

MINUTES OF PENZANCE TOWN COUNCIL MEETING held in The Alverne Room, St John's Hall, Penzance on Monday 9 July 2018 at 7.00pm

PRESENT

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

Councillors D J Axford
K M Baker
A Bates
S M Cordel
N A Davis
J H Dixon
W Elliott
J M How
B Jackson
J S Lambourn
N G Pengelly
P Young

Also present: Hester Hunt (Town Clerk), Teresa Fogarty (Senior Administration Officer), Cornwall Councillors Jim McKenna & Cornelius Olivier, Jodie Telling & Richard McKie (Young People Cornwall), Tom Gaaney (Cornishman Reporter), 4 members of the public.

Prayers

Apologies for absence had been received from Reverend Julyan Drew.

33. APOLOGIES FOR ABSENCE

Councillors S J Bosworth, T L Halliday, R A Mann, N N Waller.

Absent without apologies: Councillors S J Reed, N C Roach.

34. DECLARATIONS OF INTEREST

Councillors Broadhurst and Cordel declared a personal, non-pecuniary interest in agenda item 13(d) Penzance AFC as the Labour Party (of which they were members) paid to use the facilities of the clubhouse to hold meetings.

Councillor Pengelly also declared a personal, non-pecuniary interest in item 13(d) Penzance AFC as his son played football for the club.

35. PUBLIC PARTICIPATION TIME

Judith Lawrence addressed the meeting in respect of agenda item 13(a) Public Seating Policy. Ms Lawrence felt that additional public seating was needed at the

bottom end of the town centre and that type of seating should be researched in order to accommodate people of different heights and that the seats should be in keeping with the local architecture.

Ms Lawrence also addressed the meeting with reference to agenda item 13(b) Town Manager and asked what evidence existed for the requirement to appoint a Town Manager, what duties the post-holder would carry out, whether it would be cost effective and whether further research into the activities of other towns was being carried out.

36. PRESENTATIONS

(a) Jodie Tellum (Young People Cornwall)

Members were informed that the Extraordinary Town Council meeting held on 12 June 2018 had generated a lot of public interest in youth provisions in Penzance and Ms Tellum stressed that Penzance needed a 'Youth Strategy' to provide young people with support and advice. Ms Tellum went on to explain some of the functions of Young People Cornwall and requested a letter of support from the Town Council that would assist with applying for funding for the various projects.

(b) Richard McKie – Young People Cornwall's proposal for youth services in Penzance

Mr McKie gave a brief synopsis of his background and explained that youth services were available in Cornwall but the various elements were scattered over the county. 'Your Way' was made up of 5 organisations (including Young People Cornwall) and aimed to bring all the relevant services together. If Penzance felt that a youth strategy was needed in West Cornwall, Your Way would provide £10,000 of funding towards securing a suitable building but this would need to be match-funded by the Town Council. A youth strategy in the parish should take into account the views and needs of young people. Cornwall Council was no longer in a position to provide funding for youth provision.

37. CORNWALL COUNCILLORS' REPORTS

Cllr Jim McKenna

- Following on from the presentations above, Cllr McKenna confirmed that he would be happy to support Youth Provision in Penzance.
- Promenade – BID would be organising a public volunteering day to paint benches, clean and tidy the shelters and tidy up the tennis courts at the bottom of Alexandra Road. 10 more seats (funded by BID) would be installed on the promenade.
- Boating Pool improvements – Cllr McKenna had procured £4,000 from Cornwall Council for a proper entrance and pathway that would be installed over the next 2-3 months.

- Rough sleeping – Cornwall Council was looking into the situation.
- Basketball Courts – it was hoped that funding could be raised to re-surface the courts.
- St Clare development – the building of the housing units was well underway (including 8 support units). The GP Surgery should be up and running by December 2018, with 60 car parking spaces. The Surgery was being funded by the GPs themselves – no NHS funding was being provided.
- Penzance Expo – this would take place from 6 to 13 October and would focus on the Neighbourhood Plan and a range of other plans, including the former Bolitho School site. The provision of training facilities for people in the care profession was also being looked at.
- Health care provision – the West Cornwall League of Friends was actively seeking younger members and more support from the community.
- Street trading on the promenade – Cllr McKenna confirmed that the situation in respect of the current traders would be reviewed at the end of the season.
- S106 Park & Ride agreement – Cllr McKenna agreed that this had not been the best deal for the town and informed members that the 5 local Cornwall Councillors would be reviewing the situation at the end of the current summer season.
- Car parking charges - It was also confirmed that all 5 local Cornwall Councillors would be working together to review the parking charges system at the end of the season.

Cllr Cornelius Olivier

Cllr Olivier had submitted the following written report:

ASB Concerns

On Saturday June 9th I spent approx two hours at the bottom of Causewayhead, in the company of Councillor Alana Bates, talking to local residents and visitors about the town. We asked two questions, 'what do you like about Penzance' and 'what improvements do you think the town needs'.

In the course of this session I had conversations long and short with over 30 people, about a dozen of whom were visitors. The most common responses from visitors were that they liked the towns buildings but were disappointed by the number of empty shops. None of the visitors mentioned ASB as something that was discouraging people from visiting Penzance.

Of the local residents' responses, about half mentioned ASB but those who felt it was a serious problem were in the minority. The most commonly expressed opinion

amongst local residents was the best thing about Penzance was that it was a 'friendly, diverse' place and the worst thing was empty shops!

Re Drug Paraphernalia

I am pressing Council Officers to produce a plan ASAP for enhancing the network of needle disposal Boxes in Penzance. It seems likely that the closure of the Jennings St and St Clare St public toilets, together with the much restricted open hours of that adjacent to St Johns Hall, has led to an increase in the number of used needles being found in public places.

Devolution

I would suggest that the Town Council has increased both its precept and its staffing to a level that enables it to properly engage with 'local devolution', Penzance is currently lagging behind other towns in Cornwall.

Though Cornwall Council tends to prefer to devolve 'packages of assets', I believe they would be responsive to an individual proposal to get things moving locally. The ideal first step would I think be the transfer of Morrab Gardens from CC to PZTC. It would complement the Town Councils existing responsibility for Penlee House and Park and I believe the Gardens would subsequently be both better looked after and more likely to be enhanced.

The Street Food Project

I am delighted and relieved that this group has been able to relocate its activities from the Transport Hub to the former Probation Office.

When I obtained agreement from CC to this move and visited the building with SFP representatives last October, it never occurred to me that the move would take so long! However it is fair to say Councillor Andrew Mitchell the CC Portfolio Holder for Housing deserves credit for ensuring that it happened at all.

I would also like to express my admiration for the way the Project volunteers were prepared to stick to their principles, in the face of online abuse and other attempted bullying.

Golowan

It was as usual a pleasure to spend a few hours as a volunteer on Mazey Day. This year's Festival provided a welcome antidote to the recent bad publicity stirred up about our town.

Whoever organises the event in future should have the chance to further develop Golowan by being given the security of a three year contract, a proposal that has been discussed previously by the Council.

Second Home/Holiday Let issues

These are receiving an unprecedented level of attention from Cornish MPs and Government. It is worth remembering that whole debate re holiday let owners exploiting a tax loophole was triggered by a 'Public Question' to Cornwall Council submitted by a member of your Council (Alana Bates) Sometimes local democracy works albeit in a convoluted and frustrating ways!

Police Force Merger

At very short notice Cornwall Council has been given the opportunity to respond to a proposal to merge the Devon and Cornwall Police Force with that of Dorset, this will be debated at the CC Meeting of July 10th.

A briefing for Council members took place last Friday. It was revealing to hear Councillors from several different towns complaining that their community was being starved of its of its fair share of police resources and consequently was suffering from intolerable levels of ASB!

Our Chief Constable made it very clear that the main reason for reduced levels of policing in Cornwall and elsewhere was large reductions in Government funding. A message that some of those present were unwilling to accept as a fact!

38. 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 16 (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 Cliffe; seconded: Cllr Lambourn.)

39. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION

No requests had been submitted.

40. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING OF 21 MAY AND EXTRAORDINARY TOWN COUNCIL MEETING OF 12 JUNE 2018

As the minutes had not been circulated with the agenda papers, it was agreed that approval of the minutes should be deferred until the next Town Council meeting.

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

There were no matters to be dealt with.

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

No questions had been submitted.

43. TOWN MAYOR'S ANNOUNCEMENTS

Items of Special Interest.

Extraordinary Town Council Meeting 12 June. The extra-ordinary Town Council meeting on the 12 June was called to address a sharp rise in anti-social behaviour and aggressive begging in the Town and the inadequate response from the statutory authorities who have the power to control it. The problem was not a problem that the Town Council had the power to solve by itself but it was a problem the Town Council had power to exert influence over – which we did. The public were given an extended opportunity to express their concerns and they used it to good effect as, by chance, the BBC Spotlight Team were in Penzance at the time having been alerted by the social media activity on the issue. There is inevitably reputational damage from such news items but to pretend there was no developing crisis in the Town and bury one's head in the sand in denial would have been the greater evil as it would have been an abrogation of our civic duty to look after the interest of our community. As Town Mayor I thank members for their patience and courtesy during a very long meeting on 12 June.

In retrospect there may be better ways in which the Town Council could have organized the public speaking. What materialized was a public meeting of 200+ people conducted within the public speaking agenda item of a Town Council meeting. This was procedurally limiting. We may want to consider in future having a separate Town Meeting on contentious issues with a separate Town Council meeting to take decisions held the day after if required. I will be circulating a draft procedure note for comment. It will be a matter for members to decide.

Social Media. There has been a disturbing negative trend on certain social media sites in Penzance promoting intolerance and hatred. Where there is clear incitement to violence or vigilante behaviour these sites and their owners need to be reported to the Police. Councillors need to ensure they disassociate themselves from such sites.

ARD TV Documentary. The German equivalent of the BBC is producing a 30 minute documentary on Penzance and its quest to become plastic free. The Town Mayor and Rachael Yates, the local SAS activist, have been playing a major role. The team filmed around the Town in the week before Mazey Day and during Mazey Day. The position I have taken on the Plastic Free Penzance initiative is that it is 'work in progress' and that 'if you never start to address a problem you never solve it'. Nobody ever said Plastic Free Penzance was ever going to be easy.

Forthcoming Events.

Penzance Heliport Public Meeting. The Penzance Heliport planning application was to be determined on the 26 July but that looks likely to slip to a later date. The Chair of Cornwall Council's Strategic Planning Committee (SPC) has agreed to a public meeting in St John's Hall, Penzance, on the issue with members of the SPC present. The date set is currently Monday 23 July but that might slip.

Events 1 Feb – 1 Jul 18

1 Feb	BBC Radio	Telephone interview with Mayor.
2 Feb	Marazion Community Centre.	Crowlas Bypass meeting hosted by MP.
3 Feb	Pengarth	MP's Celebration of Volunteers event.
4 Feb	St Ives	St Ives Guildhall/Church Service
5 Feb	St John's Hall	Full Town Council meeting.
6 Feb	Penwith College	'Youth Speaks Competition' organized by Rotary Club. Mayor attending as one of the judges.
7 Feb	Churchill Retirement Living, Penzance	Tour of new retirement accommodation.
8 Feb	Breadline, Bread Street	Open Day
8 Feb	St Piran Rm.	Concarneau Twinning Assn. Committee Meeting.
16 Feb	The Queens Hotel	Rotary Club of Penzance - Dinner
17 Feb	Town Centre	'Race for Life' – promotional photo session.
19 Feb	Penwith College	Penzance Regeneration Partnership
22 Feb	YMCA	Who Dares Works Course Celebration
23 Feb	Nancredra School	School Eco Conference
2 Mar	St John's Hall	Penzance Place Shaping Meeting
5 Mar	St John's Hall	St Piran Day Celebration
5 Mar	Engine Room, Exchange Gallery	Roamin Exhibition – Private viewing event.

12 Mar	Ponsandane Nursing Home	Celebration of a 105 th Birthday.
14 Mar	Pen Sans School	Eco event (Plastic Free related)
16 Mar	St Mary's RC School	Role of Town Mayor & Town Council
17 Mar	Newlyn Centre	"Little Miss Christie" by Stage Struck
21 Mar	St Piran Rm.	Cuxhaven Twinning Association.
22 Mar	Tremenheere Sculpture Garden	Book launch – 'The Celtic Way'.
23 Mar	Penlee House	Private Viewing – new exhibition
25 Mar	The Regal, Redruth	The Big Dance Company Spring event.
26 Mar	Queens Hotel.	Alverton School – Plastic Free Penzance event
7 Apr	Penzance Bowling Club	Open bowling season.
9 Apr	Penwith College (Zennor)	Penzance Musical Theatre Company performance of Pencoath - A Cornish Play.
11 Apr	Morrab Gardens	Friends of Morrab Gardens Coffee Morning/Tour
11 Apr	The Luger	Light Infantry Association Lunch
12 Apr	Frome Town Council	Conference
16 Apr	St John's Hall	Annual Town Meeting
18 Apr	Rugby Club	Concarneau Twinning Assn. AGM
19 Apr	Lescudjack Centre	'Who Dares Work' Course Celebration
20 Apr	Hall for Cornwall	Cornwall Community Land Trust Seminar
20 Apr	St John's Hall	Penzance Place Shaping Group meeting.
21 Apr	Penzance Fire Station	RBL Veterans' Breakfast.
21 Apr	St Mary's Haven	Visit – National Care Home Day.
21 Apr	Old Manor House, Regent Terrace	Visit – National Care Home Day.
23 Apr	St John's Hall	Informal Meeting to Choose Mayor.

24 Apr	Falmouth Town Hall	West Cornwall CCTV Group meeting.
24 Apr	St John's Hall	Police Liaison Meeting.
25 Apr	YMCA	Who Dare Works Course Celebration. Cllr P Young deputizing.
25 Apr	Chapel House, Penzance	Neighbourhood Plan Meeting.
26 Apr	Newlyn Centre	Public Meeting over Newlyn Post Office.
27 Apr	Newlyn School of Art	Tour with Henry Garfit, Director
28 Apr	Morrab Gardens	Open new green house funded by 'Friends'.
4 May	St John's Hall	Breakwater Project Group meeting.
4 May	Hall for Cornwall	Charity Event sponsored by Cornwall Council Chairman.
8 May	Helston	Flora Day Celebration/Reception.
8 May	St John's Hall/Penwith College	Penzance Mayor Making & Reception.
9 May	Newlyn Centre	Port Penlee Public Meeting.
10 May	Hayle Town Council	Hayle Mayor Making.
11 May	Mounds Bay School	Peer Education Initiative/Consent & Relationships.
14 May	Foreign & Commonwealth Office London	Cayman Island 60th Anniversary Reception.
14 May	Truro City Hall	Truro Mayor Making. Represented by Cllr Broadhurst, Deputy Mayor.
15 May	St John's Hall	Rough Sleepers Meeting. Represented by Cllr Will Elliott.
17 May	Penryn Town Hall	Penryn Mayor Making.
18 May	St Marys Church, Penzance	Choral Society Concert.
18 May	WC Hospital	Friends of WC Hospital AGM. Cllr Broadhurst, Deputy Mayor representing.

19 May	St Mary's Haven Care Home, Penzance	Royal Wedding Celebration.
21 May	St Ives Town Council Offices.	St Ives Mayor Making event.
21 May	St John's Hall	Full Town Council Meeting.
31 May	Penwith College	'The Merry Wives of Windsor' - Duchy Opera
1 Jun	St Piran Room, Penzance	Meetings of local Cornwall Councillors & Mayor – Town Centre security issues.
1 Jun	St John's Hall	Penzance Place Shaping Meeting.
1 Jun	St Austell	St Austell Mayor Making event.
4 Jun	Penwith College	Regeneration Partnership – Newlyn presentations. Represented by Cllr How (other councillors in attendance).
6 June	RNAS Culdrose	Annual Reception.
6 June	Penzance Harbour	Race for Life Charity Run. Represented by Cllr Broadhurst, Deputy Mayor.
7 June	St Piran Room	Meeting with Cornwall Council Community Safety Manager (Tamsin Lees).
7 June	Penlee Park	60th Anniversary Celebrations of the Open Air Theatre.
7 June	Penzance Tourist Information Centre	Anniversary of National Trust opening West Cornwall Visitor Centre.
7 June	WC Hospital	Friends of WC Hospital Committee Meeting.
8 June	St John's Hall	Breakwater Project Group Meeting.
11 June	Penwith College	Penzance Regeneration Partnership meeting.
12 June	St John's Hall	Cornwall Council DPD Site Allocations meeting.
12 June	St John's Hall	Extra-ordinary Town Council meeting.
14 June	YMCA	Who Dares Works Course Celebration.
14 June	Red Wing Gallery, Penzance	Roamin CIC Art Workshop.
15 June	Penlee House Gallery	Private Viewing – Lamorna Birch Exhibition.

17 June	St John's Church	Feast of Golowan Church Service.
17 June	The Acorn, Penzance	Young Person's Mental Health Awareness Dance Project - Cornish Roots (Fiona Richardson).
19 June	Penlee Park	Interview by ARD (German) TV – Plastic Free Penzance.
19 June	Waves Café, Penzance	Penzance Community Flora Group Committee Meeting (w/Cllr Halliday).
20 June	Penlee House/ Orangery	Meeting with Tamsin Lees, Cornwall Council Community Safety Manager.
20 June	Lescudjack Centre	Who Dares Wins Course Celebration.
21 June	Jubilee Pool	ARD (German) TV interview with Rachel Yates.
21 June	St Antony's Car Park	Mock Mayor Making (incognito).
22 June	Tremeneere Sculpture Garden	Concarneau Twinning Association dinner with visiting guests (Deputy Mayor of Concarneau + 4).
23 June	Penzance	Mazey Day Civic Parade + Mazey Day Lunch at Pengarth.
24 June	Jubilee Pool	Cake Cutting event/Community Share Offer.
27 June	Pengarth	Networking Breakfast .
28 June	North Inn, Pendeen	Concarneau Twinning Assn./St Just Twinning Assn. Boule competition.
29 June	Red Wing Gallery	Private viewing Nazanin Narges Esmailpour exhibition.
29 June	Penwith College	Celebration of Cornish Rowing Event.
30 June	Newlyn Centre	"A Night to Remember" by Stage Struck Theatre Group, Sparkellez Dance Company and Shindig Cloggers.
1 July	Penzance Promenade	Classic Car Event organized by the Rotary Club of Penzance.
1 July	Helston Central Methodist Church	Helston Civic Service.

44. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

(a) Planning Committee – 23 May and 13 June 2018

The minutes of the Planning Committee meetings held on 11 April and 2 May 2018 were presented and noted.

(b) Penlee House Committee – 4 June 2018

The minutes of the Penlee House Committee meeting held on 4 June 2018 were presented and noted.

(c) Leisure & Amenities Committee – 11 June 2018

The minutes of the Leisure & Amenities House Committee meeting held on 11 June 2018 were presented and noted.

(d) Finance & General Purposes Committee – 18 June 2018

The minutes of the Penlee House Committee meeting held on 18 June 2018 were presented and noted.

(e) Personnel Committee – 15 May 2018

The minutes of the Penlee House Committee meeting held on 15 May 2018 were presented and noted.

45. REPORTS FOR DECISION

(a) Town Centre Public Seating Policy

This report had been brought forward from the Extraordinary Town Council meeting of 12 June 2018.

In some areas of the town centre, public seating had recently been removed in a move to discourage anti-social behaviour, although the success of this was limited.

It was noted that much of the remaining public seating was in need of repair and a survey of all of the seating would be required to ascertain what action would need to be taken in order to bring the seats up to an acceptable standard.

Members also requested a review of the location of all public seating (in all areas of the parish) and Councillor Broadhurst informed members that she had a map of the seats that could be made available. Councillor Axford volunteered to drive around the parish to review all the seating and it was unanimously

RESOLVED – that the Town Council

- (i) Acknowledge the important social role of public seating in the Town Centre and also the importance of seating for members of the public with limited mobility.

- (ii) Resist any further reduction in public seating in Causewayhead and the Town Centre generally.
- (iii) Conduct a condition survey of all public seating in the parish and note the location of the seats.
(Proposed: Cllr Axford; seconded: Cllr Pengelly.)

(b) Town Manager proposal

The Personnel Committee had recommended that the Town Council approve the ongoing research and consultation into the appointment of a Town Manager that was being carried out by the Town Clerk and Leisure & Amenities Manager.

It was noted that work was ongoing to establish the collocation of the Penzance BID Manager and Cornwall Council ASB staff in a prominent, easily accessible town centre location (forming a 'Community Hub').

Following further discussion it was

RESOLVED – to accept and adopt the recommendation from the Personnel Committee to approve the ongoing research and consultation into the appointment of a Town Manager being carried out by the Town Clerk and Leisure & Amenities Manager.

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

(c) Jubilee Pool – appointment of Board Member

At the Town Council meeting held on 27 June 2017, Councillor Nigel Davis had been appointed as the Town Council's representative to the newly formed JPCBS for the year 2017/18. This was an annual appointment therefore a new representative for the JPCBS was now required and it was unanimously

RESOLVED – that Councillor Davis should continue as the Town Council's representative to the board of the JPCBS for the year 2018/19.

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

(d) Penzance AFC – Tenancy Agreement

Penzance Town Council had two leases with Penzance AFC:

- Football pitch, stand and changing rooms. Rent £1,200 p.a. expiring in 2029.
- Magpies Club House. Rent free since October 2013. Lease expired.

The rent-free period had originally been granted in October 2013 because Penzance AFC was in financial difficulties, a redevelopment proposal had failed, new development proposals were being sought and it was presumed the Magpies Club House building had reached the end of its economic life.

Following meetings between the Town Mayor, Council officers and Penzance AFC committee members:

- The Town Council had commission commercial property consultants to provide an independent assessment of the rents.
- Penzance AFC had provided details of its income and expenditure to the Town Council's RFO.
- Penzance AFC had developed business plans to improve its financial situation.

The independent assessment of rents gave a figure of £4300 p.a. for the Magpies Club House and £1100 for the ground, stand and changing room. The rent charged for the ground/stand/changing rooms was currently £1200 and therefore £100 above the recommended level but no change to the current rent was proposed.

It was proposed to 'phase in' the new club house rent of £4300 over 3 years in recognition of Penzance AFC's financial situation and the time required to implement its new business plan.

Members raised concerns over the ability of the club to meet the revised payments and it was proposed by Councillor Cordel and seconded by Councillor Broadhurst that Penzance AFC should be required to submit a business plan by 1 October 2018, showing how the cost of the rent and maintenance of the club building would be met.

This proposal was put to the vote the result of which was 3 for, 11 against. The motion duly fell.

It was then

RESOLVED – that Penzance Town Council would

- (i) prepare a new lease for the Penzance AFC Club House to be agreed at the Town Council meeting on 3 September 2018. The agreement to include the following terms:
 - a) a 10-year lease duration starting 1 October 2018
 - b) a rent of £4300 p.a.
 - c) a phased introduction to full rent as follows:
 - 1 October 2018 – 30 September 2019: rent £2250
 - 1 October 2019 – 30 September 2020: rent £3250
 - 1 October 2020 onward: rent £4300

- (ii) allocate the unspent balance of £2,325 from funds allocated (£3000) for the commercial rent review towards the legal costs of drafting the new lease agreement.

(Proposed: Cllr Pengelly; seconded: Cllr Davis.) 2 abstentions.

(e) Remembrance Sunday 2018 – Centenary of end of WWI

Members were asked to consider what activities/events they would like to see being organised to commemorate the 100th anniversary of the end of WWI in November 2018.

It was noted that there had been some requests to reinstate the parade that was dropped a few years previously (at the request of the RBL) due to the age of the veterans attending the service and it was unanimously

RESOLVED – to form a small working group made up of Councillors Broadhurst, Cliffe and Jackson to work with Council staff to review possible activities / events to commemorate the 100th anniversary of the end of WWI on Sunday 11 November 2018. The Working Group would liaise with the local branches of the Royal British Legion (RBL) and the Royal Air Force Association (RAFA) and the parade would be reinstated with provision/transport being arranged for those veterans unable to walk to the War Memorial at Battery Rocks.

Reports/updates from the group would be brought back to the next and subsequent Town Council meetings for information.

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

(f) Reports from other Committees

(i) CCTV re-installation works

It was

RESOLVED – to approve the virement of £2,000.00 from the Skatepark Maintenance budget (1130/3) to the Surveillance & Security – Repairs budget (1180/4), to enable the re-purposing, integration and upgrade of the existing highways CCTV camera at the Penzance Bus Station / Taxi Rank.

(Proposed: Cllr Dixon; seconded: Cllr Elliott.) 4 against.

(ii) Gulval Allotments access works

It was unanimously

RESOLVED – to approve the re-distribution of allotment maintenance amounts to facilitate essential resurfacing works on the access to Gulval Allotments, which had utilised the whole budget allocated to maintenance for the site (1045/5/1) for 2018/19.

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

(iii) Statutory property inspections

It was unanimously

RESOLVED – to Town Council approves the virement of £1000.00 from the Penlee Lodge statutory checks and inspections budget (1211) to a new budget line, The Barbican Building (1215) to meet the cost of remedial electrical works required in the part of The Barbican building that the Town Council leases on behalf of Golowan CIC.
(Proposed: Cllr Dixon; seconded: Cllr Elliott.)

(iv) Legionella testing

It was

RESOLVED – to approve the virement of £5,000.00 from the Public Toilet refurbishment reserve 1995/4 to Toilets - Legionella Testing contract (1165/9) to meet the cost of appointing a contractor to carry out Legionella risk inspections and testing across the Town Council's toilet facilities.
(Proposed: Cllr Dixon; seconded: Cllr Elliott.) Cllr Axford was absent from the meeting during the voting.

44. REPORTS FROM OUTSIDE BODIES

No reports had been submitted.

45. 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) Appointment of Communications Officer

It was noted that a part-time Communications Officer had been appointed with effect from 23 July 2018.

(c) Penzance Town Council Strategic Plan

The Mayor and Town Clerk had met with the Corporate Learning and Development Team Leader for Cornwall Council to discuss the opportunity for developing a clearer delivery strategy for Penzance Town Council. A framework for the Strategic Plan was distributed to all Councillors.

(d) Update on social issues

The Mayor provided a report on actions that had recently been taken by the Town Council, Cornwall Council and the Police to tackle the issues of anti-social behaviour in the town centre.

46. CONFIDENTIAL REPORTS FOR DECISION

(a) Penlee Lodge Tenancy Agreement

An inspection of Penlee Lodge undertaken in January 2017 had highlighted the need for urgent repairs and renovation to be carried out.

This work was now nearing completion and a new Tenancy Agreement for the existing tenant had been drawn up. The previous Tenancy Agreement had been drawn up in 1988 and no longer complied with legislation and the business needs of the Council.

Members were presented with a draft Tenancy Agreement and it was unanimously

RESOLVED – to

- (i) approve the new Tenancy Agreement for Penlee Lodge subject to the establishment of the rent level;
- (ii) authorise the Town Clerk to commission a formal rental valuation for Penlee Lodge

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

(b) Personnel Committee – Disciplinary progression

A specialist medical report would be required to progress the ongoing disciplinary procedure that the Town Council needed to resolve. The cost of commissioning this specialist report would be £1,500 and it was unanimously

RESOLVED – to accept the Personnel Committee's recommendation and approve a virement of £1,500.00 for a specialist medical report to be compiled to progress the ongoing disciplinary procedure that needed to be resolved.

Financial impact:

Increase budget line 3150 HR Consultancy Services (Finance & General Purposes Committee);

Reduce contribution to earmarked reserve 2995/3 (Penlee House Committee)

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

(c) Health & Safety Schedule of Services

Members were asked to approve the Health & Safety Service Level Agreement for 2018-19 in order to continue the provision of specialist services by the Health, Safety and Wellbeing Services team at Cornwall Council.

It was unanimously

RESOLVED – that the Town Council approve:

- (i) the Service Level Agreement (SLA) for 2018 -2019 ;
 - (ii) Councillor Axford continuing to serve as the Council’s appointed H&S member for 2018-2019 to assist the Council with H&S matters;
 - (iii) the expenditure of £9,936.00 from Budget code 3026-1 as the cost for the service as set out in the SLA.
- (Proposed: Cllr Dixon; seconded: Cllr Broadhurst.)

(d) **AdvantEDGE contract renewal**

The contract for the Allotment and Finance software packages being provided by AdvantEDGE was due for renewal on 24 July 2018 and it was unanimously

RESOLVED – to agree

- (i) a one-year contract for service delivery to 23 July 2019 for delivery of both the Finance and Allotment systems;
 - (ii) the budget shortfall for the Finance System of £810 to be met from a virement from General Contingency (3997) to Accounting Software (3005/11);
 - (iii) the budget shortfall for the Allotment System of £225 to be met from a virement from Cranken Allotment Maintenance (1045/4/3) to Allotment IT Package (1045/12).
- (Proposed: Cllr Axford; seconded: Cllr Cordel)

47. MATTERS ARISING FOR REPORT ONLY

None.

The meeting closed at 9.20pm

Town Mayor
3 September 2018