

**FALMOUTH TOWN COUNCIL**

Minutes of the Annual Meeting of the Council held in the Princess Pavilion, Melvill Road, Falmouth on Monday 18<sup>th</sup> May 2026 at 7.00pm.

Present: Councillors A J Jewell (Town Mayor), T M Pearce (Deputy Mayor), G P Andrewartha, S R Carmichael, D E Clegg CC, D V Evans CC BEM, L E Howes, D A Konik, A D Munden, A L Rowe CC, D W Saunby CC, H M Stephens, and J A R Stowell.

In Attendance: A M Williams (Town Clerk)  
R J Gates (Town Manager)  
D C Shankland (Communications Officer)  
Rev G David (Mayor's Chaplain)

**C6186 ELECTION OF TOWN MAYOR**

The Town Mayor sought nominations. There being one nomination received.

It was proposed by Councillor Saunby, seconded by Councillor Evans and

**RESOLVED** unanimously that Councillor Alan James Jewell be appointed Town Mayor for the ensuing municipal year.

Councillor Jewell duly read and signed the Declaration of Acceptance of Office as Town Mayor. Councillor Jewell thanked the Council, its staff, and its civic officers, for their support and ensuring the attainment of recent achievements and continuous service delivery of the Council in what had been challenging times. He was proud to have served and thankful to be reappointed. He was pleased that the Council recognised its civic traditions and hoped that it would continue to do so. The Council would continue to deliver its quality of service, projects, and maintain a focus on civility and respect, and environmental matters. Mrs Vanessa Jewell would be the Mayoral Consort and Reverend Davis the Mayor's Chaplain, he thanked them both for their support.

The Mayoral Charity would be the Pendennis Leisure CIO, for which he had raised over £10,000 to date, and he invited trustee Matthew Thomson to apprise the Council regarding the charity operation of Pendennis Leisure and its aim of providing a public swimming pool for Falmouth.

He presented Mayor's Cadet, Air Cadet FS Jameson Barnes, with a commemorative plaque and advised that Air Cadet Connor Galvin-Andrews would serve as Mayoral Cadet for 2026/27. He presented Falmouth School with the Andy Hocking Award, and Fix and Flourish with the Spirit of Falmouth Award.

**C6187 APOLOGIES**

Apologies for absence were received and approved from Councillors Holbrook (work), Robinson (ill), and Walkden (ill).

**C6188 INTERESTS AND DISPENSATIONS**

None received.

**C6189 ELECTION OF DEPUTY MAYOR**

The Town Mayor invited nominations for Deputy Mayor. There being one nomination received.

It was proposed by Councillor Jewell, seconded by Councillor Carmichael and

**RESOLVED** unanimously that Councillor Thomas Maxwell Pearce be appointed Deputy Town Mayor for the ensuing municipal year.

Councillor Pearce thanked the Council for his nomination; he updated on his civic activities supporting the Mayor in 2025 and upon the plans of the Council for 2026.

**C6190 APPOINTMENT OF STANDING COMMITTEES**

The recommendations of the Council were considered.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the standing committees be appointed for the ensuing year as set out at Appendix I that forms part of these minutes.

**C6191 APPOINTMENT OF STANDING COMMITTEE CHAIRS AND VICE- CHAIRS**

The recommendations of the Council were considered.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Chairs and Vice-Chairs of the standing committees be appointed for the ensuing municipal year as set out in Appendix II that forms part of these minutes.

**C6192 REPRESENTATIVES ON OUTSIDE BODIES**

The recommendations of the Council were considered.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the representatives on outside bodies be appointed to serve the ensuing municipal year as set out at Appendix III that forms part of these minutes.

**C6193 COUNCILLOR CHAMPIONS**

The recommendations of the Council were considered.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Champions be appointed to serve the ensuing municipal year as set out at Appendix IV that forms part of these minutes.

**C6194 COUNCILLOR ATTENDANCE**

The Councillor attendance records for the 2025/26 municipal year that are attached as part of these minutes at Appendix V were duly noted.

**C6195 STANDING ORDERS AND FINANCIAL REGULATIONS**

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that as linked to these minutes the [Standing Orders](#), inclusive of the scheme of Delegations, be agreed and operated by the Council and as previously reported. The Financial Regulations were duly noted.

**C6196 MEMBERS CODE OF CONDUCT AND CIVILITY AND RESPECT PLEDGE**

The recommendations of the Council were considered.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Members Code of Conduct be approved and included as part of the Council’s Standing Orders, and that the Council remains cognisant of and will observe the Civility and Respect Pledge.

**C6197 SCHEDULE OF MEETINGS**

The recommendation of the Council was considered.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the schedule of meetings for the 2026/27 municipal year as attached to these minutes at Appendix VI were agreed.

**C6198 HEALTH AND SAFETY**

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Council’s Health and Safety Policy Statement as attached to these minutes at Appendix VII be agreed.

**C6199 RISK MANAGEMENT**

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Council’s Risk Management Policy and as attached to these minutes at Appendix VII be agreed, and the Risk Register as previously considered pursuant to minutes F7118 and C6169 was duly noted.

**C6200 ENVIRONMENTAL POLICY**

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Council’s Environmental Policy as agreed pursuant to Minute C6076 be noted.

**C6201 GENERAL POWER OF COMPETENCE**

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that it be noted that 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 pursuant to Minute C6077 had resolved to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. That declaration has effect until the Council’s Annual Meeting 2029.

There being no further business to transact the Town Mayor declared the meeting closed at 7.40pm.

Signed: ..... Date: .....



**FALMOUTH TOWN COUNCIL**

**STANDING COMMITTEES 2026/27**

**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  
Action Committee (8):**

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

**Planning and Licensing Committee (8)\*:**

Councillors Carmichael (Chair); Jewell (Vice-Chair); Clegg, Howes, Munden, Rowe, Stowell, and Walkden

**Staffing Committee(6)\*:**

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

\*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  
2026/27 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 – S Carmichael Vice-chair – A J Jewell
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 2026/27

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)
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 Twinning Association	Mayor (Ex-Officio) and Pearce + Walkden

Maritime Line Working Party (Rail Branch Line)	Saunby
Mencap	Rowe
Police Liaison/OPCC Advocate	Evans
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

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

The Council is also a Trustee of 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 2026/27**

Health and Safety	Evans
Safeguarding	Evans
University Liaison	Pearce
Schools Liaison	Stephens
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
Community Transport	Stowell
Cornish Culture	Carmichael

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



# FALMOUTH TOWN COUNCIL

## FALMOUTH TOWN COUNCIL

### MEMBER ATTENDANCES FOR MUNICIPAL YEAR 2025/26

Councillor	Attendance	%	Apologies	Reason
Gavin Andrewartha	18/20	90%	1	1 x Holiday
Samuel Carmichael	40/41	97%	0	--
Debra Clegg	31/35	88%	4	1 x CC business, 3 x Family
Dean Evans	37/41	90%	4	4 x CC business
Kerry Holbrook	17/24	70%	7	1x Family, 4 x Holiday, 1 x Illness, 1 x Work
Liam Howes	37/40	92%	2	2 x Holiday
Alan Jewell	34/35	97%	1	1 x Civic Engagement
Daniel Konik	23/25	92%	2	1x Illness, 1 x Family
Alfie Munden	22/32	68%	6	1 x Holiday, 5 x Family
Jude Robinson	21/29	72%	8	4 x Holiday, 4 x Ill
Alan Rowe	13/14	92%	1	1 x Childcare
David Saunby	12/15	80%	0	--
Hannah Stephens	12/20	60%	5	3 x Childcare, 2 x Work
Jon Stowell	41/41	100%	0	--
Tom Pearce	22/23	95%	1	1 x Civic Engagement
Jackie Walkden	30/32	93%	2	1 x Holiday, 1 x Cllr Business



# FALMOUTH TOWN COUNCIL

## Falmouth Town Council Schedule of Meetings 2026 - 2027 Municipal Year

APPENDIX VI

### 2026

#### May

- 11th Planning & Licensing (AS)
- 18th Annual Council (Princess Pavilion) (7pm)

#### June

- 1st Planning & Licensing (AS)
- 8th Finance & General Purposes (AS)
- 10th Cultural Services & Leisure (AS)
- 15th Staffing (AS)  
Council (Council Chamber) (7pm)
- 17th Grounds, Facilities & Environmental Action (AS)
- 22nd Planning & Licensing (AS)

#### July

- 13th Planning & Licensing (AS)
- 20th Finance & General Purposes (AS)

#### August

- 3rd Planning & Licensing (AS)
- 10th Finance & General Purposes (AS)
- 24th Planning & Licensing (AS)

#### September

- 7th Staffing (AS)
- 9th Cultural Services & Leisure (AS)
- 14th Planning & Licensing (AS)
- 16th Grounds, Facilities & Environmental Action (AS)
- 21st Council (Council Chamber)

#### October

- 5th Planning & Licensing (AS)
- 19th Finance & General Purposes (AS)
- 26th Planning & Licensing (AS)

#### November

- 9th Staffing (AS)
- 11th Cultural Services & Leisure (AS)
- 16th Planning & Licensing (AS)
- 18th Grounds, Facilities & Environmental Action (AS)
- 30th Finance & General Purposes (AS)

#### December

- 7th Planning & Licensing (AS)
- 14th Council (Council Chamber)
- 21st Planning & Licensing (AS)

### 2027

#### January

- 11th Planning & Licensing (AS)
- 13th Cultural Services & Leisure (AS)
- 20th Grounds, Facilities & Environmental Action (AS)
- 18th Staffing (AS)
- 25th Finance & General Purposes (AS)

#### February

- 1st Planning & Licensing (AS)
- 22nd Planning & Licensing (AS)

#### March

- 1st Finance & General Purposes (AS)
- 8th Council (Council Chamber)
- 15th Planning & Licensing (AS)
- 17th Cultural Services & Leisure (AS)
- 24th Grounds, Facilities & Environmental Action (AS)
- 22nd Staffing (AS)
- TBC APM (AS)

#### April

- 5th Planning & Licensing (AS)
- 19th Finance & General Purposes (AS)
- 26th Planning & Licensing (AS)

#### May

- 17th Planning & Licensing (AS)
- 24th Annual Council (Princess Pavilion) (7pm)

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**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 7.30pm.

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

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#### **Holidays**

Bank holidays in 2026 are on the 4th & 25th May, 31st August, 25th & 28th December.

Bank holidays in 2027 are on the 1st January, 26th & 29th March, 3rd & 31st May.

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#### **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.

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## 2. HEALTH AND SAFETY POLICY STATEMENT

The management of Falmouth Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

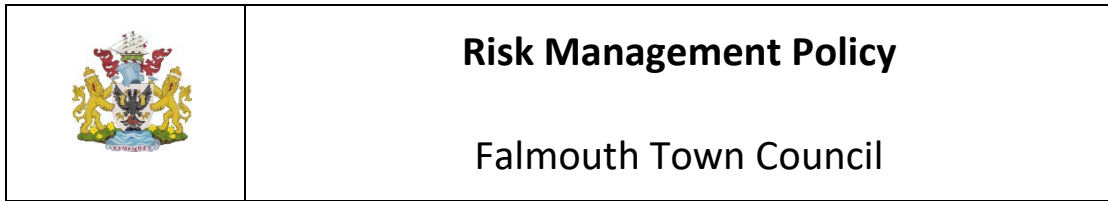
This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Dated:**

**Name:** Mark Williams

**Position:** Town Clerk



### 1. Introduction

This document forms the Council's Risk Management Policy. It sets out:

- The Council's aims for risk management
- The Council's approach to risk management
- A summary of future monitoring and reporting lines for risk management

### 2. Aims of the policy

Risk is defined as *'The combination of the probability of an event and its consequence. Consequences can range from positive to negative.'* Institute of Risk Management (IRM). The Council's aims for this Risk Management Policy are to:

- Manage risk in accordance with best practice to preserve and protect the Council's assets, staff and reputation
- Minimise loss, injury and damages and reduce cost of risks
- Ensure appropriate actions are taken to address identified risks
- Ensure appropriate actions are taken to identify and pursue opportunities
- Promote good corporate governance by embedding risk management through the ownership and management of risk as part of all decision making processes
- Further develop risk management and raise its profile across the Council integrating risk management into the culture of the organisation.

### 3. Council's approach to risk management

Falmouth Town Council recognises that, in addition to its statutory duties, there are clear moral and economic reasons to take all practicable and reasonable measures to safeguard people and the natural and built environments.

Whilst it is acknowledged that risk cannot be eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Falmouth Town Council is committed to identifying, reducing, or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

It will seek to embed effective risk management into its culture, processes, and structure to ensure that opportunities are maximised. The Council will seek to encourage managers to identify, assess and manage risks and to learn to accept the right risks.

### 4. Risk Management process

#### 4.1 Recording the risk

The Council holds a Risk Register which has been built using existing data on the functions of the Council. This document is added to as and when new risks are identified, or existing risks reassessed.

#### **4.2 Identification**

Initial identification of risks will be by service managers who will annually review all of the potential risks applicable to their service area(s).

#### **4.3 Performance management and the ethos of 'Best Value'**

The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement.

#### **4.4 Projects and Service Changes**

Line managers and project officers developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented and added to the Council's risk register.

#### **4.5 Partnership Working**

The Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up futures partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms, risk management and corporate governance arrangements are built into the management arrangements for the partnership.

### **5. Future Monitoring**

#### **5.1 Review of Risk Management Policy**

This Policy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change and will be reported to the Finance & General Purposes Committee.

#### **5.2 Register**

It is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audits can identify areas for improvement, as can the sharing for best practice via professional bodies, including the Institute of Risk Management, the National Association of Local Councils, Society of Local Council Clerks, Institute of Local Council Management and Association of Accounting Technicians.

#### **5.3 Reporting on Progress**

An annual report will be delivered to the Finance and General Purposes Committee detailing progress on risk management over the year and containing a summary of the Risk Register.

### **6. Conclusion**

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.