



FALMOUTH TOWN COUNCIL

Agenda Annual Council & Mayor Making Ceremony

Date 19/05/2025

Time 19:00 -

Location Princess Pavilion

Chair

Explanation You are hereby summoned to attend the Annual Council Meeting and Mayor Making Ceremony of Falmouth Town Council to be held at the Princess Pavilion, Melvill Road, Falmouth on Monday 19th May 2025 at 7.00pm for the purpose of transacting the following business. Please be seated by 6.50pm.

The meeting will observe the requirements of the Council's commitment to the Civility and Respect Pledge. That is to treat councillors, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. Behaviour breaching that commitment will not be tolerated.

Town Clerk

1 ELECTION OF TOWN MAYOR

To elect the Town Mayor for the ensuing Municipal year.

The Town Mayor will read and sign the Declaration of Acceptance of Office.

NB Procedure note attached. (1)

2 APOLOGIES FOR ABSENCE

To receive and approve submitted apologies for absence.

3 INTERESTS AND DISPENSATIONS

To receive declarations of interest and notifications of dispensations granted in respect of items on the agenda.

4 ELECTION OF DEPUTY MAYOR

To elect a Deputy Mayor for the ensuing Municipal year.

5 APPOINTMENT OF STANDING COMMITTEE

To appoint standing Committees for the ensuing Municipal year:

Cultural Services and Leisure Committee (Eight Councillors)

Finance and General Purposes Committee (Eight Councillors)

Grounds, Facilities and Environmental Action Committee (Eight Councillors)
Planning and Licensing Committee (Eight Councillors)
Staffing Committee (Six Councillors)

The Council recommended committee memberships are at Appendix I. (2)

6 STANDING COMMITTEE CHAIRS AND VICE-CHAIRS

To appoint Standing Committee Chairs and Vice-Chairs for the ensuing Municipal year.

The Council recommended appointments are at Appendix II. (3)

7 REPRESENTATIVES ON OUTSIDE BODIES

To appoint representatives to outside bodies for the ensuing Municipal year.

The Council has recommended it is represented at Appendix III. (4-5)

8 COUNCILLOR CHAMPIONS

To appoint Councillor Champions for the ensuing Municipal year.

The Council's recommendations at Appendix IV. (6)

9 COUNCILLOR ATTENDANCE

To receive the Councillor attendance records for 2024/25 Municipal year at Appendix V. (7)

10 STANDING ORDERS AND FINANCIAL REGULATIONS

To confirm Standing Orders and Financial Regulations as circulated separately to Councillors.

11 CODE OF CONDUCT

That the Members Code of Conduct as part of Standing Orders is adopted.

The Council is also cognisant of its commitment to the Civility and Respect Pledge (pursuant to Minute C5681).

12 SCHEDULE OF MEETINGS

To approve the recommended schedule of meetings for the 2025/26 Municipal year attached at Appendix VI. (8)

13 HEALTH AND SAFETY

To approve the Council's Health and Safety Policy as previously circulated.

14 RISK MANAGEMENT

To approve the Council's Risk Management Policy and Risk Register circulated separately to Councillors.

15 ENVIRONMENTAL POLICY

To approve the attached Council's Environmental Policy pursuant to Minute GFEA56.

16 GENERAL POWER OF COMPETENCE

The Council should declare that it meets conditions, published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and hereby resolved to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council's Annual Meeting 2029.



FALMOUTH TOWN COUNCIL

MAYOR MAKING CEREMONY – 19th May 2025

Notes on procedure for election of Town Mayor

1. Upon the motion for the election of the Town Mayor being carried the Mayor will make the Declaration of Acceptance of Office (Members of the Council will stand whilst the declaration is made).
2. There will be a brief adjournment for the Mayor to robe.
3. The Mayor will present the outgoing Mayor with past service insignia and the outgoing Mayor may wish to address the Council.
4. The Mayor will then address the Council upon their election and may ask their consort to join them on the dias.
5. To receive a brief presentation from the Mayor's Charity.
6. The business will then proceed in accordance with the printed agenda item 2.



FALMOUTH TOWN COUNCIL

STANDING COMMITTEES 2025/26

**Cultural Services and Leisure
Committee (8):**

Councillors Robinson (Chair); Stephens (Vice Chair); Andrewartha; Carmichael; Howes, Konik, Saunby; and Stowell.

**Finance and General Purposes
Committee (8):**

Councillors Pearce (Chair); Robinson (Vice-chair); Carmichael; Clegg, Evans, Holbrook, Howes, and Jewell.

**Grounds, Facilities and Environmental
Committee (8):**

Councillors Konik (Chair); Walkden (Vice-chair); Andrewartha; Evans; Holbrook; Howes; Munden and Stowell.

Planning and Licensing Committee (8)*:

Councillors Jewell (Chair); Carmichael (Vice-Chair); Clegg, Evans, Holbrook, Munden, and Walkden (plus one councillor TBC)

Staffing Committee(6)*:

Councillors Rowe (Chair); Stowell (Vice-chair); Konik, Pearce, Robinson, and Stephens.

*These Committees have a training requirement to be eligible to sit.
All committee chairs and vice-chairs have a training requirement to be eligible for role.



FALMOUTH TOWN COUNCIL

**CHAIR AND VICE-CHAIR
2025/26 MUNICIPAL YEAR**

CULTURAL SERVICES AND LEISURE COMMITTEE	Chair – J C Robinson Vice-chair – H Stephens
FINANCE AND GENERAL PURPOSES COMMITTEE	Chair – T Pearce Vice-chair – J C Robinson
GROUNDS FACILITIES AND ENVIRONMENTAL ACTION COMMITTEE	Chair – D Konik Vice-chair – J Walkden
PLANNING AND LICENSING COMMITTEE	Chair – A J Jewell Vice-chair – S Carmichael
STAFFING COMMITTEE	Chair – A Rowe Vice-chair – J Stowell

NB there is a training requirement to be eligible to serve as Chair or Vice-Chair
of a Committee



FALMOUTH TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES 2025/26

Age Concern	Evans
Beach Management Group	Robinson
CCTV Stakeholders	Carmichael
Cornwall Association of Local Councils	Rowe
Cornwall Association of Larger Councils – Local Councils Committee (includes NALC Super Councils Network)	Rowe
Cornwall Flood Forum	Walkden
Falmouth Conservation Committee	Jewell + Carmichael
Falmouth Fairtrade	Walkden + Pearce
Falmouth Gardeners & Allotment Society	Clegg
Falmouth and Penryn Community Area Panel	Walkden (alternate Jewell)
Falmouth Car Club Steering Committee	
Fal and Helford Advisory Committee	Clegg
Falmouth in Bloom	Andrewartha + Konik
Falmouth Christmas Activities Committee	Andrewartha, Robinson, Rowe + Stephens
Falmouth Citizens Advice	Stowell
Falmouth Green Corridor Group	Evans + Konik
Falmouth Neighbourhood Plan Stakeholders Committee	Robinson + Rowe
Falmouth Place Shaping Group	

Falmouth Twinning Association	Mayor (Ex-Officio) and Pearce + Walkden
Maritime Line Working Party (Rail Branch Line)	Saunby
Mencap	Rowe
Police Liaison/OPCC Advocate	
Plastic Free Falmouth	Stowell
Safer Falmouth	Carmichael
Swanpool Nature Reserve	Clegg (alternate Andrewartha)
Friends of Tregonigge Woods	Konik (alternate Andrewartha + Robinson)
Taxi and Private Hire Forum	Clegg
Universities Liaison	

NB: The Town Clerk represents the Council in the following aspects:

Moor Stakeholders, Management Group

CALC – Large Councils Committee

NALC – Super Councils Network

Falmouth Business Improvement District Board (non-voting)

Falmouth NDP Stakeholders

Cornwall Council Place Shaping Group

Administrator – Kimberley Park Charity

The Town Manager represents the Council in the following aspects:

Events Committees/Groups

Falmouth Traders Group

Safer Falmouth

Police Liaison Group

The Responsible Financial Officer in the following aspects:

LGPS

Pendennis Leisure CIO

NB: The Civic Officers will be: Mark Peachy and Steve Eva as Macebearers (reserve Mark Averiss) and Robert Inman as Town Crier.



**FALMOUTH TOWN COUNCIL
COUNCILLOR CHAMPIONS 2025/26**

Health and Safety	Evans
Safeguarding	Evans
University and Schools Liaison	Stephens (plus Mayor for Comms Group)
Community Engagement (incl NDP)	Stowell
Town Centre/Night-time Economy	Carmichael
Tourism/Events	Stowell
Environment/Sustainability	Walkden
Community Emergency Plans	Walkden
Food Justice	Holbrook + Howes
Accessibility	Evans
CCTV Liaison	Carmichael
Access + Data Security	Howes
White Ribbon	Rowe

NB Also Steve Eva will represent the Mayor and Council as Armed Forces Champion (non-councillor).

FALMOUTH TOWN COUNCIL

MEMBER ATTENDANCES FOR MUNICIPAL YEAR 2024/25

Councillor	Attendance	%	Apologies	Reason
G W Chin-Quee BEM	0 from 2	0%	2	2 x ill
D E Clegg	22 from 34	65%	2	2 x holiday
L D Coley	22 from 22	100%	0	
K J Edwards	4 from 8	50%	4	Work, childcare, family, carers leave
S D Eva	24 from 26	93%	2	2 x holiday
D V Evans BEM	22 from 22	100%	0	
G F Evans MBE	15 from 34	45%	5	4 x ill, holiday
A J Jewell	28 from 29	97%	1	Holiday
J S Kirkham	2 from 5	40%	2	Parliamentary duties, work
D Konik	10 from 13	76%	3	3 x childcare
T Pearce	11 from 11	100%	0	
J C Robinson	33 from 36	92%	3	3 x holiday
B M A Ross	16 from 22	73%	1	ill
A Rowe	12 from 20	60%	8	Childcare, civic duties, Cornwall council duties, transport, 2 x work, ill, family.
D W Saunby	9 from 10	90%	1	work
E E Seiler	9 from 10	90%	0	
J M P Spargo	31 from 32	97%	1	family
Z Young	25 from 32	78%	1	personal



FALMOUTH TOWN COUNCIL

Falmouth Town Council

APPENDIX VI

Schedule of Meetings 2025 - 2026 Municipal Year

<u>2025</u>	<u>2026</u>
<u>May</u>	
19th	Annual Council (Princess Pavilions) (7pm)
21st	Planning & Licensing (AS)
28th	APM (AS) (7pm)
<u>June</u>	
2nd	Finance & General Purposes (Council Chamber) Council (Council Chamber) (7pm)
9th	Planning & Licensing (AS)
11th	Cultural Services & Leisure (AS) Grounds, Facilities & Environmental Action (AS) (7pm)
16th	Staffing
30th	Planning & Licensing (AS)
<u>July</u>	
14th	Finance & General Purposes (AS)
21st	Planning & Licensing (AS)
<u>August</u>	
18th	Planning & Licensing (AS)
<u>September</u>	
8th	Planning & Licensing (AS) Finance & General Purposes (AS) (7pm)
10th	Cultural Services & Leisure (AS) Grounds, Facilities & Environmental Action (AS) (7pm)
15th	Council (Council Chamber) (7pm)
29th	Planning & Licensing (AS)
<u>October</u>	
13th	Staffing (AS)
20th	Planning & Licensing (AS) Finance & General Purposes (AS) (7pm)
<u>November</u>	
10th	Planning & Licensing (AS)
12th	Cultural Services & Leisure (AS) Grounds, Facilities & Environmental Action (AS) (7pm)
17th	Staffing (AS)
<u>December</u>	
1st	Planning & Licensing (AS) Finance & General Purposes (AS) (7pm)
8th	Council (Council Chamber) (7pm)
15th	Planning & Licensing (AS)
<u>January</u>	
12th	Planning & Licensing (AS)
14th	Cultural Services & Leisure (AS) Grounds, Facilities & Environmental Action (AS) (7pm)
19th	Staffing (AS) Finance & General Purposes (AS) (7pm)
<u>February</u>	
2nd	Planning & Licensing (AS)
23rd	Planning & Licensing (AS)
<u>March</u>	
2nd	Finance & General Purposes (AS)
9th	Council (Council Chamber) (7pm)
16th	Planning & Licensing (AS)
18th	Cultural Services & Leisure (AS) Grounds, Facilities & Environmental Action (AS) (7pm)
23rd	Staffing (AS)
-	APM (AS) (7PM)
<u>April</u>	
13th	Planning & Licensing (AS) Finance & General Purposes (AS) (7pm)
<u>May</u>	
11th	Planning & Licensing (AS)
18th	Annual Council (Princess Pavilion) (7pm)

Note All Planning and primary meetings will commence at 6pm where no other meeting is scheduled, where another meeting is scheduled the meeting will commence at 7pm.

The Annual Meeting and Annual Parish Meeting (APM) will commence at 7pm.

Holidays Bank holidays in 2025 are on the 5th May, 26th May, 25th August, 25th & 26th December.

Bank holidays in 2026 are on the 1st January, 3rd April, 6th April, 4th May and 25th May.

Venues Where specified. The Council Chamber and Art Gallery are in the Municipal Building, The Moor, Falmouth, TR11 2RT and the Atherton Suite (AS) is in The Old Post Office, The Moor, Falmouth TR11 3QA.