



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

Our Reference:

RTC/FC/November

Date:

19 November 2025

See Distribution

Dear Councillor

Monthly Meeting of the Redruth Town Council – 24th November 2025

You are summoned to attend a Meeting of the Redruth Town Council to be held in The Langman Room, Redruth Civic Centre, Alma Place on Monday 24th November 2025. Proceedings will commence at 7:00pm.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink that reads "Charlotte Williams". The signature is written in a cursive style with a long, sweeping underline.

Charlotte Williams
Town Clerk
Enclosures

Agenda and associated documentation

Distribution:

Action:

All Redruth Town Councillors

Information:

Press & Public

Cornwall Councillors (Redruth EDs)

Police Inspector

Monthly Meeting of the Redruth Town Council
24th November 2025
AGENDA

PART I - PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. Public participation session – to enable the public to put questions to the Council relating to any Town Council matters.
4. To receive a report from the Town Mayor. (see attached report)
5. To receive reports from the divisional Cornwall Councillors (see attached reports)
6. To confirm the Minutes of the Monthly Meeting of the Council held on 27th October 2025 (Minutes attached)
7. To receive the Minutes as reports of the following committees and meetings, and to accept and approve the Recommendations and Resolutions contained within the Minutes of the:

Finance Committee – 20th October 2025 (Minutes attached)
Staffing Committee – 20th October 2025 (Minutes attached)
Community Committee – 3rd November 2025 (Minutes attached)
Planning Committee – 10th November 2025 (Minutes attached)
8. To receive a verbal presentation by Jowdy Davey, Lowender festival.
9. To consider the Town Clerk's report. (report attached)
10. Youth Council Update. (verbal report)
11. To receive brief verbal updates from Members as representatives on outside bodies.
12. To consider and approve the schedule of payments. (see attached schedule)

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council, Monday 24th November

1.0 **SUBJECT OF REPORT:** Report from Town Mayor, Cllr Alison Biscoe

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 **REPORT**

3.1 2/11/25

The month started with the Portreath Remembrance Service, with fellow Mayors, the Deputy Lord Lieutenant, Perran Moon MP and representatives of the Armed Services and Emergency Services.

2/11/25

Attended the Standing Orders review meeting and the Community Committee meeting attendance.

7/11/25

I was one of the Judges with Perran Moon MP for his Christmas card for this year.

11/11/25

After a very early start, I put Redruth Town Councils' wreath on the train Poppies to Paddington.

Cllr Alison Biscoe, Town Mayor

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 24th November 2025

1.0 SUBJECT OF REPORT: Report from Cllr Connor Donnithorne (Redruth Central, Carharrack and St Day ED)

2.0 SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 REPORT

3.1 Budget Overview and Scrutiny Committee (OSC)

We have begun a deep dive into the main demand-led services at the Council, including Together for Families and Adult Social Care. These areas tend to be the main areas of overspend on Council budgets, leading to reduced service provision in other Council areas. The new Budget OSC has begun evidence-led scrutiny of these service areas to see if we can help the Administration identify savings.

3.2 Roseland Gardens

I have asked the Senior Officer responsible for initial discussions about devolution on Roseland Gardens to investigate progress with the legal team on this matter.

3.3 Devolution

I have attended a number of briefings and meetings regarding the proposed devolution of land and assets from Cornwall Council to Redruth Town Council. I know that a revised and increased offer has now been made and I look forward to hearing the response of Town Councillors moving forward.

3.4 Council Motions

This week I will be tabling a motion to Full Council that states opposition to the Government's Mandatory ID Scheme. I am pleased that this is being supported on a cross-party basis, including support from Independents, Reform and Liberal Democrats. I am hoping that this will be supported by the Chamber and that the Leader writes to Government to ask them to reconsider this policy proposal.

I have also supporter a Motion from Cllr Ewert (Labour Group Leader) to allocate a proportion of the money raised from the Second Homes Council Tax Premium (a measure the previous Conservative administration introduced in Cornwall) towards upgrading and renovating empty and void properties that have been deemed to expensive to repair to reduce the number of families in temporary accommodation. The wording is as follows:

The Cabinet Member for Housing, and the Cabinet, be asked to consider transferring c. £1m from Second Homes Council Tax income to the Housing Revenue Account (HRA) specifically to speed up the remedial work on stubborn voids and reduce the cost to Cornwall Council of Temporary Accommodation.

3.5 Trefula Nursing Home

Sadly, rumours started to get out of hand with regards to Trefula being used to house illegal migrants. This was simply not true and I worked hard with Cornwall Council to communicate this clearly with the public. Part of the statement provides an update on this:

Clearance and repair work has begun at Trefula Care Home, which closed in January 2025. The site is being transferred to a new care provider and will be redeveloped into a modern 80-bed home with close-care flats. The project will create jobs and provide high-quality facilities for Council and NHS care places.

This is really good news for our area which will increase local provision and create more jobs in our communities.

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 24th November 2025

1.0 SUBJECT OF REPORT: Report from C. Cllr Sally Harrison

2.0 SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 REPORT

3.1 Casework

Albany Road:- Concerns raised by a resident regarding the removal of stone walls in a conservation area. I have raised with planning enforcement and awaiting an update.

Fairfield Park:- A resident reported issues with youths building dens and lighting fires. Also reports of items including a memorial bench being taken from gardens. Cormac have cleaned up the area and the police have advised they are going to carry out regular patrols. Residents advised to report any further incidents.

Rough Park:- Reports of youths invading gardens and banging on the windows and doors. I have raised with the local police team and they are going to carry out extra patrols.

- 3.2 Planning Issues – Siting of a caravan on Coach Lane in relation to planning permission for a residential unit. I have raised this with planning enforcement who are actively managing the situation.

- 3.3 Meetings:- Met with a number of Albany Road residents regarding PA25/04604 (retention and completion of two storey extension). I was not allowed to call it to committee due to it being a householder application. C3 usage granted.

Highways:- Tesco Roundabout:- Raised again. Options including corporate sponsorship being explored.

Saleggan Hill. Reports of speeding and safety concerns. Highways are going to look at the data and feedback whether reduced speed limits would be beneficial.

Reports of speeding/rat run Trewirgie Road, Coach Lane, Trevingey Road, Churchtown, Railways villas. Data has been checked and area found to be compliant.

- 3.4 Events:- Redruth Rugby Club lights switch on.
Festival of Remembrance (Redruth Wesley)
Remembrance Parade

- 3.5 County Hall:- West Sub Area Planning

- 3.6 Appointments:- Strategic Planning - West Sub Area Planning Committee



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

**Minutes of a Meeting of the Redruth Town Council held at Redruth Civic Centre,
Alma Place, Redruth on Monday 27th October 2025**

Present:

Cllr A Biscoe
Cllr E Allen
Cllr S Barnes
Cllr H Biscoe
Cllr K Cunningham
Cllr B Ellenbroek
Cllr R Jolly
Cllr R Major
Cllr D Reeve
Cllr M Selwood
Cllr I Thomas
Cllr W Tremayne

Chair

In attendance:

Mrs C Williams
Mrs H Bardle
Ms C Welsh
Ms J Turner
Mrs J Cockerham-Harris

Town Clerk
RFO/Deputy Town Clerk
Strategic Projects Officer
Senior Library Officer
Administrator

13 members of the public were also in attendance

DRAFT UNTIL APPROVED

PART I – PUBLIC SESSION

1638.1 To receive apologies for absence

Apologies were received from Cllrs Broad and Morrison.

1638.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

Cllr Tremayne declared pecuniary interest under item 12.

1638.3 Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda

- 1638.3.1 Ms M. Ringrose stated that in her opinion, there was no need for an ASB Officer when one was already in place and very successful. She spoke positively of this particular Officer (Ms A. Lamy), giving her a high recommendation. Another member of the public, Ms R. Ince, spoke in conjunction with the previous speaker, remarking she had a different Officer (Ms K. Smith) with differing experiences, relaying her own personal and unfortunate experiences with the ASB team. This led her to request a new Officer appointed to her, but she was told by Cornwall Council that she was unable to change, leading her to disappointment with the system and to question why she had been denied her request of changing Officers. The Town Clerk answered that the ASB Officer who was likely to be previously in charge of Ms Ince's case, did used to be in part funded by Redruth Town Council, although the Council resolved not to continue funding the post. It was mentioned that the current ASB Officer, A. Lamy covers Redruth, Newquay, and St Austell. Ms Ringrose then proposed the idea that the current need for an ASB role, should be filled by a community led working group, made up of members of the public and local businesses. Cllr Ellenbroek stated that she was a representative of the Safer Towns Partnership, a community led partnership and was happy to raise the issue at their next meeting.
- 1638.3.2 Mr P. Deacon raised the issue of accessibility with the publication of the minutes. He stated that scans of the minutes, as PDFs, were inaccessible and in his opinion, needed to be published sooner. He mentioned that the website needed an upgrade and that he had put together a document of information to summarise these thoughts with guided solutions. The Town Clerk responded and said she agreed with Mr Deacon, stating that the website needed overhauling and that technically, the backend of the website was clunky and was causing issues. She commented on her visit to Penzance Town Council and other Councils, as the team are now able to bring this forward as a priority, and she explained that the matter was indeed in the agenda papers for the meeting this evening. She explained that over the last twelve months there have been other more pressing priorities which the team have been dealing with. She went on to explain that the Council have been undertaking a review of Standing Orders and once adopted, Council draft minutes will be published within two weeks of the meeting(s).
- 1638.3.3 Mr M. Musgrave spoke about the strategic importance of the Brewery Site, which was on the agenda. He remarked on the current state of the site, saying it was not aspirational but that it had huge potential, akin to the abandoned supermarket site in Helston, that was now turned into a social space. He remarked how it was key that the provided space was useful and important for our own community. The Town Clerk commented that there was a presentation from Cornwall Council towards the end of the meeting to clarify the development ideas for the site. She stated that Redruth Town Council did not own the site, as it was privately owned.
- 1638.3.4 Mr C. Garrick, spoke of a trip the Council had taken last June to Wigan, where the local food pantries were able to provide for the community. It was remarked at the time of this visit that Redruth should follow suite and he wanted to know if there had been any progress on this since. The Town Clerk stated that the progress on Food Larders was in development, and that there had been investigations into various possible locations for 3 possible expansion of current provision. She went on to state that they were in contact

with Cornwall Council to arrange a site visit to one in particular and commented on the importance of finding a site with car accessibility and good natural assets.

- 1638.3.5 Cllr A Biscoe thanked everyone who spoke and attended the public session for their time.

1638.4 To receive a report from the Town Mayor

Cllr A Biscoe commented on her recent trip to Mexico for the Pasty Festival, mentioning their very nice experiences and interesting weather patterns. She further commented on the re-creation of the world's biggest pasty and their trips to several places of interest, one of which was a cactus centre. Cllr A Biscoe also reported on their enjoyable experience of the light switch on at Redruth Rugby Club.

1638.5 To receive reports from the divisional Cornwall Councillors:

The report from Cornwall Cllr Harrison was noted. Following comments by Cllr E Allen about the need to build stronger working relationships with Cornwall Council. Members commented on the fact that the three Divisional Councillors do not always attend Town Council meetings, and they would also like to see the Community Link Officer start attending as used to happen for many years, so that two-way information sharing can happen more effectively. It was resolved that the Town Clerk write to Cornwall Council accordingly and stress the importance of better communication and two-way dialogue.

1638.6 To confirm the Minutes of the Monthly meeting of the Council held on 29th September 2025.

- 1638.6.1 RESOLVED by Majority to amend the minutes of the monthly meeting of the Council held on 29th September 2025, due to several typos and incorrect information [Proposed Cllr H Biscoe; Seconded Cllr Thomas. Cllrs Reeve and Barnes abstained as they had not been present at the meeting].

1638.7 To receive the Minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within the Minutes of the:

Planning Committee – 13th October 2025

- 1638.7.1 RESOLVED by Majority that the minutes of the Planning Committee meeting on 13th October 2025 are received, and that the Recommendations and Resolutions are accepted and approved.
[Proposed Cllr Tremayne; Seconded Cllr H Biscoe. Cllrs Reeve, Jolly and Allen abstained as they had not been present at the meeting].

1638.8 To consider a Motion proposed by Cllr Jack Morrison: Addressing Anti-Social Behaviour (ASB) and Community Safety in Redruth.

- 1638.8.1 "At the full council meeting held on 16th December 2024, it was resolved by majority decision not to contribute to the cost of the Anti-Social Behaviour (ASB) Officer post. Since that decision, there has been a noticeable increase in the number of residents

raising concerns about anti-social behaviour within Redruth. Members of the public have attended recent council meetings to express their worries, and there continues to be widespread discussion in the community, both in person and online, about safety in the town centre, particularly around groups gathering near the Miner's Statue and reports of alcohol and drug use in public spaces. It is therefore proposed that: Redruth Town Council considers its forward position on funding an appropriate post in the new budget setting round, to address ASB and community safety issues."

1638.8.2 The Town Clerk stated that Cllr Morrison's Motion had been slightly reworded to reflect the fact that the ASB Officer was now funded by Camborne Town Council and that the recommendation was deliberately more open to enable discussion on a way forward. She explained that the original reason Council resolved not to continue funding the post was because

- Council did not feel the Officer was spending sufficient time in the Redruth parish as compared with Pool and Camborne;
- They did not see sufficient visibility or receive management information on actions undertaken;
- Cornwall Council were not willing for the Town Council to direct any work or priorities as Line Management was firmly with Cornwall Council;
- Cornwall Council had asked for double the amount of funding from the previous year and were not willing to pay for the increase in National Insurance contributions.

Cllr Allen said that while she recognised that tackling ASB was a major priority, she felt that the new positions within the Council could assist with this and contribute to the current ASB role to make the best of current staff.

1638.8.3 Cllr Selwood asked for the Motion to be read aloud for the public present in the meeting, which the Town Clerk duly did. Cllr Cunningham asked if we should be waiting for the results of the Resident survey to be analysed. The Town Clerk said the data analysis was due in the New year but reminded Council that the issue was time dependant if Members wanted to budget for support for ASB issues. Cllr Jolly referred to the last two lines of the motion saying that it was open for where the post sits. The Town Clerk stated that there was room to discuss the opportunities for the role so long as there was room accommodated for it in the budget. Cllr Ellenbroek commented that the issues raised by the motion needed addressing but was hesitant to make any rushed decisions. Cllr Tremayne asked if the ASB role had any powers, to which the Strategic Projects Officer in attendance (Ms C Welsh) answered by noting that they do have enforcement powers and powers to gather evidence for courts. Cllr Reeve suggested that in order to make an informed decision, more information on options, risks and costs was needed. Cllr Reeve then proposed for the motion to be brought forward to the Community Committee the following Monday.

1638.8.4 The Town Clerk reminded Members that the Community Committee papers would have to go out on Wednesday, which would leave insufficient quality time to research options fully. Cllr Thomas proposed the idea of holding an extraordinary meeting to discuss further, which was supported by Cllr Cunningham due to a planned absence at the next Community Committee. Cllr Reeve then asked if the information could be drafted for Friday 31st and sent as an addendum to the papers. The Town Clerk said that the team 5 would do their best but that realistically a more detailed report would be needed for a future meeting and that they would send a summary addendum to the papers on Friday.

- 1638.8.5 RESOLVED by Majority to move the Motion to the Community Committee taking place on the 3rd of November 2025 to discuss with further information [Proposed Cllr Reeve; Seconded Cllr Jolly. Cllrs H. Biscoe, Cunningham and Thomas abstained].

1638.9 To consider the Town Clerk's report

The Town Clerk summarised her report for the meeting, drawing attention to the two decisions requested for approval;

1638.9.1 *New Website Commission*

Cllr Allen raised concerns over the draft brief, saying she felt we were expecting too much from speculative businesses, to pitch with full financial breakdown without disclosing the budget available. She suggested inviting local agencies for a chat in order to find the right fit. The Town Clerk stated that given the likely costs of a new website and the need to comply with Procurement rules, she did not feel that the Council was asking too much from prospective suppliers and that there is a lawful need to obtain detailed quotes through the Financial Regulations.

However, she agreed that operationally a two-stage process of having an open meeting for those businesses wishing to pitch for the work was a good idea. She also reaffirmed the need to buy local wherever possible due to the Council's climate commitment and supply chain ethics around buying locally wherever possible.

Unanimously RESOLVED to accept the brief and invite Cllrs Reeve, Allen, Major and Jolly onto the panel. [Proposed Cllr Allen; Seconded Cllr Reeve].

1634.9.2 *Lottery Application*

Cllr Thomas stated that this application could be another opportunity for wildlife protection and development such as a Redruth Red Squirrel Colony as the first for Cornwall.

Unanimously RESOLVED to support the exploration of the application, to bring to the forthcoming Community Committee on the 3rd of November 2025 [Proposed Cllr Thomas; Seconded Cllr H Broad].

1638.10 Youth Council Update

- 1638.10.1 The Town Clerk passed on an apology from the Communications Manager who was unable to attend the meeting and gave a verbal update on the activities of the Youth Council.

Unanimously RESOLVED to approve the report. [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

1638.11 To receive brief verbal updates from Members as representatives on outside bodies.

1638.11.1 *Geothermal Engineering Ltd*

Cllr Cunningham circulated a printed report of her visit to the Geothermal Engineering Project in United Downs. She updated re: the educational assets of the project and

updated on other aspects of their work. She noted that should anyone be interested in more information, she would be happy to answer any questions directly.

1638.11.2 *Real del Monte Twinning Association*

Cllr Reeve stated that they recently appointed a new treasurer.

1638.11.4 *Redruth Community Centre*

Cllr Allen stated that the AGM had been cancelled.

1638.12 To consider and approve the schedule of payments

Cllr Tremayne left the meeting due to his declaration of interest.

1638.12.1 Unanimously RESOLVED to approve the schedule of payments [Proposed Cllr Barnes; Seconded Cllr H. Biscoe].

1638.13 To receive a presentation by Cornwall Council on the Brewery site – for public.

1638.13.1 Three members from the Cornwall Council were welcomed, Mr M Brown, Mr M Williams, and Mr A. Jones. Mr Brown spoke first by way of introductions and commented on their attendance at previous meetings. Mr Jones briefly introduced their plans/designs, the work of which had been funded by SPF (Shared Prosperity Funding). Mr Williams talked through each slide, the first idea of development (first proposed over ten years ago) by the private owner of the site, and moving on to look at the developable plots of land. He discussed the desire to make best use of the green spaces and their investigations into historic studies of the area, as well as into the complex technical challenges of the site (such as heavy metal contamination, low ground voids, etc) creating barriers to the site. Cllr Allen asked who currently owned the site. Mr Williams answered that the ownership was split between Sino Ltd and Cornwall Council. Mr Williams went on to explain the proposals included a focus on a housing led, mixed use scheme with a range of commercial properties contained within the mix. He reiterated that none of the plans stated within this presentation were set in stone and that all points would be open to discussion in the future with local Councils and members of the public. As the presentation carried on, Mr Williams made statements of the importance of being in keeping with the historical aspects of the site, to be respectful of the natural value of the space, whilst also working to improve the issues and problems raised by development. Mr Williams then opened the floor to questions from those in attendance.

1638.13.1 Cllr Barnes said he failed to see where parking facilities would be, in order to have a realistic plan. He also said there would be a need for retail and businesses on the site, not just housing. Mr Williams confirmed that parking was to be in future discussions. He went on to state that the site would be for a mix of uses, but they were aware of this not impacting negatively on town centre retailers/businesses.

1638.13.2 A member of the public then raised the suggestion of writing into contracts that the retail units must remain permanently retail with no caveat to change. Mr Williams re-stated that the desire was to keep retail units interested in the town centre.

1638.13.3 Cllr Major then commented on the lack of space for children's play areas, remarking on their safety next to busy main roads. Mr Williams answered that this raised a valid point of discussion in future stages of development.

- 1638.13.4 Cllr Thomas commented that he loved the design and approved of its industrial feel as a tribute to the site's long history, stating that it married itself to Kresen Kernow. He went on to state the need to improve the green spaces in future discussions. Cllr Allen agreed with Cllr Thomas' positive comments, asking further questions about the owner of the site and his involvement with the development plans, particularly in relation to the Bonded Warehouse (as owned by Cornwall Council). Mr Williams answered that the Bonded Warehouse had originally had a previous use designated to it, which was no longer the case and would be reinstated into the plans. He mentioned that there were small amounts of works to the space occurring over the next couple of months. Mr Williams also stated that they had been in conversation with the owner who was aware of the plans and had a positive attitude to them.
- 1638.13.5 A member of the public then raised concern over the owner's involvement, furthering her concern to the development taking a similar path to Heartlands. They also raised concerns over the community pushing beyond the limits of local resources. Mr Williams highlighted the differences between this site and Heartlands, remarking on the different scales as well as the understanding that Heartlands was part of a public scheme.
- 1638.13.6 The Town Clerk commended the work done and stated that the plan would not go far without the owner's approval. She remarked on the Helston Supermarket transformation reference, stating that it was a great move to incorporate community infrastructure, which had been offset by the investment by the NHS in a super surgery on the site. She asked how long Cornwall Council would wait for the owner to move on these plans before they pursued a CPO. Mr Williams agreed there was a fine balance between housing and community spaces and that CPO was not currently on the agenda.
- 1638.13.7 Two members of the public spoke up about the current owner and their concerns. They remarked that the site was in the heart of Redruth, and its persistent decline and dereliction would have major ramifications on town centre revitalisation if CPO action was not taken forward soon. One asked who the public should lobby regards a CPO and it is the Cornwall Councillors who would ultimately make that instruction decision,
- Cllr Cunningham stated there was no clear sustainability or regenerative energy, stating the need for engagement with nature. Cllr Reeves stated her concerns of continued flood risk and mining remediation for any housing and suggested there must be an avenue for a meanwhile use such as a green space/park for example. Mr Williams recognised the long-term maintenance needs to be addressed, as well as the ecological discussions to be had regarding sustainable energy and biodiversity net gain schemes. However, as the site is mainly privately owned, it would be the owner who could approve meanwhile uses.
- 1638.13.8 A member of the public asked about any plans for the Bonded Warehouse. Mr Williams stated that this was a matter for the Cornwall Council property team. The Town Clerk commented that the Council had requested a site visit to discuss opportunities.

PART II – PRIVATE SESSION

1638.14 The Council is invited to pass the following resolution: - that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business, by reason of the confidential nature of the business to be transacted [Proposed Cllr Thomas; Seconded Cllr H. Biscoe].

1638.15 The Council received a further verbal update from Cornwall Council on the Brewery Site. Issues around CPO and the legal terms and conditions of the site ownership were discussed.

Chair

DRAFT



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

Minutes of a Meeting of the Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 20th October 2025

Present: Cllr S Barnes (Chair)
Cllr E Allen
Cllr A Biscoe
Cllr H Biscoe
Cllr P Broad
Cllr B Ellenbroek
Cllr R Jolly
Cllr J Morrison
Cllr D Reeve
Cllr I Thomas
Cllr W Tremayne

In attendance: Mrs C Williams Town Clerk
Mrs H Bardle RFO / Deputy Town Clerk
Mrs C Rundle HR Manager
Mr J Malloy Consultant Asset Manager
A Local Resident was also in attendance.

PART I – PUBLIC SESSION

1636.1 To receive apologies for absence.

None were received.

1636.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

None were declared.

1636.3 Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda.

The Local resident attending the meeting did not wish to speak.

1636.4 To confirm the Minutes of the Meeting of the Finance Committee held on 14th July 2025.

1636.4.1 RESOLVED by the Majority to confirm the minutes of the Finance meeting held on Monday 14th July as a true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr S Barnes. Cllr Ellenbroek did not vote as she did not attend the meeting]

1636.5 To review the Management Report for the quarter ended 30th September 2025.

- 1636.5.1 The Responsible Finance Officer explained the details of the summary report circulated prior to the meeting. Confirming that the Precept is the total sum of taxes collected for the year, as the first payment is made in April, and the second payment in September, explaining that there would be no further income from the precept.

The Responsible Finance Officer confirmed that the finances were on budget, confirming that the Summary sheet was the cover sheet for all the different cost centres, including Core, Asset Management, Library, Communications and Projects.

Cllr Jolly asked for clarification of the figures for Murdoch Day, as she has been previously informed that only 50% of the budget had been used.

The Responsible Finance Officer confirmed that invoices were still being submitted for Murdoch Day, and that the budget had been set in October 2024, and it was hoped that some of the budget for Murdoch Day would have been raised through sponsorship. Although this has not been achieved fully, the Communication Manager had kept within budget with "In Kind" sponsorship, and that the overall event was near forecast.

Cllr Allen raised a question about the line within the report referring to Event Personnel costs, suggesting that should all be included under the different cost centres

The Responsible Finance Officer pointed out that these costs were in relation to First Aid cover, Security and staff overtime costs and included national insurance and tax implications.

Cllr Allen suggested that this had already been covered under the original precept Staff cost.

The Responsible Finance Officer responded that this was not correct and the only overtime accounted for was for meetings. The previous events budget had no breakdown regarding staff costs, and there was a requirement to find alternative security for this event at short notice.

Cllr Reeve requested that the Summary be broken down to read Actual; Predicted and Budget columns. Cllr Thomas suggested a forecast, predicted spend.

The Responsible Finance Officer confirmed that this could be done, but that she would also accrue for anticipated costs, which could then be adjusted once received.

- 1636.5.2 RESOLVED by the Majority to note the report [Proposed Cllr Barnes; Seconded Cllr H Biscoe; Against: Cllr Allen Abstained: Cllr Jolly]

1636.6 To agree a future format for the Management Reports, detailed Management reports, and Budget.

- 1636.6.1 The Responsible Finance Officer had investigated what to include in management reports and budgets following comments made at the previous full council meeting, and emails received from members. Members were asked three questions:

- 1636.6.2 Question 1 – Would members like to see Salaries combined on the report or separated.
Cllr Allen suggested that both options would be preferable.

- 1636.6.3 Question 2 – Would members like to see the Christmas lights budget shown separately?
Members agreed that they would like to see this budget line shown separately.

- 1636.6.4 Question 3 – Would members like to see Grants received shown separately?
Cllr Allen commented that she was confused between the EMR (Earmarked reserve) and the Grants lines, specifically the Youth Festival. The Responsible Finance Officer confirmed that the EMR are for a specific purpose similar to the concept of ringfencing. Cllr Reeve commented that it was helpful seeing the EMR information. Members agreed to show the grant money separately.

- 1636.6.5 Question 4 – Would members like to see Grants paid out separately. They are shown in the detailed reports but could also be included on the summary page which is presented to Full Council. Members supported this option.

- 1636.6.6 Cllr Ellenbroek commented that the clarity of the breakdowns was appreciated to give the information validation. The Town Clerk suggested that members think of the EMR as ringfenced money to cover a specific purpose.
The Responsible Finance Officer confirmed that the Full Council papers will show amended figures for September, and that members would have an opportunity to feedback their thoughts. Cllr Allen mentioned Legal Fees relating to CCTV cost centre, asking if they will be recharged. The Responsible Finance Officer confirmed that the CCTV costs overall will be recharged in part to the other Councils, and that as the service was just starting, salary recharges will take place. Cllr Allen suggested that this was deceptive, and that a real figure was needed. The Responsible Finance Officer disagreed that this was deceptive, and that the EMR had been used legitimately to get the service off the ground.
Cllr Thomas asked if Redruth Town Council were still holding money for a third party. The Responsible Finance Officer confirmed that this was the case and that this was shown on the balance sheet as a creditor, A full list of creditors is available for members to see.
- 1636.6.7 Unanimously RESOLVED to action the responses to Questions 1-4 as answered during the meeting. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.7 To receive a report from the Responsible Finance Officer (RFO) for the period ended 30th September 2025, including an update on the Budget for 2026/27**
- 1636.7.1 A report had been circulated prior to the meeting. The Responsible Finance Office proceeded to explain the content of her report, confirming that the Business Liaison Manager would be commencing work in the Industrial estates in November.
- 1636.7.2 Unanimously RESOLVED to approve the proposed budget timetable outlined in 2.3 of the report and note the remainder of the report. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.8 To receive the final External Audit report for 2024/25.**
- 1636.8.1 A report had been circulated prior to the meeting and the Responsible Finance Officer confirmed that the previous recommendation received from the External auditor regarding Trewergie Trust had now been dealt with.
- 1636.8.2 Unanimously RESOLVED to note the report. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.9 To agree dates with Councillors' internal audit for Q1 and Q2**
- 1636.9.1 The Responsible Finance Officer stated that due to the fact that the two Cllrs who were supposed to do the Quarter One audit had unfortunately not responded to her, she needed two more to step forward to do this. It was agreed that Cllr Reeve and Cllr Morrison would undertake the Q1 Internal audit and that Cllr Barnes and Cllr Tremayne would undertake the Q2 Internal audit. Both audits would be undertaken as soon as possible.
Cllr Allen informed the meeting that she would not be able to undertake any internal audits on health grounds and that she wished to be removed from this duty until further notice.
- 1636.10 To review the Financial Risk Assessment for 2025**
- 1636.10.1 A report had been circulated prior to the meeting, and the Responsible Finance Officer asked members to review the risk assessment to ensure the Town Councils needs were met through the document. Cllr H Biscoe asked the Town Clerk if she were happy with the content of the Risk assessment. The Town Clerk confirmed that there were still some issues relating to DBS checks having not been completed, but that she recommends the risk assessment be approved subject to all completing their DBS checks.

1636.10.2 Unanimously RESOLVED to approve the Risk assessment of Financial management and approve that it meets the current needs of Redruth Town Council. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

1636.11 To review and confirm the effectiveness of internal controls.

1636.11.1 Cllr Allen commented that she found it difficult to follow the information in retrospect and there should be a summary of tasks. Cllr Reeve confirmed that a sheet is presented in the minutes showing all of the Internal control audit information during the year, which was available for the previous year. This year's internal audits had not been completed so the information was unable to be submitted. The Responsible Finance Officer confirmed that it is widely advertised that any member of the public can see most of the Financial records during a specific period, and this is advertised on the website.

1636.11.2 RESOLVED by the Majority that the Town Council has an effective system of internal controls applicable to the year ended 31st March 2025. [Proposed Cllr A Biscoe; Seconded Cllr Thomas; Abstained Cllr Allen]

1636.12 To approve transfer of funds to the CCLA account.

1636.12.1 Unanimously RESOLVED to approve the transfer of funds to the CCLA account as recommended by the Responsible Finance Officer. [Proposed Cllr A Biscoe; Seconded Cllr S Barnes]

PART II – PRIVATE SESSION

1636.13 The council is invited to pass the following resolution: - That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business, by reason of the confidential nature of the business to be transacted.

1636.13.1 Unanimously RESOLVED to pass the following resolution: - That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business, by reason of the confidential nature of the business to be transacted. [Proposed Cllr Thomas; Seconded Cllr Broad]

1636.14 To receive an update on the Clock Tower

1636.14.1 RESOLVED by the Majority to consider the recommendation on next steps. [Proposed Cllr Thomas; Seconded Cllr Broad]

Chair



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: Mrs C Williams

Minutes of a Meeting of the Redruth Town Council Staffing Committee held at Redruth Civic Centre,
Alma Place, Redruth on Monday 20th October 2025

Present: Cllr D Reeve Chair
Cllr P Broad
Cllr E Allen
Cllr R S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr B Ellenbroek
Cllr R Jolly
Cllr J Morrison
Cllr I Thomas
Cllr W Tremayne

In attendance: Ms C Williams Town Clerk
Mrs H Bardle Responsible Finance Officer/Deputy Town Clerk
Mrs C Rundle HR Manager

PART I - PUBLIC SESSION

- 1637.1 **To receive apologies for absence**
No apologies were received.
- 1637.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**
None were declared.
- 1637.3 **To confirm the Minutes of the Meeting of the Staffing Committee held on 7th April 2025**
- 1637.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Staffing Committee held on 14th July 2025 as a true and accurate record of proceedings [Proposed Cllr Broad, Seconded Cllr A Biscoe. Cllr Ellenbroek abstained as she had not been present at the meeting.
- 1637.4 **To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act**
- 1637.4.1 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

PART II – PRIVATE SESSION

1637.5 To consider the report of the HR Manager

A report had been circulated prior to the meeting. The HR Manager responded to any questions regarding the content of the report.

The report was noted.

1637.6 To consider the report of the Town Clerk and the associated Volunteer Policy and Mayoral Handbook

A report and a copy of the new Volunteer Policy and new Mayoral Handbook had been circulated prior to the meeting. The Town Clerk responded to any questions regarding the content of the report, and the handbooks.

1637.6.1 Unanimously RESOLVED to approve the Town Clerk's recommendations in 2.1 of the report [Proposed Cllr D Reeve; Seconded Cllr Barnes].

1637.7 To consider the report of the Town Clerk regarding the Probation review for new staff since April 2025.

1636.7.1 A report regarding the probation reviews of new staff since April 2025 had been circulated prior to the meeting.

1637.7.2 RESOLVED by majority to approve that all those who had passed their probation be confirmed as permanent employees. [Proposed Cllr A Biscoe; Seconded Cllr Barnes]. Cllr Allen and Cllr Jolly abstained.

Chair



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

Minutes of a Meeting of the Community Committee held at Redruth Civic Centre, Alma Place,
Redruth on Monday 3rd November 2025

Present: Cllr I Thomas
Cllr J Morrison
Cllr E Allen
Cllr S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr P Broad
Cllr K Cunningham
Cllr B Ellenbroek
Cllr R Jolly
Cllr R Major
Cllr D Reeve

Chair
Vice Chair

In attendance: Mrs C Williams
Mrs H Bardle

Ms C Welsh
Ms J Turner
Ms R Pearce
Ms L Akerman
Mrs J Cockerham-Harris

Town Clerk
Deputy Town Clerk/ Responsible Finance
Officer
Strategic Projects Officer
Senior Library Officer
Communications Manager
Community Liaison Manager
Administrator

2 members of the public were also in attendance

PART I – PUBLIC SESSION

1639.1 To receive apologies for absence

None were received.

1639.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1639.3 Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda

1639.3.1 Ms R. Ince spoke of the recent Full Council meeting (27th October) where the possibilities of re-introducing an ASB officer were discussed. She spoke of her experience in this, offering an information guide and CD for any assistance to the meeting. She stated that an ASB Officer did not have the power to make a CBO (Criminal Behaviour Order) and stressed the importance of getting the terminology correct. She reiterated her comments from the Full Council meeting, stating her dissatisfaction with the previous officer. She further raised how she was confused about the current status of jurisdiction, due to being redirected when trying to reach Ms A. Lamy. Cllr Thomas thanked Ms Ince for addressing the committee and advised that any personal cases should be directed to Cornwall Council as it fell under their jurisdiction.

1639.3.2 Cllr Cunningham read a letter from a member of the public regarding the ASB issue. The letter addressed concern over a homeless man drinking around the area of their residence, stating that this behaviour was of concern to them due to their disability which left them vulnerable. The Town Clerk advised that the Police were dealing with the issue. Cllr Barnes also confirmed this as he spoke to them at the Police Drop-In in the Library.

1639.4 To confirm the Minutes of the Meeting of the Community Committee held on 4th August 2025.

1639.4.1 RESOLVED by Majority that the minutes of the Community Committee held on the 4th August 2025 are approved. [Proposed Cllr H Biscoe; Seconded Cllr A Biscoe] Cllr Barnes abstained.

1639.5 To receive short verbal presentation by the Community Liaison Manager on her visit to the award-winning Braunstone Council.

1639.5.1 The Community Liaison Manager spoke of her trip in May to Braunstone Council, who won the Star Council Award in 2023. She explained the award system had a varied number of categories every year, awarded to those with excellent services to the community. She commented on the difference between Braunstone and Redruth, as Braunstone had no high street, favouring a retail park instead as their only commercial area, and they did not have the same diversity as noticeable in Redruth. She went on to comment on the things they were commended for:

- Their Covid response was highly reactive and council initiated.
- They established a GP surgery in the Community Centre via their Clinical Commission Group which was set up in 2018/2019.
- Their Arterial road. A spoil site was transformed into a public park with biodiversity experts for Community benefits.
- There was a ten-year period worked to create walking and cycle routes to cut car distances.

1639.5.2 She stated that the visit was very impressive, commenting on the supply of electric vehicle charging stations and heat pumps. She added that the majority of buildings were accommodating but were newer and not historic. Cllr Ellenbroek reminded the Council about a previous Walking and Cycling project led by Cornwall Council called LCWIP. She went on to ask if it was worth talking to the Highways

Manager, about future opportunities. She further commented about a green infrastructure plan which Cornwall Council had written.

The Town Clerk said she would follow this up and obtain a copy of the plan for circulation. Cllr Thomas stated that the project had developed three key routes between Redruth, Camborne and the coast. He continued, saying that the project was about creating a network between these three points, and whilst the plans were initially promising, there had not been any further development, due to the Green Growth funding being spent.

1639. 6 Reports from Officers:

1639.6.1 Report from the Senior Library Officer

The Senior Library Officer summarised her report and opened for any questions. Cllr Allen remarked on the new notice in the library regarding bad behaviour and the Senior Library Officer explained there was an incident with a member of the public. This incident involved abusive behaviour towards the staff leading. Cllr Thomas stated his congratulations on the digital achievements with the Town Clerk noting the hard work and effort involved by the Library team. Cllr Major commented on the team's social media videos, remarking they were wonderful and to continue in their efforts.

1639.6.2 Report from the Strategic Projects Officer

1639.6.2.1 The Strategic Projects Officer stated that the CCTV control room was doing a soft pilot of hours, and that this was helping the targeting of resources. She stated that they had formalised a monthly meeting with key stakeholders regards community safety matters.

She updated that all the TRIP funded projects were live. She went on to state that some projects were not at this stage across Cornwall. She asked that the Cllrs consider the Gateway portal proposal as well as the other decisions for consideration within her report. She stated that the PCC bidding was on behalf of the four councils in the CCTV partnership, and that grant funding had a short timescale to apply but had no specific deadline for a response to their applications.

1639.6.2.2 Cllr Allen stated that she thought the form was very good and went on to ask the best way to inform the public about the CCTV and address the perception that cameras are not monitored. The Strategic Projects Officer stated that the public would soon be aware that cameras were moving and monitoring activity, though she was unsure if the public were fully aware of the footage being recorded. Cllr Allen said she would draft a response for her own social media but would check it with the Town Council first before publishing.

Cllr Ellenbroek stated that she liked the form and that it was a good way to filter the information. The Town Clerk then passed on her positive thoughts about the form, stating it was a job well done, and that finding a way to capture the threshold for resources to be allocated to any project idea was important. Cllr Reeve asked if the CCTV cameras were recording 24/7. The Strategic Projects Officer confirmed they were.

1639.2.3 Cllr Thomas stated that the report mentioned a visit to Newquay Council and the ASB Officers in Truro and asked for more information regarding this. The Strategic Projects Officer answered that her visit to Newquay was to swap ideas, how between Truro and Camborne they might work better as a team and not in isolation. She went on

to state they spoke about how transient issues are, that it was important they all work together to address them moving between locations.

1639.6.3 Report from the Community Liaison Manager

1639.6.3.1 The Community Liaison Manager answered a previous query from Cllr Barnes regarding the Town Council previous resident survey, stating it was last done in the 1980s and opened for questions. Cllr Reeve stated she was pleased with the number of responses to the survey and asked when the deadline was. The Community Liaison Manager answered that the end of November was ideal, but their goal was to reach a certain number of responses, and they would likely extend the deadline to reach this. Cllr Ellenbroek commented on the good engagement of the manager, stating her recent effort in volunteering at Gweal-An-Top was appreciated. Cllr Allen asked if there was a good mix of people in the responses. The Community Liaison Manager replied that there were some quotas that weren't yet filled, and she would appreciate any more support with getting more information from young people (18-25 year olds).

1639.6.3.2 Cllr Barnes asked if there were any questions similar to the 1980s survey. The Community Liaison Manager answered they were broadly similar. Cllr Cunningham asked if there was a particular geographic area missing from the quotas, and if it was worth hosting a Community Survey event to address this. This was received as a good idea and the logistics would be considered, though the geographic element would be analysed at a later stage. The Community Liaison Manager asked if the Cllrs would be happy to assist with public events of a similar nature and Cllr Allen offered her assistance in the South ward. Cllr Barnes stated that due to pubs and social areas being shut down the options for hosting events were limited. Cllr Cunningham stated that the caravan park (Globe Vale Holiday Park) acted as a polling station and might therefore be worth exploring. The Town Clerk expressed thanks for the hard work put in by the Community Liaison Manager.

1639.6.4 Report from the Communications Team

1639.6.4.1 Decision 2.2

The Communications Manager thanked her team for their efforts, opened the floor to any questions and asked for Cllrs to draw their attention to the points open for decisions. Cllr Allen stated that in her opinion the reports were thorough but were too long, asking for the next festival review reports to be 1-2 pages in summary. Cllr Ellenbroek asked what support was needed and the Communications Manager said for example, to aid the team on event days, and find new avenues for marketing distribution. Cllr Ellenbroek offered her support, joined by Cllr Allen who offered use of her personal contacts to assist with this. Cllr Thomas suggested the list of areas to cover be added to the publication. The Town Clerk added that it would be beneficial for Cllrs to share festival information electronically as well as in printed form.

1639.6.4.2 Decision 2.6

Cllrs Broad and Ellenbroek offered their assistance for the event on the 29th November.

1639.6.4.3 Decision 2.7

1639.6.4.3.1 Cllr Jolly asked if there were any additional dates the grotto was scheduled for and what was planned for the event. The Communications Manager stated that in order to move people from the Library to the Grotto, this year's event would be ticketed across the two dates publicised. The tickets would be free and the Communications team/Library would be able to assist those concerned about digital poverty. Cllr Jolly stated that the ticketing system might put people off and asked how long the timeslots

would be to which she was informed timeslots were 15 minutes, and that the online ticketing system would end before the event, leaving some slots open for additional people.

Cllr Jolly asked if people were being hired to deliver this event. The Town Clerk stated that the year before last was funded by the Council for around £5,500, and that in the light of the cost-of-living crisis, this did not appear cost effective and so like last year, the Council team would design and deliver the Grotto for a fraction of the cost, and that donations would be collected for the Penhaligon's Friends charity for bereaved children.

1639.6.4.3.2 Cllr Allen asked if the booking was only for the visit to see Santa and the Communications Manager answered that it was, all the other activities would be available throughout the day for anyone who turned up at the library where the wrap around workshops were taking place.

Cllr Broad asked what the gifts would be this year and was told they would be books as per the previous year. Cllr Ellenbroek stated that the Grotto was discussed at the last Youth Council meeting where they expressed their excitement for the event and their keen interest in volunteering. Cllr Thomas declared his interest in the Grotto and stated that providing the elves, grotto design and delivery in-house was a good team building exercise.

1639.6.4.3.3 Cllr Major asked what the cost of this had been last year. The Responsible Finance Officer (RFO) stated it cost just under £1000, with reusable materials bought to save costs for future events. Cllrs Morrison (provided his work schedule allowed this) and Barnes stated they would be able to help, with Cllr Jolly stating she would be able to assist on 29th. Cllr Broad asked what the timings were for the events, these are 10am - 12pm, and 1-3pm.

1639.6.5 Report on Anti-social behaviour issues (verbal report)

1639.6.5.1 The Strategic Projects Officer gave an overarching review of the recent meeting with the ASB team, stating the current capacity for Redruth did not include a patrolling function. She stated that by comparison, Camborne had OPCC funding as well as some Cornwall Council funding, who managed the caseworker. She stated if funds were earmarked for an ASB function, she would continue to speak with Cornwall Council to get more information and investigate thoroughly what could work for Redruth. She had attended a PCC meeting in Camborne, which mentioned that funding may be available.

1639.6.5.2 Cllr Allen thanked the Strategic Projects Officer for the report and agreed with Ms Ince on the importance of knowing the key elements of the decision. She went on to ask if Cornwall Council would be providing a bespoke solution. She was advised that there was still a lot of information to explore, they had the means, and the resident survey would be helpful in assisting this alongside existing stats.

1639.6.5.3 Cllr Ellenbroek stated it was key to speak to young people, remarking that previous surveys have said young people do not feel safe. She recalled a letter highlighting some of the places that felt unsafe, suggesting communicating with the Youth Council and Redruth School, as they might provide some assistance in producing these negotiation points. Cllr Thomas added for Pool School to be included, and stressed the importance of having those conversations with young people.

1639.6.5.4 Cllr H Biscoe stated that as the CCTV control room was in its infancy, could we explore radios for shops in order to enhance communications. He was advised that Truro BID was funding an element of this. She went on to state that if we had an ASB Officer, they could filter through the hotline and responses with targeted investment of

resources. Cllr Thomas asked if there were set ups for Camborne and Truro that were funded by different means, commenting on the OPCC grants and revenue in the report, which followed a patrolling element. The Strategic Projects Officer stated that the grant scheme for the CCTV was for capital. Cllr Thomas asked if the draft budget had the amount earmarked and the Town Clerk stated it had been. Cllr Thomas then stated that once the agreement was made and the budget finalised, it would be helpful to convene an extraordinary meeting to discuss this in detail.

1639.6.5.5 Unanimously RESOLVED to convene an extraordinary meeting to discuss how the ASB function is taken forward, once the budget had been finalised and funding explored. [Proposed Cllr Thomas; Seconded by Cllr A Biscoe].

1639.6.6 Verbal update on Lottery Application – East End Park

1639.6.6.1 The Town Clerk stated this was a follow up to the Full Council meeting where Council had resolved in principle to partner with Coastline Housing and Cornwall Wildlife Trust to submit a bid for up to £5 million, which Coastline was managing.

She listed the items that could not be included in the application,:

- Planting
- Landscaping
- Bug Hotels
- Green Maze
- Running Track
- Wildflower Meadows etc.

She stated that the Cllrs would receive a finalised version to sign off and that technicians, alongside other staff would be involved and work with Coastline. Cllr Cunningham stated there could be a possibility of a local orchard project, alongside a rainwater capture, and asked if the funding had any possibility of discussion with contributions to local groups. Cllr Major added the idea of a sensory garden. Cllr Thomas stated in the past, students and those with special needs would utilise Victoria Park, which could be considered for this application. Cllr Cunningham also added the possibility of utilising exercise equipment and resting places for older people, and the Town Clerk answered that it was not applicable due to the green condition of the funds.

Cllr Thomas added that resident pathways should be included and the Town Clerk advised this would be through the Section 106 funding instead. Cllr Thomas stated that a pump track should be included, as well as improving the facilities of the skate park following up on trying to nurture a Red Squirrel Colony.

1639.6.6.2 Unanimously RESOLVED to Support the application and the Town Clerk to send Coastline the list of possible inclusions. [Proposed by Cllr H Biscoe; Seconded by Cllr Ellenbroek].

1639.7 Community Budget – draft for consideration at meeting (papers to follow)

1639.7.1 The RFO/Deputy Town Clerk stated the budget was a first draft and she was not seeking approval as there was no context of the wider budget as a whole. She went on to highlight the specific areas to note.

1639.7.2 She stated the Library budget had an uplift in salaries with the addition of a new Library Information Assistant. She said there were plans for more outreach, with an expansion of activities and stock of souvenirs and gifts. The Senior Library Officer

added that outreach growth would mean more service growth, adding to the elements of a home library, and a digital hub for support. She said that their aim was to reach a wider audience, and the Town Clerk added the aspiration to have more library activities in parks and gardens.

1639.7.3 The RFO/Deputy Town Clerk stated the Strategic Projects and Community Liaison budget had the salaries included as well as the budget for ASB support. The Community Liaison Manager had identified a number of new activities. She stated the need to apply for grants, adding that some of these grants required match funding, which, dependant on opportunities, would require match funding from the Council. To facilitate this, she advised considering establishing an earmark fund for match funding purposes, to be included in the budget.

1639.7.4 Cllr Cunningham asked about the stock and merchandise for the library, and if tax had to be paid on any markup or profit. The RFO/Deputy Town Clerk clarified the Council's position on VAT.

1639.7.5 The RFO/Deputy Town Clerk stated that there were increases in the Communications and Festivals category. The addition of marquees to weatherproof events, stating the goal was to make the events bigger and better. She explained that a member of the team was tasked with bringing in sponsorship income. Cllr Allen stated her concerns over the entertainment and operational costs, saying there was an imbalance between them. She also expressed concern over the quality due to low entertainment costs, comparing them to other festival budgets. She stated that upping the entertainment budget would assist in solving this, remarking on her own experiences as a guideline for an amount. She also stated that it would be good to utilise the current spaces available in order to manage costs. Cllr Cunningham asked if there was consideration of equity rates for performers, to which the RFO/Deputy Town Clerk answered that the cost of the entertainment is usually stipulated by the artists and that the Town Council always pay the amount the artists quote.

1639.7.6 Cllr Cunningham stated that green festivals can be a big draw for support, noting Camborne's successful green festival, and could be an opportunity for green companies to sponsor. Cllr Ellenbroek cautioned against festivals that were solely about entertainment and stated the importance of the wider the event activities. She commented on the previous Pasty Festival and the reviews from the public that more pasties being made should have been present at the event. She also stated that there should be more emphasis on the under cover accessible spaces, not just the entertainment. Cllr Barnes stated the marquee was a guarantee of a wet weather plan, as used in the Youth Festival. Cllr Broad stated the importance of finding a balance between high profile acts and high costs. Cllr Jolly agreed with Cllr Allen's concerns over costs of the marquee and the importance of utilising local spaces. The RFO stated that the car park closure was to provide free parking for the town and the cost was accommodated for those lost spaces. Cllr Reeve stated that the entertainment budget should be increased to cover a variety of acts, that if there would be a marquee it would be good to put a headline act inside it. Cllr Thomas proposed that going forward it would be helpful to identify where the budget increase would be generated from. The RFO/Deputy Town Clerk commented that she would review each comment and piece of feedback over the next few weeks.

1639.8 To receive an update from Redruth & District Chamber of Commerce and Totally Locally.

Cllr Reeve stated there was an upcoming meeting, and that they would be running the Christmas Window Dressing competition. Cllr Thomas posed the question would the Chamber of Commerce find a way to support the ASB post in town. Cllr Reeve stated she would raise it at the next meeting. There was no update from Totally Locally.

1639.9 To receive short verbal updates from the three Twinning Associations, Real Del Monte, Plumergat and Mineral Point.

No update was given.

Chair



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: Mrs C Williams

Minutes of a Meeting of the Planning Committee held at Redruth Civic Centre, Alma Place,
Redruth on Monday 10th November 2025

Present:

Cllr H Biscoe
Cllr W Tremayne
Cllr S Barnes
Cllr A Biscoe
Cllr P Broad
Cllr R Major
Cllr M Selwood
Cllr I Thomas
Cllr W Tremayne

Chair
Deputy Chair

In attendance:

Cllr D Reeve
Mrs C Williams
Mrs H Bardle
Mrs J Cockerham-Harris
Mrs B Ellenbroek (acting as a member of the public)
2 members of the public were also in attendance

Town Clerk
RFO/Deputy Town Clerk
Administrator

PART I – PUBLIC SESSION

1640.1 To receive apologies for absence

No apologies were received.

1640.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

Cllrs A Biscoe and H Biscoe declared a non-pecuniary interest re: Item no.8 on the Agenda, Planning Application PA25/07179, Treliske Road, Roseland Gardens, Redruth, TR15 1QE, and Cllr Broad as a non-pecuniary interest re: Item no.5 and signed the register accordingly.

- 1640.3 **Public participation session – to allow members of the public to put questions to the Council relating to any matters relating to the Town Council**
- 1640.3.1 Mrs Ellenbroek (acting as a member of the public) spoke about the planning application PA25/01846. She explained her objection to the application on the grounds of traffic management. She stated that she has noted over the years that the particular road would be affected by the building development. Due to the short double yellow lines, cars get parked on the corner of a blind bend, resulting in accidents over the years. It also creates a concern over access for the properties via Treruffe Hill, and she asked for the Committee to consult with Cornwall Council Highways department to do a proper investigation. She went on to state that the Trewirgie School nearby added to her traffic concern, which she asked the Council to consider.
- 1640.4 **To confirm the Minutes of the Meeting of the Planning Committee held on 13th October 2025**
- 1640.4.1 RESOLVED by Majority that the minutes of the Planning Committee held on 13th October 2025 be accepted as a true and accurate record of proceedings, with the exception of Items concerning the planning applications PA25/06428, PA25/04515 and PA25/03640 – 33 and 34 Fore Street, Redruth. The Town Clerk will write to Cornwall Council to ask for a full review of said planning applications [Proposed Cllr Tremayne; Seconded Cllr Barnes; Cllrs H Biscoe] A Biscoe and R Major abstained.
- 1640.5 **To consider the planning applications**
- The planning applications were dealt with in accordance with the attached Annex A.
- 1640.6 **Decision Notice Schedule**
- The Decision Notice Schedule was noted.
- 1640.7 **Licensing Submissions**
- The Licensing Submission was noted.
- 1640.8 **To receive correspondence:**
- a) *Cornwall Council Asset Management Group Letter: Cardrew Industrial Estate Roads, Paths and Verges and Land at Forth-An-Ryn*
- 1640.8.1 The letter was noted and it was agreed the Town Clerk would write to Cornwall Council stating that the Council had no interest in the verges on Cardrew Industrial Estate but that we request more information regarding the land at Forth-An-Ryn.
- b) *Presentation for Planning Application PA25/07179*
- 1640.8.2 Unanimously RESOLVED to Support the application [Proposed by Cllr Tremayne; Seconded by Cllr Barnes] Cllrs A Biscoe and H Biscoe abstained.

Chair

REDRUTH TOWN COUNCIL - PLANNING SCHEDULE

ANNEX A

All references for PA25/ unless otherwise stated.

Meeting: Monday 10th November 2025

LIST 1 Unanimously RESOLVED all the Applications on List 1 are supported en-bloc. [Proposed Cllr A Biscoe; Seconded Cllr Barnes]				
REF NO	CC REF	SITE	PROPOSAL	DECISION
1	07473	2 Clijah Terrace Bucketts Hill Redruth Cornwall	Proposed Construction of front gate and walkway	Supported
2	07701	Bryventon House Penventon Terrace West End Redruth	Single storey porch extension and minor amendments to previous planning consent PA25/00871	Supported
3	07746	14 Polbathic Road Roseland Gardens Redruth Cornwall	Proposed Garage Conversion, Small Extension & Associated Works	Supported

LIST 2

REF NO	CC REF	SITE	PROPOSAL	DECISION
4	01846	Gas Cottage 6 Falmouth Road Redruth TR15 2QL	Outline Planning Permission with some matters reserved (appearance, landscaping, layout and scale) for a proposed housing development for eight dwellings, parking and associated works. Existing access to the site to be used. Includes demolition of an existing building. <i>(This application was previously on the agenda on 13/10/2025 but deferred to this meeting on the grounds of further information required)</i>	RESOLVED by Majority to Not Support the application on the grounds of keeping the heritage building and the desire for a traffic impact assessment to be conducted [Proposed by Cllr Barnes; Seconded by Cllr A Biscoe; Cllrs Thomas and Selwood were Against].
5	07629 (Cllr Barnes)	Chy Justice 4 Templars Terrace North Street Redruth	Alterations to Existing Dwelling & Associated Works	Unanimously RESOLVED to Support the application [Proposed by Cllr Barnes; Seconded by Cllr Tremayne].
6	07621 (Cllr Broad)	Panorama Highway Lane Mount Ambrose Redruth	Erection of single storey extension, construction of home office and associated works	RESOLVED by Majority to Support the application on the condition it does not change the street scene

				[Proposed by Cllr Thomas; Seconded by Cllr Broad; Cllrs Barnes and A Biscoe were Against].
--	--	--	--	--

DRAFT

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Full Council on Monday 24th November 2025

SUBJECT OF REPORT: Town Clerk's Report

SUMMARY OF IMPLICATIONS

- | | | |
|----|-----------|-----|
| a. | Policy | Yes |
| b. | Financial | Yes |
| c. | Legal | No |

1.0 TERMS OF REFERENCE

To report on progress during the period.

2.0 REPORT

2.1 Below is a table of actions that were reported in the last Full Council meeting and the progress that has been made since.

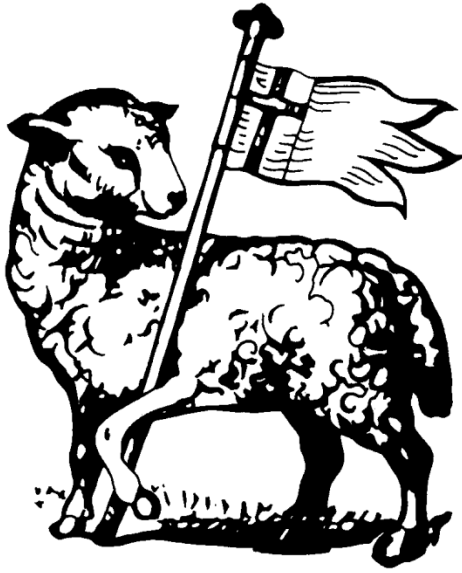
Agenda Item number:	Issue:	Action taken by Town Clerk or / for decision:
1638.5	Reports from Divisional Councillors	As resolved, I wrote to the three Cornwall Councillors stressing the importance of attending our meetings if they are able to. I also asked them to consider bi monthly face to face catch up meetings to help build a stronger working relationship. I am meeting with them to discuss this further and will report back in due course. I also wrote to Cornwall Council asking that the Community Link Officer attends each monthly meeting as was previous custom and practice. I have since received a letter from the Manager of Localism stating that this will not be possible due to resources, but that if there are specific meetings we would like her to attend then to let them know.
1634.9.2	Lottery application with Coastline Housing	As Members are aware, this was brought to the Community Committee and I have since liaised with Coastline as agreed and sent them our list of inclusions for their bid. This would enable us to access circa £500k over the bid period for supporting East End park with green enhancements around biodiversity, planting schemes and also contribution to a Facilities Technician staffing costs for up to 5 years.
Update	Devolution of parks from Cornwall Council – Victoria Park and Trefusis Park	At a recent meeting, it was resolved that I write to Cornwall Council to reject their offer of £40k from their Devolution pot for the two assets. Since then, I have met face to face with the Head of Environment at Cornwall Council and they have followed this up with another offer of £55k, letter attached.

		<p>It appears this is their final offer.</p> <p>For Decision: How would Council like to respond to this offer?</p>
Update	Review of Standing Orders	<p>As Members are aware, the third and final meeting of the Standing Orders Review group took place and further revisions were made.</p> <p>Since that meeting, and for completeness, I would advise that we add a section about the protocol of recording of meetings. I would draw Members attention to the following;</p> <p>The Openness of Local Government Regulations 2014 states that "members of the public may record our public meetings. The recording may take the form of photography, filming and audio recording. There is no right to record proceedings at meetings which members of the public are excluded. It is also permissible for a person to tweet or blog meetings via social media. Persons attending the meeting should be advised that the proceedings are being recorded."</p> <p>I would therefore advise that Members consider adding the above to our revised Standing Orders.</p> <p>For decision: To consider adding the above paragraph to our revised Standing Orders.</p> <p>For decision: To formally adopt the revised Standing orders subject to the above decision.</p>
Update	Update on the Bonded Warehouse	<p>As Members are aware, I am still waiting for a meeting date to be offered from Cornwall Council for a site visit as resolved. I have sent two chaser emails and this is in hand.</p>
Update	High Street Rental Auction Motion update	<p>The meeting with the Portfolio Holder Cllr Tim Dwelly has been rescheduled by Cornwall Council from 18th November to 6th January 2026.</p>
Update	Climate Action Group	<p>The Community Liaison Manager has been working with the Climate Action Group on a new way of working and reporting.</p> <p>For decision: To consider the attached report and new way of working.</p>
New item	Town of Culture bid	<p>An exciting opportunity exists for Redruth to bid to become the town of culture in a national bidding process, with decisions made in 2028. It has been announced that the winning Town of Culture will receive £3.5 million to deliver a cultural programme in 2028. The UK Town of Culture competition will be targeted at small and medium sized towns. Shortlisted towns will receive £60,000 to help deliver their full bids for the competition.</p> <p>The Town Council would be the accountable body for the £3.5 million if Redruth was successful and myself and the Strategic Projects</p>

		<p>Officer have been working with the Cultural Consortium to scope out responsibilities so that the two organisations can work closely on submitting a compelling expression of interest in January which if shortlisted, would unlock £60k for working up a full bid.</p> <p>I have also received an email from Perran Moon MP stating that he would support a bid from Redruth.</p> <p>For decision: to expend a total of £5,640 on the Cultural Consortium to cover the following costs for phase 1 including bid writing, graphic design, social media and editing.</p>
New item	Highways Budget	<p>There is a new Highways budget at Cornwall Council and an expression of interest is invited from Town and Parish Councils. I have sent this to all Councillors by email for consideration.</p> <p>One suggestion is as follows;</p> <p>Proposal: "no left turn" at the junction with Bond Street and Station Hill is removed.</p> <p>Rationale:</p> <p>1 Traffic flow In order to get from Redruth South area to the town centre you have to either go down Falmouth Road/Sparnon Hill/Treruffe Hill, causing more traffic along Falmouth Road, or go along Clinton Road/Albany Road etc to Seaview Terrace, down Station hill to the traffic lights at the junction of Penryn Street. Falmouth Road is always busy, and it can be difficult to get a gap in the traffic in order to access Falmouth Road from either Sparnon Hill or Treruffe Terrace. To go along Clinton Road and to be able to turn left at the Bond Street Junction would cut journey time and traffic pollution .</p> <p>2 Road Safety. There is already a pedestrian controlled crossing at station Hill, so allowing traffic to turn left would not cause any difficulties for pedestrians.</p> <p>3 What is the logic for no left turn? This has been no left turn for many years, and there seems to be no reason for it. The junction is already controlled by traffic lights, and there is a pedestrian crossing facility already.</p> <p>For decision: What area of focus would you like the Council to bid for?</p>

3.0 RECOMMENDATIONS

To note and accept the report of the Town Clerk.
To make decisions as appropriate under 2.1.



REDRUTH TOWN COUNCIL STANDING ORDERS

29.09.25

Section	Page
Meetings	3
Useful Information for the Public about meetings <i>Filming and Recording meetings</i>	4-5
How the meetings are run and how decisions are taken <i>Minutes and Draft Minutes</i>	5-6
Types of Council meetings <i>Ordinary Council meetings</i> <i>Extraordinary meetings</i> <i>Committees</i> <i>Sub-Committees</i> <i>Working Parties</i> <i>Canvassing</i>	7 7 8 8 9 9 9-10
Motions <i>Motions that require written notice</i> <i>Motions that do not require written notice</i>	11
Rules of Debate <i>Rescission of previous resolutions</i>	12 13
The role of the Proper Officer <i>Execution and Sealing of legal documents</i>	13-14 14
The role of the Responsible Finance Officer <i>Accounts and Accounting Statements</i> <i>Financial Controls and Procurement</i>	15
Code of Conduct and Dispensations <i>Members and the Code of Conduct</i> <i>Restrictions on Councillor Activities</i> <i>Code of Conduct Complaints</i>	16 16 16-17 17
Management and Handling of Information <i>Responsibilities to provide information</i> <i>Responsibilities under Data Protection legislation</i>	18
External Relationships <i>Relations with the press/media</i> <i>Liaison with Cornwall Council</i> <i>Standing Orders generally</i>	19

MEETINGS

Meetings of the Council shall be held in the Langman Room, Redruth Civic Centre, Alma Place, Redruth, at 7:00pm unless the Council otherwise decides. Meetings shall not exceed a period of 2 hours. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

Meetings of all working parties/consultation groups are not bound by these rules and shall meet at mutually convenient times.

In extreme circumstances (such as hazardous weather conditions) the Mayor; Deputy Mayor or Chair of a Committee may postpone a meeting, following agreement with the Town Clerk or Deputy. In such circumstances every effort must be made to inform those expected to be present.

- 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 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.**

The Code of Conduct adopted by the Council shall apply to Councillors and members of the public co-opted to serve on Committees and Sub Committees of the Council in respect of the entire meeting.

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 their right to participate and vote on that matter.

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.

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 5, and in the case of the Standing Committees 4. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

URGENT BUSINESS

Where no meeting of the Council or a relevant Committee is scheduled within the necessary

timescale to enable a decision concerning an urgent matter to be taken, the Town Clerk (or Deputy Town Clerk) may, in consultation with the Mayor and Deputy Mayor (or Chair and Vice-Chair, in the case of a Committee) determine that matter. All decisions taken under this Standing Order shall be reported to the next meeting of the Council or the relevant Committee for information, together with the reasons for urgency which required a decision to be taken.

USEFUL INFORMATION FOR THE PUBLIC ABOUT MEETINGS

The Town Council warmly welcomes members of the public to its meetings and at each of these meetings, 15 minutes is devoted to the public to raise any matters about Town Council business, with a time limit of three minutes per person to enable everyone to have a chance to speak if they so wish. If the Chair feels more time is needed for this session, this is at their discretion.

The public shall be warmly welcomed to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public¹ by means of the following resolution:

‘To exclude the press and public from the meeting for the remaining item of business on the grounds that it involves the likely disclosure of exempt information as defined in [Section No]² Part 1 of Schedule 12[A] of the 1972 Local Government Act’.

The Chair will endeavour to ensure that members of the public receive a response to their question(s) but in some cases, a matter may need more investigation or to be referred to another Committee for action/exploration.

The Council will not tolerate disruptive behaviour and the Chair will take steps to ensure this does not occur, and if it does, will ask the person causing the issue to politely leave the meeting.

FILMING AND RECORDING MEETINGS

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

Subject to standing orders, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

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.

- 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.

- 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.
- Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

HOW THE MEETINGS ARE RUN AND HOW DECISIONS ARE TAKEN

Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).

The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

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.

The chair 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 their casting vote whether or not they gave an original vote.

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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- e 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.

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 their right to participate and vote on that matter.

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.

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.

Minutes of Meetings

The minutes of a meeting shall include an accurate record of the following:
the time and place of the meeting;

the names of Councillors present and absent;
interests that have been declared by Councillors and non-Councillors with voting rights;
whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered if there was a public participation session; and the resolutions made.

Draft Minutes of Meetings

Draft Minutes will be circulated to Councillors no later than 2 weeks after the respective meeting and any amendments or corrections must be sent to the Town Clerk in writing within 3 clear days before the papers for the next meeting of the same meeting takes place.

TYPES OF COUNCIL MEETINGS

ORDINARY COUNCIL MEETINGS

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.

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.

If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

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.

The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

The Mayor shall not hold office for more than two consecutive years. Nominees for the role of Mayor will be able to make a short presentation about their skills/suitability of no more than two minutes.

Following the election of the Town Mayor and Deputy Town Mayor at the Annual Meeting of the Council, the order of business shall be as follows:-

- In an election year, delivery by the Chair 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 Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- Review of delegation arrangements to committees, sub-committees, employees and other local**

authorities.

- Review of the terms of references for committees, including the names of these Standing Committees.
- Receipt of nominations of Chairs and Vice-Chairs to existing committees, with nominations being selected at the respective Committee(s) at their first subsequent meeting(s).
- Appointment of any new Committees, the name of the Committee, Chairs and Vice Chairs, confirmation of the terms of reference, the number of members (including, if appropriate, substitute Councillors).
- To appoint members to represent the Council on all outside organisations.
- To receive reports from Members representing the Council on outside organisations.
- Review of representation on or work with external bodies and arrangements for reporting back.
- To review the Members' Register of Interests for all Members present.
- Review and adoption of Standing Orders and Financial Regulations.
- In a year of elections, if a Council's period of eligibility to exercise the power of general competence expires the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- To appoint six Members to act as signatories on Council cheques and other financial documents.

VOTING ON APPOINTMENTS

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. Any tie may be settled by the Chair's casting or second vote.

EXTRAORDINARY MEETINGS

The Chair of the Council may convene an Extraordinary meeting of the Council at any time.

If the Chair 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.

The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time.

If the Chair of a committee (or sub-committee) does not or refuses to call an extraordinary meeting of the committee within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the committee (or sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

COMMITTEES

At the Annual Meeting, standing committees will be appointed and may at any other time appoint such other committees as are necessary. Committees may appoint persons other than members of the

Council to any Committee; and may in accordance with Standing Orders, dissolve or alter the membership of a committee at any time, including the request of a Member to join a committee for which they did not stand at the Annual Meeting. Each committee will have written Terms of Reference.

Minutes for each committee meeting will be produced and circulated prior to the next meeting of the Full Council, where the Council will receive them. Members will then have the opportunity to request that the Chair of that committee takes any matter back for further discussion in the light of new/additional information, however, the decision of whether to take back or not, rests solely with the Chair of that committee. The minutes are then taken back to the next appropriate committee meeting for approval as a true and accurate record.

Any committee meeting that is not held due to it being inquorate must be called again by the Chair within 14 working days.

The Town Mayor and Deputy Town Mayor ex officio shall be members of every committee and have the right to vote on all matters relating to that committee. The following committees shall be the Standing Committees of the Town Council and shall consist of a minimum of 8 members including the Town Mayor and Deputy Town Mayor:

- Asset Management Committee;
- Community Committee;
- Planning Committee;
- Finance Committee (+plus Chairs of Community, Asset Management,, Planning,Staffing + min 2 Members)
- Staffing Committee (+ Chairs of Community, Asset Management, Planning + min 3 Members)

The Chair of a Committee or the Town Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be four members and the case of a sub-committee shall be one-half of its members.

Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.

Any Council member shall, unless the Council otherwise orders, be entitled to attend and debate at the meetings of any committee or sub-committee of which he/she is not a member but not vote.

SUB-COMMITTEES

Every committee may appoint a sub-committee whose Terms of Reference and membership shall be determined by resolution of the committee. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

WORKING PARTIES

The Council may appoint Working Parties comprised of Councillors and non-Councillors.

Full Council or the Committee creating the Working Party must agree specific Terms of Reference.

Working Parties may consist wholly of persons who are non-Councillors.

CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of the Standing Order to every candidate.

A Councillor or member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

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

A motion shall relate to the responsibilities of the meeting which it is tabled for 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.

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 4 clear days before the meeting.

The Proper Officer may amend or correct the wording of a motion before including it in the agenda.

The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final. 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.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

Motions in respect of the following matters may be moved without written notice to the Proper Officer;

- to correct an inaccuracy in the draft minutes of a meeting;
- to move to a vote;
- to defer consideration of a motion;
- to refer a motion to a particular committee or sub-committee;
- to appoint a person to preside at a meeting;
- to change the order of business on the agenda;
- to proceed to the next business on the agenda;
- to require a written report;
- to appoint a committee or sub-committee and their members;
- to extend the time limits for speaking;
- to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- to not hear further from a Councillor or a member of the public;
- to exclude a Councillor or member of the public for disorderly conduct;
- to temporarily suspend the meeting;
- to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- to adjourn the meeting; or
- to close a meeting.
- If a motion falls within the Terms of Reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

RULES OF DEBATE

Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

A motion (including an amendment) shall not be progressed unless it has been moved and seconded. For information, an amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

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. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chairman.

A Councillor may move an amendment to their 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.

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.

Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

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.

A Councillor may not move more than one amendment to an original or substantive motion.

The mover of an amendment has no right of reply at the end of debate on it.

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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

Unless permitted by the chair of the meeting, a Councillor may speak once in the debate on a motion except:

- to speak on an amendment moved by another Councillor;
- to move or speak on another amendment if the motion has been amended since they last spoke;
- to make a point of order;
- to give a personal explanation; or
- in exercise of a right of reply.
- During the debate of 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- A point of order shall be decided by the chair of the meeting and their decision shall be final.
- When a motion is under debate, no other motion shall be moved except:

- to amend the motion;
- to proceed to the next business;
- to adjourn the debate;
- to put the motion to a vote;
- to ask a person to be no longer heard or to leave the meeting;
- to refer a motion to a committee or sub-committee for consideration;
- to exclude the public and press;
- to adjourn the meeting; or
- to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements

Before an original or substantive motion is put to the vote, the chair 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 their right of reply.

RESCISSION OF PREVIOUS RESOLUTIONS

A resolution (whether affirmative or negative) of the Council shall not be discussed within six months except either by a special motion, written notice thereof bears the signatures of at least six Members of the Council, or by a motion moved in pursuance of a report or recommendation of a committee or the Town Clerk due to significant material new information.

When a special motion or any other motion moved has been disposed of, no similar motion may be moved within a further six months.

THE ROLE OF THE PROPER OFFICER

The Council's Proper Officer shall be either (i) the Town Clerk or Deputy Town Clerk or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

The Council's Proper Officer shall do the following:-

The Proper Officer shall:

- **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).**
- Convene a meeting of the Full Council for the election of a new Town Mayor occasioned by a casual vacancy in their office.
- **Facilitate inspection of the minute book by local government electors;**
- **Receive and retain copies of Byelaws made by other Local Authorities.**

- Receive and retain Declarations of Acceptance of Office from Councillors.
- Retain a copy of every Councillor's Register of Interests and any changes to it and keep copies of the same available for inspection.
- Keep proper records required before and after meetings.
- Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 in accordance with, and subject to, the Council's procedures relating to the same.
- receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- Arrange for legal deeds to be executed and to sign all contracts, including contracts of Employment.
- Arrange or manage for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- Record every planning application notified to the Council and the Council's response to the Local Planning Authority.
- Ensure that all planning applications notified are dealt with in accordance with the Council's planning procedures.
- Refer a planning application received by the Council to the Chair and Vice-Chair of the Planning Committee within 2 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.
- Manage access to information about the council via the publication scheme;
- Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.
- As the Head of Paid service, manage all staff and be responsible for the overall delegation of work to officers.

EXECUTION AND SEALING OF LEGAL DOCUMENTS

A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

In accordance with a resolution made under Standing Orders, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

THE ROLE OF THE RESPONSIBLE FINANCIAL OFFICER

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

ACCOUNTS AND ACCOUNTING STATEMENTS

Proper practices” in Standing Orders refer to the most recent version of [Governance and Accountability for Local Councils – a Practitioners’ Guide (England)].

All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.

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:

the council’s receipts and payments for each quarter;

the council’s aggregate receipts and payments for the year to date;

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.

As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

to the Finance Committee with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and

to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to the Finance Committee at the earliest opportunity before the end of the month of April. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 May if at all possible.

FINANCIAL CONTROLS AND PROCUREMENT

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.

All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s Financial Regulations.

The Council’s proper practices will be in accordance with the most recent JPAG guidance.

Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.

CODE OF CONDUCT AND DISPENSATIONS

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.

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.

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

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.

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 Town Clerk of any changes within 28 days. All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

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.

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.

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.

You must record in a register of interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £50.00 or over.

A Member of the Council may, for the purposes of their 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.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless authorised by a resolution, no Councillor shall:

- inspect any land and/or premises which the council has a right or duty to inspect; or
- issue orders, instructions or directions.

- incur any expenditure on behalf of the council or issue an instruction to incur expenditure.

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. 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. A dispensation request shall confirm:

- the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- an explanation as to why the dispensation is sought.

This policy shall apply to all meetings of the Council, its committees and sub-committees. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

A dispensation may be granted if having regard to all relevant circumstances any of the following apply:

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

granting the dispensation is in the interests of persons living in the council's area or it is otherwise appropriate to grant a dispensation.

CODE OF CONDUCT COMPLAINTS

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.

Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair or Vice Chair 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.

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. The council may:

- provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 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.

Upon notification by the 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/her. Such action excludes disqualification or suspension from office.

MANAGEMENT AND HANDLING OF INFORMATION

- 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.

RESPONSIBILITIES TO PROVIDE INFORMATION

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.

The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

The Council may appoint a Data Protection Officer and Data Controller.

The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

The Council shall have a written policy in place for responding to and managing a personal data breach.

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.

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.

The Council shall maintain a written record of its processing activities.

EXTERNAL RELATIONSHIPS

RELATIONS WITH THE PRESS/MEDIA

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

All requests from the press or other media for an oral or written statement or comment from the Council shall be referred to the Town Mayor, by the Town Clerk or Deputy.

The Council shall issue a Press Release only by agreement with the Mayor and/or Deputy Mayor in line with delegated powers.

Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or media on behalf of the Town Council.

LIAISON WITH CORNWALL COUNCIL

A Full Council agenda shall be sent to the three Cornwall Council local Divisional members.

Agendas for each of the standing committee meetings shall also be sent to the three Cornwall Council local Divisional members.

An agenda item shall be included on each scheduled meeting of the Full Council to receive reports from Local Cornwall Councillors, and for them to take questions from Members.

STANDING ORDERS GENERALLY

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

A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory 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 5 above.

The Proper Officer shall provide a copy of the council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form.

The decision of the chair of a meeting as to the application of Standing Orders at the meeting shall be final.

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Full Council on Monday 24th November 2025

1.0 SUBJECT OF REPORT: To request approval of the Climate Change Action Plan Working Structure

2.0 SUMMARY OF IMPLICATIONS

- a. Policy - No
- b. Financial – No
- c. Legal – No

3.0 TERMS OF REFERENCE

- **To request approval of the Climate Change Action Plan Working Structure**

4.0 REPORT

The Community Liaison Manager would like the Climate Action Plan Working Structure to be approved enabling a method by which to refresh, monitor, and add to the existing Climate Action Plan which was adopted by the Council on November 30th, 2020. The new working structure includes the following;

Categorisation for actions

To make the Climate Change Action Plan easier to understand and more focused. Grouping all existing actions under Decreasing Carbon, Increasing Biodiversity, and Building Resilience gives the plan a clearer structure, helps the public see how actions contribute to climate goals, and ensures the Council can communicate priorities in a simple and meaningful way.

Timeline for actions

The current plan lacks a clear schedule. Introducing short-, medium-, and long-term action periods (2026–2027, 2026–2028, and 2028 onwards) improves accountability, supports better internal coordination, and aligns Redruth with best practice in UK councils. It also helps residents track progress more transparently.

Member monitoring system

Creating a Member Working Group ensures elected Members are actively involved in shaping and monitoring the plan. The group will provide structured oversight both during development and after publication, helping maintain momentum, identify issues early, and strengthen democratic accountability for climate action.

Citizen-led Action Partnership

Transforming the existing community group into an independent Citizen Climate Action Partnership gives residents more power, flexibility, and responsibility. This model enables independent funding bids, faster decision-making than council governance allows, and a

stronger citizen voice. It builds long-term community ownership of climate action while keeping collaboration with the Council in place.

Department-led design system

To embed climate action across every part of the Council's work rather than keeping it in a single team. A structured co-design process—led by the Community Liaison Manager—ensures each department identifies its own relevant climate initiatives. This strengthens internal engagement, ensures practical implementation, and aligns the plan with real departmental capabilities.

Redruth Town Council Climate Change Action Plan – Proposal for Revision of Working Structure

Target Publication Date: 2026

Background

The existing Climate Change Action Plan was developed by a previous engagement team in collaboration with a working group that included community members, Redruth Town Council Members, and Officers. The current plan is structured as seven core policies and a list of immediately actionable priorities.

As we move toward the publication of a refreshed plan in 2026, we propose the following updates to the operational structure and engagement approach, to ensure clarity, accountability, and meaningful participation.

Proposed Revisions

Thematically organise the existing actions into the following categories, Decreasing Carbon, Increasing Biodiversity and Building Resilience.

Decreasing Carbon

It means reducing the greenhouse gas emissions produced by transport, buildings, waste, and energy use across the community. This involves things like using cleaner energy, building stock efficiency, supporting walking and cycling, and cutting waste. Lowering carbon helps tackle climate change, improves air quality, and creates a healthier, more sustainable town for everyone.

Increasing Biodiversity

It means creating and protecting spaces where a wide range of plants, animals, and insects can thrive. This includes planting wildflowers, maintaining green spaces, supporting pollinators, and reducing the use of harmful chemicals. Boosting biodiversity makes the town greener, improves ecosystems, and helps nature and people flourish together.

Building Resilience

It means strengthening the community's ability to cope with and adapt to challenges brought about by climate change and extreme weather. This includes supporting local networks, improving emergency planning, and encouraging self-sufficiency through skills, local food, and shared resources. A resilient town is better prepared, more connected, and able to recover quickly from disruptions.

1. Internal Reorganisation of the Action Plan

To improve usability and effectiveness, the current plan will be restructured into clear **activity areas**. Each area will include:

- **Short-term actions** (2026 – 2027)
- **Medium-term actions** (2026– 2028)
- **Long-term actions** (2028 and beyond)

This format is consistent with best practice across UK town councils and will support both internal coordination and public engagement.

2. Formation of a Member Working Group

A dedicated **Member Working Group** will be established to guide, monitor, and provide feedback on the development of the revised plan.

- **Initial Phase (to March 2026):**
Bi-monthly meetings to contribute to the plan's design and structure.
- **Post-Publication (from April 2026):**
Semi-annual meetings to review progress and receive implementation updates from the Redruth Town Council team.

3. Transition to a Citizen-Led Climate Action Partnership

The existing community working group will evolve into a **Citizen Climate Action Partnership**, of which the Council will be a member, however the partnership will operate independently. This model will allow:

- Greater **autonomy** to apply for external funding
- **Flexible operations** not bound by council procedures
- A stronger **citizen voice**, able to collaborate with the Council on mutually agreed priorities

This partnership model supports long-term sustainability and community ownership of climate action in Redruth.

Examples of funding opportunities

[Water-Saving Community Fund | South West Water](#)

4. Departmental Co-Design Process

The revised plan will be co-designed across all Council departments under the coordination of the **Community Liaison Manager**. Each department will respond to a project brief and propose initiatives relevant to their operations. Departments are;

- **Finance**
- **Library**
- **Administration**
- **Facilities**
- **Communications and Events**
- **Strategic Projects Team**
- **HR**

This collaborative process will ensure the climate action plan is embedded across all areas of Council activity and aligned with department-specific capabilities and goals.

Conclusion

This revised approach sets out a clear, participatory, and structured path toward delivering a refreshed Climate Change Action Plan that reflects the values, needs, and ambitions of Redruth's community and its Town Council. By embedding climate action across departments and supporting autonomous community-led efforts, we aim to build resilience and sustainability for the years ahead.

5.0 Recommendation

- It is recommended that this working structure be approved.

Lucie Akerman, Community Liaison Manager

Payment Report

Redruth Town Council

For the period 21 October to 17 November 2025

Full Council Meeting: 24 November 2025

Date	Description	Reference	Payment	
Credit card				
02 Oct 2025	Payment: Amazon	CC101	73.35	Tools for Facilities Team
02 Oct 2025	Payment: Amazon	CC102	161.34	Tools for Facilities Team
02 Oct 2025	Payment: Indeed	CC103	136.23	Recruitment costs
03 Oct 2025	Payment: Sage	CC104	165.60	Payroll software
12 Oct 2025	Payment: Facebook	CC105	27.00	Advertising for events
18 Oct 2025	Payment: Royal British Legion	CC106	115.00	Purchase of wreaths
23 Oct 2025	Buttermarket	CC107	12.10	Coffee for meeting with contractors
24 Oct 2025	Sage	CC108	0.03	Payroll software
24 Oct 2025	Moganojax	CC109	125.46	Pizza for volunteer event in Library
25 Oct 2025	Mailchimp	CC110	35.86	Subscription
29 Oct 2025	Spotify	CC111	11.99	Payment for music for festival - now stopped
29 Oct 2025	Mr Paper	CC112	34.73	Till rolls for Library
29 Oct 2025	Castors Online	CC113	32.82	Castors for Library shelves
30 Oct 2025	StaySharp	CC114	120.00	Training subscription - HR
01 Nov 2025	Facebook	CC116	8.87	Advertising for events
01 Nov 2025	Amazon	CC115	0.79	Whiteboard eraser
01 Nov 2025	Amazon	CC117	39.84	Year planners
03 Nov 2025	Lloyds Bank credit card	CC118	3.00	Credit card monthly charge
Total Credit card			1,104.01	

Current Account

21 Oct 2025	Total Energies 3007903790	DD262	31.51	Electricity Market Hall
21 Oct 2025	British Gas 604218560	DD263	20.18	Electricity 4 MW
22 Oct 2025	British Gas 603225849	DD264	29.11	Electricity Facilities Yard
22 Oct 2025	British Gas 604218508	DD265	2,179.30	Electricity - Civic Centre
23 Oct 2025	Total Energies 3006437720	DD266	7.22	Electricity - Mural - final
23 Oct 2025	Total Energies	DD267	16.20	Electricity
23 Oct 2025	Total Energies 3006437731	DD268	6.69	Electricity 12 MW
23 Oct 2025	Total Energies 3006455870	DD269	11.86	Electricity 3MW
23 Oct 2025	Total Energies 3006519197	DD270	254.35	Electricity - Chambers

Payment Report

Redruth Town Council

For the period 21 October to 17 November 2025

Full Council Meeting: 24 November 2025

Date	Description	Reference	Payment
24 Oct 2025	Xero (UK) Ltd	DD271	44.40 Finance software
27 Oct 2025	Vodafone	DD272	1,093.11 Mobile phones - old contract inc termination (refunded)
29 Oct 2025	Information Commissioners Office	DD273	73.00 Data Protection annual fee
29 Oct 2025	Health Assured	DD274	109.99 Employee Assistance Programme
30 Oct 2025	Acronyms	DD275	1,932.00 Installation of leaseline for CCTV
30 Oct 2025	Acronyms	DD276	2,066.32 IT support, software, security and backup
31 Oct 2025	British Gas 604218559	DD277	20.68 Electricity 5 MW
31 Oct 2025	British Gas 604218561	DD278	23.55 Electricity Mural
31 Oct 2025	British Gas 604218582	DD279	18.74 Electricity St Rumons
31 Oct 2025	British Gas 604218586	DD280	735.60 Electricity Chambers
31 Oct 2025	Unity Trust Bank	DD281	32.55 Bank charges
03 Nov 2025	PWLB	DD282	8,012.13 Loan repayment - Civic Centre
03 Nov 2025	Biffa	DD283	156.20 Waste Disposal - Civic Centre and Fac yard
03 Nov 2025	Biffa	DD284	356.02 Waste Disposal - Market Hall
03 Nov 2025	South West Water	DD285	11.26 Water - St Rumons
03 Nov 2025	Xerox Finance Ltd	DD286	324.72 Photocopier lease
03 Nov 2025	British Gas 604218584	DD287	12.93 Electricity
03 Nov 2025	Cornwall Council 800297361	DD288	1,035.00 Business rates - Chambers
03 Nov 2025	Cornwall Council 802658743	DD289	157.00 Business rates - Market Place
03 Nov 2025	Cornwall Council 802772285	DD290	3,441.00 Business rates Civic Centre
03 Nov 2025	Cornwall Council 23285870507160	DD291	247.00 Business rates - Facilities yard
03 Nov 2025	Cornwall Council 803069656	DD292	237.00 Business rates - 5&6 MW
04 Nov 2025	Hewlett Packard	DD293	276.63 Tablets lease
06 Nov 2025	British Gas 604218583	DD294	50.03 Electricity - 3MW
07 Nov 2025	British Gas 604218587	DD295	264.70 Gas bill - Chambers
10 Nov 2025	Acronyms	DD296	78.77 VOIP phone charges
10 Nov 2025	UK Fuels Limited	DD297	104.20 Vehicle fuel
11 Nov 2025	Total Energies 3005968570	DD298	18.47 Electricity
12 Nov 2025	Adobe	DD299	55.41 Adobe subscription
28 Oct 2025	Breakthrough Communications	FP602	2,100.00 Civility & Respect Training
28 Oct 2025	Lamps & Tubes Illuminations Ltd	FP603	11,919.36 Christmas Lights - cost of lights (funded)

Payment Report

Redruth Town Council

For the period 21 October to 17 November 2025

Full Council Meeting: 24 November 2025

Date	Description	Reference	Payment
28 Oct 2025	Proximity Futures Ltd	FP604	29,602.80 Town Centre WiFi (funded)
28 Oct 2025	HMRC PAYE and NI	FP605	19,102.79 PAYE and NI for September
30 Oct 2025	Net salaries paid - details excluded	FP606 - FP637	49,273.11 October net salaries
31 Oct 2025	CPE Ltd	FP638	3,000.00 Asset Manager services
31 Oct 2025	CPE Ltd	FP639	15,000.00 Feasibility Study - Chambers (funded)
31 Oct 2025	Cornwall Electrical Contractors Ltd	FP640	10,782.64 Lighting in Market Hall (funded)
12 Nov 2025	Home Library Service expenses	FP641	25.65 Travel claim
13 Nov 2025	OFR Ltd	FP642	408.00 Office furniture for Chambers
13 Nov 2025	Truro Tractors	FP643	137.61 Machinery repairs
13 Nov 2025	Relyon Guarding and Security Services Ltd	FP644	939.60 Market Way security
13 Nov 2025	Office Smart	FP645	691.85 Stationery inc whiteboards for Chambers
13 Nov 2025	Jasmine Fassenfelt	FP646	360.00 Lantern workshop for Redruth in Lights
13 Nov 2025	GreenGen UK Ltd	FP647	3,764.48 Thermal unit installation at Comm Centre (funded)
13 Nov 2025	The Green Waste Company	FP648	26.00 Waste disposal
13 Nov 2025	Cornwall Council 800297361	FP649	1,135.00 Road closure fee for Christmas Lights installation
13 Nov 2025	Cornwall Council	FP650	15,274.09 Cost of May 2025 elections
13 Nov 2025	Control Print Limited	FP651	259.20 Printing for festival
13 Nov 2025	Concorde Group	FP652	975.94 Temporary staff
13 Nov 2025	Blue Cornwall Ltd	FP653	382.00 Cost of staff training day
13 Nov 2025	Annie Kitto	FP654	2,100.00 Cleaning - public toilets
13 Nov 2025	C Applegarth Cleaning Services	FP655	20.00 Window cleaning - Civic Centre
13 Nov 2025	Net salaries paid - details excluded	FP656	620.06 October net salaries
13 Nov 2025	HMRC PAYE and NI	FP657	16,806.75 PAYE and NI for October
13 Nov 2025	Cornwall Pension Fund	FP658	18,268.10 Pension contribution for October
13 Nov 2025	White Cross Training	FP659	576.00 First Aid cover - Redruth in Lights
13 Nov 2025	Warrior Warehouses	FP660	53.98 Refuse sacks
13 Nov 2025	Texture Tapestries	FP661	500.00 Workshop at Youth Festival
13 Nov 2025	Stephens Scown	FP662	18,700.50 Various legal fees inc CCTV, Clock Tower and Data Protection
13 Nov 2025	South West Hygiene	FP663	81.66 Sanitary bins servicing
13 Nov 2025	Source 4 Business 5044354501	FP664	200.18 Water rates
13 Nov 2025	Source 4 Business 2147244101	FP665	700.73 Water rates

Payment Report

Redruth Town Council

For the period 21 October to 17 November 2025

Full Council Meeting: 24 November 2025

Date	Description	Reference	Payment
13 Nov 2025	Scientific Services Ltd	FP666	330.00 Legionella testing (6 sites)
13 Nov 2025	S J Andrew and Sons Ltd	FP667	75.49 Various items for Facilities Team
13 Nov 2025	Safety First (Cornwall)	FP668	5,550.00 Fire Risk Assessments
13 Nov 2025	Rebecca Durrant	FP669	360.00 Occupational Health
13 Nov 2025	Office Smart	FP670	299.42 Stationery
13 Nov 2025	NALC	FP671	84.00 Training
13 Nov 2025	MacSalvor	FP672	418.70 Various items for Facilities Team
13 Nov 2025	Krowji	FP673	183.75 Rent for Facilities Yard
13 Nov 2025	ITEC Connect	FP674	226.03 Photocopier consumables (2 months)
13 Nov 2025	Hannah Beech Design and Illustration	FP675	1,125.00 Graphic Design work
13 Nov 2025	Cows and Sows	FP676	2,691.20 Final bill for floral baskets watering
13 Nov 2025	Corserv Solutions Ltd t/a Cormac Solutions	FP677	1,847.39 Lease of vehicles
13 Nov 2025	Cornwall Electrical Contractors Ltd	FP678	236.08 Replacement of socket in Market Strand
13 Nov 2025	Cornwall Council	FP679	266.20 Training and DBS fees
13 Nov 2025	CALC Ltd	FP680	336.00 Training (planning)
13 Nov 2025	Control Print Limited	FP681	42.00 Printing maps
13 Nov 2025	Concorde Group	FP682	3,143.09 Temporary staff to cover sickness
13 Nov 2025	Chacewater Garden Centre Ltd	FP683	358.94 Trees for East End Park
13 Nov 2025	Bunzl Cleaning & Hygiene Supplies	FP684	70.32 Cleaning supplies
13 Nov 2025	C Applegarth Cleaning Services	FP685	60.00 Window cleaning - Chambers
13 Nov 2025	Anna Keirle	FP686	200.00 Compere services at Pasty Festival
Total Current Account			265,236.52