

PENZANCE TOWN COUNCIL

Encompassing Gulval, Heamoor, Mousehole, Newlyn & Penzance



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**ACTING TOWN CLERK:
P. BIRCH**

15 September 2015

To: All Town Councillors
Council's Chaplain
Cornwall Councillors, Penzance
Inspector of Police, Penzance
The Press

You are hereby summoned to a meeting of the Penzance Town Council to be held in *the Conference Room, Zennor Building, Penwith College, Penzance on Monday 21 September 2015 at 7.00 pm to discuss the business set out in the Agenda below.

Paul Birch
ACTING TOWN CLERK

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.

Prior to the commencement of the business to be transacted the following will take place:-

- a) Public Participation Time (lasting up to 15 minutes)
- b) Cornwall Councillors' Reports

AGENDA

1. Prayers
2. Apologies for absence
3. Presentation by Ms Bernie Wills, Penwith Community Development Trust (PCDT) (see attached)
4. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Cornwall Code of Conduct 2014](#))

***Please note, the meeting will take place in conference room Z309/10 on the 2nd floor.**

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5. To resolve to exclude members of the press and public. To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted **Public Bodies [Admission to Meetings] Act 1960 and Section 100 Of the 1972 Local Government Act. (Ref. 15 (a) and (b) below)**
6. To confirm minutes of the Town Council meeting held on 13 July 2015 and of the Extraordinary Town Council meeting held on 4 August 2015 (see attached)
7. Matters arising for report only
8. To deal with business expressly required by statute to be done
9. Town Mayor's Announcements
10. Questions in accordance with Standing Order No. 15
11. To note the Minutes of the following Committee meetings:-
 - (a) General Purposes Committee – 7 September 2015 (see attached)
 - (b) Penlee House and Park Committee – 8 September 2015 (see attached)
 - (c) Planning Committee – 9 September 2015 (see attached)
 - (d) Finance/Property Committee – 10 September 2015 (see attached)
(Recommendations to be Resolved: Minute 28(b) Penzance Parish Weed Control; Minute 32(a) Confidential – Appointment of a Financial Advisor; Minute 32(b) Confidential - Penzance Tennis Club Rent Review)
 - (e) Personnel Committee – 7 and 27 July, 3 September 2015 (see attached)
12. Reports from outside bodies for information (see attached)
13. Reports for decision:-
 - (a) Adoption of four policies reviewed by Personnel Committee on 23 March 2015: Bereavement Policy, Capability Procedure, Employee Code of Conduct (revised), Equal Opportunities Policy (revised). (See attached)
 - (b) Proposal to reduce the number of Councillors (see attached)
 - (c) Proposal for relocation of Town Council Office to the Market House (see attached)
 - (d) Proposed devolution of open spaces (see attached)
 - (e) Update on Morrab Gardens and Associated Buildings (see attached)
 - (f) Provision of a reason for Councillor absence from Committee and/or Council meetings (see attached)
 - (g) Training for Members (see attached)
 - (h) Provision of adequate parking for Isles of Scilly Parking (see attached)
 - (i) Poltair Hospital sale (see attached)
 - (j) Removal of 3 cheque signatories from the Town Council's bank account (see attached)
 - (k) Request for a new Town Council representative to the Neighbourhood Plan Group (see attached)
 - (l) Community toilets initiative – to seek support from local businesses to join a Community Toilet scheme (see attached)
 - (m) Free parking in Penlee Car Park on Saturday 28 November 2015 for Christmas Lights Festival – estimated cost: £200 – £250 (see attached)
 - (n) Signing of CCTV agreement (see attached)

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14. Reports for information:-

- (a) Health & Safety – engagement of contractors (see attached)
- (b) Jubilee Pool progress report (see attached)

15. Confidential items:-

- (a) Finance and Property Committee, 10 September 2015 – Recommendations to be Resolved: Minute 32(a) Appointment of a Financial Advisor; Minute 32 (b) Penzance Tennis Club Rent Review (see attached)
- (b) Future Management of the Golowan Festival 2016 (see attached)