



Kenwyn Parish Council

c/o Shortlanesend Village Hall

School Hill

Shortlanesend

Truro TR4 9DU

Tel: 07345 703374

Email: clerk@kenwynparishcouncil.gov.uk

Councillors are hereby summoned to attend a meeting of Kenwyn Parish Council to be held on **Monday 8th September 2025** immediately after a Planning Committee Meeting which commences at 6.30pm in the **Hugus Room** at **Threemilestone Community Centre**

Julie Larter

Julie Larter

Clerk

2nd September 2025

Members of the Public and Press are welcome to attend the meeting

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded

1. Apologies for absence

2. Declarations of interest

3. Requests for dispensations

4. Minutes of an Extraordinary Meeting held on 24 July 2025

To follow

To agree that the minutes of the above meeting be signed as an accurate record of the meeting

5. Public Participation

Members of the public are invited to speak in relation to business to be carried out at the meeting. A maximum of 3 minutes per person will be permitted

5. Matters to Note

To receive an update from the Clerk on matters progressed since the last meeting (for information only)

6. Cornwall Councillors' Reports

(i) To receive a report from Cllr Dulcie Tudor

(ii) To receive a report from Cllr Karen la Borde

7. Reports from Meetings attended by Councillors

(i) To receive a report from councillors on any meetings they have attended

(ii) To appoint a representative to the Truro Sports Hub Community 3G Pitch Project Steering Group

- 8. Council Policies**
 (i) Standing Orders – *to review* Appendix (i)
 (ii) Financial Regulations – *to review* Appendix (ii)
 (iii) Safeguarding – *to adopt a Safeguarding Policy and appoint a nominated person to act as Safeguarding Lead* Appendix (iii)
- 9. Recreation Areas**
To receive a report and action accordingly
- 10. Parish Council Website** Appendix (iv)
To consider quotes for a new council website
- 11. Parish Council Office Space**
To consider entering into a short-term rental agreement for hire of office space at Shortlanesend Methodist Church
- 12. Financial Matters**
 (i) *To adopt the Hallmaster booking system for Shortlanesend Village Hall and agree associated expenditure* Appendix (iv)
 (ii) *To adopt the Moneysoft Paymaster payroll system and agree associated expenditure* Appendix (iv)
 (iii) *To consider replacing the defibrillator unit at Shortlanesend Village Hall and associated expenditure* Appendix (iv)
 (iv) *To review bank signatories and consider making additional councillors signatories*
 (v) *To note the current situation regarding the Annual Governance and Accountability Return*
 (vi) *To note current balances and authorise expenditure* To follow
- 13. Highways and Rights of Way Working Party** To follow
To receive an update from a meeting held on 3 September and determine next steps
- 14. Storage Unit**
To consider the future of the contents of the unit and approve disposal of resources that are no longer required
- 15.** [Appendix \(v\)](#)
- 16. Dates of Future Meetings**
13 October (Shortlanesend), 10 November (Threemilestone), 8 December (Shortlanesend)

THE MEETING WILL END AT 2100 HOURS – ANY BUSINESS NOT TRANSACTED BY THAT TIME WILL BE CARRIED OVER TO NEXT MONTH’S MEETING