PADSTOW TOWN COUNCIL

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25 March 2026

TO ALL MEMBERS OF THE COUNCIL
Councillors: Mrs J Dawe (Chair), R Higman (Vice-Chair), G Chapman, Mrs J Colwill, D Eddy, K Freeman, A J Hoskin, C J Newman, J O'Keefe, A N Rees, M Rickard and VACANCY

Dear Councillor

All Members of Council are hereby summoned to attend an Extra-Ordinary meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 31 March 2026 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
KE 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
   - To receive the Cornwall Councillor's Report
   - To receive the Police Report

5. **To confirm the minutes** of the Full Council Meeting held on **24 February 2026** having been previously circulated and taken as read. p1-5

6. **To confirm the minutes** of the Extra Ordinary Full Council Meeting held on **10 March 2026** having been previously circulated and taken as read. p6

7. **Clerk's Report/Work Programme:** To receive an update for information only. p7-8

8. Committees/Working Group Meetings:

a) To receive minutes of the Planning and Highways Committee meeting (10 March 2026); and p9-12

b) To adopt the minutes and approve recommendations (if any) of the Community and Facilities Committee meeting (24 March 2026). To follow

9. Finance: Monthly Accounts and Payments: March

a) To receive the monthly Finance Report. p13-14

b) To approve the accounts outstanding, ratify payments made since the last meeting and note the availability of invoices for inspection. p15-16

c) To note the car park takings. p17

d) To receive the Member Review of the effectiveness of internal control and give consideration to any issues arising, if any, for referral to the Finance and General Purposes Committee. p18-19

e) To note that Ladywell parking space was allocated to the highest tender of £1350 plus VAT.

f) i) To approve the transfer of £17,407 section 106 money received from the General Fund to a Section 106 Earmarked Reserve.
ii) To approve the transfer of £2500 from the General Fund to a Grants Earmarked Reserve, for Padstow Football Club.

g) Bank reconciliations – to note their availability for inspection each month. The Chair of Finance or Town Clerk check and initial the bank reconciliations monthly.

10. Correspondence:

a) To note correspondence for information p20

b) To give consideration to the following:

i) Land Use Request: The Fishermen's Mission – Charity Trailer p21

ii) Council Views: Repaint Outside Hornabrook Close - Flapjackery p22

11. PTC Website Upgrade: To give consideration to this matter and to discuss and decide on way forward. p23

12. Health & Safety Review: i) To note the review for information; and ii) agree the health and safety action plan. p24-25

13. Use of Council Land: Railway Car Park: To receive an update in this regard and discuss and decide on way forward. Verbal Report

14. Reports from Members/Outside Organisations: To receive reports from meetings attended (if any).

15. Annual Parish Meeting: To give consideration and discuss and decide on way forward on i) Date of Meeting; and ii) Speakers/Content. p26

16. To Note: i) Future Meeting Dates and ii) Date of Next Council Meeting: 28 April 2026 at 7.30 pm

17. Town Councillor Vacancy (Trevone Ward): To give consideration to applications submitted and discuss and decide on way forward on co-opted appointment. p27

18. **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.

19. **To confirm the confidential minutes** of the Full Council Meeting held on **24 February 2026** having been previously circulated and taken as read.

20. **Lease and Tenant Matters:** To receive an update on the latest in respect of lease and Tenant matters and discuss and decide on way forward for:
i) New Business Unit 1; ii) Deed of Release (Railway); Cycle Hire and Workshop Units 4 and 8

Agenda Item 5

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 24 February 2026 at 7.30pm in in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors Mrs J Dawe (Chair), R Higman (Vice-Chair), G Chapman, Mrs J Colwill, K Freeman, C J Newman and A N Rees

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

2025/201 **Apologies for absence and announcements**: i) Apologies were received from Councillors A J Hoskin, J O'Keefe and M Rickard. ii) The Chair reminded members to return their signed Civility and Respect Pledges to the office.

2025/202 **Declarations of interest**: Declarations of interest were received from Councillor A N Rees in relation to agenda item 9 b) i) Land Use Request: Nadelik Lowen.

2025/203 **Dispensations**: There were no dispensations.

2025/204 **Public Participation:** There was no public participation.
Cornwall Councillor's Report: Cornwall Councillor J O'Keefe sent his apologies. There was no report.
Police Report: The police report for the period 01/01/26 – 31/01/26 was tabled and read.

2025/205 **RESOLVED** that the minutes of the Full Council meeting held on Tuesday 27 January 2026 be signed as a true record subject to i) correcting the date of the meeting in the minute title to 27 January; and ii) amending "Corenlius" to "Cornelius" in minute reference 2025/177

2025/206 **Clerks Report/Work Programme**: The report was noted for information. The Town Clerk added that the decisions of the Planning and Highways Committee relating to Parking restrictions at St Saviours Lane had been actioned.

2025/207 **Committees/Working Group Meetings:**

a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 17 February 2026.
b) **RESOLVED** to adopt the minutes and approve recommendations of the i) Community and Facilities Committee meeting held on 3 February 2026; and ii) Finance and General Purposes Committee meeting held on 17 February 2026.

2025/208 Finance: Monthly Accounts and Payments February 2026

a) **RESOLVED** to receive the monthly finance report.

b) It was **RESOLVED** to ratify payments made since the last meeting i) January (b) of £7,742.48, January gross wages, NIC ER's and LGPS ER's of £32,334.44, and direct debits of £3,240.01; ii) February a) of £9,581.51, standing orders or direct debits (regular payments of the same amount) of £1,075.00, direct debits of £1,562.15, and January credit card statement of £1,139.49; and iii) to note the availability of invoices for inspection.

c) The car park takings were noted.

d) The availability of bank reconciliations for inspection each month was noted.

2025/209 Correspondence

a) Correspondence was noted for information.

b) i) Land Use Request: Nadelik Lowen: **Councillor A N Rees left the meeting for the following item.**

RESOLVED to grant approval for Nadelik Lowen to use the Lawns Car Park and Community Hub free of charge on Saturday 1 August 2026 from 8.00 am to 8.00 pm for Padstow Carnival subject to: i) them understanding the Council will try, but cannot guarantee that the car park will be empty; ii) receiving the relevant PLI and risk assessments to the satisfaction of Council Officers; and iii) that the Council will follow the process as outlined in 2.3 of the agenda repot, including the partial closure of the car park on the afternoon before the event and total closure the day of the event.

Councillor A N Rees returned to the meeting.

ii) Cornwall Council Property Services – Land at Trecerus Industrial Estate:
RESOLVED to respond to Cornwall Council's correspondence seeking opinion and interest in the disposal of its asset "Land at Trecerus Industrial Estate" that i) Padstow Town Council is not interested in the asset; and ii) to suggest that Highways use part of the verge to widen and improve the junction.

2025/210 Padstow Football Club – Grant Extension Request: Further to the agenda report, it was noted the club's request for "an extension on the grant until 31/3" remained unclear. Subsequent correspondence from the club advised that a proforma invoice would be available by w/c 23 February. If so, this would allow the club to submit a grant release form by the 1 March deadline and to meet the spending deadline which was already 31 March.

In response to a member query, officers confirmed that under the terms of the grant policy, the Council would ring-fence money from the 2025/26 budget to pay any agreed extension rather than it being taken from the 2026/27 budget. It was agreed to set a short extension deadline to negate any confusion.

RESOLVED to extend both the claiming and spending deadlines for the 2025/26 Padstow United Football Club grant award until the 30 April 2026.

2025/211 **Internal Audit Proposal:** In response to queries form the Chair, the Chair of the Finance and General Purposes Committee confirmed the Council worked well with Hudson Accounting Ltd and that Committee had been satisfied when reviewing its independence and competence at a recent Committee meeting.

RESOLVED to extend the Council's contract with Hudson Accounting Ltd for a further three years, subject to annual renewal by mutual agreement as per the proposal appended to the agenda report.

2025/212 **Planning and Highways Committee Terms of Reference:** Consideration was given to the agenda report noting an oversight in the terms of reference for this committee and a suggested addition to its delegation.

RESOLVED that the following amendments be made to the Planning and Highways Committee Terms of Reference: i) quorum be reduced from 4 to 3; and ii) to include under Delegated Functions "To respond on behalf of the Council on any consultations within the remit of the Committee".

2026/213 **Community Fun Day – Event Councillors:** There was discussion as to the availability of members to support the Council's community fun day in September.

RESOLVED that the following be appointed as definite volunteers to assist with the Community Fun Day, Councillors R Higman, Mrs J Dawe, C Newman, A Rees and K Freeman. Noting the possible availability of Councillors Mrs J Colwill and G Chapman.

2025/214 **Assertion 10 – Data Protection Policy and Website Compliance:** Members were referred to their "to follow papers" and the report therein. There was support for the appended policy and amendments to the privacy notices. The Town Clerk advised she had heard back from Council's website provider, SeaDog IT, and a meeting was being arranged to discuss improvements in line with assertion 10 and current standards. SeaDog IT advises they have been working on a template upgrade to support several councils to meet the new requirements.

RESOLVED i) to agree and adopt the Data Protection Policy appended to the agenda report; ii) that all General Privacy Notices be amended as per 1.2 of the agenda report; and iii) subject to advice from Council's website support, appropriate changes be made to the Council's website and Accessibility Statement to ensure compliance.

2025/215 **Use of Council Land: Railway Car Park:** The Town Clerk provided an update on the recent meeting she, the Chair, and the Vice-Chair had undertaken with Cornwall Council regarding billing for the new bus stop works. In reviewing costs, some aspects of the traffic management provision were removed. Costings for both fencing/railings and soil/waste testing had been removed until CC fully understood the cost element in this regard. It was made clear at the online meeting, the railings should tie in with the exiting Station House railings. Provision for a welfare site would remain as this would double as a potential equipment storage.

The Town Clerk had spoken with Fernbank with whom the Town Council currently has a contract for maintenance in respect of bus shelters around the town. Fernbank has agreed to provide a heritage shelter for inclusion within this existing contract which covers both supply and maintenance of the shelter. This would be in exchange for selling advertising on the shelter. This would negate the £14k provision for a shelter in Cornwall Council's costings. It was hoped to achieve further savings by exploring the possibility of using the phone box cabling for the shelter's electricity supply.

The Town Clerk reminded Council of its previous decision that Vanstone Contractor would be undertaking ancillary works, once the new bus stop is in place, to remove the current bus stop site and make good and new staff/visitor parking.

It was noted that the Town Clerk has contacted Council's solicitor to investigate agreements between a) the Town Council and Cornwall Council and b) the Town Council and Go Cornwall.

RESOLVED i) that following the update of costings from Cornwall Council, that the bus stop and associated works be funded via the Capital Projects – General Contingency up to £50,000 [General Power of Competence – Localism Act 2011], requesting that works be undertaken as soon as possible before the main holiday season delegating the finalising of the commencement date to the Town Clerk in consultation with the Council Chair and; ii) that Fernbank install the Heritage Shelter included within the existing contract with Padstow Town Council allowing advertising on the same and advertising to remain on the current shelter until its removal later in the year.

2025/216 **Reports from Members/Outside Organisations:** The Chair reported she had attended the recent Sea Cadet presentation evening. She had been impressed with the unit and with the enthusiasm of the newly appointed Mayor's Cadet.

2025/217 **Future Meeting Dates** a) were noted as per the agenda report, and b) date of the next meeting being Tuesday 31 March 2026 at 7.30 pm was noted.

2025/218 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2025/219 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 27 January 2026** be signed as a true record.

2025/220 **RESOLVED** to adopt the confidential minutes and approve recommendations of the Finance and General Purposes Committee meeting held on 17 February 2026.

2025/221 **Water Contract Renewal:** Following consideration of the agenda report it was **RESOLVED** to accept the terms detailed in 2.3 of the agenda report in respect of the Council's water provider, to commence on 26.3.26 for three years at a cost of £24,811.38 pa (based on current usage) with Everflow, and to delegate to the Responsible Financial Officer in consultation with the Chair, agreement for any changes as result of the tariffs being "live".

2025/222 **Lease and Tenant Matters:** A report on this item was tabled and read. Updates regarding i) Padstow Sand/M&J Prynn; ii) Railway Land – Covenant; and iii) Padstow Cycle Hire were noted as per the report.

Consideration was given to a request from the tenant of Unit 1 New Business Units. It was **RESOLVED** to agree the proposed works to Unit 1, as set out in the tabled agenda report subject to conditions.

Meeting closed at 8.21 pm

Agenda Item 6

PADSTOW TOWN COUNCIL

Minutes of the Extra-Ordinary Full Council Meeting of Padstow Town Council held on Tuesday 10 March 2026 at 7.00pm in in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors Mrs J Dawe (Chair), R Higman (Vice-Chair), K Freeman, C J Newman, J O'Keefe, A N Rees and M Rickard

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

2025/223 **Apologies for absence and announcements**: i) Apologies were received from Councillors G Chapman, Mrs J Colwill and A J Hoskin. ii) There were no announcements.

2025/224 **Declarations of interest**: There were no declarations of interest.

2025/225 **Dispensations**: There were no dispensations.

2025/226 **Public Participation:** There was no public participation.

2025/227 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2025/228 **Dock Wall Tender:** The Chair referred members to the detailed agenda report which had been previously circulated and was taken as read.

RESOLVED: [Under the General Power of Competency, Localism Act 2011 spending power]: i) to appoint Peninsula Access as per their tender considered by Council at its January meeting and in the sum of £120,570 as detailed in the Surveyor's January tender report; ii) to include a contingency of £60,000 should scaffolding be required and additional fencing; iii) that the "triangle" parking area in the Railway Car Park be used for their work site noting that additional parking spaces will be required to be coned off directly opposite the Business Units nearest the Dock Wall, as well as the pedestrian footpath as the works are undertaken to ensure a safe "buffer zone"; iv) that Nova Surveyors undertake project management of this project and ensure appropriate health and safety paperwork and PLI is provided by the contractor; and v) that the commencement date for this project be delegated to the Town Clerk in consultation with the Council Chair subject to professional advice from Council's surveyor.

Meeting closed at 7.03 pm

Agenda item 7

PADSTOW TOWN COUNCIL: 31 MARCH 2026: CLERK'S REPORT/ WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Hub	Hires to external organisations are going well and increasing. The DWP has planned a Wellbeing Event in the Hub for 7 May 2026, hosting a number of other organisations providing support to residents.
Dock Wall	Council confirmed preferred contractor. Council's surveyor has issued Letter of Intent. Commencement date to be confirmed, awaiting to hear from PHC. Expected start date September.
Railway Bus Stop	Following confirmation from CC on costings and Council's consideration of the same, Town Clerk placed order on 26 February. No confirmation or details from CC received as yet to start date. Town Clerk chasing.
Port Quin Seaweed Farm Appeal Update	On 2 March 2026, the MMO, and registered interested parties to the appeal, received notification from Camel Fish that they wished to withdraw their appeal. This has been accepted by all parties involved.
New Business Units Arrest System	March Full Council agreed cost to come from general contingency fund. Facilities Officer has contacted the contractor to understand queries and liaising with them on scheduling the works. As per Committees decision to avoid delay further decisions on this project have been delegated to Town Clerk in consultation with Chair.
HMS Dasher rededication	Council previously resolved to offer assistance to MOD/Navy for arrangements to rededicate HMS Dasher in Padstow, this was relayed to the Navy. Original date mooted by the Navy was early March 2026. Council Support Officer emailed Lt Mason on 10 February 2026 to follow up - no response received to date
COMMUNITIES AND FACILITIES COMMITTEE	
Shelter Windmill	Committee decision to be taken forward during the better weather, liaising with CC on preferred date. CC to look at finding more suitable bus stop location.
Spritty Meadow/ Cemetery Extension	Town Clerk has approached land agent, no response to-date. Will chase.
North Quay Parade	Town Clerk to progress with Committee decision from its last meeting to contact CC.
New Allotments	All three newly created plots have been tenanted, agreements signed and site keys collected.
Annual Tree Inspection	Contractor has undertaken works in Cemetery and started Plantation works. Still scheduling further works in Plantation, Churchyard, Wheal Jubilee Parc and North Quay.
Stile field	Wall slip near War Memorial: Slip has been cordoned off and Prideaux-Brune Estate notified (who own wall), Council Facilities Officer has chased. Fencing: Order placed for materials, local store awaiting stock.
Re-lining works Railway	Order placed with contractor, waiting H&S paperwork and hopes to be with us before Easter.
Trevone Green	2nd Drone cliff inspection has taken place, report awaited. Tamarisk plants have been ordered.
Felt Roof inspections	North Quay toilets report mentioned concern of asbestos in skylight internal structure, sample test undertaken and negative result provided. Facilities Officer waiting on costings for recommendations from felt roof inspection reports.
Gras cutting SLA's	2 out of 3 have been received and as per Committee decision, progression of these are delegated to Town Clerk in consultation with Committee Chair and Vice Chair.

CCTV Review	Public consultation complete. Responses and review considered by CAF Committee. CCTV has improved issues, remains relevant and supported. Next steps i) action measures agreed, ii) refer comment re Little Hill area lighting to planning and highways committee; iii) review signage and information on website; iv) Policy review to be undertaken.
CHYD Memorial Management	As per Committee's decision, draft policy has been shared with Diocese and PCC for consultation on proposed policy for management of memorials in churchyard. Awaiting responses.
Town Council Annual Parking Permits for 2026/2027	In 25/26 of 15 permits available, 13 were sold. 26/27 permits will be valid from 1.4.26 – Current permit holders were asked to pay by 12.3.26 if they wish to renew. As of 18.3.26 x8 permits have been renewed (or in process of renewal) with the remaining x7 open for purchase (subject to eligibility criteria).
Streetlights	Order has been placed to upgrade the Councils streetlights to LED and agreed the maintenance contract as per committee decision. Waiting confirmation on upgrade date.
FINANCE AND GENERAL PURPOSES COMMMITTEE	
Councillor Emails	Now in operation.
Grants	2026/27 Grant applications now invited. Closing date 1 April 2026. Applications online or hard copy.
PERSONNEL AND STAFFING COMMITTEE	
Training and Development Policy	Town Clerk and Facilities Officer looking into training providers in order to roll out identified training requirements as set out in the Policy. Hopes to provide update to Committee at their next meeting.
Workloads and Planning	Committee being updated in these matters to help inform and plan for staffing levels in the future, alongside the aspirations of Council.
Staff Appraisals	These were scheduled later and taking place end of March 2026. Committee to meet in April to review the same.
PLANNING AND HIGHWAYS COMMITTEE	
Parking restrictions St Saviours Lane	Cornwall Council Highways response to Committee's request received on 25 February 2025: i) Request to extend parking restrictions – The Town Council's expression of interest to the Cornwall Highways Improvement Programme to extend restrictions will be taken into consideration in due course; ii) Repainting of double yellow lines – This request will be added to the Highways Programme of Works, unable to confirm a completion date for this; and iii) Installation of hatched lining in front of Chapel Stile access gate – Hatched lining would not be permitted in this location under Traffic Signs Manual and General Directions (primary function of the yellow box marking is to protect a junction or roundabout area where these are signal controlled). Hopefully this can be addressed with a change in the current waiting restrictions as per i) above
Countywide 20mph speed limit	Following consultation on 'Countywide 20mph Speed Limits – Phase 5 Wadebridge and Padstow CNA'. Cornwall Council have confirmed that the proposals for the a) Padstow and Treator and b) Trevone areas will be implemented as previously consulted.

Agenda item 8a)

PADSTOW TOWN COUNCIL

Minutes of the Planning and Highways Committee meeting held on Tuesday 10 March 2026 at the Council Chamber, Station House, Station Road, Padstow at 7.15pm

Present: Councillors J O'Keefe (Chairman), R Higman (Vice Chair), C Newman and A Rees

In Attendance: Mrs K Pemberton (Town Clerk) and S Ford (Support Officer and minute taker) and four members of the public

P2025/84 **Apologies and Announcements:** i) Apologies were received from Councillor Chapman; and ii) There were no announcements

P2025/85 **Declarations of interest**: None

P2025/86 **Public Participation:**

i) PA25/09142: Padstow Touring Park, Padstow, PL28 8LE: Applicant spoke in support of this application:

- Purchased the park in 2019.
- Aim of the park and the application is to be sustainable
- Current application is for 34 holiday units adjacent to the park on low quality farmland.
- Last year permission for 10 additional units. Seeing increase demand which believe is down to the location.
- The park is running at full capacity, and this appears to continue for 2026.
- The park is an alternative to short term lets in the town and protects local housing stock.
- Discovery of a South West Water pipe proved a technical challenge for location of previously approved units, with landscaping and building of hedging yet to be completed
- Current application exceeds Biodiversity Net Gain requirements.
- Park encourages slow tourism, eg- visitors walk into town rather than drive and no adverse effect on the roads with extra traffic. Their tagline is "Holidays by Nature".
- Provide year round jobs and is a green site.

In response to a query raised, the applicant confirmed this request was the absolute limit and would rather do one application in one go. Open to restrictions until the hedge is in place.

ii) PA26/00813: Tregella Place Camping and Caravanning, Tregella Lane, St Merryn, Padstow: Applicant spoke in support of this application:

- Applicant and his family live on site and which was their primary source of income.
- The application is to cover the caravans at the bottom of the field to minimise views. Already have existing seasonal permission.
- Further to Tregella Maintenance Association's comments; if driving down it is possible to see the caravans and also if a person has permission to walk down the path.
- Applicant is more interested in the views of local residents as they live there.
- If these caravans are required to move, they will have a greater impact on the local area.

In response to a query raised, the applicant advised that nobody lives on site all year round, there were no residents.

P2025/87 **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 17 February 2026** be signed as a true record.

P2025/88 **Planning**

i. The following Cornwall Council planning decisions were noted:

a) **PA25/09117: 14 Grenville Road, Padstow, PL28 8EX**:Change of use of ancillary accommodation to self-contained annexe and/or holiday unit. **APPROVED**

b) **PA25/09638: 3 Bowen Gardens, Trevone Road, Trevone, PL28 8QD:** Variation of Condition 1 in respect of Decision Notice PA22/03670 dated 15 September 2022. **APPROVED**

c) **PA26/00172: Tesco Stores Ltd, Sarah's Lane, Padstow, PL28 8EL**: Proposed new DT Compressor Pack and Gas cooler installed on concrete plinth, new 2x AC units to be installed on a concrete plinth. **APPROVED**

d) **PA26/00833: Beachside, Beach Road, Trevone, Padstow, PL28 8RA**: Non-material amendment in relation to decision notice PA25/04641 dated 26 August 2025 for amendments to first floor windows. **APPROVED**

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

a) **PA25/09142: Padstow Touring Park, Padstow, PL28 8LE:** Part change of use of land from agricultural to holiday park to facilitate the proposed siting of 34No static caravans and re-siting of 10No holiday static caravans permitted under application PA24/08377 along with associated infrastructure **NOT SUPPORTED for reasons outlined as per National Landscape (AONB) comments and Planning Officer's comments.**

b) **PA26/00728: Cranbrook, Trevone Road, Trevone**: Demolition of existing garage, front and side extension, new roof structure to the first floor to provide additional bedrooms and reconfiguration of the layout. **SUPPORTED**

c) **PA26/01093: Kingsley House, Trevone Road, Trevone**: Reconstruction of front bay window (roof retained). **SUPPORTED**

d) **PA26/01096: Yellow Sands, 41 Treverbyn Road, Padstow:** Variation of Condition 2 in respect of Decision Notice PA25/05867 dated 29 October 2025. **SUPPORTED**

e) **PA26/01265: The Shipwrights, North Quay, Padstow**: Advert Consent Replacement signage and external lighting to Grade II Listed Pub. **SUPPORTED**

f) **PA26/01266: The Shipwrights, North Quay, Padstow:** Listed Building Consent: Replacement signage and external lighting to Grade II Listed Pub. **SUPPORTED**

P2025/89 **PA26/00813: Tregella Place Camping and Caravanning, Tregella Lane, St Merryn, Padstow**: Application for a Lawful Development Certificate for an existing use of land for ancillary uses to a camping and caravan site. To consider response to Cornwall Council. **COMMENTS: i) Road does not comply with the last planning application; ii) Reviewing all photographic evidence it is evidential in 2019 no caravans on the lower part of the field and from 2020 there was sporadic camping on site which would fall within the 28 day rule; and iii) The 12 month occupancy is only for the field area that was granted planning permission.**

P2025/90 The response to non-material amendment to **PA26/00833: Beachside, Beach Road, Trevone, PL28 8RA:** Non-material amendment in relation to decision notice PA25/04641 dated 26 August 2025 for amendments to first floor windows was noted.

P2025/91 **Cornwall Council Consultation: Chief Planning Officer's Advice Note "Homes for All: Guidance for Inclusive Housing Delivery" and Discussion Paper "Tackling Cornwall's Housing Crisis – Exploring Build-to-Rent (BTR)."**
Committee gave consideration as to whether it wished to respond to the consultation papers in relation to the county-wide and local situation, eg part-buy/part-rent, local land value, private rental costs and what constitutes 'affordable'.
RESOLVED not to submit a response to either consultation papers.

P2025/92 **Parking at St Saviours Lane, Padstow**: Response from Cornwall Council's response with regard to parking restrictions and access issues was noted.

P2025/93 **Countywide 20mph speed limits: Phase 5 Wadebridge and Padstow**: Cormac's decision on limits following consultation was noted. The Chair anticipated start dates of September 2026.

P2025/94 **Update on Neighbourhood Development Plans (NDP) and the changing landscape** was noted. Mention was made that consideration needs to be given to timings on when the Council's Neighbourhood Development Plan should be reviewed.

P2025/95 **Date of Next Meeting**: Tuesday 14 April 2026 at 7.00pm was noted.

Meeting closed at 8.01pm

DRAFT

Full Council - Agenda item 9

Finance Report

a) To receive the monthly Finance Report.
b) To approve the accounts outstanding, ratify payments made since the last meeting and note the availability of invoices for inspection.
c) To note the car park takings.
d) To receive the Member Review of the effectiveness of internal control and give consideration to any issues arising, if any, for referral to the Finance and General Purposes Committee.
The review was undertaken on 16 March 2026 by Councillor Rickard and the results are attached as Appendix 1. There were no issues arising from the review.
e) To note that the Ladywell parking space was allocated to the highest tender of £1350 plus VAT.
f) i)To approve the transfer of £17,407 section 106 money received from the General Fund to a Section 106 Earmarked Reserve.
ii) To approve the transfer of £2500 from the General Fund to a Grants Earmarked Reserve, for Padstow Football Club.
g) Bank reconciliations – to note their availability for inspection each month. The Chair of Finance or Town Clerk check and initial the bank reconciliations monthly.

Finance Report - Agenda item 9a

Budget Report for the period 1.4.25 - 28.2.26

	Actual	Budget	Budget 1.4.25-31.3.26
	£	£	£
Revenue Income	1,420,943	960,492	998,800
Revenue Expenditure	823,804	878,950	949,200
Capital/project expenditure	93,284	391,417	427,000

Debtors outstanding for more than 3 months:
One totalling £4232 net of VAT.
One totalling £2630 net of VAT.

Creditors outstanding for more than 3 months:
None

ACCOUNTS OUTSTANDING
February 'b' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
17.2.26	Investment Properties	Womble Bond Dickinson LLP	Provision of legal services	2353.1	470.62	2823.72
18.2.26	Central & Democratic	Womble Bond Dickinson LLP	Provision of legal services	1785.4	357.08	2142.48
23.2.25	Central & Democratic		PTC Community Grant 25/26 - Nadelik Lowen balance of award			1513.61
26.1.26	C&Democratic/Inv Prop	Womble Bond Dickinson LLP	General Property Queries 2025-26	1150	230	1380
29.1.26	Administration	Worknest	HR course ILM5	995	199	1194
11.2.26	Cemetery	The Cumbria Clock Company	Church clock service and repair	981	196.2	1177.2
16.2.26	Cemetery	C F Piper and Son	Memorial Safety Repair - churchyard			820
31.2.26	Central & Democratic	IPS	CC transaction fee/gateway/wireless data fee - 1 mth	323.3	64.66	387.96
23.2.26	HRT	Cornwall Council	CEO Provision x 1 month			358.2
19.2.26	Admin/Toilets/LTOS	Viking	Stationery, family room soap, adhesive A4 frames, snap frames	234.03	46.8	280.83
2.2.26	HRT	Glasdon	Salt/grit bin Railway Car Park	199.41	39.88	239.29
1.2.26	Various	Churchill Group	Monthly legionella support	186.54	37.31	223.85
13.2.25	LTOS/Administration	Midas Touch	1 x Hub Clean and 1 x Station House clean			169.00
23.2.26	LTOS	D&C 4x4 Response	Remembrance Day support vehicles			140.00
16.2.26	LTOS	Tudor Environmental	Work trousers, visor muff, hazard tape	82.49	16.50	98.99
22.2.26	Administration	Midas Touch	Office cleaning x 1 week			89.50
21.1.26	LTOS	FirstAid4Less	Replacement first aid supplies	58.54	11.71	70.25
16.2.26	HRT	Safety Signs & Notices	Replacement car park signs - worn	41.39	8.28	49.67
23.2.26	HRT		Paint for Lawns CP signs (staff reimbursement)			38.40
10.2.25	Administration	Acronyms	Telephone x 1 month	19.90	3.98	23.88
24.2.26	Administration		Petty Cash Imprest			22.49
						13,243.32
			February gross wages, NIC ER's and LGPS ER's			33,045.80
			Direct Debits			
21.1.26	LTOS	Scottishpower	Electricity x 2 months	82.55	4.34	86.89
18.2.26		Everflow	Water x 1month			1183.70
20.2.26	Toilets	AUK Hygiene	Compactor sacks, bleach, toilet cleaner	88.98	17.79	106.77
13.2.26	LTOS	Mole Valley Farmers	Safety boots x 2 / Hose connector	134.15	1.63	135.78
Feb	Various	Scottishpower	Electricity - PTC sites x 1 month	1198.09	202.32	1400.41
						2,913.55

ACCOUNTS OUTSTANDING
March 'a' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
25.2.26	Capital Expenditure	Glendale	Plantation Bamboo - cut down and remove roots	1562.69	312.54	1875.23
4.3.26	Corporate Services	James Hallam	H&S Consultancy	1195	239	1434.00
3.3.26	LTOS	Glasdon	Memorial bench replacement - direct recharge	608.4	121.68	730.08
28.2.26	Administration	Acronyms	IT Support, 365 licenses, security, wifi SH & Hub	596.71	119.34	716.05
19.12.25	Investment Properties	Womble Bond Dickinson LLP	Provision of legal services	592.6	118.52	711.12
28.2.26	Corporate Services	IPS	CC transaction fees, monthly secure gateway/wireless data fee	404.9	80.98	485.88
3.3.26	Corporate Services	Kestrel Guards	Check call service x 1 month	324	64.8	388.8
26.2.26	LTOS	Brunel Engraving	Bench ID discs	287.55	57.51	345.06
4.3.26	LTOS	Padstow Petrol Station	Fuel x 1 month / white spirit	204.48	40.89	245.37
1.3.26	Various	Churchill Group	Monthly Legionella Control Support	186.54	37.31	223.85
28.2.26	HRT	G4S	Car park cash collections x 1 month	178.2	35.64	213.84
5.3.26	Administration	ICCM	Training: Cemetery Ops & Regulatory Compliance x 1	160	32	192
1.3.26	LTOS	Total Pest Control	Quarterly pest control services - Stile Field	143.78	28.76	172.54
6.3.26	Admin/LTOS	Midas Touch	Hub clean x 1 / SH clean x 1			169.00
25.2.26	LTOS	Padstow Auto Care	Isuzu - oil and filter change	135.67	27.13	162.80
25.2.26	Democratic Core	Padstow Social Club	Code of Conduct Training - Lunch			130.00
25.2.26	Corporate Services	Kestrel Guards	SH call out charge x 2	102.5	20.5	123.00
20.1.26	Administration	Complete	Stationery	75.66	15.13	90.79
1.3.26	Administration	Midas Touch	SH office cleaning x 1 week			89.50
24.2.26	Corporate Services	Petroc Group Practice	Report	52.50	10.5	63.00
8.3.26	Administration	SeaDog IT	Website support x 1 month / Assistance with code matter	51.25	10.25	61.50
6.3.26	LTOS	Masons Kings	Pressure washer attachment	41.63	8.33	49.96
9.3.26	Admin/LTOS	Sea Spray Window Cleaning	Hub / SH window cleaning			44.00
6.3.26	Administration	Cornwall ALC	Accessible documents training x 1	12.50	2.50	15.00
9.3.26	Administration		Milk/teabags (staff reimbursement)			12.19
						8744.56
			Standing orders or Direct Debits (regular payments of the same amount):			
7th	Corporate Services	Barclays Bank	bank charges			19.96
						19.96
			Direct Debits			
28.2.26	LTOS	Biffa	General Waste Collection x 1 mth	476.28	95.26	571.54
19.2.26		Scottish Power	Electricity x 1 month - PTC sites	271.88	13.59	285.47
28.2.26	Corporate Services	RingGo	RingGo fees x 1 month	350.71	70.14	420.85
1.3.26	Env - Toilets	SouthWest Hygiene	Sanitary and nappy bin disposal x 1 month	225.39	45.08	270.47
26.2.26		Scottish Power	Electricity x 1 month - PTC sites	151.06	30.21	181.27
1.3.26	Administration	Sage	Sage payroll monthly subscription / Sage accounts annual charge	945.5	189.1	1134.60
						2864.20
			Credit Card - February			
4.2.26	LTOS	SurveyMonkey	Subscription x 1 month -CCTV Consultation			62.50
17.2.26	LTOS	Corish Cobbler	Allotment padlock and additional keys			36.74
17.2.26	LTOS	RingGo	Parking session re visit to Cornish Cobbler			1.10
17.2.26	Administration	Ben's Crib Box Café	Staff thanks - re absences			34.70
						135.04

Padstow Town Council
Railway & Lawn car park takings 2025-26

Railway car park	2023-24	2024-25	**2025-26**	Budget 2025-26	Lawn car park	2023-24	2024-25	**2025-26**	Budget 2025-26
Apr	45,608	39,345	**57,837**	40,000		14,672	12,287	**19,473**	15,000
May	51,836	55,245	**66,686**	55,000		18,095	19,680	**23,208**	20,000
Jun	59,007	56,899	**68,400**	55,000		23,241	22,235	**24,768**	25,000
Jul	68,377	66,603	**81,916**	65,000		28,727	26,564	**32,814**	30,000
Aug	78,606	76,992	**95,238**	75,000		31,866	30,890	**37,595**	35,000
Sep	58,955	56,526	**65,572**	55,000		22,270	20,839	**23,560**	20,000
Oct	44,632	43,559	**52,396**	45,000		13,917	11,994	**15,372**	15,000
Nov	17,950	18,842	**18,927**	20,000		4,273	4,399	**4,332**	5,000
Dec	26,737	18,309	**34,083**	15,000		8,543	4,733	**10,868**	5,000
Jan	11,366	11,603	**12,749**	10,000		2,001	2,343	**3,417**	2,000
Feb	17,322	19,034	**19,803**	20,000		3,217	3,738	**4,249**	3,000
Mar	27,525	26,703		25,000		7,066	5,046		10,000
	507,921	489,660	573,607	480,000		177,888	164,748	199,656	185,000
Railway sub totals Apr 2025-Feb 2026	480,396	462,957	573,607	455,000	Lawn sub totals Apr 2025-Feb 2026	170,822	159,702	199,656	175,000

	2023-24	2024-25	**2025-26**	Budget 2025-26
	£	£		£
Railway	480,396	462,957	**573,607**	455,000
Lawn	170,822	159,702	**199,656**	175,000
Total	651,218	622,659	**773,263**	630,000

Car park takings

April 2025 - February 2026 car park takings are £773,263, which is £143,263 more than the Budget and £150,604 more than the same period last year.

Review Of Effectiveness Of Internal Control – Member Review.

Control Test	Tested Yes/No	Comments/ Recommended Action (if required)	Initials
Asset Controls			
Asset Register is up to date	Yes		MJR
Regular review of physical assets	Yes		MJR
Risk Management			
Risk Management arrangements in place and regularly reviewed.	Yes		MJR
Appropriate and adequate insurance cover in place	Yes		MJR
Building Ownership			
Assets are maintained to an acceptable standard of repair	Yes		MJR
Tenants have up to date leases and rental agreements are in place	Yes		MJR
Standing Orders and Financial Regulations			
Adoption of Standing Orders and Financial Regulations	Yes		MJR
Budgetary Controls			
Regular financial reporting to Council.	Yes		MJR
Actual expenditure against the budget and reasons for significant variances regularly reported to Council	Yes		MJR
Income and Expenditure Controls			
Rents are collected as they fall due / arrears arrangements adhered to	Yes		MJR
Proper arrangements in place for the approval of expenditure. Payments are supported by invoices, authorised and minuted.	Yes		MJR

Bank Reconciliations			
Regular bank reconciliations of each account, verified in accordance with Financial Regulations.	yes ~~MSJ~~		MJR
Employment			
Contracts of employment for staff	yes		MJR
PAYE/ NIC properly operated, and provisions for pension auto-enrolment in place to meet Council obligations as employer	yes		MJR
Transparency			
Compliance with Local Government Transparency Code 2015: Items of expenditure incurred over £500	yes		MJR
Minutes properly numbered and master copy kept securely for safekeeping	yes		MJR
Ethical Conduct			
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	yes		MJR
Adoption of Code of Conduct for Members	yes		MJR
Declaration of Acceptance of office	yes		MJR

Date of member review 16-3-2026

Review carried out by:

Name MARTIN RICKARD Signature [redacted]

Report submitted to Council (date) 16-3-2026

(minute ref).....

Next review due.....

PADSTOW TOWN COUNCIL – Tuesday 31 March 2026

AGENDA ITEM 10a): CORRESPONDENCE
Councillors Correspondence for Information – March 2026

Item	From	Referring To	Notes
A	Cornwall Council Property Services	Land at Trecerus Industrial Estate, Padstow - Notification relating to a property asset in your town/parish	Following Full Council resolution on 24 February 2026, a response was sent to Cornwall Council advising that the Town Council does not have an interest in the asset and requesting that Cornwall Council Highways use part of the verge to widen and improve the junction. Cornwall Council responded on 4 March 2026 "Thank you for your comments, which are noted, unfortunately part of area in question is already within the forecourt area being utilised by TJ Books and removing or widening this section would only then create a further pinch point further into the industrial estate area of carriageway, also there is currently and likely to be in the future, no capital funding available for such highway improvements."
B	Cornwall Council Housing	Affordable Housing Newsletter	Consultation on Chief Planning Officer's discussion paper and Build to Rent discussion paper on Planning & Highways Committee agenda for 10 March 2026
C	Cornwall Council	Town and Parish Newsletter: March 2026	Town and Parish Council Newsletter 13 March 2026 - Community Capacity Fund – Lists information of projects awarded by area. In our area Padstow Football Club awarded approx. £13,000. - Emergency preparedness – Newsletter referred to has been received. Local council's reminded to ensure any current local emergency plans are up to date and knowing who is vulnerable in the community. Council Support Officer attended a Cornwall Council Telecommunications Preparedness course in 2025, after which posters were shared on the Council Facebook page and noticeboards about the telephone landline/digital switchover and how residents can prepare, eg- registering for utility company Priority Services. - NHS online survey – Information and link shared on Council Facebook page - Cornwall Council Business Support webinars – Information shared on Council Facebook page
D	Devon and Cornwall Police	Neighbourhood Police Team Newsletter: March 2026	Newsletter added to 'news' page on Council website.

PADSTOW TOWN COUNCIL: 31 MARCH 2026

AGENDA ITEM 10 b i) Land Use Request: The Fishermen's Mission - charity trailer

1. Overview

1.1 Council has received a land use request for The Fishermen's Mission to use Station House Staff parking area to park their charity advertising trailer for 2 weeks from the 10 April 2026.

2. Further detail

2.1 Last year a similar request was received from The Fishermen's Mission and Council agreed that the trailer could be in position for 2 weeks (last year being 7-21 April) subject to receiving suitable risk assessment and insurance documents to the satisfaction of the Council officers and provided that the 'hook-up' is safe to passersby.

2.2 The trailer takes up approximately 2 parking spaces and they would like it located at the end of the staff parking area (by the Council Chamber) so the side advertisement can be seen on the hairpin bend. The trailer is 10 foot long by six foot wide, similar size of a car, which the place at a slight angle.

2.3 Annually they hold a fundraising dinner where chefs gift their time and skills, this year being Nathan Outlaw and Mitch Tonks (and their teams). The tickets go on sell from 10 April and they would appreciate the help with this trailer being in this location to help with publicity.

2.4 As Council will be aware the bus stop is looking to re-locate over to this side of the road in due course and the staff parking area will then no longer be in this location.

3. Decision

3.1 Would Council like to offer a section of the staff parking spaces on 10 April for 2 weeks subject to i) receiving suitable risk assessment and insurance documents ii) on the understanding that if Cornwall Council/Cormac require the area to help with bus re-location works the Council may contact them to move and; iii) advising them that this will be the last year the Council can offer the space due to the relocation of the bus stop.

PADSTOW TOWN COUNCIL: 31 MARCH 2026
AGENDA ITEM 10bii): COUNCIL VIEWS: REPAINT OUTSIDE HORNABROOK CLOSE – FLAPJACKERY

1. Overview

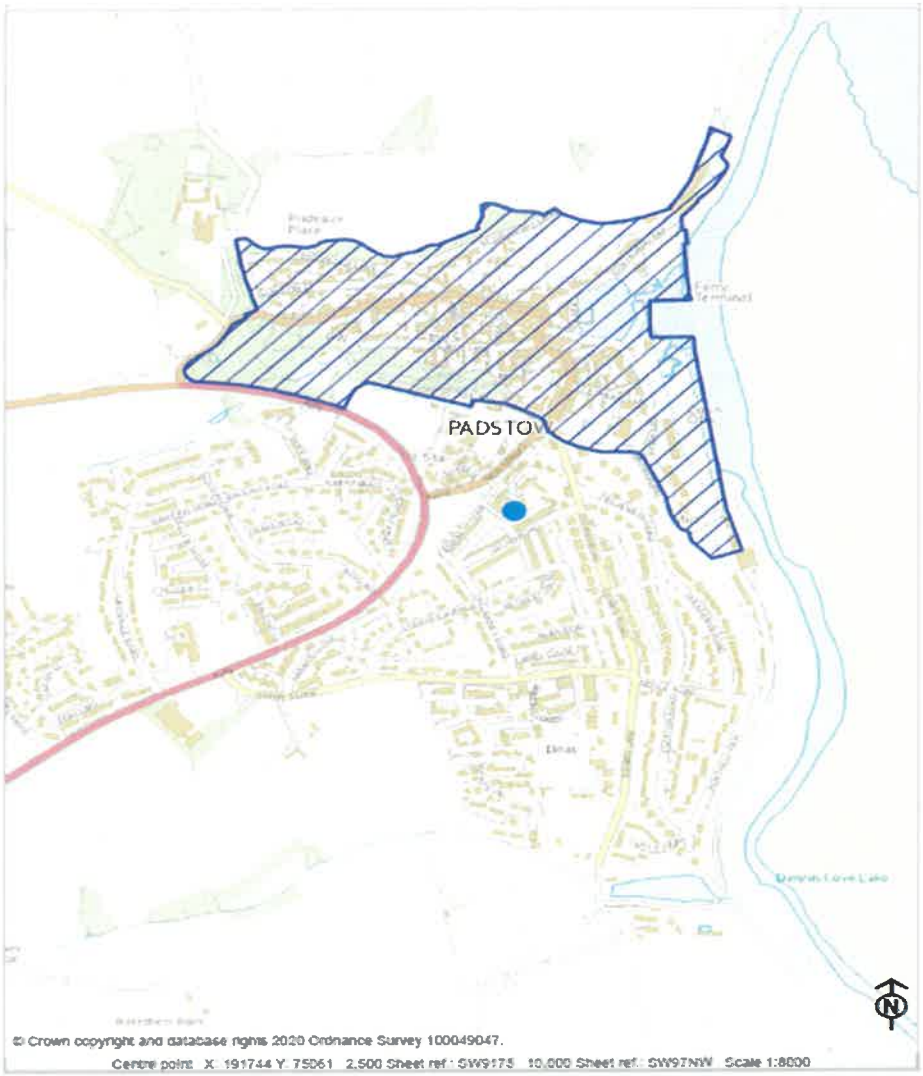
1.1 The Property Services who manage commercial units at Hornabrook Close have been in touch via CC's Community Link Officer to request Padstow Town Council view with regards to a request to paint the exterior of Unit 3 (Flapjackery) to match their branding.

1.2 They advise that the neighbouring shops support this repaint but welcome the views of Council as it is fairly bright yellow paint (Pic 2 below).

2. Conservation Area

2.1 Whilst this request was forwarded on via CC it isn't clear if they have offered their views or advice with regards to this property being within the Conversation Area (Pic 1 below).

Pic 1:



Pic 2:

3. Considerations

3.1 Does Council wish to put forward their views? Does it wish to highlight the property is within the Conservation Area and therefore they should seek appropriate planning advice/permission?

PADSTOW TOWN COUNCIL: 31 MARCH 2026

AGENDA ITEM 11: PTC WEBSITE UPGRADE

1. Overview

1.1 At Council's last meeting the Town Clerk advised a meeting was being arranged with Council's website provider, SeaDog IT, to discuss improvements in line with assertion 10.

1.2 This meeting has now taken place and was very useful. SeaDog IT were able to demonstrate the improved wordpress website accessibility template they have developed to support local Councils to better meet the new Digital & Data Compliance requirements. Furthermore, the current website is now 6 years old which is a significant age in technology terms.

1.3 Additional benefits of the improved template include better ease of use, a design and build that uses practices that reduce carbon emissions, continued use of secure, UK-based server systems.

2. Project Details and Budget

2.1 The project would include:

- Website Design: Design, build & test Wordpress based Web Content Accessibility Guidelines 2AA CMS responsive website, navigation and features;
- Website Content: Transfer of any relevant existing content / news to new site - up to 4 years of "old" meeting content and one year of news items
- Site Security Services: Standard SSL certificate (auto-renewable at no extra fee) (INCL)
- Systems training: Up to 3 hours online via Google Meet

2.2 There would be no change to the ongoing support costs and the monthly website hosting fee.

2.3 The cost of the project is £2,450.00 plus VAT. Budget is available in the Computers – hardware and software budget within the 2026/27 Capital and Project expenditure cost centre.

2.4 The project is expected to take 8-10 weeks to complete with SeaDog IT requiring a 50% deposit upon commission with the balance payable on "going live". This is the same terms agreed on previous works with SeaDog It.

3. Council Consideration

3.1 Council is asked to i) agree to engage SeaDog IT to upgrade the Council's website to their wordpress website accessibility template, as per their proposal, to better meet the new Digital & Data Compliance requirements and Assertion 10 at a cost of £2,450 plus VAT using the Capital and Project expenditure cost centre; and ii) to agree the payment terms of 50% deposit upon commission.

PADSTOW TOWN COUNCIL: 31 MARCH 2026

AGENDA ITEM: 12 Health & Safety Review: i) To note the review for information; and ii) agree the health and safety action plan.

i) The review document is sent under a separate cover. As Council will know James Hallam undertake our annual review. Council will be pleased to note that several areas required no changes, and the Council is advised to continue to maintain its good standards. Council is asked to note the Health and Safety Review.

ii) As part of the review an action plan was provided. The Town Clerk and Council Facilities Officer have agreed action points and target dates, Council are asked to agree the Action Plan appended to the report (appendix 1).

No.	Action Point	Action Agreed	By Who	Target Date	Completion Date	Confirmation Print Name	Confirmation Signature
7.2	Update individual employees training records so uniformed to training plan	CFO to update records in line with training plan	CFO	01.10.2026			
8.2	Continue to build the risk assessment review.	CFO to continue to review and build on the R/A for the Council. These are then agreed with TC and shared with the team	CFO/ TC	Ongoing process			
15.1	History of machine maintenance process to be reviewed and potentially improved	CF/CFO	CF/CFO	01 10 2027			
20.3	Future improvements on sand area	TC/CFO	TC/CFO	01.03.2027			
26.1	Lone working to be included in first aid risk assessment	CFO to look at risk assessment and TC to agree the same	CFO/ TC	30/09/2026			

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agenda item 12 appendix 1

PADSTOW TOWN COUNCIL: 31 MARCH 2026

AGENDA ITEM 15: ANNUAL PARISH MEETING

1. Council views are welcomed with regards to the Annual Parish meeting for 2026. Last year it was held on Tuesday 20 May, being a week after the Annual Council meeting.

2. Council's views on content are also welcomed. Usual format is Chairman's update, report from Cornwall Councillor and the Local Policing Team.

3. **Council Considerations:**
a) To agree date of Annual Parish Meeting which will be held in the Community Hub; and
b) Give consideration to meeting format. Does it wish to be the same as last year, or presentation on Council's aims/objectives and projects scheduled for 2026/27, or invite a speaker – suggestion could be DWP who have been providing their services at the Hub?

AGENDA ITEM 16:

i) FUTURE MEETING DATES:

a) Annual Council Meeting:
As Council will know its Annual Council meeting in May will agree the meeting timetable for the year. With that in mind, last years Annual Council meeting took place on Tuesday 13 May.

Council Considerations: Council is asked to agree 2026 Annual Council meeting with suggested dates being either Tuesday 5 May 2026 or Tuesday 12 May 2026.

b) Future Meeting Dates: To Note:

Date	Time	Meeting
~~Tues 7 April~~	*Defined under LGA 1972 as last day of Easter break – no meetings*	
Tues 14 April	6.30pm	Personnel and Staffing Committee (*appraisals*)
	7.00 pm or on the rising of Personnel & Staffing Committee	Planning and Highways Committee
Tues 21 April	7.00 pm	Finance and General Purposes Committee (grants)
Tues 28 April	**7.30 pm**	**Full Council**

PADSTOW TOWN COUNCIL: 31 MARCH 2026

AGENDA ITEM 17: TOWN COUNCILLOR VACANCY (TREVONE WARD)

1. Update

1.1 The deadline for applications was 4 pm on Friday 20 March 2026. Council's emails and post box were checked.

1.2 One application was received within the timescale however; the applicant subsequently withdrew. Therefore, there are no applications received.

1.3 Previously the Town Clerk checked with CC who confirmed that the vacancy will remain open to co-option, in the hope that it would be filled, but it may never be filled which he confirmed does happen.

2. Way Forward

2.1 How would Council like to proceed. Would it like to readvertise in a few months? If this is its preference, which Council meeting would they like to consider any submitted applications.