



# Treverbyn Parish Council

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Parish Offices, Rockhill Business Park  
Higher Bugle, St Austell  
Cornwall, PL26 8RA  
Tel: 01726 851001

8<sup>th</sup> May 2024

## To all Members of Treverbyn Parish Council

Dear Councillor,

You are hereby summoned to attend an **Annual Council Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle on **Tuesday 14<sup>th</sup> May 2024 at 6:30pm** for the purpose of transacting the business stated in the agenda below.

Yours faithfully,

*D. R. Hawken*

Mr Darren R. Hawken  
(Deputy Clerk)

**Note:** Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

1	<p><b>Election of Chairman for 2024/2025</b> To elect a Chairman <i>LGA 1972 s15(1)</i></p>
2	<p><b>Chairman Declaration of Acceptance of Office</b> To receive a signed Declaration of Acceptance of Office of the newly elected Chairman <i>LGA 1972 83(4)(a)</i></p>
3	<p><b>Election of Vice Chairman for the year 2024/2025</b> To elect a Vice Chairman <i>LGA 1972 s15 (6)</i></p>
4	<p><b>Vice Chairman Declaration of Acceptance of Office</b> To receive a signed Declaration of Acceptance of Office of the newly elected Vice Chairman <i>LGA 1972 83(4)(a)</i></p>
5	<p><b>Apologies for Absence</b> To receive apologies for absence and note apologies not received</p>
6	<p><b>Public Participation</b> To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given</p>
7	<p><b>Previous Annual Council Meeting Minutes</b> To receive and resolve to adopt the minutes of the meeting held on May 9<sup>th</sup> 2023 to allow the presiding Chairman to duly sign</p>
8	<p><b>Devon and Cornwall Police Report</b> To receive and note a report from PCSO Mr S Tibbles</p>
9	<p><b>Chairman's Annual Report</b> To receive and note written report from the 2023/2024 Chairman - Cllr Mrs. A Roberts</p>
10	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>• To note Income and Expenditure financial report year ending March 2024</li> <li>• Online Banking</li> </ul>
11	<p><b>Appointment of Members to Committees</b> To resolve the appointment of Members to serve on the under mentioned committees:</p> <ol style="list-style-type: none"> <li>i. Finance and General Purposes / Staffing</li> <li>ii. Planning</li> <li>iii. Rights of Way and Footpaths</li> </ol>

	<ul style="list-style-type: none"> <li>iv. Emergency Incidents</li> <li>v. Inspection of Council Properties</li> <li>vi. Climate change and Environmental</li> <li>vii. Communications</li> <li>viii. Historical and Heritage</li> <li>ix. Deeds Officer / Financial Inspector</li> </ul>
12	<p><b>Appointment of Members as Parish Council Representatives</b></p> <p>To resolve the appointment of Members to serve as representatives on the under mentioned:</p> <ul style="list-style-type: none"> <li>i. Bugle Village Hall</li> <li>ii. Penwithick Community Hall</li> <li>iii. Trethurgy Village Hall</li> <li>iv. Treverbyn Hall</li> <li>v. CAP Clay Community Network</li> <li>vi. Treverbyn Parish Community Fund</li> <li>vii. Parish Neighbourhood Development Plan (NDP)</li> </ul>
13	<p><b>Standing Orders and Financial Regulations</b></p> <p>To agree to the process of adopting the revised Treverbyn Parish Council Standing Orders (NALC 2022 ed) and the Treverbyn Parish Council Financial Regulations (May 2024 ed).</p>
14	<p><b>Code of Conduct</b></p> <p>To resolve to re-adopt the current Code of Conduct for the forthcoming year</p>
15	<p><b>Policies</b></p> <p>To agree to the process of adopting the following new polices:</p> <ul style="list-style-type: none"> <li>i. Biodiversity Policy</li> <li>ii. Broadcasting and Social Media Policy</li> <li>iii. Planning Protocol</li> <li>iv. Safeguarding Policy</li> <li>v. Communications Policy</li> <li>vi. Vexatious Complainant Policy</li> </ul>
16	<p><b>Civility and Respect Pledge</b></p> <p>To resolve to adopt the Civility and Respect Pledge</p>
17	<p><b>Emergency Items</b></p> <p>Any Councillor wishing to raise an emergency item must do so, in writing, prior to the commencement of the meeting</p>
18	<p><b>Confidential Matter(s)</b></p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the</p>

	<p>press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted</p>
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