

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 25 July 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, P Curgenvan, Mrs J Dawe, K Freeman and A N Rees

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

2023/59 To receive apologies for absence and announcements:

i) Apologies were received from Councillors A Flide, A Hoskin, M Rickard, Mrs T Walter and C WatsonSmyth; and ii) there were no announcements.

2023/60 Declarations of interest from Members: Councillors Mrs J Dawe and A N Rees declared an interest in agenda item 9 b) i) Bandstand Land Use Requests. Councillor K Freeman declared an interest in agenda item 10 British Legion.

2023/61 Dispensations: There were no dispensations.

2023/62 Public Participation: Cornwall Councillor's Report: Apologies were received from Cornwall Councillor Rushworth. There was no report.

Police Report: The police report for the period 25/06/23 – 21/07/23 was noted for information having been tabled and read.

It was noted that no comment had been received from the Police regarding the clarification sought as to how, and on what basis, the police report was compiled - did it include crimes that the police acted on or crimes that were reported.

2023/63 RESOLVED that the minutes of the meeting held on **Tuesday 27 June 2023** be signed as a true record.

2023/64 Clerk's Report/Work Programme: The report was noted as per the agenda papers. The Town Clerk provided a verbal updated advising that Cornwall Council (CC) has secured funding and commissioned signs for the Padstow School crossing. It was hoped these will be in place in time for the new September term.

One member shared a brief update on the Nadelik Lowen carnival, noting that preparations were going well and the public response had been positive. Good weather and a high turnout were hoped for.

In response to a member query the Town Clerk advised that the location of the benches in the play area had been determined by the play equipment, in particular they were sited to avoid the swings due to health and safety. She also confirmed that the second gate and the surface patching by the slide were still to be completed.

2023/65 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations of the meetings of the:
 - i) Leisure, Tourism and Open Spaces Committee meeting held on 4 July 2023 having been sent "to follow" and taken as read; and
 - ii) Finance and General Purposes Committee meeting held on 18 July 2023
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 11 July 2023.

2023/66 Finance: Monthly Accounts and Payments July 2023:

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made June (d) of £3,829.81 and direct debits of £725.07; ii) ratify payments made July (a) of £14,483.63 and direct debits of £4,258.71; and iii) ratify payments made July (b) of £4,843.90, standing orders or directs (regular payments of the same amount) of £9,329.50 and direct debits of £3,682.44.
- c) Car park takings were noted.
- d) The availability of bank reconciliations for inspection was noted.

2023/67 Correspondence:

- a) Correspondence for information was noted.
- b) i) Bandstand: Land Use Requests: Councillors Mrs J Dawe and A Rees left the meeting.

Consideration was given to the request from Nadelik Lowen to place a Christmas Tree on the bandstand from 23 November 2023 to 5 January 2024 and to the request from the Padstow Christmas Festival to use the bandstand from 6 December to 11 December for the purpose of playing music.

RESOLVED to approve the land use requests for the bandstand from both Nadelik Lowen and the Padstow Christmas Festival subject to i) receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisor; ii) that they share the space; and iii) that the Council Facilities Officer liaise with the organisations to make sure they both can occupy the space safely and fairly and that both organisations work together to manage the electrical supply matter for the benefit of both their events.

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

ii) Padstow Rowing Club: Use of Logo as Sponsor: It was **RESOLVED** that permission be granted for the Padstow Rowing Club to have use of the Council's logo to place on the cover of the rowing gig, alongside other sponsors.

2023/68 British Legion (Padstow Branch): New Order of Service Books: Councillor K Freeman left the meeting.

Members noted the agenda report in this regard and the cost of the replacement books. It was **RESOLVED** that the Council fund the replacement Order of Service Books for Remembrance paying £240 direct to the British Legion.

Councillor K Freeman returned to the meeting.

2023/69 Standing Orders and Financial Regulations: The Chairman expressed thanks to the Town Clerk for her work on this matter which had taken time to review. The review and recommended changes to the Standing Orders took account of the NALC model version, CALCs recommendations and the Town Council's own practices.

It was noted that in order to avoid having the Financial Regulations in separate places, best advice was that the Financial Regulations form part II of the Standing Orders. The avoidance of duplication would then reduce the opportunity for error later on. It was further noted that there were no recommended changes to the Financial Regulations other than updating the financial thresholds based on advice from the internal auditor.

RESOLVED to agree and adopt the Standing Orders Part I and Financial Regulations Part II.

2023/70 CCTV Policy: The Chairman referred members to the agenda report expressing thanks to the Assistant TC/Assistant RFO which was echoed by Members acknowledging the level of work involved in the preparation of the same. Members gave consideration to the updated Data Protection Impact assessment, the proposed CCTV policy and proposed data handling procedure.

RESOLVED to agree the Data Protection Impact Assessment for the Lawns Area and to agree and adopt i) the Padstow Town Council CCTV Policy; and ii) the Padstow Town Council Procedure for Accessing, Disclosing and Handling Data Retrieved from the CCTV System.

2023/71 Community Fun Day: There was a general discussion of this item. Members were supportive of the proposed date and advertising it as soon as possible to allow time for organisations to give consideration to participating. Mention was made as to whether 1pm to 4pm would be long enough to make it worthwhile for local

groups to set up stalls and whether there would be too much to fit in a 3hr window. One member suggested looking into setting up 5 aside football matches in the morning between local organisations such as the Coast Guard and the Fire brigade. It was suggested that the timings remain flexible, to be determined by the availability of outside organisations, but that a core time of 1pm to 4pm be set. Members were satisfied that the finalising of the event detail be delegated to the Town Clerk in consultation with the Chairman to avoid delay due to the lack of an August meeting.

Those members present who were able to offer support on the day were noted. The availability of other members would be sought.

RESOLVED i) to accept the proposal for the Community Fun Day; ii) date to be Saturday 23 September 2023; iii) core timings to be 1 pm to 4 pm however, look to extend timings to accommodate all activities and organisations involvement, if required; iv) Councillors to advise if available to assist on the day, at the meeting Councillors J O’Keefe, R Higman, Mrs J Dawe and A Rees confirmed; and v) finalising of event detail to be delegated to the Town Clerk in consultation with the Chairman.

2023/72 Gorsedh Kernow: The Town Clerk provided a verbal update on this item following the meeting with the Deputy Bard Jenefer Lowe, Chairman, Town Clerk and Facilities Officer on 21 July. It was noted that:

- Jenefer would arrange leaflets for distribution to advertise the event;
- The Chairman and the Town Clerk would pull together a VIP list for the event as requested by the Gorsedh;
- 2 flag bearers were still needed to participate in the Saturday parade from 2pm -2.30pm;
- Cornish themed musicians were still needed. Any member suggestions to be sent to the office to pass on;
- Tesco had been thanked for offer to provide some refreshments but these were now not needed;

It was further noted that the event would be advertised on the Council website which members were supportive of. In response to a member query the Town Clerk confirmed that the route for the parade would be from the Church to Prideaux Place and back.

2023/73 Reports from Members/Outside Organisations: The Chairman advised he had recently attended the High Sheriff’s Garden Party and also the Civic Service in Wadebridge.

It was noted that the Chairman had attended the Sustran events in both Padstow and Wadebridge with Wadebridge seeing a much greater turn out than Padstow with around 40 people attending.

2023/74 Date of Next meeting: Tuesday 26 September 2023 at 7.30pm was noted.

- 2023/75** It was **RESOLVED** to come out of the confidential session and return to the public agenda business including the press and public.
- 2023/76** **RESOLVED** that the confidential minutes of the Full Council meeting held on **Tuesday 27 June 2023** be signed as a true record.
- 2023/77** **Lease and Insurance Matters:** See confidential minutes.
- 2023/78** **Sailing Club – Pontoon:** See confidential minutes.
- 2023/79** **Use of Council Land: Railway Car Park:** See confidential minutes.
- 2023/80** **New Business Units – Rent Reviews/Lease Renewals Update:** See confidential minutes.

Meeting closed at 8.47 pm