PADSTOW TOWN COUNCIL

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6 May 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 the Council are hereby summoned to attend the **ANNUAL MEETING** of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 12 May 2026 at 7.00 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. **Election of Chair of the Council/Town Mayor:** i) To elect the Chair of the Council/Town Mayor for 2026/27 and ii) To receive signed Declaration of Acceptance of Office or agree to extension to be done at a later date.

2. **Election of Deputy Chair of the Council/Deputy Mayor:** To elect the Deputy Chair of the Council/Deputy Mayor for 2026/27.

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. **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.

6. **To confirm the minutes** of the Full Council Meeting held on **28 April 2026** having been previously circulated and taken as read. p1-7

7. **Committee/Working Group Meetings:** a) To receive minutes of the Planning and Highways Committee meeting (6 May 2026); and
b) To adopt the minutes and approve recommendations (if any) of the Personnel and Staffing Committee meeting (20 January 2026) p8-10

8. **Annual Review of Delegation Arrangements and Committees' Terms of Reference:** To receive, consider and adopt Council's Scheme of Delegation and Committees' Terms of Reference. p11

9. **Appointments to Council Committees:** To appoint Members to the following Committees: p11
   a) Community and Facilities Committee (7)
   b) Personnel and Staffing Committee (5)
   c) Planning and Highways Committee (6)

10. **Appointment of Committee Chairs':** To appoint chair to each of the following Committees: p11
    a) Community and Facilities Committee
    b) Personnel and Staffing Committee
    c) Planning and Highways Committee

11. **Finance and General Purposes Committee:** i) To appoint Members to the Committee (8); and ii) To appoint Committee Chair. p11

12. **Council Representatives to Outside Organisations**: To appoint Council representatives to the following organisations: p11-12

    Formal Appointments:
    a) Camel Trail Partnership (1)
    b) Bodmin, Wadebridge, Padstow, St Teath and Tintagel Community Area Partnership (CAP) (2) [*first representative and substitute*]

    Informal Appointments:
    c) Padstow Sea Cadets Unit Management Team (1)

    To **NOTE**:
    d) Appointment of Chair of the Council to the Cornwall Association of Local Councils (CALC)

13. **Dates of Council and Committee Meetings:** To agree meetings dates for 2026/27. p13-14

14. **Standing Orders:** To review and adopt Council's Standing Orders. p15

15. **Financial Regulations:** To review and adopt Council's Financial Regulations. p15

16. **Freedom of Information – Model Publication Scheme:** To review and adopt the Model Publication Scheme. p15

17. **Complaints Handling Procedure:** To review and adopt the Council's Complaints Procedure. p15

18. **Dealing with Press and Media:** To review and adopt Council's Policy for Dealing with Press and Media. p15

19. **Council's Insurance Arrangements:** To confirm Padstow Town Council's insurance cover in respect of all insurable risks. p16.

20. **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.

21. **To confirm the confidential minutes** of the Full Council Meeting held on **28 April 2026** having been previously circulated and taken as read.

Agenda Item 6j

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 28 April 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, A J Hoskin, C J Newman and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant Town Clerk/Assistant RFO and minute taker)

2025/249 **Apologies for absence and announcements**: i) Apologies were received from Councillors J O'Keefe and A Rees.
ii) The Chair congratulated both Councillors Hoskin and Rickard for successfully completing the London Marathan. This was echoed by the Council who gave a round of applause.
iii) The Chair informed members of correspondence received from a yacht named 'Big Bear' who, along with the BBC's Pudsey Bear, will be embarking on a three month circumnavigation of the British Isles in 2026 in support of BBC Children in Need, stopping at 35 ports in England, Wales, Northern Ireland and Scotland.

They have contacted Padstow Harbour Commissioners and hope to dock at Padstow Harbour between 28-30 May 2026. Whilst here, they will undertake fundraising, and aim to host short, accessible walks with Pudsey and the crew for a wide range of participants, and potentially some low-key engagement interactions. The Council office has provided publicly available contact information for local organisations.

Once date and timings confirmed, the Council Support Officer will update Councillors via email and publicise information through Council's social media.

2025/250 **Declarations of interest**: Councillor Mrs J Colwill declared an interest in agenda item 28 – Incident Dog Attack.

2025/251 **Dispensations**: There were no dispensations.

2025/252 **Public Participation:** There was no public participation.
Cornwall Councillor's Report: Apologies were received from Cornwall Councillor J O'Keefe. There was no report.

Police Report: The police report for the period 1/4/2026 – 28/4/2026 was tabled and read.

2025/253 **RESOLVED** that the minutes of the Full Council meeting held on Tuesday 31 March 2026 be signed as a true record.

2025/254 Clerks Report/Work Programme: The report was noted for information. The Town Clerk provided further updates:

i) Dock Wall – Council's surveyor was chasing PHC for a response to be able to confirm start date, expected September.
ii) The suspected fly tipping issue was a cliff slip. Town Clerk confirmed measures that were in place already, having been undertaken some years ago. However, Council's surveyor had been informed, his further advice in this matter was awaited.
iii) Shelter Windmill – Cornwall Council (CC) has commissioned a design process to provide 2 new waiting areas more aligned with the carriageway, these to have hard standings, bus stop flags, timetables and bench seating. CC to keep PTC updated on progress. CC has confirmed that the current shelter, which is in the wrong location, can be removed in the coming weeks once they have removed the timetable case. This work will be scheduled in by the Council Foreperson to be undertaken in due course.

2025/255 Committees/Working Group Meetings:

a) **RESOLVED** to receive the minutes of the Planning and Highways Committee meeting held on 14 April 2026.
b) **RESOLVED** to adopt the minutes and approve recommendations of the Staffing and Personnel Committee meeting held on 14 April 2026 having been sent to follow and taken as read.
c) **RESOLVED** to adopt the minutes and approve recommendations of the Community and Facilities Committee meeting held on 21 April 2026.
d) **RESOLVED** to adopt the minutes and approve recommendations of the Finance and General Purposes Committee meeting held on 21 April 2026.

2025/256 Finance: Monthly Accounts and Payments March 2026

a) **RESOLVED** to receive the monthly finance report.
b) It was **RESOLVED** to ratify payments made since the last meeting i) March b) of £22,377.67, March gross wages, NIC ER's and LGPS ER's of £32,370.56, standing orders or direct debits (regular payments of the same amount) of £12,802.50, and direct debits of £3,107.73; ii) March c) of £1,873.91, standing orders or direct debits (regular payments of the same amount) of £20.48, direct debits of £211.76, and March credit card statement of £646.71; iii) April 'a' of £9,781.06, April gross wages, NIC ER's and LGPS ER's of £31,861.27, and direct debits of £2,897.63; and iv) to note the availability of invoices for inspection.
c) The car park takings were noted.
d) Receipt of Community Infrastructure Levy (CIL) money of £4,890.95 on 8.4.26 was noted for information.
e) **RESOLVED** to note that no Councillor has a conflict of interest with the External Auditor BDO LLP.
f) The Non-Domestic Rates for 2026-27 were noted.
g) The availability of bank reconciliations for inspection each month was noted.

2025/257 **Internal Control:** The RFO introduced this item and advised of typing error on page 31 of the agenda papers, namely year ended should be 31 March 2026 – not 2025. Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

2025/258 **Financial Statements:** The Chair referred members to the agenda pages and it was **RESOLVED** to approve the Financial Statements for the year ended 31.3.2026.

2025/259 **Budget to Actual Variance Report:** The Budget to Actual Variance Report 1.4.2025 – 31.3.2026 as detailed on agenda pages 37 to 40 was noted.

2025/260 **Internal Audit Report: RESOLVED** to note the clear internal audit report and that there were no recommendations.

2025/261 **Annual Governance and Accountability Return 2025/26 Section 1 Annual Governance Statement:** Following consideration of the annual governance statement it was **RESOLVED** to respond "yes" to Assertions 1 – 8 and 10, and "n/a" to Assertion 9 in Section 1 on which basis it was **FURTHER RESOLVED** to approve Section 1 – Annual Governance Statement 2025/26 of the Annual Governance and Accountability Return 2025/26 and that these be signed by the Chair of the meeting and the Town Clerk.

2025/262 **Annual Governance and Accountability Return 2025/26 Section 2 Accounting Statements:** Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting Statements 2025/6 for Padstow Town Council in the Annual Governance and Accountability Return 2025/26, and that they be signed by the Chair of the meeting.

2025/263 **2026/27 Budget Review:**
The RFO introduced this item and outlined the rationale for undertaking this review relating to Dock Wall tender process conclusion and costings known, Earmarked Reserves and increases in both Non-Domestic Rates and insurance costs.

RESOLVED to agree the following revisions to the Budget 2026/27: i) that the following provisions be included in the Capital and Projects cost centre: a) £200,000 for Dock Wall repairs; b) £50,000 for bus stop works and associated costs; c) £10,600 for the New Business Unit's Fall arrest system; and d) it be noted that the cost for upgrading the Council's streetlighting as agreed and approved under minute refs CAF2025/71 and 2025/207 be taken from the existing Community and Facilities contingency within this cost centre;

ii) In response to increased Non-Domestic Rates (NDR), to increase a) nominal code 5317 Railway car park NDR from £80,000 to

£92,000; and b) nominal code 5417 lawn car park NDR from £24,000 to £24,500;

iii) To adopt a prudent approach to possible rises in insurance costs as outlined in 4.1 of the agenda report and to increase nominal code 6923 from £44,000 to £55,000;

iv) To agree the following amendments to the Council's Earmarked Reserves (EMR): a) to transfer the Dock Wall EMR of £400,000 to the Properties and Grounds Maintenance EMR; and b) to transfer £52,428 from the General Fund to a Community Infrastructure Levy (CIL) EMR; and

v) To approve the revised Budget 2026/27, as set out in appendix 1 to the agenda papers.

2025/264 Correspondence

a) Correspondence was noted for information.

b) i) Land Use Request: Police Community Engagement Van:
RESOLVED to approve request to locate Police Community Engagement Van on 27 May 2026 on the Camel Roadway area closest to the entrance of the Camel Trail subject to risk assessment and public liability insurance being up to date and satisfying the Councils officers.

ii) Climate Vision: Building Personal Climate Resilience:
RESOLVED to note the open letter to Members of Parliament and the press (11/3/26) regarding the debate "Extreme Climate and Weather Events: National Resilience" and no action be taken.

2025/265 Guide Hut – Access:

The Chair referred members to the agenda report and welcomed their views on the matter. There was much discussion with the following matters being raised:

- Concern that if a gateway was made in the wooden fencing that this could be a greater safety hazard with children having access straight into the roadway.
- Struggled to understand why a rear access point was required when the emergency muster point was not at the rear but via the front of the building towards the Social Club.
- It was noted that the kitchen was at the rear of the premises and therefore was the greatest area of risk for fire.
- Noted that their capacity numbers were well below the occupancy limit of 60, which was the cap for any building for one fire exit only, and therefore two were not required.
- Comment was made that the wooden fencing was low level.
- Concerned that suggestion of a gateway in the MUGA would compromise the fencing and therefore this was not considered a viable option.

RESOLVED a) that the request from Padstow Girl Guides to install a gate in either the MUGA or wooden fencing be declined, as per the following reasons:

i) Gateway into MUGA could compromise the fencing and is not a viable option;

ii) Consider that gateway in wooden fencing would be a greater health and safety risk to children who would have access to the road; and

b) Suggest the Girl Guides may wish to contact Cornwall Council to seek access via the wall at the rear [of the Guide hut] which backs onto a housing estate.

2025/266 Fishermen's Mission Request:
RESOLVED to ratify the decision to amend the dates for the Fishermen's Mission charity trailer to use a section of the staff parking area from 24 April 2026 for 2 weeks, by the Town Clerk in consultation with the Chair and Vice Chair of the Council.

2025/267 Cornwall Local Plan: Cornwall Council Community Engagement Event:
RESOLVED to leave matter of Cornwall Council's community engagement event request re the Cornwall Local Plan 2050 on the table and should anything further be received to consider it then.

2025/268 Council IT: Device Security:
RESOLVED to accept the recommendation from the Council's IT provider, Acronyms and upgrade its' device security package as per their proposal.

2025/269 Approval of Reason for Non-Attendance: Section 85 Local Government Act 1972: A report on this matter was tabled and read. It was noted that there has been no response to the letter sent by the Town Clerk outlining the implications of non-attendance and seeking reasons for the same to be considered by Full Council.

RESOLVED to note i) no correspondence providing a reason for non-attendance has been received from Councillor D Eddy for Council to consider; and ii) that an item will be placed on Council's next agenda per item 2.2 of the agenda report.

2025/270 Use of Council Land: Railway Car Park: The Chair referred Council to the tabled agenda report, giving them a moment to read the same. Council was frustrated that the order was placed for the bus stop works at the end of February but there was still no confirmation on a start date. Instead, Cornwall Council (CC) had been in touch recently with regards to their view that the electric supply for the shelter should be via the National Grid, as per the reasons outlined in the tabled report.

The Town Clerk advised that she had raised queries to the same, as it was not known where the National Grid supply came from and trench works across PTC land. She had further clarified that PTC

had suggested supply be run from the Red Phone Box which was adjacent to the new bus shelter site.

Council gave this matter their due consideration with the view that the supply suggested by PTC was adequate and close by to the shelter site.

The Council further noted updates on consents and agreements within the tabled report and that CC had included text within the Cornwall Enhanced Partnership Scheme relating to access via private land.

RESOLVED a) to advise Cornwall Council that connection of electric supply from the phone box is adequate to run services to the bus shelter and do not wish for it to be via the National Grid;
b) the Town Clerk progress matters, consulting with the Council Chair relating to 3.1 and 3.2 of the agenda report; and
c) an update on the latest position be posted on the Council's website and reported at the Annual Parish meeting, in consultation with the Council Chair.

2025/271 **Reports from Members/Outside Organisations:** No updates were given at the meeting.

2025/272 **Future Meeting Dates:** The following future meeting dates were noted for information: i) Annual Council Meeting: 12 May 2026 at 7.00 pm, ii) Annual Parish Meeting: 19 May 2026 at 6.30 pm; and iii) next Full Council meeting: 26 May 2026 at 7.30 pm.
It was also noted that the Planning and Highways Committee would meet on Wednesday 6 May 2026.

2025/273 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2025/274 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 31 March 2026** be signed as a true record.

2025/275 **RESOLVED** to adopt the **confidential** minutes and approve recommendations of the Personnel and Staffing Committee meeting held on 14 April 2026.

2025/276 **Incident – Dog Attack: Councillor Mrs J Colwill declared an interest and left the meeting for this item.**

RESOLVED to write a joint letter of concern to Cornwall Council and Devon and Cornwall Constabulary regarding the recent Dog Attack incident in Padstow, providing a copy of the letter to the member of public, Local Cornwall Councillor and North Cornwall MP.

Councillor Mrs J Colwill returned to the meeting.

2025/277 **Lease and Tenant Matters:** Update noted in respect of Padstow Cycle Hire. No updates were available in respect of a) Deed of Release (Railway), and b) Workshop Units 4 and 8.

Meeting closed at 8.47 pm

Agenda Item 7b)

PADSTOW TOWN COUNCIL

Minutes of the Personnel and Staffing Committee meeting held on Tuesday 20 January 2026 at the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors M Rickard (Chair), Mrs J Dawe (Vice Chair), K Freeman, and A N Rees

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

PS2025/40 **Apologies and Announcements:** i) Apologies were received from Councillor A Hoskin; and ii) There were no announcements.

PS2025/41 **Declarations of Interest:** There were no declarations of interest.

PS2025/42 **Public Participation:** There was no public participation.

PS2025/43 **Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 11 November 2025 be signed as a true record.

PS2025/44 **Date of next meeting:** Tuesday 17 March 2026 at 7.00pm was noted.

PS2025/45 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

PS2025/46 **Committee Works i) Update:** was noted for information. **ii) Programme:** was noted without amendment.

PS2025/47 **General Personnel and Staffing Matters:**
The Town Clerk left the meeting for the following item.
The Chair referred members to the agenda report and consideration was given to the information therein.

RESOLVED to note the information and ratify the actions taken as detailed in paragraph 3.1 of the agenda report.

The Town Clerk returned to the meeting.
The Town Clerk provided a verbal update to Committee regarding general staffing matters. Consideration was given to a staff member participating in National Bring Your Child to Work Week 2026. It was noted this would be for one day, not the whole week, and that as this would not be work experience the child would remain in the care of their parent.

RESOLVED to agree the request to participate in National Bring Your Child to Work Week, for one day during the w/c 2 February 2026.

There was a brief discussion of the work progress document which the Town Clerk had recently updated. Councillors commented that this was a useful tool to see how much work is ongoing in the background. The Town Clerk commented that the team were pleased to see several items now completed.

The Town Clerk provided an update on how both the inside and outside teams were working together to manage recent sickness, holiday leave, and storm Goretti. Committee expressed thanks to Outside Operative, Anthony McPherson for his assistance over the Christmas period.

PS2025/48 **Civility and Respect Pledge:** Committee's views on the Council signing the Civility and Respect pledge spearheaded by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) were sought. They were supportive of the scheme and the associated Councillor's Statement of Assurance.

Consideration was given to the Model Councillor-Officer Protocol. It was felt parts of the Press and Media section contradicted the Council's own policy but otherwise the protocol would be beneficial.

RESOLVED i) to note that the Civility and Respect Pledge is a Full Council decision but to confirm the Personnel and Staffing Committee can provide assurance to Council that statements 2, [training programme], 3 [Code of Conduct], and 4 [workplace governance] are in place.

RESOLVED TO RECOMMEND TO COUNCIL to i) adopt the Model Councillor-Officer Protocol as per the "to follow" paper, subject to placing it in the Town Council template and under Press and Media: a) replacing "Media Protocol" with "Press and Media Policy" at the end of the first paragraph; and b) removing all paragraphs after the first; and ii) the importance of each Councillor signing up to the Councillor's Statement of Assurance.

PS2025/49 **Staffing Handbook Review:** The Chair referred members to the handbook for review. Comment and thanks were expressed to the Town Clerk for the level of work involved. Consideration was given to the highlighted comments, tracked changes, and appropriate governance arrangements. With Committee agreeing to the draft handbook subject to the following:

- Pg 19, inclusion of Staff Identification Badges Policy
- To amended paragraphs as highlighted in the document in pages 22 and 36.
- To deletion of paragraphs as highlighted in the document in page 25, 33, 59, 74, 75, 77 and 78.
- To acceptance of tracked changes as highlighted in the document in pages 41, 42, 44, 52, 56, 57, 58, 60, 61, 64, 65, 66, 67, 68, 70, 72, 75 and 78
- Pg 59 inclusion of Redeployment paragraph.
- Pg 68 inclusion of Redundancy Policy.

RESOLVED TO RECOMMEND TO COUNCIL i) to adopt the Employee Handbook subject to any final typographical amendments, finalising/tidying up the document and placing it in the appropriate template; and ii) to agree to the delegated responsibilities as detailed in the Governance Arrangements Document for Performance Improvement and Short-Term and Long-Term Absence (Appendix A)

PS2025/50 **Updates: i) Overtime:** There was no overtime to report. **ii) Sick Leave:** The report was noted for information. **iii) Councillor/Staff Training:** Recent staff training was noted for information. There was no Councillor training to note. **RESOLVED** i) that the Town Clerk look into face-to-face training in respect of Equality, Diversity and Inclusion, and Data Protection and that this include both Councillors and Staff; and ii) to agree the recommendation set out under b) of the agenda report be **RECOMMENDED TO COUNCIL**.

Meeting closed at 7.40 pm

AGENDA ITEM 8: ANNUAL REVIEW OF DELEGATION ARRANGEMENTS AND COMMITTEES' TERMS OF REFERENCE

1.1 Council will know that last year it a review was undertaken and the Committee structure was reviewed.

1.2 February 2026 some change were made to the Planning and Highways Committee terms of reference.

1.3 The Town Clerk has reviewed the same and would recommend one amendment to the Personnel and Staffing Committee terms of reference, as detailed below changing a meeting date from January to February as this will align better with appraisals being conducted in January and then reviewed by Committee in February.

Meetings:	At least 5 meetings a year - June, September, November (budget), ~~January~~ February (appraisals) & March at 7.00 pm. Additional meetings to be arranged as required.

1.4 Council is asked to the review the same and any amendment to raise at the meeting for consideration.

Recommended Council Decision:

i) Does Committee wish to amend meeting date for Personnel and Staffing Committee as detailed in 1.3 above?

ii) subject to changes made as per i) above and any further changes by Council, to adopt Council's Scheme of Delegation and Committee Terms of Reference.

AGENDA ITEM 9: APPOINTMENTS TO COUNCIL COMMITTEES

Council is asked to appoint to each Committee as detailed on the agenda front sheet a) to c). The number of Councillors to be appointed to each Committee is outlined in brackets on the agenda front sheet.

AGENDA ITEM 10: APPOINTMENTS TO COUNCIL CHAIRS

Following appointment to Committee as per agenda item 9, Council is asked to appoint chair of each Committee as detailed on the agenda front sheet a) to c).

AGENDA ITEM 11: FINANCE AND GENERAL PURPOSES COMMITTEE

Membership for the Finance and General Purposes Committee is 8 members as outlined in its Scheme of Delegation and Terms of Reference. Its membership includes the Chair of the Council, Vice-Chair of the Council and Committee Chairs (excluding Planning and Highways) with the remaining vacancies filled by other Councillors on the Council.

Recommended Council Decision:

i) Following appointments of the Chair of the Council, Vice-Chair of the Council and Chairs to each Committee, Council to appoint Committee's vacant positions; and after which to

ii) Appoint Committee Chair.

AGENDA ITEM 12: 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.

Bodmin, Wadebridge, Padstow, St Teath and Tintagel Community Area Partnership (CAP):
Each Parish/Town Council is required to nominate a named Councillor to attend meetings and, where a formal vote is required, to also cast 1 vote. Cornwall Council has confirmed that a substitute representative is permitted to attend and vote in the absence of the named representative. Therefore, Council is asked to elect both a first representative and a substitute member. Any other member may attend CAP meetings to observe (not to vote) but they are asked to confirm their attendance prior to the meeting to ensure capacity is not an issue.

CALC Membership: Council is a member of the Cornwall Association of Local Councils (CALC). The Chair of the Council and the Town Clerk are the Council's representatives.

With no changes being notified to the Council, the same requests are being sought.

Recommended Council Decision: To make the following appointments:

a) Formal Council appointment of one Councillor to the Camel Advisory Group (1)
b) Formal Council appointment of one Councillor *and substitute* to the Bodmin, Wadebridge, Padstow, St Teath and Tintagel CAP (2)
c) Informal Council appointment of one Councillor to the Padstow Sea Cadets Unit Management Team

And:

d) To note the appointment of the Chair to the Cornwall Association of Local Councils (CALC)

Agenda Item 13j

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL/COMMITTEE MEETINGS 2026-27

Date	Time	Meeting
2026		
Weds 6 May	7.00pm	Planning & Highways Committee
Tues 12 May	**7.00pm**	**Annual Council Meeting**
Tues 19 May	**6.30pm**	**Annual Parish Meeting (Community Hub)**
Tues 26 May	**7.30pm**	**Full Council**
Tues 2 June	7.00pm	Personnel & Staffing Committee
Tues 9 June	7.00pm	Planning & Highways Committee
Tues 16 June	7.00pm	Finance and General Purposes Committee
Tues 30 June	**7.30pm**	**Full Council**
Tues 7 July	7.00pm	Community and Facilities Committee
Tues 14 July	7.00pm	Planning & Highways Committee
Tues 21 July	7.00pm	Finance & General Purposes Committee
Tues 28 July	**7.30pm**	**Full Council**
Tues 11 August	7.00pm	Planning & Highways Committee
Tues 1 September	7.00pm	Community & Facilities Committee
Tues 8 September	7.00pm	Planning & Highways Committee
Tues 15 September	7.00pm	Finance & General Purposes Committee
Tues 22 September	7.00pm	Personnel & Staffing Committee
Tues 29 September	**7.30pm**	**Full Council**
Tues 13 October	7.00pm	Planning & Highways Committee
Tues 27 October	**7.00pm**	**Full Council**
Tues 3 November	7.00pm	Community & Facilities Committee (budget)
Tues 10 November	7.00pm	Planning & Highways Committee
Tues 10 November	7.15pm or on rising of P&H Cttee, whichever later	Personnel & Staffing Committee (budget)
Tues 17 November	7.00pm	Finance & General Purposes Committee (budget)
Tues 24 November	**7.30pm**	**Full Council (budget)**
Tues 8 December	7.00pm	Planning & Highways Committee
2027		
~~Tues 5 January~~	*No meeting due to Christmas break,*	
Tues 12 January	7.00pm	Planning & Highways Committee
Tues 19 January	7.00pm	Community & Facilities Committee
Tues 26 January	**7.30pm**	**Full Council**
Tues 2 February	7.00 pm	Personnel & Staffing Committee (appraisals)
Tues 9 February	7.00pm	Planning & Highways Committee
Tues 16 February	7.00pm	Finance & General Purposes Committee
Tues 23 February	**7.30pm**	**Full Council**
Tues 2 March	7.00pm	Community & Facilities Committee
Tues 9 March	7.00pm	Planning & Highways Committee
Tues 16 March	7.00pm	Personnel & Staffing Committee
Tues 23 March	**7.30 pm**	**Full Council**
~~Tues 30 March~~	*Defined under LGA 1972 as last day of Easter break – no meetings*	
Tues 13 April	7.00pm	Planning & Highways Committee
Tues 20 April	7.00pm	Finance & General Purposes Committee (grants)
Tues 27 April	**7.30pm**	**Full Council**

All meetings held at the Council Chamber, Station House, Station Road, Padstow PL28 8DA, unless stipulated otherwise. Alternative venue would be *Padstow Community Hub, Lawns Car Park, Hill Street, Padstow, PL28 8EB.

Updated 21.4.26

Meeting venue will be stated on the meeting agenda of each meeting, published 3 working days prior to the meeting.

Notification of Council/Committee meetings list subject to change, extra meetings to be arranged as required. NB: Additional extra-ordinary Planning and Highways Committee meetings to be held at 7.00pm, prior to Full Council meeting (if required).

DRAFT

PADSTOW TOWN COUNCIL: 12 MAY 2026

OVERVIEW

1. As per the Council's Standing Orders Council is required at its Annual Meeting to review some of its Policies/Procedures. The documents for these are in a pack sent under separate cover.
2. This report outlines each agenda item for consideration in this regard.

AGENDA ITEM 14: STANDING ORDERS:

Council's Standing Orders are based upon the National Association of Local Councils (NALC) model. A full review was undertaken last year, with Council adopting the updated Standing Orders.

The Town Clerk can confirm that there has been no notification of any further updates and considers that they do not require any review and should be adopted unchanged.

Recommended Council Decision: To make no changes and adopt Council's Standing Orders.

AGENDA ITEM 15: FINANCIAL REGULATIONS

The General Purposes Committee only recently undertook a review of Council's Financial Regulations at its meeting on 17 February 2026, which were approved and adopted by Council at its meeting on 24 February 2026. Therefore, the Financial Regulations require no change to be made.

Recommended Council Decision: To make no changes and adopt the Council's Financial Regulations.

AGENDA ITEM 16: FREEDOM OF INFORMATION – MODEL PUBLICIATION SCHEME:

This document is a model provided by the Information Commissioners Office for use by Parish and Town Council. The Town Clerk can confirm that there have been no updates notified to the main body of the document and the appendix was reviewed and updated last year.

The Town Clerk can confirm that there has been no notification of any further updates and considers no further review is required and should be adopted unchanged.

Recommended Council Decision: To make no changes and adopt the Model Publication Scheme and appendix.

AGENDA ITEM 17: COMPLAINTS HANDLING PROCEDURE:

The procedure is still fit for purpose and therefore the Town Clerk does not consider it requires any changes or amendments.

Recommended Council Decision: To make no changes and adopt Council's Complaints Handling Procedure.

AGENDA ITEM 18: DEALING WITH PRESS AND MEDIA:

This document was updated last in line with Council's Standing Orders and Guidelines for Broadcasting or Using Social Medica at Council Meetings.
The Town Clerk considers this is still fit for purpose and should be adopted unchanged.

Recommended Council Decision: To make no changes and adopt Council's Dealing with Press and Media Policy.

PADSTOW TOWN COUNCIL: 12 MAY 2026

AGENDA ITEM 19: COUNCIL'S INSURANCE ARRANGEMENTS:

1. Introduction

1.1 The purpose of this report is to confirm Padstow Town Council's insurance cover in respect of all insurable risks.

1.2 The Council's insurance policies are arranged and managed by James Hallam Insurance Brokers (previously WPS) who are specialists in the Local Council sector. The Council entered a new three year Long Term Agreement with James Hallam in November 2024 (Min No: 2024/132e) following a review undertaken by the Town Clerk, Responsible Financial Officer and the Council's providers. The total premium (including Insurance Premium Tax and Fees) for the year is £46,424.15.

2. Insurance Arrangements

2.2 Should councillors wish to review the same a copy of the Council's insurance schedule is available for inspection. It includes the following policies:

Policy – Effective 1/11/2025	**Provider**
Aviva Group Personal Accident and Business Travel	Aviva Insurance LTD
Excess Public Liability	CNA Insurance Company LTD
Commercial Combined - All PTC owned land / buildings / assets	Aviva Insurance LTD
Fleet Rated Commercial Motor	ERS
Cyber Package	Travelers Insurance Company Ltd
Policy – Effective 15/11/2025	**Provider**
Charity and Communities (Essentials)	Ansvar Insurance

3. Conclusion

3.1 The Council's Finance and General Purposes Committee has delegated powers to ensure appropriate insurances are in place. FGP will review the current arrangements, including any claims that have arisen, at an appropriate meeting ahead of the insurance policy renewals in November 2026. **For now, Council is asked to note Padstow Town Council's insurance cover in respect of all insurable risks.**