

# ST. JUST-IN-PENWITH TOWN COUNCIL



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

Telephone: (01736) 788412  
Email: townclerk@stjust.org  
Website: www.stjust.org

Date of issue: **10<sup>th</sup> September 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 16<sup>th</sup> 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

- 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.
- Apologies for absence
- Declarations of interest
- Dispensations: To consider requests for dispensation for which an application has been received by the Town Clerk.
- 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 2<sup>nd</sup> September 2019.*
- Matters arising:  
To note any matters arising from the signed minutes.

7. Finance:
  - a) Accounts for payment:  
To approve payment of accounts to be made and to note payments already made (if any)
  - b) Banking:
    - i. To note the transfer made between accounts
8. 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)
9. Neighbourhood Plan  
To receive an update (if any)
10. Mayor's Report
11. Correspondence  
To consider responses, if any, to correspondence received, sent to all councillors
12. Schedule of meetings  
To agree the schedule of meetings (incorporating new committees)
13. Award nominations  
To consider the award nominations
14. Clerk's Report  
To receive the Clerk's report and agree any actions (if any)
15. Quotes  
To consider quotes on the following and agree any associated actions and expenditure:
  - a) Pendeen Play Park repairs
  - b) Christmas Trees
16. Information items and matters to report
17. Cornwall Councillor Report
18. 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) Fire Risk Assessment

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

19. 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).'*

20. 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