



The Chambers, Penryn Street, Redruth, Cornwall TR15 2SP

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Town Mayor: Cllr T H Biscoe

Town Clerk: P B Bennett

See Distribution

Our Reference:
RTC/400/1/Mtg
Date:
16th May 2018

Dear Councillor

Annual General Meeting of the Council – 21st May 2018

You are summoned to attend the Annual General Meeting of the Redruth Town Council, which will be held in the Council Chambers, 1st Floor, The Chambers, Penryn Street, on Monday 21st May 2018 commencing at 7:00 p.m.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'P Bennett', written over a horizontal line.

Peter Bennett
Town Clerk

Distribution:

Action:

All Councillors

Information:

President, Chamber of Commerce
Inspector Eccles, Devon & Cornwall Police
Press & Public

Annual General Meeting of the Redruth Town Council

21st May 2018

AGENDA

PART I - PUBLIC SESSION

1. To receive nominations and to elect the Town Mayor of Redruth for the Council Year 2018-2019.
2. To receive the Town Mayor's Declaration of Acceptance of Office.
3. To receive a short address from the outgoing Town Mayor.
4. To receive apologies for absence.
5. Members to declare personal and prejudicial interests (including details thereof) in respect of any item(s) on this Agenda.
6. To receive nominations and to elect the Deputy Town Mayor of Redruth for the Council Year 2018-2019.
7. To receive an address from the incoming Town Mayor, including appointment of Town Mayor's Consort.
8. To elect Members for the following committees and from those members elected to elect a Chairman, and Vice-Chairman, respectively [See report attached]:
 - a. Amenities Committee
 - b. General Purposes Committee
 - c. Planning Committee
 - d. Audit & Accounting Governance Committee
9. To appoint members to represent the Council on all outside organisations. [See report attached]
10. To receive reports from Members representing the Council on outside organisations.

[There may be no need to receive reports in respect of bodies where representatives report at the regular meetings of the Council. Members submitting reports are requested to let the Clerk have a copy for filing with the Minutes]
11. To review the Members' Register of Interests for all Members present.
12. To appoint six Members to act as signatories on Council cheques and other financial documents. *[Members currently authorised: Cllrs Biscoe, Mrs Biscoe, Chappell, Mrs Davidson, Dr Spargo and Tremayne]*
13. Review of the terms of references for committees; and of delegation arrangements to employees. [See report attached]

REDRUTH TOWN COUNCIL

REPORT FOR: Annual General Meeting of the Council on 21st May 2018

1.0 **SUBJECT OF REPORT: To elect Members for the following committees and from those members elected, to elect a Chairman, and Vice-Chairman**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

3.1 At an Annual General Meeting of the Council it is necessary to elect Members for the Council's Standing Committees for the forthcoming municipal year, and from those members elected, to elect a Chairman, and Vice-Chairman.

4.0 **REPORT**

4.1 The current list of standing committees are as follows:

<u>Amenities</u>	<u>General Purposes</u>	<u>Planning</u>	<u>Audit & Accounting Governance</u>
Cllr Ms Reeve (Chairman)	Cllr Mrs Davidson (Chairman)	Cllr Tremayne (Chairman)	Cllr Chappell (Chairman)
Cllr Mrs Biscoe (Vice-Chair)	Cllr Broad (Vice-Chair)	Cllr Ms Eyre (Vice-Chair)	Cllr Dr Spargo (Vice-Chair)
Cllr Biscoe	Cllr Barnes	Cllr Biscoe	Cllr Biscoe
Cllr Mrs Ellenbroek	Cllr Biscoe	Cllr Mrs Biscoe	Cllr Mrs Biscoe
Cllr Ms Eyre	Cllr Mrs Biscoe	Cllr Chappell	Cllr Mrs Davidson
Cllr Ms Page	Cllr Mrs Ellenbroek	Cllr Mrs Ellenbroek	Cllr Garrick
Cllr Dr Spargo	Cllr Ms Eyre	Cllr Ms Reeve	Cllr Ms Reeve
Cllr I Thomas	Cllr Garrick	Cllr Dr Spargo	Cllr Tremayne
Cllr Tremayne	Cllr Ms Reeve		
Cllr Garrick	Cllr I Thomas		
	Cllr Tremayne		
	Cllr Dr Spargo		

Note: Town Mayor and Deputy Town Mayor have ex-officio appointments on all committees, which include voting rights.

5.0 RECOMMENDATION

5.1 It is recommended that Members consider their nomination for membership of the committee's they wish to be involved with, and for Council to approve the make-up of each committee.

P B Bennett
Town Clerk

REDRUTH TOWN COUNCIL

REPORT FOR: Annual General Meeting of the Council on 21st May 2018

1.0 SUBJECT OF REPORT: To appoint members to represent the Council on outside organisations

2.0 SUMMARY OF IMPLICATIONS

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

3.0 REPORT

- 3.1 At the Annual General Meeting of the Council it is necessary, where applicable to appoint Members to represent the Town Council on outside bodies. At present the appointments are as follows with the current representatives identified:

CALC	Cllr Mrs Ellenbroek; Town Clerk (Deputy: Cllr Garrick)
LLCC	Cllr Mrs Ellenbroek; Town Clerk (Deputy: Cllr Garrick)
Redruth Chamber of Commerce	Cllr Biscoe; Cllr Mrs Davidson
Redruth Community Centre Association	Cllr Barnes; Cllr Mrs Davidson
Redruth & District Twinning Association (France)	Cllr Chappell; Cllr Dr Spargo
W Cornwall CCTV Working Group	Cllr Mrs Biscoe (Deputy: Cllr H Biscoe)
Mitchell Charity	Cllr Barnes
Mineral Point Twinning Association	Cllr Biscoe
Redruth North Partnership	Cllr Barnes; Cllr Chappell; Cllr Garrick
Redruth 2000 (Murdoch House)	Cllr Ms Eyre
Community Network Area	Cllr Garrick (Deputy: Cllr Ms Page)
Kresen Kernow (Archive)	Cllr Mrs Davidson; Cllr Thomas; Cllr Ms Reeve; Cllr Dr Spargo; Town Clerk
Police Liaison Group	Cllr Chappell (Deputy: Cllr Mrs Biscoe)
Friends of Victoria Park	Cllr Ms Page
Redruth-Real del Monte Twinning Association	Cllr Biscoe
Mineral Tramways Partnership	Cllr Ms Page

Friends of Gweal-an-Top	Cllr Tremayne; Cllr Ms Reeve
Tregellas Tapestries	Cllr Ms Reeve
North Kerrier Reference Group	Cllr Garrick (Deputies: Cllrs Ms Eyre and Ms Page)
Royal British Legion	Cllr Thomas (Deputies: Cllrs Garrick and Broad)
Safer Redruth Partnership	Cllr Chappell (Deputy: Cllr Dr Spargo)

3.2 Members are requested to consider the appointments as above and advise whether they wish to continue or otherwise. If there are more candidates than positions we should look at appointing substitutes.

4.0 **RECOMMENDATION**

4.1 It is necessary to appoint Members to represent the Council on these outside organisations if at all possible.

P B Bennett
Town Clerk

REPORT FOR: Annual General Meeting of the Council on 21st May 2018

1.0 SUBJECT OF REPORT: Review of the terms of references for committees; and of delegation arrangements to committees, and employees

2.0 SUMMARY OF IMPLICATIONS

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

3.0 TERMS OF REFERENCE

3.1 At an Annual General Meeting of the Council it is necessary to review of the terms of references for the Council's Standing Committees, and of the delegation arrangements to those committees, and the Council employees (attached for information).

4.0 REPORT

4.1 The terms of references for committees, and the delegation arrangements to committees, and employees were last reviewed and approved by the Council at our AGM on 15th May 2017. I have again examined all other documents, made amendments where we have assumed responsibility for services/assets since the last review, and believe that they adequately meet the Council's current requirements.

5.0 RECOMMENDATION

5.1 It is requested that Members accept the recommendation that the terms of references for committees, and the delegation arrangements to committees and employees, as reviewed, adequately meet the Council's current requirements.

P B Bennett
Town Clerk

REDRUTH TOWN COUNCIL
TERMS OF REFERENCE & DELEGATION OF POWERS
AMENITIES COMMITTEE

The Amenities Committee shall carry out the functions of the Council under delegated powers in connection with the following matters:

1. The Client role in respect of all matters relating to the following properties and services:

Council Building	All Public Footpaths*
Coach Lane Allotments	All Parks & Play areas*
St Rumon's Gardens	Town Clock
Bus Shelters	Public Realms and Street Furniture
Council Vehicles	Floral Displays
Active Partnering Scheme*	Strawberry Fields
Public Conveniences	Raymond Road Allotments
Gweal-an-Top site	Redruth Community Centre
Plain-an-Gwarry Play Area	East End Playing Field
Cornwall Centre (Building)	Redruth Library (Building)

Note: * In consultation with Cornwall Council

2. The control, maintenance and security of the above areas where appropriate, and where necessary in consultation with joint bodies and other authorities.
3. An overview of the Associations managing and running the Allotment sites on behalf of the Town Council.
4. In relation to the Council Buildings, the maintenance, security and letting and/or sub-letting of areas.
5. In relation to the above properties and premises, where there is joint or other authority involvement, the discussion and formulation of joint programmes and projects to improve and/or upgrade the facilities.
6. To be generally responsible for matters relating to Health, Safety, and Welfare of all employees of the Council, in accordance with the requirements of the Health & Safety at Work Act 1974 and associated legislation as amended from time to time, including statutory responsibilities under the above legislation in respect of persons not directly employed by the Council.
7. To act as the Council's consultative committee on Waste Management and Local Agenda 21 matters, and to recommend implementation of any such programmes or projects it believes to be beneficial to the electorate, to the Full Council.
8. That in connection with any function delegated to this Committee, the Committee have the power to authorise any proceedings in the Courts relating to such function or any ancillary matter arising from or connected with such function, and that the Town Clerk has authority to initiate proceedings on the Council's behalf.
9. The Committee has the delegated financial powers of expenditure as follows of the following budget/reserve headings:

Footpaths	Buildings Maintenance	Town Clock
Play area/fields	Buildings Capital Projects	Building Running Costs
Allotments	Building Development	St Rumon's Gardens
Vehicles	Floral Displays	Public Realms Maintenance
Grounds Equipment	Purchases & Works	Noticeboards & Signs

Compound Rent
Bus Shelters
Cornwall Centre

Sk8 Park
Public Conveniences
Redruth Library

Council utility and running costs
Weed Control

10. To fix annually in September, the Committees planned expenditure and estimates required for the following Financial Year(s) and to submit to the Audit & Accounting Governance Committee for consideration.

REDRUTH TOWN COUNCIL
TERMS OF REFERENCE & DELEGATION OF POWERS
AUDIT & ACCOUNTING GOVERNANCE COMMITTEE

The Audit & Accounting Governance Committee shall carry out the functions of the Council under delegated powers in connection with the following matters:

1. To monitor the Council's spending, balances and budgets throughout the financial year by regular checks and trusted information; and approve the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. Ensure that an adequate system of internal control is maintained; including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness through a comprehensive review of procedures and regular checks of our activities throughout the year.
3. To ensure that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.
4. To carry out an assessment of the risks facing the Council and ensuring that appropriate steps to manage those risks are taken, including the introduction of internal controls and/or external insurance cover where required.
5. To appoint the Council's independent auditor; and to take appropriate action on all matters raised in reports from internal and external audit.
6. To set the Financial Regulations of the Council and to submit to Council for approval.
7. To review the Council's policies relating to Finance and ensure that they meet the Council's current requirements.
8. To carry out an annual review of employees' salaries.
9. Any other governance matter that may be introduced through legislation or good practice.

REDRUTH TOWN COUNCIL

TERMS OF REFERENCE & DELEGATION OF POWERS

GENERAL PURPOSES COMMITTEE

The General Purposes Committee shall carry out the functions of the Council under delegated powers in connection with the following matters:

1. The Client role in respect of all matters relating to the following services:

All Staffing Matters	Council Law and Procedures
All Administration Matters	Regeneration
Town Festivals	Monitoring of Consultation Papers
CCTV	Communications
Members Allowances	Training/Conferences/Seminars
Tourism	Promotion of Council
Elections	Promotion of town
Christmas Lights & Events	Council Policies
Local Council Award Scheme	Appeals, Donations & Xmas Goodwill
2. The control, organisation and management of the above areas where appropriate, and where necessary in consultation with joint bodies and other authorities.
3. In relation to the above services, where there is joint or other authority involvement, the discussion and formulation of joint programmes and projects to improve and/or upgrade the facilities.
4. To control and supervise the financial resources, assets and liabilities of the Council, and any financial arrangements with any other authority or body;
5. To make any necessary decisions relating to Members' Allowances.
6. To deal with all applications to and by the Council for loans, grants, subscriptions and donations, except as may be delegated specifically to another committee.
7. To submit proposals and amendments in respect of the proceedings of the Council and its Committees and in regard to other matters, and in respect also of financial regulations.
8. To be responsible for the provisions and administration of the Council's administrative offices, except the initial provision of major or substantial premises for such purposes but to make recommendations to the Council in regard thereto.
9. To provide the necessary furniture, furnishings, equipment, and materials for the proper functioning of the Council's staff, and otherwise ensure the effective management of the Council's administrative resources.
10. To review, after any consultations, the performance and work of the Council in general order to:
 - a. Advise the Council on any re-organisation of the authority, including its Committees and Employees.
 - b. Recommend any programmes or projects or their revision.
 - c. Co-ordinate the activities of the Council
 - d. Advise on future policies of the Council and its Committees.
11. To deal with conditions of service, and appointments of all employees of the Council and to settle the establishment of the staff. To deal with all matters relating to the recruitment, training, appeals, pensions, superannuation, and welfare of all employees of the Council.
12. To maintain a continuous general oversight of the organisation and administrative efficiency of the Council's employees.

13. To act as the Council's consultative committee on Regeneration programmes and/or projects; and Health Matters; and to recommend implementation of any such programmes or projects it believes to be beneficial to the electorate, to the Full Council.
14. That in connection with any function delegated to this Committee, the Committee have the power to authorise any proceedings in the Courts relating to such function or any ancillary matter arising from or connected with such function, and that the Town Clerk has authority to initiate proceedings on the Council's behalf.
15. The Committee has the delegated financial powers of expenditure of the following budget/reserve headings:

Staff Costs	General Administration	Town Festivals
Regeneration	Elections	Donations/Xmas Goodwill
Xmas Lights	Office Equipment	Civic Receptions
Training	Communications	Fun Day
Tourism	Town/Council promotions	
16. To fix annually in October, the Committees planned expenditure and estimates required for the following Financial Year and to submit to the Audit & Accounting Governance Committee for consideration.

REDRUTH TOWN COUNCIL

TERMS OF REFERENCE & DELEGATION OF POWERS

PLANNING COMMITTEE

The Planning Committee shall carry out the functions of the Council under delegated powers in connection with the following matters:

1. Consideration of, and recommendations, with or without comment, on all Planning Applications, Certificate of Lawfulness, Conservation Area Consent, Building and Tree Preservation Notices and Orders, which may be passed to the Council by the Local Planning Authority or any other authority as deemed appropriate.
2. Attending Site Inspection Panel Meetings as may from time to time be called by the Local Planning Authority, in respect of an application made within, or adjoining, the parish boundary.
3. Attending or making comment, either written or verbal, on behalf of the Council at any Planning Appeal or Public Inquiry.
4. Consideration of and comments on consultation documents relating to the Local Development Plan, Area Action Plan, and any such other plans that may at time to time be issued or amended.
5. To consider the acquisition of any land that may become available for purchase that may ultimately benefit the community.
6. To consider all Highways matters, including improvements, road closures, and any complaints made to the Council in respect of local problems.
7. To act as the Council's consultative committee on Transport and Housing; and to recommend implementation of any such programmes or projects it believes to be beneficial to the electorate, to the Full Council.
8. The Committee may authorise the purchase of any such document, which may, in their opinion, increase the efficiency of staff knowledge, thereby speeding up the consultation process.
9. To have the overview/steering of the Neighbourhood Development Plan for the parish of Redruth.
10. The Committee has the delegated financial powers of expenditure of the following budget/reserve headings:
Planning; and Training
Neighbourhood Development Plan

REDRUTH TOWN COUNCIL

DETAILS OF DELEGATION GIVEN TO OFFICERS

There shall be delegated to the Town Clerk/Proper Officer/Responsible Finance Officer the following powers as set out:

1. To appear on behalf of the Council at any industrial tribunal or appeal concerning employees or former employees of the Authority, with exception of himself, such officers also having delegated power to arrange representation for the Council.
2. The powers to approve compassionate leave for any employee of the Town Council.
3. The powers to incur budgeted expenditure to provide the necessary furniture, furnishings, equipment, machines and materials for the proper functioning of the Council and otherwise to ensure the effective management of staff and the Council's administrative resources, up to a limit of £5000 in any one transaction.
4. The powers to incur budgeted expenditure in ensuring that the Council's property, possessions, employees, the public and other statutory requirements, are covered by the required insurance cover.
5. Payments of accounts, salaries, wages and all other payments due from the Council.
6. In consultation with the Chairman of the Town Council Amenities Committee, and in accordance with Council Policy the making of arrangements for the external and internal repair and maintenance of relevant Council owned property, within budgeted requirements.
7. In conjunction with the Chairman of the Town Council Amenities Committee, to design, implement and supervise all relevant maintenance works and capital projects, within budgeted requirements.
8. The powers to authorise emergency action or works where circumstances arise on Council premises which pose a threat to the health or safety of employees, Members, or persons not directly employed by the Council, and will be the officer with prime responsibility for fulfilling the Council's policies contained within the adopted Statement of Policy made pursuant to Section 2(3) of the Health and Safety at Work Act 1974.
9. In consultation with the Chairman of the Town Council General Purposes Committee the power to terminate the employment of employees, with the exception of himself, on grounds of prolonged and serious ill health following receipt of appropriate medical certificate in accordance with Council Policy, and statutory legislation.
10. In consultation with the Chairman of the Town Council General Purposes Committee the power to terminate the employment of employees, with the exception of himself, on grounds of capability following a period of prolonged sick absence from work where there are no grounds to consider medical retirement in accordance with Council Policy and statutory legislation.
11. After the appointment of employees by the Council/General Purposes Committee, the power to enter into and sign on behalf of the Council all Statements of Employment Particulars and offers of employment in accordance with Council Policy, with the exception of his own particulars.
12. The power to sign on behalf of the Council such documentation as may be required in pursuant of powers delegated to the Town Clerk/Proper Officer/Responsible Finance Officer.