

PADSTOW TOWN COUNCIL

Minutes of the Annual Meeting of Padstow Town Council held on Tuesday 16 May 2023 at 7.00 pm in the Church Rooms, Church Street Padstow

Present: Councillors Mrs J Colwill, P Curgenvan, Mrs J Dawe, K Freeman, R Higman, A J Hoskin, J O'Keefe, A N Rees, M Rickard and C WatsonSmyth

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

- 2023/1 Election of Chair of the Council/Town Mayor:**
RESOLVED that Councillor J O'Keefe be re-elected as Chairman of the Council/Town Mayor for 2023/24 and he signed his Declaration of Acceptance of Office and took the Chair.
- 2023/2 Election of Deputy Chair of the Council/Deputy Mayor:**
RESOLVED that Councillor R Higman be re-elected as Deputy Chairman of the Council/Deputy Mayor for 2023/24.
- 2023/3 To receive apologies for absence and announcements:**
Apologies were received from Councillors A P Flide and Mrs Walter. There were no announcements.
- 2023/4 Declarations of interest from Members:** There were no declarations of interest.
- 2023/5 Dispensations:** There were no dispensations.
- 2023/6 Public Participation:** There was no public participation.
- 2023/7 RESOLVED** that the minutes of the meeting held on **Tuesday 25 April 2023** be signed as a true record.
- 2023/8 Election of Committees: RESOLVED** that the following Councillors would form the committees for 2023/24:
- a. **Leisure Tourism and Open Spaces** (7): Councillors Mrs J Colwill, Mrs J Dawe, A P Flide, R Higman, A Hoskin, A N Rees and M Rickard
 - b. **Highways Roads and Transport** (7): Councillors K Freeman, R Higman, J O'Keefe, A N Rees and M Rickard and 2 x vacancies
 - c. **Staffing** (5): Councillors Mrs J Dawe, K Freeman, A Hoskin, A N Rees and M Rickard
 - d. **Planning** (6): Councillors Mrs J Colwill, P Curgenvan, Mrs J Dawe, R Higman, J O'Keefe and Mrs T Walter
- 2023/9 Election of Council Representatives: RESOLVED** to elect the following Council Representatives:
Formal appointments:
- a. Camel Advisory Group: Vacancy

- b. Bodmin, Wadebridge, Padstow, ST Teath and Tintagel Community Area Partnership (CAP): Chairman (Councillor J O'Keefe) and in his absence Councillor Mrs J Dawe (reserve Councillor). It was outlined at the meeting that Councillors could attend if they so wished but only the nominated Councillor would have a vote, and in their absence only the nominated reserve Councillor.

Informal appointments:

- c. Padstow Sea Cadets Unit Management Team: Vacancy

Noted:

- d. It was noted that as Chairman, Councillor J O'Keefe was the appointed representative to the Cornwall Association of Local Councils (CALC).

2023/10 Committee Terms of Reference/Scheme of Delegation:

Members were supportive of the recommendation that each committee consider its own terms of reference at their first meeting of the year. Consideration was given to the Staffing Scheme of Delegation which took into account changes to staff roles.

RESOLVED that i) each Committee give consideration to its own terms of reference at their first meeting; and ii) the Staffing Scheme of Delegation be amended as set out in pages 10-12 of the agenda pages.

2023/11 Emergency Scheme of Delegation: Members were supportive of continuing the current emergency scheme of delegation in line with previous recommendations from the Cornwall Association of Local Councils.

RESOLVED 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.

2023/12 Dates of Council Meetings: RESOLVED to i) bring the date of the April Full Council meeting forward to Tuesday 23 April 2024 from 30 April 2024, as it was the day before May Day; and ii) to agree all other meeting dates for 2023/24 as outlined in the agenda papers.

The Chairman noted that Councillors are volunteers but emphasised the importance of members attending meetings of committees to which they have been elected.

2023/13 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2023/14 RESOLVED that subject to amending the word "worship" to "workshop" in minute number 2022/227, the confidential minutes of the Full Council meeting held on Tuesday 25 April 2023 be signed as a true record.

Meeting closed at 7.15 pm