



# FALMOUTH TOWN COUNCIL

## Agenda Council Meeting

**Date** 02/06/2025  
**Time** 19:00 -  
**Location** Council Chamber  
**Chair** Alan Cllr Jewell  
**Explanation** You are hereby summoned to attend a meeting of Falmouth Town Council to be held in the Council Chamber on Monday 2nd June 2025 at 1900 hours for the purpose of transacting the following business.

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.

Yours sincerely,

Town Clerk

- 1 Apologies**  
To receive and approve apologies for absence.
- 2 Interests & Dispensations**  
To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.
- 3 Minutes**  
To take as read and confirm as accurate the minutes of the meetings held on 10th March 2025 and the Annual Council Meeting held on the 19th May 2025. (1-48)
- 4 Town Mayors Report**  
To receive such communications as the Town Mayor may wish to lay before the Council. (49)
- 5 Deputy Mayors report**  
To receive such communications as the Deputy Mayor may wish to lay before the Council.
- 6 Public Questions**  
None received.

- 7 Police Report**  
To receive the Falmouth Community Police Report if available.
- 8 Community Safety & Fire Report**  
To receive the Falmouth Community Safety and Fire Report and a presentation on the Community Risk Management Plan.
- 9 Gyllyngvase Surf Life Saving Club**  
To receive an update and presentation on the club and its recent achievements.
- 10 Fairtrade**  
To receive the Falmouth Fairtrade Report. (50)
- 11 Community Area Panel**  
To receive the report of the Falmouth and Penryn Community Link Officer.
- 12 Cornwall Councillor Reports**  
To receive the reports of the Falmouth Cornwall Councillors.
- 13 Planning and Licensing Committee**  
To consider making two Councillor appointments to the Planning and Licensing Committee.
- 14 Outside Bodies Appointments**  
To consider making an appointment to Fal and Helford Advisory Group role: Councillor Walkden, Holbrook and Munden have approved an interest.  
  
To note that Councillor Evans (in place of Councillor Jewell) will be the Police Advocate (OPCC).
- 15 Falmouth Beach Management**  
To receive the notes of the FBMG from 23rd April 2025. (51-55)
- 16 Falmouth Green Corridor Forum**  
To receive the notes of the forum from 16th April 2025. The next meeting will be on 23rd July 2025. (56-60)
- 17 Annual Governance and Accountability Return 2024/25**  
12.1 - Annual Governance Statement - to consider and respond to the Section 1 assertions – attached (61-66)  
12.2 - To consider the recommendations of the Finance and General Purposes Committee and approve the Council's Accounts and Annual Return - attached  
12.3 - To note the Financial Statements for 2024/25 - to follow

**18**

**Committee Reports**

To receive and consider the Reports from the following Committees:

11.1 Planning and Licensing Committee Part I Reports dated 17th March 2025, 7th April 2025, 28th April 2025, 21st May 2025. (67-100)

11.2 Grounds, Facilities and Environmental Action Committee Part I Reports dated 17th March 2025. (101-117)

11.3 Cultural Services and Leisure Committee Part I Reports dated 24th March 2025. (118-128)

**19**

**Town Management Report**

To receive the Town Management Report. (129)

**20**

**Town Clerks Report Part I**

To receive the Town Clerk's Part I Report.

**21**

**Exclusion of the Press & Public**

In the public interest to consider the exclusion of the press and public for the following items of business as they may involve the consideration of confidential information in respect of staffing and contractual matters.

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Council held on Monday 10<sup>th</sup> March 2025 at 7.00pm held in the Council Chamber, Municipal Buildings, The Moor, Falmouth. TR11 3QA

Present: Councillors A L Rowe CC (Town Mayor), L D Coley (Deputy Mayor), D E Clegg, K J Edwards, S D Eva, D V Evans BEM, A J Jewell CC, D A Konik, T M Pearce, J C Robinson, B M A Ross, E E Seiler, D W Saunby CC, J M P Spargo, and Z Young.

In Attendance: A M Williams	(Town Clerk)
D C Shankland	(Communications Officer)
G Pollard	(Horticultural Apprentice)
PC H Newton & PCSO B Wood	(Falmouth Community Police Team)
P Fitzpatrick	(Falmouth Fairtrade)

### **C6044 APOLOGIES**

An apology was received and approved from Councillor G F Evans (holiday).

### **C6045 INTERESTS AND DISPENSATIONS**

The Mayor had assumed that Councillor Young would declare an interest in Minute C6057. She did, and he advised that he would permit her to address the matter.

### **C6046 COMMUNITY SAFETY AND FIRE REPORT**

No report.

### **C6047 MINUTES**

Councillor Young queried the accuracy of minute of C6037.

It was proposed by Councillor Clegg seconded by Councillor Coley and

**RESOLVED** that the minutes of the meeting held on 9<sup>th</sup> December 2024 be confirmed as a correct record and signed by the Chair.

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

**RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> January 2025 be confirmed as a correct record and signed by the Chair.

### **C6048 MAYOR'S REPORT**

The Mayor presented their report that was duly noted. He congratulated the Council and the Town Clerk on their recent success in the National Association of Local Councils national awards. He also recognised Georgia Pollard the Council's Horticultural Apprentice on her success in the recent apprenticeship awards.

At the conclusion of the meeting he advised that he was not standing in the coming elections and thanked Councillors for their efforts and support during their term of office and particularly during his mayoralty. He spoke about the achievements that included the development of the skatepark, the Resource project, Changing Places provision, water refill points, the development of Princess Pavilions, the acquisition of Pendennis Headland and Pendennis Leisure Centre, and hugely successful events.



Councillor Eva also took the opportunity to thank the Council and recognise its significant successes, he was not standing after 22 years of office. He thanked the staff for their support.

**C6049 DEPUTY MAYOR'S REPORT**

The Deputy Mayor presented their report that was duly noted.

**C6050 PUBLIC QUESTIONS**

None received.

**C6051 COMMUNITY POLICE REPORT**

PC Newton for Falmouth Police Inspector Milburn presented a community policing update that was noted and forms part of these minutes. The Mayor updated on his recent meeting with the Police and Crime Commissioner and the request for more local resources. He thanked PCSO Wood who was shortly to retire after 18 years' service in the Falmouth Community Police Team.

**C6052 FAIRTRADE FALMOUTH**

The Fairtrade Falmouth representatives reported upon and thanked the Council for the Fairtrade signage on the town gateway signs. She updated on Fairtrade activity locally including the recent Benow Festival.

**C6053 COMMUNITY AREA PANEL**

Councillor D V Evans updated on the CAP Funding Panel.

**C6054 CORNWALL COUNCILLORS REPORTS**

**Trescobeas and Budock**

Councillor Saunby updated on Cornwall Council which was approaching the pre-election period restrictions. He was dealing with residents housing matters, wheelie bin provision and access under the new waste contract arrangements and was reviewing the Bickland Water Road improvement scheme measures. He responded to questions and that it was his understanding that the Greenspot Centre would not reopen.

**Arwenack**

No report.

**Boslowick**

Councillor Jewell also updated on the Bickland Water Road scheme and the footpath at Faulkner Close. He had used his community grants to support Dracaena Centre, Pendennis Leisure, and Falmouth Town Football Club. Cornwall Council had passed its 2025/26 budget proposal which he supported. He responded to questions on cycle provision.

**Penwerris**

Councillor Rowe reported that he had worked with Councillors Konik and Pearce to see better Cornwall Housing support to Penwerris Housing Association and residents regarding funding, addressing a repairs backlog, and a review of contracted work. He was disappointed at the low threshold criteria set for the disposal of empty properties. He had used his community grant funding to support Pickel Ball provision and Source FM.

## **C6055 COMMITTEE REPORTS**

The Finance and General Purposes Committee Part I Report dated 20<sup>th</sup> January 2025 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part I Report of the Committee dated 20<sup>th</sup> January 2025 be approved.

The Finance and General Purposes Committee Part I Report dated 24<sup>th</sup> February 2025 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part I Report of the Committee dated 24<sup>th</sup> February 2025 be approved.

The Planning and Licensing Committee Report dated 16<sup>th</sup> December 2024 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 16<sup>th</sup> December 2024 be approved.

The Planning and Licensing Committee Report dated 13<sup>th</sup> January 2025 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 13<sup>th</sup> January 2025 be approved.

The Planning and Licensing Committee Report dated 3<sup>rd</sup> February 2025 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 3<sup>rd</sup> February 2025 be approved.

The Planning and Licensing Committee Report dated 24<sup>th</sup> February 2025 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 24<sup>th</sup> February 2025 be approved.

The Cultural Services and Leisure Committee Report dated 15<sup>th</sup> January 2025 was presented by Councillor Seiler, Chair of the Committee.

It was proposed by Councillor Seiler, seconded by Councillor Coley and

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> January 2025 be approved.

The Grounds, Facilities and Environmental Action Committee Report dated 15<sup>th</sup> January 2025 was presented by Councillor Clegg, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> January 2025 be approved.

**C6056 FINANCIAL REGULATIONS 2025 – 2027**

Pursuant to the recommendation at F7020 it was proposed by Councillor Rowe, seconded by Councillor Robinson and

**RESOLVED** that Financial Regulations 2025-2027 as attached be approved and operated by the Council.

**C6057 CORNWALL COUNCIL - ASSESSMENT DECISION NOTICE, COUNCILLOR ZOE YOUNG - CCN045/24/25**

The Standards Regime finding that Councillor Young had breached the Code of Conduct was received, and the Mayor advised that Councillor Young had issued the required written apology to the complainant, Councillor Young spoke to the finding, and it was duly noted.

**C6058 TOWN MANAGEMENT REPORT**

The Town Clerk presented the Town Management report which was duly noted and forms part of these minutes.

**C6059 TOWN CLERK'S REPORT – PART I**

The Town Clerk presented his Part I Report the Residents Letter 2025/26, and the local elections timetable and requirements which were duly noted.

The Town Clerk thanked Councillors for their efforts and support during their term of office.

**C6060 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Rowe, seconded by Councillor Coley and

**RESOLVED** that in view of the confidential nature of contractual matters and personal information it is advisable in the public interest that the press and public, be excluded from the meeting.

**COUNCIL MINUTES – PART II**  
**10<sup>th</sup> MARCH 2025**

**C6061 COMMITTEE REPORTS**

The Part II Report of the Finance and General Purposes Committee dated 20<sup>th</sup> January 2025 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part II Report of the Committee dated 20<sup>th</sup> January 2025 be approved.

The Part II Report of the Finance and General Purposes Committee dated 24<sup>th</sup> February 2025 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part II Report of the Committee dated 24<sup>th</sup> February 2025 be approved.

The Report of the Staffing Committee dated 20<sup>th</sup> January 2025 was presented by Councillor Coley, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 20<sup>th</sup> January 2025 be approved.

There being no further business to transact the Town Mayor declared the meeting closed at 8.00 pm.

Signed..... Date.....

**Strategic Updates:**

Police and Crime Commissioner Alison Hernandez recently launched the new [Police and Crime Plan](#). It sets the direction of policing across the Cornwall for the next four years and reflects her consultation with residents and partners.

The plan outlines four strategic priorities – **theft, drugs and alcohol, serious violence, and antisocial behaviour** – tailored to specific locations:

- Town and city centres: Tackling theft, shoplifting, and alcohol-related disorder, alongside efforts to reduce violence against women and girls.
- Countryside and coastal areas: A renewed focus on rural crime, including preventing livestock and equipment theft, tackling wildlife crime, and disrupting organised crime networks operating in remote areas.
- On the roads: A zero-tolerance approach to drink and drug driving, reducing road traffic fatalities and serious injuries, and targeting vehicle-related crimes.
- Homes and neighbourhoods: Supporting victims, disrupting illegal drug supplies, and improving responses to domestic abuse and residential burglaries.

**Staffing:**

~ Our 'design' is 5 x response teams each of whom work a 24-hour shift pattern consisting of 1x Sergeant and 6 Police Constables. Total of 30 Police Constables

(Currently full numbers of Sergeants, 18 Police Constables, shortfall of 12 – This is due to abstraction, sickness, pregnancy and misconduct restriction.)

**deployability 60 % Police Constables**

~ Neighbourhood Team which consists of 1x Sergeant, 6.5 x Police Constables and 5x PCSO's.

At present we have 1 Sergeant, 6 Police Constables and 4 PCSO's (injuries)

**deployability 88 % Total Staff**

~ CID (Criminal Investigation Department). Consists of 2x Detective Sergeants and 7 Detectives.

Currently 2x Sergeants and 5x Detectives – **deployability 77 %**)

## Crime Data:

Crime						
Volume by Offence Group		Volume by Area		Last 52 Weeks		Rolling Year Trend
Offences	Q	12 months to 06/03	% Change	Last 28 Days	% Change	Last 7 Days
<b>Totals</b>		<b>3,628</b>	<b>8.5%</b>	<b>304</b>	<b>15.2%</b>	<b>73</b>
Homicide		1	0.0%	0	-100.0%	0
Violence with Injury		489	-6.3%	29	-35.6%	8
Violence without Injury		561	0.5%	52	18.2%	7
Stalking and Harassment		510	23.8%	48	6.7%	15
Death or Serious Injury caused by Unlawful Driving		4	300.0%	0	-100.0%	0
Rape		71	-22.0%	4	-63.6%	0
Other Sexual Offences		147	34.9%	15	36.4%	7
Robbery		11	-15.4%	1	0.0%	0
Burglary - Residential		64	-1.5%	2	-33.3%	1
Burglary - Business and Community		51	-1.9%	3	-50.0%	0
Vehicle Offences		101	-15.8%	7	0.0%	0
Theft from the Person		23	-4.2%	2	100.0%	0
Bicycle Theft		7	-56.3%	3	-	0
Shoplifting		311	69.0%	30	130.8%	3
Other Theft		354	3.8%	29	107.1%	8
Arson		10	-16.7%	1	0.0%	0
Criminal Damage		505	22.9%	52	44.4%	16
Public Order Offences		213	-3.6%	15	50.0%	4
Possession of Weapons		39	8.3%	3	50.0%	3
Trafficking of Drugs		26	23.8%	3	0.0%	1
Possession of Drugs		39	-30.4%	2	-50.0%	0
Miscellaneous Crimes Against Society		91	18.2%	3	-40.0%	0

### Headliners – (What does the data show?)

#### ~ Crime reduction:

Violence with injury (down 35% compared to same 28 days last year)  
 Rape (down 63% compared to same 28 days last year)  
 Residential burglary (down 33% compared to same 28 days last year)  
 Business Burglary (down 50% compared to same 28 days last year)

#### ~ Crime Increases:

Violence without injury (up 18% compared to same 28 days last year)  
Sexual offences – Not rape (up 36% compared to same 28 days last year)  
Shoplifting (up 130% compared to the same 28 days last year)  
Public Order (Up 50% compared to same 28 days last year)

Number of crimes per sector (Last 28 days):

- 1) Camborne – 322 (11.5 crimes per day)
- 2) Falmouth and Helston – 304 (10.8 crimes per day)
- 3) Penzance – 300 (10.7 crimes per day)
- 4) Truro – 286 (10.2 crimes per day)

Number of incidents per sector (During February):

- 1) Truro 734 (26.2 incidents per day)
- 2) Camborne 706 (25.2 incidents per day)
- 3) Falmouth 640 (22.8 incidents per day)
- 4) Penzance 617 (22 incidents per day)

Key Takeaways:

~ Truro community tend to report a lot more incidents (more than the rest of West Cornwall) however currently have the lowest crime rate.

~ Falmouth and Helston currently have the second highest crime rate in West Cornwall.

~ Increase in reporting could reflect higher confidence in police – however conversely it may just mean that we have a higher crime rate (!)

### **Good Work / News Last Month:**

~ As part of a Special Constabulary routine beat patrol – they came across a vehicle on Kimberly Park Road. Something didn't seem right with the vehicle and some good policing / professional curiosity revealed quantity of cocaine within the vehicle, cash, baseball bat and mobile phones. 2x males arrested for PWITS and offensive weapon, believed linked to a County Lines OCG. Interviewed and currently on bail not to enter Cornwall.

~ Speed Enforcement conducted in Tregenver Road, Falmouth. During the time that the team were on site they identified no less than 67 speeding offences. Team took a 'no

excuses' approach to enforcement with action being taken on all identified offences as opposed to words of advice.

~ As we approach the busier tourist season we will be visiting numerous restaurants, hotels, bars over a period of two days in order to discuss the impact of immigration and modern day slavery offences and to 'spot the signs' advice and support.

~ Reports of consistent speeding in Boslowick Road, Falmouth. As a result Vision Zero have scoped the area out and identified a road traffic site for future deployments.

~ Continued engagement with schools and university regards to sexual offences, stay safe, online safety and road safety.





# Falmouth Town Council

## FINANCIAL REGULATIONS 2025

**APPROVED:**  
**Council:**

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These Financial Regulations were originally adopted by the Council at its Meeting held on 5<sup>th</sup> March 2018 (from a recommendation by the Finance and General Purposes Committee dated 19<sup>th</sup> February 2018). They were further amended to reflect the activities and structure of the Council and ratified 19<sup>th</sup> April 2021. Further reviews were undertaken in 2023, 2024 and now in 2025.

## 1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Councillors and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 A breach of these Regulations by an employee may entail action under the Council's Disciplinary Procedures.
- 1.7 **Councillors** of the Council are expected to abide by the code of conduct and to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9 The RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- that the accounting records of the Council are up to date in accordance with proper practices;
- seeks economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification and documentation of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13 The Council is NOT empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, which shall be a matter for the Finance and General Purposes Committee only.

1.14 In addition, the RFO shall:

- determine and keep under regular review the bank mandate for all Council bank accounts;

The Council shall:

- approve a grant of any value; and any payments for unbudgeted expenditure in excess of the limits within the scheme of delegation.
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Staffing Committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) Edition 2024, available from the websites of NALC and the Society for Local Council Clerks (SLCC)

## 2. ACCOUNTS AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2 The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain;

- Day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;
- A record of the assets and liabilities of the Council.

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts the RFO shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Councillor of the Council shall make available such documents and records as appear to the Council to be necessary for the Purposes of the audit and shall, as directed by the Council,

supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that Purposes.

- 2.5 Any officer or Councillor of the Council must make available such documents and records as the internal or external auditor considers necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 2.6 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.7 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to the Finance and General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.8 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.9 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.10 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by **Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.**
- 2.11 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. BUDGET AND PRECEPT**

- 3.1 **Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 3.2 Each service manager in consultation with the RFO shall review forecasts of revenue and capital receipts and payments for their service. Having regard to the forecast and to committee (appendix

1 sets out the committee responsible for each service) and Council recommendations, they shall thereafter formulate and submit proposals for the following financial year to the Council before the 30<sup>th</sup> November each year.

- 3.3 Budgets for salaries and wages, including employer contributions shall be reviewed by the staffing committee at least annually and in time for consideration alongside the proposals mentioned in 3.2
- 3.4 The RFO must each year, by no later than 31<sup>st</sup> January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and then confirmed by the Council to set its precept (see 3.5)
- 3.5 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the last day of January. The RFO shall issue the precept to the billing authority by no later than the end of February.
- 3.6 Any Councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.
- 3.7 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.8 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance and General Purposes Committee.

## 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be incurred up to the amount shown under each approved Committee and Service schedule (appendix 1). Sub delegation by Service Heads is permitted to defray day to day small expenditure up to £100 per individual item.
- 4.2 All Councillors are authorised to sign payments as set out below:
- approval by two authorised signatories for net items exceeding £10,000 (excluding statutory payments associated with payroll); or
  - approval by one authorised signatory for net items up to but not exceeding £10,000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.3 Service Heads shall monitor revenue expenditure and report projected year end forecast to their respective committees.
- 4.3 During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.4 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5 The salary budgets are to be reviewed at least annually, usually in October, for the following financial year and such review shall be evidenced by a hard copy schedule signed by Chairman of the Staffing Committee and the Clerk as the Proper Officer.
- 4.6 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted on capital projects unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each heading of the budget, showing actual expenditure and projected forecast to the end of the financial year. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this Purposes, "material" shall be any amount in excess of 15% of the budget.
- 4.10 Changes in earmarked reserves shall be approved by the Finance and General Purposes Committee as part of the budgetary control process.

## **5. BANKING AND PAYMENTS**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of authorised payments forming part of the agenda for the meeting to the Finance and General Purposes Committee for approval. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.



5.4 The RFO shall arrange for all invoices to be examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to arrange for payment of all invoices submitted to be made in a timely manner and in accordance with 4.1.

5.5 A scheme of delegation regarding the authorisation of payments is attached at appendix 1.

In addition, the Clerk, RFO and Deputy Clerk shall have delegated authority to authorise the payment of items in the following circumstances:

- a) A revenue expenditure item authorised under 4.1 above and under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee; or
- b) fund transfers within the Councils banking arrangements.

5.6 For each financial year the RFO can draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Finance and General Purposes Committee, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee.

5.7 Should procedure 5.6 above be followed, a record of regular payments made shall be drawn up and be signed by two authorised signatories on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.

5.8 In respect of grants the following applies:

- (i) General Grants - Finance and General Purposes Committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.
- (ii) Educational Reserve Grants – Shall be approved by the Chair of Finance and General Purposes and any two ward Councillors. Payment shall be reported to the following Finance and General Purposes meeting.

5.9 Councillors are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10 The Council will aim to rotate the duties of Councillors in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11 Changes to account details for suppliers, to whom digital payments are made, must be verified both in writing and verbally, and authorised by the RFO.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1 The Council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under Financial Regulation 5 above, the Finance and General Purposes Committee, Council or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by BACS / cheque or other instruction to the Council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed in accordance with the bank mandate, in line with 4.1 above.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation.
- 6.6 Details of cheques or orders for payment shall be presented in a month by month format to the Finance and General Purposes Committee at the next meeting following the end of the preceding calendar month.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by at least one Councillor.
- 6.8 The Council has approved the use of internet banking. The use of a Bankers Standing Order provided that the instructions are signed by one Councillor and any payments are reported to the Finance and General Purposes Committee as made, shall be renewed by resolution of the Finance and General Purposes Committee annually.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or similar banking method provided that the instructions for each payment are signed, or otherwise evidenced, by one authorised bank signatory and are retained.
- 6.10 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.11 Officers and Councillors using computers for the Council's financial business, shall operate from Council managed devices only.
- 6.13 Where internet banking arrangements are made with any bank, the Clerk, Deputy Clerk and the RFO shall be appointed as the Service Administrators. The Bank Mandate approved by the Council shall identify the persons authorised to approve transactions on those accounts. All transaction made by this method must be witnessed and signed by the duly authorised persons and witnesses.
- 6.14 Access to any internet banking accounts will be directly through the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved

passwords facilities must not be used on any computer use for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.15 Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed.
- 6.16 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and reconciled monthly.
- 6.17 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by approved and authorised employees and contractors and shall be subject to automatic payment in full at each month-end.
- 6.18 The RFO via delegated officers shall maintain varying petty cash floats depending on the cost centre involved (threshold per transaction £40.00) for the Purposes of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment and the petty cash accounts are to be reconciled on a monthly basis.
  - a) Income received must not be paid into the petty cash floats but must be separately banked, as provided for elsewhere in these regulations.
  - b) Payments to maintain the petty cash floats shall be clearly identified on the schedule of payments presented to Council under 5.2 above.

## 7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council **must** make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, as recommended by the Staffing Committee.
- 7.2 All time sheets shall be certified as to accuracy by the employees and their line manager and verified by the RFO prior to authorisation of payment.
- 7.3 Travel expenses:
  - a) All employees should use Council vehicles subject to authorisation of driver whenever possible when travelling on Council business. Where this is not possible business mileage will be paid for local authorised travel (usually Cornwall and West to Mid Devon only) at the appropriate NJC agreed rate. Outside of local area in the interests of best value a standard rate rail fare would be paid. All claims for travel and other expenses should be authorised by the relevant line manager before being submitted for RFO approval or in the case of the Town Clerk/RFO, expenses to be authorised by a Councillor.

- b) Employees of the Council and Councillors using their own vehicles for local travel must have in place the appropriate level of 'business use' insurance with the appropriate documentation provided to the RFO before travel expenses can be authorised for payment.
- 7.4 As approved by line managers, time in lieu must be taken in accordance with the Council's approved policy and subject to the operational requirements of Council business.
- 7.5 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.6 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 7.7 The Council shall via the RFO maintain records of each and every payment to employees of net salary and other payments and to the appropriate credit of the statutory and discretionary deductions. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.8 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.9 An effective system of personal performance management should be maintained for the senior officers in accordance with the Council's staff Appraisal System.
- 7.10 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.11 The Clerk and the RFO are delegated to make arrangements to engage such replacement staff as to ensure that the Council's operational functions are maintained.

## 8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purposes. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 Bank statements are available at all times through the Council's online banking portal and in addition the Council will maintain the monthly delivery of hard copy statements from Banks and Investment providers.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council has an Investment Strategy and Policy in accordance with relevant regulations, proper practices and guidance. This shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be held in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transactions between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## 9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Finance and General Purposes Committee and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

- 9.6 A record of the origin of each receipt shall be entered on an electronic spreadsheet, cross referenced to the relevant paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33, shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

## 10. PROCUREMENT

- 10.1 All Councillors and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the de minimus provision in Regulation 11 (h) below.
- 10.2 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority be applicable before it is reported to the meeting at which the order is approved, notwithstanding that the Council holds the General Power of Competence.
- 10.3 Every contract shall comply with the Council's Standing Orders and these Financial Regulations, with the exception of emergency expenditure.
- 10.4 For a contract for the supply of goods, services or works where the estimates value will exceed the thresholds set by Parliament, the full requirements of the Public Contract Regulations 2015 or any superseding legislation (the Legislation), must be followed in respect of the tendering, award and notification of that contract.
- 10.5 Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in para 10.7) obtain prices as follows:
- Where it is intended to enter into a contract exceeding £100,000 (net) in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.

- For contract estimated to be over £30,000 including vat, the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- For contracts greater than £3,000 excluding VAT the service head or manager shall seek at least 3 fixed price quotes.
- Where the value is between £1,000 and £3,000 excluding VAT the service head or manager shall try to obtain 3 estimates (this may include evidence of costs obtained from online portals).
- For smaller purchases services heads or managers shall seek to achieve value for money.

10.6 Contract must not be split into smaller lots to avoid compliance with these requirements.

10.7 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- ii for work to be executed or goods or materials to be supplied which consists of repairs to or parts for existing machinery or equipment or plant;
- iii for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- iv for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

Further the following existing services shall be awarded in accordance with the scheme of delegation without recourse to competition, notwithstanding that the service head shall annually review the effectiveness of the service being delivered to ensure that it remains value for money:

- i Town Dressing and Festive Lighting
- ii Information Technology and Network Management
- iii Building and Toilet Cleansing
- iv Insurance
- v Electrical

10.8 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Finance and General Purposes Committee.

10.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

10.10 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk, RFO or Service Head as set out in the scheme of delegation
- The Council for all items over the threshold set out in the scheme of delegation

10.11 Such authorisation must be supported by an audit trail or, in the case of Council, a minute.

- 10.12 No individual Councillor, or informal group of Councillors may issue an official order or make an contract on behalf of the Council unless instructed to do so in advance by a resolution of the Council
- 10.13 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless, the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

## 11. CONTRACTS

### 11.1 Procedures as to contracts are laid down as follows:

- a) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- b) Where the estimated contract value exceed £100,000 such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- c) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Councillor of Council.
- d) If less than three tenders are received for contracts above £100,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- e) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- f) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender estimate or quote who was present when the original decision making process was being undertaken.
- g) The Procurement Regulations 2024 or its successor in title shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016 including thresholds shall be followed.



- h) The Council's assets register shall be adjusted accordingly where procurement is in excess of the Council de-minimus level of £500.
- i) All procurement must be undertaken in line with the Councils Responsible Procurement Policy.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1 The Service Manager in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Service Managers shall be responsible for periodic annual checks of stocks and stores and inventory and report to their relevant committees, the RFO and subsequently the Finance and General Purposes Committee annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and Purposes for which held in accordance with Accounts and Audit Regulations.

- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000, in which case the Clerk/RFO may make the decision to acquire or dispose.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 15. INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review this annually.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate Councillors and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance and General Purposes Committee.
- 15.6 Each employee is responsible for maintaining proper security at all times for all buildings, stocks, share, vehicles, furniture, equipment, cash and all property belonging to the Council under their control. Keys to safes and similar receptacles are to be carried on the person of those responsible at all times and any loss of keys must be reported to the Clerk immediately.

## 16. CHARITIES

- 16.1 Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 17. RISK MANAGEMENT AND INTERNAL CONTROL

- 17.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management. The Clerk and RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council annually.
- 17.2 When considering any new activity, the Service Manager shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3 Each Service Manager will undertake a documented assessment of the risks and management arrangements for their service which will be updated annually.
- 17.4 At least once a year, the Council must review the effectiveness of its systems of internal control, before approving the Annual Governance Statement.
- 17.5 The accounting control systems determined by the RFO must include measures to:
- Ensure that risk is appropriately managed;
  - Ensure the prompt, accurate recording of financial transactions;
  - Prevent and detect inaccuracy or fraud; and
  - Allow the reconstitution of any lost records;
  - Identify the duties of officers dealing with transactions and
  - Ensure division of responsibilities.
- 17.6 On a regular basis, at least once in each quarter, and at each financial year end, at least one Councillor other than the Chairman (the Mayor) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Councillor shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 17.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## 18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Finance and General Purposes Committee to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Finance and General Purposes Committee may, by resolution of the Committee duly notified prior to the relevant meeting of the Committee, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors of the Committee.

DRAFT

Budget Heading

Officer Role

2024/25	Threshold	Town Clerk	RFO	Deputy Proper Officer/ Town	Cultural Services Director	Princess Pavilion General Manager	Grounds Manager	Facilities Manager	Mayors Secretary
<b>Corporate - F&amp;GP Committee **</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (see (i))	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					Yes
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					Yes
<b>General Council - F&amp;GP Committee **</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					Yes *
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					Yes *
<b>Town Management - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					
<b>Cultural Services - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes		Yes				
Commission works within budget	≤ £3k	Yes	Yes		Yes				
Approve commissioned invoices for Payment	NA	Yes	Yes		Yes				
<b>Princess Pavilion - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes			Yes			
Commission works within budget	≤ £3k	Yes	Yes			Yes			
Approve commissioned invoices for Payment	NA	Yes	Yes			Yes			
<b>Cemetery Services - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes				Yes		
Commission works within budget	≤ £3k	Yes	Yes				Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes		
<b>Facilities - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes					Yes	
Commission works within budget	≤ £3k	Yes	Yes					Yes	
Approve commissioned invoices for Payment	NA	Yes	Yes					Yes	
<b>Parks and Gardens - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planned project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes				Yes		
Commission works within budget	≤ £3k	Yes	Yes				Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes		

\* Civic and Mayoral Expenditure only

\*\* F&GP - Finance and General Purposes Committee

(i) Inclusive of VAT PPN 09/21 from 1.1.22



## **Town Management Report to Falmouth Town Council 10/03/25**

### **SAFE & SECURE**

As per usual I keep Safe & Secure as a topic as part of this report. Many issues have been overcome with ASB over the last few months but as always there is still lots to do. We have seen a marked improvement around the Moor but at a recent traders meeting there have been many challenges particularly in Market Street. I would like to thank everyone for their efforts (Police, ASB CC team, TC staff, CCTV operators, Street Rangers, traders with comms and DISC usage etc).

Street Rangers have very recently undertaken CSAS training and all of above has been fed into a recent meeting with the Police and Crime Commissioner to highlight our concerns and comments.

With the weather improving and days getting longer everything will be closely monitored for emerging issue.

### **TOWN DELIVERY FUND**

As mentioned on the previous report this has further developed, and grants are now starting to be paid to the various businesses that applied. It has been very well received.

### **BOLLARD WORKS & COMMS**

The Town Team have made sure working closely with the Rangers and also Cornwall Council/Cormac that detailed comms have gone out to the town. This was electronically as well as hand delivered to all businesses within Market Street/Church Street and Arwenack Street. The Town Team were very mindful that clear comms must sent to all businesses and residents in advance, and this would not have happened if the works took place in October as first planned.

While these works are always going to be challenging due to the location, for the vast majority of the time deliveries/shuttle bus/residents etc have been maintained via the temporary road. This was not due to be the case but something we pushed for to make town operations a bit smoother during the works.

#### SEA SHANTY FUNDRAISER

This annual event takes place on Sat 1<sup>st</sup> March to raise money for the main festival in June. There will be more detail in the next Cultural Services report but it is a 'sell out' for the evening at the National Maritime Museum which is great news.

#### ATCM CONFERENCE

Richard Wilcox and I recently attended a national conference in London for the Association of Town City Management. We were asked to present the Falmouth 'case study' of how we work together and the effective partnership that has been established between Falmouth Town Council and Falmouth BID over the years. It is important to highlight that we are not the 'norm' and many towns and cities are keen to understand how we have such an effective partnership. Apparently our talk was inspiring!!

#### CILCA QUALIFICATION

The Certificate of Local Council Administration qualification that I have been undertaking is almost complete. A little more to do over the next couple of months and it should be signed off. The Town Clerk has this qualification and is required for the council to maintain the General Power of Competence.

## **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 19<sup>th</sup> 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
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 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

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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 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**

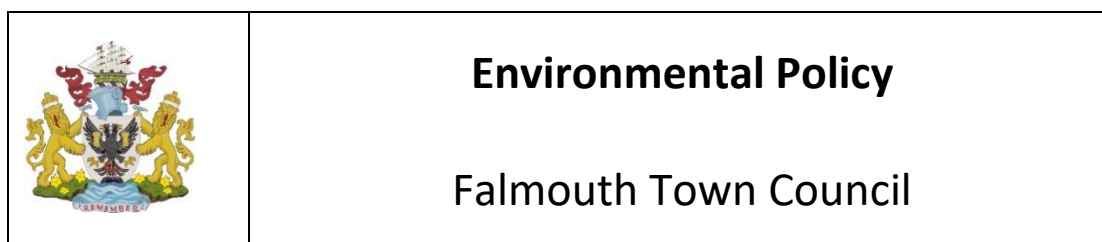
It is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audits can identify areas for improvement, as can the sharing for best practice via professional bodies, including the Institute of Risk Management,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

- 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

### Mayors Report: May 2025

Since becoming Mayor, I have attended Penryn Mayor Making in the Temperence Hall. It was a very good evening where Mary May was Duly Sworn in as Mayor and Councillor Shanaide Hanks was Sworn in as Deputy.



# Fairtrade Falmouth Steering Group



## Quarterly Report to Town Council Meeting 2<sup>nd</sup> June 2025

### **Brewing a better future for Fairtrade tea producers**

In an exciting new commitment all Sainsbury's own brand black tea is now Fairtrade. As a result of this move, tea farmers and workers will earn an estimated £1000,000 annually in Fairtrade premium and Sainsbury's is projected to become the largest retailer of Fairtrade tea in the UK. This move builds on over 20 years of partnership between Fairtrade and Sainsbury's and follows news last year, that Sainsbury's became the first UK retailer to take action on the living wage gap in bananas three years ahead of the industry commitment.

### **Our work to date**

1. The Benow Festival was a wonderful event and a great opportunity for us to promote the importance of adding Fairtrade products to your shopping. We created a display of Fairtrade tea and where to buy it and we shared the stories of some of the women who grow the Fairtrade tea we all love to drink. With the help of our volunteers we also served refreshments (Fairtrade of course). We thank Falmouth Art Gallery for inviting Falmouth Fairtrade to take part; the staff took care of our every need,
2. We run a regular Fairtrade stall the second Sunday of the month. The venue is St Mary's church hall. The goods are supplied by Estelle Turner, a Fairtrade campaigner based in Helston
3. We were invited to take part in 'The Power of 10 Festival' hosted at the University of Exeter's Penryn campus Easter Tuesday 22<sup>nd</sup> April 25 (World Earth Day). The Festival successfully brought together keynote speakers, local environmental organisations, and creative workshops to help young people discover their unique skill sets for tackling the climate and biodiversity crises. 200 children from 15 schools across Cornwall took part. As our small team lack experience in working with young people, we enlisted the help of Brian Terry a retired teacher and a passionate Fairtrade campaigner based in Camborne. All the organisations were asked to provide interactive activities to engage with the young people and Brian did just that by using a technique created by Edward de Bono which worked very well. We are very grateful to Brian for his help and presence on the day. It was a great experience working with him..
4. One of our team signed up for some online 'Speaker Training' in April arranged by the Fairtrade Foundation.

### **Future Fairtrade Events**

1. **We are celebrating 20 years of Fairtrade in Falmouth with a free Coffee/Tea and Cake event Wednesday 11<sup>th</sup> June 2025 10.am – 12.30, Town Council Chambers. You are all invited.**
2. Fairtrade Fortnight event Town Council Chambers Saturday 27<sup>th</sup> September 2025 1.pm-4pm
3. Freshers Week – we enjoy connecting with the new students, so plan to organise an event that is convenient with events already planned by the university.

### **Possible future events**

1. We still long to celebrate 20 years of Fairtrade in Falmouth with a social event that brings together the people who worked so hard to gain Fairtrade Town status in 2005, Fairtrade councillors who have supported our work and our loyal supporters over the past 20 years. Unfortunately, our small team doesn't have the budget to finance this.
2. We would also like to organise a Fairtrade stand at Parklive, and take part in the Fun Palace event. However, with a small team of three, it is challenging finding the time to do everything we want to do.

The main focus of our next meeting is to review the past year, the work we have done, the changing circumstances of the group members, how we can encourage new members to join our team and what we can realistically do in the future.



## Minutes of Meeting held on Wednesday 23<sup>rd</sup> April, 2025

**The Atherton Suite, FTC offices, The Moor, Falmouth**

**Present:** Cllr. Jude Robinson **(JR)** - Falmouth Town Council (Chair)  
CC.Cllr. Laurie Magowan **(LM)** - Cornwall Councillor  
Cllr. Debra Clegg **(DC)** - Falmouth Town Council  
Sue Nicholls **(SN)** - Cormac/Cornwall Council  
Joe Healey **(JH)** - Gyllyngvase Beach  
Ben Dawson **(BD)** - Gyllyngvase Beach  
Mark Williams **(MW)** - Falmouth Town Council Clerk  
Tessa Marie **(TM)** - FTC EEO  
Eamonn Murphy - FTC EEO  
Esther Lochrie **(EL)** - Swanpool Beach  
Bruce Hobbs **(BH)** - Falmouth Hotels Association  
Leann Wright **(LW)** - Maenporth Beach Café  
James Wright **(JW)** - Maenporth Beach Café  
Nick Banfield **(NB)** - Gyllyngvase Wellbeing Swimmers  
Simon Harvey **(SH)** - Gyllyngvase Wellbeing Swimmers  
Leonie Skelton **(LS)** - Gyllyngvase Wellbeing Swimmers  
Tiffany Gale **(TG)** - Sober Sea Swimmers  
David Yelland **(DY)** - FBRA (Secretary)

### **1) Welcome and introductions**

**DY** initiated the meeting; later **JR** welcomed all attendees and invited "round - the - table" introductions.

### **2) Apologies for absence**

Apologies were received from Adam Harris - RNLI lifeguards, Lois Leonard - Gylly SLSC, Richard Gates - Falmouth Town Manager, Tony Arden - Environment Agency

### **3) Minutes of the last meeting (29<sup>th</sup> January) and matters arising.**

The minutes of the previous meeting were accepted and approved as an accurate record of the proceedings. All matters arising had either been actioned or included in agenda items for today's meeting.

#### 4) Updates on beach management, environmental issues, activities, etc.

##### 4.1 Castle Beach

There was no-one present from Castle Beach but it was noted that **SN** had prepared a notice listing the bye-laws which are now displayed on the noticeboard at the beach entrance. **SN** has also advised Emily of the established beach event notification procedures and it is hoped that Castle Beach will engage with the FBMG procedures and activities in a positive manner.

##### 4.2 Gyllyngvase Beach

**BD** reported that the café extension and associated works were 99% complete and opened in time for the Easter weekend. An invite has been extended to FBMG members and other local groups to an informal 'locals welcome' evening at the café between 6.00 and 8.00 p.m. on Thursday May 1<sup>st</sup>.

Open fires on the beach and discarded BBQs continue to cause issues. (See further report in section 4.5 below)

An issue was raised concerning the volleyball facility on the beach which used to be freely available to all. The area is now almost permanently occupied by one individual who brings his own equipment and offers instruction/matches to various groups, mainly Uni based. Although claims have been made that there are fees and booking systems in operation this does not appear to be the case. **JH** advised that Gylly Café have no involvement with this activity but was advised by **SN** to formalise the arrangement and ensure that any necessary permissions, insurances, etc. were all in place. Hopefully, free access to the facility may, again, be available to all.

**Action JH**

##### 4.3 Swanpool Beach

**EL** reported that the café was closed at present whilst storm damage to the roof is under repair. It is hoped that it will open again in time for the early May bank holiday.

The issue was raised of the Beach House, formerly Hooked on the Rocks, holding a swimming club on the beach linked to a breakfast promotional offer without permission, nor any consultation, with the beach leaseholders, Swanpool Beach Ltd. **EL** and **SN** have both contacted the Beach House proprietor but he has rejected any attempt to discuss the matter amicably. Various departments within Cornwall Council have been informed of the issue and the legal department has been consulted. Unfortunately, the operating lease does not clearly define that Swanpool Beach Ltd has sole and exclusive commercial rights to the beach. It is hoped that such a clause will be included when a new lease comes in to effect in 2027. Meanwhile, it is hoped that representations being made by Cornwall Council will persuade the Beach House to engage more constructively with all concerned.

(It was noted that other issues have been raised with the Beach House, including the unauthorised removal of a public footpath sign and the reported lack of an appropriate licence for outdoor music events).

#### 4.4 Maenporth Beach

**LW** reported that the major issue of significant sand erosion at Maenporth Beach, discussed in detail at the last meeting, is in the hands of the landlords (Maenporth Estate) and an update is expected within the next two weeks. Representations to Cornwall Council have been made by **DC** and Jayne Kirkham MP and it is hoped that CC will exercise its authority to help resolve the matter. **JW** reported that he is investigating other avenues to address socio-economic factors which should support the call for a comprehensive and permanent resolution of the sand erosion issue.

#### 4.5 FTC Environment, Education and Enforcement Officers

A report prepared by **TM** was circulated prior to the meeting; the main focus of which was the ongoing issues of open fires on the beach. Following much discussion on the matter it was agreed that monitoring and recording evidence should be the first step in seeking a solution. Such evidence would be necessary if it was subsequently decided to propose restrictions or a total ban of open fires on the beach. A group of volunteers from FBMG member organisations such as Gyllyngvase Wellbeing Swimmers, Falmouth Bay Residents' Association, Gylly Café, etc. could be established, possibly lead by **TM/EM** and with input and support from Falmouth Fire Brigade. The remit of such a group would be to record evidence, not to engage or intervene in any active situations. **MW** will be meeting shortly with Martyn Addinall (Falmouth Fire Station) and will seek his support for the scheme. **LM** advised that the introduction of any new control regulations would probably require a formal consultation process and that the evidence collected would be a key element. Those present were asked to consult with their member organisations to gauge opinions on the issue and the level of support for the establishment of a volunteer monitoring group.

**Action All**

**MW** advised that Karen Hall, Environmental Projects Officer, will shortly be circulating notices of upcoming environmental based events on Gyllyngvase/Swanpool beach, notably, Festival of the Ocean, Blue Meadows (seagrass) and Making Space for Sand. (It should be checked that the necessary permissions, event notification forms, etc. are all in place for these events)

**Action MW**

#### 4.6 Gyllyngvase Wellbeing Swimmers

**NB** made a brief presentation on behalf of Gyllyngvase Wellbeing Swimmers (GWS) and reported that the group has approximately 300 members who engage in a wide range of activities for which there is no charge and no membership fee. Organised activities

include swimming coaching, meditation and yoga classes, wellbeing programmes, etc. Full details may be found at [gyllywellbeingswimmers.com](http://gyllywellbeingswimmers.com).

**NB** thanked Falmouth Town Council for the funding support they received in the past and was advised by **JR** and **MW** that they are eligible to apply for an annual grant. This opportunity will be followed up **Action NB**

**TF** reported that she has established a newly formed CIC, Sober Sea Swimmers, who support people in the 'grey area' of drinking. This group is designed to support people who are struggling with their relationship with alcohol but who do not align with AA or other support groups directed at the more serious drinker. The group is planning to hold a small event on Gylly Beach at 5.00 p.m. on 10th May. For more information go to [facebook.com/groups/soberswimmers](https://facebook.com/groups/soberswimmers)

#### 4.7 Falmouth and District Hotels Association

**BH** presented a proposal for a swimmer's pontoon off Gyllyngvase Beach, details of which had been circulated prior to the meeting. It was noted that such a facility had previously been in place at the beach for many years during the 60s and 70s. and that there was a similar pontoon at St Mawes and other coastal locations throughout the country. A plastic block pontoon is proposed at a cost in the region of £15,000 - £16,000. There will also be annual mooring and maintenance costs, as detailed in the circulated proposal. It is now intended to seek funding via sponsorships, crowdfunding, sports related organisations and/or Section 106 funding from Cornwall Council.

It was noted that previous similar initiatives had failed because of ownership and insurance complications. **JH** indicated that Gylyy Cafe may become involved to overcome such issues but would first need to be certain that there was widespread and unequivocal support for such a proposal. Consequently, **BH** and **JH** will liaise to produce a single page summary of the proposal for circulation throughout the community. **DY** will circulate to FBMG, community organisations, sports clubs, residents' associations, etc. and **MW** will circulate throughout Falmouth Town Council and on its website. The circulated proposal should be framed as a "consultation" with feedback being assessed to gauge support for the project progressing to the next stage. **Action BH/JH/MW/DY**

#### 4.8 Gyllyngvase Surf Life Saving Club

Lois Leonard, Chair of Gyllyngvase SLSC, was unable to attend the meeting but prepared a report which was circulated with the agenda. The report was noted, together with Lois's offer to provide any further information by e-mailing [info@gyllysrf.org.uk](mailto:info@gyllysrf.org.uk).

## **5) Blue Flag Award – update**

**SN** reported that the results of the Blue Flag submission will be communicated at the end of April/early May but the official announcement will be at the start of the bathing season on 15<sup>th</sup> May.

**BD** reported that the flag pole was faulty. Although not their direct responsibility, FTC will arrange for it to be repaired. **Action MW**

## **6) Any other business**

As deemed necessary by the FBMG, a formal planning application, PA25/02645, has been submitted by Kiln Sauna seeking permission to permanently site the sauna hut on the beach. The selected location is further to the north than the current position.

It is believed that the Basking Shark project, presented at the last meeting, is nearing completion and that it is intended to bring it to the beach, albeit temporarily, on 8<sup>th</sup> June as part of a bigger event on the beach. As mentioned previously, **MW** will check with Karen Hall that all the necessary permissions are in place. **Action MW**

It is expected that the marker buoys for the Gyllyngvase beach safety zone will be in position shortly.

### **Note:**

As there will be a new Town Council after the Town and County elections on May 1<sup>st</sup>, **JR** confirmed that she now officially steps down as FBMG Chair. She thanked all members of the FBMG for their helpful and positive input to the group's proceedings and wished everyone well for the future. In response, Jude was thanked for her leadership and support of the group which has grown in membership and stature under her tenure. Everyone would support her for a second term as FBMG Chair if that should be possible.

## **7) Date of next meeting**

The next meeting is scheduled for September. Date to be advised.

**Action DY**



## Meeting Minutes

16<sup>th</sup> April Alverton Suite 10am

Chair: Dean Evans

### Present:

Dean Evans (DE)	Town Councillor Boslowick
Euan McPhee (EMcP)	Friends of Tregoniggie Woods
Karen Hall (KH)	Falmouth Town Council Environmental
Ken Reid (KR)	Friends of Tregoniggie Woods
Nicola Burgess (NB)	Falmouth Town Council/Cormac
Sali Roberts (SR)	Fawkener Close (FoTW)
Sheila Gowers (SG)	Falmouth Bay Residents/FoSNR
Tony Arden (TA)	Environment Agency
Wendy McDonald (WMcD)	Bosvale Action Group

**Apologies:** Alan Jewell, Clare Lewis, Georgina Brown (GB) (post meeting), Simon Penna.

### 2. Minutes of Previous Meeting were agreed.

**Matters Arising Bosvale status:** Following a query from WMcD at the last meeting, regarding the status of the Bosvale tributary within the Green Corridor, SG had checked previous minutes.

**In May 2022 AGM: Updated Constitution adopted which reads (changes in red):** *The Falmouth Green Corridor is defined as the woodlands, wetlands, grasslands and other areas which are contained within the Bickland catchment **zone** and border the Bickland Stream **and its tributaries** as it runs from above Bickland Water Road, through Tregoniggie Woodland and Prislow Woods to Swanpool nature reserve.*

It was therefore confirmed that the Bosvale tributary is included in the Green Corridor and this should be reflected in any future update of the Local Neighbour Development Plan.

### 3. Treasurer's Report

**Bank situation:** DE updated the meeting on the establishment of a new bank account with Nat West. There were some technical difficulties with verification processes but these had hopefully been resolved. The latest Lloyds statement shows the first service charge of £4.25 had been applied on 18<sup>th</sup> March leaving a balance of £636.57.

### 4. Reports from Groups (N to S)

**Friends of Tregoniggie Woods (FoTW):** EMcP reported that the upgraded path at Fawkener Close has now been completed and 1200 native bulbs planted. Woodland plants have also been seeded along the path sides to speed up the re-vegetation. Screen hedging has been planted along the back of the Fawkener Close properties to provide future screening. One resident was unhappy with this and had become abusive, claiming land adjacent to his garden as his own. The matter was being dealt with through official channels.

EMcP reported that a strip of land within the woodland backing on to Longfield was still owned by the developer Persimmon Homes although it had been managed by Cornwall Council in recent years. Ideally this would be purchased or transferred to Cornwall Council or Falmouth Town Council. KH observed that unfortunately this was unlikely as the Councils were not in a position to take on any further assets unless they could be tied to an income.

**6. Pollution Monitoring:** (This item was brought forward as TA would have to leave the meeting early)

TA reported that the number of pollution events in Bickland Stream had decreased.

TA: A recent pollution event reported on 5<sup>th</sup> March was traced to silt contaminated runoff from the construction site at the northern end of Eve Park entering unprotected surface water drainage which discharges to the stream via a retention pond. The pond has silted up, so the contaminated water did not settle and flowed straight through the outfall and into the stream. The contaminated water came from a spring line exposed by terracing works which explains the runoff during a period of no/low rainfall. Persimmon has blocked off the surface water drains and installed bunds to contain the spring water runoff which has stopped the source of the pollution. They are also installing hay bales at the outfall to the stream to contain the contamination and are going to desilt the pond and clear the pipework. As of 7<sup>th</sup> April there was no sign of any work commencing on de-silting the pond. EA to make a further visit.

TA: Swanpool Beach retains its 'Good' rating (last rated as Excellent in the 2022 season). The results of Environmental DNA (eDNA) analysis from the Swanpool outflow has shown that the E coli was predominantly of canine and fowl origins with a small amount of human DNA, most likely originating from mis-connections.

It was agreed that an additional rubbish bin at the north end of the Pool where the footpath emerges onto the road would be beneficial. [Note: there are two bins (or a double) on the roadside on the grassy area at the north end of the Pool, maybe one of these could be moved to this new location. **NB to follow up.**]

TA: Run-off from the Greenspot fire had caused contamination of ponds which feed into the Bickland Stream but the effect had been local and the stream was clear of contamination at the Football Club. Investigation into the fire was on-going.

TA: A replacement for TA's previous role in the Falmouth area had now been appointed Lily ??? and TA would bring her to the next meeting.

EMcP: On-going aquatic insect surveys of the Bickland stream have shown the absence of Caddis Fly larvae in recent years suggesting a decrease in water quality.

KR: The mis-connections manager who KR has been in contact with has left SWW and KR is trying to make contact with his replacement. There were some properties that still needed investigating but access to the rented properties was proving difficult.

KR: There had been another incident of paint pollution at outfall 3704 on 7<sup>th</sup> April. The subject of labelling or numbering the outfalls to make reporting of incidents easier was discussed. SWW



prefer the public to use what-three-words but this App is not necessarily readily available to everyone. The matter is under review.

#### **4. Reports from Groups (N to S) – cont.**

**Queen Anne Gardens (QAG):** Nothing to report

**Prislow Woods (PWCG) and Swanvale Open Space (SOS):** KH reported that the Spring Stomp involving Falmouth School had gone very well. Also the Marine School Volunteers Skunk cabbage clearance had also gone well and it was hoped that Cornwall Wildlife Trust would become more proactive in the area and further session could be organised in the future.

**Bosvale (BV):** WMcD queried the ownership and responsibilities for the stream banks at Bosvale. It was thought that the Bosvale open space and the woodland strip on the other side of the stream were under the same ownership. While this had been Falmouth Rotary it was not known if the land had been sold or possibly leased to Cornwall Council. Further information was probably available on the planning application. [Post meeting note: as of February 2023 the land was still in the ownership of Falmouth Rotary and included both sides of the stream]

**Friends of Swanpool Nature Reserve (FoSNR):** SG reported that the Group funds, previously frozen, had now been transferred to the new bank account. An EGM had been called on 27<sup>th</sup> March because the group was not operating in accordance with its Terms of Reference and has no agreed understanding of how it may continue to function in an effective manner. Unfortunately three key members were unexpectedly unable to attend the meeting and two further members resigned at the meeting as well as the Chair standing down due to insufficient time to commit to the group. It was agreed at the meeting to investigate what additional interest and support could be raised but if nothing was achieved by the end of June then the FoSNR will dissolve its activities in accordance with the Terms of Reference and transfer the balance of its bank account to Falmouth Town Council. It will then continue to communicate and address matters of interest via a WhatsApp group.

SG reported that weedkiller appears to have been applied to the area around the road culvert adjacent to the Swanpool pumping station at the north end of the pool. It was not clear if the vegetation, (including Knotweed) had been sprayed or spot treated. Other patches of Knotweed a little upstream do not appear to have been affected. **SG to contact Tim Bird**, the Invasive Species Officer at CC, to try and obtain further information.

#### **7. Any Other Business**

**Green Corridor Leaflet:** Photography student Lorna who attended our previous meeting has produced a folded Green Corridor information leaflet for her final year assignment. Copies had been sent to several Green Corridor members asking for comment but it appeared that the leaflet had already been finalised and Lorna was hoping to print additional copies to be made generally available. After discussion it was agreed that if we were to endorse the leaflet and it was made publically available, we would want to make some alterations and corrections. **DE to contact Lorna to discuss.**

**Upcoming Events:** KH announced the following future events organised or supported by the Town Council. Further details will be advertised nearer the time.

- Great Big Green Week 7<sup>th</sup> – 15<sup>th</sup> June
- Festival of the Ocean 8<sup>th</sup> June
- Making Space for Sand 10<sup>th</sup> June

Also EMcP:

- 26<sup>th</sup> April FoTW AGM
- 10<sup>th</sup> May FoTW Spring Fair

**8. Date of Next Meeting:**

**16<sup>th</sup> July 2025 10am in Atherton Suite (subject to booking confirmation) this will be an AGM**

# TREGONIGGIE WOODLAND FAIR 2025

**SATURDAY 10TH MAY**

**10.30AM to 2.30PM**

between the Two Bridges and the Venton Road entrance - TR11 4JU

**Plant Sale**

**Tea, coffee and cake**

**Woodland walks**

**Cornwall Bat Group**

**Pond dipping**

**Woodland crafts**

*and so much more!*

**CASH  
ONLY**



**SCREECH**

**OWL SANCTUARY  
& ANIMAL PARK**



[www.facebook.com/groups/WoodlandFriends](https://www.facebook.com/groups/WoodlandFriends)

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

## FALMOUTH TOWN COUNCIL

[www.falmouthtowncouncil.co.uk/your-council/town-finance/council-annual-return](http://www.falmouthtowncouncil.co.uk/your-council/town-finance/council-annual-return)

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable 

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/11/2024      12/05/2025      21/05/2025

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

*S. P. Hudson*

Date

21/05/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### FALMOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.falmouthtowncouncil.co.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

### FALMOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward	882,245	889,605	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2.</b> (+) Precept or Rates and Levies	3,276,355	3,352,214	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	1,787,344	2,685,288	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	2,091,892	2,273,577	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	120,615	120,615	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	2,843,832	3,797,706	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	889,605	735,210	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	741,718	737,867	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	5,519,002	6,782,495	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10.</b> Total borrowings	1,410,091	1,341,438	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
<b>11b.</b> Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

27/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

FALMOUTH TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## **FALMOUTH TOWN COUNCIL**

Minutes of a Meeting of the Planning & Licensing Committee held on Monday 17<sup>th</sup> March 2025 in the Atherton Suite, The Old Post Office, Falmouth at 6.00 pm.

Present: Councillors S D Eva (Chair), D E Clegg (Vice Chair), G F Evans MBE, A J Jewell CC, J Robinson, B M A Ross, J M Spargo and Z Young.

Councillor D Saunby CC also attended.

In Attendance: E Middleditch (Administration Officer)  
H Attree (Administrative Assistant)

Also Attended: Lisa Soly (Situ8 Ltd – PA25/00752)  
Dan Mitchell (Influence Planning Ltd – PA25/01329)  
Eloise Rowe (Above the Bookshop, Falmouth)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

The Chair amended the agenda order to enable the consideration of both the planning applications PA25/00752 (Penrose Farmhouse) and PA25/01329 (Boslowick Inn) and the licensing application for 21 Church Street (Above the Bookshop) to facilitate attendance.

### **P6316 APOLOGIES**

None

### **P6317 INTERESTS AND DISPENSATIONS**

None.

### **P6318 MINUTES**

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

RESOLVED that the minutes of the Planning and Licensing Committee held on the 24<sup>th</sup> February 2025 be approved as a correct record of the proceedings and signed by the chair.

### **P6319 PLANNING APPLICATIONS**

Members considered a list of planning applications which had been commented on by the Chair and Vice-Chair, under the delegated procedure agreed in accordance with Minute 6/2474 of the meeting held on the 3<sup>rd</sup> April 2000 and amended by Minute P3017.

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

RESOLVED that the observations set out in Appendix I, which forms part of these minutes be approved and adopted as the observations of the Town Council.

Members considered a list of planning applications not dealt with under the delegated procedure outlined above. The Chair reported in respect of those applications as appropriate.

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

RESOLVED that the Town Council makes the observations set out in Appendix II which forms part of these minutes.

**P6320 APPEAL DECISION**

PA22/10666 Land South West Of Bridge House Apartments, Melvill Road, Falmouth.  
Construct Nine New Apartments with associated infrastructure.  
Cornwall Council Decision: Refused.

Members duly noted the Appeal decision.

**P3621 HIGHWAYS/TRAFFIC MANAGEMENT/ROAD SAFETY**

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Members duly noted road closure on Hill Head, Penryn on 17th March 2025 to 21st March 2025 for planned overnight works.

Members duly noted road closure on Trelawney Road, Falmouth on 17th March 2025 to 28th March 2025 (07:30 to 17:00 hours) for Cormac Solutions Ltd to carry out works.

Members duly noted road closure on Trevaylor Road, Falmouth on 27th March 2025 (24 hours) for South West Water to carry out works.

Members duly noted road closure on Market Strand, Falmouth on 26th April 2025 (12:00 to 13:00 hours) for Falmouth Pride 2025 to take place.

Members duly noted road closures on Killigrew Street, Webber Street, High Street, Market Street, Church Street, Arwenack Street, and Grove Place, Falmouth for Falmouth Town Council Events (Falmouth International Sea Shanty Festival, Sea Sunday, Family Day, Oyster Festival, Christmas Light Switch On Parade, Falmouth's Festival Weekend, and Harmony Choir) dated between 13th June to the 24th December 2025 to take place.

**P6322 DECISION LIST**

Members duly noted a list of recent planning decisions made by Cornwall Council.

P6323 **LICENSING**

**Premise License Application**

Above the Bookshop, First Floor, 21 Church Street, Falmouth.

Members duly considered variation to license for opening hours, reduction of sale of alcohol hours, and removal of live and recorded music.

The applicant advised that trading hours would be reduced by half an hour in the evenings on Sundays otherwise the existing licence was unchanged.

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

RESOLVED to support the variation to the licence.

P6324 **ANY LATE RECEIVED PLANNING APPLICATIONS THAT THE CHAIR CONSIDERS TO BE OF URGENCY**

None.

There being no further business the Chair declared the meeting closed at 6.45pm.

Signed: ..... Dated: .....

**APPENDIX I**  
**17th MARCH 2025**

1. **Arwenack** **Mr David White**  
**(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))**  
Change of use to mixed-use, including retained commercial use and new residential use.  
60 Church Street, Falmouth.

Recommend Approval.
2. **Arwenack** **Mr Chris Judd**  
**(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))**  
Advertisement consent for proposed fascia sign.  
Costa Coffee, 35 Market Street, Falmouth.

Recommend Approval.
3. **Penwerris** **Mr & Mrs Mills**  
**(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))**  
Sub Division of dwelling into two to include loft conversion and rear extension.  
Treworthal, Meadowbank Road, Falmouth.

Recommend Approval.
4. **Arwenack** **Rosie Dunford & Chris Legassick**  
**(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))**  
Alterations & rear extension to dwelling.  
33 Glasney Road, Falmouth.

Recommend Approval.
5. **Penwerris** **Mr Dan Stembridge**  
**(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))**  
Carport with integrated solar panels.  
Cressy House, 10 Park Terrace, Falmouth.

Recommend Approval.
6. **Arwenack** **Mrs Jones**  
**(Case Officer: Mark Ball – [Mark.Ball@cornwall.gov.uk](mailto:Mark.Ball@cornwall.gov.uk))**  
Conversion of Redundant Store Rooms to Form One Apartment.  
Rosemullion, 57 Melvill Road, Falmouth.

Recommend Approval.

- 7. Penwerris** [PA25/01467](#) **J Ward**  
(Case Officer: James Moseley – [jmoseley1@cornwall.gov.uk](mailto:jmoseley1@cornwall.gov.uk))  
Listed building consent for the rearrangement of the kitchen and downstairs accessible toilet.  
3 Tehidy Terrace, Falmouth.  
  
Recommend Approval.
- 8. Arwenack** [PA25/01569](#) **Mr Ben Brown**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Change of use from four self-contained flats to a single dwelling with self-contained annexe.  
16A Tredynas Road, Falmouth.  
  
Recommend Approval.
- 9. Boslowick** [PA25/01718](#) **Mr Matthew Rose**  
(Case Officer: Mark Ball – [Mark.Ball@cornwall.gov.uk](mailto:Mark.Ball@cornwall.gov.uk))  
Works to Tree(s) subject to a preservation order (TPO) Complete removal of infected/rotten Horse Chestnut Tree at rear of property.  
8 Prislow Close, Falmouth.  
  
Recommend approval as the tree is in an advanced stage of decline and should be removed for safety reasons.
- 10. Arwenack** [PA25/01798](#)  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))  
First floor rear extension to enclose an existing terrace. Additional roof windows to the street elevation. Larger windows to the side elevations.  
Highbury Mews, Florence Terrace, Falmouth. **Mr Tim Bunhill**  
  
Recommend Approval.

## **APPENDIX II**

- 1. Arwenack** **PA25/00532** **Kerensa Support Limited**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))

Construction of 2nd storey extension to create covered entryway and associated works.

Tresillian House, 3 Stracey Road, Falmouth.

Recommend Approval.

- 2. Boslowick** **PA25/00752** **Mr & Mrs Boissier Wyles**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))

Replacement of two existing outbuildings with two storey coach house/store/workshop, proposed veranda addition to house with extended patio, replacement of existing tennis court with swimming pool, games court and ancillary garden areas, with associated landscaping.

Penrose Farmhouse, Maenporth, Falmouth.

Recommend refusal as the proposal would cause harmful impact to the setting and character of the Grade II listed farmhouse so does not meet the requirements of NPPF Sections (2024), and Policy 24 of Cornwall Structure Plan Strategic Policies 2010-2030. Height and massing are excessive and the veranda design is not appropriate.

- 3. Boslowick** **PA25/00753** **Mr & Mrs Boissier Wyles**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))

Listed Building consent for the replacement of two existing outbuildings with two storey coach house/store/workshop, proposed veranda addition to house with extended patio, replacement of existing tennis court with swimming pool, games court and ancillary garden areas, with associated landscaping.

Penrose Farmhouse, Maenporth, Falmouth.

Recommend refusal as the proposal would cause harmful impact to the setting and character of the Grade II listed farmhouse so does not meet the requirements of NPPF Sections (2024), and Policy 24 of Cornwall Structure Plan Strategic Policies 2010-2030. Height and massing are excessive and the veranda design is not appropriate.

- 4. Penweris** **PA25/01227** **Mr M Ginns**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))

Proposed 2-storey dwelling with basement storage. Formation of amenity terrace over the rear extension of no.93 North Parade (pitched roof has approval for removal, PA24/03316).

River View, 93 North Parade, Falmouth.

Recommend refusal due to over development and harmful to the immediate surroundings and neighbours.

**5. Boslowick** **PA25/01329 OPO Development (Cornwall) Ltd**  
**(Case Officer: James Moseley – [jmoseley1@cornwall.gov.uk](mailto:jmoseley1@cornwall.gov.uk))**

Conversion of former public house (including managers accommodation) into four residential dwellings and the construction of six dwellings within former carpark and beer garden.

Boslowick Inn, Prislow Lane, Falmouth.

Recommend Approval.

**6. Arwenack** **PA25/01343** **Miss Ross**  
**(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))**

Ground floor extension, replacement windows & new external cladding.

7 Railway Cottages, Falmouth.

Recommend Approval.

**7. Trescobeas** **PA25/01050** **Mrs A Holmes**  
**(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))**

Proposed Driveway and Drop Kerb.

Gwel Hyns Horn, 22 Penmere Hill, Falmouth.

Recommend refusal due to highways safety with dangerous access due to poor visibility on a blind corner which would further conflict with the pavement and pedestrians. The existing decision as set at Appeal by the Planning Inspectorate for 'no vehicular access to be permitted' are still relevant and should remain a condition.

**8. Arwenack** **PA25/01802** **Miss Z Dodd**  
**(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))**

Proposed loft conversion with front and rear dormers, internal alterations and rear extension.

12 Melvill Crescent, Falmouth.

Recommend refusal due to poor design, out of keeping with the street scene and un-neighbourly.



**TOWN AND COUNTRY PLANNING ACT 1971**  
**FOR SUBMISSION TO THE COUNCIL ON 17th MARCH 2025**

Applicant	Works, Location, and App. Number	Decision
Mrs L Butler	Proposed studio over garage. 12 Boscundle Avenue, Falmouth. PA24/04879	Approved*
Mr Richard Milner	Works to a tree subject to a Tree Preservation Order for Hornbeam (T1) - to prune tree, taking out any dead or damaged wood, and reduce as shown in accompanying photograph. 61 Pengarth Rise, Falmouth. PA24/08974	Approved*
Pendennis Leisure CIO	Pre application advice to refurbish the former Ships and Castles leisure centre to create a multipurpose building incorporating swimming and fitness facilities, training centre, heritage interpretation and other community amenities. Pendennis Community Centre, Castle Drive, Falmouth. PA24/00418/PREAPP	Closed – advice given
Trustees of Falmouth Methodist Church	Pre-application advice for the demolition of former Court House building and development of a new church building. Magistrates Court, Park Terrace, Falmouth. PA24/01466/PREAPP	Closed - advice given
The Greenbank Hotel	Proposed expansion and refurbishment of the hotel to include restaurant, bedrooms, disabled access and additional parking provision. Greenbank Hotel, Stratton Place, Falmouth. PA24/02790	Approved
Mr Andy Medlin	Alterations to existing building comprising of thermal and energy related improvements, with associated repairs, to the Listed Building. Municipal Building, The Moor, Falmouth. PA24/08324	Approved
Mr Andy Medlin	Listed Building Consent for alterations to existing building comprising of thermal and energy related improvements, with associated repairs, to the Listed Building. Municipal Building, The Moor, Falmouth. PA24/08325	Approved
Mr and Mrs Cox	Extend porch and reposition garage to include dormer (part retrospective). 1 The Nurseries, Falmouth. PA24/08679	Approved
Mr W Speed & Mrs T Costin	Submission of details to Discharge Condition 3, 7 and 10 (partially) in respect of Decision Notice PA22/02939 dated 02/08/2022. Hooked On The Rocks, Swanpool Road, Falmouth. PA24/09259	S52/S106 and discharge of condition apps
Harry & Helena Scott & Cochran	Single Storey Extension and Alterations. 8 Pendarves Road, Falmouth. PA24/09478	Approved

Mr Richard Liebowitz	Proposed construction of loft conversion with raised ridge height, dormer window additions to front and rear of property, replacement roof and associated works. 13 Erisey Terrace, Falmouth. PA24/09593	Refused
Mrs Amelia White	New proposed front porch. Millefleurs House, Boslowick Road, Falmouth. PA24/09767	Approved
Mr W Choudhry	Construction of ground and first floor extensions and alterations. Shirena, Minnie Place, Falmouth. PA25/00019	Withdrawn
Mrs Bridget Turner	Change of use from existing office space to two residential dwellings. The Former School of Art, Arwenack Avenue, Falmouth. PA25/00025	Approved
Mr & Mrs Evans	Proposed single storey rear extension. 102 Treverbyn Road, Falmouth. PA25/00176	Granted (CAADs, PIPs and Lus only)
Kevin Lavery	Listed building consent for the replacement of the rotten, first floor projecting bay window. 1 Florence Place, Falmouth. PA25/00183	Approved
Mr David Floyd	Works to trees subject to a Tree Preservation Order - T30 Oak - lowest branches lift above phone/power lines, T31 Oak - lowest large branch growing over home roof, remove, cut back to main stem, and T33 - lift crown to levels shown on annotated photo. Twinbrook Park, Goldenbank, Falmouth. PA25/00231	Approved
Mr Chris Bally	Works to trees in a conservation area (CA), works include Fell 4no. Ash trees, with Ash Dieback in areas adjacent to car park, road and footpath. Locations indicated on attached plan. Land North Of Pendennis Castle, Castle Drive, Falmouth. PA25/00511	Decided not to make a TPO
Mrs Donald	Works to trees in a conservation area (CA), works include T1- Copper beech – Reduce the lateral spread of crown by approx. 2.5m on Northern side of crown. Minor sympathetic pruning will reduce the risk of contact with the roof once in leaf and allow a little more light at the front of the property. T2 – Holm Oak – re Pollard at the points outlined in the attached picture then reduce upper crown away from house. To allow more light in and reduce the risk of damage to the property. Avalon, Fenwick Road, Falmouth. PA25/00716	Decided not to make a TPO

## **FALMOUTH TOWN COUNCIL**

Minutes of a Meeting of the Planning & Licensing Committee held on Monday 7<sup>th</sup> April 2025 in the Atherton Suite, The Old Post Office, Falmouth at 6.00 pm.

Present: Councillors S D Eva (Chair), D E Clegg (Vice Chair), A J Jewell CC, J Robinson, B M A Ross, J M Spargo and Z Young.

Councillor D Saunby CC also attended.

In Attendance: E Middleditch (Administration Officer)  
H Attree (Administrative Assistant)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

### **P6325 APOLOGIES**

None

### **P6326 INTERESTS AND DISPENSATIONS**

None.

### **P3627 MINUTES**

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

RESOLVED that the minutes of the Planning and Licensing Committee held on the 17<sup>th</sup> March 2025 be approved as a correct record of the proceedings and signed by the chair.

### **P6328 PLANNING APPLICATIONS**

Members considered a list of planning applications which had been commented on by the Chair and Vice-Chair, under the delegated procedure agreed in accordance with Minute 6/2474 of the meeting held on the 3<sup>rd</sup> April 2000 and amended by Minute P3017.

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

RESOLVED that the observations set out in Appendix I, which forms part of these minutes be approved and adopted as the observations of the Town Council.

Members considered a list of planning applications not dealt with under the delegated procedure outlined above. The Chair reported in respect of those applications as appropriate.

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

RESOLVED that the Town Council makes the observations set out in Appendix II which forms part of these minutes.

P6329 **HIGHWAYS/TRAFFIC MANAGEMENT/ROAD SAFETY**

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Members duly noted road closure on Maenporth Road, Falmouth from 16<sup>th</sup> to 17<sup>th</sup> April 2025 (0930 to 1600 hours) for Sunbelt Rentals to carry out works.

P6330 **DECISION LIST**

Members duly noted a list of recent planning decisions made by Cornwall Council.

P6331 **LICENSING**

**Premise License Application**

Marina Turkish Kitchen, 15 Church Street, Falmouth - Ufuk Dogan

Members duly considered variation in license to include the off-sales of alcohol with food deliveries only & addition of conditions relating to deliveries with all timings to remain the same as existing and Challenge 25 conditions to apply to deliveries.

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

RESOLVED to support the variation to the licence.

P6332 **ANY LATE RECEIVED PLANNING APPLICATIONS THAT THE CHAIR CONSIDERS TO BE OF URGENCY**

None.

There being no further business the Chair declared the meeting closed at 6.30pm.

Signed: ..... Dated: .....

## **APPENDIX I**

**7<sup>TH</sup> APRIL 2025**

- 1. Boslowick** **PA25/01053** **Richard Stephens**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
Installation of an Air Source Heat Pump (planning permission is being sought as the noise level of the heat pump does not meet MCS planning standards).  
7 Darwin Drive, Falmouth.

Recommend Approval.
- 2. Arwenack** **PA25/01940** **Geoff Acklin**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Works to Tree within a Conservation Area (TCA) – T20 – Holm Oak – Pollarded to 6/7 meters.  
Land At Cambridge Place, Cambridge Place, Falmouth.

For Information Only.
- 3. Penwerris** **PA25/02012** **Mr and Miss Sam, Eilidh Sessions, Bruce**  
(Case Officer: James Moseley – [jmoseley1@cornwall.gov.uk](mailto:jmoseley1@cornwall.gov.uk))  
Minor interior alterations and single-storey rear extension.  
16 Kimberley Park Road, Falmouth.

Recommend Approval.
- 4. Arwenack** **PA25/02233** **Mr Phillip Reeve**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
External alterations to previously approved application for a single story side extension and two story rear extension (PA24/03037)  
6 Boscawen Road, Falmouth.

Recommend Approval.
- 5. Arwenack** **PA25/02311** **Mr Robert Philp**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Works to trees within a Conservation Area – thin crown and cutting back of Holm Oak  
12 Boscawen Road, Falmouth.

For Information Only

## **APPENDIX II**

- 1. Arwenack** **PA25/01071** **Mr & Mrs Malcolm Weir**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))

This proposal is for a new, ‘custom built’ dwelling house to replace the existing dwelling house. The proposed design will provide a contemporary, energy efficient, new-build 4-bedroom property to replace the existing 3 bedroom single level house.  
Trewint, 22 Pennance Road, Falmouth.

Recommend refusal due to overlooking, over massing, over development and excessive glazing overlooking the cemetery.

- 2. Arwenack** **PA25/01464** **Miles Carden**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))

Replacement of pair of panelled and glazed doors and the glass in the round arched fanlight on the front Arwenanck Street elevation with a single door and clear glass fanlight; and replacement of basement door on the rear elevation on a like for like basis.

Falmouth Harbour Commissioners, 44 Arwenack Street, Falmouth.

Recommend approval.

- 3. Arwenack** **PA25/01465** **Miles Carden**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))

Listed building consent for replacement of pair of panelled and glazed doors and the glass in the round arched fanlight on the front Arwenanck Street elevation with a single door and clear glass fanlight; and replacement of basement door on the rear elevation on a like for like basis.

Falmouth Harbour Commissioners, 44 Arwenack Street, Falmouth.

Recommend approval.

- 4. Boslowick** **PA25/01658** **Mr & Mrs Cragg**  
(Case Officer: James Moseley – [James.Moseley@cornwall.gov.uk](mailto:James.Moseley@cornwall.gov.uk))

Single storey gabled front extension and associated terrace, single storey side extension, replacement of existing flat roof with pitched roof.  
Little Ships, Swanpool, Falmouth.

Recommend approval.

- 5. Arwenack** **PA25/02044** **Mr W. Choudhry**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Construction of Extension & Alterations  
Shirena, Minnie Place, Falmouth.
- Recommend refusal as unneighbourly in terms of loss of privacy and amenity and due to South West Water comments that discharging to the public combined sewerage network is not an acceptable proposed method of disposal.
- 6. Trescoboeas** **PA25/02137** **Mr Forbes & Mrs Carmichael**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))  
Proposed loft conversion with rear and side dormer windows  
25 Penmere Hill, Falmouth.
- Recommend approval.
- 7. Trescoboeas** **PA25/02254** **Mr Dey**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))  
Proposed single storey rear extension, enlargement of front dormer window and replace window with bi-fold doors  
2 Tredyson Place, Falmouth.
- Recommend refusal as overbearing and not in keeping with the street scene.
- 8. Arwenack** **PA25/02344** **Mr & Mrs Ashcroft**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Alteration to existing glass balcony.  
Flat 7, Boscawen Flats, Cliff Road, Falmouth
- Recommend approval.

**TOWN AND COUNTRY PLANNING ACT 1971**  
**FOR SUBMISSION TO THE COUNCIL ON 7<sup>th</sup> APRIL 2025**

Applicant	Works, Location, and App. Number	Decision
Mrs Moira Mottram	Works to trees subject to a Tree Preservation Order - crown raise T1 (Turkey Oak) to approximately 3m above ground level and reduce the extensive crown in southern quadrant by 2-2.5m. Removal of several secondary and tertiary branches back to the parent stems to better enable reduction, raising, and thinning of the southern quadrant through targeted branch removal. 12 Trenoweth Road, Falmouth. PA25/00238	Approved*
Mr Aaron Puffett	Submission of details to Discharge Conditions 9, 14, 15 and 21 in respect of Decision Notice PA22/09186 dated 8th February 2024. Land Off Hillhead Road, To South Of Kergilliack Road, Hillhead Road, Kergilliack, Falmouth. PA24/01869	Discharged
Ms Judith Goodchild	Change of use from hostel to residential dwelling. Accommodation, 9 Gyllyngvase Terrace, Falmouth. PA24/09524	Approved
Mr & Mrs David & Pat Lord	Proposed Garage Replacement. Falness, 4 Castle Drive, Falmouth. PA24/09757	Approved
Mr Mark Bolt	Listed building consent for removal of staircase linking the first floor to the loft room and replacement with a lighter structure, also enabling the re-opening of an existing doorway to the first floor front reception room. 19 Wodehouse Terrace, Falmouth. PA25/00326	Approved
Mr Robert Kitchen	Works to Trees covered by a Tree Preservation Order (TPO) – T1 – Oak – Removal of two small branches. Gwelantyr, Swanpool, Falmouth. PA25/00587	Approved
Rob Clayton	Non-material amendment in relation to decision notice PA22/05994 dated 07/09/2022, namely bringing the side extension forward slightly so that it is flush with the front elevation. 14 Trevethan Rise, Falmouth. PA25/00608	Approved
Mr Martin Oates	Change of use of first floor into a self contained flat. First Floor, 35 Market Street, Falmouth. PA25/00642	Approved
Ms J Philpott	Proposed construction of pitched roof dormers to front and rear elevation without compliance with condition 2 of decision notice PA24/01607 dated 20/05/2024. 1 Basset Place, Falmouth. PA25/00674	Approved.



Mr Reeve	Non material amendment in relation to decision notice PA24/03037 dated 07.06.2024 to allow new air source heat pump; new external wall insulation with render finish; amendments to existing windows; amendments to existing roof slate; amendments to existing balcony guarding 6 Boscawen Road, Falmouth. PA25/01310	Withdrawn
Mr Matthew Rose	Works to Tree(s) subject to a preservation order (TPO) Complete removal of infected/rotten Horse Chestnut Tree at rear of property. 8 Prislow Close, Falmouth. PA25/01718	Approved

## **FALMOUTH TOWN COUNCIL**

Minutes of a Meeting of the Planning & Licensing Committee held on Monday 28<sup>th</sup> April 2025 in the Atherton Suite, The Old Post Office, Falmouth at 6.00 pm.

Present: Councillors S D Eva (Chair), D E Clegg (Vice Chair), G F Evans MBE, A J Jewell CC, J Robinson, B M A Ross, J M Spargo and Z Young.

Councillor D V Evans BEM also attended.

In Attendance: AM Williams (Town Clerk)  
E Middleditch (Administration Officer)  
H Attree (Administrative Assistant)

Also Attended: D Jones, A&P Group (PA25/01598)  
J Gidman (PA25/01598)  
J Walkden (PA25/01598 & PA25/02667)  
R Maurice (The Cornish Bank Café & Restaurant)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

### **P6333 APOLOGIES**

None

### **P6334 INTERESTS AND DISPENSATIONS**

Councillor Eva declared a non-disclosable interest in PA25/02650 as his daughter is an acquaintance of the applicant and he left the meeting during the discussion.  
Councillor Clegg took the chair for that matter.

### **P6335 MINUTES**

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

RESOLVED that the minutes of the Planning and Licensing Committee held on the 7<sup>th</sup> April 2025 be approved as a correct record of the proceedings and signed by the chair.

### **P6336 PLANNING APPLICATIONS**

Members considered a list of planning applications which had been commented on by the Chair and Vice-Chair, under the delegated procedure agreed in accordance with Minute 6/2474 of the meeting held on the 3<sup>rd</sup> April 2000 and amended by Minute P3017.

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

RESOLVED that the observations set out in Appendix I, which forms part of these minutes be approved and adopted as the observations of the Town Council.

Members considered a list of planning applications not dealt with under the delegated procedure outlined above. The Chair reported in respect of those applications as appropriate.

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

RESOLVED that the Town Council makes the observations set out in Appendix II which forms part of these minutes.

**P6337 HIGHWAYS/TRAFFIC MANAGEMENT/ROAD SAFETY**

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Members duly noted road closure on North Parade, Tehidy Terrace and Stratton Terrace, Falmouth from 28th April 2025 to 2nd May 2025 (09:30 hours to 17:00 hours) for South West Water to carry out works.

Members duly noted road closure on St Anthony Way on 5th May 2025 (10:30 to 18:00 hours) for VE Day Street Party to occur.

Members duly noted road closure on Cliff Road and Castle Drive, Falmouth on 11th May 2025 (06:00 to 16:00 hours) for Falmouth Race for Life 2025.

Members duly noted road closure on Arwenack Street and Bank Place from 15th May 2025 to 16th May 2025 (21:00 to 06:00 hours) for Sunbelt Rentals to carry out works.

Members duly noted road closure on Vernon Place, Falmouth from 19th May 2025 to 24th May 2025 (07:30 to 18:00 hours) for National Grid to carry out works.

Members duly noted road closure on Mongleath Road, Falmouth from 27th May 2025 to 29th May 2025 (24 hours) for South West Water to carry out works.

Dedication of area of verge at Silverdale Road, Falmouth

Members duly noted the dedication of the verge as highway maintainable at the public expense.

Hackney Carriage/Private Hire Vehicle, Operator and Driver Licensing

Members duly noted the draft revised policy on taxi and private vehicle hire.

**P6338 DECISION LIST**

Members duly noted a list of recent planning decisions made by Cornwall Council.

P6339 **LICENSING**

The Cornish Bank Cafe and Restaurant, 34 Church Street, Falmouth

Members duly considered a variation to the license to allow the outdoor seating area to be extended to 2230 and allow recorded music indoors and outdoors.

The applicant advised that the minor extension from 9pm to 1030pm would allow for extended food trading selling pizza in the back garden which would also prevent crowds from gathering at the front of the premises whilst smoking. There would be no recorded music.

It was proposed by Councillor Eva, seconded by Councillor Young and

RESOLVED to support the variation to the licence.

Street Trading Application

Members duly considered grant application from Mr Mike Lewin, trading as 'Crab Shack', Cliff Road, Falmouth (location attached) who wishes to trade at Queen Mary Road, Falmouth from grant of consent until 31st October 2025 Mondays to Sundays 08:30 to 16:00 selling food and drink.

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

RESOLVED to refuse the grant application as  
there are already too many traders along Queen  
Mary Road with noisy generators.

P6340 **ANY LATE RECEIVED PLANNING APPLICATIONS THAT THE CHAIR  
CONSIDERS TO BE OF URGENCY**

None.

There being no further business the Chair declared the meeting closed at 7.10pm.

Signed: ..... Dated: .....

## **APPENDIX I**

**28<sup>TH</sup> APRIL 2025**

- 1. Arwenack** **Mr Timothy Collins**  
**(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))**  
Replace 3x white upvc windows at rear of property with green painted timber windows. To repaint all remaining windows in matching green. Repair and re-painting of front wall in white. Replace first floor rear balcony railings. Installation of an underground electricity cable and associated works.  
The Locker, 7 Quay Hill, Falmouth.

Recommend Approval.
- 2. Arwenack** **Mr Timothy Collins**  
**(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))**  
Listed building consent to replace 3x white upvc windows at rear of property with green painted timber windows. To repaint all remaining windows in matching green. Repair and re-painting of front wall in white. Replace first floor rear balcony railings. Installation of an underground electricity cable and associated works.  
The Locker, 7 Quay Hill, Falmouth.

Recommend Approval.
- 3. Arwenack** **Mr & Mrs N. & S. Leighton**  
**(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))**  
Listed building consent for the proposed replacement of roof tiles and repairs to dormer windows.  
12 Wodehouse Terrace, Falmouth.

Recommend Approval.
- 4. Penwerris** **Ms Angela Hatherell**  
**(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))**  
Extension of downstairs bathroom/utility room, addition of upstairs bathroom, replacement of existing flat roof with pitched roof, and addition of rooflight and solar panels  
6 Penwerris Terrace, Falmouth.

Recommend Approval.

5. **Penwerris** **PA25/02202** **Mrs Robin Amanda Creswell**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Demolition of side extension and construction of new extension.  
25 Old Hill Crescent, Falmouth.

Recommend Approval.

6. **Arwenack** **PA25/02645** **Kiln Sauna Ltd**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Change of use of land for the siting of a mobile sauna unit with ancillary amenity and office/reception area.  
Gyllyngvase Beach, Cliff Road, Falmouth.

Recommend Approval.

7. **Arwenack** **PA25/02670** **Ms Abbie Bannerman**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Advertisement consent for digital display screen positioned inside the store advertising deals, Produce etc.  
Co-Operative Retails Services Ltd, 17 Cliff Road, Falmouth.

Recommend Approval.

8. **Arwenack** **PA25/02680** **Mr Alec Jordan**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
Works to trees in a Conservation Area for Yew (T1) - trim sides and top by 200mm, with hedge trimmers. Magnolia (T2) - prune to shape, no more than 500mm reduction. Max. cut diameter 50mm using secateurs and handsaw. Hawthorn (T3) - remove. Tree occupies a very crowded area of the garden. Myrtle (T4) - pollard to 1000mm from ground level. Robinia (T5) - prune to shape, no more than 1000mm reduction of upper branches.  
33 Woodlane, Falmouth.

Recommend Approval.

9. **Arwenack** **PA25/02816** **Mrs Karen Yems**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Works to Tree(s) within a Conservation Area (TCA) G1 - re pollard by approx 40% G2- re pollard by approx 30% T1 / Willow - reduce by 30% T2 - Apple - Reduce by 30%.  
10 Boscawen Road, Falmouth.

For Information Only.

## **APPENDIX II**

- 1. Boslowick** **PA25/01136** **Mr J Stone**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Proposed 1st floor extension and cladding to external elevations.  
2 Crossways, Falmouth.

Recommend approval.
- 2. Arwenack** **PA25/01525** **Mr Spencer Smith**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
Change of use from sui generis (pub) to B2 (general industrial) use  
Jacobs Ladder Inn, 1 - 2 Chapel Terrace, Vernon Place, Falmouth.

Recommend approval.
- 3. Arwenack** **PA25/01598** **Mr Drystan Jones**  
(Case Officer: Mark Ball – [Mark.Ball@cornwall.gov.uk](mailto:Mark.Ball@cornwall.gov.uk))  
Demolition of on-site buildings, partial demolition of existing wharf structures, construction of new wharf structures and other related construction works, lay down area for floating wind power activities (FLOW), temporary construction area, and ancillary works associated with the redevelopment and modernisation of the existing Falmouth dock infrastructure.  
Falmouth Docks, Falmouth.

Recommend approval as the redevelopment and modernisation of the existing infrastructure is necessary to secure the future of the Docks and is consistent with Policies BE1 and BE2 of the Falmouth Neighbourhood Development Plan which incorporates the Falmouth Harbour Plan.
- 4. Arwenack** **PA25/01731** **Simon Gerrish**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
Proposed reconfiguration of the restaurant unit to provide a smaller restaurant/deli unit (Use class E) at the front and conversion at the rear to provide a new dwelling (Use Class C3) with associated access  
27 Arwenack Street, Falmouth.

Recommend refusal as there is no natural light or ventilation shown to bedroom 2 which fails to comply with building and fire regulations.

- 5. Trescobeas** [PA25/02062](#) **Ms Eve Somerville**  
(Case Officer: Mark Ball – [Mark.Ball@cornwall.gov.uk](mailto:Mark.Ball@cornwall.gov.uk))  
Proposal for 36 residential dwellings to be developed, of which 13 will be affordable with associated infrastructure and public open space without compliance with condition 2 of decision notice PA22/09186 dated 08.02.2024.  
Phase 4, Eve Parc, Falmouth.
- Recommend approval.
- 6. Boslowick** [PA25/02511](#) **Mr & Mrs Hadlow**  
(Case Officer: James Moseley – [Jmoseley1@cornwall.gov.uk](mailto:Jmoseley1@cornwall.gov.uk))  
Householder permission for the addition of a porch, extending to the rear and above the existing converted garage, alongside internal alterations throughout the ground and first floor.  
14 Penarrow Close, Falmouth.
- Recommend approval.
- 7. Arwenack** [PA25/02595](#) **Mr and Mrs Hewitt**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))  
Proposed loft conversion and front and rear extensions  
Trevalsa, 5 Madeira Walk, Falmouth.
- Recommend approval.
- 8. Boslowick** [PA25/02650](#) **Cameron Davidson**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Proposed Extensions and alterations without compliance of conditions 3, 4, 5, and 6 of decision notice PA23/07037 dated 28/11/2023  
22 Duncannon Drive, Falmouth.
- Recommend approval.
- 9. Boslowick** [PA25/02667](#) **Mrs Angela Barton**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
Works to Trees covered by a Tree Preservation Order (TPO) - Oak Tree - Crown reduction by 2 to 3 metres or 30% Holm Oak - Reduce height of crown by 2 to 3 metres or a 30% reduction.  
88 Swans Reach, Falmouth.
- Recommend refusal as there is no justification for the 30% proposed crown reductions. Only the lowest branches of the evergreen Oak should be lifted as they are restricting access to the play area.



**TOWN AND COUNTRY PLANNING ACT 1971**  
**FOR SUBMISSION TO THE COUNCIL ON 28<sup>th</sup> APRIL 2025**

Applicant	Works, Location, and App. Number	Decision
Me Warren Seale	Change from two apartments to form one three storey house. Extension of ground floor cloakroom and living room; new side storey porch; removal of external stair and existing porch; new south facing dormer window and larger gable feature; replacement of street facing dormer window; replacement and additional windows; new double garage. 5 Sea View Road, Falmouth PA24/09559	Approved
Mr Kevin Maclean	Reserved Matters application for access, appearance, landscaping, layout and scale following outline consent PA21/10795 dated 04.01.22. 106 Dracaena Avenue, Falmouth PA25/00023	Approved
Kerensa Support Limited	Construction of 2nd storey extension to create covered entryway and associated works. Tresillian House, 3 Stracey Road, Falmouth. PA25/00532	Approved
Mr R Edwards	Proposed eaves rooflight to residential duplex apartment. 14 Maritime House, Discovery Quay, Falmouth. PA25/00598	Approved
Mr Jack Orders	Custom build/self build: Conversion of the existing garage into a self-contained annexe 6 Park Crescent, Falmouth. PA25/00767	Approved
Mr Chris Judd	Advertisement consent for proposed fascia sign Costa Coffee, 35 Market Street, Falmouth PA25/01041	Approved
Mr Nick Henwood	Submission of details to discharge condition 3 in respect of decision PA20/05811 dated 24.08.2020 Chy Lorick, Golden Bank, Falmouth. PA25/01110	Discharged
Rosie Dunford & Chris Legassick	Alterations & rear extension to dwelling. 33 Glasney Road, Falmouth. PA25/01153	Approved
Mr M Ginns	Proposed 2-storey dwelling with basement storage. Formation of amenity terrace over the rear extension of no. 93 North Parade (pitched roof has approval for removal PA24/03316). River View, 93 North Parade, Falmouth. PA25/01227	Refused
Miss Ines Ross	Ground floor extension, replacement windows and new external cladding. 7 Railway Cottages, Falmouth. PA25/01343	Approved

Mrs Emma Yarlett	Certificate of lawfulness for proposed use: Doorways and windows to be replaced and amended to include alterations to the open porch and front door in terms of size and shape. Alteration to chimney with corresponding replacement flue (if necessary) when replacing existing wood burner and new flue for wood burner in sitting room 23 Penhale Road, Falmouth. PA25/01397	Granted
Mr and Mrs Watson	Prior approval for single storey extension to replace conservatory. 168 Longfield, Falmouth. PA25/01484	Prior Approval Not Required
Mr & Mrs Richardson	Notification for Prior Approval for a proposed larger home extension namely proposed single storey, flat roof extension. 32 Mongleath Avenue, Falmouth. PA25/01656	Prior Approval Not Required
Mr Robert Philp	Works to trees within a Conservation Area - thin crown and cutting back of Holm Oak. 12 Boscawen Road, Falmouth. PA25/02311	Decided not to make a TPO.

**FALMOUTH TOWN COUNCIL**

Minutes of a Meeting of the Planning & Licensing Committee held on Wednesday 21<sup>st</sup> May 2025 in the Atherton Suite, The Old Post Office, Falmouth at 6.00 pm.

Present: Councillors A J Jewell (Chair), S R Carmichael (Vice-chair), D Clegg CC, D V Evans BEM, A D Munden and J A Walkden

Councillor A L Rowe CC also attended.

In Attendance: A M Williams (Town Clerk)  
V Rogers (Administration Officer)  
H Attree (Administration Assistant)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

P6341 **APOLOGIES**

None.

It was noted that the Council would be requested to appoint two further Councillors to serve the Committee to ensure a full complement.

P6342 **INTERESTS AND DISPENSATIONS**

None.

P6343 **MINUTES**

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

RESOLVED that that the minutes of the Planning and Licensing Committee held on 28<sup>th</sup> April 2025 be approved as a correct record of the proceedings and signed by the Chair.

P6344 **PLANNING APPLICATIONS**

Members considered a list of planning applications which had been commented on by the Chair and Vice-Chair, under the delegated procedure agreed in accordance with Minute 6/2474 of the meeting held on the 3<sup>rd</sup> April 2000 and amended by Minute P3017.

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

RESOLVED that the observations set out in Appendix I, which forms part of these minutes be approved and adopted as the observations of the Town Council.

Members considered a list of planning applications not dealt with under the delegated procedure outlined above. The Chair reported in respect of those applications as appropriate.

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

RESOLVED that the Town Council makes the observations set out in Appendix II which forms part of these minutes.

P6345 **HIGHWAYS/TRAFFIC MANAGEMENT/ROAD SAFETY**

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Members duly noted road closure on Vernon Place, Falmouth from 19<sup>th</sup> May 2025 to 24<sup>th</sup> May 2025 (07:30 to 18:00 hours) for National Grid to carry out works.

Members duly noted road closure on Mongleath Road, Falmouth from 27<sup>th</sup> May 2025 to 29<sup>th</sup> May 2025 (24 hours) for South West Water to carry out works.

Members duly noted road closure on Stratton Place and Dunstanville Terrace, Falmouth from 30<sup>th</sup> June 2025 to 1<sup>st</sup> July (24 hours) to allow South West Water to carry out works.

Members duly noted road closure on Arwenack Street and Bank Place, Falmouth from 1<sup>st</sup> July 2025 to 2<sup>nd</sup> July 2025 (21:00 to 06:00 hours) for Sunbelt Rentals to carry out works.

P6346 **DECISION LIST**

Members duly noted a list of recent planning decisions made by Cornwall Council.

P6347 **LICENSING**

None.

P6348 **ANY LATE RECEIVED PLANNING APPLICATIONS THAT THE CHAIR CONSIDERS TO BE OF URGENCY**

None.

There being no further business the Chair declared the meeting closed at 6.35pm.

Signed: ..... Dated: .....

## **APPENDIX I**

**21<sup>ST</sup> MAY 2025**

- 1. Arwenack** **PA25/02287** **Mr L Duckworth**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Alterations and extension to dwelling  
24 Wellington Terrace, Falmouth.

Recommend Approval.
- 2. Penwerris** **PA25/02950** **Mrs S Davis**  
(Case Office: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Works to Tree(s) within a Conservation Area (TCA) T1, Fig. Reduce height by 2 metres from 6 metres to 4 metres. Reduce width by 3 metres all round from 11 metres to 5 metres.  
4 Stratton Place, Falmouth.

For Information Only.
- 3. Arwenack** **PA25/02773** **Mr K Hooper and Mr S Litser**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))  
Listed Building Consent for a proposed replacement roof, re-build chimney, replacement windows and internal works  
11 Florence Place, Falmouth.

Recommend Approval.
- 4. Penwerris** **PA25/02481** **Thai E San Restaurant Pamphai Hill**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Change of use from Sui Generis (Bar) to E(b) licensed restaurant and bar, reinstating previously installed extraction fan (and intake fan) above kitchen on flat roof  
Thai E San Restaurant, 5 Berkeley Vale, Falmouth.

Recommend Approval.
- 5. Trescobeas** **PA25/02997** **Mrs Jenifer Hall**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))  
New larger replacement front porch and replacement windows and rear replacement roof.  
14 Kelley Road, Falmouth.

Recommend Approval.

6. **Penwerris** [PA25/03089](#) **Mr M Fitzgerald**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))  
Proposed new window openings and internal alterations  
14 Janes Court, Packet Quays, Falmouth.

Recommend Approval.

7. **Arwenack** [PA25/03271](#) **Mrs Megan Lloyd-Laney**  
(Case Officer: Helen Trebilcock – [Helen.Trebilcock@cornwall.gov.uk](mailto:Helen.Trebilcock@cornwall.gov.uk))  
Works to a tree in a Conservation Area for Holly Tree - remove. Tree abuts a listed stone wall running the length of our garden. Tree also showing signs of leaf loss. It is intended to plant a replacement Quince Tree.  
4 Bar Terrace, Falmouth.

For Information Only

8. **Trescobeas** [PA25/03304](#) **Mr James Herman**  
(Case Officer: Mark Webb – [Mark.Webb@cornwall.gov.uk](mailto:Mark.Webb@cornwall.gov.uk))  
Non material amendment in relation to Decision Notice PA22/05603 dated 14/11/22 - We would like to keep the roof ridge line as one, from drawing 005B instead of 005C on the main planning application. So we will not have a step in the roof.  
99 Trescobeas Road, Falmouth.

Recommend Approval.

## **APPENDIX II**

- 1. Penwerris** **PA25/01371** **Gardner**  
(Case Officer: Chloe Britten – [Chloe.Britten@cornwall.gov.uk](mailto:Chloe.Britten@cornwall.gov.uk))

New 3 bedroom dwelling  
Land To Rear Of 2 Park Crescent, Falmouth.

Recommend refusal due to overdevelopment and poor design. The site is in the Conservation Area, and NDP policies DG3 applies as the proposal fails to, 'reflect the Locally Distinctive Features identified in the Character Area' (Policy DG3.1). Nor is the design 'informed' by its surroundings or site", and the potential impact on neighbouring buildings is not considered (Policies DG3.2; DG7.1). DG4 'Design and local distinctiveness outside the historic core' and DG7 'Design in the Conservation Area' also apply. The exceptionally poor design fails to meet these policies. The proposal is sub-standard for a three double bedroomed house.

- 2. Arwenack** **PA25/02591** **Mr Alastair Burgwin**  
(Case Officer: Mark Ball – [Mark.Ball@cornwall.gov.uk](mailto:Mark.Ball@cornwall.gov.uk))

Purpose built student housing with a mixture of studio rooms/cluster rooms and town house rooms, associated amenities spaces and staff office without compliance of condition 5 of decision notice PA16/10836 - (Appeal Decision APP/D0840/W/17/3177902) dated 13/12/2017  
Hydrogen, Fish Strand Hill, Falmouth.

Recommend refusal the additional vehicular movements would be unsustainable and disruptive, the additional use and more frequent changeovers of occupants will create noise and disturbance issues to residents and have a detrimental effect on the town centre, which is being pedestrianised between the hours of 11:00 and 16:00 and the level of development will cause disturbance for the local residents and businesses. The decision to approve the original planning application was made on the basis of this condition which goes to the heart of the approval.

- 3. Boslowick** **PA25/02640** **Mrs Laura Talbot**  
(Case Officer: Abbie Franklin – [Abbie.Franklin@cornwall.gov.uk](mailto:Abbie.Franklin@cornwall.gov.uk))

Works to 1x mature Oak tree (T1) subject to a Tree Preservation Order (TPO): To carry out pruning works by the removal of 1 larger low branch, reduction of the crown spread and raising of the crown.  
18 Meadowside Road, Falmouth.

Recommend approval.

- 4. Arwenack** **PA25/03197** **Mr and Mrs Loveridge**  
(Case Officer: James Moseley - James.Moseley@cornwall.gov.uk)  
Amendments to PA22/06966 with addition to approved side extension to form garden storage, attached single storey glazed sun room and extension to existing balcony.  
35 Tredova Crescent, Falmouth.

Recommend approval.

- 5. Trescobeas** **PA25/03380** **Katy Senior**  
(Case Officer: Mark Webb – Mark.Webb@cornwall.gov.uk)  
Non material amendment in relation to Decision Notice PA24/01687 dated 05/07/24 - Alteration to the size and location of the ASHP and bin store enclosures. Alteration to the hip details on the roof. We intend to replace this detail with a leaded hip detail. Confirmation of Facade area to be re-pointed. M and E Roof Cows Indicated on main elevations.  
Chi Aberfala, Tregenver Road, Falmouth.

Recommend approval.



**TOWN AND COUNTRY PLANNING ACT 1971**  
**FOR SUBMISSION TO THE COUNCIL ON 21<sup>st</sup> MAY 2025**

Applicant	Works, Location, and App. Number	Decision
Mr P Ingram	Use of land for a temporary car park for a period of five years. 8-10 Webber Street, Falmouth. PA24/08926	Approved*
Ms Z Dodd	Proposed loft conversion with front and rear dormers, internal alterations and rear extension. 12 Melvill Crescent, Falmouth. PA25/01802	Approved*
Mr & Mrs Malcolm Weir	This proposal is for a new, 'custom built' dwelling house to replace the existing dwelling house. The proposed design will provide a contemporary, energy efficient, new-build 4-bedroom property to replace the existing 3 bedroom single level house. Trewint, 22 Pennance Road. PA25/01071	Approved*
Robert Tongue	Pre-application advice to demolish modern block work wall, form new stone surrounded parking area and steps, minor internal repairs and alterations. Northfield Cottage, Hulls Lane, Falmouth PA25/00274/PREAPP	Closed – Advice Given
Mr David White	Change of use to mixed-use, including retained commercial use and new residential use. 60 Church Street, Falmouth. PA25/00179	Approved
Mr & Mrs Boissier Wyles	Replacement of two existing outbuildings with two storey coach house/store/workshop, proposed veranda addition to house with extended patio, replacement of existing tennis court with swimming pool, games court and ancillary garden areas, with associated landscaping. Penrose Farmhouse, Maenporth. PA25/00752	Withdrawn
Mr & Mrs Boissier Wyles	Listed Building consent for the replacement of two existing outbuildings with two storey coach house/store/workshop, proposed veranda addition to house with extended patio, replacement of existing tennis court with swimming pool, games court and ancillary garden areas, with associated landscaping. Penrose Farmhouse, Maenporth. PA25/00753	Withdrawn
Mr J Stone	Proposed 1 <sup>st</sup> floor extension and cladding to external elevations. 2 Crossways, Falmouth. PA25/01136	Approved
Mr & Mrs Mills	Subdivision of existing dwelling to form two dwellings and associated works, including erection of rear extension and installation of dormer windows.	Approved

	Treworthal, Meadowbank Road, Falmouth. PA25/01137	
Mr Dan Stembridge	Carport with integrated solar panels. Cressy House, 10 Park Terrace, Falmouth. PA25/01332	Approved
Mrs Jones	Conversion of redundant store rooms to form one apartment. Rosemullion, 57 Melvill Road, Falmouth. PA25/01431	Approved
Miles Carden	Replacement of pair of panelled and glazed doors and the glass in the round arched fanlight on the front Arwenanck Street elevation with a single door and clear glass fanlight; and replacement of basement door on the rear elevation on a like for like basis. Falmouth Harbour Commissioners, 44 Arwenack Street, Falmouth. PA25/01464	Approved
Miles Carden	Listed building consent for replacement of pair of panelled and glazed doors and the glass in the round arched fanlight on the front Arwenanck Street elevation with a single door and clear glass fanlight; and replacement of basement door on the rear elevation on a like for like basis. Falmouth Harbour Commissioners, 44 Arwenack Street, Falmouth. PA25/01465	Approved
J Ward	Listed building consent for the rearrangement of the kitchen and downstairs accessible toilet. 3 Tehidy Terrace, Falmouth. PA25/01467	Approved
Mr Ben Brown	Change of use from four self-contained flats to a single dwelling with self-contained annexe. 16A Tredynas Road, Falmouth. PA25/01569	Approved
Mr Adrian Farmer	Prior approval for proposal to turn the first and second floors into a 1 bedroom maisonette flat with access from the ground floor. The existing shop with its shop frontage will be retained. No alterations to the elevations are required. 47 Killigrew Street, Falmouth. PA25/01592	Prior approval not required
Mr Tim Bunhill	First floor extension to enclose an existing terrace. Additional roof windows to the street elevation. Larger windows to the side elevations. Highbury Mews, Florence Terrace, Falmouth. PA25/01798	Approved
Mr Andy Medlin	Submission of details to discharge Condition 4 in respect of Decision Notice PA24/08325 dated 25/02/25. Municipal Building, The Moor, Falmouth. PA25/01988	Discharged

Mr and Miss Sam, Eilidh Sessions, Bruce	Minor interior alterations and single-storey rear extension 16 Kimberley Park Road, Falmouth. PA25/02012	Approved
Mr Forbes & Mrs Carmichael	Proposed loft conversion with rear and side dormer windows. 25 Penmere Hill, Falmouth. PA25/02137	Approved
Mrs Robin Amanda Creswell	Demolition of side extension and construction of new extension. 25 Old Hill Crescent, Falmouth. PA25/02202	Approved
Mr Phillip Reeve	External alterations to previously approved application for a single story side extension and two story rear extension (PA24/03037). 6 Boscawen Road, Falmouth. PA25/02233	Approved
Dan Hatfield	Submission of details to discharge conditions 3 and 4 in relation to Decision notice PA22/11306 dated 13.11.2024. Falmouth Methodist Church, Killigrew Street, Falmouth. PA25/02648	Discharged
Mr Alec Jordan	Works to trees in a Conservation Area for Yew (T1) - trim sides and top by 200mm, with hedge trimmers. Magnolia (T2) - prune to shape, no more than 500mm reduction. Max. cut diameter 50mm using secateurs and handsaw. Hawthorn (T3) - remove. Tree occupies a very crowded area of the garden. Myrtle (T4) - pollard to 1000mm from ground level. Robinia (T5) - prune to shape, no more than 1000mm reduction of upper branches. 33 Woodlane, Falmouth. PA25/02680	Decided not to make a TPO (TCA apps)

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 17<sup>th</sup> March 2025 at 7pm at the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors D E Clegg (Chair), D V Evans BEM, J C Robinson, D W Saunby CC, J M Spargo and Z Young (from point mentioned)

Also present: Councillor A J Jewell CC.

In attendance: A M Williams	(Town Clerk)
A Medlin	(Facilities Manager)
S Penna	(Grounds Manager)
H Attree	(Administrative Assistant)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

### **GFEA169    APOLOGIES**

Apologies for absence were received and approved from Councillors Konik (child care) and Rowe (work).

### **GFEA170    INTERESTS AND DISPENSATIONS**

None received.

### **GFEA171    MINUTES**

It was proposed by Councillor Clegg, seconded by Councillor D V Evans and

**RESOLVED** that the Part I minutes of the meeting held on 15<sup>th</sup> January 2025 be agreed as a correct record and signed by the Chair subject to the above amendment.

### **GFEA172    GROUND MANAGER OVERVIEW AND UPDATE**

The Grounds Manager presented his report and Environmental Education and Enforcement Officers' report which were duly noted and form part of these minutes. He responded to queries regarding cemetery extension proposals, which the Committee felt should be flagged as a priority for the incoming Council. Also, Trescobeas signage and development proposals, green-waste disposal, van dwellers, and Gyllyngvase Beach use.

The Town Clerk reminded Councillors of the pre-election period restrictions. The Chair advised Councillor Young that if she was aware of beach management contraventions, she should report them to Cornwall Council.

Councillor Young had entered the meeting during the above report

**GFEA173      FACILITIES MANAGER OVERVIEW AND UPDATE**

The Facilities Manager presented his report which was duly noted and forms part of these minutes and responded to questions and advised that the Resource Project remained on programme for March 31<sup>st</sup> completion and that Community Ownership Fund works at Princess Pavilion had been completed to date. Works were pending regarding Webber Street Toilet repairs, and health and safety concerns remained an issue pending resurfacing works at Pendennis Headland Car Park.

**GFEA174      STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**

The Town Clerk presented the Strategic Environmental Projects Officer's report which was duly noted and is attached as part of these minutes. In response to questions, he advised on ethical procurement considerations regarding the practicalities of value for money from the public purse, and the Town Council's role in promoting Fairtrade Strategic Environmental Projects Officer's presented her report which was duly noted and is attached as part of these minutes. In response to questions she updated on the new waste management requirements from 1<sup>st</sup> April 2025.

**GFEA175      MOTION FOR THE OCEAN**

The Town Clerk reported recommended amendment to the Council's commitment, to recognise its organisational constraints, and responded to Councillor questions thereon. The Committee noted the Ocean Recovery Declaration and the progress made against it to date.

It was proposed by Councillor Clegg, seconded by Councillor D V Evans and

**RESOLVED** that in regard to the Ocean Recovery Declaration in January 2022 given the organizational constraints the Council now adapts its position and continues to recognise that our ocean, waterways, nature, and climate are in a state of emergency and that the communities we serve are on the frontline. An ocean in crisis, and likewise rivers in crisis are not only bad news for our climate, but also for our fishing industry, aquaculture industry, tourism industry and for the health, wellbeing, and prosperity of our coastal communities. Healthy oceans and rivers are essential allies in our fight against climate change and blue carbon could play an integral role in helping us meet our net zero targets.

The Council pledges to:

1. Report to Full Council annually on the actions and projects that contribute to ocean recovery in Falmouth .
2. Consider the impact of decisions on the ocean in strategic decisions whenever possible .

3. Consider ocean-based climate solutions in our journey to carbon neutrality .
4. Support local partners to deliver increased sustainability in local marine environments and consider how to we can contribute to a sustainable, equitable and vibrant blue economy that delivers ocean recovery.
5. Grow Ocean literacy and marine citizenship in the town and promote sustainable and equitable access to the ocean through physical and digital experiences.
6. Promote activities that relate to ocean recovery progress, signpost to ocean literacy development opportunities, and marine citizenship pledges.
7. Become active members of the Cornwall and Isles of Scilly Marine and Coastal Partnership (hosted by Cornwall Wildlife Trust)
8. Continue to pressure the Government to put the ocean into net recovery by 2030.

for the provision of public toilets by the Council.

There being no further business to transact the Chair closed the meeting at 7.30pm.

Signed ..... Dated.....



Grounds Report: 17<sup>th</sup> March 2025

**Staffing:** Holidays being used up prior to year end. Still trying to manage sicknesses as well. We have interviewed for the additional MSO that the committee kindly approved, we had x5 strong applicants and have appointed a Mr Jack Porter who has most of the certification we commonly require so will hit the ground running from April.

Jack Aston has had the variation of his terms extended for a further 3 months to cover the Cemetery Officer whilst sick

**Street Spraying:** 50% completed

**Falmouth Spring Flower Show:** Arrangements for the event on the 22<sup>nd</sup> & 23<sup>rd</sup> March are in hand with the set-up starting on Monday 17th; please come along to view if you can, it's always quite a spectacle.

**Budock Cemetery site:** There is positive movement from Budock Parochial Church Council for sharing access and parking on the site.

**Dracaena Sports Recreation Area:** I have met with a representative from Cornwall Saracens which is a CIC that promote basketball, they have committed to raise the further funds needed to repurpose the old play area for a fenced basketball area, currently we hold £15k generated from renting the area for depot space, the project is likely to cost in the region of £40k.

The NL require evidence that the criteria (eg an overall reduction in ASB) that having a new skatepark for the town would deliver which were identified by us in the funding application have been met (final evaluation); for this purpose and a film is nearing completion and will be submitted well in advance of deadlines.

**Trescobeas POS:** On the 18<sup>th</sup> March I will have also met with 2 people representing Kernow Padel, to explore options to site Padel courts on the POS, I'll report back at the meeting but this will most likely fall to the next Council to make any decisions on whether this can be progressed.

With Cllr elections looming may I take the opportunity to thank the Chair and our committee for their support, especially those who aren't standing for election again and those who will be sitting on a different committee with the new Council.

Please note that I am on A/L From 5<sup>th</sup>-22<sup>nd</sup> April.





## Grounds, Facilities & Environment Committee

17th March 2025

### Facilities Manager Update:

#### 1. Re-Source Project : Kimberley Park Lodge

Construction works have continued in the period including installation of underfloor heating, ventilation, air source heat pumps and extensive electrical and digital connectivity. The cafe areas have been subject to internal timber floor preparations as well as wall plastering and commencement of kitchen installations to the servery area and larger rear kitchen preparation area. External drainage connections have been completed together with groundwork reinstatement to paths and external seating areas which include electrical service connectivity. Works relating to floor coverings and 2nd fix wiring will continue until the end of the month. Continued collaborative focus from the project and site team has ensured that completion and budgetary targets remain on track to the end of March.

Our Community Engagement Officer continues to develop links with local learners and students focusing upon music and digital upskilling specifically in the areas of music workshops and creative aspirational opportunities (Dracaena Centre, Atherton Suite, Kimberley Park). This engagement is a key requirement of grant funding outputs and outcomes.

Our further funding application (£53k) to the Good Growth : SPF Year 4 continuation was unsuccessful as funds were limited to existing projects.

Arts Council Supporting Grass Roots Music application (£43k) was also unsuccessful. It is clear that the limited availability of grant funding and related over subscription will continue to impact upon our future project aspirations. Further funding opportunities will be reviewed prior to release in the next tranche of the new financial year.

(Site progress photos are attached)

#### 2. Municipal Building : Improvement Works

Listed building consent and conditional planning permission has been granted (25.02.25) for alterations to existing building comprising of thermal and energy related improvement, with associated repairs. **Phase 1** works to repair and remedy water ingress to the F/F offices is in progress with final work details being reviewed by the conservation officer with associated expressions of interest for the Principal Contractor role. Phase 1 works have been budgeted in 2025/26. A further grant application has been submitted (27.02.25) to the Community Levelling Up Programme (CLUP Year 4 ) £175K (10% FTC match) for Phase 2 works incorporating roof cavity insulation above the Art Gallery and installation of secondary glazing to all windows within the building.

#### 3. Princess Pavilion

The following Community Ownership Funding works have been completed (£278k); Solar panel installation

Low Carbon Heating Solution – heat pump installation

Garden room floor refurbishment

Replacement entrance doors to garden room

Sound – mixing console

Lighting – enhanced theatre scheme

Works scheduled for completion prior to the end of March include external theatre storage unit and purchase of additional theatre chairs.

#### **4. Pendennis Headland Car Park**

Works relating to the installation of the Enviropave surfacing solution will commence on the 22nd April 2025. (CORMAC).

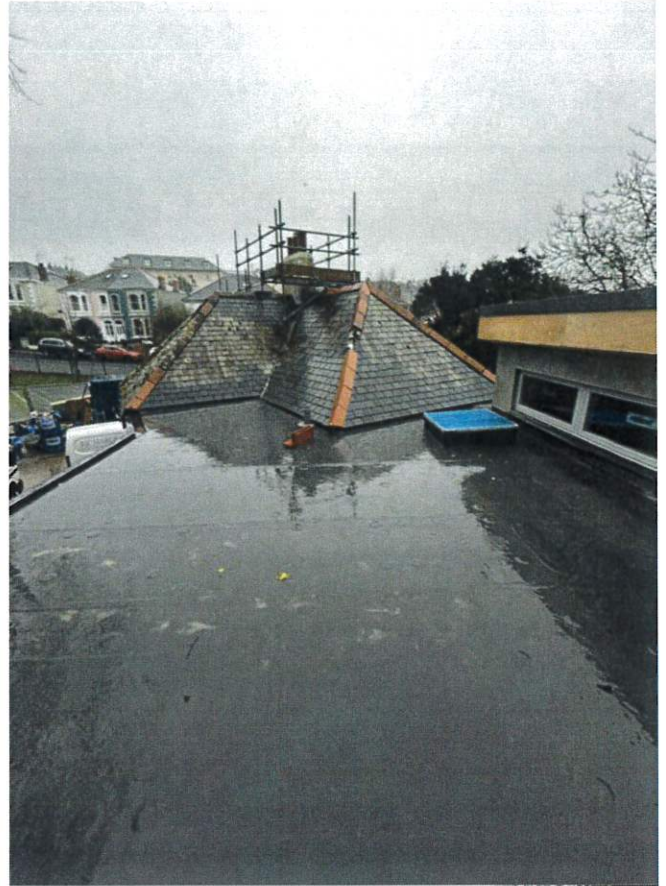
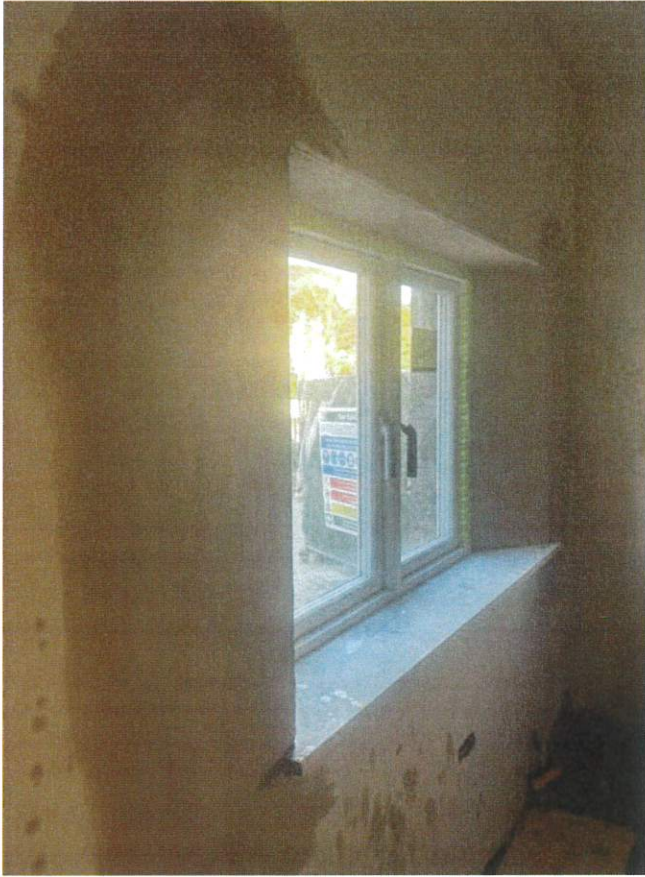
#### **Re-Source Project : Progress February**







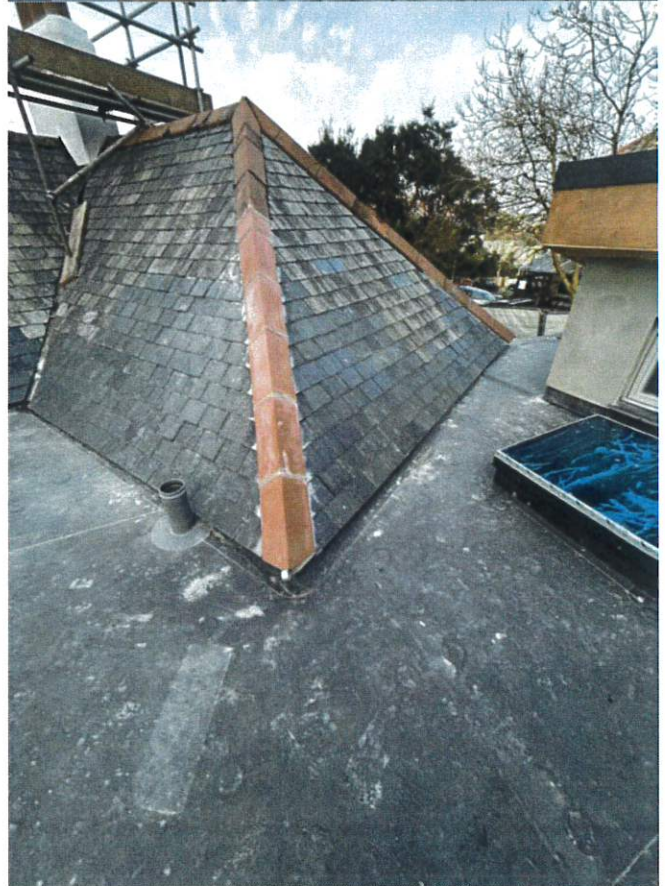
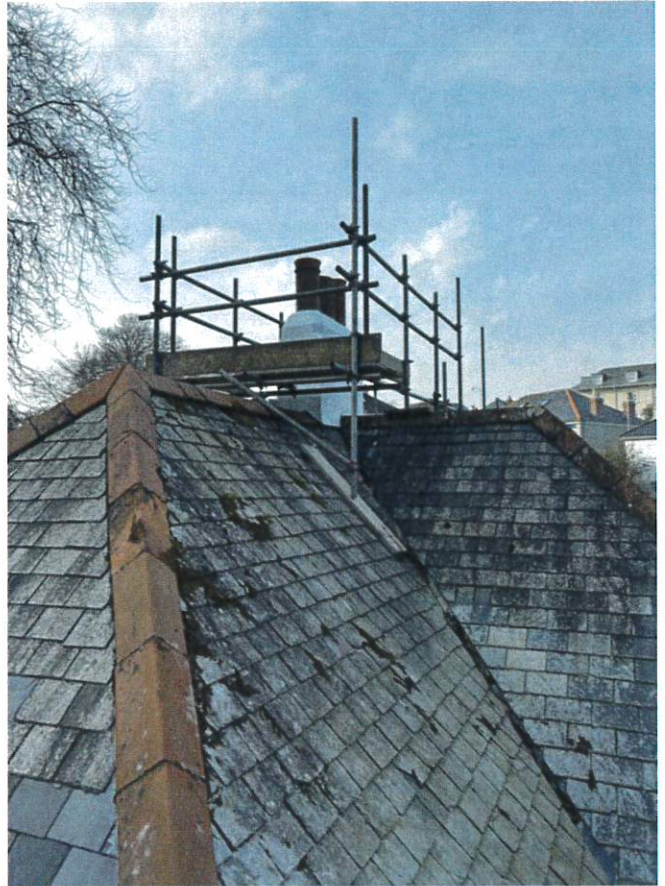




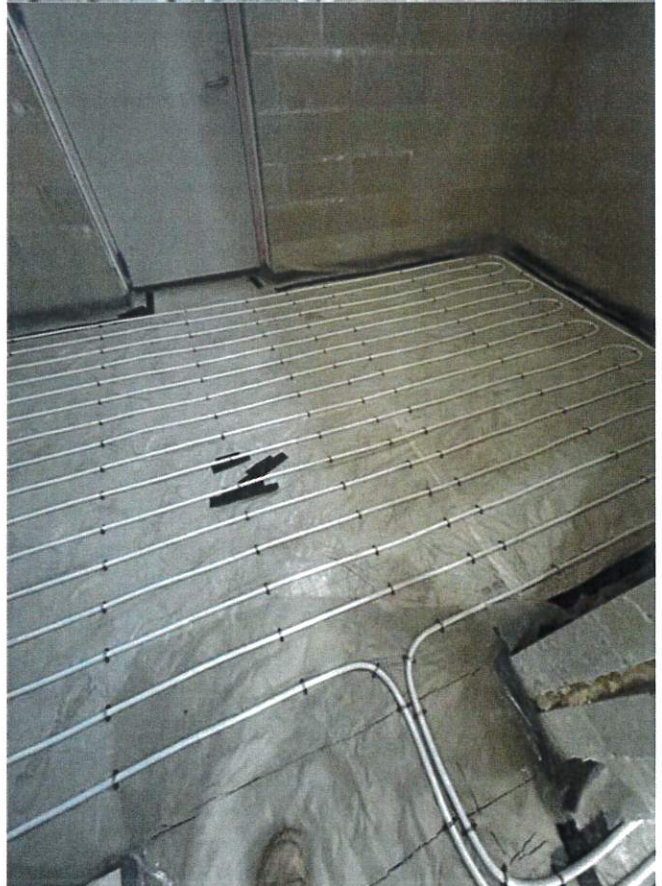








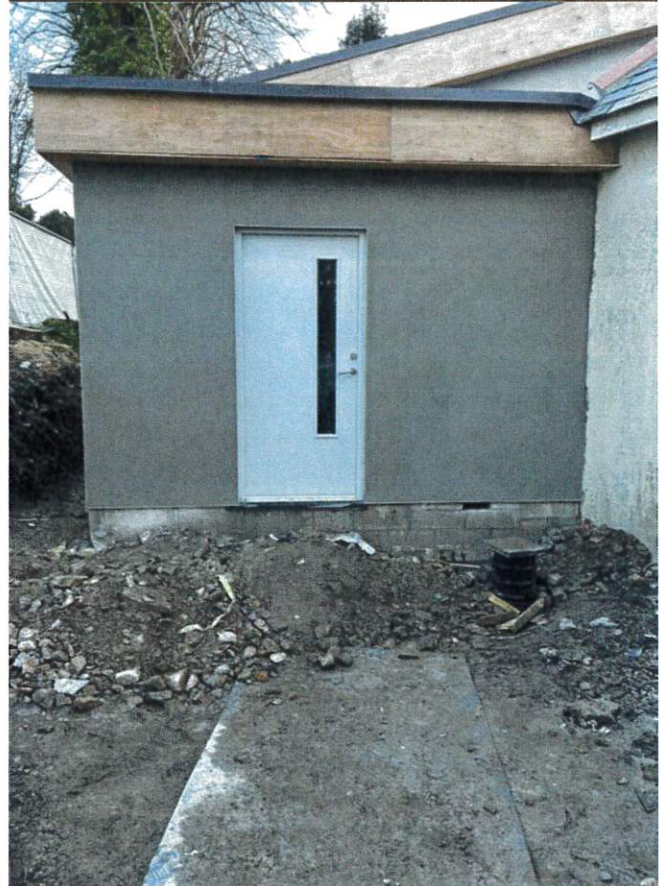
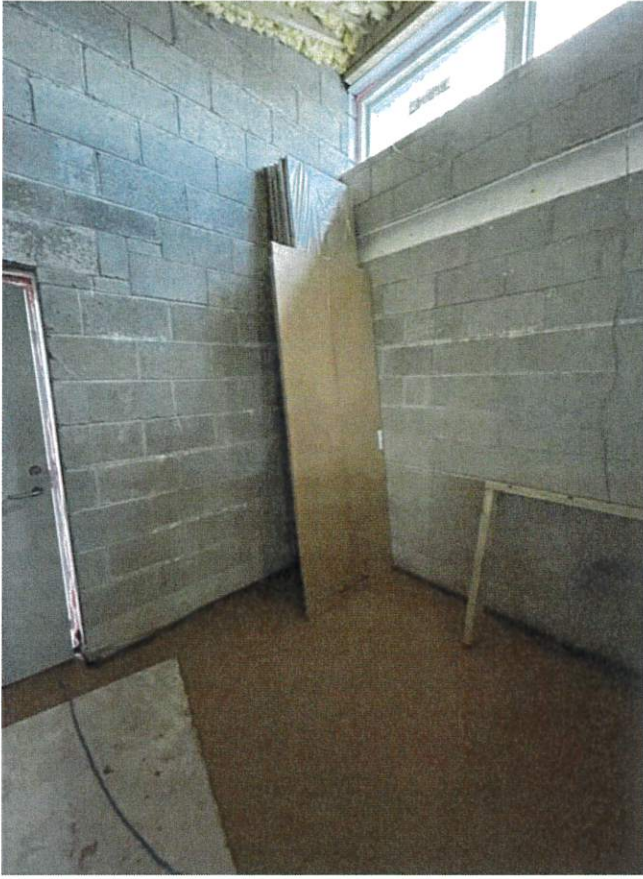














**March 2025 – Strategic Environmental Projects**  
**Report for Grounds, Facilities & Environmental Action Committee**

<b>Focus</b>	<b>Action taken</b>	<b>Next steps</b>
<b>Carbon Reduction</b>	<p><b>Princess Pavilion (COF)</b> –Solar installation completed on in Dec 2024, Low carbon installation completed Feb 2025. New draught proof doors installed in café. CEP assessment of PP identified further carbon saving potential. Further discussions required.</p> <p><b>Passmore Edwards Municipal Building</b> – planning application approved?. Total cost c. £2million. EOI submitted from Levelling Up fund. Decision due May 2025.</p>	<p>Regular meetings to monitor further energy saving measures at PP.</p> <p>PP kitchen lighting to be replaced with LED.</p> <p>Alternative funding to be identified for PE Municipal Building.</p> <p>Continue replacing florescent lights with LED throughout library as funds allow. 2nd section of children’s library commissioned.</p>
<b>Events</b>	<p>Falmouth &amp; Penryn CAP Marketplace Event on Tuesday, 28th January</p>	<p>Falmouth School Stomp 2 April</p> <p>Town Spring Clean 9 April</p> <p>SandSafe 28 May</p> <p>Green Week 7 – 15 June</p>
<b>Water</b>	<p>SWW monthly update meetings set up with SEPO. Website with details of works <a href="https://southwestwater.co.uk">Falmouth Sewer Improvement Scheme (southwestwater.co.uk)</a>.</p>	<p>Estimates to be sought for rainwater harvesting at PP for 2025/26 budget</p> <p>Consider replacing push taps at toilets with water fountains to reduce water consumption</p>
<b>Community Engagement</b>	<p>SEPO attends Fal Energy Partnership and VSF Climate &amp; Environment Alliance monthly meetings.</p> <p>SEPO attends Fal/Helford SAC meetings quarterly.</p>	
<b>Ocean Recovery</b>	<p>Declaration made in Jan 2022.</p> <p>Cornwall and Isles of Scilly Marine and Coastal Partnership prepared Marine Nature Recovery Opportunities for the Fal and Helford.</p> <p>6 x ‘We are the Ocean’ banners installed at Grove Place.</p>	<p>SEPO to attend quarterly meetings of SAC Management group.</p> <p>Blue Meadows restoration off Gylly Beach likely. Support to be provided.</p> <p>World Ocean Day 8 June. Work with local groups to devise event to celebrate.</p>



Focus	Action taken	Next steps
		Revised motion to be discussed at committee.
<b>Communication</b>	NALC Awards Finalists for Climate Response of the Year. Certificate received.	
<b>Other</b>	Fairtrade Town signage installed at two signposts welcoming people to Falmouth.	Communication to encourage residents to be aware of resilience methodologies <a href="#">Cornwall – BeFloodReady</a> <a href="#">What you can do - Devon, Cornwall and the Isles of Scilly Local Resilience Forum</a> <a href="#">Sign up for flood warnings - GOV.UK</a> Marine wildlife interpretation panel to be installed at Pendennis Point
<b>Recycling</b>	Small electricals recycling box trial completed at Falmouth Library. Unfortunately this has not been renewed. Enquiries have been sent to establish whether this successful trial can be made permanent. New legislation ‘Simpler recycling’ comes into effect from April 2025. Princess Pavilion already collecting and recycling food waste since December 2024.	New waste service roll out to mid West area 5 commences March 10 2025. CC event at Library on 24 March. Implement Simpler recycling requirements across council by April 2025
<b>Budget</b>	£5,000 allocated in 2024/25 budget; £1,400 rainwater harvesting tank survey at PP £800 towards Library LED replacement £50 expenses £500 sustainable pens for use at events £90 recycling bins for office environments – Simpler Recycling £660 LED lighting in PP kitchen	

Decisions requested from **Grounds, Facilities & Environmental Action Committee**;

Adoption of revised Motion for the Ocean

Prepared by Karen Hall, Strategic Environmental Projects Officer



We are the ocean banner installation



[Inspiring artwork and poetry created by children and calling for urgent ocean action showcased in Falmouth - News](#)

Fairtrade signage



**A FAIRTRADE  
TOWN SINCE 2005**

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services and Leisure Committee held on 24<sup>th</sup> March 2025 at 7:00 pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth TR11 2RT.

Present: Councillors E E Seiler (Chair) L D Coley (Vice Chair), D V Evans BEM, T M Pearce, J M Spargo and Z Young

Also present: Councillor D W Saunby CC

Attendance:	A M Williams	(Town Clerk)
	R J Gates	(Town Manager)
	M Lewis	(Cultural Services Director)
	M C Palmer-Williams	(General Manager, Princess Pavilion)
	H Attree	(Administrative Assistant)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

### **A1026 APOLOGIES**

Apologies for absence were received and approved for Councillors G F Evans (family matter) and Konik (child care).

### **A1027 INTERESTS AND DISPENSATIONS**

None received.

### **A1028 MINUTES**

It was proposed by Councillor Coley, seconded by Councillor D V Evans and

**RESOLVED** that the Part I minutes of meeting held on 15<sup>th</sup> January 2025 be confirmed as a correct record of the proceedings and signed by the Chair.

### **A1029 TOWN MANAGER REPORT**

The Town Manager presented his report and responded to questions regarding Falmouth Week logistics and acts. The report was noted and forms part of these minutes.

### **A1030 CULTURAL SERVICES REPORT**

The Cultural Services Director presented her report and responded to questions. The report was noted and forms part of these minutes.

### **A1031 PRINCESS PAVILION REPORT**

The Princess Pavilion General Manager updated the Committee on Princess Pavilion matters including the works currently being undertaken under the Community Ownership Fund. He responded to questions and would prepare a report for the new Council of remaining necessary and desirable site capital works. He confirmed that the café and community space were operated as required by the Council. Later licensing hours would not be in the spirit of the agreements with local residents. The report was duly noted and forms part of these minutes.

**A1032 CORNWALL LEISURE STRATEGY**

The Chair reported upon the constructive meeting with Cornwall Council's Leisure Manager and Pendennis Leisure CIO. Cornwall Council recognised the need for swimming provision in Falmouth and that the Playing Pitch Strategy could be more effective. He was supportive of revisiting the FPM assessment parameters in the County Leisure Framework and the heatmap. The report was noted.

**A1033 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Coley, seconded by Councillor Seiler and

**RESOLVED** that in view of the confidential nature of contractual matters and personal information, it is advisable, in the public interest that the press and public, be excluded from the meeting.



## **Town Management report to Cultural Services 24/03/25**

### Events

#### St Piran's Day

This all went well moving through the town despite the roadworks taking place. Thank you to Hayley and Adele for overseeing this working with 4x4/security and the police and everyone taking part in the parade.

#### St Nazaire

This had been one of the largest turnouts I think we have ever had which is great. The weather helped but it was still chilly. There was a concern a few years ago that events such as this will reduce in numbers as veterans sadly pass away. That has certainly not been the case and it even included forty students from St Nazaire that made the trip across the channel which shows an excellent commitment and interest.

#### VE Day

We are working closely with Pendennis Castle and more details will be made public next month once all confirmed for the event on the 8<sup>th</sup> May. There will be the flag raising and service in Kimberley Park in the morning.

As I have mentioned previously this is during new Cllr inductions and just after the elections, but we hope returning councillors and new ones are able to attend. There will be a beacon lighting in the evening across the country.

#### Shanty detail/ Fundraiser

The fundraiser at the museum was a great success and there was at least another 100 people who wanted to purchase tickets. The popularity of shanties just goes from strength to strength.

We have now closed submissions for groups to the main shanty festival due to so much demand and capping the limit, it remains over 80 groups which is significant but manageable. We will have the most Breton groups who have visited in one year, there is also a group



## **Town Management report to Cultural Services 24/03/25**

attending from the Orkney Islands, a group from Ipswich who are cycling the whole way here before performing!!! and many many more.

### Falmouth Week

You may have seen that announcements for the evening entertainment have now started, this is much earlier than in previous years to give people more time to plan and also to phase when they are purchasing their tickets (ie not in just 2/3 months).

We are waiting on confirmation of the air display and should know soon

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### Princess Pavilion

Obviously, you will have the report from the PP via Chas but I just wanted to highlight the excellent coordinated approach from Chas and the team and also Ruth Thomas/Karen Hall/Andy Medlin for the COF (Community Ownership Fund) Funding. This is not an easy thing to do/apply/implement and ensure it stays on track and we get the best possible outcomes for the PP and the longer term.

I am extremely proud of what we are all collectively achieving in what would have been private residences of some form if we didn't take it on and it would be lost forever.

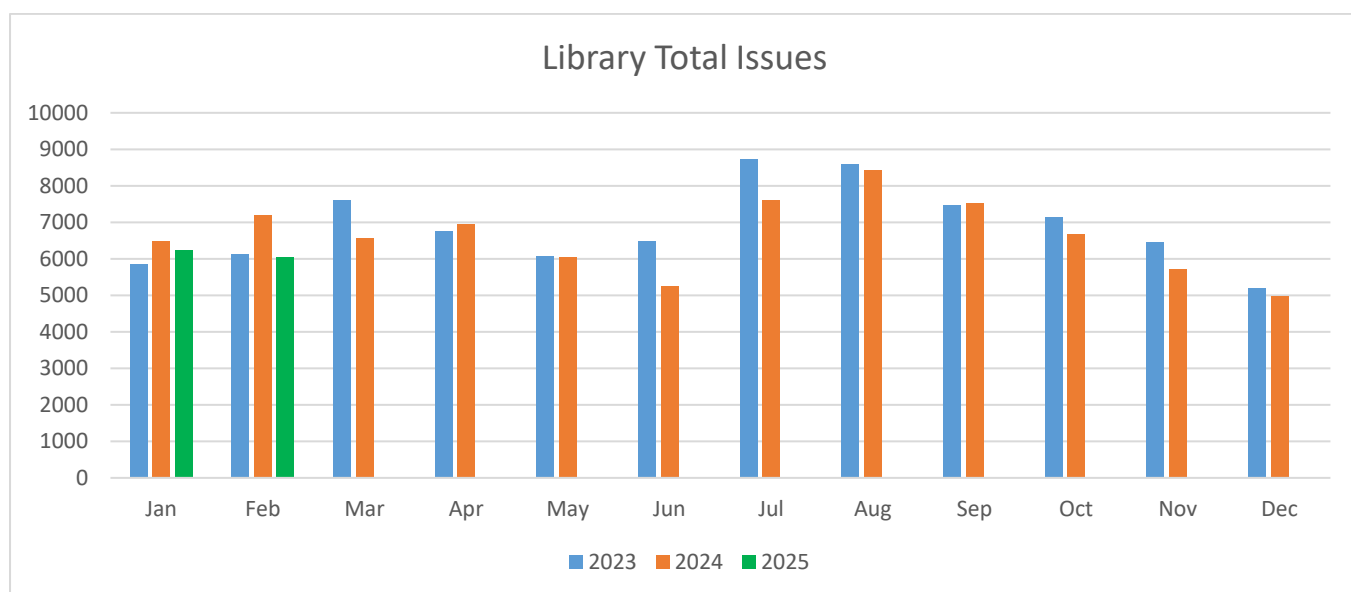
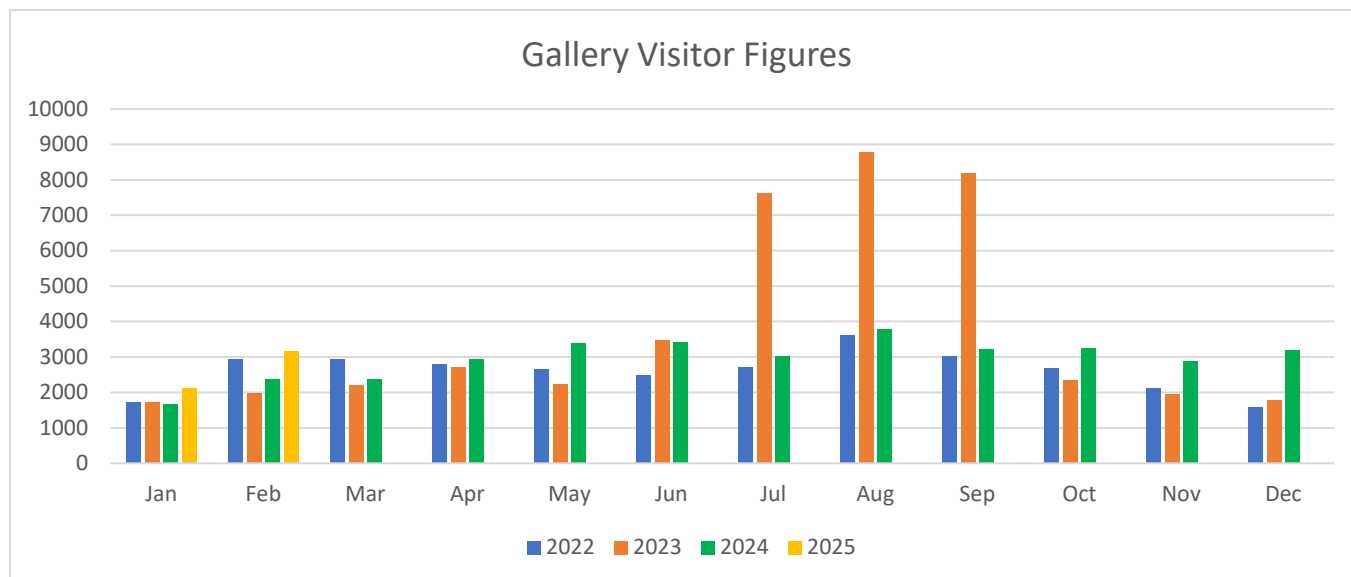
Yes, there are challenges/learnings and difference of opinions, but I would personally like to thank the council/councillors and our staff for continue to develop this community asset.





## Cultural Services Report – 24<sup>th</sup> March 2025

### Part 1



**NB Reporting in 2025-26 will follow financial years, and Library reporting will cover footfall instead of total issues to better reflect the wide variety of purposes for library visits (eg. browsing, computers, children's activities, workspace)**

### Activity Report

- The advert is now out for a 15 hour marketing officer role for Cultural Services, which closes on 23<sup>rd</sup> March. The role will enhance the marketing provision of Cultural Services, which until now has been spread ad hoc across the team.

- The Gallery's annual *Benow* festival, coinciding with International Women's Day was a success, with this year's theme of Women and Craft. The Gallery welcomed several practitioners to run workshops in basketry, brush-making, lino printing and plaster casting among others, alongside free children's workshops and a round table discussion. In all 203 people participated in the festival.
- The Gallery's February half-term activities were popular, with 157 children and parents/caregivers participating.
- Both the Library and Art Gallery have seen a flurry of school visits in the past couple of months, with all but one local schools participating in the Gallery's new Early Years offer, and multiple class visits to the library with more scheduled. The senior Library Assistant is also visiting several of the local nurseries and pre-schools, with return visits to the library also planned.
- The Gallery has also welcomed several Falmouth University department study visits, including Illustration, Costume Design, Photography, and Art Foundation. The Visitor Services Manager is also continuing to work with the Sustainable Product Design in creating prototype products for the Gallery shop.
- The CS Director and Learning Manager have secured £1950 of funding from Art Fund to participate in community activity around [The Herds](#) project. *The Herds* journeys with life-size animal puppets 20,000km from the Congo Basin to the Arctic Circle, with community artistic performances and initiatives along the way to raise awareness of the climate crisis. Our activity will take place between May and June of this year.
- The Gallery's CMS (Collections Management System) project is reaching its conclusion, with due diligence concluded and an order raised for the appointed supplier, Axiell. This project is being kindly supported by Arts Council England.
- An access audit of the Municipal Building has been completed by Access Cornwall, which highlighted areas of strength and improvement. The CS Director can share the contents of this report with councillors on request.

### Upcoming and current events & exhibitions

<b>16<sup>th</sup> January – 21<sup>st</sup> June</b>	<b>Exhibition – <a href="#">Collections Display update</a></b>	Rotating display of the Gallery's permanent collection
<b>1<sup>st</sup> February – 10<sup>th</sup> May</b>	<b>Exhibition - <a href="#">Trinity Buoy Wharf Drawing Prize</a></b>	Touring exhibition showcasing exemplary drawing practice in the UK.
<b>Mondays 24<sup>th</sup> February – 31<sup>st</sup> March, 6-7 pm</b>	<b><a href="#">Moving Marks Taster Session</a> (Gallery)</b>	Come and shake off the winter blues by expressing your creativity, finding joy in moving your body, and connecting with others!
<b>24<sup>th</sup> March – 5<sup>th</sup> April</b>	<b>Exhibition – Community Gallery: Year 2 Photography Student Display</b>	A selection of work from Falmouth University Students.
<b>7<sup>th</sup> – 19<sup>th</sup> April</b>	<b>Easter Holiday Crafts - times &amp; dates TBC (Library &amp; Gallery)</b>	Easter hat & zine making in Library; Gallery TBC

<b>4<sup>th</sup> April &amp; 2<sup>nd</sup> May</b>	<b>Monthly drop-in collections talk</b>	A free 30 minute talk by the Gallery's Collections Manager on a feature of the permanent collection
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## Objective Setting

Short, Medium and Long Term Planning				
	Objective	Date for completion	Progress	Notes
<b>Short Term - next 12 months</b>	Develop a Cultural Strategy	15.01.2025		Completed but will be submitted to new Council post-May
	Meeting room for community use	30.08.2024		Reviewed and original room unsuitable due to server equipment; focus now is on Library computer room
<b>Medium Term 2-4 years</b>	Building redevelopment	30.09.2025		Changes to be made to Library layout May-Sept 2025 - plan to be funded from cost savings in facilities/CS budgets but may need to make request to general reserves.
<b>Long Term 5+ years</b>	Reconfiguring layout of Municipal buildings			Start to coincide with 50th anniversary of Gallery opening in MB in 2028; Assess feasibility of Museum service
	Large public art / multi-media installation at Prince of Wales Pier			Consider Automata civic art piece for public display

Decision required: To review progress and note the report.

## **Cultural Services Report Princess Pavillion**

**Friday 14<sup>TH</sup> MARCH 2025**

**Chas Palmer-Williams, General Manager**

### **Summary:**

We are seeing an increased usage of the Pavilion from the local community that include a rise in home schooling, community theatre, mental health wellness groups amongst others.

### **Upcoming events (not including community groups) :**

**14<sup>th</sup> March** Arts society lecture

**14<sup>th</sup> March** Willie and The Bandits

**16<sup>th</sup> March** Cornwall Hospice Care Run

**17<sup>th</sup> – 25<sup>th</sup> March** Spring Flower Show

**25<sup>th</sup> March** Tell Tales Story time

**27<sup>th</sup> March** Golden Gloves Boxing

**28<sup>th</sup> March** Ferocious dog

**29<sup>th</sup> March** Jam First Big band

### **Community Ownership Fund:**

#### **The C.O.F upgrades are now complete, with only reporting to finalise**

- Theatre low carbon heating system installed; heating/cooling improved with reduced environmental impact.
- New doors installed to garden community space improving insulation and security
- Power distribution and replacement cabling work across site
- New superior L.E.D lights and control desk installed reducing electric usage and improving live performances
- Sound desks upgraded from of date analogue systems. Replaced with digital systems.
- Theatre curtains treated and replaced.
- Craning in and purchase of shipping container to extend needed storage space
- Replacement theatre chairs with grid system allowing for a new seating plan with 2 additional chairs per row increasing the return on investment
- Solar panels and batteries installed and generating power

**Cont.**

**Staffing:**

- We did not find a suitable candidate for the marketing officer and as this is such an important role this will be advertised again.
- We interview for the replacement chef role W.C. 17<sup>th</sup> as a chef has left.

**2024 Statistics**

- Organised and hosted 1022 events and community groups last year
- We saw 63,173 guests last year at events and community groups
- We hosted 90 shows in the theatre, with a combined total of 20,213 guests
- There were 774 community-focused or charity events, with 20,690 people attending
- We celebrated 10 weddings
- 1,494 guests attended corporate conferences and events

Future events and what's on:

[https://www.falmouthtowncouncil.co.uk/events?action=search\\_events&em\\_search=&category=16](https://www.falmouthtowncouncil.co.uk/events?action=search_events&em_search=&category=16)

Regular community groups:

<https://www.falmouthtowncouncil.co.uk/princesspavilion/community-groups-2>



## **Town Management Report to Falmouth Town Council 02/06/25**

### **Safe & Secure**

Under the S&S heading I have detailed the issues we incurred in the town for the broadband outage.

### **Broadband Openreach**

As you were no doubt aware from the press a little while ago there was extensive malicious damage to the broadband infrastructure across the town both in residential and commercial areas. This resulted in approx. £100,000 damage and was very much a joined-up approach between Openreach, the police and Street Rangers and myself. The majority of businesses were back online within 48 hours and everything was complete within the week. I cannot emphasise how big a job this was to undertake. With so many broadband supplies connected via various different poles/fittings/sometime hard to reach areas etc etc, it really was a team effort. Feedback from Openreach was the support from Town Management/Town Team was a tremendous help and assistance. They also commented that having the Street Rangers go door to door (this was organised with a very quick turnaround) was a massive benefit to determine if all businesses were live or still required their connection to be restored.

### **BOLLARD WORKS**

I have been chasing frequently on this as understandably I am receiving comments/queries on an almost daily basis on what is happening. To clarify the current position is that all work is complete bar one outstanding point. Cormac are chasing their suppliers

## **EVENTS**

Please note for the Cultural Services and Leisure report that will have info/detail on the various events/activities taking place so there is not duplication in both reports.

## **FALMOUTH BID**

Further to Rob's presentation 'the chair of Falmouth BID' at the induction the role of the new BID Manager will be announced in the coming weeks once all details have been confirmed. The new person will come and meet you all in due course.

## **MURAL**

You may have seen that we have recently revamped the mural on the Church Street car park tunnel. The wall in the Maritime Museum car park will also shortly be being worked on. This has been entirely self-funded by the artist so no costs to any budgets. It is part of a national project and the basking shark was chosen by the artist due to obvious links with Falmouth and waters around Cornwall.

## **UNDERSTANDING OF LAND/AREAS/**

I thought it was useful to do a quick update on ownership within the town centre:

- 1) The majority of public land in the town centre is owned by Cornwall Council
- 2) The Moor is owned by CC but FTC have a management agreement for the site
- 3) Prince of Wales Pier is CC but managed by their maritime arm and falls under Penryn harbour/master
- 4) Church Street Car Park is owned and managed by Cornwall Council but FTC does have a license to manage events on the space at certain times during the year. These are agreed in advance usually at the start of the year.
- 5) Custom House Quay and North Quay are private but of course accessible by the public. Falmouth Harbour (Commissioners) operate this area.
- 6) Discovery Quay (Events Square) is also private but accessible by the public and is overseen by the Maritime Museum



## **Town Management Report to Falmouth Town Council 02/06/25**

### **CiLCA QUALIFICATION**

I am pleased to say that the CiLCA qualification that has taken me 15 months to complete and involves 30 assignments has been passed. I am now just waiting between 1-3 months for the portfolio to be ratified by the awarding body. For Cllrs info (and a reminder from the induction training). For a Council to attain the General Power of Competence two thirds of the councillors must be elected (not co-opted etc) and the Proper Officer must have the CiLCA qualification or equivalent. Now the Proper Officer and the Deputy Proper Officer are both qualified in this, enabling future succession planning.