



PENRYN TOWN COUNCIL

Date: 29 September 2014

NOTICE IS HEREBY GIVEN OF A MEETING OF PENRYN TOWN COUNCIL TO BE HELD IN THE **COUNCIL CHAMBER, TOWN HALL, PENRYN** ON **MONDAY 6 OCTOBER 2014** AT **7.00 PM** FOR THE FOLLOWING TRANSACTIONS

Michelle Darcy

Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

3. PUBLIC PARTICIPATION

An opportunity for members of the public to address the Town Council concerning matters on the agenda. Members of public who wish to speak should contact the Town Clerk by 5.00 p.m. on Thursday 2 October to register. For full details of procedures for public speaking at Council meetings, or how to raise issues which are not on the agenda, please visit the Town Council's website, www.penryntowncouncil.co.uk, click on the link below, or visit the Town Council offices and request a copy:

[Protocol for Public Speaking at Council Meetings](#)

PLEASE NOTE: This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

4. MINUTES

To approve as a correct record minutes 50 to 67 of the Council meeting held on 1 September 2014 [Pages 1-6]

To note the minutes of the meeting of the Planning Committee held on 15 September 2014 [Pages 7-8]

- 5. CORRESPONDENCE**
To receive items of correspondence
- 6. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**
To note the Mayor's announcements and engagements between 22 August to 28 September 2014 [Page 9]
- 7. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS**
- 8. REPORT FROM THE TOWN CLERK**
To receive an update report from the Town Clerk [Pages 10–11]
- 9. ACCOUNTS**
To receive a list of accounts paid and the monthly statement for the period 1 to 31 August 2014 [Pages 12–23]
- 10. STANDING ORDERS**
To amend Standing Orders to take account of new Openness Regulations [Pages 24–25]
- 11. BROADCASTING AND USE OF SOCIAL MEDIA AT COUNCIL MEETINGS POLICY**
To adopt a policy regarding broadcasting and use of social media at Council meetings [Pages 26–28]
- 12. PENRYN STATION ARTWORK**
To approve the final design for artwork at Penryn Station [Page 29]
- 13. FLYPOSTING ON TOWN COUNCIL BUS SHELTERS**
To discuss a strategy for dealing with fly posting on Town Council bus shelters [Pages 30–31]
- 14. COUNCIL CHAMBER**
To approve final proposals for refurbishment of the Council Chamber [Pages 32–33]
- 15. OFFICE BASEMENT**
To consider a proposal to install shelving in the office basement for storage of archives [Page 34]
- 16. CHRISTMAS LIGHTS**
To consider a request from the Christmas Lights Committee to insure the Christmas Lights under the Town Council's policy [Pages 35–36]
- 17. COMMUNITY GRANTS**
To consider requests for grants to local community groups and charities [Pages 37–39]
- 18. CORNWALL LOCAL PLAN**
To consider a response to Cornwall Council's consultation on proposed changes to the Cornwall Local Plan Strategic Policies Proposed Submission Draft [Pages 40–41]
- 19. TRESOOTH LANE CYCLE ROUTE SIGNAGE**
To consider a response to a consultation from Cornwall Council on proposed signage for the Tresooth Lane cycle route [Page 42]

20. CORNWALL COUNCIL'S BUDGET PROPOSALS

To note the likely impact of Cornwall Council's budget proposals on the Town Council's budget [Pages 43-45]

Councillors Present:

Mrs G A Grant – Town Mayor

Mrs M V Bennett, D Garwood, W J Hodge, Mrs C Hutchings, J Langan, Mrs M K May, M J Mullins,
Mrs S Peters, C S F Smith, M Snowdon and E L Wilkes

50. APOLOGIES

Apologies for absence were received on behalf of Councillors K S Green (work),
Mrs B Hulme (away) and G C Rickard (personal).

51. DECLARATIONS OF INTEREST

Councillors Mrs G A Grant and Mrs C Hutchings declared a non-registrable interest in
Agenda No. 15 (Community Grants) as they were the Council's representatives on the
Penryn Arts Festival Committee.

52. PUBLIC PARTICIPATION

Robert Burrows attended the meeting and spoke on Agenda No. 14 (Town and Country
Planning Applications). He spoke on an application for the construction of three houses and
associated works on land adjacent to 21 Andrewartha Road and advised that this was an
amended design to improve the parking area and layout of the dwellings.

53. MINUTES

RESOLVED that minutes 30 to 49 of the Council meeting held on 7 July 2014 be approved
and signed as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor J Langan

The minutes of the meeting of the Planning Committee held on 21 July 2014 were noted.

The minutes of the meeting of the Staffing Committee held on 22 July 2014 were noted.

The minutes of the meeting of the Port of Penryn Working Party held on 8 July 2014 were
noted.

54. CORRESPONDENCE

A letter from Miss Jodie Craven, local resident, regarding the current parking situation on
Permarin Road was noted. Councillor Mrs Mary May advised that Cornwall Council had a
'wishlist' of Traffic Regulation Orders and no more requests were being accepted for
another 4–5 years. She added that she had requested that the possibility of double yellow
lines below the car park wall be investigated as this seemed to be where the blockage was.

RESOLVED that a public meeting be held to discuss the parking problems on Permarin Road.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs M V Bennett

A letter from Steve Shaw, National Coordinator for Local Works, regarding a request for support for a proposal from Patchway Town Council under the Sustainable Communities Act to allow Town and Parish Councils the right to sell electricity generated from local schemes was noted.

RESOLVED that the Town Council supports a proposal from Patchway Town Council under the Sustainable Communities Act to allow Town and Parish Councils the right to sell electricity generated from local schemes.

Proposed by Councillor J Langan and seconded by Councillor D Garwood

A letter from Peter Doyle, Head of External Affairs for Devon County Council, and Liz Waugh of Coast Communications requesting support for the South West Resilience Campaign was noted. The campaign was calling on the Government to invest in four key actions: improvements to the A303/A30/A358 to create a reliable second strategic road link from London to the South West Peninsula; a resilient and reliable railway for the South West Peninsula; faster rail journey times and better connections; and sufficient capacity and quality of trains to meet demand.

RESOLVED that the Town Council supports the South West Resilience Campaign.

Proposed by Councillor D Garwood and seconded by Councillor Mrs S Peters

55. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

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

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

Cornwall Councillor Mary May reported on the following:

- Cornwall Councillors had been presented with the draft budget papers.
- It had been agreed that St Gluvias cemetery would now receive four cuts a year and that the extra cuts around the church would continue. Signs had also been erected to encourage people visiting the graves to take their rubbish away with them as the litter bins had been removed.
- Work was ongoing at the junction of Helston Road and Station Road and Councillor May had asked the design team to meet with residents once the crossing was completed and in use to discuss whether any improvements were necessary.
- Stations Steps had received another cut.
- Brown's Hill was due to be resurfaced before December.

Cornwall Councillor Tony Martin also attended the meeting and reported the following:

- Highways officers had reservations about the merits of installing double yellow lines on Permarin Road.
- A survey of traffic speed was currently being carried out at Hill Head in response to complaints.
- He would be attending a meeting of the Bohelland Fields Association at the Highway Church on 17 September.

Councillor M Snowdon advised that along with Councillor W J Hodge he had hosted a Councillor surgery on Monday morning with six people attending raising concerns ranging from parking on Polwithen Road, to moss on pavements, the loss of bus stops, and the new pedestrian crossing at the junction of Helston Road and Station Road. He advised that they would be meeting with the Town Clerk later in the week to discuss what action might be taken.

Councillor J Langan had attended the Tall Ships opening ceremony along with a number of other Councillors and suggested that a letter of congratulations be sent to the organisers.

Councillor D Garwood gave an update on the work of the Glasney Green Space Regeneration Group. He advised that a clean up using the CORMAC toolkit trailer had been filmed by the BBC. The Group had also attended Penryn Fair Day to promote the Fun Day on Saturday 6 September and to carry out further consultation on the field. He added that he had grave concerns that Cornwall Council's Capital Gateway process could prevent the Group from accessing Section 106 funds set aside for open spaces in Penryn and the Group was considering its options.

57. REPORT FROM THE TOWN CLERK

The Town Clerk presented an update report on the work of the Council which was noted. Councillor J Langan advised that he had carried out the Councillor audit of accounts with Councillor C S F Smith and they were satisfied that the accounts were in order. However, he felt that it would be beneficial for a group of Councillors to look at contracts such as those with energy suppliers to investigate whether there were savings to be made.

58. ACCOUNTS

The statement and list of payments made for the period 21 June to 31 July 2014 were presented. The Town Mayor highlighted that the Mayor's allowance was now being processed as expenses rather than payment of a lump sum as this was more open and transparent.

RESOLVED that the list of accounts paid from 21 June to 31 July 2014 be approved.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs C Hutchings

59. PERMARIN ROAD DISABLED SPACES

RESOLVED that a sign be erected in the entrance to Permarin car park alerting disabled drivers to the existence of the disabled spaces on Permarin Road and that the erection of the sign be accompanied by a press release to local newspapers.

Proposed by Councillor E L Wilkes and seconded by Councillor M Snowdon

60. COUNCIL CHAMBER

The Town Mayor advised that this item would be deferred to a later meeting as the Town Council was still awaiting a number of quotes.

61. RISK MANAGEMENT PLAN UPDATE

The Town Clerk presented an updated risk assessment in accordance with the quarterly review which was noted.

62. ANTI-FRAUD, THEFT AND CORRUPTION POLICY

The Town Clerk advised that the need to adopt an Anti-Fraud, Theft and Corruption Policy had been identified in the Council's risk assessment.

RESOLVED that the draft Anti-Fraud, Theft and Corruption Policy, attached as an Appendix to the report, be adopted.

Proposed by Councillor M J Mullins and seconded by Councillor E L Wilkes

63. TOWN AND COUNTRY PLANNING APPLICATIONS

PA14/07115 – Land adjacent to 21 Andrewartha Road, Penryn

RESOLVED that the application be fully supported.

Proposed by Councillor Mrs G A Grant and seconded by Councillor Mrs C Hutchings

PA14/07047- 1 Dunstan Close, Penryn

RESOLVED that the application be fully supported.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs G A Grant

PA14/07424 – 5 Golden Acre, Durgan Lane, Penryn

RESOLVED that the principle of development on the site be supported, but the proposed design is poor and fails to take the opportunity to improve the character of the area. The Town Council requests that the application be referred to the Cornwall Design Review Panel.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs G A Grant

64. COMMUNITY GRANTS

An application from the Penryn Methodist Church for a grant of £50 towards the cost of a summer holiday club for children from Penryn and the surrounding area was deferred as Councillors questioned whether a grant had already been awarded in the current civic year.

RESOLVED that, in accordance with Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, the Mabe Ladies Football Team be awarded a Community Grant of £100 towards the cost of equipment.

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

RESOLVED that, in accordance with Section 144 of the Local Government Act 1972, the Penryn and District Twinning Association be awarded a Community Grant of £400 towards the cost of hosting the visit of the French guests to Penryn.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs M K May

Councillor E L Wilkes requested that his name be recorded as voting against the above decision.

Having declared a non-registrable interest in the following item earlier in the meeting, Councillors Mrs G A Grant and Mrs C Hutchings left the Council Chamber for the duration of the item and did not take part in the debate or the vote. In the absence of the Town Mayor, the Deputy Mayor took the Chair.

RESOLVED that, in accordance with Section 145 of the Local Government Act 1972, the Penryn Arts Festival be awarded a Community Grant of £250 towards the cost of a shortfall in funding for the 2014 Festival.

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

Following the above decision, Councillors Mrs G A Grant and Mrs C Hutchings returned to the meeting and the Town Mayor once again took the Chair.

65. FLY A FLAG FOR THE COMMONWEALTH

RESOLVED that the Town Council registers its involvement with the Fly a Flag for the Commonwealth event in March 2015.

Proposed by Councillor E L Wilkes and seconded by Councillor W J Hodge

66. LEISURE RESOURCES STRATEGY

RESOLVED that the Town Council's response to Cornwall Council's consultation on options for its Leisure Resources Strategy is that the Council prefers Option 2 (Cornwall Council should transfer ownership/provision of its leisure facilities to another organisation/s).

Proposed by Councillor Mrs S Peters and seconded by Councillor J Langan

67. POLLING DISTRICTS AND POLLING PLACES REVIEW

RESOLVED that the Town Council approves the response to Cornwall Council that it has no objections to the proposal for an additional polling station on Church Road.

Proposed by Councillor C S F Smith and seconded by Councillor Mrs G A Grant

There being no further business the meeting was closed at 9.10 p.m.

TOWN MAYOR

Councillors: M Snowdon (Chairman)
Mrs M V Bennett, Mrs G A Grant, W J Hodge, Mrs C Hutchings, J Langan,
Mrs M K May, M J Mullins, C S F Smith and E L Wilkes

23. APOLOGIES

Apologies for absence were received on behalf of Councillors D Garwood (personal), Mrs B Hulme (work), and Mrs S Peters (work).

24. DECLARATIONS OF INTEREST

There were no declarations of interest.

25. PUBLIC PARTICIPATION

The Town Clerk advised that no requests had been received from members of the public wishing to speak at the meeting.

26. MINUTES

RESOLVED that Minute Nos. 16 to 22 of the meeting of the Planning Committee held on 21 July 2014 be approved and signed by the Chairman as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs G A Grant

27. TOWN AND COUNTRY PLANNING APPLICATIONS

PA14/07980 – 7 Mutton Row, Penryn

RESOLVED that the application be fully supported.

Proposed by Councillor E L Wilkes and seconded by Councillor J Langan

28. DECISION NOTICES

The list of decision notices was noted.

29. PRE-APPLICATION CONSULTATION

The Planning Committee received details of a planning pre-application consultation for two agricultural scale wind turbines at Nangitha Farm and Higher Kergilliack Farm. The Town Council welcomed the opportunity to comment, but had no observations to make at this stage.

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

Chairman

MAYOR'S ENGAGEMENTS

22 August to 28 September

Friday 22 nd August	Methodist Chapel Opening 'Flower Festival'
Saturday 23 rd August	Penryn Fair Day
Friday 5 th September	First Friday Breakfast Meeting at Harbour Office
Saturday 6 th September	Merchant Navy Day
Sunday 7 th September	Battle of Britain Service
Tuesday 9 th September	Community Network Meeting
Friday 12 th September	Falmouth University Graduation Ceremony and lunch
Saturday 13 th September	Opening of Sea Dogs, Commercial Road
Friday 20 th September	Jubilee Warehouse Open Day
Monday 15 th September	'How To' at Tremough Campus
Wednesday 17 th September	Museum Accreditation Launch
Thursday 18 th September	'How To' at Tremough Campus
Friday 19 th September	Town Team Meeting
Wednesday 24 th September	Exeter University Turf Cutting
Friday 26 th September	Gallery Private View
Sunday 28 th September	Service to celebrate 40 th Anniversary of the Latter Day Saints



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Report from the Town Clerk

Author: Michelle Davey, Town Clerk

1. Background

The Town Clerk's report is a regular update on progress with Council decisions and projects and the work of the Council staff. The report covers the period from 22 August to 28 September 2014.

2. Discussion

Car Parks

A further meeting was held with the Portfolio Holder for Transport and Waste and Cornwall Councillor, Mrs Mary May on 16 September. Cornwall Council officers from car parks and property were also present. The Portfolio Holder was advised that the current lease had already expired and it was suggested that the Town Council write to the Portfolio Holder for Devolution and Localism requesting an asset transfer valuation for Permarin car park. In addition, it was agreed that Cornwall Council would investigate the feasibility of opening up a pedestrian access from the top left hand corner of Commercial Road car park.

University News

The Town Council attended two 'How To' events at the Tremough campus in order to promote and give advice on Council services to new students. The events were held on 15 and 18 September and the Mayor and Council staff attended to give useful advice on such issues as rubbish collection and parking.

Staff Training

The Clerk completed an online course in appraisals and all staff appraisals have now been completed. A report will be taken to the Staffing Committee meeting on 13 September. Three members of staff will also be attending planning training on 30 September.

Town Team

The Town Team held a very productive meeting on 19 September and welcomed Jilly Easterby, Public Engagement Officer at Falmouth and Exeter Universities and Dave Tayler of the Thirsty Scholar and representing the traders as new members of the Team. The Team discussed the possibility of setting up a Community Interest Company to enable it to apply for funding for projects of benefit to the town.

Councillor Surgeries

A Councillor surgery was held on 1 September with Councillor Snowdon and Hodge attending. A number of issues were raised by residents that have been followed up by the Town Clerk and office staff, mostly related to Cornwall Council services. The next surgery will be held on a weekend in December.

Museum

The museum accreditation launch was held on 17 September at which the Mayor thanked Shirley Richards and a small team of volunteers for the very hard work that went into achieving accreditation for the museum. The accreditation is expected to open up new avenues of funding for the museum in the future.

3. Recommendation

That the report be noted.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Accounts

Author: Helen Perry, Finance Officer

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 and bank reconciliation are also attached as Appendices 3 and 4 to the report.

2. Discussion

The accounts show the total assets of the Council are £ 131,477.41 as at 31st August 2014. Items of expenditure over £500 (excluding salaries) are as follows:

1st August to 31st August 2014

• Cornwall Council	565.00	Non Domestic Rates – Town Hall
• Grant Thornton UK LLP	720.00	Annual Audit Fee
• Ricoh UK Ltd	739.63	Photocopier Lease & copying

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

- **Penryn Week Expenditure (190 4560)** – The expenditure for Penryn Week is now complete with an overspend of £58.
- **Grants Received (170 1100)** – The grant of £3,100 for the Penryn Commemorates has been received and a cost centre for the Penryn Commemorates project has been created (190 4575)
- **Public Conveniences Water (200 4600)** – The issue with the water bill for the toilets on Exchequer Quay has been resolved.

Other items of interest:

- **Precept (170 1076) & Council Tax Support (170 1110)** – the balance of the precept (£101,500) and Council Tax Support (£14,006.32) are due to be received early September.

3. Recommendation

Approve the list of accounts paid from 1 August to 31 August 2014.

4. Appendices

1. Balance Sheet
2. Accounts Paid
3. Budget Monitor Report
4. Bank Reconciliation

Date :- 02/09/2014

Penryn Town Council

Appendix 1

Time :- 16:04

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31 August 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Current Assets</i>				
100	Debtors	1,182	0	1,182
105	VAT Control Account	1,051	0	1,051
110	Prepayments	8,085	0	8,085
200	Lloyds - Treasurer Account	19,934	0	19,934
210	Lloyds - 30 Day Account	31,318	0	31,318
220	Investment Holding Account	80,000	0	80,000
250	Petty Cash	225	0	225
Total Current Assets		141,795	0	141,795
<i>Current Liabilities</i>				
500	Creditors	1,229	0	1,229
501	Other Creditors	15,000	0	15,000
560	Receipts in Advance	1,183	0	1,183
Total Current Liabilities		17,411	0	17,411
Net Current Assets		124,384	0	124,384
Total Assets less Current Liabilities		124,384	0	
<i>Represented By :-</i>				
300	Current Year Fund	50,293	0	50,293
310	General Reserves	51,623	0	51,623
320	EMR - Elections	5,000	0	5,000
325	EMR - Penryn Pride	500	0	500
330	EMR - Rent - Saracen House	3,324	0	3,324
335	EMR - Rent - Permarin	1,604	0	1,604
340	EMR - Ext. Decor. Town Hall	2,987	0	2,987
345	EMR - Town Hall Chamber Decor.	6,000	0	6,000
350	EMR - Computer Accounts Pack.	2,053	0	2,053
355	EMR - Training	1,000	0	1,000
Total Equity		124,384	0	124,384

List of Payments made between 01/08/2014 and 31/08/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2014	Cornwall Council	DD	1,307.00		NDR August 2014
01/08/2014	Petty Cash	710312	212.60		Replenish Petty Cash
04/08/2014	Investment Holding Account	TRAN006	80,000.00		6 week investment 0.44%
04/08/2014	Eclipse Internet	DD	43.08		Internet
11/08/2014	Cormac Solutions Ltd	710313	186.77		Mem. Garden Maint - August
11/08/2014	British Gas	710314	215.49		Electric 03/06 - 01/08/2014
11/08/2014	British Gas	710315	194.82		Electric 03/06 - 02/08/14
11/08/2014	British Telecommunications	710316	100.80		Internet
11/08/2014	Mrs M K May	710321	36.57		Penryn Week (repay MKM)
12/08/2014	St John Ambulance	710317	165.60		First Aid Cover - Carnival
12/08/2014	Culdrose Military Wife Choir	710318	250.00		Choir
12/08/2014	David Morris Window Cleaning	710319	294.00		Cleaning
12/08/2014	Visit Cornwall	710320	138.00		Wedding Venue Listing
18/08/2014	Grant Thornton UK LLP	710322	720.00		Annual Return Year End Mar 14
18/08/2014	British Gas	710323	121.31		Electric 18/06 - 07/08/14
18/08/2014	British Gas	710324	19.45		Credit Note - Gas
20/08/2014	Payroll August 2014	DD	8,318.49		Payroll August 2014
20/08/2014	South West Water	710325	89.17		Water 10/05 - 14/08/14
20/08/2014	South West Water	710326	148.59		Permarin toilets 07/05 - 14/08
20/08/2014	South West Water	710327	121.25		Water 10/05 - 14/08/2014
20/08/2014	South West Water	710328	51.76		Water 10/05 - 14/08/2014
20/08/2014	Jamie Pryn	710329	150.00		Watering
20/08/2014	Ricoh UK Ltd	710330	739.63		Photocopying 01/05 - 31/07/14
Total Payments			93,624.38		

At : 13:57

Petty Cash

List of Payments made between 01/08/2014 and 31/08/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/08/2014	Cornwall Council	037	2.60		Parking Fee
26/08/2014	Post Office	038	22.32		Postage
Total Payments			<u>24.92</u>		

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Full Council								
100	Administration							
4000	Salaries - Administration	4,626	23,702	58,000	34,298		34,298	40.9 %
4001	Salaries - Caretakers	1,364	6,864	16,800	9,936		9,936	40.9 %
4010	Tax/NI - Administration	468	2,268	10,000	7,732		7,732	22.7 %
4011	Tax/NI - Caretakers	320	1,619	3,189	1,570		1,570	50.8 %
4020	Pensions - Employees	336	1,697	4,100	2,403		2,403	41.4 %
4021	Pensions - Employers	997	4,983	14,410	9,427		9,427	34.6 %
4022	Pensions - ADC	150	750	1,800	1,050		1,050	41.7 %
4030	Mileage	58	174	200	26		26	87.1 %
4031	Travel	2	21	50	29		29	41.1 %
4035	Staff Clothing	0	204	450	246		246	45.3 %
4050	Training	0	1,009	2,750	1,741		1,741	36.7 %
4060	Postage	22	429	1,230	801		801	34.9 %
4065	Photocopier Lease	336	673	1,350	677		677	49.8 %
4070	Printing	280	385	1,040	655		655	37.0 %
4075	Advertising	115	190	300	110		110	63.3 %
4080	Stationery	8	245	895	650		650	27.4 %
4085	Telephone/Fax/Internet	36	459	1,460	1,001		1,001	31.4 %
4090	Consultancy & Audit	600	525	1,520	995		995	34.5 %
4095	Election Expenses	0	0	0	0		0	0.0 %
4100	Office - Other	0	166	1,520	1,355		1,355	10.9 %
4105	Computer Related	0	2,233	3,093	860		860	72.2 %
4110	Subscriptions	0	1,495	1,440	-55		-55	103.8 %
4115	Insurance	0	0	7,400	7,400		7,400	0.0 %
4120	Canteen	0	180	735	555		555	24.5 %
	Administration :- Expenditure	9,718	50,269	133,732	83,463	0	83,463	37.6 %
1900	Miscellaneous Income	0	105	0	105			0.0 %
	Administration :- Income	0	105	0	105			
	Net Expenditure over Income	9,718	50,164	133,732	83,568			
110	Amenities							
4180	Bus Shelter - Repairs & Maint.	90	180	380	200		200	47.4 %
4185	Footpath Maint	93	467	1,270	803		803	36.8 %
4190	Seats Maint.	0	431	500	69		69	86.2 %
4195	Treluswell Verge	0	202	1,200	998		998	16.8 %
4200	Packsaddle Verge	0	176	0	-176		-176	176000
4205	Other General Maint.	0	206	950	744		744	21.7 %

Month No : 5

Budget Report upto 31 August 2014

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4210	Quay Hill Shelter	0	0	0	0	0	0.0 %
4215	Doorstep Green/Glasney	0	335	1,620	1,285	1,285	20.7 %
4220	BMX Track	0	0	0	0	0	0.0 %
4225	Memorial Gardens Maint.	62	380	845	465	465	45.0 %
4230	Floral Displays/Penryn Pride	150	505	1,500	995	995	33.7 %
4235	Litter Bin Maintenance	0	0	1,000	1,000	1,000	0.0 %
4240	Weed Clearing	0	0	3,800	3,800	3,800	0.0 %
	Amenities :- Expenditure	396	2,883	13,065	10,182	0	22.1 %
1000	Footpath Maintenance Income	0	225	225	0		100.0 %
	Amenities :- Income	0	225	225	0		100.0 %
	Net Expenditure over Income	396	2,658	12,840	10,182		
120	Cemetery						
4250	Non-Domestic Rates	0	171	155	-16	-16	110.5 %
4255	Burial Ground Maint.	134	773	3,000	2,227	2,227	25.8 %
4260	Other Burial Costs	0	0	0	0	0	0.0 %
	Cemetery :- Expenditure	134	944	3,155	2,211	0	29.9 %
1050	Burial Income	0	540	1,500	-960		36.0 %
1060	Memorials Income	0	0	0	0		0.0 %
1070	Plot Reservations	0	0	0	0		0.0 %
	Cemetery :- Income	0	540	1,500	-960		36.0 %
	Net Expenditure over Income	134	404	1,655	1,251		
130	Capital Expenditure						
4300	Office Equipment	0	0	1,000	1,000	1,000	0.0 %
4305	Furniture & Fittings	0	0	1,500	1,500	1,500	0.0 %
4310	Bus Shelters	0	0	3,000	3,000	3,000	0.0 %
4315	Seats	0	0	0	0	0	0.0 %
4320	Town Signs	0	0	1,500	1,500	1,500	0.0 %
4325	Hanging Basket Posts	0	0	2,000	2,000	2,000	0.0 %
4330	Noticeboards	0	1,161	0	-1,161	-1,161	116060
4335	Litter Bins	0	0	1,000	1,000	1,000	0.0 %
	Capital Expenditure :- Expenditure	0	1,161	10,000	8,839	0	11.6 %
	Net Expenditure over Income	0	1,161	10,000	8,839		

Month No : 5

Budget Report upto 31 August 2014

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
140 Car Parks							
4250 Non-Domestic Rates	236	1,175	2,430	1,255		1,255	48.4 %
4380 Permarin - Lease/Rent	0	2,675	6,500	3,825		3,825	41.2 %
4390 Permarin - Maint.	0	76	1,640	1,564		1,564	4.6 %
4395 Shute Meadow Maint.	0	0	500	500		500	0.0 %
4400 Saracen C/Park Refund Scheme	0	0	0	0		0	0.0 %
Car Parks :- Expenditure	236	3,926	11,070	7,144	0	7,144	35.5 %
Net Expenditure over Income	236	3,926	11,070	7,144			
150 Civic							
4430 Civic - General	0	405	1,000	595		595	40.5 %
4435 Mayor's Allowance	0	298	2,750	2,452		2,452	10.8 %
4440 Civic Insignia/Regalia	0	0	700	700		700	0.0 %
Civic :- Expenditure	0	703	4,450	3,747	0	3,747	15.8 %
Net Expenditure over Income	0	703	4,450	3,747			
160 Grants							
4480 Grants - Community	0	1,375	10,000	8,625		8,625	13.8 %
4485 Grants - Other Powers	0	0	0	0		0	0.0 %
4490 Minor Repairs Grants	0	300	2,682	2,382		2,382	11.2 %
Grants :- Expenditure	0	1,675	12,682	11,007	0	11,007	13.2 %
Net Expenditure over Income	0	1,675	12,682	11,007			
165 S137 Expenditure							
4495 S137 Grants	0	300	0	-300		-300	0.0 %
S137 Expenditure :- Expenditure	0	300	0	-300	0	-300	
Net Expenditure over Income	0	300	0	-300			
170 Income							
1076 Precept Received	0	101,500	203,000	-101,500			50.0 %
1090 Interest Received	2	61	150	-89			40.9 %
1100 Grants Received	3,100	9,715	12,180	-2,465			79.8 %
1110 Council Tax Support	0	14,006	28,100	-14,094			49.8 %
1150 Other Income	0	0	0	0			0.0 %
Income :- Income	3,102	125,282	243,430	-118,148			51.5 %
Net Expenditure over Income	-3,102	-125,282	-243,430	-118,148			

Month No : 5

Budget Report upto 31 August 2014

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
180 Other Services							
4520 C.C.T.V.	0	0	13,000	13,000		13,000	0.0 %
Other Services :- Expenditure	0	0	13,000	13,000	0	13,000	0.0 %
Net Expenditure over Income	0	0	13,000	13,000			
190 Projects & Events							
4560 Penryn Week Expenditure	-135	1,558	1,500	-58		-58	103.9 %
4565 Town Enhancement	0	1,485	2,000	516		516	74.2 %
4570 Clean Up Penryn Campaign	0	0	1,000	1,000		1,000	0.0 %
4575 Penryn Commemorates Project	560	560	3,100	2,540		2,540	18.1 %
Projects & Events :- Expenditure	425	3,602	7,600	3,998	0	3,998	47.4 %
1200 Events Income	0	942	0	942			942090
Projects & Events :- Income	0	942	0	942			942090
Net Expenditure over Income	425	2,660	7,600	4,940			
200 Public Conveniences							
4250 Non-Domestic Rates	66	329	1,360	1,031		1,031	24.2 %
4600 Water	-313	755	3,640	2,885		2,885	20.7 %
4610 Electricity	88	145	790	645		645	18.4 %
4615 Repairs & Maintenance	8	8	1,000	992		992	0.8 %
4620 Annual Contracts	528	2,870	7,930	5,060		5,060	36.2 %
4650 Consumables	0	0	585	585		585	0.0 %
Public Conveniences :- Expenditure	377	4,108	15,305	11,197	0	11,197	26.8 %
Net Expenditure over Income	377	4,108	15,305	11,197			
210 Saracen House							
4085 Telephone/Fax/Internet	84	84	0	-84		-84	0.0 %
4250 Non-Domestic Rates	214	1,073	2,210	1,137		1,137	48.6 %
4600 Water	89	164	340	176		176	48.4 %
4610 Electricity	116	419	1,220	801		801	34.4 %
4615 Repairs & Maintenance	10	75	1,000	925		925	7.5 %
4620 Annual Contracts	0	105	235	130		130	44.7 %
4670 Rent	0	1,733	4,750	3,018		3,018	36.5 %
4900 Miscellaneous Expenditure	0	10	225	215		215	4.4 %
Saracen House :- Expenditure	513	3,663	9,980	6,317	0	6,317	36.7 %
Net Expenditure over Income	513	3,663	9,980	6,317			

Month No : 5

Budget Report upto 31 August 2014

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
220	Temperance Hall						
4250	Non-Domestic Rates	226	1,131	2,330	1,199	1,199	48.5 %
4600	Water	121	218	530	312	312	41.1 %
4605	Gas	245	245	1,960	1,715	1,715	12.5 %
4610	Electricity	205	602	1,960	1,358	1,358	30.7 %
4615	Repairs & Maintenance	45	45	1,000	955	955	4.5 %
4620	Annual Contracts	0	144	275	131	131	52.4 %
4900	Miscellaneous Expenditure	0	13	500	488	488	2.5 %
	Temperance Hall :- Expenditure	842	2,397	8,555	6,158	0	28.0 %
1300	Temperance Hall Hire Income	180	2,254	6,500	-4,246		34.7 %
	Temperance Hall :- Income	180	2,254	6,500	-4,246		34.7 %
	Net Expenditure over Income	662	143	2,055	1,912		
230	Town Hall						
4250	Non-Domestic Rates	565	2,827	5,820	2,993	2,993	48.6 %
4600	Water	52	95	190	95	95	50.0 %
4605	Gas	0	102	1,375	1,273	1,273	7.4 %
4610	Electricity	186	549	1,375	826	826	39.9 %
4615	Repairs & Maintenance	133	243	10,110	9,867	9,867	2.4 %
4620	Annual Contracts	0	412	765	353	353	53.8 %
4700	Museum Expenditure	0	436	1,000	564	564	43.6 %
4900	Miscellaneous Expenditure	0	0	500	500	500	0.0 %
	Town Hall :- Expenditure	936	4,663	21,135	16,472	0	22.1 %
1350	Town Hall Hire Income	375	1,170	5,000	-3,830		23.4 %
1360	Museum Donations	0	54	100	-46		53.8 %
	Town Hall :- Income	375	1,224	5,100	-3,876		24.0 %
	Net Expenditure over Income	561	3,440	16,035	12,595		
	Full Council :- Expenditure	13,575	80,295	263,729	183,434		30.4 %
	Income	3,657	130,572	256,755	-126,183		50.9 %
	Net Expenditure over Income	9,918	-50,277	6,974	57,251		
Earmarked Reserves							
900	Earmarked Reserves						
9000	EMR - Elections	0	0	5,000	5,000	5,000	0.0 %
9005	EMR - Penryn Pride	0	0	500	500	500	0.0 %
9010	EMR - Rent Saracen House	0	0	3,324	3,324	3,324	0.0 %

Month No : 5

Budget Report upto 31 August 2014

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9020 EMR - Rent Permarin	0	0	1,604	1,604		1,604	0.0 %
9025 EMR - Ext. Decor. Town Hall	0	0	2,987	2,987		2,987	0.0 %
9030 EMR - Town Hall Chamber Decor.	0	0	6,000	6,000		6,000	0.0 %
Earmarked Reserves :- Expenditure	0	0	19,415	19,415	0	19,415	0.0 %
Net Expenditure over Income	0	0	19,415	19,415			
Earmarked Reserves :- Expenditure	0	0	19,415	19,415			0.0 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	0	19,415	19,415			

Penryn Town Council

Bank - Cash and Investment Reconciliation as at 31 August 2014

Appendix 4

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1		Lloyds - Treasurer Accounts	20,228.44
2		Lloyds - 30 Day Account	31,318.16
3		Investment Holding Account	80,000.00
4		Petty Cash	225.08
			131,771.68
<u>Unpresented Payments</u>			
1	26/06/2014	710287	7.70
1	11/08/2014	710321	36.57
1	12/08/2014	710318	250.00
			294.27
			131,477.41
<u>Receipts not on Bank Statement</u>			
0	31/08/2014	All Receipts Cleared	0.00
			0.00
Closing Balance			131,477.41
<u>All Cash & Bank Accounts</u>			
		Lloyds - Treasurer Account	19,934.17
		Lloyds - 30 Day Account	31,318.16
		Investment Holding Account	80,000.00
		Petty Cash	225.08
		Other Bank & Cash Balances	0.00
		Total Bank & Cash Balances	131,477.41



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Standing Orders

Author: Michelle Davey, Town Clerk

1. Background

The Openness of Local Government Bodies Regulations 2014 came into force on 6 August 2014, permitting the filming and recording of local council meetings, committee meetings and sub committee meetings. Since current Standing Orders forbid filming and recordings of meeting, a change is required in order to comply with the new Regulations.

2. Discussion

The Cornwall Association of Local Councils has issued suggested changes to Standing Orders. Standing Order 3(l) reads:

‘Photographing, recording, broadcasting or transmitting the proceedings of a full Council or Committee meeting by any means is not permitted without the Council’s consent.’

It is suggested that this Standing Order be deleted.

In order to clarify what is permitted a new Standing Order 4 is suggested for insertion as follows:

4 Filming and recording meetings

- (a) Whilst a meeting of the Council, its Committees or Sub-committees is open to the public, any person, if present, may:
 - (i) film, photograph or make an audio recording of a meeting;
 - (ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; and
 - (iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- (b) Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its Committees and Sub-committees.

- (c) An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.
- (d) Disruptive behaviour
 - (i) No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
 - (ii) If a person(s) disregards the request of the Chairman of the meeting to moderate or improve their behaviour, any Councillor or the Chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
 - (iii) If a resolution under Standing Order 4(d)(ii) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- (e) Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

3. Recommendation

That the proposed amendments to the Council's Standing Orders be adopted as set out in the report.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Broadcasting and Use of Social Media at Council Meetings Policy

Author: Michelle Davey, Town Clerk

1. Background

The Openness of Local Government Bodies Regulations 2014 came into force on 6 August 2014, permitting the filming and recording of local council meetings, committee meetings and sub committee meetings. Along with a change to Standing Orders to reflect the new Regulations, it is recommended that the Council also adopts a policy for broadcasting and use of social media at Council meetings.

2. Discussion

The Cornwall Association of Local Councils has issued a model policy for Councils' use and a draft policy based on the model is attached as an Appendix to the report.

3. Recommendation

That the draft Broadcasting and Use of Social Media at Council Meetings Policy, attached as an Appendix to the report, be adopted.

4. Appendices

Draft Broadcasting and Use of Social Media at Council Meetings Policy.



PENRYN TOWN COUNCIL

Broadcasting and Use of Social Media at Council Meetings Policy

The right to record, film and to broadcast meetings of the Council, Committees and Sub-Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
6. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
7. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate

action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
10. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
11. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
12. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
13. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

SAMPLE NOTICE TO BE DISPLAYED AT ALL MEETINGS OF THE COUNCIL, ITS COMMITTEES AND SUB COMMITTEES

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Penryn Station Artwork

Author: Michelle Davey, Town Clerk

1. Background

Following delays in progressing a project to install public artwork on the wall outside Penryn Station, it was agreed to take over responsibility for overseeing the project to completion from Falmouth University.

2. Discussion

Three options for the final design were emailed to Councillors and posted on the Council's Facebook page for comment. In response to a suggestion from Councillor Bennett, a fourth option in black and red was also considered. Although the response rate was disappointing, there was a clear majority opinion in favour of Option 3, black and gold. As a result, the designer was asked to produce a proof of the whole design based on that option, a copy of which is attached as an Appendix to the report.

3. Recommendation

That the final design for the Penryn Station artwork, attached as an Appendix to the report, be approved.

4. Appendices

Final design for Penryn Station artwork based on preferred Option 3 (attached separately).



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Flyposting on Town Council Bus Shelters

Author: Michelle Davey, Town Clerk

1. Background

The Town Council has two contracts for the maintenance of its bus shelters, one of which is a straightforward paid cleaning contract and the other of which is a cleaning and maintenance contract in return for exclusive advertising rights. During the period in which the Town Council did not have a community noticeboard, it was noticeable that the number of unauthorised posters on bus shelters increased. As the new noticeboard is now in place, it is suggested that it would be the appropriate time to deal with the flyposting on Town Council bus shelters.

2. Discussion

Whilst many of the posters are from local community groups advertising their services and events, some of them are also from groups outside the Parish of Penryn or commercial advertising. There are also a number of negative impacts of the practice of posting on Town Council bus shelters as follows:

- due to there being no control over what is posted and where, the posters are not displayed in an organised manner leading to an unsightly mess;
- the posters are not generally removed when they become damaged or out of date;
- when posters are removed, they leave a sticky residue on the windows that is difficult and costly to remove;
- the posters can obstruct the view of pedestrians as they look for traffic when crossing the road after alighting from the bus; and
- unauthorised posting on the shelters maintained by the advertising contractor is forbidden under the terms of its contract with the Council.

The Town Council provides a community noticeboard and social media and many of the local businesses in the town centre also accept posters from local community groups. Therefore, as there are alternative options for advertising, it is recommended that the Council takes steps to remove all posters from Town Council bus shelters and to prevent further recurrence of the problem.

3. Recommendation

That

- (a) the practice of posting on Town Council bus shelters be forbidden without express permission in writing;
- (b) all posters be removed from Town Council bus shelters; and
- (c) persons responsible for posting on Town Council bus shelters be advised that it is not permitted and that any further posting may result in the Council seeking to reclaim the cost of removal.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Council Chamber

Author: Michelle Davey, Town Clerk

1. Background

The Town Council set aside a budget of £6000 for refurbishment of the Council Chamber in its budget for the current financial year. Quotes have now been obtained for the the works as detailed below.

2. Discussion

The cost of the refurbishment is broken down as follows:

Item	Net cost
Removal of tables, carpet and dais	£200
Remove old radiators and replace with new	£1314
Electrics	£350
Replacement lights	£900
Carpet and fitting	£600
Blinds	£50
Decorating (labour and materials)	£1380
Total	£4794
Budget remaining	£1206

Boardroom Table

There are almost unlimited options for tables ranging from modern modular tables right through to secondhand antique solid tables and bespoke wood tables. A set of modular tables could be purchased for £860 seating up to 20. Alternatively, Councillors may wish to opt for a single more

traditional table. These vary greatly in price depending on quality, size and materials and if this is the preferred option, it will need further input from Councillors to decide on the final choice. The largest table that was found to be available online seats 16–18 at £867. Larger tables are available, but these are bespoke and prices are only available on request. Alternatively, there are secondhand tables available for £3000 upwards that are large enough.

Whilst it may be desirable to have an impressive boardroom table in the Council Chamber, Councillors should bear in mind that the modular system gives a more flexible meeting room space whilst still having the option for a boardroom style layout for Council meetings. If considering a large single boardroom table, Council should also bear in mind that space is needed in the Chamber for public and press attendance and that the entrance to the Council chamber makes it extremely difficult logistically to install a table of any great size and it would therefore possibly have to be built inside the Chamber. In addition, it may not be possible to source a suitable table within the available budget.

Wood Panelling

During a previous discussion on the refurbishment of the Council Chamber it was suggested that the bottom section of the walls should be panelled. Quotes have been sought for the materials and the cheapest prices obtained were £224.28 for T&GV or £269.64 for T&G beaded. Councillor Snowdon has offered to provide the labour free of charge, so it would be possible to do this work within the budget.

3. Recommendation

That

- (a) the refurbishment of the Council Chamber be carried out within the budget as set out above;
- (b) panelling be added to the schedule of works up to the amounts detailed above; and
- (c) modular tables be purchased to seat 18–20 up to a cost within the remainder of the budget.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Office Basement

Author: Michelle Davey, Town Clerk

1. Background

The basement in the Town Council offices is currently used to store Council archives and museum records. During the summer months, the Caretaker and Town Mayor have been reorganising the contents of the basement and much of the Council's archives have now been deposited with the Cornwall Records Office. Although it is a sizeable storage space, the current shelving is old and no longer fit for purpose.

2. Discussion

Quotes have been sought for the removal of the old shelving and replacement shelving to enable the dry storage of Council and museum records. The cost of the wood is £188.73 and the labour is quoted at £200. There is currently a budget of £1500 for furniture and fittings which included an amount for a new table and chairs in the Town Clerk's office. However, as the Council was donated office furniture from a local business, part of which has been installed in the Town Clerk's office, there is no longer a need for this expenditure and part of the budget can be used instead to fund the new shelving.

3. Recommendation

That the shelving be replaced in the Town Council offices basement at a total cost of £426.48 including VAT from the furniture and fittings budget.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Christmas Lights

Author: Michelle Davey, Town Clerk

1. Background

The Christmas Lights Committee has submitted a request to the Town Council that the Christmas lights, and the public liability for the switch on event, be covered by the Town Council's insurance. Currently the policy costs the Committee around £800 and the Town Council's insurer has advised that it would insure the lights for around £200, provided that the Town Council had ownership of the lights.

2. Discussion

Sandy Town Council in East Bedfordshire took over the direct provision of its illuminations in 2012 entering into a three year agreement with an independent contractor for Christmas lights. The lights were funded by the Town Council using income from the precept. In 2013 they set up the Friends of Sandy Christmas Lights. This group of local volunteers plans and organises the annual lights and a community event to mark the switch on. The funding raised by the Friends of Sandy Christmas Lights and any donations or sponsorship which the group is able to secure, is used to fund the Christmas tree, future lights and lights events. The Group meets regularly throughout the year to raise money for the lights and to plan future activities.

In the case of Penryn, the ownership of the lights and the status of the Christmas Lights Committee is not entirely clear, however, as the Christmas Lights Committee has indicated that it would be happy for the Town Council to be in ownership of the lights in return for insurance cover, the historic ownership of the lights is no longer an issue. The potential drawbacks of the Town Council owning the lights are as follows:

- Christmas lights by their nature carry a relatively high level of risk, however, with proper risk assessments and insurance cover, this can be mitigated.
- With ownership comes a higher level of responsibility to ensure that the lights are well maintained and regularly updated.

Potential benefits include:

- The reduction in insurance costs can be spent on improving and updating the lights.

- Ownership of the lights gives the future of the Christmas lights greater security as their continuation is currently dependent almost entirely on a very small group of volunteers.
- A clarification of the status of both the Christmas lights and the Committee.

If the Town Council is to take ownership of the lights as requested there are also a number of other factors that should be considered as follows:

- The Town Council needs to appoint a Councillor to be the liaison between the Council and the Committee.
- The Constitution of the Committee needs to be reviewed to ensure that it is fit for purpose and to include a Town Council representative.
- As any fundraising will be on behalf of the Town Council, steps will need to be taken to ensure that the accounting is clear and transparent.
- Currently, a very small group of volunteers is responsible for maintaining and installing the lights, organising the switch on event, and fund raising. It is suggested that these are three very distinct tasks requiring different skill sets and that it might be more effective to split these roles between three separate groups of volunteers.

3. Recommendation

That the Town Council agrees to take ownership of the Christmas lights subject to:

- (a) a review of the constitution of the Christmas Lights Committee to include the appointment of a Councillor to act as liaison with the Council;
- (b) a requirement for quarterly reporting from the Christmas Lights Committee to include submission of a set of accounts; and
- (c) submission of a full inventory of all displays and equipment in the possession of the Christmas Lights Committee for inclusion on the Town Council's asset register.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Community Grants

Author: Michelle Davey, Town Clerk

1. Background

For the year ended March 2015, Council has allocated a total fund for Community grants of £10,000, of which £7300 currently remains unallocated. The Town Council's statutory powers to give grants are limited to certain groups, for example, local sports clubs, however, 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. This power can be used for community grants which fall outside of the statutory expenditure, but first, the council must be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants.

2. Discussion

Requests have been received from the Penryn Methodist Church and Falmouth United Rangers Under 12s. Copies of the application forms are attached as Appendices to the report.

3. Recommendation

That the Town Council considers the requests for Section 137 Grants to the organisations listed above.

4. Appendices

1. Penryn Methodist Church – Grant Application Form
2. Falmouth United Rangers Under 12s – Grant Application Form



Penryn Town Council

GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Penryn Methodist Church		
Registered Charity No. (if applicable)	N/A		
Purpose of Organisation			
Total No. of Members (if applicable)		Total No. of Members in the Parish of Penryn (if applicable)	
Contact Name	Sharon Bawden		
Contact Address			
Telephone			
Email Address			
Amount Applied For	£50		
Purpose of Grant	To contribute towards cost of running a summer holiday club for school age children from Penryn and surrounding area (all helpers and leaders volunteers)		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)



Penryn Town Council

GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Falmouth United Rangers Under 12s Football Club		
Registered Charity No. (if applicable)			
Purpose of Organisation	To provide football training and matches for children from Penryn and Falmouth area from the age of 5 up to 16		
Total No. of Members (if applicable)	15 in under 12s 250 in whole club	Total No. of Members in the Parish of Penryn (if applicable)	
Contact Name	Tony Jewell		
Contact Address			
Telephone			
Email Address			
Amount Applied For	£500		
Purpose of Grant	I have trained the same group now for three years and a lot of the team have never watched a live match at a big ground, so we were planning to take the team to watch England play at Wembley in November. We have done some bag packing at Asda and Sainsburys and raised £800 towards our trip, but this is still not enough as coach hire quotes are coming back at £1200 and then match tickets at £20 adult and £10 child.		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Cornwall Local Plan

Author: Michelle Davey, Town Clerk

1. Background

Cornwall Council has published a schedule of focused changes to the Cornwall Local Plan Strategic Policies Proposed Submission Draft for consultation prior to submission to the Secretary of State in December 2014. The deadline for responses is 16 October 2014.

2. Discussion

As a result of the last consultation, one policy has been added to the Local Plan and a number of changes have been made to the wording of policies and the supporting text. Amendments of particular interest to the Parish of Penryn are as follows:

- Page 5, paragraph 1.6 – a hierarchy of planning documents has been inserted which suggests that Development Plan Documents are given the same weight as Neighbourhood Plans. The covering letter from Cornwall Council also states that Site Allocations Development Plan Documents, identifying sites for development, will be published for consultation in due course. These site allocations are being developed from the Town Frameworks.
- Page 5, paragraph 1.6 – an additional diagram is to be inserted showing how the plans all fit together and again it appears to give the Development Plan Documents the same weight as Neighbourhood Plans.
- Page 18, paragraph 2.10 – a table of employment floorspace requirements is to be added which indicates that net completions and commitments in Falmouth and Penryn are currently 7000m² over target.
- Page 72, policy PP5.1(c) – this has been amended to read ‘The provision of around 2600 dwellings in Falmouth and Penryn in the period up to 2030 to be phased in relation to infrastructure requirements to support the appropriate provision of student accommodation to support growth of the University of Exeter and Falmouth University.’

The first two points illustrate the importance of ensuring that the Town Council gives careful consideration to the upcoming consultation on the Site Allocations Development Plan Documents

and the third point merely requires noting. However, the Town Council may wish to seek further clarification on the fourth point as although the justification for this amendment is given as 'To reflect the current pressure on student accommodation and its impact on housing stock' the proposed wording of the policy remains unclear.

3. Recommendation

That the Town Council notes the proposed amendments and seeks further clarification on the amendment to Policy PP5.1(c).

4. Appendices

Schedule of Focused Changes to the Cornwall Local Plan – Strategic Policies – Proposed Submission Draft March 2014 (Link on Penryn Town Council's website)



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Tresooth Lane Cycle Route Signage

Author: Michelle Davey, Town Clerk

1. Background

At a meeting of 14 April 2014, the Town Council's Planning Committee considered a consultation on the cycle route network and requested that it is given the opportunity to comment on the proposed signage for a new cycle route through Tresooth Lane. A copy of the proposed signage is attached as an Appendix to the report.

2. Discussion

The directional signposts are of the standard blue design showing the cycle and pedestrian routes to the train station and Falmouth, together with an indication of the likely journey times. In addition, there are road marking proposed to indicate a cycle route through Tresooth Lane together with some textured road surfacing.

3. Recommendation

That the Council's comments on the proposed signage for the cycle route through Tresooth Lane be reported back to Cornwall Council.

4. Appendices

1. Tresooth Lane Cycle Route consultation drawing (attached separately).
2. Tresooth Lane Cycle Route sign plan (attached separately).



PENRYN TOWN COUNCIL

COUNCIL

6 OCTOBER 2014

Cornwall Council's Budget Proposals

Author: Michelle Davey, Town Clerk

1. Background

Cornwall Council's draft budget sets out how the authority is proposing to save £196 million by the end of the financial year March 2019. The unprecedented scale of the savings required means that all areas of the Council are affected by the proposals. Cornwall Council has produced a list of proposed savings options recommended by Cabinet Members and this report highlights those proposals which may have an effect on the Town Council's own budget.

2. Discussion

Page	Ref	Saving	Impact
41	CSF49a	Directly provided open door/ universal youth work	Possible cessation of the youth service provided at the OMS could result in the Town Council taking back the asset and the resulting maintenance costs.
46	EEE14	For free or low income car parks the proposal is to transfer ownership to local councils or other bodies. Only the strategically important or high income generation car parks will be retained. Devolution or sale will also reduce the ongoing maintenance and rates liabilities.	Opportunity for the Town Council to take ownership of Commercial Road car park. The Town Council may also consider not renewing the lease for Permarin car park and asking instead for a transfer of the asset.
55	EEE66	Highway signage de-cluttering (removal and non-replacement of signage).	Opportunity for the Town Council to improve signage in the town by agreeing to maintain its own signage.

Page	Ref	Saving	Impact
60	EEE9	Public conveniences: No extension of grants to Parish/Town Councils	The Town Council has already been advised that the grant will not be provided for 2015/16. The Town Council will either have to fund the shortfall through the precept or terminate the leases.
63	EEE32	Increase charges for burials and cremations	Opportunity for the Town Council to promote Glebe cemetery as a competitive alternative and increase the income from burials.
69	EEE46	Charging for activities on public open space for commercial events, including filming etc	Impact will be dependent on definition of 'commercial events'. Possible impact on cost of town events.
75	EEE68	Cross cutting review for Devolution and Localism represents a 30% reduction in the contract to maintain open spaces	Council may wish to consider taken control of some open spaces to provide better care.
86	EEE30	Estate rationalisation: day to day opportunities. The estate and service requirements are always changing and every opportunity should be made to consider alternative uses for the properties no longer need by the authority. The premise for all estate rationalisation is that they will be sold to provide capital receipts and £2m revenue savings have been built into the proposals accordingly.	Possible opportunity to purchase the Town Council offices, but potentially difficult due to the flats overhead.
133	PHP2	Income generation – service wide proposal to fund essential positions to maintain core service delivery through additional income generation.	Patrolling by officers to detect dog fouling offences across the County (which is not a statutory duty) may cease as well as responding to complaints of dog fouling. Council may wish to consider its own town warden scheme with training and authority to issue penalty notices.
140	SS7	Service standard charge – Face to Face Services (Libraries/One Stop Shops)	There is a very real danger that Penryn Library could be targeted for closure given its proximity to Falmouth. Cornwall Council is likely to be very open to a proposal from the Town Council to take on the running of Penryn Library. This could be combined with a move of the offices to the library building to offset the cost.

Page	Ref	Saving	Impact
152	CORP2	Reduction in Council Tax Support Grant distributed to local councils	Cornwall Council has already advised Town and Parish Councils to assume a 15% reduction in the Council Tax Support Grant.

3. Recommendation

That the report be noted and that Councillors consider the potential impacts on the Town Council's budget prior to the next meeting of the Council.

4. Appendices

Proposed Savings Options Recommended by Cabinet Members (Link on Penryn Town Council's website)