

## PADSTOW TOWN COUNCIL

### Minutes of the Annual Meeting of Padstow Town Council held on Tuesday 14 May 2024 at 7.46 pm in the Community Hub, Lawns Car Park, Padstow

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

**In Attendance:** Mrs S Daly (Assistant TC/Assistant RFO and minute taker)

- 2024/1 Election of Chair of the Council/Town Mayor:**  
**RESOLVED** that Councillor J O'Keefe be re-elected as Chair of the Council/Town Mayor for 2024/25 and he signed his Declaration of Acceptance of Office and took the Chair.
- 2024/2 Election of Deputy Chair of the Council/Deputy Mayor:**  
**RESOLVED** that Councillor Mrs J Dawe be elected as Deputy Chair of the Council/Deputy Mayoress for 2024/25.
- 2024/3 To receive apologies for absence and announcements:**  
Apologies were received from Councillors G Chapman and A Hoskin. There were no announcements.
- 2024/4 Declarations of interest from Members:** There were no declarations of interest.
- 2024/5 Dispensations:** There were no dispensations.
- 2024/6 Public Participation:** There was no public participation.
- 2024/7 Election of Committees: RESOLVED** that the following Councillors would form the committees for 2024/25:
- a. **Leisure Tourism and Open Spaces** (7): Councillors G Chapman, Mrs J Colwill, Mrs J Dawe, R Higman, A Hoskin, A N Rees and M Rickard
  - b. **Highways Roads and Transport** (7): Councillors G Chapman, K Freeman, A Hoskin, J O'Keefe, A N Rees and M Rickard and 1 x vacancy
  - 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 but to consider increasing membership to 7 when considering the Committee's terms of reference.
- 2024/8 Election of Council Representatives: RESOLVED** to elect the following Council Representatives:  
**Formal appointments:**
- a. Camel Advisory Group: Councillor J O'Keefe

- b. Bodmin, Wadebridge, Padstow, ST Teath and Tintagel Community Area Partnership (CAP): Chairman (Councillor J O'Keefe) and in his absence the Vice-Chair, Councillor Mrs J Dawe (reserve Councillor).

**Informal appointments:**

- c. Padstow Sea Cadets Unit Management Team: Councillor Mrs J Dawe

**Noted:**

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

**2024/9** **Committee Terms of Reference/Scheme of Delegation:** There was discussion as to the merits of another member undertaking training in relation to the Planning Committee and becoming familiar with the processes. Members were supportive of increasing the membership for Planning.

**RESOLVED** to i) increase the membership of the Planning Committee to 7 and appoint Councillor G Champman to fill this position; and ii) that each Committee give consideration to its own terms of reference at their first meeting, with the exception of the Planning Committee membership.

**2024/10** **Emergency Scheme of Delegation:** Members noted the agenda report and agreed that with the uncertainty around COVID no longer an issue this emergency measure is no longer required. Urgent matters are able to be considered either at an Extra-Ordinary Meeting or via the Council's ordinary Officer Scheme of Delegation, whichever appropriate.

**RESOLVED** i) For the reasons outlined in the agenda report, not to establish the Emergency Scheme of Delegation (ESD) as previously defined by CALC and utilised by Council; ii) to remove reference to the ESD and its use from the Planning Procedure; and iii) that the Staffing Committee when reviewing the Officer Scheme of Delegation give thought to consideration of urgent matters.

**2024/11** **Dates of Council Meetings:** **RESOLVED** to agree meeting dates for 2024/25 as outlined in the agenda papers, subject to the possible cancellation of Staffing on 21 May.

Meeting closed at 8.06 pm