



Treverbyn Parish Council

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Parish Offices, Rockhill Business Park
Higher Bugle, St Austell
Cornwall, PL26 8RA
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6th May 2026

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 12th May 2026 at 7:00pm** for the purpose of transacting the business stated in the agenda below.

Given under my hand,

D. R. Hawken

Mr Darren R. Hawken
(Clerk and Responsible Finance Officer)

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.

AGENDA

1. Election of Chairman for the Municipal Year 2026/2027

To elect the Chairman of Treverbyn Parish Council for the 2026/2027 municipal year.
(*Local Government Act 1972, s.15(1)*)

2. Chairman's Declaration of Acceptance of Office

To receive the signed Declaration of Acceptance of Office from the newly elected Chairman.
(*Local Government Act 1972, s.83(4)*)

3. Election of Vice-Chairman for the Municipal Year 2026/2027

To elect the Vice-Chairman of Treverbyn Parish Council for the 2026/2027 municipal year.
(*Local Government Act 1972, s.15(6)*)

4. Vice-Chairman's Declaration of Acceptance of Office

To receive the signed Declaration of Acceptance of Office from the newly elected Vice-Chairman.
(*Local Government Act 1972, s.83(4)*)

5. Apologies for Absence

To receive and approve apologies for absence.

6. Declarations of Interest

To receive disclosures of:

- Pecuniary Interests
- Non-registerable Interests
- Gifts and Hospitality
- Requests for Dispensation

in accordance with the Council's Code of Conduct and the Localism Act 2011.

7. Public Participation

Members of the public may make representations, answer questions and give evidence in respect of items on the agenda.

At the discretion of the Chairman, members of the public may speak for up to three (3) minutes each. The Council will not normally enter into debate during public participation.

8. Minutes of the Previous Annual Council Meeting

To approve the minutes of the Annual Council Meeting held on 13th May 2025. Note, the minutes of this said meeting, will be ratified and adopted at the next Ordinary Full Council meeting on 26th May 2026.

9. Appointment of Committees

To appoint Members to serve on the following Committees for the 2026/2027 municipal year:

- Finance and General Purposes Committee
- Human Resources Committee
- Planning Committee
- Rights of Way and Footpaths Committee
- Emergency Incidents Committee
- Inspection of Council Properties Committee
- Climate Change and Environment Committee
- Communications Committee
- Historical and Heritage Committee

(Local Government Act 1972, s.101)

10. Appointment of Council Representatives

To appoint Council representatives to the following outside bodies and organisations:

- Bugle Village Hall
- Penwithick Community Hall
- Trethurgy Village Hall
- Treverbyn Community Hall
- CAP China Clay and Luxulyan Community Network
- Treverbyn Parish Community Fund
- Neighbourhood Development Plan / Cornwall Local Plan 2030

11. Standing Orders

To review and re-adopt the Council's Standing Orders for the 2026/2027 municipal year.

(Local Government Act 1972, Schedule 12)

12. Financial Regulations

To review and re-adopt the Council's Financial Regulations for the 2026/2027 municipal year.

13. Risk Management Review

To review and approve the Council's Risk Management and Risk Assessment arrangements for the 2026/2027 municipal year.

14. Code of Conduct

To review and re-adopt the Council's Code of Conduct for the 2026/2027 municipal year.

(Localism Act 2011)

15. Civility and Respect Pledge

To consider the continuation of the Council's commitment to the Civility and Respect Pledge.

16. Terms of Reference

To review and approve the Terms of Reference for all Committees for the 2026/2027 municipal year.

17. Scheme of Delegation

To review and approve the Council's Scheme of Delegation for the 2026/2027 municipal year.

18. Council Policies

To review and approve the continuation of all existing Council policies for the 2026/2027 municipal year.

19. Data Protection Arrangements

To review the Council's data protection arrangements and confirm continuation of policies and procedures in accordance with the Data Protection Act 2018 and UK GDPR.

20. Publication Scheme and Website Compliance

To review and confirm the continued adoption of the Council's Publication Scheme and to note the Council's ongoing compliance with the Local Government Transparency Code 2015 and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

21. Internal Auditor Appointment

To note the competence and independence of the current Internal Auditor and to resolve to appoint Aalgaard Renshaw as Internal Auditor and Accounts Consultant for the 2026/2027 financial year.

22. External Auditor Conflict of Interest

To review and confirm that no conflict of interest exists in relation to the Council's External Auditor, BDO LLP.

23. Asset Register Review

To receive a report regarding the Council's current Asset Register and to consider recommendations from the Clerk for its ongoing development.

24. Insurance Arrangements

To review and confirm adequate insurance arrangements are in place for the municipal year, commencing 1st June 2026.

25. Banking Arrangements and Authorised Signatories

To review the Council's banking arrangements and confirm authorised bank signatories for the 2026/2027 municipal year.

26. Review of Direct Debits and Regular Payments

To approve the continuation of regular payments and direct debits in accordance with the Council's Financial Regulations.

27. Subscriptions and Memberships

To review and approve the continuation of Council and Staff subscriptions and memberships for the 2026/2027 municipal year.

28. Policy Review and Adoption

To adopt new Council policies in accordance with the Council's governance and statutory obligations.

29. Chairman's Announcements and Urgent Information

To receive any announcements or urgent information from the Chairman or Clerk

30. Confidential Matters

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of the following item(s) due to the confidential nature of the business to be transacted.

END OF AGENDA