



YOU ARE HEREBY SUMMONED TO A MEETING OF PENRYN TOWN COUNCIL TO BE HELD ON **MONDAY 4 FEBRUARY 2019 AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

**Town Clerk**  
28 January 2019

## **COUNCIL AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. DISPENSATIONS**

**4. PRESENTATION – CLIMATE EMERGENCY**

To receive a presentation from Mark Smith on Climate Emergency

**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 4 February 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. CLIMATE EMERGENCY**

To discuss the Climate Emergency Presentation and decide if the Council supports the initiative

**7. COUNCIL MINUTES**

To approve as a correct record minutes 138 to 151 of the meeting of the Council held on 7 January 2019 [Pages 3 to 5]

**8. COMMITTEE MINUTES & MINUTES FROM OUTSIDE BODIES**

To note the minutes of the meeting of the Planning Committee held on 21 January 2019 [Pages 6 to 8]

To note the minutes of the meeting of the Neighbourhood Plan Steering Group held on 16 January 2019 [Pages 9 to 11]

**9. CORRESPONDENCE**

To receive items of correspondence relevant to the Council

**10. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**

To note the Mayor's announcements and engagements between 17 December 2018 and 3 February 2019 [Page 12]

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

**12. TOWN CLERK REPORT**

To receive an update report from the Town Clerk [Page 13]

**13. ACCOUNTS – 1 DECEMBER to 31 DECEMBER 2018**

To approve a list of accounts paid and the monthly statement for the period 1 December to 31 December 2018 [Pages 14 to 26]

**14. CONFIRMATION OF COMPLETION OF THE COUNCILLOR INTERNAL AUDIT**

To confirm the Councillor audit scheduled for the period 1 October 2018 to 31 December 2018 has taken place and inform Council of any issues. [Verbal]

**15. SELECTION OF THE TOWN MAYOR FOR THE 2019/2020 CIVIC YEAR**

To select a Town Mayor for the 2019/2020 civic year

**16. RISK MANAGEMENT UPDATE**

To note the updated risk management plan [Pages 27 to 36]

**17. STANDING ORDERS**

To adopt the revised Standing Orders [Pages 37 to 63]

**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 K Ruby  
Councillor M Snowdon  
Councillor Mrs J Tucker  
Councillor Mrs T Widdon

**MINUTES OF THE MEETING OF THE COUNCIL OF PENRYN HELD ON MONDAY 7 JANUARY 2019 AT 7:00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

Mrs S K Peters (Town Mayor)  
D Edwards, Dr J Garrett, Ms R L Holden, Mrs M K May, K Ruby, Mrs J Tucker, C K Wenmoth,  
Mrs T Widdon

**In Attendance**

Helen Perry (Town Clerk)  
Councillor J Symonds – Cornwall Councillor, Penryn East and Mylor

**138. APOLOGIES**

Apologies for absence were received from Councillors Mrs M V Bennett (ill), M Cant (work), J Langan (ill), Mrs H May (family commitment), C Mullins (ill), G Rickard (ill) and M Snowdon (away).

**139. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**140. DISPENSATIONS**

There were no requests for dispensations.

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

Terry Grove-White gave Council an overview of the current position of the Penryn Neighbourhood Development Plan.

Items that would be considered at future Neighbourhood Plan meetings include:

- Is there a need for an 'Article 4'
- Is there a need for housing allocation
- Protection of open spaces
- Settlement Boundary
- Traffic Management
- Industrial Areas

The provisional timeframe for submitting the Neighbourhood Plan is as follows:

- AECOM – Site Assessments, possible SEA
- Draft Plan to Town Council – June 2019
- Public Consultation – July/August 2019
- Review of consultation responses – September/October 2019
- Plan to be submitted to Cornwall Council – November 2019
- Cornwall Council consultation – January 2020
- Examination – April 2020
- Referendum – June 2020

**142. PUBLIC PARTICIPATION**

No requests had been received from members of the public wishing to speak at the meeting

**143. NEIGHBOURHOOD PLAN**

Councillor Ms R L Holden thanked Terry Grove-White for the presentation and invited Councillors to attend the next Neighbourhood Plan Steering Group's meetings which are scheduled for:

- Wednesday 16 January
- Wednesday 13 February

Both meetings will be held in the Council Chamber commencing at 6:30pm

#### **144. COUNCIL MINUTES**

**RESOLVED** that minutes 120 to 137 of the meeting of the Council held on 17 December 2018 be approved and signed as a correct record.

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

#### **145. COMMITTEE MINUTES**

The minutes of the meeting of the Neighbourhood Plan Steering Group held on 12 December 2018 were noted.

#### **146. CORRESPONDENCE**

The Town Clerk reported:

- Unserviceable Wrecks – the Town Clerk read out an email received from Captain Mark Killingback, regarding the 'wrecks' within the Port of Penryn. There are four vessels that will be advertised in the local paper to try to ascertain ownership, if the owners cannot be found the cost of the demolition of the vessels will be the responsibility of the Port and due to the size of the vessels, costs are expected to be in excess of £20,000 each.
- The results of the boundary review have been published, the proposed smaller ward within the parish of Penryn will now be called 'Bissom'. The link to the final report will be circulated to Councillors.

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

Councillor J Symonds updated members on the recycling centres and confirmed that once the Truro site is opened, the Redruth and St Day sites will close.

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

The Town Clerk's report was noted.

#### **149. ACCOUNTS – 1 NOVEMBER TO 30 NOVEMBER 2018**

**RESOLVED** that the list of accounts paid and the monthly statement for the period 1 to 30 November 2018 be approved.

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

#### **150. STANDING ORDERS**

**RESOLVED** that

- a) subject to the following amendments the standing orders wording be approved
  - Section 6 - Ordinary Council Meetings – Item J remove the items labelled ii, iii, iv, v, vi, ix, x, xiv, xv, xvi, xviii, xix and xx.

- Section 6 – Ordinary Council meetings – Item J, xii – rewrite to read “Review of inventory of land and buildings owned or maintained by the Council”
  - Section 6 – Ordinary Council meetings – Item J, xvii – rewrite to read “Review of Council’s policies”
  - Section 9 – Voting on Appointments – Item b – add “as per Schedule 12, para 39 (1) of the Local Government Act 1972, all questions coming or arising before a local authority shall be decided by a majority of the of the members of the authority present and voting thereon at a meeting of the authority”
- b) The amended Standing Orders are presented at the February Council meeting for adoption

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

## **151. CORNWALL COMMUNITY GOVERNANCE REVIEW**

Councillor Mrs M K May gave members a brief overview of what a community governance review entails.

**RESOLVED** that the Town Clerk on behalf of the Town Council responds to the Community Governance Review – Initial Interest with the following:

- YES – a governance review is required for the Parish
- Issues requesting review – Parish boundary, Councillor numbers and Parish warding arrangements
- Other issues – The Campus is called ‘Penryn Campus’ but is located within Mabe – should the campus not be in Penryn Parish?

*Proposed by Councillor Mrs S K Peters and seconded by Councillor Dr J Garrett*

There being no further business the meeting was closed at 8:40pm

**CHAIRMAN**

MINUTES OF A MEETING OF THE PENRYN TOWN COUNCIL **PLANNING COMMITTEE** HELD ON **MONDAY 21 JANUARY 2019 AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

J Langan, (Chairman), Ms R L Holden (Vice-Chairman), D Edwards, Dr J Garrett, Mrs M K May, C Mullins, Mrs S K Peters, G Rickard, M Snowdon, C K Wenmoth.

**In Attendance**

Councillor J Symons, Cornwall Councillor, Penryn East and Mylor  
Linda Body - Administration Officer

**70. APOLOGIES**

Apologies for absence were received from Councillors Mrs M V Bennett, Mrs J Tucker (family commitments), Mrs T Widdon and M Cant (working away)

**71. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**72. DISPENSATIONS**

There were no requests for dispensations.

**73. DEREK JACKSON – KOHA ARCHITECTS – PREAPP PR18/02863**

Mr Jackson gave a brief overview of the proposals for No.2 West Street, Penryn (New workshop and residential flat). A pre-application has gone in to Cornwall Council and the advice given that, in principle, they have no objections but with some changes due to the premises being in a conservation area. Mr Jackson informed the meeting that a full planning application will go in to Cornwall Council soon.

**74. PUBLIC PARTICIPATION**

No requests had been received from members of the public wishing to speak at the meeting.

**75. MINUTES**

**RESOLVED** that subject to the addition of Councillor M Snowdon to the list of apologies, minute numbers 59 to 69 of the meeting of the Planning Committee held on the 19 November 2018 be approved and signed as a correct record.

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

**76. CORRESPONDENCE**

There were no items of correspondence relevant to the committee.

## **77. PLANNING APPLICATIONS**

### ***PA18/11641 – Bygones, 1 Bella Vista Gardens, Truro Hill, Penryn***

**RESOLVED** that due to some queries in regard to the lawful development aspect of the proposal that the Town Council delegates the application response to the Town Clerk in conjunction with the Chairman and Vice-Chairman.

*Proposed by Councillor Mrs M K May and seconded by Councillor M Snowdon.*

### ***PA18/11678 – 21 Brook Place, Penryn***

**RESOLVED** that the Town Council has no objections to the application.

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S K Peters.*

### ***PA18/12024 – 8 Vernon Way, Penryn***

**RESOLVED** that the Town Council has no objections to the application.

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

### ***PA18/11436 – 8 St Gluvias Street, Penryn***

**RESOLVED** that the Town Council strongly objects to the application as per the conditions itemised in Penryn's Conservation Area Management Plan.

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs S K Peters.*

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

**RESOLVED** that the Town Council has no objections to the application.

*Proposed by Councillor Mrs S K Peters and seconded by Councillor Mrs M K May.*

### ***PA19/00025 – 28-30 West Street, Penryn***

**RESOLVED** that subject to the Tree Officers approval, the Town Council has no objections to the application.

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

## **78. DECISION NOTICES**

The list of decision notices were noted.

## **79. 2019 OFF-STREET PARKING ORDER**

After a lengthy discussion it was **RESOLVED**:-

- a) to collectively respond to the Consultation with no objections
- b) individual Councillors could also respond in relation to the Penryn area if they

so wished.

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

**80. FALMOUTH & PENRYN CONSERVATION AREAS ADVISORY COMMITTEE  
(F&PCAAC) MEETING**

The minutes of the F&PCAAC meeting held on the 3 December 2018 were noted.

There being no further business the meeting was closed at 8.00pm

**CHAIRMAN**





**Minutes of the Penryn Neighbourhood Plan Steering Group**

**Wednesday 16 January 2019 at 6.30pm**

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

**Present:** Councillor Ms Rebecca Holden (RH)      Mr E Dawkins (ED)  
 Councillor Dr Jo Garrett (JG)                      Mrs F Dawkins (FD)  
 Councillor Mrs M May (MM)                      Mr Mael Garrec (MG)  
 Councillor J Symons (JS)                         Ms J Lane (JL)  
 Councillor C Mullins (CM)  
 Terry Grove-White (TGW)

**In Attendance:** Helen Perry - Town Clerk (HP)  
 Linda Body (LB minutes)

<b>Agenda Item:</b>	<b>Minute:</b>	<b>Action:</b>
1. Apologies	Apologies for absence were received from Mark James (MJ)	
2. Declarations of Interest	There were no declarations of interest.	
3. Minutes of previous meeting	<p>The minutes of the meeting of the Neighbourhood Plan Steering Group held on the 12 December 2018 were approved as a true and accurate record.</p> <p><b><i>Proposed by Mr Eric Dawkins and seconded by Mrs F Dawkins</i></b></p> <p>Matters arising from the minutes:</p> <ul style="list-style-type: none"> <li>• Article 4- will be discussed fully at the next meeting</li> <li>• Green Space – discussions took place on the green spaces around the town that the group would like to see protected. TGW will provide a plan of the open spaces /green infrastructure we have currently got plotted. All to send LB their preferences so that a list can be compiled. This led on to the Persimmons Home Play area (Round Ring Gardens) which has £22k of S106 monies allocated to it. MM and JS will meet with Dave Edmondson of Cornwall Council to discuss further and report back to the group.</li> </ul>	<p><b>All</b></p> <p><b>TGW</b></p> <p><b>MM/JS</b></p>
4. Correspondence	RH had received a proposed vision statement from ED	<b>All/LB</b>

	and FD. It was suggested that everyone consider what they feel should be included in the Plan's vision statement. LB to source the initial draft vision statement and include on next meeting's agenda.	
5. Plan Update	<ul style="list-style-type: none"> <li>• TGW reported to the meeting that he had given a presentation in regard to where we are now and the future programme, to the Town Council at their Full Council meeting on the 7 January 2019. TGW will report back to the Council in June with a draft Neighbourhood Plan.</li> <li>• AECOM Inception Meeting - TGW informed the group that it had been successful in obtaining further grant funding. Alongside this came the approval for a MHCLG/Locality Site Assessment technical support package. Consequently, an inception meeting took place with AECOM on the 4 January 2019 and AECOM are now completing assessments of the sites that the group previously highlighted and will also give advice on environment and policy terms. They will also work with Cornwall Council to identify possible SHLAA sites (possible sites within Cornwall which have the potential for future housing development). AECOM would also be able to assist us if Cornwall Council required a Strategic Environmental Assessment (SEA), although a further bid for technical support would need to be put in.</li> <li>• Design of the website etc – TGW will get an updated draft Plan document to Mike Hewitt (Digital Designer) by mid February. Once designed the new version can then be used to take to Cornwall Council to ascertain if a SEA is required or not.</li> </ul>	
6. Kernick Industrial Estate	<p>TGW opened discussion for the group and asked what the group feels the vision should be for the site as at present the group does not have a robust policy in place.</p> <p>Kernick estate has been identified in the Cornwall Local Plan and the Cornwall site Allocations Document as a strategic employment site.</p> <p>Main issues identified were:</p> <ul style="list-style-type: none"> <li>• More available leisure facilities, i.e. cafe/bar, possible hotel, that could be integrated with student accommodation</li> <li>• More accessibility to the facilities already there, i.e. the school playing fields</li> <li>• No erosion of the existing industrial area, start-up units to be encouraged</li> <li>• Very convenient for residents of the town, this needs to continue and be protected</li> </ul>	

	<ul style="list-style-type: none"> <li>• More connectivity for pedestrians and improved transport links</li> <li>• Better signage, especially on the University side</li> <li>• Use Class Order – make more use of this in regard to planning consent</li> <li>• Rugby Club – protect the land and club house</li> </ul> <p>TGW will take these issues on board and incorporate them into the Plan.</p> <p>The discussions led on to other industrial sites within the town which need protecting. The group will feedback their thoughts to LB so that they can be listed in the plan.</p> <p>Business Improvement District (BID) – the group went on to discuss the possibility of this scheme for Penryn in the future. It was suggested that it be added to a Full Council meeting agenda in either September or October.</p>	<p><b>TGW</b></p> <p><b>ALL</b></p> <p><b>HP</b></p>
7. Next Steps	<ul style="list-style-type: none"> <li>• Crantock Neighbourhood Plan – Judicial Review</li> </ul> <p>The group decided to take on board the problems encountered by the Crantock Neighbourhood Plan and that a further piece of work should be done on ensuring that this does not happen again. We need to identify areas that we definitely do not want development on and to fully clarify what “Local Need” is.</p> <ul style="list-style-type: none"> <li>• Article 4 and Student Accommodation</li> </ul> <p>The next meeting of the NHP group will primarily discuss Article 4 and student accommodation. Oliver Lane, (Director of Residencies and Facilities) at the University has been invited to attend. The group will need to decide if they wish Article 4 to be included into the Plan, for either the whole of Penryn, part of Penryn and also to define the policy approach, as previously suggested by Cornwall Council. There are lots of different caveats surrounding Article 4 and these will need to be investigated going forward. In terms of time scales for inclusion of Article 4 TGW will bring an example time table and other policy samples to this meeting.</p>	<p><b>TGW</b></p>
8. Date of next meetings	<p>13 February 2019 – 6.30pm</p> <p>LB to advertise in the Falmouth Packet, various Facebook pages and place on notice boards in the town and the Library.</p>	<p><b>LB</b></p>
	<p>Meeting closed at 8.00pm</p>	



# COUNCIL

4 FEBRUARY 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

#### *Decoration of the Museum Office*

The decoration of the museum office was completed on the 25 January, the museum is due to re-open to the public on Monday 4 March at 10am.

#### *Training*

The Finance Officer has completed the first of three days of the 'Working with your Council' course. The next training date is Wednesday 13 February.

#### *Red Box Project*

The Red Box for the collection of sanitary items is now in situ at the library

#### *PATS Testing*

The portable appliance testing for the Library, Town Hall, Temperance Hall and Quay Hill Shelter (Old Gent's Hut) is scheduled to take place on Thursday 7 February 2019.

#### *Miss Rowe*

The picture of the Postmistress Miss Rowe (black dress) was returned on Friday 25 January, refurbished and reframed. The other Miss Rowe painting (blue dress) is still under refurbishment.

### 3. Recommendation

That the report be noted.

### 4. Appendices

None.

# COUNCIL

4 FEBRUARY 2019

## Accounts – 1 to 31 December 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 £387,829.12 as at 31 December 2018. Items of expenditure over £500 (excluding salaries) are as follows:

#### **1 December to 31 December 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	2061.30	Tax/NI – November
• Ricoh UK Ltd	586.84	Copier Lease 1/12-28/2 & copying 1/9-30/11
• Cormac Solutions Maintenance (£186.77)	1820.69	Planters & Watering (£1633.92) & Grounds
• Mark Snowdon	1646.28	Christmas Lights – Various Items
• Atlantic Arc Planning Ltd	2400.00	Neighbourhood Plan
• Peter Wheeler Electrical	690.00	3 x Invoices, Fit & replace lighting
• Barclays	666.48	Credit card settlement

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

- **Mayor's Allowance (4435 150)** – Mayor's Allowance currently at 98.5%, with £41 remaining until the end of the financial year.
- **Neighbourhood Plan (4566 190)** – First expenditure against the Neighbourhood Plan, currently a remaining £14,560 to be spent before the end of the financial year, anything not spent to be moved to EMR.
- **Interest Received (1090 170)** - £140.27 received from the fixed term deposit, another investment to be made in January.

### 3. Recommendations

That the list of accounts paid from 1 December to 31 December 2018 be approved.

### 4. Appendices

1. Balance Sheet – December 2018
2. Accounts Paid – December 2018
3. Bank Reconciliation – All Accounts December 2018
4. Budget Monitor Report as at 31 December 2018

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2018

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	2,997	
105	VAT Control Account	1,784	
110	Prepayments	6,810	
200	Lloyds - Treasurer Account	357,673	
210	Lloyds - Instant Access	31,798	
250	Petty Cash	250	
260	Procurement Card	(393)	
<b>Total Current Assets</b>			<b>400,919</b>
<u>Current Liabilities</u>			
500	Creditors	11,155	
501	Other Creditors	1,000	
510	Accruals	7,769	
560	Receipts in Advance	2,650	
<b>Total Current Liabilities</b>			<b>22,574</b>
<b>Net Current Assets</b>			<b>378,345</b>
<b>Total Assets less Current Liabilities</b>			<b>378,345</b>
<u>Represented by :-</u>			
300	Current Year Fund	75,007	
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>378,345</b>

## List of Payments made between 01/12/2018 and 31/12/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2018	Cornwall Council	Std Ord	689.00		Town Hall - NDR
01/12/2018	Cornwall Council	Std Ord	276.01		Temperance Hall - NDR
01/12/2018	Cornwall Council	Std Ord	720.00		Penryn Library - NDR
01/12/2018	Cornwall Council	Std Ord	75.00		Glebe Cemetery - NDR
01/12/2018	Cornwall Council	Std Ord	287.00		Permarin - NDR
01/12/2018	Cornwall Council	Std Ord	65.00		Permarin Toilet - NDR
07/12/2018	BIFFA	DD00514	46.44		Bin Emptying, 24/11 - 28/12/18
07/12/2018	FLOCKHART	DD00515	138.00		Callout - Boiler Fault
07/12/2018	Mary May - Repay	DD00513	23.38		Mary May - Repay
10/12/2018	AAP	DD00518	2,400.00		6 Days Consultancy @ £400 p/d
10/12/2018	CHURCHILL	DD00516	416.83		Cleaning Contract - November
10/12/2018	Claire Ingleheart	DD00517	100.00		Singer - Xmas Lights Switch On
11/12/2018	BRIT GAS	DD 11/12	15.92		Electric, 12/10 - 20/11/18
11/12/2018	CEF	DD00519	398.82		Lighting Items
11/12/2018	PETER WHEELER	DD00520	690.00		Lighting - Repairs & Replace.
11/12/2018	Truro Male Choir - Switch On	DD00521	125.00		Truro Male Choir - Switch On
11/12/2018	M Snowdon - Xmas Lights Repay	DD00522	1,646.28		M Snowdon - Xmas Lights Repay
12/12/2018	PITNEY	DD 12/12	15.54		Franking Machine Rental
12/12/2018	S Peters - Mayor's Expenses	DD00523	302.00		S Peters - Mayor's Expenses
17/12/2018	BT	DD 17/12	294.24		Phone Services - 377280
17/12/2018	Procurement Card	DD 17/12	666.48		Barclaycard Repay
18/12/2018	BT	DD 18/12	151.64		Q090F4/1585/British Telecommun
19/12/2018	WORLDPAY	DD 19/12	19.16		Card Fees - November
19/12/2018	BT	DD 19.12	414.12		Phone Services - 373086
21/12/2018	IRIS	DD 21/12	11.26		Auto Enrolment Fee - November
21/12/2018	IRIS	DD 21.12	5.79		Payslips - November
21/12/2018	DAVID	DD00525	162.00		Window Cleaning - Dec
21/12/2018	CUSTOM	DD00524	7.00		Printed Mug - Switch On
21/12/2018	SWW	DD00526	270.18		Charges, 4/8 - 28/11/18
21/12/2018	CORMAC	DD00527	1,820.69		Grounds Maintenance - December
21/12/2018	TLC	DD00528	31.19		LED Golf Ball Lamp
21/12/2018	RICOH	DD00529	586.84		Photocopier Charges
21/12/2018	NB	DD00530	350.00		Concept Stage Final Payment
21/12/2018	PENDENNIS	DD00531	250.00		Remembrance Parade
21/12/2018	PITNEY	DD 21/12	100.00		Reset Postage Meter
21/12/2018	Mary May, Switch on Repay	DD00533	26.50		Mary May, Switch on Repay
21/12/2018	Jazz Harbour - Xmas Concert	DD00532	60.00		Jazz Harbour - Xmas Concert
31/12/2018	Petty Cash	000841	21.98		Petty Cash Replenish
31/12/2018	December Salaries	DD00534	12,732.11		December Salaries
		<b>Total Payments</b>	<b>26,411.40</b>		



Time: 12:16

**Investment Holding Account**

**List of Payments made between 01/12/2018 and 31/12/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2018	Lloyds - Treasurer Account	Bank 17/12	200,000.00		Return of Investment
		<b>Total Payments</b>	200,000.00		

## Petty Cash

## List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2018	Father Christmas - Switch On	PC445	20.00		Father Christmas - Switch On
21/12/2018	Post Office	PC446	1.98		Washers for 2019 Diary
		<b>Total Payments</b>	21.98		

## Procurement Card

## List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2018	The Greenbank Hotel	CARD 3/12	228.20		Mayors Lunch
06/12/2018	Ebay - Onlinebox	CARD 6/12	28.95		240 White LED Xmas Decs
18/12/2018	Pippins Sandwiches	CARD 18/12	76.80		Pasties for Council Meeting
19/12/2018	Amazon	CARD 19/12	7.99		Prime Subs. - Now Cancelled
20/12/2018	Sainsbury's	CARD 20/12	29.50		J Body gift for wedding help
		<b>Total Payments</b>	<b>371.44</b>		

## Penryn Town Council

### Bank - Cash and Investment Reconciliation as at 31 December 2018

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/12/2018	Lloyds - Treasurer Accounts	356,196.25
31/12/2018	Lloyds - 30 Day Account	31,797.80
31/12/2018	Investment Holding Account	0.00
31/12/2018	Petty Cash	228.02
31/12/2018	Procurement Card	-392.95

**387,829.12**

##### Unpresented Payments

1	27/03/2018	000682	300.00
1	21/11/2018	Credit	1828.23
1	21/11/2018	Credit	-3656.46
1	10/09/2018	000709	20.00
1	20/11/2018	000717	10.00
1	31/12/2018	000841	21.98

**-1,476.25**

**389,305.37**

##### Receipts not on Bank Statement

**21.98**

##### **Closing Balance**

**389,327.35**

##### All Cash & Bank Accounts

1	Lloyds - Treasurer Account	357,672.50
2	Lloyds - Instant Access	31,797.80
3	Investment Holding Account	0.00
4	Petty Cash	250.00
5	Procurement Card	-392.95

Other Cash & Bank Balances

0.00

**Total Cash & Bank Balances**

**389,327.35**

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2018

Month No: 9

## 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	6,576	59,265	85,000	25,735		25,735	69.7%
4001 Salaries - Caretakers	1,900	17,140	23,000	5,860		5,860	74.5%
4002 Salaries - Civic	0	180	0	(180)		(180)	0.0%
4010 Tax/NI - Administration	1,853	16,797	26,000	9,203		9,203	64.6%
4011 Tax/NI - Caretakers	209	1,915	5,545	3,630		3,630	34.5%
4012 Tax/NI - Civic	0	40	0	(40)		(40)	0.0%
4020 Pensions - Employees	477	4,283	7,600	3,317		3,317	56.4%
4021 Pensions - Employers	1,488	13,346	24,500	11,154		11,154	54.5%
4022 Pensions - ADC	230	2,110	2,800	690		690	75.4%
4030 Mileage	0	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	0	1,201	3,000	1,799		1,799	40.0%
4055 Bank Charges	5	94	200	106		106	47.1%
4060 Postage	113	819	1,100	281		281	74.4%
4065 Photocopier Lease	266	797	1,100	303		303	72.5%
4070 Printing	296	738	1,200	462		462	61.5%
4075 Advertising	0	110	200	90		90	55.0%
4080 Stationery	0	559	850	291		291	65.8%
4085 Telephone/Fax/Internet	717	2,515	4,500	1,985		1,985	55.9%
4090 Consultancy & Audit	275	1,900	1,800	(100)		(100)	105.6%
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	37	759	1,260	501		501	60.2%
4105 Computer Related	21	1,254	3,000	1,746		1,746	41.8%
4110 Subscriptions	8	1,830	2,000	170		170	91.5%
4115 Insurance	0	0	5,000	5,000		5,000	0.0%
4120 Canteen	0	431	1,750	1,319		1,319	24.6%
4125 Disclosure and Barring Service	54	94	0	(94)		(94)	0.0%
4900 Miscellaneous Expenditure	0	0	100	100		100	0.0%
Administration :- Indirect Expenditure	<b>14,524</b>	<b>133,785</b>	<b>216,980</b>	<b>83,195</b>	<b>0</b>	<b>83,195</b>	<b>61.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(14,524)</b>	<b>(133,785)</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	840	1,350	510	280	229	83.0%

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2018

Month No: 9

## 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	137	776	860	84		84	90.2%
4200 Packsaddle Verge	87	488	664	176		176	73.5%
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	192	1,392	2,159	767		767	64.5%
4230 Floral Displays/Penryn Pride	1,362	1,540	2,600	1,060	10	1,050	59.6%
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>1,871</b>	<b>6,798</b>	<b>13,513</b>	<b>6,715</b>	<b>290</b>	<b>6,425</b>	<b>52.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,871)</b>	<b>(6,798)</b>					
<u>120 Cemetery</u>							
1050 Burial Income	270	1,170	500	(670)			234.0%
1055 Exclusive Right Burial Income	100	1,050	500	(550)			210.0%
1060 Memorials Income	65	380	200	(180)			190.0%
1070 Plot Reservations	0	0	100	100			0.0%
Cemetery :- Income	<b>435</b>	<b>2,600</b>	<b>1,300</b>	<b>(1,300)</b>			<b>200.0%</b>
4250 Non-Domestic Rates	75	671	800	129		129	83.9%
4255 Burial Ground Maint.	1,861	4,643	6,330	1,687		1,687	73.3%
4260 Other Burial Ground Costs	0	79	100	21		21	79.2%
Cemetery :- Indirect Expenditure	<b>1,936</b>	<b>5,393</b>	<b>7,230</b>	<b>1,837</b>	<b>0</b>	<b>1,837</b>	<b>74.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,501)</b>	<b>(2,793)</b>					
<u>130 Capital Expenditure</u>							
4300 Office Equipment	0	0	500	500		500	0.0%
4305 Furniture & Fittings	0	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	1,412	4,583	4,500	(83)		(83)	101.8%
Capital Expenditure :- Indirect Expenditure	<b>1,412</b>	<b>5,530</b>	<b>8,250</b>	<b>2,720</b>	<b>324</b>	<b>2,396</b>	<b>71.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,412)</b>	<b>(5,530)</b>					
<u>140 Car Parks</u>							
4250 Non-Domestic Rates	287	2,583	3,100	517		517	83.3%
4380 Permarin - Lease/Rent	0	3,246	7,145	3,899		3,899	45.4%
4390 Permarin - Maint.	65	195	1,000	805		805	19.5%

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2018

Month No: 9

## Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4395 Shute Meadow Maint.	25	75	500	425		425	15.0%
Car Parks :- Indirect Expenditure	<b>377</b>	<b>6,099</b>	<b>11,745</b>	<b>5,646</b>	<b>0</b>	<b>5,646</b>	<b>51.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(377)</b>	<b>(6,099)</b>					
<u>150 Civic</u>							
4442 Mayor's Fundraising Income	286	2,326	0	(2,326)			0.0%
Civic :- Income	<b>286</b>	<b>2,326</b>	<b>0</b>	<b>(2,326)</b>			
4430 Civic - General	0	433	500	67		67	86.5%
4435 Mayor's Allowance	569	2,709	2,750	41		41	98.5%
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.	0	885	0	(885)		(885)	0.0%
Civic :- Indirect Expenditure	<b>569</b>	<b>6,823</b>	<b>5,750</b>	<b>(1,073)</b>	<b>(1)</b>	<b>(1,072)</b>	<b>118.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(283)</b>	<b>(4,497)</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	142	297	250	(47)			118.9%
1100 Grants Received	8,960	9,460	0	(9,460)			0.0%
1110 Council Tax Support	0	18,213	18,213	0			100.0%
1150 Other Income	600	360	0	(360)			0.0%
1352 Penryn Week Income	0	300	0	(300)			0.0%
Income :- Income	<b>9,702</b>	<b>291,232</b>	<b>281,065</b>	<b>(10,167)</b>			<b>103.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>9,702</b>	<b>291,232</b>					

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Detailed Income & Expenditure by Budget Heading 31/12/2018

Month No: 9

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	0	2,600	1,500	(1,100)		(1,100)	173.3%
4563 Penryn Christmas Lights	416	873	1,000	127		127	87.3%
4564 Remembrance Sunday	250	250	300	50		50	83.3%
4566 Neighbourhood Plan	0	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%
4582 Permarin Pocket Park	350	2,112	0	(2,112)		(2,112)	0.0%
4900 Miscellaneous Expenditure	0	99	100	1		1	99.2%
Projects & Events :- Indirect Expenditure	<b>1,016</b>	<b>12,768</b>	<b>43,383</b>	<b>30,615</b>	<b>0</b>	<b>30,615</b>	<b>29.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,016)</b>	<b>(6,481)</b>					
<u>200 Public Conveniences</u>							
4250 Non-Domestic Rates	65	583	692	109		109	84.2%
4600 Water	0	1,139	700	(439)		(439)	162.7%
4610 Electricity	12	101	143	42		42	70.5%
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	3,244	4,600	1,356	869	487	89.4%
4650 Consumables	0	0	100	100		100	0.0%
Public Conveniences :- Indirect Expenditure	<b>424</b>	<b>5,067</b>	<b>7,735</b>	<b>2,668</b>	<b>2,843</b>	<b>(176)</b>	<b>102.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(424)</b>	<b>(5,067)</b>					
<u>220 Temperance Hall</u>							
1300 Temperance Hall Hire Income	535	6,168	6,000	(168)			102.8%
Temperance Hall :- Income	<b>535</b>	<b>6,168</b>	<b>6,000</b>	<b>(168)</b>			<b>102.8%</b>

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Detailed Income & Expenditure by Budget Heading 31/12/2018

Month No: 9

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	2,479	2,750	271		271	90.1%
4600 Water	0	299	690	391		391	43.3%
4605 Gas	0	2,020	1,800	(220)		(220)	112.2%
4610 Electricity	0	924	1,350	426		426	68.5%
4615 Repairs & Maintenance	0	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>276</b>	<b>6,149</b>	<b>18,190</b>	<b>12,041</b>	<b>0</b>	<b>12,041</b>	<b>33.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>259</b>	<b>19</b>					
 <u>230 Town Hall</u>							
1350 Town Hall Hire Income	1,278	4,476	4,700	224			95.2%
1360 Museum Donations	213	213	100	(113)			212.8%
Town Hall :- Income	<b>1,490</b>	<b>4,689</b>	<b>4,800</b>	<b>111</b>			<b>97.7%</b>
4091 Professional Fees	0	1,233	0	(1,233)		(1,233)	0.0%
4250 Non-Domestic Rates	689	6,199	6,845	647		647	90.6%
4600 Water	0	194	260	66		66	74.6%
4605 Gas	195	(44)	1,200	1,244		1,244	(3.7%)
4610 Electricity	0	703	900	197		197	78.1%
4615 Repairs & Maintenance	100	4,482	1,500	(2,982)		(2,982)	298.8%
4616 Exterior Decoration	0	8,917	12,661	3,744		3,744	70.4%
4617 Interior Decoration	0	0	5,000	5,000	870	4,130	17.4%
4620 Annual Contracts	0	362	900	538		538	40.2%
4700 Museum Expenditure	41	424	1,200	776		776	35.3%
4900 Miscellaneous Expenditure	0	0	500	500		500	0.0%
Town Hall :- Indirect Expenditure	<b>1,025</b>	<b>22,468</b>	<b>30,966</b>	<b>8,498</b>	<b>870</b>	<b>7,628</b>	<b>75.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>466</b>	<b>(17,780)</b>					
 <u>240 Penryn Library</u>							
1400 Library Income	130	1,155	1,400	245			82.5%
Penryn Library :- Income	<b>130</b>	<b>1,155</b>	<b>1,400</b>	<b>245</b>			<b>82.5%</b>
4091 Professional Fees	0	0	1,500	1,500		1,500	0.0%
4250 Non-Domestic Rates	720	6,480	8,000	1,520		1,520	81.0%
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	35	1,116	2,500	1,384		1,384	44.7%

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Detailed Income & Expenditure by Budget Heading 31/12/2018

Month No: 9

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>755</b>	<b>12,676</b>	<b>26,810</b>	<b>14,135</b>	<b>0</b>	<b>14,135</b>	<b>47.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(625)</b>	<b>(11,520)</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	28	95	100	5		5	95.0%
4615 Repairs & Maintenance	62	560	1,300	740	187	553	57.5%
4900 Miscellaneous Expenditure	0	0	100	100		100	0.0%
Memorial Garden :- Indirect Expenditure	<b>91</b>	<b>655</b>	<b>1,500</b>	<b>845</b>	<b>187</b>	<b>658</b>	<b>56.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(91)</b>	<b>(655)</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>12,578</b>	<b>314,457</b>	<b>295,790</b>	<b>(18,667)</b>			<b>106.3%</b>
Expenditure	<b>24,275</b>	<b>239,450</b>	<b>476,780</b>	<b>237,330</b>	<b>4,513</b>	<b>232,816</b>	<b>51.2%</b>
<b>Net Income over Expenditure</b>	<b>(11,697)</b>	<b>75,007</b>	<b>(180,990)</b>	<b>(255,997)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(11,697)</b>	<b>75,007</b>					

# **COUNCIL**

**4 FEBRUARY 2019**

## **Risk Management Plan**



**Author: Robert Oliver, Finance Officer**

### **1. Background**

The Town Council receives updates to assess progress in carrying out any actions identified within the risk management and internal control assessment. An updated copy of the risk assessment is attached as an Appendix to the report.

### **2. Discussion**

The risk assessment identifies additional controls that need to be introduced, together with target dates for doing so. However, as will be evident from the updated assessment, some progress has been made in carrying out the recommendations and where necessary target dates have been amended. Changes to the previous assessment have been highlighted in bold type.

### **3. Recommendation**

That the updated risk assessment, attached as an Appendix to the report, be noted.

### **4. Appendices**

1. Risk Management and Internal Control Assessment

## Penryn Town Council – Risk Management and Internal Control Assessment

Area	Risk	Level	Current Controls	Future Controls	Target Date
Assets	Protection of physical assets	Medium	All buildings and play equipment insured  Value increased annually by RPI  Disposal of assets recorded if over £500	Revised asset valuations to be carried out  Disposal of assets to be recorded if over £500	Completed  Noted
Assets	Security of buildings, equipment, etc	High	All equipment and buildings insured	None	N/A
Assets	Security of assets	Medium	Inventory of all equipment owned by Council	None	N/A
Assets	Maintenance of buildings, etc	Medium	Electrical equipment tested annually and PAT test certificates retained  Annual inspection of fire safety equipment  Full Electrical Inspections to be carried out on all buildings  Full Electrical Inspection of lights in Permarin Car Park	Buildings to be inspected periodically by suitably qualified personnel for possible problems  Annual inspection scheduled in June each year.  Inspections to be carried out every five years  Inspection to be carried out every six years	<b><i>Booked to be completed, Thursday 7<sup>th</sup> Feb</i></b>  <b><i>Due June 2019</i></b>  Inspections completed remedial work completed April 2016 – <b><i>Due April 2021</i></b>  Inspection completed 14 March 2016 – <b><i>Due March 2022</i></b>

Finance	Banking	Medium	<p>Surplus funds invested as per Financial Regulations and the Council's agreed investment strategy</p> <p>Working balance maintained in current account</p>	None	N/A
Finance	Financial controls and records	Medium	<p>All expenditure in accordance with Financial Regulations</p> <p>Financial Regulations reviewed annually</p> <p>Two signatories required on cheques</p> <p>Same signatories sign invoice to which payment relates</p> <p>Direct methods of payment by BACS to be signed off by two signatories</p> <p>Internal auditor appointed at Annual Meeting of the Council</p> <p>Reports of Internal Auditor considered as soon as possible after submission and recommendations implemented</p> <p>External audit annually</p>	None	N/A
Finance	Compliance with HMRC regulations	High	<p>VAT payments and claims calculated by the Finance Officer and submitted quarterly online</p>	None	<b><i>Ongoing – currently up to date</i></b>

			Use of HMRC helpline as required		
Finance	Sound budgetary process to underline annual precept demand	Medium	<p>Process started in October each year with draft budget prepared by Town Clerk and Finance Officer with Councillor input</p> <p>Budget approved at Council meeting in December from which precept is derived</p> <p>Expenditure against budget reports to monthly Council meeting</p>		<p>Purchase order module installed March 2016</p> <p>N/A</p> <p><b>Completed in monthly Council reports.</b></p>
Finance	Loss of cash through theft or dishonesty and financial risk	Medium	<p>Petty cash balance limited to £250 maximum, imprest system to be used</p> <p>Cash received banked at least once a week. Receipts issued</p> <p>Fidelity in guarantee in place</p> <p>Financial risks assessed</p>	<p>Fraud Policy to be adopted</p> <p>Investment Policy to be adopted</p> <p>Fidelity guarantee to be increased as per internal auditor recommendation</p>	<p>Completed</p> <p>Completed</p> <p>Policy increased June 2016</p> <p>Completed</p>
Finance	Accounts	High	<p>Accounts prepared as soon as possible after the end of the financial year</p> <p>Accounts and Annual Return signed off on or before 30 June</p>	<p>Town Clerk and Finance Officer trained in new accounts system</p> <p>Annual accounts taken to the June Council meeting</p>	<p><b>Both TC &amp; FO trained in accounts system, now networked.</b></p> <p><b>Completed 4 June for 2017/18 accounts, due 3</b></p>

			<p>Finance Officer trained in preparing accounts and monitored by Town Clerk</p> <p><i>Statement of accounts, bank reconciliation, and statement of expenditure against budget approved at monthly Council meetings</i></p>	<p>Bank reconciliations to be signed (quarterly) by the Councillor internal auditors to confirm totals agree with bank statement</p>	<p><b>June 2019 for 2018/19 accounts</b></p> <p><b>Internal Audit for accounts (Oct – Dec) scheduled for 30 January 2019.</b></p>
Finance	Payment	High	<p>Payments are approved retrospectively</p>	<p>None</p>	<p>N/A</p>
Finance	Salaries and Wages	Medium	<p>Paid in accordance with payroll records</p> <p>Salary scales in accordance with National Joint Council pay scales</p> <p>Salaries to be a minimum of the living wage as published by The Living Wage Foundation (<a href="http://www.livingwage.org.uk">www.livingwage.org.uk</a>)</p>	<p>None</p> <p>New rates published annually in November</p>	<p>N/A</p> <p>Completed</p> <p><b>Latest salary changes updated April 2018, living wage did not affect payments in Nov 2018</b></p>
Liability	Risk to third party, property or individuals	High	<p>Public and Employer’s liability insurance in place</p> <p>Damage to trees investigated immediately and suitable works carried out</p>	<p>Regular inspection schedule to be drawn up for open spaces</p> <p>Tree survey to be carried out by suitably qualified inspector</p> <p>Risk assessments to be undertaken of all open spaces</p>	<p>Completed</p> <p>Awaiting confirmation of tree ownership</p> <p>Ongoing</p>

Liability	Legal liability as consequence of asset ownership	High	Insurance in place	Annual inspections of play equipment and BMX track to be arranged by suitably qualified inspector  Written records to be kept and required work promptly carried out	<b>RoSPA inspection completed May 2018 - due May 2019</b>  Noted
Employer liability	Compliance with employment law	Medium	Membership of appropriate regional and national employer's organisations	None	N/A
Legal liability	Ensuring activities are within legal powers	High	Clerk to clarify legal position on new proposals  Membership of Cornwall Association of Local Councils  Further legal advice sought as necessary  General Power of Competence	None  Town Clerk to attend CiLCA introduction day, to be enrolled on the next available course	N/A  <b>TC attended training and has enrolled for CiLCA with SLCC</b>
Legal liability	Proper reporting through minutes	Medium	Council meets monthly and approves minutes of meetings held previously  Minutes made available to the public at Council offices and via website  Committee minutes approved at next meeting of Committee and	None	N/A



			reported to monthly Council Meeting		
Legal liability	Proper document control	Medium	Leases kept in the Council safe  Data storage compliant with Data Protection Act  Weekly backup of computer records files backed up offsite using an online 'cloud' service	None  Data protection registration renewed annually	N/A  <b>Ongoing</b>
Councillor propriety	Register of interests in place	High	Members' Register of Interests maintained and published online	Reminder at Annual Council meeting of need to notify Clerk of any changes	<b>Register of interests to be updated when new Councillors appointed and reminder at the Annual Council meeting</b>
Internal controls	Proper maintenance of financial records	High	Invoices checked for accuracy by the Finance Officer  Payments approved by RFO where practicable  Cheques signed by two Council authorised signatories  Clear audit trail for all expenditure	None	N/A
Internal controls	Approval of expenditure	High	All expenditure authorised in line with Financial Regulations	Precise powers under which expenditure is authorised to be included	Noted

			Section 137 expenditure identified in accounts	in minutes if expenditure deemed unusual	Noted
			Ear-marked reserves to be identified in accounts	Section 137 payments appropriately minuted	Noted
				Movements of ear-marked reserves to be appropriately minuted	
Internal controls	Complaints	Medium	Complaints procedure in place and reviewed periodically	None	N/A
Internal controls	Staff discipline and grievance	Medium	Disciplinary procedures in place and reviewed periodically	None	N/A
Internal controls	Minutes	High	Minutes numbered, approved by Council at the next meeting, and signed by Chairman	None	N/A
Internal controls	Distribution of information	Medium	Council has adopted the Information Commissioners' Office Model Scheme of Publication under the Freedom of Information Act	Details of documents available to be published on the Council's website	<b><i>Links working on website.</i></b>
Internal controls	Freedom of information	High	Information circulated under the terms of the Freedom of Information Act and Data Protection Act	Freedom of Information Policy to be adopted by Council	Completed January 2015
			Record of Freedom of Information requests retained	Data Protection Policy to be adopted by Council	Completed January 2015
			Advice sought from Information Commissioners' Office where required		

Internal controls	Contracts	Medium	Contracts awarded as set out in Standing Orders and Financial Records  Hard copies of contracts retained in office for inspection  Signed agreements in place and prepared with legal advice where appropriate	Contract Monitoring Procedures to be adopted by Council	Adopted July 2015
Personnel	Maintenance of records	High	Town Clerk maintains records relating to employed personnel in a secure location	None	N/A
Insurance	Money and fidelity guarantee	High	Fidelity guarantee in place	None	N/A
Insurance	Other assets	High	Insurance in place	Insurance cover to be reviewed annually	<b>Insurance renewed on a three-year contract commencing March 2017 Policy reviewed every March to confirm cover is still suitable</b>
Insurance	Insurance providers	High	<b>Three-year contract in place with insurers 2017/2018–2019/2020</b>	None	Completed
Data transparency	Availability of information	Medium	Data available online in accordance with the Code of Recommended Practice issued by DCLG	None	N/A

Risk management/ health and safety	Wellbeing of employees	High	Health and Safety Policy in place and reviewed periodically	None	N/A
Risk management/ health and safety	Individual risk assessments	High	Risk management strategy and some risk assessments in place	Risk assessments to be carried out on all open spaces and public buildings  Play equipment to be inspected annually by ROSPA	<b>Ongoing throughout 2017/2018</b>  <b>ROSPA Inspection completed May 2018</b>
Health	Long-term illness or absence of Clerk or Finance Officer	High	Town Clerk trained in financial procedures and Finance Officer trained to clerk meetings of the Council	None	<b>All works instructions now up to date.</b>
Rent reviews	Permarin car park	Medium	Method of review stipulated in lease	None	N/A
Rent reviews	Saracen House	Medium	Method of review stipulated in lease	None	<b>Saracen House returned to landlord 5 October 2017</b>
Rent reviews	Public conveniences	Low	Leased at peppercorn rent	None	N/A

# **COUNCIL**

**7 JANUARY 2019**

## **Standing Orders**



**Author: Helen Perry, Town Clerk**

### **1. Background**

The Council's standing orders are reviewed annually, at the January 2019 Council meeting alterations were made to the draft Standing Orders presented for approval.

### **2. Discussion**

The alterations requested at the January 2019 Council meeting have been incorporated in to the Standing Orders attached as an appendix to the report.

### **3. Recommendation**

That the Standing Orders attached as an appendix to the report are approved and adopted.

### **4. Appendices**

- 1) Standing Orders – dated 25 January 2019



# **Penryn Town Council**

# **STANDING ORDERS**

# **2019**

**Version:** 25 January 2019

**Adopted:**

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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(g), 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. Appointment of members to existing committees;
  - iii. Appointment of any new committees in accordance with standing order 5;
  - iv. Review of representation on or work with external bodies and arrangements for reporting back;



- v. 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;
- vi. Review of inventory of land and buildings owned or maintained by the Council;
- vii. Review of the Council's policies
- viii. 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.

*As per Schedule 12, Paragraph 39 (1) of the Local Government Act 1972 “all questions coming or arising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority”*

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 28(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

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