



YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF PENRYN TOWN COUNCIL TO BE HELD ON **THURSDAY 16 MAY 2019** AT **7.00 P.M.** IN **THE TEMPERANCE HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

**Town Clerk**  
7 May 2019

## **COUNCIL AGENDA**

**1. ELECTION OF THE TOWN MAYOR (CHAIRMAN) FOR THE CIVIC YEAR 2019/20**

**2. APOLOGIES**

To receive apologies for absence

**3. DECLARATIONS OF INTEREST**

**4. DISPENSATIONS**

**5. PUBLIC PARTICIPATION**

An opportunity for members of the public to address the Town Council concerning matters on the agenda. Members of public who wish to speak should contact the Town Council by 4.00p.m. on Thursday 16 May 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. ELECTION OF THE DEPUTY TOWN MAYOR (VICE CHAIRMAN) FOR THE CIVIC YEAR 2019/20**

**7. APPOINTMENT OF MAYOR'S CHAPLAIN, MAYOR'S WARDEN, MACE BEARERS AND TOWN CRIER**

**8. APPOINTMENTS TO EXISTING COMMITTEES**

To confirm membership of the planning and staffing committees

**9. CREATION OF AND APPOINTMENTS TO NEW COMMITTEES/GROUPS**

To confirm Councillor membership on new committees

**10. APPOINTMENTS TO OUTSIDE BODIES**

To confirm Councillor appointments to outside bodies

**11. REVIEW OF COUNCIL POLICIES AND PROCEDURES**

To review the policies and procedures for the 2019/20 civic year

**12. REVIEW OF INVENTORY OF LAND AND BUILDINGS, OWNED OR MAINTAINED BY THE COUNCIL**

To confirm the inventory.

**13. MEETING DATES 2019/20 CIVIC YEAR**

To agree the meeting dates for the 2019/20 civic year (May 2019 to May 2020)

After the completion of the meeting refreshments will be available in the Town Hall for invited guests.

**Membership:**

Councillor Mrs M V Bennett

Councillor M Cant

Councillor D F Edwards

Councillor Dr J Garrett

Councillor Mrs R L McSorley (Holden)

Councillor J J Langan

Councillor Mrs H May

Councillor Mrs M K May

Councillor C Mullins

Councillor Mrs S K Peters

Councillor G C Rickard

Councillor K Ruby

Councillor M Snowdon

Councillor Mrs J Tucker

Councillor C K Wenmoth

Councillor Mrs T Widdon

# COUNCIL

**16 MAY 2019**

## **Appointments to Existing Committees**



**Author: Helen Perry, Town Clerk**

### **1. Background**

Appointments of members to committees are made at the Town Council's Annual Meeting, the Council has two committees Planning and Staffing.

### **2. Discussion**

The proposed committee arrangements for the 2019/20 civic year are as follows:

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

### **3. Recommendation**

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

### **4. Appendices**

1. Proposed list of appointments to Committees

**Proposed List of Appointments to Existing Committees 2019/20 Civic Year**

**Planning Committee (All 16 Town Councillors)**

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

**Staffing Committee**

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

# COUNCIL

**16 MAY 2019**

## **Appointments of New Committees/Groups**



**Author: Helen Perry, Town Clerk**

### **1. Background**

At the Council meeting held on 4 February 2019 it was resolved to set up a group/committee in the new civic year to assist the Council with reducing its 'Carbon Footprint'.

### **2. Discussion**

The group will be made up of nine Town Councillors, and members from external groups.

The membership of the external members will be specified in the 'Terms of Reference'.

### **3. Recommendation**

That;

- a) the proposed list of Councillors, attached as Appendix 1 to the report be appointed to the Climate Emergency Group
- b) the terms of reference for the Group, are presented for approval by Council at the July 2019 meeting

### **4. Appendices**

1. Proposed list of Councillor appointments to the Climate Emergency Group

**Proposed List of Appointments to the Climate Emergency Group (Civic Year 2019/20)**

Councillor D F Edwards  
Councillor Dr J Garrett  
Councillor Mrs H May  
Councillor Mrs M K May  
Councillor C Mullins  
Councillor Mrs S K Peters  
Councillor K Ruby  
Councillor C K Wenmoth  
Councillor Mrs T Widdon

# **COUNCIL**

**16 MAY 2019**

## **Appointments to Outside Bodies**



**Author: Helen Perry, Town Clerk**

### **1. Background**

As per Standing Orders appointments to outside bodies are made annually at the Annual Meeting of the Council held in May each year.

### **2. Discussion**

The list of proposed appointments is attached as Appendix 1 to the report.

### **3. Recommendation**

That the appointments to outside bodies be approved

### **4. Appendices**

1. Outside bodies list

## **Appointments to Outside Bodies – Civic Year 2019/20**

### ***Falmouth and Penryn Community Network Panel***

Representative: Councillor Mrs Hayley May

### ***Falmouth and Penryn Conservation Areas Advisory Committee***

Representative: Chairman of the Planning Committee, substitute Vice-Chairman

### ***Falmouth and Penryn Foodbank***

Representative: Councillor Mrs M V Bennett

### ***Friends of Falmouth Hospital***

Representative: Town Mayor, Councillor C K Wenmoth

### ***Maritime Line Forum***

Representative: Councillor Mrs M K May, Substitute Councillor Mrs Julie Tucker

### ***Penryn and District Twinning Association***

Representative: Town Mayor, Councillor C K Wenmoth and Councillor Mrs R L McSorley (Holden)

### ***Penryn Museum Society (2)***

Representatives: Councillor C K Wenmoth, Councillor G C Rickard

### ***Penryn Town Local Trust (3) – membership as per Deed of Trust***

Representatives as per deed of trust: Mayor, Deputy and immediate past Mayor  
Town Mayor Councillor C K Wenmoth, Deputy Mayor Councillor Mrs J Tucker and  
immediate past Mayor Councillor Mrs S K Peters

### ***Stuart Stephen Memorial Hall Trustees (6 appointed by the Council)***

Representatives: Councillor Mrs M V Bennett, Councillor J Langan, Councillor Mrs M K May, Councillor M Snowdon, Councillor Mrs J Tucker and Councillor C K Wenmoth

### ***University Forum***

Representatives: Councillor D F Edwards, Councillor Dr J Garrett

### ***West Cornwall CCTV Management Group***

Representative: Councillor Mrs M K May



# **COUNCIL**

**16 MAY 2019**



## **Review of Council Policies and Procedures**

**Author: Helen Perry, Town Clerk**

### **1. Background**

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

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

### **2. Discussion**

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

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

### **3. Recommendation**

That

- a) the following policies require amendments:
  - a. Appraisal System
  - b. Investment Policy
  - c. Protocol for Speaking at Council Meetings
- b) the Minor Enhancement Grant Policy removed as it is obsolete
- c) the remaining policies are adopted.

### **4. Appendices**

1. List of current Council policies and procedures.

## Current Council Policies and Procedures

Absence Policy - Reviewed by Council 17/05/18

Adverse Weather and Travel Policy – Adopted 05/11/18

Annual Leave Policy – Adopted 02/07/18

Anti-Fraud, Theft and Corruption Policy - Reviewed by Council 17/05/18

Appraisal System – Reviewed by Council 17/05/18 – **Update required regarding appraisal forms**

Broadcasting and Use of Social Media at Council Meetings Policy - Reviewed by Council 17/05/18

Code of Conduct – Adopted by Council 2013, reviewed 17/05/18

Community Grants Policy – Amended by Council 01/04/2019

Community Noticeboard Policy - Reviewed by Council 17/05/18

Compassionate Leave Policy – Adopted by Council 05/11/18

Complaints Procedure - Reviewed by Council 17/05/18

Cornish Language Policy - Reviewed by Council 17/05/18

Councillor Dress Code – Reviewed by Council 17/05/18

Data Protection Policy - Reviewed by Council 17/05/18

Data Retention and Disposal Policy – Adopted by Council 05/11/18

Equal Opportunities Policy - Reviewed by Council 17/05/18

Expenses Policy - Reviewed by Council 17/05/18

Financial Regulations – Amended and Adopted by Council 01/10/18

Fixed Penalty Enforcement Policy – Reviewed 17/05/18

Freedom of Information Policy - Reviewed by Council 17/05/18

Grievance and Disciplinary Procedure - Reviewed by Council 17/05/18

Health and Safety Policy - Reviewed by Council 17/05/18

Information Governance – Adopted 12/06/17

ICT Security Policy – Reviewed by Council 17/05/18

Investment Policy - Reviewed by Council 17/05/18 – **Update required as per audit report**

Lone Working Policy - Reviewed by Council 17/05/18

Memorial Benches Policy – Reviewed by Council 17/05/18

Minor Enhancement Grant Policy – Reviewed by Council 17/05/18 – **No longer required available funds have been spent**

Model Publication Scheme - Reviewed by Council 17/05/18

Press and Media Policy - Reviewed by Council 17/05/18

Protocol for Public Speaking at Council Meetings - Reviewed by Council 17/05/18 – **review required to ensure the policy does not dissuade members of the public from attending meetings**

Recruitment and Selection Policy – Reviewed by Council 17/05/18

Risk Management Strategy - Reviewed by Council 17/05/18

Social Media Policy - Reviewed by Council 17/05/18

Standing Orders – Update Adopted by Council 04/02/19

Statement of Internal Control - Reviewed by Council 17/05/18

Time Off in Lieu (TOIL) Policy - Reviewed by Council 17/05/18

Training and Development Policy - Reviewed by Council 17/05/18

Volunteer Policy – Reviewed by Council 17/05/18

# **COUNCIL**

**16 MAY 2019**

## **Review of Inventory of Land and Buildings, Owned or Maintained by the Council**



**Author: Helen Perry, Town Clerk**

### **1. Background**

The Town Council is responsible for various places within the parish of Penryn, some of which are owned by the Council other sites are covered by either leases or management agreements.

### **2. Discussion**

To confirm the list of items/areas owned or maintained by the Town Council at the 1 May 2019

### **3. Recommendation**

That the report be noted.

### **4. Appendices**

1. List of areas for which the Town Council is responsible.

**Buildings/Areas Owned by the Town Council**

- Town Hall (Grade 2\* listed building), Higher Market Street, Penryn
- Temperance Hall, Lower Market Street, Penryn
- Old Gent's Hut, Quay Hill, Penryn
- Penryn Library, St Thomas Street, Penryn
- Glebe Cemetery, Love Lane, Gorran Gorras, Penryn
- Memorial Garden, Quay Hill, Penry
- Shute Meadow Car Park, Shute Meadow, off Saracen Way, Penryn

**Areas covered by Management Agreements or Leases**

- Permarin Car Park, Permarin Road, Penryn
- Glasney Playing Field, off Brook Place, Penryn
- Permarin Public Conveniences, Grays Yard, Penryn

## Meeting Dates for the 2019/2020 Civic Year

Date	Meeting
Monday 20 May 2019	PLANNING
Monday 3 June 2019	COUNCIL
Monday 17 June 2019	PLANNING
Monday 24 June 2019	STAFFING
Monday 1 July 2019	COUNCIL
Monday 15 July 2019	PLANNING
Monday 19 August 2019	PLANNING
Monday 2 September 2019	COUNCIL
Monday 16 September 2019	PLANNING
Monday 7 October 2019	COUNCIL
Monday 14 October 2019	STAFFING
Monday 21 October 2019	PLANNING
Monday 4 November 2019	COUNCIL
Monday 18 November 2019	PLANNING
Monday 9 December 2019	COUNCIL
Monday 16 December 2019	PLANNING
Monday 6 January 2020	COUNCIL
Monday 20 January 2020	PLANNING
Monday 3 February 2020	COUNCIL
Monday 10 February 2020	STAFFING
Monday 17 February 2020	PLANNING
Monday 2 March 2020	COUNCIL
Monday 16 March 2020	PLANNING
Monday 6 April 2020	COUNCIL
Monday 20 April 2020	PLANNING
Thursday 14 May 2020	ANNUAL MEETING (Mayor Choosing)

Notes:

**August** – NO Council meeting

**December** – the Council meeting is scheduled for the **second** Monday of the month

**Staffing** – additional staffing meetings will be held as required

**Climate Emergency Group** – the frequency of meetings to be confirmed in the Terms of Reference