

**All Councillors are hereby summoned to attend the
ANNUAL MEETING of PORTREATH PARISH COUNCIL
which will be at St Mary's Church Hall on Monday 12th May 2025, from 6:30pm
A G E N D A**

- 1. To receive nominations for and appoint Chairman for the year 2025/26**
- 2. Signature of Declaration of Office Register by newly appointed Chairman**
- 3. To receive nominations for and appoint Vice Chairman for the year 2025/26**
- 4. Chairman's Welcome**
- 5. To receive apologies**
- 6. To Receive Declarations of Interest**
- 7. Chairman's Report**
- 8. To confirm the minutes of meeting held on Monday 7th April 2025**
- 9. Public Participation Session**, when members of the public may raise matters with Councillors
- 10. To receive the report of Cornwall Councillor Cliff Crawford**, authorise any actions and consider any associated expenditure
- 11. To receive the report of Retiring Cornwall Councillor Dave Crabtree**, authorise any actions and consider any associated expenditure
- 12. To confirm the Staffing Committee membership**
- 13. To Consider delegation arrangements to Staffing Committee**
- 14. To review the terms of reference (TOR) for the Staffing Committee**
- 15. Review of standing orders**
- 16. Review of financial regulations**
- 17. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
- 18. Review of representation on or work with external bodies and arrangements for reporting back;**
- 19. Review of inventory of land and other assets including buildings and office equipment;**
- 20. Confirmation of arrangements for insurance cover in respect of all insurable risks;**
- 21. Review of the Councils Risk Management policy and Register**
- 22. Review of the Council's and/or staff subscriptions to other bodies;**
- 23. Review of the Council's complaints procedure;**
- 24. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);**

- i) Review Freedom of information Act Policy for handling Requests for information
- ii) Adopt the Data Protection Policy
- iii) Adopt the Document Retention Policy

25. Review of the Council's policy for dealing with the press/media;

- i) Adopt Press & Media Policy

26. Review of the Council's employment policies and procedures;

27. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

28. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

29. Review the document; Portreath Parish Council - Business Cessation Plan

30. To note the decisions made under the scheme of emergency delegation during the year 24/25

31. Planning

(a) To give consideration as consultees to:

- i) [PA25/01502 | Construction of extensions to the rear elevation, and installation of solar PV panels to the front-facing South West elevation | 21 Greenfield Terrace Portreath Redruth Cornwall TR16 4LY](#)
- ii) [PA25/02586 | Single storey side extension and rear link building, new window and roof to existing outrigger, minor alterations to external landscaping | 8 Bassett Terrace Penberthy Road Portreath Redruth Cornwall TR16 4LT](#)

(b) To give consideration to planning applications:

- i) [PA25/02663 | Proposed change of use of land as extension to caravan site including installation of static caravans without compliance with condition 2 of decision PA21/10308 dated 21.04.2022 without compliance with condition 9 of decision notice PA24/04349 dated 02.09.2024. | Land Adjacent To River Barns Old Portreath Road Bridge Redruth Cornwall TR16 4QG](#)

(c) To give consideration as consultees to any planning applications received since the preparation of this agenda

(d) To give consideration to any planning applications referred to the council under the 5-day notice protocol

(e) To note any planning appeals

- i) [PA24/05868 | Sub-division and extension of existing dwelling to provide an additional dwelling | 15 Glenfeadon Terrace Portreath Redruth Cornwall TR16 4JX](#)

(f) To receive the report of planning decisions and correspondence and authorise any actions

32. To note the report from the internal auditor, authorise any action and consider associated expenditure

33. To Complete and approve the Annual Governance Statement for the year 2024/25

34.To Approve the Accounting Statements for the year 2024/25

35.To confirm there is no conflicts of interest with BDO LLP and Portreath Parish Council

36.To RESOLVE that as the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. The declaration has effect until the Council's Annual Meeting 2026.

37.To reaffirm Portreath Parish Council's commitment to the Civility & Respect Pledge made at the meeting held on the 5th September 2022, authorise any action and consider associated expenditure

38.To Resolve to approve the use of the Statement of Assurance in conjunction with the Civility & Respect Pledge made by the council, authorise any action and consider associated expenditure

39.To receive the following reports, authorise any action and consider associated expenditure

(a) Finance

i) To receive report on the balance of the bank account

ii) To approve the bank reconciliation for the month of April 2025

iii) To receive the Payment Schedule for the period 1st April– 30th April 2025 and authorise payment of invoices received, and payments scheduled for 1st May – 31st May 2025

iv) To note any income received

v) To note and approve the regular direct debit payments from the current account

vi) To approve the use of BACS and CHAPS payments

vii) Review of fees and charges

(b) Clerks Report

(c) Police Liaison Report, authorise any action and consider associated expenditure

(d) Update from the Youth and Community Engagement Working Group

(e) Update on the anti-dog fouling campaign

(f) Update on the Community Catch Up Group

(g) Update from the Portreath Climate Action Network, authorise any action and consider associated

(h) Update from the WAAF Site Working Group, authorise any action and consider associated

40.To note the casual vacancies arising from uncontested election, authorise any action and consider associated expenditure

41.To agree a program for the co-opting of councillors to fill the casual vacancies, authorise any action and consider associated expenditure

42.To review the co option policy, authorise any action and consider associated expenditure

43.To Review the Safeguarding Policy, authorise any action and consider associated expenditure

- 44. Update on projects for the year 25/26, authorise any action and consider associated expenditure**
- 45. To receive various items of correspondence, authorise any action and consider associated expenditure**
- a) Correspondence circulated by email**
 - b) General correspondence**
 - Request for further information regarding the Environment Agency flood alleviation project for the parish of Portreath
 - c) Correspondence received since the preparation of this agenda**
- 46. To give consideration to any applications received for grants/donations**
- 47. To agree the date of the next meeting, Monday 5th June 2023, 6:30pm**
- 48. Close of Meeting**

Chairman - Councillor Mr. S. Goodwin

L.B. Jose
CLERK TO THE COUNCIL
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PORTREATH
PARISH COUNCIL