

## **Supporting information for items on Annual Meeting of the Parish Council May 2026 agenda:**

### **Item 9 – Appointment of members to existing committees and to confirm the lead on any Council projects**

Committees will elect their Chair and Vice Chair at their next meetings.

- Planning Committee (6 members) – current members: Cllrs Yates, Kemp, Dyke, Brickell, Bowers and Newman
- Access & Amenities Committee (9 members) – current members: Cllrs Yates, Hambly-Staite, Dyke, Brickell, Bowers, Newman, Avard and Allen.
- Finance & General Purposes Committee (5 members) – current members: Cllrs Hambly-Staite, Brickell, Newman, Avard and Kemp.
- Staffing Committee (4 members) – current members: Cllrs Hambly-Staite, Brickell, Avard and Kemp.
- Active Feock Working Group – current lead: Cllr Hambly-Staite
- Community Emergency Plan Working Group – current lead: Cllr Bowers
- MyFeock Community Hub Steering Group – current lead: Cllr Hambly-Staite
- Neighbourhood Priority Statement Steering Group (to be formed) – current project lead: Cllr Dyke

### **Item 10 – Appointment of any new committees or working parties**

Recommendation from Access & Amenities Committee on 27<sup>th</sup> April 2026:

Council to consider and agree ideas for new projects to be agreed for initial investigation and costing in preparation for funding applications when funding becomes available.

First suggested project: **Community Gardening project**

## Item 11 – Review terms of reference for Committees

### **Terms of Reference for the Feock Parish Council Planning Committee**

The Committee will consist of all Parish Councillors.

The Committee's Chair and Vice will be the Chair and Vice Chair of the Parish Council.

The Committee quorum shall be 5 members.

The Assistant Parish Clerk will attend the committee meetings and take minutes which will be published on the Council's website.

The Parish Clerk has the delegated authority to comment on planning applications in the absence of a Planning Committee.

#### **The Committee will undertake the following roles and functions:**

- To consider all individual planning applications submitted within the parish and provide a consultee comment under delegated authority to Cornwall Council. Procedure for dealing with planning applications shown on the attached flowchart.
- To reply to 5 day Local Council Protocol procedure communications from Cornwall Council. A response will be decided via email by a minimum of 2 committee members, usually the Proposer and Seconder of the original consultee comment.
- To send a representative of the committee to speak in reference to an application that the Parish Council has asked for determination at a Cornwall Council Planning Committee meeting.
- To comply with GDPR the Committee and Assistant Clerk will delete all electronic records and destroy all paper copies of correspondence relating to planning applications as soon as Cornwall Council has decided the application and the Parish Council's consultee comment has been formally ratified in the minutes of a planning committee meeting.

#### **Decision Making Legal Advice (for noting)**

Members have received training on the Code of Conduct, predetermination, and bias and therefore, will be aware of their responsibility to determine planning applications based on the information before them at the meeting.

Members are reminded that the decision-making role must be approached with an open mind as to the merits of the arguments for and against the application, which they must consider before making a final decision at the meeting.

Members are further advised that they must not predetermine, or be seen to have predetermined, the outcome of an application and that the information they receive at the meeting is therefore the basis on which they should make their decision.

Therefore, whilst Members will have reviewed details of the application prior to the meeting and provided initial thoughts to enable a draft consultee comment to be taken to the meeting, this draft may be amended as appropriate following debate at the meeting.

# Feock Parish Council

## Staffing Committee – Terms of Reference



### **Purpose**

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

### **Membership**

The Committee shall comprise of five (5) Councillors. The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required.

### **Functions**

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- Advising Full Council on staffing levels and structure (to be referred to Full Council for decision)
- any other matters delegated to the Committee or deemed relevant to these terms of reference. For example when an urgent decision regarding staffing arrangements is required and timescales do not allow this to be taken to Full Council for approval.

### **Specific Sub-committees or Panels**

Smaller and specifically focussed Sub-committees may be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel may also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

### **Confidentiality**

Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the Committee with the press and the public excluded where appropriate.

**Terms of Reference for the Feock Parish Council**  
**Finance & General Purposes Committee**

1. The Committee will consist of a minimum of 5 members (at least 1 from each ward) who will be nominated and elected at a Council Meeting.
2. The Committee will elect a Chair & Vice Chair to serve for a minimum period of 12 months. The Chair and Vice Chair may stand for re-election on an unrestricted basis.
3. The Committee quorum shall be 3 members
4. The Committee will meet publicly at least three times a year, and on additional occasions if required, on dates, times and venues determined by the Chair of the committee in conjunction with the Parish Clerk.
5. The Chair may co-opt other council members to serve on the committee from time to time or to act as substitutes if elected members of the committee are unable to attend.
6. The Parish Clerk will attend the Finance & General Purposes Committee meetings and take minutes which will be published on the Council's website.
7. The Committee will undertake the following roles and functions
  - Consider and recommend the precept level to the full Parish Council
  - Consider and recommend the annual budget to the full Parish Council
  - Consider and recommend the Parish Council business plan and 3 year financial strategy to the full Parish Council
  - Consider and recommend policies and procedures to full Parish Council
  - Consider and recommend details of annual staff pay increases to full Parish Council
  - Consider and make recommendations regarding Council funds to the full Parish Council to ensure sound financial governance.

## Feock Parish Council

### Terms of Reference - Access & Amenities Committee

Composition:	Elected members up to 9, representatives from all wards required (quorum is 5)
Chairmanship:	Committee Chair and Vice Chair to be elected from the Committee members Committee members will be elected by the Council at the Annual Parish Council meeting each year, vacancies occurring during the year will be filled at Full Council Co-optees may be Councillors or members of the public
Meetings:	Usually monthly. In the event of an item of urgency to be convened by the Clerk
Timing:	7pm
Venue:	Feock Parish Council Office, Devoran
Reports to:	Full Council

### Terms of reference and matters delegated to the Committee:

1. The Committee will elect a Chair and Vice Chair to service for a minimum period of 12 months at the first Committee meeting in each Council year. The members to service on the committee will be elected at the Annual Meeting of the Parish Council in May each year and will serve for a minimum period of 12 months and subsequent vacancies will be filled by Full Council. Co-opted members will be co-opted by the Council as necessary.
2. The improvement, maintenance and management of all open spaces, grounds, Common Land (CL), Village Greens (VG), play areas and land owned (F), and managed by Feock Parish currently together with noticeboards as follows:
  - Dyson's Field
  - Point Quay (F), Green (VG) and Orchard (F)
  - Retallack Playing Field, Feock (F)
  - Devoran Recreation Ground
  - Park an Gwarry Play Park, Carnon Downs
  - Pengelly Meadows Recreation Area, Carnon Downs
  - Land at Restronguet Point (CL)
  - Carnon Mine (CL)
  - Penpol car park (F)
  - Penpol Pond (CL)
  - Chycoose Beach (CL)
  - Carnon Yard (F)
  - Land at Market Street (CL) & Old Market Hall (F)
  - Footpaths and public rights of way in association with Cornwall Council
  - Tumulus at Park an Creeg, Carnon Downs
  - Churchyards in association with the Parochial Church Councils (maintenance grants)
  - Noticeboards x 7
  - Any other assets acquired by the Parish

3. To consider such matters as may be delegated by the Council from time to time.
5. The provision, management and maintenance of public seats, litter bins and dog bins
6. Authorisation of expenditure on projects within the Committee's budget titled budget line 'Parish Maintenance – Miscellaneous', within the limits previously approved by the Council for the budget year. The committee cannot commit or spend from future budgets not confirmed or from future years.
7. All aspects of Health and Safety that fall within the remit of the committee including risk assessments of Council land and assets
8. Making recommendations to the Council on matters not within existing policy as issues are raised.
9. Preparation and review of plans for future requirements within the scope of the committee regardless of feasibility and presentation to Full Council
10. The consideration of recommendations of Working groups etc under the control of the Access & Amenities Committee
11. Consultation with other relevant bodies with similar interests, including other local Parish Councils and sub-Committee's, and consideration of their recommendations
12. The Committee will oversee the Feock Community Transport Scheme and health and wellbeing projects including MyFeock and Active Feock and other appropriate projects as agreed by the Full Council.
13. Work towards provision of enhanced cycleways and footpath links in the parish.
14. Work towards provision of enhanced local transport, where appropriate in the parish.

**Item 12 – Review and adoption of appropriate standing orders and financial regulations, Investment Strategy, Financial Risk Assessment and Reserves Policy including new Transparency Code policy, Filming of Meetings policy and Vexatious policy**

## **Investment Strategy Policy**



### **INTRODUCTION**

Feock Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Policy is reviewed under guidance issued by the Ministry of Housing, Communities and Local Government in 2018 Statutory Guidance on Local Government Investments (3<sup>rd</sup> Edition).

### **INVESTMENT OBJECTIVES**

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Policy.

### **POLICY**

The Parish Council shall diversify its reserves between multiple relatively highly rated UK banks and/or building societies.

The Parish Council shall retain a minimum of four months estimated expenditure in current and deposit account giving immediate access.

A significant percentage of the Council's reserves shall be placed in interest bearing deposits such as a Fixed Term Deposit.

To retain liquidity Fixed Term Deposits should be placed with phased end dates.

Investments shall be decided and placed by the Parish Clerk & Responsible Finance Officer following a due diligence exercise.

### **SPECIFIED INVESTMENTS**

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government or a local authority or Town or Parish Council will automatically be Specified Investments.

# Financial Risk Assessment



Subject	Risk(s) identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files are kept electronically and regular back-ups of files are made to a hard-drive and stored within the fire-proof safe. In the event of the Clerk or Assistant Clerk not being available the Chairman would contact the Cornwall Association of Local Councils for advice	Existing procedures adequate Review when necessary.
COVID SPECIFIC	Council not able to fully function due to COVID-19 restrictions	M	Online meetings etc. Telephone system able to operate from staff homes, laptops etc available for staff to work from home and files maintained on an online system.	Maintain online service provision etc
	Unable to display paper agendas in noticeboards	L	All agendas are displayed on the website	Maintain practice
	Signing of documents - documents such as minutes, payment lists not signed.	L	Clerk to keep ongoing list of unsigned documents to be signed as appropriate as soon as physically possible.	Maintain practice review when necessary
	Security of materials when working from home	L	All PC files and equipment needed at home kept in separate storage. GDPR maintained and no documents left out.	Maintain practice
	Staff welfare & wellbeing		Support from staff resilience available through CALC. Defined working hours and contact methods agreed with Clerk/Chair.	
	Unable to visually assess parish assets		Community help needed to assess state of parish	

Updated: 08/10/24

	in situ		assets – any noted problems added to works list for Clerk's next visit of passed onto Councillors to verify & play equipment in all parks checked monthly by contractor.	
Precept	Adequacy of Precept Requirements not submitted to Cornwall Council Amount not received by Cornwall Council	L L L	The Council reviews the Precept requirements annually (initially by the Finance & General Purposes Committee with then a recommendation to full Council) including the actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Cornwall Council. This figure is submitted in writing to Cornwall Council. The Clerk informs Council at a full Council meeting when the monies are received (50% April/50% in September)	Existing procedure adequate
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements	Existing procedure adequate Review the Financial Regulations when necessary
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. Any errors made by the bank in processing cheques or any loss/charges would be discovered by the Assistant Clerk and bank reconciliation and would be dealt with by informing the bank.	Existing procedure adequate Review the Financial Regulations when necessary and bank signatory list when necessary, especially after a Councillors resignation, election or Annual meeting. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	The petty cash tin is kept in the locked safe which can only be accessed by the Parish Clerk and Assistant Clerk. Petty cash transactions are	Existing procedure adequate

Updated: 08/10/24

			payments are included on the monthly payment schedule provided to all. Councillors at full Council Meetings. Payments checked at Audit.	
Pensions	Wrong amount deducted from Employee's salary Wrong amount paid to Cornwall Pensions Pension contribution not paid to Cornwall Pensions	L L L	The payroll excel spreadsheet calculates employer and employee contributions automatically. The total Pension amount paid is detailed on each monthly payment schedule taken to full Council meetings. A completed return is emailed to Cornwall Pensions each month detailing the amounts and date of bank payment.	Existing procedure adequate
Clerk/Assistant Clerk	Loss of Clerk/Assistant Clerk Fraud Actions undertaken Health & Safety	L L L L	The Parish Clerk has sufficient reserves to enable training for the CiLCA qualification in the event of the Clerk resigning. Financial information and bank reconciliations taken to each full Council meeting. Division of duties between Clerk and Assistant Clerk. The Clerk and Assistant Clerk provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles.	Include in training budget when setting precept. Existing procedure adequate. Purchase reference books when necessary. Clerks membership of SLCC. Attending training courses when relevant. Monitor of working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid	L	The Chairman has a budgeted annual allowance that its used if necessary for sundry items. Any expenses are claimed by presenting the relevant receipt to the Council for approval and detailed on the monthly accounts for payment list. Expenses are monitored via a Budget vs Actual document taken to each full Council meeting.	Existing procedure adequate
VAT	Re-claiming	L	The Council has Standing Orders/Financial Regulations which set out the requirements that VAT is to be re-claimed. Checked at Audit.	Existing procedure adequate
Annual Return	Submit within the time limits	L	Annual Return is sent in draft form to the Internal Auditor for completion. Signed by the Chairman	Existing procedure adequate

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			and Clerk or when sent to the External Auditor within the requested time limit.	
Legal powers	Illegal activity or payments	L	From April 2018 the power to pay for activities/purchases is detailed for each invoice on the monthly payments schedule taken to full Council.	Existing procedure adequate
Council records (paper)	Loss through theft or fire damage	L	Since 2014 electronic records have been kept. Paper records prior to 2014 are kept within metal filing cabinets within the Council's office and historical minute books are kept within the fire proof safe. Salaries/personnel information is kept within a locked cupboard with the Clerk and Assistant Clerk being the only key holders	Existing procedure adequate
Council records (electronic)	Loss through theft or corruption of computer	L M	Back-ups of the electronic records are regularly made and the hard-drive stored within the fire-proof and locked safe. Bullguard anti-virus is installed on all computers and lap-tops.	Existing procedure adequate

Amendment suggested at October Finance & General Purposes Committee:

#### Legal Powers

Remove: 'From April 2018 the power to pay for activities/purchases is detailed for each invoice on the monthly payments schedule taken to full Council.

Reason: Too onerous and time consuming for staff.



# Reserves Policy

## Introduction

Feock Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation.

The purpose of this policy is to set out how the Council will determine and review the level of reserves. The Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, legislation does not specify the minimum level of reserves that an authority should hold, meaning it is the responsibility of the Responsible Financial Officer to follow current best practice and advise the Council, whilst ensuring there are procedures to follow.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 edition) advises: 'As with any financial entity, it is essential that authorities have sufficient Reserves (General and Allocated) to finance both their day-to-day operations and future plans. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.'

Reserves fall into two categories – general or allocated.

## General Reserves

These are funds which do not have any restrictions to their use. These reserves can be used to smooth the impact of uneven cash flow, offset budget requirements if necessary or can be held in case of unexpected events or emergencies. JPAG (March 2022 edition) advises that: 'The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserves is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). The smaller the authority the closer the figure may be to 12 months. In all of this, it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained.' NRE is effectively Precept less any Loan Repayments and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves

The primary means of building General Reserves will be through a reallocation of funds (underspend on projects) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year. Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment. If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Allocated Reserves to provide short term resources.

### **Allocated Reserves (ARs)**

These can be held for several reasons. The money is held for specific items of expenditure to meet known or predicted liabilities or projects.

Allocated Reserves can be used to 'smooth' the effects of certain expenditure commitments over a period of time, thereby reducing the impact of significant expenditure in any one year. Typically, they are held for the following reasons:

- Renewals, e.g. equipment, planned property maintenance
- To carry forward an underspend where expenditure has been committed to a particular project that cannot be spent in year
- To enable the Council to meet the excess of claims not covered by insurance
- To indicate commitment to a capital project
- To meet known or predicted liabilities
- CIL or S106 monies that have to be spent on specific work/projects

Reserves will be established on a 'needs' basis, in line with anticipated requirements, and must be held for a genuine and intended purpose.

Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council. Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished the following year. However, Allocated Reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

Allocated Reserves should be separately identified and should be subject to annual review and justification.

### **Current Level of Reserves**

The level of financial reserves held by the Council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year. The current minimum level of General Reserves to be held by the Council is 3 months of predicted expenditure. This policy will be reviewed on an annual basis to ensure these levels remain appropriate as changes in activity levels / range of services provided will inevitably lead to changes in the requisite minimum of General Reserves.



**Feock Parish Council**

**DRAFT**

# **Vexatious Complaints policy**

Adopted                      2026

A policy for dealing with abusive, persistent or vexatious complaints, complainants and contact

## **1. Introduction**

- 1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.
- 1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.4 Habitual or vexatious complaints and contact can be a problem for Council staff and members. The difficulty in handling such complainants and contacts is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

## **2. Habitual or Vexatious Complainants/Contacts**

- 2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants/contacts will be used: The repeated and/or obsessive pursuit of:
  - (1) unreasonable complaints and/or unrealistic outcomes; and/or
  - (2) reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff and the Finance & General Purposes Committee and/or Staffing Committee will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint/contact has been treated as habitual or vexatious and the action that will be taken. The Cornwall Councillor for Feock Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

### 3. **Definitions**

3.1 Feock Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints/contacts with staff or how complainants respond when informed of the Council's decision about the complaint or contact.

3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.
- refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints and seek to have them dismissed or replaced.
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints.
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or emails)

- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media.
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- deny they made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual.
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

#### 4. **Imposing Restrictions**

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chairman of the Council and Chairmen of the Finance & General Purposes Committee and/or Staffing Committee prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chairmen of the Finance & General Purposes Committee and Staffing Committee and inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
  - banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter.
  - requiring contact to take place with one named member of staff or a named Councillor only.
  - restricting telephone calls to specified days and/or times and/or duration
  - restricting visits to the Parish Council office to specified days and/or times and/or duration during opening hours
  - requiring any personal contact to take place in the presence of an appropriate witness.
  - letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff or a Councillor will be identified who will read future correspondence).
- 4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:
- why the decision has been taken
  - what action has been taken
  - the duration of that action.
- 4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.
- 4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairmen of the Finance & General Purposes Committee and Staffing Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

**5. New complaints from complainants who are treated as abusive, vexatious or Persistent.**

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chairman of the Council in conjunction with the Chairman of the General Purpose, Finance, Staffing & Audit Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

**6. Review**

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Chairman of the Council and the Chairman of the General Purpose, Finance, Staffing & Audit Committee, after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

**7. Record Keeping**

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant.
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy. *Adopted by Feock Parish Council on .....*



**Feock Parish Council**

**DRAFT**

# **Transparency policy**

Adopted            2026

The Local Government Transparency Code 2015 (the code) came into effect on 1 April 2015. The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

The code does not replace or supersede the existing framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005  
Infrastructure for Spatial
- Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

Feock Parish Council aim to be as open and transparent as possible. Although there is a gap in the legislation for Parish Councils with an annual income and/or expenditure between £25,000 & £200,000, the Parish Council will publish information in line with the [Transparency Code for Smaller Authorities](#).

- Items of expenditure above £500 – (quarterly) \*excluding items which need to be withheld to protect individuals under data protection legislation
- End of year accounts
- Annual Governance Statement (after the year end)
- Internal Auditors Report (after the year end)
- A list of Councillor / Member responsibilities
- Details of public land and building assets held by the Parish Council
- Agendas and meeting papers of Council Meetings and Committees (at least 3 clear days before the meeting)
- Minutes of Council Meetings and Committees

Feock Parish Council meets the definition of a local authority covered by the requirements of the code, defined as 'Parish Councils with an annual income and/or expenditure between £25,000 & £200,000. Although the code is directed at larger authorities in England which requires local authorities in England to publish the following information quarterly Feock Parish Council has decided to publish the information on their website [www.feockparishcouncil.gov.uk](http://www.feockparishcouncil.gov.uk)

Hard copies are available on request from the Parish Council office.

Full details of the code can be found here [Local Government Transparency Code 2015](#)

**Item 13 – Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

Local Maintenance Partnership Agreement for cutting surfaces of public rights of way (£4267.64 received from Cornwall Council in 2024/25) – will update at meeting with 2025/26 figures.

Verge grass cutting agreement with Cornwall Council (£746.10 received from Cornwall Council in 2024/25) – will update at meeting with 2025/26 figures.

**Item 14 - Review of representation on or work with external bodies/organisations and arrangements for reporting back**

Current representatives:

- Carnon Downs Village Hall – Cllr Brickell
- Devoran Village Hall – Cllr Brian Yates
- Point Quay Association/Point & Penpoll CIO – Cllr Phil Allen and Cllr Julian Newman
- Restronguet Creek Society – Cllr Phil Allen
- Feock Playing Field Committee – Feock Ward Cllrs collectively
- Devoran Recreation Area – Devoran Ward Cllrs collectively
- Neighbourhood Watch – no specific representative, Clerk receives email updates
- Cornwall Council Community Area Partnership – Cllr Rick Bowers
- Devoran School – Cllr Cathy Kemp
- Devon & Cornwall Police (via the Police & Parish Councils Liaison Group) – Cllr Alison Avard
- Carnon Downs Community Association – Parish Clerk

**Item 15 - Review of inventory of land and assets including buildings and office equipment**

**FEOCK PARISH COUNCIL  
ASSET REGISTER**

	Acquisition date	Purchase Price (£1 if gifted)	Location
<b>FREEHOLD PROPERTY</b>			
Land at Carnon Yard (CL257349)	21/08/1987	£ 8,597	Carnon Yard
Point Quay and Orchard (CL54596)	28/11/1989	£ 40,102	Point, TR3 6NL
Penpol carpark (CL116605)	28/06/1996	£ 210	Harris Hill, TR3 6RR
Retallack Playing Field (CL95697)	14/02/1994	£ 5,323	Retallack, Feock
The Old Market Hall, Devoran (CL290685)	01/06/2012	£ 260,232	Market Street, Devoran TR3 6QA
Fence re Pre-School	19/04/2014	£ 765	Courtyard of Old Market Hall, Devoran
<b>PROPERTY HELD UNDER THE COMMONS REGISTRATION ACT 1965</b>			
Penpol Pond (CL106)	01/10/1970	£ 1	Penpol
Land at Restronguet Point (CL105)	01/10/1970	£ 1	Land at the end of the point past Marble Head Cottage Grid ref SW 81702 37109
Carnon Mine (CL102)	01/10/1970	£ 4,651	Land opposite 1 Old Tram Road, Devoran Ordnance Survey Grid ref SW 80278 38823
Chycoose Beach (CL103)	01/10/1970	£ 1	Beach along Old Tram Road, Devoran
Land at Market Street, Devoran (CL257330)	04/07/1978	£ 1	Market Street behind PC Noticeboard Ordnance Survey Grid ref SW 79393 39142
Point Green (VG601)	01/02/1967	£ 2,606	Land opposite Point Green cottages TR3 6NH
<b>ASSETS "Gifts and Bequests"</b>			
Tumulus (Bronze Age barrow), Park an Creeg, Carnon Downs (CL257329)	17/02/1969	£ 1	Park an Creeg, Carnon Downs
Pengelly Meadows Playing Field (CL345364)	12/12/2018	£ 1	Play area at Trevince Road, Carnon Downs
Carnon Downs Playing Field		£ 1	Play area at Parc-An- Gwarry, Carnon Downs
Devoran Recreation Ground (CL257368)(VG602)	22/01/1920	£ 1	St Johns Terrace, Devoran

TELEPHONE BOXES				
Point Green		£	1	On land opposite Point Green cottages TR3 6NH
Devoran	2017	£	1	Bottom of Market Street, Devoran
Carnon Downs	2016	£	1	Located next to Alexandra Court on Forth Coth, Carnon Downs

STREET FURNITURE				
Bike Rack, Greenbank Road	Jan-14	£	1	Located opposite Tregenza, Greenbank Road, Devoran.
Street Lights, Devoran				Belmont Terrace, Carclew Lane, o/s Orchard Cottage on Carclew Terrace, Olive Villas, Devoran path, adj to Melhuish, Carclew Terrace
Steel Planter on Forth Coth, Carnon Downs	20.07.18	£	485	Located on the pavement next to Alexandra Court on Forth Coth, Carnon Downs
Steel Planter on Forth Coth, Carnon Downs	20.07.18	£	485	Located on the pavement near Well Dental on Forth Coth, Carnon Downs
Bench next to Carnon Downs phone box	04.11.19	£	496	Located to the side of the phone box on Forth Coth, Carnon Downs
Bench at Carnon Yard	06.10.22	£	310	Located at Carnon Yard
Bench at Carnon Yard	06.10.22	£	310	Located at Carnon Yard
Bench at Carnon Mine	23.01.23	£	229	Located at Carnon Mine
Bench at Carnon Mine	23.01.23	£	229	Located at Carnon Mine
Bench at Restronguet Point	01.12.22	£	245	Located at Restronguet Point
Bench at Restronguet Point	13.07.23	£	322	Located at Restronguet Point

Ferris Garage	04.03.15	£	400	Exterior wall of building
Carnon Downs	31.03.17	£	400	Within phonebox
Point Green	31.03.19	£	600	Within phonebox
Penelewey	14.08.23	£	1	At the Punchbowl & Ladle

#### PLAYING FIELD EQUIPMENT

Carnon Downs (Park An Gwarry)		£	27,697	
Carnon Downs (Pengelly Meadows) - 63m @ 3m high & 24m @ 2.4m high Green Weld Mesh fencing	22.02.22	£	6,239	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic Chest Press	22.02.22	£	2,772	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic High Pulley	22.02.22	£	2,772	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic Rowing Machine (Legs)	22.02.22	£	3,020	
Carnon Downs (Pengelly Meadows) - Proludic Urbanix Hydraulic Stepper	22.02.22	£	3,020	
Carnon Downs (Pengelly Meadows) - Outdoor Table Tennis Table	22.02.22	£	3,000	
Feock (Retallack Park) (old zip wire and toddler tower removed)	22.02.22	£	25,516	
Feock (Retallack Park) - Proludic J514A Metal cableway (replacement zip wire)	22.02.22	£	5,984	
Feock (Retallack Park) Gym - Proludic Urbanix Spinning Bicycle	22.02.22	£	1,222	
Feock (Retallack Park) Gym - Elliptical Trainer	22.02.22	£	1,314	
Feock (Retallack Park) Gym - Proludic Urbanix Hydraulic Chest Press	22.02.22	£	2,772	
Feock (Retallack Park) Gym - Proludic Urbanix Hydraulic High Pulley	22.02.22	£	2,772	
Feock (Retallack Park) Gym - Proludic Urbanix Hydraulic Squat	22.02.22	£	2,143	
Feock (Retallack Park) Gym - EuroTramp Trampoline 1.5m x 1.5m	22.02.22	£	3,441	
Feock (Retallack Park) Gym - Rotating Climber	22.02.22	£	3,845	
Feock (Retallack Park) - Origin Combi 1 (replacement toddler tower)	22.02.22	£	6,216	
Feock (Retallack Park) Gym - Origin Balancing Beam	22.02.22	£	317	
Feock (Retallack Park) Gym - EcoSmart Grass mat 3m	22.02.22	£	3,596	
Devoran		£	31,250	
Carnon Downs Recreation Area		£	760	

#### OFFICE FURNITURE & EQUIPMENT

Chairman's Board		£	405	Parish Council office on wall
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Chairmans's Chain		£ 185	Parish Council office in safe
Canon mono laser printer		£ 131	Parish Council office locked cupboard
Rio 2 Standard desk cherry		£ 74	
5 no. 4 drawer filing cabinets		£ 395	Parish Council office hall/kitchen area
Sistec T5 Cupboard Safe		£ 1,159	Parish Council office locked cupboard
Vertical blind Banlight FR Vanilla 65x120		£ 229	Parish Council office fitted
3 no. Vertical blind classic cream 60x120 @ £135		£ 405	Parish Council office fitted
2 no. Bisley 4 drawer flush front filing cabinet grey @ £121.15		£ 242	Parish Council office hall/kitchen area
3 no. Nobo 3 panel showboard blue/grey @ £136.79		£ 410	Parish Council office
2 no. 1.8 Left hand oak/slate corner desks @ £181		£ 362	Parish Council office
1800x800x735 Rectangular Desk In Oak/Slate		£ 139	
1600 Rectangular Desk In Oak/Slate		£ 133	Parish Council office
3 no. 800 deep desk drawer units in Oak @ £139		£ 417	Parish Council office
6 no. 1400x600 floptop table, oak @ £198		£ 1,188	Parish Council office
2 no. 1600x700 floptop table, oak @ £208		£ 418	Parish Council office
2 no. Swen Brevis 1000x1065 Open Oak Bookcases @ £125		£ 250	Parish Council office
4 no. teak low reception chairs (aqua cloth) ex-showroom @ £20		£ 80	Parish Council office
2 no. Auckland HD Achr Blk Chairs @ £74		£ 148	Parish Council office
16 no. ISO chair black frame burgundy cloth @ £20		£ 320	Parish Council office
24 no. ISO chair black frame red cloth @ £20		£ 480	Parish Council office
LEC 55cm Larder Fridge (Parish Office)		£ 180	Parish Council office kitchen
Brother MFCJ5625DW All-in-One Wireless A3 Inkjet Printer	11.02.15	£ 152	Parish Council office kitchen
Flavel Single Cavity 50cm Electric cooker (Market Hall)		£ 180	In Market Hall kitchen (Devoran Pre-school)
Projector BenQ MX660P		£ 366	Parish Council office - locked cupboard
Colour Ricoh Photocopier (MP C4504)	10.01.18	£ 1,816	Parish Council office
Staples high speed 12 sheet shredder	26.07.13	£ 99	Parish Council office - locked cupboard
Lenovo Yogi 500 laptop	08.12.15	£ 299	Parish Council office for use by DR
HP 350 Laptop	28.02.16	£ 298	Parish Council office for use at meetings
HP 400 Small Form Factor Desktop G	28.02.16	£ 349	Parish Council office below DR's desk
HP 400 Small Form Factor Desktop G	28.02.16	£ 349	Parish Council office below DS's desk

HP EliteDisplay E221c LED 21.5 Screen	28.02.16	£	99	Parish Council office on DR's desk
HP EliteDisplay E221c LED 21.5 Screen	28.02.16	£	99	Parish Council office on DS's desk
Bush 50' FHD 1080p LED TV	08.12.15	£	290	Parish Council office - fixed to wall
Fellows Automax 130C Cross Cut Shredder	06.06.18	£	190	Parish Council office - behind DR's desk
Operator Chair with Posture Sprung Seat Colour: Black - MARCH 2020	04.03.20	£	162	Parish Council office - DS's desk chair
Breville VKJ318 HotCup Hot Water Dispenser, 2litres Gloss Black - OCTOBER 2019	18.10.19	£	41	Parish Council office on kitchen worktop
HP Pav 13 R5 8GB 256GB Laptop - JUNE 2020 (HAIRE Project)	25.06.20	£	499	Parish Council office for use by CW
HP Pav 13 R5 8GB 256GB Laptop - JUNE 2020 (HAIRE Project)	25.06.20	£	499	At home address of DR to use for remote working
HP Pav 13 R5 8GB 256GB Laptop - JUNE 2020	25.06.20	£	499	At home address of DS to use for remote working
WD 2 TB My Passport Portable Hard Drive with Password Protection - Red - JULY 2020	24.07.20	£	57	Parish Council office in safe
4 x Samsung Galaxy Tab A 10.1-Inch 32 GB Wi-Fi - Black (HAIRE Project) @ £164.99	30.08.20	£	495	Parish Council office in safe
4 x Samsung Galaxy Tab A 10.1-Inch 32 GB Wi-Fi - Black (HAIRE Project) @ £166.62 each	28.08.20	£	666	Parish Council office in safe
<b>MICRO LIBRARY (items located within the Micro Library)</b>				
Lenovo Tab 2 Wifi	23.02.16	£	120	In Micro Library, lobby to Parish Council office
MDF bookcase	05.12.15	£	354	In Micro Library, lobby to Parish Council office

**Item 16 - Confirmation of arrangements for insurance cover in respect of all insured and agree insurance for 2026/27**

We are in the last year of a 3 year fixed deal for our Council insurance and quotes will be sought in March 2027 for 2027/28.

Details of an additional optional Cyber protection policy has been circulated separately and Councillors need to consider if they wish to take this out.

<b>Limit</b>	<b>Retention</b>	<b>Premium</b>
<b>£250k (Recommended)</b>	<b>£1K</b>	<b>£391.60</b>

**Item 17 - Review of Council's and/or staff subscriptions to other bodies**

Cornwall Association of Local Councils

Open Spaces Society

Trolver Croft Residents Association

## Item 18 - Review of the Council's complaints procedure

### Feock Parish Council



## Code of Practice for Handling Complaints

Feock Parish Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its members, employees or contractors. To address these issues the Council has adopted a procedure for the handling of complaints. This procedure allows people to have a form of address to the Council if they feel they have a complaint, or have been unfairly treated in their dealings with the Council staff, Councillors, the Council or its Committees.

### Complaints against an Officer of the Council or Contractor

1. Any complaint against an Officer, employee or contractor must be submitted in writing to the Chairman.
2. If the complaint is made against the actions of the Clerk or Assistant Clerk, it will be considered as an employment issue and the Chairman will present the complaint to the Finance & General Purposes Committee of the Council for consideration at a meeting held in the absence of the press or public or if more timely to the next Full Parish Council meeting.
3. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press.
4. Persons mentioned in the complaint will have the opportunity to will explain the nature of their actions to the meeting, in the absence of the public and press.
5. The result of any council consideration of a complaint will be announced at a Council meeting in public.

### Complaints against a member of the Council

Parish and Town Councillors sign up to a Code of Conduct on taking office. The Parish Council is unable to investigate complaints against any of its members. If you wish to submit a complaint for breach of this code should do so to the Monitoring Officer at Cornwall Council.

Mr S Mansell  
Principal Legal Officer Corporate Governance  
Cornwall Council  
Treyew Road  
TRURO  
Cornwall  
TR1 3AY

Further information can be found on [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## Item 19 - Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998

**Feock Parish Council**



### **Freedom of Information Act - Policy for Handling Requests for Information**

#### **Freedom of Information**

The Parish Council adopted the Model Publication Scheme with effect from 1st January 2009. This scheme will enable members of the public to view and access information held by the Parish Council.

#### **Obtaining Information and Information held**

There are three ways to obtain the information:

#### **Parish Council web site**

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

#### **Inspect Documents held by the Clerk**

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are

#### **Individual Written Request**

If the information is not included in the publication scheme or on the web site, you may send a written request to

The Parish Clerk, Feock Parish Council, The Old Market Hall, Market Street, Devoran, TR3 6QA.

Your request must include your name, address for correspondence, and a description of the information you require.

#### **Council's Response to a Written Request**

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

## Item 20 - Review of the Council's policy for dealing with the press/media



### Feock Parish Council

## Social Media & Press Policy for Councillors

### Press Policy

#### 1. Introduction

Feock Parish Council welcomes enquiries from the Press and Media and recognises its relationship with the Press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the Press and using the opportunities of the Media to publicise events being organised.

The Press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960. They are not, however, invited to attend informal Council meetings which are fact finding sessions only and are not scheduled official Council meetings.

#### 2. Purpose

The aim of the policy is to ensure that Feock Parish Council is seen to communicate in a professional and objective manner and reflects the corporate view of the Council.

#### 3. Scope

The Press Policy includes:-

- Official Council Press Releases
- Councillor Press correspondence
- Freedom of Information Requests
- Press Protocol

#### 4. Policy

##### a) Official Council Press Releases

i) Official Council Press releases and statements will be prepared by the Parish Clerk in consultation with other Members as required;

ii) The Parish Clerk will act as the Council's Press Officer. Any official contact with the Media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Parish Clerk;

iii) Members who identify a Media opportunity should discuss this with the Parish Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;

iv) If a Member or an employee receives an approach or enquiry from the Media about any matter relating to the Parish Council, it should be referred to the Parish Clerk.

##### b) Councillor Press Correspondence

i) Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the Media. *Members must make it clear however, that any view expressed which differs from Council Policy are their own personal views and should be recorded as such;*

ii) Such releases, political or non-political, should bear no reference whatsoever to the Council or any Officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

iii) Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Parish Clerk.

**c) Freedom of Information Requests**

i) All requests received under the Freedom of Information Act must be referred to the Parish Clerk who will arrange for the request to be satisfied in accordance with the legislation.

ii) Members should be aware that any Council-related information that they hold on personal devices can be the subject of a FoI request.

**d) Press Protocol**

i) The Parish Clerk is responsible for issuing official Press releases on behalf of the Parish Council;

ii) Official Press releases will not identify the political party or group affiliation, if any, of a Member(s) quoted in the release;

iii) When the Media seeks information on an issue that is, or likely to be, subject to legal proceedings then advice will be obtained from the Council's solicitor before any response is made;

iv) All Press releases and other materials are filed for reference by the Parish Clerk.

v) During an election year, from the issue of the Notice of Election until the day following the election (Purdah), Officers will not normally issue Press releases;

## **Social Media Policy**

### **5. Introduction**

Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests.

For the purposes of this Policy, the term "social media" covers sites and applications including but not restricted to Facebook, Twitter, LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments in relation to online newspaper articles.

### **6. Purpose**

The widespread availability and use of social media networking applications bring opportunities to communicate and engage with members of the community in new ways. This Policy relates to Councillor use of social media, whether inside or outside of official capacities.

The Parish Clerk is responsible for any social media sites set up for the Council as a corporate body. *It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.*

It is important that the Council utilises these technologies effectively whilst being fully aware of its legal responsibilities and ensuring the reputation of the Council is not adversely affected.

### **7. Scope**

The Social Media Policy includes:-

- User Responsibilities
- Safety
- Information Protection
- Best Practice
- Elections
- Breaches of this Policy

### **8. Policy**

#### **a) User Responsibilities**

**i)** In any biography where the Councillor is identified as a Councillor, the account should state that the views are those of the Councillor in question and may not represent the views of the Council. Use of the Council's crest on a personal account or website should only occur with the written permission of the Parish Clerk.

**ii)** The Council crest should not be used on sites or applications which are unrelated to or not representative of the Council's official position. If in doubt, contact the Parish Clerk.

**iii)** Where possible, a Councillor should make clear who they are in the profile of any account and whether they are an authorised representative of the Council. In exceptional circumstances, such as a potential threat to personal safety, the Parish Clerk must be consulted.

**iv)** When commenting online on any matter relating to the Council, Councillors should identify themselves as a Councillor and make it clear whether or not they are representing the views of the Council. Councillors must not make anonymous posts nor use a pseudonym to hide their identity.

v) Councillors are personally responsible for the content that they publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may amount to libel.

vi) Councillors must treat others with respect and not make disrespectful, rude or offensive comments.

vii) Councillors must comply with the Council's Equality Policy.

#### **b) Safety**

i) Councillors must be aware of their own safety when placing information on the internet and should not publish something that could leave them vulnerable.

ii) Any Councillor receiving threats, abuse or harassment via their use of social media should report it to the Parish Clerk and/or the Police.

iii) Councillors' social media accounts should be password protected and not shared.

#### **c) Information Protection**

i) Councillors must not disclose information, make comments or engage in activity on behalf of the Council *unless they are authorised to do so*.

ii) Councillors must handle personal or sensitive information in line with the Council's Data Protection Policy.

iii) Social media sites are in the public domain and it is important that Councillors ensure that they are confident of the nature of the information they publish. Comments posted online are permanently available and can be used by the Media such as newspapers.

iv) Councillors must not publish or report on meetings which are private or internal nor release confidential reports/papers.

v) Copyright laws apply online. Councillors must not use images to which they do not hold the copyright. Information shared should be attributed to the source.

#### **d) Best Practice**

i) Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes, but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute.

ii) Social media accounts set up as a Councillor must not be used to promote personal financial interests, commercial ventures or personal campaigns, whether or not related to the function of the Council.

iii) Use of social media must not breach the Council's misconduct, equality or bullying & harassment policies.

**e) Elections**

i) The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature – and this includes web advertising. Full guidance for candidates can be found at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

ii) Councillor social media accounts may need to be closed down for a defined period before local council elections in order to comply with legislation (Purdah).

**f) Breach of this Policy**

i) Failure to comply with this Policy will be deemed as a breach of the Members Code of Conduct and will be reported to the Monitoring Officer.

ii) Other violations, such as breaching the Data Protection Act 1988 could lead to criminal or civil action being taken against the individual(s) involved.

iii) The Council reserves the right to request the closure of any applications or removal of any content published by Councillors deemed inappropriate, or which may adversely affect the reputation of the Council, or put it at risk of legal action.

### **Item 21 – Conflict of interest with external auditor BDO**

Council to confirm there are no conflicts of interest with BDO who are appointed as our external auditors.

### **Item 22 – Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of the Parish Council in 2026/27**

Monday 15 June at 6pm

Monday 13 July at 6pm

No meeting in August

Monday 14 September at 6pm

Monday 12 October at 6pm

Monday 9 November at 6pm

Monday 7 December at 6pm

Monday 11 January 2027 at 6pm

Monday 8 February at 6pm

Monday 15 March at 6pm

Monday 12 April at 6pm

Monday 10 April at 6pm – Annual Meeting of the Parish Council

### **Item 23 - Clerks report for Annual Meeting of the Parish Council**

Updates on actions from previous meeting:

PA26/01422 - Permission in principle for the construction of up to 5 dwellings at Trolver Vean Trolver Hill Feock - Parish Council consultee comment submitted.

Point Quay Association lease – on tonight’s agenda for discussion, copy sent to Solicitors for quote to draw up new lease.

Carnon Mine handrail – handrail purchased and awaiting installation.

Weed control – feedback given to Cornwall Council and now awaiting further information following discussion at Cornwall Council full council meeting.

### **Item 27 – Devon & Cornwall Police Parish Liaison Report**

Latest crime figures for parish – March 2026: 3 crimes total

More details online <https://www.devon-cornwall.police.uk/area/your-area/devon-cornwall/west-cornwall/chacewater-feock-kea--kenwyn/about-us/crime-map>

Carnon Downs x 3 (2 x violence and sexual offences, 1 x anti-social behaviour)

Feock x 0

Devoran x 0

### **Item 28 – Financial Summary & Accounts for Payment**

To be circulated separately on Tuesday when up to date for the meeting date.

**Item 29 – Budget authorisation for additional spend**

Council to consider allocating budget for removal of wrecked boat at Carnon Mine (recommendation from Access & Amenities Committee)

Cost estimated £1500 to £2000 – contributions may be available from other organisations.

Council to consider allocating CIL funding to improvement works to steps at Pill Creek PROW and Tresithick PROW – part funded by Enhanced LMP funding (already received)

An additional amount is required for these projects:

Tresithick PROW - £2500+VAT for scalplings (125T)

Pill Creek PROW - £2586.50+VAT to replace wooden steps at bottom of stone steps

**Item 30 – Point Quay Association lease change of lease position**

Email received from PQA:

**From:** Point Quay Association

**Sent:** Wednesday, April 15, 2026 10:40

**To:** Debra Roberts <clerk@feockparishcouncil.gov.uk>

**Subject:** Proposed changes to the PQA Lease to Point Quay and Orchard.

Hi Debra,

I hope you are well.

Following our recent Point Quay Association ('PQA') and Point & Penpoll CIO ('CIO') AGMs, Phil Allen said that the Parish Councillors required a formal letter of intent regarding the change of the lease position.

As I think you are aware the intention is that the PQA will surrender the lease to the Orchard, Quay and foreshore and that the CIO will take a new lease of the Quay and foreshore, on roughly the same terms as the current lease. The Parish will therefore retake possession of the Orchard.

I understand that the Parish will be happy to draw up the new lease. Will it also draw up the deed of surrender of the PQA lease?

Please let me know if this is satisfactory to get the wheels in motion regarding the new lease or whether you require anything further?

Kind regards

Secretary of the PQA.

**Item 31 – Co-option to Devoran and Feock ward vacancies**

No new applications have been received since the last meeting.

**Confidential items under S100(A) Local Government Act 1972:**

**Item 19 – Point Orchard Septic Tank Sewage Leak**

Latest correspondence has been circulated to Councillors separately.