

FALMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of the Council held in the Princess Pavilion, Melville Road, Falmouth on Monday 19th May 2024 at 7.00pm.

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

In Attendance: A M Williams (Town Clerk)
R J Gates (Town Manager)
Inspector R Milburn (Falmouth Police)
Councillor L Magowan (Cornwall Council – Arwenack)

C6062 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. There was a brief adjournment for the Mayor to robe. The Town Mayor presented Councillor Rowe with past Mayoral Service insignia and Councillor Rowe thanked the Council and its staff for their support and ensuring the attainment of recent achievements and continuous service delivery of the Council in what had been challenging times.

The Mayor Jewell congratulated councillors on their recent election and thanked them for their confidence in him. The Mayoral Charity would be the Pendennis Leisure CIO and he invited trustee Matthew Thomson to apprise the Council regarding the charity. The Mayor recognised the work of the former Council, and of Mayors Eva, Edwards, and Rowe. The Council would continue to deliver its quality of service, projects, and maintain a focus on civility and respect, and environmental matters. He advised that Mrs Vanessa Jewell would be the Mayoral Consort and Reverend Davis the Mayor's Chaplain. The Civic Service had been scheduled for 19th October 2025.

C6063 APOLOGIES

None received.

C6064 INTERESTS AND DISPENSATIONS

None received.

C6065 ELECTION OF DEPUTY MAYOR

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

It was proposed by Councillor Konik, 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.

C6066 APPOINTMENT OF STANDING COMMITTEES

The recommendations of the Council were considered.

It was proposed by Councillor Clegg, seconded by Councillor Howes and

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

C6067 APPOINTMENT OF STANDING COMMITTEE CHAIRS AND VICE- CHAIRS

The recommendations of the Council were considered.

It was proposed by Councillor Clegg, seconded by Councillor Howes 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.

It was noted that the Council would further consider the appointment of two vacant seats on the Planning and Licensing Committee.

C6068 REPRESENTATIVES ON OUTSIDE BODIES

The recommendations of the Council were considered.

It was proposed by Councillor Clegg, seconded by Councillor Howes 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.

C6069 COUNCILLOR CHAMPIONS

The recommendations of the Council were considered.

It was proposed by Councillor Clegg, seconded by Councillor Howes 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.

C6070 COUNCILLOR ATTENDANCE

The Councillor attendance records for the 2023/24 municipal year that are attached as part of these minutes at Appendix V were duly noted.

C6071 STANDING ORDERS AND FINANCIAL REGULATIONS

It was proposed by Councillor Clegg, seconded by Councillor Howes and

RESOLVED that Standing Orders and Financial Regulations, inclusive of the scheme of Delegations, be agreed and operated by the Council and as previously reported.

C6071 MEMBERS CODE OF CONDUCT AND CIVILITY AND RESPECT PLEDGE

The recommendations of the Council were considered.

It was proposed by Councillor Clegg, seconded by Councillor Howes 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.

C6073 SCHEDULE OF MEETINGS

The recommendation of the Council was considered.

It was proposed by Councillor Clegg, seconded by Councillor Howes and

RESOLVED that the schedule of meetings for the 2025/26 municipal year as attached to these minutes at Appendix VI were agreed.

C6074 HEALTH AND SAFETY

It was proposed by Councillor Clegg, seconded by Councillor Howes and

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

C6075 RISK MANAGEMENT

It was proposed by Councillor Clegg, seconded by Councillor Howes and

RESOLVED that the Council's Risk Management Policy and Risk Register as attached to these minutes at Appendix VIII be agreed.

C6076 ENVIRONMENTAL POLICY

It was proposed by Councillor Clegg, seconded by Councillor Howes and

RESOLVED that the Council's Environmental Policy as attached to these minutes at Appendix IX be approved.

C6077 GENERAL POWER OF COMPETENCE

It was proposed by Councillor Pearce, seconded by Councillor Rowe 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 2029.

There being no further business to transact the Town Mayor declared the meeting closed at 7.45pm.

Signed: Date:



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 Action 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, Munden, and Walkden (plus two councillors 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
GROUPS 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 Tregoniggle 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

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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	32 from 34	94%	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 Schedule of Meetings 2025 - 2026 Municipal Year

APPENDIX VI

2025

May

19th Annual Council (Princess Pavilions) (7pm)
21st Planning & Licensing (AS)
28th APM (AS) (7pm)

June

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)

July

14th Finance & General Purposes (AS)
21st Planning & Licensing (AS)

August

18th Planning & Licensing (AS)

September

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)

October

13th Staffing (AS)
20th Planning & Licensing (AS)
Finance & General Purposes (AS) (7pm)

November

10th Planning & Licensing (AS)
12th Cultural Services & Leisure (AS)
Grounds, Facilities & Environmental Action (AS) (7pm)
17th Staffing (AS)

December

1st Planning & Licensing (AS)
Finance & General Purposes (AS) (7pm)
8th Council (Council Chamber) (7pm)
15th Planning & Licensing (AS)

2026

January

12th Planning & Licensing (AS)
14th Cultural Services & Leisure (AS)
Grounds, Facilities & Environmental Action (AS) (7pm)
19th Staffing (AS)
Finance & General Purposes (AS) (7pm)

February

2nd Planning & Licensing (AS)
23rd Planning & Licensing (AS)

March

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)

April

13th Planning & Licensing (AS)
Finance & General Purposes (AS) (7pm)

May

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.

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

	<h1 style="text-align: center;">Risk Management Policy</h1> <h2 style="text-align: center;">Falmouth Town Council</h2>
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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

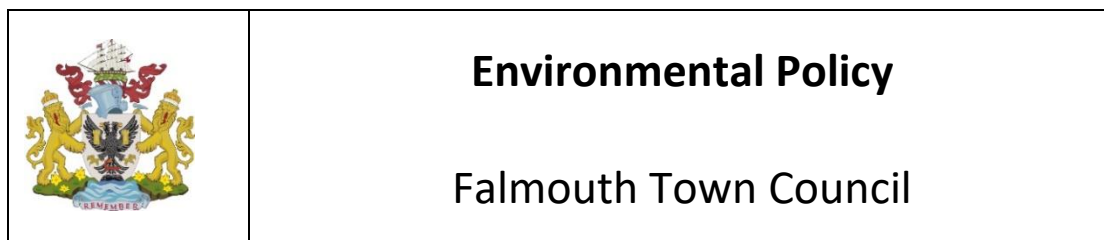
It is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audits can identify areas for improvement, as can the sharing for best practice via professional bodies, including the Institute of Risk Management,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



Approved by Grounds, Facilities and Environmental Action Committee on 21 November 2022
 Adopted at Full Council on 19 December 2022

1. INTRODUCTION

1.1 Falmouth Town Council recognises that a healthy environment is fundamental to the prosperity and wellbeing of our local community. The Council acknowledges that whilst our activities may have adverse effects on the environment, we can take steps to minimise those impacts.

1.2 The Council considers that the environment is important and will comply with and, where possible, exceed all environmental regulations, laws and codes of practice, as applicable.

1.3 The Council will make a positive contribution to the environment by protecting and enhancing its assets.

2. AIMS OF POLICY

- To promote the importance and value of a quality environment, and to support local people in their enjoyment of it
- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment
- To promote the development of a Circular Economy
- To support community initiatives

3. THREADS

3.1 Carbon Reduction

Falmouth Town Council declared a climate emergency in October 2021 and pledges to be fully carbon neutral by 2030.

A Carbon Audit (Oct 2021) was undertaken which set out plans for immediate and long-term actions to reach this goal which include:

- Consider the introduction of phased replacement of LED bulbs in Council premises where feasible
- Introduce phased replacement of electrical equipment used on Council premises with products of maximum energy efficiency rating
- Switch to 100% renewable energy tariffs for electricity on Council premises
- Phased replacement of non-renewable heating sources (gas fired systems) with renewables when funds available
- Invest in electric car charging points
- Undertake a biennial audit of Council emissions
- Identify energy efficiency measures in all buildings and vehicles and undertake retrofits as required
- Encourage the switching off of electrical equipment and unnecessary lights when not in use

- Encourage the closing of windows and external doors when heating is on, with consideration for the health of staff during Covid restrictions.

3.2 NATURE & WILDLIFE

Falmouth Town Council is committed to increasing opportunities for nature to thrive on the assets it owns or manages and influencing others by:

- Conserving trees, hedgerows, ponds, streams and other habitats
- Managing Council assets (including public rights of way, coastal areas, play areas, playing fields, and verges) in a manner that protects and increases biodiversity where appropriate
- Introducing wildlife-friendly planting and features where appropriate
- Supporting other land owners to protect and improve their assets

3.3 PESTICIDE USE

Falmouth Town Council is committed to maintaining the already implemented reduction of the use of pesticides on assets we own or manage (with the exception of use for the control of Schedule 9 plants under the Wildlife and Countryside Act 1981, such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity).

3.4 SUSTAINABLE TRAVEL

- Promote and support modern working practices, such as remote working, amongst staff and councillors
- Encourage members and officers to car-share, where possible, when a car journey must be made on Council business
- Promote and support the use of cycling, public footpaths and public transport
- Ensure all Council vehicles are serviced and maintained to a high standard
- The use of electric powered vehicles will be pursued where this is a workable alternative

3.5 WATER MANAGEMENT

- Where possible, installing and using water butts as a non-drinking water source
- Supporting campaigns to educate staff and users so they are aware of which materials can be disposed of in waste water
- Promoting and supporting natural solutions to reduce/reuse surface water run-off
- Working with South West Water to understand the surface water flooding risks and to support their DWMP strategies for alleviating this
- Installing water saving measures in public toilets where this is feasible

3.6 WASTE & RECYCLING

- Keep waste to a minimum by preventing, reusing, recycling or recovering waste
- Ensure waste is sorted, stored and disposed of appropriately
- Adopt plastic-free on council assets and encourage events taking place in the town to reduce single-use plastic
- Encourage the installation of and promote use of water fountains instead of purchasing disposable plastic water bottles
- Recycle all recyclable waste generated at Council premises and events
- Promote and encourage recycling amongst residents

Falmouth Town Council Environmental Policy

- Explore the use of recyclable, compostable and/or recycled products on Council premises
- Reduce the production of non-recyclable resources such as laminated or plastic based publicity material
- Minimise the amount of printing and the amount of waste paper
- Observe our duty of care conscientiously within our waste contracts
- Maximise use of electronic communications; councillors to use an opt-in scheme for printing paper documents
- Recycle green waste by using composting facilities
- Support campaigns to reduce flytipping and pollution incidents

3.7 RESPONSIBLE & SUSTAINABLE PROCUREMENT

- Develop procurement policy to encourage local suppliers to apply to provide goods and services
- Source materials and services locally so long as the requirements for value for money and quality are met
- Ensure that catering produce, including tea/coffee in offices, is sourced from local, organic, fair trade (or other recognised certification schemes)
- Ensure that timber, or similar products, used by the Council is from Forest Stewardship Council (FSC) certified sources
- Encourage the use of eco-friendly consumables (such as cleaning products and inks) in Council premises while being aware of the needs of outcome required
- Continue to work towards the delivery of a Circular Economy

3.8 AWARENESS

- Promote awareness of, and information about, environmental issues within the community
- Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy
- Advise all contractors of the commitment of the council to delivering this environmental policy and request their support where appropriate