



PENRYN

Town Council

YOU ARE HEREBY SUMMONED TO A MEETING OF THE AMENITIES COMMITTEE TO BE HELD ON **MONDAY 4 JULY 2016 AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

Michelle Darcy

Town Clerk
28 June 2016

AMENITIES COMMITTEE AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. DISPENSATIONS**
- 4. PUBLIC PARTICIPATION**

An opportunity for members of the public to address the Committee concerning matters on the agenda. Members of public who wish to speak should contact the Town Clerk by 12.00 p.m. on Monday 4 July to register. For full details of procedures for public speaking at Council meetings, 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.

- 5. ELECTION OF VICE-CHAIRMAN**
To elect a Vice-Chairman for the civic year 2016–2017

- 6. TERMS OF REFERENCE**
To note the Terms of Reference for the Amenities Committee [Pages 3–5]
- 7. ASSET REGISTER**
To note the contents of the Town Council’s Asset Register [Pages 6–10]
- 8. PENRYN LIBRARY**
To consider a proposal for internal alterations to Penryn Library [Pages 11–12]
- 9. MEMORIAL GARDENS**
To receive a report on the ongoing maintenance of the Memorial Gardens and to agree further work to be carried out [Pages 13–15]
- 10. GLEBE CEMETERY**
To receive a report on the current condition of the Glebe Cemetery and agree an actions to be taken [Pages 16–17]
- 11. TOWN HALL**
To consider a proposal for redecoration of the Town Hall [Page 18]
- 12. CHRISTMAS LIGHTS**
To consider the future arrangements for the organisation of the Christmas Lights switch on event [Page 19]
- 13. PENRYN CLOCK TOWER**
To receive an update on work to address issues of damp in the clock tower [Page 20]
- 14. GLASNEY PLAYING FIELD**
To receive an update on work to address the poor drainage at Glasney Playing Field [Page 21]
- 15. MAINTENANCE SCHEDULE**
To review the Town Council’s maintenance schedule [Pages 22–24]
- 16. COMMITTEE TOUR**
To consider a proposal for a Committee tour of Town Council amenities [Page 25]

Membership:

Councillor C K Wenmoth (Chairman)
Councillor Mrs M V Bennett
Councillor N S Ferris
Councillor D Garwood
Councillor K S Green
Councillor Mrs B Hulme
Councillor Mrs M K May
Councillor R P Mitchell
Councillor Mrs S Peters (*ex officio* Deputy Mayor)
Councillor G C Rickard
Councillor M Snowdon (*ex officio* Town Mayor)



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Terms of Reference

Author: Michelle Davey, Town Clerk

1. Background

Following a structure review the Town Council adopted a new structure at its meeting of 6 June 2016 which included an Amenities Committee. Terms of Reference agreed by Council are set out in the Appendix to the report.

2. Discussion

The Amenities Committee is the Council's 'doing' Committee. This includes responsibility for all of the Council's sharp end and visible public services, such as the Town Hall, Temperance Hall, public toilets, parks/open spaces/children's play areas, street scene services, Glebe Cemetery, the car park and community events. The Amenities Committee generally meets bi-monthly on the second Monday of the month.

It should be noted that the Terms of Reference of all Committees are subject to the following reservations:

- (a) that powers be exercised in accordance with any policy adopted, or directions given, by the Town Council;
- (b) that any proposal which involves any major changes in the existing policies approved by Council, shall be submitted to the Town Council for approval;
- (c) urgent/emergency matters which would normally be referred to a Committee may be dealt with through the convening of a special meeting although if, in the opinion of the appropriate Committee Chairman, this is not practical, they shall be dealt with by the Town Clerk in consultation with the Chairman and Vice-Chairman of Committee and be subject to written report to the next appropriate Committee or Full Council meeting, whichever comes first;
- (d) all meetings of standing Committees will normally commence at 7.00 p.m.; and
- (e) at the commencement of each public meeting there will be a period of time allocated for members of the public to speak and ask questions about any matter within the remit of that meeting, subject to the Town Council's Protocol for Public Speaking at Council Meetings.

The Town Council also adopted a scheme of delegation at the meeting on 6 June 2016 and the key points that relate to the Amenities Committee are set out below.

Budgets: Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget in accordance with the provisions of the Council's Financial Regulations. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council.

Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.

Council Matters: where Committees are considering Council matters they shall not have delegated powers to determine such matters, but shall report or make recommendations to Council.

Concurrent powers: The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees or Working Parties.

Committee membership: The Town Mayor and Deputy Town Mayor are *ex officio* voting members of all the Council's standing Committees, but not of Sub-Committees or Working Parties. The Mayor may not be Chair of any standing Committee. A member may not be Chair of more than one standing Committee.

Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to best practice, and any Council Corporate and Service objectives/policies.

Councillors who are not members of the Committee have the right to attend and observe and may speak on an item on the agenda with the discretion of the Chairman. However, it should be noted that it is best practice for a non-member of a Committee to give prior notice to the Chairman of a wish to speak at the meeting, and it is not an opportunity to join the debate of the voting members. Non-members of Committees should be seated in the public area so that it is clear to all attending who the decision makers are at the meeting and to avoid any confusion when votes are being taken.

3. Recommendation

That the contents of the report, including the Terms of Reference attached as an Appendix to the report, be noted.

4. Appendices

Amenities Committee – Terms of Reference

Amenities Committee Terms of Reference

- (a) Dealing with all properties and amenity services matters falling within the purview of Penryn Town Council, and the management and effective control of all budgets, including for:
 - (i) the Town Hall and Temperance Hall;
 - (ii) all parks, recreation grounds, public open spaces and other amenity land in the ownership or under the control of the Town Council;
 - (iii) public toilets and associated stores;
 - (iv) The Glebe Cemetery;
 - (v) car parks;
 - (vi) Christmas lights;
 - (vii) civic pride;
 - (viii) war memorial;
 - (ix) community and environmental enforcement work, including for example fly posting, illegal tipping and litter picking;
 - (x) street furniture including litter bins, salt bins, bus shelters, notice boards and Council signage;
 - (xi) any other devolved services transferred from Cornwall Council; and
 - (xii) community events;
- (b) to establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
- (c) to manage and review all arrangements within the town relating to services directly provided by the Town Council; and
- (d) to make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Asset Register

Author: Helen Perry, Finance Officer

1. Background

The Town Council maintains an asset register, which shows various items owned by the council. The total of Council's assets at the end of the financial year (31 March) is shown in box 9 of the accounting statement submitted with the annual return.

2. Discussion

The asset register is currently broken down into the following categories:-

- a) Land and buildings
- b) Community assets
- c) Office equipment & furniture
- d) Street furniture
- e) Playground equipment
- f) Regalia and historical assets
- g) Other assets
- h) Christmas lights

Items donated to the Town Council (e.g. Christmas lights) show a zero cost. Actual purchase price used if available, where we are unable to use the actual cost the insurance value is used (e.g. Town Hall).

Insurance value is the value as per the 2013/14 financial year, and is no longer increased each year on the asset register.

3. Recommendation

That the asset register be noted.

4. Appendices

- 1. Asset Register

PENRYN TOWN COUNCIL

ASSET REGISTER

As at 31 March 2017

Latest Update: 28/06/2016

Description	Qty	Location	Date Acquired	Date Disposed	Orig. Cost or Est.	2013/14 Insur. Val.
LAND & BUILDINGS						
Town Hall & Clock Tower	1	Higher Market Street, Penryn	1834		-	1,834,109.38
Temperance Hall	1	Lower Market Street, Penryn	01/04/1974		-	896,675.86
Quay Hill Shelter (Gents Shelter)	1	Quay Hill, Penryn	03/10/1994		-	24,449.50
Shute Meadow Car Park	1	Shute Meadow, Saracen Way, Penryn			-	-
Memorial Gardens	1	Quay Hill, Penryn	24/02/1947		45.00	-
Glebe Cemetery	1	Love Lane, Penryn	16/06/2003		8,000.00	-
TOTAL					8,045.00	2,755,234.74
COMMUNITY ASSETS						
An Gof Stone	1	Quay Hill, Penryn			1.00	-
Celtic Stone	1	Higher Market Street, Penryn (museum)			1.00	-
Memorial Stone	1	Colleqe Field, Colleqe Hill, Penryn			1.00	-
Information Board	1	Colleqe Field, Colleqe Hill, Penryn			1.00	-
Notice Board (wooden)	1	Saracen House (outside)			1.00	-
CCTV Cameras	4	Various		Apr-15	-	-
Steel Lectern	1	Memorial Gardens	31/03/2011		395.00	-
Noticeboard	1	Saracen House (outside)			1,160.60	-
Penryn Station Artwork	1	Wall outside Train station	10/12/2014		10,000.00	-
TOTAL					11,560.60	-

OFFICE EQUIP. & FURNITURE:					
Desk - Beech Effect (rectangular)	3	Saracen House x 1, Committee Room x 2	02/04/2009	-	-
Desk Drawers (Three Drawer) - Beech Effect	3	Saracen House - Main Office	02/04/2009	-	-
Filing Cabinet - Beech Effect	2	Saracen House - Main Office	16/04/2009	250.00	-
HP S2231a Computer Monitor	1	Saracen House - (Finance)	03/10/2011	125.00	-
Hard Drive	1	Saracen House - (Finance)	09/06/2011	399.00	-
Computer Monitor	1	Saracen House - (Customer Service)		100.00	-
Hard Drive	1	Saracen House - (Customer Service)	28/09/2011	399.00	-
Laptop	1	Saracen House - (Town Clerk)	28/09/2011	499.00	-
Grey Office Chairs	5	4 x Saracen House, 1 x museum office		-	-
Desk Four Drawers	2	Saracen House		-	-
Desks - (corner shaped)	2	Saracen House	12/03/2014	-	-
Office Chair green (Town Clerk)	1	Saracen House	01/02/2016	141.00	-
Desk - (wavy)	1	Saracen House	12/03/2014	-	-
Bookcase - Mahogany Effect	1	Saracen House		-	-
Bookcase - Beech Effect	1	Saracen House - Town Clerk Office	22/09/2014	69.99	-
Filing Cabinet - Four Drawer - Chlorophyll	1	Saracen House	18/11/2011	124.00	-
Acer Computer Monitor - Model K242HL	2	Saracen House	22/09/2014	200.00	-
Zoostorm - Hard Drive	1	SaracenHouse	22/09/2014	400.00	-
Stakka Conference Chairs - chrome/green	6	Saracen House	30/10/2014	198.00	-
Epson EB-S03 2700 Lumen SVGA Projector	1	Saracen House	18/04/2015	208.33	-
Acer P1500 Projector Lumens 3000	2	Saracen House	21/06/2016	740.00	-
Screens Lab Projector Screen	1	Saracen House	23/06/2016	170.30	-
Folding Projector Stand	1	Saracen house	23/06/2016	99.00	-
HP Laserjet P1102	1	Museum Office (finance)	27/07/2015	54.16	-
BT Twin Handset telephones	1	Museum Office (finance)	27/07/2015	35.82	-
Steel Emperor Chair with gold frames and fabric	75	Town Hall - Main Hall	14/03/2011	1,387.50	-
Steel Emperor Chair with gold frames and fabric	25	Council Chamber	14/03/2011	462.50	-
Mahogany Board Room Table	1	Council Chamber	06/04/2016	-	-
Blue Chairs with Mahogany Arms	14	Council Chamber	06/04/2016	-	-
Projector Stand	1	Council Chamber	06/04/2016	-	-
Gopak - Large Table Trolley	1	Temperance Hall	05/07/2011	263.08	-
Gopak - Folding Tables	17	12 x Temperance Hall, 5 x Town Hall		-	-
Gopak - Folding Tables	3	2 x Temperance Hall, 1 x Town Hall	29/03/2016	321.66	-
TOTAL		OFFICE EQUIPMENT		6,647.34	-

<u>STREET FURNITURE</u>					
Benches	18	Various		-	12,068.80
Bus Shelters	8	Various		-	16,572.00
Town Signs	4	Various	23/06/2010	1,684.00	-
Hanging Basket Posts	7	Various		5,731.00	-
Hanging Basket Posts	3	Broad Street	13/11/2014	1,581.00	-
Planters/Troughs	15	Various		15.00	-
Holestar Planter 670mm - Black	8		Mar-15	343.60	-
Round Picnic Bench	1	Quay Hill Shelter (Gent's Hut)	01/06/2016	116.63	-
TOTAL		STREET FURNITURE		9,471.23	28,640.80
<u>PLAYGROUND EQUIPMENT</u>					
Green Gym	2	Memorial Garden	2009	3,683.00	-
TOTAL		PLAYGROUND EQUIP.		3,683.00	-
<u>REGALIA/HISTORIC ASSETS</u>					
Mayor - Chain of Office	1	Saracen House - safe		-	28,809.80
Deputy Mayor - Chain of Office	1	Saracen House - safe		-	1,800.00
Lady Jane Killigrew Loving Cup	1	Vault - TR10 8HU		150,000.00	-
Maces	2	Vault - TR10 8HU		-	30,000.00
Opie Oil Painting	1	Penryn Town Hall (museum)		-	4,731.61
Bissom Oil Painting	1	Penryn Town Hall (main hall)		-	11,834.34
Mayoress' Chain of Office	1	Saracen House		-	645.03
Civic Robes, Hats and Wigs		Town Hall, Boiler Room		-	1,988.93
Miscellaneous Paintings		Various		-	7,097.42
Deputy Mayor's Consort Pendant & Ribbon	1	Saracen House - safe		-	150.00
Dutch Navy Pendant	1	Saracen House - safe		-	50.00
16" Diameter Circular Salver	1	Vault - TR10 8HU		-	650.00
Two Handled Oval Salver	1	Vault - TR10 8HU		-	350.00
Town Clerk's Wand of Office	1			-	70.00
Antique Oval Silver Arm Badge of Town Crier	1	Penryn Town Hall (boiler room)		-	275.00
Silver Medal in case commemorating loss of the Kent	1			-	75.00
Antique Silver Seal	1			-	175.00
Coat of Arms Scroll with seal	1	Penryn Town Hall (main hall)		-	1,800.00
Silver punch bowl and ladle	1	Vault - TR10 8HU		-	700.00
Sergeant at Mace Hat - 22"	1	Town Hall, Boiler Room	09/10/2014	345.00	-
Sergeant at Mace Hat - 23.5"	1	Town Hall, Boiler Room	09/10/2014	345.00	-
Town Crier Outfit	1	Town Hall, Boiler Room	14/08/2015	1,825.00	-
Town Clerk Robe (ON ORDER)	1			-	-
TOTAL		CIVIC REGALIA		152,515.00	91,202.13

OTHER ASSETS						
PA Equipment	1	Temperance Hall	21/05/2013		157.50	
PA Equipment	1	Town Hall	21/05/2013		157.50	
CCTV Camera's (museum)	1	Town Hall - Museum	2006		666.00	
TOTAL		OTHER ASSETS			981.00	-
CHRISTMAS LIGHTS						
100m Festoon Lights	9	Town Hall - Dungeons (£185/each)	30/09/2015		1,665.00	
Christmas Lights (donated by Lighting Committee)		Various lights	2015		-	
TOTAL		CHRISTMAS LIGHTS			1,665.00	-
TOTAL		ALL CATEGORIES			194,568.17	2,875,077.67
						3,069,645.84

b)



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Penryn Library

Author: Michelle Davey, Town Clerk

1. Background

The Town Council is in negotiations with Cornwall Council with regard to devolution of the library service in Penryn and a transfer of ownership of the library building to the Town Council. In order the Town Council to carry out its services from the library, some alterations will be required to the internal layout to provide office space.

2. Discussion

The Town Mayor and Town Clerk met with Richard Thomas of RTP Surveyors on 13 June 2016 to discuss options for accommodating Town Council services in the library. The proposed arrangement will not entail any changes to the ground floor, which will reduce the impact during alteration works and ensure that the layout of the library continues to comply with regulations regarding the children's area.

On the first floor, it is proposed to extend the mezzanine floor towards the rear of the building to infill what is currently unused space and create two new adjoining offices for the Town Clerk and Democratic Support Officer and a small private consulting room for Councillors' use and to enable the public to have private conversations with Cornwall Council officers. The plans also provide sufficient room for 'drop-in' space available to Councillors and other public bodies or community organisations as required. It is further proposed that the Finance Officer will share the current office on the first floor with the Senior Library Assistant.

In order to progress with the move to the library, it is proposed that plans be drawn up for the proposed alterations for approval by Cornwall Council, and that an application be submitted for Building Regulations approval.

3. Recommendation

That delegated authority be granted to the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Amenities Committee, to engage the services of a surveyor to draw up plans for the proposed internal alterations of the library for approval by Cornwall Council and to submit an application for Building Regulations approval.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Memorial Gardens

Author: Helen Perry, Finance Officer

1. Background

The memorial garden is situated on Quay Hill, Penryn and contains a memorial to those killed on the site in WW2, various benches, play equipment and grassed areas.

The memorial garden is inspected annually by a RoSPA approved company and a report produced.

2. Discussion

The current position of the budget for the memorial garden is as follows:-

Annual Budget	£2,620.00 (includes £1,790 allowance for replacement gate)
Budget already spent	<u>£ 301.78</u> (Contract 3 @ £62.26 + £115 gate deposit)
Budget remaining	£2,433.22

Committed Expenditure

Contract Balance	£ 560.34 (i.e. 9 months @ £62.26 balance of contract)
Railing Painting	£ 270.00 (as per quote – Helping Hands CIC)
Replacement Gate	<u>£ 465.00</u> (£580 less £115 deposit paid)
	£1,295.34

Budget remaining £1,022.88

3. Recommendation

That the remaining uncommitted budget be used for other general maintenance within the memorial garden in accordance with the recommendations in the RoSPA inspection report.

4. Appendices

1. Memorial Garden Account Code report at 29 June 2016
2. Memorial Garden Nominal Ledger Report at 29 June 2016
3. RoSPA Report

Detailed Income & Expenditure by Account 29/06/2016

Month No : 3

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>							
4225 Memorial Gardens Maint.	177	302	2,620	2,318	1,295	1,023	61.0 %
Total OverHead	177	302	2,620	2,318	1,295	1,023	
Total Expenditure	177	302	2,620	2,318	1,295	1,023	61.0 %
Total Income	0	0	0	0			0.0 %
Net Expenditure over Income	177	302	2,620	2,318			

A/c Code 4225		Memorial Gardens Maint.					Annual Budget	2,620	
Centre 110		Amenities					Committed	1,295	
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit	
Opening Balance							0.00		
4225	110	2	10/05/2016	COR004	Purchase Ledger	Contract - April 2016	62.26		
4225	110	2	10/05/2016	COR004	Purchase Ledger	Contract - May 2016	62.26		
4225	110	3	07/06/2016	COR004	Purchase Ledger	Mem Garden Contract June 2016	62.26		
4225	110	3	22/06/2016	LCS001	Purchase Ledger	Deposit Mem. Garden Gates	115.00		
Account Memorial Gardens Maint.							Account Totals	301.78	0.00
Centre Amenities							Net Balance Month 3	301.78	



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Glebe Cemetery

Author: Michelle Davey, Town Clerk

1. Background

The Glebe Cemetery receives very few complaints and visitors to the cemetery often comment that it is well maintained and a pleasant environment. However, there is always scope for improvement and on 16 June 2016, The Town Clerk met with members of Falmouth Town Council's parks and gardens team at the Glebe Cemetery to seek advice on a number of issues that need to be addressed as set out below.

2. Discussion

Grave Levels

A number of graves have begun to show some subsidence, which is a natural process and to be expected, but needs to be remedied. The Town Council has received previous advice that the best solution is to add topsoil to the sunken graves and reseed, advice which was echoed by Falmouth Town Council, although it was suggested that a phased approach be taken by topping up the graves giving priority to those which are worst affected rather than a blanket approach across the whole cemetery as this can be unsettling for visiting relatives. It is suggested that the Town Council provides the topsoil and stores it in the screened area at the top of the cemetery for use by the Council's gardening contractor.

Efficient Use of Space

It is the view of Falmouth Town Council's officers that the space allotted to each plot is overgenerous and that more efficient use of space could be made available by reducing the spacing between rows. It is also apparent that one of the newest rows of plots has begun to veer away slightly from the line of previous row again wasting space, although the Town Council has begun to correct this by marking the plots prior to digging. In addition, the cremated remains section is beginning to fill to capacity. A solution suggested by Falmouth Town Council's officers is to create rows of cremated remains in the superfluous spacing between rows, with a small headstone rather than the current cremated remains memorial slabs. These small headstones are usually on a base of around 2ft by 1ft, half the size of the current memorial slabs. Such a proposal would require an amendment to the cemetery regulations which currently only allows the memorial slabs.

Grave Digging

Currently grave digging is arranged by the funeral director who passes on the cost to the customer which has the benefit of not calling upon the resources of the Town Council. However, the disadvantages to this approach are that the Town Council has less direct control on how, when and where the plot is dug. The recommended approach is that the Town Council moves towards directly contracting the grave digging process. This approach would require a change to the Town Council's schedule of charges.

3. Recommendation

That

- (a) the Finance Officer be directed to investigate the cost of adding the levelling of graves to the contract for the maintenance of the Glebe Cemetery and the purchase of a topsoil bulk bag and report back to the next meeting with a recommendation;
- (b) the excess space between burial rows be allocated for cremated remains burials;
- (c) the Glebe Cemetery Regulations be amended to include small headstones for cremated remains in the areas referred to in (c) above; and
- (d) the Finance Officer be directed to seek to obtain three quotes for grave digging and report back to the next meeting with a recommendation for a suitable charge for this service.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Town Hall

Author: Michelle Davey, Town Clerk

1. Background

Penryn Town Hall is not only the Town Council's flagship building, it is also an iconic and historically important building in the town which is used for civic functions and wedding ceremonies, both of which deserve a suitable setting. Therefore, it is important that the building is well maintained.

2. Discussion

The interior of the Town Hall was last decorated in 2012 and is no longer of the high standard that should be expected of such an important building to the town. The previous cost of redecoration was just under £3000, not including the painting of the ceiling which it is recommended does not require redecoration on this occasion. A specific budget has not been set aside for this work and therefore it would require an agreement by full Council to vire the funds from general reserves.

3. Recommendation

That

- (a) the Finance Officer be directed to seek three quotes for the redecoration of the interior of the Town Hall, not including the ceilings, for consideration by the Finance and General Purposes Committee; and
- (b) the Finance and General Purposes Committee be requested to recommend to Council that funds be vired from general reserves for the above works up to a limit of £3000.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Christmas Lights

Author: Michelle Davey, Town Clerk

1. Background

The Christmas Lights switch on event has become one of the highlights of the year in Penryn. With town events now being within the remit of the Amenities Committee, the purpose of this report is to open a discussion on the role of the Amenities Committee in the event.

2. Discussion

There is currently a Penryn Xmas Lights Committee, the purpose of which is to 'erect, maintain and improve the Penryn Xmas Lights'. The group has the power to raise funds, receive grants and donations; and to collaborate with and support other groups with similar purposes. The installation of the Christmas Lights is distinctly different from organising the switch on event itself and requires very different skills, although in the past the Committee has worked very hard to do both.

However, there is now scope for the Town Council to give this Committee the support it needs by taking responsibility for organising the switch on event, in coordination and partnership with the Penryn Xmas Lights Committee. The Penryn Town Team has also pledged support for the switch on event and is keen to work with the Town Council to provide additional resources and activities. With this in mind, at a recent meeting, Dave Tayler of The Thirsty Scholar was appointed to 'champion' the event.

3. Recommendation

That

- (a) the Committee pledges support to the annual Christmas lights switch on event; and
- (b) a meeting be arranged with the Chairmen of the Amenities Committee, the Penryn Xmas Lights Committee and the Penryn Town Team Christmas lights champion to discuss arrangements for joint working on the Christmas lights switch on event.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Penryn Clock Tower

Author: Michelle Davey, Town Clerk

1. Background

The purpose of this report is to update the Committee on the current situation regarding the damp in the clock tower.

2. Discussion

The Town Hall has been reserved for the remedial work to be carried out on the clock tower from 1 October 2016 to the end of the year and no bookings for hall hire or weddings are being taken for that period. An application for a grant for funding has been lodged by Councillor Mrs G A Grant with Sita and she has been advised that the Town Council can expect a response in the first week in October. Richard Thomas of RTP Surveyors has been appointed to draw up the specifications; appoint a contractor; and project manage the works.

There will be an item on the full Council agenda to approve the viring of funds from earmarked reserves to pay for the works should the outcome of the grant applications be unsuccessful as it is not option to simply not carry out the works, however, Councillor Mrs G A Grant has advised that she is very hopeful of a favourable response.

3. Recommendation

That the update report on the Penryn Clock Tower be noted.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Glasney Playing Field

Author: Michelle Davey, Town Clerk

1. Background

The purpose of this report is to update the Committee on the current situation regarding the poor drainage at Glasney Playing Field.

2. Discussion

A meeting was held with the Open Spaces Manager on 17 May 2016 at which he advised that the outline drainage scheme for Glasney Playing Field had been approved and engineers had been instructed to draw up a more detailed design. This followed a series of meetings over a long period of time with Cornwall Council officers, Cabinet Members, and other stakeholders. Details of the drainage scheme will be shared with members of the Committee once it is available.

3. Recommendation

That the update report on Glasney Playing Field be noted.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Maintenance Schedule

Author: Helen Perry, Finance Officer

1. Background

Council maintains an inspection schedule for items serviced on a regular basis.

2. Discussion

To enable a full work programme to be established, a full maintenance schedule is required for Council assets/property. (e.g. frequency of redecoration, seat refurbishment etc.)

This will enable the better use of staff resources (i.e. smaller jobs can be scheduled in the caretaker's working week), and will assist with the preparation of the annual budget, ensuring that fewer unexpected maintenance issues arise.

3. Recommendation

That

- (a) the current maintenance inspection schedule be noted; and
- (b) a full maintenance schedule be devised by the Amenities Committee to be maintained by the Finance Officer.

4. Appendices

- 1. Current Inspection – Maintenance Schedule

Maintenance Schedule – Current Inspections

Latest update: 29 June 2016

Item	Location	Frequency Inspection	Inspected by	Date Last Inspection	Date Next Inspection
Gas Boilers	Saracen House	N/A	Cornwall Housing (landlord)	9 October 2015	Cornwall Housing
	Town Hall	Annually	W T Flockhart Zurich Inspection	15 September 2015 June 2016	September 2016 June 2017
	Temperance Hall	Annually	W T Flockhart Zurich Inspection	15 September 2015 June 2016	September 2016 June 2017
	Old Gent's Hut	N/A – no boiler			
Electrics (Full inspection)	Saracen House	5 Years	Cornwall Housing (landlord)	N/A	N/A
	Town Hall	5 Years	Philpott & Wheeler Electricians	14 October 2015	October 2020
	Temperance Hall	5 Years	Philpott & Wheeler Electricians	8 October 2015	October 2020
	Old Gent's Hut	5 Years	Cornwall Council	2015	Next inspection to be carried out by Town Council Contractor 2020
	Permarin Car Park (Lights)	6 Years	SSE Electrical	March 2016	March 2022
Electric (Portable Appliances)	Saracen House	Yearly	Philpott & Wheeler Electricians	July 2015	July 2016
	Town Hall	Yearly	Philpott & Wheeler Electricians	July 2015	July 2016
	Temperance Hall	Yearly	Philpott & Wheeler Electricians	July 2015	July 2016
	Old Gent's Hut	Yearly	Philpott & Wheeler Electricians	July 2015	T.B.C.
Fire Alarm	Saracen House	N/A	Cornwall Housing (landlord)	N/A	N/A
	Town Hall	Twice Yearly	ABEL Alarm	27 April 2016	October 2016
	Temperance Hall	Annually	EXCO Fire & Safety Control Ltd	16 May 2016	May 2017
	Old Gent's Hut	N/A – no fire alarm			
Fire Extinguishers	Saracen House	Annually	Avalon Fire Protection Ltd	13 June 2016	June 2017
	Town Hall	Annually	Avalon Fire Protection Ltd	13 June 2016	June 2017
	Temperance Hall	Annually	Avalon Fire Protection Ltd	13 June 2016	June 2017
	Old Gent's Hut	Annually	Avalon Fire Protection Ltd	24 June 2015	T.B.C.

Intruder Alarm	Saracen House	Twice Yearly	EXCO Fire & Safety Control Ltd	18 January 2016	July 2017
	Town Hall	Twice Yearly	ABEL Alarm	27 April 2016	October 2016
	Temperance Hall	N/A		N/A	N/A
	Old Gent's Hut	N/A		N/A	N/A
Clock	Town Hall	Annually	Smith of Derby	12 November 2015	November 2016
Earthing	Town Hall	Annually	Dawsons Steeplejacks	March 2016	March 2017
Window Cleaning	Saracen House	Twice Yearly	David Morris Window Cleaning	December 2015	August 2016
	Town Hall	Three Times P/A	David Morris Window Cleaning	7 April 2016	August 2016
	Temperance Hall	Twice Yearly	David Morris Window Cleaning	February 2016	August 2016
	Bus Shelters	Quarterly	David Morris Window Cleaning	11 May 2016	August 2016
RoSPA Inspections	Memorial Garden	Annually	PlaySafety Limited	19 April 2016	April 2017
	Glasney Field	Annually	PlaySafety Limited	19 April 2016	April 2017



PENRYN Town Council

AMENITIES COMMITTEE

4 JULY 2016

Committee Tour

Author: Michelle Davey, Town Clerk

1. Background

The Town Council maintains a number of assets as set out in the asset register some of which not all members will be familiar with. It is therefore suggested that as a starting point for the new Committee, a tour of the Council's assets be arranged.

2. Discussion

Practically, due to Councillors' availability and the spread of Council assets it may be prove extremely difficult to arrange a tour that all Councillors can attend and which covers all the Council's assets. Therefore it is suggested that the Committee be split into groups, each covering a different group of assets, accompanied by a Council officer, and that each elect a spokesperson to report back to the next meeting of the Committee on their observations.

3. Recommendation

That

- (a) the Committee be organised into three groups of Councillors for the purpose of conducting a tour of Council assets;
- (b) the Council's assets be divided equally among the three groups;
- (c) that each group be accompanied by a Council officer on a tour of its allocated assets; and
- (d) that each group nominate a spokesperson to report back to the next meeting of the Committee on its observations.

4. Appendices

None.