



AGENDA

Annual Meeting of Penryn Town Council

Councillor Membership: Tucker (Mayor), May (Deputy Mayor), Bennett, Doyle, Grant, Hanks, Harrison, Hernandez, Jordan, Kirby, Milan, Langan, Ronchetti, Wenmoth, Widdon and Williams

You are hereby summoned to attend the annual meeting of Penryn Town Council for the transaction of the undermentioned business at the following date, time, and location.

Date: Thursday 12 May 2022

Time: 7:00 pm

Location: Temperance Hall, Lower Market Street, Penryn, TR10 8

Helen Perry, Town Clerk
5 May 2022

Prior to the commencement of the meeting Annie Jones will lead the meeting in prayers

1. Election of the Town Mayor (Chairman) for the municipal year 2022/23

- a) To receive the Town Mayor's resume for the 2021/22 municipal year
- b) Vote of thanks
- c) To elect the Town Mayor (Chairman) for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office
- d) Presentations

2. Apologies

To receive apologies for non-attendance.

3. 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.

4. Public participation

Members of the public wishing to speak regarding items on the agenda will need to make a request to the Town Clerk before noon (12:00 pm) on the day of the meeting. Please also make sure you have read the Protocol for Public Speaking at Council Meetings. Full details are available on our website at www.penryn-tc.gov.uk/public-speaking-at-meetings. Alternatively, you may visit the Town Council offices to submit your request and access a printed copy of our public speaking policy.

This is a public meeting. It could be filmed or recorded by broadcasters, the media, or members of the public. We aim to ensure that members of the public are not filmed without consent but cannot guarantee it. Especially if you are speaking or taking an active role.

5. Election of the Deputy Town Mayor (Vice Chairman) for the municipal year 2022/23

To elect the vice-chairman of the Council for the municipal year 2022/23

6. To confirm the appointments of Mayor's Chaplain, Mayor's Warden, Mace Bearers, Town Crier and Mayor's Cadet

- Mayor's Chaplain – Reverend Amanda Evans
- Mayor's Warden – Annie Jones
- Mace Bearers – Duane Glasby and Norman Hunter
- Town Crier – Jim Henderson
- Mayor's Cadet – Eliana Bunclark

Musical Interlude by the Penryn Forget-me-not Singers

Penryn Forget-me-not singers are a group of people who meet-up to sing for fun.

7. Appointments to committees

To appoint members to committees as approved at the Council meeting held on 14 April 2022

8. Appointments to outside bodies

To appoint members to outside bodies as approved at the Council meeting held on 14 April 2022

9. Review of the Council's policies and procedures

- a) To adopt the Standing Orders and Financial Regulations as approved at the Council meeting held on 14 April 2022

- b) To defer the review of the Council's policies and procedures until the September 2022 Council meeting

10. Review of inventory of land and buildings, owned or maintained by the Council

To confirm the list of land and buildings, owned or maintained by the 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
- Memorial Garden, Quay Hill, Penryn
- Penryn Library, St Thomas Street, Penryn
- Shute Meadow Car Park, Shute Meadow, off Saracen Way, Penryn
- Glasney Playing Field, Brook Place, Penryn (Management Agreement until 31 Oct 2022)
- Permarin Public Conveniences, Gray's Yard, Penryn (Management Agreement)

11. Meeting dates for the 2022/23 municipal year

To adopt the meeting dates for the 2022/23 municipal year as approved at the Council meeting held on 14 April 2022

Following the completion of the meeting refreshments will be available in the Town Hall for invited guests

Committee Membership

Annual Council Meeting: 12 May 2022



PENRYN
Town Council

Committee	Current membership 2021/2022	Membership 2022/2023
Planning Committee	ALL Councillors Mayor - Cllr Tucker (ex officio), Deputy Mayor - Cllr May (ex officio), Cllr Bennett, Cllr Doyle, Cllr Grant, Cllr Hanks, Cllr Harrison, Cllr Hernandez, Cllr Jordan, Cllr Kirby, Cllr Langan, Cllr Milan, Cllr Ronchetti, Cllr Wenmoth, Cllr Widdon and Cllr Williams	As resolved at the Council meeting held on 7 March 2022 that ALL sixteen Councillors will be on the planning committee Mayor - Cllr Tucker (ex officio), Deputy Mayor - Cllr May (ex officio), Cllr Bennett, Cllr Doyle, Cllr Grant, Cllr Hanks, Cllr Harrison, Cllr Hernandez, Cllr Jordan, Cllr Kirby, Cllr Langan, Cllr Milan, Cllr Ronchetti, Cllr Wenmoth, Cllr Widdon and Cllr Williams
Events Committee (meets Tuesday mornings)	Eight Councillors Mayor - Cllr Tucker (ex officio), Deputy Mayor - Cllr May (ex officio), Cllr Hanks, Cllr Harrison, Cllr Kirby, Cllr Milan, Cllr Wenmoth and Cllr Williams Please note: Cllr Doyle is a co-optative member of the Committee and was appointed prior to becoming a Town Councillor.	Mayor - Cllr Tucker (ex officio), Deputy Mayor - Cllr May (ex officio), Cllr Doyle, Cllr Harrison, Cllr Kirby, Cllr Milan, Cllr Wenmoth and Cllr Williams
Staffing Committee (meets Thursday day time)	Six Councillors Mayor - Cllr Tucker (ex officio), Deputy Mayor - Cllr May (ex officio), Cllr Bennett, Cllr Grant, Cllr Langan and Cllr Wenmoth	Mayor - Cllr Tucker (ex officio), Deputy Mayor - Cllr May (ex officio), Cllr Bennett, Cllr Grant, Cllr Langan and Cllr Wenmoth

Membership Outside Bodies

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PENRYN
Town Council

Outside Body	Representative - 2021/22 Civic year	Representative - 2022/23 Civic year
Falmouth & Penryn Community Network Panel	Current representative: Cllr Hanks Meet on a Tuesday evening at 7pm	Representative: Cllr Hanks
Falmouth and Penryn Conservation Areas Advisory Committee	Current representative: Cllr Grant Meet on first Monday of the month in the afternoon	Representative: Cllr Grant
Falmouth and Penryn Foodbank	Current representative: Cllr Bennett	Representative: Cllr Bennett
Friends of Falmouth Hospital	Current representative: Town Mayor - Cllr Tucker, substitute Deputy Town Mayor - Cllr May	Representative: Town Mayor - Cllr Tucker, substitute Deputy Town Mayor - Cllr May
Maritime Line Forum	Current representative: Town Mayor - Cllr Tucker, substitute Deputy Town Mayor - Cllr May	Representative: Town Mayor - Cllr Tucker
Penryn and District Twinning Association	Current representative: Town Mayor - Cllr Tucker	Representative: Town Mayor - Cllr Tucker
Penryn Museum Society	Current representatives (2): Cllr Grant and Cllr Wenmoth	Representatives (2): Cllr Kirby, Cllr Wenmoth
Penryn Town Local Trust	Current representatives: Town Mayor - Cllr Tucker, Deputy Town Mayor - Cllr May and immediate past Mayor - Cllr Wenmoth (as per the deed of trust)	Representatives (as per deed of trust): Mayor - Cllr Tucker, Deputy Mayor - Cllr May and immediate past Mayor - Cllr Wenmoth

Membership Outside Bodies

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Town Council

Outside Body	Representative - 2021/22 Civic year	Representative - 2022/23 Civic year
Stuart Stephen Memorial Hall Trust	Current representatives: (Appointed for a four-year term) Cllr Bennett, Cllr Langan, Cllr Milan, Cllr Tucker, Cllr Wenmoth and Cllr Williams	Representatives: (Appointed for a four-year term May 2021) Cllr Bennett, Cllr Langan, Cllr Milan, Cllr Tucker, Cllr Wenmoth and Cllr Williams
University Forum	Current representative: Cllr Kirby	Representative: Cllr Kirby
West Cornwall CCTV Management Group	Current representative: Cllr Langan Quarterly - currently via Microsoft Teams - if Face2Face at Fire Brigade HQ at Tolvaddon 2pm	Representative: Cllr Langan
Parking Crisis Group	Current representatives (2): Cllr Langan and Cllr Ronchetti	Representatives (2): Cllr Ronchetti, 2nd position vacant
Place Shaping	Current representatives (3): Cllr May, Cllr Hanks and Cllr Ronchetti	Representatives (3): Cllr May, Cllr Hanks and Cllr Ronchetti
Cornwall Association of Larger Councils	Current representatives: None appointed	Representative: position vacant

Meeting Dates for the 2022/2023 Municipal Year

Date	Meeting
THURSDAY 12 MAY 2022	ANNUAL MEETING (MAYOR MAKING)
TUESDAY 17 MAY 2022	PLANNING COMMITTEE
THURSDAY 19 MAY 2022	STAFFING COMMITTEE
MONDAY 6 JUNE 2022	FULL COUNCIL
TUESDAY 7 JUNE 2022	EVENTS COMMITTEE
MONDAY 20 JUNE 2022	PLANNING COMMITTEE
MONDAY 4 JULY 2022	FULL COUNCIL
TUESDAY 5 JULY 2022	EVENTS COMMITTEE
MONDAY 18 JULY 2022	PLANNING COMMITTEE
TUESDAY 2 AUGUST 2022	EVENTS COMMITTEE
MONDAY 15 AUGUST 2022	PLANNING COMMITTEE
MONDAY 5 SEPTEMBER 2022	FULL COUNCIL
TUESDAY 6 SEPTEMBER 2022	EVENTS COMMITTEE
MONDAY 19 SEPTEMBER 2022	PLANNING COMMITTEE
MONDAY 3 OCTOBER 2022	FULL COUNCIL
TUESDAY 4 OCTOBER 2022	EVENTS COMMITTEE
MONDAY 17 OCTOBER 2022	PLANNING COMMITTEE
TUESDAY 1 NOVEMBER 2022	EVENTS COMMITTEE
MONDAY 7 NOVEMBER 2022	FULL COUNCIL
THURSDAY 10 NOVEMBER 2022	STAFFING COMMITTEE
MONDAY 21 NOVEMBER 2022	PLANNING COMMITTEE
MONDAY 28 NOVEMBER 2022	FULL COUNCIL - BUDGET MEETING
MONDAY 12 DECEMBER 2022	FULL COUNCIL
MONDAY 19 DECEMBER 2022	PLANNING COMMITTEE
MONDAY 9 JANUARY 2023	FULL COUNCIL
MONDAY 16 JANUARY 2023	PLANNING COMMITTEE
MONDAY 6 FEBRUARY 2023	FULL COUNCIL
TUESDAY 7 FEBRUARY 2023	EVENTS COMMITTEE
THURSDAY 16 FEBRUARY 2023	STAFFING COMMITTEE
MONDAY 20 FEBRUARY 2023	PLANNING COMMITTEE
MONDAY 6 MARCH 2023	FULL COUNCIL

Date	Meeting
TUESDAY 7 MARCH 2023	EVENTS COMMITTEE
MONDAY 20 MARCH 2023	PLANNING COMMITTEE
MONDAY 3 APRIL 2023	FULL COUNCIL
TUESDAY 4 APRIL 2023	EVENTS COMMITTEE
MONDAY 17 APRIL 2023	PLANNING COMMITTEE
MONDAY 24 APRIL 2023	ANNUAL PARISH MEETING (ELECTORS MEETING)
TUESDAY 2 MAY 2023	EVENTS COMMITTEE
THURSDAY 11 MAY 2023	ANNUAL MEETING (MAYOR MAKING) PROVISIONAL

Notes:

August – No Full Council meeting will be held in August

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

Staffing (Thursday daytime) – Additional Staffing meetings will be called as required

Budget Meeting – A separate budget meeting has been set for 28 November

Events Committee (Tuesday mornings) – No meetings in December and January

Planning (May) – the May planning meeting will be held on the third Tuesday of the month