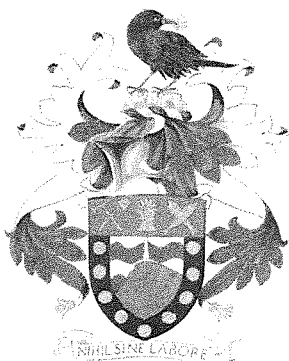


ST. JUST-IN-PENWITH TOWN COUNCIL



Council Offices
1 Chapel Street
St Just
Penzance
Cornwall
TR19 7LS

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Date of issue: **27th August 2019**

ORDINARY MEETING

Dear Councillor,

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

Date: Monday 2nd September 2019
Time: 7.15pm
Venue: Council Chamber, 1 Chapel Street, St Just

For the purpose of transacting the business on the agenda below/attached.

Mrs D James - Locum Town Clerk

To Councillors: Marna Blundy (Mayor), Sue James (Deputy Mayor), Zoe Baxter, Brian Clemens, Jonathan Manser, Constance Moore, Farmer Morris, Louise Paine, Grenville Prowse, Geoff Roberts, Debbie Shephard and Bev Strick

AGENDA

1. Public Address at Meetings:
A period of fifteen minutes will be set aside to enable members of the public to put questions directly to the Council. Anyone wishing to put a question to the Council must do so by submitting it in writing **by no later than 10.00 a.m.** on the Friday preceding the meeting.
2. Apologies for absence
3. Declarations of interest
4. Dispensations: To consider requests for dispensation for which an application has been received by the Town Clerk.
5. Minutes – sent to all Councillors
To consider passing the following resolution:
That the Town Mayor signs as a true and accurate record the Minutes of the Ordinary Meeting of the Town Council held on 22nd July 2019.
6. Matters arising:
To note any matters arising from the signed minutes.

7. Finance:
 - a) Grants – to consider the following grant requests:
 - i. Pendeen Community Heritage - £500
 - ii. St Just Yuletide Fair - £250
 - iii. The Nancherrow Project - £2000
 - b) Accounts for payment:

To approve payment of accounts to be made and to note payments already made (if any)
 - c) To receive and note the quarterly accounts
 - d) Banking:
 - i. To note the transfer made between accounts
 - ii. To consider the banking mandate and steps taken to address the issues agreed at the 22nd July meeting and ratify the actions
8. Letters of Thanks – listed below and any others received at the time of the meeting
 - a) Shifting Horizons for the grant received
9. 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 (*schedule sent to all Councillors*). Copies of the applications are available for inspection at the Town Council offices.
 - b) Decisions:

To note any decisions received since the last meeting.
 - c) Appeals:

To note any appeals received/made since the last meeting.
 - d) Enforcement and correspondence:

To receive updates and consider matters to report (if any)
 - e) Cornwall Council '5 day notices'
 - i. To confirm the decision for PA19/04798
 - ii. To consider and agree protocol for future 5 day notices
10. Neighbourhood Plan

To receive an update (if any)
11. Mayor's Report
12. Correspondence

To consider responses, if any, to correspondence received, sent to all councillors
13. Schedule of meetings

To agree the schedule of meetings (incorporating new committees)
14. Clerk's Report
15. Information items and matters to report

16. Recommendations from Committees

To consider the recommendation from the Premises and Amenities Committee to obtain EPC's for the public toilets and library buildings

17. Library – devolution – including sealing of documents

To consider/receive the following and agree any associated actions and expenditure

- a) To receive updates from the Locum Town Clerk
- b) To consider the current Town Council Offices lease, dilapidation, repair and decoration
- c) To consider the surrender deed, acceptance of, and the sealing of the deed
- d) To note and consider the amendments to the Service Level Agreement
- e) To receive and consider the amended transfer date

18. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

'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).'

19. Staffing:

To receive an update and resolutions from the Staffing Committee Chairman and Locum Town Clerk, to consider any recommendations, and to agree any associated actions and expenditure, if required, on the following matters:

- a) Town Clerk
- b) Library Devolution:
 - i. TUPE and legal advice
 - ii. Volunteers
 - iii. Town Council Offices
 - iv. Any other related matter
- c) Any other matters