PADSTOW TOWN COUNCIL

Minutes of the Annual Meeting of Padstow Town Council held on Tuesday 13 May 2025 at 7 pm in in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors G Chapman, Mrs J Colwill, P Curgenven, Mrs J Dawe, D Eddy, K Freeman, R Higman, A J Hoskin, J O'Keefe (part), A N Rees and M Rickard

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

2025/1 Declarations of Acceptance of Office of Councillors: The delivery of all Councillors' signed Declarations of Office forms in accordance with Section 83 of the Local Government Act 1972 was noted. It was not necessary to consider extensions.

2025/2 Election of Chair of the Council/Town Mayor: As the outgoing Chair of Padstow Town Council, Councillor O'Keefe addressed the meeting and expressed his pleasure and honour at serving as Chairman for the last three years. He reflected on the memorable events he had attended, supported by his wife, and the many people they had met. Thanks were expressed to the staff and to Councillors past and present for their support. Councillor O'Keefe reflected on the achievements of the Council during his term, including the MUGA, the play area and the Hub. He hoped the Council would continue to go from strength to strength and looked forward to working alongside fellow Councillors over the next 4 years alongside his new role as Cornwall Councillor for Padstow.

Members expressed thanks to Councillor O'Keefe for his work in the role of Chair on behalf of the Council. Consideration was given to electing a new Council Chair for 2025/26.

RESOLVED that Councillor Mrs J Dawe be elected as Chair of the Council/Town Mayoress for 2025/26 and she signed her Declaration of Acceptance of Office and took the Chair.

2025/3 Election of Deputy Chair of the Council/Deputy Mayor: **RESOLVED** that Councillor R Higman be elected as Deputy Chair of the Council/Deputy Mayor for 2025/26.

Councillor J O'Keefe left the meeting and did not return.

2025/4 To receive apologies for absence and announcements: i) Apologies (part) were received from Councillor J O'Keefe; and ii) There were no announcements.

2025/5 Declarations of interest from Members: There were no declarations of interest.

2025/6 **Public Participation:** There was no public participation.

2025/7 **RESOLVED** that the minutes of the Full Council Meeting held on **Tuesday 29 April 2025** be signed as a true record.

2025/8 **Council Committees: RESOLVED** to establish the following Council Committees: a) Community and Facilities Committee; b) Personnel and Staffing Committee; c) Planning and Highways Committee; and d) to re-establish the Finance and General Purposes Committee.

2025/9 **Annual Review of Delegation Arrangements and Committee Terms of Reference:** Members were referred to the agenda report and consideration of some omissions and errors. Further to the report, the Town Clerk highlighted the omission of a reference to memorial benches and this was also considered.

RESOLVED to i) make the following amendments to the Council's Committee Terms of reference; a) to include a start time for the Personnel and Staffing Committee, and the Finance and General Purposes Committee of 7 pm; b) to include "and Highways" as detailed in 1.3 of the agenda report; and c) to include "and memorial benches" under 5 ii. of the delegated functions of the Community and Facilities Committee; and ii) subject to the changes made as per i) above, to adopt Council's Scheme of Delegation and Committee Terms of Reference.

2025/10 **Appointments to Council Committees: RESOLVED** that the following Councillors would form the committees for 2025/26:

a) **Community and Facilities Committee** (7): Councillors G Chapman, Mrs J Colwill, Mrs J Dawe, D Eddy, A Hoskin, A N Rees and M Rickard.
b) **Personnel and Staffing Committee** (5): Councillors Mrs J Dawe, K Freeman, A Hoskin, A N Rees and M Rickard.
c) **Planning and Highways Committee** (6): Councillors P Curgenven, G Chapman, D Eddy, R Higman, J O'Keefe and A N Rees.

2025/11 **Appointment of Committee Chairs: RESOLVED** that the following Councillors be appointed as Committee Chairs:

a) **Community and Facilities Committee** (7): Councillor Mrs J Dawe.
b) **Personnel and Staffing Committee** (5): Councillor M Rickard.
c) **Planning and Highways Committee** (6): Councillor J O'Keefe.

2025/12 **Finance and General Purposes Committee:** The Town Clerk confirmed that as per the Committee's Terms of Reference, the Chair of the Council, Vice Chair of the Council, and the Chairs of the Community and Facilities, and Personnel and Staffing Committees were automatically appointed to the Finance and General Purposes

Committee. These being Councillors Mrs J Dawe, R Higman and M Rickard respectively and leaving five vacancies remaining for Council to agree.

RESOLVED i) to appoint the following members to the remaining Finance and General Purposes Committee vacancies: Councillors G Chapman, P Curgenven, K Freeman, A Hoskin and A N Rees; and ii) to appoint Councillor R Higman as Committee Chair.

2025/13 Council Representatives to Outside Organisations:
RESOLVED to elect the following Council Representatives:
Formal appointments:

a) Camel Advisory Group: Councillor D Eddy.
b) Bodmin, Wadebridge, Padstow, St Teath and Tintagel Community Area Partnership (CAP): Councillor Mrs J Dawe and in her absence Councillor M Rickard as reserve Councillor.

Informal appointments:

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

Noted:

d) It was noted that as Chair, Councillor Mrs J Dawe was the appointed representative to the Cornwall Association of Local Councils (CALC).

2025/14 Co-Option – Trevone Ward: The Town Clerk advised that further to the agenda report, the advice of Cornwall Council was that the vacancy be filled "as soon as practical". Therefore, consideration of co-option applications at the June Full Council meeting would be acceptable.

RESOLVED to agree to advertise from 14 May 2025 the vacant post (Trevone Ward) to be filled by co-option with a deadline of 5 pm on Friday 13 June 2025 for applicants to be considered by Council at its 24 June 2025 meeting.

2025/15 General Power Of Competence: RESOLVED to make the following declaration: Padstow Town Council declares that it meets the conditions prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council's Annual Meeting in 2029.

2025/16 Date of Council Meetings: RESOLVED to agree the meeting dates for 2025/26 as outlined in the agenda papers subject to updating the time of the Personnel and Staffing Committee, and the Finance and General Purposes Committee meetings as per the amended terms of reference.

2025/17 Standing Orders: Members gave consideration to agreeing changes to Council's Standing Orders as advised by the National

Association of Local Councils (NALC) outlined in the agenda report and detailed in the tracked changes document.

RESOLVED to adopt the updated Padstow Town Council Standing Orders.

2025/18 **Financial Regulation: RESOLVED** to adopt the Padstow Town Council Financial Regulations without change.

2025/19 **Bank Signatories: RESOLVED** to i) remove former Councillors Mrs Walter and WatsonSmyth as Councillor bank signatories; and ii) to nominate Councillor Mrs J Dawe as an additional Councillor bank signatory.

2025/20 **Council's Insurance Arrangements: RESOLVED** to note Padstow Town Council's insurance cover in respect of all insurable risks (page 68 of the agenda papers).

2025/21 **Code of Conduct: RESOLVED** to adopt the Padstow Town Council Code of Conduct for Members and Co-Opted Members of Local Councils without change.

2025/22 **Freedom of Information – Model Publication Scheme: RESOLVED** to adopt the Padstow Town Council Model Publication Scheme and updated appendix.

2025/23 **Complaints Handling Procedure: RESOLVED** to adopt the Padstow Town Council's Complaints Handling Procedure without change.

2025/24 **Dealing with Press and Media:** Consideration was given to the draft policy prepared following a review undertaken in line with Council's Standing Orders and reflecting the same.

RESOLVED to adopt the Padstow Town Council Dealing with Press and Media policy without change.

2025/25 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2025/26 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 29 April 2025** be signed as a true record.

Meeting closed at 7.54 pm