



## PENRYN TOWN COUNCIL

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Date: 25 February 2013

NOTICE IS HEREBY GIVEN THAT A MEETING OF PENRYN TOWN COUNCIL WILL BE HELD IN THE **COUNCIL CHAMBER, TOWN HALL, PENRYN ON TUESDAY 5 MARCH 2013 AT 7.00 PM** FOR THE FOLLOWING TRANSACTIONS

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7.00pm – 7.15pm – Presentation on a proposed multi-faith Free School for Penryn and Falmouth

7.15pm – 7.30pm – Public Participation and Police Report

*Michelle Darcy*

**Town Clerk**

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### **AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

To receive declarations of interests in relation to items on the agenda.

**3. MINUTES**

To approve as a correct record minutes 103 to 115 of the Council meeting held on 4 February 2013 [Pages 1–4]

To note the minutes of the meeting of the Planning Committee held on 18 February 2013 [Pages 5–6]

**4. CORRESPONDENCE**

**5. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**

26 January to 24 February 2013 [Page 7]

**6. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS**

**7. REPORT FROM THE TOWN CLERK**

To note the activities of the Town Clerk for the period of 29 January 2013 to 24 February 2013 [Pages 8–10]

- 8. ACCOUNTS**  
To receive a list of accounts paid and the monthly statement for the periods 21 January to 20 February 2013 [Pages 11–19]
- 9. PENRYN PHARMACY APPLICATION**  
To consider a response to a consultation from the Cornwall and Isles of Scilly Primary Care Trust on an application for a pharmacy on the outskirts of Penryn [Pages 20–21]
- 10. MANAGEMENT TEAM**  
To consider a proposal to reduce the frequency of Management Team meetings [Page 22]
- 11. SECTION 137 GRANTS**  
To consider requests for Section 137 Grants [Page 23]
- 12. COUNCILLORS' QUESTION TIME**  
To respond to questions from Councillors. Councillors are reminded that for a response to be given at Council, questions should be submitted to the Town Clerk by **12.00 noon on Friday 1 March 2013**. Questions submitted after the deadline, or asked at the meeting without prior notice, may be answered in writing, subsequent to the meeting, in order for a full and informed response to be given.
- 13. EXCLUSION OF THE PRESS AND PUBLIC**  
To resolve that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960 the public be excluded from the meeting during consideration of the following items by reason of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.
- 14. PUBLIC CONVENIENCES CLEANING CONTRACT**  
To appoint a contractor from 1 April 2013 to clean the public conveniences in Permarin car park and on Exchequer Quay, including all materials, locking and unlocking of premises
- 15. PERMARIN CAR PARK RESURFACING**  
To consider a proposal for the resurfacing of the north-east section of Permarin car park
- 16. TOWN HALL CLOCK TOWER**  
To consider an urgent proposal for silicone coating of the Town Hall clock tower to prevent leakage

MINUTES OF THE MEETING OF PENRYN TOWN COUNCIL HELD ON MONDAY 4 FEBRUARY 2013  
AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN

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Councillors Present:

Mrs G A Grant – Town Mayor

N S Ferris, K S Green, Mrs B Hulme, Mrs C Hutchings, J Langan, Mrs M K May, G K Mockett,  
M J Mullins, Mrs S Peters, D A Prynn, G C Rickard, M Snowdon and V Tullin

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Kevin Boyes, Operations Director at Kernow Coatings, attended the meeting and addressed the Council on the issues regarding parking at Parkengue. Cornwall Councillor Mrs Mary May advised that a new scheme was currently out for consultation with a closing date of 14 February and it was likely to include yellow lines at the corners of the access points to Kernow coatings and the road opposite.

There being no representative from Devon and Cornwall Police present, a police report was not given.

**103. APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs M V Bennett and E L Wilkes.

**104. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**105. MINUTES**

**RESOLVED** that minutes 89 to 102 of the Council meeting held on 7 January 2013 be approved and signed as a correct record.

*Proposed by Councillor G K Mockett and seconded by Councillor Mrs M K May*

**RESOLVED** that the minutes of the Council meeting held on 4 December 2012 be amended to reflect that Councillor V Tullin was not present, and that Minute No. 80 be amended to reflect that Councillor G K Mockett proposed the approval of the minutes of the Council meeting held on 26 November 2012.

*Proposed by Councillor Mrs M K May and seconded by Councillor J Langan*

**RESOLVED** that the minutes of the meeting of the Planning Committee held on 21 January 2013 be noted.

*Proposed by Councillor Mrs G A Grant and seconded by Councillor Mrs B Hulme*

**RESOLVED** that the notes of the meeting of the Management Team held on 14 January 2013 be noted.

*Proposed by Councillor Mrs G A Grant and seconded by Councillor Mrs B Hulme*

## **106. CORRESPONDENCE**

The Town Clerk advised that no correspondence had been received.

## **107. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**

The list of the Town Mayor's engagements since the previous Council meeting was noted.

## **108. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS**

Cornwall Councillor Tony Martin attended the meeting and advised that he had attended a site visit in relation to a planning application at Vinery Meadow which the case officer was minded to refuse due to concerns raised by the Tree Officer. He advised that he had requested the developer to consider an alternative layout of the proposed development to resolve the issue.

Cornwall Councillor Mrs M K May gave an oral report to Council and advised of the following:

- There had been no update regarding the appeal in relation to Asda's pharmacy, however, a similar condition had been imposed on a recent application for a supermarket at Looe.
- The consultation on Penryn Academy was due to close on 15 February.
- A Councillor surgery was due to be held in the Town Hall on 26 February with Penryn's Cornwall Councillors and various officers from Cornwall Council.
- Councillor May would be meeting with Cornwall Councillor Bert Biscoe, Portfolio Holder for Transportation, Highways and Environment to discuss issues with bus services in Penryn.
- The outcome of the consultation on yellow lines at Kernick Industrial Estate would be known within two weeks.
- A new localised council tax support scheme would require people of working age to pay a minimum of 25% towards the cost of their council tax bill, with £150k being allocated to the Citizens' Advice Bureau and £1m to be held in reserve to help people in dire straits. An Independent Councillor had requested a review of the situation in six months' time.

## **109. REPORT FROM THE TOWN CLERK**

The Town Clerk presented a report on her attendance at meetings during the period 15 December 2012 to 28 January 2013 which was noted.

## **110. ACCOUNTS**

The statement and list of payments made for the period 21 December 2012 to 20 January 2013 were presented.

**RESOLVED** that the list of accounts paid from 21 December 2012 to 20 January 2013 be approved.

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs C Hutchings*

### **111. PERMARIN CAR PARK**

The Town Clerk presented a report outlining a proposal for engaging a contractor to take enforcement action to prevent parking outside of marked bays and over staying in the shoppers' spaces in Permarin car park. She advised that notices had been posted in the car park and on the Council's website and social media sites and three responses had been received, all of which were in favour of the proposal.

**RESOLVED** that:

- (a) the terms and conditions for use of Permarin car park, attached as Appendix 1 to the report, be approved; and
- (b) appropriate enforcement action be carried out by a suitably qualified local contractor, on instruction from the Town Council, and in accordance with the terms and conditions.

*Proposed by Councillor M J Mullins and seconded by Councillor Mrs C Hutchings*

### **112. PARKENGUE – WAITING RESTRICTIONS**

The Town Council considered a report on Cornwall Council's consultation on the proposed waiting restrictions at Parkengue and had heard from a representative of one of the businesses affected earlier in the meeting during public participation.

**RESOLVED** that the Town Council fully supports the proposals and responds to the consultation accordingly.

*Proposed by Councillor V Tullin and seconded by Councillor G K Mockett*

Councillor Mrs M K May requested that her name be recorded as abstaining from voting on the above decision.

### **113. BROWN TOURIST SIGN**

The Town Council received a report on a proposal from the Penryn Traders Group that the Town Council applies for a brown tourist sign to direct traffic to the town's museum.

**RESOLVED** that an application be submitted to Cornwall Council for a brown tourist sign to Penryn Museum.

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs M K May*

### **114. SECTION 137 GRANTS**

The Town Clerk presented a report detailing a number of requests for Section 137 Grants.

**RESOLVED** that the Falmouth and Penryn Lion's Club be awarded a Section 137 Grant of £75 towards the cost of sponsoring a hole for their Charity Golf Day to be held on 3 May.

*Proposed by Councillor Mrs M K May and seconded by Councillor N S Ferris*

**RESOLVED** that the Green Car Club, Penryn College, be awarded a Section 137 Grant of £500 to support their project involving a group of around 25 students of varying ages to build and race a car using sustainable energy.

*Proposed by Councillor Mrs M K May and seconded by Councillor N S Ferris*

**RESOLVED** that the First Penryn Guides be awarded a Section 137 Grant of £600.

*Proposed by Councillor Mrs M K May and seconded by Councillor M Snowdon*

**RESOLVED** that the British Red Cross be awarded a Section 137 Grant of £250 towards the cost of providing vital services to the community.

*Proposed by Councillor N S Ferris and seconded by Councillor Mrs B Hulme*

#### **115. COUNCILLORS' QUESTION TIME**

The Town Clerk advised that no questions from Councillors had been received. Issues were raised regarding the bus stops at Tremough campus, the lighting at Saracen Ope, and the bus shelter at Harbour View.

There being no further business the meeting was closed at 8.15 p.m.

**TOWN MAYOR**

Councillors: E L Wilkes (Vice-Chairman, in the Chair)

Mrs M V Bennett, N S Ferris, Mrs G A Grant, Mrs M K May, D A Prynne,  
G C Rickard and V Tullin

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#### **42. APOLOGIES**

Apologies for absence were received on behalf of Councillors K S Green, Mrs B Hulme, Mrs C Hutchings, G K Mockett, Mrs S Peters and M Snowdon.

#### **43. DECLARATIONS OF INTEREST**

Councillors D A Prynne and G C Rickard declared a non-registrable interest in Agenda No. 4 (Town and Country Planning Applications) as they were personally acquainted with the applicant for Application No. PA13/00910.

#### **44. MINUTES OF THE MEETING HELD ON 21 JANUARY 2013**

**RESOLVED** that Minute Nos. 36 to 41 of the meeting of the Planning Committee held on 21 January 2013 be approved and signed by the Chairman as a correct record.

*Proposed by Councillor Mrs M A May and seconded by Councillor N S Ferris*

#### **45. TOWN AND COUNTRY PLANNING APPLICATIONS**

##### ***PA13/00684 – 2 Polsethew, Penryn***

**RESOLVED** that the Town Council has no objections subject to the Planning Officer being satisfied that there are no overriding issues regarding overlooking or overshadowing of neighbouring properties .

*Proposed by Councillor Mrs G A Grant and seconded by Councillor N S Ferris*

##### ***PA12/11853 – 25 Higher Market Street, Penryn***

**RESOLVED** that the Town Council supports the application subject to there being no objections from the Conservation Officer.

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs G A Grant*

##### ***PA12/11854 – 25 Higher Market Street, Penryn***

**RESOLVED** that the Town Council supports the application subject to there being no objections from the Conservation Officer.

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs G A Grant  
PA13/00910 – 4 Woodland Avenue, Penryn*

**RESOLVED** that the proposals are fully supported.

*Proposed by Councillor E L Wilkes and seconded by Councillor N S Ferris*

Having earlier declared a non-registrable interest in the above application, Councillors D A Prynne and G K Rickard left the meeting for the duration of the item and did not take part in the debate or the vote.

#### **46. DECISION NOTICES**

The list of decision notices was noted.

There being no further relevant business the meeting was declared closed at 7.20 p.m.

Chairman



# MAYOR'S ENGAGEMENTS

## 26<sup>th</sup> January 2013 – 24<sup>th</sup> February 2013

Monday 28 <sup>th</sup> January	7.00pm	106 Steering Group
Tuesday 29 <sup>th</sup> January	2.00pm	Mayors Regeneration Meeting (Falmouth Town Hall)
Thursday 31 <sup>st</sup> January	3.00pm	Maritime Line Meeting (Falmouth Town Hall)
	7.00pm	Falmouth and Penryn Sea Cadets Presentation Evening
Friday 1 <sup>st</sup> February	8.30am	First Friday Breakfast at NMMC
Monday 4 <sup>th</sup> February	6.30pm	Penryn Town Council Meeting
Tuesday 5 <sup>th</sup> February	7.00pm	Meeting re Glasney Green Space Project Regeneration at The Kings Head
Wednesday 6 <sup>th</sup> February	10.00am	Gorsedh Meeting in Penryn Town Hall
Sunday 10 <sup>th</sup> February	10.30am	Church Anniversary Service attended by Beverley Hulme on behalf of Mayor
	12.30pm	Falmouth and Penryn Lions Club Charter Lunch
Monday 18 <sup>th</sup> February	7.00pm	Planning Meeting
Tuesday 19 <sup>th</sup> February	2.00pm	Meeting with Richard Pearson FXU regarding proposals for a town/university event.
Thursday 21 <sup>st</sup> February	11.00am	Opening of Penryn Nature Trail
	7.00pm	Meeting with Penryn Traders Group at Rebel Brewery



## PENRYN TOWN COUNCIL

COUNCIL

5 MARCH 2013

### Report from the Town Clerk

**Author:** Michelle Davey, Town Clerk

#### 1. Background

During the period 29 January to 24 February 2013, the Town Clerk attended a number of meetings on behalf of Council as detailed in the report.

#### 2. Discussion

Details of the meetings attended are listed below.

*Wednesday 30 January – Meeting with Darren Collins, Contract Compliance Officer, Cornwall Council:*

The Town Clerk and Town Mayor met with Cornwall Council's Contract Compliance Officer to discuss street cleaning issues in Penryn. It was agreed that St Gluvias Street and St Thomas Street would each be swept twice weekly in place of Station Road. It was further agreed to provide space in one of the Town Hall dungeons for the handcart to cut down on the time spent walking from the depot.

*Wednesday 30 January – Meeting with prospective cleaning contractor for public conveniences:*

The Town Clerk met with a prospective contractor to discuss the Town Council's requirements for the cleaning and opening and closing of the public conveniences in Penryn from 1 April.

*Thursday 31 January – Meeting with Ned Bailey:*

The Town Clerk met with a local resident of Bellevue to discuss a possible suggestion for the use of Section 106 Contributions to provide traffic calming measures at Bellevue. It was also suggested that the boundary stone which had been removed some time ago might be reinstated.

*Tuesday 5 February – Meeting with Laura Dancer and Erin Austin of Three16:*

The Town Clerk, together with the Town Mayor, met with representatives of Three16 to hear about their proposals for a multi-faith free school to be located near Penryn. It was agreed that they would give a presentation to Council at its meeting in March.

*Tuesday 5 February – Practical Play Solutions – Seminar:*

Councillor Mrs S Peters and the Town Clerk attended a seminar entitled practical play solutions during which presentations were given on the principles of play space design, designing for play, inspirational natural play, inclusive play and sports field fencing. A number of professional organisations were in attendance and some useful contacts made in relation to the Glasney Green Space Regeneration Project.

*Tuesday 5 February – Glasney Green Space Regeneration Project:*

The Town Clerk and a number of Councillors attended a meeting of the Glasney Green Space Regeneration Project to hear about the progress being made by the Group. It was suggested that the next step for the Group should be to present their proposals to Cornwall Council's Public Space Officer, Donald Martin.

*Tuesday 6 February – Local Organising Committee:*

The Town Clerk and a number of Councillors attended a meeting of the Local Organising Committee. The Committee worked through a task list assigning them to key members of the Committee and wider community and finalised the arrangements for the Proclamation prior to the next joint meeting with the Gorsedh Committee.

*Sunday 10 February – Penryn Methodist Anniversary Service:*

The Town Clerk and a number of Councillors attended the anniversary service of the Penryn Methodist Church along with civic guests.

*Monday 11 February – Meeting with Councillor Bert Biscoe, Portfolio-Holder for Transportation, Highways and Environment:*

The Town Clerk and Councillor Mrs M A May met with Councillor Biscoe to discuss various issues with bus services in Penryn, including the frequency of buses travelling through Helston Road, and overcrowding on the 9.32 a.m. bus to Truro. He undertook to investigate the problems with transportation officers at Cornwall Council.

*Tuesday 12 February – Society of Local Council Clerks Regional Conference:*

The Town Clerk attended the regional conference of the SLCC which included a number of presentations including community rights, Parish Council insurance, a briefing from the DCLG, a legal workshop and update, employment workshop on absence management, and a presentation on communication and public engagement. There were a large number of exhibitors all providing useful services to Town and Parish Councils.

*Wednesday 13 February – Community Resilience and Working Together Seminar:*

The Town Clerk, on the advice of the Community Network Manager, attended a seminar on community resilience and working together at which 14 presentations were given on the various aspects of creating a community emergency plan.

*Tuesday 19 February – Meeting with Truro City Clerk and Falmouth Town Clerk:*

The Town Clerk met with the Truro and Falmouth Clerks to discuss the future funding of CCTV monitoring following the demise of Remploy. Other issues were also discussed including the forthcoming elections and public conveniences.

*Wednesday 20 February – Falmouth and Penryn Community Network Panel:*

The Town Clerk attended the Falmouth and Penryn Community Network Panel and the main focus of the agenda was community emergency plans. There was also a discussion on the future role of the Panel and the issue was raised again of the desire of the Panel to be allowed to make decisions locally with control over associated budgets.

*Thursday 21 February – Launch of the Penryn Nature Trail:*

The Town Clerk and Town Mayor attended the launch of the Penryn Nature Trail created by Cornwall Neighbourhoods For Change. There was a good attendance from local residents and children and activities were organised along the route. The opportunity was also taken to photograph the fly tipping, dog fouling and littering in the area and it is planned to highlight this on the Council's website to raised awareness of the issue.

*Thursday 21 February – Cornwall Association of Local Councils AGM:*

The Town Clerk attended the CALC AGM at which the guest speaker was a representative of the Cornwall Community Flood Forum. As well as the annual accounts and election of Chairman, a decision was taken to incorporate the Association to avoid any liability to member Councils should the Association find itself in financial difficulties.

### **3. Recommendation**

That the report be noted.

### **4. Appendices**

None.



## **PENRYN TOWN COUNCIL**

**COUNCIL**

**5 MARCH 2013**

### **Accounts**

**Author: Michelle Davey, Town Clerk**

#### **1. Background**

The accounts of the Town Council are presented for approval at each meeting of the full Council (attached as Appendices 1 and 2 to the report). A budget monitoring report is also attached as Appendix 3 to the report.

#### **2. Discussion**

The accounts show the total assets of the Council at £104,083.72 as at 20 February 2013. Items of expenditure over £500 are as follows:

- Eden Green – £1500.00 – Temperance Hall blinds (deposit)
- Penryn Guides – £600.00 – Section 137 Grant
- Penryn College – £500.00 – Section 137 Grant for green car club
- Truro City Council – £1705.43 – CCTV monitoring
- Cormac Solutions – £509.40 – grass cutting
- HM Revenue and Customs – £898.87 - Taxation
- Cornwall Council – £1679.12 – pensions contributions

The following are items of note on the budget monitor report not previously reported:

- There are deficits showing in the administration salaries and caretakers tax and NI, but the overall salary costs remain within budget. This is likely due to incorrect assumptions regarding the ratio of salaries to tax and NI.
- The deficit in the repairs and maintenance budget for the Town Hall has increased by a further £115 to £1569.28 which is due to window cleaning and necessary repairs to the Town Hall door.
- The deficit in the Temperance Hall repairs and maintenance budget has increased by a further £1250.00 which is the deposit for the blinds.
- The town signs budget is showing a deficit of £400 for the brown sign application fee which has since been returned.

### **3. Recommendation**

That the report be noted.

### **4. Appendices**

1. Accounts Report
2. Accounts Paid
3. Budget Monitor Report

**PENRYN TOWN COUNCIL****Appendix 1****ACCOUNTS REPORT**

21st January 2013 - 20th February 2013

**CURRENT ACCOUNT**

Opening Bank Balance as at 21st January 2013 8,290.72

**Receipts:**

Transfer from Investment Account	10,000.00
HMRC VAT repayment	-
Repayment from Christmas Lights	36.13
Hire Charges	1,623.60
Hire Charges - Direct Deposit	120.00
Money Paid to PTC in error (to be repaid)	150.00
Burial/Memorial Fees	90.00

<b>Total Income</b>	<u>12,019.73</u>
	20,310.45

**Payments:**

BT Direct Debits	-
Grant - Penryn Arts Festival	-
Eclipse Internet	43.08
Drawn Payments (Exc. Direct Debits)	13,554.25

Total Expenditure	<u>13,597.33</u>
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<b>Closing Bank Balance as at 20th February 2013</b>	<u>6,713.12</u>
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**ALLOCATED MONIES**

Money Held	-
Undrawn Cheques/Payments	2,942.63

Total Allocated Monies	<u>2,942.63</u>
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<b>Available Bank Balance as at 20th February 2013</b>	<u>3,770.49</u>
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**INVESTMENT ACCOUNTS**

Opening Bank Balance as at 21st January 2013 110,278.90

**Receipts:**

Precept (2nd half)	-
Interest Received	4.33
Hall Hire (Direct Deposit)	30.00

<b>Total Income</b>	<u>34.33</u>
	110,313.23

**Payments:**

Transfer to Current Account	10,000.00
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Total Outgoings	<u>10,000.00</u>
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<b>Available Bank Balance as at 20th February 2013</b>	<u>100,313.23</u>
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**SUMMARY CURRENT ASSETS**

Current Account 3,770.49

Investment Accounts inc amount invested 100,313.23

<b>Total Assets as 20th February 2013</b>	<b>£ 104,083.72</b>
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**Penryn Town Council Accounts for Approval**

Presented to Council - Monday 4th March 2013

ACCOUNTS PAID OUT OF COUNCIL		TAX	NI	PENSION	OTHER	TOTAL	CHQ NO
Salaries & Wages	2,189.66	281.80	166.48	142.33	121.55	1,720.60	BP
	1,402.50	124.40	79.37	82.75	8.84	1,124.82	BP
	541.80	- 37.60	-	31.97	10.34	557.77	BP
	1,253.25	115.40	74.31	-	-	1,063.54	BP
	1,227.75	91.00	-	72.44	-	1,064.31	BP
	423.74	158.40	-	-	-	265.34	BP
<b>TOTAL</b>	<b>7,038.70</b>	<b>733.40</b>	<b>320.16</b>	<b>329.49</b>		<b>5,796.38</b>	



ACCOUNTS PAID OUT OF COUNCIL	NET	VAT	TOTAL	CHQ NO
Eden Green Furnishings (deposit blinds Temp Hall)	1,250.00	250.00	1,500.00	709950
Penryn Christmas Lights (repayment)	152.25	-	152.25	709951
Cornish Coffee	44.32	-	44.32	709952
SLCC Enterprises Ltd - Course	34.50	6.90	41.40	709953
David Morris Window Cleaning	135.00	27.00	162.00	709954
Falmouth & Penryn Lions Club (S137 Grant)	75.00	-	75.00	709955
Penryn Guides (S137 Grant)	600.00	-	600.00	709956
Penryn College (S137 Grant)	500.00	-	500.00	709957
P & M News	17.03	-	17.03	709958
Truro City Council (CCTV monitoring)	1,421.19	284.24	1,705.43	709959
Cormac Solutions Limited (Footpaths/Mem Garden ¼ year)	424.50	84.90	509.40	709960
Robert Holdroff (repair Town Hall main door)	25.00	-	25.00	709961
Cornwall Council (Brown Sign)	400.00	-	400.00	709962
British Telecommunications (internet)	84.00	16.80	100.80	709963
SLCC Enterprises Ltd	32.80	-	32.80	709964
British Gas - Electric (Town Hall)	450.29	22.51	472.80	709965
British Red Cross (S137 Grant)	250.00	-	250.00	709966
HM Revenues & Customs	898.87	-	898.87	BACS
Cornwall Council (Pensions)	1,679.12	-	1,679.12	BACS

DD = Direct Debit BP = Online Bulk Payment

**8,473.87**

**692.35**

**9,166.22**

**Cheques in red have been cancelled**

**TOTAL PAID OUT OF COUNCIL**

SALARIES & WAGES	5,796.38
ACCOUNTS	9,166.22

**14,962.60**

Total N.I. Paid	320.16
Total Tax Paid	733.40
Total V.A.T. Paid	692.35

**APPROVED**

SIGNATURE

SIGNATURE

## Penryn Town Council

### NETT POSITION BY COST CENTRE & CODE

#### Cost Centre & Name

<b>ADMINISTRATION</b>		<u>Balance B/Fwd.</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<u>Code</u>	<u>Title</u>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	
1	Salaries - Administration	0.00	0.00	0.00	44,600.00	50,794.06	-6,194.06
2	Salaries - Caretakers	0.00	0.00	0.00	14,700.00	14,671.35	28.65
3	Tax/N.I. - Administration	0.00	0.00	0.00	17,400.00	8,295.55	9,104.45
4	Tax/N.I. - Caretakers	0.00	0.00	0.00	5,100.00	5,356.43	-256.43
5	Pensions	0.00	0.00	0.00	20,700.00	17,099.95	3,600.05
6	Staff Clothing	0.00	0.00	5.00	500.00	323.25	181.75
7	Training & Travel	0.00	0.00	0.00	4,000.00	2,467.87	1,532.13
8	Bank Charges	0.00	0.00	0.00	400.00	15.77	384.23
9	Postage	0.00	0.00	0.00	900.00	777.20	122.80
10	Printing	0.00	0.00	0.00	2,500.00	1,932.87	567.13
11	Stationery	0.00	0.00	0.00	1,500.00	781.95	718.05
12	Telephone/Fax/Internet	0.00	0.00	0.00	1,700.00	1,409.75	290.25
13	Consultancy & Audit	0.00	0.00	0.00	1,900.00	1,363.50	536.50
14	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00
15	Office - Other	0.00	0.00	0.00	2,900.00	1,076.10	1,823.90
16	Computer Related	0.00	0.00	0.00	2,000.00	1,035.05	964.95
17	Subscriptions	0.00	0.00	0.00	1,200.00	1,658.87	-458.87
18	Insurance	0.00	0.00	24,652.87	8,000.00	0.00	32,652.87
19	Canteen	0.00	0.00	0.00	1,100.00	608.15	491.85
		<b>£0.00</b>	<b>0.00</b>	<b>£24,657.87</b>	<b>131,100.00</b>	<b>£109,667.67</b>	<b>46,090.20</b>
<b>CIVIC</b>							
<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
51	Civic - General	0.00	0.00	0.00	1,500.00	911.19	588.81
52	Mayor Allowance	0.00	0.00	0.00	2,750.00	2,750.00	0.00
53	Civic Insignia/Regalia	0.00	0.00	0.00	500.00	578.15	-78.15
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>4,750.00</b>	<b>£4,239.34</b>	<b>510.66</b>
<b>GRANTS</b>							
<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
101	Grants - Section 137	0.00	0.00	0.00	10,000.00	8,705.00	1,295.00
102	Grants - Other Powers	0.00	0.00	0.00	0.00	0.00	0.00
103	Minor Repair Grants	0.00	0.00	0.00	4,500.00	717.50	3,782.50
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>14,500.00</b>	<b>£9,422.50</b>	<b>5,077.50</b>
<b>SARACEN HOUSE</b>							
<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
201	Rent	0.00	0.00	0.00	3,700.00	2,598.75	1,101.25
202	Non-Domestic Rates	0.00	0.00	0.00	2,100.00	2,047.50	52.50
203	Water	0.00	0.00	0.00	400.00	265.64	134.36
204	Gas & Electricity	0.00	0.00	0.00	1,200.00	1,297.27	-97.27
205	Repairs & Maintenance	0.00	0.00	0.00	1,000.00	131.40	868.60
206	Annual Contracts	0.00	0.00	0.00	300.00	276.00	24.00
207	Miscellaneous	0.00	0.00	0.00	100.00	211.49	-111.49
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>8,800.00</b>	<b>£6,828.05</b>	<b>1,971.95</b>
<b>TOWN HALL</b>							
<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
302	Non-Domestic Rates	0.00	0.00	0.00	5,700.00	5,400.00	300.00
303	Water	0.00	0.00	0.00	400.00	96.48	303.52
304	Gas & Electricity	0.00	0.00	0.00	2,400.00	2,183.58	216.42
305	Repairs & Maintenance	0.00	0.00	0.00	6,000.00	7,569.28	-1,569.28
306	Annual Contracts	0.00	0.00	0.00	700.00	644.85	55.15
307	Miscellaneous	0.00	0.00	0.00	500.00	98.50	401.50
321	Museum Expenditure	0.00	0.00	0.00	500.00	458.82	41.18
331	Town Hall Hire Income	0.00	4,500.00	4,267.00	0.00	150.00	-383.00
332	Museum Donations	0.00	100.00	71.75	0.00	0.00	-28.25
		<b>£0.00</b>	<b>4,600.00</b>	<b>£4,338.75</b>	<b>16,200.00</b>	<b>£16,601.51</b>	<b>-662.76</b>

## Penryn Town Council

### NETT POSITION BY COST CENTRE & CODE

#### Cost Centre & Name

#### TEMPERANCE HALL

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
352	Non-Domestic Rates	0.00	0.00	0.00	2,300.00	2,160.00	140.00
353	Water	0.00	0.00	0.00	400.00	0.00	400.00
354	Gas & Electricity	0.00	0.00	0.00	3,200.00	2,760.90	439.10
355	Repairs & Maintenance	0.00	0.00	0.00	1,000.00	10,468.96	-9,468.96
356	Annual Contracts	0.00	0.00	0.00	500.00	487.83	12.17
357	Miscellaneous	0.00	0.00	0.00	500.00	2,251.37	-1,751.37
381	Temperance Hall Hire Income	0.00	6,500.00	5,490.02	0.00	0.00	-1,009.98
		<b>£0.00</b>	<b>6,500.00</b>	<b>£5,490.02</b>	<b>7,900.00</b>	<b>£18,129.06</b>	<b>-11,239.04</b>

#### CAPITAL EXPENDITURE

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
401	Office Equipment	0.00	0.00	0.00	700.00	376.50	323.50
402	Furniture & Fittings	0.00	0.00	0.00	500.00	0.00	500.00
403	Bus Shelters	0.00	0.00	0.00	3,000.00	0.00	3,000.00
404	Seats	0.00	0.00	0.00	0.00	0.00	0.00
405	Town Signs	0.00	0.00	0.00	0.00	400.00	-400.00
406	Hanging Basket Posts	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>6,200.00</b>	<b>£776.50</b>	<b>5,423.50</b>

#### AMENITIES

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
432	Bus Shelter - Repairs &	0.00	0.00	0.00	160.00	270.00	-110.00
433	Footpath Maintenance	0.00	0.00	0.00	1,020.00	933.90	86.10
434	Seats Maintenance	0.00	0.00	0.00	500.00	0.00	500.00
435	Treluswell Verge	0.00	0.00	0.00	900.00	597.00	303.00
436	Other General Maintenance	0.00	0.00	0.00	900.00	568.53	331.47
437	Quay Hill Shelter	0.00	0.00	0.00	0.00	0.00	0.00
438	Doorstep Green/Glasney	0.00	0.00	0.00	800.00	930.00	-130.00
439	BMX Track	0.00	0.00	0.00	0.00	0.00	0.00
440	Memorial Gardens Maintenance	0.00	0.00	0.00	690.00	652.60	37.40
441	Hanging Baskets/Penryn Pride	0.00	0.00	168.15	900.00	792.53	275.62
443	Footpath Maintenance Income	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£168.15</b>	<b>5,870.00</b>	<b>£4,744.56</b>	<b>1,293.59</b>

#### BURIAL

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
451	Non-Domestic Rates	0.00	0.00	0.00	150.00	123.71	26.29
452	Burial Ground Maintenance	0.00	0.00	0.00	3,800.00	1,477.50	2,322.50
453	Other Costs	0.00	0.00	0.00	0.00	20.02	-20.02
481	Burial Income (Fees)	0.00	2,500.00	677.00	0.00	0.00	-1,823.00
		<b>£0.00</b>	<b>2,500.00</b>	<b>£677.00</b>	<b>3,950.00</b>	<b>£1,621.23</b>	<b>505.77</b>

#### CAR PARKS

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
501	Permarin Lease/Rent	0.00	0.00	0.00	6,300.00	5,350.50	949.50
502	Permarin - Non-Domestic Rates	0.00	0.00	0.00	2,400.00	2,250.00	150.00
503	Permarin Maintenance	0.00	0.00	0.00	1,500.00	1,050.00	450.00
511	Shute Meadow Maintenance	0.00	0.00	0.00	200.00	110.00	90.00
515	Saracen C/Park Refund	0.00	0.00	0.00	0.00	2.50	-2.50
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>10,400.00</b>	<b>£8,763.00</b>	<b>1,637.00</b>

#### PROJECTS & EVENTS

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
551	Temperance Hall Refurbishment	0.00	0.00	0.00	0.00	0.00	0.00
552	Penryn Week	0.00	0.00	40.00	1,000.00	596.02	443.98
553	Approved Expenditure Town	0.00	0.00	1,795.00	200.00	2,477.70	-482.70
		<b>£0.00</b>	<b>0.00</b>	<b>£1,835.00</b>	<b>1,200.00</b>	<b>£3,073.72</b>	<b>-38.72</b>

**Penryn Town Council**  
**NETT POSITION BY COST CENTRE & CODE**

**Cost Centre & Name**

<b>OTHER SERVICES</b>		<b><u>Balance B/Fwd.</u></b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance Budget</b>
<b><u>Code</u></b>	<b><u>Title</u></b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	
601	C.C.T.V.	0.00	0.00	0.00	9,000.00	3,173.02	5,826.98
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>9,000.00</b>	<b>£3,173.02</b>	<b>5,826.98</b>
<b>INCOME</b>							
<b><u>Code</u></b>	<b><u>Title</u></b>	<b><u>Balance B/Fwd.</u></b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance Budget</b>
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	
801	Precept	0.00	186,000.00	186,000.00	0.00	0.00	0.00
802	Bank Interest	0.00	35.00	44.15	0.00	0.00	9.15
803	Grants	0.00	3,000.00	20,883.85	0.00	5,350.00	12,533.85
804	Other Income	0.00	0.00	2,809.31	0.00	1,732.33	1,076.98
805	Saracen House - C.C.	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>189,035.00</b>	<b>£209,737.31</b>	<b>0.00</b>	<b>£7,082.33</b>	<b>13,619.98</b>
<b>NETT TOTALS</b>		<b>£0.00</b>	<b>202,635.00</b>	<b>£246,904.10</b>	<b>219,870.00</b>	<b>£194,122.49</b>	<b>70,016.61</b>



## PENRYN TOWN COUNCIL

COUNCIL

5 MARCH 2013

### Penryn Pharmacy Application

**Author:** Michelle Davey, Town Clerk

#### 1. Background

The Cornwall and Isles of Scilly Primary Care Trust has given notice of an application from N V Morley for inclusion on the PCT's pharmaceutical list at premises not yet known within the retail park on the outskirts of Penryn. The Town Council is invited to make representations to the Primary Care Trust and the deadline for response is 9 March 2013.

#### 2. Discussion

The pharmacy will provide all essential and advanced services, including dispensing, repeat dispensing, disposal of unwanted medicines, promotion of healthy lifestyles, signposting and support for self-care, clinical governance, and home delivery of stoma and incontinence supplies. In addition, the pharmacy will provide a range of directed services such as medicine use reviews, new medicine service, appliance use reviews, emergency hormonal contraception, emergency palliative care, formulary dressing scheme, NHS health checks, needle exchange, supervised consumption, out of hours service provision and smoking cessation. The proposed hours of operation are 0700–1300 and 1330–2130 Mondays to Fridays, 0900–1900 Saturdays and 1000–1600 Sundays.

Currently Penryn has two pharmacies, Hendra's in Market Street, and Hendra's in Saracen Way next to Penryn Surgery. Their opening hours are currently 0845-1230 and 1300-1815, Mondays to Fridays. Asda Stores, Jennings Road are also operating a pharmacy which is currently the subject of an appeal and has no planning permission.

There are two main issues to consider:

- (a) As the application is for a pharmacy outside of the town centre, the potential effect on the existing pharmacies must be taken into account. The pharmacy in Market Street is considered a destination store for a town centre which is already struggling to survive and if a new pharmacy were to lead to its closure, the effect on the town centre as a whole could be extremely detrimental.
- (b) There is an argument to be made that an advantage of the application is the provision of out of hours services during evenings, weekends and early mornings, which would clearly be of benefit to those requiring emergency medicines and working people. However, this is less significant following the extension of the opening hours of the pharmacy at the Falmouth Surgery.

On balance, the potential adverse impact on the existing pharmacies and consequently the viability and vitality of the town centre outweighs the advantage of out-of-hours provision of pharmaceutical services.

### **3. Recommendation**

That the Town Council objects to the inclusion of any additional pharmacies to the Primary Care Trust's pharmaceutical list in the vicinity of Penryn which are not located in the town centre, due to the potential adverse impact on the viability and vitality of the town centre.

### **4. Appendices**

None.



# **PENRYN TOWN COUNCIL**

**COUNCIL**

**5 MARCH 2013**

## **Management Team**

**Author: Michelle Davey, Town Clerk**

### **1. Background**

During a period of absence by the previous Town Clerk a Management Team of key Councillors was set up to manage the Council in the interim and following his return to work and the subsequent appointment of the current Town Clerk, the Management Team continued to meet on a monthly basis. The current membership of the Management Team is the Town Mayor, Deputy Mayor, Cornwall Councillor, and senior Councillors.

### **2. Discussion**

The Management Team has been and continues to be a useful forum for discussing initial ideas prior to taking a report to Council for a decision and also a process for updating Councillors, through the inclusion of the minutes at Council meetings, on operational issues which are not necessarily appropriate as items for Council agendas.

The Management Team has been a valuable asset during the first year of the new Town Clerk's appointment, however, it is now clear that the frequency of the meetings are beginning to outweigh the usefulness of the Team and it is the view of the Town Mayor and a number of the Management Team that the meeting frequency should now be reduced to bi-monthly, with the proviso that additional meetings can be held as and when considered necessary.

### **3. Recommendation**

That the frequency of Management Team meetings be reduced to bi-monthly, with the proviso that extra meetings will be held if an when considered necessary.

### **4. Appendices**

None.





## **PENRYN TOWN COUNCIL**

**COUNCIL**

**5 MARCH 2013**

### **Section 137 Grants**

**Author: Michelle Davey, Town Clerk**

#### **1. Background**

Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. For the year ended March 2013, Council has allocated a total fund for Section 137 grants of £10,000 of which £1295 remains.

#### **2. Discussion**

The Glasney Green Space Regeneration Project has requested a Section 137 Grant towards the cost of a project to improve and regenerate the current Glasney playing field, BMX track and surrounding valley. The grant would provide the Project with valuable matched funding for further grant applications for the project. The regeneration of the valley is long overdue and if the project is to secure further grant funding, it must be able to demonstrate the committed support of the Town Council. As this is the last Council meeting of the current financial year, it is suggested that the project be awarded the balance of the Section 137 Grant budget.

#### **3. Recommendation**

That a Section 137 Grant of £1295 be awarded to the Glasney Green Space Regeneration Project, towards the cost of a project to improve and regenerate the Glasney playing field, BMX track and surrounding valley.

#### **4. Appendices**

None.