



Carlyon Parish Council

Carlyon Parish Hall, Tregrehan Mills, St Austell PL25
3TH
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend the **Annual Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 May 2026 at 6.20pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

12 May 2026

07983 710385
clerk@carlyon-pc.gov.uk

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

AGENDA

- 1. Election of a Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. Election of a Vice Chairman**
- 4. Apologies for Absence**
- 5. Minutes of a Meeting of the Parish Council held on 21 April 2026**
To resolve that the minutes of the meeting are an accurate record of the meeting
- 6. Declarations of Interest on Items on the Agenda**
 - (a) Pecuniary Interests
Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.
 - (b) Non-registerable Interests
You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the

Pages 4 - 8

matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.

(c) Dispensations

To consider any requests for dispensations relating to items on the agenda

(d) Gifts and Hospitality

To declare any gifts or hospitality

Please call the Clerk before the meeting if you have any queries about these matters.

7. Matters to Note

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

8. Chairman's Announcements

9. Public Participation

The Chairman will invite members of the public to address the meeting in relation to the business to be transacted at the meeting. 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

10. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

11. Planning Applications and Related Matters

To respond to any planning applications received after publication of this agenda

12. Appointments to Committees and Other Bodies

- (i) Staffing Committee
- (ii) South Cornwall Community Area Partnership
- (iii) Eden Geothermal Liaison Group
- (iv) Internal Control Checks

13. Carlyon Parish Hall

To receive an update

14. Gwallon Keas

This is a standing agenda item

15. Policy Review

- (i) To review the Council's Information Technology (IT) Policy
- (ii) To review the Council's Information and Data Protection Policy

Pages 8-11
Pages 12-19

16. Parish Council Website/Email Account

To consider quotes for a new website

17. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flood Working Party

To receive an update

(iii) West Crinnis Field

To note any concerns

(iv) Highways

(a) To consider whether to apply for an enhanced LMP grant

(b) To note any concerns

(v) Crime

To note any concerns regarding crime and disorder in the parish

(vi) Crinnis Beach

To note any pollution incidents

18. Financial Matters

(i) To note the Internal Auditor's report

(ii) To consider whether the council has any conflict of interest with the external auditor, BDO

(iii) To approve the Annual Governance Statement

(iv) To approve the Annual Accounting Statement

(v) To note the current financial position and authorise payments

Appendix (i)

Pages 20-21

19. Training/Meetings

To note any training or meetings attended by members or the Clerk

20. Correspondence

To note any correspondence received since the last meeting

Page 22

21. Dates for the Diary

To note any dates for members' diaries

22. Dates of Future Meetings

16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 April 2026 at 6.00pm in Carlyon Parish Hall

Present: Cllrs Paul Trudgian, Paul Riley, Mike Ford, Lynn Parsons, Steve Mabbott, and Sonia Phillips.

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk), 3 members of the public.

(25/174) Apologies for Absence

There were no apologies.

(25/175) Minutes of a Meeting of the Parish Council held on 17 March 2026

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 17 March 2026 be signed as a correct record of the meeting.

(25/176) Declarations of Interest

There were no declarations of Interest.

(25/177) Matters to Note

The Clerk reported that the internet connection for the hall is scheduled for 27 April.

(25/178) Chairman's Announcements

The Chairman had no announcements to make.

(25/179) Public Participation

No members of the public wished to speak.

(25/180) Cornwall Councillor's Report

Cllr Mustoe reported on a number of matters including the Household Support Fund, Youth Hubs and improvements to Cornwall Council's kerbside recycling service.

Cllr Mustoe's full report can be found on the parish council's website.

(25/181) Planning and Related Matters

(i) PA26/02200 – Mallsbank, 5 Beach Road: Conversion of garage to habitable space with insertion of window to front elevation; replacement of existing conservatory roof with gabled roof with rooflights

It was **RESOLVED that the Clerk should respond to the Planning Officer stating that the parish council has no objections to the proposal.**

(ii) PA26/01157 – Higher Cuddra: Conversion and extension for creation of 4 flats

A 5 day protocol letter has been received and it was **RESOLVED to respond to the planning officer stating that the parish council maintains its objection and asked Cllr Mustoe to call the application in.**

Concern was expressed about possible unauthorised work at Higher Cuddra.

(25/182) Carlyon Parish Hall

(i) Cllr Mabbott has obtained one quote to install new heaters and is waiting for a further quote. Cllr Riley has obtained a quote to refit the kitchen, but councillors suggested an alternative design – Cllr Riley will obtain an amended quote.

The Clerk was asked to seek a quote to provide a pedestrian access directly onto the road instead of via Chapel Lane.

(ii) Tregrehan History Talk

Val Jacob will be giving a talk on the history of Tregrehan on 30 April. **It was RESOLVED that the parish council would provide refreshments and there will be no charge for hall hire.**

(25/183) – Gwallon Keas

Biffa has approved the proposed locations of the bins and they are currently being assembled by the manufacturer and will be installed as soon as they arrive.

(25/184) Public Realm Improvement and Re-Introduction of Weed Treatment

Councillors discussed Cornwall Council's proposal. It was **RESOLVED that the parish council would continue to use its existing contractor.**

(25/185) Parish Council Website/Email Accounts

The parish council's email service had gone down for 5 consecutive days last month. Vision ICT are planning to migrate all email accounts to a different host system, and the Clerk reported that other parish councils have experienced issues regarding this. The Clerk was asked to obtain quotes for a new web provider to include email provision.

(25/186) Chapel Lane

A request has been received for a contribution towards the cost of repairing potholes in Chapel Lane. It was noted that work has already been done but it was **RESOLVED to allocate up to £50 if future work is required.**

(25/187) Parish Issues

(i) Jubilee Playing Fields

It was noted how lovely the park was looking. The Clerk is to ask the council's contractor to remove the overhanging holly tree. The council's handyman will repair the goalmouths.

(ii) Tregrehan Flood Working Party

There was nothing to report.

(iii) West Crinnis Fields

(a) HAD 302

The Chairman and Clerk met with Ollie Howe on 8 April. The current kissing gate will be replaced with a slightly wider pedestrian gate in order to improve accessibility. Cornwall Council's Decision Report will be announced w/c 27 April.

(b) Concerns

There were no concerns.

(iv) Highways

Cllr Phillips reported that the pavement along the A390 has been cleared and commented that Cormac has done a good job.

Cllr Parsons expressed concerns about a van being parked at a difficult location on Trenowah Road.

(v) Crime

Cllr Mustoe said that there was an incident of ASB on Crinnis Beach to which the Police attended.

(vi) Crinnis Beach

The Chairman is concerned about the number of pollution incidents in St Austell Bay but had no specific incidents to report this month.

(25/188) Financial Matters

The Clerk reported that the first half of the precept has now been received. Current balances were noted and the following payments were authorised.

DD	Lloyds Bank	Credit card*	£	153.77
DD	EE	Monthly mobile phone charge	£	35.81
DD	Unity Trust Bank	Monthly bank charges	£	7.00
DD	British Gas	Electricity	£	40.55
DD	South West Water	Monthly water charge for hall	£	211.98
BACS	Cornwall ALC	Membership renewal	£	672.00
BACS	GET Landscaped	Grounds maintenance	£	1051.00
BACS	Lyreco	Stationery	£	26.34
BACS	Mrs L Coles	Internal Audit	£	215.30

BACS	Noticeboards Online	First payment for Gwallon Keas noticeboard	£	180.00
BACS	Mrs J Larter	Expenses	£	25.99
BACS	Staff/HMRC/CPF	Staff salaries and oncosts	£	1141.90

(25/189) Training/Meetings Attended

8 April – Chairman and Clerk met with Cornwall Council’s Public Rights of Way Officer regarding HAD302

15 April – Clerk attended a meeting of clerks to smaller councils
 Cllrs Ford, Phillips and Parsons attended cyber security training

(25/190) Correspondence Received

A list of correspondence had been previously circulated. In addition the following had been received:

- Details of a Cornwall Council Neighbourhood Priorities Statement briefing agenda item next month
- Update on Cornwall Council’s Public Realm Improvements scheme
- Consultation on Cornwall Council’s draft Seascape Character Appraisal

(25/191) Dates for the Diary

28 April – Neighbourhood Priorities Statement Information event (Cllrs Ford, Phillips and the Clerk to attend)

29 April – South Cornwall Community Area Partnership meeting (Cllr Riley to attend)

30 April – Tregrehan History talk 6.30 in the parish hall

(25/192) Dates of Future Meetings

19 May (this will be preceded by the Annual Parish Meeting), 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

The meeting closed at 7.01 pm

.....
 Chairman

.....
 Date

Carlyon Parish Council Information Technology (IT) Policy

1. Purpose

This policy defines how Carlyon Parish Council manages its use of information technology, in line with the Transparency Code for Smaller Authorities (2015) and the 2025 edition of the Practitioners' Guide. It ensures the council's digital operations are transparent, secure, and compliant with data protection laws.

2. Scope

This policy applies to all councillors, employees, volunteers and contractors who use or manage the council's IT resources, including, but not limited to:

- Desktop and laptop computers, tablets and smartphones
- Email and cloud-based systems
- Council website
- Video conferencing and messaging platforms
- Personal devices used for council business (BYO) Bring Your Own

3. Governance and Oversight The Clerk is the Data Protection Officer (DPO) and IT administrator.

4. Data Protection and Security

All processing of personal data shall comply with the UK General Data Protection Regulation (UKGDPR) and Data Protection Act 2018.

Privacy Policy: All data collection, processing, and subject rights are governed by the council's Privacy Policy, available from the Clerk.

Access and Storage: Data is secured securely by the Clerk, with access only granted to authorised personnel based on necessity.

Retention: Personal data will be retained in accordance with the council's Data Retention Schedule and securely deleted when no longer needed.

Security Controls:

- Strong password protection with multi-factor authentication where possible is required for all systems
- Passwords used on council systems are unique to this environment and no user must use logins associated with non-council systems
- Regular security updates and anti-malware software (e.g. MS Defender) are required on all council-owned and personal devices (BYO)
- Backups of essential data must be stored in a secure location

Access Controls: Should any personnel or member leave the council, the Clerk will rescind access to the council systems for the leaving person. This includes changing the password and freezing email accounts, access to council systems (accounting software, cloud storage, website admin).

5. Use of Personal Devices

Staff may use personal devices for council business only if explicitly authorised and subject to compliance with this policy.

Councillors may use personal devices (BYO) for council business and subject to compliance with this policy. This includes the use of council-owned domain-based email.

Devices must be protected with strong passwords, encryption (where possible) and up to date antivirus software. (e.g. MS Defender)

Council data must be kept separate from personal data using dedicated apps or storage area.

6. Use of Personal Email Addresses

Prohibited Practice: The use of personal email accounts for council business is strictly prohibited. All council correspondence must be conducted through official council-provided email addresses. Council emails must not be shared or forwarded outside of approved data areas, such as forwarding to a non-council owned domain or personal email.

Monitoring and Compliance: Any breaches will be investigated and appropriate measures taken in line with the council's disciplinary or grievance procedures.

Email retention: All council emails must be stored in compliance with the GDPR, DPA and Freedom of Information requirements.

All councillors using council-owned email systems should ensure the Clerk is copied into all correspondence, including replies.

7. IT Infrastructure and Support

Asset Register: Maintained for all council owned hardware and software.

Maintenance: All devices must be regularly updated and checked for compliance with this policy along with recommended software updates and both strong password with multi-factor authentication enabled where possible.

Training: Users will be given training on IT systems, cybersecurity, data handling, and transparency responsibilities.

8. Data Breach Process and Protocols

The Parish Council is committed to responding promptly and effectively to any data breaches to minimise risk and comply with UK GDPR and DPA requirements.

9. Definition of a Data Breach

A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Examples include

- Loss or theft of devices containing personal data
- Unauthorised access to council email accounts or files
- Sending personal data to the wrong recipient
- Malware or ransomware attacks compromising council systems

Reporting a breach

Immediate notification: Any councillor, employee or contractor who becomes aware of a data breach must report it immediately to the Clerk (Data Protection Officer)

Initial Response: The Clerk in consultation with the council will assess the severity and scope of the breach and determine if mitigation steps are required (eg changing passwords, disabling access).

Investigation: An investigation will be conducted by the Clerk within 72 hours of the breach being discovered. The breach will be logged, including

- Date and time of the breach
- Type and volume of data affected
- Cause and extent of the breach
- Actions taken to address the breach

Notification: If a breach is likely to result in the rights and freedoms of individuals, the council must notify the Information Commissioner's Office (ICO) within 72 hours.

If the breach poses a high risk to the individuals affected, those individuals must also be informed without undue delay, outlining

- The nature of the breach
- The likely consequences
- Measures taken to mitigate the risk
- Contact information for further support

Remediation and Review:

- The Clerk will ensure that lessons are learned, policies, procedures or training are updated as necessary
- Technical fixes or security upgrades will be prioritised to prevent recurrence

- Breach logs will be reviewed periodically to identify systemic issues

10. Review

This policy will be reviewed regularly and will be subject to legislation changes.

This policy was adopted by Carlyon Parish Council on 17 March 2026.

Updated 19 May 2026

Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Carlyon Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Carlyon Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Carlyon Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The UK General Data Protection Regulation (UKGDPR) and the the Data Protection Act 2018 before it, seek to strike a balance between the rights of

individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of Carlyon Parish Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Carlyon Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions

- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person’s personal data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- Email: clerk@carlyon-pc.gov.uk
- Phone: 07983710385
- Correspondence: The Parish Clerk, Carlyon Parish Council, Carlyon Parish Hall, Tregrehan Mills, St Austell PL25 3TH

Diversity Monitoring

Carlyon Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Carlyon Parish Council individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Parish Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Parish Clerk.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its website or at its offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will

where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Department for Communities and Local Government's Local Government Transparency Code 2015. This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

"Data" means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with

turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Carlyon Parish Council exceeds this turnover but will never the less ensure the following information is published on its website for ease of access:

- All transactions above £500
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: 19 March 2019

Reviewed February 2021

Amended 19 May 2026

Carlyon Parish Council Budget Monitor Report to 30/04/2026

EXPENDITURE	Budget	Expenditure	% of Budget
Salaries (including oncosts)	£ 22,000.00	£ 1,138.73	5.18%
Training & conference expenses	£ 500.00	£ -	0.00%
Clerks Room Allowance	£ 350.00	£ -	0.00%
Staff travel and subsistence	£ 400.00	£ 3.15	0.79%
Total employee related costs	£ 23,250.00	£ 1,141.88	4.91%
Office expenses	£ 2,500.00	£ 51.79	2.07%
Insurance	£ 3,100.00	£ -	0.00%
Subscriptions	£ 850.00	£ 638.16	75.08%
Website	£ 500.00	£ -	0.00%
Audit Fees	£ 550.00	£ 215.30	39.15%
Bank charges	£ 150.00	£ 10.00	6.67%
Meeting Expenses	£ 100.00	£ -	0.00%
Total Administration Costs	£ 7,750.00	£ 915.25	11.81%
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 100.00	£ -	0.00%
Parish Maintenance	£ 25,000.00	£ 710.00	2.84%
CIL (transferred from reserves)	£ -	£ -	0.00%
Carlyon Parish Hall	£ 5,000.00	£ 190.24	3.80%
PWL Repayments	£ 5,950.00	£ -	0.00%
Total VAT	£ 2,000.00	£ 279.23	13.96%
Total Other Expenses	£ 38,150.00	£ 1,179.47	3.09%
Total Expenditure	£ 69,150.00	£ 3,236.60	4.68%

INCOME	Budget	Received	% of Budget
Precept	£ 49,511.31	£ 24,755.66	50.00%
VAT	£ 2,000.00		0.00%
CIL	£ -		0.00%
Hall Rental	£ 2,600.00	£ 27.00	1.04%
Other Income	£ 50.00		0.00%
Interest	£ 2,750.00	£ 158.98	5.78%
Transfers from Reserve Funds Held			
Total Income	£ 56,911.31	£ 24,941.64	43.83%

CURRENT FUNDS HELD**At 31/03/2026**

Current Account	£	27,812.10
Instant Access	£	30,731.56
CCLA	£	50,000.00
Total Current Funds	£	108,543.66

EARMARKED RESERVES**At 31/03/2026**

Election Fund	£	1,000.00
Tregrehan Flood Alleviation	£	3,000.00
Property Contingency	£	21,000.00
Maintenance Contingency	£	12,500.00
General Contingency	£	55,617.61
Total EMR Remaining	£	93,117.61

BANK RECONCILIATION

Balance b/fwd 31/03/2025	£	183,989.23
Income	£	24,941.64
	£	208,930.87
Expenditure	£	3,236.60
	£	205,694.27

**TOTAL FUNDS HELD @
30/04/2026**

£	108,543.66
----------	-------------------

Agenda Item 14 – Correspondence Received

- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Positive Planning newsletter
- Correspondence from Cornwall Council regarding public realm improvements
- Notes from the South Cornwall Community Area Partnership meeting held on 29 April
- Notification of the making of The Cornwall Council (Public Footpath No1 (Part) Carlyon) (Carlyon Bay) Public Path Diversion Order 2026