



PENRYN TOWN COUNCIL

Date: 27 January 2015

YOU ARE HEREBY SUMMONED TO A MEETING OF PENRYN TOWN COUNCIL TO BE HELD IN THE **TEMPERANCE HALL, PENRYN** ON **MONDAY 2 FEBRUARY 2015** 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 29 January 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 115 to 134 of the Council meeting held on 5 January 2014 [Pages 1-5]

To note the minutes of the meeting of the Planning Committee held on 19 January 2015 [Pages 6-7]

- 5. CORRESPONDENCE**
To receive items of correspondence
- 6. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**
To note the Mayor's announcements and engagements between 20 December and 26 January 2015 [Page 8]
- 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 9–10]
- 9. ACCOUNTS**
To receive a list of accounts paid and the monthly statement for the period 1 to 31 December 2014 [Pages 11–22]
- 10. GLASNEY GREEN SPACE REGENERATION GROUP PETITION**
To receive and consider a response to a petition from the Glasney Green Space Regeneration Group:

Revoke your decision to Prioritise College Valley as a site for development
- 11. PERMARIN ROAD PARKING**
To note the outcome of a consultation on parking with residents of Permarin Road [Pages 23–24]
- 12. COUNCIL CHAMBER FURNITURE**
To consider options for furnishing the Council Chamber [Pages 25–26]
- 13. PENRYN TOWN GUIDE**
To consider a request from the Clear Mapping Company to place an advertisement in the Penryn Town Guide [Pages 27–28]
- 14. COMMUNITY GRANTS**
To consider requests for grants to local community groups and charities [Pages 29–31]
- 15. APPOINTMENTS TO THE STUART STEPHEN MEMORIAL HALL TRUST**
To note a change to the Councillor appointments to the Stuart Stephen Memorial Hall Trust [Page 32]
- 16. COUNCIL BUILDING OPENING TIMES**
To approve a policy for Council building opening times [Page 33]
- 17. COUNCILLOR VACANCY**
To note the resignation of Councillor Mrs C Hutchings
- 18. SELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2015/16**
To select a Town Mayor for the civic year 2015/16

COUNCILLORS ARE REMINDED THAT NOMINATION FORMS FOR TOWN MAYOR SHOULD BE RETURNED TO THE TOWN CLERK NO LATER THAN 5.00 P.M. ON MONDAY 2 FEBRUARY 2015

Councillors Present:

Mrs G A Grant – Town Mayor

Mrs M V Bennett, N S Ferris, D Garwood, Mrs B Hulme, J Langan, Mrs M K May, M J Mullins, Mrs S Peters, G C Rickard, C S F Smith, M Snowdon and E L Wilkes

115. APOLOGIES

Apologies for absence were received on behalf of Councillors K S Green (work) and Mrs C Hutchings (personal).

116. DECLARATIONS OF INTEREST

Councillor M Snowdon declared a registrable interest in Agenda No. 15 (Town and Country Planning Applications) as he was personally acquainted with a close family member of the applicants of PA14/11225 and owned neighbouring property in relation to Application PA14/11725.

117. PUBLIC PARTICIPATION

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

118. MINUTES

RESOLVED that minutes 97 to 114 of the Council meeting held on 2 December 2014 be approved and signed as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs B Hulme

The minutes of the meeting of the Planning Committee held on 15 December 2014 were noted.

119. CORRESPONDENCE

The Town Clerk read two letters of thanks for community grants and email correspondence from Andrew Marston regarding the parking regime on Exchequer Quay. In her capacity as Cornwall Councillor, Councillor Mrs M K May advised that she had contacted the Harbour Master who was investigating the issue. She further advised that the Harbours Board was considering introducing a pay and display scheme for Exchequer Quay.

120. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

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

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

Cornwall Councillor Mary May reported on the following:

- She had received complaints of vehicles parked on double yellow lines near Penryn Surgery, however, she had been advised that the drivers of the vehicles were disabled badge holders and that it was therefore a matter for the police to deal with if it was causing an obstruction.
- The parking had improved at Green Lane and Greenwood Road during the Christmas period in the absence of the student population.
- She called for a Council volunteer to join the Penryn Town Fair Committee which would be meeting on Tuesday 13 January.
- The poles for new hanging baskets in Broad Street had been delivered and were awaiting installation. She requested that the Town Council include provision in its next budget for new granite troughs.
- A Working Party had been set up by the Harbours Board to progress work on the slipway at Church Beach.

122. REPORT FROM THE TOWN CLERK

The Town Clerk presented an update report on the work of the Council which was noted. In response to a question, the Town Clerk advised that there had been no response so far from Cornwall Council on the request for asset transfers but she would be following that up with the Community Network Manager. Councillor Mrs B Hulme advised that she had received many complimentary comments on the artwork at Penryn Station.

123. ACCOUNTS

The statement and list of payments made for the period 1 to 30 November 2014 were presented.

RESOLVED that the list of accounts paid from 1 to 30 November 2014 be approved.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs S Peters

124. FALMOUTH AND PENRYN ALLOCATION DEVELOPMENT PLAN DOCUMENT

The Town Clerk presented a report from Cornwall Council seeking the Town Council's endorsement of recommendations arising from a prioritisation assessment of strategically important sites for housing in the Falmouth and Penryn Allocations Development Plan Document. The report focussed on the two remaining sites in the Penryn area, namely Penryn North and College Valley and recommended on balance that College Valley should be prioritised as the most likely to deliver the required level of housing.

During a lengthy debate, the following issues were raised:

- There was a clear intention by the landowner to develop the site at College Valley.
- Penryn had resisted development in College Valley for many years, however, the situation had changed and there would also be benefits to developing the site including the provision of a country park.

- The Town Councils should seek to secure a good level of affordable housing on the site and to ensure that the development be kept to a minimum of 200 dwellings.
- A number of Councillors expressed a preference for developing the Penryn North site at Treluswell which was south facing, however, it was commented that much work would be needed to create the necessary access to the Penryn North site and there were serious drainage problems to be overcome.
- It was suggested that rather than identify one site it would be possible to develop part of each site and use Section 106 contributions from Penryn North to create a better entrance to the town.
- Concerns were raised that the Penryn North site was open ended with the potential for urban sprawl.
- It was commented that if the College Valley site must be accepted as the most viable then it was important to work to secure the best outcome for the town from the site.

It was proposed by Councillor J Langan and seconded by Councillor M J Mullins that Cornwall Council be advised that the Town Council supports the development of Penryn North. On a vote the motion was lost.

RESOLVED that the Town Council endorses the recommendation of the prioritisation assessment, based on the evidence available at this time, that the College Valley land should be prioritised, with a very strong emphasis on ensuring the delivery of 40% affordable housing.

Proposed by Councillor M Snowdon and seconded by Councillor Mrs M V Bennett

125. CCTV MANAGEMENT GROUP

RESOLVED that Councillor Mrs B Hulme be appointed to represent Penryn Town Council on the CCTV Management Group and that Councillor Mrs M K May be appointed as substitute.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs S Peters

126. DEMENTIA ACTION ALLIANCE

RESOLVED that Penryn Town Council becomes a member of the Dementia Action Alliance and that the draft Actions, attached as an appendix to the report, be approved.

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

127. FREEDOM OF INFORMATION POLICY

RESOLVED that the draft Freedom of Information Policy, attached as an Appendix to the report, be adopted.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs B Hulme

128. DATA PROTECTION POLICY

RESOLVED that the draft Data Protection Policy, attached as an Appendix to the report, be adopted.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs S Peters

129. TOWN AND COUNTRY PLANNING APPLICATIONS

Having declared a registrable interest in the following applications, Councillor M Snowdon left the meeting during discussion of the items and did not take part in the debate nor the vote.

PA14/11225 – 23 West Street, Penryn

RESOLVED that the Town Council objects to the application on the grounds that, due to a lack of turning space, access and egress in the busy one-way street would not be possible in a forward gear. The Town Council also considers the proposal to be detrimental to the character of the Conservation Area.

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

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

PA14/11725 – Land to the rear of 31 Broad Street, Penryn

RESOLVED that the Town Council has no objections.

Proposed by Councillor M J Mullins and seconded by Councillor J Langan

Councillors G C Rickard and E L Wilkes requested that their names be recorded as abstaining from voting on the above application.

Following the above decision, Councillor M Snowdon returned to the meeting.

130. COMMUNITY GRANTS

RESOLVED that in accordance with Section 137 of the Local Government Act 1972, the Cornwall Blind Association be awarded a grant of £300 towards the cost of providing services to the blind and visually impaired.

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

131. VACANCY FOR TOWN COUNCILLOR

The vacancy for a Town Councillor in the East Ward was noted.

132. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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 reasons of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.

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

133. TOWN HALL ELECTRICAL WORKS

The Deputy Mayor advised that during the recent refurbishment of the Council Chamber it had become apparent that the Town Hall's electrical wiring boards were in urgent need of replacement and reorganisation. The Town Council placed on record its gratitude to Councillor M Snowden for giving up his free time to carry out the refurbishment and congratulated him on the excellent standard of the work.

RESOLVED that delegated authority be granted to the Town Clerk, in consultation with the Deputy Mayor, to appoint a suitably qualified electrician to carry out essential and urgent works to the Town Hall electrical wiring boards and any other directly related works which may prove necessary following further investigation with a maximum budget of £5000 to be vired from general reserves.

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

134. COUNCIL CHAMBER FURNITURE

RESOLVED that a decision on the Council Chamber furniture be deferred to the next meeting of the Council pending a visit by the Town Mayor, Deputy Mayor, Councillor Mrs M K May and Councillor Mrs M V Bennett to a number of possible sources of suitable tables that had been identified.

Proposed by Councillor Mrs G A Grant and seconded by Councillor M Snowden

There being no further business the meeting was closed at 8.35 p.m.

TOWN MAYOR

Councillors: M Snowdon (Chairman)
N S Ferris, D Garwood, Mrs G A Grant, Mrs M K May, Mrs S Peters, C S F Smith
and E L Wilkes

50. APOLOGIES

Apologies for absence were received on behalf of Councillors Mrs M V Bennett (personal), Mrs B Hulme (away) and G C Rickard (personal).

51. DECLARATIONS OF INTEREST

There were no declarations of interest.

52. PUBLIC PARTICIPATION

No requests had been received from members of the public wishing to speak at the meeting.

53. MINUTES

RESOLVED that Minute Nos. 43 to 49 of the meeting of the Planning Committee held on 15 December 2014 be approved and signed by the Chairman as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor D Garwood

54. TOWN AND COUNTRY PLANNING APPLICATIONS

PA14/12029 – 2 The Square, Penryn, TR10 8JQ

RESOLVED that the application be fully supported.

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

PA14/12286 – 2 The Square, Penryn, TR10 8JQ

RESOLVED that the application be fully supported.

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

PA15/00141 – 17 Trewarton Road, Penryn, TR10 8JB

RESOLVED that the application be fully supported.

Proposed by Councillor C S F Smith and seconded by Councillor N S Ferris

PA14/11915 – 40 Green Lane, Penryn, TR10 8QJ

RESOLVED that the application be fully supported.

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

55. DECISION NOTICES

The list of decision notices was noted.

There being no further relevant business the meeting was declared closed at 7.10 p.m.

Chairman

MAYOR'S ENGAGEMENTS

20 December 2014 to 26 January 2015

Weds 14 January

Honours Presentation, Truro College

Thurs 22 January

Paul Smales Lecture by Bishop of Truro, The Poly Falmouth



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

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 19 December 2014 to 26 January 2015.

2. Discussion

Asset Transfers

The Town Clerk is meeting with the Community Network Manager on 10 February to discuss the asset transfer process. A further update will be given at the next Council meeting on the outcome of the discussion.

Community Warden Scheme

The Town Clerk met with a member of Cornwall Council's dog warden team to discuss the possibility of setting up a volunteer Community Warden Scheme to patrol the town in an attempt to reduce instances of dog fouling. Cornwall Council can provide the Defra training at a cost of £90 per person which will entitle the wardens to issue Fixed Penalty Notices (FPNs). The FPN carries a fine of £80 (or £50 if paid within ten days) and Cornwall Council will take responsibility for chasing payment and any subsequent court action that may ensue. The Town Council will receive 80% of income from all FPNs issued. However, experience in other towns has shown that the presence of the wardens acts as a deterrent and only two tickets have been issued by non-Cornwall Council officers in the whole of Cornwall thus far. Currently Cornwall Council has nine dog wardens who spend 65% of their time dealing with stray dogs. The Town Council has issued a press release calling for volunteers to come forward. If sufficient volunteers are found, then the next step will be a meeting to discuss what is involved.

Clock Tower

The clock tower has been inspected by a local surveyor who has reported that the absence of leading around next level down from the town clock is a significant factor in the current problems with water ingress. The surveyor is preparing a report which will be presented to Council on a

recommended course of action and the estimate cost of any works that will need to be carried out. He is confident that the Town Council will be able to source grant funding to carry out the repairs.

VAT Liability

The calculation of the Town Council's VAT partial exemption position has been completed and as anticipated, there was a breach of the *de minimis* limit in 2011-12, however, HMRC will allow for a temporary breach if the Council can prove that it is a 'one off'. In order to demonstrate this, the Council must complete a seven year average test using the five years up to the current year and two years forecasted after. If the average amount of VAT across these seven years falls under the *de minimis* limit then no repayment is due. The VAT specialist has reported that the Town Council's seven year average figure using basic calculations is £5491.81 and therefore the Town Council has no issues with VAT reclaimed in previous years. The Town Council is now therefore able to reverse its VAT liability provision of £15,000 at year end.

CCTV

The construction of the new control centre at Tolvaddon has encountered some slippage and is now likely to be completed in May. However, the new CCTV cameras will be recording from the time they are installed and it is only the monitoring that will be delayed. The new cameras are due to be installed in Penryn in early February. Legal advice has been received by Penzance Town Council on the transfer agreement with no significant issues raised. The CCTV Management Group has been formally constituted and held its first meeting on 20 January.

3. Recommendation

That the report be noted.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

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 £184,356.81 as at 31st December 2014. Items of expenditure over £500 (excluding salaries) are as follows:

1st December to 31st December 2014

• Cornwall Council	565.00	Non Domestic Rates – Town Hall
• Churchill Contract Services	702.70	Monthly Contract – Public Toilets
• Gabrielli Lighting	734.40	Chandelier Lights – Council Chamber
• Ace Flooring Contractors	982.80	Carpet – Council Chamber
• Cornwall Air Ambulance	750.00	Grant
• CHICKS	816.00	Grant
• Ace Flooring Contractors	552.00	Replace Flooring on Stairs – Town Hall
• Cornwall Council	2106.66	Back Rent – Saracen House

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

- **Rent – Saracen House (210 4670)** – the ongoing issue with the back rent on Saracen House has been resolved with a one off payment of £2106.66
- **Grants Received (170 1100)** – a further £1000 grant has been received for the Penryn Commemorates WW1 project.

Other items of interest:

- **Investment** – £120,000 invested for a period of six weeks at an interest rate of 0.43% generating interest of £59.38 upon maturity (22 Jan 2015)

3. Recommendation

That the list of accounts paid from 1 December to 31 December 2014 be approved.

4. Appendices

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

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9 31 December 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Current Assets</i>				
100	Debtors	4,752	0	4,752
105	VAT Control Account	1,256	0	1,256
110	Prepayments	8,085	0	8,085
200	Lloyds - Treasurer Account	34,772	0	34,772
210	Lloyds - Instant Access	28,105	0	28,105
220	Investment Holding Account	120,000	0	120,000
250	Petty Cash	245	0	245
Total Current Assets		197,214	0	197,214
<i>Current Liabilities</i>				
500	Creditors	282	0	282
501	Other Creditors	15,000	0	15,000
560	Receipts in Advance	1,183	0	1,183
Total Current Liabilities		16,465	0	16,465
Net Current Assets		180,749	0	180,749
Total Assets less Current Liabilities		180,749	0	0
<i>Represented By :-</i>				
300	Current Year Fund	106,658	0	106,658
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		180,749	0	180,749

List of Payments made between 01/12/2014 and 31/12/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2014	Cornwall Council	DD	1,307.00		NDR - Dec 2014
02/12/2014	Cornish Coffee Ltd	710410	45.65		Coffee
02/12/2014	Cornwall Council	710411	2,106.66		Back rent
03/12/2014	Eclipse Internet	DD	43.08		Internet
04/12/2014	Lighting Gabrielli (repay GAG)	DD	1,006.56		Lighting Gabrielli (repay GAG)
09/12/2014	Various Grants	DD	1,866.00	S137 LGA 1972	Grants
09/12/2014	ACE Flooring Contractors	710412	982.80		Carpet
11/12/2014	Exco Fire & Safety Control Ltd	710413	120.00		Service - replace detector
11/12/2014	Investment Holding Account	TRAN017	120,000.00		Investment 6wk 0.43%
15/12/2014	British Telecommunications	DD	102.35		Office - 01326 373086
16/12/2014	British Gas	710414	30.91		Electric Permarin 01/11-30/11
16/12/2014	ACE Flooring Contractors	710415	552.00		Supply & fit flooring to stair
16/12/2014	Robbie's Garden Services Ltd	710416	1,346.75		Spray Hard Surface (various contracts)
16/12/2014	P & M News & Convenience	710417	30.07		Cleaning Materials
16/12/2014	Cornwall Gas Services	710418	450.00		Plumbing
16/12/2014	B Moses	710419	18.00		Part Refund Booking Fee
17/12/2014	British Telecommunications	D.D.	71.96		Fax Line - 01326 373004
17/12/2014	British Telecommunications	DD	88.04		Museum - 01326 372158
19/12/2014	Salary Dec 2014	DD	9,636.80		Salary
22/12/2014	Petty Cash	710420	248.24		Top up Petty Cash
22/12/2014	Gillian A Grant	DD	201.16		Expenses
24/12/2014	Cormac Solutions Ltd	710421	186.77		Footpath Maint. Contract
24/12/2014	Martin Luck Group	710422	226.15		Cleaning materials - various
24/12/2014	David Morris Window Cleaning	710423	132.00		Window Cleaning
24/12/2014	Penryn Convenience Store	710424	222.38		Costcutter Account
30/12/2014	City Electrical Factors	DD	20.45		Parts
31/12/2014	Churchill Contract Services	DD	702.70		Monthly Contract
31/12/2014	Eclipse Internet	DD	43.08		Internet
Total Payments			141,787.56		

List of Payments made between 01/12/2014 and 31/12/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2014	B & Q	081	11.69		B & Q
01/12/2014	Motor-World	082	14.98		Motor-World
01/12/2014	Jewson Limited	083	26.28		Paint
08/12/2014	Jewson Limited	084	18.65		Paint
08/12/2014	B&Q	085	6.03		Fire Hydrant Sign
08/12/2014	Post Office	086	53.00		2nd Class Stamps
09/12/2014	J W Andrew (repay MS)	087	12.50		Wylex 10a MCB - Part
09/12/2014	Costcutter	088	2.49		Costcutter
09/12/2014	Sainsbury's	089	3.30		Sainsbury's
16/12/2014	Herron Shoe Repairs	090	70.00		Herron Shoe Repairs
17/12/2014	Asda	091	6.00		Mop Heads
17/12/2014	St Rumons Social Club	092	1.00		Parking Fee
19/12/2014	Post Office	093	22.32		Stamps
22/12/2014	Cornwall Council	094	5.30		Parking Fee

Total Payments 253.54

		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	5,517	43,205	58,000	14,795		14,795	74.5 %
4001	Salaries - Caretakers	1,544	12,500	16,800	4,301		4,301	74.4 %
4010	Tax/NI - Administration	603	4,156	11,500	7,344		7,344	36.1 %
4011	Tax/NI - Caretakers	379	2,959	1,689	-1,270		-1,270	175.2 %
4020	Pensions - Employees	366	3,076	4,100	1,024		1,024	75.0 %
4021	Pensions - Employers	1,057	9,029	14,410	5,381		5,381	62.7 %
4022	Pensions - ADC	150	1,350	1,800	450		450	75.0 %
4030	Mileage	21	374	200	-174		-174	187.2 %
4031	Travel	5	204	50	-154		-154	408.3 %
4035	Staff Clothing	0	204	450	246		246	45.3 %
4050	Training	0	1,447	2,750	1,303		1,303	52.6 %
4060	Postage	75	709	1,230	521		521	57.7 %
4065	Photocopier Lease	0	1,009	1,350	341		341	74.7 %
4070	Printing	0	588	1,040	452		452	56.5 %
4075	Advertising	0	190	300	110		110	63.3 %
4080	Stationery	54	496	895	399		399	55.4 %
4085	Telephone/Fax/Internet	255	1,220	1,460	240		240	83.6 %
4090	Consultancy & Audit	0	775	1,520	745		745	51.0 %
4095	Election Expenses	0	0	0	0		0	0.0 %
4100	Office - Other	167	596	1,520	924		924	39.2 %
4105	Computer Related	0	2,445	3,093	648		648	79.1 %
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	228	545	735	190		190	74.2 %
	Administration :- Expenditure	10,421	88,573	133,732	45,159	0	45,159	66.2 %
1900	Miscellaneous Income	0	105	0	105			0.0 %
	Administration :- Income	0	105	0	105			
	Net Expenditure over Income	10,421	88,468	133,732	45,264			
110	Amenities							
4180	Bus Shelter - Repairs & Maint.	0	270	380	110		110	71.1 %
4185	Footpath Maint	93	840	1,270	430		430	66.2 %
4190	Seats Maint.	0	431	500	69		69	86.2 %
4195	Treluswell Verge	172	644	1,200	556		556	53.7 %
4200	Packsaddle Verge	120	514	0	-514		-514	514000
4205	Other General Maint.	0	206	950	744		744	21.7 %

Month No : 9

Budget Report upto 31 December 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	585	1,315	1,620	305	305	81.2 %
4220	BMX Track	0	0	0	0	0	0.0 %
4225	Memorial Gardens Maint.	62	649	845	196	196	76.8 %
4230	Floral Displays/Penryn Pride	0	1,519	1,500	-19	-19	101.3 %
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	1,033	6,389	13,065	6,676	0	48.9 %
1000	Footpath Maintenance Income	0	225	225	0		100.0 %
	Amenities :- Income	0	225	225	0		100.0 %
	Net Expenditure over Income	1,033	6,164	12,840	6,676		
120	Cemetery						
4250	Non-Domestic Rates	0	171	155	-16	-16	110.5 %
4255	Burial Ground Maint.	396	1,694	3,000	1,306	1,306	56.5 %
4260	Other Burial Costs	0	0	0	0	0	0.0 %
	Cemetery :- Expenditure	396	1,866	3,155	1,289	0	59.1 %
1050	Burial Income	465	1,260	1,500	-240		84.0 %
1060	Memorials Income	120	180	0	180		180000
1070	Plot Reservations	120	330	0	330		330000
	Cemetery :- Income	705	1,770	1,500	270		118.0 %
	Net Expenditure over Income	-309	96	1,655	1,559		
130	Capital Expenditure						
4300	Office Equipment	0	600	1,000	400	400	60.0 %
4305	Furniture & Fittings	0	268	1,500	1,232	1,232	17.9 %
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	1,856	2,000	144	144	92.8 %
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	3,885	10,000	6,115	0	38.8 %
	Net Expenditure over Income	0	3,885	10,000	6,115		

Month No : 9

Budget Report upto 31 December 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	2,119	2,430	311		311	87.2 %
4380 Permarin - Lease/Rent	0	2,675	6,500	3,825		3,825	41.2 %
4390 Permarin - Maint.	70	286	1,640	1,354		1,354	17.4 %
4395 Shute Meadow Maint.	35	105	500	395		395	21.0 %
4400 Saracen C/Park Refund Scheme	0	0	0	0		0	0.0 %
Car Parks :- Expenditure	341	5,185	11,070	5,885	0	5,885	46.8 %
Net Expenditure over Income	341	5,185	11,070	5,885			
150 Civic							
4430 Civic - General	0	485	1,000	515		515	48.5 %
4435 Mayor's Allowance	200	985	2,750	1,765		1,765	35.8 %
4440 Civic Insignia/Regalia	0	770	700	-70		-70	110.0 %
Civic :- Expenditure	200	2,240	4,450	2,210	0	2,210	50.3 %
Net Expenditure over Income	200	2,240	4,450	2,210			
160 Grants							
4480 Grants - Community	0	1,875	10,000	8,125		8,125	18.8 %
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	2,175	12,682	10,507	0	10,507	17.2 %
Net Expenditure over Income	0	2,175	12,682	10,507			
165 S137 Expenditure							
4495 S137 Grants	1,866	2,816	0	-2,816		-2,816	0.0 %
4496 S137 Other Expenditure	0	108	0	-108		-108	0.0 %
S137 Expenditure :- Expenditure	1,866	2,924	0	-2,924	0	-2,924	
Net Expenditure over Income	1,866	2,924	0	-2,924			
170 Income							
1076 Precept Received	0	203,000	203,000	0			100.0 %
1090 Interest Received	78	264	150	114			175.9 %
1100 Grants Received	1,000	13,515	12,180	1,335			111.0 %
1110 Council Tax Support	0	28,013	28,100	-87			99.7 %
1150 Other Income	0	30	0	30			300000.
Income :- Income	1,078	244,821	243,430	1,391			100.6 %
Net Expenditure over Income	-1,078	-244,821	-243,430	1,391			

Month No : 9

Budget Report upto 31 December 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	0	1,558	1,500	-58		-58	103.9 %
4565 Town Enhancement	0	2,055	2,000	-55		-55	102.7 %
4570 Clean Up Penryn Campaign	0	0	1,000	1,000		1,000	0.0 %
4575 Penryn Commemorates Project	0	560	0	-560		-560	0.0 %
4580 Council Chamber Refurbishment	2,153	3,366	6,000	2,634		2,634	56.1 %
Projects & Events :- Expenditure	2,153	7,539	10,500	2,961	0	2,961	71.8 %
1200 Events Income	0	942	0	942			942090
Projects & Events :- Income	0	942	0	942			942090
Net Expenditure over Income	2,153	6,597	10,500	3,903			
200 Public Conveniences							
4250 Non-Domestic Rates	66	593	1,360	767		767	43.6 %
4600 Water	0	1,348	3,640	2,292		2,292	37.0 %
4610 Electricity	29	266	790	524		524	33.7 %
4615 Repairs & Maintenance	0	349	1,000	651		651	34.9 %
4620 Annual Contracts	586	5,212	7,930	2,718		2,718	65.7 %
4650 Consumables	0	0	585	585		585	0.0 %
Public Conveniences :- Expenditure	681	7,769	15,305	7,536	0	7,536	50.8 %
Net Expenditure over Income	681	7,769	15,305	7,536			
210 Saracen House							
4250 Non-Domestic Rates	214	1,929	2,210	281		281	87.3 %
4600 Water	0	218	340	122		122	64.2 %
4610 Electricity	0	692	1,220	528		528	56.7 %
4615 Repairs & Maintenance	0	10	1,000	990		990	1.0 %
4620 Annual Contracts	100	270	235	-35		-35	114.9 %
4670 Rent	0	4,705	8,074	3,369		3,369	58.3 %
4900 Miscellaneous Expenditure	0	398	225	-173		-173	177.0 %
Saracen House :- Expenditure	314	8,223	13,304	5,081	0	5,081	61.8 %
Net Expenditure over Income	314	8,223	13,304	5,081			

Month No : 9

Budget Report upto 31 December 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	2,035	2,330	295		295	87.3 %
4600 Water	0	320	530	210		210	60.4 %
4605 Gas	0	486	1,960	1,474		1,474	24.8 %
4610 Electricity	0	904	1,960	1,056		1,056	46.1 %
4615 Repairs & Maintenance	0	45	1,000	955		955	4.5 %
4620 Annual Contracts	0	201	275	74		74	73.0 %
4900 Miscellaneous Expenditure	0	13	500	488		488	2.5 %
Temperance Hall :- Expenditure	226	4,004	8,555	4,551	0	4,551	46.8 %
1300 Temperance Hall Hire Income	514	4,688	6,500	-1,812			72.1 %
Temperance Hall :- Income	514	4,688	6,500	-1,812			72.1 %
Net Expenditure over Income	-288	-684	2,055	2,739			
230 Town Hall							
4250 Non-Domestic Rates	565	5,087	5,820	733		733	87.4 %
4600 Water	0	133	190	57		57	69.9 %
4605 Gas	0	234	1,375	1,141		1,141	17.0 %
4610 Electricity	0	821	1,375	554		554	59.7 %
4615 Repairs & Maintenance	604	982	10,110	9,128		9,128	9.7 %
4620 Annual Contracts	0	692	765	73		73	90.5 %
4700 Museum Expenditure	0	804	1,000	196		196	80.4 %
4900 Miscellaneous Expenditure	0	0	500	500		500	0.0 %
Town Hall :- Expenditure	1,169	8,753	21,135	12,382	0	12,382	41.4 %
1350 Town Hall Hire Income	251	3,448	5,000	-1,553			69.0 %
1360 Museum Donations	0	159	100	59			158.6 %
Town Hall :- Income	251	3,606	5,100	-1,494			70.7 %
Net Expenditure over Income	917	5,147	16,035	10,888			
Full Council :- Expenditure	18,800	149,523	269,953	120,430			55.4 %
Income	2,548	256,157	256,755	-598			99.8 %
Net Expenditure over Income	16,252	-106,634	13,198	119,832			
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 %
9020 EMR - Rent Permarin	0	0	1,604	1,604		1,604	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9025 EMR - Ext. Decor. Town Hall	0	0	2,987	2,987		2,987	0.0 %
Earmarked Reserves :- Expenditure	0	0	10,091	10,091	0	10,091	0.0 %
Net Expenditure over Income	0	0	10,091	10,091			
Earmarked Reserves :- Expenditure	0	0	10,091	10,091			0.0 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	0	10,091	10,091			

Bank Reconciliation Statement as at: 31/12/2014 for Cash Book 1 Lloyds - Treasurer Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds - Treasurer Accounts	31/12/2014		36,007.43
			<u>36,007.43</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
16/12/2014 710418	Cornwall Gas Services	450.00	
16/12/2014 710419	B Moses	18.00	
24/12/2014 710421	Cormac Solutions Ltd	186.77	
24/12/2014 710422	Martin Luck Group	226.15	
24/12/2014 710423	David Morris Window Cleaning	132.00	
24/12/2014 710424	Penryn Convenience Store	222.38	
			<u>1,235.30</u>
			34,772.13
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			34,772.13
		Balance per Cash Book is :-	34,772.13
		Difference is :-	0.00



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

Permarin Road Parking

Author: Michelle Davey, Town Clerk

1. Background

At its meeting of 3 November 2014, the Town Council resolved as follows:

That

- (a) the Town Council supports the residents' request for double yellow lines below the car park wall stretching from the entrance to the footpath;
- (b) the Town Council carries out a one-month trial of temporary signage on the railings of Permarin car park to advise drivers of the dangers of parking on both sides of the road below the car park;
- (c) should the trial be successful in reducing the parking below the car park, the Town Council installs permanent signage until such time as double yellow lines may be installed;
- (d) the Town Council pursues with Cornwall Council the request for residents only parking on the green space beneath Permarin car park; and
- (e) the Town Council carries out a cost analysis of creating residents only spaces on the bottom row of the car park with a permit scheme similar to Shute Meadow car park for future consideration.

The purpose of this report is to provide an update on progress and the outcome of the consultation.

2. Discussion

A consultation was carried out by the Town Council which included residents of Permarin Road and the immediate surrounding area on a proposal to install double yellow lines below Permarin car park. Approximately 200 letters were sent out and nine responses were received. Of these, seven supported the installation of double yellow lines, and two objected, both offering residents permit parking as an alternative solution. Although this is a poor response and by no means conclusive, it is clear that the alternative option of signage to prevent motorists from parking below the car park is not having any effect. Therefore, the installation of double yellow lines does appear to be the most viable solution to the problem. The Highways Officer has advised that Permarin Road is already on a list of future projects, but there is no funding at present.

Enquiries have been made with Cornwall Council regarding the green space beneath Permarin car park and the Town Council is awaiting a response. Negotiations are also underway regarding the transfer of ownership of Permarin car park to the Town Council and once the matter is settled, further work needs to be done to rationalise the signage in the car park and revisit the layout of the parking spaces to create more capacity. Along with this the Town Council also needs to investigate the cost of introducing a limited amount of residents only parking on the bottom row of the car park.

Recently another incident has occurred on Permarin Road where an ambulance was unable to get past parked cars and as a result bollards have been placed on the road beneath the car park which local residents are ensuring remain in place. This has alleviated the problem temporarily and in the meantime, Councillors Martin and May have been pressing for the double yellow lines and have been supported by the Sarah Newton MP who has written to the Chief Executive of Cornwall Council requesting that urgent action be taken.

3. Recommendation

That the report be noted.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

Council Chamber Furniture

Author: Michelle Davey, Town Clerk

1. Background

At its meeting of 5 January 2015, the Town Council resolved that a decision on the Council Chamber furniture be deferred to the next meeting of the Council pending a visit by the Town Mayor, Deputy Mayor, Councillor Mrs M K May and Councillor Mrs M V Bennett to a number of possible sources of suitable tables that had been identified. Subsequent to the meeting a visit was arranged to a local supplier and Cornwall Council's offices at St Clare, Penzance.

2. Discussion

The Town Council is considering two options for the Council Chamber table(s) which are either a modular table system or one large table. The Town Clerk and Councillors visited a local supplier to look at options for a modular system. The supplier has provided a number of suggested layouts and prices for different options which have been circulated by email and are not included in this report for commercial reasons. Should the Council decide to approve the modular option, two further quotes will be sought from other suppliers and a report will be brought to the next meeting of the Council for a decision. However, the prices for the various options range from £1500 to £7500 depending on the finish.

Following the meeting with the local supplier the Town Clerk and Councillors visited the offices at St Clare, Penzance to investigate a large table which will soon be surplus to requirements and which it has been confirmed will fit comfortably in the Council Chamber and provide sufficient seating. The table is a dark wood with a laminate top and photographs will be circulated at the meeting. There is no charge for the table itself, but the Town Council will be expected to arrange for its transit to Penryn. Unfortunately, it is unlikely to be available until the autumn. It would be prudent to engage a professional removal firm to move the table from Penzance for insurance purposes.

3. Recommendation

That the Town Council accepts the offer of a table from Cornwall Council's St Clare offices in Penzance free of charge and arranges for professional removal of the table to the Town Hall once it becomes available.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

Penryn Town Guide

Author: Michelle Davey, Town Clerk

1. Background

At its meeting of 7 July 2015, the Town Council considered two quotes from contractors who had been asked to submit a proposal for the production of the Penryn Town Guide on a cost-neutral basis. One of the submissions, from the Clear Mapping Company, was rejected due to there being a cost attached of £800. The other submission was from a company outside of Cornwall and the Town Council felt that it was possible to find another local company that could carry out the work at no cost to the Council, and indeed, another company did subsequently offer to submit a proposal on that basis. Therefore, the Council resolved that:

- (a) production of the revised Town Guide be deferred to the spring of 2016; and
- (b) should the Town Team be fully formed and operational by the end of 2014, the Town Council request that the Town Team project manage the production of a new guide to incorporate a business directory.

Subsequent to the meeting, it transpired that the Clear Mapping Company had announced on its social media an hour before the start of the Council meeting that it would be producing the next Town Guide and since then, the company has been working in partnership with Visit Penryn to do just that. Given that the Clear Mapping Company is producing a Town Guide, no action has been taken with regard to the decision of the Council as it would not be productive to produce a competing guide. The purpose of this report is to consider a request from the Clear Mapping Company that the Town Council purchases a page in the Town Guide at a cost of £800 to advertise its hall rentals.

2. Discussion

A proposal has been submitted from the Clear Mapping Company (attached as an Appendix to the report) together with an invoice for £800. The proposal sets out the reasons why they believe the Town Council should advertise in the Guide. The Town Council currently has a budget of £300 for advertising of which £190 has already been spent in promoting the Town Hall as a wedding venue. Whilst the remaining £110 should be retained for any future job vacancy advertising that may occur, however, regardless of the fact that this amount is currently unspent, there are clearly

not sufficient funds in the budget for further advertising. If the Town Council wishes to advertise in the Town Guide, the funds will need to be vired from the Council's reserves.

It should also be noted that the Town Council promotes its hall hire through its website and social media which is both effective and cost free. The Town Council also regularly hires out its halls at the standard rates to Cornwall Council, the Penryn Surgery and various Government bodies which help to supplement the concessionary rates to local residents, community groups and charities. It is also significant that the hall hire income is such that the Town Council did not feel it necessary to increase its charges at the most recent review.

3. Recommendation

That the proposal from the Clear Mapping Company that the Town Council purchases a full page advertisement in the Penryn Town Guide at a cost of £800 be rejected.

4. Appendices

Proposal to Penryn Town Council from the Clear Mapping Company (attached separately).



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

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 £4484 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

A request has been received from BF Adventure. A copy of the application form is attached as Appendix 1 to the report.

3. Recommendation

That the Town Council considers the request from BF Adventure for a community grant.

4. Appendices

1. BF Adventure – Grant Application Form



Penryn Town Council

GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	BF Adventure
Registered Charity No. (if applicable)	1071862
Purpose of Organisation	<p>BF Adventure's mission is: <i>“Inspiring, challenging and motivating people, especially young people, to develop their life skills to bring about positive change.”</i></p> <p>We are dedicated to improving the quality of life and engagement in society for young people and adults through the medium of behavioural and motivational support, focused youth work, measured outcomes and outdoor activity.</p> <p>About 4,000 participants each year visit the 60-acre Goodygrane Activity site in Halvasso to develop their self-confidence and life skills across a vast range of fully accessible activities - from archery to the zipwire. The majority are local people, including children and vulnerable adults who experience difficulties stemming from their experiences of disadvantage (including disability, poverty and/or neglect).</p> <p>Our charitable objects are:</p> <ul style="list-style-type: none"> ▲ To promote and enhance the education of young people in the county of Cornwall who through their social and economic circumstances are in need of the provision of training facilities and recreational activities with a view to improving their conditions of life so that they may develop their physical, mental and spiritual capacities and grow to full maturity as individuals and members of society, and ▲ To provide community facilities for the inhabitants of the county of Cornwall in the interests of social welfare for recreation and leisure time occupation with the object of improving their conditions of life.
Total No. of Members (if applicable)	Latest reporting indicates that in 2014-15, Term 1 saw 10 young people referred to us from within the Falmouth - Penryn area which represented 21 per cent. In Term 2 the figure rose to 26 young people referred to us within the Falmouth-Penryn area, representing 28 per cent (the largest percentage from any area across Cornwall).
Contact Name	Adrian Richards (Chief Executive)
Contact Address	Goodygrane Activity Centre, Halvasso, Longdowns, Penryn TR10 9BX
Telephone	01326 340912

Email Address	adrianr@bfadventure.org		
Amount Applied For	£800		
Purpose of Grant	<p>More than half of those who visit BF Adventure take part in canoeing, one of our most popular activities. Among them, approximately 70 participants a year have disabilities and some, who use wheelchairs, are able to access the water safely via our hoist onto two canoes rafted together for stability.</p> <p>But our 12 canoes are almost worn out and beyond repair for use on the water. We aim to replace the fleet, to continue this key developmental activity and to increase numbers participating with future expansion. We have already raised the funds which have secured four new canoes for 2015.</p> <p>Across the fleet, we estimate that at least 165 participants will use each canoe in its first year of operation.</p>		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)
	Canoe Foundation	£1,600	Yes
	Cornwall Glass Fund	£800	Yes
	BF Adventure	£800	Own funds invested



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

Appointments to the Stuart Stephen Memorial Hall Trust

Author: Michelle Davey, Town Clerk

1. Background

Subsequent to the appointments to outside bodies by the Town Council at its annual meeting on 15 May 2015, a vacancy has arisen on the Stuart Stephen Memorial Hall Trust following the resignation of Councillor Hutchings..

2. Discussion

The Trust's scheme allows for six representatives of the Town Council and three co-optative trustees who shall be persons residing or carrying on business in or near Penryn. Current Councillor Trustees are Councillors Mrs M V Bennett, Mrs G A Grant, Mrs B Hulme, Mrs C Hutchings, Mrs M K May and E L Wilkes. A replacement is therefore needed for Councillor Mrs C Hutchings.

3. Recommendation

That the Town Council appoints a Trustee to the Stuart Stephen Memorial Hall Trust to replace Councillor Mrs C Hutchings.

4. Appendices

None



PENRYN TOWN COUNCIL

COUNCIL

2 FEBRUARY 2015

Report from the Town Clerk

Author: Michelle Davey, Town Clerk

1. Background

The Town Council currently has no clear policy on the opening times of its halls and the caretaking staff have raised the issue during their recent appraisals. The purpose of this report is to agree a definitive time during which the halls will be available for hire.

2. Discussion

The Town Clerk has sought a view from the Caretaker and Assistant Caretaker during the appraisal process as to an appropriate time for opening and closing the halls. The general consensus is that an appropriate time for the halls to be available are between the hours of 8.00 a.m. and 10.30 p.m. There may be exceptions to this that can be negotiated on a case by case basis, for example, when the halls are used as a polling station. In these cases it is suggested that if Council staff are unavailable to open or close a hall, then volunteers will be sought from Councillors. It is anticipated that it would be a rare occurrence.

3. Recommendation

That the core opening hours of the Town Council halls be between the hours of 8.00 a.m. and 10.30 p.m. and that any exceptions to these hours be negotiated on a case by case basis.

4. Appendices

None.