

## FALMOUTH TOWN COUNCIL

Minutes of the Annual Meeting of the Council held in the Princess Pavilion, Melville Road, Falmouth on Monday 16<sup>th</sup> May 2022 at 7.00pm.

Present: Councillors S D Eva (Town Mayor), K Edwards (Deputy-Mayor), G W Chin-Quee BEM, D E Clegg, L D Coley, D V Evans BEM, G F Evans MBE, A J Jewell CC, J Kirkham CC, J C Robinson, B M A Ross, J M Spargo and Z Young.

In Attendance: A M Williams (Town Clerk)  
R J Gates (Town Manager)  
Canon W Stuart-White (Mayor's Chaplain)

Prior to the formal commencement of the meeting prayers were said by the Mayor's Chaplain.

### **C5625 ELECTION OF TOWN MAYOR**

The Town Mayor sought nominations. There being one nomination received.

It was proposed by Councillor Robinson seconded by Councillor Edwards and

**RESOLVED** unanimously that Councillor Stephen David Eva be appointed Town Mayor for the ensuing municipal year.

Councillor Eva duly read and signed the Declaration of Acceptance of Office as Town Mayor. He addressed the Council and thanked them for their continued support. He congratulated councillors on a term of office that had seen the Council united and working to the community good. The Council continued to grow to meet community need and that good work had been nationally recognised. He was pleased that the Council had taken on the Princess Pavilion, it was the right thing to do. Currently the Council were discussing options to replace the leisure facilities that Cornwall Council had ceased locally. The Council had continued to operate in difficult Covid times, and Covid had not gone away. The Town Team continued to manage and provide community events, including forthcoming Jubilee celebrations. He thanked the Council's partners, including Falmouth BID, and the Town Clerk and all the Council's staff for their efforts. His Mayoral charity would be an initiative to raise funds to provide children's sportswear and equipment to ensure that all could participate. He thanked his Consort and his Chaplain for their support and reappointed his Chaplain.

### **C5626 APOLOGIES**

Apologies for absence were received and approved from Councillors Saunby (illness) and Seiler (work).

### **C5627 INTERESTS AND DISPENSATIONS**

None received.

#### **C5628 ELECTION OF DEPUTY MAYOR**

The Town Mayor invited nominations for Deputy Mayor. There being one nomination received.

It was proposed by Councillor Eva, seconded by Councillor Kirkham and

**RESOLVED** unanimously that Councillor Kirstie Edwards be appointed Deputy Town Mayor for the ensuing municipal year.

Councillor Edwards thanked the Council for her nomination. She advised it had been a privilege to speak for the community and was honoured to be asked to continue to do so. She outlined what she would bring to the role and what she felt a Deputy Mayor should be doing and engaging with.

#### **C5629 APPOINTMENT OF STANDING COMMITTEES**

The presented constitutional review recommendations were received, amending the standing committees of the Council, and constituting the same. Committee delegations were included in Standing Orders (C5632).

It was proposed by Councillor Eva, seconded by Councillor Edwards and

**RESOLVED** that

- (i) the standing committees be appointed for the ensuing year as set out at Appendix I that forms part of these minutes
- (ii) the Chairs and Vice-Chairs of the standing committees be appointed for the ensuing municipal year as set out in Appendix I that forms part of these minutes

#### **C5630 REPRESENTATIVES ON OUTSIDE BODIES**

The recommendations of the Council were considered.

It was proposed by Councillor Eva, seconded by Councillor Edwards and

**RESOLVED** that the representatives on outside bodies be appointed to serve the ensuing municipal year as set out at Appendix II that forms part of these minutes

#### **C5631 COUNCILLOR CHAMPIONS**

The recommendations of the Council were considered.

It was proposed by Councillor Eva, seconded by Councillor Robinson and

**RESOLVED** that the Champions be appointed to serve the ensuing municipal year as set out at Appendix III that forms part of these minutes.

#### **C5632 COUNCILLOR ATTENDANCE**

The Councillor attendance records for the 2021/22 municipal year that are attached as part of these minutes at Appendix IV were duly noted.

**C5633 STANDING ORDERS AND FINANCIAL REGULATIONS**

It was proposed by Councillor Eva, seconded by Councillor Edwards and

**RESOLVED** that Standing Orders and Financial Regulations be agreed and operated by the Council and as previously reported including the Members Code of Conduct.

**C5634 EMERGENCY SCHEME OF DELEGATION**

It was proposed by Councillor Eva, seconded by Councillor Edwards and

**RESOLVED** that should further Covid restrictions, or similar operational restraints be introduced, and subject to any safety arrangements for covid safe meetings then to enable the Council to meet safely the Council then delegates to the Town Clerk in consultation with the Town Mayor to take any decisions and actions with associated expenditure to protect the interest of the community and to ensure business continuity, informed where necessary by consultation with the Members of the Council and relevant committees.

**C5635 SCHEDULE OF MEETINGS**

The schedule of meetings for the 2022/23 municipal year as attached to these minutes at Appendix V were agreed pending any alterations from the forthcoming constitutional review.

**C5636 HEALTH AND SAFETY**

It was proposed by Councillor Kirkham, seconded by Councillor Edwards and

**RESOLVED** that the Council’s Health and Safety Policy Statement be agreed and is attached as part of these minutes at Appendix VI.

**C5637 RISK MANAGEMENT**

It was proposed by Councillor Robinson, seconded by Councillor Ross and

**RESOLVED** that the Council’s Risk Management Policy and Risk Management Strategy be approved as previously agreed by the Finance and General Purposes Committee.

**C5638 GENERAL POWER OF COMPETENCE**

It was proposed by Councillor Eva, seconded by Councillor Edwards and

**RESOLVED** that as the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) it hereby adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council’s Annual Meeting 2023.

There being no further business to transact the Town Mayor declared the meeting closed at 7.20pm.

Signed: ..... Date: .....



## FALMOUTH TOWN COUNCIL

### STANDING COMMITTEES 2022/23

<b><u>Planning and Licensing Committee (8)*:</u></b>	Councillors Rowe (Chair); Spargo (Vice-Chair); Clegg; Eva; G F Evans; Jewell; Robinson: and Young
<b><u>Cultural Services and Leisure Committee (8):</u></b>	Councillors Edwards (Chair); Chin-Quee (Vice Chair); Coley; D V Evans; G F Evans; Saunby; Seiler; and Young.
<b><u>Finance and General Purposes Committee (8):</u></b>	Councillors Robinson (Chair); Ross ( Vice-chair); Clegg; Coley; Eva; D V Evans; Jewell; and Kirkham.
<b><u>Grounds, Facilities and Environmental Committee (8):</u></b>	Councillors Kirkham (Chair); Clegg (Vice-chair); Edwards; D V Evans; Seiler; Saunby; Spargo and Young.
<b><u>Staffing Committee(6)*:</u></b>	Councillors Coley (Chair); Kirkham (Vice-chair); Edwards, Eva, G F Evans; and Robinson.

\*These Committees have a training requirement to be eligible to sit.  
All committee chairs and vice-chairs have a training requirement to be eligible for role.

NB The Princess Pavilion Working Party will continue with status quo in the short term.



**FALMOUTH TOWN COUNCIL**

**REPRESENTATIVES ON OUTSIDE BODIES 2022/23**

Age Concern	Eva
Beach Management Group	Edwards (alternate Seiler)
CCTV Stakeholders	Young
Cornwall Association of Local Councils	Ross (alternate Young)
Cornwall Association of Larger Councils – Local Councils Committee (includes NALC Super Councils Network)	Rowe
Cornwall Flood Forum	Ross (alternate Young)
Falmouth Conservation Committee	Chair and Vice-Chair Planning Committee
Falmouth Fairtrade	Ross, Seiler and Young
Falmouth Gardeners & Allotment Society	Clegg
Falmouth and Penryn Community Network	Edwards (alternate Young)
Falmouth Car Club Steering Committee	Rowe
Fal and Helford Advisory Committee	Ross (alternate Young)
Falmouth in Bloom	Rowe and Clegg
Falmouth Christmas Activities Committee	Eva, Rowe and Spargo
Falmouth Citizens Advice	Kirkham
Falmouth Green Corridor Group	Edwards and D Evans
Falmouth Neighbourhood Plan Stakeholders Committee	Rowe
Falmouth Place Shaping Group (CC)	Eva

Falmouth Twinning Association	Mayor (Ex-Officio) and Coley, Ross and Seiler
Maritime Line Working Party (Rail Branch Line)	Rowe (alternate Saunby)
Mencap	Rowe
Police Liaison/OPCC Advocate	Ross (alternate Young)
Plastic Free Falmouth	Seiler and Spargo
Safer Falmouth	Edwards (alternate Rowe)
Swanpool Nature Reserve	Clegg (alternates D Evans and Young)
Taxi and Private Hire Forum	Clegg
Universities Liaison	Mayor and Chin-Quee

NB: The Town Clerk represents the Council in the following aspects:

Moor Stakeholders, Management Group  
CALC – Large Councils Committee  
Falmouth Business Improvement Board (non-voting)  
Falmouth NDP Stakeholders  
Cornwall Council Place Shaping Group

The Town Manager represents the Council in the following aspects:

Events Committees/Groups  
Falmouth Traders Group  
West Cornwall CCTV Stakeholders Group

The Responsible Financial Officer in the following aspects:

LGPS



**FALMOUTH TOWN COUNCIL  
COUNCILLOR CHAMPIONS 2022/23**

Health and Safety	Kirkham
Safeguarding	Coley
University and Schools Liaison	Chin-Quee (plus Mayor for Comms Group)
Community Engagement (incl NDP)	Robinson
Town Centre/Night-time Economy	Young
Tourism/Events	Spargo
Environment/Sustainability	D Evans
Community Emergency Plans	Ross and Young
Armed Forces	Eva

**FALMOUTH TOWN COUNCIL****MEMBER ATTENDANCES FOR MUNICIPAL YEAR 2021/22**

<u>Councillor</u>	<u>Attendance</u>	<u>%</u>	<u>Apologies</u>	<u>Reason</u>
G Chin-Quee BEM	14 from 20	70	6	1 x IT issue, 2 x Covid isolating, 2 x Cornwall Housing meetings, 1 x ill
D Clegg	42 from 43	98	1	1 x ill
L Coley	18 from 19	95	1	1 x ill
K Edwards	16 from 16	100	0	
S D Eva	47 from 49	96	2	1 x holiday, 1 x ill
D V Evans BEM	22 from 23	96	1	1 x ill
G F Evans MBE	11 from 19	58	8	3 x ill, 2 x family matter, 1 x property issue, 2 x no apology
A J Jewell	35 from 36	97	1	1 x family matter
J S Kirkham	41 from 42	98	1	1 x Conference
J Robinson	24 from 25	96	1	1 x family illness
B M A Ross	22 from 23	96	1	1 x family illness
A Rowe	24 from 33	73	9	5 x Regional Scout meeting, 2 x ill, 1 x longstanding commitment, 1 x family matter
E Seiler	7 from 13	54	6	2 x childcare, 2 x work, 1 x holiday, 1 x work
D W Saunby	18 from 20	90	2	1 x Cornwall Council business, 1 x no apology
J M Spargo	26 from 26	100	0	
Z Young	38 from 46	83	8	5 x covid isolating, 1 x other meeting, 1 x ill, 1 x Council business



**Falmouth Town Council**  
**Schedule of Meetings 2022 - 2023 Municipal Year**

**APPENDIX V**

**2022**

**May**

16th Annual Council (Princess Pavilion)  
23rd Interim Planning & Licensing(Atherton Suite)

**June**

13th Planning & Licensing (Council Chamber) - 5pm  
Finance & General Purposes (Council Chamber) - 6pm  
Council (Council Chamber) - 7pm  
27th Staffing (Atherton Suite)

**July**

4th Interim Planning & Licensing (Atherton Suite)  
Finance & General Purposes (Atherton Suite)  
18th Grounds, Facilities & Environmental Action (Atherton Suite)  
25th Planning & Licensing (Atherton Suite)  
Cultural Services & Leisure (Atherton Suite)

**August**

8th Staffing (Atherton Suite)  
15th Interim Planning & Licensing (Atherton Suite)  
Finance & General Purposes (Atherton Suite)

**September**

5th Planning & Licensing (Council Chamber)  
Council (Council Chamber)  
19th Grounds, Facilities & Environmental Action (Atherton Suite)  
26th Interim Planning & Licensing (Atherton Suite)  
Finance & General Purposes (Atherton Suite)

**October**

3rd Staffing (Atherton Suite)  
10th Cultural Services & Leisure(Art Gallery)  
17th Planning & Licensing (Atherton Suite)

**November**

7th Interim Planning & Licensing (Atherton  
14th Finance & General Purposes (Atherton Suite)  
21st Grounds, Facilities & Environmental Action (Atherton Suite)  
28th Planning & Licensing (Atherton Suite)

**2022**

**December**

5th Staffing (Atherton Suite)  
12th Council (Council Chamber)  
19th Interim Planning & Licensing (Atherton Suite)

**2023**

**January**

9th Interim Planning & Licensing (Atherton Suite)  
16th Finance & General Purposes (Atherton Suite)  
23rd Grounds, Facilities & Environmental Action (Atherton Suite)  
Cultural Services & Leisure (Atherton Suite)  
30th Planning & Licensing (Atherton Suite)

**February**

13th Staffing (Atherton Suite)  
20th Interim Planning & Licensing (Atherton Suite)  
27th Finance & General Purposes (Atherton Suite)

**March**

13th Planning & Licensing (Council Chamber)  
Council (Council Chamber)  
20th Grounds, Facilities & Environmental Action (Atherton Suite)  
27th APM (Atherton Suite)

**April**

3rd Interim Planning & Licensing (Atherton Suite)  
17th Finance & General Purposes (Atherton Suite)  
Staffing (Atherton Suite)  
24th Planning & Licensing (Atherton Suite)  
Cultural Services & Leisure (Atherton Suite)

**May**

8th Grounds, Facilities & Environmental Action (Atherton Suite)  
15th Annual Council (Atherton Suite)  
22nd Interim Planning & Licensing (Atherton Suite)

**Note** All Planning and primary meetings will commence at 6pm where no other meeting is scheduled, where another meeting is scheduled the meeting will commence at 7pm.

The Annual Meeting and Annual Parish Meeting (APM) will commence at 7pm.

**Holidays** Bank holidays in 2022 are on the 2nd May, 2nd & 3rd June, 29th August, 26th & 27th December.

Bank holidays in 2023 are on the 2nd January, 7th & 10th April and 1st May.

**Venues** Where specified. The Council Chamber and Art Gallery are in the Municipal Building, The Moor, Falmouth, TR11 2RT and the Atherton Suite and 2nd Floor Meeting Room are in The Old Post Office, The Moor, Falmouth TR11 3QA.



# Falmouth Town Council

## HEALTH & SAFETY POLICY

**MAY 2022**

**Approved:**

**Minute:**

## **BACKGROUND**

Falmouth Town Council have the freehold on three large municipal buildings known as “Princess Pavilion” on Melvill road, “The Town Hall” and “The Old Post Office” located in the centre of Falmouth. As well as two small chapels, a former mortuary and a residential lodge all based within the Council’s Swanpool Cemetery on the outskirts of the town. The Council employ staff that carry out grounds maintenance and burial operations for this cemetery; also in the centre of the town is the Council managed Kimberley Park where there is a former residential lodge and a small complex of storage buildings one of which is used as a rest/office facility for the on-site operative who looks after the park, carrying out grounds maintenance activities and ensuring the byelaws are upheld.

The Town Hall is open to the public, it contains the Council Chamber and Mayor’s Parlour where meetings are held as well as office accommodation for Cultural Services staff, also within this building are the Town’s Library and Falmouth Art Gallery.

The Old Post Office is a large building over 4 levels. This is the location of Falmouth Information Services, a service provided by the Council freely accessible to the public that gives support and guidance to Falmouth residents across many areas; to the rear of the building with protected entry is the head offices from where the Town Clerk and his admin team manage the activities of the Council and it’s staff. On the higher floors are a number of offices that are rented to various businesses as well further areas for venues and meetings.

The Princess Pavilion comprises of the “Garden Room” licensed café, a main venue area with stage and a bandstand, all accessible to the public. There are office areas from where administration takes place and back stage rooms with facilities for performers.

The Council provide the management of eight public convenience blocks and areas for where grounds maintenance operations are required such as public open spaces, sports pitches and public gardens as well as its cemeteries.

## **STATEMENT**

The Council recognises its responsibilities under the 1974 Health & Safety at Work Act and intends to protect from harm, its employees, members of the public, contractors/sub-contractors and anybody else who could possibly be affected by its activities or the use of its facilities by:

- Ingraining a culture of safety throughout the organisation, with zero tolerance of deliberate actions of neglect;
- Having a process in place for continuous improvement through consultation on all matters of health & safety whilst encouraging the reporting of near misses or any situation where safety could be improved;
- Regular safety inspection of facilities as well as a program of scheduled statutory

testing;

- Assessment of risk to identify hazards and introduce control measures where the risk cannot be avoided;
- Assessment of any substance to identify any potential to cause harm and put in place measures for correct storage, handling and use.
- Provision of clear understandable safe systems of work and “Safe working practices;”
- Provision of safe plant, machinery & equipment that is regularly inspected, maintained & serviced;
- Communication of the Council’s health & safety policy and all other safety documentation;
- Supervision of operations;
- The provision of support as well as both technical and awareness training wherever required;
- Having regular review of systems and requirements;
- Carrying out regular audit of operations to ensure compliance with systems;
- Provision of facilities and equipment for the welfare of its staff;
- Having systems in place to control exposure to occupational hazards such as hand arm vibration syndrome and hearing loss;
- Making staff aware of their responsibilities under the 1974 Health & Safety at Work Act.
- Ensuring the health & safety policy and related documents are central to FTC’s undertakings by being “Live,” available, succinct and clearly understandable.

## **ARRANGEMENTS**

The strategic management of Health & Safety will be the responsibility of the elected Councillor “Champion” this is Councillor **Jayne Kirkham**.

The Town Clerk **Mark Williams** will be responsible for operational implementation of the policy and arrangements. This includes the implementation of health & safety management systems, the maintenance of emergency procedures. The Town Clerk oversees a management team with each manager responsible for the areas as set out below; the systems and documentation used to manage health & safety will be consistent across these areas.

### **Management Team**

- Grounds & property. Vehicles & plant. **Simon Penna, Grounds Manager and Andrew Medlin Facilities Manager**
- Cultural Services. **Service Director(awaiting appointment)**
- Financial management & internal systems. **Ruth Thomas, Responsible Financial Officer**
- Events. **Richard Gates, Town Manager**
- Princess Pavilion. **Colin Leggo**
- Communications. **Demelza Shankland**
- Administration. **Val Rogers, Emily Middleditch.**

The responsibility for:

- Ingraining a culture of safety throughout the organisation, with zero tolerance of deliberate actions of neglect; lies with the **management team**.
- Having a process in place for continuous improvement through consultation on all matters of health & safety whilst encouraging the reporting of near misses or any situation where safety could be improved; lies with the **management team** and the **elected staff Safety Representatives**.
- Regular safety inspection of facilities as well as a program of scheduled statutory testing; lies with **Jonathan Wilkinson, Inspection and Properties Officer**.
- Assessment of risk to identify hazards and introduce control measures where the risk cannot be avoided; lies with the **management team**.
- Assessment of any substance to identify any potential to cause harm and put in place measures for correct storage, handling and use; lies with the **management team**.
- Provision of clear understandable safe systems of work and “Safe working practices;” lies with the **management team**.
- Provision of safe plant, machinery & equipment that is regularly inspected, maintained & serviced; lies with **Simon Penna, Andrew Medlin** and **Withey Engineering, the Council’s Contractor**
- Communication of the Council’s health & safety policy and all other safety documentation; lies with **Mark Williams** via the **management team**.
- Supervision of operations; **Jonathan Wilkinson** and the **management team**.
- The provision of support as well as both technical and awareness training wherever required; lies with **Mark Williams** via the **management team**.
- Having regular review of systems and requirements; lies with **Councillor Jayne Kirkham, Mark Williams** and the **management team**.
- Carrying out regular audit of operations to ensure compliance with systems; lies with **Mark Williams, Andrew Medlin, Simon Penna** and the **Council’s compliance auditors Ellis Whittam**.
- Provision of facilities and equipment for the welfare of its staff; lies with **Councillor Jayne Kirkham, Mark Williams** and the **management team**.
- Having systems in place to control exposure to occupational hazards such as hand arm vibration syndrome and hearing loss; lies with **Simon Penna, Andrew Medlin** and **Withey Engineering, the Council’s Contractor**.
- Making staff aware of their responsibilities under the 1974 Health & Safety at work act; lies with **The Council, Councillor Jayne Kirkham, Mark Williams** and the **management team**.
- Ensuring the health & safety policy and related documents are central to FTC’s undertakings by being “Live,” available, succinct and clearly understandable; lies with the **Council’s Finance and General Purposes Committee**.

## **REVIEW**

This Policy will be reviewed by the Council annually.

Created April 2015

Reviewed May 2016

Updated May 2017

Updated April 2018  
Updated May 2021  
Updated May 2022