

***MARAZION TOWN COUNCIL***

**13th May 2021**

**1/21**

**TO ALL COUNCILLORS**

Dear Councillors

**NOTICE IS HEREBY GIVEN** that you are summoned to attend the Annual Council Meeting of Marazion Town Council on Tuesday 18th May 2021, 7.30pm, All Saints Church Hall.

The meeting will consider the agenda items as set out below.

**Please note**.

**1. Recording**.

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

The Town Clerk will be recording the meeting for the purpose of minute taking. Written approved minutes are the true legal record of council meetings.

**2. Public Participation**.

The public are welcome at Marazion Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are requested to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

**AGENDA**

**Part I**

**(Open to the public)**

**1 Election of Chairman of the Council (Town Mayor) 2021-2022**

The incumbent Chairman of the Council (Town Mayor) will call for nominations and put nominations received to a vote.

This vote will be followed by: -

a) Declaration of Acceptance of Office

b) Presentation of the Marazion Mayors Chain of Office.

c) Mayors (Chairman of the Councils) acceptance.

**2 Presentation of the Chain of Office to the Mayors consort**.

**3 Election of Vice-Chairman of the Council (Deputy Mayor) 2021-2022.**

The Chairman of the Council (Town Mayor) will call for nominations and put nominations received to a vote.

This vote will be followed by: -

a) Declaration of Acceptance of Office

b) Presentation of the Marazion Deputy Mayors Chain of Office

**4** **Presentation of the Chain of Office to the Deputy Mayors consort**.

**5 Appointment of the Mayors Chaplain for 2021-2022**

**6 Apologies for absence.**

To receive, record and where requested approve, the reason for the apology of absence.

**7 Declaration of Interests**.

To declare any disclosable interests relating to the items of business on the agenda.

**8 Dispensations**

To receive and consider any requests for dispensation (if any)

**9 Matters of Urgency**

To consider items which, in the opinion of the Chairman of the Council should be considered by the meeting as matter of urgency (if any). Any items not listed on the agenda and decisions made may be open to legal challenge.

**10 Minutes of the Annual Council Meeting held on Tuesday 14th May 2019.**

To resolve to approve and sign the minutes as a true and accurate record of the Town Council meeting held on Tuesday 14th May 2019.

**10 Minutes of the Council meeting held on Tuesday 27th April 2021.**

To resolve to approve and sign the minutes as a true and accurate record of the Town Council meeting held on Tuesday 27th April 2021.

**11 Minutes of the Extraordinary Council meeting held on Tuesday 4th May 2021.**

 Note - to be deferred for approval - Tuesday 25th May 2021.

**12 Revison of NALC Model 2019 Financial Regulations.**

To resolve to approve and adopt the revised Financial Regulations noting that with the departure of the UK from the European Union, the thresholds under

Public Procurement Regulations are no longer expressed as the Sterling

equivalent of Euros. They are now expressed only in Sterling, and the values have been revised. Footnote 3 to Regulation 11.1.c on page 16 of the Model 2019 Financial Regulations has been updated to reflect the change.

**13 Bank Signatories and operation of Bank Accounts.**

To resolve to approve bank signatories and operation of bank accounts.

**14 Risk Register.**

To resolve to approve and adopt the Risk Register as presented**.**

**15 Marazion Town Council Insurance Policy**

To note that Marazion Town Council does have in place adequate insurance (BHIB). The policy is being reviewed and is due for renewal at the end of May 2021.

**16** **Schedule of meetings for 2021-2022.**

To resolve to approve the schedule of meetings as presented with the understanding that the schedule may change during the 2021 – 2022 municipal year.

**17 Asset Register**

 To resolve to approve the asset register as presented. The asset register is to be reviewed in the new municipal year 2021-2022.

**18 Composition of Committees, Working Groups.**

 Members are asked to review the composition of committees, working groups as presented and their membership of those committees, working groups.

**19 Updated Code of Conduct.**

 To resolve to approve and adopt the revised Code of Conduct as adopted by the principal authority.

**20 Co-option Timetable update**

 To note that the advertising of the vacancies commenced on Monday 10th May 2021 and to resolve to reflect the change in minute number 550 the Co-option timetable to: -

* Advertising 10th May 2021
* Close of applications 24th May 2021

**21 Dog Fouling Posters**

a) To resolve to approve the Dog Fouling Working Group to judge to posters received from Marazion School.

b) To resolve to approve the awarding of vouchers to the value as decided by the council to first, second and third (use of S137).

**22 Finance**

 **a) Statement of Accounts (as of 13th May 2021)**

Community Account £100.00

 Business Premium £88,465,27

 MS&I £151,083.00

**b) Accounts for Payment.**

 Beacon Garden Maintenance £148.50

 Zoom March 2021 (re-imburse Cllr Laity) £14.39

 Zoom April 2021 (re-imburse Cllr Laity) £14.39

 Rialtas £595.80

 Purchase voice recorder (re-imburse Town Clerk) £42.99

 Purchase 5L hand sanitizer (re-imburse Town Clerk) £13.99

 Purchase 200 face masks (re-imburse Town Clerk) £14.99 Purchase ring binder folders x20(re-imburse Town Clerk) £20.98

**c) Pre-payments including Direct Debits.**

Alchemy Systems £54.12

Town Clerks salary £1,464,39

HMRC (salary)

Zoom annual licence (minute 541(d) £89.92

 Cllr J Nicholas toilet repair goods (re-imbursed) £29.99 Cllr J Nicholas key cutting (re-imbursed) £7.00

 Cllr J Nicholas key cutting (re-imbursed) £14.999

**d) Receipts.**

HMRC repay £501.65

 Long Rock Memorial £18.00

 Allotment payment £15.00

 Garage payment (installment) £50.00

 Penwith Funeral Services payment £648.75

**23 Planning**

1. **Applications for Planning Permission**

**i Application PA21/02567**

**Proposal** Listed Building Consent: Demolition of existing outbuilding and construction of outbuilding replacement at rear boundary. Construction of new Concrete Retaining wall at rear boundary due to slope failure.

**Location** Old School House Turnpike Hill Marazion TR17 0BZ

**Applicant** Mr Basil Howard

**Grid Ref** 152165 / 30717

<http://planning.cornwall.gov.uk/online-applications>

 **ii** **Application PA21/03811**

**Proposal** Extension and alterations to existing cottage, demolition of summerhouse and construction of replacement garden shelter

**Location** 3 May Cottages Higher Fore Street Marazion TR17 0BB

**Applicant** Mr And Mrs Michael Chiffers

**Grid Ref** 152476 / 30754

**iii Application PA21/03569**

**Proposal** Listed Building Consent: Re-roofing the main house, replacing the verandah support structure and roof, replacement of windows (with slimline double glazing) to main house all elevations apart from NNE.

**Location** Old Eastcliffe House East Cliff Lane Marazion TR17 0AZ

**Applicant** Mr And Mrs Christian Robert George

**Grid Ref** 152261 / 30730

**iv Application PA21/03759**

**Proposal** Demolition of Previously Approved Barn Conversion and Replacement Sustainable Farm House and Associated Works

**Location** Barns South Of The Barn Gwallon Lane Marazion Cornwall

**Applicant** Mr And Mrs Allen

**Grid Ref** 152324 / 31002

1. **Applications Approved/Refused**

**None.**

**24 The Freedom of Information Act 2000**

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

**25 The Data Protection Act 2018**

Precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

**26 Part II**

**(Private)**

**Items which may be taken in the absence of the public and press on grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (admissions) Act 1960.**

To move that in the view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council, it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3d

**27 Meeting with St Aubyn Estates.**



Tracey Unstead

Town Clerk