



YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF PENRYN TOWN COUNCIL TO BE HELD ON **THURSDAY 17 MAY 2018 AT 7.00 P.M. IN THE TEMPERANCE HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

Town Clerk
11 May 2018

COUNCIL

AGENDA

- 1. ELECTION OF THE TOWN MAYOR (CHAIRMAN) FOR THE CIVIC YEAR 2018/19**
- 2. APOLOGIES**
To receive apologies for absence
- 3. DECLARATIONS OF INTEREST**
- 4. DISPENSATIONS**
- 5. PUBLIC PARTICIPATION**
An opportunity for members of the public to address the Town Council concerning matters on the agenda. Members of public who wish to speak should contact the Town Council by 5.00p.m. on Thursday 17 May 2018 to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council's website, www.penryntowncouncil.co.uk, click on the link below, or visit the Town Council offices and request a copy: [Protocol for Public Speaking at Council Meetings](#)
- PLEASE NOTE: This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.***
- 6. ELECTION OF THE DEPUTY TOWN MAYOR (VICE CHAIRMAN) FOR THE CIVIC YEAR 2018/19**
- 7. APPOINTMENT OF MAYOR'S CHAPLAIN, MAYOR'S WARDEN, MACE BEARERS AND TOWN CRIER**
- 8. APPOINTMENTS TO COMMITTEES**
To confirm membership of the planning and staffing committees [Pages 3 to 4]
- 9. REVIEW OF COUNCIL POLICIES AND PROCEDURES**
To adopt the policies and procedures for the 2018/19 civic year [Pages 5 to 7]

10. GENERAL POWER OF COMPETENCE

To note the current position of the Council's general power of competence [Page 8]

11. MEETING DATES 2018/19 CIVIC YEAR

To agree the meeting dates for the 2018/19 civic year (May 2018 to May 2019)
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After the completion of the meeting refreshments will be available in the Town Hall for invited guests.

Membership:

Councillor Mrs S K Peters (Town Mayor)
Councillor C K Wenmoth (Deputy Mayor)
Councillor Mrs M V Bennett
Councillor M Cant
Councillor K S Green
Councillor Ms R L Holden
Councillor J J Langan
Councillor D J Mason

Councillor Mrs H May
Councillor Mrs M K May
Councillor G C Rickard
Councillor M Snowdon
Councillor Mrs J Tucker
Councillor Dr J Garrett
Councillor C Mullins
Councillor D F Edwards



COUNCIL - ANNUAL MEETING

17 MAY 2018

Appointments to Committees

Author: Helen Perry, Town Clerk

1. Background

Appointments to Committees are normally made at the Town Council's Annual Meeting. The Council reverted to having two committees Planning and Staffing at the Annual Meeting held on the 18 May 2017.

2. Discussion

The proposed committee arrangements are as follows:

- Planning Committee – **ALL** Councillors
- Staffing Committee – four members plus Mayor and Deputy Mayor as ex officio.

3. Recommendation

That the proposed list of appointments to Committees, attached as Appendix 1 to the report, be approved.

4. Appendices

1. Proposed list of appointments to Committees.

Proposed List of Appointments to Committees

Planning Committee (All 16 Town Councillors)

Councillor Mrs S K Peters (Town Mayor)
Councillor C K Wenmoth (Deputy Town Mayor)
Councillor Mrs M V Bennett
Councillor M Cant
Councillor D F Edwards
Councillor Dr J Garrett
Councillor K S Green
Councillor Ms R L Holden
Councillor J J Langan
Councillor D Mason
Councillor Mrs H May
Councillor Mrs M K May
Councillor C Mullins
Councillor G C Rickard
Councillor M Snowdon
Councillor Mrs J Tucker

Staffing Committee

Councillor Mrs S K Peters (ex officio Town Mayor)
Councillor C K Wenmoth (ex officio Deputy Mayor)
Councillor Mrs M K May
Councillor J J Langan
Councillor M Snowdon
Councillor Mrs J Tucker



COUNCIL

17 MAY 2018

Review of Council Policies and Procedures

Author: Helen Perry, Town Clerk

1. Background

It is good practice to confirm Council policies and procedures at the Annual Meeting of the Council.

A list of policies and procedures adopted by the Council is attached as Appendix 1 to the report.

2. Discussion

The Town Clerk is responsible for reviewing the Council's policies and procedures throughout the year.

Policies will require updating from time to time to ensure that they comply with current legislation, changes in best practice and to incorporate recommendations from auditing.

3. Recommendation

That the policies and procedures attached as Appendix 1 to the report be adopted.

4. Appendices

1. List of current Council policies and procedures.

Current Council Policies and Procedures

Absence Policy - Reviewed by Council 19/06/14

Anti-Fraud, Theft and Corruption Policy - Reviewed by Council 19/09/16

Appraisal System – Adopted by Council 18/07/16

Broadcasting and Use of Social Media at Council Meetings Policy - Reviewed by Council 19/09/16

Code of Conduct – Adopted by Council 2013

Community Grants Policy – Amended by Council 14/11/2016

Community Noticeboard Policy - Reviewed by Council 19/09/16

Complaints Procedure - Reviewed by Council 19/09/16

Cornish Language Policy - Reviewed by Council 19/09/16

Councillor Dress Code – Reviewed by Council 02/10/17

Data Protection Policy - Reviewed by Council 19/09/16

Equal Opportunities Policy - Reviewed by Council 19/09/16

Expenses Policy - Reviewed by Council 19/09/16

Financial Regulations - Amended by Council 09/04/18

Fixed Penalty Enforcement Policy – Adopted 07/09/15

Freedom of Information Policy - Reviewed by Council 19/09/16

Grievance and Disciplinary Procedure - Reviewed by Council 19/09/16

Health and Safety Policy - Reviewed by Council 19/09/16

ICT Security Policy – Adopted by Council 12/06/17

Investment Policy - Reviewed by Council 19/09/16

Lone Working Policy - Reviewed by Council 19/06/16

Memorial Benches Policy – Reviewed by Council 19/09/16

Minor Enhancement Grant Policy – Adopted by Council 05/02/18

Model Publication Scheme - Reviewed by Council 19/09/16

Press and Media Policy - Reviewed by Council 19/06/16

Protocol for Public Speaking at Council Meetings - Reviewed by Council 19/09/16

Recruitment and Selection Policy – Adopted by Council 12/06/17

Risk Management Strategy - Reviewed by Council 19/09/16

Social Media Policy - Reviewed by Council 19/09/16

Standing Orders - Amended by Council 20/06/16

Statement of Internal Control - Reviewed by Council 19/09/16

Time Off In Lieu Policy - Reviewed by Council 19/09/16

Training and Development Policy - Reviewed by Council 19/09/16

Volunteer Policy – Adopted by Council 02/11/15



COUNCIL

17 MAY 2018

Review of the General Power of Competence

Author: Helen Perry, Town Clerk

1. Background

The Town Council is required to review the status of the 'General Power of Competence' at its Annual Meeting.

2. Discussion

To enable the Council to hold the General Power of Competence it must meet the following criteria:

- 1) That at the time of adopting the power – at least two thirds of the Council's total number of seats at the last election (rounded up) must be elected, elected includes Councillors who are elected uncontested, but excludes Councillors who were co-opted or appointed. To enable the Town Council to qualify 12 Councillors need to be elected.
- 2) The Clerk is required to hold a qualification which must include section 7 – The General Power of Competence of CiLCA (Certificate in Local Council Administration).

3. Recommendation

To confirm that the Council is ineligible for the General Power of Competence, due to the Clerk not presently holding the CiLCA qualification.

4. Appendices

None

Meeting Dates for the 2018/2019 Civic Year

Date	Meeting
Monday 21 May 2018	PLANNING
Monday 4 June 2018	COUNCIL
Monday 18 June 2018	PLANNING
Monday 2 July 2018	COUNCIL
Monday 16 July 2018	PLANNING
Monday 20 August 2018	PLANNING
Monday 3 September 2018	COUNCIL
Monday 17 September 2018	PLANNING
Monday 1 October 2018	COUNCIL
Monday 15 October 2018	PLANNING
Monday 5 November 2018	COUNCIL
Monday 19 November 2018	PLANNING
Tuesday 4 December 2018	COUNCIL
Monday 17 December 2018	PLANNING
Monday 7 January 2019	COUNCIL
Monday 21 January 2019	PLANNING
Monday 4 February 2019	COUNCIL
Monday 18 February 2019	PLANNING
Monday 4 March 2019	COUNCIL
Monday 18 March 2019	PLANNING
Monday 1 April 2019	COUNCIL
Monday 15 April 2019	PLANNING
Thursday 16 May 2019	ANNUAL MEETING (Mayor Choosing)

Notes:

August – NO Council meeting

December – Council meeting will be held on the Tuesday evening

Staffing Committee – meetings will be called as required