



HAYLE TOWN COUNCIL

RESOURCE COMMITTEE MEETING

THURSDAY 16 JULY 2026

Minutes of the Resource Committee Meeting held at Hayle Community Centre, on Thursday 15 October 2026 at 7.30pm.

PRESENT

Councillors J. Martin (Mayor), C. Muskett, R. Muskett, J. Ninnes,
S. Rees, T. Smitheram, V. Tan

Non-voting Councillors T. Crockett and L. Pascoe

Town Clerk E. Giggall-Hollis
RFO B. Goraus

7.38PM MEETING COMMENCED

R1 TO ELECT A CHAIR AND VICE-CHAIR FOR THE CIVIC YEAR 2026-27

It was resolved to appoint Councillor B. Capper as Chair and Councillor R. Muskett as Vice-Chair for the Civic Year 2026-27.

Councillor Muskett assumed the Chair for this meeting.

R2 TO RECEIVE APOLOGIES

Apologies were received from Councillor Capper and Heard.

R3 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillor Rees declared an interest in agenda item 8, due to her involvement with Churches Together in Hayle.

R4 TO RESOLVE TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS

There were no relevant agenda items.

R5 PUBLIC PARTICIPATION (Limited to 15 minutes maximum and agenda items only)

There were no members of the public present.

R6 MINUTES FOR APPROVAL

a) Resource Committee Meeting 23 April 2026

It was resolved to approve the minutes of 23 April 2026, noting the error in the agenda

showing incorrect date 16 April 2026, and be taken as a true and accurate record with the Vice-Chair to sign each page before placing them in the record book.

R10 TO NOTE THE FINANCIAL QUARTERLY REPORT FOR THE PERIOD 1 APRIL TO 30 JUNE 2026 INC.

The RFO gave a verbal explanation of the Council's earmarked reserves following an enquiry from Councillor R. Muskett.

It was resolved to note the Financial Quarterly Report for the period 1 April to 30 June 2026 inc.

R11 TO CONSIDER APPLICATIONS FOR GRANTS AND DONATIONS (2nd TRANCHE): Cornwall Animal Hospital Charity, Ro Dama Farm CIC, MHA, Angarrack Christmas Lights, Churches Together in Hayle, Citizen Advice Bureau

i) Cornwall Animal Hospital Charity

It was resolved to decline the request due to the Council's limited funds and the Charity's level of reserves, which was considered excessive.

ii) Ro Dama Farm CIC

It was resolved to make a grant of £300.00 towards the request for the Nature Recovery project.

Legal Powers in respect of grants and donations paid – the General Power of Competence in the Localism Act 2011.

iii) MHA

It was resolved to decline the request due to the Council's limited funds.

iv) Angarrack Christmas Lights

It was resolved to make a grant of £2,900.00 towards the request for urgent repairs and improvements using the funds from the Open Spaces earmarked reserve.

Legal Powers in respect of grants and donations paid – the General Power of Competence in the Localism Act 2011.

(Councillor Rees left the meeting at 8.31pm).

v) Churches Together in Hayle

It was resolved to make a grant of £50.00 towards the request for venue hire and the refreshments.

(Councillor Rees rejoined the meeting at 8.33pm).

Legal Powers in respect of grants and donations paid – the General Power of

Competence in the Localism Act 2011.

vi) Citizen Advice Bureau

It was resolved to make a grant of £100.00 towards the general appeal.

Legal Powers in respect of grants and donations paid – the General Power of Competence in the Localism Act 2011.

R7 CORRESPONDENCE

a) To consider and note letters of thanks from recipients of grants

Letters of thanks had been received from Children's Hospice South West, Hayle Community Food Cupboard and Quiet Connections.

R8 TO NOTE THE INTERNAL AUDITOR'S/COUNCILLORS REPORT FOR OCTOBER TO MARCH 2025/2026

It was resolved to note the Internal Auditor's/Councillors Report for October to March 2025/2026, noting that going forward the 'internal audit' had been changed to 'member governance review'.

R9 TO REVIEW AND/OR ADOPT THE FOLLOWING DRAFT DOCUMENTS:

a) Corporate Risk Management Schedule

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was resolved to re-adopt the policy.

b) Financial Regulations

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was further noted that the thresholds had been converted from VAT-inclusive to VAT-exclusive values to ensure consistency across all policy documents.

It was resolved to adopt the revised policy.

c) Grant Application Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was resolved to re-adopt the policy

d) Information and Data Protection Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document

requirements.

It was resolved to re-adopt the policy

e) Investment Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was resolved to re-adopt the policy

f) IT Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was also agreed to amend the wording in paragraph 2.2.7 from “council infrastructure” to “technology estate”. In relation to paragraph 2.2.14, Councillor Martin recommended making enquiries with the IT provider regarding whether the hard drive could be encrypted at rest (bit locker).

It was resolved to adopt the revised policy.

g) Privacy Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was resolved to re-adopt the policy.

h) Publication Scheme

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was resolved to re-adopt the policy.

i) Purchasing and Procurement Procedure Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was further noted that the thresholds had been converted from VAT-inclusive to VAT-exclusive values to ensure consistency across all policy documents.

It was also agreed to amend the policy to include a requirement for councillors and officers to declare any interests in relation to purchasing and procurement activities.

It was resolved to adopt the revised policy.

j) Reserves Policy

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was resolved to re-adopt the policy.

k) Scheme of Delegation

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was further noted that the thresholds had been converted from VAT-inclusive to VAT-exclusive values to ensure consistency across all policy documents.

It was also agreed to amend the policy to clarify that the Town Clerk's appraisal should be undertaken by the Mayor in consultation with the Chair of Personnel, rather than by the Personnel Committee, as currently stated in the policy.

It was resolved to adopt the revised policy.

l) Standing Orders

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was also agreed to amend the policy to clarify that the reference to legal deeds excludes burial plot deeds.

It was resolved to adopt the revised policy.

m) Statement of Internal Controls

It was noted that the entire document has been changed to Arial font to enhance readability and ensure compliance with accessibility standards and document requirements.

It was further noted that the wording has been changed from 'internal audit' to 'member governance review' to avoid confusion with the Internal Audit process.

It was resolved to adopt the revised policy.

R12 TO RECEIVE CCLA INVESTMENT REPORT

Following a brief discussion, **it was resolved to** invest the initial £100,000 in the CCLA Public Sector Deposit Fund and to explore further available investment opportunities.

R13 TO NOTE THE CURRENT AGREEMENT FOR THE PROVISION OF INSURANCE IS DUE TO EXPIRE 31 AUGUST 2026 AND TO CONSIDER DELEGATING THE PROCESS OF RENEWING AND THE ASSOCIATED EXPENDITURE TO THE MANAGEMENT TEAM, ENSURING BEST VALUE

It was resolved to note current agreement for the provision of insurance and to delegate the renewing process to the management team.

R14 TO CONFIRM THE DATE OF NEXT MEETING: 15 October 2026

The meeting closed at 8.56pm.

Committee Chair

Date