PADSTOW TOWN COUNCIL

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1 July 2026

TO: MEMBERS OF THE COMMUNITY AND FACILITIES COMMITTEE
Councillors A N Rees (Chair), G Chapman, Mrs J Dawe, R Higman, A Hoskin, M Rickard and Vacancy

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **COMMUNITY AND FACILITIES COMMITTEE** at the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 7 July 2026 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

KE Pemberton

Kathy Pemberton
Town Clerk

Agenda
Press & Public are invited to attend

1. To receive **apologies for absence and announcements (if any)**

2. **Election of Vice Chair:** To **ELECT** Committee Vice-Chair (if Committee so wishes)

3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.

4. **Public Participation**: To receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.

5. **To agree the minutes** of the meeting held on 24 March 2026. p 1-4

6. **To agree the minutes** of the extra-ordinary meeting held on 21 April 2026. p5-7

7. **Committee Works i) Update:** for information only; **ii) Programme:** To note and update/amend, as necessary; **and iii) Contingency/Project Budget Update:** for information only. p8-10

8. **Trevone Land Stability Assessment:** To give consideration to this matter and discuss and decide on way forward. p 11-14

9. **Annual Play Inspection:** To give consideration to this matter and discuss and decide on way forward. p15-19

10. **Churchyard:** To be updated in these matters and discuss and decide on way forward.
    - i) **Churchyard Gates Refurbishment** (to follow)
    - ii) **Memorial Management** p20-29
    - iii) **Cremation Plots Administration** (to follow)

11. **Cemetery:** To be updated in these matters and discuss and decide on way forward.
    - i) **Stability Testing** (to follow)
    - ii) **Bench Request** p30-31

12. **CCTV Policy Review:** To give consideration to this matter and discuss and decide on way forward. p32-45.

13. **Community Events 2026/2027 Update:** To be updated in this matter and discuss and decide on way forward. p46-49.

14. **Gift Request:** To be updated in this matter and discuss and decide on way forward. p50.

15. **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements:** To give consideration to this matter and discuss and decide on the way forward. (To follow)

16. **White Shelter Area Improvements:** To give consideration to this matter and discuss and decide on way forward. (To follow).

17. **Date of Next Meeting:** Tuesday 1 September 2026 at 7.00 pm

Agenda Item 5

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 24 March 2026 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

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

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

CAF2025/72 **Apologies and Announcements:** i) Apologies were received from Councillors Mrs J Colwill and A Hoskin; and ii) No announcements.

CAF2025/73 **Declarations of Interest:** Councillor G Chapman declared an interest in agenda item 10 Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Public Toilet Improvements.

CAF2025/74 **Public Participation:** There was no public participation.

CAF2025/75 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 3 February 2026** be signed as a true record of the meeting.

CAF2025/76 **Committee Works: i) Update:** The update was noted as per the agenda report. **ii) Programme:** The programme was noted without change; and **iii) Contingency/Project Budget Update:** The update regarding Committee's spend to date and remaining budget was noted.

CAF2025/77 **Memorial Bench Policy – "Space" Consideration:** Consideration was given to this item, with Committee working through criteria as outlined in Council's memorial bench policy.

RESOLVED to take the following actions at the end of the 12 month period following the removal of memorial benches 84 and 124 in Stile Field i) to not make available "space" 124 for new donations and to remove the concrete base; and ii) to make available "space" 82 for a new memorial bench donation on a first come first served basis provided that the memorial is to a resident or former resident of Padstow Parish, or a person with a demonstrable link of public interest.

CAF2025/78 **CCTV Consultation and Review:** The Chair referred members to the agenda report and papers for this item, these having been sent "to follow" and taken as read. There was general agreement with the findings of the report, namely that CCTV appeared to have improved the issues for which it was installed but that there were no significant changes to the causal factors underpinning the issues that would justify its removal. A review of signage and active monitoring of the signage was thought beneficial.

RESOLVED i) to note the findings of the 2026 consultation: Public Space CCTV in the Lawns Area, Padstow;

ii) to accept the suggested measures as detailed in appendix 1 to the agenda report – 2026 CCTV Review: Lawns Area;

iii) to action the consultations "further comments" as suggested in paragraph 4.1 of the agenda report;
iv) to agree the updated Data Protection Impact assessment (DPIA) as per appendix 3 to the agenda report; and
v) the following actions be taken with regard to CCTV signage and information sharing a) a specific check for damaged or missing CCTV surveillance signage be added to the 6 monthly car park check to ensure active monitoring of this requirement; b) reassessment of signage in areas that capture passersby in the vicinity of the skate park and play area to ensure sufficient opportunity for these to be seen; and c) to undertake a review of website information.

CAF2025/79 **Community Events 2026/27:** The Chair referred members to the agenda report. The updates regarding the i) LJD Coaching LTD – Holiday Programme; ii) Remembrance Day Parade; iii) Church Christmas Tree Exhibition; and iv) October Make and Take were noted for information.

Community Fun Day: **RESOLVED** in respect of the 2026 Community Fun Day i) to set a maximum budget of £4,500; ii) to accept the quotations in 2.2 of the agenda report and, to avoid delay, to delegate the finer detail on these activities to the Town Clerk in consultation with the Committee Chair provided within budget; and iii) to avoid delay, to delegate to the Town Clerk in consultation with the Committee Chair the details of Marvelous Eventures, the Creative Competition, and advertising, as outlined in the agenda report provided within budget and bringing any updates to a future meeting.

Photography Competition: **RESOLVED** i) to launch the Christmas Card Photography Competition at the Community Fun Day, together with posters and social media posts, with a deadline of 26 October 2026; and ii) to avoid delay, to delegate this matter to the Town Clerk in Consultation with the Committee Chair bringing any updates to a future meeting.

Film Event: There was discussion of this matter with the Chair expressing concern that an event of this size could see the Council stretching itself "a bit thin". There was concern there could be a lack of volunteers, with event support often falling to the same volunteers. It was suggested it may be better to concentrate on holding a good, successful Fun Day rather than over committing. Consideration was given as to whether the Council would be leaving itself open to failure at significant expense given that such an event would be very weather dependant.

Another member expressed support for a film event, wishing to see one held if not in the current year, then in the next year. They shared that they were often approached by people with concerns that the Council did not utilise Wheal Jubilee Parc. Generally, it was thought prudent not to progress this for 2026.

RESOLVED to postpone the suggestion of a film event for this year and to look at the budget for 2027/28, giving thought as to what events could be held at Wheal Jubilee Parc at the July/September Committee meeting to feed into budget setting.

Cost Of Living Event: **RESOLVED** that as the DWP is looking to hold a Wellbeing Event at the Community Hub in May and potentially again in the Autumn, to stop investigating a Cost Of Living Event at this time.

CAF2025/80 **Cornwall Council – Parking Enforcement 2026/27 Service Level Agreement (SLA):** There was discussion of this item. Members noted that costings had now been received for the 2026/27 SLA and as this was within Councils agreed budget could now be signed. It was noted that enforcement was a provision within the Council's Risk Management Plan and demonstrated financial prudence.

There was discussion of the wider issue of enforcement and the need to engage Cornwall Council (CC) in conversations to address service issues with the SLA, its cost neutrality, and ways the Localism Act could be utilised to enable the Council to supplement the CC enforcement provision. The Chair commented there are two pieces of legislation which impact the matter, the Localism Act and the Traffic Management Act, she considered that the matter would take time and would require the Council to remain clear and consistent as it had in other matters concerning CC. Members were supportive of inviting CC officers and the local MP to a meeting at the Council offices should it become necessary.

RESOLVED i) to note the details of the 2026/27 Parking Enforcement Service Level Agreement (SLA) and that this will now be signed; and ii) to formally raise concerns with the local member regarding the service of the SLA and its transparency together with ways to devolve some aspects of the same.

CAF2025/81 **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Public Toilet Improvements:**

Councillor G Chapman declared an interest in this item.
As the meeting was inquorate there was no discussion. This item will be deferred to a future meeting.

CAF2025/82 **Vehicle Update and Replacement:** Members noted the update regarding the Isuzu van and that investigations for vehicle replacement will be brought to a future meeting. The Town Clerk would liaise with the Council Foreperson to progress this with it being further noted that Councillor A Rees would be happy to assist.

CAF2025/83 **North Quay Toilets – Vandalism**: Members noted the recent vandalism in the North Quay family room and the action taken to close the facility at the earlier time of 3.30pm each day. It was agreed this continue until Easter. It was hoped that the increased footfall of the

Easter holidays would act as a deterrent and enable the facility to operate its usual holiday timings.

RESOLVED to continue the early closure of the North Quay family room until Easter but to open the facility from 8am to 8pm from Easter in line with the other public conveniences, noting that any further incidents will require the Town Clerk to make operational decisions to alter timings.

CAF2025/84 **Churchyard Gates Refurbishment:** In response to a member query, it was confirmed that as a closed churchyard responsibility for the gates lies with the Town Council. Members agreed that site meetings with contractors would be a good way forward given the significant difference in the initial costings provided.

RESOLVED i) that the Council Facilities Officer arrange to meet with each contractor to establish better costings for the refurbishment of the Churchyard gates; ii) that a maximum budget of £7,500 be set for this project; and iii) that findings of i) be brought back to a future meeting for consideration by Committee.

CAF2025/85 **MUGA Basketball Hoop:** Committee noted the default set up of the MUGA includes 2 basketball hoops and that to date there have not been any requests to use all 4 hoops at once. The report detailed that one of the backboards had broken and the cost of replacement, therefore seeking Committee's view as to whether 4 basketball hoops were still required. It was **RESOLVED** to keep only 2 serviceable basketball hoops at the MUGA, using the remaining 2 as spare parts.

CAF2025/86 **Metal Reclamation:** Consideration was given to the disposal of scrap metal the Council has no use for. It was **RESOLVED** to sell the Council's disused cast iron bench ends and steel bench frames at a cost of £300 to include collection.

CAF2025/87 **Outside Works and Maintenance:** The Town Clerk provided a verbal update on this item. She advised that the Council Foreperson had returned from leave and had been updated on the positive feedback from the team regarding specific task focused work schedules. With the recent better weather, the team's current focus was grass cutting.

CAFT2025/88 **Community Hub Progress:** The update was noted as per the agenda report. In response to a member query, the Town Clerk advised the team would feedback to the Neighbourhood Police Team/Cornwall Council Housing monthly drop-in, a request to update the office if/when the session needs to finish early so that this can be shared on the Council's social media at that time.

CAF2025/89 **Date of Next Meeting:** To be confirmed.

Meeting closed 7.51 pm

Agenda Item 6

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 21 April 2026 in the Council Chamber, Council Offices, Station House, Padstow at 6.30 pm

Present: Councillors Mrs J Dawe (Chair), A N Rees (Vice Chair), G Chapman, A Hoskin (late) and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant Town Clerk/RFO and minute taker) and 2 members of the public

CAF2025/90 **Apologies and Announcements:** i) Apologies were received from Councillor Mrs J Colwill; and ii) Chair confirmed agenda order would be amended taking agenda item 5 before agenda item 4.

CAF2025/91 **Declarations of Interest:** Councillor G Chapman declared an interest in agenda item 4 Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements.

CAF2025/92 **Public Participation:** Members of the public confirmed that they did not wish to address Committee instead attended to be updated on the latest in respect of agenda item 4.

CAF2025/93 **Cornwall Council Re-Introduction of Weed Treatment:** Councillor A Hoskin arrived at the meeting part way though this agenda item.

The Chair advised Committee that Cornwall Council had met today and a motion on this issue was raised. Cornwall Association of Local Councils sent an email to all parish and town councils which she read out as follows:

"There was lengthy discussion and whilst many spoke against the use of glyphosate, some spoke in favour - regardless of the position on the use of chemicals there was widespread condemnation and apologies regarding how our sector was treated in the process. The Cornwall Council decision today was to:

1. Recognise that the decision to reintroduce chemical weed treatment using glyphosate represents a significant policy reversal with ecological, public health and democratic implications for communities across Cornwall.

2. Pause the commencement of chemical weed treatment currently scheduled for May 2026 until a meaningful public consultation process has been completed.

3. Recognise the wholly inadequate three week opt out window provided to parish and town councils which included Easter and commits to extending this to 30 days after the public consultation results have been published.

4. Give town/parish councils more clarity on the minimum required standards of the urban network.

5. Urgently review the financial terms of the opt-out scheme, which as currently structured are coercive: town and parish councils that exercise their democratic right to refuse glyphosate treatment are penalised by the simultaneous removal of wider targeted estate improvement works, and are offered funding covering only the chemical treatment element (£343.45 per km), leaving them to bear the full additional cost of alternative weed management, waste clearance and public liability insurance from their own precept. Decouple the opt-out from the loss of estate improvement funding.

CALC will continue conversations with Cornwall Council regarding the process failures with information-sharing and consultation with town and parish councils."

In light of this latest information, it was **RESOLVED** to note Cornwall Council's decision of 21 April 2026 on the re-introduction of weed treatment and await further information on a public consultation in due course.

CAF2025/94 **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements:**

Councillor G Chapman left the meeting for this item.

Referring to the agenda report Committee gave this matter their due consideration making the following comments:

- Noting the Project Manager's suggestion for tiled walls in toilets instead of washable panels and agreeing with the same provided they were washable;
- Noting the Maintenance Team's preference to replace current flooring in the Railway family room and disabled toilet with floor tiles but that attention be given to the type of tile to avoid grime building up. The Town Clerk outlined that these were currently in both North Quay and Cory toilets with no issues or concern being raised;
- The Town Clerk would seek clarification from the Project Manager on how ventilation in Railway could be improved and also access to boiler and toilet cisterns in the Cory Toilets.
- New toilet block in Lawns Car Park to be located to the righthand side of the Hub as a separate building, preference being two toilets – 1) disabled and family toilet with a hoist, if possible; and 2) unisex to include a toilet and urinal in the same space.
- The Chair mentioned ultraviolet toilet disinfectant that could also be used for odours, this was successful in school toilets. The Town Clerk confirmed she had requested the Council Facilities Officer to contact the school to seek advice in this regard.
- At the invitation of the Chair, a member of public commented that new facilities would need appropriate signage.

RESOLVED to i) merge the Community Hub Improvements and proposed toilet facilities project with the public toilet improvements

project as per the reasons in 3.1 of the agenda report; ii) agree the scope of these works as outlined in the agenda report and as detailed in these minutes to enable Council's Surveyor to pull together a specification and plans for consideration by Committee at future meeting; and iii) that the draft timetable be noted.

Councillor G Chapman returned to the meeting.

CAF2025/95 **Date of Next Meeting:** To be confirmed.

Meeting closed 6.52 pm

Agenda Item 7

COMMUNITY AND FACILITIES COMMITTEE
7 JULY 2026

i) COMMITTEE WORKS UPDATE: FOR INFORMATION ONLY

- 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: Has been completed.
- Annual Tree Inspection – We have postponed the churchyard works until the autumn, so not to disturb the bats summer roost and active season.
- Spritty Meadow Drainage and Cemetery Extension: Town Clerk has approached land agent, no response to-date. She has chased.
- North Quay Parade – Town Clerk to progress with Committee decision from its last meeting to contact CC.
- Felt Roof inspections – Awaiting quotations.
- Bench number ID's –To help identification of benches onsite small number disks are being installed on all benches. Currently benches at Harlyn, Trevone and Stile Field have been undertaken. Council Foreperson to complete.
- Streetlights – Upgrade to take place first week in July, delayed from June due to Royal Cornwall Show.
- Community Hub: Recent bookings include two NHS vaccination drop-ins and monthly Police drop-ins. DWP have finished their monthly drop-ins for the summer and are looking to book dates for September onwards. The DWP Wellbeing Event on 7 May 2026 was successful and the DWP have reported back to the Support Officer.
- Memorial Bench No 82 (Stile Field): As agreed at Committee on 24 March 2026, vacant bench space to be allocated to a resident/former resident of the parish or a notable person of interest. This bench space has now been allocated to a former resident of the parish awarded an OBE in recognition of an exceptional career and services as a distinguished news cameraman for ITN, notably covering numerous global conflicts and high-risk assignments. Bench to be installed shortly.
- Metal Reclamation: Money received and Bench ends and steel frames have been collected.

ii) WORK PROGRAMMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if needed)	PROGRESS UPDATE (if any)
1 SEPTEMBER 2026		
CC Parks and Open Spaces – Pellew Close and Lodenek Avenue	To request CC representative to speak with Committee on this issue.	Committee agreed at its meeting 2.9.25 this remain on the programme for a later date.
Vehicle Update and Replacement		Council Foreperson to provide detail following conversations M/T.
North Quay Toilets – Roof Repair	Inspection undertaken highlighted areas for action.	Quotation has been sought and is awaited.

Metal Reclamation	Items have been identified for Committee to consider to sell the same.	
Outside works and maintenance progress report	Regular update item. Overview of works undertaken and future works.	
Community Events and Fun Day	Update report on latest including feedback from summer sessions and up and coming Fun Day.	
CC Parking Enforcement		Town Clerk has sought and has chased clarification on enforcement with CALC.
Volunteering Scheme	To give consideration to this, if possible and type of volunteering.	
3 NOVEMBER 2026		
Budget 2027/28	Budget considerations to feed into FGP Meeting on 17 November 2026.	
19 January 2027		
Policy Reviews	To undertake review of relevant policies which are up for review.	
CC SLAs 2027/28 – i) Grass Cutting and Maintenance and ii) Parking Enforcement	To consider SLAs for 2027/28.	
Cemetery Extension	This project has been flagged in the Council's Business Plan to progress in 2027/28. Initial approaches made to adjoining landowner to discussion potential to expand cemetery.	
Memorial Benches	To be updated on benches that have been removed.	
2 March 2027		
Stile Field top path improvements	This project has been flagged in the Council's Business Plan to progress in 2027/28.	
Bus Shelter Review	To be updated on bus shelters under PTC responsibility.	
FUTUTRE ITEMS		
Lawn garages and Scout Hut Improvement Project	This project has been flagged in the Council's Business Plan to progress in 2028/29.	
Letters to Loved Ones/Heaven	Other Councils have been installing these boxes at their cemeteries. Has been mentioned as a possible item to consider/discuss.	

iii) COMMITTEE CONTINGENCY/PROJECTS BUDGET UPDATE: FOR INFORMATION ONLY

Community & Facilities Contingency £100,000

DETAIL	SUPPLIER	£ EX VAT	PROGRESS
• Railway Car Park lining works	Keith Clemes Line Marking	627.00	Complete
• Streetlight upgrade works	McGimpsey Vallis Ltd	5,888.00	Scheduled
	Total spend/commitment to date	6,515.00	
	Balance of budget available	**93,485.00**	

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITEE: 7 JULY 2026

AGENDA ITEM 8: Trevone Land Stability Assessment

1. Overview

1.1 This report is to provide Committee with an update following the office receiving the Trevone land stability assessment report, following their March visit to the area.

1.2 This report provides information on the sections the Council team are currently monitoring via their weekly inspection process following this report, along with asking Committee to consider the assessment recommendation of another formal inspection to take place next year.

2. Assessment details

2.1 This was the second inspection the contractor Red Rock have undertaken of the area. The first was in July 2025 when it was established that a section required scaling works to make it safe, which as since been actioned.

2.2 The assessment breaks the area down into 3 zone (as per appendix 1).

a) Zone A)
- Greatest risk as weak rock formation.
- Pockets of degradation across the face since last inspection.
- Majority of the rock face appears stable, and no immediate hazard posed to the general public.
- Two features are recommended to monitor on this face, further information on section 3 of this report.

b) Zone B)
- No obvious deterioration, with the assessment noting that no further dilation in section which was being monitored by Council as highlighted in the 2025 assessment.

c)Zone C)
- No noticeable change was noted

The full report will be available to view at the meeting.

2.3 Conclusion- No discernible erosion or large-scale dilation of the cliff since last year, despite several storm events. Future storm events may impact the cliff, especially Zone A.

2.4 Recommendation -That another land stability assessment is undertaken again in a years time. That Council continue to monitor areas in the meantime, paying particular attention to areas highlighted in the reports and any concerns can be raised with firm who undertake the assessments.

3. Monitoring

3.1 Maintenance team undertake weekly inspections which includes taking pictures of the areas which are mentioned in 3.2. These are provided to Council Facilities Officer who stores them in date order on the computer so they can be easily compared.

3.2 Sections which are being monitored, also refer to appendix 2

a) Section in Zone A below where the scaling works took place in July 2025. The 2026 assessment has highlighted 2 fractures to monitor within this section, therefore maintenance team have been informed to take 2 pictures from different angles to try and capture these as best they can.

b) Section in Zone B which was highlighted on the first assessment.

4. Conclusion

4.1 Committee to note the overview of the Trevone Land Stability Assessment as outlined this report and are asked if they are satisfied with the monitoring process the Council has in place and agree with the recommendation as noted in 2.4 and another Land Stability Assessment be schedule for March 2027

Appendix 1

Area Council will monitor
Zone A

Figure 9 Western Boundary of Zone A, northeastern face, features to monitor (red 1 and orange 2 annotated). March 2026

Figure 12 Western Boundary of Zone A, west face, features to monitor (red 1 and orange 2 annotated). March 2026

Zone B
Area Council will monitor

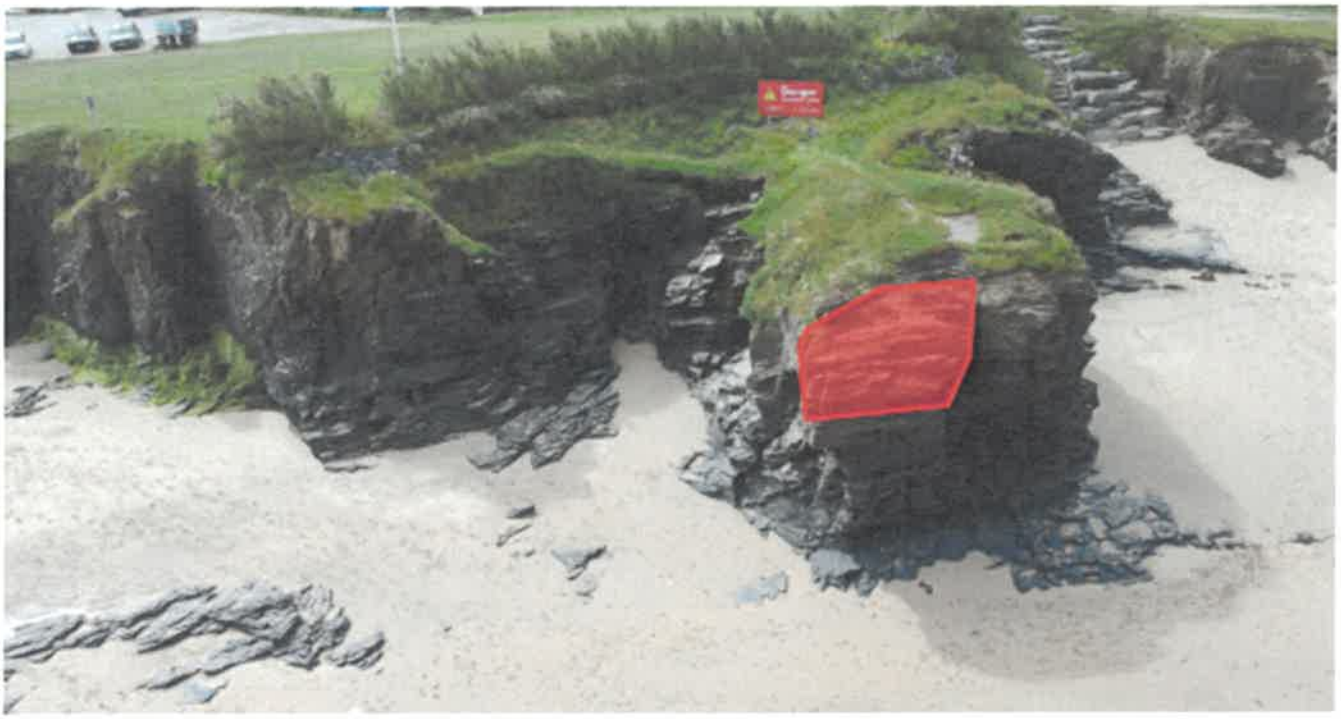

Figure 13 Zone B, north face. Feature to monitor highlighted. July 2025

Figure 14 Zone B, north face. Feature to monitor highlighted. March 2026

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITEE: 7 JULY 2026

AGENDA ITEM 9: Annual Play Inspection

1. Overview

1.1 The annual play inspection has been received. Committee are asking to consider the items which have scored a risk rating of 10 or higher. It is worth noting that the highest risk rating score was 12 (moderate risk). There were no high or very high risk rating scores given.

2. Annual play inspection

2.1 The Council has a rolling contract with The Play Inspection Company who undertake the annual formal play inspection to:

1) Lawns Play Area (includes under 12's play equipment, Sk8 park and MUGA)
2) Wheal Jubilee Parc (football goals and basketball area)

2.2 Appendix 1 is The Play Inspection's Risk Assessment Matrix – showing the risk ratings running from 1= very low to 25 =Very High.

- Lawns play area overall results = **12 Moderate risk** (same as last 3 years)
- Wheal Jubilee Parc overall results = **10 Low Risk** (This has increased by 1 point, 2025 was 9 Low risk)

The full reports will be available to view at the meeting.

3. Management Strategy

3.1 Council Facilities Officer has followed Council's Management Strategy agreed last year, which was to focus on investigating and reporting back to Committee items which scored 10 or higher, 10 being the highest of the low risk items.

3.2 Appendix 2, provides detail of 5 items which scored 10 or higher, along with Officer thoughts.

3.3 For information the Council Facilities Officer has also reviewed the items which scored below 10 and flagged various items for both the Council's maintenance team and Outdoor Play People (whom to Council has a maintenance contract with for the u12's play area) to progress as appropriate.

4. Committee Considerations

4.1 Referring to appendix 2:

i) No 1 -basketball hoops in MUGA i) is Committee satisfied with measures in place, understanding the free-standing basketball hoops pose a moderate risk, which is noted on the Council's MUGA risk assessment alongside relevant mitigations. ii) However, as this has been flagged again despite mitigations would Committee like

Officers to investigate if there are any permanent basketball hoop options that could be considered

ii) No 2 - MUGA gates – i) Is committee satisfied that no incidents have been reported and accept that the entrance gates pose a low risk, which is noted in the MUGA risk assessment.

iii) No 3 - u12's play double swing – i) Committee to note that this risk has since been raised with the maintenance contract contractor whom installed the play equipment who will undertake visit soon, which should address the risk raised. This will be reported to a future meeting.

iv) No 4 - WJP basketball hoop – i) Committee note that the maintenance team has replaced the fixings and addressed the issue which should see this reflected in the risk score at the next inspection.

v) No 5 - WJP football goals – i) Committee note increase in risk rating score from 9 to 10 and give consideration to as to whether they would like Officers to investigate the cost of a new football goal/re-positioning project to bring back to future meeting.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				

Powered by The Play Inspection App

Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Appendix 2

No	Risk Rating	Equipment/ Area	Picture	What report says	Officer thoughts/ investigation
1	12	MUGA basketball hoops		Although secured to the fence, two basketball posts are not fully anchored and there is some potential for them to topple during use. Free-standing items are not recommended for use in a public access facility, we would recommend that these items are removed.	This was mentioned last year and Committee were satisfied with the measures in place and understood the free-standing basketball hoop poses a moderate risk, which was then noted on the Council risk assessment. The MUGA was installed by a reputable company. Freestanding items were arranged to make the most of the space available so a range of equipment can be utilised. No incidents of harm to users have been reported to the Council. The Councils risk assessment have the following measures in place: ○ Bases are filled with water, anchor chain fitted and attached the fencing – with caution signs in location to warn people about them. ○ Our maintenance team undertake weekly inspections which includes the following for the basketball hoops: ▪ Visual check of whole hoop – no loose or missing fixings. ▪ Base has adequate water in, for stability and anchor chain attached to fencing ▪ Ring hoop is undamaged and no bends or damage in structure. ○ Information signs at location ask public not to hang from the ring or climb on the structure. As well as asking them not to attempt to move them. ○ Maintenance team will endeavour to lie basketball hoops down when a named storm with high winds is forecasted. However, since the MUGA's opening these basketball hoops have been the item which has had the most damage, Committee may recall at its last meeting they agreed to only keep 2 basketball hoops available. The Maintenance Team has recently had to change the back struts due to damage sustained in high winds and now the Council does not have many 'spare' parts left in stock. Would Committee like some investigation into any permanent basketball hoop options and further report be brought back to a future meeting.

2	10	MUGA entrance gates/doors		BS EN 15312 states that gaps whose dimensions change during use shall have a minimum dimension of 18mm - gate	This is in relation to the entrance doors opening and closing and that fingers could be caught whilst this happens. The fencing and doors were installed by a reputable company. This was noted in last years inspection and committee was satisfied that no incidents had been reported and acknowledged that the entrance doors pose a low risk. No incidents have been reported to the Council since its installation
3	10	U12's play area double swing		There is some lateral movement within the structure	This point was raised to Outdoor Play People whom the Council have a maintenance contract with, which means they visit twice a year. Their first visit is always undertaken after the annual play inspection so they can follow up or provide further information on risks. We are waiting on confirmation of their visit, they have said they will tighten up the structure, which should reduce the risk. Officers waiting on visit and report.
4	10	Wheal Jubilee Park/ Basketball hoop		The fixings have corroded excessively and some of the nuts are missing	This point was raised with the Council maintenance team, they have since purchased new bolts and replaced them. Therefore, the highlighted risk has been addressed and this should be reflected in next year's inspection score.
5	10	Wheal Jubilee Park/ football goals		The post is loose in its foundation and leaning over	The footings of the goal post consist of a square concrete pad which is below ground, it maybe that the concrete has cracked. The Council Foreperson believes we may need to purchase a new football goal and look to reposition it, which in turn will help with the reestablishment of grass in the current location. Last time the football goal was repositioned this was done with the help of a contractor who was onsite on another project. Would Committee like Officers to investigate the cost of new football goal and re-positioning project to be brought back to future meeting.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 7 JULY 2026

AGENDA ITEM 10ii: Churchyard: Memorial Management

1. Introduction

1.1 In February, Committee agreed the draft Churchyard Memorial Management Policy, St Petroc's Church Padstow for the purpose of consultation with the Parochial Church Council, and the Diocese Registry. The purpose of this report is to share feedback and to agree a way forward.

2. Parochial Parish Council (PCC)

2.1 Initial advice from Revd. Paul Beynon, Rector of St Petroc's on the draft policy stated – "early indications are that the policy would be approved". However, before giving a formal response, further advise from the Chancellor was awaited.

2.2 The Diocesan response (para 3 below) has now been received. This has been shared with the PCC which will now consider the policy alongside the Diocesan response and provide a formal response following the July meeting of its Standing Committee.

3. Diocesan Response

3.1 The following response has been provided on behalf of the Chancellor:

"The draft Management Policy provides a satisfactory basis to accompany a general Faculty enabling testing and remedial works to be carried out on a recurring programme.

The following points should, however, be addressed:-

1. *Paragraph 1.2 is wrong in stating that the churchyard is 'owned' by the PCC. Ownership is vested in the incumbent or, during a vacancy, in the Bishop as incumbent paramount. Rather than becoming involved in these technicalities it is sufficient to state that 'responsibility for maintenance of the Churchyard has been transferred…' and that 'the Churchyard remains in the possession of the Parochial Church Council (PCC).'*

2. *I suggest that 6.4 there should be added 'Where the identity and address of a memorial owner is known, an attempt to make direct contact will be appropriate.' This covers the case of an owner who through correspondence or otherwise has been in contact with the Council but is unlikely to see the notice on the memorial (e.g. through being unable to visit the grave or living elsewhere).*

3. *In 7(4) the need in some cases for Faculty consent is noted. This might arise, for example, if the remains of a completely derelict memorial have to be removed. In order to cater for such cases the general Faculty may be made subject to the condition that applications for works outside the Scheme should be directed to the Consistory Court*

which may grant further orders for the purpose under the general Faculty (such a condition will enable applications to be expedited without following the full Faculty process on each occasion).

The above matters ought to be uncontroversial. When they are resolved, Padstow Town Council (through its appropriate officer) must petition for the general Faculty."

4. Applying For A General Faculty

4.1 A Churchyard continues to be subject to the faculty jurisdiction of the Church of England even after a transfer of the maintenance responsibilities has taken place. Therefore, any maintenance which constitutes an alteration to the Churchyard, including a memorial safety repair, requires permission by way of a Faculty.

4.2 The fee for a general Faculty application is £312 plus VAT. Once the fee and application are received the Diocese will provide the relevant Public Notices which will need to be displayed for 28 continuous days in two prominent places visible to the public. One Notice to be displayed inside the Church and another outside the Church.

4.3 Once the display period of the Notice has expired, hardcopies of the displayed Notices with the completed Public Notice Certificate must be returned to the Diocese. The application will then be sent to the Chancellor for determination.

4.4 If there are objections to the faculty, the fee payable will exceed the faculty fee outlined above and will be based on fixed hourly rates. The Council will be notified if objections are received and a cost update date will be provided at that time.

5. Updated Policy

5.1 Appendix 1 is an updated version of the draft policy, amended as per the Chancellor's recommendations in respect of paragraphs 1.2 and 6.4 (detailed in 2.1 above). The comment relating to 7.4 being to note.

5.2 In addition, an amendment to the policy's Appendix 1 – Testing Process is recommended by the Assistant Town Clerk/Assistant RFO and the Council Facilities Officer. It is considered sufficient that memorials over 2.1m (7") are tested by a person with the NAMM Siam qualification a minimum of every 3 years. This does not affect the frequency of inspections as defined by the Council's categorisation system, only the person who will undertake the inspection. This suggestion arising from discussions related to memorial management in the cemetery following its third year of implementation.

6. Way Forward

6.1 Officers have liaised with the Church regarding the memorial management plan who are supportive of a proactive management scheme. Furthermore, as the policy has the support of the Chancellor, it is

anticipated that the PCC will not find the policy controversial. However, should the PCC have any comments for incorporation into the plan, to avoid delay, Committee may wish to consider agreeing the following:

i) To note the Diocesan response to the Memorial Management Policy; and

ii) **RECOMMENDATION TO FULL COUNCIL** be to agree and approve Version 1.0 of the Churchyard Memorial Management Plan, St Petroc's Churchyard, Padstow as appended to the agenda report, subject to Faculty being granted and therefore that an application for a general Faculty be made noting the costs as outlined in paragraph 4.

iii) Should the PCC Standing Committee wish to make comments on the Policy to avoid delay, these be taken to the July meeting of Full Council for consideration and, if necessary, Policy updated. However, if no comments are forthcoming no further consideration or changes will be required.

Agenda Item 10ii) Appendix.

PADSTOW TOWN COUNCIL

Churchyard Memorial Management Policy:

St Petroc's Church, Padstow

POLICY/PROTOCOL/PROCEDURE			
Version	1.0	**Comments**	First review to follow first use
Approval Date		**Responsible Officer**	Town Clerk
Committee	CAF	**Approval by**	

VERSION HISTORY		
Date	**Version**	**Comments**
3 Feb 2026	DRAFT	Agreed for purpose of consultation with Diocese and PCC
30 June 2026	1.0	Amendments to reflect comments from Chancellor: 1.2 clarification of churchyard ownership AND 6.4 reference to memorial owner included. Appendix 1, 1.3 additional words "minimum 3 yearly" recommend by Assistant Town Clerk/Assistant RFO and Facilities Officer.

REVIEW RECORD		
Date Review initiated	**Review undertaken by i.e. officer/ Cttee/Council**	**Summary of any recommended updates/changes to be made**

1. Introduction

1.1 A Church of England churchyard becomes closed to further burials by an Order in Council under the Burial Act 1853. When a Church of England churchyard is closed, the Parish/Town Council is required to take on maintenance of the churchyard unless it passes this to the local authority by way of notice.

1.2 The Parish Church of Padstow (St Petroc's Church) was closed by Order in Council in December 1881 and responsibility for the Churchyard has been transferred to Padstow Town Council. The Churchyard ~~is still owned by~~ remains in the possession of the Parochial Church Council (PCC). The PCC is not required to contribute financially to maintenance, and the Town Council does not receive any funding from the local authority.

1.3 The transfer of maintenance responsibilities is set out under Section 215 of the Local Government Act 1972. The Act requires the Town Council to maintain the Churchyard in "decent order" including features such as boundary walls, memorials*, fences and footpaths. The PCC remains responsible for any buildings (including ruins). The Churchyard is still subject to the faculty jurisdiction of the Church of England.

**Primary responsibility for the safety of memorials in the Churchyard rests with the memorial's owner, however where an owner fails in this duty, it is the responsibility of the Town Council to act to ensure the Churchyard remains safe to all persons who enter.*

1.4 There have been instances in the UK of memorials in burial grounds toppling over and causing injuries and even fatalities. A practical guidance paper issued by the Ministry of Justice in 2009 reported that in the preceding 30 years, eight people in the UK had been killed when a memorial had fallen on them.

1.5 That fatalities can, and do, occur is evidence that a memorial inspection process is necessary. However, when considering the number of memorials and the number of visitors to burial grounds in any year, the figure in 1.3 suggests that the risk of injury is extremely low. Therefore, Padstow Town Council aims to ensure that it adopts a risk based, proportionate and sensible approach to memorial management as recommend by the Ministry of Justice.

2. Scope

2.1 This policy aims to:

- Define a clear memorial inspection programme and testing process;
- Identify the process for making memorials safe;
- Ensure effective record keeping and administration of the memorial management process.

2.2 Padstow Town Council recognises the potential for distress that actions taken in respect of memorials may cause. To help ensure a sensitive approach to the management of memorials in the Churchyard, this policy will identify the ways

in which the Town Council will communicate the memorial management process and the actions which arise from it.

3. Memorial Inspection Programme

3.1 All memorials are subject to a minimum 5 yearly inspection. At each inspection, memorials are categorised according to the priority of action found to be required. The categories are as follows:

- Category 1: Immediate action is required to make the memorial safe or to stop the public accessing the memorial.
- Category 2: The memorial is not an immediate danger to the public but it is not fully stable and will, therefore, need to be reinspected annually to assess any further deterioration of the memorial.
- Category 3: The memorial is perfectly stable or below 625mm (2' 1") in height and will only need to be inspected in 5 years' time.

3.2 Memorial inspections will be undertaken by suitably trained Town Council employees or by a suitably experienced contractor specifically instructed for this purpose.

4. Testing Process and Procedure Following Category Identification

4.1 The testing process is in line with recommendations in the ICCM Management of Memorials Policy. ICCM being the Institute of Cemetery and Crematorium Management, specialists in burial ground memorials. The process for Padstow Town Council is outlined in appendix 1 to this Policy.

4.2 Appendix 2 to this Policy sets out the procedures to be followed once the memorial category, as outlined in 3.1, has been identified. These procedures are in line with recommendations in the ICCM Management of Memorials Policy.

5. Inspection Records

5.1 Electronic records will be maintained for each inspection and will include:

- Grave number and section (as per the Town Council map created 2026);
- Names inscribed on the memorial;
- Size of memorial being either below 625mm (2' 1"), between 625mm and 1.5m (2' 1" and 4' 9"), or over 1.5m (4' 9");
- Type of memorial;
- Memorial category, being C1, C2 or C3;
- Explanation of failure for C1 and C2 memorials;
- Actions taken;
- Date due for re-inspection;
- Date of inspection and name of inspector.

5.2 A photographic record shall be made of each memorial prior to its first inspection and thereafter, shall be made of all C1 and C2 memorials.

5.3 An electronic re-inspection works programme shall be maintained.

6. Communication With Members Of The Public

6.1 The Council will announce the commencement of a memorial inspection on the Council website and through the Council's social media platforms. The announcement will explain which sections are being inspected and what visitors can expect to see.

6.2 The local diocese was consulted on the memorial management plan and will be informed prior to the commencement of each inspection programme.

6.3 Signage will be placed in the Churchyard providing details of when a routine inspection will be taking place and providing the opportunity to observe if families so wish.

6.4 Following an inspection, notices will be placed on C1 memorials advising that the memorial has failed and asking the memorial owner to contact the Town Council. This will remain in place until such contact is made or until an appropriate fix has been implemented. Where the identity and address of a memorial owner is known, an attempt to make direct contact will be appropriate.

6.5 A list of C1 and C2 memorials will be made available on the Town Council website.

7. Implementing Appropriate Fixes

7.1 The Community and Facilities Committee (CAF) has full delegated powers to manage the Council's open spaces, including the Churchyard in accordance with Padstow Town Council's agreed policies and, where appropriate, with faculty consent from the Diocese. As such, the CAF Committee will be responsible for making a decision regarding the appropriate fix for a memorial classed as C1.

7.2 If after 12 months there has been no contact from the memorial owner, the CAF Committee will give consideration to the appropriate fix at the next possible Committee meeting. The exception to this timeframe being C1s which require areas or pathways to be cordoned off, thereby increasing the risk posed.

7.3 For memorials that are i) below 4ft AND ii) not listed, Committee will decide on one of the following fixes:

a) Lay the memorial flat;
b) Engage a stonemason to embed the memorial flat within the ground;
c) Engage a stonemason to bury the bottom 1/3 of the memorial; or
d) Engage a stonemason to repair the memorial to the current BS415 standard.

7.4 For memorials that are either i) listed; OR ii) over 4ft in height OR iii) any works other than those in 7.3 above are considered necessary, then Committee

will seek further guidance, and where appropriate faculty consent, from the Diocese.

7.5 Committee's consideration of memorials outlined in 7.2 and 7.3 above will be on a case-by-case basis and the decision making will take into account the following factors:

a) Is the memorial dilapidated by long neglect or is there evidence that the grave is visited;
b) By leaving the memorial laid flat would it impede the maintenance of the Churchyard to such a degree that it will have a negative effect on its overall aesthetics, OR would the location of the memorial in its laid flat position create a trip hazard significant enough to warrant an alternative solution;
c) Is the memorial for someone of historical, cultural or local importance thereby making any funding of a repair in the public interest; and
d) Is the location or material of the memorial contributing to the deterioration of the memorial in any way.

7.6 Where the Town Council appoints a contractor to undertake works to memorials, including refixing and refurbishment it will ensure these are done so under the supervision of a stonemason who is a registered Approved Contractor, a member of the BRAMM and/or NAMM RQMF scheme, and in strict accordance with BS8415, the BRAMM Blue Book and/or the NAMM code of practice. They must also have public and product liability insurance of at least £5,000,000 and provide the Town Council with supporting paperwork to confirm this.

7.7 In all circumstances, health and safety will take precedence and the Town Council will act first to protect members of the public where absolutely necessary.

Churchyard Memorial Management Policy:
Appendix 1 – Testing Process

1. Testing Process

1.1 Process for Memorials up to 625mm (2' 1"):

- Full visual inspection;
- **Hand test only**;
- Identify memorial category as C1, C2 or C3 and action as per procedure for relevant category.

1.2 Process for Memorials 625mm to 1.5m (2' 1" and 4' 9"):

- Full visual inspection;
- Hand test – primary test;
- Confirmatory test using a mechanical force measuring device **only if felt necessary after the results of a hand test are found to be inconclusive and where some movement is felt**;
- Force must not exceed 25Kg at 1.5m (4' 9") or the apex of the memorial, whichever is lower;
- Use of force testing devices is discretionary;
- Identify memorial category as C1, C2 or C3 and action as per procedure for relevant category.

1.3 Memorials over 1.5m in height (4' 9")*.

- Full visual inspection;
- **Hand test only** (on non-complex structures) - certain memorials over 1.5m can fail a hand test yet pass a mechanical test due to the hand test being carried out at a higher point on the memorial than a mechanical test which takes place at shoulder height;
- Identify memorial category as C1, C2 or C3 and action as per procedure for relevant category.
- *Inspection of memorials over 2.1m (7") to be completed by a person with the NAMM Siam qualification minimum 3 yearly.

1.4 A memorial that is an 'immediate danger' to the public is one that fails the testing procedure and/or will not withstand a force approximating 25kg. The memorial only fails if, as a result of the continuing application of 25kg or less, the memorial would continue to move and eventually fall to the ground.

Churchyard Memorial Management Policy Appendix 2 - Procedure Following Category Identification

1. Category 1 Memorials

1.1 A category 1 memorial (C1) is an immediate danger to the public and immediate action must be taken to significantly reduce or eliminate the identified risk. Immediate action taken will depend on the type of memorial.

1.2 On identifying a C1 memorial the inspector shall immediately do one of the following to make the area safe:

a) Securely cordon off the area to prevent the public accessing the memorial and arrange a full inspection by either a BRAMM or NAMM qualified stonemason or a structural engineer, whichever is appropriate. *Typically, this action will be taken where a memorial is over 1.5m (4' 9").*

b) Install a stake and band to prevent the memorial falling over. *Typically, this action will be taken where a is a monolith between 625mm and 1.5m (2' 1" and 4' 9") in height.*

c) Lay the memorial (or part thereof) flat. *Typically, this action will be taken where a memorial is not a monolith and is between 625mm and 1.5m (2' 1" and 4' 9").*

2. Category 2 Memorials

2.1 A category 2 memorial (C2) is not an immediate danger to the public but requires a more frequent inspection because:

a) Movement is found but the memorial appears safe or can resist a force of 25kg and is sufficiently stable so as not to be an immediate hazard;
b) Its position or its material of construction warrants it; or
c) The kerbing requires repair but does not constitute an immediate danger.

2.2 C2 memorials shall be inspected annually.

3. Category 3 Memorials

3.1 A category 3 memorial (C3) is one that is perfectly stable or below 625mm (2' 1") in height.

3.2 C3 memorials will not typically require any action and no temporary supports will be required for most memorials of this height. However, in the following circumstances the inspector shall:

a) Lay flat any memorial which would otherwise be at risk of further damage;
b) Place in the centre of a grave space any kerbing pieces which have either fallen from their position or are at risk of falling from their position. These will be placed in such a way so as not to cause a trip hazard.

3.3 C3 memorials shall be inspected every 5 years.

PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITTEE: 7 JULY 2026

AGENDA ITEM 11 ii): BENCH REQUEST

1. Request

1.1 The office has received a request for an additional bench in the cemetery to be placed in front of the Roadway Extension Area (Figure 1); at present there is nowhere to sit when visiting graves in this area.

1.2 This is not a memorial bench request and will not be a bench donation. Rather, it would be a natural continuation of the existing cemetery benches located throughout the Cemetery Extension. There is sufficient space for a bench and the Council Foreperson does not foresee any issues in siting the same.

2. Bench style and budget

2.1 If Committee is satisfied that a bench be purchased, direction is sought as to the style of bench. The cemetery benches are wooden benches with metal ends and Town Council logos. (Figure 2). Since 2024, the Council only purchases composite benches and has phased out benches with metal ends.

2.2 A bench comparable to the existing cemetery benches is available with composite bench slats and metal ends with space for a personalised circular polycarbonate plaque similar to the existing. The cost of the bench is £1,281.71, the cost of the plaque is to be confirmed.

The bench is described as "..ideal for siting in coastal areas...The frame is manufactured from mild steel with an Armortec® Coating, which combines with cast aluminium seat ends." (Figure 3)

2.3 An alternative option is a composite bench with ends made of the same Enviropol® material as the bench slats. The cost of this bench is £1,120.09. (Figure 4)

2.4 The Council's standard new/replacement benches cost £608 and do not have ends. See Figure 5.

2.5 The RFO confirms there is sufficient budget available in the Community and Facilities cost centre to purchase a new bench and meet necessary associated costs such as the material for the concreate base.

3. Decision

3.1 Is Committee satisfied that an additional bench be purchased for the cemetery, noting this will not be a memorial bench. If so, what style is preferred and does Committee wish to set a maximum budget for purchase and installation?

Figure 1 - Proposed space

Figure 2 - Existing bench

Figure 3 - £1,281.71

Figure 4 - £1,20.09

Figure 5 - £608

PADSTOW TOWN COUNCIL
COMMUNITY AND FACILITIES COMMITEE: 7 JULY 2026

AGENDA ITEM 12: CCTV POLICY REVIEW

1. Overview

1.1 Following the recent review of the CCTV system, Committee is now asked to consider the findings from a review of the Council's CCTV Policy and associated Procedure for Accessing, Disclosing and Handling Data Retrieved From the CCTV System. The review has been undertaken by the Assistant Town Clerk/ Assistant RFO and applies the same core objectives as for other policy reviews.

2. Review

2.1 The CCTV policy is attached as appendix 1.

Purpose	To identify objectives and purpose of CCTV and set clear procedures for the use and management of the CCTV system.
Scope And Audience	Policy sets out how the Council complies with legislation and protects the rights of individuals. Makes clear the purpose and objectives of the system. Makes clear when and how data will be processed and retained and identifies where specific procedures for this can be viewed. Establishes clear process for review. Establishes clear responsibilities. Identifies a process for complaint. Audience: Primarily Data Subjects but used by officers to ensure procedures for accessing, disclosing and handling data from the system aligns to policy and compliance.
Reason For Review	Aims to ensure adequacy of policy following review of CCTV System as a whole.
Compliance	Consideration has been given to new legislation in this area, being **The Data (Use and Access) Act 2025** (the 2025 Act). Advice from the National Association of Local Councils (NALC) is as follows: *Our view is that it will have limited application to the sector The 2025 Act modifies the UK GDPR and the Data Protection Act 2018 to improve clarity and streamline certain processes.* *We were asked about council CCTV use. Our advice was that parish and town councils need to comply with the basic data protection framework when operating CCTV that captures*

	personal data (people identifiable in footage), for example, CCTV use for safeguarding council property. The 2025 Act also introduces a new lawful basis in the GDPR framework for processing personal data: "recognised legitimate interests". It includes things like crime prevention and safeguarding vulnerable people. While the requirement for the processing to be necessary remains, the need for a detailed legitimate interests' assessment, which balances the data controller's interest against the individual's interest, has been removed. That could make it easier for parish and town councils to justify recording CCTV in some situations without needing a full balancing test, as long as rights and safeguards are respected. It does not replace existing legal bases. Parish and town councils still need to decide and document which legal basis will apply to their CCTV data (such as legitimate interests and legal obligation). Parish and town councils cannot just record and use footage without a lawful basis. The Council's legal basis remains unchanged, rights and safeguards are in place, furthermore the relevant Data Impact Assessment was reviewed in March 2026. Policy remains compliant.
Relevance	Remains relevant, no changes to existing use of system identified during the CCTV system review.
Clarity and Effectiveness	No gaps in policy identified. Points of clarity identified: i) Objectives revised as per 2026 review minute ref CAF2025/78; ii) amendment to para 4.3 for clarity concerning coverage; iii) tense revision and typos throughout document to update style of text from first use to continued provision; iv) update to para 6.2 to reflect action taken to review effectiveness of system following its installation; v) para 6.4 is obsolete should be removed to reflect ongoing provision; and vi) Policy is to be used in conjunction with the Council's Procedure For Accessing, Disclosing and Handling Data Retrieved From the CCTV System, this document to be reviewed at the same time for completeness and consistency.
Strengthening Governance	Policy aligns to 2026/27 Council business plan aims: • To be open, transparent and accountable to our community; • To continue to effectively manage the Council's finances, services and assets; and • To foster inclusion and enjoyment for all of our community
Recommendation	The policy be updated as per the appended tracked changes.

2.2 There have been no applications for CCTV Data Access since the introduction of a CCTV system. Nevertheless, for completeness the Council's Procedure for Accessing, Disclosing and Handling Data Retrieved From the CCTV System has been reviewed to ensure it remains relevant, actionable and appropriate.

The procedure is attached with tracked changes in appendix 2. The changes relate to i) changes to tense (version 1 written prior to first use of the CCTV system); and ii) grammar and clarity. There are no recommendations to amend the procedures.

3. Considerations

3.1 To consider **RECOMMENDING TO FULL COUNCIL** that subject to any additional changes made by Committee: i) the Draft Version 2 of the CCTV Policy be agreed as per the tracked changes as appended to this report. (Appendix 1); and ii) the Draft Version 2 Procedure for Accessing, Disclosing and Handling Data Retrieved From the CCTV System be agreed as per the tracked changes appended to this report. (Appendix 2).

Appendix 1

PADSTOW TOWN COUNCIL
CCTV Policy

POLICY/PROTOCOL/PROCEDURE			
Version	Version 1	**Comments**	Annual Review
Approval Date	25 July 2023	**Responsible Officer**	Town Clerk
Committee	~~LTOSCAF~~	**Approval by**	Full Council

VERSION HISTORY		
Date	**Version**	**Comments**
18 July 2023	JULY 2023 draft	New Policy drafted.
25 July 2023	Version 1	Approved by FC 25 July 2023
1 May 2026	Version 2 DRAFT	Updated per officer review, CAF to consider.

REVIEW RECORD		
Date Review initiated	**Review undertaken by i.e. officer/ Cttee/Council**	**Summary of any recommended updates/changes to be made**
1.5.26	Assistant TC / Assistant RFO	i) Objectives revised as per 2026 review min ref CAF2025/78; ii) 4.3 clarity; iii) tense revision and typos; iv) 6.2 updated to reflect action taken; v) 6.4 obsolete, removed.

1. Introduction

1.1 Padstow Town Council operates a Closed Circuit Television (CCTV) surveillance system in the following locations:

a) Padstow Sk8 Skate Park, The Lawns Car Park, School Hill, Padstow, Cornwall PL28 8EB; and
b) The Lawn's Under 12s Play Area, The Lawns Car Park, School Hill, Padstow, Cornwall PL28 8EB.

1.2 The CCTV system is operational 24/7 and records images for the purpose of reducing anti-social behaviour in the lawns area, supporting prosecutions for criminal damage/vandalism, and improving perceptions of public safety and confidence in using the recreational facilities in this area.

1.3 The CCTV system is owned and managed by Padstow Town Council. The Town Council is the system operator, and the data controller for the images produced by the CCTV system. Padstow Town Council is registered with the Information Commissioner's Office, Registration number Z7106619. A Data Impact Assessment is available to view on the Town Council website www.padstow-tc.gov.uk A hard copy is available upon request.

~~1.4 A Data Protection Impact Assessment for the Lawns Area CCTV has been undertaken and can be viewed on the Town Council's website at https://padstow-tc.gov.uk/your-council/council-policies-procedures/ or can be obtained by contacting the Council Offices. The Council's background documentation giving consideration to compliance and justification is also available to view upon request.~~

2 Scope

2.1 This policy identifies the objectives and purpose of the CCTV system and sets out clear procedures for the use and management of the CCTV system. This policy is to be read in conjunction with Padstow Town Council's Procedure For Accessing, Disclosing And Handling Data Retrieved From The CCTV System.

2.2 The CCTV system will not be used for any other purposes than those set out in this policy and images are monitored and recorded in strict accordance with this policy.

2.3 This policy applies to all system users, employees, and Councillors of Padstow Town Council and they will all be made aware of this policy.

3. Policy Statement

3.1 Padstow Town Council operates its CCTV system in a manner which respects the privacy of the people whose images are recorded.

3.2 The Town Council complies with the Information Commissioner's Office (ICO) and the system is maintained in accordance with the Surveillance Camera Commissioner's (SCC) Code of Practice and governing guidance. This ensures that the system is used responsibly and safeguards both trust and confidence in its continued use.

3.3 In its administration of the CCTV system, the Town Council complies with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and with the Padstow Town Council General Privacy Notice.

3.4 Data from the CCTV system is processed under GDPR 2018 Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

3.5 The CCTV system does not discriminate in any way, nor does it have any analytical software that could be used to discriminate people.

3.6 Recorded material will be stored in a way that maintains the integrity of the image and information to ensure that metadata (e.g. time, date and location) is recorded reliably, and compression of data does not reduce its quality.

4 Objectives And Purpose Of The System

4.1 The objectives of the CCTV system are to:

a) To deter crime and anti-social behaviour
b) To enhance public perceptions of safety in the Lawns Area and public confidence in using the recreational facilities.
c) To protect Council property and assets and support continued development and investment in recreational facilities which are well used and valued.
d) To support the conviction of offenders.

~~a) Prevent damage.~~
~~b) Reduce anti-social behaviour.~~
~~c) Increase public perceptions of safety in the Lawns area.~~
~~d) Increase successful convictions of offenders.~~
~~e) Increase public confidence in using the recreational facilities at the Lawns.~~
~~f) Support continued development and investment by PTC in recreational facilities which are well used and valued.~~

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4.2 To ensure the CCTV system fulfils its intended purpose, the Town Council uses high quality cameras and recording equipment to ensure images can be used in the identification, apprehension and prosecution of offenders.

4.3 Cameras are situated to capture images relevant to the purposes for which they are installed. Coverage is restricted to the public realm areas of the locations in 1.1 and privacy intrusion is kept to a minimum by capturing only data which can reasonably be considered to support the objectives of the system as outlined above ~~and in the locations listed in paragraph 1.1.~~.

4.4 In support of the CCTV system's objectives, the system is used in an overt manner and signage is displayed throughout the locations informing the public that CCTV is in operation. Signage makes clear the system's purpose and hours of operation and identifies Padstow Town Council as the system owner and provides the Town Council's contact information.

5 Processing And Retention Of Data

5.1 Data collected is in the form of recorded video footage and is retained for a maximum of 30 days before it is automatically deleted by the digital management system.

5.2 Where an image is required to be held in excess of the 30 day retention period, for example in relation to a major incident involving civil proceedings, recordings will be held separately from the CCTV system and retained in a lockable evidence location in accordance with the Council's Procedure For Accessing, Disclosing And Handling Data Retrieved From the CCTV System.

5.3 System users are restricted to specified Town Council employees and, where there is a legitimate need, to the Council's consultants or contractors such as its IT provider.

5.4 All system users will have relevant skills and training in the operational, technical and privacy considerations required for accessing, recording, disclosing or otherwise processing CCTV images and a record of authorised system users is ~~will be~~ maintained.

5.5 The system is not monitored in real time. Real time monitoring is only permitted in extreme circumstances where a legitimate request for assistance is received from the police and authorisation is granted by the Town Clerk or in her absence the Assistant Town Clerk/Assistant RFO.

5.6 Cameras will be checked periodically to ensure that the images remain fit for purpose and that the date and time stamp recorded on the image is accurate. Where real time information is required to do this, appropriate regard will be given to the most suitable time to do this for example when the area is known to be have little or no activity due to the time of day or weather.

5.7 A full audit trail will be maintained of any real time monitoring identifying the date, time, camera, requestor, justification, timeframe, name of authoriser, and the system user.

5.8 Recorded data will only be accessed in accordance with Padstow Town Council's Procedure For Accessing, Disclosing And Handling Data Retrieved From The CCTV System which includes submission of a formal Application For CCTV Data Access and a data access log will be maintained. It will only be accessed for the purposes of:

- Responding to a subject access request;
- Investigating and responding to damage and mistreatment of Town Council property in support of the objectives outlined in paragraph 3;
- Responding to a legitimate request from a third party organisation in support of the objectives outlined in paragraph ~~3~~4 and in line with the SCC's Code of Practice.

5.9 Recording equipment will be kept in a secure place and only authorised access to such equipment will be permitted.

6. Review Procedure

6.1 There ~~will be~~ is an annual review of the use of the CCTV system to ensure each camera can reasonably be considered to capture data which supports the objectives and purpose of the CCTV system as identified above and captures the minimum data possible to achieve these aims.

~~6.2 To help determine whether the CCTV system is delivering the benefits it has been deployed for, the Town Council will review the problems which the system, or any addition to the system, seeks to address within 18 months of its implementation. In doing so, consideration will be given to quantitative data relating to reported incidents in the area and qualitative data through consultation with the community and the Neighbourhood Policing team.~~

6.2~~3~~ ~~Thereafter, as~~As part of the annual review the Town Council will annually review this policy and assess:

- Whether camera locations remain justified in meeting the stated purpose of the CCTV system and whether there is a case for their removal or relocation, including for reasons relating to environmental factors;
- The monitoring operation, e.g if live monitoring in any camera locations has become necessary; and
- Whether there are alternative and less intrusive methods for achieving the stated purpose of the CCTV system.

~~6.4 This policy will come into immediate effect at the point that the CCTV system goes live and will be reviewed on an annual basis thereafter.~~

7. Responsibilities

7.1 Padstow Town Council is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

7.2 The Town Council is responsible for ensuring adequate signage is erected in compliance with the ICO and the SCC Code of Practice.

7.3 The Town Clerk and in ~~her~~ their absence the Assistant Town Clerk/Assistant RFO is responsible for disclosing images to data subjects and third parties and for maintaining and reviewing all logs related to the CCTV system.

8. Complaints

8.1 Complaints concerning Padstow Town Council's use of its CCTV system or the disclosure of CCTV images should be made in writing to enquiries@padstow-tc.gov.uk or to the Town Council Offices, Station House, Station Road, Padstow, Cornwall PL28 8DA.

8.2 Padstow Town Council's Complaint Handling Procedure is available to view on the Council's website www.padstow-tc.gov.uk ~~at https://padstow-tc.gov.uk/your-council/council-policies-procedures/~~

8.3 When requested, anonymised information concerning complaints will be provided to the Surveillance Camera Commissioner.

Appendix 2

PADSTOW TOWN COUNCIL

Procedure For Accessing, Disclosing And Handling Data Retrieved From The CCTV System

POLICY/PROTOCOL/PROCEDURE			
Version	Version 1	**Comments**	Review in 2yrs
Approval Date	25 July 2023	**Responsible Officer**	Town Clerk
Committee	~~LTOS~~CAF	**Approval by**	Full Council

VERSION HISTORY		
Date	**Version**	**Comments**
18 July 2023	JULY 2023 draft	New Policy drafted.
25 July 2023	Version 1	Approved by FC 25 July 2023
1 May 2026	DRAFT Version 2	CAF to consider following officer review

REVIEW RECORD		
Date Review initiated	**Review undertaken by i.e. officer/ Cttee/Council**	**Summary of any recommended updates/changes to be made**
1.5.2026	Assistant Town Clerk / Assistant RFO	i) Changes to tense (version 1 written prior to use) ii) grammar and clarity

1. Scope

1.1 The purpose of this procedure is to ensure that data from the CCTV System is accessed, disclosed and handled in a lawful, consistent, secure and confidential manner. It should be read and used in conjunction with the Padstow Town Council CCTV Policy.

2. Accessing Data

2.1 Recording equipment ~~will be~~is kept in a secure place and ~~only~~ access is restricted to authorised persons. ~~access to such equipment will be permitted.~~

2.2 Access to recorded data ~~will be~~is restricted to specified system users. System users are responsible for ensuring any individual security information or passwords remain confidential to them.

2.3 When accessing data, system users must have regard for where the screening is being conducted and ensure it cannot be observed by unintended persons including employees or Councillors of Padstow Town Council where viewing the data would not be necessary to the observer's role.

3. Applications For Disclosure Of Images

3.1 All requests for CCTV data from both individual data subjects and third parties must be submitted in writing via an Application For CCTV Data Access form. Forms are available on the Town Council's website at https://padstow-tc.gov.uk/your-council/council-policies-procedures/ or from the Town Council Offices, Station House, Station Road, Padstow, Cornwall PL28 8DA.

3.2 Application forms will be considered from the following third parties under specific circumstances:

i) Data Subjects – a subject access request (SAR;

ii) Law enforcement agencies - where the data would assist with a specific criminal enquiry;

iii) Prosecution agencies - where the data would assist in the prosecution of anti-social behaviour and criminal activity; and

iv) Authorised investigators - such as insurance companies investigating claims in relation to anti-social behaviour and criminal activity.

3.3 Upon receipt of a completed application from one of the above, and on the authorisation of the Town Clerk, or in their~~her~~ absence the Assistant Town Clerk/Assistant RFO, a system user will access and view the relevant recordings.

3.4 The Town Council is not obliged to comply with the request if disclosing the data ~~would be~~is likely to:

i) Prejudice the prevention and detection of crime;

ii) Prejudice the apprehension and prosecution of offenders; or

iii) Contravene the data protection rights of any third party in the footage whose identity cannot be protected unless it is satisfied that the individual has provided their express consent to the disclosure or it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

3.5 In order to locate images on the system and identify the data subject, sufficient detail must be provided ~~in order to allow the relevant images to be located and the data subject to be identified~~. The CCTV system stores data for a maximum of 30 days before it is automatically deleted by the digital management system. 30 days is considered ~~to be~~ sufficient for subject access requests and investigatory requests to be made.

3.6 Where a request for access is received from a data subject (a Subject Access Request), the data subject will be required to establish their identity by supplying the following documents:

One of the following:

- Valid photo driving licence
- Full valid current passport
- Recent passport sized photograph

And **two** of the following:

- Birth certificate or Adoption certificate
- Valid driving licence
- Utility Bill (gas, electricity, water, or telephone) in the applicant's name for the last quarter
- Medical card
- Bank, Building Society or Credit Card statement in the applicant's name for the last quarter
- Council Tax bill/demand in the applicant's name for the last quarter

At least one document must show their current address and at least one must show their date of birth.

4. Disclosure Of Images

4.1 Receipt of an Application For CCTV Data Access form will be acknowledged as soon as possible, typically within 5 working days. Requestors will be given the opportunity to view the data, or reasons why it cannot be provided, within 20 working days of Padstow Town Council receiving the request.

4.2 If the incident requested is found, the system user will download the recording to an encrypted USB device specifically for this purpose. The system user will then clearly label the USB and place it in the secure lockable evidence location until it can be shared with the requester.

4.3 In the first instance, the offer of an on-site visit to view the data will be made. In these circumstances, the data will be disclosed by an authorised system user in a private space where the screening cannot be observed by unintended persons including other employees of Padstow Town Council. For Subject Acess

Request (SAR) viewings, the data subject will be required to bring identification as outlined in 3.6 above.

4.4 Where a copy of the footage is requested, a fee of £30 will beis payable ~~and must be paid~~ prior to its release.

4.5 The USB can be collected from the Town Council Offices by the requester at a pre-arranged time. Data ~~being collected in person that is~~ released as an SAR must be collected by the data subject and the data subject will be required to bring identification as outlined in 3.6 above.

4.6 If the requester does not wish to collect the data in person, the requester will need to consent to the USB being sent by recorded delivery post. It should be taken to the post office as soon as reasonably practicable and stored in the lockable evidence location until that time. Data being released as an SAR will only be sent to the data subject's current address as provided in their identification evidence as outlined in 3.6 above.

4.7 For both methods of releasing data, the encryption password will be sent separately to the USB by a system user either by email or post.

4.8 A log of ~~any~~ disclosures ~~made will be~~is maintained itemising the date, time, camera, requestor, reason for the disclosure requested, lawful basis for disclosure, date of decision, name of authoriser, name of system user, method of release, date of release, and name of authorised person actioning the release.

4.9 In requesting the disclosure or release of recorded data, the requester accepts full responsibility for its security and management once it has been released from the Town Council. Padstow Town Council shall not be liable regarding any matter arising from the security, management or use of an authorised disclosure of recorded data to any third party.

5. Handling Retrieved Data

5.1 Data retrieved from the CCTV system must be stored in the specified lockable evidence location at all times. Data stored in the lockable evidence location may be retained in excess of the Town Council's 30 day retention period under the circumstances outlined in paragraph 4 above, and where there is a requirement to hold the data for longer, for example where the data relates to a major incident involving civil proceedings.

5.2 Access to the lockable evidence location ~~will be~~is restricted to authorised employees who have been approved by the Town Clerk, or in their~~her~~ absence the Assistant Town Clerk/Assistant RFO. Employees with authorised access to the lockable evidence location may not necessarily be system users.

5.3 Data stored in the secure lockable evidence location ~~will be~~must be kept on individual USBs which are encrypted and clearly labelled. A log of evidence stored in the lockable evidence location ~~will be~~is maintained. A separate log of

encryption codes ~~will be~~is maintained and access to the encryption log ~~will be~~is restricted to system users.

5.4 The Town Clerk will ensure that evidence retained in the lockable evidence location is reviewed on a quarterly basis and is destroyed when it is no longer necessary to keep.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITEE: 7 JULY 2026

AGENDA ITEM 13: Community Events 2026/2027 Update

1. LJD Coaching Limited – Holiday programmes – Update.

1.1 Committee **RESOLVED** to work in partnership with LJD Coaching Ltd to provide a holiday programme for 2026 on the same basis as 2025 (i.e. part funding parish children by £17 per head) subject to i) including 2 weeks during the Easter holidays and 1 week during May half term; and ii) the day of the week being determined by LJD Coaching but excluding Thursdays.

1.2 Since Committee's last meeting 24.03.26, the Easter holiday programme and May half term activity day have taken place.

- Easter programme was held on Fridays 10 & 17 April with LJD Coaching providing the below break down, the Council part funded 9 places. Sessions running from 10am until 2pm.

	10/04/2026	17/04/2026	No shows
SEND Pupils	6	7	2
FSM	9	11	6
Padstow	4	5	0
Standard	0	0	0
Total	13	16	6

- May half term activity day fell outside of the Time2Move programme (which offers free places via their voucher scheme for children who can claim Free School Meals (FSM)). The May half term session ran on Friday 29 May from 9.30pm until 3pm with 23 children attending and 21 of these being parish places which the Council part fund. This was a great success and LJD Coaching has suggested that the earlier start time seemed to have helped.

1.3 Currently this year Council has part funded 30 local places this financial year at £17.00 per head = £510.00. A total of 52 people attending the 3 sessions and using the facilities.

1.4 The summer holiday programme is being arranged. LJD Coaching has updated:

- Summer programme has been accepted on the summer holiday programme
- Session will run on Fridays.
- LJD Coaching are liaising with Padstow Social Club again to help with the food provision.
- LJD surveyed parents whom children had previously joined a Padstow session and a takeaway point was that they would like sessions to start earlier than 10am. Therefore, these sessions are being run from 9am until 2pm.
- LJD Coaching have advised that the Time 2 Move programme has confirmed that pricing needs to run in line with their scheme. Which

means that residents will be asked to pay £12.50 per child per session instead of the price of £10 per session as Easter and May.

- Full prices of £30 per session
- Time2Move is free with voucher scheme
- Padstow Town Council residents pay £12.50 and Council pay £17 per head.

LJD Coaching hopes that the community will still see this as being great value, as it includes a meal, activities and 5 hours of childcare per session. Indeed it is worth mentioning that they will get an additional hour than last time with the earlier start.

- LJD Coaching was considering having one session in the summer holidays as a bike ability opportunity, however Officers advised that they would need to liaise with Council's insurance on this to ensure they would be satisfied with this activity. It is also unclear as to where these sessions would be held. As the sessions are now live to book, it is thought LJD Coaching will not pursue bike ability this year but possibly something to consider in future.
- LJD Coaching would welcome any Councillors to come along to a session to see what they offer.

2. Community Fun Day - update

2.1 Committee has already agreed that the Committee Fun Day will be held on Saturday 19 September 2026 and run similar to the 2025 format, with a maximum budget of £4,500 and delegated to the Town Clerk in consultation with the Committee Chair (consultations taking place with the former Committee Chair at the time) further details and updates being brought back to a future meeting.

2.2 Advertising

- Hold the date posters have recently been distributed via the Council's usual avenues.
- Summer in a shoebox competition poster (as to right) will be distributed mid-July, so the school can help advertise before the children start their school holidays. Padstow Tesco will donate prizes for the winners of this competition.
- Banners – to go up first week in August. Date overlays have been received to update the banner. The school have agreed one banner can go on the school fence. Second banner will be placed on the fence next to Station House.
- Updated event poster – with further details of what we have coming to the event to go out in August.

2.3 Suppliers and current costings

Company	Activity	Cost to PTC
Omega Medical	1 medic	£350
Chers Funky Faces	Free face painting for attendees, 2 artist and their gazebo	£500
Frankies Skate School	Free skate park coaching for attendees, 2 coaches with some loan equipment – skatepark activity	£625.29
Under the Canopy	Free activities for attendees with fire starting and whittling	£600
LJD Coaching	Free to take part sports activities in the MUGA and music workshops (drum/ violins)	£430
Marvelous Eventures	Free to attendees to join in activities, 4 hosts to run - slime workshop, tractor pulling game and 'on hand' play area	£1150
PTC stall	Play your cards right stall	Free
Police Team	Community event van	Free
Foodbank	Showcasing their avenues	Free
Padstow Fire Bridge	Activity TBC, last couple of years did water device throwing activity	Free
Clip clop coffee van	Coffee van for people to purchase goods	N/A
Ansum Food team	Food van for people to purchase goods	N/A
Other associated costs		
Overlays for banners		£20
Downloading posters from postermywall.com TBC approx.		£20
	Total	£3695.29

Expenses incurred to date are within the budget which committee set of £4500.00

2.4 Suppliers will be sent their information packs in August which provides them with further details, such as suppliers arrival time and H&S matters.

2.5 Council will be running one stall being the 'play your cards right' game from last year. As these are still prizes remaining from last year these can therefore be used for this stall.

2.6 Council employees and Councillors helping on the day are:
Council Facilities Officer, Support Officer and Town Clerk Councillors Dawe, Freeman, Higman, Newman and Rees.

The Council Facilities Officer has drafted jobs/allocation list as detailed in this report. Please let the Council Facilities Officer know if you have any concerns or queries in this regard. Councillors will be contacted nearer the time with further information.

Barrier – requires traffic management trained members	
Potential times	**By Whom**
9am – 11am	Cllr Rees
11am – 1pm	Cllr Dawe
1pm- 3pm	Council Facilities Officer
3pm – 5pm	Council Support Officer

Judging the Summer in a shoebox competition	
Time	**Whom**
3pm judging	Mayor (Cllr Dawe) & Vice Mayor (Cllr Higman)
3.30pm announcement	
3.30pm-4.30pm collection of entries or else disposed of.	

Play your cards right stall	
Time	**Whom**
11-1pm (include set up)	Cllr Newman
1-2.45pm	Cllr Higman
2.45-5 pm (include take down)	Cllr Freeman

3. Christmas card photographer competition – decisions

3.1 Officers are finishing the poster and finer detail regarding the Christmas Card photography competition, which they hope to promote at the Community Fun Day, as the competition will open the week after the Community Fun Day and close towards the end of October. This then allows time to get the winning pictures turned into Christmas Cards to be used this year.

3.2 Judging, currently the Support Officer has included in the draft T&C's of the competition that '*A panel of Town Councillors will choose their favourite photograph to win the competition. The decision of the judges for the Council's Choice is final and no correspondence will be entered into concerning the competition's judging and organisation.*'

3.3 Prizes, the winner's photograph will be used as the Town Council's official Christmas card for 2026. The winner will also receive their winning photograph made into Christmas cards for their own use (suggested 30-40 cards as the prize?).

3.4 **Committee Decisions**

i) As per 3.2 would Committee like to select the Panel of judges for the Christmas card competition now?

ii) How many Christmas cards would Committee like to provide the winner with?

4. Remembrance Day – update

4.1 Officers have submitted the rolling road closure paperwork to Cornwall Council and have received notification that this has been processed.

4.2 Officers have submitted a request for assistance form to the Devon and Cornwall 4x4 asking assistance in the rolling road closure, as in previous year. We have had confirmation that they will be able to help us this year at cost of £185.

4.3 Over the summer, Officers will order new sign overlays for the rolling road closure signs, prepare steward packs and arrange a meeting with Mayor, Royal British Legion (Padstow Branch) and Padstow Sea Cadets Leader for beginning of October.

PADSTOW TOWN COUNCIL

COMMUNITY AND FACILITIES COMMITTEE: 7 JULY 2026

AGENDA ITEM 14: GIFT REQUEST

1. Request

1.1 A letter has been received from a resident whose late husband would like to leave a "thank you gift" to the people of Padstow for the wonderful times living here.

1.2 They would welcome ideas having called into the office to advise that they do not wish to have a memorial bench. As Committee will know the Memorial Bench Policy was updated to only offer benches on a first come first serve basis on occasion when a space becomes available.

1.3 Mention was made of possible planting of trees but welcomed any thoughts to make this possible. Committee may recall that in 2024 Council decided to no longer have memorial trees or shrubs.

1.4 The RFO has checked and confirms that the Council is able to accept such a gift.

2. Committee Considerations

2.1 Committee is asked to give this due consideration. Bearing in mind Council's only memorial policy being for Memorial Benches.