

ST. JUST-IN-PENWITH TOWN COUNCIL

**Council Offices**  
**1 Chapel Street**  
**St Just**  
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9 May 2017



**ANNUAL MEETING**

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting** of the Town Council to be held as follows:-

**DATE: MONDAY 15 MAY 2017**

**TIME: ON THE RISING OF THE ANNUAL TOWN MEETING**

**VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST**

Town Clerk

***All Councillors are reminded that the signing of their declarations of office forms will take place at 6.45 p.m. in the Council Chamber in advance of the commencement of the Annual Meeting. All Councillors MUST have their forms signed before they can take their seat on the Council.***

Councillors

Cllr. Ms. Z Baxter  
Cllr. Mrs. M. Blundy  
Cllr. B. Clemens  
Cllr. Mrs. S. James  
Cllr. J. Manser  
Cllr. Ms. C. Moore

Cllr. F. Morris  
Cllr. Ms. L. Paine  
Cllr. G. Prowse  
Cllr. G. Roberts  
Cllr. Ms. D. Shephard  
Cllr. Mrs. B. Strick

**15 MAY 2017**

**AGENDA**

1. Election of Town Mayor & Declaration of Acceptance of Office

2. Apologies for Absence

3. Declarations of Interest

4. Dispensations

Town Council to consider requests for dispensation for which an application has been received by the Town Clerk.

5. Election of Deputy Town Mayor & Declaration of Acceptance of Office

6. Minutes

To pass the following resolution:

**RESOLVED** – that the Mayor signs as a true and accurate record the Minutes of the Ordinary Meeting of the Town Council held on 18 April 2017 (copy attached).

7. Matters Arising

To consider any matters arising from the signed minutes.

8. Councillor Attendance at Meetings & Expenses

To receive details on Councillor attendance at meetings and travelling expenses throughout the year. (Copy attached).

9. Appointment to the Town Council Committees and Steering Groups

Town Council to approve appointment to the following committees only: -

(a) Staffing Committee (5 councillors)

(b) Internal Audit Committee (6 councillors)

(c) Neighbourhood Planning Steering Group

Proposed terms of reference of the Steering Group are attached. Town Council to also consider the number of Town Councillors to sit on the Steering Group.

Training for Town Councillors has been arranged for 11.00 a.m. on Wednesday 14 June 2017 at St John's Hall, Penzance.

10. Council Appointments to Outside Bodies

(a) Cornwall Association of Local Councils

One representative

(b) Geevor Partnership

One representative

(c) Cornish Mining Consultative Forum

One representative (plus one substitute member)

(d) West Penwith Community Bus Committee

One representative

(e) St Just Community Sports Hall

One representative

(f) St Just Children's Centre

One representative

(g) Rural Transport Partnership

One representative

(h) Centre of Pendeen

One representative

(i) Local Council Planning Forum

One representative

(j) St Just & Huelgoat Twinning Association

One representative

(k) Board of Trustees Pengarth Day Centre

One representative

(l) Penzance, St Just Nevada City & Bendigo Twinning Group

Two representatives

- (m) Mayor's Parlour  
One representative (Town Mayor)
- (n) West Cornwall HealthWatch  
One representative
- (o) D & C Police Liaison Group  
One representative
- (p) Tin Coast Partnership Working Group  
One representative and one substitute member
- (q) St Just Community Library – Board of Trustees  
To appoint one corporate trustee and one substitute member (Substitute member no voting rights)

10. Finance

- (a) Financial Assistance.  
To consider a report by the Town Clerk which sets out requests for financial assistance from Cape Cornwall Gig Club and Pendeen Minors Playgroup.
- (b) Accounts for Payment  
To approve the accounts for payment as set out on the attached schedule.
- (c) Letters of Thanks

11. Year End 31 March 2017

- (a) Completion of the Annual Governance Statement of the External Auditor  
The Council is asked to complete the Annual Governance Statement of the External Auditor to enable the return to be completed by 26 May 2017 deadline.
- (b) Accounting Statements for 2016 / 17  
The Council is asked to approve the accounting statements for 2015 / 16 for submission to the external auditor by 26 May 2017, and publication on the Council's website.

(c) Internal Audit Report Year Ended 31 March 2017

To receive the report for the year ended 31 March 2017 prepared by Hudson Accounting Ltd. and to consider the recommendations contained therein.

12. Cornwall Legal and St Just-in-Penwith Town Council: Agreement for the Provision of Legal Services.

Town Council to consider if it wishes to continue working with Cornwall Council's Legal Services for the provision of legal services, and if so to authorise the Town Clerk to sign the agreement of the Council's behalf.

13. Planning

(a) Applications

As part of the formal consultation process, the Council's comments are sought on applications received from Cornwall Council since the last meeting as set out on the attached schedule. Copies of the applications are available for inspection at the Town Council offices.

(b) Decisions

To note the decisions received since the last meeting.

(c) Appeals

14. St. Just Library – TIC Additional Hours

Town Clerk to report at meeting.

15. Cornwall AONB Annual Conference

Town Council to consider sending a representative to the annual AONB conference to be held on Saturday 20 May 2017 at the Goonhilly Earth Station, Helston. One place has been provisionally booked.

Information Items

16.

Plain-an-Gwarry – approval for Scheduled Ancient Monument Consent.

17. Matters for Report

Town Councillors are reminded that Code of Conduct Training is to be held 23 May 2017 from 4 – 6 p.m. at St John's Hall, Penzance.

18. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

“RESOLVED - that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).”