhood highway improvement schemes that improve highway safety and access. The CAPs will be asked to prioritise unallocated funds from the current scheme, which runs to March 2025, by submitting their views to their Cornwall Councillors who will make a final recommendation to Cornwall Council.

6. Local service delivery, plans and spending: Each CAP will have an opportunity to look at how Cornwall Council and other service providers are delivering services, implementing plans and spending budgets in their area. If a CAP wishes to look at a particular issue in this way, the Council will provide it with information about this, so that the CAP can feed back any comments, concerns and questions. This will help the CAPs support their communities with their priority issues and give the Council and its partners an opportunity to take community views into account when planning their services, budgets and projects.

7. Cornwall Council budget: The Council carries out an annual public consultation on its budget for the forthcoming year. CAPs will be a consultee and will be able to submit comments as part of this process.

8. Local service changes: CAPs will have the opportunity to comment where Cornwall Council is planning an important service change that affects all or a majority of their area. If other service providers are planning a change and the local CAP wishes to comment, the Council will help the CAP liaise with that provider.

9. Cornwall Local Plan: This is Cornwall Council's planning policy framework for the Duchy. It has to be reviewed every five years and contains a section on each community area. When it reviews the Local Plan or related statutory planning policies, the Council will give each CAP the opportunity to input its views.

C. Broad Governance Model

Cabinet has agreed a broad governance model for the CAPs, with key features highlighted below; detailed arrangements will now be developed through a co-design process with CAP stakeholders:

- CAPs will be local forums operating as partnerships
- Membership will comprise the Cornwall Councillors and representatives of Town & Parish Councils in each CAP area, working with other partners. Liaison is taking place with the Police, health and voluntary & community sector to ensure effective links with the CAPs. CAPs will be able to invite partners to be co-opted members, and/or invite them to participate according to the issues in question.
- It is envisaged each CAP will meet 6 times a year. Meetings will be open to the public, with special open forums for Community Action Plan priority setting and progress.
- Cabinet Members will be linked to the CAPs, to help strengthen connectivity between Cornwall Council and the CAPs. Council Leadership Team representatives will also be linked to each CAP.
- A mechanism will be developed for CAPs to jointly request Cornwall Council's Overview & Scrutiny Committees to consider carrying out scrutiny of common issues across several CAP areas.
- The CAPs will link in with Annual Conversations with specific client groups, including the Annual Conversation with Children and Young People, facilitating support for the children's rights agenda.
- A key part of the co-design process will be to ensure the detailed arrangements facilitate effective engagement with communities, and that business is manageable and sustainable for all partners.

D. Geography of the CAPs

These [maps](#) show the geography of the CAPs, and the Electoral Divisions and Parishes in each CAP.

For further information, please contact Localism Team via localism@cornwall.gov.uk

Roles & Responsibilities of Community Area Partnership Members

- (i) To follow the “Code of Conduct for Members and Co-opted Members” (as agreed by the Cornwall Council Standards Committee). All Cornwall Councillors and Town & Parish Councillors are expected to follow this Code as part of their general obligation as councillors.
- (ii) To attend Partnership meetings on a regular basis and actively participate at those meetings in progressing its Community Priority Action Plan and other functions in line with the Vision. The overall Vision is “Bringing local organisations and people together to tackle the issues that matter to communities so that everyone can start, live and age well.”
- (iii) To act in the best interests of the Partnership as a whole
- (iv) To communicate the agreed view of the Partnership in discussions with partners. Town & Parish Council representatives and any co-opted members are asked to report back to their council/parent organisation on Partnership meetings.
- (v) To take account of views of other stakeholders and be mindful of different views and requirements
- (vi) To participate in Partnership Working Groups, where they are interested in the subject and their other commitments allow them to do so.
- (vii) To represent the Partnership in meetings with other bodies and partner organisations, where they are happy to accept any nomination to do so.

Staffing Scheme of Delegation

Proper officer:

The Town Clerk is designated and authorised to act as the Proper Officer for the purpose of all relevant sections of the local Government Act 1972 and any other statute requiring the designation of a Proper Officer. The Responsible Financial Officer being the appropriate officer to act in financial matters of the Council.

General Matters: Members of staff have delegated powers as outlined below in addition to any delegations given for specific works/projects by Council or Committees with the appropriate delegated powers.

Key: TC – Town Clerk, RFO – Responsible Financial Officer, ATC/ARFO – Assistant Town Clerk/Assistant Responsible Financial Officer

	In the absence of the Town Clerk to exercise any functions delegated to the Town Clerk	<u>A/RFO ATC/ARFO and RFO</u>
Staffing		
1	To engage temporary staff as and when required within budget	TC
2	To authorise overtime <u>and staff expenses claims</u> for all staff	RFO, TC
3	To approve staff expenses claims	<u>RFO</u>
Finance		
1	To enter into contracts for the purchase and supply of goods and services, providing within budgets set and projects approved in accordance with the Financial Regulations and relevant approval granted by Council.	RFO, TC
2	To hire plant from contractors and engage specialist sub-contractors, providing within budgets set <u>in accordance with the Financial Regulations and relevant approval granted</u> by Council	RFO, TC
3	To sell or otherwise dispose of surplus materials, equipment and goods, salvage scrap and other waste providing not listed in asset register	TC, RFO
4	To use the repairs and maintenance budgets for the maintenance, replacement or repair	RFO, TC

	of existing plant, vehicles or equipment.	
5	To incur urgent expenditure in respect of any H & S risk within the parish, until a meeting of the Council can be called and to designate officers to carry out emergency functions	TC
6	To operate the Councils banking arrangements	RFO and/or ATC/ARFO , set up payments, TC to authorise.
7	To pay salaries	RFO and/or ATC/ARFO , set up payments and TC to authorise
8	To collect all income due to the Council, including appropriate interest and costs	RFO and/or ATC/ARFO
9	To take any proceedings or other steps as necessary to enforce and recover any debt owing to the Council	RFO and/or ATC/ARFO
Legal		
1	Subject to prior consultation with the Mayor &/or other relevant Committee Chairs, to take all appropriate steps to secure the Council's legal position in cases of urgency with regard to its assets or in aid of its statutory functions.	TC, RFO
2	To make applications for all statutory consents necessitated by any approved Council proposal or development	TC
3	*To sign any document necessary to give effect to any decision of the Council on behalf of the Council	TC
Other		
1	To grant permissions for use of recreational open space in accordance with Council policy – if any —and statutory requirements	TC
2	To issue free parking permits in accordance with council policy	TC
3	Subject to necessary approvals to erect- or	TC

	authorise street furniture, barriers signs etc	
4	To allocate burial spaces and issue deeds of exclusive rights and approve wording on memorials	TC
5	To alter the date or time of a Council or committee meeting following consultation with the appropriate Chair	TC
6	To decide arrangements for closure of the Council offices in the Christmas/New Year period subject to consultation with the Mayor	TC
7	Banners on railings – to agree to location of banners – HRT June 2012	TC

*As per Council's Standing Orders legal deeds to be signed by 2 Councillors and witnessed by the Proper Officer.

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PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2023

Date	Time	Meeting
2023 DATES		
Tues 16 May	6.30 pm	Annual Parish Meeting [Church Rooms]
Tues 16 May	7.00 pm [or on the rising of the Annual Parish Meeting, whichever the later]	Annual Council Meeting [Church Rooms]
Tues 23 May	7.00 pm	Planning Committee (elect Chairman)
Tues 23 May	7.30 pm [*or on the rising of the Planning Committee]	Leisure, Tourism and Open Spaces Committee (elect Chairman)
Tues 30 May	7.20 pm 7.25pm [*or on the rising of the relevant Committee]	Highways, Roads and Transport Committee (elect Chairman) Staffing Committee (elect Chairman)
Tues 30 May	7.30 pm*	Full Council
Tues 6 June	7.00 pm	Highways, Roads and Transport Committee
Tues 6 June	7.30 pm [or on the rising of HRT]	Finance and General Purposes Committee (elect Chairman)
Tues 13 June	7.00 pm	Planning Committee
Tues 20 June	6.30 pm	Staffing Committee
Tues 27 June	7.30 pm	Full Council
Tues 4 July	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tues 11 July	7.00 pm	Planning Committee
Tues 18 July	7.00 pm	Finance and General Purposes Committee
Tues 25 July	7.30 pm	Full Council
Tues 1 Aug	7.00 pm	Highways, Roads and Transport Committee
Tues 8 August	7.00 pm	Planning Committee
Tues 5 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tues 12 September	7.00 pm	Planning Committee
Tues 19 September	6.30 pm	Staffing Committee (budget)
Tues 26 September	7.30 pm	Full Council
Tues 3 October	7.00 pm	Highways, Roads and Transport Committee (budget)
Tues 10 October	7.00 pm	Planning Committee
Tues 31 October	7.30 pm	Full Council
Tues 7 November	7.00 pm	Leisure, Tourism and Open Spaces Committee (budget)
Tues 14 November	7.00 pm	Planning Committee
Tues 21 November	7.00 pm	Finance and General Purposes Committee (budget)
Tues 28 November	7.30 pm	Full Council
Tues 5 December	7.00 pm	Highways, Roads and Transport Committee
Tues 12 December	7.00 pm	Planning Committee
Tues 19 December	6.30 pm	Staffing Committee
2024 DATES		
Tues 2 January	No meeting due to Christmas break	
Tues 9 January	7.00 pm	Planning Committee
Tues 9 January	7.30 pm [or on the rising of the Planning Committee]	Leisure, Tourism and Open Spaces Committee
Tues 30 January	7.30 pm	Full Council
Tues 6 February	7.00 pm	Highways, Roads and Transport Committee

Tues 13 February	7.00 pm	Planning Committee
Tues 20 February	7.00 pm	Finance and General Purposes Committee
Tues 27 February	7.30 pm	Full Council
Tues 5 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tues 12 March	7.00 pm	Planning Committee
Tues 19 March	6.30 pm	Staffing Committee
Tues 26 March	7.30 pm	Full Council
Tues 2 April	Defined under LGA 1972 s270 as last day of Easter break – no meetings	
Tues 9 April	7.00 pm	Planning Committee
Tues 9 April	7.30 pm [or on the rising of the Planning Committee]	Highways, Roads and Transport Committee
Tues 30 April*	7.30 pm	Full Council *NB: Day before May Day – move to Tuesday 23 April 2023?

Meetings maybe 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 Councils 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.