

PADSTOW TOWN COUNCIL

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8 May 2024

TO ALL MEMBERS OF THE COUNCIL

Councillors: J O'Keefe (Chair), R Higman (Vice-Chair), G Chapman, Mrs J Colwill, P Curgenvan, Mrs J Dawe, K Freeman, A J Hoskin, 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 **Padstow Community Hub, Lawns Car Park, Padstow on Tuesday 14 May 2024 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

K E Pemberton

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 2024/25 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 2024/25.
- 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. Election of Committees:** To **ELECT** Committee Members for the following p. 1
Committees:
- a) Leisure, Tourism and Open Spaces (7)
 - b) Highways, Roads and Transport (7)
 - c) Staffing (5)
 - d) Planning (6)
- 8. Election of Council Representatives:** To **ELECT** Representatives to the p1-2
following organisations:
- 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)
- 9. Committee Terms of Reference/Scheme of Delegation:** To **discuss** p. 2
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.
- 10. Emergency Scheme of Delegation:** To discuss and decide on this matter.
- 11. Dates of Council Meetings:** To confirm meeting dates for 2024/25. p2-4.

PADSTOW TOWN COUNCIL: 14 MAY 2024

AGENDA ITEM 7: 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 8: 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. Following last year's review to ascertain if Council representatives on each organisation was still valid/current, we have not been advised of any changes for 2024/25 and therefore will be seeking the same requests.

Last year the former Network Panels were replaced by Community Area Partnerships, with Cornwall Council providing detail on roles and responsibilities for members. Furthermore, that each Parish/Town Council was 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. Cornwall Council has not advised of any changes in this regard, 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 *and substitute* 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 9: 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.

AGENDA ITEM 10: EMERGENCY SCHEME OF DELEGATION (ESD)

Council agreed that "This scheme of delegation will be reviewed each year at the Annual Meeting of the Council". As Council will know this Scheme was in place following CALC's advice being a lawful form of decision making to be used only as an emergency measure, when meeting would be inappropriate, unsafe or impossible. The Town Clerk considers that with the main uncertainty around COVID no longer an issue, if Council had a matter that it considered was urgent, there should be no reason not to call an Extra-Ordinary Meeting or deal with the matter under the Council's ordinary Officer Scheme of Delegation, whichever is appropriate.

The Town Clerk is aware that the ESD has been included within the Planning Procedure, as detailed below:

"3.3 If, in the unlikely event that due to timings, the above [number 3.2] is not possible or the Chairman of the Council does not wish it to be placed on the Full Council agenda, the Town Clerk in consultation with the Chairman of Planning can consider the following options to consider the application/s:

- 1) An Extra-Ordinary Meeting of the Planning Committee, if time allows.*
- 2) The Emergency Scheme of Delegation (ESD).** NB: An ESD is for consideration by all Councillors, not just Planning Committee members. Appendix 1 outlines the planning process in this regard."*

The Town Clerk considers that when the Officer Scheme of Delegation is reviewed by the Staffing Committee thoughts are given to urgent matters at this time.

RECOMMEND TO COUNCIL

- i) for the reasons outlined in this report, not to establish the 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.

AGENDA ITEM 11: DATES OF COUNCIL MEETINGS

Councillors are asked to agree the schedule of meeting dates for 2024/25 as outlined in Appendix 1 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.



PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL/COMMITTEE MEETINGS 2024-25

Date	Time	Meeting
Tues 14 May 2024	7.00pm	Annual Meeting (Venue: Community Hub)
Tues 21 May	6.00 pm	Staffing Committee
Tues 28 May <i>NB: Cttee meeting election of Chairs</i>	i) 7.00 pm, ii) 7.10 pm and iii) 7.20 pm (or on the rising of XX whichever the later)	i) HRT Committee ii) LTOS Committee iii) Staffing Committee
Tues 28 May	7.30 pm	*Full Council
Tues 4 June	6.00 pm	Staffing Committee
Tues 4 June	7.00 pm (or on rising of HRT)	HRT Committee
Tues 11 June	7.00 pm	Planning Committee
Tues 18 June	7.00 pm	FGP Committee
Tues 25 June	7.30 pm	*Full Council
Tues 2 July	7.00 pm	LTOS Committee
Tues 9 July	7.00pm	Planning Committee
Tues 30 July	7.30 pm	*Full Council
Tues 6 August	7.00 pm	HRT Committee
Tues 13 August	7.00pm	Planning Committee
Tues 3 September	7.00 pm	LTOS Committee
Tues 10 September	7.00 pm	Planning Committee
Tues 17 September	6.00 pm	Staffing Committee
Tues 24 September	7.30 pm	*Full Council
Tues 8 October	7.00 pm	Planning Committee
Tues 22 October	7.00 pm	HRT Committee (<i>budget</i>)
Tues 29 October	7.30 pm	*Full Council
Tues 5 November	6.00 pm	Staffing Committee (<i>budget</i>)
Tues 5 November	7.00 pm	LTOS Committee (<i>budget</i>)
Tues 12 November	7.00 pm	Planning Committee
Tues 19 November	7.00 pm	FGP Committee (<i>budget</i>)
Tues 26 November	7.30 pm	*Full Council (<i>budget</i>)
Tues 3 December	7.00 pm	HRT Committee
Tues 10 December	7.00 pm	Planning Committee
<i>Tues 7 January</i>	<i>No meeting due to Christmas break</i>	
Tues 14 January 2025	7.00 pm	Planning Committee
Tues 21 January	6.00 pm	Staffing Committee (<i>appraisals</i>)
Tues 28 January	7.30 pm	*Full Council
Tues 4 February	7.00 pm	LTOS Committee
Tues 11 February	7.00 pm	Planning Committee
Tues 18 February	7.00 pm	FGP Committee
Tues 25 February	7.30 pm	*Full Council
Tues 4 March	7.00 pm	HRT Committee
Tues 11 March	7.00pm	Planning Committee
Tues 18 March	6.00 pm	Staffing Committee
Tues 25 March	7.30 pm	*Full Council
Tues 1 April	7.00 pm	LTOS Committee
Tues 8 April	7.00 pm	Planning Committee
Tues 15 April	7.00 pm	FGP Committee (<i>grants</i>)
<i>Tues 22 April</i>	<i>Defined under LGA 1972 s270 as last day of **Easter break - no meetings</i>	
Tues 29 April	7.30pm	*Full Council

***NB:** Additional extra-ordinary Planning Committee meetings to be held at 7.00pm, prior to Full Council meeting (if required). If being held, agenda will be published on the Council's website/noticeboards 3 working days prior to the meeting.

All meetings held at the Council Chamber, Station House, Station Road, Padstow PL28 8DA, unless otherwise stipulated. Alternative venue would be Padstow Community Hub, Lawns Car Park, Hill Street, Padstow, PL28 8EB. Meeting venue will be stated on the meeting agenda, published 3 working days prior to the meeting.

Meeting schedule subject to change, extra meetings to be arranged as required.