

MINUTES OF PENZANCE TOWN COUNCIL MEETING held in The Alverne Room, St John's Hall, Penzance on Monday 10 December 2018 at 7.00pm

PRESENT

Councillor R B Cliffe (Town Mayor)

Councillors D J Axford
K M Baker
A L Bates
S M Cordel
N A Davis
J H Dixon
W Elliott
T L Halliday
J M How
B Jackson
N G Pengelly
N N Waller
C A C White
P Young

Also present: Hester Hunt (Town Clerk), Teresa Fogarty (Senior Administration Officer), Paula Smith (RFO/Support Services Manager), Anna Renton (Director, Penlee House), Cllr Jim McKenna (Cornwall Council), Michael Rabbitte.

68. APOLOGIES FOR ABSENCE

Councillors N C Broadhurst, J S Lambourn, R A Mann, S J Reed, Rev. J Drew

Absent without apologies: Councillor S J Bosworth

69. DECLARATIONS OF INTEREST

None.

70. PUBLIC PARTICIPATION TIME

(a) Presentation re accessibility in the town centre

Penny Young spoke briefly about accessibility issues for disabled people in the town centre and urged the Town Council to support, with other organisations, the compilation of a directory listing all the accessible facilities available in the town. This could be a paper document and also be made available on the website.

Cllr Dixon mentioned that the Penwith Dementia Action Alliance runs training courses to help people have a better understanding of dementia and the Mayor suggested that the Council's Social Action Fund could help to fund this initiative.

71. CORNWALL COUNCILLORS' REPORTS

Cllr Jim McKenna

- The Green Infrastructure for Growth organisation had been carrying out a lot of planting and repair work, in particular in the areas of the Boating Lake, Mann's Field and Newlyn Green (with the assistance of Newlyn CP School). The area at Love Lane had also been tackled and it was noted that the group would be seeking volunteers to help in the springtime.
- Car Parking – Cllr McKenna had been working with Cllr Dwelly and the Mayor to have some 'sensible' parking charges in place by Spring 2019. It was hoped that an initial charge of 50p for the first hour could be introduced in the Long Stay Car Parks.
- Cornwall Council had submitted a bid to host the first stage of the Tour of Britain Cycle Race 2020 and this would bring tangible benefits to Penzance. A decision should be made in March/April 2019.
- Promenade improvements – the shelters had been repainted and the roofs stabilised. It was hoped that the 18 benches would be refurbished by Spring 2019.
- Youth facilities – Cllr McKenna reported that he had recently attended a meeting along with Cllrs Bates and Cordel, to address the problem of a lack of facilities for young people in Penzance. It was noted that there was some ERDF funding available for youth issues and Cllr McKenna expressed his willingness to assist with this project.
- Place-Shaping – a lot of potential economically beneficial projects were in the pipeline.

72. 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**

In respect of agenda items 15. (a), (b), (c) Confidential reports for information, it was unanimously

RESOLVED – to exclude the public and press from the meeting.
(Proposed: Cllr Axford; seconded: Cllr Dixon.)

73. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION

No requests had been submitted.

74. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING OF 29 OCTOBER 2018

The minutes of the meeting having been previously circulated, it was unanimously

RESOLVED – to approve the minutes of the Town Council meeting held on 29 October 2018.

(Proposed: Cllr Jackson; seconded: Cllr Elliott.)

75. TO DEAL WITH BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

There were no matters to be dealt with.

76. TO RECEIVE QUESTIONS FROM MEMBERS OF WHICH PRIOR WRITTEN NOTICE HAD BEEN GIVEN, IN ACCORDANCE WITH SO NO. 15

No questions had been submitted.

77. TOWN MAYOR'S ANNOUNCEMENTS

Items of Special Interest

Penzance Harbour CCF Bid through to Stage 2. The £3+ million bid to the Coastal Community Fund has been accepted at Stage 1 (expressions of interest stage). Cornwall Council will now prepare a full bid for submission in Jan 19. Penzance Town Council contributed £30,000 toward the preparation of the EOI submission.

Cornwall Council Senior Officer Visit. Phil Mason, Strategic Director (Interim) for Economic Growth & Development, visited Penzance on 13 Nov 18 with members of his staff. After the tour of central Penzance he met with Penzance Regeneration Partnership members. The four developments discussed were Market Jew Street Backlands (potential housing), Penzance Harbour, Coinagehall St and the Penzance Krowji project at the top of Causewayhead on site of the current car park.

Local Night-shelter Provision. St Petroc's are now providing night shelter accommodation for 8 rough sleepers in Penzance. The spaces are intended for local rough sleepers (Penwith) with the Truro night shelter (opening shortly) providing over-spill capacity.

Town Centre Hub Accommodation. The lease for No 1 Causewayhead has been signed by Cornwall Council and the keys handed over. The facility is expected to become operational early in the New Year after installation of communication services, and completion of security and fire safety measures.

Forthcoming Events

Christmas Programme.

14 Dec. Newlyn Lights Switch-on (18.00 – 19.00) & Mayor's Xmas Drinks in the Exchange Gallery (from 19.00).

15 Dec. Penzance Lantern Parade (starts top of Causewayhead ~ 16.00) and then Mousehole Lights Switch-on (from 18.30).

21 Dec. Montol Festival.

78. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

(a) Planning Committee – 7 and 28 November 2018

The minutes of the Planning Committee meetings held on 7 and 28 November were presented and noted.

(b) Penlee House Committee – 12 November 2018

The minutes of the Penlee House Committee meeting held on 12 November 2018 were presented and noted.

(c) Leisure & Amenities Committee – 19 November 2018

The minutes of the Leisure & Amenities House Committee meeting held on 19 November 2018 were presented and noted.

(d) Finance & General Purposes Committee – 26 November 2018

The minutes of the Finance & General Purposes Committee meeting held on 26 November 2018 were presented and noted.

79. REPORTS FOR DECISION

(a) Staff training budget

The Finance & General Purposes Committee had recommended approval of an increase in the staff training budget of £5,500 from 2019/20 and it was unanimously

RESOLVED – to approve an increase in the Staff Training Budget of £5,500 (3015/1).
(Proposed: Cllr Davis; seconded: Cllr How.)

(b) External communications budget

Following the recruitment of a Communications Officer and the establishment of a Communications Working Group, a budget to fund the work of the Group was proposed and it was unanimously

RESOLVED – to approve the establishment of a budget for external communications (3012) of £1,000 annually and that the budget for 2018/19 be funded by a virement from General Contingency (3997) with future years falling to the precept.

(Proposed: Cllr Axford; seconded: Cllr Cordel.)

(c) **East Ward bi-election costs**

It was noted that the cost of the recent bi-election in East Ward had amounted to £7,121.96 and it was unanimously

RESOLVED – to approve the virement of £7,121.96 from the Election Costs Fund (3995/2) to the Election Costs budget (3170).

(Proposed: Cllr Axford; seconded: Cllr White.)

(d) **Vehicle lease 2019**

The Finance & General Purposes Committee had recommended approval of an increase in the Vehicle Leasing budget in order to accommodate the purchase of a third vehicle for the Leisure & Amenities Team. It was therefore unanimously

RESOLVED – to approve:

- An increase in budget line 1220 “Vehicle Leasing” of £4,042.42 in year 1 and £1,728.28 in year 2, funded from a virement from the Devolution Fund 1995/5;
- An increase in budget line 1015/2 “Fuel for Vehicles and Machinery” of £560 funded from a virement from the Devolution Fund 1995/5.

(Proposed: Cllr Cordel; seconded: Cllr Jackson.)

(e) **War Memorial restoration**

The Finance & General Purposes Committee had recommended that any unspent funds in the War Memorials budget be rolled forward into the 2019/20 financial year to enable restoration work to be undertaken on some of the parish’s war memorials (in particular the replacement of lost lettering). It was unanimously

RESOLVED – to approve any unspent expenditure in budget line 1115/2 “War Memorials Maintenance and Upkeep” being rolled forward into the 2018 financial year to enable a piece of work to be undertaken to restore lettering on some of the memorials.

(Proposed: Cllr Elliott; seconded: Cllr Davis.)

(f) **Penlee House – HLF funding**

Penlee House had been awarded a grant of £13,500 by the Heritage Lottery Fund towards various community projects relating to the ‘Luminaries: Victorian

Photographers in Cornwall' exhibition (January – March 2019), and it was unanimously

RESOLVED – to approve the establishment of a new budget line to accept the grant income of £13,500 (2904/4 HLF Luminaries Exhibition) and the corresponding expenditure (2200/1 Grant Funded Projects – Luminaries Exhibition) regarding the Heritage Lottery Funded “Luminaries” exhibition.
(Proposed: Cllr Axford; seconded: Cllr Baker.)

(g) Princess May Recreation Ground budget

Following a review of the water bills for the public toilet facilities, it had been noted that an anomaly existed in respect of the water usage for the Princess May Recreation Ground public toilets. Historically, the water bill had been exceptionally high and this could not be accounted for. An in-depth investigation by the Support Services Team was ongoing to further explore the large historic bill received from South West Water to establish its accuracy.

It was unanimously

RESOLVED – to amend budget line 1165/5/4 “Princess May – Water” and reduce the budgeted figure for 2019/20 from £10,265 to £2,540 will all future figures adjusted accordingly.
(Proposed: Cllr Axford; seconded: Cllr Young.)

(h) Revised budget 2018/19 and draft budgets 2019/20 to 2021/22

Members were presented with the revised budget for 2018/19 and the draft budgets for the financial years 2019/20 to 2021/22.

It was

RESOLVED – to approve the revised budget 2018/19 with an amendment for the removal of budget line 290/3 “Tesco Bags for Life”; and to approve the draft budgets for 2019/20 to 2021/22 with the inclusion of the amounts resolved in Minutes 79 (a), (b) and (g) above.
(Proposed: Cllr Cordel; seconded: Cllr Axford.) 1 against.

(i) General Data Protection Regulations – approval and adoption of Policy, Privacy Notice and Privacy Impact Assessment form

A full review of the Town Council’s data protection processes had been conducted following the introduction of the new General Data Protection Regulations (GDPR) in May 2018.

The Council had already approved a Data Retention and Disposal Policy and a Data Mapping Flowchart; the final three documents required to complete the process were now presented to members for approval and adoption and it was unanimously

RESOLVED – to approve and adopt the:

- Data Protection Policy
 - Privacy Notice
 - Privacy Impact Assessment Form
- (Proposed: Cllr Dixon; seconded: Cllr Axford.)

(j) **Penzance Chamber of Commerce**

Following the resignation of Cllr Will Elliot as the Town Council's representative to the Penzance Chamber of Commerce, the appointment of a new representative for the remainder of the 2018/19 municipal year was required.

Councillor Pengelly, the deputy representative, offered to share the role which Councillor Young volunteered to take up and it was unanimously

RESOLVED – to appoint Councillor Young as the Town Council's representative to Penzance Chamber of Commerce for the remainder of the municipal year 2018/19.
(Proposed: Cllr Cliffe; seconded: Cllr Elliott.)

(k) **Social Action Working Group Strategy**

As there had been no opportunity for the Social Action Working Group to hold a meeting to discuss amendments to the draft strategy, this item was deferred to a further meeting.

(l) **Review of Standing Orders**

The National Association of Local Councils (NALC) had issued revised Model Standing Orders. The Cornwall Association of Local Councils (CALC) had provided commentary on the revisions and a review of the new Standing Orders by the Town Council was required.

Nominees were requested to assist the Town Mayor and the Town Clerk in reviewing the Standing Orders and it was unanimously

RESOLVED – to appoint Councillors Cordel and Reed to form a small working group with the Mayor and Town Clerk to conduct a review of Standing Orders.
(Proposed: Cllr Cliffe; seconded: Cllr Halliday.)

(m) **Communications Strategy Working Group – re-branding**

The Communications Strategy Working Group had conducted in-depth discussions on the pros and cons of the Town Council undertaking a visual re-brand, i.e. a change to the borough coat of arms.

However, it was noted that the current coat of arms represented all wards of the parish and had historic and cultural significance and the Mayor suggested that

the College of Arms should be contacted before any work to the coat of arms was undertaken. It was therefore

RESOLVED –

- Not to visually re-brand at this time;
- That Penzance Town Council would keep its full and current name in terms of legal registration but adopt ‘Penzance Council’ as the public-facing name;
- To take steps to have the coat of arms redrawn to make it available in a digital format and incorporate the wording ‘Penzance Council’;
- To approve the registration of ‘penzance.gov.uk’ for all email addresses – staff and Councillors.

(Proposed: Cllr Pengelly; seconded: Cllr Jackson.) 1 against.

(n) **Annual Remembrance Sunday Service**

It had been suggested that the annual Remembrance Sunday Service should be an inter-denominational event involving all faiths. It was therefore proposed that the rotation of leadership of the service between the mainstream Christian churches in Penzance should be encouraged and it was unanimously

RESOLVED – to:

- Support an inter-denominational approach to the commemoration of Remembrance Day by encouraging rotation of leadership of the service between the mainstream Christian Churches in different years;
- Support the Methodist Church in leading the Remembrance Day 2019 service;

(Proposed: Cllr Axford; seconded: Cllr Pengelly.)

It was further

RESOLVED – that other Ministers should be invited to participate in the Remembrance Day service.

(Proposed: Cllr Axford; seconded: Cllr Pengelly.)

(o) **Electric Vehicle (EV) charging points – Penlee Car Park**

The feasibility of the Town Council installing EV charging points in Penlee Car Park had been raised and it was unanimously

RESOLVED – to investigate the practicality of providing electric car charging points in the Penlee Car Park. The outcome of investigations would be reported to a future Leisure & Amenities Committee meeting for recommendation to a future full Town Council meeting.

(Proposed: Cllr White; seconded: Cllr Pengelly.)

(p) **Tour of Britain Cycle Race**

In November 2018, Cornwall Council had resolved to agree to host the Grand Depart Stage of the 2020 Tour of Britain. The Penzance Regeneration

Partnership had written to Cornwall Council to put forward Penzance as the starting point for Cornwall and had also resolved to match any contribution from Penzance Town Council towards Cornwall Council's costs, using Sainsbury's Section 106 funds.

It was therefore

RESOLVED – to:

- Express support of Cornwall Council's decision to offer to host the first stage of the 2020 Tour of Britain Cycle Race.
- Support Penzance Regeneration Partnership's efforts to have the race start in Penzance.
- Make a grant of £10,000 towards Cornwall Council's cost of hosting the event on condition that:
 - (i) the event starts in Penzance
 - (ii) the contribution is matched by the Penzance Regeneration Partnership from Sainsbury's S106 funds.
- Create a Tour of Britain reserve fund and allocate funds as follows: £4,000 from reserves in 2018/9, £3,000 from 2019/20 budget and £3,000 from 2020/21 budget (subject to advice from the RFO).
- If the race does not start in Penzance but only visits the Town, or the contribution is not matched from Sainsbury's S106 funds, then only 50% of the sum proposed is approved.
(Proposed: Cllr White; seconded: Cllr Waller.)

[Councillor Dixon left the room at 8.15pm and returned at 8.17pm; he did not take part in the vote]

80. REPORTS FROM OUTSIDE BODIES

The following reports were noted:-

- 50+ Forum (Cllr Young)

81. REPORTS FOR INFORMATION

(a) Health, Safety & Wellbeing quarterly report

The Health, Safety and Wellbeing Contract update for quarters 1 and 2 of 2018/19 had been circulated.

(b) Bench audit update

The first stage of the bench audit being carried out by Cllr Axford had been completed and presented to members.

(c) Insurance renewal

Members were informed that the Town Council insurance had been renewed with effect from 1 December 2018 with all costs being contained within the relevant budgets.

(d) Penzance Football Club agreement

The Town Clerk provided a verbal update on the status of the Football Club lease review.

The public and press left the meeting.

82. CONFIDENTIAL REPORTS FOR INFORMATION

(a) Bryncliffe Flat, Alexandra Road

Members were provided with the final costs relating to the temporary tenancy of Bryncliffe Flat, Alexandra Road.

(b) Penlee Lodge – inspection reports

The first of the monthly inspections at Penlee Lodge had been carried out and the relevant notes were presented to members.

(c) Personnel Committee – Minutes of meeting held 21 November 2018

The Minutes of the Personnel Committee meeting of 21 November 2018 were noted.

83. MATTERS ARISING FOR REPORT ONLY

None.

The meeting closed at 8.35pm

Town Mayor
11 February 2019