

**MINUTES OF PENZANCE TOWN COUNCIL MEETING** held in The Alverne Room, St John's Hall, Penzance on Monday 29 October 2018 at 7.00pm

**PRESENT**

Councillor R B Cliffe (Town Mayor)  
N C Broadhurst (Deputy Mayor)

Councillors D J Axford  
K M Baker  
A L Bates  
S J Bosworth  
S M Cordel  
N A Davis  
J H Dixon  
W Elliott  
T L Halliday  
J M How  
B Jackson  
J S Lambourn  
R A Mann (left at 8.28pm)  
N G Pengelly  
S J Reed (left at 7.28pm)  
N N Waller

Also present: Hester Hunt (Town Clerk), Teresa Fogarty (Senior Administration Officer), Cllr Cornelius Olivier (Cornwall Council), Helen Fearnley & Melissa Ralph (Making Space for Nature), 4 members of the public.

**53. APOLOGIES FOR ABSENCE**

Councillors CAC White, P Young; Rev Julyan Drew

**54. DECLARATIONS OF INTEREST**

Cllr Reed declared a pecuniary interest in agenda item 12(c) Montol Festival – request for funding, as a Director of the organising body.

**55. PUBLIC PARTICIPATION TIME**

(a) Making Space for Nature – project update

Helen Fearnley and Melissa Ralph provided members with a Powerpoint presentation and update on the activities of the group in respect of the open spaces within Penzance. It was stressed that the group relied on the support of volunteers and more were needed to come forward.

(b) Youth Project

Ricky O'Shea addressed Councillors regarding the lack of facilities provided for young people in Penzance and the need for a safe place for them to meet. He presented the Mayor with a petition calling for 'A Youth Club for the Kids of Penzance'.

(c) Montol Festival – Cornish Culture Association

Simon Reed spoke on behalf of the Cornish Culture Association regarding the Montol Festival, pointing out the uniqueness of the event and the important role it plays in the annual events calendar of Penzance. The Cornish Culture Association runs 9 events throughout Cornwall, 6 of which are in Penzance.

*[7.28pm Cllr Reed left the meeting]*

**56. CORNWALL COUNCILLORS' REPORTS**

Cllr Cornelius Olivier

Cllr Olivier had provided a written report on the following activities in Penzance:

- Beach Clean/St Anthony's Gardens – Took place on Saturday 27 October
- Street Food Project – the possibility of opening the toilet facilities adjacent to the building between 6pm and 7pm was being investigated
- Penzance Post Office Building – it was hoped that the planning application would be amended in a way that would meet the needs of both business and heritage.
- Jubilee Pool - members of a House of Lords Select Committee had recently visited the Pool as part of a Parliamentary Inquiry into the economic regeneration of seaside towns. They were interested to hear about the success of the recent share issue and impressed by both the Geothermal Project and the desire of the Jubilee Pool Board for local people to feel the 'Pool' belongs to the community as a whole.
- Houses at West Cornwall Hospital – it was hoped that a joint project between Cornwall Council and the NHS would bring about the renovation and reuse of the currently empty, NHS owned, four home terrace adjacent to the WCH entrance.
- Cornwall Council - The Council had introduced a new system of developing policy through Overview and Scrutiny Committee Inquiry Panels. Committees would appoint a group of 5 or 6 members to explore in depth a particular area of the Councils responsibilities; the Panel would report to its parent OSC which

would then decide whether to recommend its proposals for approval by the Council Cabinet.

Early in 2019 there would be an Inquiry into Private Rented Housing in Cornwall and Penzance would feature heavily in the review.

- Second/Holiday Homes – the Labour Party had recently announced a policy to charge double Council Tax on such properties and use the money to provide housing for homeless households.
- Penzance Expo - the responses from members of the public were, generally, positive. Year 7 pupils from Humphry Davy School had used post-it notes to ask not only for a Youth Centre for Penzance but a Homeless Shelter as well.

**57. 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**

There were no confidential items to be discussed.

**58. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION**

No requests had been submitted.

**59. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING OF 3 SEPTEMBER 2018**

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

**RESOLVED** – to approve the minutes of the Town Council meeting held on 3 September 2018.

(Proposed: Cllr Broadhurst; seconded: Cllr Lambourn.)

**60. TO DEAL WITH BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

There were no matters to be dealt with.

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

No questions had been submitted.

**62. TOWN MAYOR'S ANNOUNCEMENTS**

**Items of Special Interest**

Penzance EXPO. The Penzance EXPO ran from 6<sup>th</sup> until 12<sup>th</sup> Sep and was visited by approximately 1500 people. We are indebted to Susan Stuart, Penzance NP Coordinator, and to Cornwall Council (Adam Birchall, Nigel Blackler and others) for making the event happen.

Neighbourhood Plan. The Community Link Forum, which brings together representatives from the different communities that make up the Parish of Penzance has bedded down well but we are still looking for more representation from Newlyn.

Jubilee Pool Fundraising Success. Jubilee Pool Penzance Ltd needed to raise a minimum of £350,000 locally to match fund external offers of funding. In the event the campaign raised over £500,000 (the campaign's stretch target).

Illegal Camping. The problem of illegal camping next to the Boating Lake has been solved but the problem has reappeared in Newlyn Coombe. Cornwall Councillor Roger Harding is working with Cornwall Council to resolve the matter.

### **Forthcoming Events**

100<sup>th</sup> Anniversary of the End of WW1. Remembrance Day is always important in Penzance and especially this year as it is the 100<sup>th</sup> anniversary of the end of WW1. I ask Councillors to consider supporting either their local wreath laying service or the main one at St Mary's Church, Penzance. There is an evening event in Penzance in St Anthony's Gardens on the 11<sup>th</sup> Nov 2018. There is a RBL Concert of Commemoration in St John's Hall featuring Mousehole Male Voice Choir on Sat 10<sup>th</sup> Nov 2018.

### **63. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

(a) Planning Committee – 5 & 26 September, 17 October 2018

The minutes of the Planning Committee meetings held on 5 September, 26 September and 17 October 2018 were presented and noted.

(b) Penlee House Committee – 17 September 2018

The minutes of the Penlee House Committee meeting held on 17 September 2018 were presented and noted.

(c) Leisure & Amenities Committee – 24 September 2018

The minutes of the Leisure & Amenities House Committee meeting held on 24 September 2018 were presented and noted.

(d) Finance & General Purposes Committee – 8 October 2018

The minutes of the Finance & General Purposes Committee meeting held on 8 October 2018 were presented and noted.

**64. REPORTS FOR DECISION**

(a) Christmas Car Parking

The Town Council had been asked to select a day within the Festive period when Cornwall Council would provide free car parking at its pay-and-display car parks within the Town to support the business community and it was unanimously

**RESOLVED** – to request that Cornwall Council provide free parking on 1 December 2018 (the date of the Christmas lights switch-on) and that parking in Penlee Car Park would also be free of charge on that date.  
(Proposed: Cllr Axford; seconded: Cllr Cordel.)

It was noted that, when advertising the free parking, the Town Council should remind members of the public that parking in all Cornwall Council car parks is free of charge after 4pm.

(b) Revised Licensing Act Policy consultation

As a statutory consultee, Penzance Town Council has been asked by Cornwall Council to consider and respond to the proposed amendments to the Licensing Act 2003 (reviewed every 5 years). In addition to this, the Town Council was also asked to review the cumulative impact assessment for Penzance Town Centre.

The deadline for receipt of responses was 5 December 2018 and it was unanimously

**RESOLVED** – that members should submit their proposed amendments to Cornwall Council's Licensing Act Policy and Cumulative Impact Assessment for Penzance to Teresa Fogarty (Senior Administration Officer) by 12 November. The responses to be collated into a draft response for approval by the Planning Committee on 28 November 2018.  
(Proposed: Cllr Davis; seconded: Cllr How.)

(c) Montol Festival – request for funding

The organisers of the Montol Festival had submitted a request for further funding from the Town Council to assist with the organisation of the annual Montol Festival held in December.

It was recognised that the Montol Festival was a uniquely Penzance event and it was hoped that the organisers could be more proactive with fundraising and it was unanimously

**RESOLVED** – that the Town Council acknowledges the uniqueness of Penzance’s Montol Festival and encourage its development through an increase in the annual grant from £1,500 to £2,100.

For 2018 this increase would be made up of the £500 annual grant to the Newlyn Fish Festival that had not been taken up (the Festival did not take place in 2018) and £100 from General Reserve.  
(Proposed: Cllr Dixon; seconded: Cllr Davis.)

(d) **Support for Penzance Shopwatch Radio Network**

Following on from the Council’s decision in December 2017 to support the Penzance Shopwatch initiative, members were asked to approve a grant of £540 (+ VAT) to cover the cost of the annual maintenance of the repeater. This amount would be due again in July 2019 and it was

**RESOLVED** – to make a grant of £540 + VAT (Budget line 3105/7) to Penzance BID towards the cost of the Penzance Shopwatch annual maintenance of the repeater. Grant to be taken from General Reserve.  
(Proposed: Cllr Elliott; seconded: Cllr How.) 15 for; 1 against; 1 abstention

(e) **Reports brought forward from Finance & General Purposes Committee**

(i) **Neighbourhood Plan underspend**

Further to the recommendation of the Finance & General Purposes Committee, it was unanimously

**RESOLVED** – that

- The underspend balance in the 2017/18 budget for Neighbourhood Plan of £3,280.14 be carried forward into 2018/19;
- The sum of £2,280.14 be drawn from the General Fund Reserve to increase budget line 3115

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

(ii) **Increase in Training Budget**

Further to the recommendation of the Finance & General Purposes Committee, it was unanimously

**RESOLVED** – that £500 be vired from the Devolution Reserve to the Staff Training Budget to meet the cost of extra staff training.

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

(iii) **Social Action Fund – proposed strategy**

This item was deferred to the next Finance & General Purposes Committee meeting on 26 November 2018.

(iv) Social Action Fund – Street Food Project

Further to the recommendation of the Finance & General Purposes Committee, it was unanimously

**RESOLVED** – that the Town Council award a grant of £2,918.40 from the Social Action Fund (Budget 3995/5), to the Street Food Project to assist with meeting the costs of moving into the new premises.

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

(v) Publication of Planning Notices

Further to the recommendation of the Finance & General Purposes Committee, it was

**RESOLVED** – that the matter be deferred for consideration by the Communications Strategy Working Group.

(Proposed: Cllr Cliffe; seconded: Cllr Lambourn.) 1 absentee (Cllr Bates had left the meeting briefly during the vote)

(f) Reports brought forward from Leisure & Amenities / Finance & General Purposes Committees

(i) Wherrytown Public Toilets refurbishment

Further to the recommendations of the Leisure & Amenities and Finance & General Purposes Committees, it was

**RESOLVED** – to approve a virement of £2,500.00 from the Public Toilet Refurbishment Reserve (1995/4) to budget line 1165/8/1 – Wherrytown Maintenance.

(Proposed: Cllr Davis; seconded: Cllr Waller.) 1 abstention

(ii) Wherrytown Skatepark – replacement bins

Further to the recommendations of the Leisure & Amenities and Finance & General Purposes Committees, it was unanimously

**RESOLVED** – to approve the creation of an income budget line (132) for £450 for Wherrytown Skatepark, with an adjustment then made in expenditure budget line 1111/3 to reflect a payment from Kerbs to facilitate the funding of new rubbish bins.

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

(iii) Barbican Building lease

Further to the recommendations of the Leisure & Amenities and Finance & General Purposes Committees, it was unanimously

**RESOLVED** – to continue with the current lease of the building and carry out the necessary electrical and fire safety inspection and any remedial works required following inspection.

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

(g) Reports brought forward from the Penlee House / Finance & General Purposes Committees

(i) Chiller Unit repairs

Further to the recommendations of the Penlee House and Finance & General Purposes Committees, it was unanimously

**RESOLVED** – to approve the transfer of £3,245.00 from the Penlee House Fabric/Plant Fund Budget (2995/2) into the Museum Fittings – Maintenance Budget (2100/2) to cover the costs of maintenance repairs to the chiller unit supplying the environmental conditions to Penlee House’s galleries and storage areas.

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

(ii) Educational development budget

Further to the recommendations of the Penlee House and Finance & General Purposes Committees, it was unanimously

**RESOLVED** – that

- The Educational Development Budget be increased by £1,800 (Budget 2040);
- £700 be vired from Council Run Exhibition Fund (Budget 2995/3) to cover some of the increased costs.

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

(h) Grant for Christmas lights and tree in Heamoor

A grant application had been received from Wesley Rock Methodist Church, Heamoor on behalf of the residents of Heamoor for assistance with the purchase of a Christmas tree and seasonal lights for the village.

It was unanimously

**RESOLVED** – to award a grant of £400 from the Small Grants Budget (3105/1) to the Wesley Rock Methodist Church, Heamoor for the purpose of purchasing Christmas outdoor lights and a Christmas tree.

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

(i) **Invitation for representative to Heliport Stakeholder Forum**

Penzance Heliport Ltd had invited the Town Council to appoint a representative to join the Penzance Heliport Stakeholder Forum.

Cllr Cliffe proposed Cllr How and Cllr Dixon proposed Cllr Axford. The proposals were put to the vote, the result of which was 10 votes for Cllr How and 3 votes for Cllr Axford. It was therefore

**RESOLVED** – that Cllr How would be the Town Council's representative to the Heliport Stakeholder Forum and would report back to the Town Council after each six-monthly meeting.

(j) **Increase of Mayoral Allowance**

It was proposed that the Mayor's Allowance be increased by £2,200/year to £4,800/year so that a working age member would be better compensated if required to reduce working hours to fulfil the role of Town Mayor.

It was further proposed to create a separate budget line for members' travel costs for travel outside of the Parish and that a budget of £800 be allocated.

Cllr Dixon proposed that the increase be staged - £3,700 for financial year 2019/20 and £4,800 thereafter. This was seconded by Cllr Axford and it was put to the vote:

2 for; 14 against; 1 abstention. The motion fell.

It was then

**RESOLVED** – to increase the Mayor's Allowance to £4,800 from 2019/20 onwards and to create a separate budget line in 2019/20 for members' travel expenses of £800.

(Proposed: Cllr Davis; seconded: Cllr Waller.) 1 against; 2 abstentions

The Communications Officer would be asked to publicise on the Town Council's website how many engagements are attended by the Mayor and how much work the role entails.

(k) **Penlee House – Increase in advertising budget**

Due to new advertising ventures being trialled by Penlee House, the annual advertising budget for 2018-19 had been exceeded. The Acting Director was therefore requesting an increase to the advertising budget in order to facilitate

the advertising of the two forthcoming exhibitions before the end of the financial year.

It was

**RESOLVED** – that

- The Town Council approves the virement of £2,484.53 from the Council Run Exhibitions Fund (2995/3) to Penlee House’s advertising budget (2050) in order to fulfil the remaining contracts and enable Penlee House to promote the January and March 2019 exhibitions and events;

and

- The RFO be asked to work with the Penlee House Director to implement the necessary measures to ensure tighter budgetary control.

(Proposed: Cllr Pengelly; seconded: Cllr Davis.) 3 against

(l) **Leisure & Amenities – Penlee Park greenhouse replacement**

It was noted that the large greenhouse in Penlee Park was estimated to be at least 15 years old and, despite running repairs and replacement of panes of glass, seals etc. over the years, it was felt that, due to the poor condition of the building, further repairs would not be a prudent use of the Council’s funds.

Following discussion, it was

**RESOLVED** – to approve the virement of the £13,675 underspend on Leisure and Amenities Salaries (budget line 1005 – Park Salaries) to budget line 1015/5 (Penlee Park – Maintenance) to allow for a replacement greenhouse to be purchased for the Penlee Park compound.

(Proposed: Cllr Axford; seconded: Cllr Jackson.) 3 against.

(m) **Leisure & Amenities – Replacement of toddler play equipment in Penlee Park**

Over the past two years it had been noted that much of the play equipment in Penlee Park was reaching the end of its life span and several pieces of equipment were no longer repairable. It was therefore unanimously

**RESOLVED** – that the Town Council approves the use of £20,000 from General Fund Reserve to allow for the replacement and improvement of the toddler play equipment in the Penlee Park playpark.

The balance transferred to General Fund Reserve as of the 31.03.2018 stood at £22,741 which remained unspent pending the completion of the annual RoSPA inspection of the play equipment.

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

(n) Leisure & Amenities – Replacement of ride-on mower

The existing “domestic” grade ride-on mower used in Penlee Park was reaching the end of its life span and a more appropriate “commercial” standard lawn mower would be required to fulfil the Town Council’s open spaces requirements across Penlee Park, Wherrytown Skatepark and other open spaces managed by the Town Council.

Following discussion of the requirements of the Leisure and Amenities team, it was unanimously

**RESOLVED** – to approve the use of £13,000 from General Fund Reserve to allow for the replacement of the ride-on lawnmower.  
(Proposed: Cllr Axford; seconded: Cllr Davis.)

(o) Penlee House – NPO website grant

Penlee House had received funding of £10,000 through the Cornwall Museums Partnership / National Portfolio Organisation (NPO), for digital engagement during the financial year 2018-2019. £2000 had been allocated to support digital elements in community projects; the remaining £8000 to website development, including increased accessibility (e.g. for those with visual impairments/autism/dyslexia), and the implementation of an online shop for Penlee House.

It was unanimously

**RESOLVED** – to approve the investigation of possibilities for updating Penlee House Gallery & Museum’s website and the trial of an online shop, using funding secured through Cornwall Museums Partnership as an NPO, with further recommendations to follow.  
(Proposed: Cllr Dixon; seconded: Cllr Axford.)

(p) Penlee House – Tesco grant funding

Penlee House had been approved a grant from “Tesco Bags of Help” to provide match funding for the grant from the NPO programme to support the delivery and development of work with children under 5 and their families.

The total amount of the grant from Tesco would depend on in-store votes from the public at the local Tesco stores and it was unanimously

**RESOLVED** – to approve the acceptance of a grant from the Tesco Bags of Help programme (application made through the charitable arm ‘The Friends of Penlee House’) of up to £3,525 to support the delivery and development of work with children under 5 and their families.

Grant to be allocated a new income code  
Budget 2040 Educational Development, increased accordingly for expenditure  
(Proposed: Cllr Axford; seconded: Cllr Baker.)

(q) Establishment of a Youth Services working group

Following on from a presentation by 'Young People Cornwall' at the Town Council meeting held in July 2018, it was unanimously

**RESOLVED** – that a Town Council working group be established to review the current provision of Youth Services locally and, working with local young people and relevant agencies (including Cornwall Council), develop a 'Youth Strategy' with proposed budget for the Parish for presentation to the Town Council.  
(Proposed: Cllr Cordel; seconded: Cllr Bates.)

Councillors Baker, Bates, Cordel, Davis, Lambourn, Pengelly and Waller volunteered to be part of the working group.

**65. REPORTS FROM OUTSIDE BODIES**

The following reports were noted:-

- Penzance/Cuxhaven Twinning Association (Cllr Cordel)
- Penzance Community Flora Group, 18 September & 16 October (Cllr Halliday)
- Penzance/Concarneau Twinning Association (Cllr Halliday)

**66. REPORTS FOR INFORMATION**

(a) Remembrance Sunday 2018 / Centenary of end of WWI Commemoration

An update on the arrangements to mark Remembrance Sunday and the 100<sup>th</sup> anniversary of the end of WWI was provided.

(b) Staff leave and office closure – Christmas 2018

The planned closure of the Town Council office over the Christmas period was circulated.

(c) East Ward Bi-election costs

The full cost of the recent bi-election had not yet been notified to the Town Council, but members were reminded that an earmark reserve had been established to cover such costs. A further report would be forthcoming once the final costs were known and a budget accurately established.

**67. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising.

The meeting closed at 8.55pm

Town Mayor  
10 December 2018