



PENRYN Town Council

YOU ARE HEREBY SUMMONED TO A MEETING OF THE AMENITIES COMMITTEE TO BE HELD ON **MONDAY 12 SEPTEMBER 2016 AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

Michelle Darcy

Town Clerk
6 September 2016

AMENITIES COMMITTEE AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. DISPENSATIONS

4. PRESENTATION MAKING PENRYN BUZZ

To receive a presentation from Bethany Roberts on Making Penryn Buzz a Pollinator Friendly Scheme

5. 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 12 September 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.

6. MINUTES

To approve as a correct record the minutes of the meeting of the Amenities Committee held on 4 July 2016 [Pages 3 – 5]

To note the minutes of the meeting of the Penryn Week Committee held on 9 August 2016 [Pages 6 – 7]

- 7. GLEBE CEMETERY**
To receive an update and agree any actions to be taken [Pages 8 – 9]
- 8. COMMITTEE TOURS AND MAINTENANCE SCHEDULE UPDATE**
To receive an update of the committee tours and maintenance issues that arose [Pages 10 – 16]
- 9. COMMUNITY WARDEN UPDATE**
To receive an update on the Community Warden Scheme [Page 17]
- 10. LITTER BINS**
To receive a progress report on litter bins [Page 18]
- 11. EMERGENCY PLAN**
To confirm the emergency equipment required to enable an application for grant funding to be made [Page 19]
- 12. WASTE REDUCTION SCHEME**
To select committee members to draft a waste reduction scheme [Page 20 – 21]
- 13. HALL HIRE CHARGES**
To consider a proposal to amend Council's hall hire charges [Pages 22 – 24]
- 14. MEMORIAL GARDEN POWER SUPPLY**
To discuss the feasibility of installing a power supply in the Memorial Garden [verbal report]
- 15. TOWN HALL INTERIOR REDECORATION**
To recommend to the finance and general purposes committee the redecoration of the main hall [Page 25]
- 16. PRE-BUDGET DISCUSSION**
To make recommendations for items to be added to the 2017/2018 annual budget [Pages 26 – 32]

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)

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 4 JULY AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN

Councillors

C K Wenmoth (Chairman)

Mrs M V Bennett, D Garwood, K S Green, Mrs B Hulme, Mrs M K May, R P Mitchell,

Mrs S Peters and M Snowdon

1. APOLOGIES

Apologies were received from Councillor G C Rickard (ill).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DISPENSATIONS

There were no requests for dispensations.

4. PUBLIC PARTICIPATION

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

5. ELECTION OF VICE-CHAIRMAN

RESOLVED that Councillor Mrs M K May be elected Vice-Chairman for the civic year 2016–2017.

Proposed by Councillor C K Wenmoth and seconded by Councillor Mrs M V Bennett

6. TERMS OF REFERENCE

The Terms of Reference for the Amenities Committee were noted.

7. ASSET REGISTER

The following items listed on the asset register required their locations to be confirmed:

- Town Clerk's Wand of Office
- Silver Medal in case commemorating the loss of the Kent
- Antique Silver Seal

The Asset Register was noted.

8. PENRYN LIBRARY

The Town Clerk gave a verbal report about the proposed layout for the first floor of the library to enable the Town Council staff to be accommodated should the service be devolved.

RESOLVED delegated authority be given to the Town Clerk to instruct RTP Surveyors to prepare the plans and Building Regulations for the internal alterations of the first floor of the library, for submission to Cornwall Council for approval at an estimated cost of £700.

Proposed by Councillor M Snowdon and seconded by Councillor Mrs B Hulme

9. MEMORIAL GARDENS

Councillor M Snowdon gave an overview of the works that are underway in the Memorial Garden and opened a discussion on how the budget saving could be best spent.

RESOLVED that the remaining uncommitted budget be used for the recommendations raised in the RoSPA report dated 19 April 2016.

Proposed by Councillor Mrs B Hulme and seconded by Councillor Mrs S Peters

10. GLEBE CEMETERY

A lengthy discussion took place regarding the overall condition of the cemetery.

RESOLVED that

- (a) the Finance Officer be directed to investigate the cost of adding levelling of graves to the contract for maintenance of the Glebe Cemetery and the purchase of topsoil bulk bag and report back to the next meeting;
- (b) the proposal that the excess space between burial rows be allocated for cremated remains be deferred to the next meeting;
- (c) the proposal that the Glebe Cemetery Regulations be amended to include small headstones referred to in (b) be deferred to the next meeting; 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.

Proposed by Councillor D Garwood and seconded by Councillor Mrs B Hulme

11. TOWN HALL

The Committee discussed the condition of the paintwork within the Town Hall, and

RESOLVED that

- (a) the paintwork be 'touched in'; and
- (b) should the 'touching in' be unsuccessful, the Finance and General Purposes Committee recommends to Council that funds be vired from general reserves for redecoration of the main hall up to a limit of £3,000.

12. CHRISTMAS LIGHTS

The switch-on of the Christmas Lights was scheduled for Saturday 3 December 2016 and it was commented that it was one of the most popular events on the annual calendar. A discussion took place on how Council could assist with the event to ensure its continuing success.

RESOLVED that

- (a) the Committee pledges to support the annual Christmas Lights event; and
- (b) the Penryn Week Committee arranges the 'switch on' event, with assistance as required from the Amenities Committee.

Proposed by Councillor R P Mitchell and seconded by Councillor Mrs B Hulme

13. PENRYN CLOCK TOWER

The update report on the damp in the Clock Tower was noted.

14. GLASNEY PLAYING FIELD

The update report regarding the drainage in Glasney Playing Field was noted.

15. MAINTENANCE SCHEDULE

The 'maintenance schedule – current inspections' was noted. Councillors were advised that a maintenance schedule would be drawn up for the Council assets and areas managed by the Council following the completion of the Committee tours.

16. COMMITTEE TOUR

A discussion regarding a tour of the Council assets took place.

Councillors were requested to email the Finance Officer with the assets they wished to visit in order that the Finance Officer may arrange a suitable date and time.

There being no further business the meeting closed at 9.03pm.

MINUTES OF THE MEETING OF THE PENRYN WEEK COMMITTEE HELD ON TUESDAY 9TH AUGUST 2016 IN THE TOWN HALL, PENRYN AT 8.00PM

Committee members present:

Councillors: Chairman - Mrs Mary May
Mrs Gill Grant, Mrs Shelley Peters, Mark Snowdon
Co-opted Members: John Kirby

1. APOLOGIES

Apologies were received from Councillors Rich Mitchell and Charlie Wenmoth

2. MINUTES

RESOLVED that the minutes of the meeting of the Penryn Week Committee held on 27 June 2016 be approved.

Proposed by Councillor Mark Snowdon and seconded by John Kirby

3. DEBRIEF OF PENRYN WEEK

The Committee agreed on a whole the week went very well. Although a road closure was now not required for the Carnival, it was agreed that the yellow signs would still be put out in future as they serve as a good advertising board. The Famous Barrel had offered to host a BBQ and live music next year if we finish the carnival at the bottom of St Thomas Street instead of Penryn Quay, this would also avoid the crossing of the busy Commercial Road. New ideas are needed for 2017 so advertising early is essential.

4. PLAN FOR THE ROYAL VISIT

The Royal Visit is scheduled for September 8th 12.30pm – 2.00pm. It was agreed that the Mayor's Civic List would be invited and each guest is to bring two forms of identification. Hand flags and lanyards need to be ordered. Ideas were circulated of a gift that could be presented on behalf of the Town.

5. ENTERTAINMENT FOR PENRYN CHRISTMAS LIGHTS SWITCH ON

It was agreed that the theme for the Shop Window Competition would be 800 Years of Christmases. It was discussed that possibly the recipient of the proposed Mayor's Citizen of the Year Award could switch on the lights. An invitation needs to be sent to the schools inviting the children to sing on the evening of the switch on. It was agreed that a children's entertainer be booked to provide afternoon entertainment in the Temperance Hall. A hog roast will be in attendance this year as a result of public demand. Last year Viva Voce, Suitcase Singers and Jazz Harbour all sang around the Town FOC, and it was agreed to invite them all again this year.

6. POSSIBLE MINI SEPTEMBER FESTIVAL

It was agreed that with the many events already organised over the coming months, that this idea be set aside for now.

7. KEMENETH

Councillor Shelley Peters gave an update of the current proposals. A plan is

currently being put together to submit to Cornwall Council, acts have been booked and a further meeting of Kemeneth is to be held next Wednesday (17th) when more information will be available.

8. MOCK MAYOR

The secretary was asked to email Lea Parry for an update on Mock Mayor. The event needs to be hugely advertised in order to get as many townsfolk to participate.

9. SON ET LUMIERE – PARK AND RIDE

After a brief discussion it was agreed that a Park and Ride options would not be needed for this event.
Proposed by Councillor Mrs Mary May and seconded by Councillor Mrs Gill Grant.

10. MARSHALLS

It was **RESOLVED** that Helston Marshalls be contacted in relation to booking Marshalls for the Son Et Lumiere event.
Proposed by Councillor Mrs Gill Grant and seconded by Councillor Mrs Shelley Peters.

**11. COUNCILLOR SNOWDON'S TALK WITH PROF DJ HOSKEN
(UNIVERSITY OF EXETER)**

It was agreed that with the many events already organised over the coming months, that this idea be set aside for now.

12. ANY OTHER BUSINESS

Rachael Jones would like to show her short film on the evening of the Son Et Lumiere event. This would be a 10 to 15 minute documentary film celebrating Penryn on a continuous loop playing in the Temperance Hall between 7.30pm and 9.30pm.

The Service of Thanksgiving held in Penryn Week raised £97.00 each for the RNLi and St Gluvias Church.

13. DATE OF NEXT MEETING

The date for the next meeting is scheduled for Thursday 15th September at 7.00pm in the Town Hall, Penryn.

There being no further business the meeting was closed at 9.25pm.



PENRYN Town Council

AMENITIES COMMITTEE

12 SEPTEMBER 2016

Glebe Cemetery

Author: Helen Perry, Finance Officer

1. Background

The Glebe Cemetery is located at the end of Love Lane, Gorran Gorras, Penryn, the cemetery is owned and managed by the Town Council, as with all assets a certain level of maintenance is required to ensure the space remains a pleasant environment for visitors.

2. Discussion

Grave Digging

The excavation of the graves in the Glebe Cemetery is currently arranged by the Funeral Director, prices have been sought, should Council wish to provide this service instead of relying on the funeral director.

Quotation 1

Double Depth and re-open	£280.00
Digging and removal of waste	£320.00

Quotation 2

Double Depth	£320.00
Re-open	£305.00

Grave Levels

Over time graves are prone to subsidence, causing the grave levels to sink, therefore 'topping up' of the soil and reseeded of the grass is required periodically.

Our current contractor can offer the service of grave 'topping up' and there are two possible solutions:-

Option 1

Add top soil to the sunken graves and reseed (top soil/seed provided by contractor)	£20.00 per grave
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Option 2

Remove the turf, add topsoil, leave to settle then re-turf	£35.00 per grave
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A third option - the 'topping up' of graves is carried out in-house by our part-time caretaker, top soil would be stored at the burial ground behind a screened area for use when required.

Top soil cost – approximately £70 to £80 per tonne bag
Staff hours – 1 to 2 hours depending on subsidence level
Equipment – tools would need to be purchased and stored.
Mileage – staff to be reimbursed for business miles

Efficient Use of Space

At the previous Amenities Committee meeting held on 4 July 2016, it was suggested that the space between burial rows be used for the burial of cremated remains, with a small headstone the base being approximately 2ft x 1ft in size.

Should Council proceed with the introduction of a new cremated remains area, an amendment to the cemetery regulations would be required as it currently only allows the use of memorial slabs.

3. Recommendation

That

- (a) The arrangement for the digging of graves becomes the responsibility of the Town Council rather than the Funeral Directors
- (b) Grave levelling to be carried out as necessary, by the contractor
- (c) Excess space between burial rows be allocated for cremated remains burials;
- (d) The Glebe Cemetery Regulations be amended to include small headstones for cremated remains in the area referred to in (c) above

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

12 SEPTEMBER 2016

Committee Tours and Maintenance Schedule Update

Author: Helen Perry, Finance Officer

1. Background

The committee tours of the council assets have commenced, with visits to the following places:-

- Old Gents Hut (Quay Hill Shelter)
- Memorial Garden
- Temperance Hall

2. Discussion

A full maintenance schedule for all Council assets and areas of responsibilities needs to be produced to enable better management of staff time and resources.

The attached schedules show the areas highlighted during the committee tour that took place on Monday 8 August 2016.

The aim of the schedule is to eventually having a rolling maintenance programme to ensure that the assets of the Town are maintained to minimum satisfactory level.

3. Recommendation

That the maintenance schedules be noted.

4. Appendices

- 1) Old Gent's Hut Maintenance
- 2) Memorial Garden Maintenance
- 3) Temperance Hall Maintenance



PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - OLD GENT'S HUT

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Satellite Dish	Rusty, unused satellite dish	Remove satellite dish and dispose				
Sweep	Clean outside area	Sweep outside area to remove debris and rubbish				
Waste receptacle for cigarettes	New container required	Install cigarette butt container				
Graffiti	Far door has sprayed paint	Remove sprayed paint from door				
Rubbish	General rubbish to be removed	Request the Dracaena Centre to ensure their rubbish is put out for collection				
Motorbike	Blocking entrance	Try to ascertain ownership of motor bike and request that they do not park on Council property				

General notes:-

MAINTENANCE Before commencing work - agreement with Dracaena Centre needs to be check (to ascertain responsibility)
 WATER BUTT Find out ownership
 CHAIN Reason for being attached to the bench



PENRYN TOWN COUNCIL

MAINTENANCE SCHEDULE - MEMORIAL GARDEN

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Agility Bench	Cap missing	check security of fixings ands replace bolt/nut cap	HP	01/09/2016	04/08/2016	Replacement cap on order from Wicksteed Leisure
Air Walker	Finger Entrapment - potential on swinging arm	Refer to manufacturer or installer for comment	HP		18/07/2016	Manufacturer Comments - In regards to the traps. This equipment was designed and manufactured prior to the introduction of the new safety standard for outdoor exercise equipment and may not necessarily conform to these standards - Email dated 18/07/16
Entrance Gate	Corroded gate	Descale, paint with lead free paint, repair as necessary	MS		28/07/2016	Gate installed
Entrance Gate	Finger Entrapment	Ensure 12mm spacing as required			28/07/2016	Gate installed - removes finger entrapmententrapment issue
General Surface	Trip zones at edge of surface	Build up ground levels to remove trip hazard				Awaiting clarification of area.
Paths	Trip Points	Repair surface as required				Awaiting clarification of area.
Surface by Agility Bench	Worn grass area	Make good				Prices for rubber pads used in play areas to be obtained
Surface by Air Walker	Worn grass area	Make good				Prices for rubber pads used in play areas to be obtained
Unsecure Benches	Benches to be secured to the floor	Secure to the ground		30/09/2016		Make good where possible. Cost of new wooden benches to be obtained, to fit in with the existing benches throughout the town. (CW to try to obtain prices)
Various Benches	Benches should be located 1m away from the fence where possible	Move to correct distance and secure		30/09/2016		Move to correct distance where possible.
Entrance Gate	Bolts - there are no bolts at the top of the gate	Check if bolts are required		30/09/2016		
Plaques	Cleaning of plaques	Jennings Plaque - clean Audiern Plaque - clean		30/09/2016		
Graffiti	Grafitti on Air Walker	Remove grafitti		30/09/2016		



PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - MEMORIAL GARDEN

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Legion Bench	Cleaning	Clean and repaint bench		31/10/2016		Before Armistice Day
Dustbin	Cleaning	Clean		31/10/2016		Before Armistice Day
Flagpole	Repair pull cord	Replace the rope that pulls the flag up to the top of the pole		31/10/2016		Before Armistice Day

General notes:-

Bee Friendly Planting that would encourage more bees would be preferred
Memorial Memorial stone in good condition
Railings Painting of the railings has been completed



PENRYN TOWN COUNCIL

MAINTENANCE SCHEDULE - TEMPERANCE HALL

Area/Item	Detail	Action	By Whom	Target Date	Completed	Comments
Kitchen						
Electrics	Switches located in kitchen - labelling	Label Switches		30/09/2016		
Wall	Wall under window - bubbled	Scrape wall and make good				
Boiler Room						
Paintwork	Paintwork poor	Tidy paintwork				
Shelving	Shelving	Install shelving to enable the storage of more items				Prices for shelving to be obtained
Toilets						
Ladies	Baby changing unit	Install a baby changing toilet in the ladies toilet				Price for baby changing unit to be obtained
Ladies/Disabled	Public becoming locked in ladies toilet	Replace the locks on the ladies and disabled toilet				Locks purchased, awaiting installation
Coat hangers outside disabled toilet	Repair wall	Fill in the holes by the coat hooks				
Gents	Wall - poor paintwork	Scrape wall by left of toilet and make good				
Gents	Toilet handle	Replace - toilet handle				
Upstairs toilets	Cistern refill - slow	Plumber required to increase the speed of the cistern refill	SR	30/09/2016	01/092016	SR to contact plumbers
Upstairs toilets	Damp	To investigate the cause of the damp				
Upstairs toilets	Partition	Price to remove partition				Cost to remove the partition in the upstairs toilets to allow for better use of the space
Toilet - on stairway going to Committee room	Paintwork in poor condition	Scrape wall as required and make good				



PENRYN TOWN COUNCIL

MAINTENANCE SCHEDULE - TEMPERANCE HALL

<i>Area/Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Stairways						
To Balcony	Ceiling damp	To investigate the cause of the damp				
Peeling Paintwork	Paintwork poor	Scrape affected areas and make good				
Lights	Lights not working	Replace light bulbs and possible the fitting		30/09/2016		
To committee room	Plaster needs to be repaired	Scrape off blown plaster and repair				
Floor by Box Office	Non-slip paint	Floor to be repainted as required				
Main Hall						
Paintwork	Redecorate	Repaint main hall				repainting to be scheduled, number of years in between decorating required
Lights	6 x Light tubes not working	Replace faulty tubes				Electrician required - due to height tower required in places
Dip in floor	dip in floor near boiler room entrance	Investigate the cause of the dip and how to repair				
Balcony						
Floor	Re-varnish the floor	Re-varnish when next scheduled repaint of the hall				
Museum Storage						
Partition	Consider removal of partition	Partition to possibly removed to create a larger storage space				
Yard						
Buddleia	Remove buddleia	Remove buddleia and treat				



PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - TEMPERANCE HALL

<i>Area/Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Hose Holder	Rusty	Replace rusty hose holder				
Drainage Pipe	Extend pipe	Extend pipe from launders to be nearer the drain				
Flooring	Slippery floor	Bleach flooring to remove green slippery area				
Committee Room						
Rubbish	Dispose of rubbish	Dispose of bike and wooden ramp				Arrange removal of items, check if other items need removing before arranging
Door to St Gluvias Street	Sticking Door	Catch on door to be filed	CJ			
Front of Building						
Buddleia	Remove buddleia	Remove buddleia and treat				
Windows	Poor paintwork	Repaint and repair windows				
Guttering	Guttering	Check guttering isn't blocked				

General Notes

Automatic lights look at feasibility of automatic lights for the toilets, to save on electricity
Boxes Boxes to be labelled in cupboards



PENRYN Town Council

AMENITIES COMMITTEE

12 SEPTEMBER 2016

Community Warden

Author: Helen Perry, Finance Officer

1. Background

The Community Warden scheme commenced in August 2015 after the completion of training, the Council has three trained wardens. Wardens are able to issue tickets to members of the public for dog fouling.

2. Discussion

Tickets – to date no tickets have been issued although approximately 13 members of the public have been given a verbal caution.

The main area for dog fouling is St Thomas Street whereas the main area for fly-tipping is Saracen – throwing the rubbish in to Glasney Valley.

The warden has encountered 3 incidents where due to lack of any photo identification, members of the public have accused him of being a 'joke', photo ID is being sought to rectify this situation.

3. Recommendation

The update on the community warden scheme be noted

4. Appendices

None.



AMENITIES COMMITTEE

12 SEPTEMBER 2016

Litter Bins

Author: Lauren Bayfield, Administration Assistant

1. Background

A budget of £1000 was allocated to fund an additional 10 litter bins in the town. At a meeting of the Council on the 23 June 2015, it was resolved to install litter bins in locations suggested by the public and to approve Cory Environmental as a contractor to empty the bins.

2. Discussion

Following the Council's decision last year there have been various updates. Several of the locations identified by the public have now had bins placed there by Cornwall Council therefore eliminating the need for bins in these areas. It has also been noted that post-mounted bins may be unsuitable for some locations and so different types of bins need to be looked at to address this.

3. Recommendation

That the decision relating to the location and types of bins be delegated to the Town Clerk in consultation with the Chairman of the Amenities Committee.

4. Appendices

None.



PENRYN Town Council

AMENITIES

12 SEPTEMBER 2016

Community Emergency Plan

Author: Lauren Bayfield, Administration Assistant

1. Background

At the last meeting of the Community Emergency Plan working party on Tuesday 15 March 2016 it was agreed to apply for funding from Cornwall Council towards the plan.

2. Discussion

In order to apply for the funding a list of how the money will be spent needs to be provided. Given that the plan has already been completed it would be useful to spend the money on equipment that can be used in case of an emergency. The items suggested are:

- VHF Radios and training x2
- Spotlight torches
- Hi-visibility jackets
- Flood Sax (sandless sandbags)

3. Recommendation

To approve the items listed above in order to apply for the Community Emergency Plan Grant.

4. Appendices

None.



PENRYN Town Council

AMENITIES COMMITTEE

12 September 2016

Waste Reduction Scheme

Author: Michelle Davey, Town Clerk

1. Background

The 5p plastic bag tax scheme was introduced on 5 October 2015, and was applicable to plastic bags given out by large retailers. The money raised by this tax was intended to be donated to charities. It was suggested that the Town Council use this opportunity to help Penryn take the lead in engaging the whole community to reduce waste and benefit both the economy and the environment.

2. Discussion

On 2 November 2015, Councillor R P Mitchell presented the following motion to Council:

To form a Working Party comprised of Councillors, local schools and colleges, local businesses and interested NGOs and charities that would:

- (a) approach the supermarkets for a grant to deliver a community-wide educational programme aiming to reduce waste and litter (specifically plastic) in and around Penryn;
- (b) develop the educational programme; and
- (c) coordinate with small retailers to apply this tax to small businesses in Penryn.

Councillors Mrs G A Grant, Mrs M K May and R P Mitchell were appointed to the Working Party which was subsequently disbanded by the Council on 1 August without having met to progress the scheme. It is suggested that a small group of three Councillors of the Amenities Committee meet informally to draft a proposal for a scheme to be approved by the Committee at a later date.

3. Recommendation

That the Amenities Committee nominates three members of the Committee to draft a Waste Reduction Scheme for approval at a later meeting of the Committee.

4. Appendices

None.



PENRYN Town Council

Amenities

12 September 2016

Hall Hire Charges Review

Author: Lauren Bayfield, Administration Assistant

1. Background

It is good practice to annually review the Town Council's hall hire charges in order to ensure that they are keeping pace with inflation and are at an appropriate level for community halls.

2. Discussion

The current hall charges are as follows:

Temperance Hall

Standard rate: £15.00 + VAT (£18.00) per hour or part thereof

Concession rate: £5.00 + VAT (£6.00) per hour or part thereof (minimum hire 2 hours)

Town Hall

Standard Rate: £22.50 + VAT (£27.00) per hour or part thereof

Concession Rate: £7.50 + VAT (£9.00) per hour or part thereof (minimum hire 2 hours)

Weddings £300.00 + VAT (£360.00) for two days hire

Council Chamber

Standard Rate: £22.50 + VAT (£27.00) per hour or part thereof

Concession Rate: £7.50 + VAT (£9.00) per hour or part thereof (minimum hire 2 hours)

In reviewing the hall hire rates, the draft schedule attached as an Appendix to the report has taken into account other local community hall rates, the various types of usage of the halls, and the costs of maintaining them.

There are a number of key proposed changes as follows:

- (a) An additional business rate has been added to maximise the income from hire of the halls for commercial purposes. The new rates remain comparatively competitive, but will help to increase income from the halls.
- (b) Following feedback that many of our hall hirers, we have removed the 'part thereof' element of the current rates to enable the Council to charge pro rata where the hire period includes a half hour element.

- (c) A minimum hire rate of two hours has been added as it is considered that hire of the halls for a lesser period is too costly to the Town Council to make it viable.
- (d) In order to provide more competitive pricing for customers who simply want to use the hall without any of the additional facilities, a separate charging schedule is suggested for 'extras'. This means that if, for example, the kitchen is used, the cost of the additional cleaning required as a result is covered, and those who are on a tight budget can save on costs by not using the kitchen.

3. Recommendation

That the hall hire charges for the Temperance Hall, Town Hall and Council Chamber, be as set out in the draft hall hire rates, attached as an appendix to the report, with effect from Tuesday 13 September.

4. Appendices

Draft hall hire rates.

Penryn Town Council – Hall Hire Rates

(ALL PRICES INCLUDE VAT)	Business Rate	Standard Rate (Private use including parties)	Concession Rate (registered charities and non-profit making organisations)
Town Hall Seats 80	£27.00 per hour	£26.00 for first two hours (minimum hire), £13.00 per hour thereafter	£14.00 for first two hours (minimum hire), £7.00 per hour thereafter
Council Chamber Seats 20 with conference table	£15.00 per hour	£14.00 for first two hours (minimum hire), £7.00 per hour thereafter	£8.00 for first two hours (minimum hire), £4.00 per hour thereafter
Temperance Hall Seats 200	£18.00 per hour	£18.00 for first two hours (minimum hire), £9.00 per hour thereafter	£10.00 for first two hours (minimum hire), £5.00 per hour thereafter

	Town Hall	Council Chamber	Temperance Hall
Kitchen Hire £8.00 per session	✓	×	✓
Projector Hire £5.00 per session	✓	✓	✓
PA System £5.00 per session	✓	✓	✓
Refreshments (tea, coffee and biscuits) £1 per person	✓	✓	✓
Wi-Fi £5.00 per session	✓	✓	×
Stage	✓	×	✓
Disabled access	×	×	✓



PENRYN Town Council

AMENITIES COMMITTEE

12 SEPTEMBER 2016

Town Hall – Interior Redecoration

Author: Helen Perry, Finance Officer

1. Background

Penryn Town Hall is used for civic functions and wedding ceremonies, therefore, it is important that the building is well maintained.

2. Discussion

The interior of the Town Hall was decorated in 2012 and the paintwork has now begun to deteriorate.

A 'touch-in' of the paintwork has been tried, but has been unsuccessful in refurbishing the main areas affected, the ceiling paintwork is in good condition and does not require redecoration. The previous cost of redecoration was just under £3000 excluding the ceiling.

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 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

12 September 2016

Pre-Budget Discussion

Author: Michelle Davey, Town Clerk

1. Background

In previous years the budget has been discussed and agreed at meetings of the full Council, however, following the recent structure review the first stage in the process is for the Amenities Committee to consider what commitments it will place on the budget in order to carry out its functions in the civic year 2017–18.

2. Discussion

In order to assist the Committee, a copy of the previous year's budget is attached as an Appendix to the report. The Town Clerk and Finance Officer will have regard to the recommendations of the Amenities Committee in preparing a draft budget in consultation with the Chairman of the Finance and General Purposes Committee and the Committee will meet on 21 November 2016 to consider the draft budget and make a recommendation for consideration at the full Council meeting on 6 December 2016.

3. Recommendation

That the Committee confirms its recommendations to the Finance and General Purposes Committee with regard to items to be included in the Town Council's budget for the civic year 2017–18.

4. Appendices

Penryn Town Council Budget Estimates 2016–17.

PENRYN TOWN COUNCIL

BUDGET ESTIMATES 2016 - 2017

	ESTIMATED INCOME 2015/2016	PROJECTED OUTTURN 2015/2016	ESTIMATED INCOME 2016/2017
INCOME			
BANK INTEREST	350	186	350
GRANTS	29,560	32,760	25,309
OTHER INCOME	0	0	0
PENRYN WEEK	500	1,362	700
TOWN HALL LETTINGS	4,400	5,434	4,910
MUSEUM DONATIONS	100	240	100
TEMPERANCE HALL LETTINGS	6,500	5,456	5,450
FOOTPATH MAINTENANCE INCOME	225	338	225
BURIAL FEES	1,500	5,355	2,500
MISCELLANEOUS INCOME	0	0	0
GRAND TOTAL	43,135	51,131	39,544

	ESTIMATED EXPENDITURE 2015/2016	PROJECTED OUTTURN 2015/2016	ESTIMATED EXPENDITURE 2016/2017
FINANCE & GENERAL PURPOSES EXPENDITURE			
ADMINISTRATION			
SALARIES - ADMIN	71,549	74,100	77,366
SALARIES - CARETAKERS	21,968	26,422	22,323
PENSIONS	23,355	19,405	26,137
STAFF CLOTHING	250	80	500
TRAINING & TRAVEL	2,325	2,122	2,225
BANK CHARGES	50	0	50
POSTAGE	1,050	1,162	1,200
PRINTING INC. ADVERTS & NOTICES	2,500	2,178	2,400
STATIONERY	650	697	670
TELEPHONE/FAX/INTERNET (ALL SITES)	1,460	1,527	1,610
CONSULTANCY & AUDIT	1,450	1,375	1,450
ELECTION EXPENSES	0	0	0
OFFICE - OTHER	1,140	1,104	1,150
COMPUTER RELATED	1,010	1,000	1,380
SUBSCRIPTIONS	1,570	1,681	1,770
HEALTH AND SAFETY	0	534	0
INSURANCE	7,600	6,740	8,080
CANTEEN	720	740	780
PENRYN WEEK EXPENDITURE	2,500	2,000	2,500
PENRYN TOWN FAIR	1,500	0	1,500
PENRYN ARTS FESTIVAL	1,500	1,500	1,500
PENRYN CHRISTMAS LIGHTS	1,500	1,500	1,500
REMEMBRANCE SUNDAY	250	483	250
800 ANNIVERSARY CELEBRATIONS	0	0	15,000
CLEAN UP PENRYN CAMPAIGN (2014/2015)	0	0	0
PENRYN COMMEMORATES	1,270	0	1,270
COUNCIL CHAMBER REFURBISHMENT	0	2,600	0
NEIGHBOURHOOD PLAN	0	500	7,000
TOTAL	147,167	149,450	179,611

CIVIC			
CIVIC GENERAL	1,000	586	1,000
MAYOR'S ALLOWANCE	2,750	2,750	2,750
CIVIC INSIGNIA/REGALIA	2,000	2,888	1,710

PENRYN TOWN COUNCIL

TOTAL

5,750

6,224

5,460

PENRYN TOWN COUNCIL

GRANTS

COMMUNITY GRANTS	7,000	600	7,000
MINOR REPAIR GRANTS	2,082	887	1,195

TOTAL	9,082	1,487	8,195
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FINANCE & GENERAL PURPOSES SUMMARY

ADMINISTRATION	147,167	149,450	179,611
CIVIC	5,750	6,224	5,460
GRANTS	9,082	8,796	8,195

GRAND TOTAL	161,999	164,470	193,266
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PROPERTY & MUSEUM

SARACEN HOUSE

RENT	4,770	4,652	12,000
NON-DOMESTIC RATES	2,250	2,184	2,230
WATER RATES	310	477	500
GAS & ELECTRICITY	880	1,113	1,170
REPAIRS & MAINTENANCE	1,000	57	1,000
ANNUAL CONTRACTS	260	265	280
MISCELLANEOUS	200	0	200

TOTAL	9,670	8,748	17,380
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TOWN HALL

NON-DOMESTIC RATES	5,940	5,760	5,870
WATER RATES	240	206	220
GAS & ELECTRICITY	2,490	2,284	2,410
REPAIRS & MAINTENANCE	7,000	7,343	47,000
ANNUAL CONTRACTS	870	515	780
MISCELLANEOUS	500	25	200
MUSEUM EXPENDITURE & MINOR PURCHASES	1,000	1,000	1,000

TOTAL	18,040	17,133	57,480
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TEMPERANCE HALL

NON-DOMESTIC RATES	2,380	2,304	2,350
WATER RATES	450	352	370
GAS & ELECTRICITY	3,690	4,267	4,490
REPAIRS & MAINTENANCE	1,000	513	1,000
ANNUAL CONTRACTS	290	222	240
MISCELLANEOUS	500	38	200

TOTAL	8,310	7,696	8,650
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PENRYN TOWN COUNCIL

PUBLIC CONVENIENCES

NON-DOMESTIC RATES	700	672	690
WATER RATES	1,070	523	550
GAS & ELECTRICITY	370	245	260
REPAIRS & MAINTENANCE	1,000	340	1,000
ANNUAL CONTRACTS	5,500	3,609	3,800
CONSUMABLES	310	190	330

TOTAL	8,950	5,199	6,630
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BURIAL GROUND

NON-DOMESTIC RATES	200	624	640
MAINTENANCE	3,075	2,011	4,680
OTHER COSTS	0	75	0

TOTAL	3,275	2,710	5,320
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CAR PARKS

PERMARIN - RENT/LEASE	6,650	6,816	6,650
PERMARIN - NON-DOMESTIC RATES	2,480	2,400	2,450
PERMARIN - REPAIRS & MAINTENANCE	1,500	458	1,500
SHUTE MEADOW - REPAIRS & MAINTENANCE	500	175	175

TOTAL	11,130	9,849	10,775
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OTHER SERVICES

CCTV	7,000	2,750	6,000
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7,000	2,750	6,000
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CAPITAL EXPENDITURE

OFFICE EQUIPMENT	500	398	500
FURNITURE & FITTINGS	3,000	200	500
BUS SHELTERS	3,000	0	3,000
SEATS	1,200	1,200	600
TOWN SIGNS	1,500	0	2,500
LITTER BINS	0	1,000	0
PLANTERS	0	593	0

9,200	3,391	7,100
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PENRYN TOWN COUNCIL

AMENITIES

BUS SHELTER - REPAIRS & MAINTENANCE	580	597	530
FOOTPATH MAINTENANCE	1,240	1,121	1,240
SEATS MAINTENANCE	1,140	463	490
TRELUSWELL VERGE	920	878	825
OTHER GENERAL MAINTENANCE	1,000	900	1,420
QUAY HILL SHELTER	0	221	1,800
DOORSTEP GREEN/GLASNEY	1,530	1,840	2,220
BMX TRACK	0	0	0
MEMORIAL GARDENS MAINTENANCE	830	1,034	2,620
FLORAL DISPLAYS	2,310	2,414	2,630
LITTER BIN MAINTENANCE	1,000	300	1,050
WEED CLEARING	2,640	1,936	2,130
PACKSADDLE VERGE	830	820	570
	14,020	12,524	17,525

HEALTH AND SAFETY

ANNUAL CONTRACTS	0	0	363
ANNUAL INSPECTIONS	0	0	545
5 YEAR ELECTRICAL INSPECTIONS	0	900	0
MISCELLANEOUS EXPENDITURE	0	0	100
	0	900	1,008

PROPERTY & MUSEUM SUMMARY

SARACEN HOUSE	9,670	8,748	17,380
TOWN HALL	18,040	17,133	57,480
TEMPERANCE HALL	8,310	7,696	8,650
PUBLIC CONVENIENCES	8,950	5,199	6,630
BURIAL GROUND	3,275	2,710	5,320
CAR PARKS	11,130	9,849	10,775
OTHER SERVICES	7,000	2,750	6,000
CAPITAL EXPENDITURE	9,200	3,391	7,100
AMENITIES	14,020	12,524	17,525
HEALTH AND SAFETY	0	900	1,008

GRAND TOTAL	89,595	70,900	137,868
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GRAND TOTALS

FINANCE & GENERAL PURPOSES	161,999	164,470	193,266
PROPERTY & MUSEUM	89,595	70,900	137,868

TOTAL EXPENDITURE	251,594	235,370	331,134
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OPENING BALANCE	128,702	128,702	167,929
INCOME	43,135	51,131	39,544
PRECEPT	223,466	223,466	287,129
SUB TOTAL	395,303	403,299	494,602

TOTAL EXPENDITURE	251,594	235,370	331,134
CLOSING BALANCE	143,709	167,929	163,468

EARMARKED RESERVES	61,185	61,185	80,685
GENERAL RESERVES	82,524	106,744	82,783
TOTAL	143,709	167,929	163,468

PENRYN TOWN COUNCIL

EARMARKED RESERVES	01-Apr-15	MOVEMENTS	31-Mar-16
ELECTIONS	5,000	1,000	4,000
RENT PERMARIN CAR PARK	1,604	0	1,604
EXTERIOR DECORATION TOWN HALL	14,581	2,500	17,081
OLD GENTLEMEN'S HUT	500	500	0
COMMERCIAL ROAD CAR PARK	6,000	0	6,000
GLASNEY FIELD	2,000	0	2,000
COLLEGE FIELD	1,000	1,000	2,000
COMMUNITY WARDEN SCHEME	500	500	0
LIBRARY	20,000	8,000	28,000
BROAD STREET PAVEMENT FUND	10,000	10,000	20,000
TOTAL EARMARKED RESERVES	61,185	19,500	80,685