



YOU ARE HEREBY SUMMONED TO A MEETING OF PENRYN TOWN COUNCIL TO BE HELD ON **MONDAY 7 JANUARY 2019 AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

**Town Clerk**  
21 December 2018

## **COUNCIL AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. DISPENSATIONS**

**4. PRESENTATION – PENRYN NEIGHBOURHOOD PLAN – TERRY GROVE-WHITE**

To receive a presentation from Mr Grove-White on the current position of the Penryn Neighbourhood Development Plan

**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 4:00p.m. on Monday 7 January 2019 to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council's website, [www.penryntowncouncil.co.uk](http://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. NEIGHBOURHOOD PLAN**

To receive an update on the progression of the Neighbourhood Plan and discuss any points raised in the presentation by Terry Grove-White [verbal Cllr Ms R Holden]

**7. COUNCIL MINUTES**

To approve as a correct record minutes 120 to 137 of the meeting of the Council held on 17 December 2018 [Pages 3 to 7]

**8. COMMITTEE MINUTES**

To note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 12 December 2018 [Pages 8 to 10]

**9. CORRESPONDENCE**

To receive items of correspondence relevant to the Council

**10. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS**

**11. TOWN CLERK REPORT**

To receive an update report from the Town Clerk [Page 11]

**12. ACCOUNTS – 1 NOVEMBER to 30 NOVEMBER 2019**

To approve a list of accounts paid and the monthly statement for the period 1 November to 30 November 2018 [Pages 12 to 23]

**13. STANDING ORDERS**

To review and approve the amendments to Standing Orders [Pages 24 to 50]

**14. CORNWALL COMMUNITY GOVERNANCE REVIEW**

To discuss if the Council supports the Community Governance Review process

**Membership:**

Councillor Mrs S K Peters (Town Mayor)  
Councillor C K Wenmoth (Deputy Mayor)  
Councillor Mrs M V Bennett  
Councillor M Cant  
Councillor D F Edwards  
Councillor Dr J Garrett  
Councillor Ms R L Holden

Councillor J J Langan  
Councillor Mrs H May  
Councillor Mrs M K May  
Councillor C Mullins  
Councillor G C Rickard  
Councillor M Snowdon  
Councillor Mrs J Tucker

**MINUTES OF THE MEETING OF THE COUNCIL OF PENRYN HELD ON MONDAY 17 DECEMBER 2018 AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

Mrs S K Peters (Town Mayor)

Mrs M V Bennett, D Edwards, Dr J Garrett, Ms R L Holden, J Langan, Mrs H May, Mrs M K May, C Mullins, K Ruby, M Snowdon, Mrs J Tucker

**In Attendance**

Helen Perry (Town Clerk)

Robert Oliver (Finance Officer)

Councillor J Symonds – Cornwall Councillor, Penryn East and Mylor

Prior to the start of the meeting the Town Mayor introduced Councillor Kurt Ruby, who has been elected to represent the ward of Penryn East.

**120. APOLOGIES**

Apologies for absence were received from Councillors M Cant (ill), G Rickard (away) and C K Wenmoth (ill).

**121. DECLARATIONS OF INTEREST**

Councillor M Snowdon declared a non-registerable interest agenda item no. 13 planning applications, for application PA18/06547 as he is a close personal friend of the applicant

Councillor Mrs H May declared a disclosable pecuniary interest in agenda item no. 13 planning application, for application PA18/10676 as she is the owner of the property. Councillor Mrs H May also declared an interest in agenda item no. 17 Community Grants, for the request received from Penryn Gymnastics as her children are members of the club.

**122. DISPENSATIONS**

There were no requests for dispensations.

**123. PUBLIC PARTICIPATION**

Mary Weston, local resident, attended the meeting and was permitted to speak and spoke on Agenda No. 8 Red Box Project.

The Red Box Project is a scheme where donations can be made of sanitary items for young ladies, to prevent the loss of education due to being unable to afford sanitary items. Items collected within the area remain in the area e.g. donated to the schools.

**124. MINUTES**

**RESOLVED** that minutes 98 to 119 of the meeting of the Council held on 5 November 2018 be approved and signed as a correct record.

*Proposed by Councillor Ms R L Holden and seconded by Councillor C Mullins*

The minutes of the meeting of the Planning Committee held on 19 November 2018 were noted. Councillor M Snowdon requested that his name be added to the minutes under apologies as he had tendered his apologies via another Councillor.

The minutes of the meeting of the Neighbourhood Plan Steering Group held on 14 November 2018 were noted.

## **125. CORRESPONDENCE**

The Town Clerk reported:

- Road Closures – an intention notice has been received to close Quay Hill, Broad Street, Lower Market Street, Higher Market Street, West Street, West End and Treliever Road between the hours of 9am to 3:30pm from Monday 7 January to 25 January 2019 to enable repairs to the roads to take place.
- Reminder: Commercial Road Enforcement – the correct signage and road markings are now in place in Commercial Road, therefore enforcement of this area will recommence from 17 December 2018.

## **126. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**

The list of Mayor's engagements for the period 5 November 2018 to the 16 December 2018 were noted.

On behalf of the Council, Councillor Mrs M K May thanked Councillor M Snowdon for his continual hard work with Penryn's Christmas Lights, and requested that the appreciation of the Council is passed on to the lighting team.

## **127. RED BOX PROJECT**

**RESOLVED** that;

- a) a red box for the donation of sanitary items is made available in the library building.
- b) Posters supporting the scheme are displayed in the Council's property where appropriate.

*Proposed by Councillor M Snowdon and seconded by Mrs J Tucker*

## **128. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS**

Councillor J Symonds reported:

- All the yellow lines approved in the Penryn parking review should now be in situ.
- Commercial Road – reiterated, that enforcement can now take place.

Councillor Mrs M K May reported:

- That the new waste collection procedures are due to be introduced in 2020, the new scheme would be: Weekly recycling collections, fortnightly black-bag refuse collection and an additional container would be supplied for food waste.

Councillor Dr J Garrett reported:

- That she had attended the University Information Forum meeting and confirmed the introduction of the warden scheme in Falmouth had seen an improvement in student behaviour. At present there is no date for when the scheme will be introduced in Penryn.

Councillor Mrs M K May requested that she is contacted with the date of the next forum, so that any complaints she has received can be included at the meeting.

Councillor D Edwards reported:

- That he had also attended the University Information Forum and had mentioned the S106 monies that had been used at the university. Ruth Grimmer has inferred that the University will not be accepting any further S106 funds.

## **129. TOWN CLERK'S REPORT**

The Town Clerk's report was noted.

The Town Clerk reminded Councillors that the offices and library would be closed from 4:30pm on Friday 21 December 2018 and will re-open at 9am on Wednesday 2 January 2019.

## **130. TOWN COUNCILLOR ELECTIONS**

The Town Clerk reported that of the two requests for elections, the vacancy in the East Ward had been filled by an uncontested election with Councillor K Ruby duly elected. The expenditure incurred for the uncontested election was £199.73.

The election for the vacancy in the west ward will take place on Thursday 3 January, with the polling stations (Temperance Hall and The Space) open from 7am to 10pm. The estimated expenditure for the election is £5,000.

## **131. ELECTION OF VICE-CHAIRMAN FOR THE PLANNING COMMITTEE**

The Town Mayor called for any nominations for the election of vice-chairman of the planning committee.

**RESOLVED** that Councillor Ms R L Holden be elected vice-chairman of the planning committee for the remainder of the 2018-19 civic year.

*Proposed by Councillor Mrs M K May and seconded by Councillor J Langan*

## **132. PLANNING APPLICATIONS**

Having earlier in the meeting declared a non-registerable interest in planning application PA18/06547 Land North of 3 The Square, Councillor M Snowden left the room for the duration of the following item and did not take part in the debate or the vote.

### **PA18/06547 – Land North of 3 The Square Penryn**

**RESOLVED** No objections to the amended plans of two, two-storey semi-detached houses subject to:

- 1) The footpath being maintained as a public footpath/right of way
- 2) Materials used to be in keeping with the heritage report/conservation area
- 3) That the Burgage wall is maintained and repaired

*Proposed by Councillor Ms R L Holden and seconded by Councillor Dr J Garrett*

Following the above resolution Councillor M Snowden returned to the meeting.

Having earlier in the meeting declared a disclosable pecuniary interest in planning application PA18/10676 24 Saracen Way, Councillor Mrs H May left the room for the duration of the following item and did not take part in the debate or the vote.

**PA18/10676 – 24 Saracen Way, Penryn**

**RESOLVED** that the Town Council has no objections to the application for a single storey, rear extension

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs J Tucker*

Following the above resolution Councillor Mrs H Mary returned to the meeting.

**PA18/11003 – Trenance, Round Ring, Penryn**

**RESOLVED** that the Town Council has no objections to the removal of the agricultural occupancy restriction.

*Proposed by Councillor Ms R L Holden and seconded by Councillor M Snowdon*

**PA18/11196 – 5 Broad Street, Penryn**

**RESOLVED** that the Town Council has no objections to the application to resite and reuse the existing door and window.

*Proposed by Councillor Mrs S K Peters and seconded by Councillor C Mullins*

**PA18/11401 – 13 New Street, Penryn**

**RESOLVED** that the Town Council fully supports the application for the repair to the wooden sash windows

*Proposed by Councillor Ms R L Holden and seconded by Mrs S K Peters*

**133. ACCOUNTS – 1 OCTOBER TO 31 OCTOBER 2018**

**RESOLVED** that the list of accounts paid and the monthly statement for the period 1 to 31 October 2018 be approved.

*Proposed by Councillor Mrs M K May and seconded by Councillor Ms R L Holden*

On behalf of the Council, Councillor Mrs M K May thanked the finance officer for the accounts and congratulated him on passing his driving test.

**134. INTERIM AUDIT REPORT**

The interim audit report for the 2018/19 financial year was noted.

**135. APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED** that Hudson Accounting be appointed as the Town Council's internal auditor for the financial years 2019/20, 2020/21 and 2021/22 at a cost of £600 per annum, subject to the Council not increasing significantly in size.

*Proposed by Councillor J Langan and seconded by Councillor C Mullins*

## 136. COMMUNITY GRANTS

There were three requests for Community Grants:

*Cruse Bereavement Care Cornwall*

**RESOLVED** that in accordance with S137 of the Local Government Act 1972 Cruse Bereavement Care Cornwall be awarded a grant of £300

*Proposed by Councillor Mrs M K May and seconded by Councillor J Langan*

Having earlier in the meeting declared a non-registerable interest in the community grant request for Penryn Gymnastics Centre, Councillor Mrs H May left the room for the duration of the following item and did not take part in the debate or the vote.

*Penryn Gymnastics Centre*

**RESOLVED** that delegated powers be given to the Town Clerk in conjunction with the Town Mayor and Deputy Mayor, to award a grant of £150 per child up to a maximum of seven children, or £1050 subject to confirmation/proof of the number of children who reside in Penryn.

*Proposed by Councillor J Langan and seconded by Councillor D Edwards*

Following the above resolution Councillor Mrs H May returned to the meeting.

*Kernow Credit Union*

**RESOLVED** that in accordance with S137 of the Local Government Act 1972 Kernow Credit Union be awarded a grant of £330

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs M V Bennett*

## 137. BUDGET

After a lengthy debate it was **RESOLVED** that;

- a) The allowance in the budget to replace the Town Hall roof is reduced to £21,324
- b) The precept for the 2019/20 financial year is set at £262,602
- c) The Town Clerk, on behalf of the Town Council notifies Cornwall Council of the precept for the 2019/20 financial year.

*Proposed by Councillor Ms R L Holden and seconded by Councillor C Mullins*

With the precept set at £262,602 this results in an annual cost to a Band D taxpayer of £117.92. This is a decrease of £4.96/year (£0.41/month over 12 months) per Band D Household, or -3.98% per annum or -0.33% per month

There being no further business the meeting was closed at 9.16pm

**Minutes of the Penryn Neighbourhood Plan Steering Group**  
**Wednesday 12 December 2018 at 6.30pm**

**The Council Chamber, Higher Market Street, Penryn**

**Present:** Councillor Ms Rebecca Holden (RH)      Mike Sizer (MS)  
 Councillor Dr Jo Garrett (JG)                          Eric Dawkins (ED)  
 Terry Grove-White (TGW)                              Frances Dawkins (FD)  
 Mael Garrec (MG)    Martin Jones (MJ)

**In Attendance:** Linda Body (LB minutes)

<b>Agenda Item:</b>	<b>Minute:</b>	<b>Action:</b>
1. Apologies	Apologies were received from Councillor Mrs M May (MM), Councillor John Symons (JS), Helen Perry (HP), Mark James (MJ), Councillor C Mullins (CM) and Mr J Atkinson (JA)	
2. Declarations of Interest	There were no declarations of interest.	
3. Minutes of previous meeting	The minutes of the meeting of the Neighbourhood Plan Steering Group held on the 14 November 2018 were approved as a true and accurate record.  <b><i>Proposed by Mr Eric Dawkins and seconded by Councillor Dr Jo Garrett</i></b>	
4. Correspondence	<ul style="list-style-type: none"> <li>• An email had been received from Mr Jim Atkinson explaining to the group that as he was moving away from the area, he would not be able to attend future NHP meetings. He wished the group well in its future endeavours. RH requested that a letter of thanks be written to JA to thank him for his valuable time and support on the group.</li> <li>• As the recent grant funding application had been approved for the MHCLG/Locality Site Assessment technical support package the AECOM team in Plymouth requested an inception meeting in Penryn in the New Year. LB to arrange a pre-meet with some members of the group prior to this meeting.</li> </ul>	LB          LB
5. Plan Update	<ul style="list-style-type: none"> <li>• Settlement Boundary (Policy 1) – TGW presented his proposal for Penryn’s settlement boundary. The members discussed this at length, especially the issue for any future proposals for development</li> </ul>	



	<p>outside the boundary, i.e. they should meet a clearly evidenced local need for affordable homes and be treated as exception sites led by 100% affordable housing.</p> <p>It was proposed that the policy should state that preference should also be given to brown field sites. TGW will email to the group the proposed map if everyone wished to see it in more detail. It was also suggested that TGW take a look at Cornwall Council's travel consultation document.</p> <p>The steering group had no objections to the proposed settlement boundary at this time and is happy for the draft plan to go to the Council meeting in January 2019 for further consultation.</p> <ul style="list-style-type: none"> <li>• Policy for exception sites – the steering group agreed that this is in line with the approvals sought for any community housing that would be accepted outside of the development boundary.</li> <li>• Green infrastructure/local green space/landscape areas – TGW presented a plan of the local green spaces along with land registry data. TGW will email to all in the group. The members discussed the fact that some plots of land were not highlighted on the maps, e.g. Permarin Park, the Rugby Club and the memorial gardens etc. It was decided that there needs to be more green space highlighted, i.e. north side of the river along with protection of footpaths etc.</li> </ul> <p>The group to consider before the next meeting their thoughts on which green spaces should be protected and bring back their proposals to the next meeting.</p> <ul style="list-style-type: none"> <li>• College Valley boundary – the members were happy with the proposed boundary.</li> <li>• Kernick Industrial Estate – the group discussed the various options for the industrial estate and was keen to reinforce TGW's proposal already stated in the plan. There were further discussions regarding employment hubs, digital infrastructure and also the economic environment and growth, which should be taken into consideration.</li> </ul> <p>It was agreed that all would come back to the next meeting with ideas on how to encourage further business use of the Kernick site. TGW suggested that a separate document, supporting the plan could be drafted in regard to the economic growth of the site. Rame has already completed a report on their site and TGW will circulate to all.</p>	<p>TGW</p> <p>TGW</p> <p>All</p> <p>All</p> <p>TGW</p>
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	<ul style="list-style-type: none"> <li>• Biodiversity – TGW explained that he had reduced the text from the previous report and had included links into Cornwall Council’s guidance information on biodiversity. The group were happy with the shortened version, which was more concise.</li> <li>• Vision statement – some members of the group had come forward with some suggestions regarding their visions of the plan. All to email their suggestions to LB and this will be discussed at the Council meeting in January.</li> </ul>	All
6. Student Accommodation	<p>TGW explained that he had spoken with Cornwall Council (CC) on the Article 4 process for the Plan. He was advised that it is an expensive and lengthy process. However, if Penryn, through the NHP group could identify a rationale and evidence base then CC would consider working with the Council to support having Article 4 included in the plan.</p> <p>It was highlighted by RH, after lengthy discussion on this topic, that this is going to be a large amount of work to undertake. It was suggested that Oliver Lane from the University be invited back to the group for a further update on student residences but also to have a single-issue meeting at the February meeting to allow full discussion around Article 4. LB to invite Mr Lane to the February meeting. TGW will scope out the scale of some of the work surrounding Article 4, especially if it can be included in the Plan but not for the whole of Penryn.</p> <p>LB to email MS and MJ the previous presentation from Oliver Lane.</p>	<p>LB TGW</p> <p>LB</p>
7. Next Steps	<ul style="list-style-type: none"> <li>• TGW to draft out an updated version of the plan</li> <li>• TGW to present an update on the Neighbourhood Plan to the Town Council meeting on 7 January 2019.</li> <li>• Design of the document now needs to commence. LB to invite Mike Hewett to a separate meeting in January</li> </ul>	LB
8. Date of next meetings	<p>16 January 2019 – 6.30pm 13 February 2019 – 6.30pm</p>	

# COUNCIL

7 JANUARY 2019

## Report from the Town Clerk



**Author:** Helen Perry, Town Clerk

### 1. Background

The Town Clerk's report is a regular update on progress with Council decisions and projects and the work of the Council staff.

### 2. Discussion

#### *Precept Notification*

The precept notification has been sent to Cornwall Council, requesting £262,602 for the 2019/20 financial year.

#### *Grit Bins*

The two missing grit bins have been ordered, one is to be placed at the junction of Lanaton Road/Treverbryn Rise the other bin is to be placed at Hillside Meadow.

#### *Decoration of the Museum Office*

The decoration of the office will take place whilst the museum is closed for the winter, the decoration will therefore be completed by Friday 1 March, with the museum re-opening on Monday 4 March 2019

#### *Decoration of Permarin Toilets*

At the present time Alan Symons Decorating have not confirmed the dates for the decoration of the public conveniences in Permarin Car Park.

#### *Drama Express – Community Grant*

Drama Express still have not supplied the additional information requested and therefore the £200 grant remains unpaid.

### 3. Recommendation

That the report be noted.

### 4. Appendices

None.

# COUNCIL

7 JANUARY 2019

## Accounts – 1 to 30 November 2018

Author: Robert Oliver, Finance Officer



### 1. Background

The accounts of the Town Council are presented for approval at each meeting of full Council. A budget monitoring report and bank reconciliation are also attached as appendices to the report.

### 2. Discussion

The accounts show the total assets of the Council are £402,375.66 as at 30 November 2018. Items of expenditure over £500 (excluding salaries) are as follows:

#### **1 November to 30 November 2018**

• Cornwall Council	720.00	Non domestic rates – Library
• Cornwall Council	689.00	Non domestic rates – Town Hall
• Cornwall Council	2195.17	Pensions – November
• HMRC	2167.94	Tax/NI – November
• Speedy Asset Services Ltd	720.00	Lifting Equipment hire for the Clock Repair
• Falmouth Town Council	1981.33	Weed spraying services for 2018
• Greenbank Hotel	1302.00	Mayor's Ball – Venue, food & wine
• Blunds Christmas Trees	639.00	Christmas Trees and delivery x 34 Trees
• Barclays	599.01	Credit card settlement
• Smiths of Derby	2738.40	Repair the clock dial works, replace hands and Annual service

The following are items of note on the budget monitor report not previously reported:

- **Mayor's Fundraising Income/Expenditure (4441/4442 150)** – Income and Expenditure for Mayor's ball coded separately to give a clear picture of the amount raised for charity. Awaiting payment of last few tickets before knowing the final balance.
- **Repairs & Maintenance – Town Hall (1076 170)** – Final bills paid for the cost of Town Clock repairs and servicing and also the second cherry picker to gain access.
- **Interest Received (1090 170)** - £200,000 moved to a 40 day term deposit. £140.27 interest to be received on the 17<sup>th</sup> December.

### 3. Recommendations

That the list of accounts paid from 1 November to 30 November 2018 be approved.

### 4. Appendices

1. Balance Sheet – November 2018
2. Accounts Paid – November 2018
3. Bank Reconciliation – All Accounts November 2018
4. Budget Monitor Report as at 30 November 2018

30/11/2018

**Penryn Town Council**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 8 Date 30/11/2018**

<b>A/c</b>	<b>Description</b>	<b>Actual</b>	
	<u>Current Assets</u>		
100	Debtors	1,692	
105	VAT Control Account	1,146	
110	Prepayments	6,810	
200	Lloyds - Treasurer Account	172,450	
210	Lloyds - Instant Access	31,796	
220	Investment Holding Account	200,000	
250	Petty Cash	250	
260	Procurement Card	(666)	
	<b>Total Current Assets</b>		<b>413,478</b>
	<u>Current Liabilities</u>		
500	Creditors	12,017	
501	Other Creditors	1,000	
510	Accruals	7,769	
560	Receipts in Advance	2,650	
	<b>Total Current Liabilities</b>		<b>23,435</b>
	<b>Net Current Assets</b>		<b>390,043</b>
	<b>Total Assets less Current Liabilities</b>		<b>390,043</b>
	<u>Represented by :-</u>		
300	Current Year Fund	86,704	
310	General Reserves	237,369	
320	EMR - Elections	4,000	
322	EMR - Glasney Field	1,000	
326	EMR - Broad St Pavement Fund	30,000	
335	EMR - Rent - Permarin	1,604	
340	EMR - Ext. Decor. Town Hall	7,661	
358	EMR - Notice Board	1,000	
359	EMR - Cemetery Seat Repairs	330	
360	EMR - Temperance Hall Decorati	5,000	
361	EMR - Permarin P. Park Grant	11,951	
362	EMR - Neighbourhood Plan	3,423	
	<b>Total Equity</b>		<b>390,043</b>

Date:30/11/2018

## Penryn Town Council

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Time: 15:06

## Lloyds - Treasurer Account

## List of Payments made between 01/11/2018 and 30/11/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2018	Cornwall Council	Std Ord	689.00		Town Hall - NDR
01/11/2018	Cornwall Council	Std Ord	276.00		Temperance Hall - NDR
01/11/2018	Cornwall Council	Std Ord	720.00		Penryn Library - NDR
01/11/2018	Cornwall Council	Std Ord	75.00		Glebe Cemetery - NDR
01/11/2018	Cornwall Council	Std Ord	287.00		Permarin - NDR
01/11/2018	Cornwall Council	Std Ord	65.00		Permarin Toilet - NDR
01/11/2018	BRIT GAS	DD 1/11	4.16		Electric, 1/10-11/10/18
02/11/2018	CORMAC	DD00491	186.77		Footpath Maintenance - October
02/11/2018	CALC	DD00492	72.00		Planning & Budgeting - 2 Deleg
07/11/2018	PITNEY	DD 7/11	100.00		Reset Postage Meter
07/11/2018	BLUNDS	DD00494	639.00		Xmas Trees & Delivery
07/11/2018	CUSTOM	DD00493	70.00		Lettering on Correx Sign
07/11/2018	Investment Holding Account	Bank 7/11	200,000.00		40 Day Term Deposit Investment
08/11/2018	FLOCKHART	DD00496	469.37		Supply & Fit New Boiler Parts
08/11/2018	EDF	DD00495	35.76		Elec. Mem. Garden - 22/6-26/9
09/11/2018	CEF	DD00498	362.70		100m Festoon with Lampholders
09/11/2018	MARTIN LUCK	DD00497	57.52		Various Stationery Items
12/11/2018	BIFFA	DD00499	37.15		Bin Emptying, 27/10 - 23/11/18
12/11/2018	CHURCHILL	DD00501	416.83		Cleaning Contract - October
12/11/2018	FALMOUTH TC	DD00500	1,981.33		Weed Spraying Serv. 2018
13/11/2018	PITNEY	DD 13/11	15.54		Franking Machine Rental
15/11/2018	Royal Cornwall PRA	000716	24.00		Parachute Regiment Dinner
16/11/2018	Procurement Card	DD 16/11	599.01		Barclaycard Repayment
19/11/2018	MK Entertainments	DD00503	180.00		Disco/DJ Mayors Ball
19/11/2018	Mrs S K Peters	DD00502	364.80		Mayor's Expenses, May - Nov
20/11/2018	WORLDPAY	DD 20/11	10.33		Card Fees - October
20/11/2018	Mrs P A Miller	000717	10.00		Pen. Library 1 year b'day Cake
21/11/2018	IRIS	DD 21/11	11.26		Auto Enrolment Fee - October
22/11/2018	Penryn Twinning Association	000718	20.00		Rebecca Holden Subs
23/11/2018	BRIT GAS	DD23/11	334.51		Electric, Temp - 3/8 - 2/11/18
23/11/2018	BRIT GAS	DD 23/11	378.13		Gas, Temp H - 1/8 - 31/10/18
23/11/2018	BRIT GAS	DD 23.11	250.86		Electric, Town H - 3/8-2/11/18
23/11/2018	IRIS	DD23.11	5.79		Employee Payslips x 5
23/11/2018	CALC	DD00504	72.00		Standing Orders W'Shop-2 Dele.
23/11/2018	SMITH	DD00505	2,738.40		Repair to Town C. & Reinstall
26/11/2018	GREENBANK	DD00506	1,302.00		Venue - Mayors Ball
26/11/2018	SWW	DD00507	172.70		Water, Town Hall - 4/8-8/11/18
27/11/2018	CORN COFFEE	DD00508	50.78		Box Coffee - Library Kitchen
27/11/2018	SPEEDY	DD00509	720.00		Cherry Picker, Clock T. Repair
28/11/2018	BQ	DD00511	52.00		Var. Bulbs/Flowers Floral Disp
28/11/2018	CORMAC	DD00510	186.77		Council Grounds Maintenance
30/11/2018	November Salaries	DD00512	13,034.88		November Salaries
30/11/2018	Petty Cash	000720	202.38		Petty Cash Replenish
		<b>Total Payments</b>	<b>227,280.73</b>		

## Petty Cash

## List of Payments made between 01/11/2018 and 30/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2018	Poundland	PC434	6.00		Xmas Decorations
09/11/2018	WC Rowe	PC436	9.20		Saffron Cake - Rem. Sunday
09/11/2018	Asda	PC435	9.09		Biscuits for Rem. Sunday
13/11/2018	Trago Mills (Falmouth) Ltd	PC437	10.80		Items for Mayor's Ball
13/11/2018	Asda	PC437	28.59		Items for Mayor's Ball
13/11/2018	Asda	PC438	1.50		White Spirit - Clean Signs
14/11/2018	Post Office	PC439	1.50		Stationery Item
15/11/2018	Asda	PC440	43.22		Various Items for Mayors Ball
16/11/2018	Screwfix	PC441	7.48		New Handles for Window
27/11/2018	Tanya's Courage Trust	PC442	5.00		Heater for Office
30/11/2018	Sophie Rollason	PC443	60.00		S Rollason, Dancers- Switch On
30/11/2018	Kirsten Mulcahy	PC444	20.00		K Mulcahy, Singer - Switch On
		<b>Total Payments</b>	202.38		

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## Procurement Card

## List of Payments made between 01/11/2018 and 30/11/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/11/2018	Pippins Sandwiches	CARD 7/11	25.60		Fair Day Tea Tickets
09/11/2018	Pippins Sandwiches	CARD 9/11	168.00		Food for Rem. Sunday
12/11/2018	Amazon Marketplace	CARD 12/11	35.98		2 x 12 Pack Fairy Lights
12/11/2018	Amazon Prime	CARD 12/11	0.99		Continuity/Subscription
14/11/2018	CYBERMARKET	Card 14/11	160.00		Snow Machine
16/11/2018	Amazon Marketplace	CARD 16/11	15.99		Franking Pouches
19/11/2018	Amazon Prime	CARD 19/11	7.99		Continuity/Subscription
22/11/2018	SCREWFIX	Card 22/11	118.97		3 x Road Closed Signs
27/11/2018	Festive Lights	CARD 27/11	35.93		6 x Strobe Bulb
28/11/2018	Lidl	CARD 28/11	90.03		Various - Lights Switch On Con
29/11/2018	Wilko	CARD 29/11	7.00		Wilko LED Lights - Sleigh
		<b>Total Payments</b>	666.48		



## Penryn Town Council

## Bank - Cash and Investment Reconciliation as at 30 November 2018

**Confirmed Bank & Investment Balances**Bank Statement Balances

30/11/2018	Lloyds - Treasurer Accounts	171,198.07
28/11/2018	Lloyds - 30 Day Account	31,796.45
30/11/2018	Investment Holding Account	200,000.00
30/11/2018	Petty Cash	47.62
30/11/2018	Procurement Card	-666.48

**402,375.66**Unpresented Payments**-1,454.23****403,829.89**Receipts not on Bank Statement**202.38****Closing Balance****404,032.27**All Cash & Bank Accounts

1	Lloyds - Treasurer Account	172,449.92
2	Lloyds - Instant Access	31,796.45
3	Investment Holding Account	200,000.00
4	Petty Cash	250.00
5	Procurement Card	-666.48
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>403,829.89</b>

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## Penryn Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2018

Month No: 8

## Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Administration</u>							
4000 Salaries - Administration	6,493	52,689	85,000	32,311		32,311	62.0%
4001 Salaries - Caretakers	1,900	15,240	23,000	7,760		7,760	66.3%
4002 Salaries - Civic	60	180	0	(180)		(180)	0.0%
4010 Tax/NI - Administration	1,944	14,945	26,000	11,055		11,055	57.5%
4011 Tax/NI - Caretakers	209	1,706	5,545	3,839		3,839	30.8%
4012 Tax/NI - Civic	15	40	0	(40)		(40)	0.0%
4020 Pensions - Employees	477	3,806	7,600	3,794		3,794	50.1%
4021 Pensions - Employers	1,488	11,858	24,500	12,642		12,642	48.4%
4022 Pensions - ADC	230	1,880	2,800	920		920	67.1%
4030 Mileage	219	219	900	681		681	24.3%
4031 Travel	0	17	75	58		58	22.4%
4035 Staff Clothing	0	260	500	240		240	52.0%
4050 Training	60	1,201	3,000	1,799		1,799	40.0%
4055 Bank Charges	29	89	200	111		111	44.4%
4060 Postage	126	706	1,100	394		394	64.2%
4065 Photocopier Lease	0	532	1,100	568		568	48.3%
4070 Printing	0	442	1,200	758		758	36.8%
4075 Advertising	0	110	200	90		90	55.0%
4080 Stationery	2	559	850	291		291	65.8%
4085 Telephone/Fax/Internet	0	1,799	4,500	2,701		2,701	40.0%
4090 Consultancy & Audit	0	1,625	1,800	175		175	90.3%
4091 Professional Fees	0	0	10,000	10,000		10,000	0.0%
4095 Election Expenses	0	5,111	4,000	(1,111)		(1,111)	127.8%
4100 Office - Other	41	722	1,260	538		538	57.3%
4105 Computer Related	14	1,233	3,000	1,767		1,767	41.1%
4110 Subscriptions	9	1,822	2,000	178		178	91.1%
4115 Insurance	0	0	5,000	5,000		5,000	0.0%
4120 Canteen	51	431	1,750	1,319		1,319	24.6%
4125 Disclosure and Barring Service	0	40	0	(40)		(40)	0.0%
4900 Miscellaneous Expenditure	0	0	100	100		100	0.0%
Administration :- Indirect Expenditure	<b>13,367</b>	<b>119,261</b>	<b>216,980</b>	<b>97,719</b>	<b>0</b>	<b>97,719</b>	<b>55.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(13,367)</b>	<b>(119,261)</b>					
<u>110 Amenities</u>							
1000 Footpath Maintenance Income	0	0	225	225			0.0%
Amenities :- Income	<b>0</b>	<b>0</b>	<b>225</b>	<b>225</b>			<b>0.0%</b>
4180 Bus Shelter - Repairs & Maint.	0	0	450	450		450	0.0%
4185 Footpath Maint	93	747	1,350	603	374	229	83.0%

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Detailed Income & Expenditure by Budget Heading 30/11/2018

Month No: 8

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4190 Seats Maint.	0	0	1,000	1,000		1,000	0.0%
4195 Treluswell Verge	0	639	860	221		221	74.3%
4200 Packsaddle Verge	0	401	664	263		263	60.4%
4205 Other General Maint.	0	70	1,000	930		930	7.0%
4210 Quay Hill Shelter	0	0	1,000	1,000		1,000	0.0%
4215 Doorstep Green/Glasney	0	1,200	2,159	959		959	55.6%
4230 Floral Displays/Penryn Pride	43	178	2,600	2,422	10	2,412	7.2%
4235 Litter Bin Maintenance	0	0	500	500		500	0.0%
4240 Weed Clearing	0	1,691	1,730	39		39	97.8%
4900 Miscellaneous Expenditure	0	0	200	200		200	0.0%
Amenities :- Indirect Expenditure	<b>137</b>	<b>4,927</b>	<b>13,513</b>	<b>8,586</b>	<b>384</b>	<b>8,203</b>	<b>39.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(137)</b>	<b>(4,927)</b>					
<u>120 Cemetery</u>							
1050 Burial Income	0	900	500	(400)			180.0%
1055 Exclusive Right Burial Income	100	950	500	(450)			190.0%
1060 Memorials Income	0	315	200	(115)			157.5%
1070 Plot Reservations	0	0	100	100			0.0%
Cemetery :- Income	<b>100</b>	<b>2,165</b>	<b>1,300</b>	<b>(865)</b>			<b>166.5%</b>
4250 Non-Domestic Rates	75	596	800	204		204	74.5%
4255 Burial Ground Maint.	(40)	2,782	6,330	3,548		3,548	43.9%
4260 Other Burial Ground Costs	79	79	100	21		21	79.2%
Cemetery :- Indirect Expenditure	<b>114</b>	<b>3,457</b>	<b>7,230</b>	<b>3,773</b>	<b>0</b>	<b>3,773</b>	<b>47.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(14)</b>	<b>(1,292)</b>					
<u>130 Capital Expenditure</u>							
4300 Office Equipment	(399)	0	500	500		500	0.0%
4305 Furniture & Fittings	399	399	2,500	2,101		2,101	16.0%
4307 Equipment for Halls	0	548	750	202		202	73.1%
4308 Grit Bins	0	0	0	0	324	(324)	0.0%
4340 Christmas Light Displays	4,263	3,171	4,500	1,329		1,329	70.5%
Capital Expenditure :- Indirect Expenditure	<b>4,263</b>	<b>4,118</b>	<b>8,250</b>	<b>4,132</b>	<b>324</b>	<b>3,808</b>	<b>53.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,263)</b>	<b>(4,118)</b>					
<u>140 Car Parks</u>							
4250 Non-Domestic Rates	287	2,296	3,100	804		804	74.1%
4380 Permarin - Lease/Rent	0	3,246	7,145	3,899		3,899	45.4%
4390 Permarin - Maint.	0	130	1,000	870		870	13.0%

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2018

Month No: 8

## Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4395 Shute Meadow Maint.	0	50	500	450		450	10.0%
Car Parks :- Indirect Expenditure	<b>287</b>	<b>5,722</b>	<b>11,745</b>	<b>6,023</b>	<b>0</b>	<b>6,023</b>	<b>48.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(287)</b>	<b>(5,722)</b>					
<u>150 Civic</u>							
4442 Mayor's Fundraising Income	1,116	2,040	0	(2,040)			0.0%
Civic :- Income	<b>1,116</b>	<b>2,040</b>	<b>0</b>	<b>(2,040)</b>			
4430 Civic - General	185	433	500	67		67	86.5%
4435 Mayor's Allowance	839	2,140	2,750	610		610	77.8%
4436 Deputy Mayor's Allowance	0	344	500	156		156	68.8%
4440 Civic Insignia/Regalia	0	2,452	2,000	(452)	(1)	(451)	122.6%
4441 Mayor's Fundraising Expend.	885	885	0	(885)		(885)	0.0%
Civic :- Indirect Expenditure	<b>1,909</b>	<b>6,254</b>	<b>5,750</b>	<b>(504)</b>	<b>(1)</b>	<b>(503)</b>	<b>108.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(793)</b>	<b>(4,214)</b>					
<u>160 Grants</u>							
4480 Grants - Community	0	200	9,000	8,800		8,800	2.2%
4485 Minor Enhancement Grant	0	0	2,000	2,000		2,000	0.0%
Grants :- Indirect Expenditure	<b>0</b>	<b>200</b>	<b>11,000</b>	<b>10,800</b>	<b>0</b>	<b>10,800</b>	<b>1.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(200)</b>					
<u>165 S137 Expenditure</u>							
4495 S137 Grants	0	360	0	(360)		(360)	0.0%
4496 S137 Other Expenditure	0	0	100	100		100	0.0%
S137 Expenditure :- Indirect Expenditure	<b>0</b>	<b>360</b>	<b>100</b>	<b>(260)</b>	<b>0</b>	<b>(260)</b>	<b>360.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(360)</b>					
<u>170 Income</u>							
1076 Precept Received	0	262,602	262,602	0			100.0%
1090 Interest Received	1	156	250	94			62.3%
1100 Grants Received	0	500	0	(500)			0.0%
1110 Council Tax Support	0	18,213	18,213	0			100.0%
1150 Other Income	(240)	(240)	0	240			0.0%
1352 Penryn Week Income	0	300	0	(300)			0.0%
Income :- Income	<b>(239)</b>	<b>281,531</b>	<b>281,065</b>	<b>(466)</b>			<b>100.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(239)</b>	<b>281,531</b>					

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Detailed Income & Expenditure by Budget Heading 30/11/2018

Month No: 8

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>180 Other Services</u>							
4520 C.C.T.V.	0	7,256	7,500	244		244	96.7%
4521 Youth Service	0	6,750	6,750	0		0	100.0%
Other Services :- Indirect Expenditure	<b>0</b>	<b>14,006</b>	<b>14,250</b>	<b>244</b>	<b>0</b>	<b>244</b>	<b>98.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(14,006)</b>					
<u>190 Projects &amp; Events</u>							
1200 Events Income	0	6,287	1,000	(5,287)			628.7%
Projects & Events :- Income	<b>0</b>	<b>6,287</b>	<b>1,000</b>	<b>(5,287)</b>			<b>628.7%</b>
4560 Penryn Week Expenditure	0	3,896	4,000	104		104	97.4%
4561 Penryn Town Fair	26	2,600	1,500	(1,100)		(1,100)	173.3%
4563 Penryn Christmas Lights	(3,162)	457	1,000	543		543	45.7%
4564 Remembrance Sunday	0	0	300	300		300	0.0%
4566 Neighbourhood Plan	2,400	2,400	16,960	14,560		14,560	14.2%
4571 Bee Friendly Planting & Projec	0	537	815	278		278	65.9%
4575 Penryn Commemorates Project	0	0	758	758		758	0.0%
4576 Public Toilet - Library	0	0	15,950	15,950		15,950	0.0%
4577 Commercial Road Enhancement	0	0	2,000	2,000		2,000	0.0%
4581 Clock Tower Refurbishment	(1,996)	0	0	0		0	0.0%
4582 Permarin Pocket Park	0	1,762	0	(1,762)		(1,762)	0.0%
4900 Miscellaneous Expenditure	99	99	100	1		1	99.2%
Projects & Events :- Indirect Expenditure	<b>(2,634)</b>	<b>11,751</b>	<b>43,383</b>	<b>31,632</b>	<b>0</b>	<b>31,632</b>	<b>27.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>2,634</b>	<b>(5,465)</b>					
<u>200 Public Conveniences</u>							
4250 Non-Domestic Rates	65	518	692	174		174	74.9%
4600 Water	270	1,139	700	(439)		(439)	162.7%
4610 Electricity	15	89	143	54		54	62.3%
4615 Repairs & Maintenance	0	0	1,500	1,500		1,500	0.0%
4616 Exterior Decoration	0	0	0	0	585	(585)	0.0%
4617 Interior Decoration	0	0	0	0	1,389	(1,389)	0.0%
4620 Annual Contracts	347	2,897	4,600	1,703	1,217	487	89.4%
4650 Consumables	0	0	100	100		100	0.0%
Public Conveniences :- Indirect Expenditure	<b>698</b>	<b>4,643</b>	<b>7,735</b>	<b>3,092</b>	<b>3,191</b>	<b>(99)</b>	<b>101.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(698)</b>	<b>(4,643)</b>					
<u>220 Temperance Hall</u>							
1300 Temperance Hall Hire Income	478	5,633	6,000	367			93.9%
Temperance Hall :- Income	<b>478</b>	<b>5,633</b>	<b>6,000</b>	<b>367</b>			<b>93.9%</b>

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Detailed Income & Expenditure by Budget Heading 30/11/2018

Month No: 8

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4250 Non-Domestic Rates	276	2,203	2,750	547		547	80.1%
4600 Water	110	299	690	391		391	43.3%
4605 Gas	360	2,020	1,800	(220)		(220)	112.2%
4610 Electricity	319	924	1,350	426		426	68.5%
4615 Repairs & Maintenance	169	294	1,000	706		706	29.4%
4617 Interior Decoration	0	0	10,000	10,000		10,000	0.0%
4620 Annual Contracts	0	133	300	168		168	44.2%
4900 Miscellaneous Expenditure	0	0	300	300		300	0.0%
Temperance Hall :- Indirect Expenditure	<b>1,234</b>	<b>5,873</b>	<b>18,190</b>	<b>12,317</b>	<b>0</b>	<b>12,317</b>	<b>32.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(756)</b>	<b>(240)</b>					
<u>230 Town Hall</u>							
1350 Town Hall Hire Income	300	3,198	4,700	1,502			68.0%
1360 Museum Donations	0	0	100	100			0.0%
Town Hall :- Income	<b>300</b>	<b>3,198</b>	<b>4,800</b>	<b>1,602</b>			<b>66.6%</b>
4091 Professional Fees	0	1,233	0	(1,233)		(1,233)	0.0%
4250 Non-Domestic Rates	689	5,510	6,845	1,336		1,336	80.5%
4600 Water	63	194	260	66		66	74.6%
4605 Gas	68	(239)	1,200	1,439		1,439	(19.9%)
4610 Electricity	239	703	900	197		197	78.1%
4615 Repairs & Maintenance	3,989	4,382	1,500	(2,882)		(2,882)	292.1%
4616 Exterior Decoration	0	8,917	12,661	3,744		3,744	70.4%
4617 Interior Decoration	0	0	500	500	870	(370)	174.0%
4620 Annual Contracts	0	362	900	538		538	40.2%
4700 Museum Expenditure	0	383	1,200	817		817	31.9%
4900 Miscellaneous Expenditure	0	0	500	500		500	0.0%
Town Hall :- Indirect Expenditure	<b>5,047</b>	<b>21,443</b>	<b>26,466</b>	<b>5,023</b>	<b>870</b>	<b>4,153</b>	<b>84.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,747)</b>	<b>(18,245)</b>					
<u>240 Penryn Library</u>							
1400 Library Income	206	1,025	1,400	375			73.2%
Penryn Library :- Income	<b>206</b>	<b>1,025</b>	<b>1,400</b>	<b>375</b>			<b>73.2%</b>
4091 Professional Fees	0	0	1,500	1,500		1,500	0.0%
4250 Non-Domestic Rates	720	5,760	8,000	2,240		2,240	72.0%
4600 Water	0	0	800	800		800	0.0%
4605 Gas	0	0	2,000	2,000		2,000	0.0%
4610 Electricity	0	0	3,300	3,300		3,300	0.0%
4615 Repairs & Maintenance	751	1,081	2,500	1,419		1,419	43.3%

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## Detailed Income &amp; Expenditure by Budget Heading 30/11/2018

Month No: 8

## Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4616 Exterior Decoration	0	5,040	6,000	960		960	84.0%
4620 Annual Contracts	0	0	2,510	2,510		2,510	0.0%
4900 Miscellaneous Expenditure	0	39	200	161		161	19.6%
Penryn Library :- Indirect Expenditure	<b>1,471</b>	<b>11,921</b>	<b>26,810</b>	<b>14,890</b>	<b>0</b>	<b>14,890</b>	<b>44.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,265)</b>	<b>(10,895)</b>					
<u>250 Health &amp; Safety</u>							
4620 Annual Contracts	0	346	400	54		54	86.4%
4625 Annual Inspections	0	329	900	572		572	36.5%
4630 5 Year Electrical Inspections	0	0	0	0		0	0.0%
4631 6Yr Elec Test/Insp Streetlight	0	0	0	0		0	0.0%
4900 Miscellaneous Expenditure	0	0	100	100		100	0.0%
Health & Safety :- Indirect Expenditure	<b>0</b>	<b>674</b>	<b>1,400</b>	<b>726</b>	<b>0</b>	<b>726</b>	<b>48.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(674)</b>					
<u>260 Memorial Garden</u>							
4610 Electricity	0	67	100	33		33	66.5%
4615 Repairs & Maintenance	62	498	1,300	802	249	553	57.5%
4900 Miscellaneous Expenditure	0	0	100	100		100	0.0%
Memorial Garden :- Indirect Expenditure	<b>62</b>	<b>565</b>	<b>1,500</b>	<b>935</b>	<b>249</b>	<b>686</b>	<b>54.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(62)</b>	<b>(565)</b>					
<u>900 Earmarked Reserves</u>							
9000 EMR - Elections	0	0	4,000	4,000		4,000	0.0%
9020 EMR - Rent Permarin	0	0	1,604	1,604		1,604	0.0%
9044 EMR - Glasney Playing Field	0	0	1,000	1,000		1,000	0.0%
9046 EMR - Broad Street Pavements	0	0	30,000	30,000		30,000	0.0%
9050 EMR - Neighbourhood Plan	0	0	3,423	3,423		3,423	0.0%
9051 EMR - Notice Board	0	0	1,000	1,000		1,000	0.0%
9053 EMR - Temperance Hall Decorati	0	0	5,000	5,000		5,000	0.0%
9054 EMR - Permarin P. Park Grant	0	0	11,951	11,951		11,951	0.0%
Earmarked Reserves :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>57,978</b>	<b>57,978</b>	<b>0</b>	<b>57,978</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>					
Grand Totals:- Income	<b>1,960</b>	<b>301,879</b>	<b>295,790</b>	<b>(6,089)</b>			<b>102.1%</b>
Expenditure	<b>25,954</b>	<b>215,175</b>	<b>472,280</b>	<b>257,105</b>	<b>5,016</b>	<b>252,089</b>	<b>46.6%</b>
<b>Net Income over Expenditure</b>	<b>(23,994)</b>	<b>86,704</b>	<b>(176,490)</b>	<b>(263,194)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(23,994)</b>	<b>86,704</b>					

# COUNCIL

7 JANUARY 2019

## Standing Orders



**Author:** Helen Perry, Town Clerk

### 1. Background

The Council's standing orders are reviewed annually, NALC (National Association of Local Councils) updated the model standing orders in July 2018. After attending a training session held by Cornwallalc further amendments have been made to the draft standing orders circulated in November.

### 2. Discussion

The Standing Orders in **Bold** type are either legal or statutory requirements, items in **red** type have been amended to correspond to the Council's working practices.

On pages 11 and 12 the items listed in **blue** are items that are frequently taken to the Annual Council (Mayor Making) meetings, that do not generally appear on the Town Council's agenda.

Items in **green** are the additions recommended by Cornwallalc to tie in with our adopted Code of Conduct, current practices and a recent court Case.

### 3. Recommendation

That the draft Standing Orders attached as an appendix to the report are amended as required.

### 4. Appendices

Draft Standing Orders – 7 January 2019





# Penryn Town Council

## STANDING ORDERS 2018

Version: 7 January 2019 (draft)

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## HOW TO USE THESE STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework, standing orders incorporate and reference many statutory requirements to which councils are subject.

The standing orders do not include Council's financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Standing orders that are in **bold** type contain legal and statutory requirements. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be amended to suit a council's needs.

For convenience, the word "councillor" is used in standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **three** minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f **At the Chairman's discretion and with the agreement of the council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the**

agenda where the matter is being discussed.

- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **thirty** minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(f), a member of the public shall not speak for more than **three** minutes.
- i In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- k A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 6(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.**

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 5d(viii) for the quorum of a committee or sub-committee meeting.*

- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

w A meeting shall not exceed a period of **three** hours.

#### 4. **FILMING AND RECORDING AT MEETINGS**

- a When a meeting of the Council, its committees or sub committees is open to the public, any person if present may:



- i. Film, photograph or make an audio recording of a meeting;
  - ii. Use any other means for enabling persons not present to see or hear the proceedings at a meeting as it takes place or later;
  - iii. Report or comment on the proceedings in writing during or after a meeting or orally report of comment after the meeting.
- b Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its committees and sub committees.
- c An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.
- d Disruptive behaviour
  - i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
  - ii. If person(s) disregard the request of the chairman of the meeting to moderate their behaviour, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion if seconded, shall be put to the vote without discussion.
  - iii. If a resolution under standing order 4(d)(ii) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- e Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

## 5. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference including the scheme of delegation and the roles of Chairman and Vice Chairman as ex officio members with or without voting rights;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 5(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 5(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

6. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. [Confirmation of the accuracy of the minutes of the last meeting of the Council;](#)
  - iii. [Receipt of the minutes of the last meeting of a committee;](#)
  - iv. [Consideration of the recommendations made by a committee;](#)

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of**

**the Council at any time.**

- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within **seven** days of having been requested to do so by **two** members of the committee or the sub-committee, any **two** members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## 8. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **seven** councillors to be given to the Proper Officer in accordance with standing order 10.
- b When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

## 9. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b **Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.**

10. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **five** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **two** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i **A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.**

11. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i to correct an inaccuracy in the draft minutes of a meeting;

- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

12. **MANAGEMENT OF INFORMATION**

*See also standing order 21.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 

“The chairman of this meeting does not believe that the minutes of the meeting of the [relevant meeting] held on [date] in respect of [Minute No.] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.



## 14. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

### **General**

- a The Council has adopted the Cornwall Code of Conduct for City, Community Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on Committees and sub Committees in respect of the entire meeting

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation

### **Members and the Code of Conduct**

- d All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- e All Councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk within 28 days.
- f All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- g Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- h Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- i Where a non-registerable interest arises from membership of an outside body as defined in 3.5(a) of the Council's Code of Conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer

questions for no more than three minutes before leaving the room at the request of the Chairman.

- j With the exception of the Mayor, or a member acting on behalf of the Mayor, you must not accept any gifts or hospitality that you are offered or receive in connection with your official duties as a member that could be seen by the public as likely to influence your judgement in any matters. The Mayor, or a member acting on behalf of the Mayor, must record in a register of interests maintained by the Proper Officer any gifts of hospitality that he/she is offered or receives in connection with his/her official duties as Mayor, or on behalf of the Mayor, and the source of the gift or hospitality, that could be seen by the public as likely to influence his/her judgement in any matters.
- k A Member of the Council may, for the purpose of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of the solicitor and client. All minutes kept for any Committee shall be open for inspection of any member of the Council during office hours.

#### **Members and the Code of Conduct**

- l Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- m A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub committee for which the dispensation is required and that decision is final.
- n A dispensation request shall confirm:
  - i. The description and nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. The date of the meeting or the period (not exceeding four years) for which a dispensation is sought; and
  - iv. An explanation as to why the dispensation is sought
- o This policy shall apply to all meetings of the Council, its committees and sub committees.
- p No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- q A dispensation may be granted in accordance with standing order 14(m) above if having regard to all relevant circumstances the following applies:

- i. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction or the business or
- ii. Granting the dispensation is in the interests of persons living in the council's area or
- iii. It is otherwise appropriate to grant a dispensation

15. **CODE OF CONDUCT COMPLAINTS**

- a Notification of any complaint shall remain confidential to the Proper Officer of the Council until such a time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman or Vice Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where the notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The Council may:
  - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;.
- e References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- f Upon notification by Cornwall Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.

16. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least **five** days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 24);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the **Planning** Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the **Planning** committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 24).

17. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each month;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. **FINANCIAL CONTROLS AND PROCUREMENT**

The Council has established Financial Regulations for the governance and management of its finances to meet the requirements of the audit and accountability regime in place at the time.

- a. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practice's and the Council's financial regulations.
- b. The Council's proper practices will be in accordance with the most recent JPAG guidance.

20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the **Staffing** committee is subject to standing order 12.
- b Subject to the Council's policies regarding the handling of performance, capability and disciplinary matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of the Staffing committee or in their absence the Vice Chairman of the Staffing Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Staffing Committee in accordance with its terms of reference.
- c Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the **Staffing** committee or, if he is not available, the vice-chairman (if there is one) of the **Staffing** committee at its next meeting.
- d The chairman of **Council** or in his absence, the chairman of the **Staffing Committee** shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the **Staffing** committee.
- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the **Staffing** committee or in his absence, the vice-chairman of the **Staffing** committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the **Staffing** committee.
- f Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chairman or vice-chairman of the **Staffing** committee, this shall be communicated to another member of the **Staffing** committee, which shall be reported back and progressed by resolution of the **Staffing** committee.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h **In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).**

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 22.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**  
(Below is not an exclusive list).

*See also standing order 12.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 16(b)(xii) and (xvii).*



- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

*The above is applicable to a Council with a common seal.*

## 25. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each relevant correspondence sent to the Unitary Council shall be sent to the divisional councillor(s) representing the area of the Council.
- c At the Chairman's discretion and with the approval of the council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

## 26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.
  - iii. incur any expenditure on behalf of the council or issue an instruction to incur expenditure.

## 27. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **two** councillors to be given to the Proper Officer in accordance with standing order 10.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## **28. SARACEN AWARDS**

- a The Council will consider nominations for Saracen Awards biannually (from 2015) at the November meeting of full Council (subject to Standing Order 27(h))
- b Nominations for Saracen Awards will be invited by notice in the local press and through the Town Council's noticeboard, website and social media in the first week of October, and announced at the October meeting of the full Council (subject to Standing Order 28(h) below).
- c No more than two awards may be granted in any one year.
- d Awards will be restricted to individuals who have at some time resided or worked in the Parish of Penryn, or to organisations based or serving in Penryn.
- e Current serving members of Penryn Town Council will be ineligible
- f Councillors or the Council as a body are permitted to nominate.
- g The Council is not obliged to make two, or any awards in any year.
- h The Town Mayor may exercise prerogative regarding the frequency and timing of the awards