

FALMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of the Council held in the Princess Pavilion, Melvill Road, Falmouth on Monday 22nd May 2023 at 7.00pm.

Present: Councillors S D Eva (Town Mayor), K J Edwards (Deputy-Mayor), G W Chin-Quee BEM, D E Clegg, L D Coley, D V Evans BEM, G F Evans MBE, A J Jewell CC, J S Kirkham CC, J C Robinson, A Rowe, B M A Ross, J M Spargo and Z Young.

In Attendance: A M Williams (Town Clerk)
R J Gates (Town Manager)
Canon W Stuart-White (Mayor's Chaplain)

C5740 ELECTION OF TOWN MAYOR

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

It was proposed by Councillor Eva seconded by Councillor Robinson and

RESOLVED unanimously that Councillor Kirstie Joanne Edwards be appointed Town Mayor for the ensuing municipal year.

Councillor Edwards duly read and signed the Declaration of Acceptance of Office as Town Mayor. There was a brief adjournment for the Mayor to robe.

The Town Mayor presented Councillor Eva with past Mayoral Service insignia and Councillor Eva thanked the Council for supporting him and ensuring the attainment of its recent achievements and continuous service delivery of the Council in what had been challenging times.

Councillor Edwards thanked the Council for her election, and appointed Sean Higgins as Mayoral Consort. The Mayoral Charity would be the Wave Project and she invited them to address the meeting on the work of the charity. She recognised the innovative work the Council was undertaking and would continue that with a focus on inclusion, civility and respect and environmental matters.

C5741 APOLOGIES

Apologies for absence were received and approved from Councillors Saunby (Cornwall Council business) and Seiler (illness).

C5742 INTERESTS AND DISPENSATIONS

None received.

C5743 ELECTION OF DEPUTY MAYOR

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

It was proposed by Councillor Edwards, seconded by Councillor Kirkham and

RESOLVED unanimously that Councillor Alan Rowe be appointed Deputy Town Mayor for the ensuing municipal year.

Councillor Rowe thanked the Council for his nomination.

C5744 APPOINTMENT OF STANDING COMMITTEES

The recommendations of the Council were considered.

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED that:

- (i) the standing committees be appointed for the ensuing year as set out at Appendix I that forms part of these minutes.
- (ii) 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.

C5745 REPRESENTATIVES ON OUTSIDE BODIES

The recommendations of the Council were considered.

It was proposed by Councillor Edwards, seconded by Councillor Robinson 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.

C5746 COUNCILLOR CHAMPIONS

The recommendations of the Council were considered.

It was proposed by Councillor Edwards, seconded by Councillor Robinson 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.

C5647 COUNCILLOR ATTENDANCE

The Councillor attendance records for the 2022/23 municipal year that are attached as part of these minutes at Appendix V were duly noted.

C5648 STANDING ORDERS AND FINANCIAL REGULATIONS

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED that Standing Orders and Financial Regulations be agreed and operated by the Council and as previously reported including the Members Code of Conduct and the Council remains cognisant and will observe the Civility and Respect Pledge.

C5649 SCHEDULE OF MEETINGS

The schedule of meetings for the 2023/24 municipal year as attached to these minutes at Appendix VI were agreed.

C5650 HEALTH AND SAFETY

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED that the Council's Health and Safety Policy Statement be agreed.

C5651 RISK MANAGEMENT

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED that the Council’s Risk Management Policy and Risk Register previously circulated pursuant to Minute F6765 be approved.

C5652 ENVIRONMENTAL POLICY

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED that the Council’s Environmental Policy previously circulated pursuant to minute GFEA56 be approved.

C5653 GENERAL POWER OF COMPETENCE

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED 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) it hereby adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council’s Annual Meeting 2025.

There being no further business to transact the Town Mayor declared the meeting closed at 7.50pm.

Signed: Date:



FALMOUTH TOWN COUNCIL

STANDING COMMITTEES 2023/24

Cultural Services and Leisure Committee (8):

Councillors Seiler (Chair); Coley (Vice Chair); Chin-Quee; K Edwards; D V Evans; G F Evans; Spargo and Young.

Finance and General Purposes Committee (8):

Councillors Robinson (Chair); Rowe (Vice-chair); Clegg; Coley; Eva; D V Evans; Jewell; and Kirkham.

Grounds, Facilities and Environmental Committee (8):

Councillors Clegg (Chair); Kirkham (Vice-chair); Edwards; D V Evans; Rowe; Saunby; Spargo and Young.

Planning and Licensing Committee (8)*:

Councillors Eva (Chair); Clegg (Vice-Chair); G F Evans; Jewell; Robinson; Ross; Rowe and Spargo.

Staffing Committee(6)*:

Councillors Coley (Chair); Kirkham (Vice-chair); Edwards, Eva, G F Evans; 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
2023/24 MUNICIPAL YEAR**

CULTURAL SERVICES AND LEISURE COMMITTEE	Chair – E E Seiler Vice-chair – L D Coley
FINANCE AND GENERAL PURPOSES COMMITTEE	Chair – J C Robinson Vice-chair – A Rowe
GROUNDS FACILITIES AND ENVIRONMENTAL ACTION COMMITTEE	Chair – D C Clegg Vice-chair – J S Kirkham
PLANNING AND LICENSING COMMITTEE	Chair – S D Eva Vice-chair – D C Clegg
STAFFING COMMITTEE	Chair – L D Coley Vice-chair – J S Kirkham



FALMOUTH TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES 2022/23

Age Concern	Eva
Beach Management Group	Edwards (alternate Seiler)
CCTV Stakeholders	Eva
Cornwall Association of Local Councils	Ross (alternate Young)
Cornwall Association of Larger Councils – Local Councils Committee (includes NALC Super Councils Network)	Rowe
Cornwall Flood Forum	Ross (alternate Young)
Falmouth Conservation Committee	Chair and Vice-Chair Planning Committee
Falmouth Fairtrade	Ross, Seiler and Young
Falmouth Gardeners & Allotment Society	Clegg
Falmouth and Penryn Community Network	Edwards (alternate D V Evans)
Falmouth Car Club Steering Committee	Rowe
Fal and Helford Advisory Committee	Ross (alternate Young)
Falmouth in Bloom	Rowe and Clegg
Falmouth Christmas Activities Committee	Eva, Rowe and Spargo
Falmouth Citizens Advice	Kirkham
Falmouth Green Corridor Group	Edwards and D Evans
Falmouth Neighbourhood Plan Stakeholders Committee	Rowe
Falmouth Place Shaping Group (CC)	Eva

Falmouth Twinning Association	Mayor (Ex-Officio) and Coley, Ross and Seiler
Maritime Line Working Party (Rail Branch Line)	Rowe (alternate Saunby)
Mencap	Rowe
Police Liaison/OPCC Advocate	Ross (alternate Young)
Plastic Free Falmouth	Seiler and Spargo
Safer Falmouth	Edwards (alternate Rowe)
Swanpool Nature Reserve	Clegg (alternates D Evans and Young)
Taxi and Private Hire Forum	Clegg
Universities Liaison	Mayor and Chin-Quee

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

Moor Stakeholders, Management Group
CALC – Large Councils Committee
Falmouth Business Improvement Board (non-voting)
Falmouth NDP Stakeholders
Cornwall Council Place Shaping Group

The Town Manager represents the Council in the following aspects:

Events Committees/Groups
Falmouth Traders Group
West Cornwall CCTV Stakeholders Group

The Responsible Financial Officer in the following aspects:

LGPS



**FALMOUTH TOWN COUNCIL
COUNCILLOR CHAMPIONS 2022/23**

Health and Safety	Kirkham
Safeguarding	Coley
University and Schools Liaison	Chin-Quee (plus Mayor for Comms Group)
Community Engagement (incl NDP)	Robinson
Town Centre/Night-time Economy	Eva
Tourism/Events	Spargo
Environment/Sustainability	D Evans
Community Emergency Plans	Ross and Young
Armed Forces	Eva
Food Justice	Kirkham

FALMOUTH TOWN COUNCIL**MEMBER ATTENDANCES FOR MUNICIPAL YEAR 2022/23**

<u>Councillor</u>	<u>Attendance</u>	<u>%</u>	<u>Apologies</u>	<u>Reason</u>
G Chin-Quee BEM	8 from 11	72	3	2 x ill, 1 x no reason
D Clegg	36 from 39	92	3	1 x Labour Conference, 2 x ill
L Coley	20 from 23	87	3	1 x holiday, 2 x ill
K Edwards	21 from 21	100	0	
S D Eva	35 from 37	95	2	1 x Mayoral duty, 1 x holiday
D V Evans BEM	24 from 25	96	1	1 x holiday
G F Evans MBE	19 from 33	58	14	1 x holiday, 6 x ill, 5 x no reason, 1 x other meeting, 1 x family commitment
A J Jewell	29 from 33	88	4	2 x ill, 1 x family commitment, 1 x Cornwall Council business
J S Kirkham	24 from 25	96	1	1 x Cornwall Council business
J Robinson	30 from 37	81	7	3 x family matter, 2 x holiday, 1 x Labour Conference, 1 x ill
B M A Ross	18 from 22	82	4	3 x family matter, 1 x personal appointment
A Rowe	16 from 25	64	9	8 x family matter, 1 x work
D W Saunby	14 from 17	82	3	2 x no reason, 1 x other meeting
E Seiler	16 from 17	94	1	1 x holiday
J M Spargo	25 from 31	81	6	1 x funeral, 3 x hospital appointment, 2 x no reason
Z Young	22 from 28	79	6	3 x no reason, 2 x ill, 1 x work

Falmouth Town Council
Schedule of Meetings 2023 - 2024 Municipal Year

APPENDIX VI

2023

May

15th Planning & Licensing (AS)
Grounds Facilities & Environmental Action (AS) (7pm)
22nd Annual Council (Princess Pavillion)

June

5th Planning & Licensing (AS)
Finance & General Purposes (AS) (7pm)
19th Staffing (AS)
Council (AS) (7pm)
26th Planning & Licensing (AS)

July

3rd Cultural Services & Leisure (AS)
10th Grounds, Facilities & Environmental Action (AS)
17th Planning & Licensing (AS)
24th Finance & General Purposes (AS)

August

7th Planning & Licensing

September

4th Planning & Licensing (AS)
11th Cultural Services & Leisure (AS)
18th Grounds Facilities & Environmental Action (Council Chamber)
Council (Council Chamber) (7pm)
25th Planning & Licensing (AS)
25th Finance & General Purposes (AS) (7pm)

October

2nd Staffing (AS)
16th Planning & Licensing (AS)
30th Finance & General Purposes (AS)

November

6th Planning & Licensing (AS)
13th Grounds, Facilities & Environmental Action (AS)
20th Cultural Services & Leisure (AS)
27th Planning & Licensing (AS)
Finance & General Purposes (AS) (7pm)

2023

December

4th Staffing (AS)
11th Council (Council Chamber)
18th Planning & Licensing (AS)

2024

January

8th Planning & Licensing (AS)
15th Finance & General Purposes (AS)
22nd Cultural Services & Leisure (AS)
29th Planning & Licensing (AS)

February

5th Grounds Facilities & Environmental Action (AS)
19th Planning & Licensing (AS)
Staffing (AS) (7pm)
26th Finance & General Purposes (AS)

March

11th Planning & Licensing (AS)
Council (Council Chamber) (7pm)
18th Cultural Services & Leisure (AS)
25th APM (AS) (7pm)

April

8th Planning & Licensing (AS)
Finance & General Purposes (AS) (7pm)
15th Grounds Facilities & Environmental Action (AS)
22nd Staffing (AS)
29th Planning & Licensing (AS)

May

13th Planning & Licensing (AS)
Cultural Services & Leisure (AS) (7pm)
20th Annual Council (Princess Pavillion)

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 2023 are on the 1st May, 8th May, 29th May, 28th August, 25th & 26th December.

Bank holidays in 2024 are on the 1st January, 29th March, 1st April and 6th 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.