



## Carn Brea Parish Council

Consel Plu Carn Bre

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### Minutes of the Annual Meeting of the Full Council

#### Meeting Details:

Date: Thursday 14<sup>th</sup> May 2026

Time: 7:00 pm

Location: Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB

#### Members Present:

Councillors, N. Barden, D. Cooper, S. Dale, R. Drew, E. Glanville, P. Holmes, J. Hunt, J. Paton, J. Pollock, M. Rainbird, T. Sutton, B. Watkins, G. White and A. Woodrow.

#### Also Present:

Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk)

#### Agenda Items:

##### 1. To elect a Chairman of the Council.

Cllr. R. Drew called for nominations for Chairman of the Council.

A nomination for Cllr. R. Drew was properly proposed and seconded. Cllr. R. Drew called for any further nominations; no further nominations were received.

**Resolved that Cllr. R. Drew be elected as Chairman of the Council.**

Proposed by Cllr. P. Holmes and seconded by Cllr. M. Rainbird.

##### 2. Chairman's acceptance of office.

The Chairman completed and signed his acceptance of office. Cllr. R. Drew thanked the meeting for its confidence and assured members that he would do his level best.

##### 3. To elect a Vice Chairman of the Council.

The Chairman called for nominations for Vice Chairman of the Council.

A nomination for Cllr. S. Dale was properly proposed and seconded. The Chairman called for any further nominations; no further nominations were received.

**Resolved that Cllr. S. Dale be elected as Vice-Chairman of the Council.**

Proposed by Cllr. D. Cooper and seconded by Cllr. B. Watkins.

The Chairman expressed his appreciation to Cllr. S. Dale for his support over the last Council year.

##### 4. To receive apologies for non-attendance.

Cllr. J. Poxon, Cllr. C. Crawford (CC) and Cllr. S. Desmonde (CC).

##### 5. Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

The Chairman declared an interest in agenda item 20.

**6. To consider written requests for dispensations.**

There were no written requests for dispensations received.

**7. To review and approve the Terms of Reference for Committees and Working Parties and make appropriate resolutions.**

The Clerk advised that the Terms of Reference with the exception of the Planning Committee had been reviewed by each of the committees.

**Resolved that the recommendations from the following Committees for their Terms of Reference as amended are approved:**

- **That the Staffing Committee Terms of Reference as amended for 2026 be approved at the Annual Meeting to be held on the 14<sup>th</sup> May 2026.**
- **That the Amenities & Projects Committee Terms of Reference for 2026 as amended be approved at the Annual Meeting being held on 14<sup>th</sup> May 2026.**
- **That the Health & Safety and Finance Committee Terms of Reference for 2026 are approved at the Annual Meeting on the 14<sup>th</sup> May 2026 with the following amendments: that under meetings, bullet point 4, that the wording ' no meeting in August' be replaced with ' there will be no scheduled meeting in August, an extraordinary meeting can be called by the Chairman of the Health & Safety and Finance committee, if necessary' and that under Delegations, Finance that the following additions are made 'to review and approve the Employee Expenses Policy' and to 'review and approve the Councillor Expenses Policy'**

Proposed by Cllr. D. Cooper and seconded by Cllr. T. Sutton.

**Resolved that the Terms of Reference for the Planning Committee be reviewed by the Planning Committee, with any recommendations for amendments to be presented to Full Council for approval.**

Proposed by Cllr. J. Paton and seconded by Cllr. N. Barden.

**Resolved that the Terms of Reference for the Climate Action Working Party and Treloweth Community Hall Working Party are approved as follows:**

- **The Climate Action Working Parties Terms of Reference are to keep under review the Council's Climate Action Plan and keep up to date the Climate Action Plan - Working Actions document providing updates on actions completed and making appropriate recommendations to Full Council for any proposed amendments to the Climate Action Plan.**
- **The Treloweth Community Hall Working Parties Terms of Reference are to keep under review with the Clerk the final stages of the Treloweth Community Hall project and associated actions and make recommendations to Full Council to include: the tender process, the potential relocation of the Council's employees and the impact on their normal hours of work, the relocation and / or storage of the office and hall furniture, equipment and stored records, the Grounds Persons workshop and equipment items, Council Vehicle, the necessity to make alternative arrangements for the holding of Full Council and Committee Meetings, the impact on Hall Hire and public accessibility to the Council during the hall works and any associated expenditure. The Working Party to also assess and make recommendations on any transitional operational or implementational actions required ahead of, during and post completion of the hall works.**

Proposed by Cllr. B. Watkins and seconded by Cllr. J. Pollock

**8. To receive and review the Council's Standing Orders with proposed amendments and make appropriate resolutions.**

The Council's Standing Orders, with proposed amendments, had been circulated ahead of the meeting. The Clerk led the meeting through the amendments.

**Resolved that the Council's Standing Orders as amended are adopted.**

Proposed by Cllr. G. White and seconded by Cllr. S. Dale.

**9. To receive and review the Council's Financial Regulations and make appropriate resolutions.**

The Council's Financial Regulations were circulated ahead of the meeting.

The Clerk led the meeting through the proposed amendments.

**Resolved that the Council's Financial Regulations as amended are adopted, with the addition of the word 'month' after 'calendar' in 10.2(b).**

Proposed by Cllr. N. Barden and seconded by Cllr. G. White.

**10. To receive and review the Scheme of Delegation with proposed amendments and make appropriate resolutions.**

The Scheme of Delegation, with proposed amendments, was circulated ahead of the meeting.

The Clerk led the meeting through the proposed amendments.

**Resolved that the Council's Scheme of Delegation as amended is adopted.**

Proposed by Cllr. S. Dale and seconded by Cllr. D. Cooper.

**11. To appoint Members to serve on the following Committees and Working Parties.**

**a) Health & Safety and Finance Committee**

**Resolved that Councillors D. Cooper, J. Poxon, T. Sutton and G. White are appointed to the Health & Safety and Finance Committee.**

Proposed by Cllr. B. Watkins and seconded by Cllr. J. Paton

**b) Amenities & Projects Committee**

Councillors, J. Hunt, J. Poxon, T. Sutton, P. Holmes, J. Pollock, M. Rainbird, D. Cooper, B. Watkins and N. Barden were nominated to sit on the Amenities and Projects Committee. A paper vote was taken.

**Resolved that Councillors N. Barden, D. Cooper, P. Holmes, J. Pollock, J. Poxon, T. Sutton, M. Rainbird and B. Watkins are appointed to the Amenities and Projects Committee.**

Proposed by Cllr. J. Paton and seconded by Cllr. G. White.

**c) Planning Committee**

Due to the number of nominations exceeding the number of seats, a vote was taken for the Four Lanes Ward and Pool Ward seats.

**Resolved that the following Councillors are appointed to the Planning Committee.**

- **Barncoose Ward:** Councillors D. Cooper and B. Watkins
- **East Hill Ward:** Councillor P. Holmes
- **Tolgus Ward:** Councillor J. Pollock
- **Four Lanes Ward:** Councillors J. Paton, M. Rainbird and T. Sutton
- **Pool Ward:** Councillors N. Barden, G. White and A. Woodrow

Proposed by Cllr. R. Drew and seconded by Cllr. E. Glanville.

**d) Staffing Committee**

**Resolved that Councillors D. Cooper, E. Glanville, J. Poxon and M. Rainbird are appointed to the Staffing Committee.**

Proposed by Cllr. B. Watkins and seconded by Cllr. J. Hunt

**e) Climate Action Working Party**

**Resolved that Councillors R. Drew, D. Cooper, T. Sutton, J. Paton and J. Hunt are appointed to the Climate Action Working Party.**

Proposed by Cllr. M. Rainbird and seconded by Cllr. N. Barden

**f) Treloweth Community Hall Working Party**

**Resolved that Councillors R. Drew, S. Dale and D. Cooper are appointed to the Treloweth Community Hall Working Party.**

Proposed by Cllr. G. White and seconded by Cllr. J. Paton

**12. To appoint a Member/s of the Council to serve on outside bodies, to include:**

**Resolved that the following Carn Brea Parish Council representatives are appointed to serve on outside bodies:**

**a) Cornwall Association of Local Councils (CALC)**

Cllr. R. Drew with Cllr. M. Rainbird as Deputy.

**b) South Crofty Mine**

Cllr. R. Drew with Cllr. J. Paton as Deputy.

**c) Parish Transport**

Cllr. S. Dale with Cllr. J. Paton as Deputy.

**d) Police Liaison**

Cllr. M. Rainbird is appointed as Police Liaison, with Cllr. E. Glanville as Deputy.

**e) Tree Warden**

Cllr. J. Paton is appointed as Carn Brea Parish Council's Tree Warden with Cllr. J. Poxon as deputy.

**f) Designated Rights of Way Officer**

Cllr. M. Rainbird is appointed as the Designated Rights of Way Officer with Cllr. S. Dale as deputy.

**g) North Kerrier and East Penwith Community Area Partnership (CAPS)**

Cllr. R. Drew with Cllr. M. Rainbird as deputy.

**h) Mining Villages Regeneration Group**

Cllr. J. Poxon with Cllr. D. Cooper as Deputy.

**13. To receive and review the Land and Assets Register and make appropriate resolutions.**

**Resolved that the land and asset register is approved.**

Proposed by Cllr. G. White and seconded by Cllr. N. Barden.

**14. To confirm arrangements for insurance cover in respect of all insured risks and make appropriate resolutions.**

**Resolved that Carn Brea Parish Council confirms that the Council's insurance cover in respect of all insured risks is adequate.**

Proposed by Cllr. B. Watkins and seconded by Cllr. J. Paton

**15. To receive a verbal report on the Council's and employee subscriptions to other bodies.**

The Clerk advised the meeting that all employee subscriptions to other bodies are up to date.

**The meeting noted the Clerk's report.**

**16. To review the Handling Complaints Policy with proposed amendments and make appropriate resolutions.**

The Handling Complaints Policy with proposed amendments was circulated ahead of the meeting.

The Clerk advised on the reasons for the amendments made.

**Resolved that the Handling Complaints Policy as amended is approved.**

Proposed by Cllr. R. Drew and seconded by Cllr. P. Holmes

**17. To review the Freedom of Information Act Policy for Handling Requests for Information and Publication Scheme and make appropriate resolutions.**

The Clerk advised on minor changes to bring the policy up to date.

**Resolved that the Freedom of Information Act Policy for Handling Requests for Information and Publication Scheme as amended is approved.**

Proposed by Cllr. T. Sutton and seconded by Cllr. M. Rainbird

**18. To receive the Broadcasting or Using Social Media at Council Meetings Policy and make appropriate resolutions.**

The Clerk advised of the amendments made to bring the policy up to date.

**Resolved that the Broadcasting or Using Social Media at Council Meetings Policy as amended is approved.**

Proposed by Cllr. G. White and seconded by Cllr. D. Cooper

**19. To review signatories on the Council's Bank Accounts and make appropriate resolutions.**

**Resolved that the signatories for the Lloyds Bank account are Councillors P. Holmes and E. Glanville, together with Andrew Moyle-Browning and Sarah-Jane Noakes.**

Proposed by Cllr. J. Hunt and seconded by Cllr. S. Dale

**Resolved that the signatories for the Unity Trust Bank account are Councillors J. Poxon, B. Watkins and R. Drew, and that Cllr. G. White be added as a signatory on the Unity Trust Bank account.**

Proposed by Cllr. E. Glanville and seconded by Cllr. T. Sutton

**Resolved that the signatories for the NatWest Bank account are Cllrs. R. Drew, S. Dale and G. White, together with Andrew Moyle-Browning.**

Proposed by Cllr. B. Watkins and seconded by Cllr. N. Barden

**Resolved that the signatories for the CCLA account are Cllrs. D. Cooper, E. Glanville and S. Dale, together with Andrew Moyle-Browning.**

Proposed by Cllr. R. Drew and seconded by Cllr. J. Paton

**Cllr. R. Drew left the meeting.**

**20. To review and confirm the Chairman's Allowance in pursuance of section 15 (5) of the Local Government Act 1972 and make appropriate resolutions.**

The meeting was informed that the current Chairman's allowance is £2,000 and that the Chairman had advised that £2,000 is adequate for the role he fulfils and that no increase is necessary.

A query was raised about what the £2,000 had been spent on over the previous year, but no figures were available.

**Resolved that the Chairman's allowance is £3,000 per annum, paid quarterly in arrears.**

Proposed by Cllr. B. Watkins and seconded by Cllr. P. Holmes.

**The Chairman returned to the meeting and was advised of the decision made.**

The Chairman thanked the meeting, and the meeting agreed that the Clerk should research whether an allowance can be allocated to the Vice-Chairman and add an agenda item to a future meeting for consideration.

**Meeting closed at 8:27 pm**