

TREVERBYN PARISH COUNCIL

ANNUAL COUNCIL MEETING

Held on Tuesday 12th May 2026, 7:00pm at Rockhill Business Park

Present: Cllr M Shand, Cllr L Allen, Cllr Mrs. A Double, Cllr P Highland, Cllr B Hollis, Cllr O Kimber, Cllr A Townsend, Cllr K Pollard, Cllr P Quilter, Cllr Mrs. M Rance-Matthews and Cllr G Tregidga.

Also in attendance: The Clerk Mr D R Hawken, Administrator Mrs B Bassett and Cornwall Councillor J Hanlon.

Members of the public present: There were no members of the public in attendance.

The Clerk opened the meeting and welcomed everyone.

Min-ACM01/26 - Election of Chairman. The Clerk stated the first business of the meeting must be the election of a chairman for the forthcoming year. There had been one nomination submitted, that being Cllr Mrs. A Double who had been duly proposed by Cllr M Shand and seconded by Cllr O Kimber. He then asked if there were any further nominations from the floor. None were forthcoming.

Cllr Mrs A Double was duly elected Chairman for the 2026/27 municipal year. All in Favour.

Min-ACM02/26 – Declaration of acceptance of Office (Chairman)

The Clerk presented the new Chairman with the mandatory Declaration of Acceptance of Office who signed it in the presence of the Proper Officer, The Clerk.

Cllr Mrs. A Double then took over as Chair of the meeting from hereon in

Min-ACM03/26 - Election of Vice Chairman. The Chairman asked the Clerk if there had been any nominations for the position of Vice-Chairman. The Clerk stated that there had been one nomination for Vice-Chairman, that being, Cllr M Shand who had been duly proposed by Cllr Mrs. A Double and seconded by Cllr O Kimber. The Chair proceeded to ask if there were any further nominations from the floor. None were forthcoming.

Cllr M Shand was duly re-elected as Vice-Chairman for the forthcoming municipal year. All in Favour.

Min-ACM04/26 – Declaration of acceptance of Office (Vice-Chairman)

The Clerk presented the Vice-Chairman with the mandatory Declaration of Acceptance of Office who signed it in the presence of the Proper Officer, The Clerk.

Min-ACM05/26 - Apologies for Absence: There were three apologies received from: Cllr A Rose, Cllr Mrs. M Thomas and Cllr Mrs. J Killacky.

It was **RESOLVED** to note the apologies and the reasons given and the non-apology from Cllr M Luke.

Proposed: Cllr L Allen, Seconded: Cllr P Highland. All in Favour.

Min-ACM06/26 – Declarations of Interest

None.

Min-ACM07/26 - Public participation:

Cornwall Councillor J Hanlon did not wish to speak at the meeting.

Min-ACM08/26 - Minutes of Annual Council Meeting:

It was resolved to adopt the minutes of the meeting held on May 13th 2025.

Proposed: Cllr Mrs. M Thomas, Seconded: Cllr G Tregidga. All in Favour.

Min-ACM09/26 - Appointment of Members to Committees

Prior to any discussion on appointments to committees, the Clerk explained that the distribution of expression of interest forms prior to the meeting was to give Councillors the opportunity to express their interests in advance, provide the Clerk with notice of where voting would be necessary and to speed up the process at the Annual Council meeting. He thanked all Councillors who had returned the form.

(i) Finance & General Purposes Committee (7 seats)

Cllr L Allen

Cllr A Double

Cllr P Highland

Cllr B Hollis

Cllr M Luke

Cllr M Shand

Cllr O Kimber

Proposed: Cllr P Quilter, Seconded: Cllr K Pollard. All in Favour.

(ii) Human Resources Committee (7 seats)

Cllr L Allen
Cllr A Double
Cllr B Hollis
Cllr M Luke
Cllr M Shand
Cllr O Kimber
Cllr P Highland

Proposed: Cllr M Shand, Seconded: Cllr B Hollis. All in Favour.

(iii) Planning Committee (7 seats)

Cllr L Allen
Cllr M Shand
Cllr A Double
Cllr P Highland
Cllr M Luke
Cllr J Killacky
Cllr O Kimber

Proposed: Cllr O Kimber, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

(iv) Public Rights of Way / Footpaths Committee

Cllr L Allen
Cllr B Hollis
Cllr M Luke
Cllr M Shand
Cllr M Thomas
Cllr G Tregidga

Proposed: Cllr Mrs. A Double, Seconded: Cllr A Townsend. All in Favour.

(v) Emergency Incidents Committee

Cllr A Double

Cllr A Rose

Cllr M Shand

Cllr O Kimber

(+ The Clerk – Mr D Hawken)

Proposed: Cllr Mrs. M Rance-Matthews, Seconded: Cllr K Pollard. All in Favour.

(vi) Inspection of Council Properties and Assets Committee

Cllr L Allen

Cllr P Quilter

(+ The Clerk – Mr D Hawken)

Proposed: Cllr Mrs. D Double, Seconded: Cllr P Highland. All in Favour.

(vii) Climate Change and Environmental Committee

Cllr M Thomas

Proposed: Cllr Mrs. A Double, Seconded: Cllr O Kimber. All in Favour.

(viii) Communications Committee

Cllr A Double

Cllr P Highland

Cllr B Hollis

Cllr M Thomas

Cllr G Tregidga

Cllr A Rose

Cllr O Kimber

Proposed: Cllr G Tregidga, Seconded: Cllr O Kimber. All in Favour.

(ix) Deeds Officer/ Financial Inspector

Cllr A Double (Chairman)

(x) Historical and Heritage Committee

Cllr L Allen

Cllr M Luke

Cllr P Quilter

Cllr M Thomas

Cllr G Tregidga

Proposed: Cllr P Highland, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

Min-ACM10/26 - Appointment of Parish Council Representatives

(i) Bugle Village Hall

Cllr P Quilter

Proposed: Cllr O Kimber, Seconded: Cllr G Tregidga. All in Favour.

(ii) Penwithick Community Hall – (Two nominations received)

Cllr O Kimber and Cllr G Tregidga

**Cllr O Kimber and Cllr G Tregidga leave the room.*

A vote took place and Cllr G Tregidga received nine (9) votes and is duly appointed as the Parish Council representative.

**Cllr O Kimber and Cllr G Tregidga return to the room.*

(iii) Trethurgy Village Hall

Cllr M Luke

Proposed: Cllr Mrs. A Double, Seconded: Cllr M Shand. All in Favour.

(iv) Treverbyn Community Hall – (Two nominations received)

Cllr B Hollis and Cllr A Rose (not present).

**Cllr B Hollis leaves the room.*

Cllr B Hollis receives nine (9) votes and is duly appointed as the Parish Council representative.

**Cllr B Hollis returns to the room*

(v) Community Area Partnership – China Clay Area and Luxulyan

Cllr L Allen

Cllr A Double

Cllr M Luke

Cllr P Highland

Cllr G Tregidga

Proposed: Cllr A Townsend, Seconded: Cllr P Quilter. All in Favour.

(vi) Treverbyn Parish Community Fund

Cllr L Allen

Cllr A Double

Cllr M Shand

Cllr A Rose

(+ members of the public)

Proposed: Cllr O Kimber, Seconded: Cllr P Highland. All in Favour.

(vii) Neighbourhood Development Plan / Cornwall Local Plan 2030

Cllr P Highland

Cllr L Allen

Cllr M Shand

Cllr M Thomas

(+ members of the public)

Proposed: Cllr Mrs. A Double, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

Min-ACM11/26 - Standing Orders

It was **RESOLVED** to re-adopt the Standing Orders for a further municipal year – 2026/2027.

Proposed: Cllr Mrs. M Rance-Matthews, Seconded: Cllr P Quilter. All in Favour.

Min-ACM12/26 – Financial Regulations

It was **RESOLVED** to re-adopt the Financial Regulations for a further municipal year – 2026/2027.

Proposed: Cllr B Hollis, Seconded: Cllr M Shand. All in Favour.

Min-ACM13/26 – Risk Management Review

Clerk discusses the review report and risk register. Cllr Mrs. A Double requested to colour code the risk register accordingly. The Clerk agreed to action this amendment

It was **RESOLVED** to adopt the Risk Management Review for the municipal year – 2026/27.

Proposed: Cllr M Shand, Seconded: Cllr O Kimber. All in Favour.

Min-ACM14/26 - Code of Conduct

It was **RESOLVED** to re-adopt the Cornwall Council Code of Conduct for a further municipal year – 2026/27.

Proposed: Cllr K Pollard, Seconded: Cllr G Tregidga. All in favour.

Min-ACM15/26 - Civility and Respect Pledge

It was **RESOLVED** to re-adopt the Civility and Respect pledge for the municipal year – 2026/27.

Proposed: Cllr Mrs. A Double Seconded: Cllr M Shand. All in Favour.

Min-ACM16/26 – Terms of Reference

The Clerk tabled three new Terms of Reference documents – *Communications Committee, Heritage Committee and Public Rights of Way Committee* in addition to re-adopting the existing ones (Planning Committee, Finance and General Purposes Committee and Human Resources Committee).

It was **RESOLVED** to re-adopt the current three terms of reference currently in place.

Proposed: Cllr P Quilter, Seconded: Cllr P Highland. All in Favour.

It was **RESOLVED** to adopt the three new Terms of Reference.

Proposed: Cllr P Quilter, Seconded: Cllr O Kimber. All in Favour.

Min-ACM17/26 – Scheme of Delegation

It was **RESOLVED** to re-adopt the Scheme of Delegation for the year 2026/2027.

Proposed: Cllr P Highland, Seconded: Cllr B Hollis. All in Favour.

Min-ACM18/26 – Council Policies

The Clerk read out the list of current policies tabled for re-adoption. It was **RESOLVED** to re-adopt the current policies, en bloc, for the municipal year 2026/2027 year.

Proposed: Cllr Mrs. M Rance-Matthews, Seconded: Cllr M Shand. All in Favour.

Min-ACM19/26 – Data Protection Arrangements

It was **RESOLVED** to adopt the new Data Protection arrangements and confirm continuation of policies and procedures for the municipal year – 2026/27.

The Clerk continued, by saying that there was substantial work to do, as a council on this very matter, over the coming year.

Proposed: Cllr G Tregidga, Seconded: Cllr A Townsend. All in Favour.

Min-ACM20/26 – Publication Scheme and Website Compliance

The Clerk informed members that our current scoring on the website accessibility compliance is 9.6/10, to which the new auditors are delighted with.

It was **RESOLVED** to re-adopt the Council's Publication Scheme and Website Compliance.

Proposed: Cllr M Shand, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

Min-ACM21/26 – Internal Audit Appointment

It was **RESOLVED** to enlist Aalgaard Renshaw as the Internal Auditor for the municipal year 2026/2027.

Proposed: Cllr Mrs. A Double, Seconded: Cllr M Shand. All in Favour.

It was subsequently **RESOLVED** that there was no conflict of interest with Aalgaard Renshaw

Proposed: Cllr O Kimber, Seconded: Cllr B Hollis. All in Favour.

Min-ACM22/26 – External Auditor Conflict of Interest

It was **RESOLVED** to note there was no conflict of interest with the external auditor – BDO LLP.

Proposed: Cllr M Shand, Seconded: Cllr P Quilter. All in Favour.

Min-ACM23/26 – Asset Register Review

The current asset register is listed on the website and at present, is partially compliant. The Clerk will make significant improvements to the document to ensure it is fully compliant in the months ahead.

It was **RESOLVED** to adopt the current Asset Register for the municipal year 2026/2027.

Proposed: Cllr O Kimber, Seconded: Cllr G Tregidga. All in Favour.

Min-ACM24/26 – Insurance Arrangements

The Clerk will evaluate the insurance policy and bring back to Full Council on the 26th May 2026 ahead of the renewal on the 1st June 2026.

It was **RESOLVED** to note the current arrangements ahead of the review for the year commencing 1st June 2026

Proposed: Cllr L Allen, Seconded: Cllr M Shand. All in Favour.

Min-ACM25/26 – Banking Arrangements

The Clerk advised that all banking arrangements were now with Lloyds, having been previously with NatWest. There is one current account and two reserve accounts (General and Restricted). In addition, there are five signatories – Cllr A Double, Cllr M Shand, Cllr B Hollis, Cllr P Highland and Cllr M Luke. Any two from five can authorise payments

Cllr M Shand wished to expressed thanks to the Clerk on the amount of work carried out in order to move banks.

It was **RESOLVED** to note the current banking arrangements and signatories.

Proposed: Cllr A Townsend, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour.

Min-ACM26/26 – Review of Direct Debits and Regular Payments

The Clerk verbally read out the currently list of regular payments. Cllr M Shand raised that the photocopier monthly contract should be added – Clerk agreed to update.

Cllr O Kimber raised a declaration of interest with an extended family member listed as a payee.

It was **RESOLVED** to approve the continuation of regular payments and direct debits.

Proposed: Cllr B Hollis, Seconded: Cllr P Quilter. Eight votes in favour and one (1) abstention (Cllr O Kimber).

Min-ACM27/26 – Subscriptions and Memberships

It was **RESOLVED** to approve the continuation of subscriptions and memberships for the municipal year 2026/2027.

Proposed: Cllr Mrs. A Double, Seconded: Cllr A Townsend. All in Favour.

Min-ACM28/26 – Policy Review & Adoption

In addition to the existing policies re-adopted earlier in the meeting, there were an additional sixteen (16) new policies tabled for adopted: -

- Document Retention
- Internal Financial Reviews
- Information Technology

- GDPR
- Personal Data Breach
- Data Subject Access Request
- Anti-Fraud and Corruption
- Investment
- Grants Award
- Whistleblowing
- General Reserves
- Freedom of Information Act Policy
- Internal Audit Plan
- Freedom of Information Act – Statement of Compliance and Internal Control
- Review of the Effectiveness of the System of Internal Control
- Financial Risk Assessment

It was **RESOLVED** to adopt all the new policies, en bloc.

Proposed: Cllr O Kimber, Seconded: Cllr A Townsend. All in Favour.

Min-ACM29/26 – Chairman’s Announcements

The Chair had recently been to the West Carclaze site and able to tour the second phase where two new public areas will be opened shortly. It was really informative and looking really good.

The Clerk had received the draft internal audit report from Aalgaard Renshaw and this will go to Full Council on the 26th May 2026. The Chair read part of the overall assessment given, and wished to thank the Clerk for all his efforts to ensure the Council was now fully compliant, and that he should take full credit for what had been done.

Cllr K Pollard raised that there was no police report for the Annual Council Meeting. The Clerk advised that this was submitted and subsequently read at the Annual Parish Meeting. The report, will be contained within the published minutes

Min-ACM30/26 – Confidential Items

There were no confidential matters raised and no requirement to hold this agenda item.

The Chairman thanked everyone for their attendance and closed the Meeting at 7.50 pm.

.....(Chairman)

.....(Date)