

**LOSTWITHIEL TOWN COUNCIL
Edcumbe House
Fore Street
Lostwithiel
Cornwall
PL22 0BL**

01208 872323

clerk@lostwithieltowncouncil.gov.uk

Dear Councillor,

Councillors are hereby summoned under the Local Government Act 1972 Sch. 12 para 10 (2) b to attend a Meeting of Lostwithiel Town Council to be held at Lostwithiel Library on Tuesday 15 October 2019 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town Clerk
9 October 2019



**Lostwithiel Town Council Meeting
will be held at Lostwithiel Library
on Tuesday 15 October 2019 at 7pm**

This meeting is open to the public 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, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

Housekeeping – Mayor Hughes will advise the evacuation routes in case of an emergency and remind all persons present of the following: -

The meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

- To receive the Cornwall Councillor Report

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 15 October 2019 could you please email clerk@lostwithieltowncouncil.gov.uk with your apologies before midday on 15 October. Thank you to Councillors who have already advised the office that they are unable to attend the meeting.

2. To receive any Declarations of Interest or written requests for new DPI dispensations from Members.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011.

3. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes

4. To receive the minutes of the meeting held on 01 October 2019 having previously been circulated and taken as read.

Please see separate document.

5. To consider planning applications

- a) PA19/08275 Foyle Rose Hill Lostwithiel
Replacement of existing glass roof structure attached to front elevation with a new sun room extension with slate roof. Replacement of existing flat roof and glass roof extension at rear with new pitched slate roof and glass roof extensions, replacement windows and roof window.

No comments.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PY4MJ1FGM4J00>

PA19/08757 34 Uzella Park Lostwithiel
Tree works to Sycamores at end of Gardens of 34 and 35 Uzella Park within a conservation area overhanging Road, Council have asked for hedges to be cut back. Sycamore on top of hedge showing signs of rot and undermining roots making trees unstable.

No comments.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PYYG7SFGH4900>

b) To consider any planning applications received since the publication of the agenda

6. Remembrance Sunday 10 November 2019 –

- a) to approve arrangements
- b) to authorise a donation to the Royal British Legion for the wreath (2018 - £120)
- c) to consider the offer received from Cornwall Volkswagen Owners Club of a ‘Lest we forget’ Remembrance bench.

7. The Parade – to consider the request received to scatter ashes in the Parade and to allow a plaque to be placed on one of the benches annotated ‘In Loving Memory of who loved this place.

Please find below internet research regarding the scattering of ashes.

What are the laws on scattering ashes in the UK?

When it comes to keeping, burying and scattering ashes, the laws and regulations state that:

- You are free to scatter ashes anywhere in the UK, so long as you have the permission of the landowner.
- That said, there are specific environmental guidelines covering some locations, like the sea or mountainsides. We'll cover those in detail below.
- If you are burying the ashes in an urn, rather than scattering them, different rules apply.

Where to scatter ashes in the UK

Ash scattering in a cemetery, churchyard or natural burial ground

This is a very easy option. You (or your funeral director, if you prefer) can just contact the cemetery owner and ask for permission to scatter the ashes. Many have a dedicated memorial garden specifically for this.

You may also be able to scatter the ashes over an existing family grave, if you own the exclusive right of burial for it. But if this has lapsed, you might need to renew or ask permission from a new owner before going ahead.

Scattering ashes at sea, over a river, or on a lake

Do you need permission to scatter ashes over the water? No – unlike a sea burial, you don't need a licence or permission from a landowner. However, the Environmental Agency has some guidelines you should follow:

- Anything else you scatter at the same time should be biodegradable. The ashes themselves won't hurt plants or animals, but a plastic wreath could.

- Stay at least a kilometre upstream of any water collection points, and far from marinas, buildings, and places where people bathe or swim.
- Scatter the ashes on a calm day and hold the urn very close to the water when you empty it. This can help you avoid an ashes-blown-into-faces scenario.

Scattering ashes on private land

If you have permission from the landowner, there are no UK laws or regulations that can keep you from scattering ashes on private land. Just be aware that your family might not always have access to that land. If the current owner sells up, the new owner may not be willing to let you visit the scattering site.

Regulations on ash scattering on National Trust land

The National Trust have given families permission to scatter ashes in the past. However, they ask that you check with those managing the specific National Trust site you'll be scattering at before going ahead.

Permission is usually granted on the understanding that the ashes will be scattered discreetly, without leaving any grave markers or tributes behind.

Scattering ashes in a UK National Park

Scattering ashes in the UK's National Parks – the Brecon Beacons, the Lake District, Dartmoor, and others – is often fine, with permission. You'll need to contact the organisations separately in order to gain it, but usually, a discreet scattering is acceptable. Just make sure to leave the natural environment as you found it.

Scattering ashes on a mountaintop

While the idea of scattering ashes at the top of a mountain has a nice dramatic feel to it, most conservation organisations ask that you avoid this if possible.

This is because human ashes contain minerals that can have an impact on the delicate plant life that grows on mountain summits.

Instead, it's better to scatter (or even better, bury) the ashes by a corrie or on some other notable spot on the way up the mountain. This will also give you a lot more privacy – no one wants their memorial service to be interrupted by a troupe of slightly sweaty hikers.

Scattering laws for common land

Common land, like village greens, does belong to someone. So, while you have the right to roam there, you don't automatically have the right to scatter ashes there. It's important to ask for permission before going ahead.

Scattering ashes on sports grounds and in stadiums

Attitudes vary here. Nowadays, some of the more popular stadiums have specific memorial areas on their grounds, to keep the pitch from being affected by the number of ashes scattered there. Others no longer allow scattering at all. A good rule of thumb is that the less popular the location, the better your chances of getting permission.

For in-depth guides on scattering ashes at specific locations in the UK, such as a particular stadium or park, the website [Scattering Ashes](#) can be a big help.

How to scatter ashes

How should we scatter ashes? To avoid there are different techniques to choose from:

- **Trenching:** This is where you dig out a long, narrow hole into which you then sprinkle the ashes before covering them with soil. Often, people dig a trench in the shape of their loved one's initials, or a heart. This option is particularly good for scattering

ashes on the beach, where brisk coastal winds make simply pouring ashes out a bad idea.

- **Raking:** Ashes are scattered on the ground and then raked into the soil. This is a good option for scattering ashes in a flowerbed, as it spreads the ashes evenly. Then you can plant something over the area, like a rosebush.
- **Toasting:** Each person present is given a small cup of ashes to scatter themselves. If you like, they can take it in turns to make a short speech or say something they liked about the person who has died before scattering their cupful. Biodegradable ash cups with forget-me-not seeds can be bought as well, if you like.
- **Ringling:** Ringling ashes means to scatter them close to the ground while moving in a circle around something, like a tree or a memorial.
- **Casting:** This is just to simply scatter the ashes by throwing them into the wind. Wind direction is very important – you want the ashes to blow away from you, not back into your face.

Tips for scattering ashes in the UK:

- Keep the wind at your back when scattering, with guests standing upwind.
- Stay safe. A clifftop scattering seems very romantic and dramatic, but in rough weather it can be very risky.
- If scattering in a popular location, choose an unpopular time to do so for privacy.
- If ringling, raking, or trenching the ashes, keep the urn close to ground as you pour them out.
- If casting the ashes, keep the urn at waist height.
- Be eco-friendly – don't leave non-biodegradable objects, like the urn or plastic wreaths, behind.
- There are a lot of ashes! Don't tip them all out in one go, as it will leave a messy-looking pile. Try to spread the ashes around.

Where can I scatter cremation ashes?

The law on scattering ashes in the UK is fairly relaxed. You can even scatter or bury ashes in your garden if you wish. There is nothing explicit in the legislation to restrict people in disposing of cremated ashes.

While the regulations may be on your side, the difficulty may come in gaining permission to scatter or bury ashes on someone else's land. You should definitely have the landowner's permission. And certain places are definitely off-limits.

One piece of advice: you are more likely to gain permission and less likely to be disturbed if you choose somewhere in the countryside or wilderness.

Local authorities: Local authorities don't like people scattering ashes in public parks and gardens, especially in urban areas because the parks are relatively small and a lot of people use them. Also, if you wish to conduct a ceremony, it is unlikely that you will have the privacy or space that you need to make it a special event. That said, it may be worth trying your local authority to see if they can make an exception for a small ceremony in a secluded spot if you have a very good reason.

Faiths/religions: If the deceased had a faith, then it is worth checking what the religious implications are of scattering, burying or splitting the ashes.

Overseas: It is much better to have the various permissions you need ahead of any travel to ensure that it is as stress-free as possible.

Position of various landowners: The following organisations have a stance on scattering ashes. Check the relevant web pages for more specific requests:

Those that say **YES**, if:

Cemeteries/On a family grave – You may wish to scatter or bury someone’s cremated funeral ashes on the family’s grave. Not all cemeteries allow scattering and, if you intend to bury them, then you will need to make sure that you are the ones with the rights to do this. For example, if it is a grandparents’ plot, it is likely that a number of others may also have a right to bury there and space may be limited. Contact the cemetery owner in the first instance. In addition, if it is a **church land** (as opposed to council-owned), you will need to speak to the vicar or priest and please bear in mind that they may wish to conduct a service irrespective of your wishes as it is their land. Whilst this may not be the deceased’s belief system, it may be better to do this and have the occasion marked. Clergy can be reasonably accommodating and we would suggest that you ask them to find a mutually agreeable resolution.

National Parks – This is dependent upon each individual park. North Yorkshire National Park states that: *“There is no hard and fast rule. You should start by asking the person who owns the land on which you would like to spread the ashes”*.

The National Parks’ authorities don’t actually own the land; they are similar to a planning authority. As they state: *“Not ours – but ours to look after”*.

In your own garden – As long as you own the property, this is absolutely fine. A word of caution: the house or garden may not always be in the family’s possession so, should grandchildren or future generations wish to visit the site, they may find it difficult or awkward.

Those that say **NO** or with severe restrictions, sorry:

Forestry Commission – does not allow ashes to be scattered on its land.

Peaks in Scotland and Wales – Welsh conservationists and The Mountaineering Council of Scotland have asked bereaved relatives to

avoid the most popular sites and even to bury ashes rather than scatter them. They feel that it has a significant impact on plant life. It has been recommended that, when considering a chosen spot for the disposal of your ashes, people should avoid iconic mountain tops, by opting instead for a corrie, a certain point along a ridge or beside a particular tree on the lower slopes of a mountain.

Here is what the Ben Nevis Partnerships says: ***“While no attempt will be made to dissuade anyone from scattering human ashes on Ben Nevis, you should try to choose an area away from the summit cairn, and also away from the north face on which a number of alpine plants struggle to survive.”***

Royal Parks – states: ***“We would prefer that you don’t. These remains contain high levels of minerals and other elements which, over time, can sterilise the soil and leach into watercourses, disrupting the delicate natural balance.”***

A note: **Scattering ashes and the environment**

Many organisations state that they do not allow scattering for environmental reasons. Cremated ashes are rich in calcium and phosphorus that can affect alkalinity and act as a fertiliser. It depends upon the frequency of the scattering and the sensitivity of the environment as large amounts of ashes scattered in a sensitive environment will, in time, have an impact. However, we have found no evidence to suggest that occasional scattering in ordinary environments, such as a field or beach, is likely to cause any demonstrable negative impact.

The son of the recently departed has approached the Council to ask if his late mother’s ashes can be scattered on the Parade. His late Mum loved Lostwithiel and regretted moving away.

The request is to scatter the ashes at the Parade Gardens in Lostwithiel and a plaque commemorating his late Mum on one of the benches.

As the Council does not currently have a policy regarding the scattering of ashes, I have advised the applicant that their request will go to Council.

8. Coulson Park – to consider the request received to plant a memorial tree and site a memorial bench within Coulson Park.

I am writing to enquire whether it would be possible to plant a tree and site a bench within Coulson Park in remembrance of our mother, xxxxxx, who sadly passed away on the xx September this year.

I would be extremely grateful to hear whether or not this would at all be possible. Mum absolutely adored the community in which she lived for many years.

Many thanks for your assistance.

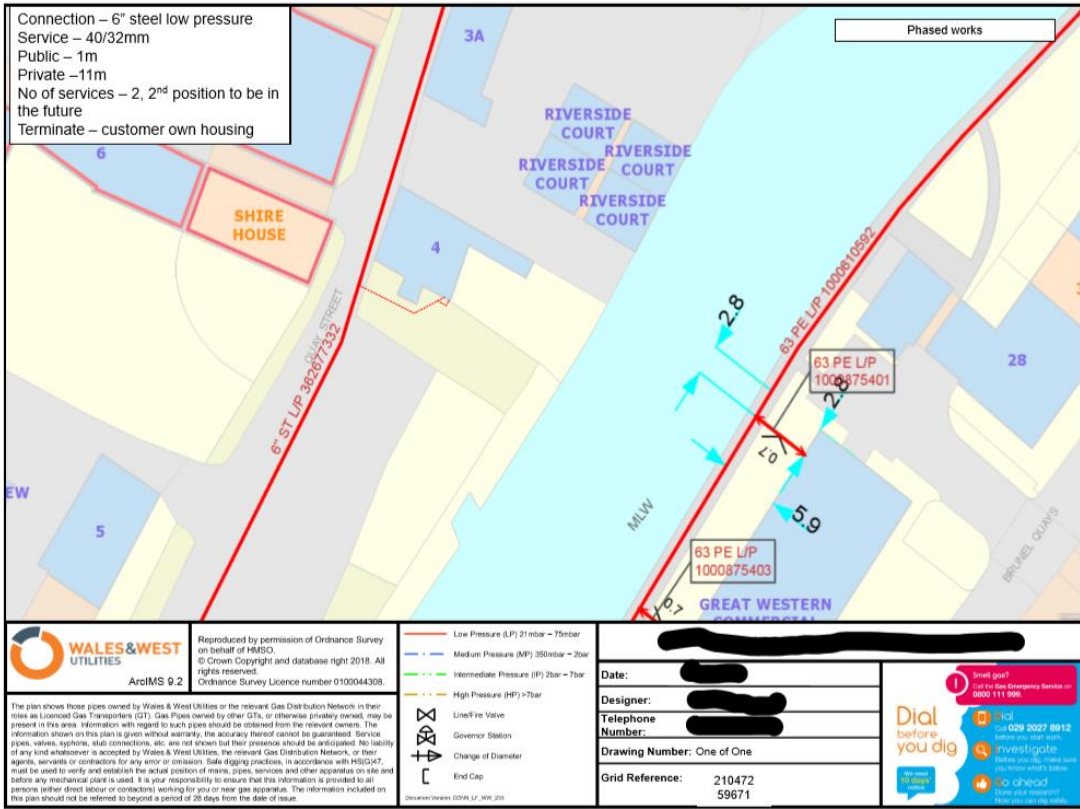
9. VE Day working party – to consider the drafted programme to mark the 75th anniversary of VE Day in May 2020.

To be tabled.

10. Cornwall Council Speed Monitoring A390 Liddicoat Road Lostwithiel – to consider the request from Cormac to supply an annotated map of the Town Council's preferred locations.
11. Pendour Park –
 - a) to consider, on the recommendation of Councillor Guiterman, that Mr Read is asked to treat the tree stumps in the play area with a non-toxic root killing compound.

- b) to arrange for the edge of the play area site to be planted in accordance with the Pocket Park application namely ‘ with a mixture of herbs and shrubs which are of benefit to wildlife and which include a range of plants which engage the senses, to meet the needs of those who have specific sensory deficits and which will also enhance the experience of others of all ages. The planting will include trees that blossom and provide fruit for birds and people’.
- c) Sustaining delivery – to note that applicants are expected to: -
 - (i) Ensure they have in place a robust maintenance and sustainability plan
 - (ii) Apply for and achieve the Green Flag Community Award within the 2019 or 2020 judging rounds and maintain that for at least 5 years
 - (iii) Secure the pocket park for the future by registering it as an Asset of Community Value and under Local Greenspace Designation
 - (iv) Develop links with the local/regional Friends of Parks Forum www.natfedparks.org.uk

12. Quay Street – to consider the request received for consent to lay a gas pipe across land owned by the Town Council.



WALES & WEST UTILITIES
 AreIMS 9.2

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The plan shows those pipes owned by Wales & West Utilities or the relevant Gas Distribution Network in their area as Licensed Gas Transmitters (LGT). Gas Pipes owned by other GTAs or otherwise privately owned, may be present in this area. Information with regard to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty. The accuracy thereof cannot be guaranteed. Service pipes, valves, appurtenances, etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Wales & West Utilities, the relevant Gas Distribution Network, or their agents, servants or contractors for any error or omission. Safe digging practices, in accordance with HSE/CAN2, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site and before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you or your gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

- Low Pressure (LP) 21bar – 75bar
- Medium Pressure (MP) 350bar – 20r
- Intermediate Pressure (IP) 2bar – 75r
- High Pressure (HP) >75r
- ⊗ Linel Fire Valve
- ⊕ Governor Station
- ↔ Change of Diameter
- ⌈ End Cap

Date: [REDACTED]
 Designer: [REDACTED]
 Telephone Number: [REDACTED]
 Drawing Number: One of One
 Grid Reference: 210472 59671

Dial before you dig

1111
 029 2027 8912
 1111
 029 2027 8912

Call the Emergency Service on 999 or 111

Investigate before you dig

Check for other services before you dig

Check for other services before you dig

Check for other services before you dig

Signed copy to be returned to Wales and West Utilities

WWU Reference: Customer Reference: 46132958 Office use only



Third Party Consent Form

What is a consent, when is it required and who obtains it?

Consent is written permission from a landowner or building owner to enter, excavate and install a gas service within their land. It is required when any low pressure service, less than 63mm diameter, crosses third party land. This can also include the siting of a meter housing.

The customer must obtain any required consents and carry out all negotiations. Written proof of consent is required to be sent to us before we can carry out the work.

The Grantee where and when it reasonably can must make good all damage or injury to the Grantor's Land caused by its exercise of the consent.

Where the excavations and reinstatement are to be carried out by Wales & West Utilities we will return your property as closely as possible to its original, condition. However, if you have a specialist surface then please inform the customer as we may need to visit site

<p>1 Customer requesting the works</p> <p>Your name _____ Organisation _____ House Number _____ House Name _____ Street Name _____ Town/City _____ Postcode _____</p>	<p>4 To be completed by the consent giver</p> <p>Your name _____ Organisation _____ House Number _____ House Name _____ Street Name _____ Town/City _____ Postcode _____</p>
<p>2 Site address (Address for which consent is required)</p> <p>House Number _____ 4 _____ House Name _____ Street Name _____ Quay Street _____ Town/City _____ PL22 0BS _____</p>	<p>I being the...</p> <p><input type="checkbox"/> The owner of the site address. <input type="checkbox"/> Acting agent on behalf of the owner of the site address.</p>
<p>3 Indicate the reason that consent is required</p> <p><input checked="" type="checkbox"/> The laying of a gas pipe across the private ground (and / or) <input type="checkbox"/> The installation of a gas meter box on the wall (and / or) <input type="checkbox"/> The laying of a gas pipe across the building wall or inside the property.</p>	<p>give consent for the works detailed in this form</p>

***The section below must be signed by both parties involved.**

Signed declaration (customer)

Your name _____
 Signature _____
 Date _____

Signed declaration (consent giver)

Your name _____
 Signature _____
 Date _____

24 hour gas escape number
 Rhif 24 awr os bydd nwy yn gollwng
0800 111 999*

*calls will be recorded and may be monitored caiff galwadau eu



Not Versioned

Wales & West Utilities Limited
 Registered Office:
 Wales & West House, Spooner Close, Coedkernew,
 Newport NP10 8FZ
 Registered in England and Wales: No. 5046791

13. Lostwithiel Town Council trees –
- a) To authorise the drafting of a tree safety policy by Land & Heritage to establish the risk categories for each of the Council owned assets, the tree inspection frequency required and an extreme weather policy. (Estimate £500 plus VAT)
 - b) To authorise the annual tree inspection which will identify any work required but not provide a specification of works for tree surgeons (Estimate £1440 plus expenses plus VAT)
14. Fire extinguishers – to note that the annual report advises that the detector heads are all past the manufacturers recommended replacement dates.

Thanks for your email. Manufacturers recommend that the heads are replaced after 10 years use. Yours are well past that date but still operate OK. Given that the building is likely to be upgraded or have works carried out on it in the future, it is not something you need to do, but should be aware that the detectors may be more likely to either not work as well, or give more false alarms the older they get. Should you require us to replace them the cost of each detector is around £45.00 + VAT.

Email to insurers

Please find below a copy of an email from the team who undertook our annual fire extinguisher tests. As indicated the 'heads' on all our extinguishers are past the manufacturers recommendations. Will Zurich want them replaced or will the confirmation as below that they work ok be sufficient.

Reply from insurers

The confirmation that they work ok is sufficient. We ask you to follow the expert's advice and that is what you have done.

15. Edgcumbe House tender – to consider the request from one prospective tenderer to reduce the Professional Indemnity Insurance level from £2,000,000 to £1,000,000.
16. Castle Hill Cemetery – to authorise a new gateway in the existing post and rail fence to facilitate the movement of soil.
17. Lostwithiel Town Council 2020-2021 Budget – to formulate a list of projects and their anticipated financial requirement to be included in the first draft of the 2020-2021 budget.
18. Councillor new email system – to review in accordance with minute reference **114/19** the system.
19. Delegation to the Town Clerk – to consider approval of the revised policy as drafted.

A copy of the current Delegation Policy is available on the Council's website.

Please find below a revised draft policy for consideration.

Delegation to The Town Clerk

This document does not supersede any powers and duties conferred to the Town Clerk by the Town Council's Financial Regulations & Standing Orders and is to be used in conjunction with these documents.

The Town Clerk is designated and authorised to act as the Council's Responsible Finance Officer for the purposes of Section 151 of the Local Government Act 1972 and Proper Officer for the purpose of all relevant sections of the Local Government Act 1972, Localism Act 2013 and any other statute requiring the designation of a Proper Officer.

The Town Clerk is responsible for the management of the Council and all delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

In the absence of the Town Clerk these delegated powers are negated. The powers do not pass to an Acting Town Clerk unless by specific resolution of the Council. It is not legal to give delegated authority/power to an individual Town Councillor.

Staffing

The Town Clerk is delegated by Council to:

- Act as Line Manager and have sole management responsibility, sole day to day supervision and control of all staff.
- To direct the work of employees with the power to discipline employees if required.
- Administer all staff policies and procedures.
- Conduct annual staff appraisals
- Authorise other staff overtime and expenses.
- Calculate and make arrangements to pay all staff salaries, overtime, tax, NI and pension contributions.
- Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity & paternity leave in accordance with the Council's policies.
- Preparation of the job description and person specification and the placing of the advertisement for all staff vacancies.
- Delegate duties to staff as considered appropriate.

- Manage staff performance.
- Authorise staff training within the agreed training budget.
- Commission legal and professional advice on staffing matters.
- Supply all staff (if deemed necessary) with a pay as you go mobile phone. Maximum phone cost £40, monthly pay as you go £15 maximum.
- Deal with day to day matters relating to the use of office accommodation space.
- Authorise the provision of protective clothing
- Oversee the discharge of the Council's responsibilities under the Health & Safety at Work Act 1974

Finance

The Town Clerk is delegated by Council to:

- Sign contracts for the purchase and supply of goods and services provided within budgets set and projects approved by Council.
- Authorise minor repairs/variations to Council agreed contracts subject to maximum value of £1000.
- Incur expenditure up to a maximum of £2500 on any repair and maintenance, general maintenance or emergency issue without prior reference to the Council. i.e. removal of a fallen tree, emergency tree works, removal of invasive plant, purchase of regular planting, extra grass cuts, play area repairs. Any such action is to be reported to the next meeting of the Council.

- Authorise emergency expenditure up to £2,500 outside of an agreed budget
- Appoint pest control for rats & moles to a maximum value of £300 without prior reference to the Council.
- Make all decisions, in line with Council Policy, regarding charges for interments at Castle Hill Cemetery.
- Spend up to £250 monthly on Council signage, stationery, stamps and general office costs without prior approval of the Council.
- Operate the Council's banking arrangements.
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
- Authorise routine recurring expenditure within the agreed budget
- Responsible for the overall management of all budgets in accordance with Council policies

Legal

The Town Clerk is delegated by Council to:

- Make applications for all statutory consents necessitated by any approved Council proposal or development.
- Sign, or where appropriate, have sealed on behalf of the Town Council, any orders, deeds or documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council

- Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders
- Take all appropriate steps to secure the Council's legal position in urgent circumstances with reference to its assets or statutory functions subject to prior consultation with the Mayor or Deputy Mayor.
- Act as Data Protection Officer including the fixing and levying of charges for the provision of information.
- Manage Council land & property by initiating legal action or proceedings against unauthorised encampments or encroachments on Council land having first taken legal advice
- To institute, defend and appear in any legal proceedings authorised by the Town Council. All actions to follow the recommendations of the Council's solicitor
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Lostwithiel) having taken legal advice if appropriate

Other

The Town Clerk is delegated by Council to:

- Undertake the day to day administration of services, facilities and assets, including routine inspection and control
- To deal with all incoming and outgoing correspondence (but not correspondence requiring an opinion to be taken by the Council or a Committee)

- Have sole use of the Town Council crest for Town Council related correspondence.
- Issue all Council correspondence without prior authorisation of drafts by Council (except where the correspondence requires an opinion to be taken by a Council or Committee).
- To sign on behalf of the Town Council any document necessary to give effect to any decision of the Town Council
- Take appropriate action on all issues for which the Town Council has established a policy i.e. Allocate burial spaces & issue Grants of Exclusive Rights of Burial and Exclusive Rights to Erect Memorials and to approve the wording on memorials in line with Council Policy.
- Take appropriate action as described in any Town Council policy
- Allocate allotments and issue allotment tenancies in line with Council policy.
- Alter the date or time of a Council or Committee meeting following consultation with the Mayor or appropriate Chair.
- Decide arrangements for the closure of the Council offices in the Christmas/New Year period and to set the date for the first January Council meeting.
- Authorise Utilities or the Environment Agency to work on Town Council land i.e. pruning to clear overhead power lines and removal dead/dangerous/fallen trees along the river bank.
- To apply for all Council planning consents.

- Manage the provision of all the Council's current services, buildings, land & resources
- Act as the Council's designated Officer for the purposes of the Freedom of Information Act and General Data Protection Regulations
- To deal with all press and public relations on behalf of the Council including the Issuing of Council press releases
- To lead the Council's response in the case of a major emergency in consultation with/ or under the direction of Cornwall Council and the Emergency Services.
- To be responsible for the Council's Information and Communication Technology provision and management including the replacement of out-dated equipment, or the purchase of new equipment to replace broken equipment within the approved Budget.
- To adjust grass cutting frequencies and other maintenance requirements in relation to the maintenance of the various open areas for which the Council is responsible
- To authorise the casual lettings of the Council's various properties subject to payment being received in accordance with the approved scale of charges where appropriate
- To authorise the attendance of individual Councillors at talks, seminars, training events and conferences at the Council's expense.
- To grant permissions for use of recreational open space in accordance with Council policy and statutory requirements

- To enter into contracts for the supply of Utilities subject to receiving 3 quotations.
- Undertake play area inspections
- Take editorial control of the Council’s website and social media accounts

Urgent Matters

- The Town Clerk is authorised to act on behalf of the Council in an urgent situation and report back to the Council as soon as practicable.
- In the event of any matter arising which requires an urgent decision, the Town Clerk will consult with the Mayor & or the Deputy Mayor before acting on behalf of the Council.
- Before the Clerk exercises the delegated powers granted by the above paragraph, the Clerk and the Mayor & or Deputy Mayor shall consider whether the matter justifies summoning an Extraordinary Meeting or Committee Meeting.
- Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Council or Committee.

20. Accounts & Finance –

a) to approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
101320	Biffa	Toilet cleaning & Cemetery bin	£1145.98
101321	Clarity Copiers	Photocopying	£48.58

101322	Cormac Solutions	Cleaning	£416.70
101323	D Guiterman	Soil improver, buckle tie & root grow	£12.93
101324	K Hill & Partners Ltd	Grass cutting	£759.60
101325	Phoneta	Lone worker service	£12.60
101326	Reach Publishing Services Ltd	Cornish Guardian advert	£139.20
101327	PKF Littlejohn LLP	External Audit	£720.00
		Total	£3,255.59

21. Correspondence – to receive details of and consider correspondence including invitations received.
22. For information – to include an update on any meetings or training attended by Members or Officers as representatives of the Town Council and future dates for the diary.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

23. Devolution of the Cattle Market car park – to consider the information received and agree a response to Cornwall Council.
24. Staffing Committee recommendations – to consider approval of the recommendations as drafted.