



**MARAZION TOWN COUNCIL
FULL COUNCIL MEETING TUESDAY 28th MAY 2024
TOWN HALL, MARAZION**

Meeting 1/24

21st May 2024

TO ALL COUNCILLORS

Dear Councillors

NOTICE IS HEREBY GIVEN that Marazion Full Council at which your attendance is summoned will be held at the Marazion Town Hall, Market Place, Marazion, TR170AR on **Tuesday 28th May 7.10pm** to transact the business specified in the following agenda as set out.

A handwritten signature in black ink, reading "Tracey Unstead". The signature is written in a cursive style with a large, flowing 'T' and 'U'.

Tracey Unstead
Town Clerk
Marazion Town Council.

For information – to be taken as read.

- 1 Declarations of Interest** – Councillors are reminded that they should declare any interests on the agenda at agenda item (insert) in respect of the items to be considered and are also advised that the timescale to alter their stated interests with Cornwall Council's Monitoring Officer is 28 days.
- 2 Items requiring urgent attention** – to consider those items which, in the opinion of the Chairman of the Council, should be considered by the meeting as a matter of urgency (if any). To be taken at the end of the meeting. Any items not listed on the agenda and decisions made may be open to legal challenge.
- 3 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 the acts 23 exemptions.
- 4 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 is available, but individuals are protected.
- 5 Mobile Phones** – Councillors and members of the public are requested to ensure that mobile phones are switched to 'silent' during the meeting to avoid disruption.
- 6 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.
- 7 Public Participation.**
Time is set aside for members of the community to address Councillors present at this meeting regarding agenda items at the discretion of the Chairman of the Council.

AGENDA

Part I

(Open to the public)

1 Apologies

To receive and record apologies.

2 Declaration of Interests

Councillors are required to declare:

- a) Pecuniary Interests as per the Code of Conduct.
- b) Non-registerable Interests as per the Code of Conduct.

3 Dispensations

Requests for dispensations are to be submitted to the Town Clerk in advance of the meeting to be considered by the Full Council.

4 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 business to be transacted as listed on the agenda.

5 Mayors Report/Matters of Urgency

6 Clerks Report

At the time of publishing the agenda.

- i Expression of Interest Community Levelling Up Fund – Maypole Gardens
- ii Defibrillator training
- iii Outdoor Spaces Working Group meeting Thursday 30th May 2024, 8.00am.
- iv D-Day Thursday 6th June 2024.
- v Asset risk assessments

7 Correspondence Received

None at the time of publishing the agenda.

8 Councillors Reports

a) Cornwall Councillor Report

To receive a report.

b) Town Councillor Reports

To receive reports.

9 Minutes of the Council meeting held on Tuesday 14th May 2024.

To consider, approve and sign the minutes of the Town Council Meeting held on Tuesday 14th May 2024.

10 Planning

None to consider.

11 Annual Governance and Accountability Review 2023-2024

To receive a report and approve the signing of the 2023-2024 Annual Governance and Accountability Review including the dates for the exercising of public rights and confirmation that there is no conflict of interest between the town council and the appointed external auditors BDO LLP.

12 Bank Signatories and Operation of Bank Accounts.

To receive a report and agree signatories for 2024-2025 and to note the banking facilities used and accounts held.

13 Marazion Town Council Insurance Policy

To note that Marazion Town Council does have adequate insurance. The policy is being reviewed and is due for renewal on the 1st June 2024.

14 Composition of Committees, Working Groups

To consider appointments.

15 Appointment of Members to represent the Council on external bodies.

To consider appointments.

16 Financial Regulations

To approve.

17 Reserves Policy

To approve.

18 Direct Debit Payments 2024-2025.

To approve.

19 Asset Risk Assessments

To receive updates from appointed persons and action any works marked as urgent.

20 Matters Arising from previous Minutes.

a **Minute 184** (flooding Green Lane) – to receive an update.

b **Minute 381** (Footpath number 8) – note that the Town Clerk due to other priorities has yet to review the process and resources needed.

- c **Minute 1113** (play area repairs) – to receive an update.
- d **Minute 1712(b)(ii)** (Speedwatch initiative) – to receive an update.
- e **Minute 1753(b)(iii)** (erection of pigeon spikes) – to receive an update.
- f **Minute 1801** (campaign mobile post office) – to receive an update.
- g **Minute 1826** (training Legionella) – to receive an update.
- h **Minute 1975** (Article 4 Direction planning consultation) – to receive an update.
- i **Minute 2080(b)(iii)** (access to the beach from the new Gwelva landing) – to receive an update.
- j **Minute 2080(b)(iv)** (contacting Live West abandoned Mitsubishi Galant, Church Road verge) - to receive an update.
- k **Minute 2084** (identification of suitable areas electric vehicle charging points) – to receive an update.
- l **Minute 3018 (recharge utilities RNLI)** - to receive an update and to seek further guidance.

21 Any other matters arising from Minutes not covered by items above.

22 Finance
Review and approve en bloc.

a **Bank Reconciliation April 2024**
To approve.

b **Statement of Accounts – as per bank statements 20th May 2024**

Barclays Community	£147.10
Barclays Business	£208,860.98
CCLA	£100,000
NS&I	£52,364.56

c **Accounts for Payments**
Dulux (paint Folly Field
Aubergine (website)

£388.55
£597.00

	Peter Heather Consultants	£1,500.00
d	Receipts (up until the 21st May 2024)	
	*Cornwall Council (CiL Grant)	£24,610.45
	Burroughs and Kearey funeral	£682.50
	Long Rock headstone inscription	£18.00
	Refund overpayment Flowertime	£45.00
	CCLA interest	£264.52
	Garage rent	£50.00
	Car park space 5	£75.00
	Funeral Wakfer	£345.00
	Funeral Dignity	£1,115.00
	Cornwall Council (local maintenance paths)	£226.76
	Allotment Rose Hill	£40.00
	Car Park space 1	£75.00
	Allotment Island Field	£10.00
	Refund overpayment Inprint Litho	£36.00
	VAT reclaim Q4	£8,549.20
	Refund overpayment Alchemy Systems	£68.40
	*Cil Grant £28,000 awarded, payment minus VAT as MTC claim the VAT.	
e	Direct Debit Payments	
	EDF Energy (bus shelter)	£21.33
	EDF Energy (Town Hall)	£217.00
	British Gas	£43.37
	British Gas	£44.35
	Alchemy Systems IT	£118.92
	Mobile phone sim	£0.99
	Talk Talk (phone and broadband)	£45.59
	EDF Energy (Square lighting)	£21.00
	EDF Energy (field supply Folly Field)	£19.00
	EDF Energy	£29.00
	Zoom annual fee	£129.90
	EDF Energy (Folly Field)	£40.60
	SW Water (Folly Field toilets)	£466.41
	SW Water (Folly Field)	£246.11
f	Pre-payments	
	Town Clerk salary March	£2,074.14
	HG Bookeeping	£150.00
	Cllr J Nicholas (re-imburse locks toilets)	£33.75
	Lawrence handrails Folly Field	£1,800
	HMRC Shipley PAYE (March)	£0.50
	HMRC Shipley PAYE (March)	£1,081.35
	Outdoor Play People (final play area payment)	£9,682.80
	Institute Cemetery and Crematorium Management	£100.00
	HMRC SHIPLEY PAYE (Feb)	£1,079.07
	Inprint Litho newsletter printing and delivery	£459.00
	Hudson Accounting (internal audit)	£250.00
	Marazion Town Trust (rent and museum)	£2,500

Charles Trent French solicitors (Square toilets monies on account)	£1,000
Cllr J Nicholas (re-imbusement purchase card)	£9.99
South West Play Inspections	£79.99
Arrow Lifts service	£81.60
Flowertime (flowers)	£135.00
Biffa Waste	£264.00
HMRC Shipley PAYE April	£1,009.17
Town Clerk Salary April	£2,146.82
*Marazion Town Trust overpayment rent/museum	£2,500
Davey & Gilbert works to Folly Field toilets	£1,104.00
Annabeth Limited (Marazion Hotel Mayor Choosing)	£998.00

- 23 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 / or the Public Bodies (Admission to Meetings) Act 1960.
- 24 Lease Mounts Bay Sailing Club (dinghy pen and building).**
 To consider the renewal of the Mounts Bay Sailing Club lease – dinghy pen and building.