

LUDGVAN PARISH COUNCIL

All members of the Council are hereby summoned to attend the Monthly Meeting of Ludgvan Parish Council to be held on Wednesday 10th April, 2019 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.



M J Beveridge
Parish Clerk
05/04/2019

AGENDA:

Page No.

1. **Apologies for absence**
 2. **Declarations of Interest in Items on the Agenda**
 3. **Dispensations**
 4. **Public Participation Period**
 5. **Presentation on Dementia Awareness by Graham Carter, Penwith Dementia Action Alliance**
 6. **Minutes of the Parish Council Meeting on Wednesday, 13th March, 2019** 3-6
 7. **Councillor Reports**
 - (a) Cornwall Councillor Simon Elliott
 - (b) Chairman's report
 - (c) Other Councillors
- REPORTS FOR DECISION**
8. **Cornwall Council – Planning Applications**
 - (a) **PA19/01734** – Construction of 6 dwelling houses (3 affordable), access road, landscaping, community gardens, associated works – Land Rear To Louraine House A30 Between Rospeath Lane & Cockwells Crowlas TR20 8DS – Mrs L Trudgeon
 - (b) **PA19/01814** – Outline planning permission with some matters reserved for the erection of an unrestricted dwelling house and a septic tank. – Land Rear Of Treas Lew Gilly Lane Whitecross Cornwall TR20 8BZ – Mr R P Humpleby
 - (c) **PA19/01725** – Retention of existing structural post and proposed extension to balcony – Tregarthen Barn Tregarthen Farm Tregarthen Long Rock Penzance Cornwall TR20 8YH – Mr & Mrs Richards
 - (d) **PA19/01249** – Submission of reserved matters (access, appearance, landscaping, layout and scale) following outline approval PA17/08019 for 2 new houses – Land NE Of Ludgvan House Blowing House Hill Ludgvan TR20 8EG – Mr P O'Neil
 - (e) **PA19/02663** - Certificate of lawfulness for existing of Use of land as garden for property in excess of 10 years – Whitecroft Gilly Lane Whitecross Cornwall TR20 8BZ – Mr & Mrs Veal
 9. **Clerk's Report**
 - (a) Clerk's Annual Salary Increment – to approve increase from SCP 24 to 25.
 - (b) AGAR – to reappoint David Gallie as Internal Auditor

- (c) LMP – to reappoint Henry Rich as contractor
 - (d) Defibrillator Training – to consider whether to hold a second training session with Ian Raggett, following successful delivery of training on 30th March.
 - (e) Website – to consider alternatives to current version and impact of change.
 - (f) Council Smartphone – to consider purchase of phone and service costs.
 - (g) Community Emergency Plan – to approve submission of four ward applications to Cornwall Council Grant Fund.
 - (h) Community Grant – to approve submission of second application to fund picnic tables for Long Rock beach.
 - (i) Cornwall Council Legal Services Agreement – to consider service offer.
- 10. Finance Report**
- (a) Payment Schedule for approval
 - (b) Receipts
 - (c) Bank Reconciliations
 - (d) Budget Monitoring Report
- 11. Community Governance Review**
- (i) To discuss Ludgvan Parish boundaries and collection of evidence of need for any proposed changes.
 - (ii) To respond to Towednack email stating their intention to expand boundary to include all of Nancledra.
- 12. Neighbourhood Development Plan**
- (i) Update on roll out of Pre-Submission Consultation invitations under Regulation 14.
 - (ii) Affordable Housing Plan – Update on Call for Land.
- 13. Long Rock Memorial Hall**
- To approve application to Cornwall Council CNA SOS volunteering scheme.
- 14. Standing Orders**
- Adoption of draft Standing Orders agreed at March meeting following review. **7-31**
- 15. Highways**
- (i) Parking by Crossroads Garage, Lower Quarter
 - (ii) Parking at Nancledra bridge
- 16. Correspondence**
- (i) Merchant Navy Day – 3rd September, 2019 – to consider request to participate. **32**
 - (ii) NHS Kernow re Community services review including services at Edward Hain Community Hospital **33-34**
- 17. Agenda Items for Next Meeting**
- REPORTS FOR INFORMATION**
- 18. Planning & Highways** **35**
- 19. Correspondence**
- Cornwall Countryside Access Forum – Recruitment Notice **36**

LUDGVAN PARISH COUNCIL

Chairman:

Councillor Roy Mann

Clerk to the Council:

Joan Beveridge

The Old Mill,

Nancledra,

Penzance,

Cornwall TR20 8NA

(01736) 740922

clerk@ludgvan.org.uk

www.ludgvan.org.uk

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 13th MARCH 2019, IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

PRESENT: Councillors: Roy Mann (Chair); S Miucci; J Munday; M Parker; C Price-Jones; R Sargeant; M Taylor; L Trudgeon.

IN ATTENDANCE: Joan Beveridge (Clerk)

LPC 879 Apologies for absence

Apologies were received from Councillors C Cartwright; S Elliott; M Squire.

LPC 880 Declarations of interest in Items on the Agenda

None.

LPC 881 Dispensations

None.

LPC 882 Public Participation Period

Five members of the public attended. Objections were raised to PA19/01249, below. Objections were raised to the proposed development at Chy an Mor. The residents were invited to attend again, if/when planning application comes before Council.

LPC 883 Presentation

Arthur Roberts, CC's Emergency Manager, gave a 15 minute presentation on Community Emergency Planning + Q&As. He invited members to visit the Bunker in Truro; the control centre for emergencies and also offered to assist Council develop its own Community Emergency Plan.

Agenda Item on Planning Applications was brought forward:

LPC 884 Cornwall Council – Planning Applications - For decision;

The Council's resolutions are shown in **BOLD** below:

- (a) PA19/00814 – Self build retirement bungalow. Alterations to existing access. – Land NW of The Countryman Nance Trink Cornwall TR26 3JQ – Mr And Mrs H Massey – **Council objects to this application on the grounds that it is a new dwelling in open countryside. Alterations to the existing access would, as a result, appear to be superfluous.**

- (b) PA18/11284 – Alterations to existing building including window openings and internal alterations to create first floor to be used as storage – Rosevidney Manor Crowlas Penzance Cornwall TR20 9BX – Mr & Mrs K Whittam – **Council objects to this application in that it is a new building in open countryside and is unsuitable in size, scale and position.**
- (c) PA19/01249 – Submission of reserved matters (access, appearance, landscaping, layout and scale) following outline approval PA17/08019 for 2 new houses – Land NE Of Ludgvan House Blowing House Hill Ludgvan TR20 8EG – Mr P O’Neil – **Council objects on the grounds that the houses will overlook neighbouring properties, resulting in a loss of privacy, also potential drainage issues.**
- (d) PA19/01692 – Proposed granny-annexe – Polpeor Villa Wheal Kitty Road Lelant Downs Cornwall TR27 6NS – Mrs Linda Bree – **Council objects to this application as it continues to consider it a new development in open countryside.**
- (e) PA18/11985 – Application withdrawn. The developer requested a site visit to discuss possible solutions to access issues. **Council turned down the request.**

LPC 885 Minutes of the Parish Council Meeting on Wednesday, 13th February, 2019

The minutes were **approved as a true and correct record of the meeting and duly signed by the Chairman.**

LPC 886 Councillor Reports

- (a) *Cornwall Councillor Simon Elliott:*
None.
- (b) *Chair:*
 - (i) Attended Community Network Panel meeting to prioritise highways projects.
 - (ii) Expressed concern that Penzance may wish to take over Long Rock, under boundary changes review.
- (c) *Other Councillors:*
None.

LPC 887 Clerks Report

- (a) Admin support to produce End of Year Reports. It was **RESOLVED to accept the quote of £250 plus travel expenses to undertake this work.**
- (b) The Council website maintenance fee for next year is £900. A discussion took place regarding the cost which appears excessive in comparison with similar sites. It was agreed that Cllr Elliott should take lead on investigating whether the current website contract represents good value for money and potential alternatives.
- (c) Cornwall Community Resilience workshop, 19th March. Clerk to attend.
- (d) It was **RESOLVED to purchase BrightPay 2019-20 payroll software.**
- (e) Allotments:
 - (i) It was agreed that Cllr. Price-Jones should join Working Party.
 - (ii) It was agreed that Cllr. Mann should act as judge for Horticultural Show prizes.
- (f) It was **RESOLVED to send the Clerk on training courses:**
 - (i) Procurement, 5th April at cost of £85.
 - (ii) Cemetery & Crematorium Management, 4th June at cost of £125.
- (g) Defibrillator training update: There are sufficient attendees for morning session only.
- (h) Local Landscape Character Assessment project:
 - (i) Launches with Induction evening for volunteers – 30th April, 7-10 at Oasis and Saturday all-day workshop 8th June, 9.30-5pm.
 - (ii) Cllrs Parker & Taylor volunteered to join programme, subject to availability.

LPC 888 Finance Report

It was **RESOLVED** that:

- (a) **the Payment Schedule totalling £7,767.11 (appended) be approved for payment and be duly signed by the Chairman;**
- (b) **receipts totalling £5,785.42 be noted;**
- (c) **the bank reconciliations be noted;**
- (d) **the budget monitoring report be noted.**

LPC 889 Standing Orders Review

Council agreed the draft Standing Orders, incorporating updates from NALC and CALC. It will be presented at the April meeting for adoption.

LPC 890 Neighbourhood Development Plan

- (i) Cornwall Council has confirmed a SEA Screening will not be required. The Regulation 14 consultation can now commence.
- (ii) Re: Affordable Housing. Cllr Price-Jones reported that the Call for Land was advertised in the Cornishman and that CCLT has put out press releases.

LPC 891 Climate Emergency

- (i) The Clerk attended the recent Climate Change and Neighbourhood Planning Conference. It outlined the scale of the problem but few solutions.
- (ii) Over the next 6 months, Cornwall Council will develop a plan to make Cornwall carbon-neutral by 2030. Council agreed to wait until the plan is available to see what actions it could implement at the local level.

LPC 892 Long Rock Memorial Hall

The Trustees have agreed that Council volunteers can undertake clearance work at the site. However, Council expressed concerns about the legal responsibilities should further damage to the building occur as a result. It suggested that the Trustees issue the invitation to volunteers which Council would then support.

LPC 893 Track (Footpath 103/30/16) Higher Trenowin Farm to Georgia

It was agreed that no further action would take place at this time.

Cllrs Price-Jones and Miucci left the meeting.

LPC 894 Highways

None.

LPC 895 Correspondence

- (i) Great British Spring Clean – Council was willing to participate if a good idea came up.
- (ii) CC Review of Polling Districts – was noted.
- (iii) Request for letter of support for CC Interreg Project: Experience was declined.

LPC 896 Agenda Items for Next Meeting

None.

LPC 897 Correspondence

Active Plus' Who Dares Works project – It was agreed to invite Ms M Hardy to either the June or July Parish Council meeting.

Treasurers Account

Payments made between 01/03/2019 and 13/03/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
06/03/2019	NEST Pension	DD18	44.48			4000	100	24.26	Pension, employee contribution
						4030	100	20.22	Pension, employer contribution
13/03/2019	St Aubyns Estates	3211	40.00			4140	120	40.00	Rent re LR Allotments
13/03/2019	Viking Direct	3212	107.35		17.89	4070	100	89.46	Stationery, Printer drum
13/03/2019	M Joan Beveridge	3213	58.80		9.80	4350	100	49.00	Brightpay Software
13/03/2019	Cornwall Council	3214	1,344.00			4020	200	1,344.00	Housing Needs Survey
13/03/2019	Paul Weston	3215	4,050.00			4020	200	4,050.00	NDP Support
13/03/2019	Savills (UK)	3216	350.00			4140	130	350.00	Rent, Church Hill Allotments
13/03/2019	Cornwall Assoc Local Councils	3217	36.00		6.00	4040	100	30.00	Conference attendance
13/03/2019	M Joan Beveridge	3218	1,421.89			4000	100	1,286.73	Clerk's salary
						4070	100	18.00	Office costs
						4060	100	109.80	Mileage
						4070	100	2.26	Tel calls
						4070	100	5.10	Petty cash
13/03/2019	HM Revenue & Customs	3219	314.59			4000	100	202.59	PAYE
						4010	100	112.00	NI
Total Payments:			7,767.11	0.00	33.69			7,733.42	

Signed by:

(Chair)

Date: 13th March, 2019

DRAFT
LUDGVAN PARISH COUNCIL

PART I

STANDING ORDERS

ADOPTED (DATE)

**National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD**

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

Permission is given to use NALC's logo in the presented format only.

DRAFT

LIST OF STANDING ORDERS

Contents:

1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS	6
3. MEETINGS GENERALLY	6
4. FILMING AND RECORDING MEETINGS	9
5. COMMITTEES AND SUB-COMMITTEES.....	9
6. ORDINARY COUNCIL MEETINGS	10
7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	12
8. PREVIOUS RESOLUTIONS.....	13
9. VOTING ON APPOINTMENTS	13
10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	13
11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	14
12. MANAGEMENT OF INFORMATION	15
13. DRAFT MINUTES.....	16
14. CODE OF CONDUCT AND DISPENSATIONS.....	16
15. CODE OF CONDUCT COMPLAINTS.....	18
16. PROPER OFFICER	20
17. RESPONSIBLE FINANCIAL OFFICER	21
18. ACCOUNTS AND ACCOUNTING STATEMENTS.....	21
19. FINANCIAL REGULATIONS	22
20. HANDLING STAFF MATTERS	23
21. RESPONSIBILITIES TO PROVIDE INFORMATION	23
22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	24
23. RELATIONS WITH THE PRESS/MEDIA	24
24. EXECUTION AND SEALING OF LEGAL DEEDS	24
25. COMMUNICATING WITH UNITARY COUNCILLORS	25
26. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	25
27. STANDING ORDERS GENERALLY	25

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 3 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.** No one may bring alcohol into the Council chamber for the duration of the meeting.
- 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 for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- 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 during the public participation period, they may answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda at the discretion of the Chairman.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

directed by the Chairman of the meeting. 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 Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h 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.
- i 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.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k 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.
- l **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.**
- m **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).**
- n **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.**
- o **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.**
- p **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.

- q **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.

- r 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, the names of councillors who are absent and the names of councillors who have given apologies; (any councillor who has not given their apologies at least 3 hours before the start of the meeting will be recorded as absent);
 - iii. councillors arrival and departures times, if outside the start and closure time of the meeting;
 - iv. interests that have been declared by councillors and non-councillors with voting rights;
 - v. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - vi. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vii. if there was a public participation session; and
 - viii. the resolutions made.

- s **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.**

- t **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.

- u **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.

- v A meeting shall not exceed a period of 2 hours. The Chairman may request an extension, where necessary.

4. **FILMING AND RECORDING 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 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 or 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 or improve 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 role 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 2 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 7:00pm.**
- 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 of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review of the terms of reference for committees;

- iv. Appointment of members to existing committees;
- v. Appointment of any new committees in accordance with standing order 5;
- vi. Review and adoption of appropriate standing orders and financial regulations;
- vii. Review of representation on or work with external bodies and arrangements for reporting back;
- viii. 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;
- ix. Review of inventory of land and other assets including buildings and office equipment;
- x. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xi. Review of the Council's and/or staff subscriptions to other bodies;
- xii. Review of the Council's complaints procedure;
- xiii. Review of the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xiv. Review of the Council's policy for dealing with the press/media;
- xv. Review of the Council's employment policies and procedures;
- xvi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xvii. 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 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 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 6 councillors to be given to the Proper Officer in accordance with standing order 10.
- b When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

9. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the

mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting, Sundays or Bank Holidays.

- 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 5 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 () held on [date] in respect of () 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**

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 of the Council 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 of any changes 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 3.5A 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 (3) minutes before leaving the room at the request of the Chairman.
- j A councillor may not accept any gifts or hospitality that could be seen by the public as likely to influence his judgement in relation to any matter dealt with in his official capacity. There is no requirement to register or declare any gifts or hospital which has been offered or received.
- k A Member of the Council may, for the purposes 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 solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Dispensations

- 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 the 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 the 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) 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 of 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 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 a 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.
- ƒ **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 the clerk.

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 4 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 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 the Vice-Chairman (if there is one) of the Council 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 Council];
- 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 When the Responsible Financial Officer is absent, the Council will appoint a member to an unpaid post to undertake the work of the Responsible Financial Officer if required.

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 after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - 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 quarter 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 last quarter and 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 councillors at least 14 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 REGULATIONS**

The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.

- a All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices 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 Council OR the Employment 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 Employment Committee or in their absence the Vice Chairman of the Employment Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Employment 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 Employment Committee or, if he is not available, the vice-chairman (if there is one) of the Employment Committee of absence occasioned by illness or other reason and that person shall report such absence to the Employment Committee or Council at its next meeting.
- d The chairman of the Employment Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Employment 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 Employment Committee or in his absence, the vice-chairman of the Employment Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Employment Committee.
- f Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Employment Committee, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- g In accordance with standing order 12(a) the council will identify two persons with line management responsibilities who may have access to staff records referred to in standing order 20 (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.**

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.

Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

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 relevant correspondence sent to the Unitary Authority 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, for no more than three (3) minutes.

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 2 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.

MERCHANT NAVY FUND SUPPORTING PARTNERS



MERCHANT NAVY WELFARE BOARD



The Chair
Ludgvan Parish Council
The Old Mill
Nancledra
Penzance
Cornwall
TR20 8NA 39431

March 2019

Dear Chair

Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September

This is a formal invitation from Seafarers UK for your council to support this year's campaign to raise awareness of the UK's ongoing dependence on Merchant Navy seafarers.

If your council has been involved in previous years you will know what we ask you to do - and how easy it is to participate:

1. Please arrange to fly a Red Ensign - the British Merchant Navy's official flag - on a civic building and/or flagpole in a public place, on Merchant Navy Day, that falls on 3 September
2. If you can, please organise a flag-hoisting ceremony for local dignitaries, VIPs, Merchant Navy veterans, Sea Cadets, media guests, etc.
3. Promote your support for this important annual campaign via social media and local PR.

When you let us know what you have planned, Seafarers UK will include your council on a prestigious 'Roll of Honour' at www.merchantnavyday.uk Note: if your council was listed last year and the contact details have not changed *it is not necessary to register again*.

Our new guide to taking part is enclosed with this letter, together with a promotional poster that I hope you will wish to copy and display with details of your local activity inserted.

If you have any queries please contact me.

Yours sincerely

Nick Harvey
Campaigns Manager

Email: nick.harvey@seafarers.uk
Phone: 020 7932 5969

P.S. Please accept my apologies if you have supported our campaign in previous years and are wondering why you have received this letter. To be able to contact all UK councils we have to rent a mailing list (compiled from information that is in the public domain) from an external supplier and I regret it has not been possible to extract our previous or existing contacts, or to remove duplicates.

The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors), a registered charity in England and Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191. Registered office: 8 Hatherley Street, LONDON, SW1P 2QT. Tel: 020 7932 0000
Email: mnfund@seafarers.uk www.merchantnavyfund.org

C / 6484



Kernow **Clinical Commissioning Group**

Communication and Engagement

Sedgemoor Centre
Priory Road
St Austell
PL25 5AS

Tel: 07785 716 833

Email: neal.chambers@nhs.net

2 April 2019

Dear Colleague,

Community services review including services at Edward Hain Community Hospital

As you are probably aware NHS Kernow is undertaking a review of community services in the Penwith area, including services at Edward Hain Community Hospital. We are also undertaking similar exercises with local stakeholders in Fowey and Saltash about services in those areas.

As part of the process of engaging with local people about community services in their area, NHS Kernow would like to offer to meet with Town and Parish Councils to talk about the local engagement process, and also to listen to any views or comments that council members would like us to note. Should this be of interest to your council, please contact Louise Moore via louisemoore1@nhs.net. It will be very helpful if you can provide the details of either the council meeting that you would like us to attend, or any other suggested time that is convenient to you.

Please be aware that we are making this offer to all Town and Parish Councils where community service reviews are taking place (Penwith, Fowey and Saltash), and if demand for such meetings is high it might be necessary on occasions to ask if another date can be agreed. You will also be able to remain involved via the NHS Kernow website, which will update regularly once the engagement is underway. The NHS Kernow website can be found at <https://www.kernowccg.nhs.uk/>

Town and Parish councils will also have a further opportunity to engage with this work, as we are asking the relevant Community Network Panels to nominate representatives to sit on a stakeholder group that will help to shape our engagement work.

Shaping services we can all be proud of

01726 627800

www.kernowccg.nhs.uk

@nhskernel

Chair: Dr Iain Chorlton

Chief Officer: Jackie Pendleton

Head office:

Sedgemoor Centre, Priory Road,

St Austell, Cornwall PL25 5AS

If you have any questions about this communication, please contact me via neal.chambers@nhs.net and I will do my best to answer.

Yours sincerely,



Neal Chambers
Patient and Public Involvement Manager

PLANNING & HIGHWAYS ITEMS FOR INFORMATION

Cornwall Council – Planning Decisions

	Details:	LPC:	CC:
PA19/00781 February 2019	Conversion of existing garage to annexed accommodation – Treassowe View Castle Road Ludgvan TR20 8XQ – Mr Paul Grundy	No objection, subject to annexe being tied to existing building and not able to be sold separately.	Approved 12 Mar 19
PA19/00131 February 2019	Demolition of agricultural building and construction of single-storey dwelling, together with associated works including the installation of a ground-mounted solar PV array - Middle Ninnis Farm Ninnis Bridge Lelant Downs Hayle TR27 6NL – Mr & Mrs Graham Quick	No objection, but would ask if planners have considered it might be appropriate to include an agricultural tie on the property?	Approved 11 Mar 19

Highways - Planned Roadworks:

Location:

Timing:

Location:

Timing:

Appointment of Members to Cornwall Countryside Access Forum

Are you interested in access to the countryside in Cornwall?

We are looking for enthusiastic, committed people to help develop opportunities for public access to our countryside.

Cornwall Countryside Access Forum provides advice to Cornwall Council and other appropriate bodies on how to make the countryside more accessible and enjoyable for open-air recreation, which also address social, economic and environmental issues.

Cornwall Council is responsible for appointing members to Cornwall Countryside Access Forum and applications are currently being sought from candidates for vacancies on the Forum which will become available from July 2019.

Successful candidates will be appointed for a period of 3 years. Cornwall Council is required to ensure that there is a balance of users, landowners and other interests on the Forum.

Public meetings of the Forum are held four times a year, generally on a Tuesday afternoon, although attendance at working groups and site visits may also be necessary.

The appointments will be effective from the Forum's Annual Meeting to be held on Tuesday, 30 July 2019.

Closing date for applications is
**Friday 7 June
2019**

Further details and an application form are available from:
Lynne Beardsmore, Representative of the Secretary to CCAF
Telephone **01579 341243**
email **ccaf@cornwall.gov.uk**
or visit **www.cornwall.gov.uk/countrysideforum**
and download an application form