

PADSTOW TOWN COUNCIL

Council Offices
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21 June 2023

TO ALL MEMBERS OF THE COUNCIL

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

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 27 June 2023 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

K E Pemberton

Kathy Pemberton
Town Clerk

AGENDA

Public & Press are 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 30 May 2023** having been previously circulated and taken as read. (1-4)
6. **Clerk's Report/Work Programme:** To receive an update for information only. (5)
7. **Committees/Working Group Meetings:**
 - a) To adopt the minutes and approve recommendations (if any) for meetings of the
 - i) Highways, Roads and Transport Committee (30 May 2023); (6) (to follow)
 - ii) Staffing Committee meetings (30 May 2023) and (20 June 2023); and (8-11)
 - iii) Finance and General Purposes Committee meeting (6 June 2023). (8-11)
 - b) To receive minutes of the Planning Committee meeting (13 June 2023). (12-14)

8. **Finance:** (15-20)
Monthly Accounts and Payments: June 2023
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) Bank Reconciliations: To note their availability for inspection each month
9. **Correspondence:**
a) To note correspondence for information (21)
b) To give consideration to the following:-
i) National Lobster Hatchery: Land Use Request (22-24)
10. **Nadelik Lowen – Use of Lawns Car Park, Site Meeting:** To receive update and discuss and decide on way forward. (25-27)
11. **Health and Safety Review:** i) To note review for information; and ii) agree to health and safety action plan. (27-28 and Seperate cover)
12. **Trevone Coast Path – Historic Remains:** To give consideration to request from Strategic Historic Environment Senior Officer's request in respect of reinterment of remains at Padstow Cemetery. (29-31)
13. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
14. **To Note Council Date of Next Meeting:** Tuesday 25 July 2023 at 7.30 pm (32)
15. **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.
16. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 30 May 2023** having been previously circulated and taken as read.
17. **To adopt confidential minutes** and approve recommendations (if any) for Staffing Committee meeting (20 June 2023).
18. **Tenant/Lease Matters:** To give consideration to tenant and lease matters and discuss and decide on way forward.
19. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

**Minutes of the Full Council Meeting of Padstow Town Council held on
Tuesday 30 May 2023 at 7.30 pm in the Council Chamber, Council
Offices, Station House, Padstow**

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

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

- 2023/15 To receive apologies for absence and announcements:**
Apologies were received from Councillor R Higman. There were no announcements.
- 2023/16 Declarations of interest from Members:** Councillors Mrs J Dawe and A N Rees both declared an interest in agenda item 11 b) i) Nadelik Lowen Land Use Request.
- 2023/17 Dispensations:** There were no dispensations.
- 2023/18 Public Participation:** There was no public participation. Apologies were received from Cornwall Councillor Rushworth and there was no report. The police report for the period 24/04/23 to 27/05/23 was noted for information.
- 2023/19 RESOLVED** that the minutes of the Annual Council Meeting held on **Tuesday 16 May 2023** be signed as a true record.
- 2023/20 RESOLVED** to adopt the minutes of the Annual Parish Meeting held on Tuesday 16 May 2023.
- 2023/21 Clerk's Report/Work Programme:** The report was noted as per the agenda report. The Town Clerk confirmed there was no further update from Gorsedh Kernow regarding the September event.
- 2023/22 Committees/Working Group Meetings:**
- a) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 23 May 2023 having been sent "to follow" and taken as read.
 - b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 23 May 2023 having been sent "to follow" and taken as read.
- 2023/23 Finance and General Purposes Committee Membership:** The Town Clerk confirmed that the Chairs of the LTOS, HRT and Staffing Committees had been appointed at their respective meetings and as such Councillors Mrs J Dawe, A N Rees and M Rickard joined Councillor J O'Keefe (as Chairman of the Council) and Councillor R

Higman (as Vice-Chairman of the Council) on the Finance and General Purposes Committee, leaving 3 vacancies remaining for Council to agree.

RESOLVED to appoint the following members to the remaining vacancies: Councillors A P Flide, K Freeman and Mrs T Walter.

2023/24 Finance: Monthly Accounts and Payments May 2023:

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made April (c) of £88,713.99; ii) ratify payments made April (d) of £26,350 (grants 2023-24) and of £2,840.56 and direct debits of £423.24; iii) May (a) of £72,298.92, standing orders or direct debits (regular payments of the same amount) of £9,329.50 and direct debits of £786.94; iv) ratify payments made May (b) of £4,765.48 and direct debits of £4,710.60; and v) ratify payments made of £11,192.28 and direct debits of £2,469.01
- c) Car park takings were noted.
- d) **RESOLVED** to update the Capital/projects cost centre in the 2023-24 budget to include a £201,500 provision for the MUGA, and a £93,000 provision for the Lawn play equipment, due to delays with the projects resulting in most payments becoming due in the 2023-24 Financial Year.
- e) i) **RESOLVED** to approve the updated Investment Strategy;
ii) **RESOLVED** to approve the Risk Assessment Management Plan 2023; and
iii) **RESOLVED** to approve the direct debits and online payments summary (page 36 of the agenda papers)
- f) **RESOLVED** to agree that the Assistant Town Clerk/Assistant RFO be added to Council's Bank Signatories;
- g) **RESOLVED** to confirm that no Councillor has a conflict of interest with the External Auditor, BDO LLP
- h) The availability of bank reconciliations for inspection was noted.

2023/25 Correspondence:

- a) Correspondence for information was noted.
- b) i) Nadelik Lowen: Land Use Request: **Councillors Mrs J Dawe and A N Rees left the meeting.**

There was discussion of this item. It was noted that the request asked for permission to use the Lawn Car Park from 8am to 6pm on Saturday 5 August. One member expressed concern that to ensure the car park was empty it would need to be closed the evening of the day before which would impact the overall time the car park was closed. Members commented that they would like to see this type of community event supported and considered that the financial implication would not be overly significant.

Generally, members were happy to support the request "in principle" but felt that the request was too vague and wished to

seek further detail on the event by way of a site meeting as outlined in paragraph 4.3 of the agenda report.

RESOLVED to agree "in principle" to the request from Nadelik Lowen to use the Lawn Car Park on Saturday 5 August 2023 for a Carnival Day with vintage rally, subject to Council's Facilities Officer having a site meeting with a representative of Nadelik Lowen to understand the request in more detail and reporting back to Full Council on the same.

Councillors Mrs J Dawe and A N Rees returned to the meeting.

ii) CC Permitted Development Consultation: Communications Base Station: **RESOLVED** to support the proposed upgrade of the existing electronic communications base station site (CS12430721) Adjacent to School Hill/A389 Junction, Padstow

iii) Tamar Toll Action Group: **RESOLVED** not to comment on correspondence from the Tamar Toll Action Group.

iv) Hayle Town Council: **RESOLVED** to support the request from Hayle Town Council to write in support of Cornwall Council to the Secretary of State, South West Water and the Environment Agency regarding holding the water companies to account on the dumping of sewage in our seas.

2023/26 Multi-Use Games Area (MUGA): The Town Clerk referred members to the agenda report and the cross play risks and mitigations identified in paragraph 2 which members were satisfied with.

RESOLVED to reaffirm the decision that the MUGA be open 24/7 and to accept the risks associated with the consequential cross-play identified on pages 53-54 of the agenda report, together with the mitigations set out therein.

2023/27 Internal Control: Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

2023/28 Financial Statements: The Chairman referred members to the agenda pages and it was **RESOLVED** to approve the Financial Statements for the year ended 31.3.2023.

2023/29 Budget to Actual Variance Report: The Budget to Actual Variance Report 1.4.2022 – 31.3.2023 as detailed on agenda pages 70 to 73 was noted.

2023/30 Internal Audit Report: Members noted the clear internal audit report.

- 2023/31 Annual Governance and Accountability Return 2022/23**
Section 1: Following consideration of the annual governance statement it was **RESOLVED** to respond with "yes" to Assertions 1 - 8 in Section 1, on which basis it was **FURTHER RESOLVED** to approve Section 1 – Annual Governance Statement 2022/23 of the Annual Governance and Accountability Return 2022/23 and that these be signed by the Chairman of the meeting and the Town Clerk.
- 2023/32 Annual Governance and Accountability Return 2022/23**
Section 2: Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting Statements 2022/23 for Padstow Town Council in the Annual Governance and Accountability Return 2022/23, and that they be signed by the Chairman of the meeting.
- 2023/33 Reports from Members/Outside Organisations:** The Chairman updated that he had attended the Mayor Making Ceremonies of Launceston, Bodmin and Falmouth Town Councils.
- 2023/34 Date of Next meeting:** Tuesday 27 June 2023 at 7.30pm was noted.
- 2023/35 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2023/36 Tenant/Lease Matters:** See confidential minutes.
- 2023/37 Use of Council Land: Railway Car Park:** See confidential minutes.

Meeting closed at 8.10 pm

PADSTOW TOWN COUNCIL: 27 JUNE 2023: CLERK'S REPORT / WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL Gorsedh Kernow	Awaiting on further information with regards to the main ceremony and additional parts around it in September. As it stands at the moment, understand they are in touch with Prideaux-Brune Estate on venue and Kernow Players taking forward the dancing.
Summer Grand Opening	Councillors will recall that it would like an event arranged to formally mark the opening of the Play Area and MUGA. This has yet to be progressed, but will look to take forward and identify a date.
LTOS	
Skate Park fencing	This has yet to commence. Town Clerk in contact with contractors, expected to take place end of the summer.
Play Area	As before, some lifting on the flooring in an area, due to it being walked on when wet, contractor has seen the same and happy for this to be fixed when the wetpouring contractor is next down (will come back on date – still TBC). Maintenance Team to fix 2 x benches in the area, with the contractor also looking to fix the gate. Contractor has installed the "seagulls" on the swings.
CCTV	Final compliance paperwork being completed, policies to be produced. Tanist are currently taking advice in relation to the health and safety aspect of the installation [due to amended location of 2 cameras which will now be at height] this is being chased.
Core Building	This is progressing with key inspections either booked or to be booked in i.e. electrical, legionella testing etc. New furniture has arrived. Quote has now been received for flooring. Some new fire safety signs ordered.
Signage WJP and Trevone	The back to back signage for Trevone has been installed. Currently waiting on the production of the WJP signs.
White Shelter and Surrounding Area	Cllr Mrs Dawe and Mrs Walter undertook a site meeting of the area. They consider that a meeting be arranged with the Town Clerk to understand more about the area before coming back further to Committee with some ideas/proposals. It was noted that 2023/24 budget for this was around investigations and looking at potential ideas, not to undertake any works this financial year.
Bandstand Schedule	Bands and 4 x 4 responders all arranged. Letters have been handed out to local business about the road closure and road sign erected by TIC to pre-warn drivers.

Agenda Item 6.

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 30 May 2023 at the Council Chamber, Council Offices, Station House, Padstow at 7.20pm

Present: Councillors A N Rees (Chairman), K Freeman (Vice-Chairman), J O'Keefe and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker) and Councillors Mrs J Colwill and Mrs J Dawe.

- HRT2023/1** **Election of Chairman/Vice Chairman:**
i) It was **RESOLVED** that Councillor A N Rees be elected as Chairman, whereupon he took the chair.
ii) It was **RESOLVED** that Councillor K Freeman be elected as Vice-Chairman.
- HRT2023/2** **Apologies and Announcements:** Apologies were received from Councillor R Higman.
- HRT2023/3** **Declarations of Interest:** There were no declarations of interest.
- HRT2023/4** **Public Participation:** There was no public participation.
- HRT2023/5** **Date of Next Meeting: RESOLVED** that the meeting on Tuesday 6 June 2023 be postponed until information relating to items on the next agenda have been received, date to be confirmed thereafter.

Meeting closed at 7.22 pm

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 30 May
2023 at the Council Chamber, Council Offices, Station House,
Padstow at 7.25pm

Present: Councillors M Rickard (Chairman), J Dawe, K Freeman, A Hoskin and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker) and Councillors Mrs J Colwill, J O'Keefe and Mrs T Walter

- S2023/1** **Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor M Rickard be re-elected as Chairman whereupon he took the chair.
ii) **RESOLVED** that no Vice-Chairman be elected.
- S2023/2** **Apologies and Announcements:** There were no apologies or announcements.
- S2023/3** **Declarations of Interest:** There were no declarations of interest.
- S2023/4** **Public Participation:** There was no public participation.
- S2023/5** **Date of Next Meeting:** Tuesday 20 June 2023 at 6.30 pm

Meeting closed at 7.26 pm

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 6 June 2023 at 7.00 pm in the Council Chamber, Council Offices, Station House, Padstow

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

In Attendance: Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant Town Clerk/Assistant RFO and Minute Taker)

- FGP2023/1 Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor R Higman be re-elected as Chairman whereupon he took the chair.
ii) **RESOLVED** that Councillor J O'Keefe be re-elected as Vice-Chairman
- FGP 2023/2 Apologies for absence and announcements:** Apologies were received from Councillor A P Flide.
- FGP2023/3 Declarations of Interest:** There were no declarations of interest.
- FGP2023/4 Public Participation:** There was no public participation.
- FGP2023/5 Minutes Tuesday 21 March 2023:** **RESOLVED** that the minutes of the meeting held on Tuesday 21 March 2023 were a true record of the meeting and they were signed by the chair.
- FGP2023/6 Committee Terms of Reference:** **RESOLVED TO RECOMMEND TO COUNCIL** that Committee's Terms of Reference be amended as per the tracked changes set out on pages 3-4 of the agenda report.
- FGP2023/7 Community Grants Meeting:** Members gave consideration to the agenda report and the suggestion that the FGP Grants meeting be moved from February to June/July with a shorter application period. It was noted that when previously done this way, due to COVID, the office staff had found the process more efficient and less protracted. It was felt that regular applicants could be made aware of any change to the timescales by way of an update on the Council's website.
- RESOLVED** to i) hold the annual Grants meeting in June or July each year (instead of February), starting in 2024; ii) not to advertise the grants process in October 2023; and iii) to bring a review of the Grants Policy to a future meeting, prior to the commencement of the 2024-25 grant application process.

FGP2023/8 **Committee Works i) Update and ii) Programme:** were noted for information.

FGP2023/9 **Future meetings:** Future meeting dates and times were noted as per the agenda, next meeting being Tuesday 18 July 2023 at 7.00 pm. The Chairman reminded members of the importance of attending, noting that there are only 4 scheduled meetings of the Committee.

FGP2023/10 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

FGP2023/11 **Confidential Minutes Tuesday 21 March 2023:**
RESOLVED that the confidential minutes of the meeting held on Tuesday 21 March 2023 were a true record of the meeting and they were signed by the chair.

Meeting closed at 7.05 pm.

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Terms of reference for the Finance & General Purposes Committee

Membership

- The Committee will consist of eight elected Councillors and membership will comprise of the chairs of budget-holding Council Committees – HRT, LTOS and Staffing, the Mayor & Deputy Mayor and other members up to a maximum of 8. At its first meeting it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes – to be re-elected each year, after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of **four elected members**.
- There will be no non-Council members on the committee.
- The Committee shall be able to constitute working groups to study any aspect of the Committee's sphere of activity.

Record of Proceedings

- The committee will meet four times a year. Additional meetings can be convened to deal with special events as they occur.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, with recommendations for the next Full Council meeting. The minutes will be published on the Council website. The Town Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities: Primary Purpose: to manage the Council's financial resources in compliance with the Council's Financial Regulations and Standing Orders and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources and land.

The Finance Committee will have full **delegated authority** in respect of:

1. The carrying out of works to ensure that adequate financial controls are in place to utilise and protect the Council's finances and assets and to have charge over the financial and accounting arrangements of the Council. This will include the insurance of buildings and property and maintenance of an asset register to all Town Council property. It should ensure that the Council's registered title is held at the Land registry.
2. Any decision on the virement of funds between any Council budgets – any request for virement from committees will be sent as recommendations to F & GP.
3. Monitoring and effecting compliance with laid down internal and external audit and other financial procedures, regulations, and statutes. However, they **will make recommendations** in respect of any audit report.
4. Reviewing Council fees and charges, in partnership with other relevant committees on a regular annual basis.
5. Monitoring the Council's financial risk assessments and make changes where necessary.
6. Establishing a clear policy for grant aid administration and to approve grants awarded each year.
7. Approving the use of the Town Crest by any other organisation.

8. Deciding on publicity matters, not already delegated to the Town Clerk, which relate to the Town Council newsletter, website, publicity, and press releases.
9. Exercising the Town Council's powers to direct as to the custody of parish property and documents, in accordance with the provisions of the Local Government Act 1972 s. 226,
10. Negotiating all tenders and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision),
11. Council leases including drafting and negotiating terms.
12. The renewal of leasing/licensing agreements.
13. Regarding the future provision of civic regalia.
14. All aspects of Health and Safety that fall within the remit of the committee.

To make recommendations to Full Council in respect of: -

1. The preparation of budgets, recommendation of precepts and budgets.
2. Amendments to the Council's Financial Regulations regularly and to ensure that the Council is observing the Regulations.
3. The provision for future capital projects and the use of Council reserves.
4. The securing and security of all Town Council property and land.
5. Regarding the prosecution or defence of any legal proceedings.
6. The use of powers to acquire by agreement, or to dispose of land in accordance with the provisions of the Local Government Act 1972 s.139.
7. The use of its powers to accept gifts, including land, in accordance with the provisions of the Local Government Act 1972 s. 139.
8. Consideration of requests to exercise Local Government Pension Scheme (LGPS) discretions, as outlined in the Council's Employer Discretions Policy.

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 13 June 2023 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 Curgenven and Mrs J Dawe

In Attendance: K Pemberton (Town Clerk and minute taker) and 1 member of the public

P2023/10 Apologies and Announcements: There were no apologies or announcements.

P2023/11 Declarations of Interest: There were no declarations of interest.

P2023/12 Public Participation: 1 member of the public attended the meeting and addressed Committee in support of agenda item PA23/03555, Black Shed, Upper Dobbin Lane, Trevone, Padstow. Comments included:

- Existing property had certificate of lawfulness in place since 2013.
- Application was for a replacement dwelling.
- Location was in a residential area.
- Noted there were 10 letters of support and 3 objections.
- Objections outline that site is outside of the village boundary. She confirmed it was in the village boundary.
- Another objection related to construction impact; this was not a fair reason.
- Care had been taken during the design relating to AONB and landscaping.
- The application was positioned centrally on the site, this allowed it to benefit from a garage for 2 vehicles as well as 2 further parking spaces.
- The design includes white render and natural stone to tie in with neighbouring properties.
- The design strives to achieve a sustainable design and development as outline in the Local NDP, Pad 8.
- Throughout the design process have also been sympathetic to placement of windows, so no overlooking issues and Lamorna still benefiting from the sea views.
- The Cornish hedge would be maintained with no trees being removed.
- Scale of the existing property does not meet living space standards. The application was enhancing the living space.

P2023/13 RESOLVED that the **Minutes** of the meeting held on **Tuesday 23 May 2023** be signed as a true record.

i. The following Cornwall Council planning decisions were noted:

- a) **PA23/01071 25 Grenville Road Padstow Cornwall PL28 8EX** – Proposed dwelling including associated works **APPROVED**
- b) **PA23/01384 Dilkusha Dobbin Lane Trevone Padstow Cornwall PL28 8QP** - Amended scheme for the conversion of the loft to provide additional bedrooms, bathroom and dayroom, including raising the roof to accommodate the proposal, previously approved under PA19/02582. **APPROVED**
- c) **PA23/01689 Blue Waters 1 Egerton Road Padstow Cornwall PL28 8DJ** – Store room extension to dwelling and associated works to include:-External door to bedroom 1, flat roof/balcony with glass balustrade extended, replacement of existing external steps from the rear garden to the parking area, enlargement of driveway 3 spaces from 2. **APPROVED**
- d) **PA23/01709 40 Dennis Road Padstow Cornwall PL28 8DE** - Proposed demolition of rear conservatory. Construction of two storey rear extension with hipped roof along with single storey sunroom. **APPROVED**
- e) **PA23/01920 Prideaux Place Tregirls Lane Padstow Cornwall PL28 8RP** - Works to trees covered by a Tree Preservation Order, namely, group of 9no mixed species trees (Ash, Elm, Sycamore) to be felled to ground level to enable ground level to be reduced for wall repairs. **APPROVED**
- f) **PA23/02305 25 Egerton Road Padstow Cornwall PL28 8DL**- Construction of single-storey extension and alterations to existing dwelling **APPROVED**

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

- a) i) **PA23/03124 2 Ruthys Lane Padstow Cornwall PL28 8AZ** – To erect bi-folding metal gates in a traditional style to the driveway of the property.
SUPPORTED, provided compliant with Historic Environment’s recommendations.
- ii) **PA23/04134 2 Ruthys Lane Padstow Cornwall PL28 8AZ** - Listed building consent to erect bi-folding metal gates in a traditional style to the driveway of the property.
SUPPORTED, provided compliant with Historic Environment’s recommendations.
- b) **PA23/03555 Black Shed Upper Dobbin Lane Trevone Padstow Cornwall PL28 8QR** - Construction of replacement dwelling.
NOT SUPPORTED, i) excess width to size of plot; and ii) design not in keeping with street scene.

- c) **PA23/04267 Carrek Cottage Trevone Road Trevone Padstow Cornwall PL28 8QJ** – Non Material Amendment (1) to application No PA21/12718 dated 22.06.22 for the proposed demolition of garage and rear extensions and proposed construction of garage with bedroom/gym/playroom above, namely removal of external stairs and replacing with internal stairs.

SUPPORTED

P2023/15 **Date of Next Meeting:** Tuesday 11 July 2023 at 7.00pm.

Meeting closed at 7.23 pm

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Full Council - Agenda item 
Finance Report

- a) to receive the monthly Finance Report.
- b) to approve the accounts outstanding and ratify payments made since the last meeting.
- c) to note the car park takings.
- d) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 8a

Budget Report for the period 1.4.23 - 31.5.23

	Actual	Budget	Budget 1.4.23-31.3.24
Revenue Income	209,385	182,102	877,110
Revenue Expenditure	143,858	210,558	865,275
Capital/project expenditure	262,181	310,000	454,500

Debtors outstanding for more than 3 months:

One tenant totalling £12,849 net of 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 'a' 2023

Date	Cost centre	Supplier	Details	Net	VAT	Total
1.6.23	Administration	Worknest	HR and Employment Law advice & insurance - 1 year	3591.15	685.73	4276.88
1.4.23	Corporate Services	Cornwall ALC Limited	CALC & NALC subscription 2023-24	869.98	143.05	1013.03
23.5.23	Corporate Services	Womble Bond Dickinson	legal services	759	151.8	910.80
1.6.23	LTOS	Padstow Petrol Station	fuel, padlocks & jetwash	466.8	93.36	560.16
22.5.23	HRT	Cornwall Council	PTC car parks - Civil Enforcement Officer (CEO) 1 month			542.16
22.5.23	Capital/projects	High Street Safari	King's Wardrobe trail	411	82.2	493.20
1.6.23	Corporate Services	Kestrel Guards	check call service - 1 month	300	60	360.00
1.6.23	Administration	Tamist	IT support service - 1 month	233.5	46.7	280.20
23.5.23	Env - toilets	The Radar Key Company	North Quay toilets - Radar complete lock & handle set	181	36.2	217.20
1.6.23	Env - toilets	Churchill Group	monthly legionella control support package	140	28	168.00
1.6.23	LTOS	Total Pest Control	pest control - Stile field quarterly visit	135	27	162.00
31.5.23	LTOS	Brunel Engraving Company	memorial plaque (recharged)	45.45	9.09	54.54
22.5.23	Administration	Banner Business Solutions t/a Complete	stationery	27.78	5.56	33.34
31.5.23	Administration	SeaDog IT	website support			30.00
30.5.23	Administration	St Petroc's Church & Church Rooms	Annual Council meeting room hire			25.00
22.5.23	Administration	Sea Spray Window Cleaning Services	window cleaner			22
2.6.23	LTOS		safety signs (reimburse staff)			17.05
30.5.23	Administration		vacuum cleaner filters (reimburse staff)			7.99
						9173.55

April - gross wages, NIC ER's and LGPS ER's	25077.13
May - gross wages, NIC ER's and LGPS ER's	23117.72

Direct Debits

toilet rolls, centrefeed rolls, bin liners, mopheads & disposable gloves	581.49	116.3	697.79
electricity - Blockhouse etc Lawn car park	135.54	6.78	142.32
bulk bin emptying - 1 month	781.54	156.31	937.85
Sage Payroll & Pensions - 1 month	46	9.20	55.20
			1833.16

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

To ratify payments made:

ACCOUNTS OUTSTANDING
June 'b' 2023

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
31.5.23	Corporate Services	IPS Group	credit & debit card fees and secure gateway wireless data fee - 1 month	1185.6	237.12	1422.72
9.6.23	LTOS	Grahams Garden Machinery Ltd	2 Husqvarna batteries and charger	675	135	810.00
5.6.23	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave (recharged to funeral director)			443.00
6.6.23	Administration	Golant Fire & Security Ltd	bi annual fire alarm service	240	48	288.00
31.5.23	HRT	G4S	car park machines cash collections - 1 month	234.2	46.84	281.04
13.6.23	LTOS	Parc Signs	Lawn play area sign	194.26	38.85	233.11
1.6.23	Democratic Core	Tudor Environmental	Mayor - travelling expenses for attending events on behalf of PTC, 1 month	79.6	15.92	95.52
7.6.23	LTOS	Tanist Ltd	safety glasses, visor & muff set, broom & sun protection lotion	35.98	7.2	43.18
1.1.6.23	Administration	SeaDog IT	Cloud telephony service - 1 month			
8.6.23	Administration		website hosting - 1 month			29.95
						<u>3752.02</u>
7th	Corporate	Barclays Bank	Standing orders or Direct Debits (regular payments of the same amount):			
1st		Cornwall Council	bank charges			18.50
			Non Domestic Rates - PTC sites			<u>9311.00</u>
						<u>9329.50</u>
			PTC Lloyds Bank to Barclays Bank transfer			250000.00
			June - gross wages, NIC ER's and LGPS ER's			22059.91
			Direct Debits			
6.6.23	Env - toilets	AUK Supplies Ltd	toilet rolls, toilet cleaner & disposable gloves	368.5	73.7	442.20
1.6.23	Corporate Services	RingGo Ltd	RingGo fees 1 month (partly received as income)	1774.2	354.2	2129.04
						<u>2571.24</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

Agenda item 86

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To ratify payments made:

ACCOUNTS OUTSTANDING
June 'c' 2023

Date	Cost centre	Supplier	Details	Net	VAT	Total
17.5.23	Capital/projects	S&C Slatter	MUGA - Valuation 3	24379.3	4875.86	29255.16
19.6.23	Capital/projects	Outdoor Play People	Lawn play equipment - completion	7218	1443.6	8661.60
15.6.23	HRT	Amos Pumps	replacement pump	2775	555	3330.00
19.6.23	HRT	Clear-flow	empty NBU pump station of fat (recharged to tenant)	370.12	74.03	444.15
19.6.23	HRT	Clear-flow	6 monthly visit to check toilets pump station and empty shredding sacks	282.95	56.59	339.54
14.6.23	Administration	Britannia Lanes of Cornwall	net hooks & maintenance kit	90	18	108.00
31.5.23	LTOS	Harrod Sport	FTTP internet - 1 month	85.01	17	102.01
9.6.23	Administration	Tanist	puncture repair	41	8.2	49.20
19.4.23	LTOS	Quay Garage		22	4.4	26.40
						<u>42316.06</u>
1.6.23	Env - toilets	SW Hygiene	Direct Debits			
12.6.23	LTOS & Env - toilets	Opus Energy	sanitary & nappy bin service, PTC toilets - 1 month	203.19	40.64	243.83
18.6.23	Env - toilets	Everflow	electricity - bandstand & Cory toilets - 1 month			61.24
			water - 3 sets of PTC toilets (estimated future use 1 month)			3672.03
						<u>3977.10</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature
		1
		1

Padstow Town Council									
Railway & Lawn car park takings 2023-24									
Railway car park					Lawn car park				
	2021-22	2022-23	2023-24	Budget		2021-22	2022-23	2023-24	Budget
				2023-24					2023-24
Apr	26780	49115	45608	42,000		6503	16638	14672	15000
May	54029	49618	51836	42,000		19405	17377	18095	16000
Jun	70341	56070		50,000		30490	22085		22000
Jul	76531	65553		60,000		32816	28477		28000
Aug	86647	81610		75,000		35878	31448		30000
Sep	63818	55672		49,000		27711	23266		23000
Oct	57127	45185		40,000		21703	13067		13000
Nov	27011	17353		12,000		5390	3798		3000
Dec	17716	21403		18,000		4673	7471		7000
Jan	13736	10046		8,000		3390	2553		2000
Feb	20283	18722		14,000		5503	4064		4000
Mar	25304	20155		15,000		6216	5131		5000
	539323	490502		425000		199678	175375		168000
Railway	80809	98733	97444	84000	Lawn	25908	34015	32767	31000
sub totals					sub totals				
Apr-May'23					Apr-May'23				
Apr-May'23	2021-22	2022-23	2023-24	Budget					
				2023-24					
Railway	80809	98733	97444	84000					
Lawn	25908	34015	32767	31000					
Total	106717	132748	130211	115000					
Car park takings									
April- May 2023 car park takings are £130,211 this year, which is £15,211 more than the Budget and £2537 less than the same period last year.									

AGENDA ITEM 9 a: CORRESPONDENCE

Councillors Correspondence for Information – June 2023

Item	From	Referring To	Notes
a	Post Office	Closure of St Breward Post Office and therefore Trevone Post Office services – closing 30 June	Sent to ward members at time. Shared on social media and posters requested. Comments can be made to: comments@postoffice.co.uk
b	Cornwall Council Parking Services	Update on the 2023 Off-Street Parking Order following the public consultation. Order will be in place from 31.05.23	Cllrs were consulted via email from Town Clerk in March 2023. No comments were submitted to the consultation.
c	Bodmin & Wadebridge Police Team	June 2023 newsletter	Shared on Councils website.

PADSTOW TOWN COUNCIL: 27 JUNE 2023

AGENDA ITEM 9 bi) National Lobster Hatchery: Land Use Request

1. Brief Overview

- 1.1 The National Lobster Hatchery has submitted a request asking for a table to be positioned in front of the Lobster Hatchery on the footpath in Railway Car Park.

2. Further information

- 2.1 The National Lobster Hatchery was directed to the Council's land use request policy and form. Extract from the submitted form are below:

2.1 Area Of Council Land Requested

In front of our building, not blocking pedestrians table positioned close to the building within the glass block peak that juts out.

2.2 Date of Request

24/07/2023

2.3 Arrival Time

12:00 pm

2.3 Departure Time

03:00 pm

Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

No

Details & Description Of Event

Throughout the 6 weeks of the school summer holidays, we were hoping to position a table at the front of the building with a team member/s to chat to customers, sell adopt a lobsters and answer questions from visitors about the charity.

Timings will be for a few hours in the middle of the day, and due to staffing this is unlikely to be 7 days a week.

- 2.2 The National Lobster Hatchery has advised it would be a standard trestle table with 1 or 2 chairs. They are still deciding on the actual location but initially think the side closest to the Cycle Hire, so it does not affect entrance to the hatchery. Appendix 1 shows area closest to the cycle hire and Appendix 2 provides picture closest to the zebra crossing.

3. Considerations

- 3.1 The Council's Facilities Officers has spoken briefly to Councils Health and Safety Advisor and it's about managing the amount of people that it will attract and still allowing passing public to safely use the footpath. Of course, it is introducing a risk but it's about making sure they manage it appropriately so that it is acceptable risk.
- 3.2 The Councils Facilities Officer would advise the location towards the Cycle Hire is a better position, so it doesn't obscure the zebra crossing.

3.3 What are Councils thoughts on this request?
Would it be happy to grant permission subject to receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisor? Would Council like to stipulate the location side?

Appendix 1 – near the cycle hire



Appendix 2 – near the zebra crossing



PADSTOW TOWN COUNCIL: 27 JUNE 2023

AGENDA ITEM 10: Nadelik Lowen - Use of Lawns Car Park, Site Meeting:

1. Overview

Last month Council **RESOLVED** to agree "in principle" to the request from Nadelik Lowen to use the Lawn Car Park on Saturday 5 August 2023 for a Carnival Day with vintage rally, subject to Council's Facilities Officer having a site meeting with a representative of Nadelik Lowen to understand the request in more detail and reporting back to Full Council.

A site meeting took place this month, detailed of which are outlined in this report.

2. Logistic of closing the car park

Space - Council Facilities Officer advised that Council couldn't guarantee that the whole site would be empty. That Council could erect signage a few days ahead, at entrance point and also notices on car parking machine locations. The Officer was also liaising with RingGo about their service, since the site meeting, RingGo has confirm there is a way to set up 'event' days where users will not be able to book parking over the event/closed date.

Access- The Officer also advised that access for the Social Club would need to be available. Nadelik Lowen confirmed that they had spoken to the Social Club and understand there is a wedding taking place on the date and that the Social Club did not see this as an issue.

Barrier - Nadelik Lowen said they would look to man the barrier for the whole day. They understand the Council would try and have the car park as empty as possible and then hand over the site to them at 8am on 5th August.

3. Other information

Route -Nadelik Lowen has already submitted the road closure to Cornwall Council. They advised that the route is down New Street around the Quay pass the bandstand then walkers directed up St Edmunds and back up New Street whilst vehicles carry on along to Station Road, then will join on behind the walkers to return to Lawns Car Park.

Categories - Nadelik Lowen are still arranging categories but are thinking of reducing the options from previous carnivals. They are likely to arrange their own prizes, cups etc. They have been in touch with Padstow Lions.

Timings- The original request was for 8am until 6pm, however they would like to extend this to no later than 9pm as they are thinking the carnival will move off at approximately 6pm, do the parade come back to Lawns Car Park for the prize giving.

Insurance and Risk Assessment – Nadelik Lowen has already provided the Council with a copy of their public liability insurance. They have been advised that if Council are happy to continue the permission would be subject to receiving a risk assessment which would need to satisfy the Council Health and Safety Advisor and Insurance, therefore it was advised this be worked up as soon as possible and provided to the Council Facilities Officer.

Layout – Officer enquired if they had thought about category layout within the car park, reminding them of some of the tighter areas in the car park and importance of safety between walkers, public, vintage vehicles and any floats – all being documented in the risk assessment. It was thought around 10-15 vintage vehicle was gathered for the last event and so they would be hopefully for the same, if not more.

Music- there was a brief discussion about music, Nadelik Lowen are speaking to some bands, the Officer made them aware that should the band wish to go to the bandstand after the carnival then this would need permission, so they would need to let us know in advance so it can go to Council for consideration. Previously the carnival did use the bandstand for bands after the carnival and this was included in their risk assessment and road closure.

Marshals- Nadelik Lowen has advised they are in touch with another Lions Group, who are happy to help them arrange and provide additional marshalls if required.

Awards presentation – Their thought on this was to be done from the grassed area just outside of the MUGA/Social Club so looking down across the Lawns Car Park, this is still to be confirmed, however would Council be happy with the use of the area should they wish?

Moving forward – Nadelik Lowen were delighted the Council had given their permission “in principle” and now wanted to start working out the categories, start advertising and generating some community enthusiasm. They sought clarification if the Council would charge them for use of the car park outlining they didn’t have large funds. Officer advised this had not been discussed at the last meeting, but she would ensure this would be outlined in her report to Council.

4. Nadelik would like to push ahead and they hope Council are happy that they proceed with this as they were aware of the ‘in principle’ response.

Are Council happy to agree this land use request, including i) potential use of the grassed area in front of Social Club for presentations ii) this land use request be at no cost iii) permission on the Saturday be from 8am until 9pm – subject to their insurance and risk assessment satisfying the Council Health and Safety Advisor and Insurance; iv) that Council understand and agree that the car park may need to be “closed off” the

afternoon before to best we can, empty the car park in time for the event; v) agree, should the organisers wish to use the bandstand associated with the carnival, to give permission, subject to receiving risk assessment and PLI to the satisfaction of the Councils H&S advisors and insurers; and vi) provided not considered a significant additional request any subsequent issues on this event be delegated to Town Clerk in consultation with Chairman to avoid any delay.

AGENDA ITEM 11: Health and Safety Review: i) To note review for information; and ii) agree to health and safety action plan.

- i) The review document is sent under a separate cover with an overall score of 97%. This is improvement on 2022 which was at 95%.
- ii) Council is asked to note the Health and Safety Review and endorse the Action Plan appended to this report (appendix 1) in this regard.

Health and Safety Review



No.	Action Point	Action Agreed	By Who	Target Date	Completion Date	Confirmation Print Name	Confirmation Signature
1.1	Review the Health and Safety Policy once there are further staffing changes	Review to be done by Town Clerk	TC	June	H&S policy updated. Staffing C'ttee agreed adoption by Council (20.6.23)		
4.1	Council Foreperson to complete "Managing Safety" course to assist with compliance	Course being completed	Foreperson	November			
8.2	Ensure all staff are signing risk assessments to confirm receipt and understanding	Ongoing as risk assessment are updated	Facilities Officer/Council Foreperson TC	Ongoing			
9.1	CoSHH review to be completed and once done, staff to be trained in new system	Complete review	Facilities officer/Foreperson	November			
12.1	Review the vibration risk assessment to show the increased use of electrical equipment which reduces the overall risk	Update risk assessment	Initially Facilities Officer/then Council Foreperson	December			
24.1	Undertake a driving risk assessment for work related driving	Update risk assessment	Initially Facilities Officer/then Council Foreperson	December			
26.1	Include lone working in the list of risk assessments and in particular, access to first aid etc.	Update risk assessment	Initially Facilities Officer/then Council Foreperson	December			
28.1	There should be an overarching risk assessment carried out for Legionella risks. Check that this is in place and all requirements are adhered to	Check risk assessment and undertake if not in place	Initially Facilities Officer/then Council Foreperson	December			

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PADSTOW TOWN COUNCIL: 27 JUNE 2023

AGENDA ITEM 12: TREVONE COAST PATH – HISTORIC REMAINS

1. Introduction

- 1.1 Members will recall that in November last year, archaeological remains were uncovered on the Trevone coast path having been exposed from constant wear on the footpath.
- 1.2 The Rural Historic Environment at Cornwall Council consider that the remains may have belonged to a shipwrecked sailor, potentially from a date before 1808 (after which the Grylls Act decreed that drowned remains washed ashore should be buried in consecrated ground).
- 1.3 Earlier this month it was confirmed by senior officer, Ann Reynolds, that the Rural Historic Environment are still awaiting the results of the DNA analysis of the bones. Something she confirms takes a long time to process.

2. Request For Reburial

- 2.1 The Rural Historic Environment is now looking to arrange the reburial of the bones and has submitted the following for Council's consideration:

"I was wondering, first off, whether the Town Council has discussed the possibility of the remains going into the town cemetery, with an appropriate marker, and if approved, what the likely costs and conditions would be (the Coroners Office requires that the remains would go into an open cemetery and not a part that has been closed to further burial).

- 2.2 If Council were to permit reburial in Padstow Cemetery, the only available area for burial is the Roadside Extension Area (area on the left hand side of the cemetery, immediately in front of the road) where there are 42 burial spaces remaining. NB: There are approximately 95 additional unused burial spaces in the Cemetery Extension Area (further down) but these are reserved.

- 2.3 The following fees are usually charged for burial in Padstow Cemetery:

Exclusive Right of Burial (EROB)	£200	(£600 for non-residents)
Interment Fee	£166	(£498 for non-residents)
Sexton Fee	£465	(this is a direct recharge)

Surcharges also apply for weekends and bank holidays.

- 2.4 The Town Council does not have to grant an EROB. It can, should it wish to, permit a burial and retain ownership of the Rights of Burial and consequently have authority over any future actions taken in respect of the grave.
- 2.5 Retaining the EROB would not mean that the Town Council would have to be responsible for providing a headstone/marker, nor would it be responsible for paying for the same unless it so wished. The Rural Historic

Environment, or other appropriate organisation, could make arrangements for a memorial and would simply need to submit the appropriate memorial application form. The application form would then be approved following the usual procedures and on the usual understanding that: i) the applicant remains responsible for maintaining the condition and safety of the monument in accordance with the current cemetery regulations and any future health and safety regulations; and ii) if, at any time, the memorial is found to be in an unsafe condition it may be laid flat and the applicant will be responsible for the cost of any subsequent renovation or remedial work to reinstate it.

3. Event Around Reburial

- 3.1 If Council agree to reburial in Padstow Cemetery, Ann Reynolds has further suggested that it would be nice to develop an event around it and says:

"I am now starting to think about organising the reinterment of the bones and having some kind of event around this.... At the very least I am arranging for the archaeological unit to give a talk on the remains and other shipwreck excavations around Cornwall, and an appropriate stone would need to be commissioned for the grave, plus some level of ceremony.

But potentially we could develop a larger event, including community participation in the creation of a memorial to all shipwreck victims and a bit of work around Padstow's maritime safety history (perhaps creating a guided walk around this theme), maybe even some DNA work on the current residents!

With this in mind it would be good to have a meeting with anyone who may be interested from the Town Council, the Old Cornwall Society and the Harbour Commissioners, but I would be happy to be guided by your local knowledge as to who and what would be most appropriate at this scoping stage."

- 3.2 Clearly the above are thoughts in the very early stages, however Council's initial reaction to the above and interest in participating in the same is now sought.

4. Considerations

- 4.1 Does Council wish to permit reburial of the archaeological bones uncovered on the Trevone Coast Path in November 2022 in Padstow Cemetery?

If so, does Council i) agree to retain the Exclusive Right of Burial to the grave space and not to issue or sell an EROB; ii) welcome applications for a memorial/marker from a relevant organisation as outlined in paragraph 2.5, provided that it complies with the Padstow Town Council Cemetery Regulations; and iii) does the Council wish to charge any relevant fees for the interment?

4.2 If reburial is permitted, does Council wish to participate in an initial scoping meeting with the Rural Historic Environment, Old Cornwall Society and Padstow Harbour Commissioners to look at developing a possible event around this?

If so, is Council happy that Officers facilitate and support such a meeting and does it also wish to i) suggest any other organisations be involved; and ii) nominate one or two Councillors to attend?



**PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2023-24**

Date	Time	Meeting
2023 DATES		
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 23 April	7.30 pm	Full Council

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 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.