Treverbyn Parish Council

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Parish Offices
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Cornwall, PL26 8RA
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21st October 2026

To all Members of Treverbyn Parish Council

Dear Councillor,

You are hereby summoned to attend an **Ordinary Full Council Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle on ***Tuesday 27th October commencing 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.

**Before the commencement of the meeting, the Chairman of the West of England Bandsmen's Festival, Mr Rob Faro, will provide a short presentation.*

1. **Apologies for Absence**
   To receive apologies for absence and note any apologies not received.

2. **Declarations of Interest**
   a) *Pecuniary Interests*
   To receive Declarations of Pecuniary Interests as recorded in the Register of Interests.

   b) *Non-Registerable Interests*
   To receive Declarations of Non-Registerable Interests.

   c) *Dispensations*
   To receive and consider any requests for dispensation, as reported by the Clerk in accordance with the Council's Code of Conduct.

   d) *Gifts and Hospitality*
   To receive declarations of any gifts or hospitality in accordance with the Council's Code of Conduct.

3. **Public Participation**
   To hear from members of the public who wish to make representations, answer questions, or give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor initiate debate. The Chairman may direct that a written or oral response be provided.

4. **Minutes of the Ordinary Full Council Meeting**
   To receive and resolve to adopt the minutes of the meeting held on 29th September 2026 and authorise the presiding Chairman to sign them as a true and accurate record.

5. **Matters Arising from the Previous Meeting**
   For information only.

6. **Cornwall Councillor Reports**
   To receive and note any reports or updates submitted by Cornwall Councillors Jamie Hanlon and Steve Trevelyan and, where applicable, to raise questions on the matters reported.

7. **Financial Matters**
   - To approve expenditure payments.
   - To note income received.
   - To approve any transfers of funds (if applicable).
   - To note account balances.
   - To consider and resolve upon the following financial matters:
     i) Bugle Information Hub – Community Grant Application
     ii) Parish Gateway Signage

8. **Parish Maintenance Update – General and Playground**
   To receive an oral update on the general parish maintenance programme; to receive and note the written playground inspection report for September; and

to consider and agree any actions arising from the recommendations contained therein.

9. **Matters Arising within the Parish**
   Councillors to raise matters within the Parish that have arisen since the previous meeting.

10. **Committee Meeting Minutes**
    To receive the minutes of the following committee meetings and approve any recommendations contained therein:

    - Planning Committee – 29th September 2026
    - Heritage Committee – 7th October 2026
    - Human Resources Committee – 20th October 2026

11. **Chairman's Announcements**
    To receive any announcements or updates from the Chairman relating to matters of interest or relevance to the Parish Council.

12. **Remembrance Sunday Updates**
    To receive an update on the arrangements for the forthcoming Remembrance Sunday parade and service.

13. **Festive Season Office Closing**
    To consider and agree the arrangements for the closure of the Parish Council Office over the festive period, including the date of reopening in the New Year.

14. **Office Opening Hours to the Public**
    To consider and resolve upon a proposed change to the Parish Council Office's public opening hours, from the current Monday to Friday, 9.00 am to 5.00 pm, to Monday to Friday, 9.30 am to 2.00 pm.

15. **Adoption of Human Resources Policies**
    To consider and formally adopt, following the recommendation of the Human Resources Committee, the following new Human Resources policies and procedures:

    - Lone Working Policy
    - Flexible Working Policy and Procedures
    - Sickness Absence Policy and Procedures

16. **Community Area Partnership Meeting**
    To receive a verbal update on the proceedings and outcomes of the Community Area Partnership meeting held on Monday 12th October 2026.

17. **Allotments Request**
    To consider a request from residents of Rescorla to investigate the availability of suitable open space within the local area for the potential provision of allotments.

18. Parish Twinning

To consider initial proposals to explore the potential establishment of a twinning arrangement between Treverbyn Parish and another community, potentially overseas, with particular emphasis on communities sharing a similar mining heritage.

19. Correspondence

To receive details of and consider correspondence, including invitations, received up to the time of the meeting.

20. Any Other Business

Any Councillor wishing to raise an item under Any Other Business must do so in writing prior to the commencement of the meeting.

21. Confidential Matter(s)

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that any live streaming or recording cease during consideration of the following item(s), on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

END