



PENRYN
Town Council

TO ALL MEMBERS OF PENRYN TOWN COUNCIL, YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF PENRYN TOWN COUNCIL TO BE HELD ON **MONDAY 24 MAY 2021 AT 7.00 P.M. IN THE TEMPERANCE HALL (TEETOTAL HALL), PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

Town Clerk
18 May 2021

COUNCIL AGENDA

1. ELECTION OF THE TOWN MAYOR (CHAIRMAN) FOR THE MUNICIPAL YEAR 2021/22

- a) To elect the Town Mayor (Chairman) for the ensuing Municipal year and to receive the Statutory Declaration of Acceptance of Office.
- b) To receive the retiring Town Mayor's address
- c) To receive the Town Mayor's address.

2. VOTE OF THANKS

To consider the following resolution:

"That the thanks of this Council be tendered to Councillor Wenmoth for the able and efficient way that he has discharged his duties as Town Mayor during the 2020-2021 Municipal year"

3. ELECTION OF THE DEPUTY TOWN MAYOR (VICE CHAIRMAN) FOR THE MUNICIPAL YEAR 2021/22

To elect the Deputy Town Mayor for the ensuing Municipal year.

4. APOLOGIES

To receive apologies for non-attendance

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

To receive declarations of interest in respect of any item on this agenda and to consider requests from Members for dispensations.

6. PUBLIC PARTICIPATION

An opportunity for members of the public to address the Town Council concerning matters on the agenda. Members of public who wish to speak should contact the Town Council by 12.00p.m. on Monday 24 May 2021 to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council's website www.penryn-tc.gov.uk click on the link below, or visit the Town Council offices and request a copy: [Protocol for Public Speaking at Council Meetings](#)

PLEASE NOTE: 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. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

7. TO NOTE THE RECEIPT OF THE DECLARATIONS OF ACCEPTANCE OF OFFICE IN ACCORDANCE WITH SECTION 83 OF THE LOCAL GOVERNMENT ACT 1972

A person elected to the office of parish councillor shall, before or at the first meeting of the parish council after his election; or if the council at that meeting so permit, before or at a later meeting fixed by the council; make in the presence of the proper officer of the council and deliver to the council a declaration of acceptance of office and if he fails to do so his office shall thereupon become vacant.

8. TO CONFIRM THE APPOINTMENTS OF MAYOR'S CHAPLAIN, MAYOR'S WARDEN, MACE BEARERS AND TOWN CRIER

- Mayor's Chaplain – To be confirmed
- Mayor's Warden – Annie Jones
- Mace Bearers – Duane Glasby and Norman Hunter
- Town Crier – Jim Henderson

9. AMALGAMATION OF THE CLIMATE EMERGENCY GROUP AND NEIGHBOURHOOD PLAN STEERING GROUP WITH THE PLANNING COMMITTEE

To consider a proposal to wind-up the Climate Emergency Working Party and the Neighbourhood Plan Steering Group, and for the areas to come under the remit of the Planning Committee **[Page 4]**

10. APPOINTMENTS TO COMMITTEES

To appoint standing committees for the ensuing Municipal year:
Planning Committee (currently all councillors)
Staffing Committee (six councillors)
Events Committee (six councillors)

The Town Mayor and Deputy Town Mayor will be members on all standing committees.

11. APPOINTMENTS TO OUTSIDE BODIES

To confirm Councillor appointments to outside bodies **[Pages 5 to 6]**

12. REVIEW OF INVENTORY OF LAND AND BUILDINGS, OWNED OR MAINTAINED BY THE COUNCIL

To confirm the list below of land and buildings, owned or maintained by the Council:

Buildings/Areas Owned by the Town Council

- Town Hall (Grade 2* listed building), Higher Market Street, Penryn
- Temperance Hall (Teetotal Hall), Lower Market Street, Penryn
- Old Gent's Hut, Quay Hill, Penryn
- Penryn Library, St Thomas Street, Penryn
- Glebe Cemetery, Love Lane, Gorran Gorras, Penryn
- Memorial Garden, Quay Hill, Penryn
- Shute Meadow Car Park, Shute Meadow, off Saracen Way, Penryn

Areas covered by Management Agreements or Leases

- Permarin Car Park, Permarin Road, Penryn
- Glasney Playing Field, off Brook Place, Penryn
- Permarin Public Conveniences, Grays Yard, Penryn

13. GENERAL POWER OF COMPETENCE

To consider and resolve the following:

"Penryn Town Council declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council's Annual Meeting in 2025.

Conditions:

- The number of elected councillors 'equal to or greater than two-thirds of the total number of members of the council' (rounded up), elected includes Councillors who stood for an election and were elected uncontested, but excludes appointed or co-opted councillors. – **13 elected councillors**
- The Clerk to the council must hold a recognised qualification, which must include section 7 – The General Power of Competence of CiLCA. (Certificate in Local Council Administration) – **completed 12 October 2019**

14. COUNCIL VACANCIES AND PROCESS FOR CO-OPTION

To note the two Council vacancies and agree the co-option process following the uncontested election. **[Pages 7 to 8]**

15. CASUAL VACANCY

To receive an update regarding the casual vacancy to replace Councillor Wall who did not take up office. **[Page 9]**

16. CODE OF CONDUCT

To adopt the new code of conduct **[Pages 10 to 22]**

17. CALENDAR OF MUNICIPAL EVENTS

To agree the list of annual events which form part of the municipal calendar, which members will be asked to attend. **[Page 23]**

18. MEETING DATES 2021/22 MUNICIPAL YEAR

To agree the meeting dates for the 2021/22 municipal year (May 2021 to May 2022) **[Pages 24 to 25]**

Membership:

Councillor Bennett	Councillor Ronchetti
Councillor Grant	Councillor Tucker
Councillor Hanks	
Councillor Harrison	Councillor Wenmoth
Councillor Kirby	Councillor Widdon
Councillor Langan	Councillor Williams
Councillor May	
Councillor Milan	

Amalgamation of The Climate Emergency Group and Neighbourhood Plan Steering Group with The Planning Committee

Author: Helen Perry, Town Clerk

1. Background

The Council reviews its committee structure each year.

2. Discussion

With the Neighbourhood Development Plan expected to go for referendum in the summer, the steering group has come to its natural end.

The Neighbourhood Development Plan if approved by referendum, will cover the period to 2030 and will help to enforce the Town Council's planning decisions.

To enable items relevant to the Climate Emergency to progress more quickly, and with the current aims focusing around 'greener' planning combining the groups going forward is an option to the Council.

The original goals of the Climate Emergency Group were to focus on ethical banking & investments, switch to a 'green' energy supplier and upgrade Town Council lighting to energy efficient options. These goals have been achieved and remain as a priority to the Council.

By amalgamating the Climate Emergency Group with the Planning Committee, it allows the Council to drive the Town forward in choosing greener options for renovations, repairs, new builds, and all planning decisions.

3. Recommendation

That the Council;

- a) Amalgamates the Climate Emergency Group, Neighbourhood Plan Steering Group with the Planning Committee.

Or

- b) Amalgamates the Neighbourhood Plan Steering Group with the Planning Committee, with the Climate Group Working Party remaining.

4. Appendices

None

Appointments to Outside Bodies – Civic Year 2021/2022

Outside Body	General Information	Representatives 2019 to 2021	Councillors Representative
Falmouth & Penryn Community Network Panel	<ul style="list-style-type: none"> Held every other month currently on a Tuesday evening One Town Council Representative The Cornwall Councillors representing Penryn are members of the panel Unsure if meetings will return to Face2Face <p>Provisional Dates via Teams: Tuesday 29 June (AGM) – 6pm Tuesday 21 September – 6pm Tuesday 23 November – 6pm</p>	Councillor Hayley May	•
Falmouth & Penryn Conservation Area Advisory Committee	<ul style="list-style-type: none"> Held first Monday of the Month – at 2:15pm, currently via Zoom – Face2Face location: Greenbank Hotel One Town Council Representative Discusses planning applications of listed buildings and in the conservation areas 	Councillor Ruby	•
Falmouth & Penryn Foodbank	<ul style="list-style-type: none"> Supporting the Foodbank 	Councillor Bennett	•
Friends of Falmouth Hospital	<ul style="list-style-type: none"> The group supports Falmouth Hospital Town Mayor is the Town Council Representative Deputy Mayor is the substitute 	Councillor Wenmoth (Mayor) Councillor Tucker (sub)	<ul style="list-style-type: none"> Town Mayor Deputy Mayor (substitute)
Maritime Line Forum	<ul style="list-style-type: none"> Group concerned with the Falmouth to Truro Train Branch line Meets about three times per year Meetings held in the morning 	Councillor Mary May Councillor Tucker (sub)	•
Penryn & District Twinning Association	<ul style="list-style-type: none"> Town Mayor is the President Plus, one representative of the Council Attends meetings – approximately six meetings 	Councillor Wenmoth (Mayor)	<ul style="list-style-type: none"> Town Mayor
Penryn Museum Society	<ul style="list-style-type: none"> Two Town Council Representatives 	Councillor Rickard Councillor Wenmoth	<ul style="list-style-type: none"> • •

Penryn Town Local Trust	<ul style="list-style-type: none"> • Membership is set as per the Deed of Trust • Mayor • Deputy Mayor • Immediate past Mayor 	Councillor Wenmoth Councillor Tucker Councillor Peters	<ul style="list-style-type: none"> • Town Mayor • Deputy Mayor • Immediate past Mayor
Place Shaping	<ul style="list-style-type: none"> • Three Councillors • Meetings – Wednesday evenings at 6:30pm • NO MEETINGS SCHEDULED – awaiting outcome of the BID Please note members on the committee can be dual hatted.	Councillor Wenmoth Councillor Garrett Councillor Mary May	<ul style="list-style-type: none"> • • •
Stuart Stephen Memorial Hall Trust	<ul style="list-style-type: none"> • At least two meetings per year – usually meet at the hall, in the daytime • The Trust is made up of six representatives appointed by the Council and three co-optative trustees • Six Councillor Representatives 	Councillor Bennett Councillor Langan Councillor Hayley May Councillor Snowdon Councillor Tucker Councillor Wenmoth	<ul style="list-style-type: none"> • • • • • •
University Sharing Forum	<ul style="list-style-type: none"> • Meet at least three times per year – at the University – evening meeting 	Councillor Garrett	<ul style="list-style-type: none"> •
West Cornwall CCTV Management Group	<ul style="list-style-type: none"> • Meets quarterly – when Face2Face at Cornwall Fire & Rescue HQ, Tolvaddon – currently via Teams • Last Wednesday in the Month (Jan, April, July, Oct) • One Councillor Representative 	Councillor Mary May	<ul style="list-style-type: none"> •

COUNCIL

24 MAY 2021

Co-option



Author: Helen Perry, Town Clerk

1. Background

Following the uncontested election held on 6 May 2021, the Town Council had two vacancies, one in the Penryn Ward and the other in the Bissom Ward.

2. Discussion

The Council can now fill those two vacancies by co-option.

There is no set procedure for how a co-option should be carried out, but candidates must be eligible under s.79 of the LGA 1972 and not disqualified under s.80 of the Act.

If you wish to stand as a councillor, you must satisfy these requirements:

- You need to be over 18 years of age
- A British citizen, a qualifying Commonwealth citizen, or a citizen of any other member state of the European Union
- On the Electoral Register for the council area for which you wish to stand,
- A local government elector of the parish; or a person who during the whole of the twelve months before nomination as a candidate occupied land or other premises as owner or tenant in the parish; or has, during the same period, resided in that area or within three miles thereof; or has during the same period, had a principal or only place of work in that area

You cannot stand for election if you:

- Are bankrupt and an Order or Interim Restriction Order has been imposed.
- Have, within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine
- Work for the council where you are intending to stand for election (but you can work for other local authorities, including the principal authorities that represent the same area).
- Have been convicted or reported guilty of a corrupt or illegal practice by an election court, or have been disqualified from standing for election to a local authority

The Council has tried various ways to co-opt members, these have included:

- Writing a letter to the Council
- Informal get together to meet interested parties
- Short presentation to the Council

3. Recommendation

That the Council;

- a) Notes the vacancies
- b) Agrees the procedure that it wishes to use for the co-option process
- c) The vacancies are advertised, stating the process to be used
- d) The candidates to be co-opted to the Council are agreed at the July 2021 council meeting

4. Appendices

None

COUNCIL

24 MAY 2021

Casual Vacancy



Author: Helen Perry, Town Clerk

1. Background

Following the election held on 6 May 2021, Councillor Ashley Wall was elected uncontested to the Town Council, due to a change in personal circumstances, Councillor Wall has withdrawn from the Council.

2. Discussion

Due to Councillor Wall withdrawing from the Council, a Casual Vacancy has arisen.

The elections office at Cornwall Council has been notified and we are awaiting receipt of the official notice of a vacancy.

Following the receipt of the notice, if within 14 days (excluding weekends and Bank Holidays) TEN electors of the WARD write to the Returning Officer requesting an election, a by-election will be called. Alternatively, if the election is not called, the position can be filled by co-option.

The official notice will be published on our website and the Town notice board.

3. Recommendation

That the information is noted

4. Appendices

None

COUNCIL

24 MAY 2021

Code of Conduct - Adoption

Author: Helen Perry, Town Clerk



1. Background

Under the Localism Act 2011, the Council is required to adopt a Code of Conduct for Members.

2. Discussion

Email excerpt from CALC regarding the new Code of Conduct

"As you will know Cornwall Council has now published a new Code of Conduct 2021 for councils in Cornwall. The House of Lords Committee in Standards of Public Life made a number of significant recommendations as part of its review into the Code of Conduct; after detailed work the Cornwall Code has been updated to reflect these recommendations. The CALC strongly supports this single code for all elected members in Cornwall and is pleased to recommend the 2021 edition. The key changes are set out below.

2.6 Gifts and Hospitality

The standard text has been changed to reflect the CoSIPL recommendation. The Cornwall Council code now requires gifts and hospitality in excess of £50 to be declared, but your council is able to set its own threshold of more or less than this figure.

2.16 Co operating with any investigation

The new code requires members to assist with any investigation into a complaint by the Monitoring Officer.

2.17 Training

The CoSIPL report recommended a greater requirement for members to undertake regular training. The new wording now requires training to be undertaken within six months and then where practical every 2 years or as required by the Monitoring Officer. As this is part of your Council's code of conduct it is important that training is offered to all new councillors not only after elections but also to those joining the council from time to time. Clerks are recommended to keep an attendance register to demonstrate that this element of the code has been met.

As the legislation and role of elected members is slightly different between the two tiers of local government, it will always be difficult to have a single version which reflects both. The Code circulated to you contained a number of elements specific to the unitary authority and the actions of unitary councillors as individuals. After feedback from clerks, I have made number of minor amendments which I have highlighted in red on the enclosed word document. The amendments are

- i) To reinstate the 2.13 from the previous code which states that a councillor must not authorise the use of council's resources on their own – and links to model standing orders
- ii) To reinstate 3.9 of the previous code which requires a member to tell the Clerk as well as the Monitoring Officer when making changes to their Register of Interests

- iii) Deleted 2.15 of the 2021 Code as it refers to a Leader/Cabinet system with Overview and Scrutiny which does not apply to first tier local councils.
- iv) Amended 2.15 of the 2021 Code to reflect the names of the relevant officers as appropriate for local councils

We are very fortunate in having a single Code which covers all elected members in the Duchy and I attach a copy of the 2021 version with the CALC recommended amendments in red. I hope that you will support the work of the Standards Committee and adopt the 2021 at the next opportunity.”

3. Recommendation

That the Council adopts the attached Members Code of Conduct.

4. Appendices

- a) Members Code of Conduct with the changes recommended by CALC (Cornwall Association of Local Councils)

Cornwall Council

Code of Conduct for Members and Co-opted Members of Local Councils

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:
“**disclosable pecuniary interest**” means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member’s spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

“**dispensation**” means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in subparagraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

“**interest**” means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

“**meeting**” means any meeting of the Council, the Cabinet and any of the Council’s or the Cabinet’s committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

“**Member**” includes an Elected Member and a Co-opted Member

“**non-registerable interest**” mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

“**register**” means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

“**sensitive interest**” means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

“**trade union**” means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2. This Code should be read together with the preceding general principles of public life.
- 1.3. It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council
- and references to your official capacity are construed accordingly.
- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.

- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total . You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.

- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) have the prior formal permission of the Council;
 - (ii) act in accordance with the reasonable requirements of the Council;
 - (iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iv) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Proper Officer, RFO or Monitoring Officer.
- 2.16 You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct.
- 2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.
- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the

Monitoring Officer for inclusion in the register.

- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
- (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
 - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :
- (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and
 - (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.
- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable

pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.

3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

3.10 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

Part 4 – Sensitive interests

4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.

4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)

(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

Municipal/Civic Events

Date	Event	Additional Information
Sunday 15 August 2021	VE/VJ Commemoration	Councillors are invited by the Royal British Legion 2:45pm Procession to Memorial Garden from the Temperance Hall (Teetotal Hall), for a short service followed by refreshments
Saturday 28 August 2021	Penryn Town Fair	Town Event – arranged by the Council
Sunday 5 September 2021	Party in the Park	Town Event – arranged by the Council
Thursday 11 November 2021	Armistice Day	Short commemorative service at the Memorial Garden – commences around 10:50 am
Sunday 14 November 2021	Remembrance Sunday	Process from the Temperance Hall (Teetotal Hall) to St Gluvias Church, wreath laying at the war memorial. Followed by a Church Service in St Gluvias Church, for those who wish to attend.
Saturday 4 December 2021	Christmas Lights Switch-on	6:30pm – switch-on the Town’s Christmas Lights Followed by light festive refreshments
Sunday 5 December 2021	Carol Concert	Carol’s in the Methodist Church – followed by light refreshments in the Town Hall
Saturday 5 March 2022	St Piran’s Day	Coffee Morning
Thursday 12 May 2022	Mayor Making (Annual Meeting of the Council)	This is an official meeting of the Council – civic ceremony/meeting in the Temperance Hall, followed by refreshments

Additional events may be added throughout the year, including a Mayor’s Civic Service

Meeting Dates for the 2021/2022 Municipal Year



Date	Meeting
MONDAY 24 MAY 2021	ANNUAL MEETING (MAYOR MAKING)
THURSDAY 27 MAY 2021	PLANNING COMMITTEE
TUESDAY 1 JUNE 2021	EVENTS COMMITTEE
MONDAY 7 JUNE 2021	FULL COUNCIL
MONDAY 14 JUNE 2021	STAFFING COMMITTEE
MONDAY 21 JUNE 2021	PLANNING COMMITTEE
MONDAY 5 JULY 2021	FULL COUNCIL
TUESDAY 6 JULY 2021	EVENTS COMMITTEE
MONDAY 19 JULY 2021	PLANNING COMMITTEE
TUESDAY 3 AUGUST 2021	EVENTS COMMITTEE
MONDAY 16 AUGUST 2021	PLANNING COMMITTEE
MONDAY 6 SEPTEMBER 2021	FULL COUNCIL
TUESDAY 7 SEPTEMBER 2021	EVENTS COMMITTEE
MONDAY 20 SEPTEMBER 2021	PLANNING COMMITTEE
MONDAY 4 OCTOBER 2021	FULL COUNCIL
TUESDAY 5 OCTOBER 2021	EVENTS COMMITTEE
MONDAY 18 OCTOBER 2021	PLANNING COMMITTEE
MONDAY 1 NOVEMBER 2021	FULL COUNCIL
TUESDAY 2 NOVEMBER 2021	EVENTS COMMITTEE
MONDAY 8 NOVEMBER 2021	STAFFING COMMITTEE
MONDAY 15 NOVEMBER 2021	PLANNING COMMITTEE
MONDAY 29 NOVEMBER 2021	FULL COUNCIL - BUDGET MEETING
MONDAY 13 DECEMBER 2021	FULL COUNCIL
MONDAY 20 DECEMBER 2021	PLANNING COMMITTEE
MONDAY 10 JANUARY 2022	FULL COUNCIL
MONDAY 17 JANUARY 2022	PLANNING COMMITTEE
TUESDAY 1 FEBRUARY 2022	EVENTS COMMITTEE
MONDAY 7 FEBRUARY 2022	FULL COUNCIL
MONDAY 14 FEBRUARY 2022	STAFFING COMMITTEE
MONDAY 21 FEBRUARY 2022	PLANNING COMMITTEE
MONDAY 7 MARCH 2022	FULL COUNCIL
MONDAY 21 MARCH 2022	PLANNING COMMITTEE

MONDAY 4 APRIL 2022	FULL COUNCIL
TUESDAY 5 APRIL 2022	EVENTS COMMITTEE
TUESDAY 19 APRIL 2022	PLANNING COMMITTEE
MONDAY 25 APRIL 2022	ANNUAL PARISH MEETING (ELECTORS MEETING)
THURSDAY 12 MAY 2022	ANNUAL MEETING (MAYOR MAKING)

Notes:

August – No Council meeting will be held in August

December – The meeting of full council will be held on the **second** Monday of the month

Staffing – Additional Staffing meetings will be called as required

Budget Meeting – A separate budget meeting has been set for 29 November

Events Committee – No meetings in December and January