

**MINUTES OF PENZANCE TOWN COUNCIL MEETING** held in The Alverne Room, St John's Hall, Penzance on Monday 3 September 2018 at 7.00pm

**PRESENT**

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

Councillors D J Axford (left at 9.06pm)  
K M Baker  
A Bates  
S J Bosworth (left at 8.49pm)  
S M Cordel  
N A Davis  
J H Dixon  
W Elliott (left at 8.29pm)  
T L Halliday  
J M How  
B Jackson  
J S Lambourn  
N G Pengelly  
S J Reed  
P Young

Also present: Hester Hunt (Town Clerk), Teresa Fogarty (Senior Administration Officer), Michelle Doherty (Communications Officer), Reverend Julyan Drew (Council Chaplain), Councillors Roger Harding & Jim McKenna (Cornwall Council), Michael Rabbitte.

**Prayers**

Reverend Julyan Drew opened the meeting with a prayer.

**48. APOLOGIES FOR ABSENCE**

Councillors R A Mann, N N Waller

**49. DECLARATIONS OF INTEREST**

Councillor Reed declared a pecuniary interest in agenda item 12(d) Golowan SLA as he was in receipt of a payment for services to the Festival. He did not take part in the vote.

**50. PUBLIC PARTICIPATION TIME**

Mr Rabbitte raised the following points:

- Jubilee Pool – were there any accounts available that were more current than those presented in June 2017? The Mayor responded that further accounts

would be forthcoming and that the level of the operating grant from the Town Council was based on 2017 performance and predictions for 2018.

- Neighbourhood Plan progress – the Mayor would provide a written response to Mr Rabbitte’s query and informed him that information from the newly formed Community Link Group would be circulated.
- Golowan end of Festival report – Mr Rabbitte felt there was not enough financial information included in the report and the Mayor responded that the Town Council had access to the statutory reports that were submitted by the Golowan Festival CIC.

**51. CORNWALL COUNCILLORS’ REPORTS**

Cllr Roger Harding

- Cllr Harding reported that it had been a busy tourist season with many successful events including Sea, Salt & Sails, Mousehole Carnival and the Newlyn Raft Race. There were still problems with the sewage in Mousehole and various repair options were being looked at; the work should be carried out in January 2019. There were still problems with the pipe infrastructure in Mousehole and this was an ongoing problem.
- Mousehole was one of 12 areas included in a flood relief award from the Environment Agency.
- Paul – a new cutting regime for the whole of the cemetery had been agreed and the main bus route for the village reinstated.
- Newlyn Harbour Development – a public consultation would be taking place in the Fish Market on Friday 7 September (5pm – 7pm) and on Saturday 8 September (9am – 12 noon).
- There were still parking issues within the Ward, especially in Mousehole.
- Trereife Crossroads – local residents had petitioned for improvements to the crossroads and the introduction of a speed limit between Drift and Mount Misery roundabout was hoped for. Cllr Harding hoped that, following the Independent Traffic Survey commissioned by the Town Council, the Council would support efforts to have improvements made to what was regarded locally as a dangerous road junction. The Local Plan for Stable Hobba included reference to improvements to the junction.

Councillor Jim McKenna

- Cllr McKenna supported Cllr Harding’s request regarding Trereife Crossroads above.

- Newlyn Harbour Development – the public consultation was being organised by Newlyn Harbour Commissioners and would include an opportunity for a tour of the harbour. Last year's accounts showed a gross income of £28m which was an improvement on previous years.
- Penzance EXPO – this would be taking place from 6 to 13 October and would include more detailed plans from the Newlyn Harbour Development. The main focus of the EXPO would be the Neighbourhood Plan. It was hoped that the NP would go out for referendum in March 2019.
- Boating Pool – the area around the boating pool was much improved with 3 new seats and more planting. Cllr McKenna had secured funding to resurface the entrance which should take place before the end of October. The planters installed by BID were attracting a lot of positive comments and the bid to retain the granite planter at the bottom of Causewayhead had been successful.
- DPD – the planned housing supply would go out to public consultation for a period of 6 weeks and the Cornwall Council consultation would take place before Christmas. Three of the smaller sites in Heamoor had been removed from the plan.
- Boundary Review – Cornwall Council would be meeting on Tuesday 11 September to discuss this and a reduction to 87 seats was being recommended.

**52. 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 Confidential Agenda Items 15 (a), (b), (c) and (d), it was unanimously

**RESOLVED** – To exclude the public and press from the meeting during discussion of these items.

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

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

No requests had been submitted.

**54. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING OF 21 MAY, EXTRAORDINARY TOWN COUNCIL MEETING OF 12 JUNE AND TOWN COUNCIL MEETING OF 9 JULY 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 21 May, the Extraordinary Town Council meeting held on 12 June and the Town Council meeting held on 9 July 2018.

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

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

There were no matters to be dealt with.

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

No questions had been submitted.

**57. TOWN MAYOR'S ANNOUNCEMENTS**

**Items of Special Interest.**

Social Media. Enforcement (take down) action against a locally managed Facebook page promoting intolerance and hatred has seen an improvement in the general tone of Facebook posts about vulnerable groups in Penzance.

Removal of Campers at the Boating Lake. Cornwall Council has taken legal action against campers at the Boating Lake after many months of negotiations and the area is currently clear of tents. It is understood that most of the affected individuals seeking housing were re-housed successfully.

Penzance Heliport. Cornwall Council chaired a very well attended public meeting about Penzance Heliport proposals in St John's Hall on 23 July 18 prior to the Strategic Planning Committee meeting to determine the application on 2 Aug 2018. Members of the SPC voted unanimously to approve the planning application. Later reports in the press suggest that the long running and damaging dispute between the IoSSSGp and Penzance Heliport Ltd may now be at an end.

**Forthcoming Events.**

Extra-Ordinary Town Council Meeting. A Town Council meeting is likely to be called in late September/early October to agree the Town Council's strategic plan. Prior to the meeting there will be a presentation and discussion session so those Councillors not involved to date have an opportunity to participate.

Trafalgar Service 21 Oct 18. The Trafalgar Service and RN march past is an important annual event commemorated at Madron Parish Church every year. Councillors are encouraged to attend.

**Events 3 Jul – 24 Aug 18**

<b>Date</b>	<b>Location</b>	<b>Event/Occasion</b>
3 July 18	Town Centre	Interview with Olivier Vergnault, business reporter – Cornwall Live. Town Centre issues.
3 July 18	Sea Cadet Centre	Sir William Matthews Pension Fund meeting.
4 Jul 18	St Piran Room	Planning Committee Meeting
5 Jul 18	St Piran Room	Inaugural meeting of Social Action WG
6 Jul 18	St Piran Room/Orangery	Meeting with Tamsin Lees, Community Safety Manager (West Cornwall).
7 Jul 18	Rugby Club	Opening of Friends of West Cornwall Hospital Fete.
8 Jul 18	Redruth	Civic Service – Deputy Mayor attended.
9 Jul 18	St John's Hall	Full Town Council Meeting.
10 Jul 18	Exchange Gallery	Penzance Business Breakfast.
10 Jul 18	DCH Offices, Penzance	Meeting on Alverton Estate issues. Mayor & Cllr Baker.
11 Jul 18	St Piran Room	Neighbourhood Plan Meeting.
12 Jul 18	St Piran Room	Mayors & Chairs meeting.
13 Jul 18	St John's Hall	Breakwater Project Meeting.
13 Jul 18	St Johns Hall	Penzance Place Shaping Meeting.
15 Jul 18	Penryn	Penryn Civic Service (with Mayoress)
16 Jul 18	Dance Studio, Chapel St.	Address to University of the Third Age meeting.
16 Jul 18	Penwith College	Penzance Regeneration Partnership meeting.
18 Jul 18	St Mary's Primary School.	School Prize Giving. Attended with Mayoress.
19 Jul 18	Jubilee Pool	Business Breakfast meeting.
19 Jul 18	St Piran Room	Social Action WG – 2 <sup>nd</sup> meeting.
23 Jul 18	St John's Hall	Public Meeting – Penzance Heliport (with Mayoress)
24 Jul 18	Truro Cathedral	Exeter University Award Ceremony.
24 Jul 18	Hayle (Town Council)	West Cornwall CCTV Group meeting.
25 Jul 18	Barbican, Penzance	Golowan debrief with Town Clerk.
25 Jul 18	St Piran Room	Planning Committee Meeting.
29 Jul 18	Penzance Tennis Club	President's Reception. Attended with Mayoress.
30 Jul 18	Penzance Bowling Club/ Penlee Bowling Club	Start Summer Tournament. Cllr. Elliott attending at Penlee Bowling Club
30 Jul 18	HypatiaTrust, Chapel Street	Reception (Emily Bronte 200 <sup>th</sup> Anniversary). Attended with Mayoress.
30 Jul 18	St Piran Room	Community Link Forum Meeting, Neighbourhood Plan.
31 Jul 18	St Just	Cancer Research UK – Arts & Craft Exhibition. Attended with Mayoress.
1 Aug 18	Penlee Park	BBC TV interview – Penzance Heliport.
2 Aug 18	New County Hall, Truro	Address Strategic Planning Committee (Heliport).

2 Aug 18	Mounts Bay Lodge	Attend Garden Party (Churchill Retirement Living). Attended with Mayoress and Cllrs Cordell & Young.
3 Aug 18	Abbey Slip	Participate in Flora Group clean-up of flower beds.
4 Aug 18	Penzance Tennis Club	Attend finals and prize giving.
4 Aug 18	Penzance Bowls Club	Attend prize giving with Cllr Elliott.
5 Aug 18	St Mary's Church	Mousehole Male Voice Choir Summer Concert.
6 Aug 18	St Piran Room	L&A Committee Meeting.
7 Aug 18	St Piran Room	Social Action WG meeting w/Mr Evans, Addaction.
8 Aug 18	Gwavas Estate	Estate meeting on housing issues.
9 Aug 18	Treneere (WAC)	Attend Whole Against Communities event.
9 Aug 18	YMCA	Who Dares Works Course Celebration – Cllr Young.
9 Aug 18	St Antony's Gardens	Concarneau Boule Evening (Mayor's apologies – other Council representatives attended)
9 Aug 18	St Piran Room	Neighbourhood Plan – Community Link Forum Meeting.
10 Aug 18	Pets at Home Store	Opening of Vets4Pets with Ludgvan Parish Council Chairman.
11 Aug 18	Penlee Park	Lions Fun Day – Opened by Cllr. Broadhurst, Deputy Mayor
13 Aug 18	St Piran Room	Finance & General Purposes Committee Meeting.
15 Aug 18	Newlyn School of Art	Tour of facilities with others.
15 Aug 18	Lescudjack Centre	Who Dares Works Course Celebration
15 Aug 18	Coach House, Chyandour	Coach House Open Day
15 Aug 18	St Piran Room	Planning Committee Meeting.
17 Aug 18	Jubilee Pool	Breakfast meeting and award ceremony.
18 Aug 18	St Piran Room	Town Council Strategy Session with Chairs and Vice Chairs of Committees.
20 Aug 18	Penwith College	Penzance Regeneration Partnership Meeting
21 Aug 18	St John's Hall	Drug Abuse Awareness Training session with Cllr. Broadhurst (Deputy Mayor), Cllr. Young, Cllr. Baker, Cllr. Jackson and Cllr. Lambourn
22 Aug 18	Morrab Library	Handover of Trefry Collection. Mayoress attended as guest of Hypatia Trust.
22 Aug 18	St Piran Room	Recruitment Board for Director of Penlee House (with Cllr Axford & Cllr Reed).
24 Aug 18	St Johns Hall	Penzance Place Shaping Meeting – represented by Cllr How.

**58. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

(a) Planning Committee – 4 July, 25 July and 15 August 2018

The minutes of the Planning Committee meetings held on 4 July, 25 July and 15 August 2018 were presented and noted.

(b) Penlee House Committee – 23 July 2018

The minutes of the Penlee House Committee meeting held on 23 July 2018 were presented and noted.

(c) Leisure & Amenities Committee – 6 August 2018

The minutes of the Leisure & Amenities House Committee meeting held on 6 August 2018 were presented and noted.

(d) Finance & General Purposes Committee – 13 August 2018

The minutes of the Penlee House Committee meeting held on 13 August 2018 were presented and noted.

(e) Personnel Committee – 26 July 2018

The minutes of the Penlee House Committee meeting held on 26 July 2018 were presented and noted.

**59. REPORTS FOR DECISION**

(a) Communications and website working groups

The newly-appointed Communications Officer, Michelle Doherty, was introduced.

The establishment of a working group comprised of Councillors and Officers was proposed, with the aim of setting out a clear strategy for managing the Town Council's approach to communications.

It was also acknowledged that the current website of the Town Council needed to be reviewed and it was therefore proposed to establish a second working group, for a time-limited project, to provide the necessary skills to support website commissioning and development.

It was

**RESOLVED** – that the Town Council would establish a working group to support the identification of a clear strategy for communications and Councillors Broadhurst, Elliott, How, Jackson, Lambourn and Pengelly volunteered to form the working group with Town Council Officers.  
(Proposed: Cllr Cliffe; seconded: Cllr Reed.) 1 against

It was further unanimously

**RESOLVED** – to establish a working group to assist with the commissioning and development of a new website and Councillors Broadhurst, How, Pengelly and Reed volunteered to form this working group with Town Council Officers.  
(Proposed: Cllr Elliott; seconded: Cllr Young.)

(b) **Jubilee Pool Memorandum of Understanding**

Following on from the resolution made at the Town Council meeting of 21 May, a draft Memorandum of Understanding between Penzance Town Council and Jubilee Pool Penzance Ltd (JPPL) had been drawn up.

Members discussed the details of the document and it was unanimously

**RESOLVED** –

- a) to approve the draft MOU and request that the Town Clerk implement the document with Jubilee Pool Penzance Ltd pending approval from Penzance Town Council's legal advisors and following negotiations with JPPL;
- b) that an update on the progress of implement the MOU should be included on the agenda for the next Town Council meeting.  
(Proposed: Cllr Pengelly; seconded: Cllr Reed.)

(c) **Town Centre Hub Accommodation – proposed cost share**

Following the high level of public concern over public safety in Penzance that had been expressed at the Town Council meeting of 12 June, efforts had been made by the Police and Cornwall Council to manage the problems of anti-social behaviour in the town. The proposal for a Town Centre Hub was an innovation that would:

- Relocate Cornwall Council's Community Safety (W Cornwall) team from Tolvaddon to Penzance (3 persons).
- Collocate the BID Manager in the same building improving partnership working.
- Encourage closer working with Addaction, Breadline and Street Pastors.
- Provide tighter coordination with Police beat officers who would use the Hub routinely to collect intelligence and coordinate with the Community Safety Team.
- Provide easy access to the public.
- Provide hot desk space for the Community Network Officer and Town Council Officers.



- Provide office space for the Town Council in the future if and when it decided to take a larger role, whether that be management of public realm or events and destination management or a combination of the two.

Members were provided with an estimated cost of contributions to support the Hub and the proposal was for the Town Council to fund one-third of these costs.

Councillor Cliffe proposed and Councillor Pengelly seconded the following recommendations:

That Penzance Town Council recognises the need to improve public safety and the management of the public realm generally. During a period of public sector austerity this requires innovation and partnership working with Penzance BID, Cornwall Council and 3<sup>rd</sup> sector organizations (the charitable and community sector).

Penzance Town Council resolves to support Cornwall Council and Penzance BID in creating a Town Centre Hub at 1-3 Causewayhead, Penzance by agreeing to contribute a share of the accommodation running costs and start-up costs. The Penzance Town Council agreed share is as follows:

2018/9 (6 months): Rent £2,000, Rates £1,410, utilities & insurance £800, maintenance £600+ set-up/fit-out costs/maintenance ~£4,000. **Total 2018/9: £8810** (to be taken from General Reserves.)

2019/20 (12 months): Rent £4,000, rates £2,820, utilities & insurance £1200, maintenance £1,200. **Total 2019/20 £9,220.**

Councillor Davis requested a recorded vote, the result of which was as follows:

For the Motion

Cllr Baker  
Cllr Bosworth  
Cllr Cliffe  
Cllr Davis  
Cllr Elliott  
Cllr Halliday  
Cllr How  
Cllr Jackson  
Cllr Lambourn  
Cllr Pengelly  
Cllr Reed  
Cllr Young

Against the Motion

Cllr Axford  
Cllr Bates  
Cllr Broadhurst  
Cllr Cordel  
Cllr Dixon

12 for; 5 against. The motion was duly passed.

(d) Golowan SLA (Service Level Agreement) 2019-21 – agreement timescale

The tendering exercise for finding an organisation to run the Golowan events for June 2019 was being drafted with plans to finalise the agreement by the end of November 2018.

It had been suggested that the SLA should be in place for a term longer than one year to encourage a period of stability and continuity. Members were asked to resolve a suitable timeframe for the agreement. If a three year agreement were to be entered into this would run until the end of the current Council's four year term.

It was noted that the agreement would contain break-out clauses at the end of a twelve and twenty-four month period and that it would need to be advertised on the 'Contracts Finder' portal as the award would be over £25,000.

*[Cllr Elliott left the meeting – 8.29pm]*

It was

**RESOLVED** – to approve the awarding of the Golowan SLA for a period of three years.

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

(e) Adoption of Business Continuity Plan 2018-2019

The Council's Senior Management Team had met with a member of Cornwall Council's Resilience and Emergency Management Team to draft and later test a Business Continuity Plan for the Council.

Unforeseen events such as extreme weather conditions or epidemic had the potential to disrupt an organisation and when an event occurred, a well thought out, practical plan could mean the difference between coping with the impact, suffering a major setback or in the worst case, failure to continue to operate.

It was noted that Penlee House had been omitted from the draft Plan and the Town Clerk explained that this was because Penlee House already had a Business Continuity Plan in place.

Members were asked to consider and adopt the draft Business Continuity Plan presented and it was unanimously

**RESOLVED** – to adopt the Penzance Town Council Business Continuity Plan 2018-19 and that the Plan should be amended to include a cross reference to Penlee House.

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

(f) New Budgets – Local Devolution Funding

The Town Council had been advised of funding which had been made available to support a number of environmental enhancement projects in the parish. At its meeting of 13 August 2018, the Finance and General Purposes Committee resolved to recommend to Council the establishment of budgets to enable the funding to be received and subsequently spent and it was unanimously

**RESOLVED** – to approve the creation of budgets as follows:

Local Devolution Fund Project – increase both 390/2 by £19,772 and 3145 by £19,772;

Grants – CCTV 140/1 increase by £4,943.

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

(g) Devolution Survey / Inspection Budget Line

The Devolution Working Group had identified a requirement for independent specialist assessments and surveys (e.g. an independent safety inspection on the condition of play parks and play equipment) to be carried out on areas which had been identified for phase 2 of Penzance Town Council’s devolution programme with Cornwall Council, and it was unanimously

**RESOLVED** – to

1) approve the creation of budget line 1270 “Devolution Surveys and Inspections”

2) approve a virement of £5,000 from the earmarked devolution reserve to budget line 1270.

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

(h) IT Equipment Replacement – Virement of Funds

The Finance and General Purposes Committee had resolved to purchase 3 Apple iPads and pencils for staff to promote more efficient work processes. In order to be able to meet the cost of this equipment, it was necessary to increase the budget and it was resolved to recommend to Council the virement of £920 from the contingency budget (3997) to the IT Equipment purchase budget (3005/8).

Members considered the recommendation from the Finance and General Purposes Committee and it was

**RESOLVED** – to approve the expenditure of £920 to be met by a virement of funds from the contingency budget line (3997) to the IT Equipment purchase budget (3005/8).

(Proposed: Cllr Lambourn; seconded: Cllr Dixon.) 1 against.

(i) Penlee House Committee – Virement to Cleaning Budget

Following a recent price review of the cleaning contract at Penlee House, the Penlee House Committee had recommended the continuation of service of the existing contractor, leaving a budget shortfall of £1,025 for the period ended 31.3.19.

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

**RESOLVED** – to approve a virement from the Exhibition Council Run Fund (increase budget line 2100/4 by £1,025 reduce budget line 2995/3 by £1,025) to fund the additional costs of cleaning.  
(Proposed: Cllr Axford; seconded: Cllr Reed.)

(j) Penlee House Recruitment Budget

In order to meet the cost of the recruitment campaign for a new Director at Penlee House, it was necessary to increase the annual budget of £250 by £1,624.55. It was proposed that this increase could be met from the savings in salary costs resulting from the vacancy of the Museum Director post and it was unanimously

**RESOLVED** – to approve a virement of £1,624.55 from Penlee House Salaries (2000) to Recruitment (2015).  
(Proposed: Cllr Axford; seconded: Cllr Pengelly.)

(k) Authorised Signatories for the Making of Payments

To ensure compliance with the Town Council's Financial Regulations and Statement of Internal Control, payments to suppliers of goods and services needed to be authorised by two Town Councillors who had been confirmed as approved signatories. It was recommended that six authorised signatories be appointed, to include the Town Mayor and Chair of Finance Committee.

Councillors Cliffe, How, Lambourn Young and Pengelly were already authorised signatories. Councillor Pengelly offered to stand down and be replaced by Councillor Cordel (Chair, Finance and General Purposes Committee) and Councillor Sue Bosworth volunteered to be the sixth signatory. It was therefore unanimously

**RESOLVED** – that Councillors, Cliffe, How, Lambourn, Young, Cordel and Bosworth should be the Town Council's authorised signatories.  
(Proposed: Cllr Dixon; seconded: Cllr Broadhurst.)

(l) Armistice Day 2018 / Centenary of End of WWI

In addition to the annual Remembrance Sunday Service held by the War Memorial at Battery Rocks, an event to be held in the evening in the vicinity of the War Memorial / St Anthony Gardens was being organised to commemorate the centenary of the end of WWI.

Plans for this event were still being drawn up and reviewed by the WWI Centenary Working Group and it had been estimated that the event could cost up to £2,500.

*[Cllr Bosworth left the meeting – 8.49pm]*

It was unanimously

**RESOLVED** – to approve an increase to the Official Functions budget (3060) of £2,500 (to be funded from General Fund Reserve) to meet the cost of the extra activities being organised to commemorate the centenary of the end of World War 1 on 11 November 2018.

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

(m) Data Retention & Disposal Policy

In order to assist with the Town Council's compliance with the General Data Protection Regulations, a draft Data Retention and Disposal Policy had been compiled and presented and it was unanimously

**RESOLVED** – to approve and adopt the Data Retention and Disposal Policy.

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

(n) Designated Town Council Email Addresses for Councillors

In order to ensure compliance with General Data Protection Regulations (GDPR), it was necessary for all Councillors to have email addresses that would be used for Council-related business only (i.e. separate from personal email correspondence).

The company that supplied and managed all the Town Council Office IT requirements had provided a quote of £3 per month per user (£720 per annum for 20 Councillors) plus a one-off set up fee of £150. Using this company would simplify the process and ensure compatibility with the Office and the Town Council website.

Some Councillors expressed reservations about having another email address and it was agreed that there could be an option to have Town Council emails re-directed to a personal email address. It was therefore

**RESOLVED** – to

- 1) approve the annual expenditure of £720 and the one-off set up fee of £150 for establishing Town Council email addresses for all Councillors;
- 2) approve the virement of £510 from General Contingency (3997) to IT Software and Support (3005/10) to cover the additional costs to 31 March 2019.

The feasibility of having emails redirected to a personal email account would be investigated.

(Proposed: Cllr Reed; seconded: Cllr Lambourn.) 2 abstentions.

(o) **Penzance AFC Club House Tenancy Agreement**

Following on from the Town Council's resolution at the meeting on 9 July, a new lease for the Penzance AFC Club House had been drafted for agreement by the Town Council.

A copy of the draft tenancy agreement was circulated to all members and it was noted that, once the detail regarding maintenance, inspection and decoration had been agreed and approved by the Council's legal advisors, the document could be finalised and signed in accordance with Standing Order 23 a) and b).

*[Cllr Axford left the meeting – 9.06pm]*

Members discussed the draft agreement and it was

**RESOLVED** – to authorise a delegated decision by the Town Mayor, Chairs of the Finance & General Purposes and Leisure & Amenities Committees and the Town Clerk to finalise the tenancy agreement for the Penzance AFC Club House, subject to final approval from Penzance Town Council's legal advisors.  
(Proposed: Cllr Reed; seconded: Cllr Broadhurst.) 2 abstentions.

(p) **Boundary Commission – Parishes**

The Local Government Boundary Commission (LGBC) had produced draft recommendations for changes to parish boundaries in Cornwall and members were asked to comment on the proposals.

Members discussed the proposals and it was unanimously

**RESOLVED** – to support the LGBC's draft recommendations but to request that 'Mousehole' be included in the proposed 'Newlyn and St Buryan' area.  
(Proposed: Cllr Pengelly; seconded: Cllr Lambourn.)

**60. REPORTS FROM OUTSIDE BODIES**

The following reports were noted:-

Penzance/Cuxhaven Twinning Association - submitted by Cllr Cordel

Submitted by Cllr Lambourn:

Larger Councils of CALC

Newlyn Pier & Harbour Commissioners Advisory Body (Cllr Lambourn provided a verbal update to his report)

Newlyn Fish Festival

Penzance & District Tourism Association

**61. REPORTS FOR INFORMATION**

(a) General Data Protection Regulations (GDPR) - update

Members were provided with an update on the actions being taken by Town Council staff to ensure compliance with the GDPR laws that came into force on 25 May 2018.

(b) Pension Abatement - update

An update on the Pension Abatement scheme had been received from Cornwall Council.

(c) Golowan end of project report

The organisers of the Golowan Festival had provided a report on the 2018 Festival for information.

(d) Budget-setting timetable

Members were provided with a schedule of meetings for the setting of the 2019/20 budget.

(e) Devolution Working Group - update

An update on the progress of the Devolution Working Group was circulated.

The public left the meeting.

**62. CONFIDENTIAL REPORTS FOR DECISION**

(a) Secure Banking Service

The Town Council's risk register had acknowledged the physical and financial risk posed to members of staff and the council whilst undertaking the banking of receipts. It was noted that, at certain times, regular banking put a strain on staff resources.

The Finance and General Purposes Committee had therefore resolved to support the introduction of a secure banking service for the Town Council and it was unanimously

**RESOLVED** – to approve the virement of £4,000 from the budgets identified in the report to create new budget heads of 2120 and 1260, each for £2,000.  
(Proposed: Cllr Pengelly; seconded: Cllr Reed.)

**(b) Penlee House – Retail Manager Proposal**

A member of Penlee House staff had been offered the opportunity to ‘act up’ in the role of Retail Manager until such time as a permanent Retail Manager was employed. In order to fund the extra cost of retaining the member of staff temporarily in the role, the Personnel Committee had recommended a virement of funds and it was unanimously

**RESOLVED** – to approve the recommendation of the Personnel Committee for the virement of £587.18 from the Council Run Exhibition Fund (2995/3) to Penlee House Salaries.  
(Proposed: Cllr Dixon; seconded: Cllr Baker.)

**(c) Penlee Lodge – Temporary Accommodation Rental Costs**

Due to unforeseen circumstances, it had not been possible for the former tenant of Penlee Lodge to return to the building following completion of the extensive refurbishment earlier in the year. This had necessitated an extension to the tenancy of the temporary accommodation provided by the Town Council and it was

**RESOLVED** – to approve the increase in the budget for Rent on Temporary Accommodation (3160/1) by £2,290 and that this sum be transferred from the Lodge Refurbishment budget (1210).  
(Proposed: Cllr Pengelly; seconded: Cllr Cordel.) 1 abstention.

**(d) Penlee Lodge Tenancy Agreement**

Following completion of the Penlee Lodge renovation project the terms of a new Tenancy Agreement had been reviewed.

Members considered the information provided and, following debate, it was unanimously

**RESOLVED** – that the tenant be allowed to move back into Penlee Lodge from temporary accommodation under an amended Assured Shorthold Tenancy under the following terms:

- 1) The Tenant agrees to pay Penzance Town Council £2,500 (or a lesser sum if costs are less than £2,500) toward the cost of putting right the temporary accommodation damaged during his occupation. The sum to be repaid in instalments at a rate of £120 per month, paid with the rent, until such time as the costs had been repaid. Alternatively, the Tenant may offer to pay all the sum or part of the sum as a lump sum.
- 2) That the rent for Penlee Lodge be set at £500 per month.



- 3) that the Tenancy Agreement include explicit provision for monthly inspections by the Council or its agent.  
(Proposed: Cllr Broadhurst; seconded: Cllr Halliday.)

It was further

**RESOLVED** – that the Council appoint an agent to manage the property.  
(Proposed: Cllr Cliffe; seconded: Cllr Cordel.) 1 against.

**63. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising.

The meeting closed at 9.47pm

Town Mayor  
29 October 2018