



PENRYN TOWN COUNCIL

Date: 17 March 2015

YOU ARE HEREBY SUMMONED TO A MEETING OF PENRYN TOWN COUNCIL TO BE HELD IN THE **COUNCIL CHAMBER, TOWN HALL, PENRYN** ON **TUESDAY 7 APRIL 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 Wednesday 1 April 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 153 to 172 of the Council meeting held on 2 March 2015 [Pages 1-5]

To note the minutes of the meeting of the Planning Committee held on 16 March 2015 [Pages 6-7]

To note the minutes of the meeting of the Community Emergency Plan Working Party held on 24 February 2015 [Pages 8–9]

5. CORRESPONDENCE

To receive items of correspondence

6. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

To note the Mayor's announcements and engagements between 16 February and 15 March 2015 [Page10]

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 11–12]

9. ACCOUNTS

To receive a list of accounts paid and the monthly statement for the period 1 to 28 February 2015 [to follow]

10. PENRYN CLOCK TOWER

To consider a proposal that the Town Council seeks grant funding to carry out necessary repairs to the Penryn clock tower, including updating of the clock mechanism. [Pages 13–14]

11. GLEBE CEMETERY

To consider a proposal to carry out essential works to level the graves in the Glebe Cemetery [Pages 15–16]

12. EXCHEQUER QUAY PUBLIC CONVENIENCES

To consider a proposal to manage the Exchequer Quay public conveniences on behalf of the Harbours Board [Page 17]

13. NEIGHBOURHOOD PLAN WORKING PARTY

To agree terms of reference and membership of the Neighbourhood Plan Working Party [Pages 18–20]

14. INVESTMENT POLICY

To adopt an Investment Policy [Pages 21–24]

15. COMMUNITY GRANTS

To consider requests for grants to local community groups and charities [Pages 25–27]

16. PENRYN BY-ELECTION

To note the result of the Penryn By-Election

17. RISK MANAGEMENT PLAN

To receive a quarterly update on the Risk Management Plan [to follow]

18. EXCLUSION OF THE PRESS AND PUBLIC

To resolve that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960 the public be excluded from the meeting during consideration of the following item by reason of the confidential nature of the item. Proceedings, apart from any resolutions passed, shall remain confidential.

19. WEED CONTROL

To appoint a contractor to carry out weed control on Penryn highways

Councillors Present:

Mrs G A Grant – Town Mayor
Mrs M V Bennett, N S Ferris, D Garwood, K S Green, 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

153. APOLOGIES

There were no apologies for absence.

154. DECLARATIONS OF INTEREST

There were no declarations of interest.

155. PUBLIC PARTICIPATION

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

156. MINUTES

RESOLVED that minutes 135 to 152 of the Council meeting held on 2 February 2015 be approved and signed as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs M K May

The minutes of the meeting of the Planning Committee held on 16 February 2015 were noted.

157. CORRESPONDENCE

The Town Clerk read a letter of thanks from the Cornwall Air Ambulance Trust for a community grant and a letter from the Mayor's Warden, Mrs Lorna Smuda, in which she complimented the Mayor for the civic parade at the Penryn Methodist Church Anniversary Service, but expressed concern at the lack of Councillor attendance.

158. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

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

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

Cornwall Councillor Mary May reported on the following:

- Road cones had been installed at the entrance to Kernick Industrial Estate to resolve issues with access for goods vehicles.

- Car parking charges in Saracen and Commercial Road car parks had been increased to 60p for the first hour, £2.00 for up to two hours, and £367 for an annual season ticket. Alternative suggestions for a charge of £1.00 per day or for two hours had not been taken up.
- The Harbours Board had agreed to take on responsibility for the public conveniences on Exchequer Quay from 1 April 2015 with a view to seeking alternative revenue, such as parking charges or increased mooring fees, to cover the cost.
- Services were being reduced at One Stop Shops and post offices were providing alternative places to pay Council charges.
- The third tranche of European Union funding of £600m would be delivered by civil servants based in London despite protests from the Local Enterprise Partnership. The funding was currently 14 months overdue.
- Complaints had been received regarding abandoned trollies, litter and fly tipping on and around the reservoir footpaths. It was suggested that a letter be sent from the Town Council to South West Lakes requesting that they address the problem.

Councillor Tony Martin attended the meeting and reported that the installation of road cones in Permarin Road was helping to alleviate the parking problems.

160. REPORT FROM THE TOWN CLERK

The Town Clerk presented an update report on the work of the Council which was noted.

161. ACCOUNTS

The statement and list of payments made for the period 1 to 31 January 2015 were presented. The Town Clerk advised that the payment of £600 to Penryn College was payment of grant money that was being administered by the Town Council for the World War I commemoration project.

RESOLVED that the list of accounts paid from 1 to 31 January 2015 be approved.

Proposed by Councillor E L Wilkes and seconded by Councillor K S Green

162. MOTIONS FROM COUNCILLORS

The Town Clerk advised that she had received a motion, duly signed by Councillors Mrs G A Grant, Mrs M K May, Mrs S Peters, C S F Smith and M Snowdon, to revoke a previous decision of the Town Council to endorse the recommendation of the prioritisation assessment, based on the evidence available at the time, that the College Valley land should be prioritised, with a very strong emphasis on ensuring the delivery of 40% affordable housing. The motion proposed that the original decision be amended to exclude land adjacent to the viaduct on the lower side of College Hill. Concerns were raised that it was unclear from the wording of the motion as to which area of land was to be excluded and following a discussion, the proposers of the motion agreed to amend the motion to exclude the four fields to the north of College Hill.

It was moved as an amendment by Councillor D Garwood and seconded by Councillor Mrs B Hulme that the decision of the Town Council meeting of 5 January 2015 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 be revoked and

that Cornwall Council be advised that the Town Council supports the prioritisation of the North Penryn site. On a vote, the amendment was lost.

RESOLVED that the decision of the Town Council meeting of 5 January 2015 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 be revoked and that Cornwall Council be advised 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 the exception of the four fields to the north of College Hill***, with a very strong emphasis on ensuring the delivery of 40% affordable housing.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S Peters

163. GLASNEY GREEN SPACE REGENERATION GROUP PETITION

The Town Mayor advised that the response to the petition from the Glasney Green Space Regeneration Group that the Town Council revokes its decision to prioritise College Valley as a site for development had been decided through the previous agenda item to consider a motion from Councillors for an amendment to the original decision. Councillor Mrs M K May congratulated members and supporters of the Glasney Green Space Regeneration Group (GGSRG) for compiling the petition and standing up for what they believed in. Councillor C S F Smith commented that pressure from the GGSRG had prompted Councillors to revisit the issues and look at the sites again in more detail and although the Council had reached the same conclusion, it had been a difficult matter to consider.

RESOLVED that the petition be noted.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs M V Bennett

164. NEIGHBOURHOOD PLAN

The Town Council considered a proposal to form a Working Party to investigate the potential for a Penryn Neighbourhood Plan. During the debate, it was noted that although the Town Council had been advised that it did not need to formulate a Neighbourhood Plan, much of the preliminary work had already been done through other Plans and Policies and it was an opportunity to engage with the community and take a fresh and holistic look at issues around parking, housing and regeneration of the town.

RESOLVED that a Working Party be formed to investigate the potential for a Penryn Neighbourhood Plan.

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

165. LONE WORKING POLICY

RESOLVED that the draft Lone Working Policy, attached as an appendix to the report, be adopted.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs B Hulme

RESOLVED that staff be equipped with personal safety devices when working alone.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S Peters

166. LOCAL COUNCIL ADVISORY SERVICE MEMBERSHIP

RESOLVED that the Town Council enrolls in the Local Council Advisory Service, with a review of membership in March 2016.

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

167. SELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2015/16

RESOLVED that Councillor M Snowdon be selected Town Mayor for the civic year 2015/16.

Proposed by Councillor Mrs G A Grant and seconded by Councillor Mrs S Peters

Councillor M Snowdon thanked Council for his selection as Town Mayor and commented that it was a great honour and he would carry out the role to the best of his ability and wear the civic chain with pride to know he was representing a fantastic town and its people.

168. SELECTION OF DEPUTY MAYOR FOR THE CIVIC YEAR 2015/16

RESOLVED that Councillor Mrs S Peters be selected Deputy Mayor for the civic year 2015/16.

Proposed by Councillor M Snowdon and seconded by Councillor N S Ferris

Councillor Mrs S Peters thanked Council for her selection as Deputy Mayor.

169. PENRYN BY-ELECTION

It was noted that the Penryn By-Election to fill vacancies on the Town Council would be held on 26 March 2015 and that the nominated candidates were Margaret Harrison (IND) and Rich Mitchell (IND) in the East Ward and Jim Lloyd-Davies (LAB) and Chaz Wenmoth (IND) in the West Ward.

170. DELEGATED DECISIONS

The delegated decision report was noted.

171. 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 item by reasons of the confidential nature of the item. Proceedings, apart from any resolutions passed, shall remain confidential.

Proposed by Councillor Mrs M K May and seconded by Councillor M V Bennett

172. RECOMMENDATION FROM THE STAFFING COMMITTEE

RESOLVED that the recommendation from the Staffing Committee on a change to the staffing structure be approved.

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

There being no further business the meeting was closed at 7.50 p.m.

TOWN MAYOR

Councillors: M Snowdon (Chairman)

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

61. APOLOGIES

Apologies for absence were received on behalf of Councillor D Garwood (work).

62. DECLARATIONS OF INTEREST

There were no declarations of interest.

63. PUBLIC PARTICIPATION

Mr Paul Bateman of Influence Planning attend the meeting, was permitted to speak, and spoke in support of Application No. PA15/01245 (Single infill dwelling on land south of High Cross, Enys, Penryn). He also responded to a number of questions from Councillors.

64. MINUTES

RESOLVED that, subject to the amendment to Minute No. 59 (Pre-Application Presentation from Walker Developments) that the developer was in talks with Penryn Surgery to provide a new medical centre for Falmouth and Penryn at the rear of Asda in the region of **3000** square feet, Minute Nos. 56 to 60 of the meeting of the Planning Committee held on 16 February 2015 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

65. TOWN AND COUNTRY PLANNING APPLICATIONS

PA15/01053 – Penryn Station, Station Road TR10 8JQ

RESOLVED that the Town Council does not object to the principle of a daytime café on the site, but objects to the proposed development which does nothing to enhance, protect or preserve the character of the nearby Conservation Area.

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

Councillors G C Rickard and E L Wilkes requested that their names be recorded as voting against the above decision.

PA15/01394 – 22 Trewarton Road TR10 8JB

RESOLVED that the application be fully supported.

Proposed by Councillor M J Mullins and seconded by Councillor N S Ferris

PA15/01398 – 6 Calver Close TR10 8SG

RESOLVED that the application be fully supported.

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

PA15/01514 – Lilian, 17 Bissom TR10 9LH

RESOLVED that the application be fully supported.

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

PA15/01245 – Land south of High Cross, Enys

RESOLVED that, subject to the Planning Officer being satisfied that the site complies with Policy 3.3 of the emerging Cornwall Local Plan, the application be fully supported.

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

60. DECISION NOTICES

The list of decision notices was noted.

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

Chairman



PENRYN TOWN COUNCIL

COMMUNITY EMERGENCY PLAN WORKING PARTY

Tuesday 24 February, 6.00 p.m., Town Hall, Penryn

MINUTES

Councillors: Councillor J Langan
Councillor Mrs M K May
Councillor E L Wilkes

Also in attendance: Councillor Mrs G A Grant

1. ELECTION OF CHAIRMAN

RESOLVED that Councillor John Langan be elected as chairman.

Proposed by Councillor Mrs M K May and seconded by Councillor E L Wilkes

2. ELECTION OF VICE-CHAIRMAN

RESOLVED that Councillor Mrs Gill Grant be co-opted on to the working party and be elected as Vice-Chairman.

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

3. APOLOGIES FOR ABSENCE

None received.

4. DECLARATIONS OF INTEREST

None declared.

5. TERMS OF REFERENCE

The terms of reference were noted and it was agreed that the Town Clerk should be invited to attend any further meetings as stated in the terms.

6. REVIEW THE DRAFT COMMUNITY EMERGENCY PLAN

The draft Community Emergency Plan was reviewed:

- Boats or marine vehicles should be added to the 'Community Resources' contact list and the contact details of the RNLI to the distribution list.
- On development of the plan an emergency contact should be added to the website and social media.
- Penryn could be split into 'wards' ensuring that there are representatives from each area of Penryn on the Community Response Team.
- If possible the working party should gather information regarding 'black spots' in Penryn where emergency incidents have taken place previously.
- A separate Flood Plan is to be drafted to be incorporated in to the CEP which will include mapping of the Penryn River boundary.
- Businesses could be approached to supply materials necessary in an emergency such as sandbags and wood. Listing of these businesses should be included in the plan.

7. NEXT STEPS

Councillor M K May to arrange meeting with Cornwall Council Officers.

8. DATE OF NEXT MEETING

To be confirmed.

MAYOR'S ENGAGEMENTS

16 February to 15 March 2015

Tuesday 17 February	Falmouth WI Baton Centenary Celebration
Thursday 19 February	Falmouth and Penryn Sea Cadets Annual Presentation Evening
Friday 20 February	An Evening of Mayors for St Petroc's
Saturday 28 February	Saturday Hurlin, St. Columb Major
Saturday 7 March	FXU 10 th Anniversary
Sunday 8 March	St Nazaire Service of Remembrance



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 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 23 February to 16 March 2015.

2. Discussion

Shute Meadow Car Park

The fence at Shute Meadow car park has been replaced within the annual maintenance budget and the contractor has reported that local residents are pleased with the result.

Glasney Pond

The dam has been removed from Glasney Pond resulting in a drop in the water levels. The maintenance contractor has been instructed to replace it as part of the overall maintenance budget. The willows have not been pruned for the last two years and this needs to be done and will put the maintenance slightly over budget.

CCTV

The installation of the new cameras is slightly behind schedule, but should be completed by the end of April.

Annual Parish Meeting

The Annual Parish Meeting will be held on Tuesday 21 April and the format will be altered this year to encourage a greater attendance. Local community groups will be specifically invited to attend to update the Town Council on their activities during the past year as well as representatives from the police, university and schools.

Dementia Friendly Penryn

A Memory Café is to be launched in Penryn in May and a meeting will be held on Tuesday 28 April to set up a management group. Any Councillors interested in supporting this venture are welcome to attend.

Fly a Flag for the Commonwealth

The Fly a Flag for the Commonwealth ceremony was held outside the Town Council offices on 9 March and was followed by refreshments in the Town Hall. A number of students attended the event and spent time after the meeting talking with Councillors.

Old Gentlemen's Shelter

Cornwall Council's Youth Service are no longer using the Old Gentlemen's Shelter and has been advised by the Town Clerk that they are required to give written notice of their intention to terminate the tenancy and to redecorate inside and out before handing the property back to the Town Council in accordance with the terms of the lease. The Town Council will need to consider the future use of the Shelter in due course.

Town Crier

The vacancy for a Town Crier has been advertised, but we are yet to receive any interest. The Town Clerk will continue to seek a suitable replacement for the previous Town Crier.

Work Experience

The Town Council has provided two weeks of work experience to a photography student who will be taking photographs of various Council facilities and Councillors and staff to improve the website.

3. Recommendation

That the report be noted.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 2015

Penryn Clock Tower

Author: Michelle Davey, Town Clerk

1. Background

On 26 January 2015, a survey was carried out by RTP Surveyors on the Penryn clock tower to identify the cause of the excessive damp penetration which is occurring and to identify remedial works necessary in order to protect the Grade II Listed Building and provide satisfactory maintenance. A copy of the survey results and recommendations is attached as Appendix 1 to the report. In addition, engineers from Smith of Derby Ltd were called out in January 2015 to attend a fault with the clock's strike which has been temporarily repaired, however, it has been recommended that the Town Council consider upgrading both the driving timeside movement and the hour strike.

2. Discussion

The surveyor has prepared budget costs in respect of carrying out the following recommended works:

- Provide lead capping weathering details to the corbelled section and pediment over the window elevations of the clock tower.
- Improve the weathering around the windows and louvres of the clock tower.
- Improve the flaunching details to the bell casts and band courses at all levels.
- Rake out and re-point sections of the pointing to the stonework, particularly where moss growth is occurring and open joints exist to the band courses.

The total budget cost, including contingencies and scaffolding is £49,000 plus VAT. The surveyor has identified a number of possible funding sources and has carried out the survey voluntarily on the understanding that should funding be secured for the project, they would be employed to project manage the works.

With regard to the clock mechanism, the total cost is £4977 plus VAT and includes the manufacture and installation of a T1R movement and auto restart unit using the existing bevels and conversion of the onsite strike unit to be controlled by a C220T controller to provide the hour strike with night silence facility. As well as giving greater control over the tolling of the clock bell,

it would also relocate the controls on to the ground floor of the Town Hall giving easier access. A copy of the quote is attached as Appendix 2 to the report.

With regard to funding, there are a number of organisations which provide funding to protect heritage assets and community buildings and it is hoped that the majority of the funds may be provided through grants. However, in order to apply for such grants, it is usually considered a requirement to demonstrate the commitment to providing match funding and therefore it is recommended that £20k be vired from the Town Council's reserves to a fund for the refurbishment of the clock tower to provide that match funding. It is anticipated that most if not all of this amount will be offset by the expected delay in securing the asset transfer of Penryn library for which the Town Council has already set a earmarked reserve of £20k.

In accordance the Town Council's Financial Regulations, paragraphs 11.1(a)(ii) which excludes specialists services such as surveyors and 11.1(a)(iii) which excludes work which consists of repairs to or parts for existing machinery, there is no requirement to seek further quotes for the work. Both of the contractors selected are well-known and respected in their respective industries and have also known carried out previous work to the satisfaction of the Town Council.

3. Recommendation

That

- (a) funding be sought for the cost of remedial works on Penryn clock tower and the replacement and updating of the clock and strike mechanism;
- (b) £20,000 be vired across from reserves into a budget for match funding;
- (c) should the funding be secured, RTP Surveyors be engaged to project manage the works with a budget of £49,000; and
- (d) should the funding be secured, Smith of Derby Ltd be appointed to replace the clock and strike mechanism at a cost of £4977 plus VAT.

4. Appendices

1. Report from RTP Surveyors dated 29 January 2015 (attached separately).
2. Quote from Smith of Derby Ltd dated 9 February 2015 (attached separately).



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 2015

Glebe Cemetery

Author: Michelle Davey, Town Clerk

1. Background

The Glebe cemetery currently has in the region of 100 graves in use and there has been an issue for some time with the plots sinking as the soil has compacted following a burial. This is now causing considerable problems for the gardening contractor and in the worst cases is distressing for the relatives. It is strongly recommended that the Town Council takes action now to correct the problem and prevent its reoccurrence in the future.

2. Discussion

Each plot that has subsided needs to have a trench dug around the border and the turf removed before topping up with topsoil and relaying the turf. The cost per plot is £35 and there are currently around 100 plots in use, although there may be some that are not in need of any work. Some are worse than others and this may be due to the fact that currently the grave digging is organised, not by the Town Council, but by the various funeral directors who may not all be using the same contractor. As the budget did not allow for this work, the cost will need to be met from the Town Council's reserves.

In addition to correcting the graves that have subsided, it is recommended that a review of the management of the cemetery be carried out and that a report be brought back to a later meeting with recommendations on its future management. In preparation for this, the Town Clerk recently attended a Cemetery Legal Compliance course.

3. Recommendation

That

- (a) any subsidence in all occupied plots in the Glebe Cemetery be remedied and that the sum of £3500 be vired across from reserves to cover the cost; and
- (b) that a review of the management of the cemetery be carried out and recommendations for the future management of the cemetery be brought back to a later meeting of the Council.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 2015

Exchequer Quay Public Conveniences

Author: Michelle Davey, Town Clerk

1. Background

The Town Council advised Cornwall Council earlier this year that it would no longer fund the public conveniences on Exchequer Quay and subsequent to that decision, the Harbours Board has agreed to take responsibility for the facilities. However, the Harbours Board has indicated that it would prefer that the Town Council continues to manage the facilities with the cost to be met by the Harbours Board.

2. Discussion

The Town Council has been successfully managing the facilities for two years with very few problems and the reason for ceasing to operate the public conveniences was that it was felt that it ought to fall to Cornwall Council as the owner of the Quay and as the landlord of the main users of the facility, the Fisherman's Café to fund the facilities as it is Cornwall Council which is receiving any income from the Quay. The suggestion put forward from the Harbours Board would allow the Town Council to take advantage of any cost savings by running both facilities in the town and would also demonstrate a willingness to support the retention of the facilities on the Quay. There has been no formal proposal received from Cornwall Council as yet, however, it is requested that the Town Council approves in principle the suggestion that the Town Council manages the facility on behalf of the Harbours Board on the proviso that the contribution from the Harbours Board covers the cost.

3. Recommendation

That delegated authority be granted to the Town Clerk, in consultation with the Town Mayor and Deputy Mayor, to enter into a management agreement with Cornwall Council through the Harbours Board for the public conveniences on Exchequer Quay, subject to sufficient funding from the Harbours Board to cover all costs.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 2015

Neighbourhood Plan Working Party

Author: Michelle Davey, Town Clerk

1. Background

At its meeting of 2 March 2015, the Town Council resolved to form a Neighbourhood Plan Working Party to investigate the possibility of a Neighbourhood Plan for Penryn. This report sets out the Terms of Reference and suggested membership of the Working Party.

2. Discussion

Working Parties are not Committees of the Council and do not have decision making powers, but are an opportunity to bring together a group of Councillors, and where appropriate members of the community and other stakeholders, to discuss an issue in more detail, prior to the Town Council taking a decision on whether to proceed with a Neighbourhood Plan.

The Working Party will be expected to consider all the aspects of developing a Neighbourhood Plan, including the process, the likely cost and what support is available, as well as identifying past studies and plans that can feed into a Neighbourhood Plan.

Should the Town Council wish to proceed with a Neighbourhood Plan, the Working Party will form the core of the Council's representation on a Steering Group to develop the Neighbourhood Plan.

3. Recommendation

That

- (a) the draft Terms of Reference, attached as an Appendix to the report, be approved; and
- (b) the membership of the Neighbourhood Plan Working Party be as follows:

Councillor D Garwood
Councillor Mrs G A Grant
Councillor Mrs B Hulme
Councillor J Langan
Councillor C S F Smith
Councillor M Snowdon
Cornwall Councillor Mrs Mary May.

4. Appendices

Draft Terms of Reference.

Neighbourhood Plan Working Party

Terms of Reference

Membership

Six members of the Town Council
One Cornwall Councillor for Penryn
Co-optees from the Penryn community appointed by the Working Party as it deems appropriate

Chairmanship

The Committee shall elect a Chairman and Vice-Chairman at its first meeting to hold office for the duration of the Working Party.

Scope

To investigate the potential for a Penryn Neighbourhood Plan.

Reporting Mechanism

The Chairman of the Working Party shall present a final report to the full Council.
Minutes of the meetings shall be presented to meetings of the full Council.

Public Attendance

Meetings of the Working Party shall not be open to members of public except by invitation.

Administration

The Working Party shall be administered by a Customer Support Officer and attended by the Town Clerk.



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 2015

Investment Policy

Author: Michelle Davey, Town Clerk

1. Background

It is good practice for Town Councils to have in place an Investment Policy which sets out clearly how they will invest any temporary surplus funds. This report seeks the approval of the draft policy set out in Appendix 1.

2. Discussion

It is important that the Town Council prudently invests the temporarily surplus funds held on behalf of the community. The draft Policy complies with the revised requirements set out in the Office of the Deputy Prime Minister's Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

Section 15(1) of the 2003 Act states that the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

3. Recommendation

That the draft Investment Policy, attached as an Appendix to the report, be adopted.

4. Appendices

1. Draft Investment Policy.



PENRYN TOWN COUNCIL

Investment Policy

INTRODUCTION

Penryn Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Policy complies with the revised requirements set out in the Office of the Deputy Prime Minister's Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003.

INVESTMENT OBJECTIVES

In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Policy.

SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short term investments made with the UK Government or a local authority or Town or Parish Council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The debt management agency of HM Government

Current investment is with Lloyds Bank Commercial Banking, which provides a 0.43% rate of interest.

NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stock and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

LIQUIDITY OF INVESTMENTS

The Finance Officer in consultation with the Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

LONG TERM INVESTMENTS

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments.

END OF YEAR INVESTMENT REPORT

At the end of the financial year, the Finance Officer will report on investment activity to the Council.

REVIEW AND AMENDMENT OF REGULATIONS

The Policy will be reviewed annually. The annual strategy for the coming financial year will be prepared by the Finance Officer and presented for approval at a Council meeting.

The Council reserves the right to made variations to the Policy at any time, subject to the approval of the full Council. Any variations will be made available to the public.



PENRYN TOWN COUNCIL

COUNCIL

7 APRIL 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 £3684 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 Town Team and the Stuart Stephen Memorial Hall Turst. Copies of the application forms are attached as Appendices to the report.

3. Recommendation

That the Town Council considers the requests from the Penryn Town Team and the Stuart Stephen Memorial Hall Trust for a community grant.

4. Appendices

1. Penryn Town Team – Grant Application Form
2. Stuart Stephen Memorial Trust – Grant Application Form



Penryn Town Council

GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Penryn Town Team		
Registered Charity No. (if applicable)	N/A		
Purpose of Organisation	To facilitate the regeneration of Penryn through widespread and meaningful engagement with the community, and by working in partnership with all stakeholders.		
Total No. of Members (if applicable)	N/A	Total No. of Members in the Parish of Penryn (if applicable)	N/A
Contact Name	Christopher Smith		
Contact Address	Ashfield House Ponsharden Falmouth TR11 2RZ		
Telephone	07565 041891		
Email Address	ptc@allsmiths.co.uk		
Amount Applied For	£350		
Purpose of Grant	To fund the launch of the Town Team and a public consultation on branding for town signage and information boards. The cost also covers the purchasing of a website domain name 'penryn.net'.		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)
	Eightwire	In kind support developing branding artwork	Yes



Penryn Town Council

GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Stuart Stephen Memorial Hall Trust		
Registered Charity No. (if applicable)	210950		
Purpose of Organisation	To operate and maintain a community hall for the benefit of the inhabitants of Penryn		
Total No. of Members (if applicable)	N/A	Total No. of Members in the Parish of Penryn (if applicable)	N/A
Contact Name	E L Wilkes		
Contact Address	5 Read Close Penryn TR10 8SE		
Telephone	07762 072686		
Email Address	wilkes136@btinternet.com		
Amount Applied For	£2000		
Purpose of Grant	To contribute towards the annual running costs of the hall.		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)
None.			