

MINUTES OF THE MEETING OF THE **COUNCIL HELD ON MONDAY 12 JUNE 2017 AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

Councillors

Mrs S Peters (Town Mayor)
K S Green, Ms R L Holden, J J Langan, D J Mason, Mrs M K May, M Snowdon, J E Thompson,
Mrs J Tucker and C K Wenmoth

In Attendance

Cas Leo (Town Clerk), Helen Perry (Finance Officer)

11. APOLOGIES

Apologies for absence were received from Councillors G Rickard (sick) and Mrs M V Bennett (sick).

12. DECLARATIONS OF INTEREST

Councillors Mrs S Peters, C K Wenmoth and M Snowdon declared a non-registerable interest in Agenda No. 15 (Community Grants). Councillors C K Wenmoth and M Snowdon are members of the Twinning Association and Councillor Mrs S Peters as the Town Mayor is the President.

13. DISPENSATIONS

There were no requests for dispensations.

14. PUBLIC PARTICIPATION

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

15. MINUTES

RESOLVED that the minutes of the meeting of the Council held on 3 April 2017 be approved and signed as a correct record.

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

RESOLVED that the minutes of the annual meeting of the Council held on 18 May 2017 be approved and signed as a correct record.

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

The minutes of the meeting of the Planning Committee held on 28 March 2017 were noted.

The minutes of the meeting of the Planning Committee held on 25 April 2017 were noted.

The minutes of the meeting of the Planning Committee held on 25 May 2017 were noted.

RESOLVED that the minutes of the meeting of the Amenities Committee held on 13 March 2017 be approved and signed as a correct record.

Proposed by Councillor CK Wenmoth and seconded by Councillor Mrs M K May

The minutes of the Penryn Week Committee held on 3 April 2017 were noted.

The minutes of the Penryn Week Committee held on 2 May 2017 were noted.

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on 20 March 2017 be approved and signed as a correct record.

Proposed by Councillor Mrs M K May and seconded by Councillor Snowdon.

16. CORRESPONDENCE

Cornwall Legal wrote to invite one Councillor to their event on Monday 10th July which covers Data Protection, Common Land Issues, TUPE (devolution programme) and Judicial Review.

Keith Hawksworth emailed that FXplus will be organising a Community Awareness visit scheduled for 19th October 2017. If Councillors wish to be involved they can contact Keith direct on 01326 255341.

Falmouth Town Council have agreed to maintain the highway roundabout at Ponsharden on the A39 as they recognise this as an important gateway site to their town.

Letter of notification of the changes to CIC Directors at Helping Hands (Penryn).

The Clerk has received one nomination for December 2017 for the Saracen Award.

17. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

The list of Mayor's engagements for the period 24 March 2017 to the 5th June 2017 was noted.

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

The Cornwall Council members gave their reports; Councillor Mrs M K May welcomed newly elected Cornwall Councillor John Symons to the meeting and the mayor congratulated him. Councillor Symonds congratulated Councillor May on her appointment of Chairman to Cornwall Council.

Councillor Mrs M K May requested that Council write a letter of condolence following the death of Lady Mary Holborrow who had supported the town for many years.

The Maritime Line Forum had a meeting in May 17 (attended by the clerk) and had discussed the national changes to ticketing, more ticket machines at stations, the universities were displaying art work at disused platforms, and that work was progressing on a café in Penryn.

19. REPORT FROM THE TOWN CLERK

The report from the Town Clerk was noted.

20. ACCOUNTS – 1 TO 31 MARCH 2017

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 31 March 2017 be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor M Snowdon

21. INTERNAL AUDIT REPORT

RESOLVED that the internal audit report for year ended 31 March 2017 be approved

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

22. ACCOUNTS - 1 TO 30 APRIL 2017

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 30 April 2017 be approved.

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

23. ANNUAL GOVERNANCE STATEMENT

RESOLVED that the Annual Governance Statement for year ended 31 March 2017 be approved.

Proposed by Councillor J J Langan and seconded by Councillor K S Green

24. ANNUAL STATEMENT OF ACCOUNTS

RESOLVED that the annual accounts 2016–17 and the Annual Statement of Accounts be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor J.E Thompson

25. COMMUNITY GRANTS

Having declared an interest earlier in the meeting, Councillors Mrs S Peters, M Snowdon and C K Wenmoth left the meeting for the duration of the following item, and did not take part in the debate nor the vote. In the absence of the Chairman and Vice Chairman, Councillor Mrs M K May was elected Chairman for the duration of the item.

RESOLVED that the Penryn and District Twinning Association be awarded a grant of £200.

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

26. RISK MANAGEMENT UPDATE

The Town Clerk informed the Council that he has arranged in house training with the Finance Officer in July to have an overview of the accounting process.

The Risk Management Update report was noted.

27. RoSPA PLAY AREA INSPECTION REPORTS

The RoSPA Inspection has taken place for the Memorial Garden and Glasney Playing Field.

RESOLVED that the Town Clerk draws up a work programme as per the recommendations in the reports.

Proposed by Councillor M Snowdon and seconded by Councillor Ms R L Holden.

28. AMENITIES COMMITTEE ITEMS TO CARRY FORWARD

The report was noted.

Councillor Mrs M K May conveyed her thanks to Councillors C K Wenmoth and M Snowdon for their work on this committee.

The Town Clerk will draw up a list of work to be completed by Councillors and contractors.

29. APPOINTMENT OF MEMBERS TO STAFFING COMMITTEE

The Finance and General Purposes Committee was disbanded at the Annual Meeting of the Council on 18 May 2017, the committee had previously been responsible for staffing matters.

RESOLVED that a Staffing Committee of six councillors and a Staffing Appeals Committee of three councillors be created. Councillors Mrs S Peters (Town Mayor), C K Wenmoth (Deputy Town Mayor), J J Langan, Mrs M K May, M Snowdon and Mrs J Tucker be appointed to the staffing committee. Councillors Ms R L Holden, J E Thompson and D J Mason be appointed to the Staffing Appeals Committee. The committees will meet as required.

Proposed by Councillor Ms R L Holden and seconded by Councillor Mrs M K May

30. APPOINTMENT OF MEMBERS TO THE NEIGHBOURHOOD PLAN

RESOLVED that the following Councillors be appointed to the Neighbourhood Plan Group Councillors C K Wenmoth (Deputy Town Mayor), Ms R L Holden, D J Mason, Mrs M K May, J E Thompson and Mrs J Tucker

31. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

That the following Councillors represent the associated outside body:

- Falmouth and Penryn Community Network Panel
Councillor Mrs M K May
- Falmouth and Penryn Conservation Areas Advisory Committee
Councillor J J Langan
- Falmouth and Penryn Foodbank
Councillors Mrs M V Bennett and K S Green
- Friends of Falmouth Hospital
Councillors Mrs S Peters and M Snowdon
- Maritime Line Forum

- Councillors Mrs M K May and C K Wenmoth*
- Penryn and District Twinning Association
Councillors Mrs S Peters and Ms R L Holden
- Penryn Fair Day Committee
Councillors Mrs M K May, Mrs J Tucker and C K Wenmoth
- Penryn Museum Society
Councillors K S Green and C K Wenmoth
- Penryn Town Local Trust
Councillors Mrs S Peters, Mrs M K May, M Snowdon and C K Wenmoth
- Stuart Stephen Memorial Hall Trust
Councillors Mrs M V Bennett, K S Green, J J Langan, M Snowdon, Mrs J Tucker and C K Wenmoth
- West Cornwall CCTV Management Group
Councillor J E Thompson

32. PENRYN LIBRARY

The update report on the devolution of Penryn Library was noted

33. TEMPERANCE HALL STORAGE

RESOLVED that four storage racks be purchased (2 x 120mm x 60mm and 2 x 90mm x 40mm) to be placed in the Boiler Room, and that quotations be sought for the removal of the internal wall and to make good the area within the museum storage area.

Proposed by Councillor J J Langan seconded by Councillor K S Green

34. TEMPERANCE HALL

Councillor Mrs J Tucker gave an outline on the need to spend on kitchenware.

RESOLVED that Councillor Mrs J Tucker compile a list of the items required and give the list to the Finance Officer for ordering

Proposed by Councillor Mrs M K May seconded by Councillor Ms R L Holden

35. STAFF HANDBOOK THREE DRAFT POLICIES

RESOLVED that the three draft policies listed below be adopted

1. ICT Security
2. Information Governance
3. Recruitment & Selection

Proposed by Councillor Mrs M K May seconded by Councillor J E Thompson

36. 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 J J Langan and seconded by Councillor CK Wenmoth

37. SECURE CABINETS

RESOLVED that a working party be set-up and that the Town Clerk is a member.

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

38. APPOINTMENT OF CO-OPTED COUNCILLORS

RESOLVED that Miss Claire Wilson, Mrs Hayley May and Michael Cant be co-opted as members of Penryn Town Council

Proposed by Councillor Ms R L Holden and seconded by Councillor Mrs J Tucker

39. CONFIRMATION OF CHANGE TO SALARY DATE

RESOLVED that the salary payment date be amended from the 20th of the month to the last working day of the month, commencing in September 2017

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

40. PROBATION PERIOD OF STAFF

For the consideration of the following item the Town Clerk and Finance Officer left the room

RESOLVED that the Town Clerk and Customer Support Office had successfully completed their three month probation periods.

Proposed by Councillor M Snowdon and seconded by Councillor Mrs S Peters

There being no further business the meeting was closed at 8.50pm

CHAIRMAN