

**Porthleven Town Council**  
**MINUTES THE ANNUAL MEETING OF THE COUNCIL**  
**AND THE ORDINARY COUNCIL MEETING, HELD**  
**AT THE METHODIST CHURCH, FORE STREET**  
**ON THURSDAY, 13<sup>th</sup> MAY 2021 @ 7pm**

<b>Present:</b>	Cllr. Toy (in the Chair)	Cllr. Plunkett (in the Chair until minute 001/2122)	Cllr. Osmond
	Cllr. Port	Cllr. Short	Cllr. Shainberg
	Cllr. Munday	C Thompson (Clerk)	
<b>In Attendance:</b>	Cllr. Keeling – Cornwall Council		

Minute	AGENDA ITEMS	Action
	<b>ANNUAL MEETING OF THE COUNCIL ON THURSDAY, 13<sup>th</sup> MAY 2021 @ 7pm</b>	
	<b>Apologies for Absence</b> None <b>Declaration of Interests</b> None	
000/2122	<b>Mayor's Report</b> See attached report	
001/2122	<p><b>Elections and Appointments as follows: -</b></p> <p><b>Mayor</b> Cllr. Toy was elected as Mayor of Porthleven Thanked everyone for the opportunity. As his first act as Mayor of Porthleven, Cllr. Toy, presented the retiring Mayor, Cllr. Plunkett, with a Town Plaque.</p> <p><b>Deputy Mayor</b> Cllr. Osmond was elected as Deputy Mayor <i>For the benefit of the new Councillors a brief summary of each committee / working party etc including some details of ongoing projects was given.</i></p> <p><b>Planning Committee</b> The following joined the Planning Committee: Cllr. Toy (Chair), Cllr. Osmond, Cllr. Munday, Cllr. Short, Cllr. Port, Cllr. Shainberg and Cllr. Plunkett</p> <p><b>Traffic and Transport Committee</b> The following formed the Traffic &amp; Transport Committee: Cllr. Toy (Chair), Cllr. Osmond, Cllr. Munday, Cllr. Short, Cllr. Port, Cllr. Shainberg and Cllr. Plunkett</p> <p>Cornwall Councillor Keeling noted that he would keep the Town Council informed of any funding pots including the Community Area Network Panel funding</p>	

	<p><b>Amenities Committee</b>  The following joined the Amenities Committee:  Cllr. Toy (Chair), Cllr. Shainberg, Cllr. Osmond, Cllr. Munday and Cllr. Port  Discussed and recommended to meet quarterly</p> <p><b>Bickford Smith Institute Working Party</b>  The following joined the Bickford Smith Institute Working Party:  Cllr. Toy (Chair), Cllr. Plunkett, Cllr. Shainberg, Cllr. Port, Cllr. Munday, Cllr. Osmond and Cllr. Short</p> <p><b>Staffing Committee</b>  Noted, as per CALC recommendations this was a limited Membership Committee to made up of 4 Members with the Mayor and Deputy Mayor holding ex-officio positions.  Cllr. Toy (Chair), Cllr. Osmond, Cllr. Short and Cllr. Plunkett</p> <p><b>Climate Action Porthleven</b>  The following joined Climate Action Porthleven:  Cllr. Toy (Chair), Cllr. Port, Cllr. Short and Cllr. Osmond</p> <p><b>Town Council Official – Facebook Page</b>  The following volunteered to act as Administrators in addition to the Clerk:  Cllr. Osmond, Cllr. Short and Cllr. Shainberg</p> <p><b>Porthleven Neighbourhood Plan</b>  Cllr. Toy volunteered to sit on this group  Proposed from the Chair and AGREED to nominate Alan Jorgensen to retain the position of Chair of the Porthleven Neighbourhood Plan</p> <p><b>Public Hall Management Committee</b>  Cllr. Short volunteered to act as the Town Council liaison</p> <p><b>Community Network Panel</b>  Cllrs. Toy and Osmond to act as the Town Council representatives</p> <p><b>Porthleven Football Club</b>  Cllrs. Toy and Munday to act as the Town Council representatives</p> <p><b>Porthleven Business Forum</b>  Cllrs. Plunkett and Shainberg to represent the Town Council</p> <p><b>Porthleven Food Festival</b>  Cllrs. Port and Osmond to act as the Town Council representatives</p>	Clerk
	<b>ORDINARY COUNCIL MEETING</b>	
002/2122	<p><b>To receive and approve minutes of the:</b></p> <p><b>a) Town Council meeting held on 8<sup>th</sup> April</b>  Proposed from the Chair and AGREED as a true and accurate record</p> <p><b>b) Planning Committee meeting held on 22<sup>nd</sup> April</b>  Proposed from the Chair and AGREED as a true and accurate record</p>	
003/2122	<p><b>Matters arising from the minutes of the:</b></p> <p><b>a) Town Council meeting held on 8<sup>th</sup> April</b>  None</p>	

	<p><b>b) Planning Committee meeting held on 22<sup>nd</sup> April</b></p> <p>None</p>	
004/2122	<p><b>Planning – to receive and comment</b></p> <p><b><u>Planning Public Participation</u></b></p> <p>None</p> <p><b><u>Category 1 applications:</u></b></p> <p><b>PA21/03706</b>  20 Elliston Gardens – erection of conservatory to the side  Applicant: Mr &amp; Mrs Mildren  Cllr. Toy gave a brief summary of the application  Discussed  Proposed from the Chair and AGREED to support this application</p> <p><b><u>Category 2 applications:</u></b></p> <p>None</p>	Clerk
005/2122	<p><b>Public participation (non-planning matters)</b></p> <p>Cornwall Councillor John Keeling addressed the Town Councillors to note that he was eager to work with the Town Council and assist where possible in his role as Cornwall Councillor</p>	
006/2122	<p><b>Observations upon matters raised during Public Participation</b></p> <p>The Mayor thanked Cllr. Keeling and noted that we were looking forward to working with him in the future.</p>	
007/2122	<p><b>Town Clerk's Report</b></p> <p>Town Clerk reported the following:</p> <p><b>Toilets Bill receives Royal Assent</b></p> <p>Following a long-standing campaign by NALC to abolish the non-domestic rating on public conveniences the Clerk reported that the bill has received Royal Assent (30/04/21). Work has started to ensure backdated rebates are also paid as soon as possible.</p> <p><b>Casual Vacancy</b></p> <p>The Clerk noted that she will be liaising with the Staffing Committee with regards to advertising the 2 casual vacancies.</p> <p><b>Code of Conduct Training</b></p> <p>Clerk reported that Cornwall Council were offering training on the Code of Conduct virtually via Microsoft Teams. Session dates:  17 May 10am-12pm  21 May 10am-12pm  25 May 10am-12pm  Members to notify Clerk of suitable date</p>	Cllrs
008/2122	<p><b>Accounts</b></p> <p>Clerk provided a detail of accounts for approval  Discussed</p> <p>Clerk requested to instruct groundskeeper not to cut the grass anymore this month, noted that it was likely to have been cut already, as part of 'No Mow May'.  Proposed from the Chair and AGREED</p>	Clerk  Clerk
009/2122	<p><b>Requests for Financial Support</b></p>	

	None	
011/2122	<b>Reports on Meetings Attended as a representative of Porthleven Town Council</b> Cllr. Plunkett: None Cllr. Osmond: None Cllr. Toy: None Cllr. Shainberg: First meeting as a Town Councillor Cllr. Port: First meeting as a Town Councillor Cllr. Munday: First meeting as a Town Councillor Cllr. Short: First meeting as a Town Councillor	

There being no further business, the meeting closed at 8.45pm

Signature: ..... Cllr. Toy, Mayor

Date: 10<sup>th</sup> June 2021

**MAY 2021 - EXPENDITURE EXCEEDING £100**

		£
DD	CORNWALL COUNCIL: Non Domestic Rates Shute Lane toilets	123.00
		£
DD	CORNWALL COUNCIL: Non Domestic Rates Shrubberies Car Park	114.00
		£
DD	CORNWALL COUNCIL: Non Domestic Rates Institute Cottage	225.00
		£
DD	RICOH: Photocopier Apr - Jun / photocopies Jan - Mar	124.94
	STAFFING COSTS: All staff related costs including pension, NI, Tax, HM Revenue Payments etc	£ 3,424.30
		£
5574	BHIB LTD: Annual insurance premium	4,872.35
		£
5575	SOURCE FOR BUSINESS: Water charges public toilets	255.84
		£
5576	INDEPENDENT RURAL SERVICES: Ground Maintenance	724.00
		£
5577	EDF: Insitute Light (quarterly x 2)	186.73
		£
5578	ALARM GUARD: Fire alarm test / inspection	106.80
		£
5579	PLAYSAFETY LTD: Annual inspection	107.40
		£
5581	CORMAC: Public Toilet Cleaning March	434.42
		£
5582	P CARVELLY: Maintenance to Town Council owned property / land	999.00
		£
5586	R BAKER: Toilet closure (two months)	120.00