

Porthleven Town Council
MINUTES OF THE TOWN COUNCIL MEETING, HELD
AT INSTITUTE COTTAGE, CLIFF ROAD
ON THURSDAY, 12th MARCH 2026 @ 7pm

Present:	Cllr. Toy (in the Chair)	Cllr. Shainberg	Cllr. Naylor
	Cllr. Munday	Cllr. Berryman	C Thompson (Clerk)
In Attendance:	Cornwall Cllr. Hodgetts	Mr Jeffrey – Porthleven Food Festival	

Minute	AGENDA ITEMS	Action
	<p>Apologies for Absence Cllr. Short and Horne forwarded their apologies</p> <p>Declaration of Interests Cllr. Naylor declared an interest regarding application PA26/00339</p>	
132/2526	<p>To receive and approve minutes of the Town Council meeting held on 12th February Proposed from the Chair and AGREED as a true and accurate record</p>	
133/2526	<p>Matters arising from the minutes of the Town Council meeting held on 12th February None</p>	
134/2526	<p>Planning – to receive and comment <u>Planning Public Participation</u> None <u>Category 1 applications:</u> PA26/00911 Surf Cottage, Loe Bar Road – Proposed alterations including balcony & associated works. Applicant: Mr Rolf Bohmer Discussed Proposed by Cllr. Berryman, seconded by Cllr. Shainberg, and AGREED to support this application <i>Cllr. Naylor left the room during the discussion / vote of the following application</i> PA26/00339 12 Chapel Terrace – Listed Building Consent for replacement of corrugated iron roof with a steel standing seam roof, replacement of timber garage doors with similar timber doors and repainting existing red paintwork with green, to match the main house and store. Applicant: Mr & Mrs John and Ann Hatton Discussed Proposed from the Chair and AGREED to support</p>	<p>Clerk</p> <p>Clerk</p>

	<u>Category 2 applications:</u> None	
135/2526	Public participation (non-planning matters) None	
136/2526	Observations upon matters raised during Public Participation None	Clerk
137/2526	Mayor's Report The Mayor reported attending the 100-year birthday celebration of local resident Mrs Val Truman	
138/2526	Deputy Mayor's Report No report	
139/2526	<p>Town Clerk's Report</p> <p>Town Clerk reported various items including the following:</p> <p>Bickford Smith Institute</p> <p>The initial Condition Survey has now been completed; copies have been forwarded to Members. There will be some additional items to be added including the findings of the drone survey and clock tower investigation.</p> <p>The Moors Recreation Ground Play Area</p> <p>Please note that there is a fund-raising disco to be held tomorrow evening, at the Public Hall.</p> <p>Emergency Plan</p> <p>Cornwall Council are encouraging local Parish and Town Councils to develop an emergency plan. There will be a presentation to the South Kerrier Community Area Partnership later this month, following which our representative (Cllr. Toy) will be able to provide further information including how to combat possible loss of communications via the web or phone in the event of no power.</p> <p>Stopgate Junction</p> <p>Following the report from Cllr. Naylor that the island, on the junction, was unlit and with damaged safety bollards was dangerous, confirmation received from the Cornwall County Councils Highway Manager that replacement retro-reflective bollards had been ordered to replace the missing and broken ones. Unfortunately, illuminated bollards are not an option in this location due to lack of power supply and that they would not look to paint the kerbs on this island.</p>	
140/2526	<p>Cornwall Councillor Report</p> <p>Reported various items including:</p> <p>He had included a review of disability access for Fore Street and Wellington Road with the Community Highways Improvement Projects being discussed by South Kerrier Community Area Partnership.</p> <p>Cllr. Shainberg requested that the 'loading bay' on Fore Street be included on the review, if progressed, as currently causes problems as abused and not required in the location.</p>	
141/2526	<p>Accounts</p> <p>Clerk provided details of accounts for approval</p> <p>Discussed</p>	

	Proposed from the Chair and AGREED	Clerk
142/2526	Requests for Financial Support None	
143/2526	Reports on Meetings Attended as a representative of Porthleven None	
144/2526	Website Domain and Emails Clerk presented details of the proposed new gov.uk website address and bespoke email addresses in accordance with good practice along with a draft email procedure. Discussed Proposed by Cllr. Shainberg, seconded by Cllr. Naylor, and AGREED to proceed with new gov.uk website / email addresses and approve the email procedure	Clerk
145/2526	Procedural Administration Tasks Clerk presented the following items, in accordance with Annual Governance Accounting Return requirements: a) General Data Protection Regulations <ul style="list-style-type: none"> • Data Protection Policy Proposed from the Chair and AGREED • Privacy Policy Proposed from the Chair and AGREED • Data Protection Asset Register Proposed from the Chair and AGREED b) Standing Orders Proposed from the Chair and AGREED c) Financial Regulations Proposed from the Chair and AGREED d) Investment Strategy Proposed from the Chair and AGREED e) Risk Assessments Proposed from the Chair and AGREED f) Asset Register Proposed from the Chair and AGREED g) Information Technology Policy Proposed from the Chair and AGREED	Clerk
146/2526	Porthleven CIC Grants CIC252605 Clerk presented an application from St Bartholomew's Church to assist with structural repairs. Discussed Proposed from the Chair and AGREED not to fund, as the application was for a capital project. Clerk instructed to include 'no capital projects' to the Porthleven CIC application criteria	Clerk Clerk

147/2526	<p>Porthleven Food Festival</p> <p>Mr Jeffery's addressed the Council to request the use of the Moors Recreation Ground to hold the 'Moors Village Fayre' during Porthleven Food Festival weekend. Local businesses will be offered the opportunity of a stall at a minimal fee, local clubs / charities etc will be offered free space within a marquee, skate event, free lawn games and a BBQ being held by the Sparkle Foundation. All proceeds from stalls to be donated to the Moors Play Park fund raiser.</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED to allow the use of the Moors subject to:</p> <p>Insurance – public liability</p> <p>Copies of all relevant policies, for each business / group, must be submitted by Friday 17th April</p> <p>Vehicles</p> <p>No vehicles are permitted on the grass; access must be via the path only. All vehicles entering or exiting the site must be accompanied by a traffic controller to ensure public safety. No vehicles may remain on site after loading/unloading.</p> <p>Security / Asset Protection</p> <p>The Town Council accepts no liability for damage or theft. Responsibility rests with individual businesses, groups, Porthleven Food Festival and Mission Code (event organisers), who must ensure appropriate insurance coverage and a suitable security plan for the event.</p> <p>Insurance – Sporting Activities</p> <p>Any activities taking place on the skate park will require appropriate public liability/event insurance. Similarly, any other sporting activities, put on by Porthleven Food Festival, must be covered by public liability insurance. Copies of all relevant policies must be provided by Friday 17th April</p> <p>Site Condition</p> <p>A date is to be arranged for a joint site walk-through to assess ground conditions and suitability prior to the event. An additional date will be arranged to assess the site post event; any damages will be the responsibility of Porthleven Food Festival / Mission Code to rectify within a reasonable time frame.</p> <p>Clearance</p> <p>Porthleven Food Festival / Mission Code will be responsible for clearing all rubbish and debris from the site on a daily basis.</p>	Clerk
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There being no further business, the meeting closed at 8.25pm

Signature: Cllr. Toy, Mayor

Date: 9th April 2026

MARCH 2026 - EXPENDITURE EXCEEDING £100

CORNWALL COUNCIL: Non Domestic Rates Shrubberies Car Park	£ 104.00
CORNWALL COUNCIL: Non Domestic Rates Institute Cottage	£ 204.00
EDF: BSI Electricity	£ 274.78
SCG CLOUD LTD: Phone / Broadband	£ 103.75
STAFFING COSTS: All staff related costs including pension, NI, Tax, HM Revenue Payments etc	£ 4,196.42
RANDLE THOMAS: Legal fees	£ 2,458.20

AMAZON: Materials for public toilets	£ 335.37
SOURCE FOR BUSINESS: Public Toilets	£ 4,675.87
ALARM GUARD: Call out / spares	£ 381.60
C THOMPSON: Expenses including Fasthosts website hosting, Linux PHP support, mobile credit, postage, internet security and acrobat export	£ 121.64
RGB HOLDINGS LTD: Materials - public toilets	£ 134.92
CORSEV FACILITIES LTD: Public toilet cleaning Feb	£ 1,160.21